



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 18 OF 2026

DATE ISSUED 29 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

: **THE PRESIDENCY:** Kindly note that the position of Deputy Director: Administration with Post No: 17/128, Ref no: ADMIN/PRES/2026 as advertised in the Public Service Vacancy Circular 17 dated 22 May 2026 with closing date of 5 June 2026 indicated this under the competencies: Hands-on executive secretarial experience in offering services to the President. The Presidency would like to remove this sentence on the advert.

DEPARTMENT OF AGRICULTURE (DOA)

CLOSING DATE : 12 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 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 18/01 : **SCIENTIFIC TECHNICIAN PRODCUTION GRADE A (REF NO: 3/3/1/37/2026)**
Directorate: Genetic Resources

SALARY : R407 337 per annum (OSD)

CENTRE : Gauteng: Pretoria: (Roodeplaas: Genebank)

REQUIREMENTS : Applicant must be in possession of a Grade 12 certificate and BSc or National Diploma with Botany, Agronomy, Horticulture, Agriculture as a major subject or relevant qualification. Compulsory registration with South African Council for Natural Scientific Professions (SACNASP) as a Certified Natural Scientist. Job Related Work Experience: Minimum of 3 years post qualification in the field of botany, horticulture, agronomy, agriculture or conservation of plant genetic resources. Job Related Knowledge: Conservation and sustainable use

principles. Plant methodology, Plant collection strategies. Seed storage. Seed processing. Data management. Job Related Skills: Planning. Problem Solving. Research. Computer literacy. Communication skills. Driver's license. Organising skills. National and regional travelling.

DUTIES : Perform procedures and functions relevant to ex situ conservation activities relevant to conservation and sustainable use of plant genetic resources for food and agriculture. Process collected and harvested material, including accessions in active collection (cleaning, fumigation, counting, packaging, labelling and storage). Maintain material planted in shade house/field trials (includes application of fertilizer and pesticides, weeding, irrigation, where applicable etc.) Assist with characterization activities pertaining to gene bank accessions. Perform procedures and functions relevant to in-situ/on-farm conservation and sustainable use of plant genetic resources for food and agriculture. Assist with establishment and monitoring of in situ/on-farm conservation projects and community seed banks. Process and register harvested materials collected from on-farm conservation projects. Assist in identification and preparation of gene bank material for repatriation. Assist with activities pertaining to plant collection missions. Perform technical scientific analysis and regulatory functions relevant to conservation and sustainable use of plant genetic resources for food and agriculture. Plant and monitor gene bank accessions identified for multiplication and characterisation. Conduct germination testing of identified/selected accessions. Package and label accessions with acceptable germination percentages. Conduct moisture content analysis. Assist with preparation of material identified for safe duplication at the SADC Plant Genetic Resources Centre (SPGRC). Assist in preparation of material requested under the Material Transfer Agreement. Assess the needs and status of Gene bank facilities and equipment. Conduct Research and Development to conservation and sustainable use of plant genetic resources for food and agriculture. Collect and record data on accessions planted, using recognised descriptors. Contribute to development of research outputs on conservation and sustainable use of plant genetic resources for food and agriculture. Assist on collecting and analysing information/data on sustainable use of plant genetic resources for food and agriculture. Provision of inputs/information for reports required by relevant national/regional/international bodies.

ENQUIRIES : Ms ML Mokoena Tel: (060) 972 9702
APPLICATIONS : Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, ARCADIA, Pretoria, 0002 or by email STPPrecruit37@nda.gov.za.

NOTE : EE Target: Coloured and White Males and Persons with disability.
CLOSING DATE : 12 June 2026 at 16:00

POST 18/02 : **AGRICULTURAL PRODUCT TECHNICIAN: (REF NO: 3/3/1/38/2026)**
Directorate: Animal Production

SALARY : R413 001 per annum (Level 8)
CENTRE : Gauteng: Pretoria
REQUIREMENTS : Applicant must be in possession of BSc Agric in Animal Production/Animal Science or BTech in Animal Science or Advanced Diploma in Animal Science. Registration with SACNASP. Job Related Work Experience 2 years relevant experience. Knowledge of the Animal Improvement Act, 1998 (Act 62 of 1998) and related Acts and regulations. Job Related Knowledge: Animal production (husbandry). Full computer literacy. Basic legal document protocol. Animal improvement Act, 1998 and other related Acts and regulations. Hard filing to maintain the registers required by the Act. Produce regular and accurate reports on animals, exports, imports and reproduction operators. The livestock industry. Job Related Work Skills: Creative and innovative thinking and problem solving. Sound communication (Written and Verbal). Good Planning, organising and evaluation skills. Computer literacy. Ability to deal directly with the livestock industry. Law enforcement. Report writing skills. Williness to work overtime

DUTIES : Provision of technical and regulatory advice on animal products (live animals and genetic material) in line with the Animal Improvement Act, 1998 (Act No 62 of 1998) or AIA. Provide technical and regulatory support to ensure genetic integrity of animals. Provide advisory services and training of farmers and relevant stakeholders on breeding standards. Provide presentations in terms of the AIA. Evaluation of donor animals to ensure quality of animal products

(semen, ova, eggs and embryos). Monitoring, packaging, labelling and storage of genetic material according to legal warranties and standards. Import and Export control of animal products in line with Animal improvement Act, 1998(Act 62 of 1998). Assist with administration of AIA permits for import and export of animal products (live animals, semen, ova, eggs, and embryos). Evaluation of genetic profiles before issuance of permits Confirm approval of donor animals before issuance of permits. Provide technical authorisations to ensure importation of genetically superior animals. Assist with recognition and registration of import agents for animal products. Liaison with clients in relation to animal improvement. Liaison with the animal production industry on technical and regulatory issues. Communicate technical and legislative issues on animal improvement. Engagement with academic and research institutions on animal improvement matters. Liaison with international regulatory bodies on animal improvement issues. Participate in breeders' societies 'annual general meetings to discuss constitution amendments to the AIA. Render administrative functions. Supervise junior staff in the animal improvement office. Update and maintain database on import and export of animal products and reproduction operators. Assist the animal improvement office with bank reconciliations. Consolidate monthly reports in the animal improvement office.

ENQUIRIES
APPLICATIONS

: Ms Mmaphuti Setati Tel: (012) 319 7093
: Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, ARCADIA, Pretoria, 0002 or by email APTrecruit38@nda.gov.za

NOTE
CLOSING DATE

: EE Target: African Males and Persons with disability.
: 12 June 2026 at 16:00

DEPARTMENT OF BASIC EDUCATION

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

- APPLICATIONS** : Submitted via post to: Private Bag X895, Pretoria, 0001 or hand-deliver to: The Department of Basic Education, 222 Struben Street, Pretoria or you can email your application at HigherApplications@dbe.gov.za/LowerApplications@dbe.gov.za. Please visit the Department of Education's website at www.education.gov.za or the Department of Public Service and Administration vacancy circulars at www.dpsa.gov.za
- FOR ATTENTION** : Mr M Segowa/ Ms N Monyela/ Ms N Kumalo
- CLOSING DATE** : 12 June 2026
- NOTE** : Applications must be submitted on the most recently approved Z83 Application for Employment Form, obtainable from the DBE Website or any Public Service Department/Webpage. Use of the old Z83 Form will result in disqualification. The Z83 must be completed in full and page 2 duly signed. A clear indication of the post and reference number that is being applied for must be indicated on your Z.83. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 with a detailed Curriculum Vitae. (ONLY). Certified copies of qualifications and other relevant documents will be requested from shortlisted candidates on or before the day of the interview. Successful candidates will be subjected to Personnel Suitability Checks (criminal record, citizenship & financial/asset record checks, qualification and employment verification including social media profiles). Appointment is subject to positive results of the security clearance process. The successful candidate will be required to sign an annual performance agreement and, where applicable, annually disclose his/her financial interests. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with. Applicants who do not comply with the abovementioned requirements will not be considered. Applications received after the closing date or faxed applications will not be considered.

MANAGEMENT ECHELON

- POST 18/03** : **CHIEF DIRECTOR: (PARTNERSHIPS IN EDUCATION) REF NO: DBE/28/2026**
Branch: Social Mobilisation and Support Services
Chief Directorate: Partnerships in Education
- SALARY** : R1 494 900 per annum. (Level 14)
- CENTRE** : Pretoria
- REQUIREMENTS** : The applicants must be in possession of a qualification at NQF Level 7 as recognised by SAQA; Five (5) years' experience at Senior Managerial level is required Experience, knowledge and understanding of violence prevention, social cohesion and equity in education, sport, arts and culture; Experience in discharging high level strategic planning processes, human resource management and financial management; Excellent communication skills, interpersonal skills and writing skills; Strong negotiation and presentation skills; Experience of working closely and cooperatively with internal and external associates; Excellent organisational, time management and administrative skills; An understanding of Education policies and legislation; Process Competencies: Knowledge Management; Service Delivery Innovation; Problem Solving and Analysis; Client Orientated and Customer Focus and Communication skills; Core Competencies: Strategic capability and Leadership; Programme and project management; Financial management; Knowledge management; People management and Empowerment; Promotion of communication, Innovation and Creativity; Applicants must have a valid license and be willing to travel extensively.
- DUTIES** : The successful candidate will be responsible for strategic and operational leadership in the development, implementation, coordination and implementation of education policies and legislation and policies, programmes

and systems to ensure quality education for all; Providing strategic leadership and operational management of the Chief Directorate, which includes the Directorates: Social Cohesion and Equity; School Sport and Enrichment as well as Safety in Education; Promoting school sport, arts and culture programmes; Promoting safety in education; Promoting social cohesion, human rights and non-discrimination in education; Liaising and co-operating with Provincial Education Departments, National Government Department, Universities, Research Organisations, Sport Federation, as well as Non- Government Organisations and Civic Organisations; Overseeing monitoring and evaluating policies and strategies for promoting the work of the Chief Directorate; Representing the Department, both internally and externally as required; Liaising with and reporting to project funders; Managing the MTEF budgets and monthly cashflow statements of the Chief Directorate; Coordinating and monitoring the performance management and development as well as needs-based capacity building of staff; Overseeing the development and management of risk and fraud management plans; Coordinating and monitoring the implementation of programmes as directed by the Council of Education Ministers, Heads of Education Department Committee, the Minister and Senior Management.

ENQUIRIES : Ms N Kumalo Tel No: (012) 357 3398/ Ms N Monyela (012) 357 3294/ Mr M Segowa (012) 357 4291.

NOTE : A Certificate for SMS pre-entry programme is required for all SMS appointments, the full details of the outlined requirements and course information can be sourced by following the link <https://www.thensg.gov.za/training-course/sms-pre-entry> programme. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical element of the job, the logistics of which will be communicated by the department. Following the interview and the technical exercise, 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). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The incumbent will have to sign an annual performance agreement as well as annually disclose his/her financial interests and be subjected to a security clearance.

OTHER POSTS

POST 18/04 : **DEPUTY DIRECTOR: NATIONAL SCHOOL NUTRITION PROGRAMME REF NO: DBE/29/2026**
Branch: Social Mobilisation and Support Services
Chief Directorate: Care and Support in Schools
Directorate: National School Nutrition Programme (NSNP)

SALARY CENTRE REQUIREMENTS : R1 101 468 per annum. (Level 12)
: Pretoria.
: The applicant must be in possession of a three (3) year relevant post matric qualification (NQF level 6) or equivalent qualification as recognised by SAQA in Monitoring and Evaluation (M&E); At least four (4) years of relevant technical experience as an Assistant Director or equivalent in research; Experience in consolidating, analysing, interpreting and presenting performance data; Complex and technical report; Ability to write; Ability to engage in proactive and informative discussions at all levels; Knowledge of Monitoring and Evaluation(M&E and Research Methodologies; Understanding of frameworks, indicators and techniques for assessing program effectiveness; Understanding of the National School Nutrition Programme (NSNP); Knowledge of public sector legislative and regularity environment; knowledge of policy formulation; Leadership, management and conflict resolution skills; Strong organisational, planning and problem-solving skills; Effective public relations and public speaking skills; Interpersonal and computer skills (MS Office package). Strategic Capacity and Leadership, People Management and Empowerment, Financial Management and Change Management, promotion of communication, innovation and creativity; Ability to prepare speeches; the candidate must be confident, trustworthy, accurate, adaptable and diplomatic; Applicant must have a valid driver's licence and willing to travel extensively.

DUTIES : The successful candidate will be responsible for the Directorate's Annual Strategic Plan, Annual Performance Plan (APP), and Operational Plan;

Collaborating with key role players ensuring that monitoring and evaluation of the programme is aligned with the M&E Framework, including Provincial NSNP Teams responsible for Monitoring, Reporting and Response (MRR); Reviewing and strengthening the M&E Framework; Building processes or systems towards MRR digitisation; Coordinating monitoring activities and ensuring the Directorate meets its targets; Monitoring and facilitating internal and external research/evaluation of the NSNP; Supporting and holding provinces accountable for providing quality-assured and timeous reports; Consolidating, analysing, and reporting on quarterly programme performance data; Reviewing the Directorate's monthly and quarterly performance information reports and supporting evidence; Compiling and customising reports for various audiences as requested by the Directorate; Reviewing and analysing provincial business plans; Attending to internal and external audit findings, resolving audit matters and reporting on progress; Identifying and reporting on key programme risks on the Risk Register; Developing and reviewing monitoring tools and reporting templates; Facilitating training on programme implementation; Communicating effectively with internal and external stakeholders; Liaising and networking with research organisations; Providing effective monitoring, evaluation and support to Provinces, Districts, and Schools for compliance with the NSNP Framework and Treasury Regulations. Ensuring performance development and performance management of staff.

ENQUIRIES : Ms N Kumalo Tel No: (012) 357 3398/ Ms N Monyela (012) 357 3294/ Mr M Segowa (012) 357 4291.

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. The successful candidate must sign an annual performance agreement, annually disclose their financial interests and be subjected to a security clearance.

POST 18/05 : **DEPUTY DIRECTOR: PROVINCIAL BUDGET MONITORING AND SUPPORT REF NO: DBE/30/2026**
Branch: Finance and Administration.
Chief Directorate: Financial Management Services.
Directorate: Provincial Budget Monitoring and Support

SALARY CENTRE REQUIREMENTS : R932 292 per annum. (Level 11)
: Pretoria.
: The applicant must be in possession of a three (3) year relevant post matric qualification (NQF level 6) in Financial Management/Accounting or other similar qualification recognised by SAQA; At least four (4) years' experience as Assistant Director or equivalent level; Four (4) years' experience in budget analysis environment. Experience of working with financial statements, supply chain management, data management, database and report writing; Proficiency in computer applications; Experience in coordinating provincial financial support; Knowledge of government transversal systems and understanding of public sector budget planning, budget analysis, auditing, budgeting and financial accounting; Knowledge of the King Reports, PFMA, Treasury Regulations, PPPFA, Public Service Act and other prescripts; Good communication skills (verbal and written) and interpersonal skills, Change Management, Conflict Management, People management, Planning and Organising skills, risk management and computer skills (MS Office package). Ability to travel.

DUTIES : The successful candidate will be responsible for ensuring effective monitoring and evaluation; Reporting financial performance of the Provincial Education Departments (PEDs) in alignment with their Annual Performance Plans and Strategic Plans; Ensuring improved quality of Provincial Education budget and funding of educational priorities; Liaising with stakeholders and DBE with regards to the PEDs financial performance; Facilitating capacity building on analysis, monitoring and reporting of the financial information and spending trends; Strengthening financial management reporting and decision making processes; Conducting constant assessment to ensure that approved provincial financial plans in line with relevant financial processes and prescripts; Travelling to PEDs for monitoring purposes Ensuring performance development and performance management of staff.

ENQUIRIES : Ms N Kumalo Tel No: (012) 357 3398/ Ms N Monyela (012) 357 3294/ Mr M Segowa (012) 357 4291.

- 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. The successful candidate must sign an annual performance agreement, annually disclose their financial interests and be subjected to a security clearance.
- POST 18/06** : **DEPUTY DIRECTOR: MEDIA LIAISON AND INTERGOVERNMENTAL RELATIONS REF NO: DBE/31/2026**
Branch: Office of the Director-General
Chief Directorate: Communication Media liaison and Provincial Communication.
- SALARY CENTRE REQUIREMENTS** : R932 292 per annum. (Level 11)
: Pretoria.
: The applicant must be in possession of a three (3) year relevant post matric qualification (NQF level 6) or equivalent qualification as recognised by SAQA in communications; At least four (4) years relevant experience as an Assistant Director or equivalent level; Experience of working within government communication; Knowledge and understanding of the Basic Education Sector, Government communication policies, programmes and priorities; Extensive experience in external communication with strong inter-governmental and community liaison focus; Excellent writing and editing skills; Planning, organising and project management skills; Strong inter-governmental and financial management skills; Good communication (verbal and written communications skills); Excellent computer skills (MS Word, MS Excel, MS PowerPoint, MS Outlook, and Internet Explorer); Ability to work accurately and independently; Ability to handle crisis communication, war-room management and coordination, Sound inter-personal relations, facilitation and negotiation skills; Ability to communicate with stakeholders at all levels; Knowledge and skills in formulating and writing reports; Ability to work well in a team; Strong administrative skills, People management and budget, management skills, Ability institute risk management and administer tender procurement processes in accordance with the PFMA; Strategic capability and leadership skills; Knowledge and experience in managing personnel; Valid driver's license; Ability to travel and work long hours including weekends.
- DUTIES** : The successful candidate will be responsible for providing strategic advice and analysis on matters of intergovernmental relations and community liaison; Enhancing intersectoral collaboration and playing a key role in the advancement of the Department of Basic Education's priorities; Supporting the Director in providing strategic communication leadership in the Basic Education Sector, Provincial Education Departments and statutory bodies; Leading the development of the Department of Basic Education's overall intergovernmental and community liaison strategy to support the sector in the advancement of the intergovernmental elements of key policy initiatives; Co-ordinating intergovernmental relations and community liaison for the Department of Basic Education; Promoting intergovernmental co-operation and community liaison through approved protocols; Supporting the Director on facilitating intersectoral intergovernmental and community liaison co-operation; Assisting the Director with the management of the HEDCOM Sub-Committee on Communications the attendance and management of inter-governmental forums; Providing strategic photojournalism, advising and analysing matters of publication designs and production; Assisting the Director with videography and internal-communication; Enhancing the delivery of publication, photojournalism, videography and internal communication services for the advancement of the Department of Basic Education's priorities; Leading the development of the Department of Basic Education's overall publication, photojournalism, videography and internal communication strategy to support the sector in the advancement of the key policy initiatives; Co-ordinating the provision of publication conceptualisation, design and layout services to all Directorates, the Director-General and the Ministry; Co-ordinating the weekly publication of the Departmental Newsletter; Co-ordinating the management of internal communication platforms (e.g. intranet, e-mail signatures, electronic and static notice boards, e-mail broadcast messages etc.);Co-ordinating the management of photojournalism, editing and videography services to all Directorates, the Director General and the Ministry; Maintaining a professional relationship with all internal and external stakeholders; Managing personnel

- and service providers; Providing general strategic communications support to the Director Ensuring performance development and performance management of staff.
- ENQUIRIES** : Ms N Kumalo Tel No: (012) 357 3398/ Ms N Monyela (012) 357 3294/ Mr M Segowa (012) 357 4291.
- 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. The successful candidate must sign an annual performance agreement, annually disclose their financial interests and be subjected to a security clearance.
- POST 18/07** : **ASSISTANT DIRECTOR (PROCUREMENT): SUPPLY CHAIN MANAGEMENT REF NO: DBE/32/2026**
Branch: Finance and Administration
Chief Directorate: Financial Management Services
Directorate: Supply Chain Management
- SALARY CENTRE REQUIREMENTS** : R487 197 per annum. (Level 9)
: Pretoria
: The applicant must be in possession of a three (3) year relevant post matric qualification (NQF level 6) or equivalent qualification as recognised by SAQA in Public Administration, Supply Chain Management, Procurement Logistics; Three (3) years relevant experience at supervisory level; Three (3) years relevant experience in Supply Chain Management (SCM); Experience in Provisioning and Procurement Environment; Knowledge of Treasury Regulations and all relevant legislation governing the Supply Chain Management and Provisioning; Communication skills (verbal and written), Time management, Computer literacy (MS Office, MS Power Point, MS Word, MS Excel, Logistical Information System (LOGIS) and BAS; Ability to work as a team; Good interpersonal relations; Ability to solve problems; Ability to attend to details; Excellent numeracy skills.
- DUTIES** : The successful candidate will be responsible for ensuring adherence to PFMA, PPPFA, Treasury Regulations, SCM frameworks and DBE SCM policy; Ensuring that the quotation processes and standard bidding documents are in compliance and accordance with department policies, procedures and all applicable legislative requirements; Managing Transversal contracts; Ensuring acquisition through Transversal compliance with the engagement model and all SCM prescripts; Ensuring timeous payments of all Transversal contracts; Managing the creation of purchase orders; Ensuring timely capturing of internal requisitions; Ensuring that purchase orders are authorised as per SCM processes and ensuring safekeeping of purchase orders; Ensuring the integrity of LOGIS; Managing and analysing LOGIS reports and preparing monthly management reports; Managing payments for goods, services and assets; Managing the processing of payments and ensuring safekeeping of payments documents; Ensuring that invoices are captured on LOGIS on time; Conducting risk assessment and implementing mitigating measures; Reconciling statements from suppliers; Managing stores and warehouse; Managing deliveries; Managing spot checks and stock taking bi-annually; Addressing obsolete, surplus, and redundant stock; Monitoring warehouse and logistical flow of materials; Managing financial reporting; Compiling monthly payment reports, monthly Interim Financial Statements and Annual Financial Statements commitment reports; Managing monthly statement, Interim Financial Statements and Annual Financial Statements accruals and payable reports and weekly invoice reports; Responding to audit queries and implementing audit recommendations; Maintaining accurate records for audit and reporting purposes; Providing leadership and guidance to subordinates; Ensuring performance development and performance management of staff.
- ENQUIRIES** : Ms N Kumalo Tel No: (012) 357 3398/ Ms N Monyela (012) 357 3294/ Mr M Segowa (012) 357 4291.
- 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. The successful candidate must sign an annual performance agreement, annually disclose their financial interests and be subjected to a security clearance.

- POST 18/08** : **ASSISTANT DIRECTOR: BIDS AND CONTRACT ADMINISTRATION REF NO: DBE/33/2026**
 Branch: Finance and Administration
 Chief Directorate: Financial Management Services
 Directorate: Supply Chain Management
- SALARY CENTRE REQUIREMENTS** : R487 197.per annum. (Level 9)
 : Pretoria
 : The applicant must be in possession of a three (3) year relevant post matric qualification (NQF level 6) or equivalent qualification as recognised by SAQA in Public Administration, Supply Chain Management, Procurement, Logistics; A Minimum of three (3) years relevant Supply Chain Management; Experience in Bids Management and Acquisition Management; Knowledge of procurement policies, regulations and relevant legislations governing the Bids Administration and Acquisitions Management; Communication skills (Verbal and Written), Computer literacy (MS Word, MS Excel, MS PowerPoint and MS Outlook and BAS); Ability to work as a team; Good interpersonal relations; Ability to solve problems; Attention to details and excellent numeric skills.
- DUTIES** : The successful candidate will be responsible for managing the Acquisition process effectively; Attending and advising during the Bid Specification Committee (BSC) or Bid Evaluation Committee (BEC) meetings; Attending and responding to the audit findings; Providing secretariat function and support to the BSC and BEC; Compiling submissions after the BAC has made recommendations to the Director General; Compiling the bid committees reports; Compiling the monthly reports; Administering contracts' compliance; Assisting the Deputy Director by providing Secretariat function and support to the Bid Adjudication Committee (BAC); Drafting letters to Bidders informing them about the outcome of the bid after the finalisation of the bidding process; Facilitating the finalisation of the contracts/SLA in consultation with Legal Services; Facilitating and ensuring that payments of Suppliers Service Providers are done within 30 days; Notifying the Suppliers Service providers/ Contractors regularly on the status or expiry of contracts; Updating the Commitment Register when payments are processed; Coordinating and monitoring the Contracts; Ensuring proper record keeping of all contracts and relevant documentations; Reviewing modifications, extensions and contract close-out documents for further action; Attending and responding to the audit findings; Performing any other work as related duties by the managers. Ensuring performance development and performance management of staff.
- ENQUIRIES** : Ms N Kumalo Tel No: (012) 357 3398/ Ms N Monyela (012) 357 3294/ Mr M Segowa (012) 357 4291.
- 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. The successful candidate must sign an annual performance agreement, annually disclose their financial interests and be subjected to a security clearance.
- POST 18/09** : **SENIOR INTERNAL AUDITOR REF NO: DBE/34/2026**
 Branch: Office of the Director-General.
 Directorate: Internal Audit, Risk Management and Investigation
- SALARY CENTRE REQUIREMENTS** : R413 001.per annum. (Level 8)
 : Pretoria.
 : The applicant must be in possession of a three (3) year relevant post matric qualification (NQF level 6) or equivalent qualification as recognised by SAQA in Accounting /Auditing/ Internal Auditing. A minimum of two (2) years' experience in Internal Auditing or External Auditing; Knowledge and skills in Internal Auditing, Risk Management, Accounting and Corporate Governance; A minimum of one (1) year exposure in supervision on junior staff; Exposure to Public Service legislation, policies and procedures; Membership of the Institute of Internal Auditors and drivers' licence; Computer Skills (MS Office); Benchmarking and networking skills are required to be abreast with current developments in the field of auditing.
- DUTIES** : The successful candidate will be responsible for Conducting audit projects from planning to reporting; Assisting in evaluating the department's governance, risk management and controls processes; Conducting audits to determine and evaluate the adequacy, effectiveness, and efficiency of controls in accordance

- with the methodology; Contributing to the achievement of the internal audit coverage plan; Collecting information and participating in the compiling reports to the accounting officer and audit committee; Keeping up to date with new developments in the internal audit environment.
- ENQUIRIES** : Ms N Kumalo Tel No: (012) 357 3398/ Ms N Monyela (012) 357 3294/ Mr M Segowa (012) 357 4291.
- 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. The successful candidate must sign an annual performance agreement, annually disclose their financial interests and be subjected to a security clearance.
- POST 18/10** : **SENIOR ADMINISTRATIVE OFFICER (SECRETARIAT OF THE LOSS AND DISPOSAL COMMITTEE) REF NO: DBE/35/2026**
Branch: Finance and Administration
Chief Directorate: Financial Management Services
Directorate: Security and Assets Management
- SALARY CENTRE REQUIREMENTS** : R413 001 per annum. (Level 8)
: Pretoria
: An applicant must be in possession of a 3 years post matric qualification (NQF level 6) or equivalent qualification as recognised by SAQA; At least two (2) years relevant experience in the management of the loss and disposal process in Government; Experience in working with BAS; Ability to work individually and in a team; Ability to collaborate effectively with stakeholders at various levels; Knowledge of the departmental policies and Public Finance Management Act (PFMA); Practical knowledge of the implementation of the Treasury Regulations; Good communication skills (written and verbal); Ability to write of minutes and the develop the agendas; Knowledge of Microsoft Officer package; Relevant experience or understanding the payment process of invoices; Understanding the turnaround time.
- DUTIES** : The successful candidate will be responsible for receiving all the information on cases and relevant supporting documentation and opening a case file for each case; Receiving all the cases and all relevant documentation from the Loss Control Officer; Ensuring completeness of the agenda by reconciling reported cases; Including the cases in the agenda to be discussed at the Loss and Disposal Committee meeting; Taking minutes for every Loss and Disposal Meeting; Distributing minutes to all the members to enable them to take the necessary actions and provide input where necessary; Distributing preliminary recommendations made by the Loss and Disposal Committee to all the members to enable them to follow-up on the recommendations; Following-up on a weekly basis on the progress made on recommendations made by the Loss and Disposal Committee and provide feedback to the Loss Control Officer.
- ENQUIRIES** : Ms N Kumalo Tel No: (012) 357 3398/ Ms N Monyela (012) 357 3294/ Mr M Segowa (012) 357 4291.
- 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. The successful candidate must sign an annual performance agreement, annually disclose their financial interests and be subjected to a security clearance.
- POST 18/11** : **SENIOR ADMINISTRATIVE OFFICER: PUBLIC EXAMINATION ADMINISTRATION REF NO: DBE/36/2026**
Branch: Curriculum Policy Support and Monitoring.
Chief Directorate: National Assessment and Public Examinations
- SALARY CENTRE REQUIREMENTS** : R413 001 per annum. (Level 8)
: Pretoria.
: The applicant must be in possession of a three (3) year relevant post matric qualification (NQF level 6) or equivalent qualification as recognised by SAQA; Two (2) years' experience in administrative of examination process; Good understanding of the operation of the Public Sector; Good interpersonal relations; Good communication skills (written and verbal); Good telephone etiquette; Computer literacy (MS Word, MS Excel, MS PowerPoint and MS

- Outlook); Ability to think clearly and concisely, be friendly, confident, Ability to work independently; Ability to work under pressure; Ability to multi-task and cope with a high workload; General office management; Willingness to learn quickly; Accuracy and be adaptable; Planning and organisational skills.
- DUTIES** : The successful candidate will be responsible for providing administrative support to the unit responsible for Policy and Irregularities; Assisting with the administration of all examination processes relating to policy and irregularities; Assisting with the coordination of the nine Provincial Education Departments (PEDs) through organising meetings for the National Examinations and Assessment Committee (NEAC), Heads of Examinations (HOEs), National Examinations Irregularities Committee (NEIC), Policy Task Team (PTT) and any other coordinating committees and task teams that may be established; Supporting the unit in collating reports on irregularities from the nine PEDs; Updating and maintaining a national database and register on irregularities; Supporting the unit in preparing presentations on irregularities for the National Examinations Irregularities Committee, writing submissions and memos; Assisting with the report writing of irregularities prepared for the Minister of Basic Education and Umalusi for approval of the examinations results; Drafting letters to Umalusi for assessment concessions and administering the concession; Supporting the unit in drafting the budget and keeping record of expenditure; Processing remuneration claims as required; Providing general office support, including filing, tracking and processing of documents and correspondence, compiling and reporting financial updates, managing leaves, assuming secretarial functions when required.
- ENQUIRIES** : Ms N Kumalo Tel No: (012) 357 3398/ Ms N Monyela (012) 357 3294/ Mr M Segowa (012) 357 4291.
- 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. The successful candidate must sign an annual performance agreement, annually disclose their financial interests and be subjected to a security clearance.
- POST 18/12** : **SENIOR ADMINISTRATIVE OFFICER: NATIONAL ASSESSMENTS REF NO: DBE/37/2026**
Branch: Curriculum Policy Support and Monitoring
Chief Directorate: National Assessment and Public Examinations
- SALARY CENTRE REQUIREMENTS** : R413 001 per annum. (Level 8)
: Pretoria.
: The applicant must be in possession of a three (3) year relevant post matric qualification (NQF level 6) or equivalent qualification as recognised by SAQA; Two (2) years relevant experience; Good understanding of the operation of the Public Sector; Good interpersonal relations; Good communication skills (written and verbal); Good telephone etiquette; Computer literacy (MS Word, MS Excel, MS PowerPoint and MS Outlook); Ability to think clearly and concisely, be friendly, confident, work independently; Ability to work under pressure; Ability to multi-task and cope with a high workload; General office management; Willingness to learn quickly; Accuracy and be adaptable; Planning and organisational skills.
- DUTIES** : The successful candidate will be responsible for coordinating events and project relating to national and international assessment programmes; Providing specific support to the Directorate in implementing the National Assessment Framework; Including filing, tracking and processing of documents and correspondence; Compiling and reporting financial updates; Consolidating and compiling of quarterly reports on national assessment projects; Coordinating logistical and administrative functions relating to travel and accommodation of appointed assessors as well as contracted local and international researchers/specialists appointed in the Directorate; Checking and verifying all payments relating to subsistence and travel as well as remuneration of appointed assessors and contracted local and international researchers/specialists appointed in the Directorate; Facilitating participation and partnership agreements with local and international agencies/institutions; Providing administrative and logistical support to the Directorate; Coordinating administrative support across sub-units in the Directorate; Providing administrative support relating to procurement of goods and services of the Directorate; Coordinating provincial assessment coordinators meetings and

- the General Education and Training Assessment Committee meetings; Providing secretariat support for projects as and when required.
- ENQUIRIES** : Ms N Kumalo Tel No: (012) 357 3398/ Ms N Monyela (012) 357 3294/ Mr M Segowa (012) 357 4291.
- 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. The successful candidate must sign an annual performance agreement, annually disclose their financial interests and be subjected to a security clearance.
- POST 18/13** : **CHIEF ACCOUNTING CLERK: (SALARIES) REF NO: DBE/38/2026**
Branch: Finance and Administration
Chief Directorate: Financial Management Services
Directorate: Financial Services
- SALARY CENTRE REQUIREMENTS** : R338 106.per annum. (Level 7)
: Pretoria
: The applicants must be in possession of a Senior Certificate or equivalent qualification; Three (3) years' experience in Salary Management; Experience in working with the PERSAL and BAS system; Knowledge of PFMA and Treasury Regulations; Proficiency in english; Good communication (verbal and written communication skills); Good interpersonal relations, analytical and decision-making skills; Ability to handle confidential matters; Ability to exercise discrete when dealing with people; Computer literate (MS Office Programs).
- DUTIES** : The successful candidate will be responsible for calculating and processing payments of salary related matters; Calculating and processing payments of claims for examiners and moderators; Calculating and processing payments of leave gratuities, severance pay and service bonus on service terminations; Implementing deductions on the PERSAL system; Salary claims in terms of transfer; Distributing salary advice; Managing monthly payroll schedules; Distributing monthly PERSAL reports; Liaising and rendering professional salary advice to clients within and outside the Department; Performing other work related duties as required.
- ENQUIRIES** : Ms N Kumalo Tel No: (012) 357 3398/ Ms N Monyela (012) 357 3294/ Mr M Segowa (012) 357 4291.
- 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. The successful candidate must sign an annual performance agreement, annually disclose their financial interests and be subjected to a security clearance.
- POST 18/14** : **ADMINISTRATIVE OFFICER REF NO: DBE/39/2026**
Branch: Social Mobilisation and Support Services.
Chief Directorate: Care and Support on Schools.
Directorate: National School Nutrition Programme (NSNP)
- SALARY CENTRE REQUIREMENTS** : R338 106 per annum. (Level 7)
: Pretoria.
: The applicant must be in possession of a three (3) year relevant post matric qualification (NQF level 6) or equivalent qualification as recognised by SAQA; Good understanding of the National School Nutrition Programme; A minimum of one (1) year relevant experience in the operation of the Public Sector; Conceptual and analytical skills; Verbal and writing communication skills; Report writing; Problem solving skills; Computer Literacy (MS Word, Excel, Outlook, Power-Point presentation); Ability to communicate with stakeholders at different level; Presentation skills; Driver's license.
- DUTIES** : The successful candidate will be responsible for assisting with the collection, capturing, verification and consolidation of programme information; Updating and maintaining the NSNP record keeping system; Providing data management and information flow in the Directorate; Compiling monthly monitoring schedule; Supporting the review of monitoring tools, tracking progress on Monitoring targets, Reporting and Response (MRR) Dashboards; Assisting with the preparation of reports, presentations and source data from the MRR dashboard; Supporting directorate's research project; Assisting with other NSNP activities as required within the Directorate.

