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Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 21 OF 2026

DATE ISSUED 19 JUNE 2026

1. Introduction

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

2. Directions to candidates

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

3. Directions to departments

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

4 SMS pre-entry certificate

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

AMENDMENTS

DEPARTMENT OF CIVILIAN SECRETARIAT FOR POLICE SERVICE: Kindly note that the post of Deputy Director: Policy Development (12 months contract) with Ref No: CSP/01/2026 that was advertised in Public Service Vacancy Circular 11 dated 27 March 2026 with the closing date of 14 April 2026. The salary level of the post has been amended from salary level 12 to salary level 11: the salary notch is amended to R932 292 per annum.

STATISTICS SOUTH AFRICA: Kindly note that the following post was advertised in Public Service Vacancy Circular 20 dated 12 June 2026, Assistant Director: Economics: with Ref No: 21/06/26HO was incorrectly advertised with R413 001 per annum (Level 08). The correct salary scale is R487 197 per annum (Level 09).

DEPARTMENT OF AGRICULTURE (DOA)**CLOSING DATE**
NOTE

- : 03 July 2026 at 16:00
- : To apply, submit a completed Z83 form and detailed Curriculum Vitae (PDF document to a maximum of 10 megabytes) via e-mail or hand delivery. The Department will not be held responsible for server delays. Late applications due to technical issues will not be considered. Shortlisted candidates must provide certified copies of required documents (Identity Document, qualifications, etc) where necessary and service certificates to support senior management experience to Human Resources before the interviews, including South African Qualifications Authority (SAQA) evaluation reports for foreign qualifications. Failure to comply will result in disqualification. To be appointed at Senior Management Service (SMS) level, you must complete the SMS Pre-entry programme offered by the National School of Government (NSG). Find course details here: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/> appointment is subject to successful competition of the Nyukela Programme: Pre-entry Certificate to SMS and submission of proof. All shortlisted candidates, including SMS shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. NB: Please note that false or fraudulent qualifications submitted by applicants will be reported to the South African Police Services (SAPS), and a criminal case shall be opened. Applications: Please submit your application before the closing date as late applications will not be considered. Do not submit duplicate applications. If applying for multiple posts, submit separate applications for each post. Due to high volumes, the Department will not acknowledge receipt of applications. Communication will be limited to shortlisted candidates only. If you have not heard from us within 3 months, please consider your application to be unsuccessful. Should, during any stage of the recruitment process, a moratorium be placed on the filling of posts or the Department is affected by any process such as, but not limited to, restructuring or reorganisation of posts, the Department reserves the right to cancel the recruitment process and re-advertise the post at any time in the future. Important: DOA is an equal opportunity employer committed to promoting representivity and affirmative action. We encourage applications from all qualified candidates. The Department reserves the right not to fill vacancies. By applying you consent to the collection and processing of your personal information for recruitment purposes. Shortlisted candidates will be required to be available for assessments and interviews at a date and time as determined by the Department. Shortlisted candidates will undergo personnel suitability checks, security vetting and reference checks (including social media profiles). Applications must declare any pending criminal, disciplinary or any other allegations or investigations. Successful candidates must pass security clearance, sign an employment contract, sign an annual performance agreement and disclose financial interests. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with. Failure to disclose relevant information may result in disqualification or termination.
- ERRATUM:** Please note that the advertisement of Scientific Production post under Ref No. 3/3/1/40/2026 published in the Public Service Vacancy Circular 20 dated 12 June 2026 was published with incorrect job title, the correct job title is Scientist Production. The department wishes to apologise for any inconveniences this might have caused.

OTHER POSTS**POST 21/01**

- : **SECRETARIAT PRACTITIONER REF NO: 3/3/1/42/2026**
Branch: Office of the Director-General

SALARY
CENTRE
REQUIREMENTS

- : R413 001 per annum (Level 08)
- : Gauteng (Pretoria)
- : Applicants must be in possession of a Grade 12 certificate and a National Diploma in Office Management and Technology / Business Administration / Public Administration / Administration/ related qualification. A minimum of 2

years relevant experience in corporate secretariat environment. Job related knowledge: Protection of Personal Information Act (POPIA). Promotion of Access to Information Act (PAIA). Public Service Regulations. Department's policies and relevant procedures. Treasury Regulations. Basic Accounting System (BAS) system. Minimum Information Security Standards (MISS). Secretariat and governance process. Job related skills: Computer literacy. Minute-taking and report-writing skills. Interpersonal skills. Organising and planning skills. Communication skills (verbal and written). Analytical Skills. Problem-solving skills. Financial Management Skills. Time Management and ability to meet deadlines. Attention to details and accuracy. Ability to work under pressure as well as the willingness to work irregular hours. Ability to work in a teamwork and confidentiality. Travelling extensively. Coordination skills. A valid driver's license.

DUTIES

: Render logistical arrangements for top and executive management meetings. Completion of supply chain prescribed forms before the procurement of goods and services. Follow-up on quotations requests of catering and venues for top management an executive meeting. Coordinate receipt of order number form supply chain management. Evaluate services and goods procured. Coordinate audiovisual and Information Communication Technology (ICT) requirements for meetings. Set up boardrooms for executive management meetings. Ensure safekeeping of the recording equipment (laptop, microphone and data projector). Liaise with Directorate: Facilities Management to ensure maintenance and cleaning of boardrooms (Agriculture Place DG's boardroom and Imbizo) for executive and top management meetings, i.e., maintenance of air conditioning, power supply, etc. Render administrative and secretariat support service to different committees and fora. Coordinate and schedule top and executive management meetings and workshops. Compile and distribute meeting packs (Agenda, Minutes, discussion documents, etc) to members for relevant platforms within agreed timelines. Liaise with internal and external stakeholders regarding meeting arrangements and submissions. Confirm attendance and maintain attendance registers for top management and executive meetings. Attend meetings and record accurate decisions-actions list and minutes emanating from the relevant committees. Compile, edit and submit first draft minutes for review by the Assistant Director/ Deputy Director/ Director before circulating to members. Follow up on implementation of decisions and actions from the relevant committees weekly. Compile status reports upon receipt of feedback on implementation of decisions/ actions. Consolidate status reports from the relevant committees monthly/ quarterly. Submit minutes to the relevant committees for adoption. Submit the adopted minutes for approval by the relevant Chairpersons. Render Governance and Compliance Support. Ensure compliance with the TORs for top management and executive meetings and other relevant governance frameworks. Provide procedural advice to chairpersons and committee members. Maintain confidentiality of sensitive information and documents. Ensure proper record-keeping of approved minutes and maintain electronic and manual filing of documents for top and executive management meetings. Draft correspondence, memoranda and reports where required. Provide support in responding to Request for Information (RFIs) within the required deadlines.

ENQUIRIES

APPLICATIONS

: Ms Amanda Mda Tel No: (012) 319 7020
 : Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email Sprecruit42@nda.gov.za

NOTE

: EE Target: African Male and Persons with disability.

POST 21/02

: **SENIOR ADMINISTRATIVE OFFICER REF NO:3/3/1/43/2026**
 Branch: Office of the Director-General

SALARY

CENTRE

REQUIREMENTS

: R413 001 per annum (Level 08)
 : Gauteng (Pretoria)
 : Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Public Administration / Public Management / Business Administration / Business Management (NQF 6). 2 years' experience in administration environment. Job related knowledge: Knowledge of Public Service Regulations, Financial procedures, Treasury Regulations and Basic Accounting System (BAS). Job related skills: Computer literacy, Interpersonal skills, Organising and planning skills, Communication skills (written and

verbal), Analytical skills, Problem solving skills, Financial Management skills and Report writing skills.

