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Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 15 OF 2025

DATE ISSUED 09 MAY 2025

1. Introduction

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

2. Directions to candidates

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

3. Directions to departments

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

4 SMS pre-entry certificate

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

AMENDMENT

: **PROVINCIAL ADMINISTRATION: GAUTENG DEPARTMENT OF ROADS AND TRANSPORT:**
Kindly note that the following posts of Chief Artisan Grade A – B (X2 Posts): Roads Maintenance and Fleet Services with Ref No: REFS/022228, Artisan Foreman Grade A-B (X3 Posts): Roads Maintenance and Fleet Services with Ref No: REFS/022226 and Artisan Production Grade A-C (X12 Posts): Roads Maintenance and Fleet Services with Refs No: REFS/022227, advertised in Public Service Vacancy Circular 14 dated 25 April 2025, have been withdrawn.

DEPARTMENT OF ELECTRICITY AND ENERGY

- APPLICATIONS** : Applications should be accompanied by a comprehensive CV, (all other documents are submitted by shortlisted candidates). You can email your application to Quoting the relevant reference number to: AuditCommittee2025-26@dmre.gov.za
- CLOSING DATE** : 23 May 2025 at 16:00
- NOTE** : NB: Applicants who do not comply with the abovementioned requirements, as well as applications received after the closing date will not be considered. Requirements stated on the advertised posts are minimum inherit requirements; therefore, criterion for shortlisting will depend on the proficiency of the applications received. The Department reserves the right to determine suitable candidate(s) during the selection process. Confirmation of final appointment will be subject to a positive security clearance. Due to the larger number of responses anticipated, correspondence will be limited to short-listed candidates only. Applicants who have not been contacted during this period may regard their applications as unsuccessful.

OTHER POST

- POST 15/01** : **AUDIT COMMITTEE MEMBERS AND CHAIRPERSON REF NO: DEE 01/2025**
(3 years Contract)
- SALARY** : In accordance with Treasury/SAICA Tariffs
- CENTRE** : Pretoria
- REQUIREMENTS** : An NQF level 8 qualification in any of the following fields: Accounting, Financial Management, Auditing, Risk Management, Information and Communication Technology or equivalent. ICT Audit (Strategic, Operational and Technical), ICT Governance, ICT Security, Large Scale ICT Application Development and Implementation Programmes, Performance management and Legal service. Five (5) years' experience as a member of an Audit Committee in the public sector. Additional three (3) years' experience as an Audit Committee Chairperson. In-depth knowledge of the PFMA and the Treasury Regulations, as well as other governing prescripts. Membership of recognized professional bodies. Additionally, any of these qualifications CA (SA), CCSA, CIA, CICP, CISA, CFE will be an added advantage. Exhibit an independence of mind in deliberations and be proactive in advising the Accounting Officer. Professional approach to duties, including commitment of time and effort. Ability to encourage openness and transparency. Ability to work constructively with management. Prospective candidate should possess the following: broad business, corporate governance and/or financial management experience. Public sector experience. Familiarity with risk management practices. An understanding of internal controls. An understanding of major accounting practices and public sector reporting formats. Understanding of the roles of internal and external audit. Preference will be given to applicants who are serving as professionals. Applicants may not be in the employment of the Department and must have no business or personal relationship with the Department.
- DUTIES** : As an Advisory Committee to the Accounting Officer in terms of the requirements of the Public Finance Management Act and operate according to its approved charter, the Audit Committee will: Assist the Chairperson in the effective execution of his/her responsibilities with the ultimate aim of the achievement of the organization's objectives. Review the coordination of audit efforts to ensure completeness of the coverage and promote the effective use of the audit resources. Review adequacy and effectiveness of the Departments' governance processes, risk management and internal controls, including information system, programme management and security controls. Review the quality of the financial and other management information produced to ensure integrity, reliability, and accuracy thereof. Review any accounting and audit related significant findings and recommendation of the internal and external auditors. Examine and review the annual financial statements before final approval thereof. Review any significant incidents of a criminal or irregular nature. The Audit Committee will meet at least five times per year, attend meetings as often as required and be flexible with time. The committee will review the functioning and effectiveness of the Internal Audit Activity and provide direction to the work of external auditors. Assist the Accounting Officer in the effective execution of his/her responsibilities by reporting and making recommendations. The roles and responsibilities of the Audit Committee are clearly defined in the approved charter of the Committee.
- ENQUIRIES** : Mr Figaret Tel No: (012) 406 7766

DEPARTMENT OF EMPLOYMENT AND LABOUR

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

CLOSING DATE : 23 May 2025 at 16:00 (walk-in) and 00:00 (online)

NOTE : All attachments for online application must include an application form Z83 and CV only, in PDF and as one (1) document or attachment, indicate the correct job title and the reference number of the post on the subject line of your email. Use the correct email address associated with the post. JPEG (picture/snapshot) application will not be accepted. Failure to do so, your application will be disqualified. Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using the incorrect application for employment (old Z83) will not be considered. Each post(s) advert must be accompanied by its own application form for employment and must be fully completed, initialled and signed by the applicant as instructed below. Failure to fully complete, initial and sign the Z83 form will lead to disqualification of the application during the selection process. All fields of Section A, B, C and D of the Z83 must be completed in full. Section E, F, G (Due to the limited space on the Z83 it is acceptable for applicants to indicate refer to CV or see attached. However, the question related to conditions that prevent re-appointment under Part "F" must be answered and declaration signed. Only an updated comprehensive CV (with detailed previous experience if any) and a completed and signed new Z83 application form is required. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following the communication from Human Resources and such qualification(s) and other related document(s) will be in line with the requirements of the advert. Non-RSA Citizens/Permanent Resident Permit holders in possession of foreign qualifications must be accompanied by an evaluation report issued by the South African Qualification Authority (SAQA) (only when shortlisted). The Department does not accept applications via fax. Applicants who do not comply with the abovementioned instructions/ requirements, as well as applications received late will not be considered. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to shortlisted candidates only. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the posts' technical and generic requirements. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Please note by responding to the advertisement, you consent to the collection, processing, and storing of your Personal Information in accordance with the Protection of Personal Information Act (POPIA) Your information will be used solely for the purpose of this promotion and will not be shared with third parties without prior consent unless required by law. The Department reserves the right not to make any appointment(s) to the below advertised post(s). The successful candidate will be expected to sign a performance agreement. The Department is an equal opportunity affirmative action employer. The Employment Equity Plan of the Department shall inform the employment decision. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s)

ERRATUM: Kindly take note that the advertised post of Senior Manager: Medical Services (Non-Clinical) with Ref No: HR 4/4/7/30, post of Deputy Director: Beneficiary Services with Ref No: HR 4/4/7/27 and post of Employer Audit Officer with Ref No: HR 4/4/7/24 at the Provincial Office: Mpumalanga is being withdrawn. These posts are advertised on the Public Service Vacancy Circular 13 dated 11 April 2025 with closing date of 30 April 2025. Sorry for inconvenience. Enquiries: Rev MG Sibanyoni Tel No: (013) 655 8700 / Ms E Baholo Tel No: (013) 655 8700/ Mr ABM Mampuru Tel No: (013) 655 8700. Kindly note the advertised post of Deputy Director: Labour Centre Operations with a Ref No: HR4/4/10/801 for Labour Centre Cape Town (Western Cape) is a re-advertisement, applicants who applied previously must re-apply), the post is advertised on Public Service Vacancy Circular 14 dated 25 April 2025 with a closing date of 14 May 2025. Enquiries: Mr Q Bowman Tel No: (021) 441 8120. Kindly note correct number of posts to be filled by the advert of Administration Clerk: Vocational Rehabilitation (12 Months Fixed Term Contract) with Ref No: HR 5/1/2/3/10, for Compensation Fund, is (X9 Posts) advertised on Public Service Vacancy Circular 14 of 2025 dated 25 April 2025 with a closing date 14 May 2025. Enquires: Mr LK Fani at 082 886 9452

MANAGEMENT ECHELON

POST 15/02 : **DIRECTOR: EXECUTIVE SUPPORT REF NO: HR4/4/3/3/DES/UIF**
(1 Year Contract)

SALARY : R1 216 824 per annum, (all- inclusive)

CENTRE : Unemployment Insurance Fund, Pretoria

REQUIREMENTS : A qualification at NQF level 7 (as recognized by SAQA) in Project Management/ Public Management/ Public Administration or Business Administration/ Office Administration. Senior Management Leadership Programme Certificate. Five (5) years' experience at a middle/senior management level. Knowledge: Departmental policies and procedures. Public Service Regulation (PSR). Public Service Act (PSA). Labour relations Act (LRA). Employment Equity Act (EEA). Project management principles and methodologies. Project management information technology e.g PMBOK, MS projects etc. Skills: Computer literacy. Change management. People development and empowerment. Strategic management and leadership. Financial Management. Project management. Communication. Report Writing. Presentation. Interpersonal relations.

DUTIES : Develop and ensure the implementation of administrative measures for the effective and efficient operation of the Commissioner's office. Manage the Commissioner's engagements with stakeholders and other government institutions. Provide strategic project coordination service within the Fund. Manage resources within the office of the Commissioner.

ENQUIRIES : Mr SS Pheeha Tel No: (012) 337 1847

APPLICATIONS : email: Jobs-UIF22@labour.gov.za, Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria.

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

OTHER POSTS

POST 15/03 : **DEPUTY DIRECTOR: LABOUR CENTRE OPERATIONS REF NO: HR 4/4/8/926**

SALARY : R1 059 105 per annum, (all-inclusive)

CENTRE : Ficksburg Labour Centre

REQUIREMENTS : Three-year National Diploma (NQF 6)/ undergraduate Bachelor Degree (NQF 7) in Financial Management, Accounting, Human Resource Management, Labour Relations, Social Sciences, Engineering Sciences, Public Administration/Management, Business Administration/Management, Operations Management, Project Management. Civil and /or Construction Engineering. Electrical Engineering. Mechanical Engineering. Environment Health. Analytical Chemistry. Chemical Engineering. Chemistry. Explosives Management. Explosives Engineering. Developmental Studies. Social work. Nursing. Industrial Psychology/Psychology. Qualification with Research, Economics, and Statistics as major subjects. Management/ Public Management/Administration/Human Resource Management. Administrative Management. Three years legal qualification. Five years' experience of which two at an Assistant Director level and Three years' functional experience in labour market operations/ service delivery environment. Knowledge: Public Finance Management Act, Treasury regulations, Supply chain management processes, Asset management, All labour legislations, Departmental Policies & Procedures, Public Service Regulations, Batho Pele Principles, Service Delivery Improvement Plan. Skills: Management, Computer skills, Presentation skills, Communication (Both verbal & written), Interpersonal, Conflict Management, Leadership, Project management, Diversity Management, Change Management, Monitoring and Evaluation.

DUTIES : Manage the service delivery objectives as per mandate of the Department of Labour (daily). Represent the Department in Key stakeholder forums including interdepartmental structure of government and municipalities (Intermediate). Implement and manage service delivery improvement plan. Manage all resources of the Labour Centre (Daily).

ENQUIRIES : Ms E Maneli Tel No: (051) 505 6203

APPLICATIONS : Chief Director: Provincial Operations: Private Bag X 522, Bloemfontein, 9300 Or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein. Email: jobs-fs3@labour.gov.za

FOR ATTENTION : Sub-directorate: Human Resources Operations, Free State

POST 15/04 : **DEPUTY DIRECTOR: LABOUR MARKET INFORMATION AND STATISTICS REF NO: HR4/4/7/39**

SALARY : R1 059 105 per annum, (all-inclusive)

CENTRE : Mpumalanga Provincial Office

REQUIREMENTS : Three (3) years tertiary qualification at NQF6 as recognized by SAQA in Social Sciences/Economics/Statistics. Two (2) years management experience and three (3) years functional experience in Labour market analysis, data processing and research field. Valid driver's licence. Knowledge: Research processes, Project management, Labour economics, Statistics software applications, Labour legislation, Financial management, PFMA, Public Service Administration and Batho Pele principles Skills: Report writing, Advanced computer (MS Office, Statistical software), Stakeholder relations, Communication, Presentation, Leadership, Problem solving and decision making, Project management, Statistical analysis, Analytical and Innovative.

DUTIES : Provide Performance Information Management Services. To monitor and evaluate the impact of legislation through research. Provide data and information service. Manage all resources of the Sub-Directorate.

ENQUIRIES : Rev MG Sibanyoni Tel No: (013) 655 8702

APPLICATIONS : The Chief Director: Provincial Operations, Private Bag X7263, Emalahleni, 1035 or hand deliver at: Labour Building, Corner of Hofmeyr Street and Beatty Avenue, Emalahleni. Email: Jobs-MPU-LMIS@LABOUR.gov.za

FOR ATTENTION : The Chief Director: Provincial Operations

POST 15/05 : **BUSINESS ANALYST REF NO: HR4/4/3/2BA/UIF (X3 POSTS)**
(1 Year Contract)

SALARY : R896 436 per annum, (all -inclusive)
CENTRE : Unemployment Insurance Fund, Pretoria
REQUIREMENTS : A three year (3) tertiary qualification (NQFL 6) in Information Technology/ Computer Science/ Information Systems/ Business Analysis. BA Certificate in Business Analysis or Business Process Re- engineering. Five (5) years' experience of which three (3) years must be functional experience in Information Technology (IT) environment (Business Analyst) and two (2) years at management level. Knowledge: Public Financial Management Act (PFMA). Promotion of Access to Information Act (PAIA). Basic Conditions of Employment Act (BCEA). Protected Disclosure Act. Labour Relations Act (LRA). Public Service Regulations (PSR). Public Service Act (PSA). Unemployment Insurance Act (UIA). Unemployment Insurance Contributions Act (UICA). System Development Life Cycle (SDLC). Skills: Problem Solving. Presentation. Planning and Organizing. Strong Analytic Skill. Communication skills-Both written and verbal. Ability to influence. Computer Literacy. Report Writing. Project Management. Driving

DUTIES : Manage the documentation of Business requirements. Manage the Joint Application Design sessions. Monitoring of initiatives and processes to enhance the delivering of Business Solutions. Manage resources in the Sub-Directorate.

ENQUIRIES : Mr KR Makweya Tel No: (012) 337 1422
APPLICATIONS : email: Jobs-UIF23@labour.gov.za, Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria.

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

POST 15/06 : **DATABASE ADMINISTRATOR REF NO: HR4/4/3/2DA/UIF**
(1 Year Contract)

SALARY : R896 436 per annum, (all- inclusive)
CENTRE : Unemployment Insurance Fund, Pretoria
REQUIREMENTS : A three-year (3) tertiary qualification (NQFL 6) in Information Technology/ Computer Science/ Information Systems. Oracle 11 G Certification. Five (5) years' experience of which three (3) years must be functional experience in Information Technology (IT) environment and two (2) years at management level. Knowledge: Public Financial Management Act (PFMA). Promotion of Access to Information Act (PAIA). Basic Conditions of Employment Act (BCEA). Protected Disclosure Act. Labour Relations Act (LRA). Public Service Regulations (PSR). Public Service Act (PSA). Unemployment Insurance Act (UIA). Unemployment Insurance Contributions Act (UICA). System Development Life Cycle (SDLC). Skills: Meticulous attention to detail. Conflict Management. Analytical. Problem Solving. Presentation. Planning and Organizing. Communication. Computer Literacy. Report Writing. Creativity. The ability to prioritize tasks. Driving.

DUTIES : Manage the installation and upgrading of Oracle Server Databases. Optimize the Database performance, troubleshooting and problem resolution. Provide inputs in database design/ PL/SQL code reviews for projects and enhancements. Manage the import, clone and back-up databases for testing. Monitor the database production services in the Fund. Manage resources in the Sub-Directorate.

ENQUIRIES : Mr KR Makweya Tel No: (012) 337 1422
APPLICATIONS : email: Jobs-UIF24@labour.gov.za, Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria.

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

POST 15/07 : **DEPUTY DIRECTOR: LAP PROJECT ACCOUNTANT REF NO: HR4/4/3/2DDLPA/UIF (X2 POSTS)**
(1 Year Contract)

SALARY : R896 436 per annum, (all- inclusive)
CENTRE : Unemployment Insurance Fund, Pretoria
REQUIREMENTS : Three year (3) tertiary qualification (NQFL 6) in Accounting Science/ Financial Management/ Commerce. Five (5) years' experience of which three (3) years must be functional experience in Financial Management and governance and two (2) years' experience at management level. Knowledge: Public Finance Management Act (Act 1 of 1999). Basic Conditions of Employment Act (Act 75 of 1997). Public Service Regulations (PSR). Public Service Act (Act 103 of 1994). Unemployment Insurance Act (Act 63 of 2001). Unemployment Insurance Contributions Act (Act 4 of 2002). Intergovernmental Relations Framework Act (Act 13 of 2005). Skills Development Act (Act 97 of 1998). Protection of Personal Information Act (Act 4 of 2013). Treasury Regulations. General Recognized Accounting Principles (GRAP). International Financial Reporting Standards (AFRS). Batho Pele Principles. National Youth Employment Accord. National Youth Policy 2020-2030. Skills: Financial. Communication. Training and Coaching. Diversity Management. Problem

<u>DUTIES</u>	:	Solving. Computer Literacy. Time Management. Report writing. Planning. Analytical. Numeracy. Presentation. Interpersonal. Research. Monitoring and Evaluation.
	:	Monitor the reconciliation of payments for Employability Initiatives for the unemployed, Temporary Employer-Employee Relive Scheme and Business Turnaround and Recovery Programme. Monitor, follow-up and report on invoices received by the UIF for LAP projects. Compile financial report on invoices paid and commitment schedule for LAP projects. Manage and Monitor the Implementation of internal controls. Manage Resources (Human, Finance, Equipment, Assets) in the Sub-Directorate.
<u>ENQUIRIES</u>	:	Ms PP Duma Tel No: (012) 337 1767
<u>APPLICATIONS</u>	:	email: Jobs-UIF25@labour.gov.za , Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria.
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management, UIF
<u>POST 15/08</u>	:	<u>DEPUTY DIRECTOR: BUSINESS DEVELOPMENT (X2 POSTS)</u>
<u>SALARY</u>	:	R896 436 per annum, (all-inclusive)
<u>CENTRE</u>	:	SEE- Ndabeni Cape Town (Responsible for Northern Cape, Eastern Cape, Western Cape) Ref No: HR 4/25/04/04 (X1 Post)
	:	SEE- Pietermaritzburg (Responsible for Mpumalanga, Kwa-Zulu Natal, Free State) Ref No: HR 4/25/04/05 (X1 Post)
<u>REQUIREMENTS</u>	:	Three (3) year relevant tertiary qualification at NQF6 in Business Administration / Marketing. Valid driver's Licence. Two years (2) Management Experience and three (3) year's functional experience in business development / marketing. Knowledge: Business development, Professional Sales, Understanding Products, Manufacturing environment, Product Development, Project Management, Marketing campaigns, Financial budgeting and reporting, Policies and Procedures, Strategy development and Corporate Governance. Skills: Problem Solving, Initiative, Strong Communication, Consultative, Strategic Planning, Presentation, Time management, Planning and organizing, Analytical/ judgment and decision making, Negotiation and good existing network, Assertiveness, Computer literacy.
<u>DUTIES</u>	:	Research and keep abreast with developments in the Industry. Develop and Implement Marketing and Sales Plan. Grow existing business and provide after sales support. Develop and manage business projects of the enterprises. Manage resources of the unit.
<u>ENQUIRIES</u>	:	Ms A Pretorius / Ms BP Thwala Tel No: (012) 843 7300
<u>APPLICATIONS</u>	:	Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street, Pretoria for attention: Sub-directorate: Human Resources Operations, Head Office Email: For Ndabeni use: Jobs-SEE4@labour.gov.za Email: For Pietermaritzburg use: Jobs-SEE5@labour.gov.za
<u>POST 15/09</u>	:	<u>ASSISTANT DIRECTOR: RESEARCH MONITORING AND EVALUATION REF NO: HR4/4/7/41</u>
<u>SALARY</u>	:	R582 444 per annum
<u>CENTRE</u>	:	Mpumalanga Provincial Office
<u>REQUIREMENTS</u>	:	Three (3) years tertiary qualification at NQF6 in Social Sciences/Economics/Statistics (Sociology, Demography). Four (4) years functional experience in Labour market research field services. Valid driver's licence. Knowledge: Labour legislation and relevant policies, Analytical methods, Batho Pele principles, Labour market dynamics, Research Methodology, Project management Skills: Analytical, Communication, Interpersonal, Innovative, creative and leadership, Management, planning and organising, Stress management, Team management, data analysis, Statistical software skills, Research, monitoring and Evaluation.
<u>DUTIES</u>	:	Monitor and evaluate the impact of labour legislation. Monitor and conduct the national provincial research studies. Contribute and participate in the development of Research Monitoring and Evaluation (RME) agenda. Manage all the resources of the Sub-Unit.
<u>ENQUIRIES</u>	:	Mr RH Moloabi Tel No: (013) 655 8700
<u>APPLICATIONS</u>	:	The Chief Director: Provincial Operations, Private Bag X7263, Emalahleni, 1035 or hand deliver at: Labour Building, Corner of Hofmeyer Street and Beatty Avenue, Emalahleni. Email: Jobs-MPU-LMIS@LABOUR.gov.za
<u>FOR ATTENTION</u>	:	The Chief Director: Provincial Operations
<u>POST 15/10</u>	:	<u>ASSISTANT DIRECTOR: FINANCE REF NO: HR4/4/7/29</u>
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Mpumalanga Provincial Office
<u>REQUIREMENTS</u>	:	Three (3) National Diploma (NQF6/Undergraduate Bachelor/BCOM (NQF7) in Accounting/Financial Management/Cost Management Accounting/Internal Audit. Four (4) years` experience of which two (2) years at supervisory level or as a Senior/Admin Office/Practitioner and two (2) years functional experience in the supply chain environment. Knowledge: Current DPSA & National Treasury Financial Circulars, White Paper on transformation of Public Service, Public Service Regulations and relevant prescripts, Departmental policies and procedures, Batho Pele principles, Labour relations and collective bargaining systems, Minimum information

		Security Standards, Extensive BAS knowledge, Basic knowledge of Persal, Knowledge of the iRequest System to suppliers details, Treasury instructions, Financial Regulations, Delegation Authority, Budgeting, Transversal Financial System, Treasury Regulations, Knowledge of Intranet system, Knowledge of the SAFETYWEB System. Skills: Administration and Financial Management, Organisational Communication Effectiveness, Problem Analysis, Self-Management, Budgeting and Financial Management, Customer focus and responsiveness, Developing others, Planning and Organizing, Problem Solving and decision Making, Project Management, Team Leadership, Impact and Influence, Compute literacy, Diversity Management, Networking and Building Bonds, Managing Interpersonal Conflict.
<u>DUTIES</u>	:	Manage the process of financial accounting to ensure compliance with all financial prescripts, PFMA, Treasury Regulations etc. Manage user access to financial & personnel systems (BAS, PERSAL, safely web, etc). Coordinate, review, analyse and Provincial budget and utilization of resources. Monitor the management of revenue, petty cash and debt in the province. Manage expenditure in the province. Manage all resources of the section.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. NE Mashibini Tel No: (013) 655 8700
	:	Chief Director Provincial Operations: Private Bag X7263, Witbank, 1035 or hand deliver at Corner Hofmeyer and Beauty Avenue, Labour Building. Jobs-MPU-FIN@LABOUR.gov.za
<u>POST 15/11</u>	:	<u>ASSISTANT DIRECTOR: LAP PROJECT ACCOUNTANT REF NO: HR4/4/3/2ASDLPA/UIF (X5 POSTS)</u> (1 Year Contract)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 per annum, plus 37% in lieu of benefits
	:	Unemployment Insurance Fund, Pretoria
	:	Three year (3) tertiary qualification (NQFL 6) in Accounting Science/ Financial Management/ Commerce. Four (4) years' experience in financial Management and governance of which two (2) years must be functional and two (2) years' experience at supervisory level. Knowledge: Public Finance Management Act (Act 1 of 1999). Basic Conditions of Employment Act (Act 75 of 1997). Public Service Regulations (PSR). Public Service Act (Act 103 of 1994). Unemployment Insurance Act (Act 63 of 2001). Unemployment Insurance Contributions Act (Act 4 of 2002). Intergovernmental Relations Framework Act (Act 13 of 2005). Skills Development Act (Act 97 of 1998). Protection of Personal Information Act (Act 4 of 2013). Treasury Regulations. General Recognized Accounting Principles (GRAP). International Financial Reporting Standards (AFRS). Batho Pele Principles. National Youth Employment Accord. National Youth Policy 2020-2030. Skills: Financial. Communication. Training and Coaching. Diversity Management. Problem Solving. Computer Literacy. Time Management. Report writing. Planning. Analytical. Numeracy. Presentation. Interpersonal. Research. Monitoring and Evaluation.
<u>DUTIES</u>	:	Reconcile payments for Employability Initiatives for the unemployed, Temporary Employer-Employee Relive Scheme and Business Turnaround and Recovery Programme. Process invoices received by the UIF for LAP projects. Provide inputs into financial report on invoices paid and commitment schedule for LAP projects. Implement internal controls. Serve as a Secretariat of all LAP Committees Directorate.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms PP Duma Tel No: (012) 337 1767
	:	email: Jobs-UIF26@labour.gov.za , Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria.
<u>POST 15/12</u>	:	<u>ASSISTANT DIRECTOR: SERVICE LEVEL AGREEMENT (SLA) REF NO: HR4/4/3/2ASDSLAI/UIF (X2 POSTS)</u> (1 Year Contract)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 per annum, plus 37% in lieu of benefits
	:	Unemployment Insurance Fund, Pretoria
	:	A three year (3) tertiary qualification (NQFL 6) in Information Technology/ Computer Science/ Information Systems/ Digital Systems/Electronic Engineering. Four (4) years' experience of which two (2) years must be functional experience in Information Technology (IT) Service Level Management/ Contracts/ Projects Administration environment and two (2) years must be supervisory experience. Knowledge: Public Financial Management Act (PFMA). Promotion of Access to Information Act (PAIA). Basic Conditions of Employment Act (BCEA). Protected Disclosure Act. Labour Relations Act (LRA). Public Service Regulations (PSR). Public Service Act (PSA). Unemployment Insurance Act (UIA). Unemployment Insurance Contributions Act (UICA). System Development Life Cycle (SDLC). Skills: Meticulous attention to detail. Conflict Management. Analytical. Problem Solving. Presentation. Planning and Organizing. Communication. Computer Literacy. Report Writing. Creativity. The ability to prioritize tasks. Driving.
<u>DUTIES</u>	:	Coordinate the Service Level Agreement (SLA) services for the Fund. Facilitate the contract administration support services. Facilitate the cellphone contract services in the Fund. Coordinate the Service Desk support services. Manage resources in the Sub-Directorate.
<u>ENQUIRIES</u>	:	Mr VL Kwinika Tel No: (012) 337 1621

<u>APPLICATIONS</u>	:	email: Jobs-UIF27@labour.gov.za , Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria.
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management, UIF
<u>POST 15/13</u>	:	<u>ASSISTANT DIRECTOR: ORGANISATIONAL DEVELOPMENT REF NO: HR4/4/3/2ASDOD/UIF (X2 POSTS)</u>
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Unemployment Insurance Fund, Pretoria
<u>REQUIREMENTS</u>	:	A three (3) year qualification (NQF Level 6) in Management Services / Operations Management / Production Management / Organisational Development. Four (4) years functional experience of which two (2) years functional experience in Organisational Development (OD) environment and two (2) years' experience at a supervisory level. Knowledge: Public Service Act (PSA), Public Finance Management Act (PFMA). Public Service Regulations (PSR). Labour Relations Act (LRA). Basic Conditions of Employment Act (BCEA). Unemployment Insurance Amendment Act (UIA). Unemployment Insurance Contributions Act (UICA). Employment Equity Act (EEA) Organisational Design. Job Evaluation System. Work Study Techniques. Job Profile Skills: Financial Management, Communication. Computer Literacy, Time Management, Interpersonal. Report Writing Planning and Organizing. Analytical, Creativity, Facilitation, Presentation Duties: Facilitate the design and review of the organisational structure. Coordinate Job Evaluation Process within the fund. Coordinate the implementation of Organisational structure, Legislations/Directives. Facilitate the development and signing of job profiles. Manage resources (Human, Financial, Equipment / Assets) in the Sub-directorate.
<u>ENQUIRIES</u>	:	Mr SE Mokoena Tel No: (012) 337 1912
<u>APPLICATIONS</u>	:	email: Jobs-UIF28@labour.gov.za , Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria.
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management, UIF
<u>NOTE</u>	:	African Females, Coloured Males, Coloured Females, Indian Males, White Males, White Females, and Persons with disabilities are encouraged to apply.
<u>POST 15/14</u>	:	<u>ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT (X2 POSTS)</u>
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Provincial Office: East London Ref No: HR 4/4/1/102 (X1 Post) Provincial Office: Mpumalanga Ref No: HR4/4/7/40 (X1 Post)
<u>REQUIREMENTS</u>	:	Three- years (3) National Diploma (NQF6)/ undergraduate Bachelor Degree/BCOM (NQF7) in Financial Management, Supply Chain Management, Accounting, Finance, Purchasing, Internal Auditing, Public Administration, Logistics, Economics. Valid driver's License. Four (4) years' experience of which two (2) years must be at supervisory level and two (2) years functional experience in Supply Chain Management environment. Knowledge: Public Service Transformation and management issues, White Paper on transformation of Public Service, Public Service Act, Public Service Regulations and relevant prescripts, Departmental policies and Procedures, Batho Pele Principles, Labour relations and collective bargaining systems, Minimum Information Security Standards. Skills: Administration and Financial Management, Verbal and written communication, Problem-solving, Self-Management, Budgeting and Financial Management, Customer Focus and Responsiveness, Developing Others, Planning and Organizing, Decision-Making, Project Management, Team Leadership, Managing Interpersonal Conflict, Impact and influence, Computer Literacy, Diversity Management, Networking and building bonds, Driving.
<u>DUTIES</u>	:	Manage demand of goods and services in the province. Provide and monitor acquisition/procurement services in the province. Manage logistics in the Province, Manage and monitor the assets in accordance with the relevant policy and procedure. Render and monitor contract administration support service and compliance. Manage all resources in the section.
<u>ENQUIRIES</u>	:	Mr MM Nohesi Tel No: (043) 701 3029 Ms NE Mashibini Tel No: (013) 655 8700
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X 9005, East London, 5201 Or hand deliver at No. 3 Hill Street, East London. Email: Jobs-EC2@labour.gov.za For Attention: Sub-directorate: Human Resources Operations, East London The Chief Director: Provincial Operations, Private Bag X7263, Emalahleni, 1035 or hand deliver at: Labour Building, Corner of Hofmeyer Street and Beatty Avenue, Emalahleni For Attention: The Chief Director: Provincial Operations. Email: Jobs-MPU-SCM@LABOUR.gov.za
<u>POST 15/15</u>	:	<u>ASSISTANT DIRECTOR: IT AND OFFICE SERVICE REF NO: HR 4/4/8/924</u>
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Provincial Office: Free State
<u>REQUIREMENTS</u>	:	A relevant 3 years' qualifications at NQF6/7 in Business/ Public Administration/ Public Management/ Financial Management/ Facilities Management/ Property Management and Real Estate Management. Driver's License. Knowledge: Relevant Departmental policies and

procedures. Basic Conditions of Employment Act. Batho Pele Principles. Minimum Information Security Standard. Archives Records. National Archives and Records Service. Safety and Security. Accommodation procedures. Damage and Loss control Skills: Communication. Interpersonal relations. Decision-making. Problem solving. Presentation. Conflict management. Computer Literacy.

DUTIES : Manage the office accommodation and maintenance operations for the province. Facilitate the administration functions on security services within the province. Manage and monitor effective records management services in the province. Monitor and ensure that all ITC equipment is operational.

ENQUIRIES : Ms. N Tokwe Tel No: (051) 505 6204
APPLICATIONS : Chief Director: Provincial Operations: Private Bag X 522, Bloemfontein, 9300 Or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein. Email: jobs-fs4@labour.gov.za

FOR ATTENTION : Sub-directorate: Human Resources Operations, Free State

POST 15/16 : **FIELD ICT TECHNICIAN REF NO: HR 4/4/8/925/**

SALARY : R397 116 per annum
CENTRE : Provincial Office Free State
REQUIREMENTS : A Three-year National Diploma (NQF6)/ Undergraduate Degree (NQF7) in Information Technology/ Systems plus a valid code 8 driver's license. 2 years' functional experience in the ICT field/ environment/ technical support with understanding of network connectivity technologies. Knowledge Technical standards/ procedures, End user support procedures, Operating systems, Active Directory, Backup technologies and processes, ICT Service Management Processes, Departmental Policies and Procedures, Batho Pele Principles. Skills: Communications. Analytical Thinking. Process improvement. Leadership. Good interpersonal relation.

DUTIES : Provide Desktop and Printer support. Provide call management on Information Technology Service Management System (ITSM). Provide Local Area Network (LAN) Support.

ENQUIRIES : Ms N Tokwe Tel No: (051) 505 6351
APPLICATIONS : Chief Director: Provincial Operations: Private Bag X 522, Bloemfontein, 9300 Or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein. Email: jobs-fs3@labour.gov.za

FOR ATTENTION : Sub-directorate: Human Resources Operations, Free State

POST 15/17 : **SENIOR STATE ACCOUNTANT REF NO: HR 4/4/8/923**

SALARY : R397 116 per annum
CENTRE : Provincial Office: Free State
REQUIREMENTS : Three (3) years tertiary or equivalent qualification at NQF6/7 in Finance/ Accounting. Two (2) years functional in Financial Management Services. Knowledge: Public Finance Management Act (PFMA), Treasury Regulations, Financial prescripts and manuals, Batho Pele Principles, Departmental Policies and Procedures, Conflict. Skills: Planning and Organizing skills, Computer Literacy Communication, Problem Solving, Supervisory, Accounting, Presentation, Analysis.

DUTIES : Authorize all financial transactions for the whole Province on financial transversal system (e.g. BAS, LOGIS, PERSAL and safety-net). (Daily), Verify information to ensure proper financial documents management (Daily). Monitor budget processes for the Province, Proper control of Petty cash. (Daily), Clear suspense accounts and unallocated accounts before month closure. (Monthly)

ENQUIRIES : Ms. N Tokwe Tel No: (051) 505 6204
APPLICATIONS : Chief Director: Provincial Operations: Private Bag X522, Bloemfontein, 9300 Or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein. Email: jobs-fs5@labour.gov.za

FOR ATTENTION : Sub-directorate: Human Resources Operations, Free State

POST 15/18 : **TEAM LEADER (X2 POSTS)**

SALARY : R397 116 per annum
CENTRE : Bethlehem Labour Centre Ref No: HR 4/4/8/928 (X1 Post)
 Petrusburg Labour Centre Ref No: HR4/4/8/932 (X1 Post)
REQUIREMENTS : Three (3) year's National Diploma (NQF6)/Undergraduate Bachelor Degree (NQF7) in Labour Relations/Labour Law/LLB/BCOM Law. Two (2) year's functional experience in Inspection and Enforcement Services. A valid driver's licence. Knowledge: Department policies and procedures, Employment Services Act, Labour Relation Act, Basic Conditions of Employment Act, Occupational Health and Safety Act, COIDA, SABS Codes, Unemployment Insurance Act, UI Contribution Act, Employment Equity Act, Immigration Act. Skills: Facilitation, Planning, Organizing, Computer literacy, Interpersonal, Conflict handling, Negotiation, Problem solving, Interviewing, Presentation, Innovative, Analytical, Monitoring, Performance Management, Communication.

DUTIES : Plan and independently conduct substantive inspections with the aim of ensuring compliance with some of labour legislation, namely, Basic Conditions of Employment Act (BCEA), Labour Relations Act (LRA). Plan and execute investigations independently on reported cases pertaining to contravention of labour legislation and enforce as and when necessary including making preparations for and appearing in Court as a State witness. Plan, allocate and conduct proactive

(Blitz) inspections regularly to monitor compliance with labour legislation including compilation and consolidation of reports emanating from such inspections. Conduct Advocacy campaigns on Labour legislations regularly. Manage the finalization of files of cases received and investigations conducted by the Inspectors. Contribute at a management level to planning, drafting and maintenance of regional inspection plans and reports including execution of analysis and compilation of consolidated statistical reports on regional and allocated cases.

ENQUIRIES : Mr T Moholi Tel No: (058) 303 5293
APPLICATIONS : Mr D Namane Tel No: (053) 574 0932
FOR ATTENTION : Chief Director: Provincial Operations: Private Bag X522, Bloemfontein, 9300 Or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein. Email: jobs-fs2@labour.gov.za
 Sub-directorate: Human Resources Operations, Free State

POST 15/19 : **SENIOR PRACTITIONER: IT PROJECTS REF NO: HR4/4/3/1SPITP/UIF (X3 POSTS)**
 (1 Year Contract)

SALARY : R397 116 per annum, plus 37% in lieu of benefits
CENTRE : Unemployment Insurance Fund, Pretoria
REQUIREMENTS : A three (3) year tertiary qualification (NQF Level 6) in Information Technology / Project Management/ Public Administration / Public Management / Operations Management. Two (2) years functional experience in ICT Project Management/ administration environment. Knowledge: Public Financial Management Act (PFMA). Promotion of access to Information Act (PAIA). Basic Conditions of Employment Act (BCEA). Protected Disclosure Act. Labour Relations Act (LRA). Public Service Regulations (PSR). Public Service Act (PSA). Unemployment Insurance Act (UIA). Unemployment Insurance Contributions Act (UICA). System Development Life Cycle (SDLC). Project Management Principles and Methodologies (e.g. PMBOK). Project Administration and Management. Project Management Computerized Systems (MS project etc.). Customer Services. Skills: Problem Solving. Presentation. Planning and Organizing. Strong Analytic skill. Technical. Communication skills-Both written and verbal. Ability to influence. Computer Literacy. Project Management. Report writing. Collaboration. Driving.

DUTIES : Render project communication in the Fund. Provide project administration service. Provide project support in terms of project tracking and monitoring.

ENQUIRIES : Ms S Ntoyi-Baba Tel No: (012) 337 1784
APPLICATIONS : email: Jobs-UIF29@labour.gov.za, Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria.

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

POST 15/20 : **SENIOR PRACTITIONER: LABOUR ACTIVATION PROGRAMMES REF NO: HR4/4/3/1LAP/UIF (X5 POSTS)**
 (1 Year Contract)

SALARY : R397 116 per annum, plus 37% in lieu of benefits
CENTRE : Unemployment Insurance Fund, Pretoria
REQUIREMENTS : Three (3) years' tertiary qualification (NQF Level 6) in Public Administration/ Public Management/ Business Administration/ Development Studies. Two (2) years functional experience in Projects. Knowledge: Public Finance Management Act (Act 1 of 1999). Basic Conditions of Employment Act (Act 75 of 1997). Public Service Regulations (PSR). Public Service Act (Act 103 of 1994). Unemployment Insurance Act (Act 63 of 2001). Unemployment Insurance Contributions Act (Act 4 of 2002). Intergovernmental Relations Framework Act (Act 13 of 2005). Skills Development Act (Act 97 of 1998). Protection of Personal Information Act (Act 4 of 2013). Treasury Regulations. General Recognized Accounting Principles (GRAP). International Financial Reporting Standards (AFRS). Batho Pele Principles. National Youth Employment Accord. National Youth Policy 2020-2030. Skills: Financial Management. Communication. Training and Coaching. Diversity Management. Problem Solving. Computer Literacy. Time Management. Report writing. Planning. Analytical. Numeracy. Presentation. Interpersonal. Research. Monitoring and Evaluation.

DUTIES : Implement deliverables of LAP Projects. Collate and arrange project information. Provide administrative support on project contracts. Supervise resources in the Sub-directorate.

ENQUIRIES : Ms NR Taukobong Tel No: (012) 337 1646
APPLICATIONS : email: Jobs-UIF30@labour.gov.za, Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria.

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

POST 15/21 : **SENIOR PRACTITIONER: EMPLOYEE RELATIONS REF NO: HR4/4/3/1SPER/UIF**

SALARY : R397 116 per annum
CENTRE : Unemployment Insurance Fund, Pretoria
REQUIREMENTS : An undergraduate qualification n at NQF 6/7 as recognized by SAQA in Labour Relations / Human Resources Management / LLB. Two (2) years functional experience in Labour Relations environment. Knowledge: Public Finance Management Act (PFMA). Public Service Regulations (PSR). Public Service Act (PSA). Labour Relations Act (LRA). Employment Equity Act (EEA).

<u>DUTIES</u>	:	PSCBC and CCMA Procedure. Skills: Negotiation. People Management. Problem Solving. Presentation. Planning and Organizing. Communication. Computer Literacy. Report Writing.
	:	Provide support in handling Labour Relations cases in the fund (i.e. grievances, misconduct and Labour disputes). Implement Labour Relations Act, policies, guidelines, procedures and provide advice therefore. Represent the department in disciplinary hearings, conciliations, arbitration and bargaining chambers (under supervision). Supervise staff.
<u>ENQUIRIES</u>	:	Mr TD Modise Tel No: (012) 337 1976
<u>APPLICATIONS</u>	:	email: Jobs-UIF1@labour.gov.za , Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria.
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management, UIF
<u>NOTE</u>	:	African Females, Coloured Males, Indian Males, White Males, Coloured Males, Indian Males Indian Females, White Males and Persons with disabilities are encouraged to apply.
<u>POST 15/22</u>	:	<u>EMPLOYMENT SERVICE PRACTITIONER (X2 POSTS)</u>
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Labour Centre: Volkrust Ref No: HR4/4/7/4 (X1 Post)
	:	Labour Centre: Barberton Ref No: HR4/4/7/5 (X1 Post)
<u>REQUIREMENTS</u>	:	Three (3) year qualification in Social Science (Psychology, Industrial Psychology)/Public Administration/Business Management/Public Management. Experience: Two (2) years functional in a client orientated environment. Valid driver's license. Knowledge: Employment Service Act, Unemployment Insurance Act, Public Service Act, Immigration Act. Skills: Planning and organising, Communication, Computer, Analytical, Presentation, Interpersonal, Report writing, Leadership, Networking, Negotiation and Marketing.
<u>DUTIES</u>	:	Marketing PES services to stakeholders to acquire opportunities and conduct recruitment selection, referral and placement of registered work seekers. Process requests for International Cross Boarder Labour Migration (ICBLM) and advise on the availability of skills. Process applications for registration of Public Employment Agency (PEA) and Temporary Employment Schemes (TES). Supervise the provision of registration and referral of work seekers for the Department. Monitor the implementation of Employment Schemes, Labour Activation Programmes (LAP) Projects and Temporary Relief-Schemes. Supervise the administration of employer services at the Labour Centre.
<u>ENQUIRIES</u>	:	Mr JRM Makate Tel No: (017) 735 2994
	:	Mr N Makgaba Tel No: (013) 712 3066
<u>APPLICATIONS</u>	:	Acting Deputy Director Labour Centre Operations: Private Bag X9023 or hand deliver at Acker Building Room5, Laingsnek, Street, Volkrust. Email: Jobs-PRT@LABOUR.gov.za
	:	Deputy Director Labour Centre Operations: Private Bag X1634 or hand deliver at Eurika Centre, Shop no11, Nourse Street, Barberton Email: Jobs-BBN@LABOUR.gov.za
<u>POST 15/23</u>	:	<u>SENIOR STATE ACCOUNTANT: ASSET MANAGEMENT AND SYSTEMS REF NO: HR 4/25/04/14</u>
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	SEE, Silverton, Pretoria
<u>REQUIREMENTS</u>	:	Three-year tertiary qualification at NQF6 in Accounting and Financial Management Two years' functional experience in finance environment. Knowledge: Financial Systems (Syspro), Public Service Act and Regulations, Asset Management Policy, Manufacturing environment, Developmental Policies and Procedures, Analytical methods and statistical theories. Skills: Problem Solving, Interpersonal, Communication, Time management, Analytical, Planning and organising, Computer literacy.
<u>DUTIES</u>	:	Manage all asset of the Factories. Manage and monitor the payments of debtors in the SEE. Administer financial system within the SEE. Compile financial reports of SEE. Supervise all resources of all the section.
<u>ENQUIRIES</u>	:	Ms A Pretorius/ Ms BP Thwala Tel No: (012) 843 7300
<u>APPLICATIONS</u>	:	Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street, Pretoria. Email: Jobs-SEE14@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Operations, Head Office
<u>POST 15/24</u>	:	<u>SENIOR STATE ACCOUNTANT: FINANCIAL ACCOUNTING REF NO: HR 4/24/04/15</u>
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	SEE, Silverton, Pretoria
<u>REQUIREMENTS</u>	:	Three years National Diploma (NQF6)/ undergraduate Bachelor Degree (NQF7) in Accounting, Financial Management, Cost and Management Accounting, Financial Accounting or Auditing. Two years' functional experience in a finance or accounting field. Knowledge: Generally recognized Accounting Practise, Treasury Regulations and its prescripts, Preferential Procurement Policy Framework Act, Departmental Policies and Procedures, Batho Pele Principle, Public Finance Management Act. Skills: Writing, Analytical, Communication, Supervisory, Decision making, Computer literacy.

<u>DUTIES</u>	:	Administer all the payable accounts within SEE (including payments on petty cash/cashbook and EFT). Control and review payroll administration within SEE e.g. salaries, wages and 3rd party payments. administer all the receivable accounts within SEE and VAT accounts. Review and monitor revenue transactions within SEE (Including transfers, subsidies, donations etc.). Monitor all resources of the Directorate.
<u>ENQUIRIES</u>	:	Ms A Pretorius/ Ms BP Thwala Tel No: (012) 843 7300
<u>APPLICATIONS</u>	:	Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street, Pretoria. Email: Jobs-SEE15@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Operations, Head Office
<u>POST 15/25</u>	:	<u>CHIEF PERSONNEL OFFICER: HUMAN RESOURCE MANAGEMENT (X3 POSTS)</u>
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	SEE: Port Elizabeth Ref No: HR4/25/04/27 (X1 Post)
	:	SEE: East London Ref No:HR4/25/04/28 (X1 Post)
	:	SEE: Seshego (Polokwane) Ref No:HR4/25/04/29 (X1 Post)
<u>REQUIREMENTS</u>	:	Three-year tertiary qualification at NQF6 in Human Resource Management. Two (2) years functional experience in Human Resource management services. Knowledge: Departmental policies and procedures, HRM policies, Training and Development, Public service regulations, Public service Act, Knowledge of SDA, SDLA And EEA, Management and budgeting, Batho Pele Principles, Relevant HIV/AIDS related legislation, policies & regulations, National Strategic Plan on HIV, AIDS and STI Integrated Employee Health and Wellness Framework, Structure and Functions of the Department, EHWP Policies, Human Resource Development Strategy, National Skills Development Strategy, Human Resource Development policies and prescripts. Skills: Planning and Organizing, Communication, Computer literacy, Analytical, Facilitation, Interpersonal, Leadership, Presentation, Report writing, Time management, Training and Development.
<u>DUTIES</u>	:	Conduct recruitment and selection process within the Sheltered Employment Factories. Facilitate the process of benefits administration in the Factories. Render Employee Wellness support within the Sheltered Employment Factories. Render Labour Relations administration support. Coordinate training and development initiatives and performance management system.
<u>ENQUIRIES</u>	:	Ms A Pretorius / Ms BP Thwala Tel No: (012) 843 7300
<u>APPLICATIONS</u>	:	Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street, Pretoria For Attention: Sub-directorate: Human Resources Operations, Head Office. Email: For Port Elizabeth use: Jobs-SEE27@labour.gov.za EMAIL: For East London use: Jobs-SEE28@labour.gov.za EMAIL: For Seshego use: Jobs-SEE29@labour.gov.za
<u>POST 15/26</u>	:	<u>FLEET MONITORING AND INSPECTION OFFICER REF NO: HR4/4/7/29</u>
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Mpumalanga Provincial Office
<u>REQUIREMENTS</u>	:	A relevant 3-year tertiary qualification in Transport/Fleet management. One (1) year functional experience in Fleet/Transport Management Services. Valid driver's licence. Knowledge: procurement, servicing, operation, maintenance and repair of Country vehicles. Methods, materials, tools and equipment used in the maintenance and repair of vehicles. Applicable laws, codes, regulations, policies and procedures. Practices and procedures involved in researching, comparing and purchasing vehicles, equipment and suppliers. Diagnostic procedures for vehicles. Operation, theory and principles of gasoline and diesel-powered engines. Public Service Regulations, operations, policies and objectives. Policies and objectives of assigned programs and activities. Inventory practices and procedures. Principles and practices of administration. Oral and written communication skills. Interpersonal skills using tact, patience and courtesy. Skills: Communication, Coordination, Planning and organization, Report writing, Computer, Monitoring and evaluation and Time management.
<u>DUTIES</u>	:	Conduct inspection on Provincial fleet vehicles, Enforce compliance on Provincial fleet operations. Perform maintenance of fleet vehicle at the province. Perform general administrative tasks in respect of fleet operations.
<u>ENQUIRIES</u>	:	Ms NE Mashibini Tel No: (013) 655 8700
<u>APPLICATIONS</u>	:	The Chief Director: Provincial Operations, Private Bag X7263, Emalahleni, 1035 or hand deliver at: Labour Building, Corner of Hofmeyer Street and Beatty Avenue, Emalahleni. Email: Jobs-MPU-FLT@LABOUR.gov.za
<u>FOR ATTENTION</u>	:	The Chief Director: Provincial Operations
<u>POST 15/27</u>	:	<u>OFFICE ADMINISTRATOR REF NO: HR4/4/7/02</u>
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Mpumalanga Provincial Office
<u>REQUIREMENTS</u>	:	Three (3) year National Diploma (NQF6)/ Undergraduate Bachelor Degree (NQFL7) in Office Management /Information Management and Technology/Public Administration/Business Administration/Business Management/ Public Management. One (1) years functional experience in office administrator / secretariat services. Knowledge: Departmental policies and procedures,

	Planning and Organising, Administration procedures, Batho Pele principles, Interpersonal relations. Skills: Facilitation skills, Interpersonal relationship skills, Computer skills, telephone etiquette, Organising skills, decision Making skills, Analytical skills, Project Management.
<u>DUTIES</u>	: Provide a receptionist support to the Provincial Chief Inspector including diary management for the Provincial Chief Inspector. Render a secretariat service for the Office of the Provincial Chief Inspector. Assist in Monitoring and maintaining the budget including the supply chain for the Provincial Chief Inspector. Facilitate and coordinate all logistical and resource requirements of the Provincial Chief Inspector. Provide Management information and records management services in the Directorate. Track and monitor projects tasks within the Directorate.
<u>ENQUIRIES APPLICATIONS</u>	: Mr. ABM Mampuru Tel No: (013) 655 8700 : Chief Director Provincial Operations: Private Bag X 7263, Witbank, 1035 or hand deliver at Corner Hoffmeyer and Beauty Avenue, Labour Building Email: Jobs-MPU-IES@LABOUR.gov.za
<u>POST 15/28</u>	: <u>FACTORY INSTRUCTOR: WOOD (X3 POSTS)</u>
<u>SALARY CENTRE</u>	: R325 101 per annum : Supported Employment Enterprise- Pietermaritzburg Ref No: HR4/25/04/09 (X1 Post) : Supported Employment Enterprise Springfield (Johannesburg) Ref No: HR4/25/04/10 (X1 Post) : Supported Employment Enterprise: Bloemfontein Ref No:HR4/25/04/11 (X1 Post)
<u>REQUIREMENTS</u>	: Occupational Certificate: Carpenter / or Furniture Upholstery (NQF Level 04). Two (2) years functional experience in wood environment, Supervisory experience and a valid driver's license will be an added advantage. Knowledge: Public Service Act, Public Finance Management Act, South African Bureau of Standard classification, Disability Act and policies, Manufacturing process, Proven exposure and knowledge of a relevant production system or philosophy, Sound knowledge of Safety, Environment and Quality systems. Skills: Planning and organizing, Communication, Computer Literate, Interpersonal, Analytical, Leadership, Technical, Teamwork, Counselling.
<u>DUTIES</u>	: Implement product manufacturing process and operations within the factory. Coordinate the development of products in the factories. Ensure compliance to the Occupational health and Safety in the factory. Manage Human Resources in the factory.
<u>ENQUIRIES APPLICATIONS</u>	: Ms A Pretorius/Ms BP Thwala Tel No: (012) 843 7300 : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street, Pretoria. For Attention: Sub-directorate: Human Resources Operations, Head Office. Email: For Pietermaritzburg use: Jobs-SEE9@labour.gov.za Email: For Springfield use: Jobs-SEE10@labour.gov.za Email: For Bloemfontein use: Jobs-SEE11@labour.gov.za
<u>POST 15/29</u>	: <u>FACTORY INSTRUCTOR: STEEL REF NO: HR 4/25/04/12</u>
<u>SALARY CENTRE</u>	: R325 101 per annum : SEE, Kimberley
<u>REQUIREMENTS</u>	: Occupational Certificate: Welder (NQF Level 4). Two (2) years functional experience in steel environment. Supervisory Experience and a valid driver's licence will be an added advantage. Knowledge: Public Service Act, Public Finance Management Act, South African Bureau of Standard classifications, Disability Act and policies, Manufacturing process, Proven exposure and knowledge of a relevant production system or philosophy, Sound knowledge of Safety, Environmental and Quality Systems. Skills: Planning and organizing, Communication, Computer literate, Analytical, Interpersonal, Leadership, Technical, Teamwork, Counselling.
<u>DUTIES</u>	: Implement product manufacturing process and operations within the Factory. Coordinate the development of products in the factories. Ensure compliance to the Occupational Health and Safety in the factory. Manage Human Resources in the factory.
<u>ENQUIRIES APPLICATIONS</u>	: Ms A Pretorius/ Ms BP Thwala Tel No: (012) 843 7300 : Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street, Pretoria. Email: Jobs-SEE12@labour.gov.za
<u>FOR ATTENTION</u>	: Sub-directorate: Human Resources Operations, Head Office
<u>POST 15/30</u>	: <u>FACTORY INSTRUCTOR: TEXTILE REF NO: HR4/25/04/13</u>
<u>SALARY CENTRE</u>	: R325 101 per annum : Supported Employment Enterprise, Pietermaritzburg
<u>REQUIREMENTS</u>	: Occupational Certificate: Sewing Machine Operator (NQF Level 04) / N6 Clothing Production (NQF Level 06). Two (2) years functional experience in textile environment, Supervisory experience and a valid driver's license will be an added advantage. Knowledge: Public Service Act, Public Finance Management Act, South African Bureau of Standard classification, Disability Act and policies, Manufacturing process, Proven exposure and knowledge of a relevant production system or philosophy, Sound knowledge of Safety, Environment and Quality systems. Skills: Planning and organizing, Communication, Computer Literate, Interpersonal, Analytical, Leadership, Technical, Teamwork, Counselling.
<u>DUTIES</u>	: Implement product manufacturing process and operations within the factory. Coordinate the development of products in the factories. Ensure compliance to the Occupational health and Safety in the factory. Manage Human Resources in the factory.