ENQUIRIES : Ms N Kumalo Tel No: (012) 357 3398/ Ms N Monyela (012) 357 3294/ Mr M Segowa (012) 357 4291.

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. The successful candidate must sign an annual performance agreement, annually disclose their financial interests and be subjected to a security clearance.

POST 18/15 : **SENIOR SECRETARY: REF NO: DBE/40/2026 (X8 POSTS)**
Chief Directorate: Strategic Planning, Research Evaluation and Monitoring
Directorate: Social Cohesion and Equity in Education;
Curriculum Implementation and Quality Improvement (GET); Inclusive Education; Education Management and Governance Development; Reading; Rural Education; Human Resources Management and Administration.

SALARY CENTRE REQUIREMENTS : R280 278.per annum.(Level 6)
: Pretoria
: The applicant must be in possession of a Senior Certificate or equivalent qualification; The ideal candidate must have a good understanding of the operation of the Public Sector; Good interpersonal relations; Good communication skills (written and verbal); Good telephone etiquette; Computer literacy (MS Word, MS Excel, MS PowerPoint and MS Outlook); Ability to think clearly and concisely, be friendly, confident, work independently; Ability to work under pressure; Ability to multi-task and cope with a high workload; General office management; Willingness to learn quickly; Accuracy and be adaptable; Planning and organisational skills.

DUTIES : The successful candidate will be responsible for secretarial and general administrative support services to the Chief Directorate/Directorate; Maintaining a professional relationship with internal and external stakeholders and serve as a direct point of contact for visitors; Taking responsibility for the general organisation, tidiness and image of the Office of the Chief Directorate/Directorate; Handling, screening and managing incoming and outgoing telephone calls, taking messages and routing telephone calls to the Chief Directorate/Directorate or relevant units ensuring the efficient flow of information; Managing and coordinating the diary of the manager; Facilitating logistical arrangements for meetings, workshops and appointments; Making arrangements for the Chief Directorate/Directorate work-related travel itinerary by coordinating transport, accommodation requirements, compiling, reconciling subsistence and travel claims; Maintaining a document management in an orderly filing system (electronically and manually); Managing all documents, receiving, recording, screening, quality assuring, filing and dispatching all documents (submissions and memorandums); Quality assuring submissions and reports; Assisting with the consolidation of the Directorate's/ Chief Directorates reports; Providing secretariat support during meetings and drafting minutes as required; Performing other work related duties as required.

ENQUIRIES : Ms N Kumalo Tel No: (012) 357 3398/ Ms N Monyela (012) 357 3294/ Mr M Segowa (012) 357 4291.

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. The successful candidate must sign an annual performance agreement, annually disclose their financial interests and be subjected to a security clearance.

POST 18/16 : **SENIOR ADMINISTRATION CLERK REF NO: DBE/41/2026 (X4 POSTS)**
Branch: Office of the Director-General

SALARY CENTRE REQUIREMENTS : R237 453 per annum. (Level 5)
: Pretoria.
: The applicants must be in possession of a Senior Certificate or equivalent qualification; Knowledge of E-Submission; Knowledge of Director-General (DG) Memos; Good understanding of Parliamentary Questions; Ability to work in a team; Verbal and writing communication skills; Report writing; Problem solving skills; Computer Literacy (MS Word, Excel, Outlook, Power point

- presentation); Ability to interact with stakeholders at all levels; Basic Presentation skills; Driver's license.
- DUTIES** : The successful candidate will be responsible for rendering general clerical support services within the Office of the Director-General; Receiving, recording, and distributing incoming and outgoing correspondence; Receiving visitors and providing basic administrative assistance; Coordinating enquiries to the Office of Director-General from internal and external stakeholders; Maintaining proper filing systems and ensuring safekeeping of documents; Maintaining office supplies and ensuring stationery availability; Capturing data and updating administrative records and databases; Providing registry and document tracking support.; Providing technical support for Smartgov; Providing support during interviews, workshops and departmental events; Assisting with the preparation, photocopying, scanning, and distribution of documents; Assisting with Parliamentary enquiries; Assisting with travel and accommodation arrangements where required; Assisting on DG's projects, including Basic Education Sector Lekgotla, DG engagements with provinces; Arranging meetings, venues, and logistical requirements when required; Handling telephone enquiries and direct calls appropriately; Supporting the coordination of submissions, reports, and compliance documents; Ensuring accurate record keeping and adherence to administrative procedures; Performing other administrative duties delegated by supervisors or management; Performing general office support to the PA of the Director-General.
- ENQUIRIES** : Ms N Kumalo Tel No: (012) 357 3398/ Ms N Monyela (012) 357 3294/ Mr M Segowa (012) 357 4291.
- 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. The successful candidate must sign an annual performance agreement, annually disclose their financial interests and be subjected to a security clearance.
- POST 18/16** : **SENIOR ADMINISTRATION CLERK REF NO: DBEDBE/42/2026 (X3 POSTS)**
Branch: Curriculum Policy, Support and Monitoring.
Chief Directorate: Curriculum Implementation and Monitoring
Directorate: Curriculum, Implementation and Quality Improvement (FET)
- SALARY CENTRE REQUIREMENTS** : R237 453 per annum. (Level 5)
: Pretoria.
: The applicant must be in possession of a Senior Certificate or equivalent qualification; Good understanding of the operation of the Public Sector; Good interpersonal relations; Good communication skills (written and verbal); Good telephone etiquette; Computer literacy (MS Word, MS Excel, MS PowerPoint and MS Outlook); Ability to think clearly and concisely, be friendly, confident, work independently; Ability to work under pressure; Ability to multi-task and cope with a high workload; General office management; Willingness to learn quickly; Accuracy and be adaptable; Planning and organisational skills.
- DUTIES** : The successful candidate will be responsible for providing admin support to FET Subject Specialist; Following up on communication to and from the office of the Director; Following-up on outstanding invoices through procurement and assets section; Working with the Provincial Education Department (PED's) officials in programmes led by the FET Directorate; Coordinating leave forms, telephone accounts and other delegated functions; Analysing cash flow on monthly basis; Completing and verifying the claims for overtime payment; Requesting equipment quotations and process receipt of equipment; Arranging the workshops and conferences and providing administrative support throughout the duration of the functions; Making travel arrangements and process S&T for the Directorate; Arranging Directorate Meetings, taking and distributing minutes; Arranging meetings with stakeholders and take minutes; Setting up MS teams meetings when requested and providing secretarial support; Writing memos when required; Assisting with History Ministerial Task Team; Assisting other Directorates with work related when requested.
- ENQUIRIES** : Ms N Kumalo Tel No: (012) 357 3398/ Ms N Monyela (012) 357 3294/ Mr M Segowa (012) 357 4291.

- 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. The successful candidate must sign an annual performance agreement, annually disclose their financial interests and be subjected to a security clearance.
- POST 18/18** : **SENIOR ADMINISTRATIVE ASSISTANT (REGISTRY AND RELATED SERVICES REF NO: DBE/43/2026)**
 Branch: Finance and Administration
 Chief Directorate: Financial Management Services
 Directorate: Supply Chain Management
 Sub-division: Registry and Related Services
- SALARY** : R237 453 per annum. (Level 5)
CENTRE : Pretoria
REQUIREMENTS : The applicant must be in possession of a Senior Certificate or equivalent qualification; Excellent interpersonal relations and communication skills (Written and Verbal); Computer literacy (MS Word, MS Excel, MS PowerPoint and MS Outlook); Numeracy skills ;Reliable; Ability to work under pressure and perform physical work; Ability to work in a team; A valid driver's license.
- DUTIES** : The successful candidate will be responsible for driving services on a daily basis to the bank; Delivering, collecting documents, mailing parcels, packages, couriating mails, registering mails and parcels within the Department promptly; Delivering and collecting mail documents from Post-Office, other Departments and SITA; Sorting, distributing incoming and outgoing mail daily to relevant officials; Assisting with general administrative duties; Filing of documents, opening and sorting of mail delivering of ordinary mail/parcel to relevant officials within the Department; Performing other work related duties as delegated.
- ENQUIRIES** : Ms N Kumalo Tel No: (012) 357 3398/ Ms N Monyela (012) 357 3294/ Mr M Segowa (012) 357 4291.
- 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. The successful candidate must sign an annual performance agreement, annually disclose their financial interests and be subjected to a security clearance.

DEPARTMENT OF COMMUNICATIONS AND DIGITAL TECHNOLOGIES

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



CLOSING DATE : 12 June 2026

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

OTHER POSTS

POST 18/19 : **DEPUTY DIRECTOR: ICT DATA GOVERNANCE, RISK AND COMPLIANCE (REF: DDDGRC)**

SALARY : R1 101 468 per annum (Level 12) (the all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Pension Fund, a medical fund and a flexible portion in terms of applicable rules).

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| <u>CENTRE REQUIREMENTS</u> | : | Pretoria, Hatfield |
| | : | An appropriate NQF level 6 qualification in Information Technology / Computer Science / Electronic Engineering or relevant equivalent qualification as recognised by the South African Qualifications Authority. A minimum of five (5) years' experience of which three (3) years should be at an Assistant Director / middle managerial level or equivalent working experience in Information Communication Technology, Digital Government or Digital Transformation environment. Skills / Competencies And Knowledge: Job knowledge, Quality of work, Initiatives, Planning and executions, Communication, Teamwork, Reliability, Data governance principles, Metadata management and interoperability frameworks, Data management tools and platforms to support secure data handling, Risk Management, Project Management, Software Development in Java/PHP/Python. |
| <u>DUTIES</u> | : | The purpose of the post is to support the implementation of data governance frameworks, policies, and standards by coordinating operational data management activities, ensuring compliance with legal and regulatory requirements and enabling secure and ethical use of government digital data assets in support of digital government and digital transformation. The successful candidate will support the rollout, operationalisation, and continuous improvement of data governance frameworks, including master data management, metadata, and data catalogue implementation. Monitor and evaluate data quality, integrity, and security across ICT systems, ensuring timely identification and resolution of risks or non-compliance issues. Promote and apply digital government principles (openness, transparency, citizen-centricity, and interoperability) in all data-related initiatives and systems. Support in monitoring adherence to relevant legislation (e.g., POPIA, PFMA, and ICT regulations) and industry standards for data protection, retention, and ethical use. Contribute to building institutional capacity in data governance and support initiatives to strengthen interoperability of systems across the department and SOEs. Ensure departmental adherence to data protection regulations and support the enforcement of national and international standards on data governance and cybersecurity. Lead the technical and governance aspects of implementing and monitoring the digital transformation roadmap's data exchanger and related MOSIP integration projects. Provide input and technical support in the oversight of related DCDT State-Owned Entities (SOEs), ensuring alignment with departmental data governance, compliance and integration standards. Identify and report emerging risks in data governance, security, and compliance, and recommend corrective or preventative actions to senior management. Contributing to key result areas such as project management, manage financial resources, driving change and operational excellence and manage compliance. |
| <u>ENQUIRIES</u> | : | Mr M Cilo +27 12 427 8514, Ms N Khosa +27 12 427 8260, Ms N Sekele +27 12 427 8599 |
| <u>APPLICATION</u> | : | Link CLICK HERE |
| <u>POST 18/20</u> | : | <u>ASSISTANT DIRECTOR: FACILITIES MANAGEMENT (REF: ASDFM)</u> Nature Of Appointment: Permanent |
| <u>SALARY</u> | : | R487 197 per annum (Level 9) |
| <u>CENTRE</u> | : | Pretoria, Hatfield |
| <u>REQUIREMENTS</u> | : | An appropriate NQF level 6 qualification in Facilities Management / Logistics Management / Safety Management or relevant equivalent qualification as recognised by the South African Qualifications Authority. A minimum of three (3) years' experience at supervisory level within the field of Facilities Management / Safety Management environment. Skills / Competencies And Knowledge: Communications, Computer skills report writing, Client Orientation and customer focus, Honesty and integrity, Service delivery innovation, Interpersonal skills, Confidentiality, Maintenance and repairs, Time management, Stress management, Understanding of HIRA, Understand accommodation needs analysis process, Compilation of User Asset Management Plan, Emergency planning and business continuity, Property management, SAMTRAC, Workplace incident investigation. |
| <u>DUTIES</u> | : | The purpose of the post is to provide facilities, auxiliary and occupational health and safety services to the Department. The successful candidate will ensure that facilities and auxiliary services are managed. Conduct SHE awareness sessions for management on health and safety practices and legislation, establish and maintain SHE committees. Investigate, report accidents and |

report hazards, incidents, injuries and health issues within the workplace. Develop physical facilities strategy for the department. Facilitate the renewal of lease and procurement of alternative accommodation. Assist with the provision of cleaning and pest control services. Facilitate the implementation of the Business Continuity Plan. Assist with the payment of lease rentals and municipal services. Develop physical security strategy for the department. Ensure facilities, and hygiene policies are in place and up to date. Contributing to key result areas such as project management, manage financial resources, driving change and operational excellence and ensure compliance.

ENQUIRIES : Mr M Cilo +27 12 427 8514, Ms N Khosa +27 12 427 8260, Ms N Sekele +27 12 427 8599

APPLICATION : Link: [CLICK HERE](#)

POST 18/21 : **ASSISTANT DIRECTOR: SALARIES AND PAYROLL (REF: ASDSP)**
Nature Of Appointment: Permanent

SALARY : R487 197 per annum (Level 9)

CENTRE : Pretoria, Hatfield

REQUIREMENTS : An appropriate NQF level 7 qualification in Financial Management / Accounting / Financial Sciences or relevant equivalent qualification as recognised by the South African Qualifications Authority. A minimum of three (3) years relevant supervisory experience in Salaries environment. Experience of working on SARS Easy file for submission of EMP201 and EMP501 an added advantage. Skills / Competencies And Knowledge: Communications, Computer skills report writing, Client Orientation and customer focus, Honesty and integrity, Service delivery innovation, Interpersonal skills, Confidentiality, PERSAL, BAS, Vulindela, Public Finance Management Act (PFMA), Treasury regulations, Modified Cash Standards, Income Tax Act), Financial reporting, Payroll management, Salary administration, Debt Management, Data analysis.

DUTIES : The purpose of the post is to maintain and monitor proper payroll management, salary-related payments and debt collection. The successful candidate will ensure the accurate and timely processing of payroll, including salaries, allowances, deductions and benefits. Assist employees with calculation of both foreign and local S&T claims. Check and authorize travel and subsistence claims on the PERSAL system to ensure that claims are correctly paid. Reconciliation of debt, S&T Advance and salary related suspense accounts: requesting BAS reports of salary related suspense accounts; clearing all possible transactions; calculating manual tax to be paid over to SARS; ensuring SARS payment is processed in time; reconciling monthly tax; ensuring total tax paid corresponds with amount on EMP201; attending to AA88, requesting PERSAL reports and clearing all tax exceptions monthly. Ensuring IRP5 accumulations are updated weekly. Authorising all debt created on BAS; ensuring continued follow up on all debt cases. Administer employee remuneration in line with approved salary structures, and relevant public service frameworks. Ensure payroll compliance with applicable legislation such as the Public Finance Management Act (PFMA) and Treasury Regulations, tax laws, and labour regulations. Facilitate salary-related transactions on the PERSAL system to ensure that employees are correctly paid. Perform monthly payroll reconciliations, verify payroll accuracy, and prepare payroll reports for management and audit purposes. Implement and maintain internal controls to prevent payroll fraud, errors, and irregular payments within their area of responsibility. Perform salary controller functions for PERSAL, attend PERSAL forum meetings and implement PERSAL notices and new developments. Attend to request for payslips and IRP5 certificates and other salary related reports. Compile and submit to SARS bi-annual and annual tax reconciliations for the department. Compile and submits inputs to the annual and Interim Financial Statements in accordance with Modified Cash Standards. Assist with calculations of VAT on imported services. Contributing to key result areas such as project management, managing financial resources, driving change and operational excellence and manage compliance. Allocating work to subordinates; supervising the salary office; responding to salary related enquiries; assisting with audit queries

ENQUIRIES : Mr M Cilo +27 12 427 8514, Ms N Khosa +27 12 427 8260, Ms N Sekele +27 12 427 8599

APPLICATION : Link: [CLICK HERE](#)

THE DEPARTMENT OF ELECTRICITY AND ENERGY

The Department of Electricity and Energy (DEE) is an equal opportunity; affirmative action employer and it is its intention to promote representativity in the Public Sector through the filling of this post(s). Persons whose transfer/promotion/appointment will promote representativity are encouraged to apply, particularly persons with disabilities and women interested in senior management positions. An indication of such, in this regard will be vital in the processing of applications.

- APPLICATIONS** : Submit your completed application using one of the following methods, post: The Director-General, Department of Electricity and Energy, Private Bag X96, Pretoria, 0001, or hand deliver at Matimba House Building 192 Visagie Street (Corner Paul Kruger & Visagie Street), Pretoria, or email directly to the email address dedicated to a specific post. General enquiries may be brought to the attention of Ms M Palare 012 406 7426.
- CLOSING DATE** : 12 June 2026 at 16h00 (Walk-in) 23h59 (online). N.B: It is the sole responsibility of an applicant to ensure that their application reaches the Department on or before the set deadline.
- NOTE** : Applicants are informed to submit their application(s) by completing the 2021 version of the Z83 form quoting the relevant reference number and a comprehensive CV only. The CV must indicate qualifications, experience “if any” and the period thereof. The 2021 version of the Z83 form is obtainable at www.dpsa.gov.za or www.gov.za/documents. It is important to ensure that the Z83 is completed in full. This means that all fields of Section A, B, C and D of the Z83 must be completed in full. It is acceptable under section E, F, G, for applicants to indicate “refer to CV or see attached” due to the limited space provided on the Z83 form. However, the question relating to conditions that prevent re-appointment under Part “F” must be answered, but if you are already in Public Service just indicate “N/A”. Please initial the form and sign the declaration. Email application(s) must strictly be submitted as one (1) PDF document or attachment (i.e. Z83 and CV scanned as one PDF document). It is also important to indicate the correct job title and the reference number of the post on the subject line of your email. Use the correct email address associated with the post. JPEG (picture/snapshot) application will not be accepted. Failure to do so, your application will be disqualified. Applications submitted using the incorrect application form (old Z83) will not be considered. Each advertised post must be accompanied by its own application for employment. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview. Applicants in possession of foreign qualifications must submit an evaluation report issued by the South African Qualification Authority (SAQA) if 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. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Correspondence will be limited to shortlisted candidates only. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate’s suitability based on the post’s technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All applicants for SMS posts will be also subjected to a technical exercise and an interview. Following the interview and technical exercise, then the selection panel will recommend candidates to attend a generic managerial competency assessment using the mandated DPSA SMS competency assessment tools. No SMS post appointment shall be implemented without the relevant candidate producing the pre-entry certificate for SMS (Nyukela) obtainable from www.thensg.gov.za . 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 administration of the recruitment process or possible employment 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) at any stage of the recruitment process. The

successful candidate will be expected to enter into a performance agreement within three (3) months from the date of appointment.

OTHER POSTS

POST 18/22 : **INSPECTOR: NUCLEAR ENFORCEMENT & COMPLIANCE (REF: DEE2026/013)**

SALARY : R932 292.per annum (Level 11) (all-inclusive package)
CENTRE : Head Office, Pretoria
REQUIREMENTS : A/an appropriate Bachelor of Science/Honours Degree in Physics/Chemistry Chemical Engineering/ Nuclear Engineering NQF Level 7 recognised by the South African Qualification Authority (SAQA), PLUS 3 years minimum relevant experience at junior management/inspector in the nuclear industry or nuclear non-proliferation. Physical and environmental demand, frequent local travel and occasional international travel. Knowledge of: Knowledge of Nuclear policy and legislations, Nuclear Energy in general and Nuclear Non-Proliferation in particular. Government and Departmental process, procedures, protocol and international obligations. Skills: Computer literacy, Communication, Project Management, Interpersonal and Analytical skills, instruments calibration, information collection, good writing, organisation and coordination skills
Thinking Demands: Analytical thinking and information evaluation.

DUTIES : /KRA's: Develop and maintain guidelines/frameworks for compliance. Ensure/conduct pre-inspection prior the issued authorisations. Ensure/conduct inspection at nuclear or related facilities to monitor compliance with legislation and authorisation conditions. Monitor compliance regarding the issued authorisations. Participate in the International Atomic Energy Agency (IAEA) inspections. Monitor safeguards implementation by NECSA to ensure compliance to Nuclear Non-Proliferation obligations.

ENQUIRIES : Ms Lillian Shai Contact Number 012 406 7468
APPLICATIONS : Email to Vacancies3@dee.gov.za

POST 18/23 : **PERSONAL ASSISTANT: INTERNAL AUDIT (REF: DEE2026/014)**

SALARY : R338 106 per annum (Level 7)
CENTRE : Head Office, Pretoria
REQUIREMENTS : An appropriate Diploma in Office Administration/ Office Management and Technology or Public Administration at NQF level 6 recognised by South African Qualification Authority (SAQA) PLUS 1 year post qualification experience. Knowledge of relevant legislation/ policies/prescripts and procedures. Basic knowledge of financial administration Skills: Language skills and the ability to communicate well with people at different levels and from different backgrounds, Good telephone etiquette, Computer literacy, Sound organizational skills, Good people skills, High level of reliability, Ability to act with tact discretion, Self-management and motivation. Thinking Demand: Ability to do research and analyse documents and situations.

DUTIES : /KRA's: Provide secretariat/receptionist support service to the Director. Render administrative support services. Provides support to manager regarding meeting. Support the manager with the administration of the budget. Studies the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly.

ENQUIRIES : Mr M Figaret Contact Number (012) 406 7766
APPLICATIONS : Email to Vacancies4@dee.gov.za

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** : 12 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 (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. 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. 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)

OTHER POSTS

- POST 18/24** : **DEPUTY DIRECTOR: WORK-SEEKER REGISTRATION AND EMPLOYER SERVICES REF NO: HR 4/4/8/167**
- SALARY** : R1 101 468 per annum (all-inclusive)
- CENTRE** : Provincial Office Northern Cape
- REQUIREMENTS** : A Qualification at NQF 6 as recognised by South African Qualification Authority (SAQA) in Social Sciences (Psychology)/ Bachelor of Arts (Psychology)/ Public

- Administration/ Public Management/ Business Administration/ Business Management. Five (5) years' experience of which two (2) years at the assistant Director level and three (3) years functional experience in Public Employment Services (PES) Programmes. Knowledge: ILO Convention. Financial Management. Human Resource Management. Recruitment and Selection. Immigration Act, Employment Service Act. Compensation for occupational Injuries and Diseases Act. PFMA. Public Service Act. Skills: Planning and Organizing. Communication. Computer. Analytical. Presentation. People Management. Interpersonal. Leadership. Networking. Report Writing. Information management.
- DUTIES** : Manage work seekers registration within the province. Manage the provision of employer services within the Province. Manage implementation of work schemes for the purpose of enabling youth and other vulnerable work seekers to enter employment, remain in employment or be self-employed. Provide operational and technical support to Labour Centre for the effective delivery of public employment services. Manage the implementation of Policies, Standards Operation Procedures, Annual Performance Plans and work plans.
- ENQUIRIES** : Ms Sherelda Kleinsmith Tel: 053 838 1517
- APPLICATIONS** : Chief Director: Provincial Operations: Private Bag X 5012, 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 African female, Indian male and females, White males.
- POST 18/25** : **DEPUTY DIRECTOR: ENTERPRISE RISK MANAGEMENT REF NO: HR 5/1/2/3/4**
Re-advertisement candidates who previously applied are encouraged to re-apply
- SALARY** : R932 292 per annum (all -inclusive)
- CENTRE** : Compensation Fund, Pretoria
- REQUIREMENTS** : Undergraduate qualification (NQF Level 6) as recognized by SAQA in Risk Management/Internal Auditing/Accounting Science/Finance. Risk Management certification will be an added advantage. 5 years' functional experience in risk or internal audit environment of which 3 years should be at an ASD/ Junior Management level. Knowledge: ISO Standards. King Code on Corporate Governance. Compensation Fund business strategies and goals. Compensation Fund regulations, policies and procedures. Customer Service principles (Batho Pele Principles). Extensive knowledge and understanding of Treasury Audits. Corporate Governance guidelines and the development of policies and strategies. Risk assessment. Risk management, audit practices and compliance. DPSA Prescripts and guidelines. Framework for risk governance. Risk management policies and procedures. Occupational Health and Safety Act (OHS). COIDA. Legislative requirements: Public Finance Management Act. Treasury Regulations. Skills: Risk sensing. Design of risk controls. Risk advisory services. Monitoring and Evaluation. Policy Conceptualization and Formulation. Data Analytics and Reporting. Digital Acumen (Risk Management system). Key risk indicator management. Risk incident Management. Facilitation and Presentation. Negotiation, Consensus and Coalition Building. Financial Management and budgeting. Stakeholder Development and Management. People management. Communication (written and verbal). Planning, organizing and report writing
- DUTIES** : Manage risk management services within the Fund. Manage the execution of risk assessments and profiling. Manage risk awareness, education and training programmes. Management of resources in the sub- directorate.
- ENQUIRIES** : Ms K Nkabinde Cell: 076 229 2252
- APPLICATIONS** : Direct Your Applications to: Jobs-CF10@labour.gov.za
- NOTE** : Priority will be given to Persons with disability, Indians and Whites
- POST 18/26** : **DEPUTY DIRECTOR: INFORMATION SECURITY REF NO: HR 5/1/2/3/5**
- SALARY** : R932 292 per annum (all- inclusive)
- CENTRE** : Compensation Fund, Pretoria
- REQUIREMENTS** : Three-year tertiary qualification (NQF Level 6) in Security Management/ Computer Science/ Policing/Risk Management. Private Security Industry Regulatory Authority –Grade A. 5 years' functional experience in the Information Security discipline of which 2 years is supervisory experience.

Knowledge: Compensation Fund objectives and business functions. Directorate or sub-directorate goals and performance requirements. Compensation Fund Services. Knowledge of security investigation. Relevant Fund policies, procedures and processes. Personnel security. Customer Services (Batho Pele Principles). Risk Awareness. Physical security. Legislative requirements: Minimum Information Security Standards. Occupational Health and Safety Act (OHS). National Strategic Intelligence Act. Criminal Procedures Act. Promotion of Access to Information Act. Promotion of Administrative Justice Act. Protection of INFORMATION Act. Public Service Act. Public Service Regulation Act. Public Finance Management Act. Constitution of South Africa. Skills: Required Technical Proficiency. Business Writing Skills. Fund IT Operating Systems. Data and records management. Security Skills. Investigative Skills.

DUTIES : Manage compliance in the Fund in accordance to Minimum Information Security Standard. Manage vetting and pre-screening of the Fund employees and service providers. Manage information security awareness in the Fund. Manage the classification of sensitive information. Management of sub directorate.

ENQUIRIES : Mr AK Pillay Cell: 076 527 7197

APPLICATIONS : Direct Your Applications to: Jobs-CF10@labour.gov.za

NOTE : Priority will be given to Persons with disability, Indians and Whites

POST 18/27 : **EMPLOYMENT SERVICES PRACTITIONER III REF NO:HR4/4/8/166**

SALARY : R605 745 per annum,
CENTRE : Labour Centre Upington
REQUIREMENTS : Three (3)-year qualification in Social Science (Psychology, Industrial Psychology)/ Public Administration/ Public Management/Business Administration/ Business Management. Valid driver's Licence. Four years (Functional and Supervisory experience) functional experience in Public Employment Services environment. Knowledge: Immigration Act. Employment Service Act. Unemployment Insurance Act. Compensation for Occupational Injuries and Diseases Act. ILO Conventions. Human Resources Management Policies. Public Financial Management Policies. Public Services Act. Departmental Internal Policies. National Development Plan. Skills: Planning and organizing. Communication. Computer. Analytical. Presentation. reporting writing. Negotiation. marketing Interpersonal. Leadership. Networking.

DUTIES : Coordinate and maintain the relationship within Employment Services Stakeholder. Manage the provision of registration and referral of work seekers for the department. Supervise the provisioning of technical advice and administration services regarding PES legislation to the client. Provide administrative support to PES Labour Centre. Monitor the implementation of employment schemes, Labour Activation Programmes (LAP) projects and Temporary Relief Schemes (TES) Manage all resources of the division.

ENQUIRIES : Ms S Kleinsmith, Tel: (053) 838 1707

APPLICATIONS : Chief Director: Provincial Operations: Private Bag X 5012, KIMBERLEY, 8301 OR hand deliver at Laboria House, c/o Pniel & Compound Street, Kimberley For Attention: Human Resources Operations, Provincial Office Kimberley Email: Jobs-NCUPI@labour.gov.za

NOTE : EE targets- Priority will be given to African female, Coloured males, Indian Males and females, White males.

POST 18/28 : **PRINCIPAL INSPECTOR: CIVIL AND CONSUTRUCTION ENGINEERING REF NO: HR 4/4/4/61**

SALARY : R605 742 per annum
CENTRE : Qonce Labour Centre
REQUIREMENTS : Three (3) year National Diploma (NQFL 6)/ Undergraduate Bachelor Degree (NQFL7) in Civil/Construction Engineering. Four (4) years functional experience in Civil/Construction services. A valid driver's license. Knowledge: Departmental Policies and procedures, Batho Pele Principles, Public Service Act and Regulations, OHS Act and Regulations, OHS Standards, OHS Management System. Skills: Facilitation, Planning and organizing, Computer literacy, Interpersonal, Problem solving, interviewing, Presentation, Research, Project Management, Analytical, Innovative

DUTIES : Provide inputs into the development of Civil and Construction Policies and ensure the implementation of OHS Strategy for the Department of Employment

and Labour in terms of OHS legislation, Conduct complex inspections for Civil and Construction Engineering regularly as per OHS programme, Conduct technical research on latest trends of Occupational Health and Safety in terms of Civil and Construction Engineering Sector, Provide support for enforcement action, including preparation of reports for legal proceedings.

ENQUIRIES : Mr K Mbande Tel: (043) 605 9223.
APPLICATIONS : Deputy Director Labour Centre Operations: PO Box 260, King William's Town, 5600 or hand deliver at No 34 Arthur Street, King William's Town or email to Jobs-ECKWT@labour.gov.za
NOTE : African Males, Coloured Male, Coloured Female, Indian Males, Indian Females, White Males, White Females and Persons with disabilities are encouraged to apply.

POST 18/29 : **ASSISTANT DIRECTOR: ACCOUNTING REF NO HR4/4/4/04/12**

SALARY : R487 197 per annum
CENTRE : Provincial Office Parktown
REQUIREMENTS : Three (3) year National Diploma (NQF 6) / Undergraduate Bachelor/BCOM Degree (NQF 7) in Accounting/ Financial Management/ Cost and Management Accounting /Internal Audit. Four (4) years' experience of which two (2) years at supervisory level or as a Senior/ Admin Officer/ Practitioner and two (2) years functional experience in the supply chain environment. Knowledge: Current DPSA & National Treasury Financial Circulars, White Paper on transformation Of Public Service, Public Service Regulations and relevant prescripts, Departmental policies and procedures, Batho Pele Principles, Labour Relations and collective bargaining systems, Minimum Information Security Standards, Extensive BAS knowledge, Basic knowledge of Persal, Knowledge of the iRequest System to suppliers details, Treasury Instructions, Financial Regulations, Delegation Authority, Budgeting, Transversal Financial System, Treasury regulations, Knowledge of Intranet System, Knowledge of the SAFETYWEB System. Skills: Administration and Financial Management, Organisational Communication Effectiveness, Problem Analysis, Self-Management, Budgeting and Financial Management, Customer Focus and Responsiveness, Developing Others, Planning and Organising, Problem Solving and Decision-Making, Project Management, Team Leadership, Impact and Influence, Computer Literacy, Diversity Management, Networking and Building Bonds and Managing Interpersonal Conflict.

DUTIES : Manage the process of financial accounting to ensure compliance with all financial prescripts, PFMA, Treasury Regulations etc., Manage user access to financial and personnel systems (BAS, Persal, Safety web etc.) Coordinate, review and analyze the Provincial budget and utilisation of resources, Monitor the management of revenue, petty cash and debt in the Province, Manage expenditure in the Province and manage all resources of the Section.

