



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 17 OF 2026

DATE ISSUED 22 MAY 2026

1. Introduction

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

2. Directions to candidates

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

3. Directions to departments

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

4 SMS pre-entry certificate

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

AMENDMENTS

: **DEPARTMENT OF ELECTRICITY AND ENERGY:** Kindly note that the sentence below on the requirements on the post of The Director-General with Ref No: DEE2026/008, which was advertised in the Public Service Vacancy Circular 16 dated 15 May 2026 has been removed." "In the public service with a proven track record of successfully leading and managing at senior

management level.” The new closing date is 05 June 2026. We apologise for the inconvenience.

INDEPENDENT POLICE INVESTIGATIVE DIRECTORATE: Kindly note that posts of Assistant Director: Assets Management with Ref No: Q9/2026/28, advertised on Public Service Vacancy Circular 16 dated 15 May 2026 with a closing date of 29 May 2026, please note that the closing date has been extended to 05 June 2026. Apologies for any inconvenience caused.

DEPARTMENT OF AGRICULTURE (DOA)

- CLOSING DATE** : 05 June 2026 at 16:00
- NOTE** : To apply, submit a completed Z83 form and detailed Curriculum Vitae (PDF document to a maximum of 10 megabytes) via e-mail or hand delivery. The Department will not be held responsible for server delays. Late applications due to technical issues will not be considered. Shortlisted candidates must provide certified copies of required documents (Identity Document, qualifications, etc) where necessary and service certificates to support senior management experience to Human Resources before the interviews, including South African Qualifications Authority (SAQA) evaluation reports for foreign qualifications. Failure to comply will result in disqualification. To be appointed at Senior Management Service (SMS) level, you must complete the SMS Pre-entry programme offered by the National School of Government (NSG). Find course details here: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/> appointment is subject to successful competition of the Nyukela Programme: Pre-entry Certificate to SMS and submission of proof. All shortlisted candidates, including SMS shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. NB: Please note that false or fraudulent qualifications submitted by applicants will be reported to the South African Police Services (SAPS), and a criminal case shall be opened. Applications: Please submit your application before the closing date as late applications will not be considered. Do not submit duplicate applications. If applying for multiple posts, submit separate applications for each post. Due to high volumes, the Department will not acknowledge receipt of applications. Communication will be limited to shortlisted candidates only. If you have not heard from us within 3 months, please consider your application to be unsuccessful. Should, during any stage of the recruitment process, a moratorium be placed on the filling of posts or the Department is affected by any process such as, but not limited to, restructuring or reorganisation of posts, the Department reserves the right to cancel the recruitment process and re-advertise the post at any time in the future. Important: DOA is an equal opportunity employer committed to promoting representivity and affirmative action. We encourage applications from all qualified candidates. The Department reserves the right not to fill vacancies. By applying you consent to the collection and processing of your personal information for recruitment purposes. Shortlisted candidates will be required to be available for assessments and interviews at a date and time as determined by the Department. Shortlisted candidates will undergo personnel suitability checks, security vetting and reference checks (including social media profiles). Applications must declare any pending criminal, disciplinary or any other allegations or investigations. Successful candidates must pass security clearance, sign an employment contract, sign an annual performance agreement and disclose financial interests. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with. Failure to disclose relevant information may result in disqualification or termination.

OTHER POSTS

- POST 17/01** : **PARLIAMENTARY AND CABINET SUPPORT REF NO: 3/3/1/33/2026**
Office of the Minister
- SALARY** : R932 292 per annum (Level 11), (all-inclusive remuneration package to be structured in accordance with the rules for MMS).
- CENTRE** : Gauteng: Pretoria
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Public Administration / Political Science / Business Administration (NQF level 6). Minimum of 3 years experiences in relevant working environment. Job related knowledge: Knowledge of ministerial operations. Knowledge of the political and parliamentary processes in South Africa. Broad knowledge and understanding of the functional areas covered by the Executive Authority's portfolio. Job related skills: Computer literacy, Communication skills

- (verbal and written), Report writing skills, Negotiating skills and Interpersonal skills. A valid driver's licence. Ability to work within a team.
- DUTIES** :
- Monitor events in Parliament to identify matters that have bearing on the Executive Authority. Peruse document like minutes of committees and cluster committees and monitor meetings of legislative structures to identify matters that have a bearing on the Executive Authority. Liaise with structures like portfolio and standing committee on matters that have a bearing on the Executive Authority and brief Departments on decisions taken. Monitor events in cabinet to identify matters that have a bearing on the Executive Authority. Peruse documents like minutes of Cabinet and Cluster Committees and monitor meetings of the executive structures to identify matters that have a bearing on the Executive Authority. Liaise with structures, by attending meetings, like Cluster and Cabinet Committees. Render an efficient and effective Parliamentary services. Facilitate timeous and appropriate responses to parliamentary questions in the format prescribed by Parliament / the legislature and ensure departmental representation in parliamentary events. Compile cabinet memoranda, speeches, submissions, briefing notes and other documents as required. Gazette and table draft bills emanating from the portfolio of the executive authority. Provide advice and support in terms of policy and procedure to the Department in respect of key parliamentary events, like the tabling of the budget vote of the Executive Authority. Co-ordinate and control movements between the Pretoria and Cape Town Offices for parliamentary sessions. Manage and oversee the packing, dispatching and unpacking of official documents and equipment in Pretoria and Cape Town. Manage the movement of households to and from Cape Town. Study the relevant Public Service and departmental prescripts / policies and other documents to ensure that the application thereof is understood properly. Remain up to date with regard to the applicable prescripts / policies and procedures that apply to his / her work terrain. Remain abreast with the procedures and processes applicable to the Executive Authority.
- ENQUIRIES APPLICATIONS** :
- Ms Kgomo Kgang Tel No: (012) 319 7194
- Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email PCSrecruit33@nda.gov.za
- NOTE** :
- EE Target: African Males and Persons with disability.
- POST 17/02** :
- FARM FOREMAN REF NO: 3/3/1/34/2026**
Directorate: Grootefontein Agricultural Development Institute (GADI)
- SALARY CENTRE REQUIREMENTS** :
- R237 453 per annum (Level 05)
Eastern Cape: Middelburg
Applicants must be in possession of Grade 12 certificate or equivalent. Minimum of 2 years experience in management of agronomics and horticultural crops trials. Job Related Knowledge: Farming practices. Farm equipment. Safety standards. Management of stores. Job Related Skills: Organizing. Planning. Team building. Problem solving. A valid driver's license.
- DUTIES** :
- Organise, supervise, and assist with the execution of activities in respect of crop production: Field identification. Soil cultivation and preparation. Sowing and planting of all trials. Irrigation of trials. Manual and mechanical weed control. Harvesting of produce. Organise, supervise and assist with the general maintenance activities of grounds and infrastructure: Maintenance of fences. Maintenance of hail shelter. Maintenance of roads. Maintenance of building, stores, greenhouses and cold rooms. Maintenance of irrigation system. Organise, supervise, and assist with the execution of general routine activities: Firefighting and prevention. Cleaning of facilities. Disposal of farm waste material. Care for equipment e.g. cleaning, oiling, sharpening etc. Cleaning and washing of vehicles. Loading/off-loading. Perform all administrative and related functions: Ensure proper recording and filing of relevant farm records / farm inventory (farm equipment) i.e. farm inventory status report. Loss/damage reports completed and submitted to relevant office. Register of all losses of assets and tools used for farm work updated. Ensuring proper recording and submission/filing of relevant HR records such as: Leave records, Performance Agreements, Personnel attendance register and Exit interviews etc.
- ENQUIRIES APPLICATIONS** :
- Mr Thabo Molekwa Tel No: (049) 802 6633
- Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email FFrecruit34@nda.gov.za

- NOTE** : EE Target: Africans, White Males and Persons with disability.
- POST 17/03** : **SECRETARY REF NO: 3/3/1/35/2026**
Directorate: Plant Health
- SALARY CENTRE REQUIREMENTS** : R237 453 per annum (Level 05)
: Gauteng: Pretoria
: Applicants must be in possession of a Grade 12 Certificate (NQF 4). No experience required. Job related knowledge: Knowledge of the relevant legislation/policies/prescripts and procedure. Telephone etiquette. Basic knowledge of financial administration. Job related skills: Sound organizational skills. Computer literacy (MS Office). Good interpersonal relations. High level of reliability. Written communication skills. Language skills. Ability to communicate well with people at different levels and from different backgrounds. Ability to do research and analyze documents situations. Ability to act with tact and discretion. Good grooming and presentation. Self-management and motivation. Ability to work long extended hours.
- DUTIES** : Provide secretarial / receptionist support service to the Director. Receive telephone calls and refer the calls to the correct role players if not meant for the relevant senior manager. Record appointments and events on the diary. Type documents for the senior manager and other staff within the unit. Operate office equipment e.g. Fax machine and photocopiers. Provide clerical support services to the senior manager. Liaise with travel agencies to make travel arrangements. Check the arrangements when relevant documents are received. Arrange meetings and events for senior manager and employees in the unit. Identify venues, invite role players, organise refreshments, set up schedules for meetings and events. Process the travel and subsistence claims for the unit. Process all invoices that emanate from the activities of the work of the senior manager. Record basic minutes of the meetings of the senior manager where required. Draft routine correspondence and reports. Do filing of documents for the senior manager and the unit where necessary. Administer matters such as leave registers and telephone accounts. Receive, record and distribute all incoming and outgoing documents. Handle the procurement of standards items such as stationary, refreshments etc. Collect all relevant documents to enable the Director to prepare for meetings. Remain up to date with regard to prescripts / policies and procedures applicable to the work environment to ensure efficient and effective support to the senior manager. Study the relevant Public Service and the departmental prescripts / policies and other documents to ensure that the application thereof is understood properly. Remain abreast with the procedures and processes that apply in the office of the senior manager.
- ENQUIRIES APPLICATIONS** : Mr Jan Hendrik Venter Tel No: (012) 319 6384
: Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email Srecruit35@nda.gov.za
- NOTE** : EE Target: African Males and Persons with disability.
- POST 17/04** : **TRACTOR DRIVER REF NO: 3/3/1/36/2026**
Directorate: Grootfontein Agricultural Development Institute (GADI)
- SALARY CENTRE REQUIREMENTS** : R170 226 per annum (Level 03)
: Eastern Cape: Middelburg
: Applicants must be in possession of an NQF level 3 (Grade 10 certificate). Minimum of 1 year of experience. Job related knowledge: Establishment of pastures, planting and cultivation of crops. Basic calculations for mixing and application rates of herbicides and pesticides. Calibration of planters and crop sprayers. Functioning, maintenance and repair of farm equipment and infrastructure. Job related skills: Operating a tractor, Operating specialised machinery such as TLB, Bulldozer etc, Using of different implements, Planting and harvesting of crops. Road Maintenance. A valid driver's license (Code C1)
- DUTIES** : Operate a tractor with various implements (such as ploughs, Rippers, Planters, crop sprayers etc) attached to assist with the physical execution of various general farming activities, through inter alia: Land cultivation, Planting, Tillage, Harvesting, Transportation of various goods, Fire fighting, fencing activities, Mowing of lawn etc. Perform road and firebreak maintenance works and construction related functions by using appropriate machinery. Operate a specialised machinery (such as harvesters, drilling equipment, excavators,

sewer jetting machine etc.) Perform vehicle maintenance and administrative support activities including inter alia the following: Ensure the safe storage, cleaning and routine maintenance of vehicle. Ensure the safety storage, cleaning and routine maintenance of implements. Maintain a farm vehicle month and kilometre logbook and report accordingly. Ensure the timely reporting of defects to mechanical workshop in order to prevent further damage. Assist with dispensing and receiving fuel and oils.

- ENQUIRIES** : Mr Thabo Molekwa Tel No: (049) 802 6633 or Dr Loraine Van Den Berg Tel No: (049) 802 6740
- APPLICATIONS** : Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email TDrecruit36@nda.gov.za
- NOTE** : EE Target: Africans and Persons with disability.
- POST 17/05** : **CLEANER REF NO: 3/3/1/37/2026 (X2 POSTS)**
Directorate: Grootfontein Agricultural Development Institute (GADI)
- SALARY** : R144 024 per annum (Level 02)
- CENTRE** : Eastern Cape: Middelburg
- REQUIREMENTS** : Applicants must be in possession of ABET qualification. No previous experience required. Job Related Knowledge: None. Job Related Skills: None.
- DUTIES** : Provide Cleaning services: cleaning offices corridors, elevators and boardrooms by dusting and waxing office furniture. Sweeping, scrubbing and waxing of floors. Vacuuming and shampooing floors. Cleaning walls, windows and doors. Emptying and cleaning of dirt bins, Collect and removing of waste papers. Freshen the office areas. Clean general kitchens by cleaning of basins. Wash and keep stick of kitchen utensils. Cleaning the restrooms by refilling hand wash liquid soap. Replace toilet papers, hand towels and refreshers. Empty and wash waste bins. Keep and Maintain cleaning materials and equipment: Report broken cleaning machines and equipment. Cleaning of machines (vacuum cleaners etc.) and equipment after. Request cleaning materials.
- ENQUIRIES** : Mr Thabo Molekwa Tel No: (049) 802 6633
- APPLICATIONS** : Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email Crecruit37@nda.gov.za
- NOTE** : EE Target: African Male, Coloured Male, Indians, Whites and Persons with disability.

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** : 08 June 2026 at 16:00 (walk-in) and 23:59 (online)
- NOTE** : All attachments for online application must include an application form Z83 and CV only combined, in PDF and as one attachment. Zipped, IMG and JPEG documents will not be accepted. indicate the correct job title and the reference number of the post on the subject line of your email. Use the correct email address associated with the post. Failure to do so, your application will be disqualified. Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using the incorrect application for employment (old Z83) will not be considered. Each post(s) advert must be accompanied by its own application form for employment and must be fully completed, initialled and signed by the applicant as instructed below. Failure to fully complete, initial and sign the Z83 form will lead to disqualification of the application during the selection process. All fields of Section A, B, C and D of the Z83 must be completed in full. Section E, F, G (Due to the limited space on the Z83 it is acceptable for applicants to indicate refer to CV or see attached. However, the question related to conditions that prevent re-appointment under Part "F" must be answered and declaration signed. Only an updated comprehensive CV (with detailed previous experience if any) and a completed and signed new Z83 application form is required. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following the communication from Human Resources and such qualification(s) and other related document(s) will be in line with the requirements of the advert. Non-RSA Citizens/Permanent Resident Permit holders in possession of foreign qualifications must be accompanied by an evaluation report issued by the South African Qualification Authority (SAQA) (only when shortlisted). The Department does not accept applications via fax. Applicants who do not comply with the abovementioned instructions/ requirements, as well as applications received late will not be considered. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The requirements for application of Senior Management Services (SMS) include the successful completion of an SMS Pre-entry programme (Nyukela) as endorsed by the National School Government (NSG). Prior to appointment, a candidate should therefore have proof that they have registered for the Pre-Entry Certificate and have completed the course. The cost for Nyukela is at the applicant's own expense. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>. For all SMS appointment, the selection panel will recommend suitable candidate (s) to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. 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 Assistant Director: Collective Bargaining for Head Office Pretoria with reference number HR4/26/02/01HO is withdrawn. The post was advertised on circular 5 of 2026 on 13 February 2026 with closing date of 27 February 2026. For applicants who previously applied for the post must re-apply when the post is advertised with reviewed requirements.

MANAGEMENT ECHELON

<u>POST 17/06</u>	:	<u>DIRECTOR: CORPORATE SERVICES REF NO: HR4/4/4/05/01</u>
<u>SALARY</u>	:	R1 266 714 per annum, (all- inclusive)
<u>CENTRE</u>	:	Provincial Office: Parktown
<u>REQUIREMENTS</u>	:	A qualification at NOF level 7 as recognised by the South African Qualifications Authority (SAQA) in Human Resource Management/ Human Resource Development/Public Administration/ Public Management/ Financial Management/ Supply Chain Management/ Labour Relations/ Business Management/ Management (majoring in Public Management/Administration). Valid driver's license. Five (5) years' experience at Middle/ Senior Managerial level with experience in Human Resource Management; Employment Relations; Supply Chain Management; Financial Management environment. Knowledge: Public Service transformation and management issues, White Paper on transformation of Public Service Act, Public Service Regulations, Departmental policies and procedures, Batho Pele principles, Access Recognition and Licensing Committee, Human Resource Development, Compensation for Occupational Injuries on Diseases Act, Occupational Health and Safety Act, Labour Relations Act, Basic Conditions Of Employment Act, Public Financial Management Act, Employment Equity Act, Skills Development Act, Unemployment Insurance Act, Unemployment Insurance Contributions Act. Skills: Planning and Organizing, Interpersonal, Computer Literacy, Communication, Problem Solving, Listening and Observation, Strategic management, Negotiation, Analysis, People Management, Presentation.
<u>DUTIES</u>	:	Oversee the management of human resources including capacity development and performance management in the province. Monitor the development and maintenance of the Province's Organisational Structure and establishment. Oversee Financial and Supply Chain Management within the province. Manage the provision or communication services within the province. Manage the provision of Auxiliary Services and Fleet management obligations in the province. Manage staff and all other resources.
<u>ENQUIRIES</u>	:	Mr TJ Mokomatsidi Tel No: (011) 853 0300
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: P O Box 4560, Johannesburg, 2001 or hand deliver at 47 Empire Road, Parktown. For online applications email: jobs-GP-PO/1@labour.gov.za
<u>NOTE</u>	:	EE target-priority will be given to African female, Coloured male, Coloured Female, Indian male, Indian female, White male, White female

OTHER POSTS

<u>POST 17/07</u>	:	<u>DEPUTY DIRECTOR: INVESTMENTS: REF NO: HR4/4/3/3/2DDI/UIF (X7 POSTS)</u> (3- Year Contract)
<u>SALARY</u>	:	R1 101 468 per annum, (all-inclusive)
<u>CENTRE</u>	:	Unemployment Insurance Fund, Pretoria
<u>REQUIREMENTS</u>	:	Undergraduate qualification in Investment Management/ Finance/ Accounting/ Economics/ an investment-related field of study at NQF Level 7 as recognized by SAQA. Five (5) years working experience, of which three (3) years must be functional operational experience in an investment environment and two (2) years at an Assistant Director/Junior Management level in an investment environment. Knowledge: PFMA, NT Regulations, Treasury Instructions, UIF Act, UICA. Financial Markets Act, FSRA. IPS and investment governance frameworks. Investment markets, instruments, and portfolio management. GRAP (GRAP 1,16, 20, 24, 36, 37, 38, 104, etc.). IFRS, GAAP. ESG principles, PRI, GIPS (advantageous). Risk-management frameworks and methodologies. Public-sector governance and reporting frameworks. Skills:

		Investment analysis and financial modelling. Portfolio management and oversight. Valuation of listed and unlisted instruments. Risk management and scenario analysis. Financial reporting and GRAP compliance. SLA and contract management. Data analysis and investment systems proficiency. Governance writing and policy formulation. Strategic capability and leadership. People management and empowerment. Programme and project management. Financial management. Change management. Problem-solving and decision-making. Stakeholder management.
<u>DUTIES</u>	:	Manage investment portfolio services and ensure alignment with investment-related prescripts, legislation, and policies. Manage investment accounting, valuation, and disclosure in accordance with GRAP standards. Monitor investment risk management, linking actuarial risk appetite, tolerance, duration to investment portfolio limits, exposures, and duration. Ensure governance, compliance, and reporting, to internal and external oversight structures and stakeholders. Manage financial, human, and physical resources of the Sub-directorate.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms ASC Fourie Tel No: (012) 337 1520 email: Jobs-UIF25@labour.gov.za
<u>POST 17/08</u>	:	<u>DEPUTY DIRECTOR: TREASURY REF NO: HR4/4/3/3/2DDT/UIF (X2 POSTS)</u> (3- Year Contract)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 101 468 per annum, (all-inclusive) Unemployment Insurance Fund, Pretoria Undergraduate qualification in Financial Accounting, Finance, Economics at NQF Level 7 as recognized by SAQA. Five (5) years working experience of which three (3) years must be functional experience in the cash flow liquidity management or treasury environments and two (2) years of experience at an Assistant Director/ Junior Management level. Knowledge: National Treasury Regulations (TR 15- 19). Treasury Instructions. Bank Act. Payment System Management Act. Financial Intelligence Centre Act (FICA). Prudential Authority directives and guidance notes. GRAP 1,2 and 24. Cash- flow management framework. Public- sector governance and reporting frameworks. Skills: Treasury Operations and cash- flow forecasting Liquidity- risk management. Banking- platform governance and user- access control. Financial analysis and reconciliation. Risk management and internal control. SLA and contract management. Governance writing and policy formulation. Data analysis and treasury systems proficiency. Financial management. Policy capability and leadership. People management and empowerment. Programme and project management. Financial management. Change management. Problem- solving and decision- making. Stakeholder management.
<u>DUTIES</u>	:	Manage treasury operations, banking arrangements, and cash- management functions in line with PFMA and National Treasury Regulations. Manage cash-flow liquidity forecasting, liquidity- risk management, and short-term investment of funds for cash flow liquidity purposes. Ensure accounting and compliance with PFMA, National Treasury Regulations, FIC Act, Banks Act, Public Service Act, UIF policies, and GRAP standards. Manage resources. Manage treasury governance, internal controls, and reporting to oversight structures. Manage financial, human and physical resources of the Sub-directorate.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms ASC Fourie Tel No: (012) 337 1520 email: Jobs-UIF26@labour.gov.za
<u>POST 17/09</u>	:	<u>DEPUTY DIRECTOR: ACTUARIAL SERVICES REF NO: HR4/4/3/3/2DDAS/UIF</u> (3- Year Contract)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 101 468 per annum, (all-inclusive) Unemployment Insurance Fund, Pretoria An undergraduate qualification in Actuarial Science at NQF Level 7 as recognized by SAQA. Five (5) years of working experience, of which three (3) years must be functional operational experience in an actuarial environment and two (2) years' experience at an Assistant Director / Junior Management level within an actuarial environment. Knowledge: Public Service Act. Public Service Regulations. National Treasury Regulations. Public Investment Corporation Act (PICA). Generally Recognised Accounting Practices (GRAP). International Financial Reporting Standards (IFRS). Oversight frameworks:

- AGSA audit cycle, SCOPA requirements, governance committee mandates. Labour- market indicators influencing UIF claims, contributions, solvency and sustainability National Treasury Instruction Notes relevant to actuarial procurement. Skills: Strategic Competencies. Core Managerial Competencies. Process Competencies. Technical Competencies.
- DUTIES** : Conduct Actuarial Valuations, Advanced Modelling and Statutory Reporting. Oversee, manage and assure Data extracts, Assumptions and Methodology Assurance. Maintain Governance, Compliance and ensure Audit Readiness. Coordinate external Actuarial Advisor Management.
- ENQUIRIES APPLICATIONS** : Ms ASC Fourie Tel No: (012) 337 1520
email: Jobs-UIF27@labour.gov.za
- POST 17/10** : **ASSISTANT DIRECTOR: UI OPERATIONS (X2 POSTS)**
- SALARY CENTRE** : R605 742 per annum
Provincial Office: Western Cape Ref No: HR4/4/10/650 (X1 Post)
Labour Centre: Cape Town Ref No:HR4/4/10/651 (X1 Post)
- REQUIREMENTS** : Undergraduate qualification in Operations Management/ Public Management or Administration/ Business Administration or Management/ Administration Management/ Management/ Financial Accounting/ Finance at NQF Level 6 as recognized by SAQA. Valid driver's license. Four years' experience of which two (2) years must be functional experience in Operations environment and two (2) years must be supervisory experience. Knowledge: Unemployment Insurance Act (UIA), Unemployment Insurance Contributions Act (UICA), Treasury Regulations, Public Service Regulation (PSR), Basic Conditions of Employment (BCEA), Public Financial Management Act (PFMA), Protection of Personal Information Act (POPIA). Skills: Computer, Report Writing, People Management, Time Management, Communication (both verbal and written), Customer Relations, Supervisory Skills and Coaching skills.
- DUTIES** : Facilitate the employer services function in the province. Coordinate the provision of assessment, validation and adjudication of claims. Facilitate registry services in the province. Coordinate local appeals and complaints in the province. Coordinate General support. Manage resources in the unit.
- ENQUIRIES APPLICATIONS** : Ms K Fuller Tel No: (021) 441 8119
Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town. Email: Jobs-WC4@labour.gov.za
- NOTE** : Priority will be given to Coloured Males and White Males
- POST 17/11** : **PRINCIPAL INSPECTOR: EMPLOYER AUDIT REF NO: HR4/4/10/653**
- SALARY CENTRE REQUIREMENTS** : R605 742 per annum
Provincial Office: Western Cape
Three (3) years relevant tertiary qualification in Labour Relations Management/ BCOM Law/ LLB/ Internal Audit. Two (2) years supervisory experience. Two (2) years functional experience in Auditing/ Financial Management. Knowledge: Departmental policies and procedures, Batho Pele Principles, Public Service Act and Regulations, OHS Act and Regulations, COIDA, UIA, PFMA, BCEA, SDLA, LRA UI Contributions Act, Skills Development Act and Employment Equity Act. Skills: Facilitation, Planning and Organizing, Computer literacy, Interpersonal, Problem Solving, Interviewing, listening and observation, Communication Written and Verbal, Innovative, Analytical, Research and Project management.
- DUTIES** : Monitor the implementation of UIA and COIDA strategy programs. Implement the systems that provide expert advice on sector specific UIA and COIDA matters. Control the process that monitor and evaluate impact of UIA and COIDA programs. Monitor the implementation of Advocacy Campaigns on COIDA regularly and when there are amendments. Manage the resources within the Inspectorate and Enforcement Unit.
- ENQUIRIES APPLICATIONS** : Ms K Fuller Tel No: (021) 441 8119
Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town. Email: Jobs-WC3@labour.gov.za
- NOTE** : Priority will be given to Coloured Males and White Males

POST 17/12 : **ASSISTANT DIRECTOR: ADMINISTRATIVE SUPPORT SERVICE (IES) REF NO: HR4/4/10/652**

SALARY CENTRE REQUIREMENTS : R487 197 per annum
: Provincial Office: Western Cape
: Three (3) years relevant tertiary qualification in Labour Relations/ Human Resources Management/ Public/Business Management/ Administration. Two (2) years supervisory experience. Two (2) years functional experience in Inspection/ Administration Services. Knowledge: Departmental policies and procedures, Skills Development Act, Labour Relations Act, Basic Conditions of Employment Act, Public Service Regulations, SDLA, Occupational Health and Safety Act, COIDA, Unemployment Insurance Act, UI Contribution Act and Employment Equity Act. Skills: Facilitation, Planning and Organizing, Computer literacy, Interpersonal, Problem Solving, Interviewing, listening and observation, Innovative, Analytical, Verbal and written communication.

DUTIES : Conduct inspection with the aim of ensuring compliance with the labour legislation. Carry out investigation on cases reported regarding contravention of labour legislation and enforce where it is evident there is contravention. Conduct proactive inspection regularly to monitor compliance with labour legislation. Draft inspection plans, reports and compile statistics on the cases allocated., Manage the resources in the sub-section.

ENQUIRIES APPLICATIONS : Ms K Fuller Tel No: (021) 441 8119
: Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town. Email: Jobs-WC3@labour.gov.za

NOTE : Priority will be given to Coloured Males and White Males

POST 17/13 : **SENIOR ADMINISTRATION OFFICER: UIF OPERATIONS (6X POSTS)**
Re-advertisement, applicants who previously applied must re-apply

SALARY CENTRE REQUIREMENTS : R413 001 per annum
: Labour Centre: George Ref No:HR4/4/10/654 (X2 Posts)
: Labour Centre: Worcester Ref No:HR4/4/10/655 (X4 Posts)
: An undergraduate qualification in Operations Management/ Public Management or Administration/ Business Administration or Management/ Financial Accounting/ Finance at NQF 6 as recognized by SAQA. Two (2) years functional experience in Client Services environment /Claims Processing environment or Insurance environment. Knowledge: Unemployment Insurance Act and Regulations (UIA), Unemployment Insurance Contributions Act (UICA), Department of Employment and Labour & UIF Polices and Procedure, Operation System, Batho Pele Principles, Protection of Personnel Information Act (POPI), Public Financial Management Act (PFMA), Treasury Regulations. Skills: Interpersonal, Presentation, Listening, Communication (verbal and written), Computer literacy, Problem Solving, Planning and Organizing, Dedicated, Team Player, Innovative, Supportive, Self-Motivated.

DUTIES : Provide Unemployment Insurance services through interaction with customers. Provide quality assurance and follow-up on Unemployment Insurance applications. Administer the UI Claims and Processing Services. Supervise resources.

ENQUIRIES APPLICATIONS : Mr M Charles Tel No: (044) 801 1223 (George)
: Mr M Murray at 072 029 8930 (Worcester)
: Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town.
: Email: WCJobs-GRG@LABOUR.gov.za (George)
: Email: WCJobs-WS@LABOUR.gov.za (Worcester)

NOTE : Priority will be given to White Males

POST 17/14 : **BCEA INSPECTOR REF NO: HR4/4/10/656**

SALARY CENTRE REQUIREMENTS : R413 001 per annum
: Labour Centre Somerset West
: Three (3) year tertiary qualification in Labour Relations/BCOM LAW/LLB. Valid motor vehicles driving licence. Two (2) years functional experience in inspection and enforcement services. Knowledge: Departmental policies and procedures. Labour Relations Act. Compensation of Injuries and Diseases Act. Occupational Health and Safety Act. UI Contribution. Employment Equity Act.

Immigration Act. Skills: Facilitation skills, Planning and Organizing, Leadership, Computer literacy, Interpersonal skills, Problem solving skills, interviewing skills, Presentation skills, Written and Verbal communication skills, Innovative, Analytical.

DUTIES : Plan and independently conduct substantive inspections with the aim of ensuring compliance with Basic Conditions of Employment Act (BCEA), Sectoral Determinations and the National Minimum Wage Act. Plan and execute investigations independently on reported cases pertaining to contravention of BCEA, SD and NMWA & Regulations and enforce as and when necessary. Plan and conduct structured advocacy on BCEA, SD and NMWA independently and analyse impact thereof, consolidate and compile report. Contribute at higher level to planning, drafting and maintenance of regional inspection plans execution.

ENQUIRIES : Ms K Fuller Tel No: (021) 441 8119

APPLICATIONS : Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town. Email: WCJobs-SW@LABOUR.gov.za

NOTE : Priority will be given to White Males

POST 17/15 : **SENIOR STATE ACCOUNTANT: FINANCE REF NO: HR4/4/8/161**

SALARY : R413 001 per annum

CENTRE : Provincial Office: Northern Cape

REQUIREMENTS : Three (3) years tertiary or equivalent qualification in Finance/Accounting. Two (2) years functional experience in Financial Management Services. Knowledge: Public Finance Management Act (PFMA), Treasury Regulations, Financial prescript and manuals, Batho Pele Principles, Departmental Policies and Procedure, Conflict. Skills: Planning and organising, Computer Literacy, Communication, Problem solving, Supervisory, Accounting, Presentation, Analysis.

DUTIES : Authorise 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. Monitor budget process for the province. Proper control of Petty case. Clear suspense account and unallocated accounts before month closure.

ENQUIRIES : Ms Sherelda Kleinsmith Tel No: (053) 838 1517

APPLICATIONS : Chief Director: Provincial Operations: Private Bag X5012, Kimberley, 8301 or hand deliver at Cnr Compound and Pniel Road. Email: Jobs-NCKIM@labour.gov.za

NOTE : EE targets- Priority will be given to Coloured Male, Indian male and females, White males.

POST 17/16 : **OHS INSPECTOR (X2 POSTS)**

SALARY : R413 001 per annum

CENTRE : Labour Centre Kimberly Ref No: HR4/4/8/164(X1 Post)

Labour Centre Kuruman Ref No: HR4/4/8/165(X1 Post)

REQUIREMENTS : Three (3)-year tertiary qualification (NQF6) in Environmental Health, Mechanical Engineering, Mechatronic Engineering, Electrical Engineering, Chemical Engineering, Chemistry, Construction, Biology, Microbiology, Biomedical Sciences, Biotechnology, Biochemistry. A valid driver's licence. Knowledge: Departmental policies and procedures, Occupational Health and Safety Act, as amended, OHS Regulations, South African National Standards (Codes)-incorporated Codes become regulations, Compensation for Occupational injuries and Diseases Act, Unemployed Insurance Act. Skills: Planning and organizing, Communication, Computer Literacy, Facilitation skills, Interpersonal skills, Conflict handling skills, Negotiation skills, Problem solving skills, Interviewing skills, Presentation skills, Innovation skills, Analytical skills, Verbal and written communication skill.

DUTIES : To plan and independently conduct inspections with the aim of ensuring compliance with the Occupational Health and Safety Act, Act 85 of 1993, Regulations and incorporated Standards. Plan, investigate and finalise independently incidents and complaints reported pertaining to the OHS Act and other relevant regulations and enforce as and when necessary, appear in Court as a State witness. Plan and conduct allocated proactive inspections as per schedule to monitor compliance with the OHS and other relevant labour legislation including compiling and consolidating reports emanating from such

	:	inspections. Plan and conduct advocacy campaigns on all labour legislation independently, analyse impact thereof, consolidate and compile report. Contribute at a higher 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.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms S Kleinsmith Tel No: (053) 838 1707
	:	Chief Director: Provincial Operations: Private Bag X5012, Kimberly, 8301 or hand deliver at Laboria House, c/o Pniel & Compound Street, Kimberly Email: Jobs-NCKIM@labour.gov.za (Kimberly Labour Centre) Email: Jobs-NCKIM@labour.gov.za (Kuruman Labour Centre)
<u>NOTE</u>	:	EE targets- Priority will be given to Coloured Male, Indian male and females, White males.
<u>POST 17/17</u>	:	<u>ADMINISTRATIVE OFFICER: MANAGEMENT SUPPORT SERVICES REF NO: HR4/4/10/657</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R338 106 per annum Labour Centre Cape Town Three-year tertiary qualification in Public/ Human resource Management/ Public Management/ Administration. One-year functional experience in support services. Knowledge: Departmental Policies, Procedures and Guidelines. Public Service Regulations, Public Service Act, Treasury Regulations, Public Finance Management Act and Batho Pele Principles. Skills: Interpersonal, Telephone etiquette, Interviewing skills, Computer literacy, listening skills, Communication skills, Ability to interpret legislation, Problem solving skills, Basic mediation skills, Analytical skills, Report writing skills and Tactical skills.
<u>DUTIES</u>	:	Render Supply Chain Management Function in a Labour Centre. Provide Finance, office services including fleet management within a Labour Centre. Render a Human Resource Management service at a labour Centre (Daily). Responsible for training and performance management in a Labour centre. Provide general administrative duties to the Labour Centre. Responsible for staff supervision and development.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms K Fuller Tel No: (021) 441 8119 Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town. Email: WCJobs-CTN@LABOUR.gov.za
<u>NOTE</u>	:	Priority will be given to White Males
<u>POST 17/18</u>	:	<u>ADMINISTRATIVE OFFICER: WORK-SEEKER REGISTRATION REF NO: HR4/4/10/676</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R338 106 per annum Provincial Office: Western Cape A Three-year tertiary qualification in Administration/ Public Administration. One-year functional experience in work-seeker registration. Knowledge: ILO Conventions. Financial Management. Human Resource Management. Knowledge Management and Skills Development. Skills: Planning and organizing, communication, computer, analytical, presentation, interpersonal, report writing, leadership and networking.
<u>DUTIES</u>	:	Ensure provision of support to Labour Centres for the delivery of work-seeker registration service. Dissemination of information to Labour Centres on registration of work-seekers on ESSA. Ensure provision of administrative support for capacity building on ESSA end users. Consolidate reports for ESSA user master database.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms K Fuller Tel No: (021) 441 8119 Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town. Email: Jobs-WC2@labour.gov.za
<u>NOTE</u>	:	Priority will be given to White Males
<u>POST 17/19</u>	:	<u>CLIENT SERVICE OFFICER: IES REF NO: HR/4/4/10/658</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R280 278 per annum Labour Centre: Beaufort West Matriculation/Grade 12/Senior Certificate. Knowledge: All relevant Labour Legislations and Regulations, 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. Resolve all complaints on IES labour legislations received from Clients within the scope and dictates of the IES SOP. Render general administrative duties and participate in advocacy sessions as and when required.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms K Fuller Tel No: (021) 441 8119
	:	Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town. Email: WCJobs-BEA@LABOUR.gov.za
<u>NOTE</u>	:	Priority will be given to White Males
<u>POST 17/20</u>	:	<u>CLIENT SERVICE OFFICER: PUBLIC EMPLOYMENT SERVICES (PES) (X9 POSTS)</u>
<u>SALARY CENTRE</u>	:	R280 278 per annum
	:	Labour Centre: Beaufort West- Ref No: HR4/4/10/659 (X1 Post)
	:	Labour Centre: Bellville- Ref No: HR4/4/10/660 (X2 Posts)
	:	Labour Centre: Cape Town- Ref No: HR4/4/10/661 (X3 Posts)
	:	Labour Centre: George- Ref No: HR4/4/10/662 (X1 Post)
	:	Labour Centre: Mitchells Plain- Ref No: HR4/4/10/663 (X1 Post)
	:	Labour Centre: Oudtshoorn- Ref No: HR4/4/10/664 (X1 Post)
<u>REQUIREMENTS</u>	:	Matriculation/Grade 12/Senior Certificate. Knowledge: Departmental Policies, Procedures and Guidelines, Labour Legislation and Regulations, Employment Services Act, Public Service Act and Regulations, Batho Pele principles. Skills: Computer Literacy, Communication, Interpersonal, Problem Solving, Listening, Telephone etiquette, Interviewing, Ability to interpret legislation.
<u>DUTIES</u>	:	Render registration services of work-seekers on ESSA. Render registration services of work and learning opportunities on ESSA. Refer work seekers for Employment Counselling services. Provide administrative support with the 17 placement of work seekers in work and learning opportunities. Render general administrative duties and participate in advocacy sessions as and when required.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms K Fuller Tel No: (021) 441 8119
	:	Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town
	:	Email Beaufort West: WCJobs-BEA@LABOUR.gov.za
	:	Email Bellville: WCJobs-BELL@LABOUR.gov.za
	:	Email Cape Town: WCJobs-CTN@LABOUR.gov.za
	:	Email George: WCJobs-GRG@LABOUR.gov.za
	:	Email Mitchells Plain: WCJobs-MP@LABOUR.gov.za
	:	Email Oudtshoorn: WCJobs-ODU@LABOUR.gov.za
<u>NOTE</u>	:	Priority will be given to White Males
<u>POST 17/21</u>	:	<u>BCEA INSPECTOR (X3 POSTS)</u>
<u>SALARY CENTRE</u>	:	R280 278 per annum
	:	Labour Centre: George Ref No: HR4/4/10/665 (X1 Post)
	:	Labour Centre: Paarl Ref No: HR4/4/10/666 (X1 Post)
	:	Labour Centre: Postmasburg Ref No: HR 4/4/8/163 (X1 Post)
<u>REQUIREMENTS</u>	:	Three (3) years relevant qualification in Labour Relations/BCOM Law/LLB. A Valid driver's license. Knowledge: Department policies and procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Unemployment Insurance Act, Unemployment Insurance Contributions Act, Employment Equity Act. Skills: Facilitation Skills, Planning and Organizing (own work), Computing (spread sheets, PowerPoint and word processing), Interpersonal skills, Problem solving skills, Interviewing skills, Analytical skills, Communication Skills (Verbal and Written).
<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.