<u>ENQUIRIES</u>	:	Ms A Pretorius/ Ms BP Thwala Tel No: (012) 843 7300
<u>APPLICATIONS</u>	:	Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street, Pretoria. Email: Jobs-SEE13@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Operations, Head Office
<u>POST 15/31</u>	:	<u>STATE ACCOUNTANT SALARIES AND WAGES REF NO: HR 4/25/04/18</u>
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	SEE, Silverton, Pretoria
<u>REQUIREMENTS</u>	:	Three (3) year tertiary qualification at NQF6. 1-2 years' functional experience. Knowledge: Administrative procedures relating to an office, Public Financial Management Act, Ability to operate fax machine and a photocopier, Data capturing, VIP system, Analytical methods and statistical theories, Departmental Policies. Skills: Planning and organizing, Communication, Computer literacy, Interpersonal, Analytical, Time Management, Problem Solving.
<u>DUTIES</u>	:	Render salaries and wages admin support services within the Factories. Process all VIP payments within the SEE. Compile EE, Cost Centre and union statistics.
<u>ENQUIRIES</u>	:	Ms A Pretorius/ Ms BP Thwala Tel No: (012) 843 7300
<u>APPLICATIONS</u>	:	Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street, Pretoria. Email: Jobs-SEE18@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Operations, Head Office
<u>POST 15/32</u>	:	<u>FACTORY STORE ADMINISTRATOR REF NO: HR 4/25/04/21</u>
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	SEE, Potchefstroom
<u>REQUIREMENTS</u>	:	National Diploma / B Degree in Purchasing Management / Assets Management / Facility Management / Logistic Management or relevant qualifications (NQF 6). Six months' relevant experience. Knowledge: Public Service Regulation, Public Service Act, Public Finance Management Act, Preferential Procurement Policy Framework Act, Broad Based Black Economic Empowerment, Treasury Regulations, Supply Chain Management Systems and Processes, Assets Management. Skills: Financial Management, Analysis, Problem solving, Planning and Organizing, Communication (verbal and written), Computer literacy, Report Writing.
<u>DUTIES</u>	:	Maintain and update the stock register. Capture stock details on both manual and electronic procurement systems. Maintain the warehouse. Provide stock taking and issuing of items. Administer the receiving of goods/ items for the stores and warehouse.
<u>ENQUIRIES</u>	:	Ms A Pretorius / Ms BP Thwala Tel No: (012) 843 7300
<u>APPLICATIONS</u>	:	Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street, Pretoria. Email: Jobs-SEE21@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Operations, Head Office
<u>POST 15/33</u>	:	<u>FACTORY INSTRUCTOR: WOOD REF NO: HR4/25/04/22</u>
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Supported Employment Enterprise Kimberley
<u>REQUIREMENTS</u>	:	Occupational Certificate: Carpenter / or Furniture Upholstery (NQF Level 04). Two (2) years functional experience in wood environment, Supervisory experience and a valid driver's license will be an added advantage. Knowledge: Public Service Act, Public Finance Management Act, South African Bureau of Standard classification, Disability Act and policies, Manufacturing process, Proven exposure and knowledge of a relevant production system or philosophy, Sound knowledge of Safety, Environment and Quality systems. Skills: Planning and organizing, Communication, Computer Literate, Interpersonal, Analytical, Leadership, Technical, Teamwork, Counselling.
<u>DUTIES</u>	:	Implement product manufacturing process and operations within the factory. Coordinate the development of products in the factories. Ensure compliance to the Occupational health and Safety in the factory. Manage Human Resources in the factory.
<u>ENQUIRIES</u>	:	Ms A Pretorius / Ms BP Thwala Tel No: (012) 843 7300
<u>APPLICATIONS</u>	:	Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street, Pretoria. Email: Jobs-SEE22@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Operations, Head Office
<u>POST 15/34</u>	:	<u>FACTORY INSTRUCTOR: STEEL REF NO: HR 4/25/04/23</u>
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	SEE, Ndabeni (Cape Town)
<u>REQUIREMENTS</u>	:	Occupational Certificate: Welder (NQF Level 4). Two (2) years functional experience in steel environment. Supervisory Experience and a valid driver's licence will be an added advantage. Knowledge: Public Service Act, Public Finance Management Act, South African Bureau of Standard classifications, Disability Act and policies, Manufacturing process, Proven exposure and knowledge of a relevant production system or philosophy, Sound knowledge of Safety, Environmental and Quality Systems. Skills: Planning and organizing, Communication, Computer literate, Analytical, Interpersonal, Leadership, Technical, Teamwork, Counselling.

<u>DUTIES</u>	:	Implement product manufacturing process and operations within the Factory. Coordinate the development of products in the factories. Ensure compliance to the Occupational Health and Safety in the factory. Manage Human Resources in the factory.
<u>ENQUIRIES</u>	:	Ms A Pretorius / Ms BP Thwala Tel No: (012) 843 7300
<u>APPLICATIONS</u>	:	Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street, Pretoria. Email: Jobs-SEE23@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Operations, Head Office
<u>POST 15/35</u>	:	<u>BCEA INSPECTOR (X4 POSTS)</u>
<u>SALARY CENTRE</u>	:	R269 499 per annum
	:	Volkruis Labour Centre: HR 4/4/7/15 (X1 Post)
	:	Kwa Mhlanga Labour Centre: HR4/4/7/36 (X1 Post)
	:	Mashishing Labour Centre: HR4/4/7/37 (X1 Post)
	:	Sabie Labour Centre: HR 4/4/7/38 (X1 Post)
<u>REQUIREMENTS</u>	:	Three (3) years relevant qualification in Labour Relations/ BCOM Law/ LLB. No experience required. Valid driver's licence. Knowledge: Departmental policies and procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Unemployment Insurance Act and Unemployment Insurance Contributions Act. Skills: Facilitation skills, Planning and Organising (Own work), Computing (Spread sheet, PowerPoint and word processing), Interpersonal skills, Problem Solving skills, Interviewing skills, Analytical, Verbal and written communication skills and Employment Equity Act.
<u>DUTIES</u>	:	Conduct occupational inspections with the aim of ensuring compliance with all labour legislations. Execute investigation on reported cases pertaining to contravention of labour legislation and enforce where and when necessary. Conduct proactive (Blitz) inspections regularly to monitor compliance with labour legislation. Conduct advocacy campaigns on identified and allocated labour legislation. Assist in drafting of inspection plan, reports and compilation of statistics on allocated cases.
<u>ENQUIRIES</u>	:	Mr JRM Makate Tel No: (017) 735 2994 Mr S Ndimande Tel No: (013) 946 2484 (Kwa Mhlanga Labour Centre) Ms L Mokhasi Tel No: (013) 235 2368/9 (Mashishing Labour Centre) Ms L Mshogo Tel No: (013) 764 2105/6 (Sabie Labour Centre)
<u>APPLICATIONS</u>	:	Acting Deputy Director Labour Centre Operations: Private Bag X9023 or hand deliver at Acker Building Room5, Laingsnek, Street, Volkruis. Email: Jobs-PRT@LABOUR.gov.za Deputy Director Labour Centre Operations: Private Bag X4016, 1022 Kwa Mhlanga or hand deliver at Government Building, Nr 6, Kwa Mhlanga. Email: Jobs-KGA@LABOUR.gov.za Acting Deputy Director Labour Centre Operation's: Private Bag X20081, 1120 Mashishing or hand delivery at 51 De Klerk, Street, Mashishing. Email: Jobs-LDB@LABOUR.gov.za Deputy Director Labour Centre Operation's: Private Bag X523, 1260 Sabie or hand delivery at 10th Avenue (old spar centre) Sabie. Email: Jobs-SBI@LABOUR.gov.za
<u>POST 15/36</u>	:	<u>INSPECTOR REF NO: HR4/4/5/27 (X7 POSTS)</u>
<u>SALARY CENTRE</u>	:	R269 499 per annum
	:	Labour Centre: Durban Ref No: HR4/4/5/27 (X4 Posts)
	:	Labour Centre: Petrusburg Ref No: HR 4/4/8/916 (X2 Posts)
	:	Labour Centre: Zastron Ref No: HR 4/4/8/981 (X1 Post)
<u>REQUIREMENTS</u>	:	Three (3) years relevant qualification at NQF6/7 in Labour Relations/ BCOM Law/ LLB. Valid driver's licence. Knowledge: Departmental Policies and procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Unemployment Insurance Act, Unemployment Insurance Contributions Act. Skills: Facilitation skills, Planning and Organizing (Own work), Computing (Spread sheets, PowerPoint and word processing), Interpersonal skills, Problem Solving skills, Interviewing skills, Analytical, Verbal and written communication skills, Employment Equity Act.
<u>DUTIES</u>	:	Conduct occupational inspections with the aim of ensuring compliance with all labour legislations. Execute investigations on reported cases pertaining to contravention of labour legislation and enforce where and when necessary. Conduct proactive (Blitz) inspections regularly to monitor compliance with labour legislation. Conduct advocacy campaigns on identified and allocated labour legislation. Assist in drafting of inspection plans, reports and compilation of statistics on allocated cases.
<u>ENQUIRIES</u>	:	Mr SA Mchunu Tel No: (031) 336 1500 Mr D Namane Tel No: (053) 574 0932 Mr C Van Niekerk Tel No: (051) 673 1471
<u>APPLICATIONS</u>	:	Deputy Director: Durban Labour Centre, PO Box 10074, Durban 4056 Or hand deliver at Govt Buildings Masonic Grove, Durban. Alternatively e-mail to Jobs-KZN16@labour.gov.za For Attention: Sub-directorate: Human Resources Operations, KwaZulu-Natal Chief Director: Provincial Office: Private Bag X522, Bloemfontein, 9300 Or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein. For Attention: Sub-directorate: Human Resources Operations, Free State. Email: jobs-fs1@labour.gov.za

<u>POST 15/37</u>	:	<u>CLIENT SERVICE OFFICER: INSPECTION AND ENFORCEMENT SERVICES (X10 POSTS)</u>
<u>SALARY CENTRE</u>	:	R269 499 per annum Butterworth Labour Centre Ref No: HR4/4/1/01 (X1 Post) eMaxesibeni Labour Centre Ref No: HR4/4/1/02 (X1 Post) Fort Beaufort Labour Centre Ref No: HR4/4/1/03 (X1 Post) Gqeberha Labour Centre Ref No: HR4/4/1/04 (X1 Post) Graaf-Reinet Labour Centre Ref No: HR4/4/1/05 (X1 Post) Kariega Labour Centre Ref No: HR4/4/1/06 (X1 Post) Komani Labour Centre Ref No: HR4/4/1/07 (X1 Post) Mdantsane Labour Centre Ref No: HR4/4/1/08 (X1 Post) Mthatha Labour Centre Ref No: HR4/4/1/09 (X1 Post) Nqanqarhu Labour Centre Ref No: HR4/4/1/10 (X1 Post)
<u>REQUIREMENTS</u>	:	Matriculation/ Grade 12. Knowledge: All Labour Legislations and Regulations, Private Employment Agency regulations and related ILO conventions, Public Service Regulations, Public Service Act, Knowledge of the Departmental (Policies, Procedures and Guidelines), Batho Pele Principles. Skills: Interpersonal, Telephone etiquette, Interviewing, Computer Literacy, Communication, Ability to interpret legislation, Problem solving.
<u>DUTIES</u>	:	Render services at help desk as the first point of entry within the Registration Services. Render Employment Services to all the Clients who visit the Labour Centre. Resolve all complaints on all Labour Legislations received from Clients. Receive all Unemployment Insurance Benefits for Injuries & Diseases Act (COIDA) and Employer registration forms for COIDA.
<u>ENQUIRIES</u>	:	Ms N Getyeza Tel No: (047) 491 0656 Ms L Nongena Tel No: (039) 254 7201 Mr T Mgudane Tel No: (046) 645 7700 Mr M Nqolowa Tel No: (041) 506 5000 Mr S Mshumpela Tel No: (049) 892 2142 Mr S Thambo Tel No: (045) 807 5477 Mr L Mduduma Tel No: (043) 761 3151 Ms Z Zaula Tel No: (047) 501 5600 Ms N Mvanyashe Tel No: (045) 932 1077 Ms W Koba Tel No: 041 9924627
<u>APPLICATIONS</u>	:	Deputy Director: Labour Centre Operations, Private Bag X3081 Butterworth, 4960, Hand deliver at ERF 9369 Blyth and Robison Streets Butterworth, 4960. Email: Jobs-EC9@labour.gov.za Deputy Director: Labour Centre Operations, Private Bag X530, eMaXesibeni, 4735, Hand deliver at No 52 Church Street eMaXesibeni, 4735. Email: Jobs-EC9@labour.gov.za Deputy Director: Labour Centre Operations, Private Bag X530 Fort Beaufort, 4735, Hand deliver at No 528 Alice Road Old Teba Building Fort Beaufort, 5720. Email: Jobs-EC1@labour.gov.za Deputy Director: Labour Centre Operations, Private Bag X6045 Gqeberha, 6000, Hand deliver at VSN Centre 116-134 Govan Mbeki Avenue Gqeberha, 6000. Email: Jobs-EC1@labour.gov.za Deputy Director: Labour Centre Operations, PO Box 342, Graaf-Reinet, 6280, Hand deliver at 63 Church Street Graaf-Reinet, 6280. Email: Jobs-EC4@labour.gov.za Deputy Director: Labour Centre Operations, PO Box 5320, Komani, 5320, Hand deliver at 10 Robinson Road Komani, 5320. Email: Jobs-EC1@labour.gov.za Deputy Director: Labour Centre Operations, Private Bag X19, Mdantsane, 5219, Hand deliver at Mzaule Street NU 1 Mdantsane, 5219. Email: Jobs-EC1@labour.gov.za Deputy Director: Labour Centre Operations, Private Bag X5080, Umtata, 5100, Hand deliver at Manpower Building CNR Elliot and Madeira Street Umtata, 5100. Email: Jobs-EC7@labour.gov.za Deputy Director: Labour Centre Operations, PO Box 397, Nqanqarhu, 5780, Hand deliver at 1 Royal Road Nqanqarhu, 5480. Email: Jobs-EC7@labour.gov.za Deputy Director: Labour Centre Operations, Private Bag X5080, Kariega, 6230, Hand deliver at 15A Chase Street Kariega, 6230. Email: Jobs-EC3@labour.gov.za for attention: Deputy Director: Labour Centre Operations
<u>POST 15/38</u>	:	<u>CLIENT SERVICE OFFICER: UIF (X32 POSTS)</u>
<u>SALARY CENTRE</u>	:	R269 499 per annum Butterworth Labour Centre Eastern Cape Ref No: HR4/4/5/01 (X3 Posts) Cradock Labour Centre Ref No: HR4/4/5/02 (X3 Posts) eMaxesibeni Labour Centre Ref No: HR4/4/5/03 (X3 Posts) Fort Beaufort Labour Centre Ref No: HR4/4/5/04 (X2 Posts) Lusikisiki Labour Centre Ref No: HR4/4/5/05 (X3 Posts) Graaf-Reinet Labour Centre Ref No: HR4/4/5/06 (X3 Posts) Komani Labour Centre Ref No: HR4/4/5/07 (X3 Posts) Makhanda Labour Centre Ref No: HR4/4/5/08 (X3 Posts) Maletswai Labour Centre Ref No: HR4/4/5/09 (X3 Posts) eQonce Labour Centre Ref No: HR4/4/5/10 (X3 Posts) Nqanqarhu Labour Centre Ref No: HR4/4/5/11 (X3 Posts)
<u>REQUIREMENTS</u>	:	Grade 12/ Senior Certificate. No experience required. Knowledge: Unemployment Insurance Act and Regulations, Unemployment Insurance Contributions Act, Public Financial Management Act

(PFMA), Protection of Personal Information Act (POPIA), Department of Labour and UIF Policies and Procedures, Treasury Regulations, UIF's Vision, Mission and Values, Departmental Policies, Procedures and Guidelines, Batho Pele Principles. Skills: Interpersonal, Telephone etiquette, Interviewing, Computer Literacy, Communication (verbal and written), Listening, Interpretation (ability to interpret UI Act and Contribution Act), Conflict Management, Time Management, Customer Relations, Analytical and On job training (operational systems).

DUTIES : Provide screening services. Process applications for UIF Benefits. Register payment continuation forms. Provide administrative functions.

ENQUIRIES :
 Ms N Getyeza Tel No: (047) 491 0656
 Ms L Nongena Tel No: (039) 254 7201
 Mr T Mgudane Tel No: (046) 645 7700
 Ms N Mkonto Tel No: (048) 881 3010
 Mr S Mshumpela Tel No: (049) 892 2142
 Mr S Thambo Tel No: (045) 807 5477
 Ms N Ntlokwana Tel No: (046) 622 2104
 Ms N Mvanyashe Tel No: (045) 932 1077
 Mr R Mbali Tel No: (051) 633 2633
 Ms N Mtwla Tel No: (039) 253 1996
 Mr Mbande Tel No: (043) 718 8380

APPLICATIONS : Deputy Director: Labour Centre Operations, Private Bag X 3081 Butterworth, 4960, Hand deliver at ERF 9369 Blyth and Robison Streets Butterworth, 4960. Email: Jobs-EC4@labour.gov.za
 Deputy Director: Labour Centre Operations, Private Bag X530 eMaXesibeni, 4735, Hand deliver at No 52 Church Street eMaXesibeni, 4735. Email: Jobs-EC4@labour.gov.za
 Deputy Director: Labour Centre Operations, Private Bag X530, Fort Beaufort, 4735, Hand deliver at No 528 Alice Road Old Teba Building Fort Beaufort, 5720. Email: Jobs-EC2@labour.gov.za
 Deputy Director: Labour Centre Operations, PO Box 38 Cradock, 5880, Hand deliver at 73 Frere Street Centre Cradock, 5880. Email: Jobs-EC3@labour.gov.za
 Deputy Director: Labour Centre Operations, PO Box 342 Graaf-Reinet, 6280, Hand deliver at 63 Church Street Graaf-Reinet, 6280. Email: Jobs-EC9@labour.gov.za
 Deputy Director: Labour Centre Operations, PO Box 5320 Komani, 5320, Hand deliver at 10 Robinson Road Komani 5320. Email: Jobs-EC10@labour.gov.za
 Deputy Director: Labour Centre Operations, PO Box X 342 Makhanda, 6140, Hand deliver at 20 High Street Makhanda, 6140. Email: Jobs-EC7@labour.gov.za
 Deputy Director: Labour Centre Operations, Private Bag X1002 Lusikisiki, 4820, Hand deliver at Stanford and Jacaranda Streets Lusikisiki, 4820. Email: Jobs-EC8@labour.gov.za
 Deputy Director: Labour Centre Operations, PO Box 397 Nqanqarhu, 5780, Hand deliver at 1 Royal Road Nqanqarhu 5480. Email: Jobs-EC6@labour.gov.za
 Deputy Director: Labour Centre Operations, PO Box X 148 Maletswai, 9750, Hand deliver at 80b Somerset Street Maletswai 9750. Email: Jobs-EC7@labour.gov.za
 Deputy Director: Labour Centre Operations, PO Box 260 Qonce 5600, Hand deliver at 41 Arthur Street Qonce 5600. Email: Jobs-EC9@labour.gov.za For Attention: Deputy Director: Labour Centre Operations

POST 15/39 : **SENIOR ADMINISTRATION CLERK: HUMAN RESOURCE PRACTICES REF NO: HR4/4/3/1SACHRP/UIF (X6 POSTS)**
 (1 Year Contract)

SALARY : R228 321 per annum, plus 37% in lieu of benefits
CENTRE : Unemployment Insurance Fund, Pretoria
REQUIREMENTS : Grade 12 Certificate. No experience required. Knowledge: Unemployment Insurance Amendment Act and Regulations (UIAR). Unemployment Insurance Contributions Act (UICA). Protection of Personal Information Act (POPIA). Promotion of access to Information Act (PAIA). PERSAL and other Human Resource Information Management Systems. Public Service Act (PSA), Public Service Regulations (PSR). Public Finance Management Act (PFMA). Employment Equity Act (EEA). Basic Conditions of Employment Act (BCEA). White paper on Transformation. Batho Pele Principles. Skills: Communication (verbal and written). Computer Literacy. Interpersonal. Time Management. Planning and Organizing. Responsive.

DUTIES : Provide clerical support to the recruitment and selection process. Provide personnel administration support services. Render general clerical support services.

ENQUIRIES : Mr SS Pheeha Tel No: (012) 337 1847/1972

APPLICATIONS : email: Jobs-UIF2@labour.gov.za, Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria.

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

POST 15/40 : **SENIOR ADMINISTRATION CLERK: MANAGEMENT SUPPORT SERVICES REF NO: HR4/4/7/35**

SALARY : R228 321 per annum
CENTRE : Emalahleni Labour Centre

<u>REQUIREMENTS</u>	:	Matriculation/ Grade 12/ Senior Certificate. Knowledge: Batho Pele Principles, Public Service Act, Public Service Regulation, Treasury Regulations. Departmental Policies and Procedures. Skills: Computer literacy, Verbal and Written Communication Skills, Problem solving Skills, Planning and organizing Skills and interpersonal relations skills.
<u>DUTIES</u>	:	To render Supply Chain Management Function in a Labour Centre Daily, provide a Finance and Office management service to the Labour Centre Daily, Render a Human Resource Management, Responsible for training and performance activities in a Labour Centre Daily, Responsible for the records Management in a Labour Centre Daily.
<u>ENQUIRIES</u>	:	Mr Masemola E.A Tel No: (013) 653 3800/3801/3825
<u>APPLICATIONS</u>	:	Deputy Director Labour Centre Operations: Private Bag X7293, Emalahleni, 1035, 38 Mandela Ave or Corner Escumbe & Mandela Ave Emalahleni. Email: Jobs-EML@LABOUR.gov.za
<u>POST 15/41</u>	:	<u>ACCOUNTING CLERK: FINANCE REF NO: HR4/4/1/104</u>
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Provincial Office Eastern Cape
<u>REQUIREMENTS</u>	:	Grade 12 with passed Commercial Subjects (Business Management, Economics and Accounting) or with equivalent certificate. Knowledge: Departmental policies and procedures, Batho Pele principles, Financial prescripts and manuals, Public Finance Management ACT (PFMA), Treasury Regulations. Skills: Communication skills, Problem Solving skill, Planning and organising skills, Computer literacy, Accounting, Analysis.
<u>DUTIES</u>	:	Compile and capture all financial transactions for the whole Province on financial transversal system (e.g. BAS, LOGIS, PERSAL and safety-net). Render proper record keeping of for future reference. Provide support in monitor budget processes for the province. Administer Petty cash adherence to petty cash guideline. Clear suspense accounts and unallocated accounts before month closure.
<u>ENQUIRIES</u>	:	Mr MM Nohesi Tel: (043) 701 3029
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations, Private Bag X9005, East London, 5201, Hand deliver at No.3 Hill Street, East London. Email: Jobs-EC2@labour.gov.za
<u>POST 15/42</u>	:	<u>ACCOUNTING CLERK: INTERNAL CONTROL AND FINANCIAL REPORTING REF NO: HR 4/25/04/16</u>
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	SEE, Silverton, Pretoria
<u>REQUIREMENTS</u>	:	Senior Certificate. Experience: 0 to 6 months. Qualification in the financial field will be an added advantage. Knowledge: Financial Accounting, Sound commercial judgement, Microsoft Excel, Word and Power point, Accrual basis of accounting, GRAP, PFMA and Treasury Regulations. Skills: Numeracy, Attention to detail and the ability to work logically, consistently, accurately and under pressure, Accounting and auditing skills, Analytical, Computer literacy.
<u>DUTIES</u>	:	Assist in the review of the general ledger and the preparation of the financial reports. Assist in managing the audit process. Assist in the process of irregular, fruitless and wasteful expenditure and administration. Assist in managing the Leases. Provide administration support to the Division.
<u>ENQUIRIES</u>	:	Ms A Pretorius / Ms BP Thwala Tel No: (012) 843 7300
<u>APPLICATIONS</u>	:	Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street, Pretoria. Email: Jobs-SEE16@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Operations, Head Office
<u>POST 15/43</u>	:	<u>DEBTORS CLERKS REF NO: HR 4/25/04/17 (X2 POSTS)</u>
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	SEE, Silverton, Pretoria
<u>REQUIREMENTS</u>	:	Senior Certificate. Experience: 0 to 6 months. Qualification in the finance or accounting field will be an added advantage. Knowledge: Basic Accounting system, Treasury Regulations, Preferential Procurement Policy Framework Act, PFMA, Financial Regulations. Skills: Writing, Analytical, Communication, Computer.
<u>DUTIES</u>	:	Monitor and control debtor's payments. Reconcile debtor's accounts within factories. Create new orders or accounts for clients. Provide debtors admin support services within SEE.
<u>ENQUIRIES</u>	:	Ms A Pretorius / Ms BP Thwala Tel No: (012) 843 7300
<u>APPLICATIONS</u>	:	Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street, Pretoria. Email: Jobs-SEE17@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Operations, Head Office
<u>POST 15/44</u>	:	<u>ADMINISTRATION CLERK (WAGES) (X2 POSTS)</u>
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	SEE: Port Elizabeth Ref No: HR4/25/04/19 (X1 Post)
	:	SEE: Rand (Johannesburg) Ref No: HR4/25/04/20 (X1 Post)
<u>REQUIREMENTS</u>	:	Senior Certificate. Experience: 0 to 6 months. Qualification in the Human Resource Management will be an added advantage. Knowledge: Administrative procedures relating to an office, Filing

	and retrieval of documents, Ability to operate fax machine and a photocopier, Data capturing on VIP system. Skills: Planning and organizing, Communication, Computer literacy.
<u>DUTIES</u>	: Administer earnings and deductions from the Factories. Administer leaves within the SEE. Monitor the Pension Fund of Personnel within the Factories. Monitor the Provident Fund within the SEE. Render administrative support services within Salaries.
<u>ENQUIRIES</u>	: Ms A Pretorius / Ms BP Thwala Tel No: (012) 843 7300
<u>APPLICATIONS</u>	: Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street, Pretoria For Attention: Sub-directorate: Human Resources Operations, Head Office Email: For Port Elizabeth use: Jobs-SEE19@labour.gov.za Email: For Rand use: Jobs-SEE20@labour.gov.za
<u>POST 15/45</u>	: <u>SENIOR ADMIN CLERK STORES (X3 POSTS)</u>
<u>SALARY</u>	: R228 321 per annum
<u>CENTRE</u>	: SEE: Port Elizabeth Ref No: HR4/25/04/24 (X1 Post)
	: SEE: Potchefstroom Ref No: HR4/25/04/25 (X1 Post)
	: SEE: East London Ref No: HR4/25/04/26 (X1 Post)
<u>REQUIREMENTS</u>	: Senior Certificate. Experience: 0 to 6 months. Qualification in the stores/warehouse will be an added advantage. Knowledge: Administrative procedures relating to an office, Filing and retrieval of documents, Ability to operate fax machine and a photocopier. Skills: Computer literacy, Communication, Planning and organizing, Problem solving, Time management.
<u>DUTIES</u>	: Maintain the warehouse. Preparation of stores for stock take. Provide support with the administration functions of the factory.
<u>ENQUIRIES</u>	: Ms A Pretorius / Ms BP Thwala Tel No: (012) 843 7300
<u>APPLICATIONS</u>	: Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street, Pretoria For Attention: Sub-directorate: Human Resources Operations, Head Office Email: For Port Elizabeth use: Jobs-SEE24@labour.gov.za Email: For Potchefstroom use: Jobs-SEE25@labour.gov.za Email: For East London use: Jobs-SEE26@labour.gov.za
<u>POST 15/46</u>	: <u>REGISTRY CLERK REF NO: GAP-PRET-23521830-20250424-1 (X3 POSTS)</u> (One (1) year renewable contract)
<u>SALARY</u>	: R228 321 per annum, plus 37% in lieu of benefits
<u>CENTRE</u>	: Head Office: Pretoria
<u>REQUIREMENTS</u>	: Matriculation/ Grade 12. No experience required. Knowledge: Departmental Policies and Procedures, Public Service Regulation Act, Public Finance Management Act, Management Information Systems, National Archive and Records Services of South Africa Act no 43 of 1996. Skills: Communication, Interpersonal relations, Problem solving, Organizing, Computer Literacy, Coordination.
<u>DUTIES</u>	: Maintain the smooth, efficient and effective flow of documents (receive and distribute) between the office of the Director General, the Department and other structures like cluster committees, external role players etc. File all documents in accordance with the File Plan Office of the Director-General and relevant prescripts i.e the National Archives Act and Management of Information System prescripts. Provide general administrative support function in the office of the Director-General and relevant prescripts i.e the National Archives Act and Management of Information System prescripts. Provide general administrative support function in the office of the Director-General. Study the relevant Public Service and Departmental prescripts and other document and other documents and ensure that the application thereof is understood properly.
<u>ENQUIRIES</u>	: Ms Z Mdebuka Tel No: (012) 309 4830
<u>APPLICATIONS</u>	: applications must be submitted electronically online following link https://essa.labour.gov.za/EssaOnline/WebBeans/ follow all steps
<u>POST 15/47</u>	: <u>MESSENGER/DRIVER REF NO: GAP-PRET-23521830-20250424-2 (X3 POSTS)</u> (One (1) year renewable contract)
<u>SALARY</u>	: R193 359 per annum, plus 37% in lieu of benefits
<u>CENTRE</u>	: Head Office: Pretoria
<u>REQUIREMENTS</u>	: Grade 10. Valid driver's license. No experience required. Knowledge: Departmental policies and procedures, Public Service Act, Public Service Act, all legislations relevant to the Post, Working knowledge of Ministry operations. Skills: Interpersonal, Computer literacy, Communication both (verbal and written), Driving, Time Management, Conflict.
<u>DUTIES</u>	: Collect and deliver documents, correspondences from different place e.g Post Office, Other Departmental Offices. Transport employees in the office of the Minister and guests and special advisors of the Minister to and from different areas. Render general support function into the office of the Minister. Maintain knowledge on the policies and procedures that applies in the work environment.
<u>ENQUIRIES</u>	: Ms Z Mdebuka Tel No: (012) 309 4830
<u>APPLICATIONS</u>	: applications must be submitted electronically online following link https://essa.labour.gov.za/EssaOnline/WebBeans/ follow all steps

<u>POST 15/48</u>	:	<u>CLEANER: MAINTENANCE MANAGEMENT REF NO: HR4/4/3/1/CMM/UIF</u>
<u>SALARY</u>	:	R163 680 per annum
<u>CENTRE</u>	:	Unemployment Insurance Fund, Pretoria
<u>REQUIREMENTS</u>	:	Abet. No experience required. Knowledge: Cleaning Procedures. General Hygiene Practices. Batho Pele Principles. Cleaning Products and Applications. Skills: Planning. Communications (verbal and written). Listening.
<u>DUTIES</u>	:	Provide cleaning services (offices, corridors, elevators and bathrooms etc.). Provide general kitchen cleaning services Clean restrooms and maintain tidiness. Keep and maintain cleaning materials and equipment's.
<u>ENQUIRIES</u>	:	Ms HT Masemola Tel No: (012) 337 1502
<u>APPLICATIONS</u>	:	email: Jobs-UIF3@labour.gov.za , Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria.
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management, UIF
<u>NOTE</u>	:	African Male, Coloured Males, Coloured Females, Indian Males, Indian Females, White Males, White Females and Persons with disabilities are encouraged to apply.
<u>POST 15/49</u>	:	<u>OFFICE SERVICE AID REF NO: GAP-PRET-28298004-20250424-1 (X3 POSTS)</u> (One (1) year renewable contract)
<u>SALARY</u>	:	R138 486 per annum, plus 37% in lieu of benefits
<u>CENTRE</u>	:	Head Office: Pretoria
<u>REQUIREMENTS</u>	:	Grade 10/ABET certificate. No experience required. Knowledge: Cleaning practices, Catering, Office practice. Skills: Communication, Interpersonal relations.
<u>DUTIES</u>	:	Ensure a clean office environment at all times. Provide food services aid. Assist in distributing stock.
<u>ENQUIRIES</u>	:	Ms Z Mdebuka Tel No: (012) 309 4830
<u>APPLICATIONS</u>	:	applications must be submitted electronically online following link https://essa.labour.gov.za/EssaOnline/WebBeans/ follow all steps

GOVERNMENT PENSIONS ADMINISTRATION AGENCY (GPAA)

CLOSING DATE
NOTE

: 23 May 2025 before 12h00 noon. No late applications will be considered

: Take note of the disclaimer mentioned on each advert. It is mandatory that applications which consist of a signed Z83 and comprehensive CV be emailed to the respective email addresses indicated on each advert. Ensure that you use the correct inbox/email. Applications sent to the incorrect inbox will be deemed a regret. Ensure to sign your Z83 before you scan it. Please use your signature or valid e-signature and not your name written in block/typed print. A Z83 not signed will be deemed a regret. From 1 January 2021, a new application for employment (Z83) form will be effective and if the old Z83 is used, it will be deemed a regret. Should an individual wish to apply for a post after 1 January 2021, he/she will be required to submit the new application for employment form which can be downloaded at www.dpsa.gov.za-vacancies or <http://www.gpaa.gov.za> Requirements: Applications must be submitted on the new form Z83 as indicated above (signed and scanned). The relevant reference number must be quoted on all documentation and on the subject heading of the email. An application should consist of (a) a comprehensive and detailed CV (specifying all experience and duties, indicating the respective dates MM/YY as well as indicating references with full contact details) and (b) a duly completed Z83 (refer to Circular No 19 of 2022 in this regard) only. Failure to submit the above documents will result in the application not considered and deemed a regret. The candidate must agree to the following: Shortlisted candidates must avail themselves for a virtual or in-person panel interview at a date and time determined by the GPAA. Note that certain information contained in the application (CV and Z83) may be verified through the request for official documents and/or other methods of verification and proof (when shortlisted). The certification of all supporting documents will be expected of the shortlisted candidates only. Applicants must note that pre-employment checks and references will be conducted once they are short-listed and the appointment is also subject to a positive outcome on these checks, which include but not limited to: security clearance, security vetting, qualification/study verification, citizenship verification, financial/asset record check, previous employment verification and criminal record. Applicants will be required to meet vetting requirements as prescribed by Minimum Information Security Standards. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Correspondence will only be conducted with the short-listed candidates. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. The candidate must take note of: It is the GPAA's intention to promote equity (race, gender and disability) through the filling of this post(s) with a candidate whose transfer / promotion / appointment will promote representativeness in line with the numerical targets as contained in GPAA's Employment Equity Plan. For applications on salary levels 11 – 15, the inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employees Pension Fund and a flexible portion in terms of applicable rules. SMS will be required to undergo a Competency Assessment as prescribed by DPSA. All candidates shortlisted for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. One of the minimum requirements for SMS is the pre-entry certificate. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/> The GPAA reserves the right to utilize practical exercises/tests/competency assessments for non-SMS positions during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). The GPAA reserves the right to cancel the filling/not to fill a vacancy that was advertised during any stage of the recruitment process. The successful candidate will have to sign an annual performance agreement and will be required to undergo a security clearance.

MANAGEMENT ECHELON**POST 15/50**

: **CHIEF DIRECTOR: PROGRAMME 2.1 REF NO: CD/PR2.1/2025/04-1P AT PROGRAMME 2.1**
Permanent

SALARY
CENTRE

: R1 436 022 – R1 716 933 per annum (Level 14), (all-inclusive package)

: Pretoria Head Office

REQUIREMENTS

: An appropriate three (3) year (B Degree /B Tech) tertiary qualification at NQF level 7 preferably in Finance / Business Management or relevant field. A Post graduate degree, i.e Master's degree, MBL/MBA will be an added advantage. At least 6-10 years' operational management experience of which five (5) years must be at a Senior Management level. Proven track record as Programme Head/Business Head. Experience gained in the Financial Services industry especially Employees Benefits, Pension Fund and Retirement Benefits Administration will be distinct advantage. Knowledge of Benefit Administration. Knowledge of Relevant Legislative requirements and GPAA policies and procedures. Industry knowledge. Knowledge of Pension Fund Regulations and Rules. Knowledge of Customer Relationship Management (Channel Management). Knowledge of Financial management including budgeting and forecasting. Knowledge of relevant systems. Knowledge of all legislation for non-contributory pensions and GEP Law. Knowledge of computer hardware and software and solution systems. Compliance Management. Service delivery and

innovation skills. Programme and project management skills. Knowledge management. Problem analysis and problem-solving skills. Change management skills. Strategic capability skills. People management and empowerment skills. Communication skills (verbal and written and the ability to communicate at all levels). Law and Government Mechanism skills. Respect. A drive for Service Excellence. Integrity. Transparency. Courtesy. Emotional Intelligence. Team player.

DUTIES

: The successful incumbent will be responsible for a wide variety of tasks which include but not limited to the following: Drive the implementation of Division strategy: Develop, implement and monitor achievement of an effective short, medium and long term Operational, CRM, IT Strategy. Develop, deliver and monitor achievement of the Business plans and budget for Programme 2.1 Operations, Finance, Legal, Risk and Audit findings. Ensure the development, implementation and maintenance of Division policies, procedures, and processes, in accordance with best practice. Develop an effective medium term expenditure framework (MTEF) and medium-term strategy framework (MTSF) operating strategy for the division. Contribute to the annual strategic plan. Analyze division trends and prepare management reports. Track new developments in practices to improve the effectiveness and efficiency of the division. Develop management effectiveness and leadership strategy. Engage in strategic relationships with relevant stakeholders to serve the interest of the organization. Assess the provision of Division support and advice to line managers to ensure that line managers are fully equipped to deal with risk-related matters. Drive a culture of compliance with GPAA line managers and staff to ensure greater awareness of Division policies and procedures. Monitor compliance with relevant legislation throughout all Division functions. Ensure the provision of accurate and current advice regarding Division functions to all stakeholders. Ensure analysis of service delivery gaps and challenges, define service delivery operational measures and targets, and implement remedial action strategies. Ensure quality of service provided to internal and external customers / clients / stakeholders. Represent the Division at all relevant committees and forums. Proactively ensure the identification and mitigation of Risks. Initiate and sponsor projects in the Division and support organization wide projects through communication initiatives. Drive the provision of Special Pensions services as defined by National Treasury: Manage the provisioning of Research and Political Verification. Manage provisioning of Appeals services. Manage the provisioning of Adjudication services. Manage the provisioning of Secondary benefits and Payment services. Manage the provisioning of client care and records management. Drive and facilitate the payment and processing of Medical, IOD and Military Pensions Benefits: Manage the implementation of post-retirement medical subsidies as per the resolutions of the Public Service Co-ordinating Bargaining Council. Ensure implementation of increases. Develop payment solutions with Departments and Medical Aid Schemes. Manage medical aid stakeholders and developments in the industry. Manage the administration of IOD benefits in line with the provisions of the Compensation for Occupational Injuries and Diseases Act. Implement IOD increases as published by the Minister of Labour. Liaise with National and Provincial Departments on IOD claims and ensure all processes and procedures are met. Manage new IOD benefits as required by the COIDA amendments. Manage the administration of Military Pensions as required by the Military Pensions Act 1976. Manage the payment of Medical Accounts and Treatment requirements. Liaise with stakeholders i.e pharmacies, doctors, hospitals, specialists, both local and international. Manage the provisioning of adjudication and assessment of medical claims. Drive and coordinate the provision of financial services for non-contributory benefits: Manage the financial revenue, expenditure and accounting services of P2.1 finances. Manage general ledger transactions. Manage the provisioning of financial reporting services. Manage the Audit processes and Fund liabilities. Drive and co-ordinate the administration of the Associated Institutional Pension Fund and the Temporary Employee Pension Fund in terms of their Acts: Ensure the SLA between GPAA and National Treasury is developed, managed and implemented. Ensure the funds increases are submitted to the Minister of Finance for approval. Ensure resource requirements are budgeted for. Manage all the resources in the Division: Ensure the development and management of staff within the Division. Implement and maintain a relevant management approach to support effective business results within the Division. Develop and sustain a culture of high performance, professionalism and integrity to support overall quality of service delivery. Ensure control of budgeting and expenditure process in line with strategic objectives and relevant legislation. Ensure the effective utilization of all other resources (including IS, Assets, Infrastructure, etc) within the Division.

ENQUIRIES

APPLICATIONS

: Rebecca Hatlane / Koena Tibane on Tel No: (011) 941 1953 / 079 491 6649
: It is mandatory to email your application (comprehensive CV and new Z83 completed and duly signed) to Recruit1@phakipersonnel.co.za quoting the reference number in the subject heading of the email (failure to adhere to this will result in decline of application/s)

NOTE

: The purpose of this role is to drive the provisioning and management of non-contributory benefits on behalf of the National Treasury within the GPAA (Medical Benefits, Military Pensions, Medical Accounts, Injury on Duty and Miscellaneous pensions). One permanent position of Chief Director in Programme 2.1 is currently available at the Government Pensions Administration Agency in Pretoria Head office.

POST 15/51

: **CHIEF FINANCIAL OFFICER REF NO: CFO/FIN/2025/04-1P**
Finance

SALARY

: R1 436 022 - R1 716 933 per annum (Level 14), (all-inclusive package)

**CENTRE
REQUIREMENTS**

: Pretoria Head Office
: A relevant B Degree/B Tech qualification (NQF 7) as recognized by SAQA in Finance / Business Management or related field. A qualified CA (SA), CIMA or similar professional qualification will serve as an advantage. At least 6 – 10 years Financial Management experience of which five (5) years must be at a Senior Management level. Proven track record as Programme Head/Business Head. Experience gained in the Financial Services industry especially Employees Benefits, Pension Fund and Retirement Benefits Administration will be distinct advantage. Strategic capability. Service delivery innovation, Client orientation and customer focus. People management and empowerment. Programme and project management. Change management. Outstanding communication skills at high level (verbal, written and presentation skills). Knowledge management. Problem solving analysis. Knowledge of Benefits administration. Knowledge of Customer relationship management (channel management). Knowledge of Relevant legislative requirements and GPAA policies and procedures. Industry Knowledge. Knowledge of Financial management including budgeting and forecasting. Knowledge of Pension Fund Regulations and Rules. Knowledge of Compliance management. Emotional intelligence. Respect. Service excellence. Integrity. Transparency. Courtesy. Team player. Computer literacy that would include good working knowledge of Microsoft Office products.

DUTIES

: The successful incumbent will be responsible for a wide variety of tasks which include, but not limited to the following: Formulate and oversee the implementation of strategic plans: Oversee the development of an effective short, medium, and long-term operating strategy for the programme. Oversee the development, delivery and achievement of the business plans and budget for the programme. Oversee the development of management effectiveness and leadership strategy. Align plans to meet business needs, achieving stipulated objectives. Oversee the development, implementation and maintenance of relevant policies, standard operating procedures, guidelines, and processes, achieving compliance in line with legislation. Develop sound strategic relationships with relevant stakeholders to serve the interest of the business unit. Oversee the provision of accurate current advice regarding benefits administration to all stakeholders. Oversee the application of principles of good governance and legislative compliance to the operation of the programme. Oversee the analysis of service delivery gaps and challenges, define service delivery operational measures and targets, and implement remedial action strategies. Oversee quality of service provided to internal and external customers/clients/stakeholders and organised groups to improve overall programme's performance. Represent the GPAA at all relevant committees and forums. Oversee the identification of risks and mitigation thereof. Oversee the analysis of trends and forecasting. Oversee the process of financial and investment management: Establish and promote healthy business processes that ensure efficient and effective service delivery within set expectations and agreed performance standards in accountability and the overall optimisation of the value chain for the Employee Benefits Group. Ensure that Investment Accounting, Financial strategies, and operating model is adequately budgeted for through the development and implementation of a fit for purpose budget. Ensure effective financial management, control, and corporate governance. Act as the custodian for International Financial Reporting Standards (IFRS), governance and risk management. Support the GEPP Board of Trustees and GPAA Executive Authority on Finance matters through participation in the respective audit committees. Prepare and present financial reports required by the Board and respective committees, e.g. Annual Financial Statements, Impairment of investments schedules, MTEF budget, Interim Financial Statements, etc. Prepare and present financial reports for the executive committees and provide the necessary guidance on financial matters to the executives. Manage cash flows for customers in line with the best practice. Manage the Investment Accounting Functions. Manage the tracing of beneficiaries to enable claim processing of unclaimed benefits for GPAA. Oversee the supply chain management process: Oversee the development of SLAs for various service providers to monitor and report on SLA performance. Oversee all aspects of the procurement function, including tender preparation, evaluation and bid adjudication process. Ensure all relevant Committees (Specification, Evaluation and Adjudication) are in place and effective. Ensure that appropriate procurement processes, policies and procedures are in place to support the acquisition of goods and services. To oversee Management Accounting, Budgets, reporting and taxation: Ensure the effective financial control of operational financial management and accounting services. Oversee the implementation and maintenance of Income Tax Management policy and framework. Coordinate the finance administration. Monitoring and managing budget services and system controls in GPAA. Monitor financial control and accounting in the department. Manage all the resources in the programme. Oversee the development and management of staff within the programme. Implement and maintain a relevant management approach to support effective business results within the programme. Develop and sustain a culture of high performance, professionalism, and integrity to support overall quality of service delivery. Oversee control of budgeting and expenditure process in-line with strategic objectives and relevant legislation. Ensure the effective utilization of all other resources (including IS, Assets, Infrastructure, etc.) within the programme.

**ENQUIRIES
APPLICATIONS**

: Rebecca Hatlane / Koena Tibane on Tel No: (011) 941 1953 / 079 491 6649.
: It is mandatory to email your application (comprehensive CV and new Z83 completed and duly signed) to Executives@phakipersonnel.co.za quoting the reference number in the subject heading of the email (failure to adhere to this will result in decline of application/s)

NOTE

- :
- The purpose of the job is to oversee the financial well-being of the GPAA including the management of funds administered on behalf of its customers nationally. One permanent position for Chief Financial Officer is currently available at the Government Pensions Administration Agency and will be based at the Pretoria Head Office.

DEPARTMENT OF HIGHER EDUCATION AND TRAINING

APPLICATIONS

: DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click 'apply now' button) or <http://z83.ngnscan.co.za/apply> and following the easy prompts/instructions. Upload the supporting documents namely, (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), identity document, valid driver's licence, and any other document (where required)

CLOSING DATE
NOTE

: 29 May 2025

: A Skilled and Capable Workforce for An Inclusive Growth" The full details for the adverts can be accessed on DHET website at www.dhet.gov.za Or <https://www.dhet.gov.za/sitepages/careers.aspx> And will be placed on the DPSA Circular. A fully completed and signed (electronic signature) Z83 form will be considered. A user guide and 'how to' videos will assist in how to complete the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates for 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 Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will take place without the successful completion of the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all NSF posts".

OTHER POST

POST 15/52

: **ASSISTANT DIRECTOR: LEGAL, GOVERNANCE, RISK AND COMPLIANCE REF NO: NSF01/05/2025**
(Twelve (12) Months Contract)
Branch: Skills Development
Chief Directorate: National Skills Fund
Directorate: Legal, Governance, Risk and Compliance
This post is being re-advertised and candidates who previously applied may re-apply.

SALARY
CENTRE
REQUIREMENTS

: R468 459 per annum (Level 09)

: Pretoria

: An LLB Degree; admission as an advocate or attorney (preferably but not a requirement); A minimum of three (3) to five (5) years legal experience and appropriate knowledge in the following legal administration spheres: constitutional law, administrative law, interpretation of statutes, the law of contract, civil procedure, Labour law, law of evidence law of delict, commercial transactions law, post-school education and training laws. Experience in governance, risk and/or compliance in the private or public sector. Excellent knowledge and understanding of the law and Government prescripts in the PSET sector. Proven ability to provide legal advice at the senior level and interact at a high-profile level; legislation and contract drafting; ability to liaise with diverse audience range on behalf of the Department; Strong analytical skills, Communication skills (verbal and written), Conflict management, Planning and organizing, problem-solving, Computer literacy and Report writing. A valid driver's licence and willingness to travel.