ENQUIRIES : Mr M Takalo Tel: 011 853 0300
APPLICATIONS : Deputy Director: Finance, Hand deliver at 47 Empire Road, Parktown, Johannesburg Email: Jobs-GP20@labour.gov.za

NOTE : EE targets- priority will be given to African males, Coloured males, Indian males and White males

POST 18/30 : **ASSISTANT DIRECTOR: COMPLIANCE AND ASSURANCE AUDIT REF NO: HR 5/1/2/3/6**

SALARY : R487 197 per annum
CENTRE : Compensation Fund, Pretoria
REQUIREMENTS : Undergraduate qualification (NQF Level 6) as recognized by SAQA in Internal Audit/Accounting/ Cost and Management Accounting. Internal Audit Technician-IAT as an added advantage. Professional Internal Auditor Certification- PIA as an added advantage. Certified Internal Auditor – CIA as an added advantage. Institute of Internal Auditors. 4 years' functional experience in compliance and assurance/financial audits/Operational audits/regulatory audits of which 2 years in supervisory experience. Knowledge: Compensation Fund policies, procedures and processes. Internal audits standards. Internal Audit Charter. Compliance and assurance processes. International Professional Practice Framework. Customer Relationship Management. Fund Governance and Risk Management. Budgeting and Financial Management. COIDA. Relevant stakeholders. Batho Pele Principles. Legislative Requirements: Public Finance Management Act

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| | | (PFMA). National Treasury Regulations. Skills: Organizational Strategic Planning and Management. Information technology. Accounting and finance. Communication. Internal audit strategic planning management. Audit plan and coordinating assurance efforts. Quality Assurance and Improvement program. |
| <u>DUTIES</u> | : | Provide inputs and implement the compliance and assurance audits strategies, plans guidelines and methodology. Conduct compliance and assurance audits assignments in accordance with the audit methodology. Provide progress on compliance and assurance audits activities. Management of resources in the sub- directorate. |
| <u>ENQUIRIES</u> | : | Ms B Kalomba Tel: 076 0100 201 |
| <u>APPLICATIONS</u> | : | Direct Your Applications to: Jobs-CF11@labour.gov.za |
| <u>NOTE</u> | : | Priority will be given to Persons with disability, Indians and Whites |
| <u>POST 18/32</u> | : | <u>ASSITANT DIRECTOR: INTERNAL AUDIT DATA ANALYTICS REF NO:HR 5/1/2/3/7</u> Re-advertisement candidates who previously applied are encouraged to re-apply |
| <u>SALARY</u> | : | R487 197 per annum |
| <u>CENTRE</u> | : | Compensation Fund, Pretoria |
| <u>REQUIREMENTS</u> | : | Three-year tertiary qualification (on NQF Level 6) in Computer Science/Information Systems/Informatics/Internal Audit/Business Information systems/Information Technology. Certificate in Data Science/Data Analytics will be an added advantage. 4 years' functional experience in ICT Audit or Data Analysis environment. Knowledge: Financial Management. ICT Audits Standards. Internal Audit Charter. COBIT (Control objectives for information related technologies) framework. Data Analytics or Big Data Framework. Continuous auditing knowledge in Data Governance and Data Quality. Statistical knowledge. COIDA. Scripting in some language e.g SQL. Power BI/ related data analysis tool. Protection of Personal Information Act and General Data Protection Regulation. Legislative Requirements: Public finance Management Act (PFMA). National Treasury Regulation. Skills: Organizational Strategic Planning and Management. Information technology management. Communication. Structure Query Language. Internal audit strategic planning and management. Audit plan and coordinating assurance efforts. Quality Assurance and Improvement Program. |
| <u>DUTIES</u> | : | Identify appropriate data sources and data elements required to design and develop data analysis routines. Facilitate internal audit data extraction and transformation processes. Establish and maintain effective systems of internal auditing data analysis and exploration. Create dashboards and / or reports. |
| <u>ENQUIRIES</u> | : | Ms T Dikokoe Cell: 071 148 4046 |
| <u>APPLICATIONS</u> | : | Direct Your Applications to: Jobs-CF11@labour.gov.za |
| <u>NOTE</u> | : | Priority will be given to Persons with disability, Indians and Whites |
| <u>POST 18/32</u> | : | <u>ASSISTANT DIRECTOR: COID STATUTORY SERVICES REF NO: HR 5/1/2/3/8 (X3 POSTS)</u> |
| <u>SALARY</u> | : | R487 197 per annum |
| <u>CENTRE</u> | : | Compensation Fund, Pretoria |
| <u>REQUIREMENTS</u> | : | Undergraduate qualification (NQF Level 6) as recognized by SAQA in BCom Law/ LLB Law Degree. Admission as an Attorney or Advocate will be an added advantage. Valid driving licence. 4 years' functional experience in Legal/statutory services environment. Knowledge: Public service transformation and management issues. Public Service Act. Ability to convert policy into action. Treasury Regulation. Public Service Regulation and relevant prescripts. Departmental policies and procedures. Accounting system and Internal Control. Corporate Governance. Batho pele principles. Legislative Requirements: Employment Equity Act. Basic Conditions of Employment Act. Unemployment Insurance Act. Occupational Health and Safety Act. Compensation for Occupational Injuries & Diseases Act. Labour Relation Act. Employment Service Act. Skills: Administration and financial management. Strong leadership, strategic decision-making abilities. Verbal and Written communication. Good interpersonal relations. Ability to build high performance teams. Computer literacy. Project management. Communication skills |
| <u>DUTIES</u> | : | Implement strategies to enforce compliance with COID legislation. Conduct research on COID Legislation. Encourage and support cooperation of relevant stakeholders e.g internal stakeholder and external stakeholder. Evaluate |

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| | | provincial performance and provide technical support to the provinces. Coordinate the development of policy and provide technical advice to the relevant stakeholders. |
| <u>ENQUIRIES</u> | : | Mr T Maluleke, Cell: 063 642 6450 |
| <u>APPLICATIONS</u> | : | Direct Your Applications to: Jobs-CF11@labour.gov.za |
| <u>NOTE</u> | : | Priority will be given to Persons with disability, Indians and Whites |
| <u>POST 18/33</u> | : | <u>ASSISTANT DIRECTOR: PUBLICATIONS AND WEB DEVELOPER: REF NO: HR4/4/3/3/2ASDPWD/UIF</u> |
| <u>SALARY</u> | : | R487 197 per annum |
| <u>CENTRE</u> | : | Unemployment Insurance Fund, Pretoria |
| <u>REQUIREMENTS</u> | : | Undergraduate qualification in Communication / Public Relations / Computer Science / Information Technology / Web Graphic Design / Multimedia at NQF level 6 as recognized by SAQA. Four (4) years' experience of which two (2) years; must be functional experience in Publications and Web Development or Web Administration environment and two years at a Supervisory level. Knowledge: Government Communication Information System role. Labour Relations Act (LRA). Public Financial Management Act (PFMA). Basic Conditions of Employment Act (BCES). Employment Equity Act (EEA). Unemployment Insurance Act (UIA). Unemployment Insurance Contributions Act (UICA). Skills: Branding and Management. Ability to work under pressure and meet deadlines. Online marketing. Problem Solving. Web design. Planning and Organising. Communication. Search Engine Optimization techniques. Driving. Interpersonal. Creativity. Ability to work with HTML, JavaScript, PHP, Net, database and Content Management Systems. |
| <u>DUTIES</u> | : | Coordinate gathering of information for the website. Facilitate the compilation of content for the internal communication platforms. Facilitate the rendering of UIF publications, audio visual material and photography. Facilitate the rendering of graphic design, video and photographic services. Manage resources (Human, Financial, Equipment/ Assets) in the section. |
| <u>ENQUIRIES</u> | : | Ms Z Klaas-Josefu Tel: (012) 337 1564 |
| <u>APPLICATIONS</u> | : | email: Jobs-UIF28@labour.gov.za |
| <u>NOTE</u> | : | African Males and Females, White Males and Persons with disabilities are encouraged to apply |
| <u>POST 18/34</u> | : | <u>ASSISTANT DIRECTOR: ESTABLISHMENT REF NO: HR4/4/3/3/2ASDE/UIF</u> (3- Year Contract) |
| <u>SALARY</u> | : | R487 197 per annum plus 37% in lieu of benefits |
| <u>CENTRE</u> | : | Unemployment Insurance Fund, Pretoria |
| <u>REQUIREMENTS</u> | : | Undergraduate qualification in Human Resource Management, Industrial and Organizational Psychology, Public Management at NQF Level 6 as recognized by SAQA. Four (4) years' experience, of which two (2) years must be functional experience in establishment environment and two (2) years must be supervisor experience. Knowledge: Knowledge of PERSAL Establishment and other HR system. Knowledge on how to operate Excel. Knowledge of Human Resource prescripts in Government. Skills: Financial Management. Report writing. Risk Management. Project Management. Strategy Management. Diversity Management. Policy Analysis and Development. Computer Literacy. Communication. Quality Management. Research Methodology. Problem Solving and Decision Making. |
| <u>DUTIES</u> | : | Conduct and facilitate the administration of PERSAL establishment within the UIF. Validate the alignment of the PERSAL establishment according to the functional structure. Draw up monthly report on PERSAL and update excel database. Coordinate stakeholders' engagement. |
| <u>ENQUIRIES</u> | : | Mr SS Pheeha Tel: (012) 337 1847 |
| <u>APPLICATIONS</u> | : | email: Jobs-UIF29@labour.gov.za . |
| <u>POST 18/35</u> | : | <u>SENIOR ADMIN OFFICER: EMPLOYER REGISTRATION REF NO: HR 5/1/2/3/9</u> Re-Advertisement candidates who previously applied are encouraged to re-apply |
| <u>SALARY</u> | : | R413 001 per annum |
| <u>CENTRE</u> | : | Compensation Fund, Pretoria |

- REQUIREMENTS** : Three-year tertiary qualification (NQF Level 6) in Business Management/ Business Administration/ Public Management/ Public Administration/ Production/ Operations Management. 2 year's function experience in related environment. Knowledge: Compensation Fund policies, procedures and processes. Relevant stakeholders and customers. Customer Service (Batho Pele Principles). Billing administration. COIDA. Public Service Act. Public services Act (PSR). Protection of personal Information Act (POPIA). Legislative Requirements: Public Finance Management Act (PFMA). National Treasury regulations. Skills: Technical proficiency. Communication (verbal and written). Meeting planning, organization and facilitation. Data ad records management. Telephone Skills and Etiquette. Problem solving and decision making. Computer literacy.
- DUTIES** : Facilitate employer registration process. Conduct the process of updating master data. Approve captured employers banking details. Supervision of staff in the Sub- directorate.
- ENQUIRIES** : Mr N Manugu, Cell: 067 419 2504
APPLICATIONS : Direct Your Applications to: Jobs-CF12@labour.gov.za
NOTE : Priority will be given to Persons with disability, Indians and Whites
- POST 18/36** : **SENIOR ADMINISTRATION OFFICER: SECRETARIAT SERVICES REF NO: HR 5/1/2/3/10**
- SALARY** : R413 001 per annum
CENTRE : Compensation Fund, Pretoria
REQUIREMENTS : Three-year tertiary qualification (NQF Level 6) in Public Administration/Office Administration/Business Administration/Commercial Law/Public Management/Administration Management: General. 2 years' functional experience in Secretariat Services/Administration environment. Knowledge: Department of Labour and Compensation Fund objectives. Public Services, policies and procedures. Batho pele Principles. Secretariat procedures and processes. King 4 Report. Compensation Fund Policies. Legislative Requirements: COIDA Act. Public Service Regulations. Public Service Act. Promotion of Access to Information Act. LRA, EE Act, SDA & BCEA. PFMA. POPI Act. Skills: Client orientation and customer focus. Good co-ordination skills. Good Organizational and administrative skills. Good interpersonal and stakeholder liaison skills. Decision making. Self-Management. Communication (verbal and written). Report Writing. Minutes Writing. Computer Literacy.
- DUTIES** : Provide secretariat services to various Board committees. Provide support to various committees meeting. Verify logistical arrangements for various committees meeting. Management of resources.
- ENQUIRIES** : Mr M Malapane, Cell: 063 773 9756
APPLICATIONS : Direct Your Applications to: Jobs-CF12@labour.gov.za
NOTE : Priority will be given to Persons with disability, Indians and Whites
- POST 18/37** : **SENIOR COID EMPLOYER AUDIT REF NO:HR 4/4/8/162**
- SALARY** : R413 001 per annum
CENTRE : Provincial Office Northern Cape
REQUIREMENTS : Undergraduate Qualification (NQF 6) As Recognised by SAQA in Financial Accounting/ BCOM Accounting/ Internal Auditing. A valid motor vehicle driving license. Two (2) years' experience in Compliance Management/ Auditing/ Accounting/ Inspection ad Enforcement Environment. Knowledge: Analysing & interpreting Information (Data Analytics) Knowledge of relevant regulations. Laws and Legislation. Financial Risk Management and Control. Departmental Policies and Procedures. Batho Pele Principles. Compensation of Occupational and Injury Disease Act (COIDA). Public Service Regulations. OHS Act and Regulations Public Financial Management Act (PFMA), Basic Condition of Employment Act. Inspector Card. Inspector Appointment Certificate. Skills: Facilitation, Analysing & Interpreting information (Data Analytics). Employer Assessment and Auditing. Revision of Assessment. People Management. Services Delivery Innovation. Stakeholder Development & Relations. Programme/Project Planning & Management.
- DUTIES** : Conduct proactive audits in relation to COIDA. Conduct reactive audits in relation to COIDA. Conduct Advocacy in relation to COIDA. Enforce Compliance. Supervise the resources within the section.
- ENQUIRIES** : Ms Sherelda Kleinsmith Tel: 053 838 1517

- APPLICATIONS** : Chief Director: Provincial Operations: Private Bag X 5012, Kimberley, 8301 or hand deliver at Cnr Compound and Priel Road For Attention: Human Resources Operations, Provincial Office Kimberley Email: Jobs-NCKIM@labour.gov.za
- NOTE** : EE targets- Priority will be given to Coloured Male, Indian male and females, White males.
- POST 18/38** : **TEAM LEADER REF NO: HR4/4/4/60**
- SALARY CENTRE REQUIREMENTS** : R413 001 per annum
: Labour Centre: Qonce
: Three (3) year National Diploma (NQF 6)/ Undergraduate Bachelor Degree (NQF 7) in Labour Relations/ Labour Law/ LLB/ BCOM LAW. A Valid driver's licence. Two (2) years functional experience in Inspection and enforcement services. Departmental policies and procedures, Employment Services Act, Labour relations Act, Basic Conditions of Employment Act, Occupational Health and Safety Act, COIDA, SABS Codes, Unemployment Insurance Act, UI Contribution Act, Employment Equity Act, Immigration Act, SKILLS Facilitation, Planning, Organizing, Computer Literacy, Interpersonal, Conflict handling, Negotiation, Problem Solving, Interviewing, Presentation, Innovative, Analytical, Monitoring, Evaluation, Performance management, Communication
- DUTIES** : Plan and independently conduct substantive inspections with the aim of ensuring compliance with all labour legislations, namely: Basic Conditions of Employment Act (BCEA), Labour Relations Act (LRA). Plan and execute investigations independently on reported cases pertaining to contravention of labour legislation and enforce as and when necessary including making preparations for and appearing in Court as a State witness. Plan, allocate and Conduct proactive (Blitz) inspection regularly to monitor compliance with labour legislation including compilation and consolidation of reports emanating from such inspections. Conduct Advocacy Campaigns on all labour legislations regularly. Manage the finalization of files of cases received and investigations conducted by the Inspectors. Contribute at a management level to planning, drafting and maintenance of regional inspection plans and reports including execution of analysis and compilation of consolidated statistical reports on regional and allocated cases.
- ENQUIRIES APPLICATIONS** : Mr. LB Mduduma Tel: 043 065 0634
: Deputy Director Labour Centre Operations: PO Box 260, King William's Town, 5600 or hand deliver at No 34 Arthur Street, King William's Town or email to Jobs-KWT@labour.gov.za
- NOTE** : African Males, Coloured Males, Coloured Females, Indian Males, Indian Females, White Males, White Females and Persons with disabilities are encouraged to apply.
- POST 18/39** : **EMPLOYER SERVICES PRACTITIONER (ESP11) (X2 POSTS)**
- SALARY CENTRE REQUIREMENTS** : R413 001 per annum
: Labour Centre: Gqeberha-Ref No: HR4/4/1/107(X1Post)
: Labour Centre: Randfontein-Ref No: HR4/4/4/04/03 (X1Post)
- REQUIREMENTS** : Three (3) year relevant qualification in Social Science (Psychology, Industrial Psychology) Public Administration/Business Management/Public Management, Valid driver's licence. Two (2) Years functional experience in a client-oriented environment. Knowledge: Employment Service Act, Unemployment Insurance Act, Public Service Act, Immigration Act, Skills Development Act, Social Plan Guidelines, Human Resources Management, Public Financial Management Act, ILO conversions related PES. Skills: Planning and Organizing, Communication skills, Computer, Analytical, Presentation, Interpersonal, Report writing, Networking, Negotiation, Marketing.
- DUTIES** : Marketing PES Services to stakeholders to acquire opportunities and conduct recruitment, selection, referral and placement of registered work seekers. Process requests for International Cross Board Labour Migration and advise on the availability of skills. Process applications for registration of Public Employment Agency (PEA) and Temporary Employment Schemes (TES). Supervise provision of registration and referral of work seekers for the Department, Monitor the implementation of employment schemes, Labour Activation programmes (LAP) projects and Temporary Relief-Schemes. Supervise the administration of employer services at the labour centre.

- ENQUIRIES** : Mr V Sityana Tel: (041) 506 5000 (Gqeberha)
Mr B Tau Tel: 010 061 1507 (Randfontein)
- APPLICATIONS** : Acting Deputy Director: Labour Centre Operations: Private Bag X6045, Gqeberha, 6000. Hand deliver at 116-134 Govan Mbeki Avenue, Central, VSN Building, Gqeberha, 6000. Email at Jobs-ECPLZ@labour.gov.za. Note: African Males, White Males, White Females. Coloured Males, Coloured Females, Indian Males, Indian Females and People with Disabilities are encouraged to apply (Gqeberha)
Deputy Director: Labour Centre Operations, Hand deliver at Fountain Plaza, 2 Main Reef Road. Email: Jobs-GP8@labour.gov.za Note: EE targets- priority will be given to African males and White males. (Randfontein)
- POST 18/40** : **TEAM LEADER: INSPECTION AND ENFORCEMENT SERVICES (X2 POSTS)**
- SALARY CENTRE** : R413 001 per annum
Springs Labour Centre- Ref No: HR4/4/4/04/13 (X1Post)
Temba Labour Centre -Ref No: HR 4/4/4/04/14 (X1Post)
- REQUIREMENTS** : Three (3) year's National Diploma (NQF6)/Undergraduate Bachelor Degree (NQF7) in Labour Relations/Labour Law/LLB/BCOM Law. Two (2) year's functional experience in Inspection and Enforcement Services. A valid driver's licence. Knowledge: Department policies and procedures, Employment Services Act, Labour Relation Act, Basic Conditions of Employment Act, Occupational Health and Safety Act, COIDA, SABS Codes, Unemployment Insurance Act, UI Contribution Act, Employment Equity Act, Immigration Act. Skills: Facilitation, Planning, Organizing, Computer literacy, Interpersonal, Conflict handling, Negotiation, Problem solving, Interviewing, Presentation, Innovative, Analytical, Monitoring, Performance Management, Communication.
- DUTIES** : Plan and independently conduct substantive inspections with the aim of ensuring compliance with some of labour legislation, namely, Basic Conditions of Employment Act (BCEA), Labour Relations Act (LRA). Plan and execute investigations independently on reported cases pertaining to contravention of labour legislation and enforce as and when necessary, including making preparations for and appearing in Court as a State witness. Plan, allocate and conduct proactive (Blitz) inspections regularly to monitor compliance with labour legislation including compilation and consolidation of reports emanating from such inspections. Conduct Advocacy campaigns on Labour legislations regularly. Manage the finalization of files of cases received and investigations conducted by the Inspectors. Contribute at a management level to planning, drafting and maintenance of regional inspection plans and reports including execution of analysis and compilation of consolidated statistical reports on regional and allocated cases.
- ENQUIRIES** : Mr M Nkutha Tel: 010 061 0370/0352 (Springs)
Ms G Malungana Tel: (012) 727 5300 /5301 (Temba)
- APPLICATIONS** : Deputy Director: Springs Labour Centre, hand deliver at Expo Building, 2nd Floor, Cnr 7th Street and Park Avenue, Springs. Email: Jobs-GP9@labour.gov.za
Deputy Director: Temba Labour Centre hand delivers at Shop 4, Cnr Harry Gwalaand Jubilee Road Jubilee Mall, Hammanskraal. Email: Jobs-GP24@labour.gov.za
- NOTE** : EE targets- priority will be given to African males and White males.
- POST 18/41** : **OFFICE ADMINISTRATOR: REF NO: HR 4/4/1/105**
- SALARY CENTRE** : R338 106 per annum
Provincial Office: Eastern Cape
- REQUIREMENTS** : Three (3) year National Diploma (NQF6)/ Undergraduate/ Bachelor Degree (NQF7) qualification in Office Management/ Information Management and Technology; Public Administration; Business Administration, Business Management; Public Management. One (1) year functional experience in Office administration/ Secretariat services. Knowledge: Departmental policies and procedures, Planning and organising, Administrative procedures, Interpersonal relations Skills: Interpersonal, Telephone etiquette, Organizing, Computer Literacy, Communication (verbal and written), Listening, Problem solving, Project Management.

DUTIES : Provide a receptionist support to the Chief Directorate including diary management for the Chief Director. Render secretariat service for the office of the Chief Directorate. Assist in monitoring and maintaining the budget including the supply chain for the Chief Directorate. Facilitate and coordinate all logical and resource requirements of the Chief Directorate. Provide Management Information and records management services in the Chief Directorate. Track and monitor projects tasks within the Chief Directorate.

ENQUIRIES : Ms P Mbongwana Tel: 043 701 3128
APPLICATIONS : Chief Director: Provincial Operations, Private Bag 9005, East London. Hand deliver at No. 03 Hill Street East London. Email: Jobs-EC2@labour.gov.za

NOTE : African Males, White Males, White Females. Coloured Males, Coloured Females, Indian Males, Indian Females and People with Disabilities are encouraged to apply.

POST 18/42 : **UI EMPLOYER AUDIT REF NO:HR 4/4/8/168**

SALARY : R338 106 per annum
CENTRE : Provincial Office Northern Cape
REQUIREMENTS : Three-year tertiary qualification in Internal Audit/ Financial Accounting/ Cost and Management Accounting/ Financial Information System/ B. Com Accounting/ B. Compt Accounting/ B. Com Law/ LLB/ Financial Management. A valid motor vehicle driving license. Knowledge: Departmental Policies and Procedures, Batho Pele Principles, Public Service Act and Regulations, OHS Act and Regulations, COIDA, UIA, PFMA, BCEA, NMWA, LRA, UI Contribution Act, Employment Equity Act, Inspectors Code of Conduct. Skills: Facilitation, Planning and Organizing, Computer literacy, Interpersonal, Problem solving, interviewing listening and observation, Communication Written and Verbal, Innovative, Analytical, Research.

DUTIES : Conduct audits to determine compliance with UIA and UICA. Serve enforcement notices on non-complying employers. Refer non-complying employers for prosecution. Provide support in the implementation of Advocacy Programs on the UIA and UIC Act.

ENQUIRIES : Ms Sherelda Kleinsmith Tel: 053 838 1517
APPLICATIONS : Chief Director: Provincial Operations: Private Bag X 5012, 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 18/43 : **STATE ACCOUNTANT: DEBT MANAGEMENT REF NO: HR5/1/1/2/3/11**

SALARY : R338 106 per annum
CENTRE : Compensation Fund, Pretoria
REQUIREMENTS : Undergraduate qualification (NQF Level 6) as recognized by SAQA in Financial Management/ Financial Accounting/ Cost and Management Accounting/ Auditing. 1-year functional experience in Income Management (debt collection) environment. Knowledge: Compensation Fund, policies and procedure. Understanding audits processes, principles and practices. Customer Services principles (Batho Pele Principles). Understanding financial risk. Understanding public sector revenue and receivable processes. Debt Collection internal control. Promotion of Access to Information Act. COIDA. Legislative Requirement: COIDA. Public Financial Management PFMA. National Treasury regulation. Skills: Financial Accounts Management. Professional Accounting Standards (GRAP/GAAP/IFRS). Digital Acumen (Financial Systems, Tools). Accounts Receivable / Accountants Payable. Analyzing & interpreting information. Information Processing. Data integrity and management. Stakeholder Developing and Management. Assertiveness. Conflict Management. Communication. Risk Management. Quality Assurance and Improvement. Legal Collection (Cuts across debt management, third party).

DUTIES : Provide debt collection services for the Compensation Fund. Perform Financial administration process on debt collections. Follow up on debtors' accounts. Supervision of staff

ENQUIRIES : Ms R Mulaudzi, Cell: 0782505396
APPLICATIONS : Direct Your Applications to: Jobs-CF12@labour.gov.za
NOTE : Priority will be given to Persons with disability, Indians and Whites

POST 18/44 : **STATE ACCOUNTANT: ACCOUNTS RECEIVABLE REF NO: HR5/1/2/3/12**

SALARY : R338 106 per annum
CENTRE : Compensation Fund, Pretoria
REQUIREMENTS : Undergraduate qualification (NQF Level 6) as recognized by SAQA in Financial Management/ Financial Accounting/ Cost and Management Accounting/ Auditing. 1 years' functional experience in accounts receivable environment. Knowledge: Compensation Fund business strategies, policies and procedures. Audits processes, principles and practices. Customer Services principles (Batho Pele Principles). Risk management processes. Financial compliance and reporting. Public sector revenue and receivable processes. Accounts Receivable internal control. Accounting standards. GRAP (Generally Recognized Accounting Principles). COIDA. Legislative Requirements: COIDA. PFMA. National Treasury regulations. Skills: Fraud identification. Data Analytic & reporting. financial Accounts Management. Professional Accounting Standards (GRAP/GAAP/IFRS). Digital Acumen (Financial Systems, Tools). Accounts Receivable (Reconciliations & Reporting). Analyzing & interpreting information. Information processing.

DUTIES : Perform accounts receivable reconciliations. Perform financial administration process on accounts receivables. Prepare Accounts Receivable quarterly disclosure. Supervision of Staff

ENQUIRIES : Mr A Mathibe Cell: 076 448 8006
APPLICATIONS : Direct Your Applications to: Jobs-CF12@labour.gov.za
NOTE : Priority will be given to Persons with disability, Indians and Whites

POST 18/45 : **FINANCE ADMIN: OFFICER ESTATES: REF NO: HR 5/1/2/3/13**

SALARY : R338 106 per annum
CENTRE : Compensation Fund, Pretoria
REQUIREMENTS : Undergraduate qualification (NQF Level 6) as recognized by SAQA in Financial Management/ Financial Accounting/ Cost and Management accounting/ Auditing. 1-year functional experience in (liquidation/estate) claims environment. Knowledge: Compensation Fund policies and procedures. Understanding audits processes, principles and practices. Customer Services principles (Batho Pele Principles). Understanding financial risk management. Understanding of public sector revenue collection processes. Public service regulation. Promotion of Access to information Act. Insolvency Act. COIDA. Legislative Requirements: COID. Public Finance Management Act. Public service Act. Occupational Health and Safety Act (OHS). PFMA. Treasury Regulations. Promotion of Access to information Act. Promotion of Administrative Justice Act (PAJA). Constitution Act 108 of 1996 (amended). Road Accident Fund (RAF). Unemployment Insurance Act (UIA). General knowledge of the Public Service Regulations. LRA, EE Act, SDA & BCEA. Skills: Required Technical proficiency. Business National Treasury regulations. Skills: Legal Collections. Financial Accounts Management. Professional Accounts Standards (GRAP/GAAP/IFRS). Digital Acumen (Financial Systems, Tools). Accounts Receivable/ Accounts Payable. analyzing & Interpreting Information. Information Processing. Data Integrity and management. Communication. Stakeholder Development and Management. Assertiveness. Conflict Management & Risk Management. Quality Assurance and Improvement. Coaching, Mentoring & Direction setting.

DUTIES : Receive and review the estate claims. Receive and arrange mail according to revenue significance. Review the identified registered employer's estate. Supervision of Staff.

ENQUIRIES : Ms R Mulaudzi, Cell: 078 250 5396
APPLICATIONS : Direct Your Applications to: Jobs-CF12@labour.gov.za
NOTE : Priority will be given to Persons with disability, Indians and Whites

POST 18/46 : **OFFICE ADMINISTRATOR: CHIEF FINANCIAL OFFICER REF NO: HR 5/1/2/3/14**

SALARY : R338 106 per annum
CENTRE : Compensation Fund, Pretoria
REQUIREMENTS : Three-year relevant qualification in Office/ Information Management/ Public/ Business Administration. One (1) year functional experience in office administration/ secretariat services. Knowledge: Departmental policies and procedures. Planning and organizing. Administration procedures. Batho Pele

- Principles. Interpersonal relations. Legislative Requirement: None. Skills: Facilitation. Interpersonal relationship. Communication both (verbal and written). Computer. Telephone etiquette. Organizing. Decisions making. Analytical. Project Management.
- DUTIES** : Provide receptionist support to the Chief/Directorate, including diary management for the Chief/Director. Render a secretariat Service for the Office of the Chief/Director. Assist in Monitoring and maintaining the budget including the supply chain for the Chief/Directorate. Facilitate and coordinate all logistical and resources requirements of the Chief/Directorate. Provide Management Information and records management services in the Chief/Directorate. Track and monitor projects tasks within the Chief/Directorate.
- ENQUIRIES** : Mr N Mokoena Tel: 083 744 6233
- APPLICATIONS** : Direct Your Applications to: Jobs-CF12@labour.gov.za
- NOTE** : Coloureds, Indians Whites and Persons with disabilities are encouraged to apply
- POST 18/47** : **INSPECTOR (X9 POSTS)**
- SALARY** : R280 278 per annum
- CENTRE** : Benoni Labour Centre - Ref No: HR4/4/4/04/05(X1Post)
Carletonville Labour Centre - Ref No: HR4/4/4/04/07(X1Post)
Johannesburg Labour Centre - Ref No: HR4/4/4/04/04(X6 Posts)
Soweto Labour Centre - Ref No: HR4/4/4/04/06(X1Post)
- REQUIREMENTS** : Three (3) years relevant qualification in Labour Relations/ BCOM Law/ LLB. Valid driver's licence. Knowledge: Departmental policies and procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Unemployment Insurance Act, Unemployment Insurance Contributions Act. Skills: Facilitation skills, Planning and Organizing (Own work), Computing (Spread sheets, PowerPoint and word processing, Interpersonal skills, Analytical, Verbal and written communication skills, Employment Equity Act.
- DUTIES** : 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** : Mr Pindile Mati Tel No: (011) 744 9000 (Benoni)
Ms Nompilo Tali Tel: 018 280 0960 (Carletonville)
Mr Happy Ntsoko Tel: 082 563 3066 (Johannesburg)
Ms Jane Monoto Tel: 010 061 3025/3060 (Soweto)
- APPLICATIONS** : Deputy Director – Benoni Labour Centre, Hand deliver at 10 Woburn Avenue, Woburn Heights, Benoni. Email: Jobs-GP-BEN/1@labour.gov.za
Deputy Director - Labour Centre: Carletonville Labour Centre, Hand deliver at Cnr. Osmium and Amethyst Streets, Carletonville, Email: Jobs-GP-CTV/1@labour.gov.za
Deputy Director – Johannesburg Labour Centre, Hand deliver at 56 Main Street, Johannesburg Email: Jobs-GP-JHB/2@labour.gov.za
Deputy Director - Labour Centre: Soweto Labour Centre, Hand deliver at 2 Khumalo Road, A Hand deliver at Centre, Orlando West, Email: Jobs-GP-SWT/3@labour.gov.za
- NOTE** : EE targets- priority will be given to African males and white males.
- POST 18/48** : **CLIENT SERVICE OFFICER: PES (X14 POSTS)**
- SALARY** : R280 278 per annum
- CENTRE** : Alberton Labour Centre - Ref No: HR4/4/4/05/09 (X1Post)
Carletonville Labour Centre - Ref No: HR4/4/4/05/10 (X2 Posts)
Germiston Labour Centre - Ref No: HR4/4/4/05/11 (X2 Posts)
Nigel Labour Centre - Ref No: HR4/4/4/05/12 (X1 Post)
Randburg Labour Centre - Ref No: HR4/4/4/05/13 (X1 Post)
Sebokeng Labour Centre - Ref No: HR4/4/4/05/14 (X1 Post)
Soweto Labour Centre - Ref No: HR4/4/4/05/15 (X1 Post)
Atteridgeville Labour Centre - Ref No: HR4/4/4/05/16 (X1 Post)
Bronkhorstspuit Labour Centre - Ref No: HR4/4/4/05/17 (X1 Post)
Ga-Rankuwa Labour Centre - Ref No: HR4/4/4/05/18 (X1 Post)
Temba Labour Centre - Ref No: HR4/4/4/05/19 (X1 Post)

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| <u>REQUIREMENTS</u> | : | Kemptonpark Labour Centre - Ref No: HR4/4/4/05/20 (X1 Post) Grade 12/ National 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 placement of work seekers in work and learning opportunities. Render general administrative duties and participate in advocacy sessions as and when required. |
| <u>ENQUIRIES</u> | : | Ms M Mojapelo Tel No: (011) 861 6130 (Alberton) Ms N Tali Tel No: (018) 788 3281 (Carletonville) Ms S H Ceasar Tel No: (011) 345 6300 (Germiston) Mr R Madonsela Tel No: (011) 814 7095 (Nigel) Ms M Tyelbooi Tel No: (011) 781 8144 (Randburg) Ms M Mamburu Tel No: (016) 981 0280 (Sebokeng) Ms J Monoto Tel No: (011) 983 8700 (Soweto) Ms N Khoza Tel No: (012) 373 4434 (Atteridgeville) Ms M Mojapelo Tel No: (013) 932 0197 (Bronkhorstspuit) Mr L P Ranwashe Tel No: (012) 700 0290 (Ga-Rankuwa) Ms G Malungana Tel No: (012) 727 1364 (Temba) Ms J Ralane Tel No: 010 061 1077 (Kemptonpark) Ms M Mamburu Tel No: (016) 981 0280 (Vanderbijlpark) |
| <u>APPLICATIONS</u> | : | Deputy Director - Labour Centre: Alberton, Hand deliver at Mercedes Place, 89 Voortrekker Street, New Redruth, 1449, Email: Jobs-GP-ALB/1@labour.gov.za Deputy Director - Labour Centre: Carletonville Labour Centre, Hand deliver at Cnr. Osmium and Amethyst Streets, Carletonville, Email: Jobs-GP-CTV/1@labour.gov.za Deputy Director – Labour Centre Germiston, Hand deliver at 241 President Street, Germiston, Email: Jobs-GP-GMT/1@labour.gov.za Deputy Director – Labour Centre Nigel, Hand deliver at Corner 4th Ave and Hendrick Verwoerd Street, SARS building, Nigel Email: Jobs-GP-NGL/1@labour.gov.za Deputy Director – Labour Centre Randburg, Hand deliver at Cnr Oak and Hill Street Hillview Centre, Ground Floor Email: Jobs-GP-RDB/1@labour.gov.za Deputy Director – Labour Centre Sebokeng, Hand deliver at Nashua Centre, 64 Eric Louw Street E-mail: Jobs-GP-SBK/1@labour.gov.za Deputy Director – Labour Centre Soweto, Hand deliver at nd2 Khumalo Road, A Centre, Orlando West E-mail: Jobs-GP-SWT/1@labour.gov.za Deputy Director – Labour Centre Atteridgeville, Hand Deliver at Cnr WF Nkomo Street and Kalafong Road E-mail: Jobs-GP-ATV/1@labour.gov.za Deputy Director – Labour Centre Bronkhorstspuit Hand deliver at, Hand deliver at 40 Botha street, Cilliers building E-mail: Jobs-GP-BHS/1@labour.gov.za Deputy Director – Labour Centre Ga-Rankuwa, Hand deliver at 8873 Setlalentoa Street, Ga-Rankuwa Zone 5 E-mail: Jobs-GP-GRK/1@labour.gov.za Deputy Director – Labour Centre Temba, Hand deliver at Shop no 4 Jubilee Mall, Cnr Harry Gwala and Jubilee road E-mail: Jobs-GP-TBA/1@labour.gov.za Deputy Director – Labour Centre Kempton Park, Hand deliver at Trust Bank Building, Ground floor, Cnr Voortrekker and Wolff Streets E-mail: Jobs-GP-KMP/1@labour.gov.za Deputy Director – Labour Centre Vanderbijlpark, Hand deliver at Nashua Centre, 64 Eric Louw Street E-mail: Jobs-GP-VDB/1@labour.gov.za |
| <u>NOTE</u> | : | EE targets- priority will be given to African males and White males. |
| <u>POST 18/49</u> | : | <u>CLIENT SERVICE OFFICER: IES (X14 POSTS)</u> |
| <u>SALARY CENTRE</u> | : | R280 278 per annum Alberton Labour Centre - Ref No: HR4/4/4/05/22 (X1 Post) Brakpan Labour Centre - Ref No: HR4/4/4/05/23 (X1 Post) Carletonville Labour Centre - Ref No: HR4/4/4/05/24 (X1 Post) Kemptonpark Labour Centre - Ref No: HR4/4/4/05/25 (X1 Post) Nigel Labour Centre - Ref No: HR4/4/4/05/26 (X1 Post) Randburg Labour Centre - Ref No: HR4/4/4/05/27 (X1 Post) |