ENQUIRIES : Ms K Fuller Tel No: (021) 441 8119 (George & Paarl)
Ms Sherelda Kleinsmith Tel No: (053) 838 1517 (Postmasburg)

APPLICATIONS : **Chief Director: Provincial Operations:** PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town.
Email George: WCJobs-GRG@LABOUR.gov.za
Email Paarl: WCJobs-PRL@LABOUR.gov.za
Chief Director: Provincial Operations: Private Bag X5012, Kimberley, 8301 or hand deliver at Cnr Compound and Pniel Road. Email: Jobs-NCPOS@labour.gov.za (Postmasburg Labour Centre)

NOTE : EE targets- Priority will be given to Coloured Male, Indian male and females, White males (Postmasburg). Priority will be given to White Males (George & Paarl)

POST 17/22 : **UI CLAIMS OFFICER (X19 POSTS)**
Re-advertisement, applicants who previously applied must re-apply

SALARY CENTRE : R280 278 per annum
Labour Centre: Bellville Ref No:HR4/4/10/667 (X9 Posts)
Labour Centre: George Ref No:HR4/4/10/668 (X10 Posts)

REQUIREMENTS : Grade 12/ Senior Certificate. 0 to 6 months' experience. Knowledge: Unemployment Insurance Act, Unemployment Insurance Contributions Act, Public Service Regulation, Public Service Act, Batho Pele Principles, Departmental Policies and Procedures, Customer Care. Skills: Communication (verbal and written), Listening, Ref No: HR4/4/relevant systems in line with the Standard Operating Procedure (SOP). Register all employers and verify the declaration of employees as per the relevant prescripts. Execute the payment of approved claims as per the set time frames. Attend to enquiries relating to all processed claims or any other matter relating to the processing of claims. Perform administrative duties in the section.

ENQUIRIES : Mr F Carstens Tel No: (021) 941 7002 (Bellville)
Mr M Charles Tel No: (044) 801 1223 (George)

APPLICATIONS : Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town.
Email: Bellville, WCJobs-BELL@LABOUR.gov.za
Email: George, WCJobs-GRG@LABOUR.gov.za

NOTE : Priority will be given to White Males

POST 17/23 : **PERSONNEL OFFICER HRM REF NO: HR4/4/10/669**

SALARY CENTRE : R237 453 per annum
Provincial Office: Western Cape

REQUIREMENTS : Matriculation/Grade 12/Senior certificate plus Certificate in Human Resource Management Field. Knowledge: Departmental policies and procedures.HR related systems (PERSAL). Batho Pele Principles. Employment Equity Act. Public Service Regulations. Skills: Computer literacy. Analytical. Communication. Planning and organizing. Computer Literacy. Analytical. Communication. Planning and organizing.

DUTIES : Facilitate and provide administrative support for service benefit of employees. Provide support to the recruitment and selection processes. Capture and update all personal data on PERSAL system. Attend to client's enquiries.

ENQUIRIES : Ms K Fuller Tel No: (021) 441 8119

APPLICATIONS : All applications must be uploaded on the department's ESSA System @ <https://essa.labour.gov.za/EssaOnline/WebBeans/>

NOTE : Priority will be given to African Males and White Males

POST 17/24 : **ADMINISTRATION CLERK: RISK MANAGEMENT REF NO: HR4/4/10/670**

SALARY CENTRE : R237 453 per annum
Provincial Office: Western Cape

REQUIREMENTS : Matric/Grade 12 Certificate. No experience. Knowledge: Treasury Regulations. Risk Management. Supply Chain Management Framework. Public Service Regulations and relevant prescripts. Public Administration Management Act.

Departmental policies and procedures. Batho Pele Principles. Public Financial Management Act. Skills: Computer literacy. Conflict management. Communication (both verbal and writing). Project management. Leadership. Report Writing. Decision making.

DUTIES : Administer and provide effective and efficient management risk registers. Perform office administration, logistical support function and ensure adequate functioning of risk management unit and committee. Provide administration support for the risk management activities in Supply Chain Management. Provide assistance on ethics and anti-corruption prevention strategy implemented.

ENQUIRIES APPLICATIONS : Ms K Fuller Tel No: (021) 441 8119
: All applications must be uploaded on the department's ESSA System @ <https://essa.labour.gov.za/EssaOnline/WebBeans/>

NOTE : Priority will be given to African Males and White Males

POST 17/25 : **ADMINISTRATION CLERK: INSPECTION AND ENFORCEMENT SERVICES (X2 POSTS)**

SALARY CENTRE : R237 453 per annum
: Labour Centre: Bellville Ref No: HR4/4/10/671 (X1 Post)
: Labour Centre: George Ref No: HR4/4/10/672 (X1 Post)

REQUIREMENTS : Matriculation/Grade 12/Senior certificate. No experience. Knowledge: Administrative procedures relating to an office. Filing and retrieving of documents. Ability to operate photocopier, Data capturing. Skills: Planning and organizing. Communication. Computer literacy.

DUTIES : Render administration support services to the Directorate. Control the movement of documents and files in the Directorate. Provide Supply Chain Management support in the Directorate. Render Human Resource Services support for the Directorate.

ENQUIRIES APPLICATIONS : Ms K Fuller Tel No: (021) 441 8119
: All applications must be uploaded on the department's ESSA System @ <https://essa.labour.gov.za/EssaOnline/WebBeans/>

NOTE : Priority will be given to African Males and White Males

POST 17/26 : **ADMINISTRATION CLERK: MANAGEMENT SUPPORT SERVICES (X2 POSTS)**

SALARY CENTRE : R237 453 per annum
: Labour Centre: Mossel Bay Ref No: HR4/4/10/673 (X1 Post)
: Labour Centre: Worcester Ref No: HR4/4/10/674 (X1 Post)

REQUIREMENTS : Matriculation/Grade 12/Senior certificate. No experience. Knowledge: Batho Pele Principles, Departmental policies and procedures and Treasury Regulations. Skills: Verbal and written communication, Interpersonal relations, Problem solving, Computer literacy, Analytical, Planning and organizing.

DUTIES : To render Supply Chain Management Function in a Labour Centre. Provide a finance and office management service to the Labour Centre. Render a Human Resource Management service at a Labour Centre daily. Responsible for training and performance activities in a Labour Centre. Responsible for the records management in a Labour Centre. Responsible for the transport in a Labour Centre and ensure safe keeping of pool cars. Render general administrative work for the Labour Centre as and when required.

ENQUIRIES APPLICATIONS : Ms K Fuller Tel No: (021) 441 8119
: All applications must be uploaded on the department's ESSA System @ <https://essa.labour.gov.za/EssaOnline/WebBeans/>

NOTE : Priority will be given to African Males and White Males

POST 17/27 : **OFFICE AID REF NO: HR4/4/10/675**

SALARY CENTRE : R170 226 per annum
: Provincial Office: Western Cape

REQUIREMENTS : Standard 8/Grade 10. No experience. Knowledge: Cleaning Practices. Catering. Office Practice. Skills: Interpersonal relations, Verbal communication and Listening skills.

DUTIES : Ensure a clean office environment at all times. Provide food service's aid. Assist in distributing stock. Assist with messenger functions.

ENQUIRIES : Ms K Fuller Tel No: (021) 441 8119

- APPLICATIONS** : All applications must be uploaded on the department's ESSA System @ <https://essa.labour.gov.za/EssaOnline/WebBeans/>
- NOTE** : Priority will be given to Females

DEPARTMENT OF FORESTRY, FISHERIES AND THE ENVIRONMENT

The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer.

- APPLICATIONS** : Cape Town, Limpopo and Mpumalanga: Must be submitted to the Director-General, Department of Forestry, Fisheries and the Environment, The Director: Integrated Human Resource Management, Private Bag X4390, Cape Town, 8000 or hand-deliver to 14 Loop Street, Cape Town or can be emailed to the respective email address quoting the reference number on the subject email.
FOM23-2026@dffe.gov.za
FOM24-2026@dffe.gov.za
- CLOSING DATE** : 15 June 2026, 16:00. No late application will be accepted.
- NOTE** : Application must be submitted on a New signed Z83 form obtainable from any Public Service Department accompanied by a recent detailed Curriculum Vitae only, to be considered. All attachments for online application must include an application form Z83 and CV only, in PDF and as one (1) document or attachment, indicate the correct job title and the reference number of the post on the subject line of your email. Use the correct email address associated with the post. JPEG (picture/snapshot) application will not be accepted. Shortlisted candidates will be required to submit certified copies of qualifications, Senior Certificate, identity document and driver's license on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the Department's equity plan. Persons with disabilities are encouraged to apply. Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Short-listed candidates will be expected to avail themselves at the Department's convenience. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG) prior to appointment. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme>. Furthermore, Shortlisted candidates must provide proof of successful completion of the course. All candidates shortlisted for the posts will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and the technical exercise of all SMS posts, the Selection Panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the implementation of competency-based assessments. Persons appointed will be subjected to a security clearance, the signing of performance agreement and employment contract. The Department reserves the right not to make an appointment. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful. By submitting the employment application form, you agree and consent in terms of Section 11(1) of the Protection of Personal Information Act (POPIA), 2013 (Act 4 of 2013), for your personal information which you provide to the DFFE to being processed by the department and its employees, agents, Cabinet committees, and subcontractors for recruitment purposes, in accordance with the POPIA of 2013.

OTHER POST

- POST 17/28** : **ASSISTANT DIRECTOR: FOREST RESOURCE PROTECTION (X2 POSTS)**
Re-advertisement and those who have previously applied, need to reapply.
- SALARY** : R605 742 per annum

- CENTRE** : Western Cape Ref No: FOM23/2026
Limpopo / Mpumalanga Ref No: FOM24/2026
- REQUIREMENTS** : National Diploma (NQF6) in Forestry / Natural Science / Environmental Management or relevant qualification within the related field as recognised by SAQA. A minimum of three (3) years' experience in Forestry or related field. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Knowledge, and evidence of the National Forest Act 1998 (Act 84 of 1998), National Veld and Forest Fire Act including Environmental Legislation and policies impacting on the forestry sector. Sound knowledge in the regulation of natural resources. Knowledge of government administrative procedures i.e. Public Finance Management Act (PFMA). Ability to collect and interpret information and reports. Good communication skills (verbal and written). Good presentation skills. Computer literacy. Ability to work under pressure and handle criticism. Ability to work independently and in a team. Good interpersonal skills and supervisory skills. Ability to negotiate in difficult situations and to resolve conflict. Ability to work long hours. A Valid Driving License and willingness to travel.
- DUTIES** : Implement, monitor and enforce National Forest Act and National Veld and Forest Fire Act policy and strategies. Identify areas that can be dealt with through other mechanisms such as regulations, guidelines, or capacity building and awareness. Review and comment on documents such as Environmental Impact Assessment (EIA) and other specialist reports for development impacting forests and trees in accordance with the National Forest Act. Promote compliance and enforcement regarding the National Forests Act No. 84 of 1998 and the National Veld and Forest Fire Act 1998 (Act 101 Of 1998). Liaise with Directorate of Legal Services and State Law Advisor regarding legal opinions and interpretation of provisions of the Act. Facilitate the appointment of Forest Officers as Peace Officers in terms of Criminal Procedure Act, 1977. Implement capacity building and communication programmes for stakeholders. Conducts NFA and NVFFA training course to various stakeholders such as SAPS, Judiciary, Magistrate and Prosecutors, State Organs. Provide technical advice in the issuing of licenses for protected trees, State and natural forests. Manage and maintain database of license statistics. Monitor the uniformity of licensing by evaluating the quality and assurance process and procedures in the Forestry Regions. Provide information & advisory services on NVFFA to existing FPA's, landowners & other stakeholders and support Fire Protection Associations to ensure compliance and functionality.
- ENQUIRIES** : Western Cape Ms T Gwala at 066 374 7795
Limpopo / Mpumalanga Ms N Mudau at 066 566 0640

GOVERNMENT COMMUNICATIONS AND INFORMATION SYSTEM

The GCIS 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. People with Disabilities will be accommodated within reasonable limits. Therefore, preference will be given to candidates whose appointment will assist the department in achieving its Employment Equity targets in terms of the Department's Employment Equity Plan. Suitably qualified People with disabilities will be given preference regardless of Race or Gender.

- APPLICATIONS** : Applicants must submit their applications via the link <http://erecruitment.gcis.gov.za> or hand deliver applications to Tshedimosetso House, 1035 cnr Francis Baard & Festival streets, Hatfield, Pretoria.
- FOR ATTENTION** : Ms P Kgopyane
- CLOSING DATE** : 12 June 2026
- NOTE** : Applicants with disabilities are encouraged to apply. The old prescribed application or employment form Z83 was withdrawn with effect from 31 December 2020. As per the Government Gazette No: 43872, any applicant who submits an application on or after 1 January 2021 must do so on the new prescribed Z83 form, obtainable from any Public Service Department or on the internet at www.gov.za/documents. Failure to submit an application on the new prescribed Z83 form will lead to disqualification. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the fully completed and signed Z83 form and a detailed curriculum vitae. Communication regarding submission of certified copies of qualifications and other relevant documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates will be required to submit certified documents on or before the day of the interview, following communication from the department. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Correspondence will be limited to short-listed candidates. 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 successful candidate must disclose to the DG particulars of all registrable financial interests, sign a performance agreement and employment contract with the DG within three months from the date of assumption of duty and obtain a top-secret security clearance. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. The department reserves the right to fill or not to fill the vacant post. The successful candidates will enter into an employment contract with the GCIS that will be reviewed based on performance expiration. By submitting the employment application form, you agree and consent in terms of section 11 (1) of the Protection of Personal Information Act, 2013 (POPIA), for your personal information which you provide to the Government Communication and Information System ("GCIS") being processed by the GCIS and its employees, agents, cabinet committees, and sub-contractors for recruitment purposes, in accordance with the Protection of Personal Information Act.

MANAGEMENT ECHELON

- POST 17/29** : **PROVINCIAL DIRECTOR: FREE STATE PROVINCIAL OFFICE REF NO: 3/1/5/1-26/01**
Chief Directorate: Provincial and Local Liaison
- SALARY** : R1 266 714 per annum (Level 13), (all-inclusive salary package), of which 30% may be structured according to the individual's needs
- CENTRE** : Bloemfontein
- REQUIREMENTS** : An appropriate Bachelor's Degree (NQF level 7 as recognised by SAQA) in Communication/ Media Studies/ Journalism/ Public Relations/ Development Communication or related (NQF Level 7) qualification Majoring in Communication/ Media Studies/ Journalism/ Public Relations/ Development Communication. Successful completion of the Public Service Senior Management Leadership Programme (Nyukela certificate) as endorsed by the

National School of Government is a pre-requisite for appointment. Must have a valid driver's license and be computer literate. At least five (5) years' experience at middle/senior management level with extensive experience in and knowledge of development communication, proven leadership capabilities, and sound interpersonal and project management skills. Extensive experience in coordinating multi-stakeholders and inter-governmental multi-media communication campaigns. Knowledge: Comprehensive knowledge of the Free State Province, including socio-economic and development dynamics as well of the communication footprint and dynamics of the province, including also at municipal level. Sound knowledge of the Public Finance Management Act. Must have a valid driver's license and be computer literate. Required Core Competencies: Strategic Capacity and Leadership, People Management and Empowerment, Financial Management, Change Management, Programme and project Management.

DUTIES

: The successful candidate will be responsible for providing strategic leadership and management to the GCIS Provincial Directorate in the Free State Province particularly in support of the provincial communication system headed by the Office of the Premier. Deliver communication campaigns in line with the National Communication Strategic Framework and the Medium-Term Development Plan (MTDP), and the Provincial MTDP and communication programme. Advocate for the application of the Norms and Standards of Government Communications amongst the communication system in the province and lend support to the Local Government Communication System. Develop and maintain communication partnerships and networks with provincial stakeholders from Government and Civil Society. Participate actively in all communications forums in the province and provide strategic direction on government communication in such forums and when urgent or rapid communication is concerned, to protect and enhance the reputation of government. Operate an effective, and compliant government communication organisation. Identify and review strategic risks, oversee and manage the implementation mitigation plans. Participate in the audit planning process and manage responses to audit queries.

**ENQUIRIES
NOTE**

: Mr Ndlelantle Pinyana Tel No: (012) 473 0188
 : It is a pre-requisite for candidates to have the Nyukela Public Service SMS Pre-Entry Programme certificate to be eligible for appointment. 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, visit the NSG website: www.thensg.gov.za. The successful candidate must disclose to the Minister particulars of all registrable financial interests and sign the employment contract within one month from the date of assumption of duty as well as sign a performance agreement with the Minister within three months from the date of assumption of duty and obtain a Top-Secret security clearance. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competency assessment. Please detail courses passed in the CV as per the academic transcript. Suitably qualified People with disabilities will be given preference regardless of Race or Gender.

POST 17/30

: **PROVINCIAL DIRECTOR: EASTERN CAPE PROVINCIAL OFFICE REF NO: 3/1/5/1-26/02**
 Chief Directorate: Provincial and Local Liaison

SALARY

: R1 266 714 per annum (Level 13), (all-inclusive salary package), of which 30% may be structured according to the individual's needs

**CENTRE
REQUIREMENTS**

: East London
 : An appropriate Bachelor's Degree (NQF level 7 as recognised by SAQA) in Communication/ Media Studies/ Journalism/ Public Relations/ Development Communication or related (NQF Level 7) qualification Majoring in Communication/ Media Studies/ Journalism/ Public Relations/ Development Communication. Successful completion of the Public Service Senior Management Leadership Programme (Nyukela certificate) as endorsed by the National School of Government is a pre-requisite for appointment. Must have a valid driver's license and be computer literate. At least five (5) years' experience at middle/senior management level with extensive experience in and knowledge of development communication, proven leadership capabilities, and sound interpersonal and project management skills. Extensive experience in coordinating multi-stakeholders and inter-governmental multi-media

communication campaigns. Knowledge: Comprehensive knowledge of the Eastern Cape Province, including socio-economic and development dynamics as well of the communication footprint and dynamics of the province, including also at municipal level. Sound knowledge of the Public Finance Management Act. Must have a valid driver's license and be computer literate. Required Core Competencies: Strategic Capacity and Leadership, People Management and Empowerment, Financial Management, Change Management, Programme and project Management.

DUTIES

: The successful candidate will be responsible for providing strategic leadership and management to the GCIS Provincial Directorate in the Eastern Cape Province particularly in support of the provincial communication system headed by the Office of the Premier. Deliver communication campaigns in line with the National Communication Strategic Framework and the Medium-Term Development Plan (MTDP), and the Provincial MTDP and communication programme. Advocate for the application of the Norms and Standards of Government Communications amongst the communication system in the province and lend support to the Local Government Communication System. Develop and maintain communication partnerships and networks with provincial stakeholders from Government and Civil Society. Participate actively in all communications forums in the province and provide strategic direction on government communication in such forums and when urgent or rapid communication is concerned, to protect and enhance the reputation of government. Operate an effective, and compliant government communication organisation. Identify and review strategic risks, oversee and manage the implementation mitigation plans. Participate in the audit planning process and manage responses to audit queries.

**ENQUIRIES
NOTE**

: Mr Ndlelantle Pinyana Tel No: (012) 473 0188
 : It is a pre-requisite for candidates to have the Nyukela Public Service SMS Pre-Entry Programme certificate to be eligible for appointment. 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, visit the NSG website: www.thensg.gov.za. The successful candidate must disclose to the Minister particulars of all registrable financial interests and sign the employment contract within one month from the date of assumption of duty as well as sign a performance agreement with the Minister within three months from the date of assumption of duty and obtain a Top-Secret security clearance. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competency assessment. Please detail courses passed in the CV as per the academic transcript. Suitably qualified People with disabilities will be given preference regardless of Race or Gender.

POST 17/31

: **PROVINCIAL DIRECTOR: GAUTENG PROVINCIAL OFFICE REF NO: 3/1/5/1-26/03**
 Chief Directorate: Provincial and Local Liaison

SALARY

: R1 266 714 per annum (Level 13), (all-inclusive salary package), of which 30% may be structured according to the individual's needs

**CENTRE
REQUIREMENTS**

: Johannesburg
 : An appropriate Bachelor's Degree (NQF level 7 as recognised by SAQA) in Communication/ Media Studies/ Journalism/ Public Relations/ Development Communication or related (NQF Level 7) qualification Majoring in Communication/ Media Studies/ Journalism/ Public Relations/ Development Communication. Successful completion of the Public Service Senior Management Leadership Programme (Nyukela certificate) as endorsed by the National School of Government is a pre-requisite for appointment. Must have a valid driver's license and be computer literate. At least five (5) years' experience at middle/senior management level with extensive experience in and knowledge of development communication, proven leadership capabilities, and sound interpersonal and project management skills. Extensive experience in coordinating multi-stakeholders and inter-governmental multi-media communication campaigns. Knowledge: Comprehensive knowledge of the Gauteng Province, including socio-economic and development dynamics as well of the communication footprint and dynamics of the province, including also at municipal level. Sound knowledge of the Public Finance Management Act. Must have a valid driver's license and be computer literate. Required Core Competencies: Strategic Capacity and Leadership, People Management and

DUTIES

Empowerment, Financial Management, Change Management, Programme and project Management.

: The successful candidate will be responsible for providing strategic leadership and management to the GCIS Provincial Directorate in the Gauteng Province particularly in support of the provincial communication system headed by the Office of the Premier. Deliver communication campaigns in line with the National Communication Strategic Framework and the Medium-Term Development Plan (MTDP), and the Provincial MTDP and communication programme. Advocate for the application of the Norms and Standards of Government Communications amongst the communication system in the province and lend support to the Local Government Communication System. Develop and maintain communication partnerships and networks with provincial stakeholders from Government and Civil Society. Participate actively in all communications forums in the province and provide strategic direction on government communication in such forums and when urgent or rapid communication is concerned, to protect and enhance the reputation of government. Operate an effective, and compliant government communication organisation. Identify and review strategic risks, oversee and manage the implementation mitigation plans. Participate in the audit planning process and manage responses to audit queries.

**ENQUIRIES
NOTE**

: Mr Ndlelantle Pinyana Tel No: (012) 473 0188

: It is a pre-requisite for candidates to have the Nyukela Public Service SMS Pre-Entry Programme certificate to be eligible for appointment. 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, visit the NSG website: www.thensg.gov.za. The successful candidate must disclose to the Minister particulars of all registrable financial interests and sign the employment contract within one month from the date of assumption of duty as well as sign a performance agreement with the Minister within three months from the date of assumption of duty and obtain a Top-Secret security clearance. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competency assessment. Please detail courses passed in the CV as per the academic transcript. Suitably qualified People with disabilities will be given preference regardless of Race or Gender.

OTHER POSTS

POST 17/32

: **DEPUTY DIRECTOR: DIGITAL MEDIA REF NO: 3/1/5/1-26/04**
Directorate: Digital Media

**SALARY
CENTRE
REQUIREMENTS**

: R932 292 per annum (Level 11), all-inclusive remuneration package
: Pretoria
: Applicants should be in possession of an appropriate National Diploma (NQF 6) as recognised by SAQA in Journalism, Media Studies, Multimedia Studies, Communication or equivalent related qualification. Four (4) years' relevant experience of which two (2) years should be on salary level nine (9), ten (10) or equivalent junior management level. Experience in website content management, digital publishing, content management systems and the distribution of government information through digital platforms. Competency in one or more content management systems, such as SharePoint, Drupal, WordPress and Joomla. Knowledge of government communication, web publishing standards, digital content coordination, online audience needs and content quality assurance. Excellent writing and editing skills in English. Understanding of digital content management, web publishing environments, online collaboration tools and emerging technologies that support digital communication, workflow automation and citizen engagement. Experience in coordinating teams, managing workflows, compiling reports, maintaining records and working with internal and external stakeholders. Excellent interpersonal, stakeholder engagement and communication skills. Ability to work independently with minimal direct supervision and as part of a team. Ability to work under pressure and meet tight deadlines. Proficiency in more than one South African official language will serve as an added advantage. Knowledge and understanding of no-code and low-code technologies, web application development platforms and AI-powered digital tools will serve as an added advantage. Experience or familiarity with modern web development and digital engagement platforms, including Wix, customer relationship

management systems, Microsoft Power Apps, chatbot development tools, Adobe Creative Suite and omnichannel digital communication tools or platforms, will serve as an added advantage.

DUTIES

: The successful candidate will be responsible for coordinating the implementation of the websites and web publishing component of the Digital Media Directorate's operational work. Coordinate the daily administration, maintenance, improvement and content management of GCIS-managed websites and related content management systems. Coordinate the identification, selection, preparation, uploading and updating of website content to ensure that information remains accurate, relevant, accessible and up to date. Provide operational oversight of allocated GCIS-managed websites and related digital publishing platforms, including SANews, Vuk'uzenzele and other relevant content management systems. Monitor website functionality, content quality and user experience, and coordinate the resolution of content-related or system-related issues with relevant stakeholders. Support website improvements, including content structure, navigation, accessibility, searchability, usability and compliance with approved editorial, branding and web publishing standards. Assist with the development, updating and implementation of guidelines, standards and procedures relating to website content management, digital publishing, content governance and quality assurance. Provide advisory services and support to government departments and internal stakeholders on website content management, web publishing and the use of content management systems. Coordinate operational activities within the unit, including workflow processes, task allocation, deadline management and support to team members. Compile reports on website activities, content updates, performance trends, risks, challenges and areas requiring improvement. Manage website-related correspondence, stakeholder requests and official email communication to ensure timely responses, proper coordination and accurate record-keeping. Maintain records and utilise enterprise information management systems, including the SharePoint Document Centre, to ensure that work-related documents and correspondence are stored in accordance with the GCIS File Plan and records management requirements. Contribute to digital projects, campaigns and online communication activities by ensuring that relevant website content is published, updated and aligned with approved communication priorities. Provide support within the broader Digital Media Directorate, including digital publishing, content scheduling, campaign support, monitoring of digital platforms, social media coordination and related online communication activities, as and when required.

ENQUIRIES

: Mr Tumelo Komape Tel No: (012) 473 0174

NOTE

: In line with the Directive on the Professionalisation of Human Resource Management and Development in Public Service, all shortlisted candidates will undertake a pre-entry practical exercise as part of the assessment method to determine their suitability based on the technical and generic requirements of the post. Please detail courses passed in the CV as per the academic transcript. This post will be filled by a candidate whose appointment will assist the department in achieving its Employment Equity targets in terms of the Department's Employment Equity Plan. Preference will be given to coloured and white candidates. Suitably qualified People with disabilities will be given preference regardless of Race or Gender.

POST 17/33

: **REGIONAL COMMUNICATION COORDINATOR: LIASON REF NO: 3/1/5/1-6/05**

Directorate: KwaZulu Natal Provincial Office

**SALARY
CENTRE
REQUIREMENTS**

: R487 197 per annum (Level 09)

: Harry Gwala

: Applicants should be in possession of an appropriate National Diploma (NQF 6) as recognised by SAQA in Journalism/ Media Studies/ Communication/ Public Relations majoring in Journalism/Media/ Communication. At least three (3) years' relevant experience of which one (1) year should be on salary level seven (7), eight (8) or equivalent supervisory level in the communications environment with knowledge of communication disciplines, including media liaison, stakeholder relations, research and development communication. The candidate must understand development communication practice, and knowledge of KwaZulu Natal Province with specific insights to Harry Gwala district and its local municipalities. Be innovative, digital literate and abreast

with digital communication methods and applications. A self-motivated and enthusiastic person able to work with limited levels of supervision. Strong verbal and effective writing and communication skills. Furthermore, applicant should be in possession of a valid Code 08 driver's licence as the work involves extensive travelling. Basic knowledge of administration and finances is required. Ability to work under pressure.

DUTIES

: The successful candidate will support the Deputy Director: Liaison in the implementation of a government communication programme (GCP) in Harry Gwala District as follows: Disseminate government information and implement key communication projects in line with government priorities and in accordance with the guidelines for development communication practice and platforms as developed by GCIS. Supervise and monitor the work of district based Senior Communication Officers (if any) as well as any communication interns or learners assigned to the region, including their administrative and operational functions, and report these to the Deputy Director: Provincial Liaison. Leadership in government communication system coordination in Harry Gwala district. Ensure the establishment and where necessary review and strengthening of communication coordination structures in the district to ensure the effective cascading of government communication content especially to leaders and structures of local government across the district. Ensure adherence to government communication system norms and standards in the district in line with the government communication policy. Support all initiatives aimed at strengthening Local Government Communication System through advocacy in strategic IGR structures at District and local level. Further, provide communication support to various integrated service delivery models of government, including the District Development Model (DDM) and the Thusong Service Centre programme. Embrace new media and utilise digital tools as part of cascading government content. Responsible for the development and maintenance of high-level stakeholder relations in the region with biasness towards civil society, community media, minority groups, local government and traditional leaders. Coordination and implementation of rapid response requirements in the district as well as writing service delivery articles on governments' delivery on its mandate. Responsible for the revision and development of a localised distribution strategy for government information products at district level. Additionally, on a regular basis, be required to develop local communication environment assessments reports on key issues emanating from the district for the use by various stakeholders and clients. Support government public participation initiatives including feedback and follow up on the required communication interventions as recommended.

ENQUIRIES

: Ms Ndala Mngadi Tel No: (031) 301 6787

NOTE

: In line with the Directive on the Professionalisation of Human Resource Management and Development in Public Service, all shortlisted candidates will undertake a pre-entry practical exercise as part of the assessment method to determine their suitability based on the technical and generic requirements of the post. Please detail courses passed in the CV as per the academic transcript. Suitably qualified People with disabilities will be given preference regardless of Race or Gender.

POST 17/34

: **REGIONAL COMMUNICATION COORDINATOR: LIASON REF NO: 3/1/5/1-26/06**
Directorate: Gauteng Provincial Office

SALARY

: R487 197 per annum (Level 09)

CENTRE

: Ekurhuleni

REQUIREMENTS

: Applicants should be in possession of an appropriate National Diploma (NQF 6) as recognised by SAQA in Journalism/ Media Studies/ Communication/ Public Relations majoring in Journalism/Media/ Communication. At least three (3) years' relevant experience of which one (1) year should be on salary level seven (7), eight (8) or equivalent supervisory level in the communications environment with knowledge of communication disciplines, including media liaison, stakeholder relations, research and development communication. The candidate must understand development communication practice, and knowledge of Gauteng Province with specific insights to Ekurhuleni district and its local municipalities. Be innovative, digital literate and abreast with digital communication methods and applications. A self-motivated and enthusiastic person able to work with limited levels of supervision. Strong verbal and

effective writing and communication skills. Furthermore, applicant should be in possession of a valid Code 08 driver's licence as the work involves extensive travelling. Basic knowledge of administration and finances is required. Ability to work under pressure.

DUTIES

: The successful candidate will support the Deputy Director: Liaison in the implementation of a government communication programme (GCP) in Ekurhuleni Metropolitan Municipality (Metro) as follows: Disseminate government information and implement key communication projects in line with government priorities and in accordance with the guidelines for development communication practice and platforms as developed by GCIS. Supervise and monitor the work of GCIS office Metro based Senior Communication Officers (if any) as well as any communication interns or learners assigned to the region, including their administrative and operational functions, and report these to the Deputy Director: Provincial Liaison. Leadership in government communication system coordination in Ekurhuleni Metropolitan area. Ensure the establishment and where necessary review and strengthening of communication coordination structures in the Metro to ensure the effective cascading of government communication content especially to leaders and structures of local government across the district. Ensure adherence to government communication system norms and standards in the district in line with the government communication policy. Support all initiatives aimed at strengthening Local Government Communication System through advocacy in strategic IGR structures at Ekurhuleni level. Further, provide communication support to various integrated service delivery models of government, including the District Development Model (DDM) and the Thusong Service Centre programme. Embrace new media and utilise digital tools as part of cascading government content. Responsible for the development and maintenance of high-level stakeholder relations in the region with biasness towards civil society, community media, minority groups, local government and traditional leaders. Coordination and implementation of rapid response requirements in the district as well as writing service delivery articles on governments' delivery on its mandate. Responsible for the revision and development of a localised distribution strategy for government information products at Metro level. Additionally, on a regular basis, be required to develop local communication environment assessments reports on key issues emanating from the district for the use by various stakeholders and clients. Support government public participation initiatives including feedback and follow up on the required communication interventions as recommended.

**ENQUIRIES
NOTE**

: Mr Ndlelantle Pinyana Tel No: (012) 473 0188
: In line with the Directive on the Professionalisation of Human Resource Management and Development in Public Service, all shortlisted candidates will undertake a pre-entry practical exercise as part of the assessment method to determine their suitability based on the technical and generic requirements of the post. Please detail courses passed in the CV as per the academic transcript. Suitably qualified People with disabilities will be given preference regardless of Race or Gender.

POST 17/35

: **ASSISTANT DIRECTOR: RESEARCH REF NO: 3/1/5/1-26/07**
Directorate: Research Services

**SALARY
CENTRE
REQUIREMENTS**

: R487 197 per annum (Level 09)
: Pretoria
: Applicants should be in possession of an appropriate National Diploma (NQF 6) as recognised by SAQA in Communication Sciences/Social Sciences/ Political Sciences/ Statistics. A relevant post-graduate qualification with a research component, including completion of an academic research project, will be an added advantage. At least three (3) years' relevant experience of which one (1) year should be on salary level seven (7), eight (8) or equivalent supervisory level in research/ communication research (Experience gained through the completion of a full academic research project, encompassing all research processes, will be considered as part of experience). General managerial, project management and administration experience (related to tasks of human resources). Good general knowledge and interest in current and government affairs. Skills: Competence in research design and analytical skills with proven experience in qualitative and quantitative research methodologies. Must be well-versed in all aspects related to communication research processes. Competence in qualitative and quantitative data collection

as well as experience in writing research proposals or research briefs. Proficiency in MS programmes and data analysis packages (i.e. SPSS). Ability to liaise with clients and service providers. Proficiency in both presentation and report writing. Ability to work independently without direct supervision as well as in a team. Must be able to work under pressure.

DUTIES

: The successful candidate will assist with the management, planning and application of research to enhance effectiveness of government communication. Assist in providing research advice and a support service to GCIS and to clients in terms of communication research. Professionally liaise with service providers and clients. Design qualitative and quantitative data collection instrument, including the administration of appropriate research instruments. Conduct quantitative data analysis using software such as SPSS and MS Excel programme. Ability to analyse qualitative data. Interpret research results and prepare research reports (Ms Word & Ms PowerPoint) for sharing with relevant stakeholders. Present research findings at various stakeholder meetings (internal and external). Aid in general managerial tasks, including financial management to ensure optimal resource management in the Directorate: Research Services. Work as part of a team in the Directorate and GCIS project teams.

**ENQUIRIES
NOTE**

: Ms Getrude Sadiki Tel No: (012) 473 0095
: In line with the Directive on the Professionalisation of Human Resource Management and Development in Public Service, all shortlisted candidates will undertake a pre-entry practical exercise as part of the assessment method to determine their suitability based on the technical and generic requirements of the post. Please detail courses passed in the CV as per the academic transcript. This post will be filled by a suitably qualified candidate whose appointment will assist the department in achieving its Employment Equity targets in terms of the Department's Employment Equity Plan. Preference will be given to coloured and white candidates. Suitably qualified People with disabilities will be given preference regardless of Race or Gender.

POST 17/36

: **ASSISTANT DIRECTOR: NEWS SERVICES (SENIOR REPORTER) REF
NO: 3/1/5/1-26/08**
Directorate: News Services

**SALARY
CENTRE
REQUIREMENTS**

: R487 197 per annum (Level 09)
: Pretoria
: Applicants must be in possession of a National Diploma (NQF Level 6) as recognised by SAQA in Journalism, Communication or an equivalent related qualification. At least three (3) years' journalistic experience in print, broadcast and/or digital media, which one (1) year should be on salary level seven (7), eight (8) or equivalent supervisory level. Applicants must be computer literate, with sound working knowledge of Microsoft Word, email, internet-based research and digital content tools used for writing, editing, content filing and online publishing. Applicants must have sound knowledge of government policies and programmes, government communication, current affairs and the broader South African media environment. Applicants must be news-driven journalism professionals with strong editorial judgement and research skills. Applicants must have excellent English writing skills. He/she must be able to write accurate, clear and engaging news articles and feature stories for online platforms. He/she must also be able to produce or support the production of basic multimedia content, including photographs, short videos and other digital material suitable for digital platforms. Applicants must have knowledge of social media, digital publishing, online audience needs and multimedia storytelling. Applicants must have excellent interviewing skills, the confidence to interview senior and high-profile government officials, and the ability to process complex information, analyse the communication environment and generate original story ideas linked to government priorities and public interest. Good interpersonal, teamwork and communication skills are essential. Applicants must be willing to accept editorial guidance, coaching and mentoring. They must be able to work under pressure, meet deadlines, and be flexible and available to work after hours, including evenings, weekends and public holidays, when required. Applicants must also be available to travel, sometimes at short notice. A valid driver's licence is essential. Proficiency in two official South African languages will be an added advantage.

DUTIES

: The successful candidate will be responsible for initiating, researching, developing and producing news and feature content for SAnews.gov.za and

other GCIS platforms. This will include attending government briefings, media events and official programmes locally and across the country; conducting research and interviews; writing accurate and balanced government news stories; producing multimedia content; filing content under tight deadlines; and contributing to digital platforms through text, photographs and videos. The role will require the use of relevant digital reporting, content production and publishing tools in the performance of duties, in line with departmental policies and available resources. The successful candidate will also be expected to maintain strong working relationships with other government communicators and relevant stakeholders and contribute to the effective positioning of SAnews as a credible government news agency.

**ENQUIRIES
NOTE**

: Ms Roze Britz Tel No: (012) 473 0263
 : In line with the Directive on the Professionalisation of Human Resource Management and Development in Public Service, all shortlisted candidates will undertake a pre-entry practical exercise as part of the assessment method to determine their suitability based on the technical and generic requirements of the post. Please detail courses passed in the CV as per the academic transcript. This post will be filled by a suitably qualified candidate whose appointment will assist the department in achieving its Employment Equity targets in terms of the Department's Employment Equity Plan. Preference will be given to coloured and white candidates. Suitably qualified People with disabilities will be given preference regardless of Race or Gender.

POST 17/37

: **PRINCIPAL COMMUNICATION OFFICER: COMMUNICATION AND MEDIA
MONITORING REF NO: 3/1/5/1-26/09**
 Directorate: Government Communication, Monitoring and Evaluation

**SALARY
CENTRE
REQUIREMENTS**

: R413 001 per annum (Level 08)
 : Pretoria
 : Applicants should be in possession of a National Diploma (NQF 6) in Journalism/ Media Studies/ Communication/ Public Relations/ Public Administration/ Public Governance or equivalent related qualification. At least two (2) years' experience in communication and media monitoring and analysis; experience and skills in communication and media data capturing, and use of Excel spreadsheets. Knowledge of and experience in monitoring and evaluation will be a recommendation. Good communication/liaison, planning and research skills. Proficiency in using GCIS' Government Communication Excellence Tool (G-CET) and Media Monitoring and Analysis Tools. Strong knowledge and understanding of government programmes and priorities. Knowledge of and a strong interest in current affairs and the South African socio-political situation. Understanding of the media landscape and environment. Tested knowledge of monitoring and evaluation and media analysis methodologies. Willingness to travel. Have a code 8 or 10 driver's licence. Analytical thinking and problem-solving skills. Well-developed interpersonal and problem-solving skills. Ability to work independently, but also to coordinate work within a team environment. Ability to work under pressure. Advanced computer skills. Intermediate to advanced report writing and presentation skills. Proficiency in internet searches. Use of databases and electronic dissemination of products. Planning and organising.