DUTIES

: Provide financial management services. Facilitate, plan, oversee, drive the timely and accurate preparation of the annual budget in line with Public Finance Management Act (PFMA), Treasury Regulations, Strategic priorities weekly / monthly / quarterly. Compile Demand Management Plan (DMP), Medium Term Expenditure Framework (MTEF), Adjustment Estimates (AE) and Estimated National Expenditure (ENE). Oversee effective, efficient and economical utilisation of funds. Document and communicate procedures for accessing and shifting of funds. Coordinate budgeting, auditing and financial functions. Verify Transport and Subsistence, sundry and overtime payments. Administer the procurement of goods and services. Compile, manage and maintain the Demand Management Plan. Facilitate supply chain management services. Facilitate monthly, quarterly and annual reporting on supply chain management related matters. Control over safekeeping, utilisation and maintenance of all assets. Ensure proper administration of sourcing and evaluation of quotations. Capture and authorise goods / services on Logistical Information System (LOGIS). Handle queries from internal and external clients relating to supply chain matters. Render general office support services. Supervise, motivate and develop staff through individual performance agreements. Provide assistance in the developing / reviewing of operational plan. Compile various submissions / memoranda and responses. Attend to queries from Internal Audit. Administer leave forms / attend to queries. Make travel / conference bookings and confirmations. Provide secretariat services. Checking draft minutes for accuracy against recording or notes. Administer asset. Maintain asset register. Liaise with asset unit during asset verification. Manage outgoing and on-going assets. Allocate equipment to officials

ENQUIRIES

APPLICATIONS

: Ms Kholofelo Mathye Tel No: (012) 312 9367/ 0724605123
: Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email SAOrecruit43@nda.gov.za

NOTE

: EE Target: African Male and Persons with disability.

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 HigherApplications@dbe.gov.za. Please visit the Department of Education's website at www.education.gov.za
- FOR ATTENTION** : Ms M Mahape/Ms N Kumalo
- CLOSING DATE** : 03 July 2026
- 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 his/ her financial interests and be subjected to a security clearance.

OTHER POSTS

- POST 21/03** : **DEPUTY DIRECTOR (QUALITY MANAGEMENT SYSTEM) QMS REF NO: DBE/46/2026**
Branch: Teacher Education Human Resources and Institutional Development
Chief Director: Education Human Resource Management
Directorate: Education Performance Management and Development and Whole-School Evaluation
- SALARY** : R1 101 468 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : The applicants must be in possession of an appropriate three-year (NQF level 6) post matric qualification or equivalent qualification as recognised by SAQA; Four (4) years relevant experience as an Assistant Director or equivalent level; Four (4) years' experience in the operations of employee performance management systems; Experience in educator supervision, training, management of budgets and programmes; Proven experience in planning and implementing projects; Experience in school evaluations in the Basic Education sector; In-depth knowledge and understanding of human resource matters, including educator performance management systems as informed by relevant ELRC collective agreements; Understanding of the National Development Plan 2030 as well as other relevant education policies, legislation and regulations; Communication skills (both verbal and written); Computer literacy; Report writing and presentation skills; Excellent people management skills; Ability to interact with stakeholders; Willingness to work extensive hours and to travel when required; A valid driver's license.
- DUTIES** : The successful candidate will be part of a team of specialists supporting and promoting efficient and effective implementation of educator appraisals within provinces; Conducting monitoring and oversight visits; Compiling progress reports; Co-ordinating and monitoring compliance with all performance management-related agreements, policies, regulations and guidelines; Setting up digital platforms and systems to evaluate educator performance data; Collecting and analysing reports from provinces; Analysing the impact of the Quality Management System on school performance and create strategies to give feedback to provinces; Setting in place strategies to enhance accountability levels within schools and address under-performance; Establish linkages between the Directorate and other stakeholders; Performing other work related duties as assigned.
- ENQUIRIES** : Ms M Mahape Tel No: (012) 357 3291/ Ms N Kumalo Tel No: (012) 357 3398

POST 21/04 : **ASSISTANT DIRECTOR (EDUCATOR PLANNING) REF NO: DBE/47/2026**
Branch: Teacher Human Resource Development and Institutional Development
Chief Directorate: Education Human Resource Management
Directorate: Education Human Resource Planning, Provisioning and Monitoring

SALARY : R605 742 per annum
CENTRE : Pretoria
REQUIREMENTS : The applicants must be in possession of an appropriate three-year (NQF level 6) post matric qualification or equivalent qualification as recognised by SAQA in Human Resource Planning / Management; Three (3) years relevant supervisory experience in human resource management within the education sector; In-depth understanding of human resource planning and provisioning in the public education sector; Experience in data capturing, management and analysis for compiling accurate reports; Understanding the post Provisioning Model, including norms and standards for allocating teaching posts in public schools; Ability to work with the National Recruitment Database or large databases; Ability to work well under pressure; Ability to maintain attention to details; Strong data analysis skills; Knowledge of Micro-soft excel and other micro-soft office application; Advanced technical skills in data analysis and report compilation; Communication skills (verbal and written); Strong interpersonal relations; Enthusiasm, commitment, flexibility, drive, eager to learn and self-starter ; A valid driver's license; Willingness to travel.

DUTIES : The successful candidate will be responsible for supporting forecasting of short, medium, and long-term educator demand in the sector; Analysing and monitoring educator allocation and mobility trends; Assisting in commissioning research on teacher demand, supply and utilisation; Developing and supporting systems and tools for effective educator demand planning; Monitoring and managing educator utilisation to ensure every class has a qualified teacher; Monitoring and reporting on Post Provisioning processes in the sector; Overseeing implementation of policies on educator remuneration, including budget and salary agreements; Co-ordinating and managing work related to the HEDCOM Subcommittee on Human Resource Matters; Managing the National Recruitment Database and respond to ad hoc HR data requests, parliamentary questions, media queries, and public inquiries; Drafting reports and submissions in line with the work associated with the post; Handling incoming HR-related queries and liaising with provincial education departments; Providing input for quarterly and monthly reports.

ENQUIRIES : Ms M Mahape Tel No: (012) 357 3291/ Ms N Kumalo Tel No: (012) 357 3398

DEPARTMENT OF COOPERATIVE GOVERNANCE

The vision of the Department of Cooperative Governance is one of having a well co-ordinated system of Government consisting of National, Provincial and Local spheres working together to achieve sustainable development and service delivery. The Department intends to invest in human capital, increase integrated technical capacity directed at service delivery and promote representivity in the Department through the filling of this post. Women and persons with disabilities are encouraged to apply.

- CLOSING DATE** : 03 July 2026
- NOTE** : Applicants are advised that a new application for employment (Z83) has been in effect since 1 January 2021. The new application for employment form can be downloaded at <http://www.dpsa.gov.za/dpsa2g/vacancies.asp>. Applications submitted using the old Z83 form will not be accepted. Applications must be accompanied by a comprehensive CV, with specific starting and ending dates in all relevant positions and clarity on the levels and ranks pertaining to experience, as well as current remuneration package, as well as at least 2 contactable references. A recommended CV template is available on the department's website on www.cogta.gov.za, click on the jobs tab. Only shortlisted candidates will be requested to submit certified documents/ copies on or before the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Incomplete applications or applications received after the closing date will not be considered. All shortlisted candidates below SMS position shall undertake two (2) pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS position will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessment to assess cognitive capability, behavioural preferences, emotional intelligence, and integrity. Core competencies: Strategic capacity and leadership. People management and empowerment. Advanced programme and project management. Change management. Financial management. Process Competencies: Knowledge management. Service Delivery Innovation. Advanced problem-solving and analysis. Client orientation and customer focus. Advanced communication skills (written and verbal). The successful candidate will be appointed to positive results of a pre-employment screening process which includes criminal, credit, citizenship checks and verification of educational qualification certificates. The successful candidate will be appointed to probation for a period of 12 months and will be required to sign a performance agreement. It is important to note that it is the applicant's responsibility to ensure that all information and attachments in support of the application are submitted by the due date. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful. The Department reserves the right to make an appointment. 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, which can be accessed using the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Candidates must provide proof of successful completion of the course prior to appointment. Persons with disabilities are encouraged to apply.