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| | | Sebokeng Labour Centre - Ref No: HR4/4/4/05/28 (X1 Post) |
| | | Bronkhorstspuit Labour Centre - Ref No: HR4/4/4/05/29 (X1 Post) |
| | | Ga-Rankuwa Labour Centre - Ref No: HR4/4/4/05/30(X1 Post) |
| | | Roodepoort Labour Centre - Ref No: HR4/4/4/05/31(X1 Post) |
| | | Soweto Labour Centre - Ref No: HR4/4/4/05/32(X1 Post) |
| | | Vanderbijlpark Labour Centre - Ref No: HR4/4/4/05/33(X1 Post) |
| | | Vereeniging Labour Centre - Ref No: HR4/4/4/05/34(X1 Post) |
| | | Krugersdorp Labour Centre - Ref No: HR4/4/4/05/35(X1 Post) |
| <u>REQUIREMENTS</u> | : | Grade 12/ Matriculation. 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</u> | : | Ms M Mojapelo, Tel No: (011) 861 6130 (Alberton) Mr P Mati Tel No: (011) 744 9000 (Brakpan) Mr B P Mosoeu Tel No: (018) 788 3281 (Carletonville) Ms P Ralane Tel No: (011) 975 9301 (Kemptonpark) Mr R Madonsela Tel No: (011) 814 7095 (Nigel) Ms M Tyelbooi Tel No: (011) 781 8144 (Randburg) Ms M Mamburu Tel No: (016) 981 0280 (Sebokeng) Ms M A Phasha Tel No: (013) 932 0197 (Bronkhorstspuit) Mr L P Ranwashe Tel No: (011) (012) 700 0290 (Ga-Rankuwa) Ms C Geldenhuys Tel No: 010 061 1532 (Roodepoort) Ms J Monoto Tel No: (011) 983 8700 (Soweto) Ms M Mamburu Tel No: (016) 981 0280 (Vanderbijlpark & Vereeniging) Mr D McDonald, Tel No: 010 061 0427 (Krugersdorp) |
| <u>APPLICATIONS</u> | : | Deputy Director - Labour Centre: Alberton, Hand deliver at Mercedes Place, 89 Voortrekker Street, New Redruth, 1449 Email: Jobs-GP-ALB/2@labour.gov.za Deputy Director - Labour Centre: Brakpan, hand deliver at Expo Building, 2nd Floor, Cnr 7th Street and Park Avenue, Springs Email: Jobs-GP-BRK/1@labour.gov.za Deputy Director - Labour Centre: Carletonville, Hand deliver at Cnr. Osmium and Amethyst Streets, Carletonville Email: Jobs-GP-CTV/2@labour.gov.za Deputy Director – Labour Centre Kempton Park, Hand deliver at Trust Bank Building, Ground floor, Cnr Voortrekker and Wolff Streets. Email: Jobs-GP-KMP/2@labour.gov.za Deputy Director – Labour Centre Nigel, Hand deliver at Corner 4th Ave and Hendrick Verwoerd Street, SARS building, Nigel. Email: Jobs-GP-NGL/2@labour.gov.za Deputy Director – Labour Centre Randburg, Hand deliver at Cnr Oak and Hill Street Hillview Centre, Ground Floor Email: Jobs-GP-RDB/2@labour.gov.za Deputy Director – Labour Centre Sebokeng, Hand deliver at Nashua Centre, 64 Eric Louw Street E-mail: Jobs-GP-SBK/3@labour.gov.za Deputy Director – Labour Centre Bronkhorstspuit, Hand deliver at 40 Botha street, Cilliers building E-mail: Jobs-GP-BHS/3@labour.gov.za Deputy Director – Labour Centre Ga-Rankuwa, Hand deliver at 8873 Setlalentoa Street, Ga-Rankuwa Zone 5 E-mail: Jobs-GP-GRK/2@labour.gov.za Deputy Director – Labour Centre Roodepoort, Hand deliver at 125 Albertina Sisulu Road, Technikon E-mail: Jobs-GP-RDP/1@labour.gov.za Deputy Director – Labour Centre Soweto, Hand deliver at 2 Khumalo Road, A Centre, Orlando West E-mail: Jobs-GP-SWT/2@labour.gov.za Deputy Director – Labour Centre Vanderbijlpark, Hand deliver at Nashua Centre, 64 Eric Louw Street E-mail: Jobs-GP-VDB/1@labour.gov.za Deputy Director – Labour Centre Vereeniging, Hand deliver at Andasta Building, 22 Merriman Avenue E-mail: Jobs-GP-VRG/1@labour.gov.za Deputy Director – Labour Centre Krugersdorp, Hand deliver at Foley Street, 6 Factoria, Krugersdorp E-mail: Jobs-GP-KGD/1@labour.gov.za |
| <u>NOTE</u> | : | EE targets- priority will be given to African males and white males. |

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| <u>POST 18/50</u> | : | <u>CLIENT SERVICE OFFICER: UIF OPERATIONS REF NO:HR4/4/4/13</u> |
| <u>SALARY</u> | : | R280 278 per annum |
| <u>CENTRE</u> | : | ULundi Labour Centre |
| <u>REQUIREMENTS</u> | : | Grade 12; no experience required. Knowledge: Unemployment Insurance Act and Regulations, Unemployment Insurance Contributions Act, Public Financial Management Act (PFMA), Protection of Personal Information Act (POPIA), Treasury Regulations, Batho Pele Principles, Department of Labour and UIF Policies and Procedures, UIF's Vision, Mission and Values, Customer Care Principles, Departmental Policies, Procedures and Guidelines. Skills: Interviewing, Communication (verbal and written), Listening, Computer Literacy, Listening, Interpretation (ability to interpret UI Act and Contribution Act), Conflict Management, Time Management, Customer Relations, Analytical, Interpersonal, Telephone etiquette, On job training (operations system). |
| <u>DUTIES</u> | : | Provide screening services. Process applications for UIF benefits. Register payment continuation forms. Provide administrative functions. |
| <u>ENQUIRIES</u> | : | Mr TJ Nkosi Tel No: (035) 879 8800 |
| <u>APPLICATIONS</u> | : | Deputy Director: ULundi Labour Centre, P/Bag X56, ULundi 3838 Or hand deliver at Unit A Wombe Street, ULundi. For Online Applications Email to: Jobs-KZN3@Labour.gov.za |
| <u>NOTE</u> | : | EE targets- Preference will be given to Africans, Indians & White people living with disability; Indian males and females, White males and females. |
| <u>POST 18/51</u> | : | <u>ADMINISTRATIVE CLERK: MANAGEMENT SUPPORT SERVICES (X4 POSTS)</u> |
| <u>SALARY</u> | : | R237 453 per annum |
| <u>CENTRE</u> | : | Soshanguve Labour Centre – Ref no: HR/4/4/4/04/08(X1 Post) Johannesburg Labour Centre – Ref no: HR/4/4/4/04/09(X1 Post) Pretoria Labour centre – Ref no: HR/4/4/4/04/10(X1 Post) Randburg Labour centre – Ref no: HR/4/4/4/04/11(X1 Post) |
| <u>REQUIREMENTS</u> | : | Matriculation/ Grade 12/ Senior Certificate. Knowledge: Batho Pele principles, Departmental Policies and Procedures, Treasury Regulations. Skills: Verbal and written communication, Interpersonal Relations, Problem Solving, Computer Literacy, Analytical, Planning and Organizing. |
| <u>DUTIES</u> | : | 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. Responsible for training and performance activities in a Labour Centre. Responsible for the records management in a Labour Centre. |
| <u>ENQUIRIES</u> | : | Mr T Nengwekhulu Tel: 012 065 5030 (Soshanguve) Mr H Ntsoko Tel: 082 563 3066 (Johannesburg) Mr M Zigana Tel: 011 853 0300 (Pretoria) Ms M Tyelbooi Tel: 011 781 8144 (Randburg) |
| <u>APPLICATIONS</u> | : | Deputy Director: Labour Centre Operations: Soshanguve, Hand deliver at 2322 Block F, Neat and Fast Building, Soshanguve, Email: Jobs-GP-SHG/2@labour.gov.za Deputy Director: Labour Centre Operations: Johannesburg, Hand deliver at 56 Main Street, Johannesburg, Email: Jobs-GP-JHB/3@labour.gov.za Deputy Director: Labour Centre Operations: Randburg, Hand deliver at Cnr. Oak and Hill Street, Hillview centre, Groundfloor, Randburg, Email: Jobs-GP4@labour.gov.za Deputy Director: Labour Centre Operations: Pretoria, Hand deliver at 239 Nana Sita and Thabo Sehume Streets, Pretoria, Email: Jobs-GP-PTA/2@labour.gov.za |
| <u>NOTE</u> | : | EE targets- priority will be given to African males, Indian males, and White males. |
| <u>POST 18/52</u> | : | <u>ADMINISTRATIVE CLERK: SUPPORT SERVICES IES REF NO: HR/4/4/4/04/15</u> |
| <u>SALARY</u> | : | R237 453 per annum |
| <u>CENTRE</u> | : | Johannesburg Labour Centre |
| <u>REQUIREMENTS</u> | : | Matriculation/ Grade 12/ Senior Certificate. Knowledge: Administrative procedures relating to an office, Filing and retrieval of documents, Ability to |

- operate fax machine and a 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** : Mr H Ntsoko Tel: 082 563 3066
- NOTE** : Deputy Director: Labour Centre Operations: Johannesburg, Hand deliver at 56 Main Street, Johannesburg, Email: Jobs-GP-JHB/4@labour.gov.za
- NOTE** : EE target- priority will be given to African males, Indian males, and White males.
- POST 18/53** : **ACCOUNTING CLERK REF NO: HR4/4/1/106 (2 POSTS)**
- SALARY CENTRE REQUIREMENTS** : R237 453 per annum
: Provincial Office: Eastern Cape
: Grade 12 with passed Commercial Subjects (Business Management, Economics and Accounting) or with equivalent certificate. Knowledge: Departmental policies and procedures, Batho Pele principles, financial prescripts and manuals, Public Finance Management ACT (PFMA), Treasury Regulations. Skills: Communication skills, Problem Solving skill, Planning and organising skills, Computer literacy, Accounting, Analysis. DUTIES: Compile and capture all financial transactions for the whole Province on financial transversal system (e.g. BAS, LOGIS, PERSAL and safety-net). Render proper record keeping of for future reference. Provide support in monitor budget processes for the Province. Administer Petty cash adherence to petty cash guideline. Clear suspense accounts and unallocated accounts before month closure.
- ENQUIRIES APPLICATIONS** : Mr MM Nohesi Tel: (043) 701 3029
: Chief Director: Provincial Operations, Private Bag X 9005 East London, 5201. Hand deliver at No.3 Hill Street East London. Email: Jobs-EC2@labour.gov.za
- NOTE** : Coloured Males, Indian Females, White Males, African Males, Coloured Females, Indian Males, White Females and People with Disabilities are encouraged to apply.
- POST 18/54** : **ADMIN CLERK: LEGAL SERVICES REF NO: HR 5/1/2/3/15**
- SALARY CENTRE REQUIREMENTS** : R237 453 per annum
: Compensation Fund, Pretoria
: Grade 12 (NQF Level 4) as recognized by SAQA. No experience. Knowledge: Regulatory knowledge, Law and Legislation. Data capturing. Collecting statistics. Compensation Fund business processes, procedure. Policies. Customer Service (Batho Pele Principles). Technical knowledge. Public Finance Management Act (PFMA). Promotion Access to Administrative Justice. Legislative Requirements: Legislation and Law Enforcement. Council policy. Skills: Computer Literacy. Interpersonal Relations. Communication (written & verbal).
- DUTIES** : Register objections, applications for Section 56, litigations, contracts, section 42 examinations and legal opinion. Administer court rolls. Make logistical arrangements for hearing. Prepare payments for tribunal members, section 42 examinations and bill of costs. Attend to legal services enquiries and consultations.
- ENQUIRIES APPLICATIONS** : Mr M Bugqwangu, Cell: 060 989 8311
: Direct Your Applications to: Jobs-CF13@labour.gov.za
- NOTE** : Priority will be given to Persons with disability, Indians and Whites
- POST 18/55** : **SENIOR ADMINISTRATION CLERK: HUMAN RESOURCE PRACTICES REF NO: HR4/4/3/3/1SACHRP/UIF (X6 POSTS)**
(3 Year Contract)
- SALARY CENTRE REQUIREMENTS** : R237 453 per annum plus 37% in lieu of benefits
: Unemployment Insurance Fund, Pretoria
: Grade 12. No experience required. Knowledge: Unemployment Insurance Act and Regulations. Unemployment Insurance Contributions Act (UICA). Protection of Personal Information Act (PIIA). Promotion of Access to Information Act (PAIA). Persal and other Human Resource Information Management Systems. Public Service Act (PSA). Public Service Regulations

- (PSR). Public Finance Management Act (PFMA). Employment Equity Act (EEA). Basic Conditions of Employment Act (BCEA). White Paper on Transformation. Batho Pele Principles. Skills: Communication (Verbal and Written). Computer Literacy. Interpersonal. Time Management. Planning and Organizing Responsive.
- DUTIES** : Provide clerical support to the recruitment and selection processes. Provide personnel administration support services. Render general clerical support services.
- ENQUIRIES APPLICATIONS** : Mr SS Pheeha Tel: (012) 337 1847
: email: Jobs-UIF30@labour.gov.za
- POST 18/56** : **SECURITY OFFICER (X2 POSTS)**
- SALARY CENTRE** : R201 093 per annum
: Provincial Office stationed at Labour Centre: Pretoria Ref No: HR4/4/4/05/38 (X1 Post)
: Provincial Office Parktown Ref No: HR/4/4/4/05/39 (X1 Post)
- REQUIREMENTS** : Matriculation/ Grade 12/ Senior Certificate NQF4 Certificate plus Grade C Security Certificate plus registered with the PSIRA. Knowledge: Access to Public premises and vehicles Act, Evacuation procedures, Minimum Information Security Standards, Private Security Industry Regulatory Authority Procedures, Batho Pele Principles, Public Service Regulation Act and Departmental Policies and Procedures. Skills: Verbal and written communication, Interpersonal relations, Problem solving, Communication, Conflict management, Coordination skills and Computer literacy.
- DUTIES** : Control access in and out of Labour Center or Provincial Office. Secure the flow of information and assets within the Labour Center or Provincial Office. Conduct security patrols of the buildings and offices to ensure safety of employees and clients. Conduct internal investigations and enforce security rules and regulations.
- ENQUIRIES APPLICATIONS** : Mr M Takalo Tel: (011) 853 0300.
: Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2000 or hand deliver at Department of Employment and Labour, 47 Empire Road, Parktown. For online applications email: Jobs-GP4@labour.gov.za (Stationed at Labour Centre: Pretoria) Jobs-GP7@labour.gov.za (Provincial Office Parktown)
- NOTE** : African Males, Indian Males and White Males are encouraged to apply.
- POST 18/57** : **OFFICE AID REF NO: HR5/1/2/3/16(X4 POSTS)**
- SALARY CENTRE** : R170 226 per annum
: Compensation Fund, Pretoria
- REQUIREMENTS** : ABET Level 4/ Grade 9 (NQF Level 4 & Level 3). No experience. Knowledge: Departmental policies and procedures. Labour Legislation. Public Service Act. Basic Conditions of Employment Act). Legislative Requirements: Occupational Health and Safety Regulations. Skills: Communication Skills. Time Management. Interpersonal relations. Cleaning skills. Prioritizing skills.
- DUTIES** : Clean all areas of Compensation Fund. Remove all rubbish and put in approved outside bins. Provide meetings support service (Food Service Aid). Perform relevant general tasks.
- ENQUIRIES APPLICATIONS** : Mr KA Serepo Cell: 060 995 9541
: Direct Your Applications to: Jobs-CF14@labour.gov.za
- NOTE** : Priority will be given to Persons with disability, Indians and Whites

DEPARTMENT OF FORESTRY, FISHERIES AND THE ENVIRONMENT

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

- APPLICATIONS** : Pretoria: Must be submitted to the Director-General, Department of Forestry, Fisheries and the Environment, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria. or can be emailed to the respective email address quoting the reference number on the subject email: EP09-2026@dffe.gov.za
- CLOSING DATE** : 15 June 2026
- 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 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, all shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Following the interview and the technical exercise, 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. The person appointed to this position 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. 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. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful.

OTHER POST

- POST 18/58** : **PROJECT COORDINATOR: ENVIRONMENTAL PROGRAMMES (MP) REF NO: EP09/2026**
- SALARY** : R413 001. per annum

- CENTRE** : Pretoria
- REQUIREMENTS** : National Diploma (NQF 6) or higher in Natural / Environmental or relevant equivalent qualification recognised by SAQA. A minimum of two (2) years' experience as Project Coordinator in a relevant Natural Resources Management (NRM) field. Knowledge and Understanding of Project management, knowledge and understanding of Alien vegetation control. Knowledge and experience in General Administration, Administration field (emails, internet, word processing, presentations, virtual meetings) Financial Administration, Departmental procedures and prescript/policies. Ability to work under pressure, Ability to work with difficult persons, Ability to work long hours voluntarily, Honestly and reliably, Responsible and loyal. Ability to work with limited supervision, oversee contracted EPWP field workers and ability to share knowledge with project workers and stakeholders. Good interpersonal skills. Coordination skills, reports writing skills, Human relations skills. Communication and problem-solving skills.
- DUTIES** : Provide project planning support services: Develop a project operational plan / determine APP targets for project, ensure a training plan is developed and approved for project, Engage stakeholders in the project area and maintain functional project advisory committee. Facilitate the implementation of the project plans: Oversee recruitment of project field workers in line with relevant EPWP guidelines, Ensure work opportunity and full time equivalents are created through the non-infrastructure project, , ensure all task verification requests for hectares of Alien vegetation to be cleared are completed in field, ensure training interventions are monitored in the project. Monitoring of project: Conduct sites visits/inspections, ensure operational assessment report are completed, ensure project vehicle are compliant with norms and standards, ensure incident reports are completed in line with OHS policy, ensure key performance indicator reports are completed for project, monitor the project cash flow, ensure OHS assessment report are completed. Render projects close out services: Conduct interim and final site inspection in the project, facilitate completion certificate for areas verified, compile close out reports.
- ENQUIRIES** : MB Mashabane Tel No: (066-489-3881)

GOVERNMENT TECHNICAL ADVISORY CENTRE (GTAC)

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

- APPLICATIONS** : Only online applications will be accepted. Applications not accompanied by a comprehensive CV and a fully completed Z83 form will not be considered. Please register, or if you are already registered, sign in and apply for this position on the GTAC eRecruitment website <https://erecruitment.gtac.gov.za/erecruitment/>
- CLOSING DATE** : 12 June 2026 at 12h00 pm
- NOTE** : Only South African Citizens, and Permanent Residents need apply as per PSR 2016. Applications should be accompanied by a duly completed and signed Z83 form (obtainable from any Public Service department). The post title and reference number must be clearly indicated on the Z83 form. A recent comprehensive CV and originally certified copies of qualifications and ID should be submitted. Certified copies of qualifications and other relevant documents will be required to be submitted to HR on or before the day of the interview from shortlisted candidates. All short-listed candidates must make themselves available for a panel interview on the date determined by the GTAC. All short-listed candidates will be subjected to personnel suitability checks and the successful candidate will undergo security vetting in order to confirm employment. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Late applications, and those not meeting the requirements, will not be considered. If you have not received feedback from the GTAC within 1 month of the closing date, please regard your application as unsuccessful. Note: The GTAC reserves the right to fill or not fill the advertised posts.

OTHER POSTS

- POST 18/59** : **DEPUTY DIRECTOR: MUNICIPAL SUPPORT REF NO: G06/2026**
Term: Subject to assumption of duty date contract end 30 June 2027 (Fixed-Term Contract)
- SALARY CENTRE REQUIREMENTS** : R1 101 468 - R1 297 476.per annum all-inclusive package (Level 12)
: Pretoria
: A Bachelor's degree (NQF Level 7) in Local Government Finance or Municipal Financial Management or related field. Specialisations in programme and/or project management, technical support, research, publications and learning materials productions will be an advantage. A minimum of 6 – 8 years' experience in local government financial management or related field, at least 2 of which at management level. Experience in the public service is an added advantage. Competencies Required: Concern for Quality and Order: Desire to see things done logically, clearly and well, it takes various forms: monitoring and checking work and information, insisting on the clarity of roles and duties, setting up and maintaining information system. Integrity/ Honesty: Contributes to maintaining the integrity of the organisation; displays high standards of ethical conduct and understands the impact of violating these standards on an organisation, self, and others; is trustworthy. Client Service Orientation: Client-service orientation implies helping or serving others, to meet their needs. It means focusing on discovering those needs, figuring out how to best meet them as well as putting into practice the Batho Pele principle The term "clients" refers to both internal and external clients. Team Participation: Works cooperatively with others, working together as opposed to working separately or competitively. Project Management: Knowledge of project management principles, methods, or tools for appraising, conceptualising, structuring, scheduling, coordinating, and managing projects and resources, including monitoring, evaluating and reporting on project impact, costs, work, and contractor performance. Computer Literacy: Knowledge and ability to use computers and technology efficiently. Refers to the comfort level someone has with using computer programs and other applications associated with computers (MSOffice, Internet, email). Legislative Knowledge: Deep

knowledge of the Municipal Finance Management Act, Municipal Structures Act, Municipal Systems Act, and Property Rates Act and related reforms and Treasury regulations pertaining to public finance budgeting, revenue management, asset management and supply chain management, and constitutional provisions on support, interventions, and capacity building. Government Knowledge: Knowledge of South African government systems and processes, the local government legal framework and the role and responsibilities of National and provincial government within that framework. Financial Management: Knowledge and ability to apply financial management practices, processes, controls and systems associated with budgeting and expenditure management, revenue management, financial and chartered accounting, supply chain management, asset management and financial risk and audit management.

DUTIES

: To support the MFIP technical support programme designed to holistically and cooperatively address and build the institutional and technical capacity of Municipalities, Provincial Treasuries and National Treasury to manage local government financial affairs in compliance with the Constitution, MFMA and other applicable legislation. MFIP Projects Establishment: Implement the programme and performance objectives and indicators, ensuring alignment with the local government financial management game changers. Develop the terms of reference, formulation of the scope of work and specific objectives for MFIP projects. Develop and implement methodologies and approaches for the delivery of MFIP services. Facilitate and coordinate the identification of procurement, contract and project management risks and development of risk mitigation strategies for MFIP projects. Facilitate and coordinate the procurement, contracting and placement/deployment of MFIP technical advisors to the respective provincial treasuries. Assist with monitoring the capturing and management of MFIP project agreements, contracts and related documentation and data, ensuring that all electronic and hardcopy project files are auditable at all times. MFIP Projects Implementation: Facilitate and coordinate the development of MFIP technical advisor work plans and reporting structures and monitor and address performance to ensure that specified outputs are delivered. Facilitate and coordinate the processing, verification and approval of technical advisor's project reports and invoices. Efficiently and effectively utilize the assigned MFIP project budgets and expenditure including assisting with monitoring and reporting on budget risks and recommending remedial strategies. Assist with ensuring the retention of financial information as per prescripts. Assist with monitoring compliance to financial management policies, processes and procedures. Assist with the resolution of financial management enquiries, returns and reports, inclusive of AG communications. Assist with the organisation and administration of logistics and arrangements for assigned MFIP project meetings, travel and accommodation where required. Facilitate and coordinate the quality assurance of assigned MFIP projects and quality control of all aspects of technical work on assigned MFIP projects. Prepare needs assessments and assist with the scheduling and conducting capacity building sessions on municipal finance related practice guides and circulars for technical advisors as requested. MFIP Projects Monitoring & Evaluation and Close-out: Assist with the monitoring, evaluation and reporting on assigned MFIP projects including: project status reports on implementation progress (monthly, quarterly and annually). Project exception reports, quarterly project overview reports, annual project status reports including narrative on project progress, project budget reports. Facilitate and coordinate the processing, quality assurance, uploading, filing and archiving of project documents including: project plans and schedules, project progress reports, project invoices and time sheets, project exception reports (summaries and issues arising), project close-out reports. Assist with preparing and supplying MFIP project information for National Treasury, GTAC, Parliament and other public/private bodies as required from time to time. Report on the performance and continuous improvement of MFIP services and service delivery including: researching and benchmarking performance against best-practices, evaluating performance against stakeholder and business needs, researching and reporting latest trends, assist with providing inputs on the updating legislative and regulatory frameworks, building network groups for reference and benchmarking, and knowledge exchange and sharing. Facilitate and coordinate the close-out of projects including the preparation and submission of project close-out reports to enable closure of project budgets and cost recoveries. Paper trail documents to enable project auditing. Project

governance and oversight reports. Project findings and learnings to enable communication and publishing. MFIP Knowledge and Information Management: Monitor and report on the implementation of and compliance to MFIP project information and document management requirements including the: information back-up and recovery plan. Filing system and business continuity plan. Documents repository and website. Provide inputs, in collaboration with the OAG, IGR, OCPO and Programme Steering Committee, on the development of municipal finance related knowledge products. Provide inputs to the co-development with NT of cross-cutting initiatives, tools and systems for the strengthening of municipal finance management across the sector. Assist with monitoring and ensuring the distribution of municipal finance related knowledge products to project stakeholders, partners and technical advisors. Attend Treasury workshops to ensure that programme inputs are presented on the update of relevant legislative and regulatory frameworks. Facilitate and coordinate the development, implementation and maintenance of municipal financial information databases for assigned projects. MFIP Project Stakeholder and Client Relationships and Advice: Support the establishment and maintenance of stakeholder and client relationships and provision of technical advice and support as required. Assist with engagements with stakeholders, clients and industry role-players and provide inputs on municipal finance management policy and practices as required. Prepare formal and ad hoc technical information for stakeholders and institutions throughout the MFIP project cycle. MFIP Programme Management: Assist with providing inputs on the MFIP strategic planning, operational planning and performance reporting documents. Assist with providing inputs on the MFIP budget, and assist with the preparation, monitoring, record keeping and reporting on the programme budget and expenditure. MFIP programme management: Assist with providing advice and inputs on the establishment and maintenance of the MFIP programme management framework and internal controls including policies and procedures, business processes and systems, guidelines and templates. Provide support during programme audits, including the preparation and availability of documentation and information, and assist with the implementation of corrective measures with regard to audit findings. MFIP programme management: Assist with providing inputs on the MFIP strategic planning, operational planning and performance reporting documents, Assist with providing inputs on the MFIP budget, and assist with the preparation, monitoring, record keeping and reporting on the programme budget and expenditure, Assist with providing advice and inputs on the establishment and maintenance of the MFIP programme management framework and internal controls including: policies and procedures, business processes and systems, guidelines and templates. Provide support during programme audits, including the preparation and availability of documentation and information, and assist with the implementation of corrective measures with regard to audit findings.

ENQUIRIES : Kaizer Malakoane at Tel No: 066 2507072 Email: Kaizer.malakoane@gtac.gov.za

POST 18/60 : **TEAM ASSISTANT: MUNICIPAL FINANCE IMPROVEMENT PROGRAMME REF NO: G07/2026**
Term: Subject to assumption of duty date contract end 30 June 2027 (Fixed-Term Contract)

SALARY CENTRE REQUIREMENTS : R338 106 – R398 277.per annum plus 37% in lieu of benefits (Level 7)
: Pretoria
: A relevant 3-year National Diploma (NQF 6) qualification in Secretarial and/ or Office Administration or related field. A minimum of 2 - 3 years' experience in an administrative support role. Public service experience will be added as an advantage.

DUTIES : Diary and meetings administration: Administer appointments and meetings schedules including: Setting-up and confirming meetings, updating diaries of Directors, notifying relevant staff members of daily meetings schedule. Administer meeting arrangements including: Confirming meeting arrangements including meeting rooms, parking, presentation aids, and catering and refreshments where required. Preparing, distributing and processing meeting invitations, directions and agendas. Assisting with the compiling and distribution of meeting packs. Arranging security and transport for delegates from other government and international institutions. Administer

meeting minutes including: Taking, typing up and distributing minutes, following up on decisions arising from meeting, filing and archiving meeting minutes, notes, agenda, and documents. Documents and reports assistance and administration: Administer all electronic and hard copy documents such as correspondence, memo's, agreements, and reports including: Acknowledging receipt of incoming document, noting priority, and tracking required response and/or handling, following up on deadlines for documents for submission. Assist with the preparation and finalisation of documents including: Taking and/or transcribing dictation and notes and/or sourcing, obtaining and/or downloading documents as requested (from internet and/or other sources), laying-out and typing up documents and compiling presentations, proof-reading and quality control of documents, effecting necessary changes as requested and finalising documents, noting the distribution, confidentiality and indexing requirements. Produce and distribute documents including, and as required: Printing / copying, packaging and faxing / delivering / couriering / posting of hard copies, creating email distribution lists and sending electronic copies. Manage the physical and electronic document tracking and filing systems including: Indexing, filing, and archiving of documents, conducting electronic data clean-ups and back-ups, handling and document with utmost discretion. Client, staff and project teams support: Receive and assist external and internal visitors and staff. Assist with the resolution of client and staff requests and queries. Work with and /or as part of the technical project teams when needed to provide administrative and secretarial support. Assist Director and/or project manager(s) with the coordination and administration of tasks of relevant projects. Telephonic communications administration: Facilitate and administer telephonic communication including answering, screening processing of incoming calls, and placing, connecting and record-keeping of outgoing calls. Develop and maintain the MFIP contacts directory. Coordinate telephone accounts for Directors and submit to the relevant parties on a monthly basis. Office administration: Organise and maintain own and common business unit areas. Process, order and monitor office resource and stationery requests and needs receipt and distribution. Monitor, report and ensure equipment and furniture maintenance, cleaning and repairs. Travel arrangements and claims administration: Administer local (and international travel arrangements) including booking and ensuring receipt of flight, transport and/or car hire, and accommodation documents and/or reference numbers. Assist with the preparation of travel packs including the itinerary (contact details, venue directions and transport), travel documents (ticket) and travel support (accommodation details, meeting schedule, travel schedule). Follow-up on and organise the preparation and submission of travel reports and reconcile and organise the requisitioning and reimbursement of subsistence and travel claims.

ENQUIRIES

: Kaizer Malakoane at Tel No: 066 2507072 Email: Kaizer.malakoane@gtac.gov.za

NATIONAL DEPARTMENT OF HEALTH

It is the Department's intension to promote equity (race, gender and disability) through the filing 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.

APPLICATIONS : The Director-General, National Department of Health, Private Bag X399, Pretoria. 0001. Hand delivered application may be submitted at Reception (Brown Application Box), Dr AB Xuma Building, 1112 Voortrekker Rd, Pretoria Townlands 351-JR or should be forwarded to vacancies@Health.gov.za quoting the reference number on the subject e-mail.

FOR ATTENTION NOTE : Ms M Shitiba
 : All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements, and the other must be an integrity (ethical conduct) assessment. Following the interview and technical exercise for 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). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment batteries. Applications should be submitted on the new Z83 form obtainable from any Public Service department and should be accompanied by a CV only (previous experience must be comprehensively detailed). The Z83 must be fully completed (in line with DPSA Practice note), failure to comply will automatically disqualify the applicant. Applicants are not required to submit copies of qualification and other relevant documents on application. Certified copies of qualifications and other relevant documents will be requested prior to the final selection phase. Applications should be on one PDF format (If emailed). Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). 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 fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications.

MANAGEMENT ECHELON

POST 18/61 : **DEPUTY DIRECTOR-GENERAL: NATIONAL HEALTH INSURANCE (REF NO: NDOH 42/2026)**

SALARY : R1 813 182 per annum (An all-inclusive remuneration package) (basic salary consists of 70% of total package, the State's contribution to the Government Employee's Pension Fund (13% of basic salary) and a flexible portion. The flexible portion of the package can be structured according to Senior Management Service Guidelines.

CENTRE REQUIREMENTS : Branch: National Health Insurance. Pretoria
 : A Grade 12 certificate and An (NQF 8) in Health, Medical Sciences, Public Health or Health Economics as recognized by SAQA. At least eight (8) years Senior Management experience in economics or health economics or health management/Science. Knowledge of and experience in Health Insurance Policy development, evaluation and monitoring. In-depth knowledge and understanding of health challenges in South Africa, as well as the SADC region. Knowledge of the National Health Act and National Health Insurance. Excellent communication skills (written and verbal). A creative and innovative thinker. Good interpersonal skills. Willingness to travel frequently and work long

and irregular hours. Ability to function under pressure. Computer skills. Valid driver's license. The SMS pre-entry certificate is required for appointment finalization.

DUTIES

: Provide strategic leadership, policy direction, coordination, and oversight for the implementation of the National Health Insurance system to achieve universal health coverage, equitable access to quality health care services, efficient health financing, and improved health outcomes for all citizens. Oversee the design of user and service provider management. Oversee the design of health care benefits and provider payment mechanisms services. Oversee the centralized facilitation and coordination of functions related to the public procurement of health-related products. Manage the provision of digital health Information systems to the National Health Insurance Fund. Ensure the development, management, and implementation of the strategy to reduce fraud, corruption and maladministration and the investigation of fraud and corruption for NHI.