DUTIES

: Assist the National Skills Fund with drafting submissions for approval by the Senior Management, the Director-General, and the Minister. Reviews key business activities to ensure compliance with standards, policies, and regulations. Ensures compliance with risk management policies, procedures, and systems. Ensures high-risk compliance and governance areas are proactively identified and mitigated. Develop an internal control register to mitigate possible risks and create awareness. Examine, evaluate, report and recommends improvements in the effectiveness of risk processes. Compile reports on the results of the internal audit process and report to the audit committee on audit findings and recommendations to ensure informed decision-making in audit-related matters. Provision of legal services support. Provide the evidence to formulate a defense or to initiate legal actions. Prepare legal opinions for committee consideration. Conducting legal research and providing legal advice including drafting legal opinions. Attending to enquiries and/or correspondence. Providing written and verbal opinions on a variety of matters pertaining

to the NSF. Coordinate the management of litigation between legal advisors, external attorneys, and advocates to ensure high standards of representation of legal matters. Conduct an analysis of the legal framework to stipulate the requirements of the contract. Always adhere to the values of the NSF. Actively participate in all meetings as required. Operate within the policies, procedures, and rules of the NSF. Assist colleagues as required. This position requires a dynamic hardworking individual with deep knowledge of legislative frameworks, policies and procedures that govern the public sector, as well as practical experience in providing legal services, risk management, compliance services and governance services. Further skills and competency requirements relate to applied strategic thinking, applying technology, budgeting and financial management, excellent written and verbal communication, information management, continuous improvement, diversity management, managing interpersonal conflict and resolving problems, good planning and organizing, problem-solving and decision making, project management, team player, creative thinking, decision making, problem analysis, negotiation, quality management, computer skills; research and policy formulation skills; presentation skills; analytical. The incumbent must be service delivery orientated, customer-focused, maintain integrity and be able to work in a team environment. Good knowledge of the post-school education and training system will be an added advantage. Good computer skills and a valid driver's license are requirements. Candidates must be willing to travel, work irregular hours and be committed to meeting deadlines within tight timeframes. Candidates must be confident, trustworthy, accurate and adaptable, and must have integrity. The successful candidate will have to annually disclose his/her financial interests.

ENQUIRIES

: Mr D Moyane Tel No: (012) 943 3105 / Ms C Els 012 943 3250 / Ms B Setuki Tel No: (012) 943 3161

DEPARTMENT OF HOME AFFAIRS



- APPLICATIONS** : Applications must be submitted online at <https://eRecruitment.dha.gov.za> or send to the correct email address specified at the bottom of the posts, on or before the closing date, accompanied by a fully completed.
- CLOSING DATE** : 06 June 2025
- NOTE** : Application for Employment Form (New Z83, effective from 1 January 2021), obtainable at www.dpsa.gov.za and a comprehensive CV, citing the start and end date (dd/mm/yy), job title, duties performed and exit reason for each employment period to be considered, as well as the details of at least two contactable employment references (as recent as possible); limited to 2.5MB in size. Shortlisted candidates are required to submit a copy of their ID document, a valid driver's license (if specified as a job requirement), relevant educational qualifications / RPL certificates / Academic Transcripts of completed qualifications, and details of current earnings (latest salary advice) as directed. Furthermore, applicants who possess (a) foreign qualification(s), are required to submit the evaluated results of such qualifications, as received from the South African Qualifications Authority (SAQA). Shortlisted candidates will be subjected to employment suitability checks (credit, criminal, citizenship, qualifications, and employment references including verification of exit reasons, and conducting business with State). In order to be considered for appointment into Senior Management (SMS) posts, applicants potentially considered suitable are required to complete the online "Pre-entry Certificate for entry into the Senior Management Services" course; obtainable at the National School of Government (NSG), under the name "Certificate for entry into the SMS". Full details can be obtained via the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Once appointed, the entering into of an employment contract (for SMS posts), serving of a prescribed probation period, and obtaining of a security clearance appropriate to the post, will be required. Correspondence between the Department and candidates will be limited to shortlisted candidates, ONLY.

MANAGEMENT ECHELON

- POST 15/53** : **DIRECTOR: LITIGATION REF NO: HRMC 12/25/1**
Chief Directorate: Legal Services
- SALARY** : R1 216 824 - R1 433 355 per annum (Level 13), (an all-inclusive salary package) structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.
- CENTRE** : Headquarters: Head Office, Tshwane
- REQUIREMENTS** : An undergraduate qualification in Law at NQF Level 7 as recognised by SAQA. Admission as an Advocate or Attorney would be an added advantage. 5 Years' experience at a middle / senior management level (strategic management level) within a Legal / Litigation environment. Extensive experience in providing legal advice, drafting of legal opinions and negotiating, scrutinizing, drafting and editing legal documents. Advanced knowledge of South African Constitutional Law, Administrative Law, Civil Litigation and Mediation. Knowledge and understanding of all relevant public service and Departmental Legislative Frameworks, as well as Government Structures. Knowledge of the Medium Term Development Plan (MTDP) and Government Planning Framework. Excellent abilities and vast experience in project management, project optimization, and the use of online systems. A valid drivers' license. Willingness to travel and work extended hours. Completion of the Senior Management Services Pre-entry Certificate upon appointment. Required skills and competencies: Strategic capability and leadership. Service delivery innovation, client orientation and customer focus. People management and empowerment. Financial Management. Program and project management. Change management. Ability to instill appropriate processes and systems, as well as enabling technology, to support the Department in efficiently and effectively managing the required work. Excellent verbal and written communication, as well as presentation skills. Problem-solving and analysis. Influencing, networking, conflict management and negotiation skills. Knowledge and Information management. Decision making and initiating action. Planning, organising and time management. Policy development, coaching and facilitating. Computer literacy. Patriotism, Honesty and Integrity.
- DUTIES** : The successful candidate will be responsible for, amongst others, the following specific tasks: Ensure implementation of litigation services in relation to litigation matters for the Department. Provide strategic advice and legal opinions. Facilitate stakeholder engagement and collaboration with key account managers, and manage service providers. Represent the Department at various forums. Ensure that the Department is adequately represented during Court proceedings. Oversee the development and implementation of litigation policies, strategies and programs within the Department. Ensure the effective implementation of strategic objectives and innovations (digital transformation, case management solutions and product / process

improvements), in order to enhance service delivery in the Directorate. Reduction of Litigation Contingent Liability held by the Department. Coordinate and monitor delivery of the Directorate's operational plan against agreed timeframes and objectives. Implement governance processes, frameworks and procedures, and ensure compliance with all audit requirements and government prescripts. Analyse trends and develop and submit relevant reports as required. Ensure effective and efficient management of human, physical and financial resources within the Directorate. Provide strategic leadership, direction and advice to the Department, as well as the Directorate. Coach and guide staff on compliance with all regulatory requirements.

**ENQUIRIES
APPLICATIONS**

: Ms S Mkhalihi at 072 527 6033 / 012 406 7109
: Applications compliant with the "Directions to Applicants" above, must be submitted online at <https://eRecruitment.dha.gov.za> or sent via email to legalrecruitment@dha.gov.za by the specified closing date

POST 15/54

: **DIRECTOR: PEOPLE DEVELOPMENT REF NO: 12/25/2**
Branch: Human Resources Management and Development

SALARY

: R1 216 824 - R1 433 355 per annum (Level 13), (an all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

**CENTRE
REQUIREMENTS**

: Headquarters: Head Office, Tshwane
: An undergraduate qualification in Human Resources Management, Human Resources Development, Human Resources and Development, Organisational Psychology, Organisational Development, Industrial Psychology, Education and Training, Public Administration / Public Management at NQF level 7 as recognized by SAQA. 5 Years' experience at a middle / senior management level in learning and development environment. Knowledge of the Constitution of the Republic of South Africa, The Skills Development Act, The Skills Development Levy Act and The South African Qualification Authority Framework. Knowledge and understanding of all relevant public service and Departmental Legislative Frameworks, as well as Government Structures. Knowledge of the Medium Term Development Plan (MTDP) and Government Planning Framework. Excellent abilities and experience in project management, project optimization, and the use of online systems. A valid drivers' license. Willingness to travel and work extended hours. Completion of the Senior Management Services Pre-entry Certificate upon appointment. Required skills and competencies: Strategic capability and leadership. Service delivery innovation, client orientation and customer focus. People management and empowerment. Financial Management. Program and project management. Change management. Ability to instill appropriate processes and systems, as well as enabling technology, to support the Department in efficiently and effectively managing the required work. Excellent verbal and written communication, as well as presentation skills. Problem-solving and analysis. Influencing, networking, conflict management and negotiation skills. Knowledge and Information management. Decision making and initiating action. Planning, organising and time management. Policy development, coaching and facilitating. Computer literacy. Patriotism, Honesty and Integrity.

DUTIES

: The successful candidate will be responsible for, amongst others, the following specific tasks: Develop and monitor implementation of the DHA Human Resource Development Strategy and Workplace Skills Plan in line with the HRD Strategic Framework (HRDSF). Lead efforts in developing talents, building leadership capabilities and fostering a culture of continuous professional development in line with the National Framework towards the Professionalisation of the Public Sector. Lead the design, implementation and evaluation of strategies that grow employee and leadership capability to achieve organisational effectiveness. Lead the Implementation and optimisation of performance management and development process and tools. Foster partnering with line managers as well as external stakeholders, (e.g. SAQA, relevant SETAs, Institutions of Higher Learning) to identify skills and learning needs as well as talent gaps, in line with the Skills Development Framework. Manage all youth development programmes (learnerships, cadets, internship programs). Manage the development of talent, retention and career paths strategies in the Department. Ensure the effective implementation of strategic objectives and innovations aligned to the digital transformation strategy to enhance service delivery within the Directorate. Coordinate and monitor delivery of the Directorate's operational plan against agreed timeframes and objectives. Implement governance processes, frameworks and procedures, and ensure compliance with all audit requirements and government prescripts. Analyse trends and develop and submit relevant reports as required. Ensure effective and efficient management of human, physical and financial resources within the Directorate.

**ENQUIRIES
APPLICATIONS**

: Ms S Mkhalihi at 072 527 6033 / 012 406 7109
: Applications compliant with the "Directions to Applicants" above, must be submitted online at <https://eRecruitment.dha.gov.za> or sent via email to hrrecruitment@dha.gov.za by the specified closing date

<u>POST 15/55</u>	:	<u>REFUGEE RECEPTION CENTRE MANAGER REF NO: 12/25/3</u> Chief Directorate: Asylum Seeker Management
<u>SALARY</u>	:	R1 216 824 - R1 433 355 per annum (Level 13), (an all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.
<u>CENTRE REQUIREMENTS</u>	:	Headquarters: Head Office, Tshwane
	:	An undergraduate qualification in Law, International Relations, Political Sciences, Public Administration, Public Management, Operations, Administrative Management, Business Administration, Business Management, Public Management, Administration and Administration, Management, A Administration at NQF level 7 as recognized by SAQA. 5 Years' experience at a middle / senior management level (strategic management level). Knowledge of the Constitution of the Republic of South Africa. Knowledge and understanding of all relevant public service and Departmental Legislative Frameworks, as well as Government Structures. Knowledge of the Medium Term Development Plan (MTDP) and Government Planning Framework. Excellent abilities and experience in project management, project optimization, and the use of online systems. Knowledge of Refugee Act. Knowledge of Immigration Act. A valid drivers' license. Willingness to travel and work extended hours. Completion of the Senior Management Services Pre-entry Certificate upon appointment. Required skills and competencies: Strategic capability and leadership. Service delivery innovation, client orientation and customer focus. People management and empowerment. Financial Management. Program and project management. Change management. Ability to instill appropriate processes and systems, as well as enabling technology, to support the Department in efficiently and effectively managing the required work. Excellent verbal and written communication, as well as presentation skills. Problem-solving and analysis. Influencing, networking, conflict management and negotiation skills. Knowledge and Information management. Decision making and initiating action. Planning, organising and time management. Policy development, coaching and facilitating. Computer literacy. Patriotism, Honesty and Integrity.
<u>DUTIES</u>	:	The successful candidate will be responsible for, amongst others, the following specific tasks: Ensure effective and efficient service delivery in the Refugee Reception Centre by taking appropriate steps to improve service delivery and troubleshoot / remove blockages. Ensure the development and implementation of effective implementation of Standard Operating Procedures in the processing of asylum seeker applications. Ensure quality of decisions taken in refusal of asylum seeker applications. Coordinate information and monitor statistics with regards to the issuing of asylum seeker applications. Monitor and evaluate compliance with the purpose for which asylum seeker permits are granted to applicants. Liaise with the Standing Committee for Refugee Affairs (SCRA) and Refugee Appeal Authority of South Africa (RAASA) on refugee matters. Facilitate stakeholder engagement and collaboration with key stakeholders / account managers. Represent the Department at various forums. Oversee the development and implementation of identified strategies, programs and procedures. Ensure the effective implementation of strategic objectives and innovations (digital transformation, case management solutions and product / process improvements), in order to enhance service delivery in the Centre. Coordinate and monitor delivery of the Centre's operational plan against agreed timeframes and objectives. Implement governance processes, frameworks and procedures, and ensure compliance with all audit requirements and government prescripts. Analyse trends and develop and submit relevant reports as required. Ensure effective and efficient management of human, physical and financial resources within the Centre. Provide strategic leadership, direction and advice. Coach and guide staff on compliance with all regulatory requirements.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr W Mamphoke, Tel No: (012) 406 4247
	:	Applications compliant with the "Directions to Applicants" above, must be submitted online at https://eRecruitment.dha.gov.za or sent via email to imsrecruitment@dha.gov.za by the specified closing date

OTHER POSTS

<u>POST 15/56</u>	:	<u>DEPUTY DIRECTOR: INTERNAL AUDIT REF NO: HRMC 17/25/1</u> Chief Directorate: Internal Audit Services
<u>SALARY</u>	:	R896 436 - R1 055 958 per annum (Level 11), (A basic salary)
<u>CENTRE</u>	:	Head Office: Tshwane
<u>REQUIREMENTS</u>	:	An undergraduate qualification in Internal Audit or Commerce at NQF level 6 as recognized by SAQA. 3 year's experience at an Assistant Director or equivalent supervisory level in internal or external auditing environment is required. Knowledge of the Constitution of the Republic of South Africa. Knowledge of all relevant public service and Departmental Legislative Frameworks and relevant Governance Structures. Understanding of the Public Finance Management Act and Accounting Systems and Practices. Knowledge of Modified Cash Standard (MCS). Knowledge of International Internal Audit Standards. Knowledge of Teammate Audit Management System. Knowledge of King IV report and governance principles. Knowledge of the Medium Term Development Plan (MTDP) and Government Planning Framework. Excellent abilities and experience in project management, project optimization, and the use of online systems. A valid

drivers' license. Willingness to travel and work extended hours. Required skills and competencies: Management and Leadership. Service delivery innovation, client orientation and customer focus. People management and empowerment. Financial Management. Program and project management. Change management. Ability to instill appropriate processes and systems, as well as enabling technology, to support the Department in efficiently and effectively managing the required work. Innovation. Excellent verbal and written communication, as well as report writing and presentation skills. Problem-solving and analysis. Influencing, networking, conflict management and negotiation skills. Knowledge and Information management. Decision making and initiating action. Planning, organising and time management. Coaching and facilitating. Computer literacy. Patriotic, Honesty, Integrity and Accountability.

DUTIES

: The successful candidate will be responsible for, amongst others, the following specific tasks: Participate in the development of the Directorate's three-year risk-based rolling plan and annual audit plan. Manage and monitor the execution of audits and review of work performed by team members. Provide inputs into the enhancement of audit methodologies and techniques. Keep abreast with new developments and liaise with auditees and line managers. Participate in the Department's process and internal control improvement initiative. Track the implementation and adhere to audit action plans. Conduct compliance audits in accordance with the Internal Audit Strategic and Operational Plan in compliance with the Standards for Professional Practice of Internal Auditing. Coordinate with external auditors and other assurance providers. Compile audit project file. Facilitate stakeholder engagement and collaboration and represent the Directorate at various forums. Ensure the effective implementation of operational objectives and innovations (digital transformation, records- and document management solutions, process improvements and information management and analysis), in order to enhance service delivery. Implement governance processes, frameworks and procedures. Ensure effective and efficient management of human, physical and financial resources within the Unit. Coach and guide staff on best practices and compliance with regulatory requirements.

ENQUIRIES

: Head Office: Ms N Raziya Tel No: (012) 406 4155

POST 15/57

: **ASSISTANT DIRECTOR: APPEALS REF NO: HRMC 17/25/2**
Directorate: Appeals

SALARY

: R582 444 - R686 091 per annum (Level 10), (A basic salary)

CENTRE

: Head Office: Tshwane

REQUIREMENTS

: An undergraduate qualification in Law, Public Management, Public Administration, Policing, Criminology, Forensics or Criminal Justice at NQF level 6 as recognized by SAQA. 3 Years' experience in Law, Analysis and Interpretation of Information. Knowledge of the Constitution of the Republic of South Africa. Knowledge of the Immigration Act, 2002 (Act No.13 of 2002) and Immigration Regulations. Knowledge of Refugees Act and Refugee Regulations. Knowledge and understanding of all relevant public service and Departmental Legislative Frameworks, as well as Government Structures. Excellent abilities and experience in project management, project optimization, and the use of online systems. A valid drivers' license. Willingness to travel and work extended hours. Required skills and competencies: Management and Leadership. Service delivery innovation, and customer focus. People management and empowerment. Financial Management. Program and project management. Change management. Ability to instill appropriate processes and systems, as well as enabling technology, to support the Department in efficiently and effectively managing the required work. Attention to detail. Good verbal and written communication, as well as report writing and presentation skills. Conducting investigations, stakeholder verifications, problem-solving and analysis. Policy interpretation and implementation. Influencing, conflict management, negotiation skills and diplomacy. Knowledge and Information management. Decision making and initiating action. Stress management / ability to work under pressure. Planning, organising and time management. Coaching and facilitating. Computer literacy. Patriotic, Honesty, Integrity and Accountability.

DUTIES

: The successful candidate will be responsible for, amongst others, the following specific tasks: Contribute to the development and implementation of effective and efficient digital first visa and permit appeal application processes and procedures. Make recommendations to management on process and reporting improvements. Manage the processing of visa and permit appeal applications in line with relevant Legislation, Policy, approved Business Processes and Standard Operating Procedures. Ensure that quality assurance and data quality strategies are implemented in the processing of appeal applications. Quality assure and recommend appeal applications to the next level. Draft complex appeal reports in relation to visa and permit appeal applications received. Manage information, and collate and monitor statistics with regards to appeals. Liaise with internal and external stakeholders regarding appeals-related matters. Represent the Directorate at various forums. Ensure the effective implementation of operational objectives and innovations (digital transformation, records- and document management solutions, process improvements and information management and analysis), in order to enhance service delivery. Implement governance processes, frameworks and procedures. Ensure effective and efficient management of human, physical and financial resources within the Unit. Coach and guide staff on best practices and compliance with regulatory requirements.

ENQUIRIES

: Head Office: Ms A Ngcobo Tel No: (012) 406 4356

<u>POST 15/58</u>	:	<u>ASSISTANT DIRECTOR: TEMPORARY RESIDENCE VISA FUNCTIONAL SERVICES REF NO: HRMC 17/25/3</u> Directorate: Temporary Residence Visa Functional Services
<u>SALARY</u>	:	R582 444 - R686 091 per annum (Level 10), (A basic salary)
<u>CENTRE</u>	:	Head Office: Tshwane
<u>REQUIREMENTS</u>	:	An undergraduate qualification in Law, Public Management, Public Administration, Policing, Criminology, Forensics, Criminal Justice at NQF level 6 as recognized by SAQA. 3 Years' experience in Law, Analysis and Interpretation of Information is required. Knowledge of the Constitution of the Republic of South Africa. Knowledge of the Immigration Act, 2002 (Act No.13 of 2002) and Immigration Regulations. Knowledge of Refugees Act and Refugee Regulations. Knowledge of South African's Foreign Policy. Knowledge and understanding of all relevant public service and Departmental Legislative Frameworks, as well as Government Structures. Excellent abilities and experience in project management, project optimization, and the use of online systems. Willingness to travel and work extended hours. Required skills and competencies: Management and Leadership. Service delivery, innovation, and customer focus. People management and empowerment. Financial Management. Program and project management. Change management. Ability to instill appropriate processes and systems, as well as enabling technology, to support the Department in efficiently and effectively managing the required work. Attention to detail. Research skills, good verbal and written communication, as well as report writing and presentation skills. Conducting investigations, problem-solving and analysis. Policy analysis, evaluation, interpretation and implementation. Influencing, conflict management, negotiation skills and diplomacy. Knowledge and Information management. Decision making and initiating action. Stress management / ability to work under pressure. Planning, organising and time management. Coaching and facilitating. Computer literacy. Patriotic, Honesty, Integrity and Accountability.
<u>DUTIES</u>	:	The successful candidate will be responsible for, amongst others, the following specific tasks: Contribute to the development and implementation of effective and efficient digital first visa application processes and procedures. Facilitate administrative processes for proof and verification of exemptions, as well as temporary residence in line with relevant Legislation, Policy, approved Business Processes and Standard Operating Procedures. Facilitate administrative procedures for visa agreements concluded with fraternal governments. Advise on the withdrawal of Temporary Residence and Visa applications. Ensure that quality assurance and data quality strategies are implemented in the processing of temporary residence applications. Coordinate the consideration of applications for temporary residence and visas by the relevant authority. Manage information, and collate and monitor statistics and trends with regards to Temporary Residence Permit. Draft complex reports in relation to applications received. Liaise with internal and external stakeholders and represent the Directorate at various forums. Ensure the effective implementation of operational objectives and innovations (digital transformation, records- and document management solutions, process improvements and information management and analysis), in order to enhance service delivery. Implement governance processes, frameworks and procedures. Ensure effective and efficient management of human, physical and financial resources within the Unit. Coach and guide staff on best practices and compliance with regulatory requirements.
<u>ENQUIRIES</u>	:	Head Office: Ms B Kabinde Tel No: (012) 406 4239
<u>POST 15/59</u>	:	<u>ASSISTANT PROGRAMMER REF NO: HRMC 17/25/4</u> Directorate: Application Maintenance and Support
<u>SALARY</u>	:	R397 116 - R467 790 per annum (Level 08), (A basic salary)
<u>CENTRE</u>	:	Head Office: Tshwane
<u>REQUIREMENTS</u>	:	An undergraduate qualification in Information Technology, Information and Communication Technology, Information Technology Management, Computer Science, Computer Engineering, Information Systems at NQF level 6 as recognized by SAQA. 1 Year's experience in an application / system management environment. Knowledge of database administration and servers. Knowledge of server hardware and software systems. Knowledge of relevant operating systems. Knowledge of State Information Technology Act (SITA). Knowledge of the Constitution of the Republic of South Africa. Excellent abilities in the use of online systems. Willingness to work extended hours and perform on call duties. Required skills and competencies Client orientation and customer focus. Computer programming skills and ability to translate IT language into English. Problem solving and innovation. Planning, organizing and excellent time management skills. Good written and verbal communication skills. Ability to instill appropriate processes and systems, as well as enabling technology, to support the Department in efficiently and effectively managing the required work. Computer literacy. Patriotic, Honesty, Integrity and Accountability.
<u>DUTIES</u>	:	The successful candidate will be responsible for, amongst others, the following specific tasks: Interpret and translate design specifications into functions that the program is intended to perform and translate into related code. Devise possible solutions to predict problems, evaluating options and implement the most feasible solution. Perform key portions of the system development lifecycle including designing, coding, documenting and installation. Design and develop application components and manage configuration requests. Perform administrative tasks such

as entering time, updating work orders, updating knowledgebase, providing status reports, etc. Improve personal and professional technical knowledge and expertise and stay abreast of new developments. Write and maintain system development documentation including detailed documents on the operations of programs, and user requirements. Liaise with system analysts and portfolio managers regarding understanding and details of specifications. Compile tactical plans aligned to business requirements to ensure effective strategy execution. Recommend and implement continuous performance improvement initiatives. Maintain good relationship with clients and stakeholder. Implement system and process enhancements, and updates successfully. Participate in the implementation of projects. Provide advice to IS users regarding the effective implementation of risk processes and procedures. Attend to enquiries in service level time lines. Ensure compliance with to policies, procedures and standards. Keep up to date with any changes in the IS legislative framework and implement necessary steps/actions to ensure that the client is compliant. Implement quality control, norms and standards frameworks for stakeholder interaction and service delivery. Comply with departmental policies, procedures and Treasury Regulations to ensure that supply chain management processes and assets are effectively utilised / managed.

ENQUIRIES
APPLICATIONS

- : Head Office: Ms T Rakgoale Tel No: (012) 406 2808
- : Applications compliant with the "Directions to Applicants" above, must be submitted online at <https://eRecruitment.dha.gov.za> or sent to the correct address specified as follows: Head Office: Postal Address: Private Bag X114, Pretoria, 0001 Physical Address: 230 Johannes Ramokhoase Street, Pretoria, 0001

INDEPENDENT POLICE INVESTIGATIVE DIRECTORATE

The Independent Police Investigative Directorate (IPID) is an equal opportunity and affirmative action employer. It is our intention to promote representatively in terms of race, gender and disability within the Department through the filling of posts.

CLOSING DATE : 23 May 2025

NOTE : The Independent Police Investigative Directorate is offering opportunities to unemployed South Africans TVET Graduates who have not been exposed to work experience related to their qualifications. Application quoting the reference number must be made to the province of residence and be submitted through the addresses depicted under each post. Learners must be youth between the ages of 18 to 35 as at the start date of the placement. Applicants are not required to submit copies of qualifications and other relevant documents on applications but must submit Z83 and a detailed Curriculum Vitae. Applications quoting the correct reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using the incorrect application form (old Z83) will not be considered. Each application for employment form must be fully completed, signed and initialled by the applicant. Failure to sign this form may lead to disqualification of the application during the selection process. A recently updated, comprehensive CV as well as a fully completed and initialled new signed Z83 (Section A, B, C & D are compulsory and section E, F and G are not compulsory if CV is attached). However, the question related to conditions that prevent re-appointment under Part-F must be answered. Affidavit confirming that you have not participated in a similar Programme before will be required. Non-RSA Citizens/Permanent Resident Permit Should you be in possession of a foreign qualification; it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) (only when shortlisted). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Due to the large number of applications we envisage to receive, applications will not be acknowledged, if you have not been contacted within three (3) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Correspondence will be limited to short-listed candidates only. Therefore, only shortlisted candidate for the post will be required to submit the certified copies of learners' highest qualifications and identity documents on or before the date of the interview. The successful candidate will have to undergo security vetting. His / her character should be beyond reproach. The appointment is subject to security clearance, verification of qualifications and competency assessment (criminal record, citizenship, credit record checks, qualification verification and employment verification). Applicants must declare any pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered during / after the interview took place, the application will not be considered and in the unlikely event, that the person has been appointed such appointment will be terminated. The successful candidate will be appointed subject to positive results of the security vetting process. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with.

**WORK INTERGRATE LEARNING PROGRAMME
TVET GRADUATE PLACEMENT FOR 2025/2026
(12 MONTHS)**

OTHER POSTS

POST 15/60 : **TVET PLACEMENT NCV LEVEL 4: SAFETY IN SOCIETY REF NO: Q9/2025/41 (X1 POST)**

STIPEND : R4000.per month

CENTRE : National Office, Pretoria: OHS unit

REQUIREMENTS : Qualification: NQF level 4: Safety in Society

APPLICATIONS : National office: direct your application to Independent police investigative directorate, Benstra building, 473 Stanza Bopape & Steve Biko Street, arcadia Pretoria, 0001 or Recruitment12@ipid.gov.za. Please indicate the post name & reference number on the subject line when applying through email

ENQUIRIES : Mr. M Thihe Tel No (012) 399 0185

POST 15/61 : **TVET PLACEMENT NCV LEVEL 4: SAFETY IN SOCIETY REF NO: Q9/2025/42 (X1 POST)**
Directorate Corporate Services

STIPEND : R4000.per month

CENTRE : Provincial Office: Gauteng (Johannesburg)

REQUIREMENTS : Qualification: NQF level 4: Safety in Society

APPLICATIONS : Gauteng: Independent Police Investigation directorate, hand deliver to 20 Albert Street, Bramfischer Tower Building, 8th floor, Marshalltown, Johannesburg or Recruitment1@ipid.gov.za. Please indicate the post name & reference number on the subject line when applying through email

ENQUIRIES : Ms. M Tshabalala Tel No: (011) 220 1500

POST 15/62 : **TVET PLACEMENT NCV LEVEL 4: SAFETY IN SOCIETY REF NO: Q9/2025/43 (X1 POST)**
Directorate Corporate Services

STIPEND : R4000.per month
CENTRE : Provincial Office: Kwa-Zulu Natal (Durban)
REQUIREMENTS : Qualification: NQF level 4: Safety in Society
APPLICATIONS : Kwa-Zulu Natal: (Independent Police Investigative Directorate, private bag x54303 Durban 4000 hand deliver to 3rd floor the Marine building 22 Dorothy Nyembe Street or Recruitment2@ipid.gov.za. Please indicate the post name & reference number on the subject line when applying through email

ENQUIRIES : Mr. S Ndlovu Tel No: (031) 310 1300

POST 15/63 : **TVET PLACEMENT NCV LEVEL 4: SAFETY IN SOCIETY REF NO: Q9/2025/44 (X1 POST)**
Directorate Corporate Services

STIPEND : R4000.per month
CENTRE : Provincial Office: North West (Mahikeng)
REQUIREMENTS : Qualification: NQF level 4: Safety in Society
APPLICATIONS : Northwest: Independent Police Investigative Directorate, hand deliver to NO.1 Station Road, Molopo shopping Centre, Mafikeng, 2745 or Recruitment6@ipid.gov.za. Please indicate the post name & reference number on the subject line when applying through email

ENQUIRIES : Ms. L Maamogwa Tel No: (018) 397 2500

POST 15/64 : **TVET PLACEMENT NCV LEVEL 4: SAFETY IN SOCIETY REF NO: Q9/2025/45 (X1 POST)**
Directorate Corporate Services

STIPEND : R4000.per month
CENTRE : Provincial Office: Mpumalanga (Nelspruit)
REQUIREMENTS : Qualification: NQF level 4: Safety in Society
APPLICATIONS : Mpumalanga: Independent Police Investigative Directorate, hand delivery to 48 Brown Street 1st floor, Nelspruit, 1200 or Recruitment17@ipid.gov.za. Please indicate the post name & reference number on the subject line when applying through email

ENQUIRIES : Ms. M Mamabolo Tel: (013) 754 1000/24

POST 15/65 : **TVET PLACEMENT NCV LEVEL 4: SAFETY IN SOCIETY REF NO: Q9/2025/46 (X1 POST)**
Directorate Corporate Services

STIPEND : R4000.per month
CENTRE : Provincial Office: Northern Cape (Kimberly)
REQUIREMENTS : Qualification: NQF level 4: Safety in Society
APPLICATIONS : Northern Cape: Independent Police Investigative Directorate, hand delivery to 99 Phakamile Mabija Street, Kimberley 8803 or Recruitment5@ipid.gov.za. Please indicate the post name & reference number on the subject line when applying through email

ENQUIRIES : Mr. T Mathe Tel No: (053) 832 0021

POST 15/66 : **TVET PLACEMENT NCV LEVEL 4: SAFETY IN SOCIETY REF NO: Q9/2025/47 (X1 POST)**
Directorate Corporate Services

STIPEND : R4000.per month
CENTRE : Provincial Office: Free State (Bloemfontein)
REQUIREMENTS : Qualification: NQF level 4: Safety in Society
APPLICATIONS : Free State: Independent Police Investigative Directorate, hand delivery to 15 CNR Andrew & Westburger Streets, Ground Floor, Standard Bank Building, Bloemfontein or Recruitment7@ipid.gov.za. Please indicate the post name & reference number on the subject line when applying through email

ENQUIRIES : Ms. N Motaung Tel No: (051) 406 6800/01

POST 15/67 : **TVET PLACEMENT NCV LEVEL 4: SAFETY IN SOCIETY REF NO: Q9/2025/48 (X1 POST)**
Directorate Corporate Services

STIPEND : R4000.per month
CENTRE : Provincial Office: Limpopo (Polokwane)
REQUIREMENTS : Qualification: NQF level 4: Safety in Society
APPLICATIONS : Limpopo: Independent Police Investigative Directorate, hand delivery 78 Hans van Rensburg Street, Old Mutual Building Polokwane or Recruitment8@ipid.gov.za. Please indicate the post name & reference number on the subject line when applying through email

ENQUIRIES : Ms. K Netshikulwe Tel No: (015) 283 8011

<u>POST 15/68</u>	:	<u>TVET PLACEMENT NCV LEVEL 4: SAFETY IN SOCIETY REF NO: Q9/2025/49 (X1 POST)</u> Directorate Corporate Services
<u>STIPEND</u>	:	R4000.per month
<u>CENTRE</u>	:	Provincial Office: Eastern Cape (East London)
<u>REQUIREMENTS</u>	:	Qualification: NQF level 4: Safety in Society
<u>APPLICATIONS</u>	:	Eastern Cape: Independent Police Investigative Directorate, hand delivery to 3-33, Phillip Frame Road, Waverly Park Office, East London, 5200 or Recruitment3@ipid.gov.za. Please indicate the post name & reference number on the subject line when applying through email
<u>ENQUIRIES</u>	:	Ms. U Quvile Tel No: (043) 707 7213
<u>POST 15/69</u>	:	<u>TVET PLACEMENT NCV LEVEL 4: SAFETY IN SOCIETY REF NO: Q9/2025/50 (X1 POST)</u> Directorate Corporate Services
<u>STIPEND</u>	:	R4000.per month
<u>CENTRE</u>	:	Provincial Office: Western Cape (Bellville)
<u>REQUIREMENTS</u>	:	Qualification: NQF level 4: Safety in Society
<u>APPLICATIONS</u>	:	Western Cape: Independent Police Investigative Directorate, hand delivery to 1st Floor Fintrust Building, Office no. 109 C/o Mazzur & Petrusa Streets, Bellville7530 or Recruitment4@ipid.gov.za. Please indicate the post name & reference number on the subject line when applying through email
<u>ENQUIRIES</u>	:	Ms. D Laphi Tel No: (021) 941 4800/16

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

<u>APPLICATIONS</u>	:	Interested applicants must submit their applications for employment to https://forms.office.com/r/X2XaVPasWu or alternatively the address specified in each post.
<u>CLOSING DATE</u>	:	26 May 2025
<u>NOTE</u>	:	The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za , and a detailed Curriculum Vitae. 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.
MANAGEMENT ECHELON		
<u>POST 15/70</u>	:	<u>CHIEF DIRECTOR: ICT INFRASTRUCTURE OPERATIONS MANAGEMENT REF NO: 25/54/ICT</u> This is a re-advertisement, applicants who previously applied need not re-apply, as their application will still be considered.
<u>SALARY</u>	:	R1 436 022 – R1 716 933 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	National Office: Pretoria
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 7) in Information Communication Technology or equivalent as recognized by SAQA; 5 years' experience at senior managerial level of which 3 years must be in the ICT Infrastructure Operations environment; Nyukela Certificate (Certificate for entry into the senior management service from the National School of Government); Knowledge and understanding of Computer programming field, Computer system design and analysis, ICT Service Management, ITIL, COBIT, ICT Infrastructure, Project Management and Business Intelligence (BI) tools and software; Knowledge of ICT Audit Management, ICT Governance Framework, ICT Strategy and Planning, ICT Policy Development, ICT Planning and Monitoring Framework, ICT Project Management Methodologies (e.g. PMBOK, Prince 2), Waterfall SDLC methodologies, ICT Risk Management, Business Analysis and Solution Testing and modernization and innovations; Knowledge of Public Service Regulations, Public Finance Management Act (PFMA) and Treasury Regulations. Skills and Competencies: Strategic capability and leadership; Programme and project management; Financial management; Change management; Knowledge management; Service Delivery Innovation (SDI); Problem solving and analysis; People management and empowerment; Client orientation and customer focus; Communication; Honesty and integrity.
<u>DUTIES</u>	:	Key Performance Areas: Manage ICT Network and Data Infrastructure; Manage centralized and Cloud Services; Manage the ICT Operations & Service; Manage Courts IT Operations (i.e Court Recording and Audio-Visual Technology); Manage stakeholder relations relating to infrastructure and give strategic advice to management; Manage human, finance and other resources.
<u>ENQUIRIES</u>	:	Ms M Kganyago Tel No: (012) 315 1844
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Postal address: The Human Resource: Justice and Constitutional Development, Private Bag X81, Pretoria, 0001 OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.

POST 15/71 : **DIRECTOR: ICT ENTERPRISE ARCHITECTURE REF NO: 25/53/ICT**
This is a re-advertisement, applicants who previously applied need not re-apply, as their application will still be considered.

SALARY : R1 216 824 – R1 433 355 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

CENTRE : National Office, Pretoria

REQUIREMENTS : An undergraduate qualification (NQF level 7) in Information Communication Technology or equivalent as recognized by SAQA; 5 years' experience at middle/ senior management level in ICT management of which 3 years must be in ICT Enterprise Architecture; Knowledge of Enterprise Architecture including Government Wide EA, Architecture Frameworks, ICT Strategic & Operational Planning, Corporate Governance of ICT, ICT policy development, ICT risks, ICT audits and ICT related compliance, ICT Audit Management, ICT Planning and Monitoring Framework, modernization and innovations; Knowledge of Public Service Regulations, Public Finance Management Act (PFMA), Treasury Regulations, Government financial processes and systems. Skills and Competencies: Strategic capability and leadership; Programme and project management; Financial management; Change management; Knowledge management; Service Delivery Innovation (SDI); Problem solving and analysis; People management and empowerment; Client orientation and customer focus; Communication; Honesty and integrity.

DUTIES : Key Performance Areas: Manage the design, development and maintenance of the ICT Enterprise Architecture; Manage the design, development and maintenance of ICT Business and Data Architectures; Manage the implementation of ICT Technology and Application Architectures; Provide effective people management.

ENQUIRIES : Ms M Kganyago Tel No: (012) 315 1844

APPLICATIONS : 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

OTHER POSTS

POST 15/72 : **PROFESSIONAL ENGINEER (MECHANICAL) REF NO: 25/44/CS**

SALARY : R879 342 – R938 061 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

CENTRE : National Office: Pretoria

REQUIREMENTS : An (NQF level 6) qualification as recognized by SAQA in Mechanical Engineering or relevant qualification; A minimum of 3 years post qualification experience in Mechanical Engineering; Registration with Engineering Council of South African (ECSA) as Professional Engineer; Knowledge of Programme and Project management, Mechanical design and analysis, Computer-aided engineering applications, Research and development, legal compliance, Technical report writing, Creating high performance culture, Networking and Professional judgement; Knowledge of Construction Industry Development Board Act and Regulations, Government Immovable Asset Management Act (GIAMA), Occupational Health and Safety Act, National Building Standards Act and Regulations, Project and Construction Management Professions Act, Architectural Profession Act, Engineering Profession Act, Expanded Public Works Programme, Supply Chain Management framework; Knowledge and understanding of the Public Service statutory frameworks: Financial Management and regulatory framework/guidelines, Public Service Act, Public Service Regulations, Treasury Regulations, Public Finance Management Act, Government initiatives and decisions, etc. Skills and Competencies: Applied strategic thinking; Applied technology; Budgeting and financial management; Communication and information management; Continuous improvement; Citizen focus and responsiveness; Diversity management; Planning and organizing; Impact and influence; Managing interpersonal conflict and resolving problems; Decision making; Project management; Team leadership.

DUTIES : Key Performance Areas: Develop, interpret and customize functional and technical norms and standards from an engineering perspective; Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies; Compile briefing documentation and specifications from mechanical engineering perspective; Investigate mechanical engineering installations and equipment, undertake design work and implement corrective measures; Conduct research/literature studies for continuous development with new technologies; Participate on the budget planning and administration process; Manage human, finance and other resources.

ENQUIRIES : Ms. A. Van Ross Tel No: (012) 315 1094

APPLICATIONS : 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.

POST 15/73 : **ELECTRICAL ENGINEER: (GRADE A) REF NO: 25/46/CS**

SALARY : R879 342 – R938 061 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

<u>CENTRE REQUIREMENTS</u>	:	National Office: Pretoria
	:	An NQF level 6 qualification as recognized by SAQA in Electrical Engineering or relevant qualification; Registration with Engineering Council of South Africa (ECSA) as Professional Engineer; 3 years post qualification Electrical Engineering experience required; Knowledge of Programme and Project management, Architectural design and analysis, Computer-aided engineering applications, Research and development, legal compliance, Technical report writing, Creating high performance culture, Networking and Professional judgement; Knowledge of Construction Industry Development Board Act and Regulations, Government Immovable Asset Management Act (GIAMA), Occupational Health and Safety Act, Architectural Profession Act, Engineering Profession Act, Expanded Public Works Programme, Supply Chain Management framework; Knowledge and understanding of the Public Service statutory frameworks: Financial Management and regulatory framework/guidelines, the Public Service Act, Public Service Regulations, Treasury Regulations, Public Finance Management Act, Government initiatives and decisions, etc. Skills and Competencies: Applied strategic thinking; Applied technology; Budgeting and financial management; Communication and information management; Continuous improvement; Citizen focus and responsiveness; Diversity management; Impact and influence; Managing interpersonal conflict and resolving problems; Planning and organising; Decision making; Project management; Team leadership.
<u>DUTIES</u>	:	Key Performance Areas: Develop, interpret and customize functional and technical norms and standards from an engineering perspective; Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies; Compile briefing documentation and specifications from an engineering perspective; Investigate electronic and electrical engineering installations and equipment, undertake design work and implement corrective measures; Conduct research/literature studies for continuous development with new technologies; Participate on the budget planning and administration process; Manage human, finance and other resources.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. A van Ross Tel No: (012) 315 1094
	:	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.
<u>POST 15/74</u>	:	<u>TOWN AND REGIONAL PLANNER: (GRADE A) REF NO: 25/47/CS</u>
<u>SALARY</u>	:	R761 157 – R816 852 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	National Office: Pretoria
	:	An (NQF level 6) qualification as recognized by SAQA in Town and Regional Planning or relevant qualification; A minimum of 3 years post qualification experience in town and regional planning; Registration with South African Council for Planners (SACPLAN) as Professional Town and Regional Planning; Knowledge of Programme and Project management, Town and Regional principles and methodologies, Research and Development, Computer-aided Applications, Town and Regional knowledge of legal compliance, creating high performance culture, Technical consulting and Professional judgement; Knowledge of Construction Industry Development Board Act and Regulations, Government Immovable Asset Management Act (GIAMA), Occupational Health and Safety Act, National Building Standards Act and Regulations, Project and Construction Management Professions Act, Architectural Profession Act, Engineering Profession Act, Expanded Public Works Programme, Supply Chain Management framework; Knowledge and understanding of the Public Service statutory framework: Financial Management and regulatory framework/guidelines, Public Service Act, Public Service Regulations, Treasury Regulations, Public Finance Management Act, Government initiatives and decisions, etc. Skills and Competencies: Applied strategic thinking; Applied technology; Budgeting and financial management; Communication and information management; Continuous improvement; Citizen focus and responsiveness; Developing others; Diversity management; Planning and organizing; Impact and influence; Managing interpersonal conflict and resolving problems; Decision making; Project management; Team leadership.
<u>DUTIES</u>	:	Key Performance Areas: Implement the application of town and regional planning principles in land development; Develop and implement integrated land use planning proposals; Participate in the budget planning and administration process; Conduct research/literature studies for continuous development with new technologies; Establish town and regional planning functional and technical norms and standards; Manage human, finance and other resources.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. A. Van Ross Tel No: (012) 315 1094
	:	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.
<u>POST 15/75</u>	:	<u>QUANTITY SURVEYOR (GRADE A) REF NO: 25/48/CS</u>
<u>SALARY</u>	:	R761 157 – R816 852 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	National Office, Pretoria

<u>REQUIREMENTS</u>	:	An NQF level 6 qualification as recognized by SAQA in Quantity Surveying or relevant qualification; A minimum of 3 years post qualification quantity surveyor experience required; Registration with South African Council for Quantity Survey Profession (SACQSP) as Professional Quantity Surveyor; Knowledge of Programme and project management, quantity survey principles and methodologies, Research and development, Computer-aided costing applications and software (WinQs, QS plus etc), legal compliance, technical report writing, technical consulting, creating high performance culture, Networking and Professional judgement; Knowledge of Construction Industry Development Board Act and Regulations, Government Immovable Asset Management Act (GIAMA), Occupational Health and Safety Act, National Building Standards Act and Regulations, Project and Construction Management Professions Act, Architectural Profession Act, Engineering Profession Act, Expanded Public Works Programme and Supply Chain Management framework; Knowledge and understanding of the Public Service statutory frameworks: Financial Management and regulatory framework/ guidelines, Public Service Act, Public Service Regulations, Treasury Regulations, Public Finance Management Act and Government initiatives and decisions etc. Skills and Competencies: Applied strategic thinking; Applied technology; Budgeting and financial management; Communication and information management; Continuous improvement; Citizen focus and responsiveness; Diversity management; Impact and influence; Interpersonal skills; Conflict management; Problem solving and decision making skills; Planning and organising; Project management; Team leadership; Computer literacy.
<u>DUTIES</u>	:	Key Performance Areas: Perform quantity survey activities on buildings, structures or facilities; Prepare quantity surveyor inputs to the development of the User Asset Management Plan, the final project lists, the budgets and Infrastructure Programme Management Plan; Develop, interpret and customize quantity surveying planning and cost norms and standards; Conduct research/ literature studies for continuous development with new technologies; Contribute to project briefing documents, costing models and operational narratives; Manage human, finance and other resources.
<u>ENQUIRIES</u>	:	Ms. A. Van Ross Tel No: (012) 315 1094
<u>APPLICATIONS</u>	:	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.
<u>POST 15/76</u>	:	<u>ARCHITECT (GRADE A) REF NO:25/49/CS</u>
<u>SALARY</u>	:	R761 157 – R816 852 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	National Office: Pretoria
<u>REQUIREMENTS</u>	:	An NQF level 6 as recognized by SAQA in Architecture or relevant qualification; A minimum of 3 years post qualification architectural experience required; Registration with South African Council for Architectural Profession (SACAP) as Professional Architect; Knowledge of programme and Project management, Architectural design and analysis, Computer-aided engineering applications, research and development, Knowledge of legal compliance, Technical report writing, creating high performance culture, Networking, Professional judgment; Knowledge of Construction Industry Development Board Act and Regulations, Government Immovable Asset Management Act (GIAMA), Occupational Health and Safety Act, National Building Standards Act and Regulations, Project and Construction Management Professions Act, Architectural profession Act, Engineering Profession Act, Expanded Public Works Programme, Supply Chain Management framework; Knowledge and understanding of the Public Service statutory frameworks, Financial Management and regulatory framework/guidelines, Public Service Act, Public Service Regulations, Treasury Regulations, Public Finance Management Act, Government initiatives and decision. 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.
<u>DUTIES</u>	:	Key Performance Areas: Perform architectural activities on state-owned or leased buildings, structures or facilities; Develop plans and standards for all infrastructure programmes and projects; Establish Architectural functional and technical norms and standards; Conduct research/literature studies for continuous development with new technologies; Prepare architectural inputs to the development of the User Asset Management Plan, project list and budget planning; Manage human, financial and other resources.
<u>ENQUIRIES</u>	:	Ms. A. Van Ross Tel No: (012) 315 1094
<u>APPLICATIONS</u>	:	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.
<u>POST 15/77</u>	:	<u>ASSISTANT DIRECTOR: COSTING REF NO: 25/42/FMS</u>
<u>SALARY</u>	:	R468 459 – R551 823 per annum. The successful candidate will be required to sign a performance agreement.

<u>CENTRE REQUIREMENTS</u>	:	National Office: Pretoria
	:	An NQF level 7 qualification in Financial Management/Cost Management/Management Accounting as recognized by SAQA; A minimum of 3 years' experience in Costing and Budgeting; Knowledge of the Public Financial Management Act, National Treasury Regulations., Research. Skills and Competencies: Computer literacy (MS Word, PowerPoint, Excel and BAS); Budgeting and financial management; Problem solving and decision making; Communication and information management; Technical proficiency; Presentation skills.
<u>DUTIES</u>	:	Key Performance Areas: Conduct costing of legislation and regulations; Conduct costing of departmental projects and operational activities; Review tariffs for all fees charged by Department in Legislation; Conduct the costing of Commissions of Inquiry/other government bodies; Manage human, finance and other resources.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms A van Ross Tel No: (012) 315 1094
	:	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.
<u>POST 15/78</u>	:	<u>ASSISTANT DIRECTOR: FACILITIES PROGRAMME SUPPORT REF NO: 25/50/CS</u>
<u>SALARY</u>	:	R468 459 – R551 823 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	National Office, Pretoria
	:	An NQF level 6 qualification as recognized by SAQA in Property Management/ Built Environment (town planning, quantity surveying, space planning services); A minimum of 3 years' experience in facilities management environment of which at least three years should be at supervisory level; Knowledge and understanding of Government Immovable Assets Management Act (GIAMA); Knowledge of Supply Chain Management framework, National Building Regulations, Frameworks on corporate performance and technical knowledge in spectrum of discipline within the Built Environment; Knowledge and understanding of the Public Service statutory frameworks: Financial Management, and regulatory framework/ guidelines, Public Service Act, Public Service Regulations, Treasury Regulations, Public Finance Management Act, Government initiatives and decisions. Skills and Competencies: Applied strategic thinking; Applied technology; Budgeting and financial management; Communication and information management; Continuous improvement; Citizen focus and responsiveness; Diversity management; Impact and influence; Interpersonal skills; Conflict management; Problem solving and decision making skills; Planning and organising; Project management; Team leadership; Computer literacy.
<u>DUTIES</u>	:	Key Performance Areas: Facilitate and monitor the expenditure for facilities management and strategy requirements; Facilitate the development and implementation of User Asset Management Plan (UAMP); Facilitate the processing of facilities management payments; Facilitate special projects in the provincial facilities and the implementation of term contracts; Manage human, finance and other resources.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. A. Van Ross Tel No: (012) 315 1094
	:	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.
<u>POST 15/79</u>	:	<u>ASSISTANT DIRECTOR: BUDGET PLANNING REF NO: 25/43/FMS</u>
<u>SALARY</u>	:	R468 459 – R551 823 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	National Office: Pretoria
	:	An NQF level 7 qualification in Management Accounting/Financial Management/Economics/ Public Finance as recognized by SAQA; A minimum of 3 years' relevant experience in Budgeting and Financial Management of which (2) years should be at a supervisory level; Knowledge and understanding of the Public Finance Management Act (PFMA), National Treasury and the Appropriation Act; Knowledge and proper understanding of the Budget process as prescribed by National Treasury; Skills and Competencies: Computer literacy (MS Word, Excel, PowerPoint, Outlook); Budgeting and financial management; Communication (written and verbal) skills; Customer Service Orientation; Problem solving and decision making; Technical proficiency; Creative and analytical skills; Presentation and facilitation skills; Accuracy and attention to detail.
<u>DUTIES</u>	:	Key Performance Areas: Coordinate the Departments Internal Budget Planning Process; Coordinate, review, analyse and quality assure the budget preparation process; Coordinate, review and quality assure the implementation of the Budget Planning Processes; Provide effective people management.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. A. van Ross Tel No: (012) 315 1094
	:	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.