MANAGEMENT ECHELON

- POST 21/05** : **CHIEF DIRECTOR: MUNICIPAL FUNDING AND REVENUE SUPPORT REF NO: CDMFRS**
- SALARY** : R1 554 696 per annum (Level 14), (an all-inclusive remuneration package). The package includes a basic salary (70% of package) and a flexible portion that may be structured in terms of the applicable guidelines.
- CENTRE** : Pretoria
- REQUIREMENTS** : An undergraduate qualification in Public Administration / Management / Economics / Development Studies or equivalent qualification (NQF 7 as recognised by SAQA). At least 5 years' experience at senior management level

in a relevant field. Proficiency in MS Word, MS Excel, and MS PowerPoint. The Nyukela Senior Management Pre-Entry Programme is to be completed before appointment to the post. A valid driver's license. Intensive travelling. Additional Requirements (Advantage) Municipal Finance. Core Competencies: Strategic capacity and leadership. People management and empowerment. Programme and project management. Financial management. Change management. Knowledge management. Service delivery innovation. Problem-solving and analysis. Client orientation and customer focus. Communication (verbal and written). Technical Competencies: Extensive knowledge in: Local government legislation, policies and systems. Municipal Property Rates Act and provisions of related legislation. Municipal Structures Act, Municipal Systems Act, Municipal Finance Management Act, and related municipal finance legislation. Municipal and Public Finance. Policy development. The link between infrastructure development and economic development. Intergovernmental fiscal relations. Local economic development. Poverty eradication and job creation.

DUTIES : The successful candidate will perform the following duties: Provide strategic direction in the development and implementation of revenue enhancement programmes for municipalities, including the development of a credible indigent register, and administer the Local Government Equitable Share (LGES). Support the management/administration of the Municipal Systems Improvement Programme (MSIP). Provide guidance on municipal tariffs levied by municipalities, cost of supply for the provision of water and electricity by municipalities, and municipal service partnerships. Direct, manage, monitor and advise municipalities on property rating aspects of the Municipal Property Rates Act, as well as the oversight role of provinces. Direct, manage, monitor and advise municipalities on property valuations of the Municipal Property Rates Act as well as the oversight role of provinces.

ENQUIRIES : Dr K Naidoo Tel No: (012) 395 4616
APPLICATIONS : Applications must be submitted electronically via email to: cdmfrs@ntirho.co.za
 For application enquiries contact: Vanessa Cox Tel No: (010) 593 1998

OTHER POSTS

POST 21/06 : **ADMINISTRATIVE ASSISTANT: DEVELOPMENT PLANNING REF NO: DCOG-AA**

SALARY : R280 278 per annum (Level 06)
CENTRE : Pretoria
REQUIREMENTS : A Senior Certificate or three-year National Diploma or equivalent qualification at NQF level 4/6 as recognised by SAQA. No experience required. Proficiency in Microsoft Office packages (MS Word, MS PowerPoint, MS Teams, MS Excel and Outlook, etc.). Generic Competencies: Quality of work. Reliability. Initiative. Communication. Interpersonal relations. Teamwork. Planning and execution. Technical Competencies: Office Administration.

DUTIES : The successful candidate will perform the following duties: Maintain the efficient filing system and flow of documents in the Unit. Receive and distribute documents. Record documents in the appropriate registers. Establish an effective document tracking system. Provide secretarial support services. Coordinate and prepare documentation for meetings and workshops. Compile minutes and reports. Administer the diary of the supervisor. Arrange appointments and record events in the diary. Promote effective diary coordination electronically or manually. Provide administrative support services. Arrange logistics and related activities for travel, meetings, workshops and conferences. Purchase and order stationery and equipment. Coordinate assets and inventory within the Unit. Make copies, fax and email documents as required.

ENQUIRIES : Mr V Rabothata at 066 484 5048
APPLICATIONS : Applications must be submitted electronically via the link to: [DCoG Recruitment Application Form – Fill out form](#)
 For application enquiries only email: CTBusinessApplications@cogta.gov.za

POST 21/07 : **DRIVER /MESSENGER REF NO: DCOG-DM**

SALARY : R170 226 per annum (Level 03)
CENTRE : Pretoria

REQUIREMENTS

: Grade 12 Certificate or equivalent qualification at NQF 4 as recognised by SAQA. 5 years driving experience. Driver's License Code 8/B. Generic Competencies: Quality of work. Initiative. Interpersonal Relations. Planning and Execution. Reliability. Communication. Teamwork. Technical Competencies: Driving. Physical inspection of vehicles. Interpret instructions for proper use of all controls for safe operation of vehicles.

DUTIES

: The successful candidate will perform the following duties: Collect, distribute and deliver documents, equipment, and parcels between various DCoG buildings and external clients and service providers. Assist with chauffeur services. Conduct a daily vehicle inspection and report defects. Drop and collect vehicles that are booked for services and repairs. Assist with issuing of vehicles and reconciliation of logbooks.

ENQUIRIES

: Mr J Sabeka Tel No: (012) 336 5749

APPLICATIONS

: Applications must be submitted electronically via the link to: [DCoG Recruitment Application Form – Fill out form](#)

For application enquiries only email: CTBusinessApplications@cogta.gov.za

DEPARTMENT OF CORRECTIONAL SERVICES

The Department of Correctional Services is an equal opportunity employer. The Department will take into consideration the objectives of Section 195 (1) (i) of the Constitution of the Republic of South Africa, 1996 (Act 108 of 1996) and the Employment Equity Act, 1998 (Act 55 of 1998) in filling of these vacancies. It is our intention to promote representivity in respect of race, gender and disability through the filling of these positions. In support of this strategy, applicants need to indicate race, gender and disability status on the application form/CV. Applicants who have retired from the Public Service with a specific determination that they cannot be re-appointed or have been declared medically unfit will not be considered.