DUTIES

: The successful candidate will be required to support the work of monitoring and evaluating government communication at National, Provincial, and Local levels especially through capturing and analysing communication performance data. Support media monitoring and analysis through GCIS' Media Monitoring and Analysis System to monitor and analyse communications environment for media coverage of government's priorities; major programmes; special events like the State of the Nation Address; communication campaigns and activities and assist with the compilation of media analysis reports. The official will also have to support GCIS projects such as the Government Communication Policy and also contribute to administrative functions in the Directorate.

**ENQUIRIES
NOTE**

: Mr Brite Nemananzhe Tel No: (012) 473 0040
 : In line with the Directive on the Professionalisation of Human Resource Management and Development in Public Service, all shortlisted candidates will undertake a pre-entry practical exercise as part of the assessment method to determine their suitability based on the technical and generic requirements of the post. Please detail courses passed in the CV as per the academic transcript. This post will be filled by a suitably qualified candidate whose appointment will assist the department in achieving its Employment Equity

targets in terms of the Department's Employment Equity Plan. Preference will be given to coloured and white candidates. Suitably qualified People with disabilities will be given preference regardless of Race or Gender.

DEPARTMENT OF HIGHER EDUCATION AND TRAINING
(Western TVET College)
(Motheo TVET College)

OTHER POSTS

- POST 17/38** : **ASSISTANT DIRECTOR: PROJECT MANAGEMENT REF NO: CORP/ASD/PM/01**
 Nature of Appointment: Contract (College Council Appointment)
 Re-advertisement
- SALARY CENTRE REQUIREMENTS** : R487 197 per annum (Level 09), plus 37% lieu of benefits
 : Corporate Office
 : Matric/Grade12 Certificate plus a recognised 3-year National Diploma or Degree in Building Management / Safety Management / Civil Engineering / Architecture Construction Management / Project Management or any other relevant qualification in Engineering. A minimum of 3 to 5 years relevant work experience in facilities management, SHERQ and OHS of which 2-3 years should be on a supervisory level. Must have a valid driver's license. Must be computer literate. Competencies, Knowledge, and Skills: Must have knowledge of the TVET sector regulations and legislative framework. Knowledge of Public Service Act and Regulations, Occupational Health and Safety Act, fire control and facilities management systems. must demonstrate leadership, communication skills, and attention to detail while managing the entire lifecycle of the project. Should have strong administrative, planning, organising, report writing, project management, problem solving and people management skills.
- DUTIES** : Successful candidates will be responsible for the planning, execution, and success of a project which includes the following responsibilities: Manage the development or improvement of physical infrastructure to ensure college has adequate physical infrastructure and maintenance in line with Capital Infrastructure Efficiency Grant (CIEG). Compile maintenance plan regarding machinery, tools, and equipment costing and submitted to DHET. Timeous reporting to different stakeholders. Determine and define project scope and objectives. Predict resources needed to reach objectives and manage resources in an effective and efficient manner. Prepare budget based on scope of work and resource requirements. Track project costs to meet budget. Develop and manage a detailed project schedule and work plan. Provide project updates on a consistent basis to various stakeholders about strategy, adjustments, and progress. Manage contracts with vendors and suppliers by assigning tasks and communicating expected deliverables. Monitor progress of the projects. Measure project performance to identify areas for improvement. Engage with all levels of the organisation in a professional manner. Setup and manage project governing meetings at all levels of the project structure. Ensure that all stakeholders and project team members execute on their activities in terms of the project mandate. Identify potential risk hazards in the building and ensure there is proper signage in and around the buildings to minimise risks.
- ENQUIRIES APPLICATIONS** : Ms M Hlatshwayo/Mr P Motai Tel No: (011) 692 4004 Ext. 1010/1061/1062
 : Please hand deliver your application or email it to ASDPDM2026@westcol.co.za in a pdf format and as one attachment, quoting the relevant reference number to the Principal, Western TVET College, Corporate Office, 42 Johnstone Street, Randfontein, 1760.
- NOTE** : All applications must be accompanied by a signed and fully completed NEW Z83 form obtainable from any public service Department or DPSSA website, a comprehensive CV including at least three contactable references. Only shortlisted candidates will be required to submit certified copies of original documents with academic records/transcripts and other relevant supporting documents on or before the day of the interview following communication from HR Office. Foreign qualifications must be accompanied by a SAQA evaluation report. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Successful candidates will be subjected to a vetting and financial disclosure process (criminal record, citizenship, qualification verification and employment verification). People living

with disability are encouraged to apply. If you have not been contacted within six months after closing date, please consider your application as unsuccessful. Western TVET College is an equal opportunities employer and reserves the right not to fill the posts. Please ensure that the Z83 form is completed in full. Incomplete Z83 will be disqualified.

CLOSING DATE

: 05 June 2026 at 12:00.

POST 17/39

: **PERSONAL ASSISTANT: OFFICE OF THE PRINCIPAL REF NO: CORP/PA/02**

Nature of Appointment: Permanent (PERSAL appointment)
Re-advertisement

SALARY CENTRE REQUIREMENTS

: R338 106 per annum (Level 07), plus benefits
: Corporate Office
: Matric/Grade12 Certificate plus a recognised 3-year National Diploma or Degree in Office Management and Technology / Public Management / Management Assistant / Secretarial or any other relevant qualification. Must have a minimum of 3 to 5 years relevant work experience in rendering support service to Senior Management. Supervisory experience will be an added advantage. Must have a valid driver's license. Must be computer literate. Competencies, Knowledge, and Skills: Must have knowledge and understanding of relevant legislation, prescripts, policies, and procedures. Basic knowledge of Financial Management. Record management of documents. Good telephone etiquette. Sound planning and organising skills. Good people skills. High level of reliability. Written and verbal communication skills. Ability to act with tact and discretion. Ability to do research, analyse documents and situations. Maintain confidentiality. Willingness to work extra hours when required.

DUTIES

: Provide a secretarial support service to the principal. Performs advanced typing work. Operate and ensure that office equipment is in good working order. Records the engagements of the principal. Coordinates with and advises the principal regarding engagements. Compiles realistic schedules of appointments. Renders administrative support services. Ensures effective flow of information and documents to and from the office of the principal. Ensures the safekeeping of all documentation in the office of the principal in line with relevant legislation and policies. Ensures that travel arrangements are well coordinated. Handles the procurement of standard items like stationery, refreshments for the activities of the principal and unit. Obtains the necessary signatures on documents. Provides support to the manager in the office of the principal regarding meetings. Records minutes, decisions or resolutions taken and communicates to relevant role players, follow-up on progress made. Coordinates logistical arrangements for meetings when required. Keeps record of expenditure commitments, monitors expenditure and alerts the principal of possible over and under spending. Checks and correlates BAS reports to ensure that expenditure is allocated correctly. Remains up to date with the prescripts, policies, and procedures applicable to his /her work terrain to ensure efficient and effective support to the principal. Remains abreast with the procedures and processes that apply in the office of the principal.

ENQUIRIES APPLICATIONS

: Ms M Hlatshwayo/Mr P Motai Tel No: (011) 692 4004 Ext. 1010/1061/1062
: Please hand deliver your application or email it to PA@westcol.co.za in a pdf format and as one attachment, quoting the relevant reference number to the Principal, Western TVET College, Corporate Office, 42 Johnstone Street, Randfontein, 1760.

NOTE

: All applications must be accompanied by a signed and fully completed NEW Z83 form obtainable from any public service Department or DPSA website, a comprehensive CV including at least three contactable references. Only shortlisted candidates will be required to submit certified copies of original documents with academic records/transcripts and other relevant supporting documents on or before the day of the interview following communication from HR Office. Foreign qualifications must be accompanied by a SAQA evaluation report. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Successful candidates will be subjected to a vetting and financial disclosure process (criminal record, citizenship, qualification verification and employment verification). People living with disability are encouraged to apply. If you have not been contacted within

six months after closing date, please consider your application as unsuccessful. Western TVET College is an equal opportunities employer and reserves the right not to fill the posts. Please ensure that the Z83 form is completed in full. Incomplete Z83 will be disqualified.
05 June 2026 at 12:00.

CLOSING DATE

:

POST 17/40

:

MIS OFFICER REF NO: MOT/MIS/CO/2026

SALARY

:

R338 106 per annum (Level 07)

CENTRE

:

Central Office

REQUIREMENTS

:

Appropriate National Diploma (NQF 6)/ B Degree in Information Management /DATA management or equivalent qualification. 2 years working experience in Management of Information System (MIS) or DATA Management environment or any relevant knowledge. Sound knowledge of the following: Policies that governs TVET Colleges including knowledge of the TVETMIS system and annual reporting requirements. CET Act; PSET; ISO and quality management systems. Knowledge and understanding of information system and the understanding, application and interpretation of office management, COLTECH, DATA warehouse and IT prescripts.

DUTIES

:

To provide TVET Management Information System (MIS) services in the entire college. Maintain and administer TVETMIS, capturing and DATA extraction for the college. Compile and produce various reports and statistics. Capture and update information on COLTECH/TVETMIS and other related systems. Provide administration of all academic and student related system programmes, courses and qualification. Facilitate the renewal of TVETMIS licenses before expiry dates.

ENQUIRIES

:

Mr M Shopane Tel No: (051) 014 7850

APPLICATIONS

:

All applications should be mailed to: Deputy Principal Corporate Services. Motheo TVET College, Private Bag X20509, Bloemfontein, 9300 or hand delivered at Motheo TVET College, Central office Corner St George and Aliwal Streets alternatively be sent by e-mail to: recruitment@motheotvet.edu.za

FOR ATTENTION

:

Mr J Ntsane/Ms N Nameka/Ms Lebeko Tel No: (051) 014 7850

NOTE

:

Applicants are required to submit only a completed signed New Z83 form obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae (eg. Indicating positions held, dates and key performance areas/responsibilities. Certified copies of ID, Valid driver's Licence, where applicable, and all other required relevant documents like qualifications, will only be requested from shortlisted candidates on or before the interview date. All shortlisted candidates, including SMS, shall undertake pre-entry assessments. Correspondence will be limited to shortlisted candidates only. People with disabilities are encouraged to apply. Foreign qualifications must be accompanied by a SAQA evaluation report. Immigrants should apply for work permits before assumption of duty. Successful candidates will be subjected to security screening, and may be required to work at other places as may reasonably be required by the College. Motheo TVET College reserves the right to withdraw the mentioned advert. Please consider your application as unsuccessful should you not be contacted within 3 months from the closing date. Failure to comply with the requirements mention, will result in the candidate being disqualified. NB: Candidates whose appointments promote representatively in terms of gender, race and disability will receive first preference.

CLOSING DATE

:

05 June 2026 at 14H00.

POST 17/41

:

ADMINISTRATIVE CLERK REF NO: MOT/ADM/BFN/2026

SALARY

:

R237 453 per annum (Level 05)

CENTRE

:

Bloemfontein Campus

REQUIREMENTS

:

N6 in Office management/ National Diploma in Office Management. 1-year experience in Clerical/Administrative environment. Computer Literacy. Sound knowledge of TVET Sector policies as well as Department of Higher Education. Knowledge of the Legislative framework governing the Public Service. Ability to capture data and ability to keep campus and personnel records. Must have good verbal and written communication skills. Good interpersonal relations.

DUTIES

:

To render administrative support services to the campus. Render general clerical support services for the campus, by recording; organising and keeping correspondence records. Provide personnel administration support services

		within the campus by maintaining leave registers and attendance register, maintaining personnel records.
<u>ENQUIRIES</u>	:	Mrs M Tebele Tel No: (051) 014 7601
<u>APPLICATIONS</u>	:	All applications should be mailed to: Deputy Principal Corporate Services. Motheo TVET College, Private Bag X20509, Bloemfontein 9300 or hand delivered at Motheo TVET College, Central office Corner St George and Aliwal Streets alternatively be sent by e-mail to: recruitment@motheotvet.edu.za
<u>FOR ATTENTION</u>	:	Mr J Ntsane/Ms N Nameka/Ms Lebeko Tel No: (051) 014 7850
<u>NOTE</u>	:	Applicants are required to submit only a completed signed New Z83 form obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae (eg. Indicating positions held, dates and key performance areas/responsibilities. Certified copies of ID, Valid driver's Licence, where applicable, and all other required relevant documents like qualifications, will only be requested from shortlisted candidates on or before the interview date. All shortlisted candidates, including SMS, shall undertake pre-entry assessments. Correspondence will be limited to shortlisted candidates only. People with disabilities are encouraged to apply. Foreign qualifications must be accompanied by a SAQA evaluation report. Immigrants should apply for work permits before assumption of duty. Successful candidates will be subjected to security screening and may be required to work at other places as may reasonably be required by the College. Motheo TVET College reserves the right to withdraw the mentioned advert. Please consider your application as unsuccessful should you not be contacted within 3 months from the closing date. Failure to comply with the requirements mention, will result in the candidate being disqualified. NB: Candidates whose appointments promote representatively in terms of gender, race and disability will receive first preference.
<u>CLOSING DATE</u>	:	05 June 2026 at 14H00.
<u>POST 17/42</u>	:	<u>ADMIN CLERKS: ADMINISTRATION SERVICES (X3 POSTS)</u> Nature of Appointment: Permanent (PERSAL appointment) Re-advertisement
<u>SALARY</u>	:	R237 453 per annum (Level 05), plus benefits
<u>CENTRE</u>	:	Carletonville Ref No: CV//ADMIN/CLERK/03 Krugersdorp West Ref No: KW//ADMIN/CLERK/04 Randfontein Ref No: RFT//ADMIN/CLERK/05
<u>REQUIREMENTS</u>	:	Matric/Grade12 Certificate plus a recognised 3-year National Diploma or Degree in Public Administration/Management Assistant/Office Management and Technology or any other relevant qualification. Must be computer literate (MS Word, Excel, PowerPoint, Outlook and Internet). A valid driver's license will be an added advantage. Must be computer literate. Competencies, Knowledge, and Skills: Must have knowledge and understanding of the registration processes and procedure. Ability to communicate well with people at different levels and backgrounds. Must have knowledge of switchboard operation. Must have good telephone etiquette. Ability to capture data. Should have sound organisational skills, planning, organising, communication, customer services and report writing skills. High level of integrity and loyalty.
<u>DUTIES</u>	:	Administer and assist with student registration processes in line with the college's Standard Operating Procedures (SOPs). Capture and verify student information on the Business Management System (BMS). Print and distribute control lists and class registers. Verify data before submission to the Department of Higher Education and Training (DHET). Screen and process online applications. Attend to student and public enquiries. Operate the campus switchboard and direct calls appropriately. Capture student marks and absenteeism accurately. Maintain updated student academic records and ensure all information is securely stored and accessible when required. Capturing and administration of requisition forms, receive goods and services, verify deliveries against relevant documents, and follow up on outstanding orders. Ensure proper documentation and filing for all procurement-related transactions at campus level. Provide administrative support services (application of college bursaries) to the campus management team.
<u>ENQUIRIES</u>	:	Ms M Hlatshwayo/Mr P Motai Tel No: (011) 692 4004 Ext. 1010/1061/1062
<u>APPLICATIONS</u>	:	Please hand deliver your application or email it to Admin Clerk: Carletonville – AdminCAL2026@westcol.co.za ; Admin Clerk: Krugersdorp West – AdminKW2026@westcol.co.za ; Admin Clerk: Randfontein – AdminRFT2026@westcol.co.za in a pdf format and as one attachment, quoting

<u>NOTE</u>	:	the relevant reference number to the Principal, Western TVET College, Corporate Office, 42 Johnstone Street, Randfontein, 1760.
	:	All applications must be accompanied by a signed and fully completed NEW Z83 form obtainable from any public service Department or DPSA website, a comprehensive CV including at least three contactable references. Only shortlisted candidates will be required to submit certified copies of original documents with academic records/transcripts and other relevant supporting documents on or before the day of the interview following communication from HR Office. Foreign qualifications must be accompanied by a SAQA evaluation report. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Successful candidates will be subjected to a vetting and financial disclosure process (criminal record, citizenship, qualification verification and employment verification). People living with disability are encouraged to apply. If you have not been contacted within six months after closing date, please consider your application as unsuccessful. Western TVET College is an equal opportunities employer and reserves the right not to fill the posts. Please ensure that the Z83 form is completed in full. Incomplete Z83 will be disqualified.
<u>CLOSING DATE</u>	:	05 June 2026 at 12:00.
<u>POST 17/43</u>	:	<u>CLEANER REF NO: MOT/CLN/BFN/2026</u>
<u>SALARY</u>	:	R144 024 per annum (Level 02)
<u>CENTRE</u>	:	Bloemfontein Campus
<u>REQUIREMENTS</u>	:	ABET/Standard 8/Gr 10. Basic literacy, numeracy and communication skills. Must be able to read and write. Ability to interact with other officials in a professional manner. Knowledge of cleaning procedures, maintenance procedures and safety requirements attached to the duties assigned. Able to use cleaning material appropriately. Be flexible to manage time effectively.
<u>DUTIES</u>	:	Ensure the cleaning of office /classrooms and surroundings. Ensure high level of cleanliness throughout the campus. Carry out all tasks related to cleaning. Vacuuming, dusting and sweeping of offices, corridors, kitchens, halls and classrooms. Empty litter bins around the campus on a daily basis. Cleaning windows, doors and walls. Replacing toilet paper, soap and hand towels.
<u>ENQUIRIES</u>	:	Mrs M Tebele Tel No: (051) 014 7601
<u>APPLICATIONS</u>	:	All applications should be mailed to: Deputy Principal Corporate Services, Motheo TVET College, Private Bag X20509, Bloemfontein, 9300 or hand delivered at Motheo TVET College, Central office Corner St George and Aliwal Streets alternatively be sent by e-mail to: recruitment@motheotvet.edu.za.
<u>FOR ATTENTION</u>	:	Mr J Ntsane/Ms N Nameka/Ms Lebeko Tel No: (051) 014 7850
<u>NOTE</u>	:	Applicants are required to submit only a completed signed New Z83 form obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae (e.g. Indicating positions held, dates and key performance areas/responsibilities. Certified copies of ID, Valid driver's Licence, where applicable, and all other required relevant documents like qualifications, will only be requested from shortlisted candidates on or before the interview date. All shortlisted candidates, including SMS, shall undertake pre-entry assessments. Correspondence will be limited to shortlisted candidates only. People with disabilities are encouraged to apply. Foreign qualifications must be accompanied by a SAQA evaluation report. Immigrants should apply for work permits before assumption of duty. Successful candidates will be subjected to security screening and may be required to work at other places as may reasonably be required by the College. Motheo TVET College reserves the right to withdraw the mentioned advert. Please consider your application as unsuccessful should you not be contacted within 3 months from the closing date. Failure to comply with the requirements mention, will result in the candidate being disqualified. NB: Candidates whose appointments promote representatively in terms of gender, race and disability will receive first preference.
<u>CLOSING DATE</u>	:	05 June 2026 at 14H00.

DEPARTMENT OF HOME AFFAIRS

The DHA is a merit-based, equal opportunity and affirmative action employer. In line with its commitment to promoting representivity, in the filling of entry-level positions preference may be given to locally based candidates on grounds of affordability as well as to (unemployed) youth and the DHA's interns and learners who have successfully completed their respective skills development programmes. In the filling of all posts, preference may be afforded to persons with disabilities, and in respect of SMS-level posts, to women. Persons falling in these categories and who meet the post requirements are preferred.



CLOSING DATE : 05 June 2026

NOTE : Applications must be submitted online at <https://erecruitment.dha.gov.za> sent to the correct address specified at the bottom of the posts, on or before the closing date, accompanied by a fully completed Application for Employment Form (New Z83, effective from 1 January 2021), obtainable at www.dpsa.gov.za, citing the correct post number and job title, and a comprehensive CV (citing the start and end date dd/mm/yy), job title, duties performed and exit reason for each employment period to be considered, as well as the details of at least two contactable employment references (as recent as possible), regardless of online or manual submission. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Shortlisted candidates will also be required to submit a copy of their ID document, a valid driver's license (if specified as a job requirement), relevant educational qualifications / RPL certificates / Academic Transcripts of completed qualifications, and Acting letters as directed. Furthermore, applicants who possess (a) foreign qualification(s), are required to submit the evaluated results of such qualifications, as received from the South African Qualifications Authority (SAQA); will be subjected to an interview, various relevant tests and assessments, and employment suitability checks (credit, criminal, citizenship, qualifications, and employment references including verification of exit reasons, and conducting business with State). Once appointed, serving of a prescribed probation period, and obtaining of a security clearance appropriate to the post, will be required. Correspondence between the Department and candidates will be limited to shortlisted candidates, only. The Department of Home Affairs (DHA) seeks to hire patriotic, professional, passionate and talented individuals to form part of a new leadership team, equipped with the right skills to facilitate the transformation of Home Affairs into a digital-first, world-class organisation. If you are committed to delivering on the Medium-Term Development Plan's priorities through digital transformation, ascribe to the Department's shared value set, have what it takes to deliver on the needs of DHA Clients with the highest levels of dignity, integrity and innovation, and your credentials meet the requirements of any of the following positions, kindly respond before the closing date. The DHA complies with the Protection of Personal Information Act, 2013 (Act No. 4 of 2013). Applicants' personal information will be used for recruitment purposes, retained where required for audit, and safeguarded against unauthorised disclosure, except where legally required. Submission of an application constitutes consent to such processing.

MANAGEMENT ECHELON

POST 17/44 : **CHIEF DIRECTOR: IS INFRASTRUCTURE MANAGEMENT REF NO: HRMC 27/26/1**
Chief Directorate: IS Infrastructure Management

SALARY : R1 494 900 - R1 787 328 per annum (Level 14), an all-inclusive salary package

CENTRE : Head Office: Tshwane

REQUIREMENTS : An undergraduate qualification in Information Technology, Computer Science, Computer Engineering, Information and Communication Technology, Information Systems at NQF 7 as recognized by SAQA. 5 Years' Senior Management experience in ICT / Information Services (IS) Infrastructure environment is required. Experience in IS Infrastructure / Information

Communication Technology (ICT). Knowledge of the Public Service Regulatory Framework. Knowledge of Departmental Legislations and Prescripts. Knowledge of the Constitution of South Africa. Sound knowledge and application of the GITO Requirement and Frameworks. Knowledge of the State Information Technology Agency 88nof 1998. Act Understanding of Departmental Regulatory Framework. Knowledge of the E government policy framework consultation paper developed by GITO. Sound knowledge of the National Strategic Intelligence Act. Willingness to travel and work extended hours. On call is required. A valid Driver's License. Completion of the Senior Management Services Pre-entry Certificate upon appointment. Required skills and competencies: Strategic Capability and Leadership Execution. Service delivery innovation. Client orientation and customer focus. People management and empowerment. Financial management. Honesty and Integrity. Program and Project Management. Change Management. Ability to manage IS risk and quality, Enterprise Architectural and Strategic IS Alignment operations. Communication skills. Knowledge Management. Decision making. Presentation skills. Influencing and networking. Attention to detail. Process analysis and improvement. Business report writing. Research Methodology and Analysis. Influencing and networking. Time management. Business Continuity. Communication. Support digital transformation. Patriotism, Honesty and Integrity.

DUTIES

: The successful candidate will be responsible for, amongst others, the following specific tasks: Oversee the operation of the Data Centre and all associated infrastructure, applying Life Cycle management principles. Oversee the management of performance, availability, response trends and error rates of all servers and resolve or escalate issues. Ensure business continuity and configuration management to ensure the sustainability and availability of servers. Ensure the management of operations of servers, power management of all hardware devices, software, input and output devices. Oversee the management of the server room security, data centre access control, environmental controls and access control. Ensure availability of systems 24/7 with periodic maintenance, software upgrades or patches, electrical installation, shutdowns and renovations. Oversee multiple tiers of high complexity, risk and exposure in accordance with the design of the facility and equipment supporting the Tier 3 Data Centre. Ensure Data Centre security through the administration of storage, user identification, security procedures and password and user ID management. Ensure the management of the Data Centre environment is well maintained, and there is power redundancy. Evaluate the performance, availability, response trends and error rates of all servers and resolve or escalate issues. Oversee the management of Infrastructure, Networks and Cyber Security Solutions life cycle management. Provide management oversight into IT General system control matters, ensuring that regulatory and compliance requirements, inter alia, COBIT19 and DPSA frameworks, are entrenched in the operating environments. Recommend vendors and service contractors to ensure the best value is being delivered to the Department. Oversee the development, implementation, and review of data centre operations policies, processes, procedures, standards, and templates. Oversee the management of networks (WAN and LAN) and infrastructure operations. Oversee the management of Information Systems (IS) Security frameworks and plans. Oversee the implementation of IS Cyber security technologies relating to the protection of infrastructure, systems, applications and information assets. Drive the implementation of Information Security Governance and ensure compliance with relevant standards and legislative requirements. Ensure the implementation of effective risk and compliance management practices. Provide strategic leadership and direction to the Chief Directorate. Ensure effective and efficient management of human, physical and financial resources within the Unit. Coach and guide staff on compliance with regulatory requirements. Support the Department's Digital Transformation Strategy and infrastructure modernisation initiatives.

ENQUIRIES
APPLICATIONS

: Head Office: Ms S Mkhalipli Tel No: (012) 406 7109
: Applications compliant with the "Directions to Applicants" above, must be submitted online at <https://erecruitment.dha.gov.za> or isrecruitment@dha.gov.za

POST 17/45

: **DISTRICT MANAGER OPERATIONS REF NO: HRMC 27/26/2**

SALARY

: R1 266 714 - R1 492 122 per annum (Level 13), An all-inclusive salary package

CENTRE REQUIREMENTS

: District Municipal Office: Uthungulu: Kwazulu-Natal
: An undergraduate qualification in Operations Management, Social Science, Leadership, Management or Administration at NQF 7 as recognized by SAQA. 5 Years' Middle Management / Senior Management experience is required. Extensive experience in Operations Management is required. Knowledge of the Public Service Regulatory Framework. Knowledge of Departmental Legislations and Prescripts. Knowledge of the Constitution of South Africa. Knowledge and understanding of Immigration Services Acts. Knowledge and understanding of Civic Services Acts. Knowledge of the Public Finance Management Act and Regulations. A valid Driver's License. Willingness to travel and work extended hours. Completion of the Senior Management Services Pre-Entry Certificate upon appointment. Required skills and competencies: Strategic Planning. Strategic Management. Service delivery innovation. Client orientation and customer focus. Client orientation and customer focus. People management and empowerment. Financial management. Honesty and integrity. Program and project management. Change management. Communication. Knowledge and information management. Decision making. Presentation Skills. Problem solving and analysis. Business Report Writing. Influencing and Networking. Planning and Organising. Operations Management. Capacity Planning. Research Methodology and Analysis. Policy Development. Diplomacy. Computer Skills Business Continuity. Communication. Support digital transformation. Patriotism, Honesty and Integrity.

DUTIES

: The successful candidate will be responsible for, amongst others, the following specific tasks: Manage operations of the Civic services in the District in accordance with the service standards. Manage Civic Services operations on the issuing of enabling documents (e.g. birth, marriages, and deaths, travel documents, IDs / Smart Cards etc.). Identify external trends and patterns that will impact the medium and long term footprint and channel development. Manage the development of the footprint at Local Offices (small, medium and large), Permanent Service Points, Thusong centres, Health Facilities and mobile offices. Ensure the implementation of delivery against the mandates derived from the Government's Programme of Action (POA). Oversee the security integrity of the national population register in the district as well as ensure effective utilisation of all relevant Civic Services systems. Ensure the accessibility of DHA services by the public and management of outreach programmes. Provide inputs in the development of Civic Services strategies. Oversee operations and activities of all Local offices to ensure they meet the needs of the clients in line with the departmental service standards. Develop, interpret and manage statistical information on service standards, throughout times, bottlenecks, volumes and error rates. Ensure all processes are accurate and efficient in the execution of operations. Drive consistency and uniformity by enforcing Standard Operating Procedures (SOPs) and creating uniformity within DHA offices) that adhere to set requirements. Provide expert advice and guidance on District Municipality on operational issues and matters. Serve as a project leader within the District Municipality to ensure effective project management implementation. Oversee the operations of Immigration Services in the District /Metro Municipality accordance with service delivery standards. Manage compliance in line with all legislation administered by the department in the District / Metro Municipality. Provide executive support in the District. Foster effective inter-governmental and stakeholder relations within the District Municipality. Ensure effective and efficient management of human, physical and financial resources within the Unit. Coach and guide staff on compliance with all regulatory requirements. Support digital transformation.

ENQUIRIES APPLICATIONS

: Head Office: Mr J Modipa Tel No: (012) 406 4243
: Applications compliant with the "Directions to Applicants" above, must be submitted online at <https://erecruitment.dha.gov.za> or civicsrecruitment@dha.gov.za

OTHER POSTS

POST 17/46

: **LOCAL OFFICE MANAGER (X3 POSTS)**

SALARY CENTRE

: R1 101 468 - R1 297 476 per annum (Level 12)
: George: Western Cape Ref No: HRMC 27/26/3a (X1 Post)
: Paarl: Western Cape Ref No: HRMC 27/26/3b (X1 Post)
: Witbank: Mpumalanga Ref No: HRMC 27/26/3c (X1 Post)

REQUIREMENTS

: An undergraduate qualification in Public Management, Public Administration, Operations, Business Management, Management, Administration, Law or Social Science within these specified fields of study at NQF level 6 as recognized by SAQA. 3 Years' experience at a Junior Management / Assistant Director level in Operations in a client or customer services environment. Experience in Civic or Immigration Operations will be an added advantage. Knowledge of South African Constitution. 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 use of online systems. Knowledge of National Treasury Regulations and Public Finance Management Act. Knowledge of Human Resources Regulatory Framework and Occupational Health and Safety Act. Knowledge of South African Constitution. Knowledge of workflow and capacity planning. Knowledge of Batho Pele Principles. Knowledge of Minimum Information Security Standards (MISS), Promotion of Administrative Justice Act (PAJA) and Promotion of Access to Information Act (PAIA). A valid drivers' license. Willingness to travel and work extended hours. Required skills and competencies: Strong Management and Leadership capability. 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. Support digital transformation. Excellent verbal and written communication, as well as report writing and presentation skills. Problem-solving and analysis. Policy interpretation. Risk Management. Influencing, networking, conflict management and negotiation skills. Knowledge and Information management. Decision making and initiating action. Planning, organising and time management. Computer literacy. Patriotism, Honesty and Integrity.

DUTIES

: The successful candidate will be responsible for, amongst others, the following specific tasks: Manage the overall operations and performance of the Office against agreed service delivery standards. Provide advice and guidance on operations of the Department at a Local Office level. Manage the provision of safe and secure enabling documents as it relates to citizenship, births, marriages, death, travel documents and passports. Ensure delivery against the mandates derived from the Government's Programme of Action (POA). Ensure effective management and oversight of the Local Office's Immigration Inspectorate activities. Foster effective partnerships with all stakeholders and represent the Office at various forums. Ensure the effective implementation of strategic objectives and innovation (digital transformation and case management solutions) in the Local Office. Coordinate and monitor delivery of the Local Office's operational plan against agreed timeframes and objectives. Implement governance processes, frameworks, policies, procedures and manage risks. Ensure effective and efficient management of human, physical and financial resources within the Local Office. Coach and guide staff on compliance with all regulatory requirements.

ENQUIRIES

: Western Cape: Mr M Pienaar Tel No: (021) 488 1409
Mpumalanga: Ms N Dlangisa Tel No: (013) 752 2504

APPLICATIONS

: 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:

Western Cape: Physical Address: 4th Floor Fair Cape Building, 56 Barrack Street, Cape Town, 8000.

Mpumalanga: Physical Address: 29 Bester Street, Nelspruit, 1200

POST 17/47

: **ASSISTANT DIRECTOR: ASSET AND PROPERTY MANAGEMENT (X3 POSTS)**

This is a re-advertisement, Candidates who have previously applied, and are still interested, are kindly requested to re-apply.

SALARY CENTRE

: R487 197 - R573 897 per annum (Level 09)
: Provincial Manager's Office: Limpopo Ref No: HRMC 27/26/4a (X1 Post)
: Provincial Manager's Office: North-West Ref No: HRMC 27/26/4b (X1 Post)
: Provincial Manager's Office: Western Cape Ref No: HRMC 27/26/4c (X1 Post)

REQUIREMENTS

: An undergraduate qualification in Supply Chain Management, Logistics Management, Financial Management, Financial Accounting at NQF level 6 as recognised by SAQA. A minimum of 3 years' supervisory experience in Supply

Chain and or Assets Management environment is required. 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. Sound knowledge and understanding of Public Finance Management Act (PFMA) and Treasury regulations. Knowledge and experience in budgeting and revenue management. Knowledge of task planning and allocation. Knowledge of DPSA guidelines. A valid drivers' license. Willingness to travel and work extended hours. Required skills and competencies: Project Management. Knowledge Management. Client Orientation and Customer Focus. Manpower forecasting and planning. Knowledge Management. Decision Making. Change Management. Budget and Financial Management. Written and communication skills. Research and Learning. Presentation Skills. Problem Solving. Strong Analytical Skills. Report Writing. Influencing and Networking. Planning and Organizing. Computer literacy. Patriotism, Honesty and Integrity

DUTIES

: The successful candidates will be responsible for, amongst others, the following specific tasks: Ensure effective management of assets within the Province. Develop, Implement and monitor acquisition, maintenance and disposal plans for assets. Ensure proper implementation of the Asset management Strategy within the department. Oversee regular asset counts and verify results against Asset Register. Coordinate physical verification of all departmental assets. Monitor all movements of departmental assets and record/update the asset register. Conduct inspections of equipment to identify potential re-utilisation. Account for maintenance and depreciation of assets. Verify the accuracy of the data recorded/updated in the asset register. Reconcile differences between physical assets and asset register and prepare reports. Monitor and participate in the implementation of efficient improvement projects. Compile reports of identified obsolete, redundant and damaged assets, transfer these items to suspense register. Co-ordinate inputs for the Department's Asset management Policy and advise line managers on asset management. Provide Inputs on assets financials and reconciliations. Manage acquisition, operation and maintenance of assets. Dispose of economically obsolete assets according to the policies and recouping of asset value in settling employee debt to the department. Facilitate bar-coding, stocktaking, and verification of departmental assets. Manage budget allocation and operational planning from assets management. Develop a strategic plan and advise line managers on strategic planning for disposal and replacement of asset. Develop acquisition plan in relation to asset management. Ensure successful management of the properties in the province. Manage effective operation of the property management unit. Facilitate the implementation of transport services (fleet) in the province. Ensure effective risk and compliance management within asset management unit. Ensure effective and efficient management of human, physical and financial resources within the Unit.

ENQUIRIES

: Limpopo: Mr J Kgole Tel No: (015) 287 2802
 North West: Mr L Appels Tel No: (018) 397 9908 / 9924 / 9922 / 9915
 Western Cape: Mr M Pienaar Tel No: (021) 488 1409 / (021) 488 1412

APPLICATIONS

: Applications compliant with the "Directions to Applicants" above, must be submitted online at <https://erecruitment.dha.gov.za>
Limpopo: Physical Address: 89 Biccard Street, Polokwane, 0699
North-West: Physical Address: Cnr Sheppard and Carrington Street, Mafikeng, 2745.
Western Cape: Physical Address: 4th Floor Fair Cape Building, 56 Barrack Street, Cape Town, 8000.

POST 17/48

: **CIVIC SERVICES OFFICER (X6 POSTS)**

SALARY CENTRE

: R338 106 - R398 277 per annum (Level 07)
 : Free State: Large Office: Phuthatditjhaba Ref No: HRMC 27/26/5a (X2 Posts)
 : Gauteng: Large Office: Randfontein Ref No: HRMC 27/26/5b (X1 Post)
 : Kwazulu-Natal: Medium Office: Empangeni Ref No: HRMC 27/26/5c (X1 Post)
 : Limpopo: Medium Office: Phalaborwa Ref No: HRMC 27/26/5d (X1 Post)
 : Mpumalanga: Medium Office: Belfast Ref No: HRMC 27/26/5e (X1 Post)

REQUIREMENTS

: An undergraduate qualification in Public Management, Public Administration, Operations, Business Management, Management, Administration, Law or Social Science within these specified fields at NQF level 6 recognized by SAQA. 1 Year experience in Operations, client or customer services environment. Knowledge of front office operations. Extensive knowledge of

various filing systems. Knowledge of fingerprint verification. Knowledge and Understanding of Civic Services Regulatory Framework. Knowledge of the Public Service Regulatory Framework. Knowledge of Supply Chain Management process and procedures. A valid Driver's License. Willingness to travel and work extended hours. Overtime may be required on request occasionally. Weekend working may be required on request occasionally. Required skills and competencies: Computer literacy. Analytic thinking. Planning and organizing. Problem solving. Problem solving. Verbal and written communication. Financial administration. Planning and skills, Interpersonal Attention to detail. Clerical and administration. Professionalism. Compassion. Conscientious. Patriotic, Honesty and Integrity.

DUTIES

: The successful candidate will be responsible for, amongst others, the following specific tasks: Supervise the effective daily operations of civic services of offices. Ensure effective service delivery and assist staff where service standard are not met. Produce quality reports regarding turnaround times (documents processed and error rates). Implement quality assurance measures to ensure quality of service delivery. Ensure safekeeping of records/documentation according to DHA requirements. Allocate work to staff members and monitor their progress against daily targets or goals. Perform end of day duties to ensure effective reporting, identification of issues and capturing of performance statistics. Identify challenges in operations (capacity, training, bottlenecks) and make suggestions to Superiors. Identify trends and take corrective action. Perform overriding functions on system. Ensure full implementation of all relevant SOP's. Implement incidental matters ensure that the identity of illegal foreigner who are arrested, detained or convicted. Supervise the application of ID smart cards, BMD Registration of Birth, Marriages and Deaths, Late Registration, Rectification and Amendment of particulars and issuing of Travel and Citizenship documents. Ensure effective and efficient management of human, physical and financial resources within the Unit.

ENQUIRIES

: Free State: Ms V Molefe Tel No: (051) 430 0378
Gauteng: Mr P Mlangeni Tel No: (011) 242 9039 / 066 478 4043
KwaZulu-Natal: Ms N Ngema Tel No: (033) 845 5003
Limpopo: Mr J Kgole Tel No: (015) 287 2802
Mpumalanga: Ms N Dlangisa Tel No: (013) 752 2504

APPLICATIONS

: 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:
Free State: Physical Address: 41 Charlotte Maxeke Street, Bloemfontein, 9301.
Gauteng: Physical Address: 3rd Floor, Mineralia Building, Cnr De Beer and De Korte Street.
KwaZulu-Natal: Physical address: 181 Church Street, Pietermaritzburg, 3209.
Limpopo: Physical Address: 89 Biccard Street, Polokwane, 0699.
Mpumalanga: Physical Address: 29 Bester Street, Nelspruit, 1200.