ENQUIRIES

: Ms Q Gambu at tel no: 012 395 8413

CLOSING DATE

: 15 June 2026

DEPARTMENT OF HOME AFFAIRS

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.

| | | |
|----------------------------|---|--|
| <u>CLOSING DATE</u> | : | 21 June 2026 |
| <u>NOTE</u> | : | 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. 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. 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. |

OTHER POSTS

| | | |
|-----------------------------|---|---|
| <u>POST 18/62</u> | : | <u>DEPUTY DIRECTOR: BUSINESS PARTNERING (8 POSITIONS)</u> |
| <u>SALARY CENTRE</u> | : | R932 292 - R1 098 195 per annum (Level 11). (An all-inclusive salary package) |
| | : | Provincial Manager's Office: Eastern Cape Ref No: HRMC 29/26/1a (1 Post) |
| | : | Provincial Manager's Office: Free State Ref No: HRMC 29/26/1b (1 Post) |
| | : | Provincial Manager's Office: Gauteng Ref No: HRMC 29/26/1c (1 Post) |
| | : | Provincial Manager's Office: Limpopo Ref No: HRMC 29/26/1d (1 Post) |
| | : | Provincial Manager's Office: Mpumalanga Ref No: HRMC 29/26/1e (1 Post) |
| | : | Provincial Manager's Office: North West Ref No: HRMC 29/26/1f (1 Post) |
| | : | Provincial Manager's Office: Northern Cape Ref No: HRMC 29/26/1g (1 Post) |
| | : | Provincial Manager's Office: Western Cape Ref No: HRMC 29/26/1h (1 Post) |
| <u>REQUIREMENTS</u> | : | An undergraduate qualification in Human Resource Management, Public Administration, Public Management, Human Resource Development, Labour Relations, Industrial or Organisational Psychology or Relations, Organisational |

Development, Business Administration, Business Management, or a Social Science qualification related to Human Resource Management or Development at NQF level 6 as recognized by SAQA. 3 years experience in Junior Management / Assistant Director level in a Human Resources Management or Human Resources Development environment is required. Knowledge of Employee Relations. Awareness of Employee Wellness practices. Knowledge of PERSAL. Knowledge of all relevant Departmental Legislations and prescripts. Knowledge of the Public Service Regulatory Framework. Knowledge of Human Resource Information Systems (HRIS). Knowledge of Government Employee Pension Fund (GEPF). Knowledge of Skills Development Act. Knowledge of DPSA guidelines. Excellent abilities and experience in project management, project optimization, and the use of online systems. A valid drivers' license. Willingness to travel and work extended hours. Required skills and competencies: Project Management. Service Delivery Innovation. Client Orientation and Customer Focus. People management and empowerment. Decision Making. Financial Management. Accountability. Business Continuity. Research and Learning. Policy formulation and interpretation. Planning and Organising. Knowledge Management. Influencing and Networking. Attention to detail. Process analysis and improvement. Conflict resolution and management. Presentation Skills. Interpersonal skills. Communication skills Strong Analytical skills. Computer Literacy. Patriotism, Honesty, Integrity and Accountability.

DUTIES

: The successful candidates will be responsible for, amongst others, the following specific tasks: Coordinate and monitor staff mobility, conditions of services and service benefits processes in the Province. Coordinate and monitor the recruitment and selection process of the new employees (i.e advertisement, selection and onboarding). Monitor the implementation of all staff mobility (recruitment, temporary reassignments, secondments, transfers and acting arrangement), as well as conditions of service and service benefits processes. Coordinate, monitor and ensure consistent application of staff mobility (recruitment, temporary re-assignments, secondments, transfers and acting arrangements), conditions of service and service benefits regulatory frameworks, policies and procedures. Coordinate and monitor conditions of services i.e leave including temporary incapacity leave and termination of services matters. Manage and ensure administration of service benefits, i.e Housing, salary, and overtime application and payments processes. Coordinate and monitor HR Management Information Systems in the Province i.e PERSAL, and HR Registry. Manage Performance Management, HR Transformation and Culture Change processes in the Province. Coordinate the implementation of employee relations, health and wellness matters in the Provinces. Develop, coordinate and monitor the implementation of Human Resource Development programmes in the Provinces. Develop and implementation of policy and procedure, directive and regulations. Ensure effective and efficient management of human, physical and financial resources within the Unit Coach and guide staff on best practices and compliance with regulatory requirements.

ENQUIRIES
APPLICATIONS

: Ms P Reddy, Tel No: (012) 406 6263 / 060 976 7508
 : 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:-
Eastern Cape: Physical address: 11 Hargreaves Avenue, King William's Town, 5600
Free State: Physical Address: 41 Charlotte Maxeke Street, Bloemfontein 9301
Gauteng: Physical Address: 3rd Floor, Mineralia Building, Cnr De Beer and De Korte Street,
Limpopo: Physical Address: 89 Biccard Street, Polokwane, 0699
Mpumalanga: Physical Address: 29 Bester Street, Nelspruit, 1200
North West: Physical Address: Cnr Sheppard and Carrington Street, Mafikeng, 2745
Northern Cape: Physical Address: Quantum Leap Building, 69 Du Toitspan Road, Kimberley, 8300
Western Cape: Physical Address: 4th Floor Fair Cape Building, 56 Barrack Street, Cape Town, 8000

POST 18/63

: **DEPUTY DIRECTOR: LABOUR RELATIONS, REF NO: HRMC 29 /26/2**
 (This is a re-advertisement, Candidates who have previously applied, and are still interested, are kindly requested to re-apply).

SALARY
CENTRE
REQUIREMENTS

: R932 292 - R1 098 195 per annum (An all-inclusive salary package) (Level 11).
: Head Office: Tshwane, Directorate: Employee Relations
: An undergraduate qualification in Employment Relations, Industrial Relations, Industrial or Organisational Psychology, Labour Relations, Labour Law, Law, Public Management, Public Administration or Human Resource Management at NQF level 6 as recognized by SAQA. 3 years experience in a Junior Management / Assistant Director level in a Labour Relations environment is required. Extensive experience in a Labour Relations environment is required. Experience in management of collective agreement. Experience in resolving disputes, mediating conflicts, and representing the employer in negotiations. Collective Bargaining, CCMA and Labour court processes. Knowledge of the Labour Relations Act. Knowledge of the Labour Relations Framework for the Public Services. Knowledge of Public Service the Resolutions and all Collective Agreements reached in the Bargaining Council. Knowledge of Basic Conditions of Employment Act. Knowledge of the Public Service Regulations. Knowledge of Statutory Dispute Resolution structures. Knowledge of the Public Finance Management Act and Treasury Regulations. Knowledge of the South African Constitution. Knowledge of Departmental Regulatory Framework, as well as Government Structures. Knowledge of Human Resources legislation and prescripts. Knowledge of Employment contracts. Excellent abilities and experience in project management, project optimization, and the use of online systems. A valid drivers' license. Willingness to travel and work extended hours. Required skills and competencies: People management and empowerment. Expenditure Management. Business Continuity. Excellent Negotiation skills. Program and project management. Decision Making. Presentation Skills. Business report writing. Problem Solving and Analysis. Facilitation skills. Ability to meet deadlines. Influencing and Networking. Planning and Organizing. Accountability. Communication skills. Interpersonal skills. Research skills. Ability to work under severe pressure. Conflict and dispute resolution. Service delivery innovation Stakeholder Relations (Internal and External). Computer Literacy. Patriotism, Honesty, Integrity and Accountability.

DUTIES

: The successful candidates will be responsible for, amongst others, the following specific tasks: Coordinate misconduct and disciplinary processes in the Department. Coordinate the development of effective strategies, solutions, and tools for managing complex employee relations issues, policies, and case management systems. Ensure the implementation of all arbitration awards as well as labour courts judgements. Coordinate and advise on the resolution of high-risk and sensitive employee relations matters, including workplace investigations and conflict resolution. Coordinate and monitor employee relations matters, including interpretation of policies, labour law, and best practice. Provide expert advice on labour relations legislative framework (related to misconduct). Represent the Department at disciplinary hearings, arbitrations and labour relations Forum. (i.e. GPSSBC, PSCBC, CCMA Internal Forums ect.). Coordinate the implementation of fair labour practices in accordance with the Labour Relations Act and other relevant legislative frameworks. Coordinate and monitor preparation of appeal documents for referral to the Executive Authority and implement the appeals outcomes. Coordinate and monitor misconduct, disciplinary, information sessions and workshops. Coordinate and monitor labour disputes in collaboration with legal services on litigation related cases as and when required. Work closely with the Director on internal procedures and external interventions with third parties on dispute resolution matters. Build and maintain partnerships and constantly liaise with internal and external stakeholders on labour-related matters including recognised Trade Unions. Provide training and advocacy on labour relations related matters in the Department. Evaluate the effectiveness and impact of awareness raising and draft reports (weekly/ monthly and annual) and submission regarding misconduct/ disciplinary, grievances and disputes matters to relevant structures. Coordinate the resolution of grievances in the Department. Coordinate collective bargaining programmes within the Department. Build and sustain collaborative relationships within internal and external stakeholders. Ensure the implementation of effective risk and compliance management practice. Ensure effective and efficient management of human, physical and financial resources within the Unit. Coach and guide staff on best practices and compliance with regulatory requirements.

ENQUIRIES

: Head Office: Ms V Motshegoe, Tel No: 012 406 4252

APPLICATIONS : Applications compliant with the “Directions to Applicants” above, must be submitted online at <https://erecruitment.dha.gov.za> or hrrecruitment@dha.gov.za

POST 18/64 : **DEPUTY DIRECTOR: REVENUE MANAGEMENT, REF NO: HRMC 29/26/3**

SALARY : R932 292 - R1 098 195 per annum (An all-inclusive salary package) (Level 11).
CENTRE : Head Office: Tshwane, Directorate: Revenue Management
REQUIREMENTS : An undergraduate qualification in Financial Accounting, Finance Management, or Economics at NQF Level 6 as recognized by SAQA. Three (3) Years’ experience in an Assistant Director / Junior Management level in a Revenue Management environment is required. Knowledge of public security, Including the Minimum Information Security Standards Act (MISS). Knowledge of the Public Service Regulations Act. Knowledge of the Public Finance Management Act. Knowledge of the South African Constitution, Understanding of departmental legislation as well as Human Resources legislation and prescripts. Knowledge of the National Treasury Regulations. Knowledge of the planning and budgeting process and related activities. Knowledge of the Revenue Management Act. Knowledge of the Standard Chart of Accounts (SCoA). A valid drivers’ license is an added advantage. Willingness to travel and work extended hours. enquired skills and competencies: Strategic capability and leadership. Service Delivery Innovation. Client Orientation and Customer Focus. Service delivery innovation. People Management and Empowerment. Revenue management. Financial reporting. Knowledge management. Change management. Programme and Project Management. Decision Making. Communication skill. Knowledge management. Budget planning and cost control. Business report writing. Influencing and networking. Problem Solving and Analysis. Communication. Negotiation skills. Numerical skills. Presentation skills. Planning and Organising skill. Interpersonal skill. Document management skills. Excellent communication and stakeholder engagement. Computer Literacy. Patriotism, Honesty and Integrity.

DUTIES : The successful candidate will be responsible for, amongst others, the following specific tasks: Coordinate and monitor revenue collection in Local Offices and Ports of Entries. Ensure the development and coordination of income and revenue collection strategies. Manage and monitor processes related to the reconciliation of revenues generated. Coordinate the identification of trends and challenges in the Local Offices and Ports of Entries of revenue and income collection. Oversee the constant updating of systems pertaining to outstanding and settled fines from various Local Offices and Ports of Entries. Coordinate trust account regarding Immigration Control Account related to Airline fines. Ensure the coordination of annual revenue budget. Coordinate the consolidation of the actual revenue reporting from Local Offices and Ports of Entries. Maintain all departmental debtors including penalties and fines as prescribed by the Immigration Services Act. Coordinate the implementation of revenue statutory frameworks, processes and procedures in line with Treasury Regulations and Public Finance Management Act (PFMA). Ensure the management of revenue collection monitoring and control. Provide advice on revenue generated and alerting on special circumstances or concerns. Coordinate revenue management processes and procedures in Local Offices and Ports of Entry (POE). Develop and implementation of policy and procedure, directive acts and regulations. Establish, maintain and ensure a good working relationship with the department and relevant stakeholders. Implement effective risk and compliance in line with the relevant legislative prescripts. Ensure effective and efficient management of human, physical and financial resources within the Unit. Coach and guide staff on best practices and compliance with regulatory requirements.

ENQUIRIES : Head Office: Ms N Mnisi, Tel No: 012 406 4238
APPLICATIONS : Applications compliant with the “Directions to Applicants” above, must be submitted online at <https://erecruitment.dha.gov.za> or financerecruitment@dha.gov.za

POST 18/65 : **ASSISTANT DIRECTOR: AMENDMENTS AND RECTIFICATION, REF NO: HRMC 29/26/4**

SALARY : R605 742 - R713 535 per annum (A Basic Salary) (Level 10).
CENTRE : Head Office: Tshwane, Directorate: Amendments and Rectification

- REQUIREMENTS** : An undergraduate qualification in Operations Management, Public Management, Administration or Business Management, at NQF Level 6 as recognized by SAQA. Three (3) Years' experience as a Supervisor in operations in a client or customer services environment is required. Knowledge of the South African Citizenship Act, 1995. Extensive knowledge of the South African Passport and Travel Documents Acts, 1994. Understanding of the Immigration Act and Refugee Act. Knowledge of migration patterns and population movement within South Africa. Understanding of the departmental legislation and Human Resources prescripts, LRA, BCEA. Knowledge of the South African Constitution and Public Service Regulations Act. Comprehensive understanding of Legislation, Policies and Prescripts governing Public Administration. Knowledge of Policy Development and Government Protocol. A valid drivers' license is an added advantage. Willingness to travel and work extended hours. Required skills and competencies: Strategic Capability and Leadership Execution. Strategic Planning and Strategic Management. Service Delivery Innovation. Client Orientation and Customer Focus. People Management and Empowerment. Financial Management. Honesty and Integrity. Programme and Project Management. Change Management. Communication. Knowledge Management. Problem Solving and Analysis. Business Report Writing. Influencing and Networking. Planning and Organising. Accountability. Data Analysis. Policy Analysis and Interpretation. Process Analysis and Improvement. Corruption Measures and Principles. Presentation skills. Interpersonal skill. Communication skill. Planning and Organising skill. Computer literacy skill. Decision making skill. Patriotic, Honesty, Integrity and Accountability.
- DUTIES** : The successful candidate will be responsible for, amongst others, the following specific tasks: Facilitate and oversee the processing of applications for the amendment and rectification of personal particulars recorded on the NPR. Ensure all amendment and rectification processes comply with legislative prescripts, regulations, and DHA policies. Implement and monitor quality assurance and verification controls to prevent errors, duplications, and irregular amendments. Coordinate service delivery between front-office and back-office environments to ensure timely and accurate finalisation of cases. Manage and resolve complex, sensitive, or escalated amendment and rectification cases. Oversee the utilisation of automated systems and digital platforms to support data integrity and efficient processing. Maintain accurate records, dashboards, and performance reports on amendment and rectification transactions. Escalate all irregularities and suspected fraudulent activities to management or Counter Corruption and Security in accordance with prescribed procedures. Stakeholder Engagement and Intergovernmental Coordination. Policy Development, Governance, and Operational Oversight. Risk Management, Compliance, and Quality Assurance. Ensure effective and efficient management of human, physical and financial resources within the Unit. Coach and guide staff on best practices and compliance with regulatory requirements.
- ENQUIRIES APPLICATIONS** : Head Office: Ms R Masemola, Tel No: 012 406 4156
: Applications compliant with the "Directions to Applicants" above, must be submitted online at <https://erecruitment.dha.gov.za> or civicsrecruitment@dha.gov.za
- POST 18/66** : **ASSISTANT DIRECTOR: LABOUR RELATIONS, REF NO: HRMC 29/26/5 (2 POSITIONS)**
(This is a re-advertisement, Candidates who have previously applied, and are still interested, are kindly requested to re-apply).
- SALARY CENTRE REQUIREMENTS** : R487 197 - R573 897 per annum (A basic salary) (Level 9)
: Head Office: Tshwane, Directorate: Employee Relations
: An undergraduate qualification in Employment Relations, Industrial Relations, Industrial or Organisational Psychology, Labour Relations, Labour Law, Law, Public Management, Public Administration or Human Resource Management at NQF level 6 as recognized by SAQA. 3 years' experience as a Labour Relations Officer / Practitioner is required. Experience in a labour relations environment is required. Knowledge of the Labour Relations Act. Knowledge of the Labour Relations Framework for the Public Services. Knowledge of Public Service Resolutions and all Collective Agreements reached in the Bargaining Council. Knowledge of the Basic Conditions of Employment Act. Knowledge of the Public Service Regulations. Knowledge of Statutory Dispute Resolution structures. Knowledge of Investigation techniques and

methodology. Knowledge of the South African Constitution. Knowledge of Departmental Regulatory Framework, as well as Government Structures. Knowledge of Human Resources legislation and prescripts. A valid drivers' license. Willingness to travel and work extended hours Required skills and competencies: Negotiation skills. Program and project management. Decision Making. Presentation Skills. Business report writing. Problem Solving and Analysis. Facilitation skills. Ability to meet deadlines. Influencing and Networking. Planning and Organizing. Accountability. Communication skills. Interpersonal skills. Research skills. Ability to work under severe pressure. Conflict and dispute resolution. Service delivery innovation Stakeholder Relations. Patriotism, Honesty, Integrity and Accountability.

DUTIES

: The successful candidates will be responsible for, amongst others, the following specific tasks: Facilitate misconduct and disciplinary processes in the Department. Facilitate and implement the development of effective strategies, solutions, and tools for monitoring complex employee relations issues, policies, and case management systems. Implement all arbitration awards as well as labour courts judgements. Facilitate and advise on the resolution of high-risk and sensitive employee relations matters, including workplace investigations and conflict resolution. Facilitate and monitor employee relations matters, including interpretation of policies, labour law, and best practice. Facilitate, monitor discipline management performance and ensure compliance with disciplinary codes. Provide expert advice on labour relations legislative framework (related to misconduct). Represent the Department at disciplinary hearings, arbitrations and labour relations Forum. (I.e. GPSSBC, PSCBC, CCMA and Internal Forums ect.) when required. Facilitate the implementation of fair labour practices in accordance with the Labour Relations Act and other relevant legislative frameworks. Facilitate and monitor preparation of appeal documents for referral to the Executive Authority and implement the appeals outcomes. Facilitate and conduct misconduct, disciplinary, information sessions and workshops. Facilitate and implement labour disputes in collaboration with legal services on litigation related cases as and when required. Work closely with the Deputy Director on internal procedures and external interventions with third parties on dispute resolution matters. Build and maintain partnerships and constantly liaise with internal and external stakeholders on labour-related matters with recognised Trade Unions. Provide training and advocacy on labour relations related matters in the Department. Draft reports (weekly/ monthly and annual) and submission regarding misconduct/ disciplinary, grievances and disputes matters to relevant structures. Facilitate the resolution of grievances in the Department. Facilitate collective bargaining programmes within the Department. Build and maintain effectiveness relationship with internal and external stakeholders to enhance service delivery. Ensure the implementation of effective risk and compliance management practices. Ensure effective and efficient management of human, physical and financial resources within the Unit. Coach and guide staff on best practices and compliance with regulatory requirements.

ENQUIRIES APPLICATIONS

: Head Office: Ms N Mnisi, Tel No: 012 406 4238
 : Applications compliant with the "Directions to Applicants" above, must be submitted online at <https://erecruitment.dha.gov.za> or hrrecruitment@dha.gov.za

POST 18/67

: **SENIOR FINGERPRINT EXPERT: POST RECEIPT AND PRE-PROCESSING, REF NO: HRMC 29/26/6**

SALARY CENTRE REQUIREMENTS

: R413 001 - R 486 501 per annum (A basic salary) (Level 8).
 : Head Office: Brits Storage, Division: Preparations and Pre-Processing
 : An undergraduate qualification in Public Administration, Public Management, Operations or Business Management at NQF level 6 as recognized by SAQA. Two (2) years' experience in a Customer Service, Civic Services or a in depth knowledge of Fingerprints. Drafting of 212 statements and court representation. Basic Knowledge of Public Service Regulations. Knowledge of the Departmental Legislation and Prescripts (Civic Services). Knowledge and understanding of the verification process. Basic knowledge of the Human Resource Regulatory Framework. Willingness to work extended hours Required skills and competencies: Service delivery. Client and customer relations. Analytical skills. Planning and Organising. Strong Customer focus. Conflict Resolution. Problem Solving. Ability to think and act quickly. Problem solving and analysis. Report Writing. Colour vision and hearing. Basic Ability to

DUTIES

understand and follow camera scripts. Physical strength to carry heavy equipment and stamina. Report writing. Basic image editing skills. Communication skills. Patriotism, Honesty, Integrity and Accountability.

: The successful candidates will be responsible for, amongst others, the following specific tasks: Supervise and implement the processing of all processes and operational activities of the post receipt and pre-processing within the unit. Ensure and implement the post receipt and pre-processing by following the correct processes and procedure in the unit. Implement quality assurance strategies on completion and dispatching of Identity documents. Ensure the post receipt and pre-processing of the application according to requirements. Ensure the post receipt and pre-processing of quality with regard to the application. Liaise with Government Printing Works and other stakeholders to ensure quality and timeous delivery of services. Ensure that timely and compliant filing and/or disposal of undelivered, or incomplete Identity Documents. Resolve technical or practical issues from employees and escalate complex matters to the Supervisor. Supervise and implement post receipt and pre-processing of application by following the right processes and procedures. Maintain good relationships with clients and stakeholders. Implement effective risk and compliance in line with the relevant practices. Ensure the implementation of policies, procedures. Ensure effective and efficient management of human, physical and financial resources within the Unit. Coach and guide staff on best practices and compliance with regulatory requirements.

**ENQUIRIES
APPLICATIONS**

: Head Office: Ms R Masemola, Tel No: 012 406 4156
: Applications compliant with the "Directions to Applicants" above, must be submitted online at <https://erecruitment.dha.gov.za> or civicsrecruitment@dha.gov.za

POST 18/68

: **CIVIC SERVICES CLERK: BIRTHS AND DEATHS, REF NO: HRMC 29/26/7**

**SALARY
CENTRE
REQUIREMENTS**

: R280 278 - R330 162 per annum (A Basic Salary) (Level 6).
: Head Office: Tshwane, Sub- Directorate: Births and Deaths
: An undergraduate qualification in Public Administration, Public Management, Operations or Business Management at NQF Level 6 as recognized by SAQA. One (1) Years' relevant experience in in administrative, clerical or client service environment is required. Knowledge of Births and Deaths Registration. Knowledge and understanding of the Departmental Legislations and Prescripts (Civic Services). Basic knowledge of Human Resource Regulatory Framework. Basic knowledge of Public Service Regulations. Required skills and competencies: Client Orientation and Customer Focus. People Management and Empowerment. Records Management. Change management. Knowledge management. Budget planning and cost control. Financial reporting. Influencing and networking. Attention to detail. Business report writing. Conflict resolution. Problem solving and analysis. Presentation skill. Interpersonal skill. Communication skill. Planning and Organising skill. Decision making skill. Negotiation skill. Computer literacy. Patriotic, Honesty, Integrity and Accountability.

DUTIES

: The successful candidate will be responsible for, amongst others, the following specific tasks: Administer the birth and death applications at the back office for DHA Clients. Receive, capture, verify, and process birth and death applications accurately and timeously in accordance with prescribed legislation, policies, procedures, and service delivery standards. Verify the authenticity and completeness of supporting documents to ensure data integrity, prevent fraud, and comply with regulatory requirements. Capture, update, and maintain birth and death records on the relevant DHA systems to ensure accurate, secure, and up-to-date population records. Assist with the submission of requests for documentation from stores through EDMS or manual requests. Administer the implementation of back-office process steps for birth and death applications of all DHA Clients. Liaise with Civics Front Office staff regarding status of applications or feedback on processing of applications. Perform end of day duties to ensure effective capturing of performance statistics where required by management. Administer birth and death applications are implemented within targeted turnaround times. Assist with the verification of Identity Documents (ID) Numbers for birth and death certificates. Ensure that ID numbers are allocated effectively to applications for Birth Registrations. Timeously notify Local Offices to action printing of unabridged certificates and update the system as required. Identify, report, and mitigate risks, irregularities,

and suspected fraudulent activities in line with DHA risk management and compliance frameworks. Maintain good relationships with clients and Stakeholders. Implement effective risk and compliance in line with the relevant practices. Ensure effective and efficient management of human, physical and financial resources within the Unit.

**ENQUIRIES
APPLICATIONS**

: Head Office: Mr S Tshabalala, Tel No: 012 406 4117
: Applications compliant with the “Directions to Applicants” above, must be submitted online at <https://erecruitment.dha.gov.za> or sent to the correct address specified as follows:-Head Office, Hallmark Building: Physical address: 230 Johannes Ramokhoase Street, Pretoria, 0001

POST 18/69

: **CIVICS SERVICES CLERK: DUPLICATES, REF NO: HRMC 29/26/8**

**SALARY
CENTRE
REQUIREMENTS**

: R280 278 - R330 162 per annum (Level 6). (A Basic Salary)
: Head Office: Brits Storage, Division: Duplicates
: An undergraduate qualification in Operations Management, Public Management or Business Management, at NQF Level 6 as recognized by SAQA. One (1) Years’ relevant experience in in administrative, clerical or client service environment is required. Knowledge and understanding of the Departmental Legislations and Prescripts. Basic knowledge of the Human Resource Regulatory Framework. Basic knowledge of Public Service Regulations. Required skills and competencies: Effective Organising. Teamwork. Influencing and Networking. Attention to detail. Conflict Resolution. Basic report writing. Time Management. Problem Solving skill. Communication skill. Interpersonal skill. Analytical skill. Computer and digital literacy skills. Decision Making skills. Patriotic, Honesty, Integrity and Accountability.

DUTIES

: The successful candidate will be responsible for, amongst others, the following specific tasks: Provide the effective daily operation of the Duplicate in the unit. Scrutinize and verify applications on track and trace for investigation of the possible duplicate cases by following information on NPR on various functions. Create files of newly identified duplicate cases and request all relevant documents relates to the case from various Sections e.g Birth, Fingerprint, marriage records. Scan the application on track and Trace for the deletion of on ID number and issue the ID. Sort received documents according to the relevant identity number. Position message on NPR to indicate that the case is under attention. Verify the allocation of a new ID number in case of duplication and share the ID number. Ensure that fingerprints as well as the photograph on the application form match fingerprints/ photograph captured on HANIS and or paper fingerprint records. Compare and investigate multiple ID numbers, two or more people sharing the same ID numbers on the record register. Make photocopies of the approved report, confirmation letter, application form, and all relevant supporting documents. Compile a report and motivate on the removal of duplicate ID numbers. Update the NPR message for tracking the case and make a printout of the duplicate cases. Scan back to data for the issuing of the identity document. Ensure that the renouncement letter is signed by the applicant and is filed for the record purposes. Submit a typed letter to the immediate Supervisor to verify the correctness and sign off. Make a photocopy of the signed confirmation letter and attach it to the application with a printout of the newly allocated ID number. Implement policies and procedures in line with the approved Framework. Ensure effective and efficient management of human, physical and financial resources within the Unit.

**ENQUIRIES
APPLICATIONS**

: Head Office: Mr S Tshabalala, Tel No: 012 406 4117
: Applications compliant with the “Directions to Applicants” above, must be submitted online at <https://erecruitment.dha.gov.za> or sent to the correct address specified as follows:-Head Office, Hallmark Building: Physical address: 230 Johannes Ramokhoase Street, Pretoria, 0001

DEPARTMENT OF HUMAN SETTLEMENTS

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

- APPLICATIONS** : Applications can be e-mailed to: jobs@dhs.gov.za (please attach your application as one (1) document on the e-mail)
- CLOSING DATE** : 12 June 2026 at 16h00
- NOTE** : Please note that your personal information will be collected for the purposes of the recruitment process only. By populating the Z83 form you are consenting to the processing of your personal information. It will be expected from the selected candidates to be available for the interviews on a date, time and place as determined by the Department of Human Settlements. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to positive outcomes on these checks, which include security clearance, qualification verification and criminal records. If you apply for more than one position in the Department, please submit separate application forms for each post. Applications must be submitted on a new Z83 form, obtainable from the Department of Public Service and Administration's website or any Public Service department and must be accompanied by a detailed CV. Shortlisted candidates will be required to submit certified documents on or before the day of interview/s as directed by the Human Resources representative. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Failure to submit the required documents will result in your application not being considered. Correspondence will be limited to short-listed candidates only. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Please note that the all-inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employee's Fund and a flexible portion in terms of applicable rules. As of 1st July 2006, all new appointments in the public service must be part of the Government Employee Medical Scheme (GEMS) to qualify for a Government Medical Subsidy. If you have not been contacted within four (4) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Department of Human Settlements reserves the right to cancel the filling/ not to fill a vacancy that was advertised during any stage of the recruitment process.

OTHER POSTS

- POST 18/70** : **PARTLIAMENT AND CABINET SUPPORT OFFICER REF NO: DOHS/01/2026**
Re-Advertisement. Candidates Who Previously Apply, Should Re-Apply.
- SALARY CENTRE REQUIREMENTS** : R932 292.per annum (Level 11) (all-inclusive salary package)
: Pretoria
: Matric/ Grade 12 or equivalent, Advanced Diploma/ Degree in Public Administration/ Management or any other relevant qualification (NQF level 7 as recognized by SAQA). 3 – 5 years' experience at entry level management (Assistant Director/ Middle management level). Knowledge of Ministry operations will be an added advantage. Computer Literacy as well as good communication skills (both written and verbal) is essential. Proven management competencies. Broad knowledge and understanding of the functional areas covered by the Minister's portfolio. Working knowledge of the political and parliamentary process in South Africa. Proven Policy analysis and development experience. In addition, applicants must have good planning, resource management skills, be a team player, able to work under pressure and be willing to travel.
- DUTIES** : The successful candidate will be responsible for: Monitoring events in the Parliament/ the legislature to identify matters that have a bearing on the portfolio of the Minister. Monitor events in Cabinet/ Executive Council to identify matters that have a bearing on the portfolio of the Minister. Render an efficient and effective Parliament service. Co-ordinate and control movements between

the Pretoria and Cape Town Offices and Parliamentary sessions (where applicable). Knowledge of the relevant Public Service and departmental prescripts/ policies and other documents to ensure that the application thereof is understood correctly.

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

POST 18/71 : **ADMINISTRATIVE SUPPORT AND CO-ORDINATION OFFICER REF NO: DOHS/02/2026**
Re-Advertisement. Candidates Who Previously Apply, Should Re-Apply.

SALARY : R932 292.per annum (Level 11) (all-inclusive salary package).
CENTRE : Pretoria
REQUIREMENTS : Matric/ Grade 12 or equivalent, Advanced Diploma/ Degree in Public Administration/ Management or any other relevant qualification (NQF level 7 as recognized by SAQA). 3 – 5 years' experience at entry level management (Assistant Director / Middle management level). Knowledge of Ministry operations will be an added advantage. Computer Literacy as well as good communication skills (both written and verbal) is essential. Broad knowledge and understanding of the functional areas covered by the Minister's portfolio. Working knowledge of the political and parliamentary process in South Africa. Proven Policy analysis and development experience. In addition, applicants must have good planning, resource management skills, be a team player, able to work under pressure and be willing to travel.

DUTIES : The successful candidate will be responsible for: Managing the administrative and co-ordination activities within the office of the executive authority. Liaising with internal and external role players with regard to matters relating to the portfolio of the executive authority. Render a Cabinet/executive council support service to the executive authority. Supervise employees.

ENQUIRIES : Mr L Manyama (012) 444-9118
NOTE : Female candidates and People with disabilities are encouraged to apply.

INDEPENDENT POLICE INVESTIGATIVE DIRECTORATE

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

- APPLICATIONS** : Independent Police Investigative Directorate) Hand deliver to Ground Floor 473 B Benstra Building, Stanza Bopape Street (Church Street), Arcadia, Pretoria,0002. Recruitment23@ipid.gov.za (Please indicate the post name and reference number on the subject line) when applying through e-mail. Attention: Mr. N Nekhumbe (Tel: 021 399 0213)
- CLOSING DATE** : 12 June 2026
- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents on applications but must submit Z83 and a detailed Curriculum Vitae. Applications quoting the correct reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents . Received applications using the incorrect application form (old Z83) will not be considered. Each application for employment form must be fully completed, signed and initialled by the applicant. Failure to sign this form may lead to disqualification of the application during the selection process. A recently updated, comprehensive CV as well as a fully completed and initialled new signed Z83 (Section A, B, C & D are compulsory and section E, F and G are not compulsory if CV it is attached). However, the question related to conditions that prevent re-appointment under Part-F must be answered. Non-RSA Citizens/Permanent Resident Permit Should you be in possession of a foreign qualification; it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) (only when shortlisted). All shortlisted candidates 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 competency assessment using the mandated DPSA SMS competency assessment tools. Furthermore, the requirements for appointment at Senior Management Service level include the successful completion of Senior Management Pre-entry Programme as endorsed by the National School of Government. Applicants should indicate on their CV's that they have registered or they have completed the Pre-entry Certificate, which can be accessed using the following link: <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme>. No appointment will take place without the successful completion of the pre-entry certificate and submission of proof thereof. Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Due to the large number of applications, we envisage to receive, applications will not be acknowledged, if you have not been contacted within three (3) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Correspondence will be limited to short-listed candidates only. Therefore, only shortlisted candidate for the post will be required to submit the documents on or before the date of the interview. The successful candidate will have to undergo security vetting. His / her character should be beyond reproach. The appointment is subject to security clearance, verification of qualifications and competency assessment (criminal record, citizenship, credit record checks, qualification verification and employment verification). Applicants must declare any pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered during / after the interview took place, the application will not be considered and in the unlikely event, that the person has been appointed such appointment will be terminated. The successful candidate will be appointed subject to positive results of the security vetting process. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with. The successful candidates will be appointed on a probation period of 12 months and will be required to sign a performance agreement. The suitable candidate will be selected with the intention of promoting representivity and achieving affirmative action targets as contemplated in the Department's Employment Equity Plan. The Independent Police Investigative Directorate reserves the right to fill or not fill the bellow-mentioned posts

OTHER POST

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| <u>POST 18/72</u> | : | <u>ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING REF NO: Q9/2026/31</u> |
| <u>SALARY</u> | : | R487197 per annum (Level 9) |
| <u>CENTRE</u> | : | National Office (Pretoria) |
| <u>REQUIREMENTS</u> | : | A relevant Qualification in financial management at NQF level 7. 3 years relevant supervisory experience. Knowledge Requirements: Knowledge of the IPID Act, Knowledge of the Public Service Act; Knowledge of the PFMA; Knowledge of the Treasury Regulations; Knowledge on Internal Control; systems such as PERSAL, LOGIS, ELS and BAS. Skills and Competencies: Interpersonal Skills; Problem Solving skills; Verbal and written communication skills, Computer literacy; Knowledge of budget processes; Innovative and Flexible; Ability to work under pressure. |
| <u>DUTIES</u> | : | Key Performance Areas: collection and recording of revenue: Cashier, banking service and electronic payments: Monitor and review the procedures for the collection and safekeeping of all monies and compliance with the relevant prescripts, monitor and review the receipt and collection monies to ensure that it is in accordance with the appropriate tariffs and properly recorded, Oversee that the banking of monies are done in accordance with the prescribed processes, Oversee that bank reconciliations are performed and are correct, Oversee the verification of the validity and allocation of payments received via electronic transfers, Oversee the safeguarding of source document and face value forms, Oversee the requisition of funds from in line with the approved cashflow projections, Verify the replenishment of Petty cash, Compile the consolidated Petty cash reconciliation reports for all Provincial Offices. Debt management: Oversee the identification and accurate recording of debts owed to the department, liaise with debtors in the most complex and problematic cases to determine payback conditions and time span, Oversee the process of obtaining the accounting officer's approval for debt collection condition; Obtain the accounting officers approval for debt payback conditions and time span on the cases handled, Oversee the accurate allocation monies received. Monitoring and reporting on revenue: Oversee and monitor income against budget and review reconciliations, Oversee and undertake the develop of corrective measures when required, Oversee and review disclosure notes on revenue collection, Oversee and collate financial supporting information supporting information for planning purposes, Ensure completeness and accuracy of financial information. Expenditure management: goods and services, oversee verification of source documents, Oversee the quality assurance and verification of transactions on BAS/LOGIS. Ensure that expenditure is in line with budget and item provisioning, Oversee the correct capturing of banking details on the accounting system, oversee creditor reconciliation (ensure that service providers are paid timely and correctly). Transfers and subsidies: Oversee and reconcile payment requests with budget provisions and the availability of funds, Oversee the process to ensure that the relevant institution is eligible for a transfer payment/subsidy and that they comply with the relevant financial legislative requirements, Authorise the payment of transfers and subsidies processed on the accounting system. Reporting: Ensure the safeguarding of all source documents, analyse the suspense accounts and ensure that they are cleared before closure, analyze the trail balance and ensure accuracy before closure, prepare necessary reports to National Treasury on a monthly basis, prepare inputs to the Financial Statements. Supervise employees to ensure an effective financial accounting service. This would, inter alia, entail the following: General supervision of employees, Allocate duties and do quality control of the work delivered by supervisees, advice and lead supervisees with regard to all aspects of the work, manage performance, conduct and discipline of supervisees, ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively, develop, implement and monitor |
| <u>ENQUIRIES</u> | : | Mr. S Ndaba (Tel: 012 399 0115) |

DEPARTMENT OF LAND REFORM AND RURAL DEVELOPMENT

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| <u>CLOSING DATE</u> | : | 12 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. 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. If you have not heard from us within 3 months, please consider your application to be unsuccessful. Should, during any stage of the recruitment process, a moratorium be placed on the filling of posts or the Department is affected by any process such as, but not limited to, restructuring or reorganisation of posts, the Department reserves the right to cancel the recruitment process and re-advertise the post at any time in the future. Important: DLRRD is an equal opportunity employer committed to promoting representivity and affirmative action. We encourage applications from all qualified candidates. The Department reserves the right not to fill vacancies. By applying you consent to the collection and processing of your personal information for recruitment purposes. Shortlisted candidates will be required to be available for assessments and interviews at a date and time as determined by the Department. Shortlisted candidates will undergo personnel suitability checks, security vetting and reference checks (including social media profiles). Applications must declare any pending criminal, disciplinary or any other allegations or investigations. Successful candidates must pass security clearance, sign an employment contract, sign an annual performance agreement and disclose financial interests. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with. Failure to disclose relevant information may result in disqualification or termination. |

MANAGEMENT ECHELON

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| <u>POST 18/73</u> | : | <u>REGISTRAR OF DEEDS (REF NO: 3/1/1/2026/28)</u> |
| <u>SALARY</u> | : | R1 494 900 per annum (Level 14) (All-inclusive remuneration package) The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for the Senior Management Services (SMS). |
| <u>CENTRE REQUIREMENTS</u> | : | Kwazulu–Natal Deeds Registry: Pietermaritzburg |
| | : | Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a B Proc (NQF Level 7) / LLB (NQF Level 7) / B Uris (NQF Level 7) / Advance Diploma: Estate and Trust Administration or related equivalent |

qualification (NQF Level 7) with Diploma in Deeds Registration Law and a Nyukela certificate (Pre-entry Certificate to the SMS) submitted prior to appointment. Minimum of 5 years' experience as Senior Management level / Deputy Registrar of Deeds in property conveyance. Job related knowledge: Registration of deeds, Interpretation of Statute. Examination of Deeds, Research and information analysis, Human Resources prescripts, Project management principles and tools, Court procedures, Supply chain management prescript and financial management. Job related skills: Computer skills. Communication skills. Organising skills. Problem-solving skills. Interpersonal skills. Report writing skills. Presentation skills. Policy analyses and development. Good Judgement and assertive skills. Time management. Analytical skills. Financial management skills. Project management. Management of Resources. Negotiation. Influencing skills. Appropriate courses in Management Practices. A valid driver's licence.