<u>POST 15/80</u>	:	<u>JUDGE'S SECRETARY REF NO: 25/52/CA</u> This is a re-advertisement
<u>SALARY</u>	:	R325 101 – R382 959 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	National Office: Pretoria
<u>REQUIREMENTS</u>	:	Grade 12 Certificate, Secretarial or Para-Legal Diploma; At least 1 year relevant experience secretariat or office assistant; Knowledge of Microsoft Suite (MS Work, MS Excel, MS PowerPoint, Email and Internet); Knowledge of telephone etiquette; Understanding of customer service. The following will serve as an added advantage: -Studying towards an LLB qualification. Skills and Competencies: Communication skills (verbal and written); Computer literacy; Concern for others; Creative thinking; Citizen Service Orientation; Problem analysis; Self-management; Team work; Technical proficiency.
<u>DUTIES</u>	:	Key Performance Areas: Render secretarial duties; Provide an administrative support service; Execute Court related functions.
<u>ENQUIRIES</u>	:	Mr S Kgafela Tel No: (012) 315 1351
<u>APPLICATIONS</u>	:	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.
<u>POST 15/81</u>	:	<u>HUMAN RESOURCE OFFICER: STUDY ASSISTANCE REF NO: 25/45/CS</u>
<u>SALARY</u>	:	R228 321 – R268 905 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	National Office, Pretoria
<u>REQUIREMENTS</u>	:	Grade 12; Knowledge of working procedures in terms of the working environment, clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics, Knowledge and understanding of the Public Service statutory frameworks, Financial Management and regulatory framework/guidelines, the Public Service Act, the Public Service Regulations, Treasury Regulations, the Public Finance Management Act, Government initiatives and decisions. Skills and Competencies: Computer literacy; Concern for others; Creative thinking; Citizen Services Orientation; Decision making; Diversity management; Communication (verbal and written) skills; Problem analysis; Self-management; Team work; Technical proficiency.
<u>DUTIES</u>	:	Key Performance Areas: Render administrative support services for skills development programmes; Render administrative support for Internships and Learnerships programmes; Render administrative support for study assistance programmes.
<u>ENQUIRIES</u>	:	Ms A Van Ross Tel No: (012) 315 1094
<u>APPLICATIONS</u>	:	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.
<u>POST 15/82</u>	:	<u>HANDYMAN REF NO: 25/51/IDS</u>
<u>SALARY</u>	:	R163 680 – R192 81057 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	National Office: Brigitte Mabandla Justice College
<u>REQUIREMENTS</u>	:	An NQF level 3 (Grade 10 certificate or equivalent); A minimum of 6 months trade-related experience; Knowledge of Occupational Health and Safety (OHS) National Building Regulations and Building Standard Act Skills. Skills and Competencies: Concern for others; Creative thinking; Citizen service orientation; Decision-making; Diversity citizenship; Organisational communication effectiveness; Report writing; Problem analysis; Self-management; Team work; Technical proficiency; Good interpersonal.
<u>DUTIES</u>	:	Key Performance Areas: Perform general maintenance and repair tasks, including plumbing, electrical and carpentry; Maintain office equipment and furniture; Conduct regular building inspection of facility; Fix or replace defective parts in machinery, doors, windows, walls and structural elements within the building; Safe keeping of maintenance tools and suppliers.
<u>ENQUIRIES</u>	:	Ms P Leshilo Tel No: (012) 357 8240
<u>APPLICATIONS</u>	:	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.

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.

<u>APPLICATIONS</u>	:	All applications must be submitted to the relevant Recruitment Response E mails stated below.
<u>CLOSING DATE</u>	:	26 May 2025
<u>NOTE</u>	:	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: https://www.dpsa.gov.za/newsroom/psvc/ 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 https://www.thensg.gov.za/training-course/sms-pre-entry-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 . 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

<u>POST 15/83</u>	:	<u>SENIOR STATE ADVOCATE REF NO: RECRUIT 2025/134</u> National Prosecutions Service
<u>SALARY</u>	:	R1 195 110 – R1 859 814 per annum (LP-9), (Total cost package)
<u>CENTRE</u>	:	DDPP: Port Elizabeth
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.

ENQUIRIES : Andiswa Tengile Tel No: (012) 842 1450
APPLICATIONS : e mail: Recruit2025134@npa.gov.za

POST 15/84 : **SENIOR STATE ADVOCATE REF NO: RECRUIT 2025/135 (X2 POSTS)**
Specialised Commercial Crime Unit

SALARY : R1 195 110 – R1 859 814 per annum (LP-9), (Total cost package)
CENTRE : Bloemfontein
REQUIREMENTS : 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 : Lemmer Ludwick Tel No: (051) 410 6001
APPLICATIONS : e mail Recruit2025135@npa.gov.za

POST 15/85 : **SENIOR STATE ADVOCATE**
Specialised Commercial Crime Unit

SALARY : R1 195 110 – R1 859 814 per annum (LP-9), (Total cost package)
CENTRE : Durban Ref No: Recruit 2025/136
Pretoria Ref No: Recruit 2025/137
REQUIREMENTS : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least eight (8) years' post qualification 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. 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, including indictments and court documents, dealing with representations. Strong interpersonal and communication skills. General computer proficiency and knowledge of programs in MS Office. Well-developed skills in legal research and legal drafting. Good knowledge of civil and/or criminal procedure. Knowledge of asset forfeiture law will be an added advantage. Good interpersonal, analytical, organization and communication skills. Valid drivers' licence.

DUTIES : Study case dockets, decide on the institution of and conduct criminal proceedings. Deal with any representations. Conduct prosecution of serious, complex and organized commercial crime and corruption matters. Prepare cases for court including the acquisition of additional evidence and drafting charge sheets, indictments and other court documents. Present the state's case in court, including examination and cross-examination of witnesses and addressing the court on conviction and sentence. Manage court and case flow management independently. Study and deal with appeals and reviews. Advise the police on the investigation of serious, complex and organized commercial crime cases and corruption matters.

ENQUIRIES : Durban Bongiwe Mlaba Tel No: (031) 335 6617
Pretoria Bontle Bareng Tel No: (012) 401 9421
APPLICATIONS : Durban e mail Recruit2025136@npa.gov.za
Pretoria e mail Recruit2025137@npa.gov.za

<u>POST 15/86</u>	:	<u>SENIOR PUBLIC PROSECUTOR</u> National Prosecutions Service
<u>SALARY</u>	:	R1 195 110 – R1 859 814 per annum (CM-1), (Total cost package)
<u>CENTRE</u>	:	CPP: Mitchells Plain (Khayelitsha) Ref No: Recruit 2025/138 CPP: Pietermaritzburg Ref No: Recruit 2025/139
<u>REQUIREMENTS</u>	:	An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least eight (8) years post qualification legal experience. Five (5) years' experience in legal practice will be an added advantage. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Good management skills. Manage, give guidance to and train prosecutors. Proficiency in prosecuting, guiding investigations and giving instructions in reasonably complex or more difficult common law and statutory offences. Able to draft charge sheets and complex court documents. Ability to act independently without constant supervision. Must have good administrative skills.
<u>DUTIES</u>	:	Manage and supervise allocation of work and management of performance for lower level prosecutors including trainee Prosecutor. Train and guide Prosecutors including trainee Prosecutors and stakeholders in preparation of case dockets and deciding on the institution and conduct criminal proceedings. Represent the State in all courts. Present and assist prosecutors including trainee Prosecutors in presentation of state's case court, lead and cross examination of witnesses and address court on inter alia conviction and the like. Attend to representations and complaints. Attend to instructions of the Chief Prosecutor and the Director of Public Prosecutions. Lead Prosecutors towards achieving strategic goals and operational targets set by NPA, DPP office and CPP. Perform all duties including administrative duties related thereto, in accordance with code of conduct, policy directives of NPA. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice.
<u>ENQUIRIES</u>	:	CPP: Mitchells Plain (Khayelitsha) Sonwabiso Mkwakwi Tel No: (021) 487 7234 CPP: Pietermaritzburg Thabsile Radebe Tel No: (033) 392 8753
<u>APPLICATIONS</u>	:	CPP: Mitchells Plain (Khayelitsha) e mail Recruit2025138@npa.gov.za CPP: Pietermaritzburg e mail Recruit2025139@npa.gov.za
<u>POST 15/87</u>	:	<u>REGIONAL COURT CONTROL PROSECUTOR REF NO: RECRUIT 2025/140</u> National Prosecutions Service
<u>SALARY</u>	:	R1 032 906 - R1 675 743 per annum (Level SU-3), (Total cost package)
<u>CENTRE</u>	:	CPP: George
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Thuso Damane Tel No: (021) 487 7129
<u>APPLICATIONS</u>	:	e mail Recruit2025140@npa.gov.za
<u>POST 15/88</u>	:	<u>DEPUTY DIRECTOR: COURT PREPARATION</u> National Prosecutions Service
<u>SALARY</u>	:	R1 059 105 per annum (MMS Level 12), (Total cost package)
<u>CENTRE</u>	:	DPP: Johannesburg Ref No: Recruit 2025/141 DPP: Bloemfontein Ref No: Recruit 2025/142
<u>REQUIREMENTS</u>	:	An appropriate B -degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in Social Work or equivalent. At least five years working experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Good administration skills. People management and empowerment. Strategic capability and leadership. Planning and prioritising skills. Customer focus and responsiveness. Problem solving and Decision Making. Valid driver's license.
<u>DUTIES</u>	:	Oversee the court preparation programme provided by Court Preparation Officers within the NPA for the Division. To mentor, coach, ensure effective transfer of skills to the Court Preparation officials. Give guidance to the DPP/ Governance Coordinators/ Chief Prosecutors/SPP and court preparation officers regarding the model and methodology of court preparation work. Ensure

compliance with standards and guidelines for the establishment, roll out and management of court preparation services in the region for the prevention of secondary trauma and enhanced prosecution. Conduct court preparation and victim impact statements in high profile matters and implement the PEACE model and victim impact statements for Court preparation in courts. Act as an expert witness when called upon to do so. Lead staff towards achieving strategic goals of the NPA. Deal with representations and complaints and escalate. Contribute towards the management and implementation of the victim's charter. Promote partner integration, community involvement and customer satisfaction in conjunction with partners within the criminal justice system. Liaise with internal and external stakeholders and attend meetings, including national office. Manage staff and other resources.

ENQUIRIES : DPP: Johannesburg Khensani Manganye Tel No: (011) 220 4266

APPLICATIONS : DPP: Bloemfontein Lemmer Ludwick Tel No: (051) 410 6001

DPP: Johannesburg e mail Recruit2025141@npa.gov.za
DPP: Bloemfontein e mail Recruit2025142@npa.gov.za

POST 15/89 : **STATE ADVOCATE REF NO: RECRUIT 2025/143**
National Prosecutions Service

SALARY : R932 904 - R1 539 321 per annum (Level LP- 7 to LP-8), (Total cost package)

CENTRE : CPP: Wynberg

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 in the prosecution of Sexual Offences; Criminal Procedure, Civil litigation and management of Gender based violence matters. 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 investigations and giving instructions in law and statutory offences.

DUTIES : To 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 in the dedicated sexual offences courts. Prepare cases for court, guide investigations, and consult with witnesses, draft charge sheets and other court documents, including documents that are more complex in nature. Present the State's case in court. Present evidence, cross-examine and address the court on, inter alia, conviction and sentence. To ensure criminal and civil litigation in compliance with requirements legally imposed upon the State regarding aspects of criminal and civil activities relevant to the mandate of the National Prosecuting Authority on the management of gender-based violence and all matters incidental there to. To track, monitor and facilitate cases through the Criminal Justice System, manage the court rolls at dedicated sexual offences courts. Securing the attendance of witnesses, investigating officer's and accused in custody at court. Ensuring a reduction of turnaround time in the finalization of cases in line with the mandate of NPA. Assist to improve functional relationships with stakeholders. Constant follow up with the relevant stakeholders. Assist to improve the conviction rate. Supervise, train and develop relevant role-players where required. Submit monthly reports (including statistics) regarding performance management.

ENQUIRIES : Thuso Damane Tel No: (021) 487 7129

APPLICATIONS : e mail Recruit2025143@npa.gov.za

POST 15/90 : **DEPUTY DIRECTOR: COMMUNICATIONS REF NO: RECRUIT 2025/144**
Strategy Operations and Compliance: Communications Unit

SALARY : R896 436 per annum (Level 11), (Total cost package)

CENTRE : Pretoria: Head Office

REQUIREMENTS : An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6) in Communications, Public Relations, Journalism or a related field of qualification as recognised by SAQA. Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Minimum Five (5) years' relevant experience of which three (3) should be experienced at a Supervisory level. Practical experience in employee engagement projects. Ability and confidence to work on own initiative. Highly organized and able to function effectively under pressure. Ability to work flexibly and outside working hours when necessary. Ability to function and interact at all levels. Knowledge of government programmes. Project management and coordination skills. Client orientation and customer focus. Communication skills. A valid drivers licence.

DUTIES : Tracking and monitoring and coordinating media inquiries coming through NPA general e-mail. Assist with media monitor distribution. Ensure that the Website/internal bulletin nationally is updated with media statements issued. Consolidate and submit monthly reports. Assist the media liaison office in the execution of strategic and operational responsibilities. To assist with the distribution of press releases and other related matters. Liaise on behalf of the NPA with the local, national and international media. Keep an updated database of media distribution lists of the relevant platforms e-mail and WhatsApp, e-mail addresses and telephone/ cellphone numbers of media houses. Maintain the NPA WhatsApp media group database or any other as and when required. Assist with logistics media networking sessions for leadership and management to

engage with the media regularly. Coordinate Parliamentary questions between the NPA and the office of the Minister timeously.

ENQUIRIES : Isaac Dhludhlu Tel No: (012) 845 7611
APPLICATIONS : e mail Recruit2025144@npa.gov.za

POST 15/91 : **DISTRICT COURT CONTROL PROSECUTOR REF NO: RECRUIT 2025/145**
National Prosecutions Service

SALARY : R630 630 - R1 450 323 per annum (Level SU-1 to SU-2), (Total cost package), (excluding benefits)

CENTRE : CPP: Vaal Rand (Nigel)
REQUIREMENTS : 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.

DUTIES : 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.

ENQUIRIES : Godfrey Ramakuela Tel No: (012) 351 6808
APPLICATIONS : e mail Recruit2025145@npa.gov.za

POST 16/92 : **REGIONAL COURT PROSECUTOR**
National Prosecutions Service

SALARY : R630 630 - R1 450 323 per annum (Level LP-5 to LP-6), (Total cost package), (excluding benefits)

CENTRE : CPP: Port Elizabeth (Port Alfred) Ref No: Recruit 2025/146
CPP: West Rand Ref No: Recruit 2025/147 (X3 Posts)
CPP: Vaal Rand (Oberholzer) Ref No: Recruit 2025/148
CPP: Vaal Rand (Sebokeng) Ref No: Recruit 2025/328 (Re-advert)
CPP: Witbank (Secunda) Ref No: Recruit 2025/171

REQUIREMENTS : 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.

DUTIES : 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.

ENQUIRIES : CPP: Port Elizabeth (Port Alfred) Andiswa Tengile Tel No: (012) 842 1450
CPP: West Rand Rosette Swarts Tel No: (011) 220 4114
CPP: Vaal Rand (Oberholzer) & CPP: Vaal Rand (Sebokeng) Motshabi Malabi Tel No: (012) 351 6864

APPLICATIONS : CPP: Witbank (Secunda) Tebogo Mashile Tel No: (013) 045 0686
CPP: Port Elizabeth (Port Alfred) e-mail: Recruit2025146@npa.gov.za
CPP: West Rand e-mail: Recruit2025147@npa.gov.za
CPP: Vaal Rand (Oberholzer) e-mail: Recruit2025148@npa.gov.za
CPP: Vaal Rand (Sebokeng) e-mail: Recruit2025328@npa.gov.za
CPP: Witbank (Secunda) e-mail: Recruit2025171@npa.gov.za

POST 15/93 : **RESEARCHER REF NO: RECRUIT 2025/149 (X2 POSTS)**
Strategy Operations and Compliance: Research Management

SALARY : R582 444 per annum (Level 10), (excluding benefits)
CENTRE : Pretoria: Head Office

<u>REQUIREMENTS</u>	:	An appropriate B-degree (NQF Level 7) or Honours (NQF level 8) in Social Science or related field of qualification in Research Minimum Three (3) years relevant experience in research field or relevant. Knowledge and skills in the Criminal Justice system and policy framework. Knowledge of research methodologies. Information and data gathering tools and system skills. Analysis tools and methods skills. Qualitative, quantitative and analytical skills. Task/time management skills. Innovative skills. People management and empowerment skills. Administration skills. Communications skills. Planning and Prioritising skills. Customer focus and responsiveness skills. Problem solving and decision-making skills. Computer skills in MS Office suite, specifically MS Word, Excel, Outlook, PowerPoint, Vivo, Adobe, Zoom and MS Teams. Basic Knowledge of legislation and regulations pertaining to public service administration specifically: The Public Service Act and Regulations and The NPA Act. A valid driver's license.
<u>DUTIES</u>	:	Identify key policy and research issues for the NPA on continuous scanning of the internal and external environment. Developing system and processes. Conduct research and evaluations. Process internal and external research requests in the NPA. Creating mechanisms to ensure proactive, need-based policy and research service delivery. Monitoring and evaluating the impact of policy interventions. Liaison with all clients in the NPA and Corporate service. Assisting with other tasks of the unit as and when required by the management of the unit.
<u>ENQUIRIES</u>	:	Kefentse Mojaki- Moremogolo Tel No: (012) 845 6506
<u>APPLICATIONS</u>	:	e mail Recruit2025149@npa.gov.za
<u>POST 15/94</u>	:	<u>ASSISTANT DIRECTOR: LABOUR RELATIONS</u> Strategy Operations and Compliance: HRM & D - Labour Relations
<u>SALARY</u>	:	R582 444 per annum (Level 10), (excluding benefits)
<u>CENTRE</u>	:	Pretoria: Head Office Ref No: Recruit 2025/324 (X2 Posts) Johannesburg Ref No: Recruit 2025/325 Pretoria Ref No: Recruit 2025/326 Limpopo Ref No: Recruit 2025/327 Pretoria: Head Office Ref No: Recruit 2025/324 (X2 Posts) Johannesburg Ref No: Recruit 2025/325 Pretoria Ref No: Recruit 2025/326 Limpopo Ref No: Recruit 2025/327
<u>REQUIREMENTS</u>	:	An appropriate B-degree (NQF Level 7) or Three (3) year Diploma (NQF level 6) in Labour Relations or equivalent. (Studying towards LLB Degree will be an added advantage). Three (3) years' experience in Labour Relations. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of the employment relations legislative and regulatory framework. Experience in appearing in conciliations, mediations, and arbitration proceedings. Knowledge and experience in the handling of complaints, disciplinary hearings, and grievances. Dispute resolution skills. Valid driver's license.
<u>DUTIES</u>	:	Represent the NPA in disciplinary hearings, conciliations, mediations, and arbitration proceedings. Facilitate NPA representations and provide support to the counsel representing the NPA in external disputes. Facilitate the resolution of grievances and conduct necessary investigations for such resolutions. Facilitate disciplinary proceedings and conduct necessary investigations. Proactively implement mechanisms that minimize disputes and create sound employment relations. Participate in collective bargaining and facilitate the implementation of collective agreements. Prepare the necessary documents and provide opinions on the management and resolution of labour matters. Ensure compliance with grievances and disciplinary policies. Research and advice the NPA on the relevant legislative framework.
<u>ENQUIRIES</u>	:	Ronnie Pather Tel No: (012) 845 6186
<u>APPLICATIONS</u>	:	Pretoria: Head Office e mail Recruit2025324@npa.gov.za Johannesburg e mail Recruit2025325@npa.gov.za Pretoria e mail Recruit2025326@npa.gov.za Limpopo e mail Recruit2025327@npa.gov.za
<u>POST 15/95</u>	:	<u>ENFORCEMENT OFFICER</u> Asset Forfeiture Unit
<u>SALARY</u>	:	R468 459 per annum (Level 09), (excluding benefits)
<u>CENTRE</u>	:	Kimberley Ref No: Recruit 2025/150 Pretoria Ref No: Recruit 2025/151 East London Ref No: Recruit 2025/152 Port Elizabeth Ref No: Recruit 2025/329
<u>REQUIREMENTS</u>	:	An appropriate B -degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in Finance or equivalent. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Three (3) years' relevant experience. Strategic capability and leadership. General management, administration, and communication skills. People management and empowerment skills. Customer focus and responsiveness. Planning and prioritizing, including interpersonal relation skills. Problem solving and Decision-making skills. Knowledge of the following Acts: PSA, SA Archives, PFMA, POCA, Administration of Estates, Insolvency, NPA, Access to Information and SCM Framework. Knowledge of Finance, Supply Chain Management, Information Management. Knowledge of NPA and AFU policies and procedures relevant to the job functions.

Skills in MS Office suite, specifically MS Word, Excel, Outlook, Power Point, Visio and MS Project. Skills in ECMS and iBase, including Operations Management, Public, Information and Finance Management and Writing. Skills in Administration systems, Task/time management, conflict and Analytic.

DUTIES : Facilitate the SCM process of identifying curators and appointing auctioneers. Monitor the performance of curators or delegated officials to ensure prompt collection of money due to the state. Perform reconciliations on curator accounts and the criminal asset recovery account. Capture finance information on the system: Curator disbursements and fees, deposits, and payment to victims. Process payments.

ENQUIRIES : Lindie Swanepoel Tel No: (012) 845 6638
APPLICATIONS : Kimberley e mail Recruit2025150@npa.gov.za
 Pretoria e mail Recruit2025151@npa.gov.za
 East London e mail Recruit2025152@npa.gov.za
 Port Elizabeth e mail Recruit2025329@npa.gov.za

POST 15/96 : **FINANCIAL ANALYST**
 Asset Forfeiture Unit

SALARY : R468 459 per annum (Level 09), (excluding benefits)
CENTRE : Bloemfontein Ref No: Recruit 2025/153
 Nelspruit Ref No: Recruit 2025/154

REQUIREMENTS : An appropriate B -degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in Accounting, Forensic Auditing or equivalent. Three (3) years financial analysis experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. The ability to offer direction and leadership to a team of officials to ensure the attainment of objectives. Seeks opportunities to increase personal contribution and level of responsibility. The ability to perform administrative tasks efficiently, effectively, and error free to provide a record of the activities/deliverables. The means of formal, clear and persuasive presentation of facts and ideas. Communication includes the ability to convey messages to individuals and groups at the appropriate time-and to incorporate listening proficiencies so as to identify ideas, attitudes and actual content. Written and verbal communication. Must be able to plan and organise work and distinguish between urgent and important tasks/activities. Must be able to achieve excellence in delivering the planned customer service outcomes (i.e. service levels and standards) for the department and ensure the highest level of customer care and customer satisfaction. Must be able to identify and solve problems by analysing situations and apply critical thinking in order to resolve problems and decide on courses of action and implement the solutions developed in order to overcome problems and constraints.

DUTIES : Capture and convert data into usable information. Conduct analysis of information gathered.
ENQUIRIES : Lindie Swanepoel Tel No: (012) 845 6638
APPLICATIONS : Bloemfontein e mail Recruit2025153@npa.gov.za
 Nelspruit e mail Recruit2025154@npa.gov.za

POST 15/97 : **ASSISTANT DIRECTOR: INTERNAL COMMUNICATIONS REF NO: RECRUIT 2025/155**
 Strategy Operations and Compliance: Communication Unit

SALARY : R468 459 per annum (Level 09), (excluding benefits)
CENTRE : Pretoria – Head Office
REQUIREMENTS : An appropriate B Degree NQF level 7) or Three (3) year Diploma NQF level 6 in Communications, Public Relations, Journalism or related field of qualification. Minimum of three (3) years' relevant experience of which one (1) year should be on a supervisory level. Good verbal and writing skills, particularly public speaking. Project management skills. Must be able to demonstrate good understanding of branding principles, event management and organizational skills. Ability to work well under pressure. A valid driver's licence.

DUTIES : To manage content updates and the revamping of NPA internet. Provide communication support to internal and external events. Assist in the roll-out of the NPAs' internal communication strategy. Ensure the smooth running of the NPA switchboard and supervise staff.

ENQUIRIES : Vuyolwethu Sigaji Tel No: (012) 845 6214
APPLICATIONS : e mail Recruit2025155@npa.gov.za

POST 15/98 : **ASSISTANT DIRECTOR: ADMINISTRATION REF NO: RECRUIT 2025/156**
 Specialised Commercial Crime Unit

SALARY : R468 459 per annum (Level 09), (excluding benefits)
CENTRE : Pretoria
REQUIREMENTS : An appropriate B Degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in Human Resource Management/Public Administration or equivalent. Minimum of at least Three (3) year relevant working experience. In depth knowledge of legislation and regulations pertaining to Public Service Administration specifically the Public Service Act, Labour Relations Act, EEA and skills Development Act. Excellent written and verbal communication skills, innovative and proactive. Decisive under pressure and solution orientation. Ability to meet strict deadlines. Strong organisation and management skills. Willing to work extended hours and willing to travel.

	Reliable, organized and able to work in a team. General computer literacy skills and knowledge in programs such as Ms Word, Excel, Ms outlook and PowerPoint.
<u>DUTIES</u>	: Supervise and direct the administration of finance and supply chain services. Provide human resources management and development services. Monitor the provision of administration support and document management services. Facilitate the administration of human resources management development services in the region. Compile monthly reports and statistics. Manage staff and provide guidance on HR related matters. Implement and ensure compliance with policies and procedures. Liaise with customer and stakeholders. Monitor implementation support in analysing budget and expenditure, compile monthly report and statistics. Manage staff and provide guidance on corporate services matters. Liaise with customers and stakeholders. Maintain and administer system and leave applications.
<u>ENQUIRIES APPLICATIONS</u>	: Godfrey Ramakuela Tel No: (012) 351 6808 : e mail Recruit2025156@npa.gov.za
<u>POST 15/99</u>	: <u>ASSISTANT DIRECTOR: HUMAN RESOURCES MANAGEMENT REF NO: RECRUIT 2025/158</u> National Prosecutions Service
<u>SALARY CENTRE REQUIREMENTS</u>	: R468 459 per annum (Level 09), (excluding benefits) : DPP: Cape Town : An appropriate B -degree (NQF level 7) or Three (3) year Diploma (NQF level 6). Minimum 3 years' experience as a Human Resource Generalist. Extensive knowledge of the recruitment process and procedure; performance management system. Extensive experience in working on PERSAL. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of legislation and regulations pertaining to public service administration, specifically the Public Service Act and Regulations, Employment Equity Act and Access to Information act. Understanding of the Public Service generally and Human Resources. Sound knowledge of labour and public service legislation. Good communication, liaison and presentation skills. Working knowledge of PERSAL (PERSAL certificates to be attached). A good command of computer literacy, including Microsoft Office Suite (Word, EXCEL, PowerPoint, Outlook). Ability to work under pressure. Good administration skills. People management and empowerment. Planning and prioritising skills. Customer focus and responsiveness. Problem solving and decision making. Management and leadership skills.
<u>DUTIES</u>	: Provide HR administration services to the region. Capture personal information on the payroll system. Monitor the implementation of recruitment and selection of human resource services. Monitor implementation of service benefits. Facilitate the administration of human resource development services in the region. Compile monthly reports and statistics. Manage staff and provide guidance on HR related matters. Implement and ensure compliance with policies and procedures. Liaise with customers and stakeholders. Maintain and administer PERSAL information including leave applications. Prepare Human Resources reports and submit same to the Director: Administration. PERSAL administration, staff procurement, training and development, service conditions, staff exits and transfers. Manage the implementation of the Employment Equity Targets. Manage all activities relating to performance management. Perform any other duties deemed necessary by management.
<u>ENQUIRIES APPLICATIONS</u>	: Phyllis Lujabe Tel No: (021) 487 7281 : e mail Recruit2025158@npa.gov.za
<u>POST 15/100</u>	: <u>ASSISTANT DIRECTOR: FINANCE</u> National Prosecutions Service
<u>SALARY CENTRE</u>	: R468 459 per annum (Level 09), (excluding benefits) : DPP: Mmabatho Ref No: Recruit 2025/159 : DPP: Mthatha Ref No: Recruit 2025/160 : DPP: Kimberley Ref No: Recruit 2025/161 (Re-advert) : DPP: Johannesburg Ref No: Recruit 2025/162
<u>REQUIREMENTS</u>	: An appropriate B Degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in Business Administration / Public Administration / Finance or equivalent. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Strategic capability and leadership, general management skills, people management and empowerment, administrative skills, communication skills, ability to plan and prioritize work, customer focus and responsiveness, problem solving and decision making.
<u>DUTIES</u>	: Provide financial support services to the region. Provide supply chain administration services to the region. Monitor the provision of Asset Management services within the region. Monitor and Manage the provision of Fleet Service within the region. Monitor the provision of Facilities Management Services within the Regional Officer. Supervisor staff members.
<u>ENQUIRIES</u>	: DPP: Mmabatho Flora Kalakgosi Tel No: (018) 381 9041 : DPP: Mthatha Tulisa Sibindlana Tel No: (047) 501 2669 : DPP: Kimberley Nicholas Mogongwa Tel No: (053) 807 4539 : DPP: Johannesburg Khensani Manganye Tel No: (011) 220 4266
<u>APPLICATIONS</u>	: DPP: Mmabatho e mail Recruit2025159@npa.gov.za : DPP: Mthatha e mail Recruit2025160@npa.gov.za

<u>POST 15/101</u>	:	<u>ASSISTANT DIRECTOR: FINANCE REF NO: RECRUIT 2025/163</u> National Prosecutions Service
<u>SALARY</u>	:	R468 459 per annum (Level 09), (excluding benefits)
<u>CENTRE</u>	:	DPP: Cape Town
<u>REQUIREMENTS</u>	:	An appropriate B Degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in Business Administration / Public Administration / Finance or equivalent. Minimum three (3) years relevant experience working in Finance. In-depth knowledge of financial systems i.e BAS; LOGIS and PERSAL. In depth knowledge of Asset, Fleet and Facilities Regulations, PFMA and National Treasury Regulations and Public Service Act. Knowledge of NPA policies and procedures relevant to the job functions. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Strategic capability and leadership, general management skills, people management and empowerment, administrative skills, communication skills, ability to plan and prioritize work, customer focus and responsiveness, problem solving and decision making. Ability to meet strict deadlines.
<u>DUTIES</u>	:	Provide financial support services to the region. Compilation of the budget, manage expenditure against the budget, supervise the processing of invoices, all claims, compile and submit monthly finance statistics/reports, implement and monitor compliance with policies and procedures, manage petty cash, maintain commitment register and perform monthly reconciliation for BAS/PERSAL and any other relevant reconciliation. Provide supply chain administration services to the region. Monitor the provision of Asset Management services (including asset verification) within the region. Monitor and manage the provision of Fleet Service within the region. Monitor the provision of Facilities Management Services within the region. Manage staff in the Finance/ Supply Chain/ Asset, Fleet and Facilities. Conduct quarterly individual staff assessments. Perform any other duties as deemed necessary by management.
<u>ENQUIRIES</u>	:	Angelene Jansen Tel No: (021) 487 7123
<u>APPLICATIONS</u>	:	e mail Recruit2025163@npa.gov.za
<u>POST 15/102</u>	:	<u>ASSISTANT DIRECTOR: CONTRACT MANAGEMENT REF NO: RECRUIT 2025/164</u> Strategy Operations and Compliance: Supply Chain Management
<u>SALARY</u>	:	R468 459 per annum (Level 09), (excluding benefits)
<u>CENTRE</u>	:	Pretoria: Head Office
<u>REQUIREMENTS</u>	:	An appropriate B Degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in Business Administration and/or Supply Chain Management or equivalent. Minimum three (3) years' relevant experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Extensive knowledge of the PFMA, PPPFA, BBBEE, Treasury Regulations, Supply Chain Management and other relevant public service prescripts. Willing to travel, able to work extended hours where necessary. Good negotiating skills. Good interpersonal skills. Good Planning and organizing skills. Excellent communication and administrative skills. Advanced computer literacy in Ms Office packages (Ms Word, Ms excel, Ms PowerPoint) and outlook. A Valid driver's license.
<u>DUTIES</u>	:	Drafting of contracts/service level agreements/Addenda. Review proposals, bids and SLA/contracts. Manage contract life cycle, attend to contractual queries, issue notices of default, and notices of termination. Assist with SLA/Contract legalities, policies and practices to internal users/Business Units and clients. Analyze contract/SLA requirements, special provisions, terms and conditions to applicable laws, regulations, policies and business processes. Internal and external communication in terms of SLAs/Contracts. Creating and reviewing of measurable vendor performance evaluation document. Capturing and uploading of contracts/SLAs and vendor performance reports on the Contract Management System. Attend to Variation and Expansion of contracts, amendment of contract conditions, price adjustments, contract cancellations and restrictions. Propose and advise on remedial actions in case of poor or non-performance by service providers. Assist in prevention/or resolving contractual disputes and propose implementation of remedial plan. Compile monthly report on the performance of Contract Management section. Perform monthly contract management monitoring activities. Perform contract close-out activities. Conduct SLA/contract execution, review and close-out meetings. Provide guidance and support to contract stakeholders and ensure that contract obligations are met. Define, communicate and manage specific SLA metrics. Monitor contracts/SLA performance and ensure compliance by suppliers/vendors and the NPA. Perform inspections/meetings, where applicable. Issue notices of expiry of contracts to business units and service providers timely before termination. Develop the negotiation position after considering identified contractual issues. Identify the negotiating team members and arrange/facilitate the briefing session of the negotiating team. Convene negotiation meetings where necessary and keep record thereof. Review of contract negotiation documents and making follow-up on outstanding issues. Document control, record keeping and ensure integrity of negotiation proceedings. Ensure distribution of contract documents to all stakeholders. Conduct research where applicable to support SLA/Contracts. Serve as a member of Bid Specification and/or Evaluation Committees. Provide inputs to the development/or review of the Supply Chain Management Policy. Ensure

good record/filing management. Reduce audit queries by providing report/records for audit purposes. Safekeeping of contracts and all relevant information. Ensure distribution of necessary information to contract stakeholders/end-users.

ENQUIRIES : Doctor Shokwane Tel No: (012) 845 6227
APPLICATIONS : e mail Recruit2025164@npa.gov.za

POST 15/103 : **ASSISTANT DIRECTOR: SECURITY MANAGEMENT SERVICES**
 Strategy Operations and Compliance: Security Management Services

SALARY : R468 459 per annum (Level 09), (excluding benefits)
CENTRE : North Gauteng Ref No: Recruit 2025/165
 East London Ref No: Recruit 2025/166
 Nelspruit Ref No: Recruit 2025/167

REQUIREMENTS : An appropriate B-degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in Security Management or equivalent. Minimum three (3) years relevant experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of the implementation of the security legislative framework including security policies as well as implementation of OHS legislation. Knowledge of security threat assessments and analysis. Good Administration Skills. People management and empowerment. Strategic capability and leadership. Planning and prioritizing skills. Customer Focus and Responsiveness. Problem Solving and Decision Making. Good report writing skills. Able to work under pressure. General computer literacy and knowledge of programs in MS Word, Excel' PowerPoint and Outlook. Willing to travel and work extended hours. Valid driver's license.

DUTIES : Manage and coordinate the security functions in the NPA sub-divisional office. Provide administrative support for the implementation of OHS program in the NPA office. Coordinate and monitor contracted security services in line with Service Level Agreement (Guarding and Close Protection). Coordinate and report security breaches that occurs in the NPA offices. Liaise regularly with the local security stakeholders for security advice (i.e SAPS, SASS, SSA and DCS). Coordinate security services for the NPA high risk cases in the region. Conduct threat assessments to the NPA threatened officials and submit reports with recommendations to head office. Coordinate assessments for Threat and Risk Assessments (TRA) for the NPA buildings in the sub-division. Conduct security awareness to the NPA staff and facilitate the establishment, administration and coordination of the security committee in the sub-division. Facilitate and coordinate personnel security, classification of information as well as vetting administration.

ENQUIRIES : TM Mudau Tel No: (012) 845 6298
APPLICATIONS : North Gauteng email: Recruit2025165@npa.gov.za
 East London email: Recruit2025166@npa.gov.za
 Nelspruit email: Recruit2025167@npa.gov.za

POST 15/104 : **ASSISTANT DIRECTOR: RECORDS MANAGEMENT REF NO: RECRUIT 2025/318**
 Strategy Operations and Compliance: Information Systems Management

SALARY : R468 459 per annum (Level 09), (excluding benefits)
CENTRE : Pretoria: Head Office

REQUIREMENTS : An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6). Minimum three (3) years relevant experience. Three (3) years supervisory experience in Administration. In depth knowledge of the Public Service Act, Regulations and its application. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of legislation and regulations pertaining to public service administration specifically the Public Service Act, Labour Relations Act, EEA, Skills Development Act. Excellent writing and verbal communication skills, innovative and proactive. Decisive under pressure and solution orientated. Ability to meet strict deadlines. Strong administrative, decision making, organizational and general office management skills. Good planning and supervisory skills. Performance Management Skills. Execution, interpretation and recommendations on policies and procedures. Computer Literacy. Reliable, organized and able to work in a team.

DUTIES : Implement, maintain and oversee the functioning of as electronic document management system. Provide best practice advice on records management technologies. Provide input in policy and procedure development for the implemented document management system. Provide training input and manual development. Schedule and present trainings on the records management. Provide input to maintain and update the approved file plan. Conduct regular compliance inspections. Manage special auditing and quality assurance processes and requests. Management of team. Submit monthly reports.

ENQUIRIES : Lerita Pretorius Tel No: (012) 845 6640
APPLICATIONS : e mail: Recruit2025318@npa.gov.za

POST 15/105 : **GRAPHIC DESIGNER REF NO: RECRUIT 2025/170**
 Strategy Operations and Compliance: Communications Unit

SALARY : R397 116 per annum (Level 08), (excluding benefits)
CENTRE : Pretoria Head Office

<u>REQUIREMENTS</u>	:	An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6) in Graphic Design or equivalent qualification. Five (5) years' experience in Graphic design and/or Web Management. Must be proficient in Adobe Creative Cloud, InDesign, Photoshop etc. Must be Apple Mac proficient strong portfolio of your original designs. Must be able to work under pressure, tight deadlines daily. Must have Interpersonal Skills, Reliable, Teamwork, Time Management and Change Management. Good knowledge of government programmers, Project management and Coordination skills, Client Orientation and customers focus, Communication skills and Computer literacy.
<u>DUTIES</u>	:	Create graphic design for NPA products and campaigns. Interface with Business Units and provide relevant graphic design services. Meet stakeholders to discuss business objectives, brief and requirements of the job. Plan and develop concepts suitable for business requirements and estimated time required for completion. Produce and present ideas of artwork and concepts to clients. Amend design according to the clients final comments. Keep abreast of emerging technologies in new media and design programs. Design different types of layouts and illustrations for NPA products. Create and modify forms, templates, memos and fonts according to brand guidelines. Determine style, technique and medium best suitable to NPA promotion strategies. Produce products that are user- friendly, effective and appealing. Update all database on the internet and intranet timeously. Conduct regular spot checks on the intranet to identify what needs to be updated, Create web site design and samples sites. Keep up to date with emerging technology and software. Develop an archiving system to store information. Coordinate production activities with printers, service providers, advertisements and vendors and review quality of final products before release. Ensure production deadlines are met. Oversee the quality of products by interfacing with all stakeholders in the value chain, including service providers. Assist with ad hoc assignments within internal communications. Provide communication support to internal and external events. Attend to necessary administrative tasks.
<u>ENQUIRIES APPLICATIONS</u>	:	Vuyolwethu Sigaji Tel No: (012) 845 6214 e mail Recruit2025170@npa.gov.za
<u>POST 15/106</u>	:	<u>SENIOR ORGANISATIONAL DEVELOPMENT PRACTITIONER REF NO: RECRUIT 2025/320</u> Strategy Operations and Compliance: HRM & D: Organisational Development
<u>SALARY CENTRE REQUIREMENTS</u>	:	R397 116 per annum (Level 08), (excluding benefits) Pretoria: Head Office
	:	An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6) in Management Services/Operations Management/Production Management or equivalent qualification. Minimum of one (1) year experience in field of organisational design/development/work-study. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of Public Service Act, Public Service Regulations and NPA Act. Good knowledge of organisational design, frameworks, practices, and processes in the Public service. Knowledge of various DPSA directives, circulars etc. related to organisational development/change management. Knowledge of Human Resource Management and labour relations in general. Knowledge of job evaluation process, business process management, Total quality management, project management principles and methodologies. Strong Project management skills. Practical knowledge of Microsoft Office Suite (Specifically Project, Visio, Word, Excel, PowerPoint and Outlook). Communication skill (both written and verbal). Presentation skill. Good report writing skills. People management and empowerment. A valid driver's license.
<u>DUTIES</u>	:	Undertake work-study investigations within the NPA. Conduct job evaluation. Compile and review job descriptions. Optimise work procedures and methods (work processes, workflow). Render organisation development administrative duties.
<u>ENQUIRIES APPLICATIONS</u>	:	Vukosi Shibambo Tel No: 012 845 6211 e mail Recruit2025320@npa.gov.za
<u>POST 15/107</u>	:	<u>SENIOR HUMAN RESOURCES DEVELOPMENT PRACTITIONER REF NO: RECRUIT 2025/323</u> Strategy Operations and Compliance: HRM & D: Human Resources Development
<u>SALARY CENTRE REQUIREMENTS</u>	:	R397 116 per annum (Level 08), (excluding benefits) Pretoria: Head Office
	:	An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6) in Human Resources or equivalent qualification. Minimum of three (3) years' experience in Human Resources Development. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of Public Service Act, Public Service Regulations and NPA Act. Good knowledge of organisational design, frameworks, practices, and processes in the public service. Knowledge of various DPSA directives, circulars etc. Knowledge of Human Resource in general and information management. Experience in working with PERSAL. Practical knowledge of Microsoft Office Suite (Specifically Project, Visio, Word, Excel, PowerPoint and Outlook). Communication skill (both written and verbal). Presentation skill. Good report writing skills. People management and empowerment. A valid driver's license.
<u>DUTIES</u>	:	Assist with managing effective bursary and induction administration. Develop and implement the Workplace Skills Plan. Ensure effective gathering and maintenance of the training and bursary

databases. Assist with the Skills Auditing, needs identification and analysis. Ensure compliance with the HRM&D policies and procedures. Coordinate and assist with learnership and internship programmes. Liaise with internal and external stakeholders. Coordinate performance management system in the NPA.

ENQUIRIES : Mayson Macheke Tel No: (012) 845 6597
APPLICATIONS : e mail Recruit2025323@npa.gov.za

POST 15/108 : **CHIEF HUMAN RESOURCES OFFICER REF NO: RECRUIT 2025/321**
 Strategy Operational and Compliance: HRM & D: Organisational Development

SALARY : R397 116 per annum (Level 08), (excluding benefits)
CENTRE : Pretoria: Head Office
REQUIREMENTS : An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6). Minimum three (3) years' relevant experience. Ability to work well in a team. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility Willing to travel, able to work extended hours. Excellent communication and administrative skills. Valid driver's license General computer literacy skills and ability to work on MS Word, Excel, MS Outlook and PowerPoint. Ability to work independently and well under pressure. Problem solving skills and negotiating skills. Good interpersonal and customer relations. PERSAL Establishment Certificate obtained from SITA is a requirement.

DUTIES : Facilitate the alignment of post establishment (PERSAL) to the organizational structure. Align post establishment to the organizational structure. Comparing establishment turn over reports received from the regions/ business units with the information on PERSAL. Provide feedback on the availability of vacant posts to regions/ business units. Authorize relevant PERSAL transactions. Provide statistics with regard to post establishment of the entire NPA. Update the maintenance sheet according to approved reports. Align the maintenance sheet to PERSAL. Implement the approved recommendations on PERSAL. Supervise staff.

ENQUIRIES : Shirley Nhlapo Tel No: (012) 845 6092
APPLICATIONS : e mail Recruit2025321@npa.gov.za

POST 15/109 : **THUTHUZELA CARE CENTRE: CO-ORDINATOR**
 Sexual Offences and Community Affairs

SALARY : R397 116 per annum (Level 08), (excluding benefits)
CENTRE : TCC: Grey Ref No: Recruit 2025/172
 TCC: Phuthaditjhaba Ref No: Recruit 2025/173
 TCC: Madadeni (KwaZulu-Natal) Ref No: Recruit 2025/174 (Re-advert)
 TCC: Port Shepstone Ref No: Recruit 2025/175
 TCC: George Ref No: Recruit 2025/176
 TCC: Stellenbosch Ref No: Recruit 2025/177
 TCC: Mitchells Plain Ref No: Recruit 2025/178

REQUIREMENTS : An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6) in Law/ Social Sciences or equivalent. Minimum two (2) years relevant experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Excellent report writing and verbal communication skills, innovative and proactive. Decisive under pressure and solution orientated. Good planning and supervisory experience. Leadership, people management and empowerment. Sound coordination, administrative skills and counselling experience. Strong Stakeholder Management experience. Knowledge of GBV and Rape care management. Working knowledge of court and police processes General computer literacy and knowledge of programs in Microsoft Office (Word, Excel, Outlook and PowerPoint). Supervisory experience will be an added advantage. Positive security clearance. Valid driver's licence.

DUTIES : Manage, coordinate and prioritize reported matters. Liaise with medical officers and nurses to ensure that medical examinations take place. Liaise with police for statement taking. Contact prosecutor to liaise with police. Contact other relevant government departments or NGO's for services required to survivor. Arrange transport for survivor and ensure all relevant services are available to a survivor. Assist and provide necessary support to the GBV survivor where required. Arrange, co-ordinate and chair meetings with relevant role-players to address challenges. Execute a variety of administrative tasks for line function departments: controlling documents, drafting documents, ensuring audit compliance. Rendering advice to personnel with regards to official matters. Keep a database of survivors accessing services. Submit monthly and quarterly statistics and reports on work activities. Host a range of donors, government officials etc that will visit the Centre. Initiate and participate in public awareness/skills development. Other related duties deemed necessary.

ENQUIRIES : TCC: Grey Adv. Buyisiwe Nkala Tel No: (046) 602 3031
 TCC: Phuthaditjhaba Adv. Ernest Van Rensburg Tel No: (051) 410 6044
 TCC: Madadeni Adv. Omashani Naidoo Tel No: (031) 334 5194
 TCC: Port Shepstone Adv. Samukelisiwe Hlongwane at 072 874 3310
 TCC: George Nathan Sass Tel No: (021) 487 7310
 TCC: Stellenbosch & TCC: Mitchells Plain
 Adv. Garry Titus Tel No: (021) 487 4417
APPLICATIONS : TCC: Grey (Eastern Cape) e mail Recruit2025172@npa.gov.za

TCC: Phuthaditjhaba (Free State) e mail Recruit2025173@npa.gov.za
TCC: Madadeni (KwaZulu-Natal) e mail Recruit2025174@npa.gov.za
TCC: Port Shepstone e mail Recruit2025175@npa.gov.za
TCC: George e mail Recruit2025176@npa.gov.za
TCC: Stellenbosch e mail Recruit2025177@npa.gov.za
TCC: Mitchells Plain e mail Recruit2025178@npa.gov.za

POST 15/110 : **KNOWLEDGE INFORMATION OFFICER REF NO: RECRUIT 2025/179**
Strategy Operations and Compliance: Strategy Management Office

SALARY : R325 101 per annum (Level 07), (excluding benefits)
CENTRE : Pretoria: Head Office
REQUIREMENTS : An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6) in Information Management or Information Sciences or equivalent. Minimum two (2) years relevant experience in Information and Knowledge Management. Working knowledge of the public sector in general. Excellent report writing skills and attention to detail. Sound knowledge management skills. Sound electronic document management and or records management skills. Sound understanding of the DPSA knowledge Management framework, PAA, POPI, and NARSSA regulations. Sound working knowledge of SharePoint application. Sound knowledge of Viva Engage platform. Good communication, liaison and presentation skills. A good command of computer literacy, including Ms Office suite (Word, Excel, PowerPoint, Outlook and Teams) Ability to work under pressure and multi-task. Able to work independently and in a team. Willingness to travel and work away from home. Working knowledge of conducting research/ and or data collection. Ability to conduct interviews. Project Management skills. A valid driver's license.

DUTIES : Identify key business processes for knowledge harvest. Outline specific knowledge and expertise for harvest. Identify knowledge locations. Identify knowledge experts within the organisation. Schedule knowledge creation and harvest sessions. Conduct knowledge harvest sessions. Document capturing knowledge Publish secondary knowledge productions in different formats. Maintain experts database. Maintain knowledge management portals. Conduct Knowledge management (KM) awareness and KM portal training. Perform any other duties deemed fit by management.

ENQUIRIES : Pretty Mabanga Tel No: (012) 845 6266
APPLICATIONS : e mail Recruit2025179@npa.gov.za

POST 15/111 : **ADMINISTRATIVE CLERK: SUPERVISOR REF NO: RECRUIT 2025/180**
Asset Forfeiture Unit

SALARY : R325 101 per annum (Level 07), (excluding benefits)
CENTRE : Pretoria: Head Office
REQUIREMENTS : An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6) in Public Administration or equivalent qualification. Minimum two (2) years relevant experience performing general administrative functions. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Excellent communication and administrative skills. Report writing, good verbal and written communication skills. Ability to work independently without constant supervision. Excellent administrative skill and problem-solving skills. Strong organizational and management skills. Good analytical skills. Computer skills in MS Word, Excel. Ability to Identify and handle confidential matters and to keep confidential matters as such. Secretarial experience and/or related administrative experience.

DUTIES : Provide high quality administrative support to the unit, budget administration, logistical support and fleet management. Process invoices for payments. Attend queries from service providers and business units relating to payments. Prepare expenditure report including reconcile monthly commitments. Keep a well-organized administrative system for the office. Manage communication with the internal and external stakeholders. Liaise with corporate services on all matters pertaining to administrative function of the office. Document management. Compile and submit statistics monthly reports.