DEPARTMENT OF LAND REFORM AND RURAL DEVELOPMENT

<u>CLOSING DATE</u>	:	05 June 2026 at 16:00
<u>NOTE</u>	:	To apply, submit a completed Z83 form and detailed Curriculum Vitae (PDF document to a maximum of 10 megabytes) via e-mail or hand delivery. The Department will not be held responsible for server delays. Late applications due to technical issues will not be considered. Shortlisted candidates must provide certified copies of required documents (Identity Document, qualifications, etc) where necessary and service certificates to support senior management experience to Human Resources before the interviews, including South African Qualifications Authority (SAQA) evaluation reports for foreign qualifications. Failure to comply will result in disqualification. To be appointed at Senior Management Service (SMS) level, you must complete the SMS Pre-entry programme offered by the National School of Government (NSG). Find course details here: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ appointment is subject to successful competition of the Nyukela Programme: Pre-entry Certificate to SMS and submission of proof. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process, the selection committee will recommend candidates for a generic management competency assessment, as per the Department of public Service and Administration (DPSA) directives. The assessment will evaluate candidates' managerial competencies using standardised tools. NB: Please note that false or fraudulent qualifications submitted by applicants will be reported to the South African Police Services (SAPS), and a criminal case shall be opened. Applications: Please submit your application before the closing date as late applications will not be considered. Did not submit duplicate applications. If applying for multiple posts, submit separate applications for each post. Due to high volumes, the Department will not acknowledge receipt of applications. If you have not heard from us within 3 months, please consider your application to be unsuccessful. Should, during any stage of the recruitment process, a moratorium be placed on the filling of posts or the Department is affected by any process such as, but not limited to, restructuring or reorganisation of posts, the Department reserves the right to cancel the recruitment process and re-advertise the post at any time in the future. Important: DLRRD is an equal opportunity employer committed to promoting representivity and affirmative action. We encourage applications from all qualified candidates. The Department reserves the right no to fill vacancies. By applying you consent to the collection and processing of your personal information for recruitment purposes. Shortlisted candidates will be required to be available for assessments and interviews at a date and time as determined by the Department. Shortlisted candidates will undergo personnel suitability checks, security vetting and reference checks (including social media profiles). Applications must declare any pending criminal, disciplinary or any other allegations or investigations. Successful candidates must pass security clearance, sign an employment contract, sign an annual performance agreement and disclose financial interests. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with. Failure to disclose relevant information may result in disqualification or termination.

MANAGEMENT ECHELON

<u>POST 17/49</u>	:	<u>DIRECTOR: SPATIAL PLANNING AND LAND USE MANAGEMENT SERVICES REF NO: 3/1/1/1/2026/36</u> Directorate: Spatial Planning and Land Use Management Services
<u>SALARY</u>	:	R1 266 714 per annum (Level 13), (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS).
<u>CENTRE</u>	:	North West (Mmabatho)

- REQUIREMENTS** : Minimum requirements: Applicants must be in a possession of Grade 12 Certificate and a Bachelor's Degree in Town and Regional Planning / Urban and Regional Planning / Geographical Information Science (GISc) (NQF Level 7) and a Nyukela certificate (Pre-entry Certificate to the SMS) submitted prior to appointment. Registration with South African Council for Planners (SACPLAN) as a Profession Planner or with South African Geomatics Council as a Professional Geomatics Professional: GISc. Minimum of 5 years' experience at a middle / senior managerial level in a Town and Regional Planning or GISc environment. Job related knowledge: An understanding of the Public Service environment, Thorough knowledge of the Public Finance Management Act (PFMA) and related Treasury Regulations, Understanding of the South African economy with respect to industrial development, growth, equity and empowerment. Sound understanding of the interconnectedness of Government policies and strategies. Job related skills: Strong strategic planning and leadership, Analytical, innovative, problem-solving and interpersonal, Human resource management, Skilled negotiator and self-confident decision maker, Good report writing, Excellent financial management, A high level of computer literacy, Ability to communicate effectively at all levels. A valid driver's licence and willingness to travel both locally and internationally.
- DUTIES** : Provide spatial planning, land use management and environmental services in liaison with the national office. Monitor compliance with the provisions of Spatial Planning and Land Use Management Act (SPLUMA). Enforce compliance with SPLUMA. Oversee Spatial Planning and Land Use Management Interventions to ensure compliance. Ensure compliance with the National Environmental Management Act. Provide spatial planning information services in liaison with the national office. Enable provincial integrated spatial information management systems. Provide Geographic Information Science (GISc) technical support to municipalities. Facilitate the utilisation of GISc technical tools to aid spatial planning. Provide support to the implementation of Spatial Planning and Land Use Management Act 16 of 2013 (SPLUMA). Support municipalities in the utilisation of SPLUMA guidelines, toolsets, systems and procedures. Support municipalities in setting up functional Land Use Regulators. Provide technical support in the development of Provincial Legislation, Land Use Schemes and Spatial Development Frameworks and related Plans. Provide technical support to agriculture, rural development and land reform programmes. Provide Spatial Analysis services, Provide GISc and Mapping services. Provide GISc remote sensing and mobile application services. Provide development planning support. Provide Intergovernmental support and co-ordination. Coordinate Intergovernmental relations amongst relevant stakeholders. Coordinate provincial Spatial Planning and Land Use Management Services. Coordinate ad hoc engagements as required. Support spatial integration of plans and programmes.
- ENQUIRIES** : Ms A Matsila Tel No: (012) 312 8013
- APPLICATIONS** : Applications can be submitted by hand delivered during office hours to: Coner James Moroka and Sekame Drive, West Gallery, Megacity, Mmabatho or by email to Post36@dlrrd.gov.za
- NOTE** : EE Targets: Coloured and White Males and African, Coloured and Indian Females and Persons with disabilities.

OTHER POSTS

- POST 17/50** : **ASSISTANT DIRECTOR: INFORMATION COMMUNICATION TECHNOLOGY (ICT) REF NO: 3/1/1/1/2026/35**
Directorate: Corporate Services

- SALARY** : R487 197 per annum (Level 09)
- CENTRE** : Gauteng (Pretoria)
- REQUIREMENTS** : Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and National Diploma (NQF level 6) / Degree qualification in Information Technology / Computer Science or related equivalent qualification. Minimum of 3 years' experience at junior management level in ICT environment relating to Local Area Network (LAN) and Wide Area Network (WAN), ICT servers and applications, Network and Hardware support. Job related knowledge: Government Systems Structure. A sound knowledge and understanding of the South African ICT landscape and operations. Technical expertise of ICT goods and services. ICT Acts and policies. Government

decision making processes. Internal control and risk management. Project management principles and tools. Understanding and management of information and formal reporting systems. Understanding and management of information and data security systems. Job related skills: Planning and organising skills. Interpersonal relations. Communication (verbal and written) skills. Analytical skills. Advanced computer literacy. Problem solving skills. Financial management. A valid driver's licence.

DUTIES : Provide Local Area Network (LAN) and Wide Area Network (WAN) support. Check connectivity on transversal and business application systems. Report on the functionality of the systems. Monitor systems reconnections. Manage, assess and resolve network infrastructure connectivity (Switches, Routers and Access Points (AP's)). Receive new user creation forms from users and submit for creation on departmental network. Provide feedback on new user creations. Process and submit user network terminations as received from Human Resource Management (HRM). Compile monthly Information Technology (IT) reports. Manage and maintain ICT servers and applications. Monitor and assess server environment and access control. Ensure server and connection issues are assessed and resolved satisfactorily. Report and manage escalation of server room issues for smooth resolutions. Facilitate, install and update of ICT Application, eg, Antivirus, etc. Scan and clean computers for viruses. Scan and remove unwanted / unapproved DLRRD applications. Setup, configure and connection of IT applications. Manage and monitor Network and Hardware support to business / users via ICT Call logging process. Attend and manage user workstation ICT logged calls (allocation, resolution, resolution update) in respect of hardware, software and network in context to the Service Level Agreement (SLA) timelines. Generate call management reports. Review and implement corrective actions on calls / processes. Participate in central ICT projects of rolling out new initiatives in departmental offices across the province. Conduct ICT business needs and equipment assessment report with related recommendations on resolutions / specification. Supervise and manage sub-Directorate. Manage the day-to-day operations of the IT unit. Manage staff subordinates work allocation and leave. Ensure that calls are resolved and closed within the stipulated SLA time frame. Manage Central National Office / Provincial ICT projects and provide project status updates.

ENQUIRIES : Ms P Ledwaba Tel No: (012) 337 3657
APPLICATIONS : Applications can be submitted by hand delivered during office hours to: 524 Stanza Bopape and Steve Biko Street, Arcadia, Pretoria, 0001 or by email to Post35@dlrrd.gov.za

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

POST 17/51 : **HUMAN RESOURCE CLERK SUPERVISOR REF NO: 3/1/1/1/2026/37**
 Directorate: Human Resource Strategy Planning and Systems

SALARY : R338 106 per annum (Level 07)
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : Minimum requirements: Applicants must be in a possession of Grade 12 Certificate or relevant equivalent qualification. Minimum of 3 years' experience working in a human resource environment. Job related knowledge: Knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in registry. Job related skills: Planning and organisation. Computer literacy language. Good communication (verbal and written) skills. Interpersonal relations. Flexibility. Teamwork.

DUTIES : Supervise and undertake the more complex implementation and maintenance of human resource administration practices. Human resource provisioning (recruitment and selection, appointments, transfer, verification of qualifications, secretariat functions at interviews, absorptions, probationary periods etc.). Implement conditions of service and service benefits (leave, housing, medical, injury on duty, long service recognition, overtime, relocation, pension, allowances etc.). Termination of service. Recommend (approve) transactions on Personnel and Salary Administration system (PERSAL) according to delegations. (final authorisation should happen on a higher level preferably at Assistant Director or higher level). Performance management. Prepare reports on human resource administration issues and statistics. Handle human

- resource administration enquiries. Manage enquiries from internal and external clients. Supervise human resources / staff. Allocate and ensure quality of work. Personnel development. Apply discipline. Assess staff performance.
- ENQUIRIES** : Ms N Sebuthoma Tel No: (012) 312 9530
- APPLICATIONS** : Applications can be submitted by hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or by email to Post37@dlrrd.gov.za
- NOTE** : EE Targets: African, Coloured and Indian Males and Coloured and Indian Females and Persons with disabilities.
- POST 17/52** : **SECRETARY REF NO: 3/1/1/1/2026/34**
Directorate: Financial and Supply Chain Management Services
- SALARY** : R237 453 per annum (Level 05)
- CENTRE** : Gauteng (Pretoria)
- REQUIREMENTS** : Minimum requirements: Applicants must be in possession of a Grade 12 Certificate. Job related knowledge: Computer literacy (Microsoft Word, Microsoft Excel, PowerPoint, etc.) Job related skills: Good telephone etiquette, Sound organisational skills, Good people skills, Computer literacy, Language skills and ability to communicate well with people at different levels and from different backgrounds (both written and verbal), Ability to act with tact and discretion.
- DUTIES** : Provide a secretariat / receptionist support service to the Director. Receive telephone calls and refers the calls to the correct role players if not meant for the relevant senior manager. Record appointments and events in the diary. Types documents for the senior manager and other staff within the unit on a word process. Operate office equipment e.g. computers and photocopiers. Provide a clerical support service to the Senior Manager. Liaise with travel agencies to make travel arrangements. Check arrangements when relevant documents are received. Arrange meetings and events for the senior manager and the staff in the unit. Identifies venues, invite role players, organise refreshments and sets up schedules for meeting and events. Process the travel and subsistence claims for the unit. Process all invoices that emanate from the activities of the work of the senior manager. Records basic minutes of meetings of the senior manager where required. Draft routine correspondence and reports. Do filling of documents for the senior manager and the unit where necessary. Administer matters like leave registers and telephonic accounts. Receive, records and distributes all incoming and outgoing documents. Handle the procurement of standard items like stationery, refreshments etc. Collects all relevant documents to enable the Director to prepare for meetings. Remains up to date with regard to prescripts / policies and procedures applicable to her / his work environment to ensure efficient and effective support to the senior manager. Study the relevant public service and the departmental prescripts / policies and other documents to ensure that the application thereof is understood properly. Remain abreast with the procedures and process that apply in the office of the senior manager.
- ENQUIRIES** : Ms P Ledwaba Tel No: (012) 337 3657
- APPLICATIONS** : Applications can be submitted by hand delivered during office hours to: 524 Stanza Bopape and Steve Biko Street, Arcadia, Pretoria, 0001 or by email to Post34@dlrrd.gov.za
- NOTE** : EE Targets: Coloured, Indian and White Males and Indian and White Females and Persons with disabilities.

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.

- APPLICATIONS** : All applications must be submitted to the relevant Recruitment Response E mails stated below.
- CLOSING DATE** : 08 June 2026
- NOTE** : 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). 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.
- ERRATUM:** Deputy Director: Performance Information Management (Bloemfontein) with Recruit 2026/91 advertised in Public Service Vacancy Circular 11 dated 27 March 2026 is hereby withdrawn.

MANAGEMENT ECHELON

- POST 17/53** : **DIRECTOR: ADMINISTRATION REF NO: RECRUIT 2026/147**
Asset Forfeiture Unit
- SALARY** : R1 266 714 per annum (Level 13), (total cost package)
CENTRE : Pretoria: Head Office
REQUIREMENTS : A qualification at NQF level 7 as recognised by SAQA in Finance/Public Administration/Management or relevant equivalent qualification. Nyukela Certificate (Certificate for entry into the senior management service from the National School of Government). At least five (5) years relevant experience at middle/senior managerial level. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of legislation and regulations pertaining to Public Service Administration. Knowledge and understanding of PFMA Act. Basic Conditions of Employment Act. Skills Development Act. Labour Relations Act. Ability to use PERSAL and BAS. General computer literacy skills and knowledge in programs such as MS Word, MS Excel, Ms outlook and MS PowerPoint. Good presentation skills. Written and verbal communication skills. Research skills and interpersonal skills. 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.
- DUTIES** : Manage Finance and Supply Chain. Manage Human Resources. Manage Information. Manage Security. Ensure the provision of general administration. Provide administrative leadership on the finances of the unit through developing the budget of the unit. Manage and monitor expenditure of the unit and report as required. Ensure compliance of the unit with financial management framework and applicable legislation and prescripts. Monitor suppliers/vendor to ensure the development of an HR plan for the unit in conjunction with the national HR plan. Manage and facilitation of skills development plan. Ensure the compliance with the performance management development system. Manage the provision of an effective HR administration (leave and recruitment). Ensure the co-ordination of Employment Equity Forum. Ensure effectiveness of document management system. Facilitate the development of annual operational plans and strategy for the unit. Ensure the overall compliance of the unit with all applicable legislation and policies. Ensure the implementation of information and knowledge management.
- ENQUIRIES** : Katlego Phiri Tel No: (012) 845 6713
APPLICATIONS : e mail: Recruit2026147@npa.gov.za

OTHER POSTS

- POST 17/54** : **DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS**
National Prosecutions Services
- SALARY** : R1 563 183 per annum (Level 14), (total cost package)
CENTRE : DPP: Pietermaritzburg Ref No: Recruit 2026/204 (Re-advert)
DDPP: Middelburg Ref No: Recruit 2026/143
DDPP: Durban Ref No: Recruit 2026/144
- REQUIREMENTS** : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least ten (10) years' post qualification experience in civil and/or criminal litigation. Knowledge and experience in Strategic and Operations Management. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Admission as an Attorney/Advocate will be an added advantage. Good advocacy and legal drafting skills. Knowledge of civil and/or criminal procedure. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Good interpersonal, analytical, presentation and communication skills. Computer skills. Valid driver's license.
- DUTIES** : Manage the portfolio assigned by the Director of Public Prosecutions. Manage, train and guide Advocates, Prosecutors and stakeholders in respect of all matters, including complex / high profile matters, in the high court, the highest court of appeal and the constitutional court. Investigate and prosecute cases. Provide legal oversight and guidance in investigation projects and legal casework. Study case dockets and other documents relating to corruption matters, criminal matters, make and review decisions with regard to the

institution of criminal proceedings. 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. Study appeals and reviews, prepare opinions and heads of argument and argue cases in the appropriate court. Appear in motion applications pertaining to criminal matters. Map out strategic planning for the division and lead staff members towards achieving the strategic objectives. Oversee resources and align them to strategic objectives. Development, performance management and assessment of staff members. Deal with representations and complaints. Ensure that a high standard of professional work is being carried out. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.

ENQUIRIES : DPP: Pietermaritzburg & DDPP: Durban Thabsile Radebe Tel No: (033) 392 8753

APPLICATIONS : DDPP: Middelburg Sello Dibakoane Tel No: (013) 045 0622
 : DPP: Pietermaritzburg e mail: Recruit2026204@npa.gov.za
 : DDPP: Middelburg e mail: Recruit2026143@npa.gov.za
 : DDPP: Durban e mail: Recruit2026144@npa.gov.za

POST 17/55 : **DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS REF NO: RECRUIT 2026/145**
 National Prosecutions Services

SALARY CENTRE REQUIREMENTS : R1 563 183 per annum (Level 14), (total cost package)
 : DPP: Pietermaritzburg (STU)
 : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least ten (10) years' post qualification experience in civil and/or criminal litigation. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Admission as an Attorney/Advocate will be an added advantage. Extensive prosecutorial or litigation experience regarding common law offences relating to tax evasions/avoidance, commercial crimes, fraud and related matters. Good advocacy and legal drafting skills. Strong organisational leadership skills. Strong interpersonal and communication skills. Ability to think strategically and innovatively and management. Valid driver's license.

DUTIES : Manage the portfolio assigned by the Director. Manage, train and guide Advocates, Prosecutors and stakeholders in respect of all matters, including complex / high profile matters, in the high court, the highest court of appeal and the constitutional court. Investigate and prosecute cases. Provide legal oversight and guidance in investigation projects and legal casework. Study case dockets and other documents relating to corruption matters, criminal matters, make and review decisions with regard to the institution of criminal proceedings. 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. Study appeals and reviews, prepare opinions and heads of argument and argue cases in the appropriate court. Appear in motion applications pertaining to criminal matters. Map out strategic planning for the division and lead staff members towards achieving the strategic objectives. Oversee resources and align them to strategic objectives. Development, performance management and assessment of staff members. Deal with representations and complaints. Ensure that a high standard of professional work is being carried out. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.

ENQUIRIES APPLICATIONS : Thabsile Radebe Tel No: (033) 392 8753
 : e mail: Recruit2026145@npa.gov.za

POST 17/56 : **DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS REF NO: RECRUIT 2026/146**
 Specialised Commercial Crime Unit

SALARY CENTRE : R1 563 183 per annum (Level 14), (total cost package)
 : Johannesburg (Palm Ridge)

- REQUIREMENTS** : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least ten (10) years' post qualification experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Admission as an Attorney/Advocate will be an added advantage. Good advocacy and legal drafting skills. Knowledge of civil and/or criminal procedure. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Good interpersonal, analytical, presentation and communication skills. Computer skills. Able to work extended hours. Valid driver's license.
- DUTIES** : Manage the portfolio assigned by the SCCU Regional Head and the DPP. Manage, train and guide Advocates, Prosecutors and stakeholders in respect of all matters, including complex / high profile matters, in the high court, the highest court of appeal and the Constitutional Court. Investigate and prosecute cases. To provide high level and well researched opinions and reports to the Regional Head of the SCCU. Provide legal oversight and guidance in investigation projects and legal casework. Study case dockets and other documents relating to corruption matters, criminal matters, make and review decisions with regard to the institution of criminal proceedings. 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. Study appeals and reviews, prepare opinions and heads of argument and argue cases in the appropriate court. Appear in motion applications pertaining to criminal matters. Map out strategic planning for the division and lead staff members towards achieving the strategic objectives. Oversee resources and align them to strategic objectives. Development, performance management and assessment of staff members. Deal with representations and complaints. Ensure that a high standard of professional work is being carried out. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.
- ENQUIRIES** : Charity Matika Tel No: (011) 220 4235
APPLICATIONS : e mail: Recruit2026146@npa.gov.za
- POST 17/57** : **SENIOR STATE ADVOCATE (TRC) REF NO: RECRUIT 2026/148**
National Prosecutions Service
Re-advert
- SALARY** : R1 242 915 – R1 934 208 per annum (Level LP 9), (total cost package)
CENTRE : DPP: Pietermaritzburg
REQUIREMENTS : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least eight years' post qualification legal experience, in 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. Proficiency in MS Word, Excel, and PowerPoint is required. Experience with MS Teams and Power BI will be an advantage. Ability to act independently without constant supervision. Must have good administrative skills. Able to work under pressure, which may involve long hours. Excellent analytical and problem-solving skills. Adaptability, communication and teamwork are also required in respect of working with other role-players. Knowledge and experience on TRC matters will be an added advantage. A valid driver's licence.
- DUTIES** : Study the recommendations of the TRC (including relevant volumes of the TRC and its final report, related articles, video clips and records and all exhibits and documents handed in at the hearings, trials, inquests, proceedings), pertaining to allocated TRC matters. Consider the recommendations of the TRC and related matters. Provide guidance to dedicated TRC investigating officers. Drafting documents pertaining to access to crime scenes, court documents, documents and exhibits in possession of other state departments, universities, non- governmental organisations and other assistance as may be required by investigators. Conduct research, drafting of legal documents and attend to representations arising out of TRC matters. Make legal decisions in accordance with the law, policies and justice. Assist with the preparation of charge sheets/indictments where applicable. Co-operate and engage with all relevant stakeholders and colleagues pertaining to TRC matters. Make legal decisions in accordance with the law, NPA prosecution policies and directives. Also conduct research, prepare reports, and draft legal opinions, policies,

		legislation, and other legal documents. Participate in and represent the NPA in stakeholder engagements, meetings and projects. Monitor, analyse and report on performance information and statistics. Assist with the development of strategic, operational and implementation plans. Identify and resolve challenges affecting the performance of the NPA.
<u>ENQUIRIES</u>	:	Thabsile Radebe Tel No: (033) 392 8753
<u>APPLICATIONS</u>	:	e mail: Recruit2026148@npa.gov.za
<u>POST 17/58</u>	:	<u>SENIOR STATE ADVOCATE</u> National Prosecutions Service
<u>SALARY</u>	:	R1 242 915 – R1 934 208 per annum (Level LP 9), (total cost package)
<u>CENTRE</u>	:	DPP: Pietermaritzburg Ref No: Recruit 2026/149 (X4 Posts) (X3 Re-adverts) DPP: Makhanda (Grahamstown) Ref No: Recruit 2026/150
<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. A valid driver's license.
<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.
<u>ENQUIRIES</u>	:	DPP: Pietermaritzburg Thabsile Radebe Tel No: (033) 392 8753
<u>APPLICATIONS</u>	:	DPP: Makhanda (Grahamstown) Nomfuneko Ntapane Tel No: (046) 602 3000 DPP: Pietermaritzburg e mail: Recruit2026149@npa.gov.za DPP: Makhanda (Grahamstown) e mail: Recruit2026150@npa.gov.za
<u>POST 17/59</u>	:	<u>SENIOR STATE ADVOCATE REF NO: RECRUIT 2026/151 (OCC)</u> National Prosecutions Services
<u>SALARY</u>	:	R1 242 915 – R1 934 208 per annum (Level LP 9), (total cost package)
<u>CENTRE</u>	:	DDPP: Durban
<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. Knowledge of the POCA legislation, willing to travel. Able to work extended hours. High level of proficiency in prosecuting and presenting/arguing cases in court. Experience in guiding criminal investigations and giving instructions in law and statutory offences. Interpersonal skills. Good knowledge of civil and/or criminal procedure. Good advocacy, well developed skills in legal research and legal drafting skills. Knowledge of asset forfeiture law will be an added advantage. Strong computer skills and knowledge of programs in MS Word, Excel, Outlook and PowerPoint. Written and verbal communication skills. Ability to work independently.
<u>DUTIES</u>	:	Conduct prosecution of serious, complex and organised crime cases and terrorism and terror financing 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.

ENQUIRIES APPLICATIONS : Phiywayinkosi Nhlengethwa Tel No: (031) 334 5003
e mail: Recruit2026151@npa.gov.za

POST 17/60 : **SENIOR STATE ADVOCATE REF NO: RECRUIT 2026/152 (OCC)**
National Prosecutions Services

SALARY CENTRE REQUIREMENTS : R1 242 915 – R1 934 208 per annum (Level LP 9), (total cost package)
: DPP: Cape Town
: An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least eight years post qualification legal experience in civil and/or criminal litigation. Five years' experience in legal practice will be 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. Interpersonal skills. Knowledge of and or experience in the litigation of the Prevention of Organised Crime Act (POCA) matters. Written and verbal communication skills. Ability to work independently.

DUTIES : Study case dockets, decide on the institution of prosecution and conduct criminal proceedings. Draft charge sheets, indictments and other court documents. Represent the State in all courts. Mentor and coach junior staff and quality check their work. Participate in the performance assessment of staff being mentored.

ENQUIRIES APPLICATIONS : Phyllis Lujabe Tel No: (021) 487 7144
: e mail: Recruit2026152@npa.gov.za

POST 17/61 : **SENIOR STATE ADVOCATE REF NO: RECRUIT 2026/153 (X2 POSTS)**
Specialised Commercial Crime Unit
Re-adverts

SALARY CENTRE REQUIREMENTS : R1 242 915 – R1 934 208 per annum (Level LP 9), (total cost package)
: Kimberley
: 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 APPLICATIONS : Nicholas Mogongwa Tel No: (043) 807 4539
: e mail: Recruit2026153@npa.gov.za

POST 17/62 : **SENIOR PUBLIC PROSECUTOR**
National Prosecutions Service

SALARY CENTRE : R1 242 915 – R1 934 208 per annum (CM-1), (total cost package)
: CPP: George Ref No: Recruit 2026/154

		CPP: Wynberg Ref No: Recruit 2026/155 CPP: Bellville (Malmesbury) Ref No: Recruit 2026/156
<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: George & CPP: Wynberg Thuso Damane Tel No: (021) 487 7129 CPP: Bellville - (Malmesbury) Sonwabiso Mkwakwi Tel No: (021) 487 7234
<u>APPLICATIONS</u>	:	CPP: George e mail: Recruit2026154@npa.gov.za CPP: Wynberg e mail: Recruit2026155@npa.gov.za CPP: Bellville (Malmesbury) e mail: Recruit2026156@npa.gov.za
<u>POST 17/63</u>	:	<u>SENIOR PUBLIC PROSECUTOR (COMMUNITY PROSECUTION) REF NO: RECRUIT 2026/157</u> National Prosecution Service Re-advert.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 242 915 – R1 934 208 per annum (Level LP 9), (total cost package) DPP: Kimberley (Upington)
<u>DUTIES</u>	:	An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least eight (8) years post qualification litigation experience. Demonstrate required competency in: Acting Independently, Professionally, be Accountable and act with Credibility. Knowledge of legislation and regulations pertaining to the public service specifically: The Constitution; Criminal Procedure Act; Public Service Act, relevant Regulations and other related Legislation. General management skills. Strategic management and stakeholder engagement expertise. People management and empowerment skills. Good communication skills. Customer focus and responsiveness. Problem solving and decision making. Project management. Excellent administrative skills and report writing skills. Service delivery and innovation skills. Negotiation skills. Policy analysis and development of policy. Research, presentation, and facilitation skills. Must be able to travel in the DPP-division and nationally. Positive security clearance. Valid driver's license is essential. Develop local crime prevention initiatives and strategies in line with the Community Prosecution Initiative (CPI). Contribute to crime prevention and community justice through this initiative. Analyse local crime trends and dynamics of crime and insecurities of communities in respective DPP-divisions. Organize, execute, and participate in community prosecution events and meetings locally, provincially and nationally. Build strategic partnerships for local crime prevention initiatives. Develop effective and efficient working relationships with internal and external stakeholders including current NPA Community Prosecution colleagues. Expand and increase the impact of the current CPI footprint in the division and nationally as a whole. Provide and promote education about the law to targeted groups within this initiative. Promote effective collaboration, interaction and cultivate partnerships with- and between stakeholders. Apply Batho Pele principles, Service Charter- and NPA processes. Participate, contribute, and represent the NPA at interdepartmental,

local government, divisional and national structures. To monitor and evaluate statistical data and performance of initiatives implemented in the division where appointed. To develop and implement interventions in the divisions in line with the analysis of the statistical data. To provide feedback and the submission of reports (as determined by the National Coordinator at Head Office), regarding the identification of initiatives, the implementation thereof, progress and management of all related activities and initiatives in respective divisions, to both the DPP and the Office of the National Head Office Coordinator. Furthermore, it will be expected of the incumbent to also perform prosecutorial related duties such as prosecutor-guided investigations, the management of dockets, court and case management and the actual prosecution of related cases when required.

ENQUIRIES : Nicholas Mogongwa Tel No: (053) 807 4539
APPLICATIONS : e mail: Recruit2026157@npa.gov.za

POST 17/64 : **SENIOR PUBLIC PROSECUTOR (COMMUNITY PROSECUTION) REF NO: RECRUIT 2026/158**
 National Prosecution Service

SALARY : R1 242 915 – R1 934 208 per annum (Level LP 9), (total cost package)
CENTRE : DPP: Cape Town
REQUIREMENTS : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least eight (8) years post qualification litigation experience. Demonstrate required competency in: Acting Independently, Professionally, be Accountable and act with Credibility. Knowledge of legislation and regulations pertaining to the public service specifically: The Constitution; Criminal Procedure Act; Public Service Act, relevant Regulations and other related Legislation. General management skills. Strategic management and stakeholder engagement expertise. People management and empowerment skills. Good communication skills. Customer focus and responsiveness. Problem solving and decision making. Project management. Excellent administrative skills and report writing skills. Service delivery and innovation skills. Negotiation skills. Policy analysis and development of policy. Research, presentation, and facilitation skills. Must be able to travel in the DPP-division and nationally. Positive security clearance. Valid driver's license is essential.

DUTIES : Develop local crime prevention initiatives and strategies in line with the Community Prosecution Initiative (CPI). Contribute to crime prevention and community justice through this initiative. Analyse local crime trends and dynamics of crime and insecurities of communities in respective DPP-divisions. Organize, execute, and participate in community prosecution events and meetings locally, provincially and nationally. Build strategic partnerships for local crime prevention initiatives. Develop effective and efficient working relationships with internal and external stakeholders including current NPA Community Prosecution colleagues. Expand and increase the impact of the current CPI footprint in the division and nationally as a whole. Provide and promote education about the law to targeted groups within this initiative. Promote effective collaboration, interaction and cultivate partnerships with- and between stakeholders. Apply Batho Pele principles, Service Charter- and NPA processes. Participate, contribute, and represent the NPA at interdepartmental, local government, divisional and national structures. To monitor and evaluate statistical data and performance of initiatives implemented in the division where appointed. To develop and implement interventions in the divisions in line with the analysis of the statistical data. To provide feedback and the submission of reports (as determined by the National Coordinator at Head Office), regarding the identification of initiatives, the implementation thereof, progress and management of all related activities and initiatives in respective divisions, to both the DPP and the Office of the National Head Office Coordinator. Furthermore, it will be expected of the incumbent to also perform prosecutorial related duties such as prosecutor-guided investigations, the management of dockets, court and case management and the actual prosecution of related cases when required. The incumbent may also, for a defined period or in an acting capacity, be assigned the responsibilities of a Senior Public Prosecutor at a particular court centre.

ENQUIRIES : Phyllis Lujabe Tel No: (021) 487 7281
APPLICATIONS : e mail: Recruit2026158@npa.gov.za

POST 17/65 : **SENIOR DIGITAL FORENSIC ANALYST REF NO: RECRUIT 2026/159**
Investigating Directorate Against Corruption
(Re-advert)

SALARY : R1 101 468 per annum (MMS Level 12), (total cost package)
CENTRE : Pretoria: Head Office
REQUIREMENTS : An appropriate B Degree (NQF level 7) Advanced Diploma (NQF level 7) / B-tech qualification in policing, law, forensics, computer science, data and physical science; software engineering or equivalent. At least five(5) years' experience of which three (3) years should be in a junior level in criminal and/or forensic investigations environment in a legal/investigative or financial environment. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Vocational training in criminal investigations specialised courses. Certification in either Cellebrite, FTK, Oxygen or any forensic tools. Experience in testifying on criminal matters in at least the Regional Court. (Persons that have been found as an unreliable witness in any court would not be considered). Experience in managing and directing forensic service providers in criminal and forensic matters. Strategic capability and leadership, administration skills, communication, planning and prioritising, customer focused and responsiveness, problem solving and decision making. Knowledge of legislation and regulations pertaining to public service administration, specifically: The Constitution of South Africa and the rights of suspects, the criminal Procedure Act 51 of 1977, Investigation of common law offences as it pertains to fraud, forgery, uttering, theft, and offence involving dishonesty. Understanding of law of evidence in civil matters. Knowledge and experience of a wide range of computer/digital/devices/cellular phones, software/operating systems, Knowledge of database structures and configuration for formats such as SQL, SQLite, ESE, plist and MXL. Experience in at least EnCase, Cellebrite and XRY. Valid drivers' license.

DUTIES : Manage/ recover evidential data from computers, mobile devices, CCTV systems, servers, emails, cloud storage and other electronic devices with the standing Cyber Crime Act, and ISO17025 accredited investigative techniques. Manage the conducting of quality digital forensic examination in relation to all investigations on hand at IDAC within a multi-disciplinary project team approach. Manage the development, maintenance and implementation of policies, standards, procedures and guidelines on digital forensic and related matters. Provide operational leadership and guidance with regards to overall conducting of digital forensics, handling, and safekeeping of electronic devices. Manage the planning and implementation for expert services regarding digital forensic examination and research. Manage/compile investigation report. Ensure that appropriate security and access control of forensic tools, system and evidence are maintained at all times. Guide expert testimony in court relevant to the investigations. Testify on the data extracted from the devices. Manage and develop staff

ENQUIRIES : Maureen Dibetle Tel No: (012) 845 7727
APPLICATIONS : e mail: Recruit2026159@npa.gov.za

POST 17/66 : **DEPUTY CHIEF PROTECTOR REF NO: RECRUIT 2026/160**
Office of Witness Protection

SALARY : R1 101 468 per annum (MMS Level 12), (total cost package)
CENTRE : Gauteng (Johannesburg)
REQUIREMENTS : An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6) in Policing or equivalent. Must have at least six (6) years' experience in the field of the post. Must have police, military, or correctional service basic training. Must have successfully completed a VIP and/or Close Protection course. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. High level of understanding of and competency in people protection. Knowledge and experience of undercover work. Must be competent in at least two (2) official languages of which one must be English. Must be prepared to be available 24/7 and travel extensively, even after-hours. Know how to account for public funds according to the PFMA. Knowledge of Asset Management in the Public service, Knowledge of the Constitution and Bill of Rights, National Crime Prevention Strategy, Victims Charter, and Batho Pele Principles. Sound knowledge the Witness Protection Act, 1998, Firearm control Act and Criminal Procedure Act, 1977. Sound knowledge of the Public Service Act and Regulations, the PFMA, 1999 and

Treasury Regulations. Sound knowledge of the Minimum-Security Information Standards (MISS). Must be prepared to undergo a Top-Secret security clearance, a regular polygraph and voice stress analysis test. Strategic capability and leadership. General management skills. People management and empowerment. Administration skills. Good communication skills. Planning and Prioritizing. Customer Focus and Responsiveness. Problem solving and decision making. Candidate will be subjected to a competency assessment which can include report writing, fire-arm competency, advance driving, and fitness assessment. A valid driver's licence.

DUTIES : Manage admissions of vulnerable and intimidated witnesses and related persons. Manage and coordinate the protection of witnesses and related persons and contribute to their safety. Ensure that operations are conducted in line with the OWP mandate. Ensure effective and efficient utilization of resources and good governance. Provide sound stakeholder relationships.

ENQUIRIES : MF Modisane Tel No: (012) 845 5604
APPLICATIONS : e mail: Recruit2026160@npa.gov.za

POST 17/67 : **REGIONAL COURT CONTROL PROSECUTOR**
 National Prosecutions Service

SALARY : R1 074 222 - R1 742 772 per annum (Level SU-3), (total cost package)
CENTRE : CPP: Ntuzuma (KwaDukuza) Ref No: Recruit 2026/161
 CPP: George (Mossel Bay) Ref No: Recruit 2026/162

REQUIREMENTS : 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. A valid driver's license.

DUTIES : 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.

ENQUIRIES : CPP: Ntuzuma (KwaDukuza) Phiwayinkosi Nhlengethwa Tel No: (031) 334 5003

APPLICATIONS : CPP: George (Mossel Bay) Thuso Damane Tel No: (021) 487 7129
 CPP: Ntuzuma (KwaDukuza) e mail: Recruit2026161@npa.gov.za
 CPP: George (Mossel Bay) e mail: Recruit2026162@npa.gov.za

POST 17/68 : **HEAD CONTROL PROSECUTOR 3 REF NO: RECRUIT 2026/168**
 National Prosecutions Service

SALARY : R1 074 222 - R1 742 772 per annum (Level SU- 3), (total cost package), (excluding benefits)

CENTRE : CPP: Mitchells Plain (Caledon)

REQUIREMENTS : 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. Proficiency in prosecuting, guiding investigation and giving instructions in reasonably complex or more difficult common law and statutory offences in the lower courts. Proficiently drafting complex charge sheets and other complex court documents. Must be able to act independently without constant supervision and manage court and case flow independently. Good management and administrative skills. General computer literacy with excellent knowledge of Ms Word, PowerPoint, Excel ad

Outlook ECMS system. High level of reliability. Ability to act with tact and discretion. Ability to identify and handle confidential matters. Knowledge of relevant legislations, policies, prescripts and procedures applicable in the public sector. A valid driver's license.

DUTIES : Manage, train, and give guidance to prosecutors. Study case dockets, decide on the institution of and conduct criminal proceedings. Maintenance matters and inquest of a general and more advanced nature in the Regional Court and District Court. Prepare cases for court and draft charge sheets and other proceedings for court, present and assist prosecutors to present the State's case in court, to lead witnesses, cross examine and address the court on inter-alia, conviction, and sentence, and in general to conduct prosecutions on behalf of the State. Perform all duties related thereto in accordance with the Code of Conduct, Policy, and Directives of the National Prosecuting Authority. Assist the Senior Public Prosecutor with the performance assessment of staff. Manage, control and attend to the administration of the office of the District Court and Regional Court. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice.

ENQUIRIES : Thuso Damane Tel No: (021) 487 7129
APPLICATIONS : e mail: Recruit2026168@npa.gov.za

POST 17/69 : **STATE ADVOCATE REF NO: RECRUIT 2026/163**
Specialized Commercial Crime Unit

SALARY : R970 221 - R1 600 893 per annum (Level LP- 7 to LP-8), (total cost package)
CENTRE : DDPP: Durban
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. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Proficiency in prosecuting, guiding investigations; drafting charge sheets, indictments and court documents, dealing with representations. Well – developed skills in legal research and legal drafting. Interpersonal skills, Written and verbal communication skills. Administrative skills. Computer literacy and knowledge of programs in MS Office. Valid driver's licence.