- APPLICATIONS** : Send your complete application to: **Eastern Cape Region:** The Regional Commissioner Eastern Cape. Recruitment Section, P/Bag X9013, East London OR hand deliver at: Moore Street, Block E Ocean Terrace Quigney, East London, 5211 OR you can email your application to ECHRD@dcs.gov.za. Contact persons: Ms Ms V. Gadu/ Mr S. Mdani Tel No: (043) 706 7840.
Free State and Northern Cape Region: The Regional Commissioner Free State and Northern Cape, Recruitment Section, P/Bag X20530, Bloemfontein, 9300 OR hand deliver at: 103 Zastron Street, Agrimed Building, Bloemfontein, 9300 OR you can email your application to FSNCHRD@dcs.gov.za. Contact persons: Mr R Dortley/ Ms Feder E Tel No: (051) 404 0200/0288
Gauteng Region: The Regional Commissioner Gauteng, Recruitment Section, P/Bag X393, Pretoria, 0001 OR hand deliver at: 1077 Forum East Building, Arcadia Street, Hatfield OR you can email your application to GPHRD@dcs.gov.za. Contact persons: Ms. S. Mkuzangwe/ Ms E. Mahlakoane Tel NO: (012) 4200146/76.
National Head Office: Department of Correctional Services, Post Advertisement Section, Private Bag X136, Pretoria, 0001 OR hand deliver at: 124 WF Nkomo Street, Poyntons Building, Cnr WF Nkomo and Sophie De Bruyn Street, Pretoria, 0001 (Previous: Cnr Church and Schubart Street) OR you can email your application to HQHRD@dcs.gov.za. Contact persons: Ms Motsepe RS Tel No: (012) 307 2176 / Ms Mamosadi NM Tel No: (012) 307 2078/ Ms Boroko VM Tel No: (012) 305 8188.
KwaZulu-Natal Region: The Regional Commissioner: Kwa-Zulu Natal, Recruitment Section, P/Bag X9126, Pietermaritzburg, 3201 OR hand deliver at: Correctional Services, Eugene Marais Road, Napierville, Pietermaritzburg, 3201, OR you can email your application to KZNHRD@dcs.gov.za. Contact persons: Mr A. Msomi / Mr S. Nyide Tel No: (033) 355 7300/7360.
Limpopo, Mpumalanga and North West Region: The Regional Commissioner Limpopo, Mpumalanga & North West, Recruitment Section, P/Bag X142, Pretoria, 0001 OR hand deliver at: Cnr Johannes Ramokhoase (Proes) & Paul Kruger Street, 196 Masada Building, 09th Floor, Pretoria, 0001 OR you can email your application to LMNHRD@dcs.gov.za. Contact persons: Mr E. Nhlengethwa/ Ms R. Ngobeni Tel No: (012) -306 2112
Western Cape Region: The Regional Commissioner Western Cape, Recruitment Section, P/Bag X14, Goodwood, 7459 OR hand deliver at: Peninsula Drive, Monte Vista, 7460 OR you can email your application to WCHRD@dcs.gov.za. Contact persons: Mr. B De Kapoza/ Ms N. Sigodi Tel No: (012) 550 6078.
- CLOSING DATE** : 09 July 2026 @ 15h45. It is the sole responsibility of an applicant to ensure that their application reaches DCS before the closing date. Kindly indicate the reference number on the subject line for emailed applications.
- NOTE** : Applications must be submitted on the Z83 form (Public Service application form) obtainable from any Public Service department and must be completed in full. Only a detailed CV should be attached to your application form. Only shortlisted candidates will be required to submit certified copies not older than 6 months of qualifications and other related documents on or before the day of the interview. Please send a separate and complete application for each post you apply for, stating the correct reference for each position you are interested in. Note: Before you apply: All costs associated with an application will be borne by the applicant. Please take note that correspondence will only be conducted with the shortlisted candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your

application is unsuccessful. Please do not call the department to enquire about the progress of your application. Applicants must note that further checks will be conducted once they are shortlisted and that their appointment is subject to positive outcomes on these checks, which include security clearance, security vetting, qualification verification and criminal records verification. Appointment will be provisional, pending the issue of a security clearance. If you cannot get a security clearance, your appointment will be re-considered/possibly terminated. Fingerprints may be taken on the day of the interview. This advertisement will also be used to create a database of eligible applicants, which may be utilised for future internship opportunities should the Department of Correctional Services (DCS) receive funding from the South African Safety and Security Sector Education and Training Authority (SASSETA) for the 2026/27 and 2027/28 financial years. Applicants should note that the stipend for SASSETA-funded internships may differ from that of the Public Service Graduate Internship Programme funded by DCS. Candidates must comply with the minimum appointment requirements. CVs should be aligned to reflect one's degree of compliance with the advert requirements and responsibilities. The Department of Correctional Services reserves the right not to fill any of these advertised posts.

**PUBLIC SERVICE GRADUATE INTERNSHIP PROGRAMME FOR 2026/2027 AND 2027/2028
(24 MONTHS)**

OTHER POSTS

- POST 21/08** : **BUILT ENVIRONMENT REF NO: HO 2026/06/01**
- STIPEND** : R8 174.75 per month
CENTRE : Head Office
REQUIREMENTS : National Diploma/Degree in Architectural Technology, Interior Design Landscape, Architecture, Civil Engineering, Structural Engineering.
- ENQUIRIES** : Ms Motsepe RS Tel No: (012) 307 2176 / Ms Mamosadi NM Tel No: (012) 307 2078/ Ms Boroko VM Tel No: (012) 305 8188.
- APPLICATIONS** : Hand deliver at: 124 WF Nkomo Street, Poyntons Building, Cnr WF Nkomo and Sophie De Bruyn Street, Pretoria, 0001 (Previous: Cnr Church and Schubart Street) OR you can email your application to HQHRD@dcs.gov.za
- POST 21/09** : **LEGAL REF NO: HO 2026/06/02**
- STIPEND** : R8 174.75 per month
CENTRE : Head Office
REQUIREMENTS : Bachelor of Laws (LLB).
ENQUIRIES : Ms Motsepe RS Tel No: (012) 307 2176 / Ms Mamosadi NM Tel No: (012) 307 2078/ Ms Boroko VM Tel No: (012) 305 8188.
- APPLICATIONS** : Hand deliver at: 124 WF Nkomo Street, Poyntons Building, Cnr WF Nkomo and Sophie De Bruyn Street, Pretoria, 0001 (Previous: Cnr Church and Schubart Street) OR you can email your application to HQHRD@dcs.gov.za
- POST 21/10** : **FINANCE REF NO: HO 2026/06/03**
- STIPEND** : R8 174.75 per month
CENTRE : Head Office
REQUIREMENTS : National Diploma/Degree in Financial Accounting/ Financial Management.
ENQUIRIES : Ms Motsepe RS Tel No: (012) 307 2176 / Ms Mamosadi NM Tel No: (012) 307 2078/ Ms Boroko VM Tel No: (012) 305 8188.
- APPLICATIONS** : Hand deliver at: 124 WF Nkomo Street, Poyntons Building, Cnr WF Nkomo and Sophie De Bruyn Street, Pretoria, 0001 (Previous: Cnr Church and Schubart Street) OR you can email your application to HQHRD@dcs.gov.za
- POST 21/11** : **PSYCHOLOGY REF NO: HO 2026/06/04**
- STIPEND** : R8 174.75 per month
CENTRE : Head Office
REQUIREMENTS : Degree in Psychology.
ENQUIRIES : Ms Motsepe RS Tel No: (012) 307 2176 / Ms Mamosadi NM Tel No: (012) 307 2078/ Ms Boroko VM Tel No: (012) 305 8188.