DUTIES

: Manage registration of deeds in accordance with relevant legislation. Manage examination and register deeds in compliance with Deeds Registries Act of 1937 and Sectional Title Act of 1986 as well as common, statutory, and case law and recognized practices and procedures and Chief Registrar of Deeds directives. Ensure deeds are made available from lodgement for execution. Expedite examination of deeds for rural development, land reform and RDP housing in compliance with Deeds Registries Act of 1937 and Sectional Title Act of 1986 as well common, statutory and case law and recognized practices and procedures. Draft the Registrars circular and notice. Comment of Chief Registrars circulars. Comment on bills and draft directives regarding land registration and related matters. Manage the Deeds Trading Account, Human Resource and Supply Chain Management. Ensure that creditors are paid within prescribed timeframe. Manage collection of revenue. Manage the recruitment and selection. Manage the performance management system of the office. Draft and implement management action plan on audit findings. Manage Supply Chain Processes. Monitor usage of Information Communication Technology (ICT) systems. Manage labour relations matters. Manage registration, capturing, archiving and delivery of deeds. Update the land register. Archive deeds and documents. Deliver registered deeds and documents. Provide deeds related information and copies to clients. Provide deeds related information and copies to account holder clients. Approve reports to court and advise the high court, law society and other local institutions accordingly. Adjudicate on the registration cases where no precedence exist and advice clients where difficulties are experienced with the drafting and registration of deeds. Increase the office visibility through outreach programs.

ENQUIRIES APPLICATIONS

: Ms TP Masilela Tel: (082) 785 6228, Ms MSM Magoele Tel: (076) 240 7343
 : Applications can be submitted by hand delivered during office hours to: Department of Land Reform and Rural Development. Office of the Chief Registrar of Deeds at 600 Lillian Ngoyi Street, Berea Park, Pretoria, 0002 or by email to Advert17@deeds.gov.za before the closing date as no late applications will be considered

NOTE

: EE Targets: Coloured and White Males and African, Indian and Coloured Females as well as Persons with Disabilities.

OTHER POSTS

POST 18/74

: **SENIOR RESTITUTION ADVISOR (REF NO: 3/1/1/2026/47)**
 Directorate: Operational Management

SALARY

: R1 101 468 per annum (Level 12) All-inclusive package to be structured in accordance with the rules for MMS)

CENTRE REQUIREMENTS

: Gauteng (Pretoria)
 : Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and an appropriate LLB or B Proc Degree (NQF Level 7) or any related equivalent qualification. Minimum of 6 years extensive post-qualification legal professional and advisory experience with 4 years supervisory experience. Experience in conveyance and vetting of documents. Post qualification experience in court litigation. Job related knowledge: Knowledge of Restitution of Land Rights Act, 22 of 1994, Law and other relevant acts and legislative prescripts. Specialised knowledge of Constitutional Law. Law of Contracts. Knowledge of South African law, in particular land reform laws. Knowledge of conveyance and vetting of

documents. Job related skills: Proven supervisory and management skills. Ability to draft legal opinions and contracts. Negotiation, research and very good drafting skills. Ability to think independently, analytically and innovatively. Good problem-solving skills. Mediation and conflict resolution skills. Computer literacy. Skills in court litigation. A valid driver's licence. Preparedness to travel and work irregular hours and under tremendous pressure.

DUTIES

: Ensure legal compliance to the Restitution of Land Rights Act. Check research reports e.g. Rule 3, Rule 5 and Non-compliance reports. Attend stakeholder's engagements after gazetting. Check representation by landowners and other interested parties. Check response to the representations by landowners. Check Gazette Notices. Check valuation analysis and offers to both claimants and landowners. Check Section 42D. Attend to negotiations with the farmer / landowner. Prepare response to the representation for the farmer / landowner. Check first draft of Section 42E expropriation. Attend to service of the notice of possible expropriation. Attend to receive and peruse the representations by landowners in response to the notice of possible expropriation. Check second draft of Section 42E expropriation. Attend to serve the final notice of expropriation. Check claimant verification. Check Communal Property Associations (CPA1) to CPA8 and CPA constitution. Check deed of trust. Liaise with the landowners. Check financial compensation files for payment. Participate in all meetings upon instructions to attend and provide legal responses where required. Check legal monthly reports. Submit legal monitor to National Office. Coordinate litigation support in the restitution branch. Draft referrals. Draft memorandum requesting the Regional Land Claims Commissioner (RLCC) to sign the notice of referral. Attend to make copies and issue the notice of referral at court. Receive and peruse court papers filed against the office e.g. notice of motions for interdicts, reviews, applications to compel, Summons, and other court proceedings. Draft memorandum informing National Office about the new matter and request instructions from the Chief Land Claims Commissioner (CLCC). Draft letters of instruction to State Attorney and request appointment of Counsel. Attend to supply the required documents and any other information concerning the case. Facilitate the signing of the replying documents e.g. opposing affidavits, answering affidavits. Attend to draft report on the progress on cases to the CLCC regularly. Issue notice of instruction to appoint State Attorney. Facilitate the process of legal representation. Exchange of court document (pleadings). Attend courts hearings. Attend pre-trials both telephonically and face to face. Serve referrals and other court documents to interested parties. File the notice of referrals. Facilitate the implementation of court orders. Attend consultations with State Attorney and Advocates. Draft legal documents in respect of the Restitution Act, regulations and policies of the commission. Draft legal documents for deed of sale. Draft memorandum request signing of the sale agreement. Draft correspondences to various stakeholders e.g. Attorneys, Companies, Claimants e.t.c. Draft settlement agreement e.g. financial compensation and transfer of state land. Draft memorandums requesting signing of settlement agreements. Draft lease agreement. Draft caretakership agreement. Facilitate adoption of CPA constitution. Facilitate the elections of the CPA. Draft legal opinion and other legal documents. Transfer private and state land. Draft CPA constitution, CPA1 - CPA8 documents required for the formation of CPAs. Facilitate CPA workshops. Prepare financial compensation submission. Manage transfer of properties and establishment of legal entities. Sign agreements for both parties. Facilitate transfer of payments. Issue instruction to conveyancers. Monitor the transfer regularly on the weekly basis and inspection. Issue instruction to State Attorney for transfer and pay the balance. Issue instruction to State Attorney inclusive of Section 42D. Request clearance rates from municipality. Prepare memorandums for payment of rates. Acquire proof of payment of rates. Obtain certificates from municipality. Monitor the transfer process until the end and inform the claimants. Conduct research in respect of special projects such as expropriations and legislation emanating from land reform components. Liaise with Research Institutions for research and data collection purposes. Analyse collected data, develop and provide inputs towards the development of policies that will govern the special projects. Consult case laws and other legislations for legal opinions.

**ENQUIRIES
APPLICATIONS**

: Ms Z Zwane Tel: (012) 337 3777
: Applications can be submitted by hand delivery during office hours to: 524 Stanza Bopape and Steve Biko Street, Suncardia Building, 6th Floor, Arcadia, 0002 or by email to Post47@dlrrd.gov.za

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

POST 18/75 : **DEPUTY DIRECTOR: BUSINESS CONTINUITY (REF NO: 3/1/1/2026/40)**
Directorate: Compliance And Risk Services

SALARY : R932 292 per annum (Level 11) (All-inclusive package to be structured in accordance with the rules for MMS)

CENTRE : Gauteng (Pretoria)

REQUIREMENTS : Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Internal Auditing / Risk Management / Internal Communication Technology (ICT) (NQF Level 6) or related equivalent qualification. Minimum of 3 years' working experience within business continuity management environment at junior management. Job related knowledge: Public Finance Management Act (PFMA), Broad Based Black Economic Empowerment (BBBEE), Preferential Procurement Policy Framework Act (PPPFA), Public Service Regulation, Business Continuity Standards and Financial Management. Job related skills: Leadership skills. Computer literacy. Management skills. Project management skills. Communication (written and verbal) skills. A valid driver's licence and willingness to travel.

DUTIES : Provide a central source of information and guidance on business continuity management. Coordinate routine updates to the detailed information supporting the basic procedures (i.e. contact lists, personnel assignments, hardware and software specifications, network diagrams, vital record management, inventory lists, offsite backup schedule, etc.). Administer contracts and service level agreements with business continuity service providers. Create and sustain a business continuity plan that will mitigate the risk of significant business disruption to the organisation's mission critical activities. Develop and review business continuity policy for the Department. Coordinate the development of the business continuity plans and procedures. Develop business continuity plans and maintain all critical locations, in conjunction with the appropriate business and technical team leaders and business continuity coordinators. Ensure that all technical components of the business continuity plan are successfully tested at least annually and / or whenever significant changes are made to these components. Encourage and create awareness of business continuity management throughout the Department. Ensure that all personnel with specific business continuity responsibilities are adequately trained to fulfil their assigned responsibilities. Ensure that all employees maintain their familiarity with relevant provisions of the business continuity plan. Compile the annual business continuity assessment plans for the Directorate in conjunction with line management. Plan and coordinate at least one simulation exercise annually, involving all critical business units. Document the results of all tests and exercises and identify any recommended enhancements to the business continuity and procedures. Manage the logistical arrangements for all meetings. Coordinate payments of services providers. Control safekeeping of all equipment and assets used for executive meetings and of the Directorate. Oversee the execution of the annual plan and report the progress of the deliverables of the plan to relevant committees. Provide on call support for any emergency, which may require activation of all or part of the business continuity plan in the event that activation is required, serving as liaison between the crisis management teams and the business continuity teams.

ENQUIRIES : Ms N Lubsi Tel: (012) 312 9787

APPLICATIONS : Applications can be submitted by hand delivery during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or by email to Post40@dlrrd.gov.za

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

POST 18/76 : **CONTROL SURVEY TECHNICIAN (REF NO: 3/1/1/2026/45)**
Directorate: Coordination Of State And Land Reform Surveys

SALARY : R573 552 per annum (Salary will be in accordance with the OSD requirements)

CENTRE : Gauteng (Pretoria)

REQUIREMENTS : Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Survey or Cartography (NQF Level 6) or

related equivalent qualification. Compulsory registration with South African Geomatics Council (SAGC) as a Survey Technician / Surveyor. Minimum of 6 years post qualification technical (survey / cartography) experience. Job related knowledge: The Constitution. Good governance and Batho Pele Principles. Labour and Employment Legislation. Public Service Regulations. Public Financial Management Act. Land Survey Act. Spatial Data Infrastructure Act. National Geomatics Information (NGI) standards and procedures. Programme and project management. Survey, legal and operational compliance. Survey operational communication. Process knowledge and skills. Maintenance skills and knowledge. Mobile equipment operating skills. Survey design and analysis knowledge. Research and development. Computer-aided survey applications. Creating high performance culture. Technical consulting. Survey and professional judgement. Job related skills: Strategic capability and leadership skills. Problem solving and analysis skills. Decision-making skills. Team leadership skills. Creativity. Financial management skills. Computer focus and responsiveness. Communication (verbal and written) skills. Computer skills. People management skills. Planning and organising skills. Conflict management skills. Negotiation skills. A valid driver's licence.

DUTIES : Survey design and analysis effectiveness. Perform final reviews and approvals or audits on new survey applications according to set standards and design principles or theory. Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology. Maintain survey operational effectiveness. Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources. Set survey maintenance standards, specifications and service levels according to organisational objectives. Monitor maintenance efficiencies according to organisational goals to direct or redirect survey services. Provide financial management service. To ensure the availability and management of funds to meet the Medium-Term Expenditure Framework (MTEF) objectives within the survey environment / services. Manage the operational survey project portfolio for the operation to ensure effective resourcing according to organisational needs and objectives. Manage the commercial added value of the discipline-related programmes and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organisational principles. Allocate, monitor, control expenditure according to budget to ensure efficient cash flow management. Provide governance services. Allocate, monitor and control resources. Compiles risk logs (databases) and manages significant risk according to sound risk management practice and organisational requirement. Provide technical consulting services for the operation of survey related matters to minimise possible survey risks. Manages and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Render people management services. Direct the development motivation and utilisation of human resources for the discipline to ensure competent knowledge base for the continued success of survey services according to organisational needs and requirements. Manage subordinates key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.

ENQUIRIES : Mr SM Maseko Tel: (012) 337 3655
APPLICATIONS : Applications can be submitted by hand delivery during office hours to: 524 Stanza Bopape and Steve Biko Street, Suncardia Building, 6th Floor, Arcadia, 0002 or by email to Post46@dlrrd.gov.za

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

POST 18/77 : **ASSISTANT DIRECTOR: PROJECT ADMINISTRATION (PMO) (REF NO: 3/1/1/1/2026/38)**
 Directorate: ICT Planning And Governance

SALARY : R487 197 per annum (Level 9)
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : Minimum requirements: Applicants must be in a possession of a Grade 12 certificate and a National Diploma in Information Technology / Computer

Science / Advanced Diploma in Project Management or related equivalent qualification. Minimum of 3 years' experience in planning and coordinating projects. Job related knowledge: Project management (e.g. Microsoft Project), Proficiency in Microsoft Office (Word, Excel, PowerPoint) or equivalent tools. Job related skills: Ability to administer and coordinate project. Ability to create and maintain technical project plans and outcome. Understanding of project management principles and methodologies (e.g. Project Management Body of Knowledge (PMBOK), Projects in Controlled Environments (PRINCE2). Good communication (verbal and written) skills. Report writing. Excellent interpersonal skills / telephone manner. High level of interpersonal skills, including active listening and understanding. Good Organisational skills and ability to prioritise workloads. Work according to tight deadlines / service levels. Follow-up and follow-through. Work under pressure, Teamwork, Meeting deadlines, Proactive, Self-Motivated. A valid driver's licence.

DUTIES : Compliance and Governance. Ensure adherence to departmental policies and project governance standards. Maintain accurate records for audits and quality assurance. Ensure that all project documents are stored in an approved centralised environment for easy access and compliance. Project coordination. Ensure the timely scheduling of meetings, workshops, and project activities. Minutes are captured and reviewed and circulate. Maintain project calendars and timelines. Ensure effective management of project documentation. Ensure project documentation meets audit and quality assurance requirements. Assist with obtaining sign-offs and approvals of completed deliverables. Communication. Serve as the primary liaison between project teams and stakeholders. Prepare and distribute meeting minutes, action items, and follow-up communications. Report issues and bottlenecks promptly to the Project Manager. Provide comprehensive and efficient logistical support to the Project Manager. Consolidate progress reports and project tasks. Circulate progress reports on behalf of Project Manager. Upload status reports on PMO repository. Manage the project calendar. Ensure meetings are timeously scheduled. Venues for meetings and workshops confirmed and communicated timeously.

ENQUIRIES : Mr K Mohlala Tel: (012) 312 8733
APPLICATIONS : Applications can be submitted by hand delivery during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or by email to Post38@dlrrd.gov.za

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

POST 18/78 : **ASSISTANT DIRECTOR: SYSTEM TESTING (REF NO: 3/1/1/2026/39)**
 Directorate: ICT Solution Development

SALARY : R487 197 per annum (Level 9)
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : Minimum requirements: Applicants must be in a possession of a Grade 12 certificate and a National Diploma / Degree in Information Technology (International Software Quality Institute (ISTQB) / Computer Science or related equivalent qualification. Minimum of 3 years of working experience as a System Developer or System tester. Job related knowledge: All technical areas in the operation of corporate internet websites. Demonstrated expertise in various web technologies e.g Java, JavaScript, HyperText Markup Language (HTML), Flex, Web servers and Web Editing tools for integrating web application with databases. Job related skills: Teamwork and interpersonal skills. Communication (verbal and written) skills. Presentation skills. Management skills, business planning and development skills.

DUTIES : Write testing documents to ensure that the software meets business requirements. Interface with Business Analyst / System Analyst / System Developers. Determine which functionality to be tested, write testing documents such as test strategy, plan, test cases and prioritise testing activities before testing can take place. Prepare test data. Execute test cases. Log defects during testing execution and User Acceptance Testing (UAT) sessions. Track if all defects found are resolved. Carry out regression testing every time when changes are made to the code to fix defects. Provide adequate report on the completed testing. Update and report on known issues and follow-up on the completion. Maintain configuration management documentation for the test environment. Ensure that the testing environment is ready for the system testing by communicating with relevant stakeholder. Introduce automation tools for testing. Provide training to business to disseminate product knowledge.

| | | |
|----------------------------|---|---|
| | | Write training manuals. Train users of the system to be deployed. Guide and perform UAT where required. |
| <u>ENQUIRIES</u> | : | Ms P Lekgau Tel: 082 419 5245 |
| <u>APPLICATIONS</u> | : | Applications can be submitted by hand delivery during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or by email to Post39@dlrrd.gov.za |
| <u>NOTE</u> | : | EE Targets: African, Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities. |
| <u>POST 18/79</u> | : | <u>ASSISTANT DIRECTOR: FRAUD PREVENTION AND ETHICS MANAGEMENT (REF NO: 3/1/1/1/2026/42)</u> Directorate: Fraud Prevention And Ethics Management |
| <u>SALARY</u> | : | R487 197 per annum (Level 9) |
| <u>CENTRE</u> | : | Gauteng (Pretoria) |
| <u>REQUIREMENTS</u> | : | Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Internal Auditing / Risk Management / Criminology or related equivalent qualification. Minimum of 3 years' experience in fraud awareness and prevention management as well as ethics management experience and interacting at operational and strategic level. Job related knowledge: Corporate governance issues, Fraud Awareness and Prevention Management, Knowledge of Ethics Management, Public service environment, Public Financial Management Act and National Treasury Regulations. Job related skills: Dynamic leadership. Good computer literacy in Microsoft Office Suite. Proven project management skills. Excellent communications (verbal and written) skills. Excellent facilitation and training skills. Ability to work under pressure and meet deadlines. A valid driver's licence. |
| <u>DUTIES</u> | : | Gather information to analyse fraud trends, patterns and also identify hotspots in the Department on an ongoing basis. Analyse the operational plans, audit queries, management reports, labour relations reports, forensic investigation reports, internal and external audit reports and any other report that will assist in the trend analysis and fraud hotspots identification. Assist in drafting trends and patterns analysis report on fraud and ethics in the Department. Conduct fraud risk assessment workshops and update fraud risk register on risk management software systems on an on-going basis and ensure effective ethics management. Provide support in conducting research and environmental analysis before assessment are conducted. Ensure that environmental scanning of the branches and provinces which are assessed including research on trends of fraud and ethics risks is conducted. Facilitate the fraud risk assessment workshop where fraud risk is identified for provincial and national offices throughout the Department. Probe officials to be able to identify fraud risks and ensure action plans are aligned to the risk. Capture all the fraud risk registers on the risk management software system and ensure all the action plans which were provided manually are accurately captured. Draft reports on the outcome of the assessments for review by the Deputy Director. Conduct ethics risk assessments. Provide support to promote anti-corruption by conducting fraud and ethics awareness workshops throughout the Department as per fraud preventions policy and plan operational plan. Analyse to relevant information to determine trends and patterns of crimes. Design posters, newsletters, pamphlets and other publications with anti-fraud and corruption message. Facilitate fraud and ethics awareness sessions throughout the Department in collaboration with the Deputy Director. Conduct follow-ups on implementation action plans. Review the progress as stated on the follow up register and capture them on risk software system. Follow up on non-implemented action plans. Draw reports from the risk management software. Analyse the fraud risk register and make relevant charts. Provide support to draft the reports to Risk Management Committee. Submit fraud risk management information to other relevant stakeholders when necessary. Facilitate in compliance of quarterly reports for Risk Management Committee. Provide support in drafting fraud prevention and ethics management reports to be presented in the Back Office meetings, Branch Management Meetings (BBMs), Risk Management Committee (RMC) when necessary. Report progress regarding the elimination of risks against the operation plans of the Department. Provide support in developing the necessary templates to ensure effective reporting on the risk mitigations by the Branches. Provide support in performing an analysis on the losses or potential losses including incidents that |

can negatively impact the Department. Ensure consistency with risk management practices and reporting throughout the Department. Provide assistance in risk report coordination and assist in any risk related information required by Risk Management Committee. Provide financial disclosure support to all designated employees. Provide support to all employees who are disclosing their financial interest with their usernames and passwords. Ensure that information disclosed by designated employees is verified for completeness and accuracy. Process all outside remunerative work applications. Process all remunerative work outside public services applications and analyse whether the application falls within the requirements. Provide support in drafting memorandum in conjunction with the Deputy Director for the reviewing and signing of the Director. Receive all correspondence and disseminate to the relevant applicants upon processing of the application. Keep record of applications processed by the directorate for reporting to the relevant structures.

**ENQUIRIES
APPLICATIONS**

: Mr F Hlaluku Tel: (012) 312 9803
 : Applications can be submitted by hand delivery during office hours to: 600 Lillian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or by email to Post42@dlrrd.gov.za

NOTE

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

POST 18/80

: **CONTROL NETWORK CONTROLLER (REF NO: 3/1/1/2026/44)**
 Directorate: Maintenance And Cadastral Spatial Information Services

**SALARY
CENTRE
REQUIREMENTS**

: R487 197 per annum (Level 9)
 : Gauteng (Pretoria)
 : Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Information Technology / Computer Science (NQF Level 6) or related equivalent qualification. Minimum of 3 years supervisory experience in the Information Technology (IT) environment. Experience with hardware and software. Experience with servers. Extensive experience in IT technical support. Appropriate server and network management experience. Job related knowledge: Technical aspects of Information and Communications Technology goods and services. Information Technology Acts and Policies. Risk management. Government systems and structures. Government decision making processes. Programme setting process. Understanding of the management information and formal reporting system. Internal control and risk management. Project management principles and tools. Job related skills: Planning skills. Organising skills. Financial skills. Communication (written and verbal) skills. Managerial skills. Strong computer skills. Project management. Interpersonal skills. A valid driver's licence.

DUTIES

: Provide Information and Communications Technology (ICT) desktop support and cadastral spatial information services. Attend to Information Technology (IT) hardware and software problems. Set up Information Technology equipment and install all relevant software. Monitor and update Surveyor General (SG) User Accounts. Monitor Surveyor General IT inventory. Monitor the desktop support and Local Area Network to ensure smooth running of the office. Monitor the Information System. Render IT security services, maintain IT applications, networks and hardware. Ensure maintenance of hardware and software for the office. Attend to Cadastral Spatial Information Software related problems. Monitor and test backups as per the departments scheduled policy. Ensure availability of ICT related systems including internet and email related and liaise with the relevant stakeholders to resume services speedily. Report unsuccessful backups to the backup administrator and perform manual backups until the problem is resolved. Ensure that all computers antivirus is updated. Ensure management of assets and provision of regular updates to all users. Ensure safeguarding of assets within division by conducting regular asset verification. Co-ordinate safe keeping of ICT related assets with the offices and Shared Service Centres (SSC's) asset management divisions and make sure all necessary paperwork is filled in timeously. Provide server and domain administration services. Ensure security of data through sound data administration and backup procedure. Ensure availability of systems and server processing and liaise with the National Office where there is a problem accessing them. Ensure that users accounts that have left the department must be disabled within a day and be deleted within 3 months of non-use. Ensure that requests for new domain and e-mail accounts created within one day.

Create new user accounts on active directory and assign account to the correct groups and organisational units. Monitor the servers and shared folders for unwanted data. Monitor the space on the servers shared folders and request administrators to increase capacity when required. Monitor servers and network performance and report to the necessary administrators when poor performance is experienced. Ensure that backup is running every Friday and as scheduled and then run it manual when there is a problem. Manage Information Technology (IT) developments and monthly reports. Facilitate development and training of interns and in-service trainees. Provide monthly production reports. Ensure security of network on PC's and servers daily. Ensure virus protection regularly. Coordinate IT provided by SSC according to law. Coordinate ICT related services between Office of the Chief Information Officer (OCIO), external service providers and the National Geomatics Management Services (NGMS) IT staff. Develop cadastral information operational plans. Upgrade software according to policy. Develop cadastral spatial information operational plans according to law.

**ENQUIRIES
APPLICATIONS**

: Mr SM Maseko Tel: (012) 337 3655
 : Applications can be submitted by hand delivery during office hours to: 524 Stanza Bopape and Steve Biko Street, Suncardia Building, 6th Floor, Arcadia, 0002 or by email to Post44@dlrrd.gov.za

NOTE

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

POST 18/81

: **SENIOR ADMINISTRATIVE OFFICER (REF NO: 3/1/1/2026/41)**
 Directorate: Quality Assurance And Administration

**SALARY
CENTRE
REQUIREMENTS**

: R413 001 per annum (Level 8)
 : Kwazulu Natal (Pietermaritzburg)
 : Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Information Management / Information Science / Records Management (NQF Level 6) or National Diploma in Business Administration or related equivalent qualification. Minimum of 2 years' experience in restitution, records management environment, registry services. Job related knowledge: Knowledge of statistical, registry and records management. Knowledge of projects and process. Knowledge of government legislation that governs National Archives and Records Service Act. Job related skills: Time management skills. Planning and organising skills. Decision making skills. Computer literacy. Analytical skills. Telephone etiquette. Interpersonal and communication (verbal and written) skills. Ability to carry out registry and records management activities. The ability to always work efficiently and effectively. A valid driver's license.

DUTIES

: Develop, administer and maintain restitution land claims database. Maintain the implementation of file plan in the office. Check the quality of standardised files. Compile the report of standardised files and inventory. Update inventory of standardised files. Update inventory of approved Section 42D's. Provide land restitution claims related information. Compile spreadsheet on letters compiled for claimants. Give claimants accurate information regarding the status of their claims. Respond to general enquiries about the lodgement of land claims. Update statistical information for the office in all land claims lodged and settled. Provide registry services. Receive and issue brown files not scanned on Electronic Document Management System (EDMS). Receive and register incoming files. Keep records of files and collected information for existing land claims. Ensure that registry rules are adhered to by officials. Monitor access to registry system. Monitor and control movement of files by registering them on movement control sheet. Conduct file audit to ensure that no files are kept for more than 5 days in officials office unless the official ask for extension. Maintain office search. Ensure all files transferred to registry are recorded from clients. File indexing. Spot check on file at registry / incident audit. Maintaining filing system. Capture approved projects or files for easy retrieval in registry and create file number for approved Section 42D, Section 42C and Section 42E. Check all Section 42D's dispatched to and received from national office if all documents are signed and returned same as was dispatched. Update and provide land claims information to project teams to enable the acceptance and gazetting of claims. Receive and register incoming and approved files. Update the status of the claims on approved acceptance research report, non-compliant, dismissed, deferred and gazetted claims. Ensure that new information received from operational units is captured on

spreadsheet. Keep statistics of files captured on spreadsheet and report monthly. Coordinate and execute other administrative duties. Provide clerical support services to the directorate. Provide personnel administration clerical support services. Provide financial administration services in the component. Process documents for archival and disposal. Operate office machine in relation to registry functions.

ENQUIRIES : Mr NP Mazibuko Tel: (033) 341 2679
APPLICATIONS : Applications can be submitted by hand delivery during office hours to: 1st Floor, 270 Jabu Ndlovu Street (formerly known as Loop Street), Pietermaritzburg, 3200 or by email to Post41@dlrrd.gov.za
NOTE : EE Targets: Coloured and White Males and African, Coloured, Indian and White Females and Persons with Disabilities.

POST 18/82 : **SENIOR INFORMATION COMMUNICATION TECHNOLOGY (ICT) SUPPORT OFFICER (REF NO: 3/1/1/1/2026/43)**
Directorate: ICT Service Management

SALARY : R413 001 per annum (Level 8)
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Computer Science / Information Technology or related equivalent qualification. Minimum of 2 years' service desk experience in Information Technology (IT) service support / delivery environment supporting both hardware and software (1st level support). Sound understanding of Microsoft Active Directory, Domain Name System (DNS), Dynamic Host Configuration Protocol (DHCP), Applications, transversal systems and Experience in a technical support environment. Job related knowledge: Information Technology Infrastructure Library (ITIL) working practice. Advanced competency and experience in personal computing (Desktop, Laptops, printers, scanners). Working knowledge of Microsoft Windows 7 / 10 / 11. Working knowledge of Microsoft Office 2010, 2016, and office 365. Working knowledge of IT service desk systems e.g. Information Technology Service Management (ITSM) Remedy, HEAT call logging system, Service Desk Plus etc. Working knowledge of networks (Local Area Network (LAN) / Wide Area Network (WAN) and network equipment i.e. switches. Job related skills: Basic project management skills. User and client orientation. Problem solving and decision-making skills. Time management skills. Broad knowledge of IT products, services and terminology. Ability to communicate at all levels. Ability to work across Organisational and professional boundaries. Excellent communication (verbal and written) skills. Excellent telephone manner. High level of interpersonal skills, including active listening and understanding. Good organisational skills and ability to prioritise workloads. Work according to tight deadlines, services and terminology. Follow-up and follow-through.

DUTIES : Provide Information Technology (IT) 1st line support to all end users. Respond to incoming calls, e-mails and calls logged on Information Technology Service Management (ITSM) system regarding desktop computer, laptops, iPad and cell phone problems. Maintain excellent verbal communication with the ability to communicate effectively with technical and non-technical colleagues at all levels in the organisation. Diagnose and resolve software and hardware incidents, including operating systems across a range of software applications. Assist all our users with any logged IT related incidents when called upon. Take ownership of issues by carrying out problem analysis to implement temporary or permanent fixes with the aim of restoring service to the customer as soon as possible, escalating incidents to other support teams where necessary. Accurately record, update and document requests using the IT services desk system. Resolve incidents in accordance with the agreed processes daily, must ensure the processes defined for the environment are complied with. Troubleshoot hardware, software and network operating system. Install and configure new IT equipment. Perform PC installations, software installation and maintenance, security maintenance (devices and software), remote access services, and installation of patches on manual basis. Develop and follow test plans for compatibility testing for hardware and software analysis and evaluation and assessment of computer equipment and if necessary, formatting of such equipment with information. Support and ensure availability of email services, internet services, application services on workstations and availability of connection to transversal mainframe system. Resolve incidents

and upgrade different types of software and hardware (printers, copiers, and scanners). Escalation incidents through automated escalation tool based on service levels and manual escalation based on incident monitoring and tracking activities. Perform fault resolution, incident resolution and analyse them for prioritisation and trends. Proficient at analysing and documenting customer request requirements and problem symptoms to make recommendations and implement moves, add-ons, changes, and maintenance of desktop equipment. Identify and correct or advise on operational issues in clients computer systems. Ensure proactive detection of incidents through available tools i.e. monitoring, events and alerts. Troubleshoot all technology issues. Maintain a first-class level of customer service ensuring that all customers are treated efficiently and in an appropriate manner. Maintain log and / or list of required repairs and maintenance. Make recommendations about purchase of technology resources. Research current and potential resources and services. Ability to plan, organise and implement desktop solutions. Ability to oversee workstation administration, as well as repair of faults and problems on associated equipment. Pro-active monitoring and reporting of Local Area Network (LAN) and hardware problems.