DUTIES : Study case dockets, make assessments thereof and decide on the institution of prosecution. Deal with any representations. Guide investigations in complex or more difficult tax matters, including commercial matters. Prepare cases for court, including the acquisition of additional evidence and draft charge sheets, indictments, and court documents. Present the State's case in court, lead and cross examine witnesses, address the court on inter alia, conviction and sentence. Manage court and case flow management of cases independently. Study and deal with appeals and reviews. Prepare opinions and heads of argument for complex matters and argue cases in the appropriate court. Appear in court in motion application pertaining to criminal matters and general conduct prosecutions on behalf of the state. Perform all duties related thereto in accordance with the code of conduct policy and directives of the NPA. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in criminal justice system.

ENQUIRIES : Bongwiwe Mlaba Tel No: (031) 335 6617
APPLICATIONS : e mail: Recruit2026163@npa.gov.za

POST 17/70 : **STATE ADVOCATE REF NO: RECRUIT 2026/164 (X4 POSTS)**
Specialised Commercial Crime Unit
(X3 Re-advert)

SALARY : R970 221 - R1 600 893 per annum (Level LP- 7 to LP-8), (total cost package)
CENTRE : Kimberley
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. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Well-developed skills in legal research and legal drafting. Good knowledge of civil and/or criminal procedure. Proficiency in prosecution, competency in guiding investigations, drafting charge sheets, indictments and court documents and dealing with representations. Persons in

- private practice must provide a certificate of good standing with the LPC. Good interpersonal, analytical, organisational and communication skills. Ability to act independently or with minimum supervision. A valid driver's licence.
- DUTIES** : Study case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets, indictments and other court documents. Represent the State in all courts. Prepare a case for court, including the acquisition of additional evidence, lead and cross examine witnesses, address the court on inter alia, conviction and sentence. Study and deal with appeals and reviews, attend to representations, prepare opinions and heads of arguments. Conduct prosecution of serious, complex and organised commercial crime and corruption matters. Appear in court in motion applications pertaining to criminal matters and in general conduct prosecution on behalf of the state. Perform all duties related thereto in accordance with the code of conduct policy and directives of the NPA. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.
- ENQUIRIES APPLICATIONS** : Nicholas Mogongwa Tel No: (053) 807 4539
: e mail: Recruit2026164@npa.gov.za
- POST 17/71** : **STATE ADVOCATE REF NO: RECRUIT 2026/165 (X2 POSTS)**
National Prosecutions Service
- SALARY CENTRE REQUIREMENTS** : R970 221 - R1 600 893 per annum (Level LP- 7 to LP-8), (total cost package)
: DPP: Makhanda (Grahamstown)
: An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. At least five (5) years' post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Well-developed skills in legal research and legal drafting. Good knowledge of civil and/or criminal procedure. Proficiency in prosecution, competency in guiding investigations, drafting charge sheets, indictments and court documents and dealing with representations. Knowledge of and skills in general prosecution. High level of proficiency in prosecuting and presenting/arguing cases in court. Experience in guiding criminal investigations and giving instructions in law and statutory offences. Interpersonal skills. Written and verbal communication skills. Ability to work independently with minimum supervision.
- DUTIES** : Study and guide the investigations in case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets, indictments and other court documents. Represent the State in all courts. Prepare a case for court, including the acquisition of additional evidence and draft charge sheets and indictments. Present the State's case in court, lead and cross examine witnesses, address the court on, inter alia, conviction and sentence, study appeal and reviews. Attend to representations, prepare opinions and heads of arguments and argue cases in the appropriate court. Appear in court in motion application pertaining to criminal matters and in general conduct prosecution on behalf of the state. Perform all duties related thereto in accordance with the code of conduct policy and directives of the NPA. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.
- ENQUIRIES APPLICATIONS** : Nomfuneko Ntapane Tel No: (046) 602 3000
: e mail: Recruit2026165@npa.gov.za
- POST 17/72** : **STATE ADVOCATE REF NO: RECRUIT 2026/166 (OCC)**
National Prosecutions Service
- SALARY CENTRE REQUIREMENTS** : R970 221 - R1 600 893 per annum (Level LP- 7 to LP-8), (total cost package)
: DPP: Cape Town
: An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. At least five (5) years' post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. At least six years' post qualification legal experience. High level of proficiency in prosecuting and presenting/arguing cases in court. Experience in guiding criminal investigations and giving instructions in law and statutory offences. Interpersonal skills. Knowledge of and or experience in the litigation of the Prevention of Organised Crime Act

- (POCA) matters. Written and verbal communication skills. Ability to work independently. Valid driver's licence.
- DUTIES** : Study and guide the investigations in case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets, indictments and other court documents. Represent the State in all courts. Prepare a case for court, including the acquisition of additional evidence and draft charge sheets and indictments. Present the State's case in court, lead and cross examine witnesses, address the court on, inter alia, conviction and sentence, study appeal and reviews. Attend to representations, prepare opinions and heads of arguments and argue cases in the appropriate court. Appear in court in motion application pertaining to criminal matters and in general conduct prosecution on behalf of the state. Perform all duties related thereto in accordance with the code of conduct policy and directives of the NPA. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.
- ENQUIRIES APPLICATIONS** : Phyllis Lujabe Tel No: (021) 487 7281
: e mail: Recruit2026166@npa.gov.za
- POST 17/73** : **STATE ADVOCATE REF NO: RECRUIT 2026/167 (X2 POSTS)**
Investigating Directorate Against Corruption
- SALARY CENTRE REQUIREMENTS** : R970 221 - R1 600 893 per annum (Level LP- 7 to LP-8), (total cost package)
: Pretoria: Head office
: An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. At least five (5) years' post qualification legal experience. At least five (5) years in legal practice will be an added advantage. Financial or accounting background an advantage. Experience in litigation offences in terms of POCA, Companies Act, PRECCA, PFMA and FICA necessary. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Extensive prosecutorial or litigation experience with regard to common law offences such as fraud, theft, forgery and uttering, commercial crimes and related matters. Proficiency in prosecuting, guiding investigations in complex or more difficult matters, including commercial matters. Drafting charge sheets, indictments and court documents, dealing with representations. Valid driver's licence.
- DUTIES** : Study case dockets, make assessments thereof and decide on the institution of prosecution. Deal with any representations. Guide investigations in complex or more difficult tax matters, including commercial matters. Prosecutor led investigations (PLI). Prepare cases for court, including the acquisition of additional evidence and draft charge sheets, indictments and court documents. Present the State's case in court, lead and cross examine witnesses, address the court on inter alia, conviction and sentence. Manage court and case flow management of cases independently. Study and deal with appeals and reviews. Prepare opinions and heads of argument for complex matters and argue cases in the appropriate court. Appear in court in motion application pertaining to criminal matters and general conduct prosecutions on behalf of the state. Mentor and guide investigating officers, prosecutors and stakeholders. Assist in high profile matters or matters where an increased risk element is present. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in criminal justice system independently without supervision and manage court and case flow management independently.
- ENQUIRIES APPLICATIONS** : Matodzi Makhari Tel No: (012) 845 6012
: e mail: Recruit2026167@npa.gov.za
- POST 17/74** : **DEPUTY DIRECTOR: RECORDS MANAGEMENT REF NO: RECRUIT 2026/169**
Strategy, Operations and Compliance: ISM
- SALARY CENTRE REQUIREMENTS** : R932 292 per annum (Level 11), (total cost package)
: Pretoria: Head Office
: An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6) in Archives/Records Management/ Library and information Science or equivalent qualification. A minimum of three (3) years' experience in an Assistant Director level. Five (5) years' experience in the field of Electronics Records Management. Strong knowledge of the National Archives Act and Records

Management standards. Knowledge and understanding of legislative framework. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Excellent interpersonal communication skills (verbal and written). Excellent report-written skills and the ability to write high-level reports to management. Good knowledge of government legislature framework prescripts, policies and practices Advance computer literacy skills in Microsoft office application, such as MS Word, Excel and PowerPoint. Ability to work independently and well under pressure. Willing to travel. Ability to work well in a team. Problem solving skills. Good interpersonal and customer relations skills.

DUTIES : Advise, develop and implement the Departmental Records policy and procedures. Ensure that records are well managed and controlled in line with the requirements of the National Archives and Records Management policies. Report all additions and amendments on the File Plan to the National Archives. Liaise with the National Archives to get the File Plan approved. Provide administrative support on the handling of NPA records. Standardize records management sources throughout the organization. Manage records and storage components to determine retention periods of records. Develop, implement and maintain the overall records management service. Manage the provision of information sessions throughout the NPA on the correct use of registries in terms of the National Archives Act. Conduct physical periodical inspections and spot checks to ensure compliance. Manage the special auditing, quality assurance processes and requests. Manage human and other resources with the sub-directorate. Monitor staff performance, training and development. Identify and advise on effective Electronic Document and Records Management Systems (EDRMS) in support of the information management strategy. Compile monthly reports on regional performance.

ENQUIRIES : Nozuko Mdingi Tel No: (012) 845 6868
APPLICATIONS : e mail: Recruit2026169@npa.gov.za

POST 17/75 : **DEPUTY DIRECTOR: PERFORMANCE INFORMATION MANAGEMENT**
REF NO: RECRUIT 2026/170
Strategy Operations and Compliance: Strategy Management Office

SALARY : R932 292 per annum (Level 11), (total cost package)
CENTRE : DPP: Bloemfontein
REQUIREMENTS : Advanced Diploma (NQF 7) / Bachelor's Degree (NQF 7) in management/social sciences or equivalent. Minimum three (3) years' experience in the strategic planning/performance monitoring or relevant experience. Certificate in Strategic Management / Monitoring and Evaluation or Operations Management from accredited institution will be an added advantage. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. An ability to effectively and timely coordinate the submission of all organisational performance information reports on a regional level. Knowledge of the prosecutorial environment or sound knowledge on the Criminal Justice System (CJS) will be an added advantage. Excellent interpersonal communication skills (verbal and written). Excellent report-written skills and the ability to write high-level reports to management. Good knowledge of government legislature framework prescripts, policies and practices. Good knowledge of performance information management practices and prescripts in the government sector. Knowledge of the applicable Legislative and Regulatory Framework (e.g Government Planning and Reporting Legislation and Cycle, Framework for Strategic Plans and Annual Performance Plans from the National Treasury 2010, Guideline for the preparation of the Annual Report). Good knowledge on compliance requirement for the performance information management field. Advance computer literacy skills in Microsoft office application, such as MS Word, Excel and PowerPoint. Ability to work independently and well under pressure. Ability to work well in a team. Problem solving skills. Good interpersonal and customer relations skills. Willing to travel, able to work extended hours. A valid driver's license.

DUTIES : Manage business unit and regional performance information. Facilitate operational planning sessions and regional review sessions. Monitoring and evaluation of the business unit and regional performance plans. Monitoring of the execution of the regional operational plans. Collation, analysis and interpretation of organisational performance information. Keep up to date with

		compliance requirements and best practice in the field of performance information management. Risk management.
<u>ENQUIRIES</u>	:	Sophy Seema Tel No: (012) 845 6303
<u>APPLICATIONS</u>	:	e mail: Recruit2026170@npa.gov.za
<u>POST 17/76</u>	:	<u>DEPUTY DIRECTOR: SCM RISK AND PERFORMANCE MANAGEMENT</u>
		<u>REF NO: RECRUIT 2026/171</u>
		Strategy Operations and Compliance: Supply Chain Management
<u>SALARY</u>	:	R932 292 per annum (Level 11), (total cost package)
<u>CENTRE</u>	:	Pretoria: Head Office
<u>REQUIREMENTS</u>	:	Advanced Diploma (NQF 7) / Bachelor's Degree (NQF 7) in management/social sciences or equivalent. Minimum of three (3) years SCM experience and minimum of two (2) year management experience. Sound knowledge of PFMA, PPPFA, Supply Chain Management Framework and all relevant SCM practice note and regulation Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Reliable, integrity, tolerant and determined. Able to act independently. Willing to travel, able to work extended hours and under pressure. Excellent communication and administrative skills. Valid driver's license, strong organisational ad leadership skill, analysis and problem solving, report writing, able to plan and organise work. General computer literacy and knowledge of programs in MS Word, Excel, Outlook, Power Point and understanding of the following system applications BAS and LOGIS. Able to draft submissions, Able to perform calculations and basic understanding of business finance. Managing the acquisition process independently and attending to general controls in the bidding process. Able to do performance management of staff, ability to offer direction and leadership to a team of staff.
<u>DUTIES</u>	:	SCM risk management. Prevention of fraud and SCM system abuse. Implement and review of relevant policies and procedures. Manage and undertake performance assessment of the value chain of SCM functions. Serve as appoint of contact between SCM Unit and Bid Committees. Manage the performance of staff in line with the Performance Management System and policies. Produce and submit monthly reports. Provide advisory support to all NPA business units on SCM matters. Provide advisory ad support to the Director and Chief Director. Manage supplier performance. Manage performance of SCM systems including transversal systems. Develop and manage operational plan for the sub-directorate
<u>ENQUIRIES</u>	:	Tebogo Sethabela Tel No: (012) 845 6014
<u>APPLICATIONS</u>	:	e mail: Recruit2026171@npa.gov.za
<u>POST 17/77</u>	:	<u>HEAD CONTROL PROSECUTOR</u>
		National Prosecutions Service
<u>SALARY</u>	:	R655 854 - R1 508 337 per annum (Level SU-1 to SU-2), (total cost package), (excluding benefits)
<u>CENTRE</u>	:	CPP: Pietermaritzburg (New Hanover) Ref No: Recruit 2026/172 (Re-advert) CPP: George (Riversdale) Ref No: Recruit 2026/173
<u>REQUIREMENTS</u>	:	An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least four (4) years' post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Proficiency in prosecuting, guiding investigation and giving instructions in reasonably complex or more difficult common law and statutory offences in the lower courts. Proficiently drafting complex charge sheets and other complex court documents. Must be able to act independently without constant supervision and manage court and case flow independently. Good management and administrative skills. General computer literacy with excellent knowledge of Ms Word, PowerPoint, Excel ad Outlook. High level of reliability. Ability to act with tact and discretion. Ability to identify and handle confidential matters. Knowledge of relevant legislations, policies, prescripts and procedures applicable in the public sector.
<u>DUTIES</u>	:	Manage, train, and give guidance to prosecutors. Study case dockets, decide on the institution of and conduct criminal proceedings. Maintenance matters and inquest of a general and more advanced nature in the Regional Court and District Court. Prepare cases for court and draft charge sheets and other proceedings for court, present and assist prosecutors to present the State's case in court, to lead witnesses, cross examine and address the court on inter-

alia, conviction, and sentence, and in general to conduct prosecutions on behalf of the State. Perform all duties related thereto in accordance with the Code of Conduct, Policy, and Directives of the National Prosecuting Authority. Assist the Senior Public Prosecutor with the performance assessment of staff. Manage, control and attend to the administration of the office of the District Court. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice.

ENQUIRIES : CPP: Pietermaritzburg (New Hanover) Thabsile Radebe Tel No: (033) 392 8753
APPLICATIONS : CPP: George (Riversdale) Thuso Damane Tel No: (021) 487 7129
 CPP: Pietermaritzburg (New Hanover) e mail: Recruit2026172@npa.gov.za
 CPP: George (Riversdale) e mail: Recruit2026173@npa.gov.za

POST 17/78 : **DISTRICT COURT CONTROL PROSECUTOR REF NO: RECRUIT 2026/174**
 National Prosecutions Service

SALARY : R655 854 - R1 508 337 per annum (Level SU-1 to SU-2), (total cost package), (excluding benefits)

CENTRE REQUIREMENTS : CPP: Wynberg (Worcester)
 : 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. A valid driver's license.

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 : Thuso Damane Tel No: (021) 487 7129
APPLICATIONS : e mail: Recruit2026174@npa.gov.za

POST 17/79 : **REGIONAL COURT PROSECUTOR**
 National Prosecutions Service

SALARY : R655 854 - R1 508 337 per annum (Level LP-5 to LP-6), (total cost package), (excluding benefits)

CENTRE : CPP: Bellville Ref No: Recruit 2026/175
 CPP: Bellville (Blue Downs) Ref No: Recruit 2026/176 (X2 Posts)
 CPP: Mitchells Plain (Hermanus) Ref No: Recruit 2026/177
 CPP: Mitchells Plain (Somerset West) Ref No: Recruit 2026/178
 CPP: Cape Town (Goodwood) Ref No: Recruit 2026/179
 CPP: Empangeni Ref No: Recruit 2026/180
 CPP: Wynberg (Worcester) Ref No: Recruit 2026/181
 CPP: Bellville (Vredenburg) Ref No: Recruit 2026/182 (Re - advert)
 CPP George (Swellendam) Ref No: Recruit 2026/183
 CPP: Wynberg (Paarl) Ref No: Recruit 2026/184

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: Bellville; CPP: Bellville (Blue Downs); CPP: Mitchells Plain (Hermanus) & CPP: Mitchells Plain (Somerset West) & CPP: Bellville (Vredenburg) Sonwabo Mkwakwi Tel No: (021) 487 7234
 CPP: Cape Town (Goodwood) Phyllis Lujabe Tel No: (021) 487 7281
 CPP: Empangeni Thabsile Radebe Tel No: (033) 392 8753
 CPP: Wynberg (Worcester); CPP George (Swellendam) & CPP: Wynberg (Paarl) Thuso Damane Tel No: (021) 487 7129
- APPLICATIONS** : CPP: Bellville e-mail: Recruit2026175@npa.gov.za
 CPP: Bellville (Blue Downs) e-mail: Recruit2026176@npa.gov.za
 CPP: Mitchells Plain (Hermanus) e-mail: Recruit2026177@npa.gov.za
 CPP: Mitchells Plain (Somerset West) e-mail: Recruit2026178@npa.gov.za
 CPP: Cape Town (Goodwood) e-mail: Recruit2026179@npa.gov.za
 CPP: Empangeni e-mail: Recruit2026180@npa.gov.za
 CPP: Wynberg (Worcester) e-mail: Recruit2026181@npa.gov.za
 CPP: Bellville (Vredenburg) e-mail: Recruit2026182@npa.gov.za
 CPP George (Swellendam) e-mail: Recruit2026183@npa.gov.za
 CPP: Wynberg (Paarl) e-mail: Recruit2026184@npa.gov.za
- POST 17/80** : **REGIONAL COURT PROSECUTOR REF NO: RECRUIT 2026/185**
 National Prosecutions Service
- SALARY** : R655 854 - R1 508 337 per annum (Level LP-5 to LP-6), (total cost package), (excluding benefits)
- CENTRE REQUIREMENTS** : DPP: Cape Town (OCC)
 : An LL.B. 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** : Phyllis Lujabe Tel No: (021) 487 7281
- APPLICATIONS** : e-mail: Recruit2026185@npa.gov.za
- POST 17/81** : **FINANCIAL INVESTIGATOR REF NO: RECRUIT 2026/186 (X2 POSTS)**
 Investigative Directorate Against Corruption
- SALARY** : R605 742 per annum (Level 10), (excluding benefits)
- CENTRE** : Pretoria Head Office
- REQUIREMENTS** : An appropriate B Degree (NQF Level 7) or NQF level 6 recognised three (3) year Diploma, Advanced Certificate or equivalent in Forensic investigation, forensic Auditing, Criminal Investigation and Policing. Minimum of three years' experience financial investigation in a legal/investigative/financial environment in roles related to investigations, financial crime, financial analysis, forensic accounting or compliance. Vocational training in Forensic Investigation, Forensic Auditing, Law or any other specialized financial investigation courses. Demonstrable competency in acting Independently, Professionally,

- Accountable and with Credibility. Excellent written and verbal communication skills, innovative and proactive. General management and project management Skills. Strategic capability and leadership. People management and empowerment. Customer service and responsiveness. Communication Skills. Planning and Prioritising. Research Skills and Administration skills. A valid driver's license.
- DUTIES** : Conduct case planning. Conduct financial investigation. Execute special operations in line with the provisions of relevant legislation. Attend to stakeholder engagement in relation to financial investigations. Provide administrative support with regard to case management.
- ENQUIRIES APPLICATIONS** : Naledi Modise Tel No: (012) 845 7738
: e mail: Recruit2026186@npa.gov.za
- POST 17/82** : **ASSISTANT DIRECTOR: ADMINISTRATION REF NO: RECRUIT 2026/187**
Office of the National Director of Public Prosecutions
- SALARY CENTRE REQUIREMENTS** : R487 197 per annum (Level 09), (excluding benefits)
: Pretoria: Head Office
: An appropriate B Degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in Public Administration/ Business Management or equivalent. Minimum of at least Three (3) years Supervisory experience in Administration within the executive office. Proven experience in drafting high-level memoranda, official correspondence and submissions for executive authorities including Ministers' offices and/or the Presidency. Extensive knowledge of NPA Act, PSA Act and Regulations, PFMA and Treasury regulations and prescripts. Excellent written and verbal communication skills, innovative and proactive. Able to work under pressure. Able to work extensive hours. Decisive under pressure and solution orientation. Ability to meet strict deadlines. Strong organisation and management skills. Reliable, organized and able to work in a team. Extensive computer literacy skills and knowledge in programs such as Ms Word, Excel, Ms outlook and PowerPoint.
- DUTIES** : Provide administration functions within the office of the NDPP. Render an office support and administration function, filing system and pending system with a task list. Make travel arrangements as and when required. Manage incoming and outgoing correspondence and ensure correct security processes are followed. Prepare documentation (letters, memos etc) as and when required. Ensure prompt completion of tasks for the office of the NDPP. Ensure that finance and supply chain services are administered. Manage performance management. Ensure that human resources management services are administered. Provide general administration services. Supervise staff.
- ENQUIRIES APPLICATIONS** : Muzikayifani Madhlala Tel No: (012) 845 6265
: e mail: Recruit2026187@npa.gov.za
- POST 17/83** : **ADMINISTRATIVE CLERK REF NO: RECRUIT 2026/188**
National Prosecutions Service
- SALARY CENTRE REQUIREMENTS** : R237 453 per annum (Level 05), (excluding benefits)
: CPP: Vaal Rand (Benoni)
: 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.
- DUTIES** : Provide high quality administrative support to the office of Senior Prosecutor/District Court Control Prosecutor. 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 functions of the subcluster. Deliver mails, and faxes within the office and render general administrative support such as filing, photocopying, faxing, receiving, and dispatching documents. Provide administrative support to SPP and Prosecutor in the cluster and provide

		logistical services thereof. Receive correspondence dockets for the section. Collect information for civil matters addressed to the unit/group. Do pends for docket ad collect them. Liaise with the public/SAPS members and other justice stakeholders. Collate and capture statistics, reports and submit to Chief prosecutors' office.
<u>ENQUIRIES APPLICATIONS</u>	:	Motshabi Malabi Tel No: (012) 351 6864
	:	e mail: Recruit2026188@npa.gov.za
<u>POST 17/84</u>	:	<u>ADMINISTRATIVE CLERK REF NO: RECRUIT 2026/189</u> National Prosecutions Service
<u>SALARY CENTRE REQUIREMENTS</u>	:	R237 453 per annum (Level 05), (excluding benefits)
	:	CPP: East London
	:	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. Provide administrative duties to the office and the unit. Execute a wide variety of administrative tasks pertaining to the provision of support to line functionaries e.g responsible for workflow and document tracking in the office. Type and forward correspondence to the Advocates, Prosecutors and other stakeholders in the institution. Liaise with corporate services with regards to all matters pertaining to the administrative functioning of the office. Provide high level administrative support to the legal staff, pertaining to logistical and data capturing.
<u>ENQUIRIES APPLICATIONS</u>	:	Mawande Ntsondwa Tel No: (040) 608 6800
	:	e mail: Recruit2026189@npa.gov.za
<u>POST 17/85</u>	:	<u>ADMINISTRATIVE CLERK REF NO: RECRUIT 2026/190</u> Strategy Operations and Compliance: Supply Chain Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R237 453 per annum (Level 05), (excluding benefits)
	:	Pretoria: Head Office
	:	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>	:	Place orders for goods and services. Capture, approve and authorize requests on the LOGIS system. Liaise with business units and service providers regarding purchase orders. Update request status on the tracking system. Prepare monthly reports for processed requests and issued orders.
<u>ENQUIRIES APPLICATIONS</u>	:	John Solomon Tel No: (012) 845 6770
	:	e mail: Recruit2026190@npa.gov.za
<u>POST 17/86</u>	:	<u>ADMINISTRATIVE CLERK REF NO: RECRUIT 2026/191</u> National Prosecutions Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R237 453 per annum (Level 05), (excluding benefits)
	:	DPP: Pietermaritzburg
	:	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. Keep and maintain the incoming and outgoing documents register for the component. Provide supply chain clerical support services within the component. Provide personnel administrative clerical support services within the office. Handle routine enquiries, keep and maintain the filing system for the component. Provide

financial administration support in the office. Liaise with internal and external stakeholders.

ENQUIRIES : Ethel Mokgoko Tel No: (033) 392 8761
APPLICATIONS : e mail: Recruit2026191@npa.gov.za

POST 17/87 : **ADMINISTRATIVE CLERK REF NO: RECRUIT 2026/192**
National Prosecutions Services

SALARY : R237 453 per annum (Level 05), (excluding benefits)
CENTRE : CPP: Bellville (Vredendal)
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. 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.

DUTIES : 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 members of the public, other organizations and State Departments. Liaise with corporate services with regards to all matters pertaining to the administrative functioning of the office. Provide general administrative support to the legal staff. Deliver mails and faxes within the office and render general administrative support such as filing, photocopying and faxing, receiving; dispatching documents. Perform any other duties as deemed necessary by the supervisor/ manager.

ENQUIRIES : Sonwabo Mkwakwi Tel No: (021) 487 7234
APPLICATIONS : e mail: Recruit2026192@npa.gov.za

POST 17/88 : **ADMINISTRATIVE CLERK REF NO: RECRUIT 2026/193**
National Prosecutions Services

SALARY : R237 453 per annum (Level 05), (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. 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.

DUTIES : Booking and allocating of fleet vehicles. Conduct vehicle inspection with drivers at issue and return of fleet vehicles. Maintaining accurate records of usage, mileage and fuel. Co-ordinate maintenance/service bookings for fleet vehicles. Liaise with customers and service providers. Ensure efficient record keeping of fleet vehicle files, trip authorities, logbooks, maintenance schedules, vehicles registration documents, copies of drivers' licences and expiry dates. Conduct asset verification when required. Verifying monthly vehicle usage and fuel reports. Checking tracker reports against trip authorities.

ENQUIRIES : Ethel Mokgoko Tel No: (033) 392 8761
APPLICATIONS : e mail: Recruit2026193@npa.gov.za

POST 17/89 : **ADMINISTRATIVE CLERK**
National Prosecutions Services

SALARY : R237 453 per annum (Level 05), (excluding benefits)
CENTRE : CPP: Pietermaritzburg Ref No: Recruit 2026/194 (X2 Posts)
CPP: Durban Ref No: Recruit 2026/195 (X3 Posts)
REQUIREMENTS : 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.

DUTIES : Generate reports from the ECMS for statistical purposes. Receive and allocate statistics. Update court statistics registers on daily basis. Generate various statistics sheet. Draw up reports from ECMS. Draw ECMS for submission to

supervisors and/or relevant NPA officials (CPP, DPP or National Office) for monthly statistics. Conduct data verification i.e statistics verification. Update electronic case register as and when additional data becomes available. Communicate with Prosecutors in respect of matters dealt with. Validate what is happening in court as and when required. Write up information to be captured on ECMS. Contact Prosecutors for information to reconcile on ECMS. Register incoming dockets and scanning thereof, capturing new cases on the Electronic Case Management System (ECMS). Daily updating of information from court. Maintain integrity and accuracy of the data captured on ECMS. Provide dockets electronically or hard copies to Defence on request of Prosecutors. Make photocopies of charge sheets in finalised cases. Attend to queries on case flow from Prosecutors and SAPS from the ECMS. Act as a liaison between NPA and SAPS to obtain urgent dockets and to rectify the dockets which cannot be retrieved on the ECMS. Communicate with NPA stakeholders such as witnesses to remind them of court dates, consultations and provide complainants with outcomes of cases. Provide case administration and document management. Prepare and maintain files. Release appropriate documents to any other interested parties.

ENQUIRIES : CPP: Pietermaritzburg & CPP: Durban Ethel Mokgoko Tel No: (033) 392 8761
APPLICATIONS : CPP: Pietermaritzburg e mail: Recruit2026194@npa.gov.za
 CPP: Durban e mail: Recruit2026195@npa.gov.za

POST 17/90 : **ADMINISTRATIVE CLERK (ECMS)**
 National Prosecutions Service

SALARY : R237 453 per annum (Level 05), (excluding benefits)
CENTRE : CPP: Cape Town (Bellville) Ref No: Recruit 2026/196 (X2 Posts)
 CPP: Cape Town Ref No: Recruit 2026/197 (X3 Posts)
 CPP: Cape Town (Goodwood) Ref No: Recruit 2026/198
 CPP: Cape Town (Mitchells Plain) Ref No: Recruit 2026/199
 CPP: Cape Town (Khayelitsha) Ref No: Recruit 2026/200
 CPP: Cape Town (Wynberg) Ref No: Recruit 2026/201

REQUIREMENTS : Grade 12 or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Excellent communication and administrative skills. Repost 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.

DUTIES : Register incoming dockets and scanning thereof. Communicate with Prosecutors in respect of matters dealt with Generate reports from ECMS for statistical purposes. Attend to queries on case flow from Prosecutors and SAPS from the ECMS. Provide case administration and document management. Capturing new cases on the electronic case management system (ECMS). Daily updating of information from court. Maintain integrity and accuracy of the data captured on ECMS. Provide dockets electronically or hard copies to Defence on request of Prosecutions. Make photocopies of charge sheets in finalised cases. Validate what is happening in court as and when required. Write up information to be captured on ECMS. Contact Prosecutors for information to reconcile on ECMS. Receive and collate statistics. Update court statistics registers on a daily basis. Generate various statistics sheet. Draw up reports from ECMS. Draw reports from ECMS for submission to Supervisors for monthly reporting. Conduct data verification, i.e., statistics verification. Update electronic case register as and when additional data becomes available. Act as a liaison between NPA and SAPS to obtain urgent dockets and to rectify dockets which cannot be retrieved on the ECMS. Communicate with NPA stakeholders such as witnesses to remind of court dates consultations and provide complainants with outcomes of cases. Prepare and maintain files. Release appropriate documents to any other interested party. 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. Perform any other duties as deemed necessary by supervisor/manager.

ENQUIRIES : CPP: Cape Town (Bellville); CPP: Cape Town; CPP: Cape Town (Goodwood);
 CPP: Cape Town (Mitchells Plain); CPP: Cape Town (Khayelitsha) & CPP:
 Cape Town (Wynberg) Sonwabiso Mkwakwi Tel No: (021) 487 7234.

APPLICATIONS : CPP: Cape Town (Bellville) e mail: Recruit2026196@npa.gov.za

CPP: Cape Town e mail: Recruit2026197@npa.gov.za
CPP: Cape Town (Goodwood) e mail: Recruit2026198@npa.gov.za
CPP: Cape Town (Mitchells Plain) e mail: Recruit2026199@npa.gov.za
CPP: Cape Town (Khayelitsha) e mail: Recruit2026200@npa.gov.za
CPP: Cape Town (Wynberg) e mail: Recruit2026201@npa.gov.za

- POST 17/91** : **FINANCE CLERK REF NO: RECRUIT 2026/202**
National Prosecutions Services
- SALARY** : R237 453 per annum (Level 05), (excluding benefits)
CENTRE : DDPP: Bhisho
REQUIREMENTS : Grade 12 or equivalent qualification preferable finance/financial management field. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of Financial Accounting dealing with processing creditors payments and employee's allowances such as cell phone 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. Client orientation and customer focus. Good analytical skills. General computer literacy and knowledge of programs in MS Word, Excel, PowerPoint.
- DUTIES** : Process payments of service providers for the unit. Provide support to Finance Section in the department. Manage payment register. Check the correctness of invoices and claims submitted and send to the Director Administration for approval. Capture S & T claims and cell phone claims on PERSAL and BAS system. Administer the petty cash for the office. Track creditors payments on tracking system. Distribute all finance related policies and circulars to officials. Adherent 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. Compile monthly recons and other reports. Make sure that all processed payments batches are properly filed. Attend to all payment section related queries.
- ENQUIRIES** : Mawande Ntsondwa Tel No: (040) 608 6800
APPLICATIONS : e mail: Recruit2026202@npa.gov.za
- POST 17/92** : **CLEANER REF NO: RECRUIT 2026/203**
Office for the Witness Protection
- SALARY** : R144 024 per annum (Level 02), (excluding benefits)
CENTRE : Mpumalanga (Witbank)
REQUIREMENTS : ABET level 3 or standard 8 or Grade 10 or equivalent qualifications. Grade 12 will serve as an advantage. Two (2) experience as a cleaner. Ability to work in a team and maintain good interpersonal relationships. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Excellent communication and administrative skills. Sound planning and organising skills, written and verbal communication. Knowledge of Batho Pele Principles. General computer literacy skills and knowledge in programs Ms Word, Excel, PowerPoint and Outlook. Good people skills. Strong interpersonal skills. Ability to act independently.
- DUTIES** : Cleaning of office. Cleaning of POS. Resource management and good governance. Perform general assistant office work.
- ENQUIRIES** : S Davids Tel No: (012) 845 6616
APPLICATIONS : e mail: Recruit2026203@npa.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 (Act55) of 1998) and the relevant Human Resources policies of the Department will be taken into consideration and preference will be given to Women, Persons with Disabilities and youth.



- APPLICATIONS** :
- Western Cape Provincial Service Centre:** Quoting the relevant reference number, direct your application to: The provincial Head, Office of the Chief Justice, Postal Address: Private Bag X9020, Cape Town, 8000, or hand deliver applications to the Office of the Chief Justice, Provincial Service centre 30 Queen Victoria Street, Cape Town.
- KwaZulu-Natal Provincial Service Centre:** Durban: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X54314, Durban, 4001. Applications can also be hand delivered to 1st Floor Office No 118, CNR Somtseu8 & Stalwart Simelane Streets, Durban, 4000.
- Gauteng/Pretoria: Provincial Service Centre:** 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.
- CLOSING DATE** : 05 June 2026
- NOTE** :
- All applications must be submitted on a New Z83 form, which can be downloaded on internet at www.judiciary.org.za/ / www.dpsa.gov.za/dpsa2g/vacancies.asp or obtainable from any Public Service Department and should be accompanied by a recent comprehensive CV only; contactable referees (telephone numbers and email addresses must be indicated). Please send your documents in a PDF and put them in one folder. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. All shortlisted candidates for 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 panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. Applicants could be required to provide consent for access to their social media accounts. Prior to appointment for SMS, a candidate would be required to complete the Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course, endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Each application form must be fully completed, duly signed and initialed on both pages by the applicant. The application must indicate the correct job title, the office where the position is advertised and the reference number as stated in the advert. Failure by the applicant to complete, sign and initial the application form will lead to disqualification of the application during the selection process. Applications on the old Z83 will unfortunately not be considered. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation considered. Suitable candidates will be subjected to a personnel suitability check (criminal record, financial checks, qualification verification, citizenship checks, reference checks and employment verification). Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make any appointment(s) to the

advertised post(s). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Failure to submit all the requested documents will result in the application not being considered during the selection process. All successful candidates will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as be required to undergo a security clearance three (3) months after appointment. The Office the Chief Justice complies with the provisions of the Protection of Personal Information Act (POPIA); Act No. 4 of 2013. We will use your personal information provided to us for the purpose of recruitment only and more specifically for the purpose of the position/vacancy you have applied for. In the event that your application was unsuccessful, the Office of the Chief Justice will retain your personal information for internal audit purposes as required by policies. All the information requested now or during the process is required for recruitment purposes. Failure to provide requested information will render your application null and void. The Office of the Chief Justice will safeguard the security and confidentiality of all information you shared during the recruitment process.

OTHER POSTS

- POST 17/93** : **SENIOR ADMINISTRATIVE OFFICER REF NO: 2026/30/OCJ**
- SALARY** : R413 001 – R486 501 per annum (Level 08). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Labour And Labour Appeals Court: Cape Town
 Applicants should be in possession of a three (3) year National Diploma in Public Administration/ Management or equivalent qualification at NQF level 6 with 360 credits as recognized by SAQA. Three (3) to five (5) years relevant experience in Office or District Court administration, one (1) to two (2) years supervisory experience, a valid driver's licence will serve as an added advantage. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements Knowledge and skills: Knowledge of the PFMA, DFI, BAS & JYP. Knowledge of Human Resource Management, Finance, Asset and Risk Management. Computer literacy (MS Word, Excel, PowerPoint and Outlook). Good people management/ interpersonal skills, excellent communication skills (written and verbal), sound leadership and management skill, exceptional report writing skills, Be self-motivated, attention to detail, commitment and Integrity, problem solving and maintaining discipline.
- DUTIES** : Manage and co-ordinate human resources and financial resources within the office: Co-ordinate and manage the risk and security within the court; Manage the facilities, assets, physical resources, information and communication related to the office/ court; Be on the local procurement panels for procurement of goods and services/ assets; General supervision of the administrative staff; Implement formal and informal discipline; Compile and analyse statistics to show performances and trends; Draft and submit memoranda and reports; Implement departmental pre-scripts and policies; Must conduct themselves with the highest professional and ethical standards expected of a court official; Must adhere strictly to established communication protocols; Perform any other duties required to ensure the smooth running of the office/ court; Perform any other duties as directed by management.
- ENQUIRIES** : Technical Related Enquiries: Ms RM David Tel No: (021) 469 4028/29
 HR Related Enquiries: Mr SD Hlongwane Tel No (021) 469 4029
- APPLICATIONS NOTE** : Applications can be sent via email to 2026/30/OCJ@judiciary.org.za
 The Organisation will give preference to candidates in line with the Employment Equity goals.
- POST 17/94** : **PRINCIPAL LIBRARIAN REF NO: 2026/31/OCJ**
- SALARY** : R413 001 – R486 501 per annum (Level 08). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Western Cape Division of The High Court: Cape Town
 Applicants should be in possession of a National Diploma / Degree in Library Science or an equivalent qualification at NQF level 6 with 360 credits as recognised by SAQA. A minimum of two (2) years of experience in Library Service, Information Systems and general administrative. Knowledge of

Library and Information Science matters, Prescripts and Legislations, procedures and processes and Library Services. Experience within court environment and a valid driver's license will serve as an added advantage. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements. Knowledge and skills: Planning, organising and control skills, good written and oral communication skills, problem solving and decision-making skills, customer Service, interpersonal skills, information technology, ability to work under pressure, language proficiency, conflict management and supervisory skills.

DUTIES : Render an effective and efficient Library and Information services to the users of the library, manage the Library and Information systems, assist with book selection for the library and Chambers, classify and catalogue the Western Cape Division of the High Court's Library material. render a reference and information service for the Western Cape Division of the High Court's Library, monitor the Library budget and give inputs to the library budget, market and promote the Library Services, perform administration and supervisory services, perform any other court-related work required to improve the efficiency of the Western Cape Division of the High Court and perform asset management services i.r.o. the library books in the High Court.

ENQUIRIES : Technical Related Enquiries: Ms. N Chwethiso Tel No: (021) 480 2637
HR Related Enquiries: Mr SD Hlongwane Tel No: (021) 469 4029

APPLICATIONS : Applications can be sent via email to 2026/31/OCJ@judiciary.org.za

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

POST 17/95 : **PRINCIPAL LIBRARIAN REF NO: 2026/32/OCJ**

SALARY : R413 001 – R486 501 per annum (Level 08). The successful candidate will be required to sign a performance agreement.