- APPLICATIONS** : Hand deliver at: 124 WF Nkomo Street, Poyntons Building, Cnr WF Nkomo and Sophie De Bruyn Street, Pretoria, 0001 (Previous: Cnr Church and Schubart Street) OR you can email your application to HQHRD@dcs.gov.za.
- POST 21/12** : **SOCIAL WORK REF NO: HO 2026/06/05**
- STIPEND** : R8 174.75 per month
CENTRE : Head Office
REQUIREMENTS : Degree in Social Work.
ENQUIRIES : Ms Motsepe RS Tel No: (012) 307 2176 / Ms Mamosadi NM Tel No: (012) 307 2078/ Ms Boroko VM Tel No: (012) 305 8188.
- APPLICATIONS** : Hand deliver at: 124 WF Nkomo Street, Poyntons Building, Cnr WF Nkomo and Sophie De Bruyn Street, Pretoria, 0001 (Previous: Cnr Church and Schubart Street) OR you can email your application to HQHRD@dcs.gov.za.
- POST 21/13** : **INFORMATION TECHNOLOGY REF NO: HO 2026/06/06**
- STIPEND** : R8 174.75 per month
CENTRE : Head Office
REQUIREMENTS : National Diploma/Degree in Information Technology.
ENQUIRIES : Ms Motsepe RS Tel No: (012) 307 2176 / Ms Mamosadi NM Tel No: (012) 307 2078/ Ms Boroko VM Tel No: (012) 305 8188.
- APPLICATIONS** : Hand deliver at: 124 WF Nkomo Street, Poyntons Building, Cnr WF Nkomo and Sophie De Bruyn Street, Pretoria, 0001 (Previous: Cnr Church and Schubart Street) OR you can email your application to HQHRD@dcs.gov.za
- POST 21/14** : **SUPPLY CHAIN MANAGEMENT REF NO: HO 2026/06/07**
- STIPEND** : R8 174.75 per month
CENTRE : Head Office
REQUIREMENTS : National Diploma/Degree in Supply Chain Management.
ENQUIRIES : Ms Motsepe RS Tel No: (012) 307 2176 / Ms Mamosadi NM Tel No: (012) 307 2078/ Ms Boroko VM Tel No: (012) 305 8188.
- APPLICATIONS** : Hand deliver at: 124 WF Nkomo Street, Poyntons Building, Cnr WF Nkomo and Sophie De Bruyn Street, Pretoria, 0001 (Previous: Cnr Church and Schubart Street) OR you can email your application to HQHRD@dcs.gov.za
- POST 21/15** : **THEOLOGY REF NO: HO 2026/06/08**
- STIPEND** : R8 174.75 per month
CENTRE : Head Office
REQUIREMENTS : National Diploma/Degree in Theological Studies.
ENQUIRIES : Ms Motsepe RS Tel No: (012) 307 2176 / Ms Mamosadi NM Tel No: (012) 307 2078/ Ms Boroko VM Tel No: (012) 305 8188.
- APPLICATIONS** : Hand deliver at: 124 WF Nkomo Street, Poyntons Building, Cnr WF Nkomo and Sophie De Bruyn Street, Pretoria, 0001 (Previous: Cnr Church and Schubart Street) OR you can email your application to HQHRD@dcs.gov.za
- POST 21/16** : **CORRECTIONAL SERVICE MANAGEMENT REF NO: HO 2026/06/09**
- STIPEND** : R8 174.75 per month
CENTRE : Head Office
REQUIREMENTS : National Diploma/Degree in Correctional Services Management/ Correctional Sciences / Penology/ Criminology/ Security Management.
ENQUIRIES : Ms Motsepe RS Tel No: (012) 307 2176 / Ms Mamosadi NM Tel No: (012) 307 2078/ Ms Boroko VM Tel No: (012) 305 8188.
- APPLICATIONS** : Hand deliver at: 124 WF Nkomo Street, Poyntons Building, Cnr WF Nkomo and Sophie De Bruyn Street, Pretoria, 0001 (Previous: Cnr Church and Schubart Street) OR you can email your application to HQHRD@dcs.gov.za
- POST 21/17** : **INFORMATION TECHNOLOGY REF NO: KSC 2026/06/10**
- STIPEND** : R8 174.75 per month
CENTRE : Kroonstad Training College
REQUIREMENTS : National Diploma/Degree in Information Technology.
ENQUIRIES : Ms Motsepe RS Tel No: (012) 307 2176 / Ms Mamosadi NM Tel No: (012) 307 2078/ Ms Boroko VM Tel No: (012) 305 8188.

APPLICATIONS : Hand deliver at: 124 WF Nkomo Street, Poyntons Building, Cnr WF Nkomo and Sophie De Bruyn Street, Pretoria, 0001 (Previous: Cnr Church and Schubart Street) OR you can email your application to HQHRD@dcs.gov.za

POST 21/18 : **SUPPLY CHAIN MANAGEMENT REF NO: KSC 2026/06/11**

STIPEND : R8 174.75 per month
CENTRE : Kroonstad Training College
REQUIREMENTS : National Diploma/Degree in Supply Chain Management.
ENQUIRIES : Ms Motsepe RS Tel No: (012) 307 2176 / Ms Mamosadi NM Tel No: (012) 307 2078/ Ms Boroko VM Tel No: (012) 305 8188.

APPLICATIONS : Hand deliver at: 124 WF Nkomo Street, Poyntons Building, Cnr WF Nkomo and Sophie De Bruyn Street, Pretoria, 0001 (Previous: Cnr Church and Schubart Street) OR you can email your application to HQHRD@dcs.gov.za

POST 21/19 : **THEOLOGY REF NO: KSC 2026/06/12**

STIPEND : R8 174.75 per month
CENTRE : Kroonstad Training College.
REQUIREMENTS : National Diploma/Degree in Theological Studies
ENQUIRIES : Ms Motsepe RS Tel No: (012) 307 2176 / Ms Mamosadi NM Tel No: (012) 307 2078/ Ms Boroko VM Tel No: (012) 305 8188.

APPLICATIONS : Hand deliver at: 124 WF Nkomo Street, Poyntons Building, Cnr WF Nkomo and Sophie De Bruyn Street, Pretoria, 0001 (Previous: Cnr Church and Schubart Street) OR you can email your application to HQHRD@dcs.gov.za

POST 21/20 : **INFORMATION TECHNOLOGY REF NO: ZWC 2026/06/13**

STIPEND : R8 174.75 per month
CENTRE : Zonderwater Training College
REQUIREMENTS : National Diploma/Degree in Information Technology.
ENQUIRIES : Ms Motsepe RS Tel No: (012) 307 2176 / Ms Mamosadi NM Tel No: (012) 307 2078/ Ms Boroko VM Tel No: (012) 305 8188.

APPLICATIONS : Hand deliver at: 124 WF Nkomo Street, Poyntons Building, Cnr WF Nkomo and Sophie De Bruyn Street, Pretoria, 0001 (Previous: Cnr Church and Schubart Street) OR you can email your application to HQHRD@dcs.gov.za

POST 21/21 : **SUPPLY CHAIN MANAGEMENT REF NO: ZWC 2026/06/14**

STIPEND : R8 174.75 per month
CENTRE : Zonderwater Training College
REQUIREMENTS : National Diploma/Degree in Supply Chain Management.
ENQUIRIES : Ms Motsepe RS Tel No: (012) 307 2176 / Ms Mamosadi NM Tel No: (012) 307 2078/ Ms Boroko VM Tel No: (012) 305 8188.

APPLICATIONS : Hand deliver at: 124 WF Nkomo Street, Poyntons Building, Cnr WF Nkomo and Sophie De Bruyn Street, Pretoria, 0001 (Previous: Cnr Church and Schubart Street) OR you can email your application to HQHRD@dcs.gov.za

POST 21/22 : **THEOLOGY REF NO: ZWC 2026/06/15**

STIPEND : R8 174.75 per month
CENTRE : Zonderwater Training College
REQUIREMENTS : National Diploma/Degree in Theological Studies
ENQUIRIES : Ms Motsepe RS Tel No: (012) 307 2176 / Ms Mamosadi NM Tel No: (012) 307 2078/ Ms Boroko VM Tel No: (012) 305 8188.