- ENQUIRIES** : Ms K Kanyane Tel: (012) 312 8700
- 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 Post43@dlrrd.gov.za
- NOTE** : EE Targets: Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with Disabilities.
- POST 18/83** : **SURVEY TECHNICIAN (GRADE A-C) (REF NO: 3/1/1/2026/45)**
Directorate: Information Services
- SALARY** : R407 337 – R610 131 per annum (Salary will be in accordance with the OSD requirements)
- CENTRE** : Gauteng (Pretoria)
- REQUIREMENTS** : Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Survey or Cartography (NQF Level 6). Compulsory registration with South African Geomatics Council (SAGC) as a Survey Technician / Surveyor. Minimum of 3 years post qualification technical survey experience. Job related knowledge: Programme and project management. Survey design and analysis knowledge. Research and development. Computer-aided survey applications. Knowledge of legal compliance. Technical report writing. Creating high performance culture. Job related skills: Decision-making skills. Team leadership skills. Analytical skills. Creativity. Self-management skills. Financial management skills. Customer focus and responsiveness. Communication (verbal and written) skills. Computer literacy. Planning and organizing skills. Conflict management skills. Problem solving and analysis skills. People management skills. Innovation skills. A valid driver's licence.
- DUTIES** : Provide technical survey services and support. Provide technical services in terms of examination, maintenance, archiving and information supply of survey documents and submit for evaluation / approval by the relevant authority. Perform surveys and survey computations. Promote safety in line with statutory and regulatory requirements. Evaluate plans, existing technical manuals, standard drawings and procedures to incorporate new technology. Provide Geographic Information System (GIS), mapping and information supply services. Perform administrative and related functions. Provide inputs into the budgeting process as required. Compile and submit reports as required. Provide and consolidate inputs to the technical survey operational plan. Develop, implement and maintain databases. Supervise and control Candidate Survey Technicians / Officers and related personnel and assets. Conduct research and development. Render continuous professional development to keep up with new technologies and procedures. Research / literature studies on technical survey technology or new survey techniques to improve expertise. Liaise with relevant bodies/councils on survey related matters.
- ENQUIRIES** : Mr SM Maseko Tel: (012) 337 3655
- APPLICATIONS** : Applications can be submitted by hand delivery during office hours to: 524 Stanza Bopape and Steve Biko Street, Suncardia Building, 6th Floor, Arcadia, 0002 or by email to Post45@dlrrd.gov.za
- NOTE** : EE Targets: African, Coloured and Indian Males and African, Indian and White Females and Persons with Disabilities.

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** : **Northern Cape:** Kimberly: Quoting The Relevant Reference Number, Direct Your Application To: The Provincial Head, Office Of The Chief Justice, Private Bag X5043, Kimberley, 8300 Or Hand Deliver Applications To The Northern Cape Division Of The High Court, Corner Sol Plaatjie Drive, Kimberly
Eastern Cape/Mthatha: Quoting The Relevant Reference Number, Direct Your Application To: The Provincial Head, Office Of The Chief Justice, Postal Address: Private Bag X13012, Cambridge 5206, East London. Applications Can Also Be Hand Delivered To 59 Western Avenue, Sanlam Park Building, 2nd Floor, Vincent 5242, East London.
- CLOSING DATE** : 12 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 18/84** : **PRINCIPAL COURT INTERPRETER, REF NO: 2026/17/OCJ**
 Re-advertisement, applicants who previously applied are encouraged to reapply
- SALARY** : R413 001 – R486 501.per annum (Level 08). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Eastern Cape Division of The High Court: Mthatha
 Applicants should be in possession of a National Diploma in Legal Interpreting or equivalent qualification at NQF level 6 with 360 credits as recognized by SAQA. A minimum of two (2) years' experience as a Court Interpreter, or Grade twelve (12) certificate with at least ten (10) years practical experience in Court Interpreting. Two (2) years supervisory experience, Proficiency in English, isiXhosa, and (isiZulu or Sesotho). 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: Adherence to Batho Pele and the OCJ principles, knowledge of Court proceedings and cultural diversity, knowledge of Policies, Prescripts and Legislations, communication (oral and written) skills and listening skills, computer literacy (Ms Word, PowerPoint, Outlook and Internet, etc.), problem solving, good Interpersonal relations, planning and organizing skills, good people skills, intermediate typing skills and customer service orientation.
- DUTIES** : render interpreting services in high profile matters: interpret in complex cases. interpret in criminal, civil, and labour court. control, supervise and attend to personnel administrative aspects of interpreters: provide mentoring and coaching to junior/ senior interpreters. manage performance agreement contracts. draw a schedule for replacement of court interpreters. translate legal documents and exhibits: study and analyse the source documents. conduct necessary research and consult. check, edit and revise the translated documents. procure foreign language interpreters and casuals in line with pfma and the relevant policy: report statistics to be generated and escalated to the cluster manager for consolidation. authorise payment of foreign language interpreters and casuals. develop terminology: harvest of terminology and database development. provide terms and their respective meanings in the glossary register. supervise and develop staff: ensure general supervision of employees. allocate duties and perform quality control on the work delivered by officials.
- ENQUIRIES** : Technical Related Enquiries: Mr M Mhlontlo Tel No: (047) 504 5500
 HR Related Enquiries: Mr S Mponzo Tel No: (043) 726 5217
- APPLICATIONS NOTE** : Applications Can Be Sent Via Email To 2026/17/OCJ@Judiciary.Org.Za
 the organisation will give preference to candidates in line with the employment equity goals.
- POST 18/85** : **ADMINISTRATION CLERK: LEGAL, REF NO: 2026/40/OCJ**
- SALARY** : R237 453 – R279 708.per annum (Level 05). The Successful Candidate Will Be Required To Sign A Performance Agreement.
- CENTRE REQUIREMENTS** : Northern Cape Division Of The High Court: Kimberley
 applicants should be in possession of grade 12, no experience is required. LLB Degree will serve as an added advantage knowledge and skills: knowledge and understanding of confidentiality in government. research skills, communication skills (verbal and written), minutes taking skills, good reporting skills, computer literacy, creative and analytical thinking skills, decision making

DUTIES

and time thinking skills, administration skills, problem solving skills, good organizing skills and customer service oriented.

: conduct legal research for the regional court: conduct legal research or research on any other topic requested for by the regional court presidents/ chief magistrate, download the cases in the monthly notifications from juta, download for distribution to the magistrate of all judgements as well as any amendments to relevant legislations. provide administration functions to the regional court president/chief magistrate: compile court performance statistics monthly/quarterly/annually or as required by regional court president/ chief magistrate, verify and validate statistics, provide support with production of the court performance reports, provide support with the presentation and dissemination of the court performance information. provide support to case flow management: forward case flow challenges report to relevant stakeholders as it is reported and the monthly incidents to each relevant stakeholder. compile provincial efficient, enhancement committee (PEEC), regional efficiency enhancement committee (REEC) and district efficiency enhancement committee (DEEC) court performance report and related matter. provide support in the regional court registrar: provide support to assistant registrars in civil issuing offices with issuing, capturing etc, provide support in the regional court registrar as requested with reports and inspections and provide support with the training of the court clerks.

ENQUIRIES

: Technical Related Enquiries: Mr P Rumani: Tel No: (053) 492 3560

HR Related Enquiries: Ms P Netshivhale: Tel No: (053) 492 3533

APPLICATIONS

: Applications Can Be Sent Via Email To 2026/40/OCJ@Judiciary.Org.Za

NOTE

: the organisation will give preference to candidates in line with the employment equity goals.

DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

The Department of Public Works and Infrastructure is 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) Applications:** 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
Cape Town Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Ground floor, Customs House, Lower Heerengracht Street, Cape Town. For Attention: Ms. C Rossouw
- CLOSING DATE** : 12 June 2026 time at 16H00
- NOTE** : Applications must be submitted on the prescribed Z83 application form (obtainable from any Public Service Department or on the DPSA website link: <https://www.dpsa.gov.za/newsroom/psvc/>, which must be signed, initialled and dated by the applicant, and must be accompanied by a detailed curriculum vitae (CV) only. Candidates are not required to submit certified copies of qualifications and related documents on application. Only shortlisted candidates will be required to submit certified copies of qualification and other related documents on or before the date of interview, which should not be older than six months. Should an application be submitted using incorrect/old Z83 application form, such an application will be disqualified. Further take note of the following on completion of Z83 application form: PART A and PART B must be fully completed. PART C - PART G: Noting that there is a limited space provided applicants may refer to CV or indicate. This will be acceptable as long as the CV has been attached and provides the required information. Page 1 of the Z83 application form must be initialled and page 2 signed and dated by the applicant. Failure to comply with the above instructions may result in an application being disqualified. Applicants applying for more than one advertised post must submit separate Z83 application forms and CVs in respect to each post being applied for. Should an application be received where an applicant has applied for more than one posts on the same Z83 application form, the applicant will be considered for the first post indicated on the Z83 application form only. Applications will be received via post/courier services, hand deliveries or email. Late applications will not be considered. Regulation 57 (c) and 67 (9) of the Public Service Regulations 2016, as amended, requires the executive authority to ensure that he or she is fully satisfied of the claims being made and the finalisation of Personnel Suitability Checks in order to verify claims and check the candidate for purpose of being fit and proper for employment, respectively. Shortlisted candidates must be willing to undergo normal vetting and verification processes. Note: It is the responsibility of all applicants to ensure that foreign qualifications are evaluated by SAQA. Due to large volume of responses anticipated, receipt of applications will not be acknowledged, and correspondence will be limited to shortlisted candidates only. Should you not have heard from us within three months from the closing date, please regard your application as unsuccessful. Entry level requirements for SMS posts: in terms of the Directive on Human Resource Management and Development on Public Service Professionalisation Volume 1 a requirement for appointment into SMS posts is the successful completion of the Senior Management Pre-Entry programme as endorsed by the National School of Governance (NSG). The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. 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 Administrative Officer: Provisioning Ref No: 2026/209B for Cape Town Regional Office was erroneously advertised, the position is therefore withdrawn.

OTHER POSTS

POST 18/86 : **DEPUTY DIRECTOR: EMPLOYEE RELATIONS (LABOUR RELATIONS MANAGEMENT) REF NO: 2026/**

SALARY : R1 101 468 per annum
CENTRE : Head Office (Pretoria)
REQUIREMENTS : A minimum of three-year tertiary qualification (NQF Level 06)/ National Diploma in Human Resource Management/ Labour Relations or Labour Law. A valid driver's License. An extensive relevant working experience in Labour Relations Management environment of which relevant years should be at the Junior Management level (ASD equivalent Level). Knowledge of PERSAL will be an added advantage. Knowledge: Knowledge of the Constitution of the RSA, Public Service Act and Regulations, Employment Equity Act, Basic Conditions of Employment Act, Labour Relations Act, Collective Agreements, and the Public Finance Management, Labour Relations policies and processes, directives and collective agreements. Knowledge of disciplinary, grievances, and dispute processes in the Public Service. Skills: Basic numeracy; interpersonal and diplomacy skills; general administration and organisational skills; interpretation of policies and Legislations; ability to undertake basic research/gather information; computer literacy; financial administration; change/diversity management; objectivity; analytical thinking; problem solving skills; motivational skills; influencing skills; conflict management; presentation skills; negotiation skills; communication, investigation and report writing abilities. Personal Attributes: Innovative; Creative; Resourceful; Objectivity; Ability to work independently and under stressful situations; Ability to communicate at all levels; People orientated; Trustworthy; Assertive; Hard-working; Self-motivated and must be prepared to travel; willing to adapt work schedule in accordance with office requirements.

DUTIES : The effective management of grievances, disputes and disciplinary processes. Investigate grievances and misconduct cases, manage conflict in the workplace, Represent the Department in grievances, disciplinary and dispute matters/hearings which include litigation processes. Manage Labour Relations Database. Manage resources within the Labour Relations Directorate, Conduct and manage trainings, workshop to educate employees on labour related matters. Implement, interpret and maintain policies. Advise employees and managers on labour related matters.

ENQUIRIES : MR GP Makhubela Tel No: 012 406 1189
APPLICATIONS : For Head Office: Email to: Recruitment26-46@dpw.gov.za

POST 18/87 : **ASD: ARCHIVES & OFFICE SUPPORT SERVICES**

SALARY : R487 197 per annum
CENTRE : Head Office (Pretoria)
REQUIREMENTS : A minimum of three-year tertiary qualification (NQF Level 06)/ National Diploma in Public Administration/ Information Science, Records Management; Relevant years' experience in records management at supervisory level. Knowledge: National Archives and Records Service of South Africa Act NARSSA); Promotion to Access to Information Act (PAIA); Promotion of Personal Information Act (POPI); Information Security Policy; Electronic Document Management System; Electronic Communication and Transaction Act (no. 25 of 2002); Minimum Information Security Standard (MISS); Public Service Regulations (PSR); Public Service Act (PSA); Supply Chain Management Framework; Public Finance Management Act; Code of Conduct for Supply Chain Management Practitioners; LOGIS and Treasury Regulations. Skills: Project management; Management skills; Problem identification and solving skills; Organisational presentation skills; Numeracy; Relationship management; Interpersonal and diplomacy skills; Decision making skills; Motivational skills; Negotiation skills; Conflict management; Advanced verbal

communication and report writing skills; Computer literacy; Report Writing. Personal Attributes: High ethical standards; Ability to conduct business with integrity; Ability to promote mutual trust and respect; Innovative; Reliable; Flexible; Creative; Solution orientated; Highly motivated and Ability to meet tight deadlines whilst delivering excellent results. Other: Willing to adapt work schedule in accordance with office requirements.

DUTIES : Implement effective records management systems:-Facilitate the implementation of records management policies and guidelines; Advise and coordinate the use of approved File Plan by departmental units; Reduce the duplication of records to improve information sharing; Implement records preservation strategies on crucial records; Monitor and evaluate records management practices for compliance; Undertake regular reviews and analysis of records management training needs; Raise awareness on records management and information practices; Provide compliance report on records management to the management. Supervise the Departmental registry operations:-Facilitate access to information and records; Regulate the receipt and flow of related documentation; Ensure that files are available on request; Ensure the tracing of files; Coordinate the provision of printing works; Manage the dispatching of outgoing mail; Monitor and track the utilisation of files from the Registry; Control the maintenance and application of the filing system; Conduct regular registry inspections/audit. Manage office support services: - Provide postal and courier services; Manage the provision of driving services to transport passengers and deliver other items (mail and documents) for the Department; Ensure effective schedules for drivers and messengers; Manage the photocopying services; Manage the telephone accounts activities. Implement systematic disposal of inactive records in accordance with applicable prescripts:-Develop systematic disposal programme; Conduct records audit to determine which records/ archives to be dispose; Compile the application for disposal authority and submit to National Archives; Ensure authorization of records to be disposed; Provide advice on the disposal of records, particularly how long records should be kept; Manage the register of documents that have been disposed. Supervise employees to ensure effective service delivery -: Provide general supervision of employees; Allocate duties and do quality control of the work delivered by supervisees; Advise and lead subordinates with regard to all aspects of the work; Manage performance, conduct and discipline of subordinates; Ensure that all subordinates are trained and developed to be able to deliver work of the required standard efficiently and effectively; Develop, implement and monitor work systems (Rea-patala) and processes to ensure efficient and effective functioning.

ENQUIRIES : Letty Mahlangu; Telephone Number: 012 406-1451
APPLICATIONS : For Head Office: Email to: Recruitment26-47@dpw.gov.za

POST 18/88 : **SENIOR PERSONNEL PRACTITIONER: RECRUITMENT & PLANNING REF NO: 2026/**

SALARY : R413 001 per annum
CENTRE : Head Office (Pretoria)
REQUIREMENTS : A minimum of three-year tertiary qualification (NQF Level 06) in Human Resource Management or related field. Appropriate working experience in Human Resource Recruitment Management. Knowledge: Standards, practices, processes and procedures related to HR Recruitment. Structure and functioning of the Department. Employment Equity Plan of the Department. Public Service Act and Regulations. Employment Equity Act. Knowledge of PERSAL. Basic Condition Act. Public finance Management Act. Codes of Remuneration. Conflict Management. Project management. Skills: Numeracy. Interpersonal and diplomacy skills. Advisory skills. Supervisory skills. General administration and organization skills. Computer utilization. Analytical thinking. Problem solving skills. Communication and report writing abilities. Personal Attributes: Creative. Ability to work under stressful situations. Ability to communicate at all levels. People Orientated, Punctuality, Assertive, Hard-working, Self-motivated, Ability to work independently.

DUTIES : Facilitate and implement advertising process. Receive and implement staff requisitions forms and motivation for posts to be advertised. Facilitate the drafting of advertisements. Implementation of recruitment and selection processes. Keep records of application. Oversee sorting of received applications. Ensure development of applicant's profiles. Facilitate the invitation of shortlisted applicants. Represent Human resources in interviews

of shortlisted applicants. Communicate with successful applicants. Verify results, certificates and qualifications. Facilitate the compilation of appointment letters. Facilitate personal planning requirements. Compile, maintain and communicate the human resource plan. Undertake the human resource assessments as prescribed. Promote the achievement of employment equity and support the employment equity plan. Keep abreast of changes in employment legislation and ensure that related HR processes are aligned thereto. Supervise employees to ensure an effective service delivery. General supervision of employees. Allocate duties and perform quality control on the work delivered by supervisees. Advise and lead supervisees with regard to all aspects of the work. Manage performance, conduct and discipline of supervisees. Ensure that all supervisees are trained and developed to be able to deliver work of the of the required standard efficiently and effectively

ENQUIRIES : Ms NP Mudau Tel No: (012) 406 1552
APPLICATIONS : For Head Office: Email to: Recruitment26-47@dpw.gov.za

POST 18/89 : **ADMINISTRATIVE OFFICER: LABOUR RELATIONS MANAGEMENT REF NO: 2026/**

SALARY : R338 106 per annum
CENTRE : Head Office (Pretoria)
REQUIREMENTS : A minimum of three-year tertiary qualification (NQF Level 06) /National Diploma in Management Sciences. Relevant years of experience in Labour Relations Management environment and a valid Drivers' license. Exposure in the Labour Relations environment will be an added advantage. Knowledge: Knowledge of Labour Relations legislations, Public Service Act and Public Service Regulations, Knowledge of disciplinary, grievances and dispute processes in the Public Service, Knowledge of the LOGIS System in the Public Service. Skills: Basic numeracy, interpersonal, facilitation, Coordination, and communication (verbal and written) skills. Personal Attributes: resourceful, creative, ability to communicate at all levels; people orientated; maintaining Confidentiality, Integrity, honesty and trustworthy, self-motivated; ability to work independently and under pressure.

DUTIES : Administer the Labour Relations database by registering Labour Relations cases, ensure accurate capturing of cases, proper maintenance of database of cases, compile and submits reports, coordinate meetings for the Directorate and records minutes, monitor implementation of decision taken. Provide financial, procurement and logistics administration services for the Directorate, make travel bookings for the Directorate and proper administration and management of the resources for the Directorate.

ENQUIRIES : Mr MJ Mahasha Tel No: 012 406 1193
APPLICATIONS : For Head Office: Email to: Recruitment26-48@dpw.gov.za

POST 18/90 : **PERSONNEL PRACTITIONER: CONDITIONS OF SERVICE (HRA) REF NO: 2026/**

SALARY : R338 106 per annum
CENTRE : Head Office (Pretoria)
REQUIREMENTS : A minimum of three-year tertiary qualification (NQF Level 06) /National Diploma in Human Resources Management or Public Administration. Appropriate experience in Human Resources Management with emphasis on HR Administration (Condition of Services and pensions). Knowledge of standards, practices, processes and procedures. Good Knowledge of PERSAL, CORE, Ability to apply and interpret Legislative frameworks such as PSA, PSR, EEA and other regulatory prescripts for the public sector. Data analysis techniques, ability to undertake basic research and gather information, Computer utilization, good communication and report writing abilities, conflict management and the ability to perform under pressure.

DUTIES : Administration of condition of services and benefits. Providing an advisory function to DPWI staff on Human Resources policies. Processing of appointments and service terminations. Administration of pension benefits. Assist in the policy reviews related to condition of services. Ensure that relevant stakeholders are involved on policy making processes. Assist in sourcing information needed to report on Audit findings.

ENQUIRIES : Mr. M Booyesen Tel No: 012 406 1766
APPLICATIONS : For Head Office: Email to: Recruitment26-49@dpw.gov.za

POST 18/91 : **ADMINISTRATIVE OFFICER: TRANSPORT (SCM: PROVISIONING AND LOGISTICS) REF NO: 2026/**

SALARY : R338 106 per annum
CENTRE : Cape Town Regional Office
REQUIREMENTS : A minimum of three-year tertiary qualification (NQF Level 06) /National Diploma in Supply Chain Management/ Logistics/ Transport Management/ Public Administration/ Public Management. Relevant years extensive working experience in Transport Management. Sound knowledge and understanding of pertinent policies related to procurement of goods and services, National Treasury Regulation\, Supply Chain Management, Public Finance Management Act (PFMA), Preferential Procurement Policy Framework Act (PPPFA) and Regulation, and Code of Conduct. Thorough knowledge and understanding of Standard Chart of Accounts (SCOA) and applicable financial business systems (LOGIS and BAS or SAGE, REAPATALA and ARCHIBUS). Excellent verbal and written communication skills, problem Solving, Analytical skills and Computer literacy. An ability to handle, confidential information. A valid driver's License. Knowledge of preparing financial statements. Clientele/customer relations skills (including report writing), hard-working and highly motivated. Ability to work efficiently under pressure; willing to adapt to work schedule in accordance with line function requirements. Knowledge of logistical processes and policies.

DUTIES : Ensuring day-to-day management and maintenance of fleet vehicles. Verification and processing of invoices. Exercise control over the maintenance and expenditure involved in the use of fleet vehicles. Processing Subsistence and Travel claims. Management of traffic fines. Management of accidents and damages. Assist in processing new applications for subsidised vehicles. Ensure proper and effective records management system. Ensure compliance with transport policies, procedures and processes. Assist with providing inputs in preparation of interim and Annual Financial Statements. Provide guidance and awareness to all users of fleet vehicles in relation to new policies, prescripts, circular pertaining to Transport/Fleet/ and Travel related activities. Perform other related tasks as per supervisor's instruction and willingness to adapt to work schedule in accordance with office requirements

ENQUIRIES : Ms. P Molapo 021 402 2266
APPLICATIONS : For Cape Town: Email to: RecruitCPT26-18@dpw.gov.za

POST 18/92 : **DRIVER REF NO: 2026/**
(Provisioning And Logistics)

SALARY : R170 226 per annum
CENTRE : Cape Town Regional Office
REQUIREMENTS : Grade 10 or equivalent appropriate qualification as recognised by SAQA. A valid driver's license as well as a Professional Driving Permit (PDP). Knowledge, Competencies and Skills: Knowledge of the procedures to operate the motor vehicle. Knowledge of prescripts for the correct utilization of motor vehicles. Knowledge of the procedures to ensure that the motor vehicle is maintained properly. Knowledge of the procedures to perform messenger functions and routine office support functions like registry services and making of photocopies. Knowledge of the city district in which the functions will be performed

DUTIES : Perform general messenger and delivery services. Sort and arrange correspondences in the registry. Collect submissions and other documents from the assigned office. Render a driver service including driving light and medium motor vehicles to transport passengers, performing routine maintenance on the allocated vehicle. Sort mail, files, documents and parcels. Render delivery services. Ensure that items to collect are sealed and addressed. Deliver mail, files, documents and parcels to addressees. Deliver submissions between offices. Ensure that the recipients sign on the delivery book/register. Record contents and physical addresses in the delivery book/register. Perform general office assistant tasks. Make copies, fax and shred documents. Render auxiliary administrative support as required. Support the security profile of the office. Support registry related activities. Support operator related activities.

ENQUIRIES : Mr L Mgwadleka Tel No: (021) 402 203
APPLICATIONS : For Cape Town: Email to: RecruitCPT26-19@dpw.gov.za

THE DEPARTMENT OF SMALL BUSINESS DEVELOPMENT

The Department of Small Business Development is an equal opportunity & affirmative action employer. It is the DSBD's intention to promote representativity (race, gender, youth & disability). The candidature of persons whose transfer/promotion/appointment will promote representativity will receive preference

- APPLICATIONS** : Applications can be submitted by email to the relevant email and by quoting the relevant reference number provided on the subject line. Acceptable formats for submission of documents are limited to MS Word, PDF.
- CLOSING DATE** : 12 June 2026 at 16h00. Applications received after the closing date will not be considered.
- NOTE** : Applications must quote the relevant reference number and consist of: A fully completed and signed Z83 form and a recent comprehensive CV. Submission of copies of qualifications, Identity document, and any other relevant documents will be limited to shortlisted candidates only. All non-SA citizens will be required to submit proof of permanent residence in South Africa when shortlisted. Personnel suitability checks will be done during the selection process. Applicants could be required to provide consent for access to their social media accounts. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 1 month of the closing date of this advertisement, please accept that your application was unsuccessful. In the pursuit of diversity and redress, appointments will be made in line with the DSBD EE Plan. 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 successful candidate will be required to sign a performance agreement within three months of appointment, as well as complete a financial interest declaration form within one month of appointment and annually thereafter. The Department reserves the right not to fill or withdraw any advertised post. Note: a new application for employment (Z83) form is applicable from 01 January 2021. The new form can be downloaded online at <http://www.dpsa.gov.za/dpsa2g/vacancies.asp>.

MANAGEMENT ECHELON

- POST 18/93** : **DIRECTOR: VALUE CHAIN SUPPORT "REF NO: D – VCS"**
- SALARY** : R1 266 714 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : A Senior Certificate and an undergraduate qualification (NQF level 7) in Economics / Entrepreneurship / Development Studies / Business Management or equivalent / related as recognised by SAQA. Possess a minimum of 5 years' relevant experience at a middle / senior managerial level within Value Chain Support and Market Access Environment. A compulsory pre-entry into the Senior Management Service Certificate from the National School of Government will be required before assumption of duty (<https://thensg.gov.za/training-course/sms-pre-entryprogramme>). Display competencies in Strategic Capability & Leadership, Financial Management, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus, Change Management, Service Delivery Innovation and Communication.
- DUTIES** : Provide strategic leadership and oversight for value chain development initiatives aimed at strengthening MSMEs and Co-operatives. Lead the identification, development, and support of priority value chains aligned to national, sectoral, and regional economic priorities. Coordinate the design and implementation of value chain interventions that enhance market access, competitiveness, and industrial participation of small enterprises. Facilitate integration of MSMEs and co-operatives into local, regional, and global value chains through partnerships with public and private sector stakeholders. Oversee collaboration with sector departments, DFIs, SOEs, municipalities, and industry bodies to unlock opportunities along targeted value chains. Ensure alignment of value chain programmes with localisation, industrialisation, and inclusive growth objectives. Monitor performance of value chain projects and initiatives, ensuring effective implementation, risk mitigation, and impact measurement. Manage the directorate's budget, procurement

- processes, and resources in compliance with applicable financial and governance prescripts. Provide leadership and guidance to officials within the directorate to ensure effective delivery and accountability.
- ENQUIRIES** : Enquiries for all advertised posts should be directed to the recruitment office on Tel No: (012) 394-5286/3097 or 072 242 6245
- NOTE** : The Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates must submit applications to recruitment5@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying, i.e., "REF NO: D – VCS"
- POST 18/94** : **DIRECTOR: INFORMAL & MICRO BUSINESS DEVELOPMENT: "REF NO: D – I&MBD"**
- SALARY** : R1 266 714 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : A Senior Certificate and an undergraduate qualification (NQF level 7) in Economics / Business Administration / Development Finance / Entrepreneurship / Commerce / Development Studies or equivalent / related as recognised by SAQA. Possess a minimum of 5 years' relevant experience at a middle / senior managerial level in informal sector and micro business support environment. A compulsory pre-entry into the Senior Management Service Certificate from the National School of Government will be required before assumption of duty (<https://thensg.gov.za/trainingcourse/sms-pre-entry-programme>). Display competencies in Strategic Capability & Leadership, Programme and Project Management, Financial Management, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus, Change Management, Service, Delivery Innovation and Communication.
- DUTIES** : Provide strategic leadership and direction for informal and micro business development interventions. Lead the development, review and implementation of policies, strategies and programmes supporting the informal and micro enterprise sector. Oversee the implementation and performance of informal and micro enterprise support programmes, including financial and non-financial interventions. Coordinate intergovernmental relations and partnerships with provinces, municipalities, SOEs, DFIs, and private sector stakeholders. Drive initiatives that promote business formalisation, economic inclusion, and sustainability of informal and micro enterprises. Manage programme budgets, expenditure, and resource allocation in compliance with PFMA and departmental prescripts. Ensure effective monitoring, evaluation, and reporting on programme outcomes and impact. Identify, manage, and mitigate operational, financial, and programme risks. Lead and manage staff performance, capacity development, and organisational effectiveness. Ensure compliance with governance, regulatory, and accountability frameworks
- ENQUIRIES** : Enquiries for all advertised posts should be directed to the recruitment office on Tel No: (012) 394-5286/3097 or 072 242 6245
- NOTE** : The Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates must submit applications to recruitment4@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying, i.e., "REF NO: D – I&MBD"

DEPARTMENT OF TOURISM

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

- APPLICATIONS** : Applications, quoting the relevant reference number, must be forwarded to the attention of Chief Director: HR Management and Development at Department of Tourism, Private Bag X424, Pretoria, 0001, or hand delivered at Tourism House, 17 Trevenna Road, Sunnyside, Pretoria, or by email as provided.
- CLOSING DATE** : 12 June 2026 by 16:30 (Late applications will not be considered)
- NOTE** : Application must include a Z83 form and CV only. The electronic application must be in PDF format and made up of a single document file. Indicate the correct job title and the reference number of the post on the subject line of your email. Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using the incorrect application for employment (old Z83) will not be considered. Each post(s) advert must be accompanied by its own application form for employment and must be fully completed, initialled, and signed by the applicant as instructed below. Failure to fully complete, initial, and sign the Z83 form will lead to the disqualification of the application during the selection process. All fields of Section A, B, C, and D of the Z83 must be completed in full. Section E, F, G (Due to the limited space on the Z83, it is acceptable for applicants to refer to their CV or see attached. However, the question related to conditions that prevent re-appointment under Part "F" must be answered, and the declaration signed. Only an updated comprehensive CV (with detailed previous experience, if any) and a completed and signed new Z83 application form are required. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview, following the communication from Human Resources, and such qualifications (s) and other related documents (s) will be in line with the requirements of the advert. Applicants in possession of foreign qualifications must be accompanied by an evaluation report issued by the South African Qualifications Authority (SAQA) (only when shortlisted). Applicants who do not comply with the abovementioned instructions/ requirements, as well as applications received late, will not be considered. Correspondence will be limited to shortlisted candidates only. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements, and the other must be an integrity (ethical conduct) assessment. Candidates will further be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification, and employment verification). Some of the interviewed candidates for Senior Management level vacancies may be subjected to a 2-day competency assessment that will test generic competencies. Appointment validity will be conditional on the signing of the employment contract, performance agreement, and annual financial disclosure, and the applicant must attain a security clearance (vetting) applicable to the post. The Department reserves the right not to make an appointment. You are consenting to the Department of Tourism processing your personal information, subject to POPIA, by applying for this post.

OTHER POSTS

- POST 18/95** : **DEPUTY DIRECTOR: TOURISM INFRASTRUCTURE AND PRODUCT DEVELOPMENT (REF NO: DT32/2026)**
- SALARY** : R1 101 468 per annum (level 12), all-inclusive salary package. The 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 the relevant framework
- CENTRE** : Pretoria
- REQUIREMENTS** : A recognised NQF Level 7 qualification in Tourism/Development Economics or related studies. 5 years of relevant experience in tourism infrastructure related management of which 3 years must be at a supervisory level. Computer literacy MS Office Packages and Basic Project management. Knowledge of

relevant Acts and Prescripts Knowledge of tourism management and development. Knowledge of project management systems. Knowledge of Strategic capacity and leadership. Knowledge of Service delivery innovation. Understanding of Client orientation and customer focus. Understanding of People management and empowerment. Knowledge of financial management. Honesty and integrity. Knowledge of program and project management. Knowledge of change management. Knowledge and information management. Understanding of tourism policies and procedures. Knowledge of South Africa's domestic and international policies in relation to Tourism. Knowledge and understanding of South Africa regions and the continent. Communication. Analytical thinking. Networking skills. Diplomacy. Language proficiency and writing skills. Stakeholder management. Strategic planning. Financial management. Human resource management. A valid driver's license. Persons with disabilities that prevent them from driving will still be considered.

DUTIES : The successful candidate will be responsible for facilitating the development and enhancement of tourism products across the IGR framework and in collaboration with industry; Auditing strategic tourism infrastructure across destination South Africa and prioritise those in need of urgent upgrades in preparation for target markets; Facilitating engagement with relevant authorities and identify interventions; Coordinating resource mobilisation for the identified products; Managing the identification and improvement of technology needs of product development; Doing a trend analysis of deployment of visitor enhancement technologies at various tourism sites; Engaging of operators of various product offerings on visitor friendly technologies; Coordinating resource mobilisation for implementation of visitor friendly technologies; Providing a strategic liaison and partnership function for product development; Researching product development donor funding opportunities; Liaising and advise community product owners on product development issues; Facilitating access to market and growth opportunities for community product owners.

ENQUIRIES : Mr T Chauke Tel. (012) 444 6350
APPLICATION : Recruitment3226@tourism.gov.za
NOTE : EE Requirements: Coloured Male and White Male candidates as well as Youth and People with Disabilities are encouraged to apply.

POST 14/96 : **DEPUTY DIRECTOR: EVALUATION (REF NO: DT33/2026)**

SALARY : R1 101 468 per annum (level 12), all-inclusive salary package. The 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 the relevant framework

CENTRE : Pretoria
REQUIREMENTS : A recognised NQF Level 7 qualification in Monitoring and Evaluation or related field. A post graduate qualification will be an added advantage. Five (5) years' experience in Monitoring and Evaluation of which three (3) years must be at a supervisory level. Knowledge of relevant Acts and Prescripts. Knowledge of National Development Plan. Knowledge of Government-Wide Monitoring and Evaluation Policy Framework. Knowledge of National Evaluation Policy Framework. Understanding of PFMA, Finance and Procurement policies. Understanding of departmental policies and procedures. Understanding of Public service prescripts. Basic knowledge of statistics. Research skills. Monitoring and evaluation skills. Planning and Project management skills. Interpersonal skills. Data analysis and interpretation skills. Skills in developing M&E methodologies and data collection tools. Problem solving skills. Report writing skills. Good communication and presentation skills. A valid driver's license. (Persons with disabilities that prevent them from driving will still be considered).