CENTRE : KwaZulu Natal Local Division of The High Court: Durban

REQUIREMENTS : Applicants should be in possession of a three (3) year National Diploma / Degree in Library Science and information science studies or an equivalent qualification at NQF level 6 with 360 credits as recognised by SAQA. A minimum of two (2) years of experience in Library Service and Information Systems. A valid driver's license will serve as an added advantage. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements. Knowledge and skills: Knowledge and experience of legal library environment as well as comparative research and international legal matters in South African as well as comparative and international legal matters, computer Literacy (MS Office, Power point, Outlook, Word, excel & Internet), report writing skills, research and planning skills, excellent communication skills (written and verbal), Interpersonal Relations and knowledge of Library OPAC systems.

DUTIES : Monitor the collection, cataloguing and publications of Library materials within the Court, Identify and select the relevant material to be procured at Court Library in accordance with library policies and guidelines, assess the relevance and currency of the library collection and make recommendations for additions, removals, or updates, organise and catalogue legal materials to ensure easy retrieval by legal professionals, apply appropriate classification systems and metadata to enhance the accessibility of the collection and barcoding of Library material and soft copies (online resources), monitor serial publications, receiving of amendments and updating of loose-leaf subscriptions and binders, facilitate the submission of standing orders for the court, monitor the rendering of library and Information Services to Judiciary, monitor circulation desk services and helpdesk roster, implement digital tools and technologies to enhance information retrieval processes, keep updates on emerging technologies relevant to legal research and library management and integrate into the library's operations, monitor the digital resources, including electronic databases, legal research tools, and online subscriptions, facilitate interlibrary loans to ensure access to materials not available within the court's own collection, monitor the circulation handed down judgments both pdf and word version to Publishers and external stakeholders on request, ensure the circulation of finalised Judgments of interest to other Judges. Upload Monitor the usage of library information resources both hard copies, provide reference assistance and library awareness within the Court, provide reference

assistance to judges, lawyers, court staff, and the public, provide support with legal research, citation verification, and locating relevant legal precedents, conduct training sessions for legal professionals on effective legal research methods and the use of legal database, keep legal professionals informed about recent developments in the law through newsletters, alerts, and other current awareness services, advocate for the importance of the library within the court system and promote awareness of its resources and services, coordinate and monitor effective Library Administration, coordinate Library Services staff meetings, provide support in the coordination of Library Committee meetings, provide support in the facilitation of online trainings by Juta, LexisNexis and Sabinet for Judges, Judges Secretaries, Registrars. and Law Researchers, monitor quarterly Budget allocations for the Library, coordinate and monitor the procurement process with Supply Chain Management for new purchases, monitor internal asset verification schedule and assets register, coordinate and monitor the disposal of approved Library publications for donations, supervise and develop staff, ensure general supervision of employees, allocate duties and perform quality control on the work delivered by officials, manage leave of staff, advise and lead supervisees with regard to all aspects of the work, manage performance, conduct and discipline of employees, ensure that all employees are trained and developed to be able to deliver work of the required standard efficiently and effectively, develop, implement and monitor work systems and processes to ensure efficient and effective functioning and address enquiries and provide advice and guidance on asset allocation and control.

- ENQUIRIES** : Technical Related Enquiries: Mrs K Marais Tel No: (031) 492 4699
 HR Related Enquiries: Ms SZ Mvuyana Tel No: (031) 493 1723
- APPLICATIONS** : Applications can be sent via email to 2026/32/OCJ@judiciary.org.za
- NOTE** : The Organisation will give preference to candidates in line with the Employment Equity goals.
- POST 17/96** : **PRINCIPAL COURT INTERPRETER REF NO: 2026/33/OCJ**
- SALARY** : R413 001 – R486 501 per annum (Level 08). The successful candidate will be required to sign a performance agreement.
- CENTRE** : Western Cape Division of The High Court: Cape Town
- REQUIREMENTS** : Applicants should be in possession of a three (3) years National Diploma in Legal Interpreting or equivalent qualification at NQF level 6 with 360 credits as recognised by SAQA. A minimum of three (3) years' experience in court interpreting or Grade twelve (12) certificate with at least ten (10) years practical experience in Court Interpreting. Two (2) years supervisory experience, Proficiency in English and Afrikaans and /or IsiXhosa, a valid driver's licence will serve as an added advantage. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements. Knowledge and skills: Oral and written languages proficiency testing skills, excellent communication skills, time management, computer literacy, analytic thinking, good interpersonal skills, problem solving, planning and organizing, confidentiality, ability to work under pressure, art of interpreting and supervising the Language Section.
- DUTIES** : Render interpreting services in the High Court & Labour Court in high profile matters and quasi-judicial proceedings: Interpret in complex cases, interpret in criminal Labour Court matters, interpret in conciliation and arbitration disciplinary hearings, interpret civil in confessions, Interpret pre-trial proceedings and consultations for the DPP. Control, supervise and attend to personnel administrative aspects for interpreter component: Provide mentoring and coaching to junior/ Senior Court interpreters, manage performance agreement contracts, draw a schedule for replacement of Court Interpreters, control leave of Senior Court Interpreters and submit Court hour registers, quarterly submit probation reports, translate Legal documents and exhibits for the Judiciary, assist with reconstruction of court proceeding records, procure foreign language interpreters and causals in line with PFMA and the relevant policy, report statistical information to the Chief Registrar or Court Manager, develop terminology, coin words, perform specific line and administrative support functions to the Judiciary, Database development, provide terms and their respective meanings in the glossary register, Supervise and develop staff, provide effective people management, provide practical training for staff and develop, implement and monitor work systems and processes to ensure

- efficient and effective functioning and address enquiries and provide advice and guidance on asset allocation and control.
- ENQUIRIES** : Technical Related Enquiries: Ms. N Chwethiso Tel No: (021) 480 2637
HR Related Enquiries: Mr SD Hlongwane Tel No: (021) 469 4029
- APPLICATIONS** : Applications can be sent via email to 2026/33/OCJ@judiciary.org.za
- NOTE** : The Organisation will give preference to candidates in line with the Employment Equity goals.
- POST 17/97** : **JUDGE'S SECRETARY REF NO: 2026/34/OCJ (X2 POSTS)**
- SALARY** : R338 106 - R398 277 per annum (Level 07). The successful candidate will be required to sign a performance agreement.
- CENTRE** : KwaZulu Natal Division of The High Court: Durban
- REQUIREMENTS** : Applicants should be in possession of a Grade twelve (12) certificate. An LLB Degree, Bachelor of Law or a minimum of 20 modules completed towards an LLB or BA Law will serve as an added advantage. A minimum of one (01) year legal secretarial experience. To pass a typing test. Experience in a Legal/ Court environment and a valid driver's license will serve as an added advantage. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements. Knowledge and skills: 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 including Dictaphone typing, confidentiality and time management, computer literacy (MS Word) and research capabilities.
- DUTIES** : Render Secretarial support to the Judiciary, diarise the appointments and meetings of the Judge, type and file the judgments, ensure the Judgments that are handed down (delivered), signed draft orders granted in Court or virtually are sent to the Typist for scanning, upload unto Case-lines/Court-Online and the Library, ensure that all visitors are received, screened and their queries are attended to, record all incoming and outgoing documents, order and collect stationery for the Judge, provide support functions to Civil, Criminal and review matters/Courts and case allocations in chambers, collect the files before the commencement of a Criminal matter from the Registrar's office at the criminal section, keep updating the register of reviews and sign on receipt to return the reviews to the Clerk, ensure that the register/template of the reserved judgement is updated and notify the Statistics Officer and the office of the Judge President when judgment has been handed down, ensure that the transcribed judgements from transcribers reach the Judges for approval and signature, prepare court rolls for Opposed Motion and Urgent Court and distribute to stakeholders, ensure that the Heads of Arguments from various stakeholders are available to the Judge as per the filing that was done, provide support functions to civil / criminal courts, administer the correct Oath ID or declaration in court when required, ensure that the bench book of the Judge is prepared and files are taken by Ushers to Court before the commencement of the proceedings, ensure that all stakeholders involved are present in court before commencement of proceedings, ensure that all cases are called on record as per the Court roll by means of calling the case number and the parties' names, before a Judge can allow parties to start with their matters, ensure that in the Criminal Court exhibits are handled, controlled and noted professionally, provide general administrative support to the Judiciary, ensure that all the travel, accommodation arrangements are in order and attend to sign the documents for approval, ensure that the Judge's logbook is submitted on or before the 5th of every month to the Transport Officer, ensure that the car is booked for either maintenance and service, receive the pre-authorisation for the Judge's vehicle, remind Judge of the invoices so that the submission of the S&T claims can be processed, ensure the submissions of Cell phone and 3G data claims for process purposes and ensure that all updates on the loose leafs in the Judges library are attended to.
- ENQUIRIES** : Technical Related Enquiries: Ms K Marais Tel No: (031) 492 4699
HR Related Enquiries: Ms SZ Mvuyana Tel No: (031) 4931723
- APPLICATIONS** : Applications can be sent via email to 2026/34/OCJ@judiciary.org.za
- NOTE** : The Organisation will give preference to candidates in line with Employment Equity goals.

<u>POST 17/98</u>	:	<u>JUDGE'S SECRETARY REF NO: 2026/35/OCJ</u> (12 Months Contract)
<u>SALARY</u>	:	R338 106 - R398 277 per annum (Level 07), plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Gauteng Division of The High Court: Pretoria
<u>DUTIES</u>	:	Applicants should be in possession of a Grade twelve (12) certificate. A minimum of one (01) year secretarial experience. A minimum of 20 modules completed towards an LLB, BA/BCOM Law. LLB Degree/ Bachelor of Laws and a valid driver's license will serve as an added advantage. Candidate/s to pass a typing 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. Knowledge and skills: Excellent communication skills (verbal & written); Computer literacy; Numerical skills; Attention to detail; Planning, organizing and control; Problem solving and decision-making skills; Customer service oriented; Interpersonal skills; Conflict management and strong work ethics; Professionalism; Ability to work under pressure and meeting deadlines; Results driven; Honesty and trustworthy. Observance of confidentiality. 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 correspondence is appropriately captured and saved in the correct locations and safeguarded. To ensure that signed Judgments and orders are properly handed down in person in court and/or virtually. To ensure that draft judgements are expeditiously handled and typed. To ensure all visitors in the Judge's Chambers 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, the Judge has access to all his allocated files and documents in the file on time as per duty roster. To ensure that all files received from various sections(s) are verified by the Registrar of that section. To ensure that the Judges Chamber register of reviews is up to date and signed on receipt and return of review files to the review Clerk. To ensure that the register/template for the reserved judgements is updated timeously and that the Statistics Officer as well as the office of the Judge President is notified when judgement remains outstanding and/or has been handed down. To ensure that transcribed judgements from transcribers reach the Judges for approval and signature. To prepare court rolls for Opposed Motion and Urgent Court and distribute to stakeholders. To ensure that the Heads of Argument from various stakeholders are received, filed and verified. Informing parties involved via e-mail and or the time telephonically of time and date when reserve judgements 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 the Judge enters the court. To ensure that all stakeholders involved are present in court before commencement of proceedings. 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 Case lines after it was granted by Judge in court. To ensure that all the travel and 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 pre-authorization for the Judge's vehicle. To ensure the submissions of Cell phone and 3G data claims for process purposes. To ensure that court roll(s) are submitted to the Statistical Officer on or before every Friday. To ensure that all updates on the loose leafs in the Judge's library are attended to.
<u>ENQUIRIES</u>	:	Technical Related Enquiries: Ms M Campbell Tel No (012) 492 6799 HR Related Enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
<u>APPLICATIONS</u>	:	Applications can be sent via email to 2026/35/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with Employment Equity goals.

<u>POST 17/99</u>	:	<u>REGISTRAR'S CLERK REF NO: 2026/36/OCJ</u>
<u>SALARY</u>	:	R237 453 – R279 708 per annum (Level 05). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Labour and Labour Appeals Court: Durban Applicants should be in possession of a Grade 12 certificate or equivalent qualification as recognised by SAQA. No experience required. A valid driver's license will serve as an added advantage. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements. Knowledge and Skills: Knowledge of 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. Batho Pele Principles, Computer Literacy skills (Microsoft Office), and communication skills. Numeracy skills, interpersonal skills, problem solving and analysis skills, time management skills and, administrative skills.
<u>DUTIES</u>	:	Perform clerical and administrative work within the Court: Register/ allocate case numbers to all pleadings and court documents received, ensure that the files have been served on all parties concerned, draw up files for the litigants/Attorney; update the file of return service/s proof services, handle court's request files, retrieve the requested file and make the file available to the requester, attend to queries from parties and members of the public, record documents received, ensure systematical recording of court files, keep record of requests received from litigants, render case management duties, attend to case management and set down notice, implement case management practices (placing request forms in the space of a file that has been requested, complete and file the movement sheet), render case management duties, monitor files and records as per the case Management, provide support with administrative registrar, submit leave forms to HR for compliance, maintain and keep all registers for filing and archiving, comply with the telephone prescripts and leave policies, prepare and sign performance agreement timeously, safe-keep and dispose of case records.
<u>ENQUIRIES</u>	:	Technical Related Enquiries: Mr SI Cele Tel No: (031) 492 6207 HR Related Enquiries: Ms SZ Mvuyana Tel No: (031) 4931723
<u>APPLICATIONS NOTE</u>	:	Applications can be sent via email to 2026/36/OCJ@judiciary.org.za The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 17/100</u>	:	<u>REGISTRAR'S CLERK REF NO: 2026/37/OCJ (X3 POSTS)</u>
<u>SALARY</u>	:	R237 453 – R279 708 per annum (Level 05). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Western Cape Division of The High Court: Cape Town Applicants should be in possession of a Grade 12 certificate or equivalent qualification as recognised by SAQA. No experience required. An LLB/ B Com Law/ BA Law/ Paralegal qualification, experience in general legal administration, one (1) year administration experience preferably in a court environment and valid driver's license will serve as an added advantage. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements. Knowledge and Skills: Good communication (written and verbal), computer literacy (MS Office), good interpersonal skills, good public relations skills, ability to work under pressure, customer service, knowledge of document management and filing.
<u>DUTIES</u>	:	Assist with the management and control of Court Records, filling and issuing of civil processes and criminal matter, processing of reviews and appeals, compilation of statistics, attend and oversee to general public enquiries/ correspondence, Court online related duties, perform any other duties required for the effective and efficient functioning of the court as required by the Judiciary, Court Manager and Chief Registrar.
<u>ENQUIRIES</u>	:	Technical Related Enquiries: Ms. N Hanekom Tel No: (021) 480 2635 HR Related Enquiries: Mr SD Hlongwane Tel No: (021) 469 4032
<u>APPLICATIONS</u>	:	Applications can be sent via email to 2026/37/OCJ@judiciary.org.za

- NOTE** : The Organisation will give preference to candidates in line with the Employment Equity goals.
- POST 17/101** : **TYPIST REF NO: 2026/38/OCJ**
- SALARY** : R201 093 – R236 877 per annum (Level 04). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Western Cape Division of The High Court: Cape Town
- REQUIREMENTS** : Applicants should be in possession of a Grade 12 or equivalent qualification as recognised by SAQA. No experience is required. Legal / court experience will serve as an advantage. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements. Knowledge and Skills: Knowledge of legal terminology, court procedures, rules and court environment, counter services, filing system, understanding of legislation governing the Public Service (Batho Pele & PSR), knowledge of the Batho Pele Principles, computer literacy (Microsoft Office), typing skills (speed 35 words per minute), good communication skills (written and verbal), good interpersonal relations, planning and organization skills, problem-solving skills, accuracy and attention to detail, ability to work under pressure, good time keeping and telephone etiquette.
- DUTIES** : Type court orders, court documents and reports, type appeals, reviews, memorandums, reports, minutes, circulars, notice of set downs, witness statements and taxing master reports, type Rule 6(12) orders and make available in terms of the rule, type notices, sort and distribute incoming and outgoing files, compile term roll, weekly roll and un/opposed motion rolls and maintain registers, draft term rolls for each court term in line with the Gazetted terms, type supplementary rolls, compile and submit relevant orders to relevant stakeholders.
- ENQUIRIES** : Technical Related Enquiries: Ms. N Hanekom Tel No: (021) 480 2635
HR Related Enquiries: Mr SD Hlongwane Tel No: (021) 469 4032
- APPLICATIONS** : Applications can be sent via email at 2026/38/OCJ@judiciary.org.za
- NOTE** : The Organisation will give preference to candidates in line with Employment Equity goal.
- POST 17/102** : **SECURITY OFFICER REF NO: 2026/39/OCJ**
- SALARY** : R170 226 – R200 523 per annum (Level 03). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : KwaZulu Natal Local Division of The High Court: Durban
- REQUIREMENTS** : Applicants should be in possession of a grade 10 (ABET level 3) or equivalent qualification as recognised by SAQA. Basic Security Officer's course, at least Grade C with a valid PSIRA certificate. A minimum of one (1) year experience in security industry is required. A valid driver's license will serve as an added advantage. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements. Knowledge and Skills: Knowledge of access to Public Premises and Vehicle Act and other security related legislations, knowledge of access control procedures, knowledge of control and movement of equipment and stores, knowledge of prescribed security procedures (e.g. MIS, NISA, Protection of Information Act, etc.) and the authority of security officers under these documents, knowledge on the relevant emergency procedures, Batho Pele Principles, interpersonal skills, client service skills, listening skills, problem solving skills, decision making skills, good communication skills, computer skills and facilitating skills.
- DUTIES** : Perform access control functions, determine whether visitors have appointments/or the service that visitor requires, contact the relevant employees to confirm the appointment or refer the visitor to the relevant service delivery point, ensure that the admission control register is completed and issue admission control documents/ cards as required, utilise walk-through metal detector for the effectiveness of access control, ensure that unauthorised persons and dangerous object do not enter the building/premises, report all the identified security breaches and non-compliance to the Supervisor, ensure that equipment, document and store do not leave or enter the building or premises unauthorised, ensure that the registers control the movement of equipment, stores and documents are completed, ensure that no equipment, stores as assets of the department leave the building /premises unauthorised, inspect

vehicles entering and leaving the premises, gather information and report on missing and stolen equipment and stores, handle documents at points of entry according to classification and the prescripts, operate control room security equipment's, monitor all movements, events, and activities within the department's premises using CCTV equipment's, ensure that security system is in good working condition, report all incidents monitored, report to the supervisor, monitor all access points for effective access control, report all identified non-compliance to security policy and procedures to improve office security, ensure safety in the building and premises, undertake building/ and the primes patrols to identify and check, apply emergency procedures (in situations like bomb scares, riots etc.) and alert emergency services and department management, monitor and respond to alarm system, ensure all incidents are recorded in the occurrence books/registers, ensure that recorded information is correct, update the information on the occurrence book/register as and when required. Liaise with supervisor to verify information recorded and perform any other duties assigned to you by the supervisor/ Court Manager.

ENQUIRIES

: Technical Related Enquiries: Ms K Marias Tel No: (031) 492 5502

HR Related Enquiries: Ms SZ Mvuyana Tel No: (031) 493 1723

APPLICATIONS

: Applications can be sent via email at 2026/39/OCJ@judiciary.org.za

NOTE

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

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 representivity (race, gender and disability) in the Public Service through filling these positions in line with the approved Employment Equity Plan. All candidates whose appointment/transfer/promotion will promote representativeness are encouraged to apply. Preference will be given to Coloureds, Indians, Whites and persons with disabilities. 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 Acting 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** : 05 June 2026; 15h30
- NOTE** : Applications must consist of a) A fully completed and signed PDF Z83 application form which came into effect on 1 January 2021 and can be downloaded at www.dpsa.gov.za-vacancies). b) A recent comprehensive PDF CV with a minimum of three (3) contactable referees with 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 personnel suitability checks on recommended candidates. Correspondence will be limited to shortlisted candidates only, thus, if you have not been contacted within 3 months from the closing date of this advertisement, please accept that your application was unsuccessful. Please take note that late applications will not be considered and the OPSC will not be held liable. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Following the interview and technical exercise on SMS posts, the Selection Committee will recommend a candidate/s 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 (Nyukela) obtained from the National School of Government (NSG) prior appointment for all SMS appointments is required). Applicants are advised against the use of the old Z83 application form which was valid until 31 December 2020 because it will render such application/s invalid. All shortlisted candidates must avail themselves on the date and time determined by the OPSC. The OPSC reserves the right to fill or not fill any vacant post.

OTHER POST

- POST 17/103** : **ASSISTANT DIRECTOR: SECURITY SERVICES REF NO: ASD: SS/05/2026**
This is a re-advertisement, applicants who previously applied are encouraged to re-apply.
- SALARY** : R487 197 per annum (Level 09)
- CENTRE** : Public Service Commission National Office, Pretoria
- REQUIREMENTS** : Ideal candidate’s profile: The successful candidate must have an appropriate recognized Bachelor’s Degree, B. Tech/ Advanced Diploma (NQF 7) in the field of Security Management. Must be in a possession of Grade A PSIRA certificate. Completion of SSA Security Advisory Course will be an added advantage. 3-5 years’ supervisory experience as Senior Security Officer. Must have Computer skills in MS Office Suite, including Word, Excel, PowerPoint and Outlook. Good communication and writing skills. Problem solving and organising ability. Good interpersonal skills. Must be assertive, trustworthy, ethical and professional. Must be self-driven, creative, results-oriented and meticulous. 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 knowledge of Security prescripts, procedures and Security technologies. 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

: Administration of personnel, documents, communication, information and physical security. Develop and maintain a security awareness programme. Conduct Security Threats and Risk Assessments. Forge relations with external security Agencies and other organs of state. Develop, implement and review Security Policies. Responsible for People Management.

ENQUIRIES

: Mr Zola Tshatsshelo Tel No: (012) 352 1106

DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION

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



<u>CLOSING DATE</u>	:	08 June 2026
<u>NOTE</u>	:	Applications must quote the relevant reference number and consist of: (1) A fully completed and signed NEW Z83 form which can be downloaded at https://www.dpsa.gov.za/newsroom/psvc/ . "From 1 January 2021 should an application be received using the incorrect application for employment (Z83), it will not be considered", (2) a recent comprehensive CV, contactable referees (telephone numbers and email addresses must be indicated); Note 1: Applicants are not required to submit copies of qualifications and other relevant documents on application. Only shortlisted candidates will be required to submit certified documents of qualifications. Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). All non-SA citizens must submit a copy of proof of permanent residence in South Africa on or before the day of the interviews. All shortlisted candidates for Senior Management Services (SMS) posts shall undertake two pre-entry assessments (Technical exercise and Integrity (Ethical Conduct). Suitable candidates identified by the selection and interview panel must undergo, (1) competency assessment, (2) personnel suitability checks on criminal records, citizen verification, financial records and (3) qualification verification. Note 2: Prior to appointment the nominated candidate will be required to complete the Nyukela Public Service SMS Pre-entry Programme, an online course offered by the National School of Government (NSG). The course can be accessed from the following link https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ . The successful candidate will be expected to (1) undergo vetting processes (2) enter into an employment contract and a performance agreement within 3 months of appointment, as well as (3) complete a financial interests declaration form within one month of appointment and annually thereafter. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application was unsuccessful.

MANAGEMENT ECHELON

<u>POST 17/104</u>	:	<u>CHIEF DIRECTOR: LEGAL SERVICES REF NO: DPSA 04/2026</u>
<u>SALARY</u>	:	R1 494 900 per annum (Level 14), an all-inclusive remuneration package. Annual progression up to a maximum salary of R1 787 328 per annum is possible, subject to satisfactory performance. The all-inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to personal needs within a framework.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria A minimum qualification at NQF level 7 in Law/ Bachelor of Laws (LLB), or a Bachelor of Procurations (B Proc). Admitted as an attorney or an Advocate. Minimum of five (5) years' experience at a senior management level. Ten (10) years' experience in Legal Services environment with specific focus on drafting and processing of legislation, litigation and provision of legal advice and opinions. Sound Knowledge of (1) the Constitution of the Republic of South Africa, (2) the constitutional and legislative mandates of the Minister for the Public Service and Administration, (3) all other legislation related to public service and administration. Managerial Skills: Strategic management, Human resources management, Financial management, Risk management and Stakeholder management. Competencies: Decision making, leadership, communication, problem solving and emotional intelligence.
<u>DUTIES</u>	:	Manage the process of drafting Public Administration legislation. Manage the review of legislation administered by the Minister for the Public Service and Administration of Public Administration Manage the provision of legal advisory

services to the Executive Authority, the department and external stakeholders. Manage the provision of litigation services. Perform duties of a Deputy Information Officer. Ensure the department's compliance with the PAJA, POPIA and PAIA and other relevant legislation. Manage the operations, human and financial resources of the Chief Directorate. Attend all departmental and any other meetings as directed. Represent the department in intra-departmental, inter-departmental and other committees or work streams on legal matters.

ENQUIRIES : Ms. Linda Dlodla Tel No: (012) 336 1282
APPLICATIONS : Applications quoting the reference number must be addressed to Mr. Thabang Ntsiko. Applications must be posted to the Department of Public Service and Administration, Private Bag X916, Pretoria, 0001, or delivered to 546 Edmond Street, Batho Pele House, cnr. Edmond and Hamilton Street, Pretoria, Arcadia 0083, or emailed to Advert042026@dpsa.gov.za

POST 17/105 : **CHIEF DIRECTOR: OPERATIONS MANAGEMENT REF NO: DPSA 05/2026**

SALARY : R1 494 900 per annum (Level 14), an all-inclusive remuneration package. Annual progression up to a maximum salary of R1 787 328 per annum is possible, subject to satisfactory performance. The all-inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to personal needs within a framework.

CENTRE : Pretoria
REQUIREMENTS : A minimum qualification at NQF level 7 in Public Management/ Administration/Public Management/Business Administration/Management Services/ Industrial and Organisational Psychology/ Industrial Psychology/ Operations/ Production Management. Minimum of 5 years at a senior management level. Minimum of 10 years' appropriate experience in Operations Management environment. Knowledge of the Constitution of the Republic of South Africa, Government Legislative Framework, Public Service Legislative and Policy Framework (PSA), Government Programs such as the National Development Plan, Outcome 12, Key Strategic Priorities of Government, Sound understanding of operations management. Managerial Skills: Decision Making, written and verbal communication, Stakeholder Management and coordination, Strategic thinking and leadership, Analytical skills, Interpersonal relations, financial management, Confidentiality, Human Resource Management, Research, Change management, Project and program. Technical Skills: Understanding of Operations Strategy and Design, Understanding of KHAEDU, Understanding of Organisational Functionality Assessment, Understanding of Productivity Measurements, Understanding of Service Delivery Mechanisms and Understanding of Business Process Management and Modernisation. Generic Skills: Problem Solving, Diversity management, Communication and information management, Facilitation, Negotiation, Presentation, Report Writing, Computer Literacy, Conflict management and Teamwork.

DUTIES : Manage and ensure the development and implementation of policies, norms and standards, processes systems for Operations Strategy and Design. Monitor and report on compliance by national and provincial departments with the Operations Strategy and Design building blocks. Conduct evaluation and impact studies as required. Manage and ensure the development and implementation of policies, norms and standards, processes systems for Service Delivery Mechanisms. Manage and ensure the development and implementation of policies, norms and standards, processes systems for Productivity and Capability Measurements. Manage and ensure the development and implementation of policies, norms and standards, processes systems on Institutional Assessments. Provide information, advice and support to the MPSA, Cabinet, Portfolio Committee and internal and external stakeholders. Manage all the operations, systems and processes of the Chief Directorate.

ENQUIRIES : Dr. Patrick Sokhela Tel No: (012) 336 1280.
APPLICATIONS : Applications quoting the reference number must be addressed to Mr. Thabang Ntsiko. Applications must be posted to the Department of Public Service and Administration, Private Bag X916, Pretoria, 0001, or delivered to 546 Edmond Street, Batho Pele House, cnr. Edmond and Hamilton Street, Pretoria, Arcadia 0083, or emailed to Advert052026@dpsa.gov.za

POST 17/106 : **CHIEF DIRECTOR: SERVICE DELIVERY IMPROVEMENT, CITIZEN RELATIONS AND PUBLIC PARTICIPATION REF NO: DPSA 06/2026**

SALARY : R1 494 900 per annum (Level 14), an all-inclusive remuneration package. Annual progression up to a maximum salary of R1 787 328 per annum is possible, subject to satisfactory performance. The all-inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to personal needs within a framework.

CENTRE REQUIREMENTS : Pretoria.
: A minimum qualification at NQF level 7 in Public Administration/ Public Management/ Business Studies or related qualification. Minimum of 5 years at a senior management level. Minimum of 10 years' appropriate experience at management level in Service Delivery environment. Knowledge of the Constitution of the Republic of South Africa, Government Legislative Framework, Public Service Legislative and Policy Framework, Government Programs such as the National Development Plan, Outcome 12, Key Strategic Priorities of Government and Sound understanding of operations management. Managerial Skills: Decision Making, written and verbal communication, Stakeholder Management and coordination, Strategic thinking and leadership, Analytical skills, Interpersonal relations, financial management, Human Resource Management, Research, Change management, Project and program. Technical Skills: Change management theory and practice, Citizen relations theory and practice, Public Participation and Intergovernmental Relations. Generic Skills: Problem Solving, Diversity management, Communication and information management, Facilitation, Negotiation, Presentation, Report Writing, Computer Literacy, Conflict management and Teamwork.

DUTIES : Manage and ensure the development of Citizen Relations and Public Participation. Manage and ensure the development of prescripts for Service Delivery Improvement and Assessment. Technical advice, support and capacity building provided to support implementation by national and provincial departments. Manage and ensure development of Prescripts for Batho Pele and Change Management. Manage all the operations, systems and process of the Chief Directorate. Information advice and support provided to the MPSA, Cabinet, Parliament and other internal and external shareholders. Participate in transverse task/projects teams and work groups as required or nominated.

ENQUIRIES APPLICATIONS : Dr. Patrick Sokhela Tel No: (012) 336 1280
: Applications quoting the reference number must be addressed to Mr. Thabang Ntsiko. Applications must be posted to the Department of Public Service and Administration, Private Bag X916, Pretoria, 0001, or delivered to 546 Edmond Street, Batho Pele House, cnr. Edmond and Hamilton Street, Pretoria, Arcadia 0083, or emailed to Advert062026@dpsa.gov.za

DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

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



- APPLICATIONS** : Head Office (Pretoria): The Director-General, Department of Public Works and Infrastructure, Private Bag X65, Pretoria, 0001 or CGO Building, Corner Bosman and Madiba Street, Pretoria.
- FOR ATTENTION** : Ms NP Mudau
- CLOSING DATE** : 05 June 2026 at 16H00
- NOTE** : Applications must be submitted on the prescribed Z83 application form (obtainable from any Public Service Department or on the DPSSA website link: <https://www.dpsa.gov.za/newsroom/psvc/>, which must be signed, initialled and dated by the applicant, and must be accompanied by a detailed curriculum vitae (CV) only. Candidates are not required to submit certified copies of qualifications and related documents on application. Only shortlisted candidates will be required to submit certified copies of qualification and other related documents on or before the date of interview, which should not be older than six months. Should an application be submitted using incorrect/old Z83 application form, such an application will be disqualified. Further take note of the following on completion of Z83 application form: PART A and PART B must be fully completed. PART C - PART G: Noting that there is a limited space provided applicants may refer to CV or indicate. This will be acceptable as long as the CV has been attached and provides the required information. Page 1 of the Z83 application form must be initialled and page 2 signed and dated by the applicant. Failure to comply with the above instructions may result in an application being disqualified. Applicants applying for more than one advertised post must submit separate Z83 application forms and CVs in respect to each post being applied for. Should an application be received where an applicant has applied for more than one posts on the same Z83 application form, the applicant will be considered for the first post indicated on the Z83 application form only. Applications will be received via post/courier services, hand deliveries or email. Late applications will not be considered. Regulation 57 (c) and 67 (9) of the Public Service Regulations 2016, as amended, requires the executive authority to ensure that he or she is fully satisfied of the claims being made and the finalisation of Personnel Suitability Checks in order to verify claims and check the candidate for purpose of being fit and proper for employment, respectively. Shortlisted candidates must be willing to undergo normal vetting and verification processes. Note: It is the responsibility of all applicants to ensure that foreign qualifications are evaluated by SAQA. Due to large volume of responses anticipated, receipt of applications will not be acknowledged, and correspondence will be limited to shortlisted candidates only. Should you not have heard from us within three months from the closing date, please regard your application as unsuccessful. Entry level requirements for SMS posts: in terms of the Directive on Human Resource Management and Development on Public Service Professionalisation Volume 1 a requirement for appointment into SMS posts is the successful completion of the Senior Management Pre-Entry programme as endorsed by the National School of Governance (NSG). The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: https://www.thensg.gov.za/training_-_course_/sms-pre-entry_programme/. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Note: For emailed applications, please submit a single PDF document or one attachment per application to the email address designated on the specific position. Kindly note that the emailed applications and attachments should not exceed 15MB.

It remains the candidate's responsibility to ensure that their application is successfully submitted using the required single pdf document.

ERRATUM: Kindly note that the following amendments for posts advertised in Public Service Vacancy Circular 16 dated 15 May 2026, with a closing date of 05 June 2026: The post of Supply Chain Management Clerk with Ref No: 2026/218, for Pretoria Regional Office is (Ring-fenced for persons with disabilities). The post of Senior Internal Auditor with Ref No: 2026/202A, for Johannesburg Regional Office is two (X2) posts. The post of Administrative Officer: Provisioning with Ref No: 2026/209D, for Johannesburg Regional Office omitted the email address and enquiry person. The correct Email address and Enquiry person is: RecruitJHB26-21@dpw.gov.za, Enquiries: Mr Vusi Msimango Tel No: (011) 713 6251. The post of Administrative Officer: Provisioning with Ref No: 2026/209B, for Cape Town Regional Office has been withdrawn.

OTHER POSTS

<u>POST 17/107</u>	:	<u>DEPUTY DIRECTOR: SYSTEM ANALYST REF NO: 2026/231</u>
<u>SALARY</u>	:	R932 292 per annum, (all-inclusive salary package), (Total package to be structured in accordance with the rules of the Middle Management service)
<u>CENTRE</u>	:	Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	A minimum of three-year tertiary qualification (NQF Level 06)/ National Diploma in Information Technology or related field of study. Relevant years of experience at an experience at a Junior Management/ Assistant Director equivalent level in the relevant field. Knowledge: Project Management, Information Technology policies and standards, Business process modelling, Contract Management, System development life cycle, Networks Infrastructure management, Information Technology Audit and Governance, Procurement processes, Computer systems analysis, System administration, Compilation of management reports. Skills: Ability to work independently, Ability to operate computer on hardware and software, Problem solving, Training, Conflict management, Strategic planning, Facilitation, Research. Personal Attributes: Value orientated, Ability to work under pressure, Good interpersonal relationship, Willing to learn new technologies, Verbal and written communication, Ability to work in a team, Resourceful, Creative, Team player, Ability to communicate at all levels, Trustworthy, Assertive, Hard-working, Self-motivated. Willing to adapt work schedule. Security clearance.
<u>DUTIES</u>	:	Perform research on ICT systems: Analyse new technologies to determine their usefulness to the Department. Analyse the costs and benefits of implementing new systems. Interface with users to track additional requirements and features. Analyse risk and come up with mitigation plans. Recommend useful ICT systems for Department. Develop process and procedures in alignment with applicable prescripts and ensure compliance thereof. Manage the gathering and analysis of business requirements and process mapping: Consult with clients to identify their business requirements. Review business requirement documents. Perform technical interpretation of business requirements and develop technical design documents. Formulate flow charts illustrating steps and logical operational procedures. Determine the suitable solutions and budget requirements. Check if there are existing possible solutions within the Department. Liaise with developers for new solutions. Ensure constant feedback to business unit. Evaluate the existing ICT systems to assess their suitability for the Department's needs: Conducting regular reviews of systems. Analyse and define system problems. Recommend necessary upgrades and maintenance. Generate reports on efficiencies and improvement areas. Oversee systems' modifications, including encoding, testing, debugging, and installation of equipment to support application systems when necessary. Liaise with computer audits unit for system audits. Monitor service level agreements. Manage the Sub-directorate: Manage performance and development of subordinates. Establish, implement and maintain efficient and effective communication arrangements. Develop and manage the operational plan of the sub-directorate and report on progress as required. Manage procurement and asset management for the sub-directorate. Plan and allocate work. Quality control of work delivered by employees.
<u>ENQUIRIES</u>	:	Mr BS Zwane Tel No: (012) 406 1578
<u>APPLICATIONS</u>	:	For Head Office: email to: Recruitment26-44@dpw.gov.za

POST 17/108 : **ASSISTANT DIRECTOR: ANALYST DEVELOPER REF NO: 2026/232**

SALARY : R487 197 per annum

CENTRE : Head Office (Pretoria)

REQUIREMENTS : A minimum of three-year tertiary qualification (NQF Level 06) /National Diploma in Computer Science, Informatics, Information Technology or Related fields. Extensive relevant experience on System Analysis, System Development and Software Testing. Database knowledge of Oracle, MS SQL and MySQL. Desirable knowledge and understanding of two or more of the following programming languages are required: C/C++, Visual Basic, C#, Java, XML, Angular and any BI reporting tool. Knowledge of Business Process principle, practices, technique and tools. Knowledge and appreciation of business concept and requirements. Ability to develop and deliver presentation. Ability to create, compose and edit written materials. Knowledge of change management. Performance management. Ability to manipulate and analyse information to support decision making. Interpretation of policies, guidelines etc. Research, Analytical and Problem Solving on Business Systems and Technical Architecture. Risk Analysis. Service Delivery. Quality Assurance and Innovative. Planning and organizing. Conduct JAD sessions. Good verbal and written communication. Ability to communicate at all levels. Creative and Independent person. A valid driver's licence.

DUTIES : Organise and manage the activities of the Sub-Directorate. Ensure Information Technology Governance in the Public Sector through service level agreement (SLA's). Develop, maintain and implement policies and strategies pertaining to business processes and systems. Provide operational leadership with regard to business processes and systems. Provide advice on the interpretation and application of the Department's strategy on business processes and systems. Prepare, communicate and share the system requirements and technical specification to the necessary audiences e.g. testers, developers, business analysts, infrastructure, production support teams to enhance or develop new systems/applications. Design the solution. Develop and write programmes. Perform quality assurance on business systems by preparing software testing documentation and execution test cases. Maintenance and support of the developed solution. Promote the utilisation of technology as key enablers for service delivery and transformation. Supervise and Develop staff.