ENQUIRIES : Lindie Swanepoel Tel No: (012) 845 6638
APPLICATIONS : e mail Recruit2025180@npa.gov.za

POST 15/112 : **COURT PREPARATION OFFICER**
National Prosecutions Service

SALARY : R325 101 per annum (Level 07), (excluding benefits)
CENTRE : CPP: Wynberg (Athlone) Ref No: Recruit 2025/183
CPP: Wynberg (Robertson) Ref No: Recruit 2025/238
CPP: Bellville (Vredendal) Ref No: Recruit 2025/184
CPP: George (Swellendam) Ref No: Recruit 2025/185
DDPP: Port Elizabeth (Makhanda) Ref No: Recruit 2025/186
CPP: Queenstown Ref No: Recruit 2025/187
CPP: Klerksdorp (Potchefstroom) Ref No: Recruit 2025/188 (X2 Posts)
CPP: Mmabatho (Molopo) Ref No: Recruit 2025/189
CPP: Mmabatho (Vryburg) Ref No: Recruit 2025/190

CPP: Empangeni (Ulundi) Ref No: Recruit 2025/191
 CPP: Empangeni (Ingwavuma) Ref No: Recruit 2025/192
 CPP: Port Shepstone (Ixopo) Ref No: Recruit 2025/193
 CPP: Ntuzuma Ref No: Recruit 2025/194
 CPP: Ladysmith (Madadeni) Ref No: Recruit 2025/195
 CPP: West Rand Ref No: Recruit 2025/196 (X2 Posts)
 CPP: Upington Ref No: Recruit 2025/197 (X2 Posts)
 DPP: Mmabatho Ref No: Recruit 2025/198
 CPP: Bloemfontein (Ladybrand) Ref No: Recruit 2025/200
 CPP: Bloemfontein (Phuthaditjhaba) Ref No: Recruit 2025/201
 CPP: Welkom (Virginia) Ref No: Recruit 2025/202
 CPP: Welkom (Heilbron) Ref No: Recruit 2025/203
 CPP: Welkom (Odendaalsrus) Ref No: Recruit 2025/204
 CPP: Kimberley (Barkley West) Ref No: Recruit 2025/205
 CPP: Kimberley (De Aar) Ref No: Recruit 2025/206
 DPP: Kimberley Ref No: Recruit 2025/207
 CPP: Pretoria (Mamelodi) Ref No: Recruit 2025/208
 CPP: Pretoria (Bronkhorstspuit) Ref No: Recruit 2025/209
 CPP: Pretoria (Pretoria – North) Ref No: Recruit 2025/210
 CPP: Pretoria (Soshanguve) Ref No: Recruit 2025/211
 CPP: Klerksdorp (Schweizer – Reneke) Ref No: Recruit 2025/322

REQUIREMENTS

: An appropriate B Degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in Social Science/Behavioral Studies or equivalent. At least one (1) year working experience which includes experience gained during training. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Sound co-ordination and counselling experience. Ability to work well with children. Knowledge of the Criminal Justice System. Excellent administrative skills, good communication skills and problem-solving skills.

DUTIES

: Provide holistic and integrated care for the victims of crime, customers and witnesses within the court environment. Prevent secondary traumatization by providing a safe and secure environment in which to testify. Implement court preparation for children and adult victims of crime, customers and witnesses and perform all other duties in relation thereto. Liaise with and report to the Prosecutor/Manager. Perform all duties in accordance with general accepted court preparation technique.

ENQUIRIES

:

CPP: Wynberg (Athlone) & CPP: Wynberg (Robertson) Thuso Damane Tel No: (021) 487 7129

CPP: Bellville (Vredendal) & CPP: George (Swellendam) Sonwabiso Mkwakwi Tel No: (021) 487 7234

DDPP: Port Elizabeth (Makhanda) Andiswa Tengile Tel No: (012) 842 1450

CPP: Queenstown Ziyanda Mtwazi Tel No: (046) 602 3000

CPP: Klerksdorp (Potchefstroom); CPP: Mmabatho (Vryburg); CPP: Mmabatho (Molopo); DPP: Mmabatho & CPP: Klerksdorp (Schweizer – Reneke) - Flora Kalagosi Tel No: (018) 381 9041

CPP: Empangeni (Ulundi) & CPP: Empangeni (Ingwavuma) Ethel Mokgoko Tel No: (033) 392 8761

CPP: Port Shepstone (Ixopo) & CPP: Ntuzuma Phiwayinkosi Nhlengethwa Tel No: (031) 334 5003

CPP: Ladysmith (Madadeni) Thabsile Radebe Tel No: (033) 392 8753

CPP: West Rand Rosette Swarts Tel No: (011) 220 4114

CPP: Upington; CPP: Kimberley (Barkley West); CPP: Kimberley (De Aar) & CPP: Kimberley Nicholas Mogongwa Tel No: (053) 807 4539

CPP: Bloemfontein; CPP: Bloemfontein (Phuthaditjhaba) CPP: Welkom (Virginia); CPP: Welkom (Heilbron); CPP: Welkom (Odendaalsrus) Lemmer Ludwick Tel No: (051) 410 6001

CPP: Pretoria (Mamelodi); CPP: Pretoria (Bronkhorstspuit); CPP: Pretoria (Pretoria – North) & CPP: Pretoria (Soshanguve) Motshabi Malabi Tel No: (012) 351 6864

APPLICATIONS

:

CPP: Wynberg (Athlone) e mail Recruit2025183@npa.gov.za

CPP: Wynberg (Robertson) e mail Recruit2025238@npa.gov.za

CPP: Bellville (Vredendal) e mail Recruit2025184@npa.gov.za

CPP: George (Swellendam) e mail Recruit2025185@npa.gov.za

DDPP: Port Elizabeth (Makhanda) e mail Recruit2025186@npa.gov.za

CPP: Queenstown e mail Recruit2025187@npa.gov.za

CPP: Klerksdorp (Potchefstroom) e mail Recruit2025188@npa.gov.za

CPP: Mmabatho (Molopo) e mail Recruit2025189@npa.gov.za

CPP: Mmabatho (Vryburg) e mail Recruit2025190@npa.gov.za

CPP: Empangeni (Ulundi) e mail Recruit2025191@npa.gov.za

CPP: Empangeni (Ingwavuma) e mail Recruit2025192@npa.gov.za

CPP: Port Shepstone (Ixopo) e mail Recruit2025193@npa.gov.za

CPP: Ntuzuma e mail Recruit2025194@npa.gov.za

CPP: Ladysmith (Madadeni) e mail Recruit2025195@npa.gov.za

CPP: West Rand e mail Recruit2025196@npa.gov.za

CPP: Upington e mail Recruit2025197@npa.gov.za

DPP: Mmabatho e mail Recruit2025198@npa.gov.za

CPP: Bloemfontein (Ladybrand) e mail Recruit2025200@npa.gov.za

CPP: Bloemfontein (Phuthaditjhaba) e mail Recruit2025201@npa.gov.za

CPP: Welkom (Virginia) e mail Recruit2025202@npa.gov.za
 CPP: Welkom (Heilbron) e mail Recruit2025203@npa.gov.za
 CPP: Welkom (Odendaalsrus) e mail Recruit2025204@npa.gov.za
 CPP: Kimberley (Barkley West) e mail Recruit2025205@npa.gov.za
 CPP: Kimberley (De Aar) e mail Recruit2025206@npa.gov.za
 CPP: Kimberley e mail Recruit2025207@npa.gov.za
 CPP: Pretoria (Mamelodi) e mail Recruit2025208@npa.gov.za
 CPP: Pretoria (Bronkhorstspuit) e mail Recruit2025209@npa.gov.za
 CPP: Pretoria (Pretoria – North) e mail Recruit2025210@npa.gov.za
 CPP: Pretoria (Soshanguve) e mail Recruit2025211@npa.gov.za
 CPP: Klerksdorp (Schweizer – Reneke) e mail Recruit2025322@npa.gov.za

<u>POST 15/113</u>	:	<u>PERSONAL ASSISTANT</u> Specialized Commercial Crime Unit
<u>SALARY CENTRE</u>	:	R325 101 per annum (Level 07), (excluding benefits) Cape Town Ref No: Recruit 2025/212 Durban Ref No: Recruit 2025/213
<u>REQUIREMENTS</u>	:	Grade 12 and Secretarial Diploma or equivalent qualification. Minimum three (3) years' experience in rendering support service to senior management. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. General computer literacy. Language skills and ability to communicate well with people at different levels and from different background. Good telephone etiquette and sound organisational skills. Good people skills. High level of reliability. Written communication skills. Ability to do research and analyse documents and situations. Ability to act with tact and discretion. Knowledge of the relevant legislations, policies, prescripts and procedures applicable in the public sector. Basic knowledge of financial administration.
<u>DUTIES</u>	:	Provide secretarial, administration support (including answering telephone and handling of diary to the senior managers) Typing letters, memorandums and presentations. Operate office equipment like fax machines and photocopiers. Make travel and logistical arrangements for meetings and events. Prepare travel documentation and coordinate bookings. Take minutes during meetings. Develop maintain an accessible and user-friendly filing system. Performing secretarial and other related administration tasks. Case administration.
<u>ENQUIRIES</u>	:	Cape Town: Xola Matembisa Tel No: (021) 944 6721 Durban: Bongiwe Mlaba Tel No: (031) 335 6617
<u>APPLICATIONS</u>	:	Cape Town: e mail Recruit2025212@npa.gov.za Durban: e mail Recruit2025213@npa.gov.za
<u>POST 15/114</u>	:	<u>PERSONAL ASSISTANT</u> National Prosecutions Service
<u>SALARY CENTRE</u>	:	R325 101 per annum (Level 07), (excluding benefits) DPP: Cape Town Ref No: Recruit 2025/214 DPP: Grahamstown (Makhanda) Ref No: Recruit 2025/215
<u>REQUIREMENTS</u>	:	Grade 12 and Secretarial Diploma or equivalent qualification. Minimum three (3) years' experience in rendering support service to senior management. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. General computer literacy. Language skills and ability to communicate well with people at different levels and from different background. Good telephone etiquette and sound organisational skills. Good people skills. High level of reliability. Written communication skills. Ability to do research and analyse documents and situations. Ability to act with tact and discretion. Knowledge of the relevant legislations, policies, prescripts and procedures applicable in the public sector. Basic knowledge of financial administration.
<u>DUTIES</u>	:	Provide secretarial, administration support (including answering telephone and handling of diary to the senior managers) Typing letters, memorandums and presentations. Operate office equipment like fax machines and photocopiers. Make travel and logistical arrangements for meetings and events. Prepare travel documentation and coordinate bookings. Take minutes during meetings. Develop maintain an accessible and user-friendly filing system. Performing secretarial and other related administration tasks. Case administration.
<u>ENQUIRIES</u>	:	DPP: Cape Town Phyllis Lujabe Tel No: (021) 487 7281 DPP: Grahamstown (Makhanda) Nomfuneko Joni Tel No: (046) 602 3046
<u>APPLICATIONS</u>	:	DPP: Cape Town e mail Recruit2025214@npa.gov.za DPP: Grahamstown (Makhanda) e mail Recruit2025215@npa.gov.za
<u>POST 15/115</u>	:	<u>PERSONAL ASSISTANT REF NO: RECRUIT 2025/217</u> National Prosecutions Service Re-advert
<u>SALARY CENTRE</u>	:	R325 101 per annum (Level 07), (excluding benefits) CPP – Vaal Rand (Sebokeng)

<u>REQUIREMENTS</u>	:	Grade 12 and Secretarial Diploma or equivalent qualification. Minimum three (3) years' experience in rendering support service to senior management. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. General computer literacy. Language skills and ability to communicate well with people at different levels and from different background. Good telephone etiquette and above average planning and organizing skills. Good people skills. High level of reliability. Written communication skills. Ability to conduct legal research. Ability to act with tact and discretion. Ability to identify and handle confidential matters, and to keep confidential matters as such. Good grooming, presentation and professionalism. Knowledge of the relevant legislations, policies, prescripts and procedures applicable in the public sector. A valid driver's license will be an added advantage.
<u>DUTIES</u>	:	Provide secretarial, administration support and personal assistant service to the Chief Prosecutor. Record incoming documents. Check documents for correct referencing before filling. Facilitate leave management and performance management. Coordinate application for access to electronic register. Receiving dockets from relevant legislative prescript. Ensure incoming correspondence are processed and relevant case files are opened and cross referenced. Manage documents. Ensure that documents production is done making photocopies, facsimile and emails iro register. Ensure sufficient case data capturing.
<u>ENQUIRIES</u>	:	Godfrey Ramakuela Tel No: (012) 351 6808
<u>APPLICATIONS</u>	:	e mail Recruit2025217@npa.gov.za
<u>POST 15/116</u>	:	<u>PERSONAL ASSISTANT REF NO: RECRUIT 2025/218</u> Specialized Commercial Crime Unit Re-advert
<u>SALARY</u>	:	R325 101 per annum (Level 07), (excluding benefits)
<u>CENTRE</u>	:	East London
<u>REQUIREMENTS</u>	:	Grade 12 and Secretarial Diploma or equivalent qualification. Minimum three (3) years' experience in rendering support service to senior management. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. General computer literacy. Language skills and ability to communicate well with people at different levels and from different backgrounds. Good telephone etiquette and organizing skills. Good people skills. High level of reliability. Written communication skills. Ability to conduct legal research. Ability to act with tact and discretion. Ability to identify and handle confidential matters, and to keep confidential matters as such. Good grooming, presentation and professionalism. Knowledge of the relevant legislations, policies, prescripts and procedures. A valid drivers license will be an added advantage.
<u>DUTIES</u>	:	Provide secretarial, administration support and personal assistant service to the Deputy Director. Receiving and screening telephone calls and refer the calls to the correct role players if not meant for the Deputy Director. draft routine correspondence and reports. Operate office equipment like fax machines and photocopiers. Make travel and logistical arrangements for meetings and events. Prepare travel documentation and coordinate bookings. Take minutes during meetings and prepare same for signature in advance. Develop maintain an accessible and user friendly filing system. Handle procurement of standard items such as stationery and refreshments. Liaise with relevant stakeholders with regards to all matters pertaining to administrative function. Set up schedules for meetings and events.
<u>ENQUIRIES</u>	:	Andiswa Tengile Tel No: (012) 842 1450
<u>APPLICATIONS</u>	:	e mail Recruit2025218@npa.gov.za
<u>POST 15/117</u>	:	<u>PERSONAL ASSISTANT REF NO: RECRUIT 2025/219</u> Specialized Commercial Crime Unit
<u>SALARY</u>	:	R325 101 per annum (Level 07), (excluding benefits)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Grade 12 and Secretarial Diploma or equivalent qualification. Minimum three (3) years' experience in rendering support service to senior management. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. General computer literacy. Language skills and ability to communicate well with people at different levels and from different background. Good telephone etiquette and above average planning and organizing skills. Good people skills. High level of reliability. Written communication skills. Ability to conduct legal research. Ability to act with tact and discretion. Ability to identify and handle confidential matters, and to keep confidential matters as such. Good grooming, presentation and professionalism. Knowledge of the relevant legislations, policies, prescripts and procedures applicable in the public sector.
<u>DUTIES</u>	:	Provide secretarial, administration support and personal assistance service to the Chief Prosecutor. Record incoming documents. Check documents for correct referencing before filing. Ensure that documents production is done making photo copies, facsimile and emails iro registers. Ensure sufficient case data capturing.
<u>ENQUIRIES</u>	:	Lerato Rakale Tel No: (012) 351 6756
<u>APPLICATIONS</u>	:	e mail Recruit2025219@npa.gov.za

<u>POST 15/118</u>	:	<u>FINANCE CLERK: SUPERVISOR REF NO: RECRUIT 2025/220 (X2 POSTS)</u> National Prosecutions Service
<u>SALARY</u>	:	R325 101 per annum (Level 07), (excluding benefits)
<u>CENTRE</u>	:	DPP: Cape Town
<u>REQUIREMENTS</u>	:	An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6) in Financial Management or equivalent. Minimum two (2) years relevant experience in Finance. In depth knowledge of financial systems i.e. BAS; LOGIS and PERSAL. In depth knowledge of Public Service Act, Regulations and its application. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of legislation and regulations pertaining to public service administration specifically PFMA and Treasury Regulations. Excellent report writing and verbal communication skills, innovative and proactive. Decisive under pressure and solution orientated. Ability to meet strict deadlines. Strong administrative, decision making, organizational and general office management skills. Good planning and supervisory skills. Leadership, people management and empowerment. General computer literacy and knowledge of programs in Microsoft Office (Word, Excel, Outlook and PowerPoint).
<u>DUTIES</u>	:	Receiving, recording, and processing of all financial transactions in the region. Develop a system where all documents and transactions with financial implications in the region will be received, captured, processed till such time they are approved and finalized. Verifying correctness of all S&T claims, overtime and other transactions with financial implications before approval on the PERSAL and BAS system. Draw a weekly, monthly and quarterly report for budget and expenditure for monitoring and reporting purposes. Manage and use of petty cash in the region. Supply Chain functions and duties (Procurement, Inventory Management, travel bookings and stationery). Report all discrepancies and irregularities to Assistant Director: Finance. Develop systems and mechanisms to ensure and maintain a clean audit in the region. Perform any other duties within the Finance Section as deemed necessary by management.
<u>ENQUIRIES</u>	:	Phyllis Lujabe Tel No: (021) 487 7281
<u>APPLICATIONS</u>	:	e mail Recruit2025220@npa.gov.za
<u>POST 15/119</u>	:	<u>FINANCE CLERK: SUPERVISOR</u> National Prosecutions Service
<u>SALARY</u>	:	R325 101 per annum (Level 07), (excluding benefits)
<u>CENTRE</u>	:	DDPP: Durban Ref No: Recruit 2025/221 DDPP: Thohoyandou Ref No: Recruit 2025/222 (Re-advert) DPP: Limpopo (Polokwane) Ref No: Recruit 2025/223
<u>REQUIREMENTS</u>	:	An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6) in Financial Management or equivalent. Minimum two years relevant experience in Finance. In depth knowledge of financial systems i.e. BAS; LOGIS and PERSAL. In depth knowledge of Public Service Act, Regulations and its application. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of legislation and regulations pertaining to public service administration specifically PFMA and Treasury Regulations. Excellent report writing and verbal communication skills, innovative and proactive. Decisive under pressure and solution orientated. Ability to meet strict deadlines. Strong administrative, decision making, organizational and general office management skills. Good planning and supervisory skills. Leadership, people management and empowerment. General computer literacy and knowledge of programs in Microsoft Office (Word, Excel, Outlook and PowerPoint).
<u>DUTIES</u>	:	Receiving, recording, and processing of all financial transactions in the region. Develop a system where all documents and transactions with financial implications in the region will be received, captured, processed till such time they are approved and finalized. Verifying correctness of all S&T claims, overtime and other 43 transactions with financial implications before approval on the PERSAL and BAS system. Draw a weekly, monthly and quarterly report for budget and expenditure for monitoring and reporting purposes. Manage and use of petty cash in the region. Report all discrepancies and irregularities to Assistant Director: Finance. Develop systems and mechanisms to ensure and maintain a clean audit in the region.
<u>ENQUIRIES</u>	:	DDPP: Durban Phiywayinkosi Nhlengethwa Tel No: (031) 334 5003 DDPP: Thohoyandou & DPP: Limpopo (Polokwane) Thuba Thubakgale Tel No: (015) 045 0285
<u>APPLICATIONS</u>	:	DDPP: Durban e mail Recruit2025221@npa.gov.za DDPP: Thohoyandou e mail Recruit2025222@npa.gov.za DPP: Limpopo (Polokwane) e mail Recruit2025223@npa.gov.za
<u>POST 15/120</u>	:	<u>FINANCE CLERK: SUPERVISOR REF NO: RECRUIT 2025/224</u> National Prosecutions Services
<u>SALARY</u>	:	R325 101 per annum (Level 07), (excluding benefits)
<u>CENTRE</u>	:	DPP Mthatha
<u>REQUIREMENTS</u>	:	An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6). Minimum of two years relevant experience in dealing with processing of Creditors Payments and employee's allowances such as cellphone and S&T Claims. Knowledge of BAS; LOGIS; PERSAL and tracking system. Knowledge of Legislation and Regulation pertaining to PFMA Act, Treasury Regulations and other government related legislations. Understanding of the Public Finance in the public sector.

Good communication, liaison and presentation skills. Computer literacy, including MS Office suite Word, Excel, PowerPoint, Outlook. Ability to work independently and under pressure. Willingness to travel. Good administrative skills. People management and empowerment. Planning and prioritizing skills. Problem-solving and decision making. A Valid driver's license.

DUTIES

: Supervise the Finance Section. Compilation of the budget. Administer regional expenditure. Compile and submit monthly Finance statistics. Implement and ensure compliance with policies and procedures. Liaise with customers/ stakeholders/ suppliers. Perform monthly financial inspections. Capture and update the budget on BAS. Maintain BAS code structure, confirm the correct allocations to the payment section. Manage the clearing of salary suspense accounts. Perform reconciliation for BAS/ PERSAL, Tax and any other relevant recon. Supervise management of interdepartmental claims and S&T's. Manage and/or Supervise finance staff and functions in the Finance Section (Leave management Performance management, staff attendance etc) Compile monthly recons and other reports. Make sure that all processed payments batches are properly filed. Attend to all payments sections related queries.

ENQUIRIES

APPLICATIONS

: Tulisa Sibindlana Tel No: (047) 501 2669
: e mail Recruit2025224@npa.gov.za

POST 15/121

: **ADMINISTRATIVE CLERK: SUPERVISOR REF NO: RECRUIT 2025/225**
National Prosecutions Service

SALARY

CENTRE

REQUIREMENTS

: R325 101 per annum (Level 07), (excluding benefits)
: DPP: Cape Town
: An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6) or equivalent. Minimum two (2) years relevant experience in administrative supervision. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Experience within the Document Centre and/or Library and/or Switchboard will be an added advantage. Excellent report writing and verbal communication skills, innovative and proactive. Decisive under pressure and solution orientated. Ability to meet strict deadlines. Strong administrative, decision making, organizational and general office management skills. Good planning and supervisory skills. Leadership, people management and empowerment. General computer literacy and knowledge of programs in Microsoft Office (Word, Excel, Outlook and PowerPoint). Willing to work extended hours where necessary.

DUTIES

: Manage and/or supervise the workflow activities within the library, switchboard and document centre. Supervise and monitor the registration, allocation and disposal of all library resource material. Ensure all updates are done on a regular basis. Oversee the asset management of the library assets. Conduct stocktaking of assets within library. Manage and monitor the daily operations of switchboard services. Supervise and provide registry counter services. Supervise the handling of incoming and outgoing correspondence and render effective filing and record management service. Supervise the processing and process documents for archiving and /or disposal. Perform monthly inspections in preparation of audits. Ensure that monthly reports are compiled and submitted to management. Compile and submit monthly statistics to management. Implement and ensure compliance with policies and procedures. Liaise with customers and stakeholders. Manage and/or supervise human resource functions and staff in Document Centre, Library and Switchboard Services. Perform any other duties as deemed necessary by management.

ENQUIRIES

APPLICATIONS

: Phyllis Lujabe Tel No: (021) 487 7281
: e mail Recruit2025225@npa.gov.za

POST 15/122

: **ADMINISTRATIVE CLERK: SUPERVISOR**
National Prosecutions Service

SALARY

CENTRE

REQUIREMENTS

: R325 101 per annum (Level 07), (excluding benefits)
: DPP: Cape Town Ref No: Recruit 2025/226
: DDPP: Port Elizabeth Ref No: Recruit 2025/227
: DPP: Kimberley Ref No: Recruit 2025/316
: An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6). Minimum two (2) years' relevant experience in Administration, Document Management Section and Court Support processes. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Understanding of criminal court administration processes. Excellent communication and administrative skills. Report writing, good verbal and written communication skills. Ability to work independently without constant supervision. Excellent administrative skill and problem-solving skills. Strong organizational and management skills. Good analytical skills. Computer skills in MS Word, Excel (intermediate or Advanced) and Outlook. Willing to work extended hours where necessary.

DUTIES

: Manage and/or supervise the legal Admin and documents Management Sections. Manage court rolls. Check and sign off court files. Check and sign off electronic registers (Appeals, Police dockets, etc.). Perform monthly inspections. Manage case files. Compile and submit court statistics. Implement and ensure compliance with policies and procedures. Liaise with customers and stakeholders. Respond to audit queries. Manage and/or supervise human resource functions of staff in the Court Support. Perform any other duties as deemed necessary by the supervisor.

		Draw up performance management contracts of staff and be responsible for performance assessment of staff. Draw and manage the court roll.
<u>ENQUIRIES</u>	:	DPP: Cape Town Phyllis Lujabe Tel No: (021) 487 7281
		DDPP: Port Elizabeth Andiswa Lujabe Tel No: (012) 842 1450
		DPP: Kimberley Nicholas Mogongwa Tel No: (053) 807 4539
<u>APPLICATIONS</u>	:	DPP: Cape Town e mail Recruit2025226@npa.gov.za
		DDPP: Port Elizabeth e mail Recruit2025227@npa.gov.za
		DPP: Kimberley e mail Recruit2025316@npa.gov.za
<u>POST 15/123</u>	:	<u>ADMINISTRATIVE CLERK: SUPERVISOR REF NO: RECRUIT 2025/228</u>
		National Prosecutions Service
<u>SALARY</u>	:	R325 101 per annum (Level 07), (excluding benefits)
<u>CENTRE</u>	:	DPP: Bloemfontein
<u>REQUIREMENTS</u>	:	An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6). Minimum two (2) years' relevant experience in Administration Management. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Understanding of criminal court administration processes. Excellent communication and administrative skills. Report writing, good verbal and written communication skills. Ability to work independently without constant supervision. Excellent administrative skill and problem-solving skills. Strong organizational and management skills. Good analytical skills. Computer skills in MS Word, Excel (intermediate or Advanced) and Outlook. A valid driver's licence.
<u>DUTIES</u>	:	Manage and/or supervise the legal Admin and documents Management Sections. Manage and/or supervise the registry section. Manage all non-legal filing in the DPP document centre. Check and sign off electronic registers (Corporate services files, HR, Fleet and Finance etc) Check and sign off closed files. Perform monthly inspections. Manage case files. Compile and submit court statistics. Implement and ensure compliance with policies and procedures. Liaise with customers and stakeholders. Respond to audit queries. Manage and/or supervise human resource functions of staff in the Registry/Legal Admin and document management section. Perform any other duties as deemed necessary by the supervisor.
<u>ENQUIRIES</u>	:	Lemmer Ludwick Tel No: (051) 410 6001
<u>APPLICATIONS</u>	:	e mail Recruit2025228@npa.gov.za
<u>POST 15/124</u>	:	<u>ADMINISTRATIVE CLERK: SUPERVISOR REF NO: RECRUIT 2025/229</u>
		National Prosecutions Service
<u>SALARY</u>	:	R325 101 per annum (Level 07), (excluding benefits)
<u>CENTRE</u>	:	Pretoria: Head Office
<u>REQUIREMENTS</u>	:	An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6). Minimum two (2) years relevant experience in Administrative Management. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Excellent communication and administrative skills. Report writing, good verbal and written communication skills. Ability to work independently without constant supervision. Excellent administrative skill and problem-solving skills. Strong organizational and management skills. Good analytical skills. Computer skills in MS Word, Excel (intermediate or Advanced) and Outlook.
<u>DUTIES</u>	:	Support, fleet management and Human Resource Administration. Keep a well-organized administrative system for the office. Manage communication with the internal and external stakeholder. Liaise with all matter pertaining to administrative function of the office. Perform a general administrative duty. Documents managements. Manage and or supervise the admin staff. Draw up performance managements contracts of staff and be responsible for performance assessment. Compile and submit statistics. Receiving and screening telephone calls and refers the calls to the correct role players if not meant for the office. Type documents for and provides a clerical support service to the NPS. Operates office equipment like fax machines and photocopiers. Make travel arrangements; make logistical arrangements for meetings and events, process travel and subsistence claims for the NPS, taking minutes during meetings, draft routine correspondence, develop and maintain an accessible and user-friendly filing system in the office of the NPS.
<u>ENQUIRIES</u>	:	Gija Maswanganyi Tel No: (012) 845 6944
<u>APPLICATIONS</u>	:	e mail Recruit2025229@npa.gov.za
<u>POST 15/125</u>	:	<u>ADMINISTRATIVE CLERK: SUPERVISOR REF NO: RECRUIT 2025/230</u>
		National Prosecutions Services
<u>SALARY</u>	:	R325 101 per annum (Level 07), (excluding benefits)
<u>CENTRE</u>	:	DPP Mmabatho
<u>REQUIREMENTS</u>	:	An appropriate B Degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in Business Administration/ Public Administration/ Finance or equivalent. Minimum of two (2) years' relevant experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Basic knowledge of PFMA and National Treasury Regulations. Sound planning and organizing skills, written and verbal communication skills. Computer skills in MS Word, Excel, PowerPoint, and Outlook. Strong interpersonal and communication skills. Ability to act

	independently. Willing to travel and able to work after hours. Ensure compliance with NPA Policies and guidelines and all relevant prescripts. A valid driver's License.
<u>DUTIES</u>	: Supervise and render clerical support services. Supervise and provide supply chain management services within the region. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Supervise and provide financial administration support services. Capture and update expenditure in component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Supervise and provide personnel administration services within the component. Arrange travelling and accommodation. Supervise and provide financial administration support services in the component. Allocate and ensure quality of work. Assess staff performance and apply discipline. Supervise staff.
<u>ENQUIRIES</u>	: Flora Kalakgosi Tel No: (018) 381 9040
<u>APPLICATIONS</u>	: e mail Recruit2025230@npa.gov.za
<u>POST 15/126</u>	: <u>ADMINISTRATIVE CLERK: SUPERVISOR REF NO: RECRUIT 2025/231</u> Special Commercial Crime Unit
<u>SALARY</u>	: R325 101 per annum (Level 07), (excluding benefits)
<u>CENTRE</u>	: Pretoria
<u>REQUIREMENTS</u>	: An appropriate B Degree (NQF level 7) or Three (3) year National Diploma (NQF level 6) in Human Resource Management/Public Administration or equivalent. Minimum of at least two (2) year's relevant working experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. In depth knowledge of legislation and regulations pertaining to Public Service Administration specifically the Public Service Act, Labour Relations Act, EEA and skills Development Act. Knowledge of Human Resource in General and information management. Strong organisation and management skills. Excellent written and verbal communication skills. Innovative and proactive. General computer literacy skills and knowledge in programs such as Ms Word, Excel, Ms outlook and PowerPoint. Experience in working on PERSAL.
<u>DUTIES</u>	: Provide HR Administration service in the Region. Capture personal information on the payroll system. Facilitate the Recruitment process. Advise National Office on HR applications and the processing thereof. Process applications for service benefits and exits within the Region. Compile and submit HR Reports and statistics. Implement and ensure compliance with policies and procedures. Liaise with customers and stakeholders. Provide HR advice to management and staff in the Region. Maintain and administer PERSAL information including leave applications. Prepare Human Resources reports and submit same to the Director: Administration. Staff procurement, PERSAL Administration, training and development, Service benefits, staff and transfers.
<u>ENQUIRIES</u>	: Godfrey Ramakuela Tel No: (012) 351 6808
<u>APPLICATIONS</u>	: e mail Recruit2025231@npa.gov.za
<u>POST 15/127</u>	: <u>ADMINISTRATIVE OFFICER: ASSETS, FLEET AND FACILITY REF NO: RECRUIT 2025/232</u> National Prosecutions Services
<u>SALARY</u>	: R325 101 per annum (Level 07), (excluding benefits)
<u>CENTRE</u>	: DPP: Johannesburg
<u>REQUIREMENTS</u>	: An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6) in Business Administration/Public Administration/ Finance or equivalent. Minimum of two (2) year's relevant working experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Sound planning and organizing skills, written and verbal communication skills. Computer skills in MS Word, Excel, PowerPoint, and Outlook. Strong interpersonal and communication skills. Strategic capacity and leadership. General management skills. Good planning and prioritising skills. Customer focus and responsiveness. Problem solving skills. People management and empowerment. Ensure compliance with NPA Policies and guidelines and all relevant prescripts.
<u>DUTIES</u>	: Provide Asset Management services within the Regional Office. Provide Fleet Service Management Services within the Regional Office. Provide Facilities Management services within the Regional Office. Supervise staff.
<u>ENQUIRIES</u>	: Khensani Manganye Tel No: (011) 220 4266
<u>APPLICATIONS</u>	: e mail Recruit2025232@npa.gov.za
<u>POST 15/128</u>	: <u>ADMINISTRATIVE OFFICER: ASSETS, FLEET AND FACILITY REF NO: RECRUIT 2025/233</u> National Prosecutions Services
<u>SALARY</u>	: R325 101 per annum (Level 07), (excluding benefits)
<u>CENTRE</u>	: DPP: Cape Town
<u>REQUIREMENTS</u>	: An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6) in Business Administration/Public Administration/ Finance or equivalent. Minimum of two (2) year's relevant working experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. In depth knowledge of Assets, Fleet and Facilities Regulations,

PFMA and National Treasury Regulations and Public Service Act. Knowledge of NPA Policies and Procedure relevant to the job functions. Competencies requires strategic capacity and leadership general management skills people management and empowerment, administration skills. Sound planning and organizing skills, written and verbal communication skills. Computer skills in MS Word, Excel, PowerPoint. Customer focus and responsiveness. Problem solving and decision making. Ability to meet strict deadlines.

DUTIES

: Provide financial support services to the region. Assist the Assistant Director: Finance with the compilation of the budget, expenditure control, processing of invoice and claims, monthly statistics and implementation and monitor compliance with policies and procedures. Provide supply chain administration services to the region. Assist the Assistant Director Finance in rendering of demand and acquisition services, undertaking of logistical support services, updating monthly registers, managing the provision of travelling and accommodation services and stationery and inventory management. Monitor the provision of assets management services within the Region. adhere to the delegation of authority policies and procedures in respect of assets management. Ensure compliance with the assets management systems. Barcode all new assets upon receipt. Identify redundant assets and complete the disposal process. Manage the movement of all assets. Facilitate and manage the annual assets verification process. Ensure that verification additions and disposals are in line with the assets management regulations. Manage maintain/ reports of assets where required. Facilitate the process of reporting damages and losses. Monitor the provision of fleet service management services within the region. Confirm compliance with the fleet management policy. Report accidents and administer claims. Ensure fines are dealt with in terms of approved policies. Monitor monthly fleet vehicle usage reports. Maintain all registers and provide monthly statistics. Ensure that the regional fleet is properly maintained. Reconcile and confirm correctness of the monthly fuel transaction reports. Process and submit monthly log returns. Monitor the provision of facilities management services within the region: communicate with Head Office regarding accommodation requirements. Report all maintenance issues to the landlord department of Public Works and Head Office. Carry out inspection on building facilitate, monitor on facilities management contract as per the SLA process and submit monthly vendor performance report. Manage staff in the Assets Fleet and Facilities. Conduct quarterly individual staff assessments. Perform ant other duties as deemed necessary by supervisor/ Manager.

**ENQUIRIES
APPLICATIONS**

: Phyllis Lujabe Tel No: (021) 487 7129
: e mail Recruit2025233@npa.gov.za

POST 15/129

: **HUMAN RESOURCES CLERK: SUPERVISOR REF NO: RECRUIT 2025/234**
National Prosecutions Service

**SALARY
CENTRE
REQUIREMENTS**

: R325 101 per annum (Level 07), (excluding benefits)
: DPP: Cape Town
: An appropriate B degree (NQF level 7) or Three-year Diploma (NQF level 6). Minimum two (2) years' relevant experience in Human Resources Development. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. In depth knowledge of legislations pertaining to Public Service Administration specifically the Public Service Act, Labour Relations Act, EEA and Skills Development Act. Knowledge of Human Resources in general and information management. Strong organizational and supervisory/management skills. General computer literacy skills and knowledge in programs such as MS Word, Excel, Outlook and PowerPoint. Excellent administrative skills. Excellent written and verbal communication skills. Innovative and proactive. Experience in working with PERSAL.

DUTIES

: Assist with managing effective bursary and induction administration. Develop and implement the Workplace Skills Plan. Ensure effective gathering and maintenance of the training and bursary databases. Assist with the Skills Auditing, needs identification and analysis. Ensure compliance with the HRM&D policies and procedures. Coordinate and assist with learnership and internship programmes. Liaise with internal and external stakeholders. Coordinate performance management system in the NPA. Serve as Secretarial to the Regional Training Forum. Compile and monitor the annual training plan. Assist with HRM related matters as and when requested by management.

**ENQUIRIES
APPLICATIONS**

: Phyllis Lujabe Tel No: (021) 487 7281
: e mail Recruit2025234@npa.gov.za

POST 15/130

: **HUMAN RESOURCES CLERK: SUPERVISOR REF NO: RECRUIT 2025/235**
National Prosecutions Service

**SALARY
CENTRE
REQUIREMENTS**

: R325 101 per annum (Level 07), (excluding benefits)
: DPP: Mmabatho
: An appropriate B degree (NQF level 7) or Three-year Diploma (NQF level 6). Minimum two (2) years' relevant experience in Human Resources Administration. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Working knowledge of PERSAL. Knowledge of legislation and regulations pertaining to public service administration, specifically: the Public Service Act and Regulations, NPA Act, Basic Conditions of Employment Act, Labour Relations Act, Employment Equity Act, Skills 135 Development Act. Knowledge of HR information management. Computer literacy in MS Word, Excel, Outlook and PowerPoint.

<u>DUTIES</u>	:	Excellent administrative skills. Good written and verbal communication skills. Good planning and organizing skills. Problem solving skills. Sound co-ordination, administrative skills.
	:	Administer recruitment and selection. Preside as an HR rep for shortlisting and interviews. Prepare appointment memorandum. Administer the implementation of service benefits. Ensure processing of leave on PERSAL. Approve transactions on PERSAL. Conduct leave inspections and compile report. Processing of performance rewards (pay progression and grade progression). Implementation of labour relations awards. Implementation of salary structures and updating of personnel information. Process resettlement benefits. Process recognition of long service. Process housing allowance. Process internal transfers. Oversee leave implementation and staff terminations. Process injury on duty. Monitor the processing of salary adjustment. Implementation of job evaluation results. Oversee all Human Resources Administration functions. Supervise staff in the relevant section. Implement and ensure compliance with policies and procedures.
<u>ENQUIRIES</u>	:	Flora Kalagosi Tel No: (018) 381 9041
<u>APPLICATIONS</u>	:	e mail Recruit2025235@npa.gov.za
<u>POST 15/131</u>	:	<u>HUMAN RESOURCES CLERK: SUPERVISOR</u> National Prosecutions Services
<u>SALARY</u>	:	R325 101 per annum (Level 07), (excluding benefits)
<u>CENTRE</u>	:	DPP: Mpumalanga Ref No: Recruit 2025/236 DPP: Grahamstown Ref No: Recruit 2025/237
<u>REQUIREMENTS</u>	:	An appropriate B Degree (NQF level 7) or Three (3) year Diploma (NQF 6) in Human Resource Management/Public Administration or equivalent. Minimum of at least two (2) year's relevant working experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. In depth knowledge of legislation and regulations pertaining to Public Service Administration specifically the Public Service Act, Labour Relations Act, EEA and skills Development Act. Knowledge of Human Resource in General and information management. Knowledge of PMDS and CORE. Strong organisation and management skills. Excellent written and verbal communication skills. Innovative and proactive. General computer literacy skills and knowledge in programs such as Ms Word, Excel, Ms outlook and PowerPoint. Experience in working on PERSAL.
<u>DUTIES</u>	:	Provide HR Administration service in the Region. Capture personal information on the payroll system. Facilitate the Recruitment process. Advise National Office on HR applications and the processing thereof. Process applications for service benefits and exits within the Region. Compile and submit HR Reports and statistics. Implement and ensure compliance with policies and procedures. Liaise with customers and stakeholders. Provide HR advice to management and staff in the Region. Maintain and administer PERSAL information including leave applications. Prepare Human Resources reports and submit same to the Director: Administration. Staff procurement, PERSAL Administration, training and development, Service benefits, staff and transfers.
<u>ENQUIRIES</u>	:	DPP: Mpumalanga Tebogo Mashile Tel No: (013) 045 0686 DPP: Grahamstown – Nomfuneko Ntapane Tel No: (046) 602 3000
<u>APPLICATIONS</u>	:	DPP: Mpumalanga e mail Recruit2025236@npa.gov.za DPP: Grahamstown e mail Recruit2025237@npa.gov.za
<u>POST 15/132</u>	:	<u>HUMAN RESOURCES DEVELOPMENT PRACTITIONER REF NO: RECRUIT 2025/319</u> Strategy Operations and Compliance: HRM &D - Human Resources Development
<u>SALARY</u>	:	R325 101 per annum (Level 07), (excluding benefits)
<u>CENTRE</u>	:	Pretoria: Head Office
<u>REQUIREMENTS</u>	:	An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6). At least two (2) years relevant experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. In depth knowledge of legislation and regulations pertaining to Public Service administration specifically the Public Service Act, Labour Relations Act, EEA and Skills Development Act. Knowledge of Human Resources in general and Information management. Strong organizational and management skills. Excellent written and verbal communication skills, innovative and proactive. General computer literacy skills and knowledge in programs such as MS Word, Excel, MS Outlook and PowerPoint. Experience in working on PERSAL.
<u>DUTIES</u>	:	Administer learning, internship programme. Receive applications for learnerships and internships. Screen the applications. Communicate with all the stake holders. Administer NPA bursary in line with the NPA Bursary Policy. Capture bursary applications on the database. Compile a memorandum for bursary application approval. Inform applicants of the outcome. Create records for returned signed contracts. Update existing bursary holder files. Co-ordinate and administer training interventions. Co-ordinate performance management system in the NPA.
<u>ENQUIRIES</u>	:	Lerato Matau Tel No: (012) 845 6174
<u>APPLICATIONS</u>	:	e mail Recruit2025319@npa.gov.za

<u>POST 15/133</u>	:	<u>ADMINISTRATIVE OFFICER (PROCUREMENT) REF NO: RECRUIT 2025/239</u> Strategy Operations and Compliance: Supply Chain Management
<u>SALARY</u>	:	R325 101 per annum (Level 07), (excluding benefits)
<u>CENTRE</u>	:	Pretoria: Head Office
<u>REQUIREMENTS</u>	:	An appropriate B Degree (NQF level 7) or Three (3) year Diploma (NQF level 6). Minimum two (2) years' relevant experience in Supply Chain particularly Demand and Acquisition management. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of the PFMA, PPPFA, BBBEE, Treasury Regulations, Supply Chain Management and other relevant public service prescripts. Excellent communication and administrative skills. Report writing, good verbal and written communication skills. Ability to work independently without constant supervision. Excellent administrative skill and problem-solving skills. Strong organizational and management skills. Good analytical skills. Computer skills in MS Word, Excel (intermediate or Advanced) and Outlook. Willing to travel and work extended hours where necessary. Presentation skills.
<u>DUTIES</u>	:	Administer bid requests and capture them in the bid register and allocate bid numbers. Compile memorandums to initiate and commence with a bid process to seek approval thereof. Provide administrative and secretarial support to bid specification, evaluation and adjudication committees. Conduct market assessment for potential suppliers as well as industry analysis for requirements. Compile bid documents. Draft bid advertisement to be published in the government tender bulletin, National Treasury E- portal, NPA Website and other media platforms. Conduct the bid briefings sessions and site visits to potential bidders. Check submitted bids for administrative compliance according to responsive criteria. Arrange the opening and closing of bids including registering of received proposals. Organize and coordinate logistical arrangements for bid specification and evaluation meetings. Take and keep records of all minutes of committee meetings. Present bid evaluation recommended reports to the bid adjudication committee for approval. Prepare and send acceptance letter of awarded bids including unsuccessful letters. Compile and update bid register regularly. Assist in preparation of monthly reports. Monitor bid validity periods and request extension when necessary. Check the prohibition status of the recommended company and its directors with the National Treasury. Check the company status on Central Supplier Database (CSD)- status and ownership. Assist in conducting due diligence on recommended service providers. Respond to bid related queries from prospective service providers and business units. Liaise with National Treasury and the Auditor General regarding bid related matters. Perform any other duties deemed necessary by supervisor. You may be rotated to other sections within Supply Chain Management.
<u>ENQUIRIES</u>	:	Happy Moloi Tel No: (012) 845 6077
<u>APPLICATIONS</u>	:	e mail Recruit2025239@npa.gov.za
<u>POST 15/134</u>	:	<u>ADMINISTRATIVE OFFICER (PROCUREMENT) REF NO: RECRUIT 2025/240</u> Strategy Operations and Compliance: Supply Chain Management
<u>SALARY</u>	:	R325 101 per annum (Level 07), (excluding benefits)
<u>CENTRE</u>	:	Pretoria: Head Office
<u>REQUIREMENTS</u>	:	An appropriate B Degree(NQF 7) or Three (3) year Diploma (NQF 6). Minimum Two (2) years' relevant experience in Supply Chain/Procurement management environment. Sound knowledge of PFMA, Treasury Regulations and Supply Chain Management. Willing to travel, able to work extended hours where necessary. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Excellent communication and administrative skills. Computer literacy MS Word, Excel, (Intermediate) and general computer literacy knowledge of programs in Office 365 and Ms Teams. Good written and verbal communication skills. Able to work under pressure. Be reliable, tolerant and determined. A Valid driver's license.
<u>DUTIES</u>	:	Provide administrative and specialized procurement support to the NPA. Capture and compile request for procurement for approval. Request quotations for goods and services. Recording and registering applications for suppliers on the database. Liaise with internal and external clients. Maintain comprehensive database to ensure capturing of accurate and relevant information for work within your area of responsibility. Ensure compliance to Treasury regulations, PFMA and internal prescripts. Respond to all queries (Internal, External and Audit). Supervise staff where necessary. Perform any other duties as deemed necessary by your supervisor. Staff may be rotated to other sections within Supply Chain Management.
<u>ENQUIRIES</u>	:	N Beilings Tel No: (012) 845 6039
<u>APPLICATIONS</u>	:	e mail Recruit2025240@npa.gov.za
<u>POST 15/135</u>	:	<u>VETTING PROCESSOR RECRUIT 2025/241</u> Strategy Operations and Compliance: Security Management Service Unit
<u>SALARY</u>	:	R325 101 per annum (Level 07), (excluding benefits)
<u>CENTRE</u>	:	Pretoria: Head Office
<u>REQUIREMENTS</u>	:	An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6) or equivalent. Three (3) years' experience in the field of security management. Vetting Administration experience will be an added advantage. Vetting Investigation Course provided by State Security Agency would be an added advantage. Sound knowledge of operational functions of Vetting support. Sound

	Knowledge of the minimum Information Security Standard, Protection of Information Act, National Strategic Intelligence Act, Criminal Procedure Act and other relevant Act regulating personnel security. Must be able to draft memorandums in support of the internal vetting investigation. Must have Integrity trustworthy in dealing with Top Secret, Secret and Confidential Vetting Information. General computer literacy skills and knowledge in programs MS Word, Excel, PowerPoint and Outlook. Good report writing skills and be able to work under pressure. A Valid driver's license.
<u>DUTIES</u>	: Conduct Pre-screening for all applicants according to the national vetting strategy. Receive and process the vetting applications. Capture vetting forms on the approved vetting system. Prepare vetting statistics for Security Management Services. Liaise with all relevant stakeholders on all vetting matters. Write vetting investigation reports. General administration within the vetting unit.
<u>ENQUIRIES</u>	: Simon Hlatshwayo Tel No: (012) 845 6872
<u>APPLICATIONS</u>	: e mail Recruit2025241@npa.gov.za
<u>POST 15/136</u>	: <u>ADMINISTRATIVE OFFICER REF NO: RECRUIT 2025/242</u> Strategy Operations and Compliance: Security Management Service
<u>SALARY</u>	: R325 101 per annum (Level 07), (excluding benefits)
<u>CENTRE</u>	: DDPP: Durban
<u>REQUIREMENTS</u>	: An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6) in Public Administration/Public management or equivalent. At least two years' relevant experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Ability to identify and handle confidential matters. Sound planning and organizing skills, written and verbal communication. General computer literacy skills and knowledge in programs MS Word, Excel, PowerPoint and Outlook. Good People skills. Strong interpersonal and communication skills. Ability to act independently. Valid driver's license.
<u>DUTIES</u>	: Provide security vetting services in the region. Maintain and update database with regard to vetting and court case classification. Conduct personal suitability checks. Collect non-disclosure forms and maintain a register thereof. Act as a Key control officer according to Service Level Agreement. Conduct inspection on guarding activities, key control and provide report. Submit information to National Office. Compile reports and submit them to ASD: Security Management Services. Conduct OHS Inspections and maintain OHS file. Request information on high profile cases from Prosecutors. Attend to any queries with regard to physical and information security services.
<u>ENQUIRIES</u>	: Tshinyadzo Mudau Tel No: (012) 845 6298
<u>APPLICATIONS</u>	: e mail Recruit2025242@npa.gov.za
<u>POST 15/137</u>	: <u>VICTIM ASSISTANT OFFICER</u> Sexual Offences and Community Affairs
<u>SALARY</u>	: R325 101 per annum (Level 07), (excluding benefits)
<u>CENTRE</u>	: TCC: Butterworth Ref No: Recruit 2025/243 TCC: Bongani Ref No: Recruit 2025/244 TCC: Phekolong Ref No: Recruit 2025/245 TCC: Rustenburg Ref No: Recruit 2025/246 TCC: Klerksdorp Ref No: Recruit 2025/247 TCC: Kabokweni Themba Ref No: Recruit 2025/248 TCC: Nelspruit Rob Ferreira Ref No: Recruit 2025/249 (Re-advert) TCC: Jozini Ref No: Recruit 2025/250 TCC: George Ref No: Recruit 2025/251 TCC: Karl Bremer Ref No: Recruit 2025/252 TCC: Paarl Ref No: Recruit 2025/253 TCC: Worcester Ref No: Recruit 2025/254 TCC: Wynberg Ref No: Recruit 2025/255 TCC: Atlantis Ref No: Recruit 2025/256 TCC: Mitchells Plain Ref No: Recruit 2025/257 TCC: Phuthaditjhaba Ref No: Recruit 2025/258
<u>REQUIREMENTS</u>	: An appropriate B Degree (NQF Level 7) or Three (3) year Diploma (NQF Level 6) in Social Sciences/ Behavioral Studies or equivalent. Minimum one year working experience in gender-based violence environment. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Excellent report writing and verbal communication skills, innovative and proactive. Decisive under pressure and solution orientated. Knowledge of rape care management. Working knowledge of court and police processes General computer literacy and knowledge of programs in Microsoft Office: Word, Excel, Outlook and PowerPoint. Good people skills. Strong interpersonal and communication skills. Ability to act independently. Valid driver's licence.
<u>DUTIES</u>	: Provide victim assistance services within the Thuthuzela Care Centre. Receive and establish early contact with the victim on the first day of reporting. Make follow through within a week of reporting. Access and respond to the need of victim and identify the victims needs for counselling and specific services. Refer victim for court preparation when the court date has been set. Ensure that a place of safety is provided where needed. Refer victim for psychological therapy or any needs. Receive and attend to any complaint from victims with regard to the possible delay on the

case and accelerate the matter to the relevant stakeholder. Liaise with the site coordinator about the support services that have been provided to the victim or where the victim has been referred to and contact details of stakeholders. Maintain a cooperative approach with other role players to help a victim holistically to increase the conviction rate. Liaise with other role players on the progress of the case. Keep victim notified on the progress of the case. Conduct community awareness sessions. Compile monthly statistics.