APPLICATIONS : Hand deliver at: 124 WF Nkomo Street, Poyntons Building, Cnr WF Nkomo and Sophie De Bruyn Street, Pretoria, 0001 (Previous: Cnr Church and Schubart Street) OR you can email your application to HQHRD@dcs.gov.za

POST 21/23 : **CORRECTIONAL SERVICE MANAGEMENT REF NO: GP 2026/06/16**

STIPEND : R8 174.75 per month
CENTRE : Gauteng Region
REQUIREMENTS : National Diploma/Degree in Correctional Services Management/ Correctional Sciences / Penology/ Criminology/ Security Management.
ENQUIRIES : Ms.S Mkuzangwe/ Ms E. Mahlakoane Tel No: (012) 4200146/76

APPLICATIONS : Hand deliver at: 1077 Forum East Building, Arcadia Street, Hatfield OR you can email your application to GPHRD@dcs.gov.za

POST 21/24 : **OCCUPATIONAL HEALTH & SAFETY REF NO: GP 2026/06/17**

STIPEND : R8 174.75 per month
CENTRE : Gauteng Region
REQUIREMENTS : National Diploma/Degree in Safety Management / Environment.
ENQUIRIES : Ms.S Mkuzangwe/ Ms E. Mahlakoane Tel No: (012) 4200146/76
APPLICATIONS : Hand deliver at: 1077 Forum East Building, Arcadia Street, Hatfield OR you can email your application to GPHRD@dcs.gov.za

POST 21/25 : **INFORMATION TECHNOLOGY REF NO: GP 2026/06/18**

STIPEND : R8 174.75 per month
CENTRE : Gauteng Region
REQUIREMENTS : National Diploma/Degree in Information Technology
ENQUIRIES : Ms.S Mkuzangwe/ Ms E. Mahlakoane Tel No: (012) 4200146/76
APPLICATIONS : Hand deliver at: 1077 Forum East Building, Arcadia Street, Hatfield OR you can email your application to GPHRD@dcs.gov.za

POST 21/26 : **SUPPLY CHAIN MANAGEMENT REF NO: GP 2026/06/19**

STIPEND : R8 174.75 per month
CENTRE : Gauteng Region
REQUIREMENTS : National Diploma/Degree in Supply Chain Management.
ENQUIRIES : Ms.S Mkuzangwe/ Ms E. Mahlakoane Tel No: (012) 4200146/76
APPLICATIONS : Hand deliver at: 1077 Forum East Building, Arcadia Street, Hatfield OR you can email your application to GPHRD@dcs.gov.za

POST 21/27 : **AGRICULTURE REF NO: GP 2026/06/20**

STIPEND : R8 174.75 per month
CENTRE : Gauteng Region
REQUIREMENTS : National Diploma/Degree in Animal or Plant Production / Horticulture
ENQUIRIES : Ms.S Mkuzangwe/ Ms E. Mahlakoane Tel No: (012) 4200146/76
APPLICATIONS : Hand deliver at: 1077 Forum East Building, Arcadia Street, Hatfield OR you can email your application to GPHRD@dcs.gov.za

POST 21/28 : **KITCHEN / BAKERY REF NO: GP 2026/06/21**

STIPEND : R8 174.75 per month
CENTRE : Gauteng Region
REQUIREMENTS : National Diploma/Degree in Food and Consumer Science / Food Technology
ENQUIRIES : Ms.S Mkuzangwe/ Ms E. Mahlakoane Tel No: (012) 4200146/76
APPLICATIONS : Hand deliver at: 1077 Forum East Building, Arcadia Street, Hatfield OR you can email your application to GPHRD@dcs.gov.za

POST 21/29 : **ARTISANS REF NO: GP 2026/06/22**

STIPEND : R8 174.75 per month
CENTRE : Gauteng Region
REQUIREMENTS : National Diploma/Degree/ Trade Certificate in Plumbing / Electrical/ Brick Laying/ Welding/ Motor Mechanic/ Upholstery/ Carpentry/ Fitting
ENQUIRIES : Ms.S Mkuzangwe/ Ms E. Mahlakoane Tel No: (012) 4200146/76
APPLICATIONS : Hand deliver at: 1077 Forum East Building, Arcadia Street, Hatfield OR you can email your application to GPHRD@dcs.gov.za

POST 21/30 : **CORRECTIONAL SERVICE MANAGEMENT REF NO: LMN 2026/06/23**

STIPEND : R8 174.75 per month
CENTRE : Limpopo/ Mpumalanga and North West Region
REQUIREMENTS : National Diploma/Degree in Correctional Services Management/ Correctional Sciences / Penology/ Criminology/ Security Management.
ENQUIRIES : Mr E. Nhlengethwa/ Ms R. Ngobeni Tel No: (012) 306 2112

- APPLICATIONS** : Hand deliver at: Cnr Johannes Ramokhoase (Proes) & Paul Kruger Street, 196 Masada Building, 09th Floor, Pretoria, 0001 OR you can email your application to LMNHRD@dcs.gov.za
- POST 21/31** : **OCCUPATIONAL HEALTH & SAFETY REF NO: LMN 2026/06/24**
- STIPEND** : R8 174.75 per month
CENTRE : Limpopo/ Mpumalanga and North West Region
REQUIREMENTS : National Diploma/Degree Safety Management / Environment.
ENQUIRIES : Mr E. Nhlengethwa/ Ms R. Ngobeni Tel No: (012) 306 2112
APPLICATIONS : Hand deliver at: Cnr Johannes Ramokhoase (Proes) & Paul Kruger Street, 196 Masada Building, 09th Floor, Pretoria, 0001 OR you can email your application to LMNHRD@dcs.gov.za
- POST 21/32** : **INFORMATION TECHNOLOGY REF NO: LMN 2026/06/25**
- STIPEND** : R8 174.75 per month
CENTRE : Limpopo/ Mpumalanga and North West Region
REQUIREMENTS : National Diploma/Degree in Information Technology.
ENQUIRIES : Mr E. Nhlengethwa/ Ms R. Ngobeni Tel No: (012) 306 2112
APPLICATIONS : Hand deliver at: Cnr Johannes Ramokhoase (Proes) & Paul Kruger Street, 196 Masada Building, 09th Floor, Pretoria, 0001 OR you can email your application to LMNHRD@dcs.gov.za
- POST 21/33** : **SUPPLY CHAIN MANAGEMENT REF NO: LMN 2026/06/26**
- STIPEND** : R8 174.75 per month
CENTRE : Limpopo/ Mpumalanga and North West Region
REQUIREMENTS : National Diploma/Degree in Supply Chain Management.
ENQUIRIES : Mr E. Nhlengethwa/ Ms R. Ngobeni Tel No: (012) 306 2112
APPLICATIONS : Hand deliver at: Cnr Johannes Ramokhoase (Proes) & Paul Kruger Street, 196 Masada Building, 09th Floor, Pretoria, 0001 OR you can email your application to LMNHRD@dcs.gov.za
- POST 21/34** : **AGRICULTURE REF NO: LMN 2026/06/27**
- STIPEND** : R8 174.75 per month
CENTRE : Limpopo/ Mpumalanga and North West Region
REQUIREMENTS : National Diploma/Degree in Animal or Plant Production / Horticulture.
ENQUIRIES : Mr E. Nhlengethwa/ Ms R. Ngobeni Tel No: (012) 306 2112
APPLICATIONS : Hand deliver at: Cnr Johannes Ramokhoase (Proes) & Paul Kruger Street, 196 Masada Building, 09th Floor, Pretoria, 0001 OR you can email your application to LMNHRD@dcs.gov.za
- POST 21/35** : **KITCHEN / BAKERY REF NO: LMN 2026/06/28**
- STIPEND** : R8 174.75 per month
CENTRE : Limpopo/ Mpumalanga and North West Region
REQUIREMENTS : National Diploma/Degree in Food and Consumer Science / Food Technology.
ENQUIRIES : Mr E. Nhlengethwa/ Ms R. Ngobeni Tel No: (012) 306 2112
APPLICATIONS : Hand deliver at: Cnr Johannes Ramokhoase (Proes) & Paul Kruger Street, 196 Masada Building, 09th Floor, Pretoria, 0001 OR you can email your application to LMNHRD@dcs.gov.za
- POST 21/36** : **ARTISANS REF NO: LMN 2026/06/29**
- STIPEND** : R8 174.75 per month
CENTRE : Limpopo/ Mpumalanga and North West Region
REQUIREMENTS : National Diploma/Degree/ Trade Certificate in Plumbing / Electrical/ Brick Laying/ Welding/ Motor Mechanic/ Upholstery/ Carpentry/ Fitting.
ENQUIRIES : Mr E. Nhlengethwa/ Ms R. Ngobeni Tel No: (012) 306 2112
APPLICATIONS : Hand deliver at: Cnr Johannes Ramokhoase (Proes) & Paul Kruger Street, 196 Masada Building, 09th Floor, Pretoria, 0001 OR you can email your application to LMNHRD@dcs.gov.za