ENQUIRIES : Mr BS Zwane Tel No: (012) 406 1578

APPLICATIONS : For Head Office: email to: Recruitment26-45@dpw.gov.za

DEPARTMENT OF TRADE, INDUSTRY AND COMPETITION

- APPLICATIONS** : Applications can be submitted: Via e-mail to applications@thedtic.gov.za (Ref no. must appear in subject-line – if no reference no. is provided the application may not be considered), by post to The Director: Human Resources Management, Private Bag X84, Pretoria, 0001; Hand-delivered to the dtic Campus, corner of Meintjies and Robert Sobukwe Streets, Sunnyside, Pretoria.
- CLOSING DATE** : 08 June 2026
- NOTE** : The application must include a completed and signed new Z83 Form, obtainable from any Public Service Department, the dtic website or on the internet at www.gov.za, and a detailed Curriculum Vitae. Applications received that do not comply with this requirement will not be considered. Certified copies of qualifications and Identity Document or any other relevant documents are to be submitted by only shortlisted candidates to HR on or before the day of the interview date. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection panel for Senior Management Services (SMS) positions will further recommend candidates to attend a generic managerial competency-based assessment. The Senior Management Pre-Entry Programme (Nyukela Programme) as endorsed by the National School of Government (NSG) must be completed before an appointment on SMS level can be considered. The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link:<https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. No appointment on SMS level will take place without the successful completion of the pre-entry certificate and submission of proof thereof. Background verification, social media checks and security vetting will form part of the selection process and successful candidates will be subjected to security vetting. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Applications received after the closing date will not be considered. 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. The dtic reserves the right not to fill any advertised position(s). The dtic is an equal opportunity and affirmative action employer, and candidates whose appointment will promote representivity, will be given preference.

OTHER POSTS

- POST 17/109** : **DEPUTY DIRECTOR: PUBLIC ENTITY PERFORMANCE MONITORING & REPORTING REF NO: ODG 073**
Overview: To coordinate and facilitate the process of developing entities' annual performance plans, business plans and performance monitoring and reporting.
- SALARY** : R932 292 per annum (Level 11), (all-inclusive remuneration package)
- CENTRE** : Sunnyside, Pretoria
- REQUIREMENTS** : Mandatory Minimum Requirements: A qualification at NQF level 7 in Business / Public Administration, and or economic or relevant qualification. 3–5 years managerial experience in strategic planning and managing organisational performance. Key Requirements: Experience in strategic planning, performance monitoring and reporting for public entities or large organisations. Strong analytical and report-writing skills; ability to draft APPs and performance reports. Experience with monitoring and evaluation frameworks and development of indicators. Stakeholder engagement and facilitation experience, including briefing to portfolios and select committees. Ability to assess and align entities' plans to ENE and national priorities. Project coordination and secretariat support experience for review sessions and governance. Proficient in MS Office and familiarity with performance information systems. Ability to travel and work under pressure to meet reporting deadlines.

- DUTIES** : Assess strategic plans: Analyse entities' strategic plans, APPs and operational plans; draft forewords and align plans with ENE and national priorities. Conduct entities' performance monitoring and reporting: Monitor and evaluate signed performance agreements of executive heads of entities, prepare monthly, quarterly and annual performance reports and templates. Stakeholder management: Provide inputs into entities' strategic planning sessions; communicate analysis of quarterly and annual reports to the Director and stakeholders. Coordinate entities performance review sessions: Coordinate entities' mid-year and annual planning and performance review sessions, compile minutes and provide secretariat support. Sub-directorate management: Monitor financial resources and provide inputs into strategic planning and operational execution in the unit.
- ENQUIRIES** : Ms U Pitse Tel No: (012) 394 1563 / L Mdashe Tel No: (012) 394 3103 / V Mazibuko Tel No: (012) 394 5608
- NOTE** : In terms of the dtic's EE requirements, preference will be given to Coloured Male, White Male and persons with disabilities.
- POST 17/110** : **SENIOR LEGAL ADMINISTRATION OFFICER (MR6) REF NO: CMSB-014 (X2 POSTS)**
Overview: To render professional legal services for the Department and the dtic agencies.
- SALARY** : R610 434 - R1 442 451 per annum, all-inclusive remuneration package in accordance with the OSD for legal personnel.
- CENTRE** : Sunnyside, Pretoria
- REQUIREMENTS** : Mandatory Minimum Requirements: An LLB degree. At least 8 years appropriate post qualification legal experience. Key Requirements: Admission as an Attorney/Advocate of the Bar Council. In-depth knowledge of the South African legal system, legal interpretation, and the legal fraternity. Experience in providing legal opinions, drafting, negotiating, and vetting contracts. Strong research, analytical, and legal drafting skills. Working knowledge of civil litigation, criminal procedure and practice, and court rules. Understanding of Public Service Regulations, the Constitution, Case Law, Common Law, Public Service Act, and Criminal Procedure Act. Excellent verbal and written communication, stakeholder management, negotiation, and presentation skills. Skills in financial management, conflict resolution, policy analysis, and trial advocacy. Ability to work independently and collaboratively, with high levels of professionalism and integrity.
- DUTIES** : Provide Legal Opinions on matter related to the Department: Research the applicability of legal principles on legal Opinion. Highlight legal position of the Opinion. Conduct research on applicable policy, legislation or regulation and legal principles with regard to legal Opinion. Formulate questions to be answered on legal Opinion. Study and cite relevant cases on aspects related to legal Opinion. Provide strategic and technical inputs into the strategic direction of the Unit. Provide advice on drafting, negotiation and vetting of contracts: Draft, verify the contract and memorandum of Understanding (MoU) to be drafted and edited. Conduct research on applicable policy, legislation or regulation to be followed. Draft legal documents and advise on hand or mentor juniors on drafting of legal documents that provide clear motivation/justification for a particular position pertaining to the case. Determine if the contract is legal and whether it reflects the intention of the Department. Ensure that there is consistency when applying the legal principles. Ensure that the rights, powers and duties of the Department are set out in the contract. Liaise with all stakeholders involved in the contract and negotiate on final contract. Consolidate amendments or comments to the contract if applicable. Ensure that the interest of the Department is protected at all times. Certify contract and verify consistency between instruction and content of the contract. Verify signed contents of the contract with that as certified and hand to the Contract Management Unit. Draft, peruse and study legislations: Conduct research, gather information from the line functionaries on drafting legislation. Determine factual, supporting documents and legal purpose of legislation. Highlight legal position of the legislation. Research the applicable legal principles of drafting and interpretation of statutes. Ascertain whether legislation is in accordance with the principles of drafting and interpretation of statutes. Ascertain that the intention of the Department and the entities are reflected in the proposed bill or amended bill. Peruse and study drafts of proposed bills or amended bills. Facilitate the drafting of cabinet memorandum. Pilot legislation through the

parliamentary process. Respond to legal opinion aspects that arise during public hearings and parliamentary sessions. Execute litigation and legal processes within the Department: Determine the factual and legal situation on the case brought forward. Establish if the Department should litigate or defend the matter. Consult with the relevant line functions. Prepare briefs advising the relevant authority seeking authority to institute or defend the Department legal position. Appear in court to provide evidence on behalf of the Department. Provide advice in regards to a possible settlement and negotiate settlement with opponent. Prepare instructions to the State Attorney and make recommendations for appointment of suitable Advocate to be appointed if necessary. Monitor the court case from the inception of its finality. Review all pleadings at all stages for the court case as per court rules. Consult with the relevant line function at each stage of the pleadings. Explore alternative dispute resolution opinions for each court case and prepare an opinion on same. Ensure that the briefings are prepared and court orders are implemented effectively. Manage legal administrative inquiries: Liaise with stakeholders on legal matters. Draft and/or edit legal correspondence on all legal administrative enquiries. Conduct awareness on the implementation of legal interventions.

ENQUIRIES : Ms U Pitse Tel No: (012) 394 1563 / L Mdashe Tel No: (012) 394 3103 / V Mazibuko Tel No: (012) 394 5608

NOTE : In terms of the dtic's EE requirements, preference will be given to African Males, Coloured Females, White Males and persons with disabilities.

POST 17/111 : **ASSISTANT DIRECTOR: INVESTMENT INFORMATION REF NO: IIAF&A-057**
 Overview: To provide an investment information service across all investment promotion sectors, facilitation, Ease of Doing Business and Clearing House.

SALARY CENTRE REQUIREMENTS : R605 742 per annum (Level 10), (commencing salary)
 : Sunnyside, Pretoria
 : Mandatory Minimum Requirements: A qualification at NQF level 7 in Business Management/ Investment/ Finance/ Economics/ Marketing or relevant qualifications. 3-5 years' experience in an Investment Promotion environment in private or public sector. Key Requirements: Experience in investment information, facilitation or investor services. Experience in maintaining investor/project databases and MIS systems. Research and report-writing skills for investment climate and regulatory studies. Stakeholder management with embassies, chambers, provincial and municipal partners. Experience coordinating Ease of Doing Business programmes or similar initiatives. Basic financial oversight and monitoring of programme expenditure. Computer literacy including MIS and data capture for reporting. Ability to travel and work under time pressure; strong communication skills.

DUTIES : Provide investment information and facilitation: Obtain and consolidate information sources; contribute to publications and portals; compile presentation materials. Implement investment information strategy: Gather information on investment climate issues; provide inputs to strategy execution and research reports. Arrange meetings and draft minutes. Knowledge repository and database management: Coordinate information capture into MIS/e-Room; maintain investor pipeline and contact databases. Stakeholder and customer relations management: Manage stakeholder relations across public and private sectors and conduct customer satisfaction follow-ups. Risk management and reporting: Compile quarterly/annual reports and inputs for bi-national commissions and state visits; manage investment pipeline updates.

ENQUIRIES : Ms U Pitse Tel No: (012) 394 1563 / L Mdashe Tel No: (012) 394 3103 / V Mazibuko Tel No: (012) 394 5608

NOTE : In terms of the dtic's EE requirements, preference will be given to African Male, Coloured Male, White Male and persons with disabilities.

POST 17/112 : **ASSISTANT DIRECTOR: AMERICA BILATERAL RELATIONS REF NO: TRADE-056 (X2 POSTS)**
 Overview: To conduct economic research and provide advice on the preparation and execution of bilateral trade and investment relations with countries in the Americas region.

SALARY CENTRE : R605 742 per annum (Level 10), (commencing salary)
 : Sunnyside, Pretoria

<u>REQUIREMENTS</u>	:	Mandatory Minimum Requirements: A qualification at NQF Level 7 in Economics/ International Relations or International Law with an Economics focus. 3-5 years' experience in international Relations or International Law in public or private sector environment. Key Requirements: Experience in foreign trade research and economic analysis focused on the Americas region. Ability to prepare country briefings, quarterly economic statistics and policy inputs. Stakeholder liaison experience with foreign missions, government departments and business. Experience supporting trade negotiations and preparing negotiation briefs. Project coordination skills and ability to manage Bi-national Commission workstreams. Excellent report-writing and presentation skills. Computer literate (MS Office) and comfortable with data analysis. Willingness to travel (local and international) and work under pressure.
<u>DUTIES</u>	:	Foreign trade research and analysis: Compile and analyse economic data, update statistics and draft country briefings and reports. Stakeholder management: Liaise with foreign missions, government departments and other stakeholders; prepare meeting reports. Negotiations support: Provide technical inputs to negotiating positions and convene preparatory consultations. Bi-national Commission programme: Coordinate working groups, implement project plans and prepare progress reports for the Binational Commission. Reporting: Compile minutes, progress reports and contribute to monthly, quarterly and annual reports.
<u>ENQUIRIES</u>	:	Ms U Pitse Tel No: (012) 394 1563 / L Mdashe Tel No: (012) 394 3103 / V Mazibuko Tel No: (012) 394 5608
<u>NOTE</u>	:	In terms of the dtic's EE requirements, preference will be given to Coloured Female, Coloured Male, White Male and persons with disabilities.
<u>POST 17/113</u>	:	<u>ASSISTANT DIRECTOR: MIDDLE EAST BILATERAL RELATIONS REF NO: TRADE-050</u> Overview: To conduct economic research and provide advice on the preparation and execution of bilateral trade and investment relations with countries in the Middle East region.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R605 742 per annum (Level 10), (commencing salary) Sunnyside, Pretoria
<u>REQUIREMENTS</u>	:	Mandatory Minimum Requirements: A qualification at NQF Level 7 in Economics/ International Relations or International Law with an Economics focus. 3-5 years' experience in international Relations or International Law in public or private sector environment. Key Requirements: Experience in foreign trade research and economic analysis with focus on the Middle East region. Ability to prepare country briefings, policy inputs and update economic statistics. Stakeholder engagement experience with foreign missions and internal stakeholders. Experience supporting trade negotiations and preparing technical inputs. Project coordination and implementation experience for bilateral programmes. Strong analytical and report-writing skills. Computer literate (MS Office) and comfortable with research tools. Willingness to travel (local & international) when required.
<u>DUTIES</u>	:	Foreign trade research and analysis: Compile and analyse economic data, trends and developments; draft briefings and reports. Stakeholder management: Maintain relations with foreign governments and participate in interdepartmental meetings. Negotiations support: Provide technical inputs for negotiating positions and support stakeholder consultations. Programme coordination: Coordinate Binational Commission work, prepare progress reports and implement action plans. Reporting: Compile meeting minutes, progress reports and contribute to operational reporting.
<u>ENQUIRIES</u>	:	Ms U Pitse Tel No: (012) 394 1563 / L Mdashe Tel No: (012) 394 3103 / V Mazibuko Tel No: (012) 394 5608
<u>NOTE</u>	:	In terms of the dtic's EE requirements, preference will be given to Coloured Female, Coloured Male, White Male and persons with disabilities.
<u>POST 17/114</u>	:	<u>ASSISTANT DIRECTOR: MULTILATERALS REF NO: TRADE-070</u> Overview: To provide technical support, conduct research, analysis, formulating policy recommendations and advising on international trade and investment issues within multilateral fora.
<u>SALARY CENTRE</u>	:	R605 742 per annum (Level 10), (commencing salary) Sunnyside, Pretoria

- REQUIREMENTS** : Mandatory Minimum Requirements: A qualification at NQF Level 7 in Economic, International Law / International Relations or relevant qualifications. 3-5 years' experience in Trade Research, international relations in public or private sector environment. Key Requirements: Experience in trade research, policy analysis and drafting briefing documents. Familiarity with multilateral fora and negotiation processes. Stakeholder engagement and interdepartmental coordination experience. Ability to prepare reports, position papers and country briefings. Project management skills and experience in convening consultations. Strong analytical, research and report-writing skills. Good computer literacy (MS Office); ability to travel internationally. Excellent communication and interpersonal skills.
- DUTIES** : Research and analysis: Conduct research and compile briefing documents, position papers and reports to support multilateral engagements. Stakeholder management: Undertake consultations, participate in forums and build relationships with internal and external stakeholders. Negotiation support: Provide technical inputs and analytical support to negotiating teams and engage with relevant institutions. Advocacy and coordination: Provide helpdesk support on trade and investment matters and follow up on multilateral issues. Reporting: Compile meeting reports, travel reports and regular operational reports within agreed timeframes.
- ENQUIRIES** : Ms U Pitse Tel No: (012) 394 1563 / L Mdashe Tel No: (012) 394 3103 / V Mazibuko Tel No: (012) 394 5608
- NOTE** : In terms of the dtic's EE requirements, preference will be given to Coloured Female, Coloured Male, White Male and persons with disabilities.
- POST 17/115** : **EXECUTIVE OFFICE MANAGER: OFFICE OF THE DEPUTY DIRECTOR-GENERAL REF NO: TRADE-003**
 Overview: To render effective functioning of the Office of the Deputy Director-General within the Trade Policy Negotiation and Cooperation (TPNC) Branch.
- SALARY CENTRE REQUIREMENTS** : R487 197 per annum (Level 09), (commencing salary)
 : Sunnyside, Pretoria
 : Mandatory Minimum Requirements: A qualification at NQF 6 in Secretarial Studies / Office Administration or Management / Public Administration / Business Administration as recognised by SAQA. 3–5 years of experience in rendering an office support service to Senior Management in a private or public environment. Key Requirements: Proven experience providing high-level administrative support to senior managers (diary, meetings, briefings). Strong office and records management skills, including National Archives compliance. Excellent minute-taking, drafting and editing skills for correspondence and briefing notes. Experience coordinating complex travel (local and international) and protocol arrangements. Ability to coordinate meeting logistics and provide secretariat support for governance structures. Confidentiality and discretion in handling sensitive information and screening documentation. Good computer literacy (MS Office) and experience with filing/MIS systems. Strong interpersonal and stakeholder liaison skills across government and external partners.
- DUTIES** : Executive office management and coordination: Manage administrative operations of the DDG's Office; supervise and coordinate support staff and maintain office systems and registers. Executive administrative support to the DDG: Manage and prioritise appointments and engagements; prepare pre-meeting briefing packs; draft and quality-assure correspondence and submissions. Strategic coordination of submissions and information flow: Screen and prioritise incoming documentation; ensure timely flow of submissions and confidential handling of sensitive matters. Meeting and governance support: Coordinate meetings chaired or attended by the DDG; compile meeting packs; record minutes and monitor implementation of decisions. Stakeholder liaison and communication management: Act as coordination point between the DDG's Office, Ministry and internal/external stakeholders; coordinate responses to parliamentary and stakeholder enquiries. Financial and resource administration: Monitor the DDG Office budget and expenditure; prepare documentation for budget adjustments and liaise with CFO/Corporate services. Executive travel and event coordination: Arrange travel, prepare itineraries and briefing notes; liaise with travel agencies and manage protocol for international engagements.

- ENQUIRIES** : Ms U Pitse Tel No: (012) 394 1563 / L Mdashe Tel No: (012) 394 3103 / V Mazibuko Tel No: (012) 394 5608
- NOTE** : In terms of the dtic's EE requirements, preference will be given to Coloured Female, Coloured Male, White Male and persons with disabilities.
- POST 17/116** : **B-BBEE COMPLIANCE AND ADVOCACY OFFICER REF NO: SID&ET-119 (X3 POSTS)**
 Overview: To perform investigation and enforcement functions to ensure compliance with B-BBEE Act and report on complaints trends.
- SALARY CENTRE REQUIREMENTS** : R338 106 per annum (Level 07), (commencing salary)
 : Sunnyside, Pretoria
 : Mandatory Minimum Requirements: NQF Level 6 qualification in Public Administration or Business Administration/ Economic Science/ Law. 3-years' relevant experience in an investigation and enforcement environment. Key Requirements: Knowledge of the Constitution, PFMA, Treasury Regulations, B-BBEE Act and compliance frameworks. Experience handling, screening and analysing complaints within an enforcement or regulatory environment. Ability to coordinate alternative dispute resolution processes and maintain associated records. Strong written and verbal communication skills, including reporting. Good administrative and organisational skills, including database tracking and monitoring of turnaround times. Ability to work under pressure, travel when required, and work flexible hours as needed. Proficiency in Microsoft Office and complaints handling systems.
- DUTIES** : Complaints Handling: Handle complaints lodged with the Commission in line with established procedures and processes. Develop and implement fast-track procedures to attend to and resolve client complaints. Review complaints handling systems and provide recommendations for efficiency improvement. Conduct pro-active and reactive investigations and provide a report thereof. Database and Tracking System: Maintain and update the database and tracking system of complaints. Monitor compliance with turnaround times and submit weekly reports on delays. Ensure complainants are informed of reference numbers and progress. Screening and Analysis of Complaints: Implement methodologies for complaint screening and analysis. Categorise complaints and identify those for investigation or referral. Assess complaints for referral to higher authorities or other institutions. Alternative Dispute Resolution: Identify complaints suitable for alternative dispute resolution (ADR). Coordinate and maintain consistency in ADR processes and documentation. Record the number and nature of complaints resolved through ADR. Reporting and Administrative Support: Produce progress reports on work done as required. Perform administrative duties as allocated by the manager.
- ENQUIRIES** : Ms U Pitse Tel No: (012) 394 1563 / L Mdashe Tel No: (012) 394 3103 / V Mazibuko Tel No: (012) 394 5608
- NOTE** : In terms of the dtic's EE requirements, preference will be given to African Male, Coloured Female & Male, Indian Female & Male, White Male and persons with disabilities.
- POST 17/117** : **B-BBEE INVESTIGATIONS AND ENFORCEMENT OFFICER REF NO: SID&ET-117 (X2 POSTS)**
 Overview: To provide a secretarial and administrative function to the Chief Director and facilitate the smooth administrative operation within the Chief Directorate: Legal Services.
- SALARY CENTRE REQUIREMENTS** : R338 106 per annum (Level 07), (commencing salary)
 : Sunnyside, Pretoria
 : Mandatory Minimum Requirements: Senior Certificate with a Secretarial Certificate or Diploma. 1-2 years' experience in a Secretarial or Office Management environment. Key Requirements: Experience providing secretarial and administrative support to senior management. Strong telephone, reception and diary management skills. Advanced typing, drafting and document preparation skills. Experience compiling reports, maintaining records and managing filing systems. Ability to coordinate meetings, prepare agendas, take minutes and follow up on actions. Experience arranging travel, accommodation and S&T claims, and handling office procurement. Good computer literacy (Microsoft Office Packages) and ability to use standard office equipment. Discretion, confidentiality and strong interpersonal skills in dealing with stakeholders.

- DUTIES** : Provides a secretarial/receptionist support service to the manager: Receive telephone calls, exercise discretion on call routing, finalize routine enquiries, perform advanced typing and operate office equipment. Record the manager's engagements, manage appointment schedules and advise on the urgency of meeting requests. Renders administrative support services: Ensure the effective flow and safekeeping of information and documents, compile reports, respond to enquiries and draft documents as requested. Coordinate travel arrangements, prepare advances and S&T claims, handle accommodation bookings and process stationery and office requisitions. Provides support to manager regarding meetings: Scrutinise meeting documents, compile packs, prepare briefing notes, record minutes and follow up on decisions and actions. Coordinate logistical arrangements for meetings and staff/unit sessions. Supports the manager with the administration of the manager's budget: Collect and coordinate budget documents, assist with MTEF inputs, monitor commitments and expenditure, and check BAS reports for correct allocation. Provide administrative and financial support of the office: Arrange Chief Directorate meetings, prepare annual schedules, support one-on-one meetings, prepare agendas and minutes, and monitor office expenditure. Order stationery and office equipment for the office: Ensure requisitions for goods and services are processed after prior approval and that the office is properly furnished.
- ENQUIRIES** : Ms U Pitse Tel No: (012) 394 1563 / L Mdashe Tel No: (012) 394 3103 / V Mazibuko Tel No: (012) 394 5608
- NOTE** : In terms of the dtic's EE requirements, preference will be given to African Male, Coloured Female & Male, Indian Female & Male, White Male and persons with disabilities.
- POST 17/118** : **PERSONAL ASSISTANT REF NO: CMSB-007**
Overview: To provide a secretarial and administrative function to the Chief Director and facilitate the smooth administrative operation within the Chief Directorate: Legal Services.
- SALARY CENTRE REQUIREMENTS** : R338 106 per annum (Level 07), (commencing salary)
: Sunnyside, Pretoria
: Mandatory Minimum Requirements: Senior Certificate with a Secretarial Certificate or Diploma. 1-2 years' experience in a Secretarial or Office Management environment. Key Requirements: Experience providing secretarial and administrative support to senior management. Strong telephone, reception and diary management skills. Advanced typing, drafting and document preparation skills. Experience compiling reports, maintaining records and managing filing systems. Ability to coordinate meetings, prepare agendas, take minutes and follow up on actions. Experience arranging travel, accommodation and S&T claims, and handling office procurement. Good computer literacy (Microsoft Office Packages) and ability to use standard office equipment. Discretion, confidentiality and strong interpersonal skills in dealing with stakeholders.
- DUTIES** : Provides a secretarial/receptionist support service to the manager: Receive telephone calls, exercise discretion on call routing, finalize routine enquiries, perform advanced typing and operate office equipment. Record the manager's engagements, manage appointment schedules and advise on the urgency of meeting requests. Renders administrative support services: Ensure the effective flow and safekeeping of information and documents, compile reports, respond to enquiries and draft documents as requested. Coordinate travel arrangements, prepare advances and S&T claims, handle accommodation bookings and process stationery and office requisitions. Provides support to manager regarding meetings: Scrutinise meeting documents, compile packs, prepare briefing notes, record minutes and follow up on decisions and actions. Coordinate logistical arrangements for meetings and staff/unit sessions. Supports the manager with the administration of the manager's budget: Collect and coordinate budget documents, assist with MTEF inputs, monitor commitments and expenditure, and check BAS reports for correct allocation. Provide administrative and financial support of the office: Arrange Chief Directorate meetings, prepare annual schedules, support one-on-one meetings, prepare agendas and minutes, and monitor office expenditure. Order stationery and office equipment for the office: Ensure requisitions for goods and services are processed after prior approval and that the office is properly furnished.

ENQUIRIES

: Ms U Pitse Tel No: (012) 394 1563 / L Mdashe Tel No: (012) 394 3103 / V Mazibuko Tel No: (012) 394 5608

NOTE

: In terms of the dtic's EE requirements, preference will be given to African Male, Coloured Female & Male, Indian Female & Male, White Male and persons with disabilities.

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>	:	08 June 2026 at 12:00 pm (Midday)
<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 and the National Treasury ICT unit was unable to assist. The applicant's profile on the e-Recruitment is equivalent to the newly approved Z83, and it is the responsibility of applicants to ensure their profiles are fully completed or their applications will not be considered, as per the DPSA Practice Note. Certain documentation will still be required to be uploaded on the system such as copies of all qualifications including National Senior Certificate/Matric certificate, ID, etc., however these documents need not be certified at point of application, however certification will be required prior to attending the interview. Please note: All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. It should be noted that the National Treasury does not support the use of Artificial Intelligence (AI) in any of its recruitment and selection processes and will disqualify an application if it picks up the use of AI when completing assessments without acknowledging the source of information. Successful completion of the Nyukela Public Service SMS Pre-entry Programme as endorsed by the National School of Government, available as an online course on https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ , prior to finalisation of appointment, is a requirement for all SMS positions. For SMS positions certain candidates may be required to undergo additional Psychometric Assessments. 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. Upon appointment, successful candidates will be required to sign a Performance Agreement within 3 months from date of appointment and for candidates whose appointment exceeds 12 calendar months will be appointed on probation for the period of twelve (12) calendar months excluding leave taken as prescribed by Public Service Regulation 68. The status of your application will be visible on the e-Recruitment system. However, if you have not received feedback from the National Treasury within 3 months of the closing date, please regard your application as unsuccessful. Note: The National Treasury reserves the right not to fill the below-mentioned posts, withdraw or to put on hold a position and/or to re-advertise a post. All queries must be submitted via email addressed to the Human Resources Recruitment Support Team on Recruitment.Enquiries@treasury.gov.za . The National Treasury is compliant with the requirements of POPIA.

OTHER POST

- POST 17/119** : **SENIOR STATE ACCOUNTANT: INTERNAL CONTROL AND COMPLIANCE**
REF NO: S065/2026
Division: Office of The Director-General (ODG)
Purpose: To provide adequate support in the assessment of policy alignment and internal control processes in the adherence and execution pertaining to the PFMA and other Financial Management policies and prescripts.
- SALARY** : R413 001 per annum, (Excl. benefits)
CENTRE : Pretoria
REQUIREMENTS : A Grade 12 is required coupled with a minimum National Diploma (equivalent to NQF level 6) in Financial Accounting or Auditing or Risk Management. A minimum of 2 years' experience obtained within an accounting environment with specific reference to financial reporting, compliance monitoring, internal control, and risk management. Knowledge and experience of exposure in internal control. Knowledge and experience of exposure in financial reporting. Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations.
- DUTIES** : Organizational Culture and Performance: Maintain the Entity database on LOGIS, BAS, IFMS and Safety Web in accordance with relevant prescripts. Administer the loss control in accordance with relevant prescripts. Verify the basic accounting documents required for assessment and verification in line with norms and standards. Oversee the departmental filing system pertaining to accounting documents. Provide a verification structure in the administration and maintenance of budget manager's signatures. Update and review Financial Management policies, prescripts, procedures and other corporate governance documents. Organizational Resources Oversight: Provide advice on financial year-end processes and preparation of annual financial statements. Provide inputs and assist in preparation of the dissemination of the required management reports. Provide inputs and assist in preparation of the dissemination of the required management reports. Provide possible outcomes of resolution to client's queries. Maintain the loss control register. Policy Analysis: Provide assistance and guidance to internal clients on changes related to financial legislation and regulations. Assist in the overseeing and the verification processes of financial management implementation. Assist with the analysis of policy application and implementation pertaining to financial management and related processes. Governance and Compliance: Assist in the monitoring of the correct implementation of policies, strategies and policy frameworks. Assist in the audit coordination process. Assist with the review of the financial statements.
- ENQUIRIES** : enquiries only (No applications): Recruitment.Enquiries@treasury.gov.za

DEPARTMENT OF WATER AND SANITATION

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

MANAGEMENT ECHELON

- POST 17/120** : **DIRECTOR: BUSINESS MANAGEMENT REF NO: 050626/02**
 Branch: Infrastructure Management
 Dir: Construction Management
 Re-advertisement, applicants who have previously applied must re-apply.
- SALARY** : R1 266 714 per annum (Level 13), (all-inclusive salary package)
- CENTRE** : Pretoria Head Office
- REQUIREMENTS** : A Bachelor's Degree or Advanced Diploma (NQF Level 7) qualification in Business Management or Civil Engineering. A post graduate qualification in Business Management or Engineering Management or MBA will serve as an added advantage. A minimum of five (5) years' experience at middle/senior management level preferably within an infrastructure delivery environment. A Nyukela Public Service SMS Pre-entry certificate. Demonstrable knowledge of PFMA, PPPFA, CIDB and SCM legislation. Demonstrate experience in procurement management, infrastructure /construction business development. Experience in stakeholder and relationship management. Demonstrated experience in marketing and customer/client management. Exposure and skills in negotiation and networking. Experience of infrastructure delivery management. Exposure to the construction industry norms and practices. Programme and Project Management and financial management. Risk management, and business performance management systems. Presentation and report writing skills. People management and empowerment.

DUTIES : Provide strategic leadership and direction for business development and growth initiatives within the Departmental Construction Unit. Oversee the development and implementation of marketing, branding and positioning strategies for the Construction Unit. Direct and oversee the preparation, review and submission of bids, tenders and proposals. Monitor industry trends, infrastructure programmes and legislative developments to inform strategic decision-making to benefit the Departmental Construction Unit. Provide strategic oversight on stakeholder engagement, negotiations and partnership management. Oversee the development and management of the Directorate's strategic plans, operational plans and budget. Lead and manage human resources within the Directorate, including performance management, skills development and transformation initiatives. Manage and improve strategic relationships between the Construction Units with its clients and other industry stakeholders. Lead the identification, evaluation and acquisition of construction business opportunities. Ensure compliance with applicable legislation, organisational policies and governance frameworks in all business development activities. Monitor and evaluate business development performance and implement continuous improvement initiatives.

ENQUIRIES : Ms MM Maraka Tel No: (012) 336 7073

OTHER POSTS

POST 17/121 : **CHIEF ENGINEER GRADE A REF NO: 050626/01**
Branch: Water And Sanitation Services Management: EC
CD: Provincial Operations: Eastern Cape
Dir: Infrastructure Development Maintenance

SALARY : R1 317 108 – R1 504 797 per annum, (all-inclusive OSD salary package). This appointment will be made on the minimum notch of the salary range, however, a higher notch within the salary range of Grade A will be considered based in relation to the provisions of the Public Service Regulation 2016 as amended, i.e. provision of the candidate's current salary advice.

CENTRE REQUIREMENTS : Qonce
An Engineering (B Eng./BSc Eng.) Degree or relevant qualification. Six (6) years post qualification experience. Compulsory registration with Engineering Council of South Africa (ECSA) as a professional Engineer (Details of registration must be noted on the prescribed Z83 application form and CV). The disclosure of a valid unexpired driver's license. Computer literacy (MS Word, MS Excel, MS PowerPoint and MS Outlook). Understanding of the National Water Act, Water Services Act, National Environmental Management Act, Public Service Regulations Act and the Public Finance Management Act (PFMA). Knowledge of contract, project and financial management. Knowledge and understanding of operation and maintenance for water services infrastructure. Good communication skills both (verbal and written). Ability to communicate in all sectors of the Department and other institutions. Must be able to work independently, be self-motivated and reliable.

DUTIES : Provide assistance in the design systems, structures and installation of water services related to infrastructure. Support the comprehensive planning in water services infrastructure. Manage multifaceted projects in the technical investigation, development and refurbishment of water services infrastructure. Provide assistance and support in administration. Inspect, test equipment, infrastructure systems and installations including the preparation of reports on the findings. Identify, review and comment on operation and maintenance plans of water services infrastructure in the Region. Compile, review and comment on contract documentation proposals, bill of quantities and tenders. Coordination of the water services planning in the Region. Manage financial allocations to projects and programs. Provide technical engineering support, guidance and give advice to personnel on various levels, consultants, contractors and water service authorities. Support functional arrears to arrange supply chain management, human resources management and financial needs. Provide mentoring and guidance to staff towards ECSA registration.

ENQUIRIES : Mr Z Nonjuzana Tel No: (043) 604 5413

- POST 17/122** : **SCIENTIST PRODUCTION GRADE A - C REF NO: 050626/03**
 Branch: Water Resource Management
 Dir: Water Information Integration
 SD: Integrated Water Resource Studies
 Re-advertisement, applicants who have previously applied must re-apply.
- SALARY** : R791 604 – R1 189 767 per annum, (all-inclusive OSD salary package), (Offer will be based on proven years of experience)
- CENTRE** : Pretoria Head Office
- REQUIREMENTS** : A Science degree (BSc) (Hon) in Hydrology or relevant qualification. A Master of Science (MSc) will serve as an added advantage. Three (3) years post-qualification Natural Science experience. Compulsory registration with SACNASP as a Professional Natural Scientist. The disclosure of a valid, unexpired driver's license. Experience in conducting integrated water resource studies (water quality, quantity and ecology). Experience in hydrological and water quality modelling tools (WRSM2000, ACRU, WRYM, WRPM, HEC-HMS, SWAT+, WQSAM). Experience in water resource data collection, analysis, interpretation, presentation and derivation of information. Knowledge of water information systems. Knowledge of geographical information systems (GIS) tools (ArcMap and QGIS). The ability to apply scientific principles to integrate and interpret water quality or quantity data to draw scientifically sound conclusions. Understanding of research and development. Technical report writing. Possesses a high-performance culture. Professional judgement. Data analysis. Presentation skills. Decision-making and analytical skills. Creativity and customer focus. Good communication skills, both verbal and written. Problem-solving and analysis.
- DUTIES** : Conduct integrated water resource studies (quantity, quality, and ecology) focusing on the impact of land use, water use activities, and climatic pressures on water resources (surface and groundwater)- analysis of water resource data, developing, configuring and setting up various integrated hydrological and water quality models. Coordinate, analyse, and compile the national state of water report. Compile monthly state of water bulletins. Compile quarterly state of water quality bulletins. Liaise with water sector stakeholders, including other Government Departments and the public, on water issues through workshops and other facilitation techniques.
- ENQUIRIES** : Mr Joshua Rasifudi Tel No: (012) 336 6856
- POST 17/123** : **OFFICE MANAGER REF NO: 050626/04**
 Branch: Provincial and Entity Governance and International Cooperation
- SALARY** : R487 197 per annum (Level 09)
- CENTRE** : Pretoria Head Office
- REQUIREMENTS** : A relevant NQF level 6 qualification in Public Administration/ Management /Governance or a relevant qualification. Five (5) years' experience in general administration /office management environment. The disclosure of a valid unexpired driver's license. Extensive knowledge and understanding of public service policies and administrative procedures. Basic financial management and knowledge of PFMA. Knowledge of administrative procedures. Knowledge in secretarial duties and functions. Computer literacy. Sound good organizational and planning skills. Good people skills. High level of reliability. Good communication, presentation and report writing skills. Ability to act with fact and discretion. Knowledge of dispute resolution process. Understanding of social and economic development issues. Understanding of legislative and policy frameworks governing the sector. Knowledge of project management and administration. Accountability and ethical conduct.
- DUTIES** : Manage and coordinate the flow of information within the office of DDG. Render administrative support services: Procurement of goods and services, ensure that assets register is updated, assist with the coordination of monthly, quarterly and annual reports. Quality assurance of documentation and remain up to date with prescripts, policies and procedure applicable to work terrain to ensure efficient support to the Office. Ensure effective records management system for all submissions and correspondences. Arrange / organise workshops and meetings. Represent Manager at certain meetings and workshops. Manages queries of the office of the DDG Branch. Management of financial and human resources. Assist during the compilation of budget in line with MTEF, PFMA, advice and facilitate the process of budget projection with all the project managers / Directorates within the Branch.

ENQUIRIES

: Mr Vincent Molatana Tel No: (012) 336 8610

DEPARTMENT OF WOMEN, YOUTH AND PERSONS WITH DISABILITIES

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

- APPLICATIONS** : Applicants are urged to choose/ utilise one of the methods provided below: you may forward your application, quoting reference, addressed to: The Director-General, Department of Women, Youth and Persons with Disabilities, Private Bag X931, Pretoria, 0001. Alternatively, applications may also be hand delivered to 268 Lilian Ngoyi Street, Fedsure Forum Building, 1st floor, Pretoria CBD. Another option is to submit application through email as a single scanned document/one PDF attachment to the email addresses: Recruitment01@dwypd.gov.za (kindly note that the emailed applications and attachments should not exceed 15mb).
- CLOSING DATE** : 05 June 2026 at 16:00
- NOTE** : Applications must be submitted on new Z83 form, which can be downloaded from: <http://www.gov.za/dpsa2g/vacancies.asp>. Applications submitted on the old application for employment (Z83) will not be considered. All fields in the Z83 application form must be completed in full, in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form. It is therefore prudent that fields be completed by applicants and signed, noting the importance of the declaration. South African applicants need not to provide passport numbers. Candidate must respond "Yes" or "No" to the question whether you are conducting business with the state. If "Yes", details thereof only shortlisted candidates will submit Declaration form for conducting business with the state when shortlisted to the application. It is acceptable for applicant to indicate "not applicable" or leave a blank to the question "In the event that you are employed in the Public Service, will you immediately relinquish such business interest?" Applicants are not required to submit copies of qualifications and other relevant documents but must submit the completed and signed Z83 and detailed Curricula Vitae. The communication from HR of the Department regarding the requirement for certified document will be limited to shortlisted candidates. Therefore, only shortlisted candidate for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Applications received after the closing date will NOT be considered or accepted. Correspondence is limited to short-listed candidates only; should you not hear from us within six weeks of the closing date, please consider your application unsuccessful. Non-RSA citizens/permanent resident permit holders must submit a copy only when shortlisted. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Should you not hear from the Department within three (3) months of the closing date of the advertisement, please consider your application to be unsuccessful. The Department reserves the right not to fill and/or make an appointment to any of the advertised posts. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical skills that are generic requirements and the other must be an integrity (ethical conduct) assessment. Further, personnel suitability checks, including security vetting, competency assessment will be conducted, as such transfer/promotion/appointment will be made subject to positive outcomes of personnel suitability checks. Successful candidates shall be required to enter into performance agreement within three (3) months of assuming their duties in the Department, and within one (1) month of the date of their appointment conclude the prescribed contract of employment. Designated employees shall be required to disclose their financial interest within 30 days after assumption of duty. Appointments will only be made on the first notch of the advertised salary level. Note that in terms of the Protection of Personal Information Act, 2021, the Department will ensure the protection of applicants' personal information and only collect, use and retain applicants' personal information for the purposes of recruitment and selection processes. The Department shall safeguard such personal information against access by unauthorised persons, unlawful disclosure, or breaches. The Department is an equal opportunity and affirmative action employer. In the filling of these posts, It is the intention of the Department to promote representivity in the Public

Service through the filling of this position and the candidature of persons whose transfer/promotion/appointment will promote representivity will receive preference as the objectives of section 195 of the Constitution of the Republic of South Africa and the Employment Equity Act, 1998 (Act 55 of 1998) will be taken into consideration

OTHER POST

POST 17/124 : **ASSISTANT DIRECTOR: SOCIAL GOVERNANCE AND REGULATIONS FOR THE RIGHTS OF WOMEN REF NO: DWYPD/007/2026**

SALARY CENTRE REQUIREMENTS : R605 742 per annum (Level 10), plus benefits
: Pretoria

: Applicants must be in possession of a Grade 12 certificate and Bachelor's degree (NQF Level 7) in Social or Human Sciences, Development Studies, or Social Work. A valid driver's licence is required. In addition, applicants must have a minimum of three (3) years' supervisory experience in a related field. Knowledge: Initiatives that promote women's social justice, empowerment and participation; Gender related policies and frameworks; Departmental policies, system protocols; knowledge, understanding and practice of Batho Pele Principles. Skills: Problem solving and decision making; Time management; Planning and organising; Customer focus and responsiveness; Good report writing, verbal and written communication skills; Computer Literacy (MS Office Suite); Diversity awareness; Applied strategic thinking; Continuous improvement; People management and development; Team leadership. Secondary: Basic Budgeting and Financial Management; Project management; Networking and building bonds; Impact and influence; Diversity management. Personal Attributes: Ability to perform effectively under pressure; Analytical thinking; Good interpersonal and communication; Results focused; High emotional intelligence; Solutions oriented; Passion and drive; Honesty and Integrity; Ability to maintain confidentiality of information.