DUTIES : The successful candidate will be responsible for developing, reviewing and implementing the Departmental Monitoring and Evaluation Framework; Ensuring research is conducted to develop and review M&E frameworks and guidelines; Aligning Departmental M&E Framework with Government-Wide M&E Framework; Ensuring the implementation of Departmental M&E Framework; Developing and reviewing Departmental Evaluation Plan (DEP), Conducting consultations to identify projects and programmes for evaluation; Providing secretariat support for the departmental evaluation committees; Participating at National Evaluation Committees and government M&E forums; ; Conducting evaluation on programmes and projects identified and

implemented by the Department; Ensuring the evaluation of departmental programmes and projects in line with departmental M&E framework and guidelines; Developing proposals for evaluations to be conducted; Developing methodology, indicators and data collection tools for evaluation studies; Conducting site visits and data collection for evaluations; Conducting data quality assurance and analysis for M&E; Developing evaluation reports with clear recommendations, implementation and improvement plans; Ensuring implementation of the Improvement Plans after evaluations; Assisting with training on methodology and data collection for evaluations; Developing a data management system for M&E; Developing briefing and advisory reports on M&E; Managing staff in the evaluation unit.

ENQUIRIES : Mr T Mafela Tel. (012) 444 6371
APPLICATION : Recruitment3326@tourism.gov.za
NOTE : EE Requirements: Coloured male and White male candidates as well as youth and people with disabilities are encouraged to apply.

POST 18/97 : **DEPUTY DIRECTOR: B-BBEE LIASON AND COUNCIL ADMINISTRATION (REF NO: DT34/2026)**

SALARY : R1 101 468 per annum (level 12), all-inclusive salary package. The 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 the relevant framework

CENTRE : Pretoria
REQUIREMENTS : A recognised NQF Level 7 qualification in Public Management /Social Science/ Development or Policy Studies / Business Management. Post-graduate qualification will be an added advantage. 5 years relevant experience in stakeholder management, administrative and secretariat services, policy studies, research and project management, of which 3 years must be at supervisory management. Other requirements include B-BBEE Management Development Programme Certificate. Knowledge of Tourism White Paper, Tourism Act No.3 of 2014, National Tourism Sector Strategy, BEE Strategy, Amended B-BBEE Act No. 46 of 2013, Amended Generic Codes of Good Practice, Preferential Procurement Policy Framework Act (PPPFA), Employment Equity Act 55 of 99, Amended Tourism B-BBEE Sector 20 November 2015, Knowledge of Public Service procedures, Policy and prescripts, Leadership Skills, Project Management, Financial Management, Stakeholder Management, Analytical Skills, Report Writing Skills, Policy Development Skills, Policy Advocacy Skills, Monitoring and Evaluation Skills, Research Skills, Project Management Skills, Finance/ Budgeting Skills, Presentation Skills, Negotiation Skills, Computer Literacy, Secretariat Skills, Communication and Liaison Skills. A valid driver's license (Persons with disabilities that prevent them from driving will still be considered).

DUTIES : The successful candidate will be responsible for managing the secretariat and oversight functions for the Tourism Transformation Council of South Africa (TTCSA); Acquiring quarterly reports from the TTCSA; Analysing quarterly TTCSA's reports for compliance with planning prescripts; Developing Council reports for submission to DG, Deputy Minister and Minister on quarterly basis; Arranging quarterly B-BBEE reporting meetings between the Council and Deputy Minister/ Minister; Facilitating the transfer of budget from the Department to the TTCSA on annual basis; Ensuring timely preparation, consolidation and distribution of documents for meetings of Council with the Deputy Minister/Minister; Preparing minutes of Council meetings with the Deputy Minister/ Minister; Ensuring effective follow-ups on all actions from minutes and implementation of decisions and develop regular progress reports; Keeping full and proper records of all minutes and expenditures of the Council on the allocated budget; Overseeing the management of Tourism B-BBEE stakeholders; Developing and maintaining stakeholders database and foster good relations with all stakeholders; Monitoring and evaluating engagements with stakeholders and develop reports with recommendations; Identifying challenges of stakeholders in complying with the Tourism B-BBEE Codes and recommend substantive mechanism to address them; Developing and implementing empowering programmes for targeted groups in partnership with appropriate tourism stakeholders; Serving as the liaison officer between the Council and the Department; Raising awareness on Tourism Transformation Policy; Developing and implementing stakeholder consultation plan to raise awareness on transformation policies/ Amended Tourism B-BBEE Sector

Codes in all provinces; Making logistical arrangements for workshops, including booking venues, speakers and content; Developing and updating web-based content on Tourism Transformation B-BBEE Codes and empowerment initiatives; Presenting content on transformation/ Tourism B-BBEE Codes to stakeholders and respond to general queries thereof; Managing frequently asked questions on transformation matters/ Amended Tourism B-BBEE Codes and develop a report quarterly; Implementing Transformation Strategy; Facilitating development of Transformation Strategy for the department; Analysing and presenting the Transformation Strategy to tourism stakeholders; Submitting Transformation Strategy for approval by management; Designing and distributing the Transformation Strategy documents to stakeholders in the sector; Identifying priority projects from the Transformation Strategy to fast-track inclusivity; Developing an annual report on the implementation of the Transformation Strategy.

ENQUIRIES : Mr M Mankge, Tel. (012) 444 6569
APPLICATION : Recruitment3426@tourism.gov.za
NOTE : EE Requirements: Coloured Male and White Male candidates as well as Youth and People with Disabilities are encouraged to apply.

POST 18/98 : **ASSISTANT DIRECTOR: EMPLOYEE RELATIONS (REF NO: DT35/2026)**

SALARY : R487 197 per annum (level 09), excluding benefits.
CENTRE : Pretoria
REQUIREMENTS : A recognised NQF Level 6 qualification in Human Resources/Labour Relations/ Labour Law or Law. A minimum of 3-4 years of relevant experience in the appropriate environment of which 2 years should be on a senior practitioner level or equivalent. Knowledge of relevant Acts and Prescripts. Knowledge of labour relations Act. Understanding of Basic conditions of employment Act. Understanding of Public service Act. Understanding of Public service regulations, resolution 1 of 2003, resolution 14 of 2002. Knowledge of senior management Handbook. Understanding of departmental policies. Knowledge of PERSAL. Good report writing skills. Good communication skills. Ability to interpret and apply relevant prescripts. Ability to gather and analyse information. Interpersonal skills. Ability to work individually and in a team. A valid driver's licence (Persons with disabilities that prevent them from driving will still be considered).

DUTIES : The successful candidate will be responsible for facilitating and coordinating disciplinary processes; Ensuring registration of misconduct cases; Implementing outcomes of the Financial Misconduct Committee's (FIMCO) decisions; Facilitating the appointment of investigators, initiators and presiding officers; Conducting investigations into allegations of misconduct and compile reports; Formulating charges of misconduct and preparing submissions; Preparing witness and initiating cases; Receiving presiding officer's reports and drafting submissions; Communicating the outcome of the disciplinary hearing; Preparing submissions to the Minister of his delegate if appeal has been lodged; Capturing the outcome of disciplinary hearings on PERSAL; Processing of referred Harassment Cases; Facilitating and coordinating grievances and dispute resolutions; Ensuring registration of grievances; Facilitating the appointment of investigating officers; Co-ordinating the finalisation of grievances; Conducting investigations or convening conciliation or mediation meetings where appropriate; Receiving investigations officer's reports and drafting submissions for approval; Communicating the outcome of the grievance to the aggrieved employee; Routing grievances to the Minister if employee remained dissatisfied; Recording receipts of disputes referral forma and notices from Council and Commission; Preparing documentary evidence on disputes; Coordinating the attendance of the dispute's jurisdiction, condonation, representation, etc.; Advising implementation outcomes of the proceedings; Facilitating the promotion of sound relations between employer, trade unions and employees; Facilitating two (2) trainings per annum; Identifying priority areas within the department requiring training; Compiling training plan; Conducting impact assessment report; Conducting benchmarking exercises within the relevant institutions; Monitoring employee relations trends in terms of collective bargaining internally (DBC) and externally Council; Providing written or oral advice to management and officials; Coordinating and providing technical and secretarial services to the Departmental Bargaining Chamber (DBC); Coordinating four (4) DBC's per annum; Establishing the employer's availability for DBC meetings; Circulating

the relevant documents to the Chamber Administrator; Taking minutes during the Task Team meetings, bi-laterals and multi-laterals and follow up on inputs made; Liaising with policy drafters for availability for the DBC; Obtaining policies, presentations and documents from drafters; Coordinating logistics for DBC and Bi-laterals venue, parking, communication; Securing a mandate where needed; Circulating the yearly meeting schedule to DG and organised labour; Ensuring that static reports are compiled; Ensuring that databases of grievances and misconduct cases are updated regularly; Ensuring that six monthly grievances statistics are compiled and submitted to the Public Service Commission (PSC); Ensuring that annual financial misconduct report is compiled to the PSC; Ensuring that quarterly reports on Employee Relations (ER) cases are compiled and submitted to the Department of Public Service Administration (DPSA); Ensuring that monthly and quarterly reports are compiled for management.

ENQUIRIES : Mr J T Tshazibana Tel. (012) 444 6146
APPLICATION : Recruitment3526@tourism.gov.za
NOTE : EE Requirements: Coloured Male and White Male candidates as well as Youth and People with Disabilities are encouraged to apply.

POST 18/99 : **ASSISTANT DIRECTOR: EMPLOYEE HEALTH AND WELLNESS (REF NO: DT36/2026)**

SALARY : R487 197 per annum (level 09) excluding benefits.
CENTRE : Pretoria
REQUIREMENTS : A recognised NQF Level 6 qualification in Social Work Psychology. 3-4 years relevant experience in the field of employee health and wellness, of which 2 years must be at Senior Practitioner level or equivalent. Active registration with a statutory/ professional body such as SACSSP or HPCSA. Basic knowledge of EAP programmes. Training on basic Employee and Wellness programme will be an added advantage. Understanding of Public Service Act, Public Service Regulation, DPSA EHW strategic Framework and National Strategic Plan on HIV, TB and STIs. Counselling and support referral knowledge. Conflict resolution & mediation. Effective communication skills and stakeholder management. Organising, planning and execution skills. Report writing skills. A valid driver's license (Persons with disabilities that prevent them from driving will still be considered).

DUTIES : The successful candidate will be responsible for Conducting initial assessment and to refer to EAP contracted Service Providers for further management based on the need of the employee; Offering trauma debriefing after critical incidents; Coordinating stress management and resilience building workshops; Conducting exit interviews with employees referred by Service benefits; Coordinating individual and organisational wellness initiatives in accordance with DPSA EHW Strategic Framework; Coordinating and monitoring sports and recreational activities in the department; Monitoring the management of HIV, STI and TB related cases; Monitoring the coordination and implementation of workplace HIV Counselling and Testing (HCT) campaigns to promote early detection, prevention, and access to treatment services; Monitoring the coordination of HIV, STIs and TB related programmes, including education, awareness campaigns, and prevention initiatives, in alignment with the health calendar and National Strategic Plan on HIV, TB and STIs; Monitoring the management of communicable and non-communicable diseases in the department; Monitoring co-ordination of health awareness sessions in accordance with the health calendar; Monitoring the management of employee with chronic illnesses and provide support where necessary including PILIR; Monitoring the coordination of Health and Wellness screenings in the department; Coordinating mental health awareness initiatives; Monitoring the management of injury on duty and internal health consultations; Monitoring facilitation of walkabouts in identification of Occupational hazards and risk assessment; Monitoring the coordination of Health Risk Assessments (HRA); Coordinate SHERQ committee meetings quarterly; Managing OHS representatives in the department.

ENQUIRIES : Ms M Sibande Tel. (012) 444 6177
APPLICATION : Recruitment3626@tourism.gov.za
NOTE : EE Requirements: Coloured Male and White Male candidates as well as Youth and People with Disabilities are encouraged to apply.

POST 18/100 : **ADMINISTRATIVE CLERK: TRAVEL & ACCOMODATION (REF NO: DT37/2026)**

SALARY CENTRE REQUIREMENTS : R237 453 per annum (level 05), excluding benefits.
: Pretoria
: A grade 12 certificate or equivalent. No Experience required. Job Knowledge. Communication. Interpersonal relations. Flexibility. Teamwork. Computer. Planning and organisation. Language. Good verbal and written communication.

DUTIES : The successful candidate will be responsible for processing bookings for travel and accommodation; Receiving the travel requisitions from all travellers in the Department; Verifying correctness and submit to Travel Management Companies; Receiving and checking the quotations from the Travel Management Companies; Checking proper completion of transport request forms (VA26A) before issuing the order; Communicating discrepancies to the travellers; Registering all VA26A that are received during the day; Issuing official orders to the Travel Management Companies and other travel service providers; Following up on vouchers and confirmations with service providers; Receiving and updating travellers profiles; Attending and resolving travel related queries and escalate where necessary; Verifying and processing RFQs; Receiving RFQs via email and verify for correctness; Communicating discrepancies to travellers; Sending RFQs to Travel Management Company; Attending and resolving RFQ queries and escalate where necessary; Filing of travel documents; Opening new files each financial year according to ND number and directorate; Filing VA26A in respective files; Assisting with payments; Receiving and verifying invoices; Verifying invoices with original travel requests; Creating BAS payment advices per account; Submitting to manager for verification.

ENQUIRIES APPLICATION NOTE : Ms O Sekgweleo Tel. (012) 444 6776
: Recruitment3726@tourism.gov.za
: EE Requirements: Coloured Male and White Male candidates as well as Youth and People with Disabilities are encouraged to apply.

POST 18/101 : **SUPPLY CHAIN CLERK: ASSET MANAGEMENT (REF NO: DT38/2026)(3 POSTS)**
(6 Months fixed term contract)

SALARY CENTRE REQUIREMENTS : R237 453.per annum (level 05), excluding benefits.
: Pretoria
: A grade 12 certificate or equivalent. No Experience required. Job Knowledge. Communication. Interpersonal relations. Flexibility. Teamwork. Computer. Planning and organisation. Language. Good verbal and written communication.

DUTIES : The successful candidate will be responsible for Physical movement of furniture and equipment in the office; Receiving email from officials requesting movement of furniture and equipment; Completing asset forms/movement form (BAMV); Moving office furniture and equipment to correct location; Signing off the movement form by both the end user and asset official; Updating asset register; Printing the inventory control sheet; Signing off the inventory control sheet by both the end user and asset official; Inventorying control sheet placed at the back of the door; Filing the assets form/movement form (BAMV); verification of Assets, spot checks and physical disposal of assets; Conducting spot checks on daily basis; verification of assets on quarterly basis; Compiling a list of redundant/obsolete assets for disposal; Preparing a disposal file for disposal meetings; Physical disposal of approved asset for disposal; Updating of asset register; Barcoding of assets; Replacement of fallen barcode; Updating asset register; Minor repairs of damaged assets; Checking the correctness of the documents; Checking the custodians/end user of the asset on the system; Capturing the receipt on the Logis System and allocate asset; Signing off the simultaneous receipt for further payment processing; Random spot checks of waste; Removing wastepaper in the building.

ENQUIRIES APPLICATION NOTE : Ms O Sekgweleo Tel. (012) 444 6773
: Recruitment3826@tourism.gov.za
: EE Requirements: Coloured Male and White Male candidates as well as Youth and People with Disabilities are encouraged to apply.

- POST 18/102** : **INDEPENDENT RISK MANAGEMENT COMMITTEE CHAIRPERSON**
(3-Year Contract)
- SALARY** : Compensation will be in accordance with rates as determined by National Treasury from time to time. Schedules in this regard are issued annually with specific hourly or daily rates. All other refundable expenses are based on the National Department of Tourism's related policies in line with the National Treasury guidelines.
- CENTRE** : Pretoria
- REQUIREMENTS** : A minimum of a Degree in Risk Management, Finance, Auditing or Business Administration and affiliation to a recognised professional body. The ideal candidate must be an independent external person with eight (8) to ten (10) years of Executive Management experience gained in one or more of the following areas: Risk Management, Governance, Strategic Management, Auditing, Anti-Fraud and Corruption, Financial Management and Ethics and Integrity Management. Must have a minimum of five (5) years of exposure serving as a Risk or Audit Committee Chairperson in the public or private sector. Must have extensive knowledge and experience in the relevant regulations and prescripts, including the Public Finance Management Act (PFMA) and Treasury Regulations, Enterprise-Wide Risk Management (EWRM), ISO 31000, King IV Report on Corporate Governance, the COSO model and Public Sector Risk Management Framework.
- DUTIES** : The primary objective of the Risk Management Committee is to assist the Accounting Officer, through its oversight role, to fulfil his duties in respect of establishing and maintaining a sound risk management system. The duties of the Risk Management Committee Chairperson will include: Provide oversight on the review and monitoring of the implementation of the Risk Management Framework, Policy, Charter and Strategy. Provide guidance on the integration of risk management into planning, monitoring and reporting processes. Provide advice on setting and reviewing risk appetite, tolerance levels and anti-fraud measures.. Chair the Risk Management Committee meetings and guide the Committee in conducting its activities in accordance with the Public Sector Risk Management Framework, the Public 1 Finance Management Act (PFMA) and King IV Report on Corporate Governance, where applicable. Provide proper and timely reports to the Accounting Officer on the state of risk management, with aspects requiring improvement accompanied by the Committee's recommendations to address such aspects 6. Perform any other duties of the Risk Management Committee as specified in the Risk Management Committee Charter.
- ENQUIRIES** : Ms R Motshegwa, Tel. (012) 444 6591
- APPLICATIONS** : Applications, quoting the relevant reference number, must be forwarded to the attention of Ms R Motshegwa at Department of Tourism, Private Bag X424, Pretoria, 0001, or hand delivered at Tourism House, 17 Trevenna Road, Sunnyside, Pretoria, or by email as provided. Email rmcrecruitment@tourism.gov.za
- NOTE** : In order to be considered, applications must be accompanied by all required certified copies of qualifications, Identity Document, proof of citizenship/permanent residence if not an RSA citizen and a comprehensive CV (including three contactable references). It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). All instructions on the application form and this advert must be adhered to. Failure to comply with these requirements will result in the candidate being disqualified. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make an appointment. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment.
- CLOSING DATE** : 26 June 2026 by 16:30 (Late applications will not be considered)

DEPARTMENT OF TRADE, INDUSTRY AND COMPETITION

- 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** : 15 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 18/103** : **ASSISTANT DIRECTOR: ADVANCED MANUFACTURING INDUSTRIES (REF: IIAF & A-0017)**
Overview: To provide an investment promotion service in the Advanced Manufacturing Industries (Aerospace, Defence, Electronics, Space, White Goods and Fuel Cells
- SALARY** : R605 742 per annum (level 10), (Commencing salary)
- CENTRE** : Sunnyside, Pretoria
- REQUIREMENTS** : A Minimum qualification at NQF level 7 in Business Management/Investment /Finance /Economics/Marketing/ or relevant qualification. 3-5 years' experience in Industry/Marketing / Finance in both private or public sector or relevant environment. Computer Literacy (MS Office Package) Strategic Investment IPAP and economic policies training, Project Management. Key Requirements: Experience in investment promotion, lead generation or investment marketing, preferably in the advanced manufacturing sectors. Experience supporting investor visits, inward/outward missions and initial project packaging. Research and analytical skills to evaluate business plans and prepare investment cases. Stakeholder engagement with industry associations, PIPAs and international partners. Familiarity with CRM and investor pipeline systems and basic project tracking. Project management skills and experience managing consultant inputs or marketing materials. Good communication skills and ability to travel as required.

- DUTIES** : Attraction, retention and expansion of local and foreign direct investment in South Africa Provide inputs into the development of the investment. recruitment- strategy and plans for the Sector. Support the implementation of investment promotion and recruitment programmes. Provide support for the successful arrangement of inward and outward missions. Maintain and update an investor's projects database. Conduct desktop research and preliminary analyse companies' investment proposals and business plans. Provide inputs into the development of business cases for companies to invest in South Africa. Provide support on the investment cycle in terms of investor targeting, lead generation and investment marketing. Identification of measures to mitigate economic risk. Lead generation and project investment marketing. Provide inputs into the development and implementation of the investment marketing plan. Undertake preliminary identification and authentication of leads. Facilitate the initial arrangement of investors' visits to South Africa. Facilitate the initial process of converting leads into projects. Undertake initial tracking and analysis of foreign direct investment (FDI) flows and prospects. Prepare the initial list of investment projects as input to Business Plan. Undertake preliminary packaging of investment projects for local and foreign investment conferences, pavilions, and targeted outward investment missions. Provide inputs into the development of marketing materials such as customised presentations, briefing documents and speeches. Undertake the initial development of value propositions for the sector and analysis of trends in the sector. Stakeholder Management, engage with stakeholders and maintain relations within the public, private sectors and industry organisations. Develop strong partnerships and communication with stakeholders. Customer Relations Management. Manage the quality assurance of customer relationship management system (CRM) based on initial inputs provided by TIA. Undertake initial follow-up investment enquiries and leads. Undertake initial identification of group or individual target. investors for a specific incentives. Sub Directorate. Management prepare the Initial collation of quarterly and annual reports, business plans and targets. Provide information for compilation of reports on investment meetings and visits. Report on financial and operational risk & provide input for mitigation Manage the human resources.
- ENQUIRIES** : Ms U Pitse, Tel No: 012 394 1563 / L Mdashe, 012 394 3103 / V Mazibuko 012 394 5608
- NOTE** : In terms of the dtic's EE requirements, preference will be given to African male, Coloured female and male, White male and persons with disabilities.
- POST 18/104** : **INTERNAL AUDITOR: PERFORMANCE AUDIT REF: (ODG - 045)**
Overview: To independently assess management measures in place to ensure Economy, Efficiency and Effectiveness of operations, and make recommendations in this respect.
- SALARY CENTRE REQUIREMENTS** : R605 742. per annum (level 10), (Commencing salary)
: Sunnyside, Pretoria
: Qualification in Internal Auditing, Accounting with majors in Auditing or Accounting or related fields at NQF Level 6. 1–2 years in performance auditing in the public/private sector. Key Requirements: Experience in conducting performance audits and applying audit standards and methodologies. Ability to gather and evaluate audit evidence, formulate findings and compile reports. Strong understanding of PFMA, Treasury Regulations and performance information auditing. Proficient in audit planning, execution, reporting, and follow-up. Familiarity with SMART principles in performance planning and APP evaluation. Attention to detail, analytical thinking and ability to communicate audit results clearly. Proficiency in MS Office and electronic audit tools (e.g. Teammate). Strong administrative and records management skills. Ability to work independently and collaboratively within an audit team.
- DUTIES** : Prepare engagement documentation and analyse background information. Identify focus areas, audit objectives and compile planning memos. Perform control tests and compile working papers with audit evidence. Raise informal queries and participate in audit fieldwork. Compile draft reports, obtain comments, and follow up on audit findings. Participate in audit steering committees and submit executive summaries. Assess APP planning and evaluate quarterly/annual performance reporting. Submit accurate timesheets and maintain audit files per the dtic standards.
- ENQUIRIES** : Ms U Pitse, Tel No: 012 394 1563 / L Mdashe, 012 394 3103 / V Mazibuko 012 394 5608

NOTE

: In terms of the dtic's EE requirements, preference will be given to African male, Coloured female and 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.

NOTE

: Effective from 7 April 2021, the National Treasury now utilises an e-Recruitment System which means all applicants must login/register to apply for positions, we only accept hand delivered/posted applications should an applicant prove that he/she tried to apply via e-Recruitment with no success and the National Treasury ICT unit was unable to assist. The applicant's profile on the e-Recruitment is equivalent to the newly approved Z83, and it is the responsibility of applicants to ensure their profiles are fully completed or their applications will not be considered, as per the DPSA Practice Note. Certain documentation will still be required to be uploaded on the system such as copies of all qualifications including National Senior Certificate/Matric certificate, ID, etc., however these documents need not be certified at point of application, however certification will be required prior to attending the interview. Please note: All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. It should be noted that the National Treasury does not support the use of Artificial Intelligence (AI) in any of its recruitment and selection processes and will disqualify an application if it picks up the use of AI when completing assessments without acknowledging the source of information. Successful completion of the Nyukela Public Service SMS Pre-entry Programme as endorsed by the National School of Government, available as an online course on <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>, prior to finalisation of appointment, is a requirement for all SMS positions. 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 POSTS**POST 18/105**

: **DEPUTY DIRECTOR: SYSTEMS AND OPERATIONS MANAGEMENT REF NO: S066/2026**
 Division: Intergovernmental Relations (IGR)
 Purpose: To manage and support metropolitan municipalities with resilient infrastructure investment, including programme and project preparation to enable them to leverage additional concessionary and commercial loan finance to enhance sustainable infrastructure investment and to ensure that the projects funded by the NDPG are aligned with the objectives of the Neighbourhood Development Programme.

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|----------------------------|---|--|
| <u>SALARY</u> | : | R1 101 468.per annum (Incl. benefits) |
| <u>CENTRE</u> | : | Pretoria |
| <u>REQUIREMENTS</u> | : | A Grade 12 is required coupled with a minimum a degree (equivalent to NQF level 7) in Built environment (Planning or Engineering), or Financial Management. Project Management qualification will be an added advantage. A minimum 4 years' experience of which 2 years' should be on an Assistant Director level or equivalent obtained within Grant management. Experience of financial/ grant administration management environment/ grant reporting/ grant coordination. Internal and external stakeholder management experience. |
| <u>DUTIES</u> | : | Some key Outputs include: Grant systems support: Facilitation of effective and efficient grant management and grant monitoring systems are in place for the UDFG and the MTS grant and regularly reviewed and updated and guidelines and Standard Operating Procedures/SoPs are in place and updated. Support the production of grant management systems for the UDFG and the MTS, documented in the form of SoPs and guidelines. Support the production of regular updates and refinements to the SoPs for the grant. Prepare the UDFG and MTS annual grant framework with NDPP team. Manage the briefing and onboarding of the IVA: Regular briefing and onboarding of the MTS Independent Verification Agent/IVA to ensure the IVA is equipped to perform its work. Provide a secretariate function for the MTS oversight governance committees and support the convening of the committee as well as its documenting of discussions; Engage with LGBA and IPP within NT for processes such as MTBR and Benchmarking and any local government grant review policy engagements that may require NDPP inputs. Grant performance monitoring and reporting: Compile consolidated quarterly financial and narrative report for UDFG and MTS. Receive metro progress reports and prepare summary overviews for, mid-year engagements and review quarterly and annual financial and narrative reports. Attend metro mid-year budget assessments and provide inputs into the UDFG and MTS grant performance at local government mid-year budget and benchmark engagements. Receive annual performance report and evidence from the metros and collate it for the independent verification process. Prepare submissions to oversight committee based on report from IVA. Prepare inputs into grant allocations schedule with NDPP team and preparation of inputs into grant payment schedule / transfer memo with NDPP team. Review allocation letters to be sent out to metros. Support LGBA rollover process (Review rollover requests from metros, give recommendations and submit inputs to NDPP). Support LGBA withholding process (Provide NDPP with inputs for withholding letter). Grant knowledge management and communication support: Provide support to the knowledge management and communication functions of the NDPP programme with a focus on the UDFG grant and the MTS. Provide support to the knowledge management and communication functions of the NDPP programme with a focus on the UDFG grant and the MTS: Provide support to the knowledge management and communication functions of the NDPP programme with a focus on the UDFG grant and the MTS. Provide inputs to the Director KM to document lessons and insights into the PBI grant management experience. Support the Director with stakeholder management and communication w.r.t grant management matters of the UDFG and MTS: with NT internal structures, with MTS intergovernmental governance structures, with metros. Grant coordination and compliance: Ensure that all metros comply with the requirements of the Metro Trading Service as a component of the UDFG. Prepare and attend mid-year engagements. Receive and review cash flows from the metro. Give inputs in the compilation framework, budgets and payments and transfer schedule of the metros. Report on specific delays in projects implementation at the metros. Stakeholder Engagement & Municipal Support: Ensure effective and efficient stakeholder management and communication w.r.t grant management matters - with NT internal structures, with MTS intergovernmental governance structures, with metros. |
| <u>ENQUIRIES</u> | : | ONLY (No applications): Recruitment.Enquiries@treasury.gov.za |
| <u>APPLICATIONS</u> | : | To apply visit: https://erecruitment.treasury.gov.za/eRecruitment |
| <u>CLOSING DATE</u> | : | 15 June 2026 at 12:00 pm (Midday) |
| <u>POST 18/106</u> | : | <u>ASSISTANT DIRECTOR: INVESTMENT PLANNING REF NO: S067/2026</u> Division: Intergovernmental Relations (IGR) Purpose: To provide grant coordination and technical management support for the Urban Development Financing Grant and the Neighbourhood Development Partnership Grant. |

SALARY : R605 742. per annum (Excl. benefits)
CENTRE : Pretoria
REQUIREMENTS : A Grade 12 is required coupled with a minimum Bachelor's. degree (equivalent to NQF level 7) in Urban Development or Civil Engineering or Financial Management. Project Management qualification will be an added advantage. A minimum 3 years' experience as an urban development or grant financial management. Knowledge and experience of municipal service delivery challenges. Knowledge of the operational aspects of local government. Knowledge and experience in the management of urban and infrastructure development. Knowledge of construction project analysis and oversight.

DUTIES : Some key Outputs include: Logistical Support: Provide support to the NDPP-UDFG and NDPG governance structures and forums and other relevant institutional structures when required. Liaise with the various UDFG and NDPG stakeholders (including NT internal and cities, national departments). Prepare agendas, minutes and other UDFG and NDPG correspondence and scheduling and organising meetings. Compile and file written and electronic correspondence on UDFG and NDPG management (including letters and memos). Provide general financial administration and human resource services for the NDPP UDFG and NDPG. General Liaison and support with and to service providers for the NDPP. Provide general financial administration and human resource services for the NDPP UDFG and NDPG. Information Management: Invoice Management - Processing of payments of the appointed Service Providers; capturing of invoices on LOGIS, where applicable. Manage the disbursements for the Service Providers when required. Support communication with Programme Partners and stakeholders. Maintain programme filing system (hardcopy and electronically). Grant Management, Project Oversight & Reporting: Assist with the coordination, appraisal and approval of NDPP preparation and capital-linked components. Monitor project progress, risks, dependencies and compliance with DoRA, NDPP frameworks, and internal programme requirements. Support the review of municipal quarterly and annual reports and preparation of consolidated quarterly and annual evaluation reports and technical summaries and status dashboards for internal and external stakeholders. Contribute to strengthening NDPP governance structures, process improvements and programme performance tracking. Liaise with NT and or DBSA and or GTAC regarding the procurement of services required for the implementation of the UDFG and oversee the drafting of terms of references where required. Oversee and ensure that specific terms of reference for service providers are drafted. Built Environment Technical Analysis: Facilitation of technical assessments of infrastructure readiness and spatial alignment for prioritized municipal projects. Support municipalities to prepare implementation plans, support baseline management planning and provide inputs for catalytic projects and trading services. Ensure municipal project proposals comply with NDPP business processes. Site visits to monitor and assess capital projects' progress, support with recovery plans and interventions if required.

ENQUIRIES : ONLY (No applications): Recruitment.Enquiries@treasury.gov.za
APPLICATIONS : To apply visit: <https://erecruitment.treasury.gov.za/eRecruitment>
CLOSING DATE : 15 June 2026 at 12:00 pm (Midday)

POST 18/107 : **PROGRAMME COORDINATOR: OFFICE OF THE DIRECTOR-GENERAL**
REF NO: S069/2026
 Division: Office Of The Director-General (ODG)
 Purpose: To coordinate and render an administrative support service to the business unit striving towards the attainment of a cohesive and broader integrated working environment.

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) or Bachelor's. degree (equivalent to NQF level 7) in Public Administration or Business Management or Project Management or Public Management. A minimum 2 years' experience obtained in administrative environment. Knowledge of the broader legislative framework on applied management and administration processes within government. Knowledge and exposure of budget coordination processes. Knowledge of the analysis and interpretation of internal policies for the correct application thereof.

DUTIES

: Some key Outputs include: Integrated Business Support: Co-ordinate and perform quality assurance on processes pertaining to all in-coming and outgoing memoranda for service enhancement and standardisation, handle confidential documents / issues with utmost discretion. Develop and maintain a filing system for record and audit purposes within the Office of the Chief Director. Monitor the effectiveness of service delivery within the Office of the Chief Director and propose improvement where necessary. Administer leave centrally within the business environment and update the leave register for verification, manage and file all Supply Chain records, financial records; asset management, cell phone and telephone accounts and all records, electronically and where required hard copies. Assist with the monitoring of all procurement and administrative initiatives and verify alignment of claims and invoices. Provide input to memoranda and record receipt thereof on the electronic filing system for record purposes, editing, etc, if and when required. Co-ordinate fast and efficient management of all correspondence, meeting of deadlines for documents, and follow up. Business Support: Acknowledge and confirm meetings, invitations to workshops on behalf of the Office of the Chief Director. Provide inputs to the compilation of agendas, initiating the taking minutes for the Office of the Chief Director, and follow-up on outstanding commitments from stakeholders. Administer all duties with utmost discretion in the execution of confidential matters and converse with clients in utmost diplomacy. Stakeholder Relations and Engagement: Engage internal clients on the coordination and enhancement of the integration of dual processes for execution within the unit. Attend to clients' needs, address concerns and complains timeously, to improvement relations with stakeholders, and obtain their trust. Analyse quotations for the attainment of the most effective and efficient procurement of goods and services and advise accordingly. Budget Co-ordination: Assist and prepare relevant documentation pertaining to the consolidated budgetary inputs in compliance with the MTEF requirements and cycle. Monitor expenditure against commitments and sensitise on possible overspending. Initiate the movement of funds between items after consultation with relevant stakeholders and compile relevant papers for execution.

ENQUIRIES

APPLICATIONS

CLOSING DATE

: ONLY (No applications): Recruitment.Enquiries@treasury.gov.za
: To apply visit: <https://erecruitment.treasury.gov.za/eRecruitment>
: 15 June 2026 at 12:00 pm (Midday)

DEPARTMENT OF WOMEN, YOUTH AND PERSONS WITH DISABILITIES

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

- APPLICATIONS** : Applicants are urged to choose/ utilise one of the methods provided below: you may forward your application, quoting reference, addressed to: The Director-General, Department of Women, Youth and Persons with Disabilities, Private Bag X931, Pretoria, 0001. Alternatively, applications may also be hand delivered to 268 Lilian Ngoyi Street, Fedsure Forum Building, 1st floor, Pretoria CBD. Another option is to submit application through email as a single scanned document/one PDF attachment to the email addresses specified for each position (kindly note that the emailed applications and attachments should not exceed 15mb). General enquiries may be brought to the attention of Ms Lerato Segodi 012 359 0073/ Mr Joseph Mahlangu 012 359 0238
- CLOSING DATE** : 12 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 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 18/108 : **ASSISTANT DIRECTOR: SOCIAL GOVERNANCE AND REGULATIONS FOR THE RIGHTS OF WOMEN (REF NO: DWYPD/007/2026)**
Re-advertisement, Applicants who previously applied for the post are encouraged not to re-apply, as their applications will still be considered.

SALARY : R605 742 per annum (Level 10), plus benefits
CENTRE : Pretoria
REQUIREMENTS : 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; however, this requirement is not applicable to persons with disabilities. 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, Telephone No: 072 525 0096

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

APPLICATIONS : Recruitment01@dwypd.gov.za