POST 21/37 : **CLOTHING AND TEXTILE REF NO: LMN 2026/06/30**

STIPEND : R8 174.75 per month
CENTRE : Limpopo/ Mpumalanga and North West Region
REQUIREMENTS : National Diploma/Degree in Pattern Making/ Clothing design.
ENQUIRIES : Mr E. Nhlengethwa/ Ms R. Ngobeni Tel No: (012) 306 2112
APPLICATIONS : Hand deliver at: Cnr Johannes Ramokhoase (Proes) & Paul Kruger Street, 196 Masada Building, 09th Floor, Pretoria, 0001 OR you can email your application to LMNHRD@dcs.gov.za

POST 21/38 : **CORRECTIONAL SERVICE MANAGEMENT REF NO: WC 2026/06/31**

STIPEND : R8 174.75 per month
CENTRE : Western Cape Region
REQUIREMENTS : National Diploma/Degree in Correctional Services Management/ Correctional Sciences / Penology/ Criminology/ Security Management.
ENQUIRIES : Mr B De Kapoza/ Ms N. Sigodi Tel No: (021) 550 6078
APPLICATIONS : Hand deliver at: Peninsula Drive, Monte Vista, 7460 OR you can email your application to WCHRD@dcs.gov.za

POST 21/39 : **OCCUPATIONAL HEALTH & SAFETY REF NO: WC 2026/06/32**

STIPEND : R8 174.75 per month
CENTRE : Western Cape Region
REQUIREMENTS : National Diploma/Degree in Safety Management / Environment.
ENQUIRIES : Mr B De Kapoza/ Ms N. Sigodi Tel No: (021) 550 6078
APPLICATIONS : Hand deliver at: Peninsula Drive, Monte Vista, 7460 OR you can email your application to WCHRD@dcs.gov.za

POST 21/40 : **INFORMATION TECHNOLOGY REF NO: WC 2026/06/33**

STIPEND : R8 174.75 per month
CENTRE : Western Cape Region
REQUIREMENTS : National Diploma/Degree in Information Technology
ENQUIRIES : Mr B De Kapoza/ Ms N. Sigodi Tel No: (021) 550 6078
APPLICATIONS : Hand deliver at: Peninsula Drive, Monte Vista, 7460 OR you can email your application to WCHRD@dcs.gov.za

POST 21/41 : **SUPPLY CHAIN MANAGEMENT REF NO: WC 2026/06/34**

STIPEND : R8 174.75 per month
CENTRE : Western Cape Region
REQUIREMENTS : National Diploma/Degree in Supply Chain Management
ENQUIRIES : Mr B De Kapoza/ Ms N. Sigodi Tel No: (021) 550 6078
APPLICATIONS : Hand deliver at: Peninsula Drive, Monte Vista, 7460 OR you can email your application to WCHRD@dcs.gov.za

POST 21/42 : **AGRICULTURE REF NO: WC 2026/06/35**

STIPEND : R8 174.75 per month
CENTRE : Western Cape Region
REQUIREMENTS : National Diploma/Degree in Animal or Plant Production / Horticulture.
ENQUIRIES : Mr B De Kapoza/ Ms N. Sigodi Tel No: (021) 550 6078
APPLICATIONS : Hand deliver at: Peninsula Drive, Monte Vista, 7460 OR you can email your application to WCHRD@dcs.gov.za

POST 21/43 : **KITCHEN / BAKERY REF NO: WC 2026/06/36**

STIPEND : R8 174.75 per month
CENTRE : Western Cape Region
REQUIREMENTS : National Diploma/Degree in Food and Consumer Science / Food Technology
ENQUIRIES : Mr B De Kapoza/ Ms N. Sigodi Tel No: (021) 550 6078
APPLICATIONS : Hand deliver at: Peninsula Drive, Monte Vista, 7460 OR you can email your application to WCHRD@dcs.gov.za

POST 21/44 : **ARTISANS REF NO: WC 2026/06/37**

STIPEND : R8 174.75 per month
CENTRE : Western Cape Region
REQUIREMENTS : National Diploma/Degree/ Trade Certificate in Plumbing / Electrical/ Brick Laying/ Welding/ Motor Mechanic/ Upholstery/ Carpentry/ Fitting.
ENQUIRIES : Mr B De Kapoza/ Ms N. Sigodi Tel No: (021) 550 6078
APPLICATIONS : Hand deliver at: Peninsula Drive, Monte Vista, 7460 OR you can email your application to WCHRD@dcs.gov.za

POST 21/45 : **CORRECTIONAL SERVICE MANAGEMENT REF NO: EC 2026/06/38**

STIPEND : R8 174.75 per month
CENTRE : Eastern Cape Region
REQUIREMENTS : National Diploma/Degree in Correctional Services Management/ Correctional Sciences / Penology/ Criminology/ Security Management.
ENQUIRIES : Ms V. Gadu/ Mr S. Mdani Tel No: (043) 706 7840
APPLICATIONS : Hand deliver at: Moore Street, Block E Ocean Terrace Quigney, East London, 5211 OR you can email your application to ECHRD@dcs.gov.za

POST 21/46 : **OCCUPATIONAL HEALTH & SAFETY REF NO: EC 2026/06/39**

STIPEND : R8 174.75 per month
CENTRE : Eastern Cape Region
REQUIREMENTS : National Diploma/Degree in Safety Management / Environment.
ENQUIRIES : Ms V. Gadu/ Mr S. Mdani Tel No: (043) 706 7840
APPLICATIONS : Hand deliver at: Moore Street, Block E Ocean Terrace Quigney, East London, 5211 OR you can email your application to ECHRD@dcs.gov.za

POST 21/47 : **INFORMATION TECHNOLOGY REF NO: WC 2026/06/40**

STIPEND : R8 174.75 per month
CENTRE : Eastern Cape Region
REQUIREMENTS : National Diploma/Degree in Information Technology
ENQUIRIES : Ms V. Gadu/ Mr S. Mdani Tel No: (043) 706 7840
APPLICATIONS : Hand deliver at: Moore Street, Block E Ocean Terrace Quigney, East London, 5211 OR you can email your application to ECHRD@dcs.gov.za

POST 21/48 : **SUPPLY CHAIN MANAGEMENT REF NO: WC 2026/06/41**

STIPEND : R8 174.75 per month
CENTRE : Eastern Cape Region
REQUIREMENTS : National Diploma/Degree in Supply Chain Management
ENQUIRIES : Ms V. Gadu/ Mr S. Mdani Tel No: (043) 706 7840
APPLICATIONS : Hand deliver at: Moore Street, Block E Ocean Terrace Quigney, East London, 5211 OR you can email your application to ECHRD@dcs.gov.za

POST 21/49 : **KITCHEN / BAKERY REF NO: WC 2026/06/42**

STIPEND : R8 174.75 per month
CENTRE : Eastern Cape Region
REQUIREMENTS : National Diploma/Degree in Food and Consumer Science / Food Technology
ENQUIRIES : Ms V. Gadu/ Mr S. Mdani Tel No: (043) 706 7840
APPLICATIONS : Hand deliver at: Moore Street, Block E Ocean Terrace Quigney, East London, 5211 OR you can email your application to ECHRD@dcs.gov.za