DUTIES : Coordinate the development and implementation of the policies and legislations on social justice, empowerment and transformation of Women: Provide inputs in the drafting of new policies or legislative proposals that promote social justice, Women's empowerment, Gender equality and transformation; Identify gaps or challenges on the existing policies and propose amendments where possible; Conduct research and gender analysis to inform policy content; Collect data to ensure proposed laws align with constitutional provisions and international commitments; Attend briefings with stakeholders on policies identified for implementation; Compile reports on implemented programmes. Participate in the development and implementation of a regulatory framework on social justice, empowerment and participation of Women: Participate in the consultation with relevant departments regarding the review of the Nation Strategic Plan on Gender based Violence and Femicide and Gender machinery framework; Participate in the coordination of designated provincial stakeholders to ensure the effective implementation of the Nation Strategic Plan on Gender based Violence and Femicide and Gender machinery framework. Coordinate Stakeholders: Develop, update and maintain the database of stakeholders; Follow-up and ensure that the stakeholders implement the recommended decisions by the structures; Resolve queries referred by stakeholders and provide information where necessary; Ensure that the stakeholders participate in the programme implementation; Handle enquiries on GBV related issues. Support the process of developing and implementing monitoring and evaluation systems: Collect and collate information on programmes initiatives. Create data base and generate information one stop shop models. Develop project reporting templates. Coordinate reporting by stakeholders and DWYPD(Provincial) and ensure the reports are submitted on time. Serve as secretariat support for the programme and engagements with stakeholders: Provide administrative support for the Unit. Provide logistical arrangement support for the unit and the projects. Provide general office support to the unit.

ENQUIRIES : Ms Nomsa Nabo at 072 525 0096
General enquiries may be brought to the attention of Ms Lerato Segodi Tel No: (012) 359 0073/ Mr Joseph Mahlangu Tel No: (012) 359 0238

NOTE : Preference will be given to African, Coloureds, Indian, Women, Youth and Persons with Disabilities.

THE PRESIDENCY

The Presidency is an equal opportunity, affirmative action employer. It is our intention to promote representivity (race, gender and disability). The candidature of persons whose transfer/appointment will promote representivity will receive preference. Candidates will be subjected to a security clearance up to the level of "Top Secret".

- APPLICATIONS** : The Presidency, Private Bag X1000, Pretoria, 0001 or Hand deliver at Government Avenue, Union Buildings, Pretoria or by email: applications@presidency.gov.za
- FOR ATTENTION** : Ms N Mshengu
- CLOSING DATE** : 05 June 2026 at 16h30 (walk-in) and 23:59 (online)
- NOTE** : Applications must quote the relevant reference number and include only TWO (2) documents (Z83 & CV). A fully completed and signed new Z83 Form, obtainable from any Public Service Department or on the Department of Public Service and Administration (DPSA) website link: <https://www.dpsa.gov.za/newsroom/psvc/> and a detailed updated Curriculum Vitae. Only shortlisted candidates will be required to submit certified copies of Identity Document, Grade 12 Certificate and the highest required qualifications as well as a driver's licence where necessary, to Human Resources on or before the day of the interview. Failure to do so will result in your application being disqualified. Foreign qualifications must be accompanied by an evaluation report issued by the South African Qualifications Authority (SAQA). It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation report (only when shortlisted). Please ensure that you submit your application before the closing date as no late applications will be considered. Do not submit duplicate applications. If applying for multiple posts, submit separate applications for each post. Due to the large number of applications we envisage to receive, correspondence will be limited to successful candidates only, applications will however be acknowledged by auto response. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. Should, during any stage of the recruitment process, a moratorium be placed on the filling of posts or the Department be affected by any process such as, but not limited to, restructuring or reorganisation of posts, the Department reserves the right to cancel the recruitment process and re-advertise the post at any time in the future. Important: The Department reserves the right not to fill a position. Shortlisted candidates will be required to be available for interviews at a date and time as determined by the Department. All shortlisted candidates will be subjected to Personnel Suitability Checks, which may include social media profiles of the shortlisted candidates and pre-employment screening to determine the suitability of a person for employment. 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 required to enter into the SMS employment contract and a performance agreement. The requirements for appointment at Senior Management Service (SMS) level will be the completion of the Senior Management Pre-entry programme as endorsed by the National School of Government (NSG). Shortlisted candidates should therefore provide proof (prior to the interviews) that they have registered for the SMS Pre-Entry programme, which can be accessed using the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/> and a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Failure to submit the requested two (2) documents on application, will result in your not being considered. In addition, the successful candidates will be required to disclose their financial interests.

MANAGEMENT ECHELON

POST 17/125 : **DIRECTOR: SOCIO-ECONOMIC IMPACT ASSESSMENT SYSTEM (SEIAS)**
REF NO: SEIAS/PRES/2026
Branch: Policy and Research Services

SALARY : R1 266 714 per annum (Level 13)
CENTRE : Pretoria
REQUIREMENTS : A Senior Certificate plus an appropriate Degree in Economics/Social Science/Public Policy/ Research or equivalent qualification (NQF level 7). A postgraduate qualification will be an added advantage. A minimum of 5 years' middle/senior managerial experience. Competencies: Communication, both oral and writing. Client orientation and customer focus. Honesty and integrity. Reliability. Service delivery innovation. Willing to work extended hours, when necessary. Initiative. Problem solving and analysis. Knowledge management. Financial management. Strategic capability leadership. Program and project management. People management and empowerment. Change Management. Stakeholder management. Knowledge: In depth understanding of the Public Service Regulatory Framework. Good understanding of Government public policies, programmes, strategies, plans and systems. Good knowledge and ability to use appropriate Research, Policy Analysis, Monitoring and Evaluation tools and techniques. Knowledge of conducting socio-economic impact assessment or regulatory impact assessment on public policies.

DUTIES : Provide guidance and support to Government on implementation of SEIAS and the National Policy Development Framework to achieve evidence-based policy formulation. Analyse and quality assure SEIAS reports of Departments. Produce SEIAS related knowledge products such as articles, policy briefs and advisory notes.

ENQUIRIES : Ms M Venter Tel No: (012) 300 5272 OR Ms K Madiseng Tel No: (012) 308 1806 OR Ms N Ramontja Tel No: (012) 300 5483

NOTE : NB: Email applications must on the subject line state only the Reference number: SEIAS/PRES/2026 (with no spaces)

POST 17/126 : **DIRECTOR: HUMAN RESOURCE OPERATIONS REF NO: HROPS/PRES/2026**
Chief Directorate: Human Resource Management and Development

SALARY : R1 266 714 per annum (Level 13)
CENTRE : Pretoria
REQUIREMENTS : A Senior Certificate plus an appropriate degree/ or equivalent (NQF level 7). A Minimum of 5 years' middle/senior managerial experience. Process competencies: Communication, both oral and written. Client orientation and customer focus. Honesty and integrity. Service delivery innovation. Willing to work extended hours, when necessary. Problem-solving and analysis. Knowledge Management: In-depth understanding of the Public Service Regulatory Framework. In-depth understanding of the Public Service Act. Good understanding of government policies, programmes, strategies, projects and plans. Government systems. Good knowledge and ability to use appropriate research methodologies. Monitoring and evaluation methods, tools and techniques. Knowledge of assessment and review techniques. Core competencies: Financial management. Strategic capability leadership. Program and project management. People management and empowerment. Change Management. Stakeholder management.

DUTIES : Responsible for the management of the performance of the following sub-units: Talent Acquisition, Conditions of Service, and Labour Relations in relation to the performance standards set out for output & projects. Develop, maintain and execute HR strategic objectives of The Presidency. Responsible for the enhancement of Co-ordinated information and establishment management and coordinate the HR oversight for the Department. Support and advise all stakeholders on HR best practices proactively. Manage and grow stakeholder relationships between internal and external stakeholders in relation to Talent Acquisition, Conditions of Service and Labour Relations matters.

ENQUIRIES : Mr K Futhane Tel No: (012) 300 5995

NOTE : NB: Email applications must on the subject line state only the Reference number: HROPS/PRES/2026 (with no spaces)

POST 17/127 : **DIRECTOR: STRATEGIC MANAGEMENT REF NO: STRATEGIC/PRES/2026**
Chief Directorate: Office of the Chief Operations

SALARY : R1 266 714 per annum (Level 13)
CENTRE : Pretoria
REQUIREMENTS : A Senior Certificate plus an appropriate degree/ or equivalent (NQF level 7) in Social or Public Management. A Minimum of 5 years' middle/senior managerial experience. Competencies: Communication, both oral and writing. Client orientation and customer focus. Honesty and integrity. Service delivery innovation. Knowledge Management: Financial management. Problem solving and analysis. Operational capability leadership. Program and project management. People management and empowerment Change Management. Public Service Regulatory Framework. Policy formulation process within Government. Business and management principles involved in strategic planning, resource allocation, human resource modelling and leadership technique. Monitoring and evaluation methods, tools and techniques.

DUTIES : Oversee the execution and compliance of strategic planning and annual operational planning process. Coordinate the development of the Strategic Plans, Annual Performance Plans and Annual operational plans. Facilitate first strategic planning engagements for the development of the APP. Oversee and monitor the performance of The Presidency on a quarterly and annual basis. Compile the in-year and the end-of-year performance information reports to ensure that policies and procedures are maintained for performance information so as to keep them relevant and updated with all legislative changes. Oversee quarterly performance review sessions to enable the Accounting Officer an opportunity to interface with management to the achievement of the performance targets and pre-determined commitments against action plan. Coordinate the review of mid-term and end of term performance. Coordinate collection of inputs for all required reporting processes. Compile and submit three monthly GBVF reports per quarter. Compile and submit one Presidency audit matrix report per quarter. Coordinate collection of inputs and compile MTDP bi-annual report. Finalise and coordinate submission of Mid-year and End-of-Term Review. Interact with Budget Office and HR with regards to aligning the operational plan with the resource plans- therefore compile all necessary performance information in appropriate inputs for the ENE and AENE, inputs into HR plans etc. Quality assure the performance information before the presentation to the Executive Authority, Accounting Officer, Branch Heads, Audit Committee, National Treasury, Department of Planning, Monitoring and Evaluation as well as Auditor-General. Ensure a safe storage of performance information for the purpose of publishing quality data.

ENQUIRIES : Ms L Mphahlele Tel No: (012) 300 5865
NOTE : NB: Email applications must on the subject line state only the Reference number: STRATEGIC/PRES/2026 (with no spaces)

OTHER POSTS

POST 17/128 : **DEPUTY DIRECTOR: ADMINISTRATION REF NO: ADMIN/PRES/2026**
Office of the Chief Operations Officer

SALARY : R932 292 per annum (Level 11)
CENTRE : Pretoria
REQUIREMENTS : A Senior Certificate plus an appropriate Bachelor's Degree or qualification on NQF level 6. A minimum of 3-4 years' middle management experience. Competencies: Be professional, highly motivated, initiative and critical thinker who will be able to gather and analyse information skilfully. Hands-on executive secretarial experience in offering services to the President. Have excellent interpersonal skills. Have excellent organizational and planning skills and ability to work on multiple projects simultaneously. Have sense of urgency and ability to identify, analyse and resolve problems in a timely manner. Be able to work independently and as part of a team and also work well under pressure. Excellent telephone etiquette. Have project management skills. Have effective oral and written communication skills. Good office management skills. Be able to handle confidential matters and has integrity and is trustworthy. Knowledge management: Good understanding of protocol and security measures. Good

DUTIES

computer knowledge. Good knowledge of travel and subsistence procedures. Good understanding of Public Service Regulatory Framework.

: Provide administrative support to the Office of the Chief Operations Officer. Provide secretariat support to MANCO and all Chief Operations Officer's meetings. Develop, maintain and enforce an integrated governance calendar covering MANCO, bilateral engagements, subcommittees and COO-led coordination forums. Provide full secretariat and coordination support across all governance structures (including agenda setting, documentation, minutes and resolution tracking). Coordinate and support COO bilateral engagements with key stakeholders (including SITA, DPWI, NT and others). Support COO-led cross-functional coordination forums and operational committees (including strategic initiatives and inter-branch working groups where required). Track implementation of decisions arising from MANCO, bilaterals and coordination forums, and follow up on action items. Identify and escalate unresolved coordination issues and implementation bottlenecks to the COO. Receive, assess and process submissions and correspondence to the Accounting Officer in line with defined standards. Verify completeness, quality and compliance of submissions prior to escalation. Maintain and update submissions and correspondence tracking database. Monitor turnaround times and ensure adherence to service standards. Follow up on instructions, decisions and actions arising from submissions. Provide administrative and coordination support for submission workflows. Compile and submit quarterly reports on submissions and correspondence processed and turnaround performance. Efficient financial management and budget control. Provide administrative support to the Chief Operations Officer in her/his role as Deputy Secretary of Cabinet. Administration of the Promotion of Access to Information Act, (Act No 2 of 2000) and Promotion of Administrative Justice Act (Act no. 3 of 2000). Administer the Integrated Document Management System (IDMS) to track incoming and outgoing documents in the Office of the Chief Operations Officer. Administer the delegations register for Chief Operations Officer.

ENQUIRIES

: Mr. K Futhane Tel No: (012) 300 5995

NOTE

: NB: Email applications must on the subject line state only the Reference number: ADMIN/PRES/2026 (with no spaces)

POST 17/129

: **DEPUTY DIRECTOR: KNOWLEDGE MANAGEMENT AND LIBRARY SERVICES REF NO: KMLS/PRES/2026**
Auxiliary Services

SALARY

: R932 292 per annum (Level 11)

CENTRE

: Pretoria

REQUIREMENTS

: A Senior Certificate plus an appropriate Diploma/Advance Certificate OR equivalent qualification on NQF level 6. A minimum of 3-4 years' middle management experience. Competencies: Communication, both oral and writing. Client orientation and customer focus. Honesty and integrity. Service delivery innovation. Planning and execution. Knowledge Management: Problem solving and analysis. Program and Project Management. People Management and Empowerment Change Management. Public Service Regulatory Framework. Policy formulation process within Government. Monitoring and evaluation methods, tools and techniques. Facility Management. Public Finance Management Act. Treasury Regulations. Contract Management and specification.

DUTIES

: Provide strategic leadership, management and oversight for Knowledge Management, Library Services, Records Management, Registry Services, Switchboard and Telephone Services within The Presidency. Develop, implement and monitor Knowledge Management strategies, frameworks, policies and systems aligned to the DPSA Knowledge Management Framework, National Archives and Records Service of South Africa (NARSSA) requirements and broader government digital transformation objectives. Drive the establishment of an integrated institutional Knowledge Management environment to support organisational learning, knowledge sharing, decision-making, business continuity and preservation of institutional memory within The Presidency. Oversee the acquisition, management, preservation and accessibility of information resources, library collections, digital repositories and knowledge products to support senior management, operational and strategic requirements. Manage and modernise Library and Information Services, including electronic information resources, cataloguing systems, research support services and digital knowledge platforms. Ensure effective

Records Management governance and compliance with the NARSSA, related regulations, records classification systems, file plans and approved records management practices. Oversee the implementation, monitoring and compliance of the IDMS and other approved electronic records management systems. Coordinate the transfer, preservation and disposal of records in collaboration with the National Archives and ensure safe custody of institutional records and correspondence. Lead the reconfiguration, standardisation and centralisation of Registry Services and Mini-Registries to enhance operational efficiency, governance and service delivery. Develop and implement Records Management policies, Standard Operating Procedures (SOPs), guidelines and awareness programmes to strengthen records governance and compliance across the Department. Oversee and manage the Telephone and Switchboard Services to ensure operational effectiveness, service continuity and alignment with ICT infrastructure and communication standards. Manage special projects and strategic initiatives relating to Auxiliary Services, office support systems, digitisation, information governance and operational improvement initiatives. Manage human, financial and physical resources within the Directorate in accordance with relevant legislation, policies, prescripts and governance frameworks. Establish and maintain effective stakeholder relationships with internal business units, DPSA, NARSSA, SITA and other relevant government institutions relating to Knowledge and Information Management matters. Prepare strategic, operational and compliance reports for management structures and governance committees.

ENQUIRIES : Mr. K Futhane Tel No: (012) 300 5995
NOTE : NB: Email applications must on the subject line state only the Reference number: KMLS/PRES/2026 (with no spaces)

POST 17/130 : **DEPUTY DIRECTOR: PROTOCOL AND CEREMONIAL SERVICES REF NO: PROTOCOL/PRES/2026**
 Chief Directorate: Protocol and Ceremonial Services

SALARY : R932 292 per annum (Level 11)
CENTRE : Pretoria
REQUIREMENTS : A Senior Certificate plus an appropriate National Diploma/Advanced Certificate or equivalent on NQF level 6. A minimum of 3-4 years' middle management experience in Protocol and Ceremonial Services. Must possess a valid driver's licence. Candidate must have the following competencies: Be professional, highly motivated, initiative and critical thinker who will be able to gather and analyse information skillfully. Hands-on logistical experience in offering Protocol and Ceremonial services to the President and the Deputy President. Have excellent interpersonal skills. Have excellent organizational and planning skills and ability to work on multiple projects simultaneously. Have sense of urgency and ability to identify, analyse and resolve problems in a timely manner. Be able to work independently and as part of a team and also work well under pressure. Excellent telephone etiquette. Have projects management skills. Have good report writing skills. Have effective oral and written communication skills. Good office management skills. Be able to handle confidential matters, have integrity and be trustworthy. Knowledge: Good understanding of protocol and security measures. Good computer knowledge. Good knowledge of travel and subsistence procedures. Willingness to travel local and internal. Good understanding of Public Service Regulation Framework.

DUTIES : Providing of protocol and ceremonial support in accordance with national and international policies and procedures. The implementation of and adherence to protocol policies and procedures. Conducting of research on protocol in respect of other countries as requested/required. Advising and support of 'clients". Ensure compliance, maintenance and management of protocol on all events. Consult with stakeholders. Oversee overall logistical arrangements for all events attended by the President or Deputy President. Establish and ensure that sitting arrangements is in hierarchical order. Assist with development of programmes and develop order of proceedings. Liaise with the Presidential Protection Service Planning unit in coordination of events. Coordinate, review and consolidate directorate's inputs for the medium-term expenditure framework (MTEF) and estimates of national expenditure (ENE).

ENQUIRIES : Mr. P Seopa Tel No: (012) 308 1779
NOTE : NB: Email applications must on the subject line state only the Reference number: PROTOCOL/PRES/2026 (with no spaces).

POST 17/131 : **ASSISTANT DIRECTOR: INTERNAL AUDIT REF NO: AUDIT/PRES/2026**
Directorate: Internal Audit

SALARY : R487 197 per annum (Level 09)
CENTRE : Pretoria

REQUIREMENTS : A Senior Certificate plus an appropriate Bachelor Degree/advanced Diploma at NQF level 7 with majors in Auditing/Internal Auditing and Accounting. A minimum of 3 – 5 years' experience in Internal Auditing. A valid driver's licence. Added advantage: Certifications such as CIA, CGAP, CRMA, PIA and IAT; Membership with IIASA. Competencies: Public Service Regulatory Framework, communication and information management, teamwork and co-operation, Program and project management, Problem solving and decision making, critical thinking and IIA Global Internal Audit competency framework. Knowledge of Internal Audit Standards. Understanding of Public Finance Management Act (PFMA), Treasury Regulations and guidelines. Knowledge of government financial systems, Knowledge of frameworks for managing performance information. People and diversity management. Client orientation and customer focus. Good communication skills both (verbal and written) Computer literacy, including Microsoft Office applications. Accountability and ethical conduct.

DUTIES : Implement operational plan, identification and assessment of risks at project level, performance of field work on the allocated audit projects to determine the adequacy and effectiveness of the system of internal control, risk management and governance in the working papers, preparation of a complete audit file for review by Deputy Director; Study policies and procedures, Perform pre-planning survey, Gather information and conduct analysis of business information, Document system description/ process flow, Perform walk through tests, Develop a risk and control matrix (identify critical control risks, root causes and Impact), Develop the engagement audit programme for testing, Audit Engagement Execution, Sample selection for audit coverage. Execute the audit procedures, Complete the working papers, Raise the exception and discuss them with the auditee and audit supervisor, File the supporting document / evidence, Ensure that working papers are signed off by the audit supervisor, Make proper indexing & cross-referencing. Assist in classification of exceptions. Compile draft report for each engagement, Attend audit opening and exit meetings, Compile minutes of opening and exit meetings, Complete and distribute the client satisfaction survey, Complete the audit file review index/ checklist to ensure it is property cross referenced to working papers, Conducting monitoring progress/ follow-up audits on management action plans, Assist in reporting the monitoring progress status to management, Attending of Unit meetings, workshops, training and development; Perform all administrative tasks as allocated by supervisor, Timeously notify the supervisors of any incidents that may affect the deadline of the allocated audit projects.

ENQUIRIES : Ms. L Nelufule Tel No: (012) 300 5371
NOTE : NB: Email applications must on the subject line state only the Reference number: AUDIT/PRES/2026 (with no spaces)

POST 17/132 : **ASSISTANT DIRECTOR: EVENTS MANAGEMENT REF NO: EVENTS/PRES/2026**
Directorate: Events Management

SALARY : R487 197 per annum (Level 09)
CENTRE : Pretoria

REQUIREMENTS : A Senior Certificate plus an appropriate National Diploma/advanced Certificate or equivalent on NQF level 6. A minimum of 3-4 years' applicable experience in field of events. Competencies: Computer skill especially typing speed, typing documents in a short period correctly without spelling errors. Be professional, highly motivated, initiative and critical thinker who will be able to gather and analyse information skilfully. Have excellent interpersonal skill. Have excellent organisational and planning skills, ability to work multiple project simultaneously. Have a sense of urgency and ability to identify, analyse and resolve problems in a timely manner. Be able to work independently and as part of a team and work well under pressure. Excellent telephone etiquette. Have project management skills. Have effective oral and written communication skills. Good office management skills and be able to handle

- confidential matters and has integrity and is trustworthy. Knowledge: Good understanding of protocol and security measures. Good computer knowledge. Good knowledge of travel and subsistence procedure. Good understanding of Public Service Regulatory Framework.
- DUTIES** : Planning, organising and Managing Events. Prepare written reports and drafting monthly report. Budgeting and financial management. Managing and maintaining electronic database in the Unit. Managing the documents filing system. Managing relations with stakeholders and clients. Assists in drafting the unit and branch strategy and annual report. Assist in developing the Unit Operational plans. Monitoring of services rendered by service providers in respect of quality and cost. Rendering of on-site technical support and advice at the events. And reporting on the outcome and success of events.
- ENQUIRIES** : Ms. L Kawe Tel No: (012) 300 5254
NOTE : NB: Email applications must on the subject line state only the Reference number: EVENTS/PRES/2026 (with no spaces).
- POST 17/133** : **ASSISTANT DIRECTOR: OCCUPATIONAL HEALTH AND SAFETY REF NO: OHS/PRES/2026**
 Directorate: Internal Security
- SALARY** : R487 197 per annum (Level 09)
CENTRE : Pretoria
REQUIREMENTS : A Senior Certificate plus an appropriate National Diploma/NQF level 6 or Bachelor's Degree /Bachelor of Technology (BTech) in Safety Management OR equivalent qualification. A minimum of 3-4 years' experience in Health and Safety in a Corporate organisation, Public Sector or State Owned entities or organ of state. Competencies: Be professional, highly motivated, initiative and critical thinker who will be able to gather and analyse information skilfully. Good interpersonal skills. Have excellent organisational and planning skills. Ability to read and analyse official documents. Have a good presentation, facilitation and training skills. Have average understanding of information security and document management. Be able to work independently as part of a team and under pressure. Have a project management knowledge and experience. Confidentiality, integrity and trust. Knowledge: Problem solving and analysis. Good compute and capturing skills. Knowledge of classification of information. Knowledge of treasury regulations, project management, construction regulation, built environment, procurement directives and procedure. Have effective oral and written communication skills. Have advance numeracy and budgeting skills. Knowledge of the National Strategic Intelligence Act 1994(act 39 of 1994). Protection of information Act 2000 (Act 84 of 2000). The national vetting Strategy in the Public Sector. Minimum Information Security Standards (MISS) and Criminal Procedure Act 1997 (Act 51 of 1997). Occupational Health and Safety Act, 1993 (Act 85 of 1993). Have good knowledge of policy analysis and development and good office management skills.
- DUTIES** : Develop, implement and review OHS Policies; Develop and implement OHS Standard Operating Procedures, Frameworks and Internal Controls; Develop and implement Injury on Duty and Incident Standard Operating Procedures; Establish and facilitate OHS Committee meetings; Establish and facilitate Emergency Response Teams; Develop training matrix and facilitate workshops and inductions; Create awareness campaigns on safety requirements and protocols; oversee the compliance of service providers on safety management; Develop and implement Emergency Response Plans (ERP); Facilitate emergency preparedness drills; Conduct risk assessment and develop OHS Risk Register; Conduct inspections and provide reports; Provide reports on OHS activities; Conduct incident investigations and develop and manage incident register; perform adhoc activities as delegated
- ENQUIRIES** : Ms. N Buthelezi Tel No: (012) 308 1607
NOTE : NB: Email applications must on the subject line state only the Reference number: OHS/PRES/2026 (with no spaces).
- POST 17/134** : **CATERING MANAGER REF NO: CATERING/PRES/2026**
 Directorate: Accommodation and Households
- SALARY** : R487 197 per annum (Level 09)
CENTRE : Pretoria
REQUIREMENTS : A Senior certificate plus an appropriate National Diploma or equivalent on NQF level 6 in Catering Management or related field in Culinary Studies. Minimum

of 3-4 years' working experience as an Executive Chef or Sous Chef in a five-star hotel or equivalent hospitality establishment. Sound knowledge and experience in managing daily kitchen operations, supervising staff and ensuring food quality. Competencies: Good communication skills (both oral and writing) client orientated, customer focused, honest, have integrity and be innovative and creative. Willing to work extended hours when necessary and working under pressure. Execute healthy, delicious and beautiful well-presented meals, in a very short notice. Have knowledge of health and Safety within the Hospitality Industry. Be up to date with the latest food trends and be able to execute these menus. Teach, develop and inspire subordinates. Develop a focus on food and excellent service.

DUTIES : Co-ordination and execution of cooking and catering for functions e.g. Banquets, Formal Events, Meetings and Family Meals. Managing and co-ordinating the preparation and service of food, beverages, setting-up of tables and room or venue in accordance with standards and specifications (menu, type of function and preferences of the Principal). Contribute in overall event planning. Liaise with Household Manager discuss menus, special arrangements, serving plans (waiters) of all Catering in the Residence for the day. Determine how food should be presented and create decorative food displays. Attend to Principals and Guests personal preferences, dietary restrictions and requirements. Setting and maintain the standard for preparation of food and beverages and ensure a healthy environment and that the general objectives of the household are achieved. Obtain guest lists and make logistical arrangements.

ENQUIRIES : Ms T Manase Tel No: (012) 342 2566
NOTE : NB: Email applications must on the subject line state only the Reference number: CATERING/PRES/2026 (with no spaces).

POST 17/135 : **ASSISTANT DIRECTOR: FACILITIES REF NO: FACILITIES/PRES/2026**
 Directorate: Accommodations and Households

SALARY : R487 197per annum (Level 09)
CENTRE : Pretoria
REQUIREMENTS : A Senior Certificate plus a National diploma qualification on NQF level 6 in either Hospitality Management or Heritage/Museum Management/ Facilities Management (or similar). A minimum of 3 to 4 years' appropriate experience in a Heritage Site. Competencies: Communication, both oral and writing. Client orientation and customer focus. Honesty and integrity. Service deliver and innovation. Planning and execution. Knowledge Management: Problem solving and analysis. Program and Project Management. People management and Empowerment Change Management. Public Service Regulation Framework. Policy formulation process within Government. Monitoring and evaluation method, tools and technique. Facilities and venue management. Public Finance Management Act. Treasury Regulations. Contract and service provider management. Knowledge of the National Heritage Resources Act and the World Heritage Convention Act.

DUTIES : Manage and oversee the operation of the facilities section (soft services: cleaning and hygiene) to ensure a clean, neat, hygienic and safe working environment. Manage the cleaning of office, public areas and hygiene services. Oversee restaurant services and manage conference venues. Support the preservation and presentation of historically and culturally significant spaces through appropriate operational care, maintenance co-ordination and adherence to heritage sensitive facility practices. Oversee delivery and maintenance of indoor plants and flower arrangements. Manage stores and preparations of all the venues and areas to be used during states and official visits. Manage the electronic reporting system. Co-ordinate all Ensure the efficient and cost-effective administration of soft service (cleaning and hygiene) operations budget. Monitor all soft services contract performance and develop operational plan. Manage quality customer service and Project management within the soft services. Ensure that facilities operations are cost effective and efficient within estimated budget constraints. Ensure compliance with OHS regulations, operational risk management procedures and institutional safety directives. Oversee the procurement of soft services and related equipment and ensure that invoices discrepancies are promptly tracked and resolved. Ensure that access and escorts are arranged for sort services activities. Manage and arrange official documentation and activities with regards to the staff managed and also on work related matters with regards to the staff

		managed to ensure effective administration. Arrange training. Develop and promote effective work programs. Assist and participate in the management of the unit by the compiling of reports and convening meetings to ensure that soft services (cleaning and hygiene) delivery is effective and efficient.
<u>ENQUIRIES NOTE</u>	:	Mr. T Makondzo Tel No: (012) 300 5425
	:	NB: Email applications must on the subject line state only the Reference number: FACILITIES/PRES/2026 (with no spaces).
<u>POST 17/136</u>	:	<u>SENIOR COMMUNICATION OFFICER: GRAPHIC DESIGNER REF NO: COMMUNICATION/PRES/2026</u> Communication and Research Management Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R413 001 per annum (Level 08)
	:	Pretoria
	:	A Senior Certificate plus an appropriate Diploma, Advanced Certificate or equivalent qualification at NQF Level 6 in Graphic Design, Digital Media, Multimedia Design, Visual Communication or a related field. A minimum of 3 years' experience in graphic design, digital content creation, photography, videography and multimedia production. Applicants must include a portfolio of recent work in PDF format showcasing graphic design, photography, video production and multimedia content creation capabilities. Competencies and skills: Excellent conceptual, creative and visual design skills. Strong photography and videography capabilities, including the ability to capture, edit and package content into professional multimedia products. Proficiency in multimedia editing software and digital content production tools, including graphic design, photo editing, video editing and audio editing software. Knowledge of digital camera operation, lighting, image composition, digital image manipulation, video production and post-production processes. Experience in creating content for print, web, social media, presentations and internal communication platforms. Good interpersonal and communication skills. Computer literacy. Ability to work under pressure, manage multiple projects and meet tight deadlines. Self-motivated, innovative and detail-oriented.
<u>DUTIES</u>	:	Support the Corporate Communication Unit in the conceptualisation, design and production of multimedia communication products across print and digital platforms. Develop visual, photographic, video and audio content for publications, campaigns, presentations and digital communication platforms. Capture and edit professional photographs and video footage for organisational events, campaigns and communication initiatives. Edit and package multimedia content into high-quality products suitable for internal and external communication purposes. Assist in the coordination and implementation of communication and public awareness campaigns. Provide design and photographic support for publications such as The Presidency Annual Report, newsletters, brochures, pamphlets, presentations, internet and intranet platforms and social media content. Operate and maintain multimedia production equipment and software. Assist with publication planning, content distribution and responding to public requests for communication material. Participate in the development and implementation of communication strategies and support the procurement and management of internal communication material.
<u>ENQUIRIES NOTE</u>	:	Ms. A Nothling Tel No: (012) 308 1722
	:	NB: Email applications must on the subject line state only the Reference number: COMMUNICATION/PRES/2026 (with no spaces)
<u>POST 17/137</u>	:	<u>PRACTITIONER: RISK AND BUSINESS CONTINUITY MANAGEMENT REF NO: RISK/PRES/2026</u> Directorate: Risk Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R338 106 per annum (Level 07)
	:	Pretoria
	:	Senior Certificate plus an NQF Level 6 Diploma/Advanced Certificate in Risk Management/ Accounting/ Internal Auditing/ Social Science or equivalent qualification. A minimum of 1-2 years' experience in the in the field of Risk and Business Continuity Management. Competencies: Project Management Skills; Effective oral and written communication skills; Good understanding of governance. Be professional, highly motivated, Analytical (ability to gather and analyse information); Good interpersonal skills; Good organisational and

planning skills and ability to work on multiple projects simultaneously; Have a sense of urgency and ability to identify, analyse and resolve problems in a timely manner; Be able to work independently and also as part of a team; Knowledge: In depth understanding of the Public Sector Risk Management Framework, Public Finance Management Act, Public Service Act, Public Service Regulations., the Disaster Management Act Occupational Health and Safety Act Good understanding of Policy formulation process within Government. Good understanding of business and management principles involved in strategic planning, resource allocation, human resource modelling and leadership techniques. Understanding of monitoring and evaluation methods, tools and techniques. Monitoring and evaluation methods, tools and techniques.

DUTIES : Assist the Directorate in coordinating departmental Strategic and Operational risk assessment workshops and compile risk registers. Capture risks in all workshops. Compile the audit findings tracking system to inform the drafting, evaluation, analysis and review of risks in the departmental risk registers. Compile quarterly strategic and operational mitigation progress reports. Draft a quarterly risk mitigation analysis report. Issue the risk analysis mitigation report to the Risk Management Committee (RMC). Assist in providing administrative support to the Risk Management Committee. Compile meeting packs for the RMC Chair and Director; Risk Management. Assist with logistical arrangements for RMC meetings including special meetings. Prepare the payment of the external RMC Members. Assist in providing administrative support in executing Risk and BCM Functions. Logistical arrangements for awareness sessions. Co-facilitate the procurement of promotional material. Develop a schedule for risk workshops with all the Branches and confirm their availability. Assist in developing specifications and proposals for acquisition of services as and when required. Coordinate the budget of the Directorate serve as Chief User Clerk. Maintain proper filling/record keeping system for all expenses incurred and/records generated by the Directorate. Manage asset registers for the Directorate. Provide assistance in implementing the Business Continuity Programme. Assist in coordinating meetings for Business Continuity Champions. Capture BCM risks as part of the BCM Risk Register. Assist in the developments of Business Continuity Plans and BC Response Plans and serve as first point of contact on BCM arrangements. Liaise with Stakeholders on BCM arrangements such as the Metropolitan Municipalities concerning the Contingency Management Plans. Assist in conducting Business Impact Analysis in the compilation of inputs from Branches/Units/Directorates and statistical reports.

ENQUIRIES : Mr G Mahlangu Tel No: (012) 300 5378
NOTE : NB: Email applications must on the subject line state ONLY the Reference number: RISK/PRES/2026 (with no spaces)

POST 17/138 : **SUPPLY CHAIN OFFICER: ACQUISITION Ref no:**
ACQUISITION/PRES/2026 (X2 POSTS)
 Directorate: Supply Chain Management

SALARY : R338 106 per annum (Level 07)
CENTRE : Pretoria
REQUIREMENTS : A Senior Certificate plus an appropriate three (3) years Degree/ National Diploma in Supply Chain Management/Logistics/Procurement or equivalent qualification on NQF level 6. A Minimum of 1 - 2 years' experience in a Supply Chain Management environment. Core Competencies: Communication, both oral and writing. Client orientation and customer focus. Honesty and integrity, Service delivery innovation, Knowledge Management, Financial management., Problem solving Management and analysis, Programme and project management., Public Service Regulatory Framework. Policy formulation process within Government, Monitoring and evaluation methods, tools and techniques.

DUTIES : Processing of quotations for goods and services: Request quotation for goods and services, Source quotations from Preferential Service Providers listed on CSD and compliance on tax issues, and Send them to the End-User. Processing of applications for purchase: Check if the Application for purchase was signed by Responsibility Manager, Check if the Procurement need was on Demand Plan, Check if the Banking Details of the Supplier was verified on CSD, Check if there is fund under relevant item code, Attach supporting documents as SBD, BEE Certificate, Check if the Supplier tax matters are in

order, Compile Comparative schedule and Attach on document, Submitting motivation and comments on attached checklist. Administration of bids: Preparing bid documents, Process of bids including approval, specification, advertising, of bids, Liaise the delivery dates with service provider, Submit Tax Invoices to be paid within 30 days, Submit monthly reports for expenditure within the unit.

ENQUIRIES : Ms M Selomo Tel No: (012) 300 5951
NOTE : NB: Email applications must on the subject line state only the Reference number: ACQUISITION/PRES/2026 (with no spaces)

POST 17/139 : **SUPPLY CHAIN OFFICER: HELPDESK REF NO: HELPDESK/PRES/2026**
Directorate: Supply Chain Management

SALARY : R338 106 per annum (Level 07)
CENTRE : Pretoria
REQUIREMENTS : A Senior Certificate plus an appropriate three (3) years Degree/ National Diploma or equivalent qualification on NQF level 6 in Logistics/Supply Chain Management/Public Administration/Management. A Minimum of 1 – 2 years' experience in a Supply Chain Management environment. Core Competencies: Communication, both oral and writing. Client orientation and customer focus. Honesty and integrity, Service delivery innovation, Knowledge Management, Financial management., Problem solving Management and analysis, Programme and project management., Public Service Regulatory Framework. Policy formulation process within Government, Monitoring and evaluation methods, tools and techniques.

DUTIES : Receive and process applications or requests from helpdesk. Request quotations using the database, evaluate quotations. Provide updates on the progress of the requests for quotations as well as the applications for purchase. Submit stats relating to work done to the Supervisor. Attend to queries. Assist with bids when required.

ENQUIRIES : Ms M Selomo Tel No: (012) 300 5951
NOTE : NB: Email applications must on the subject line state only the Reference number: HELPDESK/PRES/2026 (with no spaces)