ENQUIRIES

: TCC: Butterworth Adv. Mzoxolo Rusi at 084 520 1126
 TCC: Bongani & TCC: Phekolong Adv. Ernest Van Rensburg Tel No: (051) 410 6044
 TCC: Rustenburg & TCC: Klerksdorp Adv. Joseph Phelane Tel No: (018) 381 9053
 TCC: Themba & TCC: Rob Ferreira Christa du Plessis Tel No: (013) 045 0652
 TCC: Jozini Adv. Samukelisiwe Hlongwane at 072 874 3310
 TCC: George TCC: Atlantis Adv. Nathan Sass Tel No: (021) 487 7310
 TCC: Karl Bremer & TCC: Wynberg Adv. Garry Titus Tel No: (021) 487 4417
 TCC: Paarl & TCC: Worcester Adv. Mark Kenny Tel No: (021) 487 7157
 TCC Mitchells Plain Garry Titus Tel No: (021) 487 4417
 TCC Phuthaditjhaba Ernest Van Rensburg Tel No: (015) 410 6044

APPLICATIONS

: TCC: Butterworth e mail Recruit2025243@npa.gov.za
 TCC: Bongani e mail Recruit2025244@npa.gov.za
 TCC: Phekolong e mail Recruit2025245@npa.gov.za
 TCC: Rustenburg e mail Recruit2025246@npa.gov.za
 TCC: Klerksdorp e mail Recruit2025247@npa.gov.za
 TCC: Themba e mail Recruit2025248@npa.gov.za
 TCC: Rob Ferreira e mail Recruit2025249@npa.gov.za
 TCC: Jozini e mail Recruit2025250@npa.gov.za
 TCC: George e mail Recruit2025251@npa.gov.za
 TCC: Karl Bremer e mail Recruit2025252@npa.gov.za
 TCC: Paarl e mail Recruit2025253@npa.gov.za
 TCC: Worcester e mail Recruit2025254@npa.gov.za
 TCC: Wynberg e mail Recruit2025255@npa.gov.za
 TCC: Atlantis e mail Recruit2025256@npa.gov.za
 TCC Mitchells Plain e mail Recruit2025257@npa.gov.za
 TCC Phuthaditjhaba e mail Recruit2025258@npa.gov.za

POST 15/138

: **LIBRARIAN REF NO: RECRUIT 2025/259**
 National Prosecutions Service

SALARY CENTRE

: R325 101 per annum (Level 07), (excluding benefits)
 : DPP: Pietermaritzburg

REQUIREMENTS

: An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6). At least two (2) years relevant experience preferable in a law library environment. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Ability to work on an electronic library management system including e-Books. Computer literacy in MS Word, Excel, and PowerPoint. At least two years' experience in utilization of search of search including Jutastat, Lexis Nexis, Sabinet and WorldShare. Willingness to travel.

DUTIES

: Catalog and classify library material utilising available databases. Maintain asset register of library material including disposals. Renew standing orders. Conduct inter and intra-Library loans. Conduct periodic stock take and keep statistics. Procure and process new material for both head office and regions. Loose leaf administration. Liaise with external clients. Assist with information projects of the NPA. Process all requests in terms of law reports, statutes and reference material. Assist with training of clients in use of online databases. Submit monthly reports.

ENQUIRIES

: Ethel Mokgoko Tel No: (033) 3928 761

APPLICATIONS

: e mail Recruit2025259@npa.gov.za

POST 15/139

: **REGISTRY CLERK: SUPERVISOR REF NO: RECRUIT 2025/260**
 National Prosecutions Service

SALARY CENTRE

: R325 101 per annum (Level 07), (excluding benefits)
 : DPP: Pietermaritzburg

REQUIREMENTS

: An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6). Minimum of two (2) years relevant experience. Working knowledge and understanding of the legislative framework governing the Public Service. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility Computer literacy in MS Office suite and accounting system. Good interpersonal skills. Good Planning and Organizing skills. Ability to work under pressure and independently. Ability to think strategically. Good communication and problem-solving skills. Ability to work in a team. Loyal and honest. General office management skills.

DUTIES

: Supervise and provide registry counter services. Supervise the handling of incoming and outgoing correspondence. Supervise and render effective filing and record management. Supervise the operation and operate office machines in relation to the registry function.

ENQUIRIES

: Ethel Mokgoko Tel No: (033) 3928 761

APPLICATIONS

: e mail Recruit2025260@npa.gov.za

<u>POST 15/140</u>	:	<u>REGISTRY CLERK: SUPERVISOR REF NO: RECRUIT 2025/261</u> National Prosecutions Services
<u>SALARY</u>	:	R325 101 per annum (Level 07), (excluding benefits)
<u>CENTRE</u>	:	DPP: Mmabatho
<u>REQUIREMENTS</u>	:	An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6). Minimum two years' relevant experience in Administration, Document Management Section and Court Support processes. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Understanding of criminal court administration processes. Excellent communication and administrative skills. Report writing, good verbal and written communication skills. Ability to work independently without constant supervision. Excellent administrative skill and problem-solving skills. Strong organizational and management skills. Good analytical skills. Computer skills in MS Word, Excel (intermediate or Advanced) and Outlook. Willing to work extended hours where necessary.
<u>DUTIES</u>	:	Manage and/or supervise the legal Admin and documents Management Sections. Manage court rolls. Check and sign off court files. Check and sign off electronic registers (Appeals, Police dockets, etc.). Perform monthly inspections. Manage case files. Compile and submit court statistics. Implement and ensure compliance with policies and procedures. Liaise with customers and stakeholders. Respond to audit queries. Manage and/or supervise human resource functions of staff in Court Support. Perform any other duties as deemed necessary by the supervisor. Draw up performance management contracts of staff and be responsible for performance assessment of staff. Draw and manage the Court roll.
<u>ENQUIRIES</u>	:	Flora Kalakgosi Tel No: (018) 381 9041
<u>APPLICATIONS</u>	:	e mail Recruit2025261@npa.gov.za
<u>POST 15/141</u>	:	<u>ADMINISTRATIVE CLERK: SUPERVISOR REF NO: RECRUIT 2025/262 (X2 POSTS)</u> National Prosecutions Services
<u>SALARY</u>	:	R325 101 per annum (Level 07), (excluding benefits)
<u>CENTRE</u>	:	DPP North Gauteng (Pretoria)
<u>REQUIREMENTS</u>	:	An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6). Minimum two (2) years' relevant experience in administration management. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Excellent communication and administrative skills. Report writing, good verbal and written communication skills. Ability to work independently without constant supervision. Excellent administrative skill and problem-solving skills. Strong organizational and management skills. Good analytical skills. Computer skills in MS Word, Excel (intermediate or Advanced) and Outlook. Willing to work extended hours where necessary.
<u>DUTIES</u>	:	Manage and/or supervise the Legal Administration Section. Manage court rolls. Check and sign off court files. Maintain and verify electronic registers (Appeals, Police dockets and High Court Matters e.tc). Perform monthly inspections. Manage case files. Compile and submit court statistics. Implement and ensure compliance with policies and procedures. Liaise with customers and stakeholders. Respond to audit queries. Perform general office administration related to document management. Manage and/or supervise human resource functions of staff in Legal Admin. Perform any other duties as deemed necessary by the supervisor. Draw up performance management contracts of staff and be responsible for performance assessment of staff.
<u>ENQUIRIES</u>	:	Godfrey Ramakuela Tel No: (012) 351 6808
<u>APPLICATIONS</u>	:	e mail Recruit2025262@npa.gov.za
<u>POST 15/142</u>	:	<u>ADMINISTRATIVE CLERK</u> National Prosecutions Service
<u>SALARY</u>	:	R228 321 per annum (Level 05), (excluding benefits)
<u>CENTRE</u>	:	Pretoria: Head Office Ref No: Recruit 2025/263 (X5 Posts) CPP: Upington Ref No: Recruit 2025/315
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Sound planning and organizing skills, written and verbal communication. General computer literacy skills and knowledge in programs MS Word; Excel; PowerPoint and Outlook. Good people skills. Strong interpersonal and communication skills. Ability to act independently.
<u>DUTIES</u>	:	Provide high quality administrative support to the office. Design and keep a well-organized administrative system for the office. Execute a wide variety of administrative tasks pertaining to the provision of support to line functionaries. Draft correspondence to other organisations and State departments. Liaise with corporate services with all matters pertaining to the administrative functioning of the office. Provide administrative support to the legal staff, pertaining to finance, logistical and human resources. Deliver mails, photocopying, faxing, receiving and dispatching documents. Provide efficient administrative services in the Cluster. Liaise with customers and stakeholders.
<u>ENQUIRIES</u>	:	Gija Maswanganyi Tel No: (012) 845 6944 CPP: Upington Nicholas Mogongwa Tel No: (053) 807 4539
<u>APPLICATIONS</u>	:	Pretoria: Head Office e mail Recruit2025263@npa.gov.za

<u>POST 15/143</u>	:	<u>ADMINISTRATIVE CLERK</u> National Prosecutions Service
<u>SALARY CENTRE</u>	:	R228 321 per annum (Level 05), (excluding benefits)
	:	DPP: Mthatha Ref No: Recruit 2025/264
	:	DDPP: Bhisho Ref No: Recruit 2025/266
	:	DPP: Cape Town Ref No: Recruit 2025/267 (X5 Posts)
	:	CPP: East Rand Ref No: Recruit 2025/268
	:	CPP: East London Ref No: Recruit 2025/330
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Excellent communication and administrative skills. Report writing skills, good verbal and written communication skills. Customer focus and responsiveness. Excellent administrative skills and problem-solving skills. Good analytical skills. Computer skills such as MS word, Excel, Ms Office suite and Outlook. Flexibility. Document administration, writing skills and task time management skills.
<u>DUTIES</u>	:	Provide high quality administrative support to the office. Design and keep a well-organized administrative system for the office. Execute a wide variety of administrative tasks. Draft correspondence to members of the public, other organisations, and State departments. Liaise with administration with all matters pertaining to the administrative functioning of the office. Provide administrative support to the legal staff, pertaining to finance, logistical and human resources. Deliver mails, and faxes within the office and render general administrative support such as filing, photocopying, faxing, receiving, and dispatching documents. Perform any other duties as deemed necessary by the supervisor/manager.
<u>ENQUIRIES</u>	:	DPP: Mthatha Tulisa Sibindlana Tel No: (047) 501 2669 CPP: Bhisho & CPP: East London Chwayita Zwelibanzi Tel No: (040) 608 6800 DPP: Cape Town Phyllis Lujabe Tel No: (021) 487 7281 CPP: East Rand Eveline Mogale Tel No: (011) 220 4227
<u>APPLICATIONS</u>	:	DPP: Mthatha – e mail Recruit2025264@npa.gov.za DPP: Bhisho e mail Recruit2025266@npa.gov.za DPP: Cape Town e mail Recruit2025267@npa.gov.za CPP: East Rand e mail Recruit2025268@npa.gov.za CPP: East London e mail Recruit2025330@npa.gov.za
<u>POST 15/144</u>	:	<u>ADMINISTRATIVE CLERK</u> National Prosecutions Services
<u>SALARY CENTRE</u>	:	R228 321 per annum (Level 05), (excluding benefits)
	:	CPP: Mmabatho (Taung) Ref No: Recruit 2025/270
	:	CPP: Mthatha Ref No: Recruit 2025/271
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification. Knowledge of clerical duties practices as well as the ability to capture data, operate computer and collect statistics. Knowledge and understanding of the legislative framework governing the public service. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Excellent communication and administrative skills. Good verbal and written communication skills. Excellent administrative skills and problem-solving skills. Computer skills such as MS word, Excel, Ms Office suite and Outlook. Flexibility. Document administration, planning and organizing skills.
<u>DUTIES</u>	:	Provide high level administrative support to the office of the Senior Public Prosecutor and Prosecutors in the cluster and provide logistical services thereof. Management of correspondence. Liaise and communicate with a range of stakeholders in the Justice Sector. Plan organize and co-ordinate events, meetings or other arrangements. Manage information and ensure an appropriate filing system. Make travel and accommodation arrangements when necessary. Diary management. Receive correspondence for the section. Collect information. Execute a wide variety of administrative tasks. Provide administrative support to the legal staff, pertaining to finance, logistical and human resources. Deliver mails, and faxes within the office and render general administrative support such as filing, photocopying, faxing, receiving, and dispatching documents. Collect and capture statistics.
<u>ENQUIRIES</u>	:	CPP: Mmabatho (Taung) Flora Kalagosi Tel No: (018) 381 9041 CPP: Mthatha Tulisa Sibindlana Tel No: (047) 501 2669
<u>APPLICATIONS</u>	:	CPP: Mmabatho e mail Recruit2025270@npa.gov.za CPP: Mthatha e mail Recruit2025271@npa.gov.za
<u>POST 15/145</u>	:	<u>ADMINISTRATIVE CLERK REF NO: RECRUIT 2025/272</u> National Prosecutions Services
<u>SALARY CENTRE</u>	:	R228 321 per annum (Level 05), (excluding benefits)
	:	CPP: Queenstown
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Sound planning and organizing skills, written and verbal communication. Good computer literacy skills and knowledge in programs MS Word; Excel;

<u>DUTIES</u>	:	PowerPoint and Outlook. Good people skills. Strong interpersonal and communication skills. Ability to act with tact and discreet. High level of reliability. Ability to act independently.
	:	Provide secretarial and administrative support and personal assistance to the office of Chief Public Prosecutor and the staff in the cluster. Receive and screen telephone calls and refer the calls to the correct role players. Type documents for the office. Operate office equipment like fax machines and photocopiers. Ensure liaison with the Finance office with regard to travel and logistical arrangements for meetings and events. Record incoming and outgoing documents. Ensure compliance with the NPA policies and guidelines and all other relevant legislative and prescripts. Management Plan organize and co-ordinate events, meetings or other arrangements. Take minutes during meetings. Diary management. Receive correspondence for the section. Maintain an accessible and user-friendly filing system. Liaise with other offices of the NPA and Administration with regard to all matters pertaining to the administrative functions of the office.
<u>ENQUIRIES APPLICATIONS</u>	:	Pumza Magaxa Tel No: (046) 602 3000
	:	e mail Recruit2025272@npa.gov.za
<u>POST 15/146</u>	:	<u>ADMINISTRATIVE CLERK REF NO: RECRUIT 2025/273 (X6 POSTS)</u> National Prosecutions Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 per annum (Level 05), (excluding benefits)
	:	DPP: Pretoria
	:	Grade 12 or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Excellent communication and administrative skills. Sound planning and organising skills, written and verbal communication. General computer literacy skills and knowledge in programs Ms Word, Excel, PowerPoint and Outlook. Strong interpersonal skills. Ability to act independently.
<u>DUTIES</u>	:	Provide high level administration support to the DDPP's. Provide high level administrative support to the office. Design and keep a well organised administrative system for the office. Execute a wide variety of administrative tasks pertaining to the provision of support to line functionaries. Draft correspondence to members of the public, other organisations and state Departments. Liaise with Administration with all matters pertaining to the administrative functioning of the office. Provide administrative support to the legal staff, pertaining to finance, logistical and human resource. Deliver mails and faxes within the office and render general administrative support such as filing, photocopying, faxing, receiving, and dispatching documents.
<u>ENQUIRIES APPLICATIONS</u>	:	Godfrey Ramakuela Tel No: (012) 351 6808
	:	e mail Recruit2025273@npa.gov.za
<u>POST 15/147</u>	:	<u>ADMINISTRATIVE CLERK</u> National Prosecutions Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 per annum (Level 05), (excluding benefits)
	:	DDPP: Middelburg Ref No: Recruit 2025/274 (X2 Posts) (1 Re-advert)
	:	CPP: Nelspruit Ref No: Recruit 2025/275 (Re-advert)
	:	Grade 12 or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Excellent communication and administrative skills. Sound planning and organising skills, written and verbal communication. General computer literacy skills and knowledge in programs Ms Word, Excel, PowerPoint and Outlook. Good people skills. Strong interpersonal skills. Ability to act independently.
<u>DUTIES</u>	:	Provide high level administration support to the office. Design and keep a well organised administrative system for the office. Draft correspondence to members of the public, other organisations and state Departments. Liaise with Administration with all matters pertaining to the administrative functioning of the office. Provide administrative support to the legal staff, pertaining to finance, logistical and human resource. Deliver mails and faxes within the office and render general administrative support such as filing, photocopying, faxing, receiving, and dispatching documents.
<u>ENQUIRIES APPLICATIONS</u>	:	Tebogo Mashile Tel No: (013) 045 0686
	:	DDPP: Middelburg e mail Recruit2025274@npa.gov.za
	:	CPP: Nelspruit e mail Recruit2025275@npa.gov.za
<u>POST 15/148</u>	:	<u>ADMINISTRATIVE CLERK: ENFORCEMENT</u> Asset Forfeiture Unit
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 per annum (Level 05), (excluding benefits)
	:	Pretoria: Head Office Ref No: Recruit 2025/276
	:	Polokwane Ref No: Recruit 2025/277
	:	Bloemfontein Ref No: Recruit 2025/278
	:	Johannesburg Ref No: Recruit 2025/279
	:	Grade 12 or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Administration, communication skills. Interpersonal relations skills. Reporting skills. General computer literacy skills and knowledge in programs MS Word; Excel; PowerPoint and Outlook.

<u>DUTIES</u>	:	Provide general clerical support services. Provide asset management administrative services. Provide administrative support with regards to unfulfilled cases. Receive and open files for Curator accounts. Make photocopies, send email, etc. Capture and stamp incoming Curator accounts in the register. Capture and update spreadsheets and registers. Forward Curator accounts for approval. Record invoices and forward for payments. Keep and maintain the filing system. Maintain register for incoming and outgoing correspondence. Asset management. Obtain copies of court orders schedule of assets, interim curator report and valuation of certificates of assets. Maintain a register of all seized assets. Administration support. Maintain all unfulfilled cases. Capture and update a list of CARA and victims unfulfilled cases and ensure backlog is reduced. Capture and updated a list of abandoned cases. Ensure that payment of confiscation order is not outstanding for more than 60 days. Ensure execution of forfeiture orders is not outstanding for more than 180 days. Conduct age analysis of long outstanding unfulfilled cases and report to EO.
<u>ENQUIRIES</u>	:	Lindie Swanepoel Tel No: (012) 845 6638
<u>APPLICATIONS</u>	:	Pretoria: Head Office e mail Recruit2025276@npa.gov.za Polokwane: e mail Recruit2025277@npa.gov.za Bloemfontein: e mail Recruit2025278@npa.gov.za Johannesburg: e mail Recruit2025279@npa.gov.za
<u>POST 15/149</u>	:	<u>ADMINISTRATIVE CLERK REF NO: RECRUIT 2025/280</u> National Prosecutions Services
<u>SALARY</u>	:	R228 321 per annum (Level 05), (excluding benefits)
<u>CENTRE</u>	:	DPP: Mmabatho
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Computer literate (MS Office suite, MS Word, MS Excel MS Power point and MS Project). Knowledge in administration and general functions. Ability to perform administrative task efficiently and effectively. Able to work independently and also as part of a team. Ability to multi-task and general administrative capabilities including reception duties. Must be able to plan and organize work and distinguish between urgent and important tasks/ activities. Ability to work under pressure. Honesty, highly reliable, hard worker and determined. Interpersonal skills and excellent communication (verbal and written) and administrative skills.
<u>DUTIES</u>	:	Provide general clerical / secretarial support services to the Director. Operates office equipment like fax machines and photocopiers. Collect relevant documents to enable the Director to perform his duties. Ensure the effective flow of information and documents to and from the office of the Director. Facilitate travel and accommodation arrangements. Render administrative support services. Ensure the safekeeping of all documents within the office of the Director in line with the relevant legislation and policies. File and retrieve documents as required. Provide support to the Director regarding meetings. Collect and compile all necessary documents for the Director. Coordinate logistical arrangements for meetings when required. Take minutes during the Directorate's meeting.
<u>ENQUIRIES</u>	:	Flora Kalakgosi Tel No: (018) 381 9041
<u>APPLICATIONS</u>	:	e mail Recruit2025280@npa.gov.za
<u>POST 15/150</u>	:	<u>ADMINISTRATIVE CLERK</u> National Prosecutions Services
<u>SALARY</u>	:	R228 321 per annum (Level 05), (excluding benefits)
<u>CENTRE</u>	:	DPP: Mmabatho Ref No: Recruit 2025/281 CPP: East Rand Ref No: Recruit 2025/282
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Excellent communication and administrative skills. Report writing, good verbal and written communication skills. Customer focus and responsiveness. Excellent administrative skill and problem-solving skills. Good analytical skills. Computer skills such as MS Word, Excel, MS Office suite and Outlook. Documentation administration, writing skills and task time management skills.
<u>DUTIES</u>	:	Provide administration support service within the Legal staff. Manage court rolls. Check and sign off closed files. Manage case file. Compile and submit court statistics. Maintain (electronic and manual) registers. Liaise with stakeholders/customers. Ensure the safekeeping of all documentation in line with relevant legislation and policies. Draft correspondence to members of the public. Execute wide variety of administrative tasks. Operate office equipment like fax machines and photocopiers. Perform any other duties as deemed necessary by the supervisor.
<u>ENQUIRIES</u>	:	DPP: Mmabatho Flora Kalakgosi Tel No: (018) 381 9040 CPP: East Rand Eveline Mogale Tel No: (011) 220 4227
<u>APPLICATIONS</u>	:	DPP: Mmabatho Recruit2025281@npa.gov.za CPP: East Rand e mail Recruit2025282@npa.gov.za
<u>POST 15/151</u>	:	<u>ADMINISTRATIVE CLERK REF NO: RECRUIT 2025/283</u> National Prosecutions Services
<u>SALARY</u>	:	R228 321 per annum (Level 05), (excluding benefits)

<u>CENTRE REQUIREMENTS</u>	:	DPP: Limpopo (Polokwane)
	:	Grade 12 or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Excellent communication and administrative skills. Report writing, good verbal and written communication skills. Customer focus and responsiveness. Excellent administrative skills and problem-solving skills. Good analytical skills. Computer skills such as MS Word, Excel, MS Office suite and Outlook. Documentation administration, writing skills and task time management skills.
<u>DUTIES</u>	:	Provide administrative support service within the legal administration. Manage case file. Compile and submit court statistics. Maintain (electronic and manual) registers. Liaise with stakeholders/customers. Provide reception desk duties, receive calls and direct customers. Ensure the safekeeping of all documentation in line with relevant legislation and policies. Draft correspondence as required. Collect all relevant documents to enable the manager to perform their duties. Ensure an effective flow of information and documents to and from the office of the manager. Attend to subsistence and travel claims. Provide support to the manager regarding meetings. Coordinate logistical arrangements for meetings when required. Operate office equipment like fax machines and photocopiers.
<u>ENQUIRIES APPLICATIONS</u>	:	Thuba Thubakgale Tel No: (015) 045 0285
	:	e mail Recruit2025283@npa.gov.za
<u>POST 15/152</u>	:	<u>ADMINISTRATIVE CLERK REF NO: RECRUIT 2025/284</u> National Prosecutions Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 per annum (Level 05), (excluding benefits)
	:	DPP: Johannesburg
	:	Grade 12 or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Excellent communication verbal and written and administrative skills. Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collect statistics. planning and organizing skills.
<u>DUTIES</u>	:	Operations administration services. Ensure compliance with NPA policies and guidelines and all other relevant legislative prescripts. Provide case administration services. Ensure incoming correspondences case types assigned to the litigation and/ or appeals section are processed, and relevant case files are opened and cross referenced. Provide Court Administration services. Assist with the efficient management of court rolls. Provide case records services.
<u>ENQUIRIES APPLICATIONS</u>	:	Khensane Manganye Tel No: (011) 220 4266
	:	e mail Recruit2025284@npa.gov.za
<u>POST 15/153</u>	:	<u>ADMINISTRATIVE CLERK</u> National Prosecutions Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 per annum (Level 05), (excluding benefits)
	:	DDPP: Port Elizabeth Ref No: Recruit 2025/285 (2 Posts)
	:	CPP: Port Elizabeth (Makhanda) Ref No: Recruit 2025/286
	:	Grade 12 or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Excellent communication and administrative skills. Report Write, good verbal and written and administrative skills. Customer focus and responsiveness. Excellent administrative skills and problems – solving skills. Good analytical skills. Computer skills such as Ms Word, Excel, Ms Office suite and outlook. Documentation administration, writing skills and task time management skills.
<u>DUTIES</u>	:	Provide high quality administrative support to the office. Record incoming and outgoing documents. Check documents for correct reference before filing. Receive dockets from relevant stakeholders. Ensure compliance with NPA policies and guidance and all other relevant legislative prescripts. Administrative support to the manager and legal staff. Ensure incoming correspondence is processed and relevant case files are opened and cross referenced. Ensure sending, receipt and processing of facsimiles and e-mails in respect of cases administration. Document management. Ensure implementation of case registers. Ensure efficient data capturing.
<u>ENQUIRIES APPLICATIONS</u>	:	Andiswa Tengile Tel No: (012) 845 1450
	:	DDPP: Port Elizabeth e mail Recruit2025285@npa.gov.za
	:	CPP Port Elizabeth (Makhanda) e mail Recruit2025286@npa.gov.za
<u>POST 15/154</u>	:	<u>ADMINISTRATIVE CLERK: DOCUMENT/ DOCKET MANAGEMENT REF NO: RECRUIT 2025/287</u> National Prosecutions Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 per annum (Level 05), (excluding benefits)
	:	DPP: Bloemfontein
	:	Grade 12 or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Reliable, tolerant and determined. Able to act independently, Excellent communication and administrative skills. Good literacy and numeracy skills. Able to understand profit and loss calculations and basic business finance. Computer skills

		general computer literacy and knowledge of programs in MS Word, Excel, Outlook and PowerPoint. Documentation administration.
<u>DUTIES</u>	:	Provide administration support service to Document center. Manage court rolls independently and attending to office inspections. Double check that everything on the list is genuinely important and achievable. Provide a high level of administrative support to the office. Design and keep a well-organized administrative system for the office. Draft correspondence to members Draft correspondence to members of the public, other organisations, and State departments. Liaise with corporate service with all matters pertaining to the administrative functioning of the office. Provide administrative support to the legal staff, logistical and human resources.
<u>ENQUIRIES APPLICATIONS</u>	:	Lemmer Ludwick Tel No: (051) 410 6001 e mail Recruit2025287@npa.gov.za
<u>POST 15/155</u>	:	<u>ADMINISTRATIVE CLERK</u> National Prosecutions Services
<u>SALARY CENTRE</u>	:	R228 321 per annum (Level 05), (excluding benefits) CPP: Welkom (Bethlehem) Ref No: Recruit 2025/289 CPP: Welkom (Kroonstad) Ref No: Recruit 2025/290
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Sound planning and organizing skills, written and verbal communication. Good people skills. Strong interpersonal and communication skills. Ability to act independently. General computer literacy and knowledge of programs in MS Word, Excel, Outlook and PowerPoint.
<u>DUTIES</u>	:	Register incoming dockets and scanning thereof. Capturing information on the electronic case register (ECR). Daily updating of information from court. Provide dockets electronically to Defence on request of Prosecutors. Liaise with Prosecutors in respect of matters dealt with. Verify what is happening in court. Write up information to be captured on access. Contact Prosecutor for information to reconcile to access. Generate reports from ECR for statistics purposes. Generate various Statistics sheet. Draw up reports from Access, Power BI and PowerPoint tools. Draw up excel spreadsheets for case summaries. Draw reports from ECR for submission to supervisor, DPP and National Office for monthly reporting. Update electronic case flow from Prosecutors and SAPS from the ECR. Provide case administration and documents management. Prepare and maintain files. Release appropriate documents to any other interested party. Maintain E disclosure platform. Handle Prosecutor caseloads. Assist with other administrative functions and duties as required by the line manager.
<u>ENQUIRIES APPLICATIONS</u>	:	Lemmer Ludwick Tel No: (051) 410 6001 CPP: Welkom (Bethlehem) e mail Recruit2025289@npa.gov.za CPP: Welkom (Kroonstad) e mail Recruit2025290@npa.gov.za
<u>POST 15/156</u>	:	<u>ADMINISTRATIVE CLERK REF NO: RECRUIT 2025/291</u> Asset Forfeiture Unit
<u>SALARY CENTRE</u>	:	R228 321 per annum (Level 05), (excluding benefits) Pretoria: Head Office
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Sound planning and organizing skills, Report writing good verbal and written communication skills. General computer literacy in MS Word; Excel; PowerPoint and Outlook. Good analytical skills. Document administration and task time management skills. Ability to act independently.
<u>DUTIES</u>	:	Provide high quality administrative support to the office. Design and keep a well-organized administrative system for the office. Execute a wide variety of administrative tasks Provide administrative support to staff, pertaining to finance, logistical and human resources.
<u>ENQUIRIES APPLICATIONS</u>	:	Lindie Swanepoel Tel No: (012) 845 6638 e mail Recruit2025291@npa.gov.za
<u>POST 15/157</u>	:	<u>ADMINISTRATIVE CLERK</u> Sexual Offences and Community Affairs
<u>SALARY CENTRE</u>	:	R228 321 per annum (Level 05), (excluding benefits) Johannesburg Ref No: Recruit 2025/292 Pretoria Ref No: Recruit 2025/293 Cape Town Ref No: Recruit 2025/294
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Sound co-ordination, organizing and administrative skills. Good verbal and written communication skills. Computer literacy and competent in all relevant computer programs for management and compliance of administrative functions are critical. Working knowledge of Administrative Processes. Must be able to work independently and as part of a group.
<u>DUTIES</u>	:	Provide high quality administrative support for the senior staff in the SOCA unit and the TCCs and TCC staff in the province. Ensure admin support to the maintenance Prosecutor which includes maintaining a database of the maintenance stats, processing maintenance

representations, opening and maintaining a database electronic and physical maintenance files, and scanning files for the maintenance prosecutor and any other duties which may be requested. Ensure admin support to all SOCA within the Province staff which includes managing documents and proper filing system. Provide administration and processing of procurements request as well as Logistics Arrangements, administer leave register to assist the senior staff with minutes taking and collation of provincial meeting, Collation of information requested by National Office and to implement and ensure compliance with policies and procedures. Liaise with customers/stakeholders. Execute a variety of administrative tasks for line functions department, controlling documents drafting documents Rendering advice to personnel with regard to official matters. Submit monthly reports on work activities. Manage and process timeously all leave, travelling arrangements for all SOCA staff which include drafting relevant memos. Receive all cell phone and S&T claims and timeously forward on for processing via the correct NPA administrative process. Distribute relevant resources (Stationary, clothing material for campaigns) as per Senior/ Supervisor. Alignment and proper utilization of finance resources. Make sure that filing of documents is done timeously and effectively. Assist with Admin issues in relation to Training. Coordinate the management of the assets for the unit.

ENQUIRIES : Evy Popela Tel No: (012) 845 6593
APPLICATIONS : Johannesburg e mail Recruit2025292@npa.gov.za
 Pretoria e mail Recruit2025293@npa.gov.za
 Cape Town e mail Recruit2025294@npa.gov.za

POST 15/158 : **ADMINISTRATIVE CLERK (STU) REF NO: RECRUIT 2025/295**
 National Prosecutions Services

SALARY : R228 321 per annum (Level 05), (excluding benefits)
CENTRE : DPP: Grahamstown (East London)
REQUIREMENTS : Grade 12 or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Basic knowledge of PFMA and treasury Regulations. Sound planning and organizing skills written and verbal communication. General computer literacy skills and knowledge in programs MS Word; Excel; PowerPoint and Outlook. Strong interpersonal and communication skills. Ability to act independently.

DUTIES : Process the payments for the services providers for the unit e.g. subsistence and travelling claims, cellphone claims. Render support in the compilation and control budget. Carry out task relating to the acquisition supply and distribution of inventory in accordance with procurement policy. Administer stationery in a unit and manage petty cash. Design and keep a well-organized administrative system for the office. Liaise with corporate service with all matters pertaining to the administrative functioning of the office. Render general administrative support such as filing, photocopying, faxing, receiving and dispatching documents.

ENQUIRIES : Mzikayize Toni Tel No: (046) 602 3050
APPLICATIONS : e mail Recruit2025295@npa.gov.za

POST 15/159 : **HUMAN RESOURCES CLERK**
 National Prosecutions Services

SALARY : R228 321 per annum (Level 05), (excluding benefits)
CENTRE : DPP: Cape Town Ref No: Recruit 2025/296 (X3 posts) (2 Re-advert)
 DDPP: Durban Ref No: Recruit 2025/297
 DPP: Mpumalanga Ref No: Recruit 2025/298 (X2 Posts)
 DPP: Limpopo (Polokwane) Ref No: Recruit 2025/299

REQUIREMENTS : Grade 12 or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Good interpersonal relations. Good administrative skills. Planning and organizing. General computer literacy skills and knowledge in programs MS Word, Excel, PowerPoint and Outlook. Good people skills. Strong interpersonal and communication skills. Ability to work independently and as part of a team.

DUTIES : Provide high level HRM&D administration to the region. Facilitate the recruitment process. Process applications for service benefits and exit in the region. Provide HR advice to staff in the region. PERSAL Administration. Compile and submit monthly statistics on HR related functions. Liaise with customers and stakeholders regarding all HR Functions. Assist in the training and development programs in the region. Assist in the performance assessment process.

ENQUIRIES : DPP: Cape Town Phyllis Lujabe Tel No: (021) 487 7281
 DDPP: Durban Phiywayinkosi Nhlengethwa Tel No: (031) 334 5003
 DPP: Mpumalanga Nelspruit Tebogo Mashile Tel No: (013) 045 0686
 DPP: Limpopo (Polokwane) Thuba Thubakgale Tel No: (015) 045 0285

APPLICATIONS : DPP: Cape Town e mail: Recruit2025296@npa.gov.za
 DDPP: Durban e mail: Recruit2025297@npa.gov.za
 DPP: Mpumalanga Nelspruit e mail: Recruit2025298@npa.gov.za
 DPP: Limpopo (Polokwane) e mail: Recruit2025299@npa.gov.za

<u>POST 15/160</u>	:	<u>FINANCE CLERK</u> National Prosecutions Services
<u>SALARY</u>	:	R228 321 per annum (Level 05), (excluding benefits)
<u>CENTRE</u>	:	DPP: Mmabatho Ref No: Recruit 2025/300 (X2 Posts) DDPP Durban Ref No: Recruit 2025/301 DPP: Johannesburg Ref No: Recruit 2025/302 (X2 Posts) DPP: Grahamstown (Makhanda) Ref No: Recruit 2025/303 (X2 Posts)
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Basic numeracy skills. Knowledge of Financial Accounting dealing with processing creditors payments and employee's allowances such as cellphone and S&T. Ability to work independently without constant supervision. Knowledge of Public Finance, PERSAL; BAS and LOGIS. Good communication skills, verbal and written. Planning and organizing skills. Good analytical skills. General computer literacy and knowledge of programs in MS Word, Excel, PowerPoint.
<u>DUTIES</u>	:	Process payments of service providers for the unit. Provide support to Financial Accounting. Manage payment register. Receive all claims and invoices, check correctness and submit to Director: Administration for approval. Capture S & T claims and cell phone claims on PERSAL and BAS system. Administer the petty cash for the office. Submit certified payroll to Head Office on a monthly basis. Track creditors payments on tracking system. Distribute all finance related policies and circulars to officials. Adhere to policies and procedures. Liaise with customers and suppliers. Verify availability of funds and recommend approval of expenditure. Help with compilation of regional budget. Print and distribute expenditure reports to different managers.
<u>ENQUIRIES</u>	:	DPP: Mmabatho Flora Kalakgosi Tel No: (018) 381 9040 DDPP: Durban – Phikwayinkosi Nhlengethwa Tel No: (031) 334 5003 DPP: Johannesburg Khensani Manganyi Tel No: (011) 220 4266 DPP: Grahamstown (Makhanda) Mzikayise Toni Tel No: (046) 602 3050
<u>APPLICATIONS</u>	:	DPP: Mmabatho – e mail Recruit2025300@npa.gov.za DDPP: Durban e mail Recruit2025301@npa.gov.za DPP: Johannesburg e mail Recruit2025302@npa.gov.za DPP: Grahamstown (Makhanda) e mail Recruit2025303@npa.gov.za
<u>POST 15/161</u>	:	<u>SUPPLY CHAIN CLERK REF NO: RECRUIT 2025/304</u> Strategy Operations and Compliance: Supply Chain Management
<u>SALARY</u>	:	R228 321 per annum (Level 05), (excluding benefits)
<u>CENTRE</u>	:	Pretoria: Head Office
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification Sound knowledge of the PFMA, Treasury Regulations and supply chain management. Able to work extended hours where necessary. Excellent communication and administrative skills Computer literacy in Ms Excel, Word (Intermediate) and Outlook. Good written and verbal communications skills. Able to work under pressure. Be reliable, tolerant and determined.
<u>DUTIES</u>	:	Provide administrative and specialized procurement support to the NPA. Capture and compile requests for procurement for approval. Request quotations for goods and services. Liaise with internal and external clients. Maintain comprehensive database to ensure capturing of accurate and relevant information for work within your area of responsibility. Ensure compliance to Treasury regulations, PFMA and internal prescripts. Respond to all queries. (Internal and External). Perform any other duties as deemed necessary by your supervisor. Staff may be rotated to other sections within Supply Chain Management.
<u>ENQUIRIES</u>	:	N Beilings Tel No: (012) 845 6039
<u>APPLICATIONS</u>	:	e mail: Recruit2025304@npa.gov.za
<u>POST 15/162</u>	:	<u>PARALEGAL REF NO: RECRUIT 2025/305</u> Asset Forfeiture Unit
<u>SALARY</u>	:	R228 321 per annum (Level 05), (excluding benefits)
<u>CENTRE</u>	:	DPP: Mthatha
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification plus Paralegal Certificate/ Diploma. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Sound planning and organizing skills, written and verbal communication. General computer literacy skills and knowledge in programs MS Word; Excel; PowerPoint and Outlook. Good people skills. Strong interpersonal and communication skills. Ability to act independently.
<u>DUTIES</u>	:	Provide assistance with case preparation. Conduct legal research and drafting. Conduct investigation and fact-finding for cases. Provide courtroom and legal proceedings assistance. Case administration and document management. Provide administrative support services.
<u>ENQUIRIES</u>	:	Lindie Swanepoel Tel No: (012) 845 663
<u>APPLICATIONS</u>	:	e mail Recruit2025305@npa.gov.za

<u>POST 15/163</u>	:	<u>REGISTRY CLERK</u> National Prosecutions Service
<u>SALARY CENTRE</u>	:	R228 321 per annum (Level 05), (excluding benefits) DPP: Cape Town Ref No: Recruit 2025/306 DDPP: Middelburg Ref No: Recruit 2025/307 DDPP: Bhisho Ref No: Recruit 2025/265
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Good administrative skills. Good planning and organizing skills. Ability to work under pressure and independently. Ability to prioritize. Good verbal and oral communication skills. Good interpersonal skills.
<u>DUTIES</u>	:	Provide registry counter service. Handle incoming and outgoing correspondence. Render an effective record management service. Operate office machines in relation to registry functions. Process documents for archiving and/or disposal.
<u>ENQUIRIES</u>	:	DPP: Cape Town Phyllis Lujabe Tel No: (021) 487 7281 DDPP: Middelburg Tebogo Mashile Tel No: (013) 045 0686 DDPP: Bhisho Chwayita Zwelibanzi Tel No: (040) 608 6800
<u>APPLICATIONS</u>	:	DPP: Cape Town e mail Recruit2025306@npa.gov.za DDPP: Middelburg e mail Recruit2025307@npa.gov.za DDPP: Bhisho e mail Recruit2025265@npa.gov.za
<u>POST 15/164</u>	:	<u>LIBRARY ASSISTANT</u> National Prosecutions Services
<u>SALARY CENTRE</u>	:	R228 321 per annum (Level 05), (excluding benefits) DPP: Mmabatho Ref No: Recruit 2025/308 DPP: Limpopo (Polokwane) Ref No: Recruit 2025/309
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Must be computer literate in programs Ms Word, Excel, PowerPoint and Outlook. Excellent organizing and planning skills. Ability to work independently and under pressure. Integrity, reliability, tolerance and determined. Able to act independently and work extended hours. Excellent administration skills. Knowledge of bibliographic information criteria on published works, library services policies and procedure, SCM Procedure, departmental policies and procedures.
<u>DUTIES</u>	:	Provide administrative support services. Prepare Library material received from suppliers for exhibitions and process the return of unselected materials. Order, procure and process library materials with the ambit of supply Chain Management and assets management functions. Select and prepare library materials for processing purposes. Receive processed item and link catalogue record on the system. Verify correct labelling against bibliographic information. File returned library material. Provide support with setting up stock and stock taking. Render collection development services. Search for items on cataloguing on bibliographic database. Sort and prioritise items for cataloguing. Sort returned Library material by identification for filling, discard, repair, binding, requirements. Prepare list and dispatch new items for collection. Update correct SLIMS records regarding assets allocation information. Circulate special collections and audio-visual material on short loan.
<u>ENQUIRIES</u>	:	DPP: Mmabatho Flora Kalakgosi Tel No: (018) 381 9040 DPP: Limpopo (Polokwane) Thuba Thubakgale Tel No: (015) 045 0285
<u>APPLICATIONS</u>	:	DPP: Mmabatho e mail: Recruit2025308@npa.gov.za DPP: Limpopo (Polokwane) e mail: Recruit2025309@npa.gov.za
<u>POST 15/165</u>	:	<u>CONTROL ROOM OPERATOR REF NO: RECRUIT 2025/310</u> Strategy Operations and Compliance: Security Management Services
<u>SALARY CENTRE</u>	:	R228 321 per annum (Level 05), (excluding benefits) DPP: Johannesburg
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Registration with the Private Security Regulation Authority (PSIRA) Grade C. Reliable, tolerant and determined. Able to act independently. High level of integrity. Willing to work shifts, after hours and over weekends. Good report writing skills and able to work under pressure. General computer literacy and knowledge of programs in MS Word, Excel, Outlook and Power Point. knowledge of security management in public sector administration (MISS &n MPSS documents). A valid driver's license.
<u>DUTIES</u>	:	Operate control room security and emergency system to ensure safety of the premises. Control cameras through CCTV system to monitor and safeguard the premises. Identify and record all suspicious incidents. Safekeeping of recorded information and back-up footage and access control records. Compile incident reports. Ensure proper use of control room systems. Identify and report faults and malfunctioning of the system. Monitor all scheduled and repair maintenance to ensure the effective working of all systems and equipment. Implement access control and key control for NPA building facilities and conduct key audits as and when required. Ensure access control of the control room. Control entry and exit of the control room. Ensure all relevant control

room registers are complete. Respond to security emergencies. Activate the emergency systems and immediately report incidents. Liaise with internal and external stakeholders.

ENQUIRIES : TM Mudau Tel No: (012) 845 6298
APPLICATIONS : e mail Recruit2025310@npa.gov.za

POST 15/166 : **SWITCHBOARD OPERATOR REF NO: RECRUIT 2025/311 (X2 POSTS)**
 Strategy Operations and Compliance: Communications Unit

SALARY : R193 359 per annum (Level 04), (excluding benefits)
CENTRE : Pretoria: Head Office
REQUIREMENTS : Grade 12 or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Excellent communication and administrative skills. Ability to work independently without constant supervision. Interpersonal skills, reliable, teamwork, client orientation and customer focus. Communication skills. Good analytical skills. Computer literacy.

DUTIES : Answer bulk of incoming calls in an appropriate and informative manner and refer them to appropriate destinations. Deliver good quality customer services by adhering to call management standards. Ensure availability at Switchboard during working hours. Reduce call queuing time.

ENQUIRIES : Vuyolwethu Sigaji Tel No: (012) 845 6214
APPLICATIONS : e mail Recruit2025311@npa.gov.za

POST 15/167 : **SWITCHBOARD OPERATOR REF NO: RECRUIT 2025/312**
 National Prosecutions Service

SALARY : R193 359 per annum (Level 04), (excluding benefits)
CENTRE : DPP: Pietermaritzburg
REQUIREMENTS : Grade 12 or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Excellent communication and administrative skills. Report writing, good verbal and written communication skills. Ability to work independently without constant supervision. Client orientation and customer focus. Knowledge of public service legislation. Planning and organizing skills. Good analytical skills. Computer skills in MS Word, Excel (intermediate or Advanced) and Outlook. Willing to work extended hours where necessary.

DUTIES : Answer all incoming calls. Keep staff extensions numbers register up to date and change register when staff changes offices. Registration of daily incoming inquest in section. Report faulty machines when out of order. Attend to public at reception. Sort out incoming faxes and distribute to relevant officials. Assist with registration of daily incoming work when requested to do so. Maintain the register of outgoing mail. Maintain telephone lists.

ENQUIRIES : Ethel Mokgoko Tel No: (033) 392 8761
APPLICATIONS : e mail Recruit2025312@npa.gov.za

POST 15/168 : **MESSENGER/ DRIVER**
 National Prosecutions Service

SALARY : R193 359 per annum (Level 04), (excluding benefits)
CENTRE : DPP: Mmabatho Ref No: Recruit 2025/313
 DPP: Pietermaritzburg Ref No: Recruit 2025/314
 DPP: Kimberley Ref No: Recruit 2025/317
 Pretoria: Head Office Ref No: Recruit 2025/157 (X2 Posts)

REQUIREMENTS : Grade twelve (12) or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of Registry procedures. Able to work extended hours. Reliable. Excellent communication skills. Able to work under pressure. Valid driver's license.

DUTIES : Maintain an effective and efficient messenger service. Delivery and collection of documents in and around the DPP office. Delivery and collection of mail at the post office. Open and register parcels and mail. Collect, record and distribute correspondence using the approved file plan for the office.

ENQUIRIES : DPP Mmabatho: Flora Kalakgosi Tel No: (018) 381 9041
 DPP: Pietermaritzburg Ethel Mokgoko Tel No: (033) 392 8761
 DPP: Kimberley Nicholas Mogongwa Tel No: (053) 807 4539
 Pretoria: Head Office Lerita Pretorius Tel No: (012) 845 6640

APPLICATIONS : DPP: Mmabatho - e mail Recruit2025313@npa.gov.za
 DPP: Pietermaritzburg - e mail Recruit2025314@npa.gov.za
 DPP: Kimberley e mail Recruit2025317@npa.gov.za
 Pretoria: Head Office e mail Recruit2025157@npa.gov.za

NATIONAL TREASURY

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

<u>APPLICATIONS</u>	:	To apply visit: https://erecruitment.treasury.gov.za/eRecruitment
<u>CLOSING DATE</u>	:	23 May 2025 at 12:00 am (Midnight)
<u>NOTE</u>	:	Effective from 7 April 2021, the National Treasury now utilises an e-Recruitment System which means all applicants must login/register to apply for positions, we only accept hand delivered/posted applications should an applicant prove that he/she tried to apply via e-Recruitment with no success. The applicant's profile on the e-Recruitment is equivalent to the newly approved Z83 and it is the responsibility of applicants to ensure their profiles are fully completed or their applications will not be considered, as per the DPSA Practice Note. Certain documentation will still be required to be uploaded on the system such as copies of all qualifications including National Senior Certificate/Matric certificate, ID, etc., however these documents need not be certified at point of application, however certification will be required prior to attending the interview. Please note: All shortlisted candidates will be subjected to two assessments. The first assessment will be a technical exercise that intends to test relevant technical elements of the job, while the second assessment will be an integrity (ethical conduct) assessment, the logistics of which will be communicated by the Department. Successful completion of the Nyukela Public Service SMS Pre-entry Programme as endorsed by the National School of Government, available as an online course on https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ , prior to finalisation of appointment. All qualifications, criminal and SA citizenship checks will be conducted on all short-listed candidates and, where applicable, additional checks will be conducted in line with the new DPSA Directive effective 01 April 2024. By submitting your application, it also means you consent to the National Treasury processing your information for Human Resources Management purposes. It is the applicant's responsibility to have all their foreign qualifications (this includes O and A level certificates) evaluated by the South African Qualifications Authority (SAQA), at your own expense. The status of your application will be visible on the e-Recruitment system. However, if you have not received feedback from the National Treasury within 3 months of the closing date, please regard your application as unsuccessful. Note: The National Treasury reserves the right not to fill the below-mentioned posts, withdraw or to put on hold a position and/or to re-advertise a post. The National Treasury is compliant to the requirements of POPIA.

MANAGEMENT ECHELON

<u>POST 15/169</u>	:	<u>CHIEF DIRECTOR: HUMAN RESOURCES MANAGEMENT REF NO: S002/2025</u> Division: Corporate Services (CS) Purpose: To provide strategic leadership in human resources development, performance management, talent management, job evaluation, organisational development, change management, employee wellness and labour relations in support of the National Treasury business operations.
<u>SALARY</u>	:	R1 436 022 - R1 716 933 per annum, (all-inclusive remuneration package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Grade 12 coupled with a minimum Bachelor's degree (equivalent to NQF level 7) in Human Resources Management and related fields, A minimum 5 years' experience at a senior managerial level obtained within a Human Resources Management environment, In-depth knowledge and experience in the implementation of Talent Management Strategies, Knowledge and exposure to Project Management, Knowledge and experience of the broader public service framework on Human Resources Management and Development, Successful completion of the Nyukela Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ , prior to finalisation of an appointment.
<u>DUTIES</u>	:	Human Resources Strategy and Talent Management: Develop and align HR strategy with National Treasury and Corporate Service strategic objectives, Provide guidance on the implementation of the strategy, Review and align the strategy as required by departmental, DPSA and best practice developments, Guide on the development and implementation of the Talent Management Programme and alignment with HR practices, Obtain buy-in and engage stakeholders on the benefits of the programme, Performance Management and Job Evaluation (JE): Develop, review and implement an improved performance management system in the National Treasury that supports a high-performance culture aligned to business objectives, Develop, review and implement a job evaluation system and process that supports retention in line with the objectives of the National Treasury and National Government, Build adequate capacity for the job evaluation panel to effectively dealt with JE matters, Align the job evaluation with other related areas such as organisational development and design, career management and recruitment and selection Labour Relations, Organisational Development (OD), Change Management & Employee Wellness: Facilitate the creation of a workplace environment that is

conducive through a pro-active approach to labour relations, Ensure the effective functioning of the Departmental Bargaining Chamber (DBC) and cordial relations with Organised Labour, Provide appropriate labour relations advice and support to management and staff, Facilitate the development and implementation of organisational development interventions which support a high-performance culture, Develop and review the enhancement of the Change Management Framework pertaining to implementation, Initiate awareness sessions on OD in the National Treasury, Implement a strategic exit interview framework which feeds into mechanisms and processes to improve retention and other HR practices, Develop and review the enhancement and implementation of an approved Wellness Strategy for the National Treasury, Initiate awareness on wellness programmes which support the creation of a safe and enabling working environment, Appoint a service provider with knowledge and experience of a holistic and best practice employee wellness support programmes, Human Resources Development (HRD): Develop, review and facilitate a Human Resources Development Strategy in support of the attainment of the National Treasury's strategic objectives, Develop an approved and implement a HRD infrastructure for National Treasury, Implement HRD interventions and programmes in support of the technical and behavioural competency framework of the National Treasury, Respond to HRD needs of the department including management and leadership development, implementation of a dual career model and graduate development, People Management and Development: Ensure that the Performance and Development is adequately resourced and capacitated to deliver on its mandate, Ensure that all employees have and implement developments plans in line with their developmental areas and career paths, Create a high-performance culture which recognises and rewards excellent performance, Monitor and address areas of under-performance, incapacity and ill-discipline within the National Treasury, Human Resources Service Delivery: Implement a collaborative strategy with regard to service delivery in the National Treasury in attainment of business requirements, Guide on the application of HR Policies and Procedures prior to implementation of any new service offering, Develop and apply a customer- centric service delivery culture within the National Treasury, Monitor the effectiveness of service offerings and align discrepancies, accordingly.

ENQUIRIES : Enquiries Only (No applications): Recruitment.Enquiries@treasury.gov.za

OTHER POSTS

POST 15/170 : **BUDGET ANALYST: PUBLIC FINANCE REF NO: S034/2024**

Division: Public Finance Division (PF)

Purpose: To provide fiscal and public financial management analysis; monitor, review and evaluate spending plans, service delivery trends and national policy proposals to measure allocative efficiency, spending effectiveness and value for money and assist in the management of National Treasury's relations with stakeholders in national departments and State-Owned Entities (SOEs).

Re-Advertisement The post is re-advertised, applicants who previously applied need not to re-apply.

SALARY : R582 444 per annum, (excluding benefits)
CENTRE : Pretoria
REQUIREMENTS : A Grade 12 is required coupled with a minimum National Diploma (equivalent to NQF level 6) or a Bachelor's degree (equivalent to NQF level 7) in any of the following disciplines: Economic Sciences or Finance or Development Studies or Social Sciences or Public Administration, A minimum 3 years' experience obtained in policy development; policy analysis processes as well as public finance processes, e.g., MTEF and PFMA, Knowledge of the South African Public Financial Management System and the application of the related legislated framework e.g. the Public Finance Management Act, Treasury Regulations and the Division of Revenue Act, where applicable.

DUTIES : Monitor Budgets, financial management and service delivery outputs: Assist with the monitoring of compliance to the prescripts of the PFMA and Treasury Regulations, Assist with the monitoring of the achievement of output targets from a variety of sources, Analyse departmental MTEC submissions and assist in compiling recommendations to MTEC and MinComBud, Assist with the analysis of budgets and expenditure. Policy analysis and support: Assist with provision of policy analysis and advice to the Finance Ministry and National Treasury, Assist in the contribution and compilation of budget documentation, e.g. Medium-Term Budget Policy Statement, Budget Review, Intergovernmental Fiscal Review and Estimates of National Expenditure, Conduct research that will support policy advice and development. Budgetary analysis and interpretation: Conduct analyses and provide recommendations on client departments' budget submissions, Evaluate budgets in accordance with strategic business plans, and provide recommendations, Provide accuracy and quality in the publication of budget information. Expenditure monitoring and evaluation through data and report analysis: Compile expenditure reports and evaluations, Provide inputs on expenditure reports pertaining to client Departments, Provide analysis of quarterly and annual reports.

ENQUIRIES : Enquiries Only (No applications): Recruitment.Enquiries@treasury.gov.za

<u>POST 15/171</u>	:	<u>ASSISTANT DIRECTOR: STRATEGIC PROCUREMENT REF NO: S050/2024</u> Division: Chief Procurement Office (OCPO) Purpose: To provide strategic procurement support services to improve the performance and efficiency of the State procurement system including value for money and leveraged benefits. Re-Advertisement The post is re-advertised, applicants who previously applied are encouraged to re-apply.
<u>SALARY</u>	:	R582 444 per annum, (excluding benefits)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Grade 12 is required coupled with a minimum National Diploma(equivalent to NQF level 6) or Bachelor's Degree (equivalent to NQF level 7) in any of the following disciplines: Supply Chain Management/ Logistics/ Purchasing / Commerce, A minimum 3 years' experience obtained in the supply chain management environment, Knowledge of strategic procurement , Knowledge of the broader public service SCM legislative framework, Experience of data gathering and analysis, Knowledge of project management.
<u>DUTIES</u>	:	Strategy and Policy: Contribute to the design, development and maintenance of a strategic procurement framework including: national guidelines, processes and standards for strategic procurement, and a strategic procurement monitoring and evaluation system, Assist with the dissemination of the strategic procurement framework of government, Provide input into the development of strategic procurement-related government policy, norms, standards, frameworks and guidelines. Stakeholder Management: Engage stakeholders and facilitate and coordinate the development and implementation of strategic procurement strategies and plans, Engage with public sector-specific strategic and external partners to support the development and implementation of strategic procurement strategies and plans. Products and Services Management: Collaborate on the design and development of strategic procurement strategies for government department-specific products and services, Contribute to and assist with the design and development of strategic procurement strategies for universal products and services across government spheres, Assist with the design and development of strategic procurement work plans for: Client engagement: Monitoring and evaluation; Perform and manage analyses on commodity spend, market and industry, suppliers, specification and demand, total cost of ownership and any other matter as may be required. Service Delivery: Assist with the scoping and analysis of demand management plans, budget documents, procurement plans, AG reports, and grant allocations (annually; as required); Analyse information sources for the identification of key strategic procurement project opportunities for targeting based on: the importance of the commodity/service to achieve service delivery, and the complexity of the supply market, Contribute to the identification and recommendation of new and alternative solutions to strategic procurement services; Contribute to the client environment and strategic procurement-related reports and diagnostics, Conduct research, and contribute to the development and proposal of strategic procurement solutions for identified strategic procurement projects (client centric / commodity centric) including: strategic procurement best-practices: strategic procurement spend analysis and research: strategic procurement recommendations: strategic procurement recommendations facilitation and implementation.
<u>ENQUIRIES</u>	:	Enquiries Only (No applications): Recruitment.Enquiries@treasury.gov.za

OFFICE OF THE CHIEF JUSTICE

The Office of the Chief Justice is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1)(i) of the Constitution of South Africa, 1996, the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act 55) of 1998) and the relevant Human Resources policies of the Department will be taken into consideration and preference will be given to Women, Persons with Disabilities and youth.

**APPLICATIONS**

- : **National Office (Midrand):** Quoting the relevant reference number, direct your application to: The Director: Human Resources, Office of the Chief Justice, Private Bag X10, Marshalltown, 2107 or hand deliver applications to the Office of the Chief Justice, Human Resource Management, 188, 14th Road, Noordwyk, Midrand, 1685.
- Free State/Bloemfontein:** 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
- Western Cape:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X14, Vlaeberg, 8018. Applications can also be hand delivered to 30 Queen Victoria Street, Cape Town
- Kimberley:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X5043, Kimberley, 8300. Applications can also be hand delivered to: The High Court, Sol Plaatje Drive, Room B107, Kimberley
- Land Court/Pretoria/labour and Labour Appeals Court:** 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
- 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.
- Eastern Cape/ Gqeberha/Mthatha:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Postal Address: Private Bag X13012, Cambridge 5206, East London. Applications can also be hand delivered to 59 Western Avenue, Sanlam Park Building, 2nd Floor, Vincent 5242, East London

CLOSING DATE
NOTE

- : 23 May 2025
- : All applications must be submitted on a New Z83 form, which can be downloaded on internet at www.judiciary.org.za / www.dpsa.gov.za/dpsa2g/vacancies.asp or obtainable from any Public Service Department and should be accompanied by a recent comprehensive CV only; contactable referees (telephone numbers and email addresses must be indicated). Please send your documents in a PDF and put them in one folder. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. 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

MANAGEMENT ECHELON

<u>POST 15/172</u>	:	<u>SECRETARY GENERAL (DIRECTOR GENERAL) OF THE OFFICE OF THE CHIEF JUSTICE:</u> <u>SG: OCJ REF NO: 2025/61/OCJ</u> (5 Year renewable fixed-term contract) Re-advertisement
<u>SALARY</u>	:	R2 259 984 - R2 545 854 per annum (Level 16), all-inclusive salary package and 10% non-pensionable HoD Allowance. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Head Office: Midrand Applicants must be in possession of an appropriate undergraduate qualification and a post graduate qualification (NQF level 8) as recognised by SAQA. A minimum of 10 years of relevant experience at the Senior Management Attributes: Demonstrated leadership in the development of policies and high-level policy implementation skills. Insight into the South African Judiciary and applicable legislation. Deep knowledge of relevant Government legislation, policies and priorities. Be conversant with the structure and operations of the Public Sector. Good interpersonal, problem-solving, teamwork and networking skills. A compulsory pre-entry into the Senior Management Service Certificate from the National School of Government will be required before assumption of duty (https://thensg.gov.za/training-course/sms-pre-entry-programme). Knowledge and Experience: Knowledge of the Constitution, Superior Courts Act, 2013, Public Service Act, 1994, Public Administration Management Act, 2014, Public Finance Management Act, 1999, and related legislation as well as the National Development Plan. Experience in executive management and strong leadership and strategic management capabilities. Experience in monitoring and evaluation of government policies as well as a thorough understanding of Government's policy development and administrative processes. Have strong organizational abilities, good writing skills, good interpersonal skills, and be computer literate.
<u>DUTIES</u>	:	Serve as the Accounting Officer of the National Government Department: Office of the Chief Justice (OCJ) in ensuring that the resources allocated to the Department are optimally deployed and utilised to achieve the strategic objectives of the Department in supporting the Judiciary. Coordinate and organise the resources of the OCJ to implement the National Development Plan (NDP) and Medium-Term Strategic Framework (MTSF) and priorities pertaining to the OCJ. Provide strategic direction to and management of the Department through coordinating the implementation of the strategic vision and direction, leading the formulation, development of support and enabling tools to ensure execution, monitoring and evaluation and reporting of the OCJ strategy and plans internally and to all applicable oversight bodies. Strengthen the OCJ's governance, compliance and organizational capacity to deliver on its mandate. Provide strategic advisory and support services to the Chief Justice as the Head of the Judiciary and Head of the Constitutional Court. Direct the development and maintenance systems for the administration of the Superior Courts with a view to improve access to justice and the efficiency of such systems. Establish relevant organisational structures and systems. Direct the provisioning of secretariat and advisory support to the Chief Justice on inter-judicial relations and government matters.
<u>ENQUIRIES NOTE</u>	:	Ms Puni Mpe Tel No: (010) 493 -2597/2524 Applications can be via email to: SGrecruitment@judiciary.org.za by quoting the the relevant reference number provided on the subject line. Acceptable formats for submission of documents are limited to MS Word, PDF.
<u>POST 15/173</u>	:	<u>CHIEF DIRECTOR: INTERNAL AUDIT AND RISK MANAGEMENT REF NO: 2025/63/OCJ</u>
<u>SALARY</u>	:	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.
<u>CENTRE REQUIREMENTS</u>	:	National Office: Midrand Grade 12, Degree in Internal Audit/ Finance/ Accounting/ Risk Management equivalent relevant qualification at (NQF level 7), Must have minimum of five (5) years' proven experience at senior management level in internal audit environment. A driver's license. Knowledge: Knowledge of Global Internal Audit Standards by the Institute Internal Auditors, Knowledge and understanding

of the Public Finance Management Act of 1999, Treasury Regulation, Public Sector Risk Management Framework, King Report on Corporate Governance, Knowledge of Auditing and Accounting principles and practices. Skills: Advanced Computer skills, communication (verbal & written) Skills, Financial management, Project Management Skills, Strategic Planning and Organising Skills, Analytical and Decision-Making Skills. Personal attributes: People Management and Empowerment, Strategic Capability and leadership, Problem Solving and Analysis, Able to work under pressure, Assertive, Meticulous, Emotional intelligent. 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

<u>DUTIES</u>	:	Manage governance, compliance, performance audits and Information Technology audits. Oversee the risk management, anti-corruption and integrity services. Monitor the facilitation of forensic audits and investigations, Oversee the provision of technical advisory and secretariat support services to Audit and Risk Committees, Manage and control the Chief Directorate
<u>ENQUIRIES</u>	:	Technical related enquiries: Ms LP Mpe Tel No: (010) 493 2500 HR related enquiries: Mr SW Mekoa Tel No: (010) 493 2500
<u>APPLICATIONS NOTE</u>	:	Applications can be sent via email at 2025/57/OCJ@judiciary.org.za The Organisation will give preference to candidates in line with the Employment Equity goals.

POST 15/174 : **DIRECTOR: COURT OPERATIONS REF NO: 2025/64/OCJ**

SALARY : R1 216 824- – R1 433 355 per annum (Level 13), (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 REQUIREMENTS : Western Cape
Grade 12 certificate and a three-year Bachelor's Degree in Management or Advanced Diploma in Management, Social Sciences, Public Administration, Public Management, or an relevant equivalent qualification at NQF level 7. As recognized by SAQA. An LLB Degree qualification will be an added advantage. A minimum of 5 years' experience at middle/ senior management level, of which at least three years must have been in the field of la or Court management/ Administration. A valid driver's license. Successful completion of the Nyukela Public Service Pre-entry Programme as endorsed by the National School of Government (NSG), prior to the appointment. Knowledge: Knowledge of prescripts and Frameworks of the Public Service, Knowledge of Basic Conditions of Employment Act 1997, Treasury Regulations, Service Delivery Innovation (SDI), Knowledge of relevant legislation, Knowledge of office district administration, Knowledge of the Public Financial Management Act (PFMA), Batho Pele Principles, Knowledge of financial, assets and supply chain management , Understanding the facilities and security management, Knowledge of court administration or case flow management. Skills: Problem solving and analysis, Customer focus and responsiveness, Project management skills, Leadership skills, interviewing skills, Analytical skills, Report writing skills, Presentation skills, Planning and organizing skills, Computer literacy, (MS Office). Personal attributes: Strategic Capability and Leadership, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem solving and analysis, People Management and Empowerment, Client Orientation and Customer Focus, Honest and Integrity, Communication. 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 : Manage administrative support to courts in the Division of the High Court and Specialised Court (Laour and Labour Appeals Court), Manage the provisioning of library and research services, Manage Court facilities and security services and monitor risk for the High Court, Manage case and courts records, Manage quality assurance and auxiliary services Manage, monitor and evaluate the functioning of courts in the Division of the High Court and Specialised Court, Manage the utilisaton of resources and Manage the Directorate.

ENQUIRIES : Technical enquiries: ADV W Lambley Tel No: (010) 493 2562
HR Related Enquiries: Ms. M Baker Tel No: (021) 469 4038

APPLICATIONS NOTE : Applications can be sent via email at 2025/58/OCJ@judiciary.org.za
The Organisation will give preference to candidates in line with the Employment Equity goals.

POST 15/175 : **DIRECTOR: SUPREME COURT OF APPEAL REF NO: 2025/ 65/OCJ**

SALARY : R1 216 824- – R1 433 355 per annum (Level 13), (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 REQUIREMENTS : Supreme Court of Appeal: Bloemfontein
Grade 12, An undergraduate qualification at (NQF Level 7) in Public Administration or Management or relevant equivalent qualification, 5 years' middle / senior managerial level experience in a relevant field. A valid driver's license. Relevant work experience in the field of court administration or an operations management environment will be an added advantage. The successful completion of the Nyukela Public Service SMS Pre-entry Programme (certificate) will be required prior to appointment. Knowledge: Knowledge of prescripts and Frameworks of the Public Service, Knowledge of Basic Conditions of Employment Act 1997, Treasury Regulations, Service Delivery Innovation (SDI), Knowledge of relevant legislation, Knowledge of office district

administration, Knowledge of the Public Financial Management Act (PFMA), Batho Pele Principles, Knowledge of financial, assets and supply chain management, Understanding the facilities and security management, Knowledge of court administration or court and case flow management. Skills: Problem solving and analysis, Customer focus and responsiveness, Project management skills, Leadership skills, interviewing skills, Analytical skills, Report writing skills, Presentation skills, Planning and organizing skills, Computer literacy, (MS Office). Personal Attributes: Strategic Capability and Leadership, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem solving and analysis, People Management and Empowerment, Client Orientation and Customer Focus, Honest and Integrity, Communication. 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 : Manage administrative support to the Supreme Court of Appeal, Manage the provisioning of library and research ices, manage case and Court records. Manage quality assurance and auxiliary services. Manage, Monitor and evaluate the functioning of the Supreme Court of Appeal. Manage and ensure the effective utilization of human, financial and Physical resources in line with applicable legislation. Implement Annual Performance Plans and Operational Plans. Manage risk and security management services. Oversee audit processes of the Supreme Court of Appeal.

ENQUIRIES : Technical enquiries: ADV W Lambley Tel No: (010) 493 2562

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

APPLICATIONS : Applications can be sent via email at 2025/59/OCJ@judiciary.org.za

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

OTHER POSTS

POST 15/176 : **CHIEF REGISTRAR REF NO: 2025/66/OCJ**
Re-advertisement, candidates who previously applied need not re-apply.

SALARY : R586 956 – R1 386 972 per annum (MR6). The successful candidates will be required to sign a performance agreement. Salary will be in accordance with the Occupational Specific Dispensation Determination. Shortlisted candidates will be required to submit a Service Certificate for determination of their experience. (The successful candidate will be required to sign a performance agreement

CENTRE : Gauteng Division of the High Court: Johannesburg

REQUIREMENTS : Grade 12 and LLB degree or equivalent qualification, 8 years' appropriate post qualification legal experience, Leadership and Managerial experience; A valid driver's license, Computer literacy. Knowledge of Case Flow Management. Understanding of Facilities and Security Management. Leadership capabilities. Behavioural Competencies: Effective communications skills. Good interpersonal skills. Problem solving skills. Conflict management skills. Time management and ability to work under pressure. Skills and Competencies: Written Communication; Verbal and Non-verbal communication, Numerical Skills, Technical Expertise, Information technology; Attention to detail, Planning, Organizing and Control; Problem Solving and decision-making skills, Customer services, 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.

DUTIES : Mentor and advice on the tracking and management of the progression of all cases filed in court and management of time and events necessary to move cases from initiation through to disposition and reporting to the Judge President; Make input or amendments of Court rules and Practice Directives to improve efficiency at the High Court, implement directives issued by the Judge President, manage implementation of the Departmental strategic objectives relating to the processing of cases within the Case flow management framework at the High Court, Compile training manuals and provide training to Registrar and support staff. Stakeholder Management, Human Resources Management; Court and Case Flow Management/Quasi-Judicial Function, Manage service level agreement framework and managing strategic Court efficiency projects and best practices, Information and Case/Court documentation management system, Safeguard case records in accordance with prescripts, Achieve excellence in delivering the planned customer service outcomes for the department and monitoring the unit's service delivery in order to achieve the service delivery targets and to ensure the highest level of customer care and customer satisfaction, Manage PMDS of staff.

ENQUIRIES : Technical Enquiries: Ms R Bramdaw Tel No: (010) 494 8584

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

APPLICATIONS : Applications can be sent via email at 2025/60/OCJ@judiciary.org.za

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

POST 15/177 : **LAW RESEARCHER REF NO: 2025/ 67/OCJ**

SALARY : R468 459 - R551 823. per annum (Level 09). The successful candidate will be required to sign a performance agreement.

CENTRE : Northern Cape Division of the High Court: Kimberley

<u>REQUIREMENTS</u>	:	Matric Certificate and an LLB degree or four year recognized legal qualification at NQF level 8; A minimum of two (2) years relevant post qualification legal experience; A minimum of three (3) years legal research experience; Sound knowledge of domestic and international legal databases A valid driver's license; Completed articles will be an added advantage. An LLM will be an added advantage. Skills and Competencies: Excellent research and analytical skills; Report writing and editing skills; Excellent communication skills (written and verbal); Understanding of the Constitution and relevant legislation; Computer literacy (MS Word, Outlook and Internet); Ability to access and utilize computer research programmes (Westlaw, LexisNexis, Jutastat); Planning and organizing; Ability to integrate knowledge from diverse sources; Accuracy and attention to detail; Interpersonal skills; Problems solving skills; Ability to work under pressure; 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.
<u>DUTIES</u>	:	Perform all legal duties for the judges to enable them to prepare judgments. Research and retrieve all material from all sources in both hard copy and electronic format on legal issues, as requested by judges. Read all the relevant material and analyse it thoroughly. Discuss all possible variations on a legal point with colleagues and/or the judge. Prepare a comprehensive memorandum on the outcome of the research. Proof read all judgments, articles, speeches and conference papers. Verify all references and footnotes in all judgments and legal articles against the original text for correctness. Correct documents with the help of track changes to allow for the acceptance/rejection of the proposed changes. Drafting of speeches, conference notes and legal articles. Monitoring and bringing to the attention of judges of the court recent developments in case law and jurisprudence. Assist court personnel with research related queries as assigned.
<u>ENQUIRIES</u>	:	HR related enquiries: Ms L Wymers Tel No: (053) 492 3533 Applications can be sent via email at 2025/61/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 15/178</u>	:	<u>LAW RESEARCHER (X2 POSTS)</u>
<u>SALARY</u>	:	R468 459 - R551 823 per annum (Level 09). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Supreme Court of Appeal: Bloemfontein Ref No: 2025/68/OCJ Free State Division of the High Court: Bloemfontein Ref No: 2025/69/OCJ
<u>REQUIREMENTS</u>	:	Grade 12. LLB degree or four year recognized legal qualification. A minimum of two (2) years relevant legal experience. A minimum of three (3) years legal research experience. Sound knowledge of domestic and international legal databases. A driver's license will be an added advantage. An LLM will be an added advantage. Skills and Competencies: Excellent research and analytical skills; Report writing and editing skills; Excellent communication skills (written and verbal); Understanding of the Constitution and relevant legislation; Computer literacy (MS Word, Outlook and Internet); Ability to access and utilize computer research programmes (Westlaw, LexisNexis, Jutastat); Planning and organizing; Ability to integrate knowledge from diverse sources; Accuracy and attention to detail; Interpersonal skills; Problems solving skills; Ability to work under pressure; 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.
<u>DUTIES</u>	:	Perform all legal duties for the judges to enable them to prepare judgments. Research and retrieve all material from all sources in both hard copy and electronic format on legal issues, as requested by judges. Read all the relevant material and analyse it thoroughly. Discuss all possible variations on a legal point with colleagues and/or the judge. Prepare a comprehensive memorandum on the outcome of the research. Proof read all judgments, articles, speeches and conference papers. Verify all references and footnotes in all judgments and legal articles against the original text for correctness. Correct documents with the help of track changes to allow for the acceptance/rejection of the proposed changes. Drafting of speeches, conference notes and legal articles. Monitoring and bringing to the attention of judges of the court recent developments in case law and jurisprudence. Assist court personnel with research related queries as assigned.
<u>ENQUIRIES</u>	:	HR related enquiries: Ms L Wymers Tel No: (053) 492 3533 Applications can be sent via email at 2025/62/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 15/179</u>	:	<u>LAW RESEARCHER REF NO: 2025/70/OCJ</u>
<u>SALARY</u>	:	R468 459 - R551 823 per annum (Level 09). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Land Court: Randburg,
<u>REQUIREMENTS</u>	:	Grade 12, LLB Degree at (NQF 08), valid driver's license, a minimum of two (02) years' legal experience and a minimum of three (03) years legal research experience. Superior or litigation experience will be an added advantage. Skills and Competencies: Basic Conditions of Employment Act and related labour laws & Departmental policies, Knowledge of the Labour Relations Act 66 of 1995, Labour and Labour Appeal Court Rules and Practice Manual, Employment Equity Act, Practice Manual of the Court, Sound understanding of South African law and judicial system, Interpretation and application of the law, Batho Pele Principles.

Communication skills (verbal and written), Problem solving and decision-making skills. Excellent research and analytical skills, Report writing and editing skills, Problem solving skills, Financial management skills, Strategic skills, Analytical skills, Presentation skills, Planning and organizing skills, Computer literacy, (Word, PowerPoint & Excel,). 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** :
- Conduct legal research on various legal issues. Statutes, rules, regulations and case law. Analyse and supply complex legal principles and provide summaries and briefs to the judges. Provide research support to judges in the preparation for hearing and trials. Carry out research and retrieve all material from all sources in both hard copy and electronic formats on legal issues, as requested by a Judge. Prepare and draft speeches, conference or article. Provide support to judge with analysing legal arguments submitted by litigates. Evaluate the merits of each argument. Research both supporting and opposing case law (precedent) and providing recommendations to the Judges. Summarize legal issues, arguments and relevant case law in the form of legal memos. Prepare a comprehensive memorandum on the outcome of research. Provide support to judges in reviewing and proofreading draft judgments to ensure clarity and accuracy. Proofread all judgments, articles, speeches and conference papers with respect to spelling grammar. Maintain knowledge of recent legal developments, new legislation and relevant case law. Monitor legal journals to ensure that judges have access to the latest legal information. Keep up-to-date with recent development in relevant areas of law, such as legislative changes, new precedents and emerging legal trends.
- ENQUIRIES** :
- APPLICATIONS** :
- NOTE** :
- Technical/HR related enquires: Ms T Mbalekwa Tel No: (010) 494 8515
- Applications can be sent via email at 2025/63/OCJ@judiciary.org.za
- The Organisation will give preference to candidates in line with the Employment Equity goals.

POST 15/180 :

ASSISTANT DIRECTOR: COURT INTERPRETING REF NO: 2025/71/OCJ

Re-advertisement, candidates who previously applied are encouraged to re-apply.

SALARY :

R468 459 - R551 823 per annum (Level 09). The successful candidate will be required to sign a performance agreement.

CENTRE :

REQUIREMENTS :

Provincial Service Centre: Gauteng

Matric and Diploma (NQF level 6) as recognized by SAQA in Legal Interpreting, Language Practice, Linguistic or relevant qualification; 5 years' experience in the language and interpreting environment starting from level 7; Knowledge and understanding of the legislative framework, governing the Public Service: Financial Management and regulatory framework/guidelines, prescripts, Public Service Act, Public Service Regulations, Treasury Regulations, Departmental , Financial Instructions, Public Finance Management Act; Knowledge of Criminal, Civil and family cases, Constitutional law cases and Policy development. Skills and Competencies: Strategic capability and leadership; Programme and project management; Financial management; Change management; Knowledge management; Service Delivery Innovation (SDI); Problem solving and analysis; People management and empowerment; Client orientation and customer focus; Communication; Honesty and integrity. 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 :

Manage the provision of language interpretation services in court proceedings; Manage and facilitate the implementation of language policy within the Department; Manage the coordination, reporting and analysis of court interpreting information and translation; Manage the quality assurance for court interpreting and translation services; Manage the development and implementation of Sign language interpreting; Provide effective, people management.

ENQUIRIES :

APPLICATIONS :

NOTE :

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

Applications can be sent via email at 2025/64/OCJ@judiciary.org.za

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

POST 15/181 :

JUDGE'S SECRETARY REF NO: 2025/72/OCJ

SALARY :

R325 101 - R382 959 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE :

REQUIREMENTS :

Land Court: Randburg

Matric Certificate/Grade 12. One (01) to three (03) years; secretarial experience or as an office assistant in a legal environment. A valid drivers' license. LLB degree or minimum of 20 modules completed towards an LLB, NA/Bcom Law degree will serve as an added advantage and results must accompany the application. Shortlisted candidates will be required to write a typing test.

DUTIES :

To ensure attendance and screening of all incoming and outgoing calls. To ensure that appointments and meetings of the Judge are diarized. To ensure that the Judgements are typed and correspondences are filled accordingly in the right sections. To ensure that signed Judgments and orders are handed down in court or virtually, sent to the typist and Library (Judgment only). To ensure that all visitors are received, screened and their queries are attended to. To ensure all incoming and outgoing documents are recorded and filled. To ensure that stationary for the Judge is ordered and collected. To ensure all files received from various section(s) are verified by Registrar on that section. To ensure that the register of reviews is up to date and signed on receipt and return of reviews to the review Clerk. To ensure that

register/template of the reserved judgement is updated and notifying the Statistical officer as well as the office of the Judge President when judgment has been handed down. To ensure that the transcribed judgments from transcribers reach the Judges for approval and signature. To ensure that the heads of Arguments from various stakeholders are received filed and verified. Inform parties involved via-email and telephonically of time and date when reserved judgments will be handed down, further notifying them on how judgment will be handed down. To ensure that the bench book of the Judge is prepared and files are in court before the court start or before the Judge enters the court. To ensure that all cases are called and recorded as per the court roll. Calling the case number and the parties' names on record before Judge allow parties to start with their matter. To ensure that the correct Oath ID or declaration is administered in court, when required. To ensure that the exhibits are handled, controlled and noted professionally and captured accordingly. To ensure that the correct order is endorsed on the file and on Caselines after it was granted by Judge in court. To ensure that all the travel, accommodation arrangements are in order on time. To ensure that the Judge's logbook is submitted on or before 5th of every month receive the preauthorization for the Judge's vehicle. To remind the Judge of the invoices that need to be submission of S&T claims can be processed. To ensure the submission of Cell phone and 3G data claims for process purpose. To ensure that court roll(s) is submitted to the Statistical Officer on or before every Friday.

<u>ENQUIRIES</u>	:	Technical enquiries: Ms N Mhlambi Tel No: (010) 493 6316 HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
<u>APPLICATIONS NOTE</u>	:	Applications can be sent via email at 2025/65/OCJ@judiciary.org.za The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 15/182</u>	:	<u>JUDGE'S SECRETARY REF NO: 2025/73/OCJ (X2 POSTS)</u> (48 Months Non-Renewable Contract)
<u>SALARY</u>	:	R325 101 - R382 959 per annum, plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Labour And Labour Appeals Court: Johannesburg Matric certificate, an LLB degree or a 4-year legal qualification (or equivalent). A valid Driver's license. Shortlisted candidates will be required to pass a typing proficiency test. 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.
<u>DUTIES</u>	:	Ensure attendance and screening of all incoming and outgoing calls. To ensure that judgments are typed, and correspondences is appropriately captured and saved in the correct locations and safeguarded; Provide general secretarial / administrative duties to the Judge. Arrange and diarize appointments, meetings, official visits and make travel and accommodation arrangements. etc; Perform digital recording of court proceedings urgent court after hours and ensure integrity of such recordings, store, keep and file court records safely: after a case has been completed and opinion, decision or judgment entry released, returns case file to the Registrar; Accompany the Judge to the court and circuit courts; ensure that the register/template for the reserved judgments is updated timeously and that the Statistics Officer is notified when judgment remains outstanding and/or has been handed down, Cooperate with Judges, Supervisors and co-workers as necessary to ensure the smooth and efficient operation of the Court; Management of Judge's vehicle and logbook; compile data and prepares reports and documents for assigned judges as necessary, including expenses reports, continuing legal hours, financial disclosure statement, and case management; Arrange receptions for the Judge, and his visitors and attend to their needs; To remind the Judge of invoices so that the submission of the S&T claims can be processed. To ensure the submissions of Cell phone and 3G data claims for process purposes. To ensure that stats are submitted to the Statistical Officer timeously. To ensure that the Judge's logbook is submitted on or before 5th of every month to the Transport Office. Management of Judge's Library and updating of loose-leaf publications; Ensure that the Judge's stationery is ordered and collected; Execute Legal research as directed by the Judge. 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 Computer literacy (Ms Word) and including Dictaphone typing, Confidentiality and time management. Comply with departmental policies and prescripts and procedures or guidelines.
<u>ENQUIRIES</u>	:	Technical enquiries: Ms T Nzimande Tel No: (010) 494 9238 HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
<u>APPLICATIONS NOTE</u>	:	Applications can be sent via email at 2025/66/OCJ@judiciary.org.za The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 15/183</u>	:	<u>JUDGE'S SECRETARY REF NO: 2025/74/OCJ</u>
<u>SALARY</u>	:	R325 101 - R382 959 per annum. The successful candidate will be required to sign a performance agreement
<u>CENTRE REQUIREMENTS</u>	:	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 31 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 sent via email at 2025/67/OCJ@judiciary.org.za
NOTE : The Organisation will give preference to candidates in line with the Employment Equity goals.

POST 15/184 : **JUDGE'S SECRETARY REF NO: 2025/77/OCJ**

SALARY : R325 101 - R382 959. per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Free State Division of the High Court: 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 Z. Gxabuza Tel No: (051) 492 4523
HR related enquiries: Ms D Peters Tel No: (051) 492 4523

APPLICATIONS : Applications can be via email to: 2025/31/OCJ@judiciary.org.za
Applications can be sent via email at 2025/68/OCJ@judiciary.org.za

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

POST 15/185 : **JUDGE'S SECRETARY REF NO: 2025/76/OCJ**

SALARY : R325 101 - R382 959 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Eastern cape Division of the High Court: Mthatha
REQUIREMENTS : Grade twelve (12). One (1) to three (3) years' secretarial experience or as an Office Assistant. A valid driver's licence. An LLB Degree or a minimum of 20 modules completed towards an LLB,

BA or 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. 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 care service skills and excellent typing skills. Confidentiality and time management. Computer literacy (MS Word) and research capabilities.

DUTIES

: To ensure attendance and screening of all incoming and outgoing calls. To ensure that appointments and meetings of the Judge are diarized. To ensure that the judgments are typed and correspondences are filed accordingly in the right sections. To ensure that signed Judgments and orders handed down in court or virtually are sent to the typist and the library (Judgment only). To ensure that all visitors are received, screened and their queries are attended to. To ensure that all incoming and outgoing documents are recorded and filed. To ensure that stationery for the Judge is ordered and collected. To ensure that the court files are ready and Judge has all documents in the file on time as per duty roster. To ensure that all files received from various section(s) are verified by the Registrar of that section. To ensure that the register of reviews is up to date and signed on receipt and return of reviews to the review Clerk. To ensure that the register/template of the reserved judgment is updated and notifying the Statistics officer as well as the office of the Judge President when judgment has been handed down. To ensure that the transcribed judgments from transcribers reach the Judges for approval and signature. To ensure that the Heads of Arguments from various stakeholders are received filed and verified. Informing parties involved via e-mail and or telephonically of time and date when reserved judgments will be handed down, further notifying them on how the judgement will be handed down. To ensure that the bench book of the Judge is prepared and files are in court before the court starts or before Judge enters the court. To ensure that all cases are called and recorded as per court roll. Calling the case number and the parties' names on record before Judge can allow parties to start with their matters. To ensure that the correct Oath ID or declaration is administered in court, when required. To ensure that the exhibits are handled, controlled and noted professionally and captured accordingly. To ensure that the correct order is endorsed on the file and or on Caselines after it was granted by Judge in court. To ensure that all the travel, accommodation arrangements are in order on time, attend to sign the documents being signed prior approval. To ensure that the Judge's logbook is submitted on or before 5th of every month to the Transport Officer. To ensure that the car is booked for either maintenance and service, receive the preauthorization for the Judge's vehicle. To remind the Judge of the invoices so that the submission of the S&T claims can be processed. To ensure the submissions of Cell phone and 3G data claims for process purposes. To ensure that court roll(s) is submitted to the Statistical.

ENQUIRIES

: Technical Related Enquiries: Mr M Mhlontlo Tel No: (047) 504 5500
HR Related Enquiries: Mr S Mponzo Tel No: (043) 726 5217

APPLICATIONS

: Applications can be sent via email at 2025/69/OCJ@judiciary.org.za

NOTE

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

POST 15/186

: **REGISTRAR REF NO: 2025/77/OCJ**
Six (6) Months Contract)

SALARY

: R324 579 – R1 111 323 per annum (MR3-MR5), plus 37% in lieu of benefits. Salary will be in accordance with the Occupational Specific Dispensation Determination. Shortlisted candidates will be required to submit a Service Certificate for determination of their experience. (The successful candidate will be required to sign a performance agreement

CENTRE

: Northern Cape High Court: Kimberley

REQUIREMENTS

: Grade 12 and an LLB Degree or a four (4) year Legal qualification. A minimum of two (2) years' legal experience obtained after qualification, MR3: LLB Degree or equivalent plus a minimum of 2 years post qualification experience in legal profession. MR4: LLB Degree or equivalent plus minimum of 8 years post qualification experience in legal profession. MR5: LLB Degree or equivalent plus a minimum of 14 years post qualification experience in legal profession. Superior court or litigation experience will be an added advantage. Skills and Competencies: Excellent communication skills (verbal and written), Computer literacy, Numerical skills, Attention to detail, Planning, organizing and control, Problem solving and decision-making skills, Customer service orientated, Interpersonal skills, Conflict management, Strong work ethics, Professionalism, Ability to work under pressure and meeting of deadlines, Results driven, Honesty/Trustworthy, Observance of confidentiality. 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

: Manage and execute quasi-judicial functions, Co-ordination of Case Flow, Management support process to the Judiciary and Prosecution, Manage the issuing of all processes, Initiating Court Proceedings, Co-ordinate, interpreting services, appeals and reviews, Process unopposed divorces and the facilitation of Pre-Trial conferences, Quality checks on Criminal Record Book, Authenticate signatures of Legal Practitioners, Notaries and Sworn Translators, Supervision and management of staff, Provide practical training and assistance to the Registrars' Clerks, Ensure annotation of relevant publications, codes, acts and rules, Attend to and execute requests from the Judiciary in connection with cases and case related matters, Exercise control over the management and safekeeping of case records and the record room, Deal with the files in terms of the relevant codes and Legislation.

<u>ENQUIRIES</u>	:	Adv. D Plaatjies Tel No: (053) 492 3522 Ms L Wymers Tel No: (053) 492 3533
<u>APPLICATIONS</u>	:	Applications can be sent via email at 2025/70/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 15/187</u>	:	<u>ADMINISTRATION CLERK (DCRS) REF NO: 2025/79/OCJ 2025/78/OCJ</u>
<u>SALARY</u>	:	R228 321 - R368 950 per annum (Level 05). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Free State Division of the High Court: Bloemfontein
<u>REQUIREMENTS</u>	:	A grade 12 certificate or equivalent. Operational knowledge in operating a CRT Machine will be an added advantage. A valid Driver's License. Skills and Competencies: Knowledge of the digital recording process e.g. system tests, recording equipment is properly functional, fault reports, Knowledge of court proceedings, Knowledge of digital filing system, Knowledge of manual filing system. Technical Skills, Communication skills, Interpersonal relations, Typing, Computer literacy (MS Office), Problems solving skills, Administration 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.
<u>DUTIES</u>	:	Provide administrative support in pre-recording of court proceedings, Proper recording of court proceedings, perform playback events during or after the session, Attend to general administrative functions for court administration.
<u>ENQUIRIES</u>	:	HR enquiries: Ms N de la Rey Tel No: (051) 492 4523 Applications can be sent via email at 2025/71/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 15/188</u>	:	<u>REGISTRAR'S CLERK REF NO: 2025/79/OCJ</u>
<u>SALARY</u>	:	R228 321 - R368 950 per annum (Level 05). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Northern Cape Division of The High Court: Kimberley
<u>REQUIREMENTS</u>	:	Grade 12, No experience required, A valid driver's license. Skills and Competencies: Knowledge of working procedures in terms of the working environment, Knowledge of registry processes and practice, Knowledge of storage and retrieval procedures in terms of the working environment, Knowledge and understanding of legislative frameworks governing the Public Service, Knowledge of Filing system, Mail procedure manual, Promotion of access to information Act and National archives. Computer Literacy skills (Microsoft Office), Communication skills, Numeracy, Interpersonal skills, Problem solving and analysis skills, Time management skills, Administrative 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.
<u>DUTIES</u>	:	Perform clerical and administrative work within the Court, Handle court's request files, render case management duties, Provide support with administrative registrar
<u>ENQUIRIES</u>	:	Technical enquiries: Ms MN Mnisi Tel No: (053) 4923538 HR enquiries: MS L Wymers Tel No: (053) 4923533
<u>APPLICATIONS</u>	:	Applications can be sent via email at 2025/72/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment
<u>POST 15/189</u>	:	<u>SUPPLY CHAIN CLERK REF NO: 2025/80/OCJ</u>
<u>SALARY</u>	:	R228 321 - R368 950 per annum (Level 05). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Eastern Cape Division of the High Court: Mthatha
<u>REQUIREMENTS</u>	:	Grade twelve (12). Relevant experience in Supply Chain Management will be an added advantage, demonstrate a sound understanding of the PFMA, Treasury Regulations, PPPFA, Supply Chain Management guidelines and other related prescripts, knowledge of Public Sector Procurement process, rules and regulations, knowledge of JYP/LOGIS will serve as an added advantage. A Valid driver's licence. Skills and Competencies: Accuracy and attention to detail, good communication skills (written and verbal), Good administration and organisation skills, Ability to work under pressure independently, self-motivated and meet deadlines, computer literacy, (MS Word, Power Point, Excel and Outlook. 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
<u>DUTIES</u>	:	Demand and acquisition of goods/services, Ensure compliance with SCM policies. Request, receive and assess quotations, capture requisition on the system, receive procured item and capture invoices on JYP, assist end users with a compilation of clear specifications, provide administrative procurement support to all stakeholders, ensure proper filling and safe guard of procurement documents.
<u>ENQUIRIES</u>	:	Technical Related Enquiries: Mr M Mhlontlo Tel No: (047) 504 5500 HR Related Enquiries: Mr S Mponzo Tel No: (043) 726 5217
<u>APPLICATIONS</u>	:	can be sent via email at 2025/73/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity goals.

<u>POST 15/190</u>	:	<u>USHER MESSENGER REF NO: 2025/82/OCJ 2025/81/OCJ</u>
<u>SALARY</u>	:	R163 680 – R192 810.per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Eastern Cape Division of The High Court: Gqeberha
<u>REQUIREMENTS</u>	:	Matric Certificate. Skills and Competencies: Computer literacy (MS Word/Excel). 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.
<u>DUTIES</u>	:	Render efficient and effective support to the court. Prepare courts timeously and assuring the courts run smoothly. To assist by handing up of documents, exhibits to judges. Being of assistance to the witnesses and public while the courts are in session. Assisting the advocates by ushering them to and from the Judge's chambers. Assisting Judges by collecting and delivering of files and documents. Collection and deliveries of post and documents as required. Distributing of post and documents accordingly.
<u>ENQUIRIES</u>	:	Technical Related Enquiries: Ms P Boya-Nyhiba Tel No: (041) 502 6626 HR Related Enquiries: Mr S Mponzo Tel No: (043) 726 5217
<u>APPLICATIONS</u>	:	can be sent via email at 2025/74/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 15/191</u>	:	<u>USHER MESSENGER REF NO: 2025/82/OCJ</u>
<u>SALARY</u>	:	R163 680 – R192 810 per annum. The successful candidate will be required to sign a performance agreement
<u>CENTRE</u>	:	Gauteng Division of The High Court: Pretoria
<u>REQUIREMENTS</u>	:	ABET (NQF level 2), Grade 12 certificate or Qualification at (NQF 4). A minimum of 1 year relevant court exposure (given the nature of the High Court environment w.r.t the interaction with the Judge's), A valid driver's License will be an added advantage. Skills and Competencies: Knowledge of relevant legislation, Planning and organizing skills, Report writing skills, Driving skills, Negotiation skills, Communication skills, Good interpersonal skills, Decision making skills, Listening skills, Computer skills, Problem solving and Analysis, Time Management, Client Orientation and Customer Focus. 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.
<u>DUTIES</u>	:	Render administrative support functions to the Judges and the Court Room, Maintain Court Rooms' records, Facilitate the smooth- running of the court rooms, Collect and distribute court files. Escorts members of the bench to and from court and attends Judges' chambers with counsel. Facilitate order in court rooms before calling the Judges in. Be present in court during the session. Organize the court crew and inform them of the starting times, in line with the daily court roll. Maintain silence and order in the court rooms when Judges enter or leave. Check the correctness of motion court rolls, generation of copies, and dissemination according to the distribution list. Submit exhibitions to the Judges for examination. Write court orders as per Judges' instructions. Prepare legal books for Judges and return them to the library. Prepare other related books, records or stationery that will be used in court rooms. Draw out, check and arrange the criminal and civil files (to be taken to the court rooms). Report the missing files to the Judges. File/ archive the documents, registers, etc. Assist with the scheduling of court matters (motion opposed). Arrange the representation of cases. Negotiate the Court Rooms allocation with Judges in times of Court. Room shortages. Sort and check the court files. Keep the court files safe. Make copies of Court rolls and circulate according to the distribution list.
<u>ENQUIRIES</u>	:	Technical/HR related enquiries: HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515 Applications can be sent via email at 2025/75/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity goals.

OFFICE OF THE PUBLIC SERVICE COMMISSION

The Office of the Public Service Commission (OPSC) is an equal opportunity representative employer. Therefore, the OPSC is intentional in promoting representativity (race, gender and disability) in the Public Service through the filling of positions. Candidates whose appointment/transfer/promotion will promote representativeness will therefore receive preference. Persons with disabilities are especially encouraged to apply. An indication of representativeness profile by applicants will expedite the processing of applications.

- APPLICATIONS** : You can apply on www.psc.gov.za under “vacancies”. Forward your application/s stating the relevant reference number to: The Director-General, Office of the Public Service Commission, Private Bag X121, Pretoria, 0001 or hand-deliver at Commission House, Office Park Block B, 536 Francis Baard Street, Arcadia, Pretoria.
- FOR ATTENTION** : Mr M Mabuza
- CLOSING DATE** : 23 May 2025, 15h30
- NOTE** : Applications must consist of: A fully completed and signed Z83 form (which can be downloaded at www.dpsa.gov.za-vacancies) and a recent comprehensive CV with a minimum of three (3) contactable referees and their telephone numbers and email addresses. Only shortlisted candidates will be required to bring certified copies of ID, drivers' license and qualifications on or before the interviews. Should you be in possession of a foreign qualification(s), it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). The successful candidate will be required to obtain a top-secret clearance issued by the State Security Agency. The OPSC will verify the qualifications and conduct reference checking on short-listed candidates. Candidates will be subjected to Practical Assessment to determine their suitability for the post. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. Please take note that late applications will not be accepted. All shortlisted candidates for SMS post will be subjected to a technical exercise that intends to test the relevant technical elements of the job, logistics of which will be communicated by the Office of the Public Service Commission. Following the interview and technical exercise, the Selection Committee will recommend a candidate to attend a generic managerial competency assessment (in compliance with the DPSA Directives on the competency-based assessments). The competency will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Note (A pre-entry certificate obtained from the National School of Government (NSG) prior appointment for all SMS appointments). Applicants are advised that the old Z83 which was valid until 31 December 2020 will not be accepted. Should an individual wish to apply for a post, he/she will be required to submit the new application for employment (Z83) form which became effective on 1 January 2021 and can be downloaded at www.dpsa.gov.za-vacancies. From 1 January 2021 should an application be received using incorrect applications for employment (Z83) form, it will not be considered.
- ERRATUM:** State Administration Officer to the Commissioner Ref No: Sao/Com/04/2025 (4 Months Contract Appointment): Public Service Commission Free-State Provincial Office, Bloemfontein: Kindly note that the following post was advertised in Public Service Vacancy Circular 14 dated 25 April 2025. The closing date has been amended to from 23 May 2025 to 16 May 2025. Those who applied for the post do not need to reapply. We apologies for the inconvenience caused.

MANAGEMENT ECHELON

- POST 15/192** : **PROVINCIAL DIRECTOR: NORTHERN CAPE REF NO: PD/NC/04/2025**
NB: Candidates who applied previously for this position are advised to re-apply.
- SALARY** : R1 216 824 per annum, (all-inclusive remuneration package). The package includes a basic salary (70% of package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion of 30% that may be structured in terms of applicable rules. The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.
- CENTRE** : Public Service Commission Northern Cape Provincial Office, Kimberly
- REQUIREMENTS** : Ideal candidate's profile: The successful candidate must have an appropriate recognized Bachelor's Degree/Advance Diploma/ Bachelor of Technology Degree qualification (NQF level 7) in the field of Human Resources, Public Management/Administration, Employee Relations, Labour Law, Industrial and Organisation Psychology. Five (5) years' relevant experience in a middle/senior management post, proficiency in collecting and analysing data on the Public Service performance indicators. Knowledge and experience in the application of the provisions of the relevant legislation and regulations that govern the Public Service. Ability to analyse, summarize and comment on current debates in public administration. Ability to plan and coordinate activities at executive level. Appropriate experience in project management. Strategic understanding and knowledge of the application of the Constitutional Values and Principles (CVPs) as contained in Section 195. A firm grasp on matters of service delivery, research, ethics and integrity; as well as leadership and human resources practices. An understanding of how current public administration management and operational processes comply, or do not comply,

with the CVPs. Good communication and presentation skills. Financial management skills. Supervisory and appropriate people management experience. Stakeholder engagement skills. Proven managerial record. Sufficient computer skills in Microsoft Office Suite e.g. Excel, Word and PowerPoint. A Valid Driver's License. (with exception of disabled applicants).

DUTIES

: Key Performance Areas: Manage, lead and provide effective support in the area of Leadership and Management Practices. Manage, lead and provide effective support in the area of Monitoring and Evaluation and Research. Manage, lead and provide effective support in the area of Integrity and Anti-Corruption. Conduct and manage the evaluation and promotion of the CVPs in the Province. Monitor and report on the implementation of the PSC recommendations and directions bi-monthly (this includes everything from Monitoring and Evaluation, Integrity and Anti-Corruption, Leadership and Management Practices and Section 196). Provide strategic support to the Office and provincially based Commissioner in the execution of the mandate of the PSC. Conduct Research, Monitoring, Evaluation and Investigation in all areas covered by the values governing Public Administration. Promote a high standard of Professional Ethics in the Public Administration. Investigate grievances and complaints and make recommendations to the Public Service Commission (PSC). Advise the PSC on any matter regarding the execution of its mandate and performance of its functions in the province. Provide corporate support services in the Provincial Office of the PSC. Liaise with the Head Office of the PSC and Provincial Commissioner in carrying out the roles and functions of the PSC in the Northern Cape Province. Submit contributions on the PSC's work in the Provincial Office for inclusion in the Annual Report. Provide corporate service support to the provincial office.

ENQUIRIES

: Ms T Makhubele Tel No: (012) 352 1017

OTHER POSTS

POST 15/193

: **DEPUTY DIRECTOR: RESEARCH REF NO: DD/R/MP/04/2025**

SALARY

: R896 436 per annum (Level 11), (all-inclusive remuneration package). The package includes a basic salary (70%/75% of package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion of 30%/25% that may be structured in terms of applicable rules. The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.

**CENTRE
REQUIREMENTS**

: Public Service Commission Mpumalanga Provincial Office, Mbombela
: Ideal candidate's profile: The successful candidate must have an appropriate recognized Advance Diploma/Bachelor degree NQF level 7 in the field of Social Sciences / Monitoring and Evaluation/ Public Administration / Development Management. 3-4 years' experience at an Assistant Director level or equivalent level in Research, Monitoring and Evaluation, Development of Public Administrative Practices, Data Management, Data Analysis, Project Planning and Management. Experience in inspections will be an added advantage. Knowledge of research practices, human resource practices, corporate governance, financial management, public management and administration. Knowledge of project planning. Ability to develop research and monitoring tools. Knowledge of research methodologies and research software. Report writing skills, presentation skills, analytical skills, project management skills, people management skills, communication skills. Proficiency in the Microsoft Office suite, e.g. Excel, Word and PowerPoint. Must possess a valid driver's license (with exception to people with disabilities) and be willing to travel and work extensively both in a team and with minimal supervision. An understanding of the Constitutional Values and Principles (CVPs) in Section 195 and how these CVPs contribute towards effective public service delivery. An understanding of how the post supports the role of the Public Service Commission (PSC) regarding CVPs. Must have a valid driver's license.

DUTIES

: Key Performance Areas: Conduct service delivery inspections and research. Statistical reporting, data collection and analysis. Conduct Citizens forum, outreaches, awareness and stakeholder engagements. Promote Constitutional Values and Principles in the Province. Conduct monitoring and evaluation of Departmental quarterly and annual performance in the compliance to Constitutional Values and Principles. Provide support in conducting research on Leadership and Human Resource Practices in the Public Service. Provide support to the Organisation through participation in various committees of the Organisation. Evaluate the performance of the Mpumalanga Provincial Public Service using indicators and standards for each of the CVPs in Section 195 of the Constitution. Design and develop research projects' proposals and/or project plans. Conduct monitoring and evaluation and research on the Public Administration as per the mandate of the PSC. Evaluate Public Administration practices in the Provincial Departments and develop solutions to identified challenges. Conduct service delivery investigations and inspections. Conduct Research in Human Resource Management and Development Practices and develop solutions to identified challenges. Draft reports emanating from the key performance areas, including the report on Compliance of the Constitutional Values and Principles (Section 196).

ENQUIRIES

: Mr T Mathlare Tel No: (013) 755 4070/1

<u>POST 15/194</u>	:	<u>DEPUTY DIRECTOR: NATIONAL ANTI-CORRUPTION HOTLINE REF NO: DD/NACH/04/2025</u>
<u>SALARY</u>	:	R896 436 per annum (Level 11), (all-inclusive remuneration package). The package includes a basic salary (70%/75% of package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion of 30%/25% that may be structured in terms of applicable rules. The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.
<u>CENTRE REQUIREMENTS</u>	:	Public Service Commission House, Pretoria
	:	Ideal candidate's profile: The successful candidate must have an appropriate recognized Advance Diploma/Bachelor degree NQF level 7 in the field of Law/ Public Administration/ Social Sciences/ Investigation or equivalent qualification. 3-4 years' experience as an Assistant Director or equivalent level in the field of Anti-Corruption. 3-4 years' experience as an Assistant Director or equivalent level in investigation. Knowledge and understanding of the Public Service Regulatory Framework, Legislation, National Anti-Corruption Strategy, Investigation, Prevention and combating of Corrupt Activities. Understanding of government programmes and priorities. Knowledge of the Public Administration practices and prescripts. Research experience and analytical skills. Administrative and organizational skills. Project management skills. Good Interpersonal skills and ability to handle pressure. Presentation skills. Must have excellent written, communication skills and ability to produce documents and reports of high quality. Good communication skills (verbal and written). Computer skills in MS Office Suite, including Word, Excel, PowerPoint and Outlook. Ability to work both independently and as part of a team. Ability to multitask and to function in a pressurized environment. An understanding of the Constitutional Values and Principles (CVPs) in Section 195 and how these CVPs contribute towards effective public service delivery. An understanding of how this post supports the role of the Public Service Commission (PSC) regarding the CVPs. Must have a valid driver's license.
<u>DUTIES</u>	:	Key Performance Areas: Management of the National Anti-Corruption Hotline. Referral and Assessment of feedback from departments and conduct surprise visits at national and provincial departments. Research reports, policy formulation and marketing of the National Anti-Corruption Hotline (NACH). Investigation of the cases of alleged corruption and fraud reported to the National Anti-Corruption Hotline (NACH).
<u>ENQUIRIES</u>	:	Ms MM Mabowa Tel No: (012) 352 1082
<u>POST 15/195</u>	:	<u>ASSISTANT DIRECTOR: NATIONAL ANTI-CORRUPTION HOTLINE REF NO: ASD/NACH/04/2025 (X2 POSTS)</u>
<u>SALARY</u>	:	R468 459 per annum (Level 09)
<u>CENTRE</u>	:	Public Service Commission House, Pretoria
<u>REQUIREMENTS</u>	:	Ideal candidate's profile: The successful candidate must have an appropriate recognized National Diploma (NQF Level 6) in the field of Law/ Public Administration/ Social Sciences/ Investigations or equivalent qualification. 3-4 years' experience at a supervisory level 7/8 or equivalent level in the field of Anti-Corruption. 3-4 years' experience at a supervisory level 7/8 or equivalent level in investigation. Knowledge and understanding of the Public Service Regulatory Framework, Legislation, National Anti-Corruption Strategy, Investigation, Prevention and combating of Corrupt Activities. Understanding of government programmes and priorities. Knowledge of the Public Administration practices and prescripts. Research experience and analytical skills. Administrative and organizational skills. Project management skills. Good Interpersonal skills and ability to handle pressure. Presentation skills. Must have excellent written, communication skills and ability to produce documents and reports of high quality. Good communication skills (verbal and written). Computer skills in MS Office Suite, including Word, Excel, PowerPoint and Outlook. Ability to work both independently and as part of a team. Ability to multitask and to function in a pressurized environment. An understanding of the Constitutional Values and Principles (CVPs) in Section 195 and how these CVPs contribute towards effective public service delivery. An understanding of how this post supports the role of the Public Service Commission (PSC) regarding the CVPs. Must have a valid driver's license.
<u>DUTIES</u>	:	Key Performance Areas: Call center follow-ups on cases of alleged corruption. Handling of Case Management System of the NACH (e.g. record feedback on Case Management System and quality check on case reports). Referral of NACH cases to departments for investigations. Compile reports on feedback received and sort feedback data according to set requirements. Assist with the marketing of the NACH. Drafting of reports on outcome of investigations.
<u>ENQUIRIES</u>	:	Ms MM Mabowa Tel No: (012) 352 1082
<u>POST 15/196</u>	:	<u>ASSISTANT DIRECTOR: PROVINCIAL OFFICE SUPPORT REF NO: ASD/POS/NC/04/2025</u>
<u>SALARY</u>	:	R468 459 per annum (Level 09)
<u>CENTRE</u>	:	Public Service Commission Northern Cape Provincial Office, Kimberly
<u>REQUIREMENTS</u>	:	Ideal candidate's profile: The successful candidate must have an appropriate recognize National Diploma (NQF Level 6 or 7) in the field of Social Sciences, Labour Relations/Law/Public Administration/ Management and or Human Resources. 2-3 years' experience as Administrative Officer or equivalent experience in a related field, including in the private sector. Advanced computer skills in MS Office Suite, including Word, Excel, PowerPoint and Outlook. Good

communication and technical skills. Problem solving and analysis skills. Good interpersonal relations. Must be assertive, trustworthy, ethical and professional with integrity. Must have effective administrative, organizational and communication skills. Must be creative, motivated, self-driven, results-oriented and initiative. Ability to work both independently and as part of a team. Ability to work under pressure and maintain a high level of confidentiality. Must have commitment to transformation. An understanding of the Constitutional Values and Principles (CVPs) in Section 195 and how these CVPs contribute towards effective public service delivery. An understanding of how this post supports the role of the Public Service Commission (PSC) regarding the CVPs. Must have a valid driver's license (with exception of disabled applicants).

DUTIES

: Key Performance Areas: Provide support in conducting investigations of Grievances and Complaints emanating from the Provincial Departments. Management of cases from National Anti-Corruption Hotline. Collecting and consolidating the six-monthly grievance reports from Provincial Departments. Advocacy (i.e. Workshops in Grievance and other LR related Matters). Advocacy, Monitoring and Evaluation of adherence by Provincial Departments to the Constitutional Values and Principles Governing Public Administration and Professional Ethics. Research Projects. Conduct Service Delivery Inspections. Monitoring of 30 Day Payment by Northern Cape Provincial Departments. Collating information relating to financial misconduct from the Provincial Departments. Management of Financial Disclosure Framework in the Province. Compiling bi-annual report in the implementation of the PSC recommendations. Attend to ad hoc functions as may be directed by management. Corporate service support to the Office and Commissioner.

ENQUIRIES

: Ms KP Mosabale Tel No: (053) 832 6222

POST 15/197

: **OFFICE MANAGER TO THE CHAIRPERSON REF NO: OMC/04/2025**

SALARY

: R468 459 per annum (Level 09)

CENTRE

: Public Service Commission House, Pretoria

REQUIREMENTS

: Ideal candidate's profile: The successful candidate must have an appropriate recognized National Diploma/Degree (New NQF Level 6/7) in the field of Office Management/ Public Administration or an equivalent qualification. At least 3 to 5 years' experience in the public sector of which at least three years must involve providing high-level administrative support services to executive management and with supervisory experience. Advanced computer skills in MS Office Suite, including Word, Excel, PowerPoint and Outlook. Excellent interpersonal relations. Ability to interact with high profile stakeholders regarding events and projects. Must be able to conduct basic research and draft high-quality documents and reports. Must have the ability to arrange Visas, overseas travel and collection of information. Must have the ability to manage and provide logistical as well as administrative support for meetings. Must have good organising and management skills. Must have financial management acumen. Must have excellent written skills and ability to produce documents and reports of high quality. Must have excellent project and stakeholder management skills. Must have excellent organisational and planning skills with the ability to work on multiple projects simultaneously, have effective oral and written communication skills, have a sense of urgency and ability to identify, analyse and resolve problems in a timely manner. Must be creative, motivated, self-driven, results-oriented and have initiative. Ability to work both independently and as part of a team. Ability to multitask and ability to function in a pressurised environment. The successful candidate will be vetted and must receive a security clearance on the level of "secret". Failure to meet this criterion may lead to the termination of the employment contract. The conduct and honesty of the successful candidate must be beyond reproach. An understanding of the Constitutional Values and Principles (CVPs) in Section 195 and how these CVPs contribute towards effective public service delivery. An understanding of how this post supports the role of the Public Service Commission (PSC) regarding the CVPs. Must have a valid driver's license.

DUTIES

: Key Performance Areas: Provide high-level administrative and effective executive office management support service to the Chairperson. Conduct basic research and prepare high quality documents and reports for the Chairperson. Handle all communications and keep the Chairperson's office highly organised. Maintain efficient document and records management system in the Chairperson's office. Supervise subordinates. Coordinating the Chairpersons engagements with internal and external stakeholders. Ensuring that support is provided to governance structures. Rendering effective secretarial support to the Chairperson. Managing and administering of the office of the Chairperson. Rendering personal assistance to the Chairperson. Coordinating the Chairpersons diary and preparing for meetings.

ENQUIRIES

: Mr S Giyose Tel No: (012) 352 1145

DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

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



- APPLICATIONS** : All applications for this position must be submitted only via email to: Recruitment25-01@dpw.gov.za
- CLOSING DATE** : 23 May 2025 at time 16H00
- NOTE** : Applications must be submitted on the prescribed Z83 application form (obtainable from any Public Service Department or on the DPSA website link: <https://www.dpsa.gov.za/newsroom/psvc/>, which must be signed, initialled and dated by the applicant, and must be accompanied by a detailed curriculum vitae (CV) only. Candidates are not required to submit certified copies of qualifications and related documents on application. Only shortlisted candidates will be required to submit certified copies of qualification and other related documents on or before the date of interview, which should not be older than six months. Should an application be submitted using incorrect/old Z83 application form, such an application will be disqualified. Further take note of the following on completion of Z83 application form: PART A and PART B must be fully completed. PART C - PART G: Noting that there is a limited space provided applicants may refer to CV or indicate. This will be acceptable as long as the CV has been attached and provides the required information. Page 1 of the Z83 application form must be initialled and page 2 signed and dated by the applicant. Failure to comply with the above instructions may result in an application being disqualified. Applicants applying for more than one advertised post must submit separate Z83 application forms and CVs in respect to each post being applied for. Should an application be received where an applicant has applied for more than one posts on the same Z83 application form, the applicant will be considered for the first post indicated on the Z83 application form only. Applications will be received via post/courier services, hand deliveries or email. Late applications will not be considered. Regulation 57 (c) and 67 (9) of the Public Service Regulations 2016, as amended, requires the executive authority to ensure that he or she is fully satisfied of the claims being made and the finalisation of Personnel Suitability Checks in order to verify claims and check the candidate for purpose of being fit and proper for employment, respectively. Shortlisted candidates must be willing to undergo normal vetting and verification processes. Note: It is the responsibility of all applicants to ensure that foreign qualifications are evaluated by SAQA. Due to large volume of responses anticipated, receipt of applications will not be acknowledged, and correspondence will be limited to shortlisted candidates only. Should you not have heard from us within three months from the closing date, please regard your application as unsuccessful. Entry level requirements for SMS posts: In terms of the Directive on Human Resource Management and Development on Public Service Professionalisation Volume 1 a requirement for appointment into SMS posts is the successful completion of the Senior Management Pre-Entry programme as endorsed by the National School of Governance (NSG). The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. 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.

MANAGEMENT ECHELON

- POST 15/198** : **DEPUTY DIRECTOR - GENERAL: CORPORATE SERVICES REF NO: 2025/21**
This is a re-advertisement; applicants who applied previously are encouraged to re-apply.
- SALARY** : R1 741 770 per annum, (all-inclusive package), (total package to be structured in accordance with the rules of the Senior Management Services).
- CENTRE** : Head Office (Pretoria)
- REQUIREMENTS** : An NQF level 08 qualification in Management Sciences, Behavioural Sciences, Social Sciences, Law or related fields as recognised by SAQA. 08 years relevant experience at Senior Managerial level. Knowledge: Understanding of the Public Sector environment and transformation challenges, financial management systems, corporate services' goals and objectives, human resource management and implementation. Skills: Strategic management, Executive management, Supply Chain Management processes, Effective communication (verbal and written), Numeracy, Marketing and liaison, Programme and project management, Relationship management, Interpersonal and diplomacy skills, Problem solving, Decision making, Motivational and influential, Negotiation. Personal Attributes: Analytical thinking, Innovative, Creative and

Solution orientated, Ability to design ideas with direction, Ability to work under stressful situations, Ability to communicate at all levels, including political office bearers, people orientated, hard-working, highly motivated.

DUTIES

: Manage and direct the strategic support functions of the Department in the advancement of service delivery, compliance and good corporate governance, Provide the required corporate services advise to Ministry, ODG and EXCO of the Department, Design and application of staffing and skilling solutions in support of an efficient, effective and development-oriented Department of Public Works and Infrastructure. Implementation of both strategic and developmental communication systems aimed at empowering citizens and mobilising public participation, Interpretation of legal concepts and other precepts applicable to the Department in the daily undertaking of its business. Develop and maintain business plans of the various functional areas or components within Corporate Services, Develop an integrated business system that will assist with business planning of Corporate Services, Promote strategic support and planning to the transformational and change management programmes of the Department according to the requirements of the Public Service Act and related legislation, Participate in EXCO, MinTop, MinMec and other governance structures of the Department. Overall management of the Corporate Services functions of the Department.

ENQUIRIES

: Mr Sifiso Mdakane at 082 929 9885

NOTE

: It will be expected of the candidate to sign a performance agreement, annually disclose his/her financial interests and be subjected to security clearance

DEPARTMENT OF SMALL BUSINESS DEVELOPMENT

The Department of Small Business Development is an equal opportunity & affirmative action employer.

It is the DSBD's intention to promote representativity (race, gender, youth & disability). The candidature of persons whose transfer/promotion/appointment will promote representativity will receive preference.

- APPLICATIONS** : Applications can be submitted by email to the relevant email and by quoting the relevant reference number provided on the subject line. Acceptable formats for submission of documents are limited to MS Word, PDF.
- CLOSING DATE** : 23 May 2025 at 16h00. Applications received after the closing date will not be considered.
- NOTE** : Applications must quote the relevant reference number and consist of: A fully completed and signed Z83 form and a recent comprehensive CV. Submission of copies of qualifications, Identity document, and any other relevant documents will be limited to shortlisted candidates only. All non-SA citizens will be required to submit proof of permanent residence in South Africa when shortlisted. Personnel suitability checks will be done during the selection process. Applicants could be required to provide consent for access to their social media accounts. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 1 month of the closing date of this advertisement, please accept that your application was unsuccessful. In the pursuit of diversity and redress and appointment will be in line with the DSBD EE Plan. The successful candidate will be required to sign a performance agreement within 3 months of appointment, as well as completing a financial interest's declaration form within one month of appointment and annually thereafter. The Department reserves the rights not to fill or withdraw any advertised post. Note: a new application for employment (Z83) form is applicable from 01 January 2021. The new form can be downloaded online at <http://www.dpsa.gov.za/dpsa2g/vacancies.asp>.

MANAGEMENT ECHELON

- POST 15/199** : **DEPUTY DIRECTOR-GENERAL: INTEGRATED CO-OPERATIVES & MICRO ENTERPRISE DEVELOPMENT REF NO: DDG – ICMED**

- SALARY** : R1 741 770 per annum (Level 15)
- CENTRE** : Pretoria
- REQUIREMENTS** : A Senior Certificate and a post graduate qualification (NQF level 8) as recognised by SAQA in Economics/ Commerce / Finance / Business Leadership / Business Administration / Public management / Public Administration or equivalent as recognised by SAQA. Possess a minimum of 8 years relevant Senior / Executive Management experience in the private sector or government. Demonstrate knowledge of the Constitution, Public Service Act, Public Administration Management Act, 2014, Public Finance Management Act, 1999 and the National Development Plan. Demonstrate sound decision-making that provides for integration and sustainability in an agile and ambiguous environment. Think on a multi-dimensional level that is forward thinking and interchange between levels of problem solving and strategic thinking, critically evaluate development issues and communicate relevant plans to a diverse audience and display market knowledge and social intelligence. A compulsory pre-entry into the Senior Management Service Certificate from the National School of Government will be required before assumption of duty (<https://thensg.gov.za/training-course/sms-pre-entry-programme>).

- DUTIES** : Provide direction in the development of informal businesses, micro enterprises and Co-operatives into sustainable enterprises that can provide employment and contribute to economic growth. Build strategic partnerships that promote greater awareness of DSBD offerings and that support local and international market linkages and grow market value chains. Drive the development and implementation of MSMEs and Co-operatives through focussed localisation initiatives/programmes. Drive provision of development support to vulnerable enterprises located in rural and in township areas. Lead activities that support the provision of business infrastructure services to small businesses, co-operatives and the informal sector. Communicate with internal and external stakeholders and lead strategic discussions without compromising the integrity of the Department and that of the Public Service. Inform and institutionalise effective, efficient and ethical management of strategic relationships (stakeholder management). Set norms and standards, identify weaknesses and gaps in service delivery and promote the development and implementation of innovative opportunities to improve service delivery for the Branch. Lead, inspire and assume responsibility for branch operations, financial, human and physical resources.
- ENQUIRIES** : Enquiries for all advertised posts should be directed to the recruitment office, Mr. Alfred Tau at 071 440 5511 or Mr Maanda Ndou 072 242 6245.

- NOTE** : Candidates must submit applications to recruitment3@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying i.e., "REF NO: DDG - ICMED".

- POST 15/200** : **DEPUTY DIRECTOR-GENERAL: SECTOR POLICY & RESEARCH REF NO: DDG – SPR**

- SALARY** : R1 741 770 per annum (Level 15)
- CENTRE** : Pretoria

<u>REQUIREMENTS</u>	:	A Senior Certificate and a post graduate qualification (NQF level 8) as recognised by SAQA in Economics /Finance/ Commerce /Business Leadership/ Business Administration/ Public Management/ Social Sciences or equivalent. Possess a minimum of 8 years relevant Senior / Executive Management experience in the private or government. Demonstrated leadership in the development of policies and high-level policy implementation skills. Knowledge of relevant government legislation, policies and priorities. Be conversant with the structure and operations of the Public Sector. Good interpersonal, problems-solving, teamwork and networking skills. Experience in the coordination of multiple stakeholders, including government departments, private sector, tertiary institutions, development partners and civil society. Experience in managing strategic information and coordination of the research agenda from multiple partners. Experience in Policy and programme evaluation. Experience in development research. Experience in development research. Experience in donor coordination, including private and international donors. A compulsory pre-entry into the Senior Management Service Certificate from the National School of Government will be required before assumption of duty (https://thensg.gov.za/training-course/sms-pre-entry-programme). Demonstrate knowledge of the Constitution, Public Service Act, Public Administration Management Act, Public Finance Management Act and the National Development Plan. Demonstrate sound decision-making that provides for integration and sustainability in an agile and ambiguous environment. Think on a multi-dimensional level that is forward thinking and interchange between levels of problem solving and strategic thinking, critically evaluate development issues and communicate relevant plans to a diverse audience and display market knowledge and social intelligence.
<u>DUTIES</u>	:	Provide direction and leadership in the establishment of sector policy mechanisms, frameworks and guidelines to promote coherence in the establishment, growth and sustainability of Co-operatives and MSMEs. Lead initiatives that provide for credible business intelligence and inform future paths for the MSME and Co-operatives landscape. Promote evidence-based research services to direct sector thought leadership and monitor and evaluate enterprise competitiveness support programmes and projects. Drive and advocate for a policy and legislative environment that reduces red tape and regulatory burdens and prioritise ease of doing business for MSMEs and Co-operatives and monitor and evaluate implementation thereof across the 3 spheres of Government. Champion initiatives that will increase the development, participation, competitiveness and sustainability of small-scale manufacturers within key industries. Set norms and standards, identify weaknesses and gaps in service delivery and promote the development and implementation of innovative opportunities to improve service delivery for the Branch. Lead, inspire and assume responsibility for branch operations, financial, human and physical resources.
<u>ENQUIRIES</u>	:	Enquiries for all advertised posts should be directed to the recruitment office Mr. Alfred Tau at 071 440 5511 or Mr Maanda Ndou 072 242 6245
<u>APPLICATIONS</u>	:	Candidates must submit applications to recruitment8@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying i.e., "REF NO: DDG - SPR".
<u>POST 15/201</u>	:	<u>CHIEF DIRECTOR: VALUE CHAIN AND MARKET ACCESS SUPPORT REF NO: CD – VCMAS</u>
<u>SALARY</u>	:	R1 436 022 per annum (Level 14)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Senior Certificate and an undergraduate qualification (NQF level 7) as recognised by SAQA in Political Science / Public Administration / Economics / Development Studies or equivalent/related. Possess a minimum of 5 years of experience at a senior managerial level within a value chain support, market access or international relations environment. A compulsory pre-entry into the Senior Management Service Certificate from the National School of Government will be required before assumption of duty (https://thensg.gov.za/training-course/sms-pre-entry-programme). Display competencies in Strategic Capability & Leadership, Financial Management, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus and Communication.
<u>DUTIES</u>	:	Oversee the development of policies, strategies and interventions that supports access to markets and grow value market chains for MSMEs. Facilitate and manage an integrated approach, including market intelligence and advise on new markets to support domestic and international market access to MSMEs. Develop Market Access Strategy for MSME development and develop M&E frameworks to provide period reports on the status and impact of the strategy. Build strategic relationships that increase value chain support services to small businesses and Co-operatives in both domestic and international markets. Leverage opportunities in bilateral and multilateral trade agreements for MSMEs through facilitating participation and potential exports opportunities through strategic leveraging of regional and economic and trading blocs. Build relationships and representation in strategic missions that can grow South African MSME internationalisation. Communicate with internal and external stakeholders and provide progress to relevant structures through formal engagements and periodic reports, provide technical support for international travel and set up measures and process for the administration of international engagements, provide administrative support and on-site support on International and Domestic travel and maintain DSBD International Relations Affairs in line within the National Developmental Agenda. Provide strategic direction, management and control of the Chief

	Directorate and ensure effective and efficient administration of finance, human and physical resources.
<u>ENQUIRIES</u>	: Enquiries for the advertised post should be directed to the recruitment office on Tel No: 0722426245/ 072 197 7511
<u>APPLICATIONS</u>	: The Department of Small Business Development is committed to the pursuit of diversity and redress and appointment will be in line with the DSBD EE Plan. Candidates must submit applications to recruitment4@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying i.e., "REF NO: CD – VCMAS"
<u>POST 15/202</u>	: <u>CHIEF DIRECTOR: ECONOMIC TRANSFORMATION INITIATIVES (REF NO: CD – ETI)</u>
<u>SALARY</u>	: R1 436 022 per annum (Level 14)
<u>CENTRE</u>	: Pretoria
<u>REQUIREMENTS</u>	: A Senior Certificate, undergraduate qualification on NQF level 7 as recognised by SAQA in Business Economics/ Public Administration/ Economics/ Development Studies or equivalent/ related. Possess a minimum of 5 years of experience at a senior managerial level in policy development and implementation within the informal sector, micro enterprise and Co-operatives environment. A compulsory pre-entry into the Senior Management Service Certificate from the National School of Government will be required before assumption of duty (https://thensg.gov.za/training-course/sms-pre-entry-programme). Display competencies in Strategic Capability & Leadership, Financial Management, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus and Communication.
<u>DUTIES</u>	: Facilitate and manage the creation of an enabling environment for informal business, micro enterprise and co-operatives development and growth to significantly contribute to job creation, skills development, establishment and growth of MSMEs and Co-operatives. Identify key stakeholders within the informal business, micro enterprise and co-operatives sector, establish and maintain strategic working relationships. Monitor implementation of interventions and strategies to stimulate economic growth, provide for a transformed economy and ensure implementation aligned to BBBEE legislation. Communicate with internal and external stakeholders and provide progress to relevant structures through formal presentation. Provide strategic direction, management and control to the Chief Directorate and ensure effective and efficient administration of finance, human and physical resources.
<u>ENQUIRIES</u>	: Enquiries for the advertised post should be directed to the recruitment office on 0722426245/ 072 197 7511
<u>APPLICATIONS</u>	: The Department of Small Business Development is committed to the pursuit of diversity and redress and appointment will be in line with the DSBD EE Plan. Candidates must submit applications to recruitment5@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying i.e., "REF NO: CD – ETI"
<u>POST 15/203</u>	: <u>DIRECTOR: BUSINESS INFRASTRUCTURE REF NO: D – BSI</u>
<u>SALARY</u>	: R1 216 824 per annum (Level 13)
<u>CENTRE</u>	: Pretoria
<u>REQUIREMENTS</u>	: A Senior Certificate and an undergraduate qualification (NQF level 7) as recognised by SAQA in Economics/ Commerce or Built Environment or equivalent / related. Possess a minimum of 5 years of experience at the middle or senior managerial level within Business Infrastructure/ Project Management in built / construction environment. A compulsory pre-entry into the Senior Management Service Certificate from the National School of Government will be required before assumption of duty (https://thensg.gov.za/training-course/sms-pre-entry-programme). Display competencies in Strategic Capability & Leadership, Financial Management, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus, Service Delivery Innovation and Communication.
<u>DUTIES</u>	: Manage the development of policies and systems required for improving infrastructure delivery and lead research initiatives into ways to improve and enhance existing infrastructure for small businesses and informal sector. Develop and manage the implementation of infrastructure plans inclusive of coordinating the development, assessment and project preparation, implementation and monitoring of infrastructure in all facilities. Coordinate business infrastructure support and provide technical business infrastructure support inclusive of but not limited to (Shared infrastructure, repurposed containers, pop-up markets, rehabilitation and occupancy certificates, refurbishment and development). Monitor implementation of support provided and report on progress related to infrastructure and value thereof. Manage and ensure effective and efficient utilization of financial, human, physical resources in line with applicable legislation. Communication (verbal, written and formal presentations, etc) with stakeholders from diverse backgrounds and deliver relevant information.
<u>ENQUIRIES</u>	: Enquiries for all advertised posts should be directed to the recruitment office on Tel No: 0722426245/072 197 7511
<u>APPLICATIONS</u>	: The Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates must submit applications to recruitment7@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying i.e., "REF NO: D – BSI"

OTHER POST

<u>POST 15/204</u>	:	<u>CALL FOR NOMINATION TO SERVE AS MEMBERS OF THE ADVISORY BODY</u> The Minister of Small Business Development hereby invites nominations for persons to serve as members of the Advisory Body in terms of Chapter 2 of the National Small Enterprise Act, 1996 (No. 102 of 1996) as amended. Appointments for a term will be for a period of three (3) years.
<u>SALARY</u>	:	Successful candidates would be remunerated according to the remuneration rates as determined and published by the National Treasury.
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Members should have achieved distinction or possess specialised knowledge, expertise and experience in the following areas: Enterprise and supplier development; Small enterprise finance, including co-operative finance; Market access; Small enterprise, including co-operative policy and programme interventions; Sectoral expertise from the seven (7) priority sectors of the SA industrial strategy; Product certification and/or product qualification; Entrepreneurship development; monitoring and evaluation, legal, international trade, business coaching and mentoring, regulatory environment, governance at a senior level, and Expert in small enterprise research. A person may not be a member of the Advisory Board if that person: is an unrehabilitated insolvent; has been declared by a High Court with Jurisdiction to be mentally ill; has been convicted of an offence in the Republic or elsewhere, other than an offence committed prior to 27 April 1994 associated with a political objective, and sentenced to imprisonment without the option of a fine or, in the case of fraud or any other offence involving dishonesty, to a fine or imprisonment or both a fine and imprisonment; has at any time been removed from an office of trust on account of breach of fiduciary duties; or is otherwise disqualified in terms of section 69 of the Companies Act, 2008.
<u>DUTIES</u>	:	Advise the Minister on: Strategies, policies, or programme interventions to address identified market failures affecting the sector; The impact of current and new legislation on small enterprises, including co-operatives; National standards pertaining to small enterprise and co-operative development and regulation; Measures to ensure the creation of physical business infrastructure through viable business sites; The development of skills in all aspects of running a business; Steps to be taken to create access for small enterprises and co-operatives into value chains; Constraints affecting the viability of the small enterprise and co-operative community; Methods to liaise with the small enterprise and co-operative community to identify their needs. Methods to monitor and influence the provision of support services to the small enterprise and co-operative sector; Through consultation with small enterprises and organisations representing the interests of small enterprises, including co-operatives, at provincial and national level, each year identify the top 10 barriers that impact on the effective and efficient operation of small enterprises, including co-operatives, to be submitted to the red tape reduction office at the Presidency as priority barriers to be addressed; and any other matter that the Minister may deem appropriate.
<u>ENQUIRIES</u>	:	Enquiries for all advertised posts should be directed to the recruitment office on at 071440551 or 0722426245
<u>APPLICATIONS</u>	:	Nominations can be submitted by email to the relevant email address. Acceptable formats for submission of documents are limited to MS Word, PDF. Nominations must be emailed to recruitment6@dsbd.gov.za
<u>NOTE</u>	:	Nominations must be submitted in writing and must include the following: A detailed curriculum vitae that includes membership of all boards the nominee currently serves on; and qualifications obtained. It is the nominee's responsibility to have foreign qualifications verified by the South African Qualifications Authority (SAQA). Background verification, including criminal record and citizenship checks, will form part of the selection process. Preference will be given to candidates whose appointment will enhance representivity. Applicants will be contacted only if they have been short-listed and if you have not heard from us within three (3) months of submitting your application, please consider it unsuccessful. The mandatory forms (nomination, consent and declarations) are obtainable from the dsbd website: https://www.dsbd.gov.za/s-vacancies
<u>CLOSING DATE</u>	:	30 May 2025 at 16h00. Applications received after the closing date will not be considered.

SOUTH AFRICAN POLICE SERVICE

CLOSING DATE : 23 May 2025 at 16:00

NOTE : Applications must be submitted on a Z83 Form (2021 version), obtainable from <http://www.dpsa.gov.za/dpsa2g/vacancies.asp> and should be accompanied by a recently updated comprehensive Curriculum Vitae. The post particulars and reference number of the post must be correctly specified on the application form. A comprehensive Curriculum Vitae must be submitted together with the application form. Short-listed applicants will be required to produce original documentation. Only short-listed applicants must submit copies of an applicant's ID, Senior Certificate and all educational qualifications obtained, service certificates of previous employers stating the occupation, proof of relevant experience in the field of the post and motor vehicle driver's license. Qualifications and driver's licences submitted will be subjected to verification checking with the relevant institutions. The South African Police Service will verify the residential address of applicants and conduct reference checks. Appointments will be made in terms of the Public Service Act, 1994 (Act No 103 of 1994) as applicable to the post environment. Applications must be mailed / submitted timeously. Late applications will not be accepted or considered. If a candidate is short-listed, it will be expected of him / her to undergo a personal interview as well as a practical assessment. Short-listed candidates for appointments to certain identified posts will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate, whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from the process. Candidates are expected to disclose if he / she is a respondent in an interim or final protection order in terms of the Domestic Violence Act, 1998 (Act no 116 of 1998) or Protection from Harassment Act, 2011 (Act No 17 of 2011), and may be disqualified from process. The Criminal Law (Forensic Procedures) Amendment Act, Act 37 of 2013 requires that all new appointments in the South African Police Service as from 31 January 2015 provide a buccal (inside cheek) sample to determine their forensic DNA profile. The forensic DNA profile derived from the sample will be loaded to the Elimination Index of the National Forensic DNA Database. All short-listed candidates will be subjected to fingerprint screening and reference checking. Persons who retired from the Public Service by taking a severance package, early retirement or for medical reasons are excluded. Correspondence will be conducted with successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. The South African Police Service is under no obligation to fill a post after the advertisement thereof. The South African Police Service is an equal opportunity, affirmative action employer and it is the intention to promote representivity in the Public Service through the filling of these posts. Persons whose transfer / appointment will promote representivity will therefore receive preference.

OTHER POST

POST 15/205 : **FOOD SERVICES SUPERVISOR REF NO: 3/11/2025 HRD (X1 POST)**
Re-advert: Applicant who previously applied for this post are advised not to apply.

SALARY : R193 359 per annum (Level 04)

CENTRE : SAPS Academy, Philippi

REQUIREMENTS : Applicants must display competency in the post-specific core functions of the post; Be fluent in at least two of the official languages, of which one must be English; Be a South African Citizen; A Grade 10 qualification will serve as an advantage; Must have at least two (2) years relevant experience in the field of the post; Basic literacy, numeracy and communication skills; Be able to read and write; Must have no previous criminal / departmental convictions or criminal / departmental cases pending; Applicants will be subjected to a vetting process which will include security screening and fingerprint verification; The ability to operate elementary machines and equipment; Willing to work extended hours, when necessary.

DUTIES : Oversee and assist in the preparation and serving refreshments; Render food service support functions; Oversee and assist the preparation of meals and cleaning of equipment; Prepare dining halls; Ensure a clean and hygienic working environment; Perform general administrative function within catering.

ENQUIRIES : Lieutenant Colonel Sereko Tel No: (021) 370 2665/02

APPLICATIONS : Direct your application to the following addresses: Postal Address: SAPS Academy Philippi, Private Bag X3, Parrow, Cape Town, 7499 or Physical Address: SAPS Academy Philippi, New Eisleben Road, PHILIPPI
Email address: Phillipisupport@saps.gov.za
Phillipihrm@saps.gov.za

DEPARTMENT OF SPORT, ARTS AND CULTURE (DSAC)

<u>APPLICATIONS</u>	:	Applications can be submitted using one of the following methods: Email quoting the reference number and post title in the subject line to recruitment2024@dsac.gov.za . There will be no follow-up emails to this address. Hand delivery: The Chief Director: Human Resource Management and Development, Sechaba House, 202 Madiba Street, Pretoria Central. Send by mail: The Chief Director: Human Resource Management and Development, Private Bag X897, Pretoria, 0001. Correspondence will be limited to shortlisted candidates only. Applications received after the closing date will NOT be considered or accepted.
<u>CLOSING DATE</u>	:	23 May 2025 at 16:00
<u>NOTE</u>	:	Each application must be submitted separately. Applications must consist of: A recently updated, comprehensive CV, a fully completed, initialled and signed new Z83 form (Sections A, B, C & D are compulsory and must be completed in full, and sections E, F and G are not compulsory if the information is contained in the CV). However, the question related to conditions that prevent re-appointment under Part F must be answered. Use of the old Z83 Form will result in a disqualification. Only shortlisted candidates will be required to bring certified copies of ID, Drivers licence (where required) and qualifications on or before the interview; should you be in possession of a foreign qualification(s), it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA); Applicants must be South African citizens or Permanent Residents. All non-SA citizens will be required to submit proof of permanent residence in South Africa should they be shortlisted. Shortlisted candidates must avail themselves for a virtual or in-person panel interview at a date and time determined by DSAC. The applicant should have the necessary data and equipment for this purpose. Applicants must note pre-employment checks and references will be conducted once they are shortlisted. The appointment is also subject to a positive outcome on these checks, including security clearance, security vetting, qualification/study verification, citizenship verification, financial/asset record check, previous employment verification and criminal record. If an applicant wishes to withdraw an application, it must be done in writing. We encourage all applicants to declare any criminal and or negative credit records. All shortlisted candidates 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. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. The Department of Sport, Arts and Culture is an equal opportunity, affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department to achieve its Employment Equity targets. It is the Department's intention to promote equity (race, gender and disability) through the filling of these posts. Should the Department not be able to recruit candidates from disadvantaged groups, other groups will be considered for appointment. The Department reserves the right not to make an appointment and to use other recruitment processes.
OTHER POSTS		
<u>POST 15/206</u>	:	<u>ENGINEER (PRODUCTION GRADE A) REF NO: DSAC-01/04/2025</u>
<u>SALARY</u>	:	R879 342 - R938 061 per annum, (total package) as outlined in terms of the Occupation-specific Dispensation for Engineering professions and related occupations)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Senior Certificate/Matric Certificate/ Grade 12 Certificate or equivalent qualification; B Eng/ BSC (Eng) or relevant qualification as recognised by SAQA; Three years post qualification engineering experience; Valid driver's licence; Compulsory registration as a Professional Engineer with the Engineering Council of South Africa (ECSA); Knowledge of the Sport, Arts and Culture Infrastructure environment in South Africa would be an additional advantage; A multi-skilled, dynamic, self-motivated professional; Excellent organizational and writing skills; Strong negotiation and interpersonal skills; The ability to interact at a high technical level; Willingness to travel; Computer Literacy and MS Projects; Knowledge of local government infrastructure development programmes and policies; Knowledge of the following: Programme/project management; Research planning procedures; Engineering design and analysis; knowledge of Contract documentation and administration, act/regulations of Occupation Health & Safety (OHS-Act), National Building Regulations and Norms and Standards, Research and development; High performance culture; Engineering and professional judgment; Financial management; Formulation of policies in a multi-disciplinary professional environment; Strategic capability and leadership; Problem solving and analysis; Decision making; Team leadership; Creativity; Communication (verbal and written); People Management; Planning and organizing; Conflict Management; Negotiation skill; Ability to work under pressure and meet deadlines.
<u>DUTIES</u>	:	Manage and co-ordinate all aspects of projects; Guide the project planning, implementation, monitoring, reporting and evaluation in line with project management methodology; Create and execute project work plans and revise as appropriate to meet changing needs and requirements; Identify resources needed and assign individual responsibilities; Manage day-to-day operational aspects of a project and scope and effectively apply methodology and enforce project standards to minimize risk on projects; Report project progress to the Infrastructure Director; Manage and

monitor project budget and resources; Provide inputs to other professionals with tender administration; Maintain the record management system; Keep up with new technologies and procedures; Research/literature on new developments on project management methodologies and Liaise with relevant bodies/councils on project management

**ENQUIRIES
NOTE**

: Mr S Petela Tel No: (012) 441 3478
: Preference will be given to Coloured Males, Indian Males, White Males, Coloured Females, Indian Females and Persons with Disabilities.

POST 15/207

: **SENIOR SPORT AND RECREATION COORDINATOR: SPORT SUPPORT AND
FEDERATION COORDINATION REF NO: DSAC-02/04/2025**

**SALARY
CENTRE
REQUIREMENTS**

: R468 459 per annum (Level 09)
: Pretoria
: Senior Certificate/Matric Certificate /Grade 12 Certificate or equivalent qualification; A minimum of Three-year Degree/National Diploma (NQF level 6) as recognized by SAQA in in Sport Management/ Sport Science/Sport Administration or relevant qualification; 2 to 3 years relevant experience in sport and recreation environment at a Senior/Officer level; Valid driver's license; willingness to travel. Competencies: Good Communication and interpersonal relations; Knowledge of relevant prescripts, Acts and Regulations that govern sport; Understanding of National and Provincial sport body structures and operations; Knowledge and understanding of sport federations; Knowledge and understanding of departmental policies and procedures; Planning and organizing skills; Computer literacy; Coaching and mentoring skills; Administrative skills; Project and event management skills; Team player; Ability to learn, benchmark and research; Willingness to provide customer service.

DUTIES

: The purpose of this post is to coordinate the funding (transfers) to Sport and Recreation Bodies and Monitoring and Evaluation of the funds transferred; To provide logistical and administrative support to sport and recreation bodies programmes as identified by the department; Monitor and evaluate Sport and Recreation Bodies programmes-Develop a monitoring and evaluation processes and documentation for effective monitoring and evaluation of Sport and Recreation Bodies; Develop a monitoring and evaluation schedule for allocated/assigned Sport and Recreation Bodies; Monitor and evaluate the implementation of Sport and Recreation Bodies programmes; Provide monitoring and evaluation reports; Communicate the monitoring and evaluation process to Sport and Recreation Bodies prior to implementation; Coordinate the provision of financial support to be provided to Sport and Recreation Bodies-Develop, review and update documents used for the provision of financial support to Sport and Recreation Bodies; Communicate the process of applications for financial support by Sport and Recreation Bodies; Review all applications for financial support and advise managers on compliance of applications against policies; Communicate all adjudication findings and requirements with Sport and Recreation Bodies; Provide liaison services (support/link) between Department and Sport and Recreation Bodies-Administration and records management of all documentation that relates to allocated Sport and Recreation Bodies; Serve as point of contact between Department and Sport and Recreation Bodies; Provide weekly and monthly updates on Sport and Recreation programmes; Coordinate the provision of non-financial support to be provided to Sport and Recreation Bodies-Collate all non-financial needs as required/requested by Sport and Recreation Bodies; Procure required goods and services; Provide project coordination services to ensure successful deliver of procured goods and services; Submit close out reports of all programmes; Supervise subordinates.

**ENQUIRIES
NOTE**

: Mr Mfundo Mncina Tel No: (012) 441 3140
: Preference will be given to Coloured Males, Indian Males, White Males, Coloured Females, Indian Females and Persons with Disabilities.

POST 15/208

: **SENIOR SPORT AND RECREATION COORDINATOR: COMMUNITY SPORT
DEVELOPMENT REF NO: DSAC-03/04/2025**

**SALARY
CENTRE
REQUIREMENTS**

: R468 459 per annum (Level 09)
: Pretoria
: Senior Certificate/Matric Certificate /Grade 12 Certificate or equivalent qualification; A minimum of Three-year Degree/National Diploma (NQF level 6) as recognized by SAQA Sport and Recreation Management, Sport Science, Sport Development, Sport Administration or relevant qualification; 2-3 years relevant experience at a Sport and Recreation Coordinator/Sport Promotion Officer level in the sports sector; Valid driver's license; willingness to travel. Competencies: Knowledge and understanding of relevant prescripts/legislation; Understanding of the sport landscape; Thorough knowledge of the South African sporting environment; Planning and organising skills; Good communication and interpersonal relations; Project Management skills; Computer Skills; Problem solving skills; Analytical and thinking skills; Solution Orientated; Results driven; Effective report writing.

DUTIES

: The purpose of this post is to contribute towards increasing number of people participating in Sport and Recreation programs; Facilitate the development of a framework to increase the number of participants in community sport and recreation activities-Inform stakeholders about the legislation within sport and recreation sector; Coordinate and assist in the Development of the framework to increase the number of participants from specific target groups in sport and

recreation activities; Assist in Monitoring and evaluation the increase in number of participants from specific target groups in sport and recreation activities; Assist in the implementation of interventions to increase the number of participants from specific target groups in sport and recreation activities; Analyse provincial business plans against the grant framework-Receive and acknowledge business plans from the provinces; Analyse provincial business plans; Identify areas from business plans to be strengthened/ improved by provinces; Provide feedback to provinces related to performance and financial information; Arrange meetings with the provinces to discuss the findings of the business plans; Receive final approved business plan from provinces; File business plan; Assist with the development of policies and delivery mechanisms to increase the number of participants-Assist Develop policies/delivery mechanisms to increase the number of participants; Consult with relevant; Consolidate the inputs and recommendations and delivery mechanisms; Present a draft policy and delivery mechanisms to internal and external stakeholders for inputs; Consolidate inputs received; Present a final input; Ensure implementation and maintenance of delivery mechanisms and policies; Review the effectiveness of current delivery mechanisms and policies; Develop monitoring schedule and implement measures of monitoring-Develop a monitoring schedule; Send monitoring schedule to provinces for completions; Receive monitoring schedule from provinces; Conduct desktop and physical monitoring of performance information against pre-determined targets; Receive consolidated reports of provincial activities and or site visit reports; Monitor provincial performance against business plan targets; Meet with provincial coordinators to discuss progress on implementation of targets; Liaise with stakeholders relevant to community sport and recreation activities-Convene stakeholders to plan for implementation of projects; Arrange and attend meetings with stakeholders; Liaise with stakeholders within community sport on implementation of programmes.

ENQUIRIES : Mr Bethuel Maake Tel No: (012) 441 3060

NOTE : Preference will be given to Coloured Males, Indian Males, White Males, Coloured Females, Indian Females and Persons with Disabilities.

DEPARTMENT OF TRADITIONAL AFFAIRS

It is the Department's intention to promote equity (race, gender and disability) through the filling of positions with a candidate whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in the department's Employment Equity plan. Whites, Coloured, Indians, youth and Persons with Disabilities are encouraged to apply.

<u>APPLICATIONS</u>	:	All applications may be posted to: Human Resource Management, Department of Traditional Affairs, Private Bag X22, Arcadia, 0083 or Hand deliver to: 509 Pretorius Street, Arcadia, 2nd Floor Pencardia 1 Building.
<u>FOR ATTENTION</u>	:	Ms L Motlhala
<u>CLOSING DATE</u>	:	23 May 2025
<u>NOTE</u>	:	The successful candidate's appointment will be subject to a security clearance process and the verification of educational qualification certificates. Applications must quote the relevant reference number and must be completed on the NEW Z83 form obtainable from any Public Service department and signed when submitted. From 1 January 2021 should an application be received using the incorrect application for employment (Z83), the application will not be considered. Only shortlisted candidates will submit relevant documents. Applicants should submit CV and Z83 only. Shortlisted candidates will be required to submit certified copies a day before the interview date. Persons with a disability are encouraged to apply. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation only when shortlisted. Incomplete applications or applications received after the closing date will not be considered. It is important to note that it is the applicant's responsibility to ensure that all information and attachments in support of the application are submitted by the due date. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill the advertised position.

OTHER POSTS

<u>POST 15/209</u>	:	<u>DEPUTY DIRECTOR: RISK MANAGER REF NO: 2025/01</u> Office of the Director-General: Chief Directorate 12 months contract post
<u>SALARY</u>	:	R896 436 per annum, (an all-inclusive remuneration package). The package includes a basic salary (70% of package) and a flexible portion that may be structured in terms of the applicable guidelines.
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Bachelor's degree or equivalent qualification in Risk Management/Internal Auditing plus 5 years relevant experience in a Risk Management/Internal Auditing environment. A valid drivers license. Generic Competencies: Service delivery innovation, Problem solving and analysis, People management and empowerment, Client orientation and customer focus, computer literacy and communication. Technical Competencies: Risk management and auditing practices, The Public Financial Management Act, Corporate governance, Development of policies and strategies.
<u>DUTIES</u>	:	The successful candidate will perform the following duties: Conduct a risk assessment and a resultant risk profile of the Department; Develop and implement policies, strategies and frameworks on risk management; Align the risk management process to strategic objectives and business plans of the Department; Identify and perform risk management capacity gaps and facilitate/provide risk management training; Monitor and evaluate the status of risk management and adherence to risk management processes within the Department; Develop and implement a fraud prevention plan. Manage business continuity function of the Department.
<u>ENQUIRIES</u>	:	Ms C More Tel No: (012) 336 5859
<u>APPLICATIONS</u>	:	Applications may be posted to: Human Resource Management, Department of Traditional Affairs, Private Bag X22, Arcadia, 0083 or Hand deliver to: 509 Pretorius Street, Arcadia, 2nd Floor Pencardia 1 Building. Or DTARecruit202501@cogta.gov.za
<u>FOR ATTENTION</u>	:	Director: Human Resource Management
<u>NOTE</u>	:	Indians, Coloureds, Whites, Females and Persons with Disabilities are encouraged to apply.
<u>POST 15/210</u>	:	<u>BRANCH COORDINATOR REF NO: 2025/02</u> Institutional Support & Coordination Branch
<u>SALARY</u>	:	R468 459 per annum (Level 09)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A 3-Years Bachelor's degree in Public Administration/Management or Business Administration or Public Policy or Development Studies or BCom or Financial Management or any other relevant Social Sciences qualification or equivalent (NQF 7 as recognised by SAQA). A valid driver's licence. A minimum of 3-5 years' experience in providing administrative support to a Senior

Manager. Proficiency in MS Excel, MS PowerPoint and MS Word Generic competencies: - Programme and Project Management, Problem solving and Decision making, Planning and organising, Client orientation and customer focus, Coordination, Diversity Management and Excellent communication skills (verbal & written). Technical competencies: In depth knowledge of Executive Office management, Advanced computer proficiency, Coordination and Consolidation of documents and Report writing.

DUTIES : The successful candidate will perform the following duties: Provide effective administrative support to the office of the Deputy Director-General. Coordinate Branch compliance matters. Coordinate, integrate and manage operations and activities of the Branch. Coordinate the compilation of monthly, quarterly, and annual reports for the branch. Facilitate and coordinate the implementation of decision taken in Branch meetings. Manage financial resources in the office of the Deputy Director-General.

ENQUIRIES : Ms T Shandu Tel No: (012) 334 0783
APPLICATIONS : Applications may be posted to: Human Resource Management, Department of Traditional Affairs, Private Bag X22, Arcadia, 0083 or Hand deliver to: 509 Pretorius Street, Arcadia, 2nd Floor Pencardia 1 Building. Or DTARecruit202502@cogta.gov.za

FOR ATTENTION : Director: Human Resource Management
NOTE : Indians, Coloureds, Whites, Females and Persons with Disabilities are encouraged to apply.

POST 15/211 : **ADMINISTRATIVE ASSISTANT REF NO: 2025/03**
 Policy & Legislation Chief Directorate

SALARY : R228 321 per annum
CENTRE : Pretoria
REQUIREMENTS : A Grade 12 Certificate or equivalent qualification with appropriate experience in office management and administration. A post-Matric qualification will serve as an added advantage. Core competencies: Client orientation and customer focus. Communication. Honesty and integrity. Planning and organising. Telephone etiquette. Computer literacy. Technical Competencies: Office management and administration, secretarial functions and general administration.

DUTIES : The successful candidate will perform the following duties: Develop and manage an efficient filing system and flow of documents in the Policy & Legislation Chief Directorate: - Receive and distribute documents, Record documents in the appropriate various line functions registers. File and manage paperwork in the Chief Director's office. Establish effective document tracking systems. Provide secretarial support services: Coordinate and prepare documentation for meetings/ workshops, and compile minutes/ reports. Draft memoranda and any other correspondence. Manage the diary of the Chief Director: Arrange appointments and record events in the diary. Promote effective diary co-ordination in an electronic or at least on a manual system. Provide administrative support services in the Chief Directorate: Arrange logistics and related activities for travel, meetings, workshops and conferences. Purchase and order stationery and equipment. Manage inventory and equipment in the Chief Directorate. Make copies, fax and email documents as required.

ENQUIRIES : Dr S Singh Tel No: (012) 334 5857
APPLICATIONS : Applications may be posted to: Human Resource Management, Department of Traditional Affairs, Private Bag X22, Arcadia, 0083 or Hand delivered to: 509 Pretorius Street, Arcadia, 2nd Floor, Pencardia 1 Building. Or DTARecruit202503@cogta.gov.za

NOTE : Indians, Coloureds, Whites, Females and Persons with Disabilities are encouraged to apply.