POST 21/50 : **ARTISANS REF NO: WC 2026/06/43**

STIPEND : R8 174.75 per month
CENTRE : Eastern Cape Region
REQUIREMENTS : National Diploma/Degree/ Trade Certificate in Plumbing / Electrical/ Brick Laying/ Welding/ Motor Mechanic/ Upholstery/ Carpentry/ Fitting
ENQUIRIES : Ms V. Gadu/ Mr S. Mdani Tel No: (043) 706 7840
APPLICATIONS : Hand deliver at: Moore Street, Block E Ocean Terrace Quigney, East London, 5211 OR you can email your application to ECHRD@dcs.gov.za

POST 21/51 : **CORRECTIONAL SERVICE MANAGEMENT REF NO: KZN 2026/06/44**

STIPEND : R8 174.75 per month
CENTRE : KwaZulu Natal Region
REQUIREMENTS : National Diploma/Degree in Correctional Services Management/ Correctional Sciences / Penology/ Criminology/ Security Management.
ENQUIRIES : Mr A. Msomi / Mr S. Nyide Tel No: (033) 355 7300/7360
APPLICATIONS : Hand deliver at: Eugene Marais Road, Napierville, Pietermaritzburg, OR you can email your application to KZNHRD@dcs.gov.za

POST 21/52 : **OCCUPATIONAL HEALTH & SAFETY REF NO: KZN 2026/06/45**

STIPEND : R8 174.75 per month
CENTRE : KwaZulu Natal Region
REQUIREMENTS : National Diploma/Degree in Safety Management / Environment.
ENQUIRIES : Mr A. Msomi / Mr S. Nyide Tel No: (033) 355 7300/7360
APPLICATIONS : Hand deliver at: Eugene Marais Road, Napierville, Pietermaritzburg, OR you can email your application to KZNHRD@dcs.gov.za

POST 21/53 : **INFORMATION TECHNOLOGY REF NO: KZN 2026/06/46**

STIPEND : R8 174.75 per month
CENTRE : KwaZulu Natal Region
REQUIREMENTS : National Diploma/Degree in Information Technology
ENQUIRIES : Mr A. Msomi / Mr S. Nyide Tel No: (033) 355 7300/7360
APPLICATIONS : Hand deliver at: Eugene Marais Road, Napierville, Pietermaritzburg, OR you can email your application to KZNHRD@dcs.gov.za

POST 21/54 : **SUPPLY CHAIN MANAGEMENT REF NO: KZN 2026/06/47**

STIPEND : R8 174.75 per month
CENTRE : KwaZulu Natal Region
REQUIREMENTS : National Diploma/Degree in Supply Chain Management.
ENQUIRIES : Mr A. Msomi / Mr S. Nyide Tel No: (033) 355 7300/7360
APPLICATIONS : Hand deliver at: Eugene Marais Road, Napierville, Pietermaritzburg, OR you can email your application to KZNHRD@dcs.gov.za

POST 21/55 : **KITCHEN / BAKERY REF NO: KZN 2026/06/48**

STIPEND : R8 174.75 per month
CENTRE : KwaZulu Natal Region
REQUIREMENTS : National Diploma/Degree in Food and Consumer Science / Food Technology
ENQUIRIES : Mr A. Msomi / Mr S. Nyide Tel No: (033) 355 7300/7360
APPLICATIONS : Hand deliver at: Eugene Marais Road, Napierville, Pietermaritzburg, OR you can email your application to KZNHRD@dcs.gov.za

POST 21/56 : **ARTISANS REF NO: KZN 2026/06/49**

STIPEND : R8 174.75 per month
CENTRE : Kwa-Zulu Natal Region
REQUIREMENTS : National Diploma/Degree/ Trade Certificate in Plumbing / Electrical/ Brick Laying/ Welding/ Motor Mechanic/ Upholstery/ Carpentry/ Fitting
ENQUIRIES : Mr A. Msomi / Mr S. Nyide Tel No: (033) 355 7300/7360
APPLICATIONS : Hand deliver at: Eugene Marais Road, Napierville, Pietermaritzburg, OR you can email your application to KZNHRD@dcs.gov.za

POST 21/57 : **CORRECTIONAL SERVICE MANAGEMENT REF NO: FS/NC 2026/06/50**

STIPEND : R8 174.75 per month
CENTRE : Free State / Northern Cape Region
REQUIREMENTS : National Diploma/Degree in Correctional Services Management/ Correctional Sciences / Penology/ Criminology/ Security Management.
ENQUIRIES : Mr R Dortley/ Ms Feder E Tel No: (051) 404 0200/0288
APPLICATIONS : Hand deliver at: 103 Zastron Street, Agrimed Building, Bloemfontein, 9300 OR you can email your application to FS/NC HRD@dcs.gov.za

- POST 21/58** : **OCCUPATIONAL HEALTH & SAFETY REF NO: FS/NC 2026/06/51**
- STIPEND** : R8 174.75 per month
CENTRE : Free State / Northern Cape Region
REQUIREMENTS : National Diploma/Degree in Safety Management / Environment.
ENQUIRIES : Mr R Dortley/ Ms Feder E Tel No: (051) 404 0200/0288
APPLICATIONS : Hand deliver at: 103 Zastron Street, Agrimed Building, Bloemfontein, 9300 OR you can email your application to FS/NC HRD@dcs.gov.za
- POST 21/59** : **INFORMATION TECHNOLOGY REF NO: FS/NC 2026/06/52**
- STIPEND** : R8 174.75 per month
CENTRE : Free State / Northern Cape Region
REQUIREMENTS : National Diploma/Degree in Information Technology
ENQUIRIES : Mr R Dortley/ Ms Feder E Tel No: (051) 404 0200/0288
APPLICATIONS : Hand deliver at: 103 Zastron Street, Agrimed Building, Bloemfontein, 9300 OR you can email your application to FS/NC HRD@dcs.gov.za
- POST 21/60** : **SUPPLY CHAIN MANAGEMENT REF NO: FS/NC 2026/06/53**
- STIPEND** : R8 174.75 per month
CENTRE : Free State / Northern Cape Region
REQUIREMENTS : National Diploma/Degree in Supply Chain Management
ENQUIRIES : Mr R Dortley/ Ms Feder E Tel No: (051) 404 0200/0288
APPLICATIONS : Hand deliver at: 103 Zastron Street, Agrimed Building, Bloemfontein, 9300 OR you can email your application to FS/NC HRD@dcs.gov.za
- POST 21/61** : **KITCHEN / BAKERY REF NO: FS/NC 2026/06/54**
- STIPEND** : R8 174.75 per month
CENTRE : Free State / Northern Cape Region
REQUIREMENTS : National Diploma/Degree in Food and Consumer Science / Food Technology
ENQUIRIES : Mr R Dortley/ Ms Feder E Tel No: (051) 404 0200/0288
APPLICATIONS : Hand deliver at: 103 Zastron Street, Agrimed Building, Bloemfontein, 9300 OR you can email your application to FS/NC HRD@dcs.gov.za
- POST 21/62** : **ARTISANS REF NO: FS/NC 2026/06/55**
- STIPEND** : R8 174.75 per month
CENTRE : Free State / Northern Cape Region
REQUIREMENTS : National Diploma/Degree/ Trade Certificate in Plumbing / Electrical/ Brick Laying/ Welding/ Motor Mechanic/ Upholstery/ Carpentry/ Fitting
ENQUIRIES : Mr R Dortley/ Ms Feder E Tel No: (051) 404 0200/0288
APPLICATIONS : Hand deliver at: 103 Zastron Street, Agrimed Building, Bloemfontein, 9300 OR you can email your application to FS/NC HRD@dcs.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 : 03 July 2026 at 16:00 (walk-in) and 23:59 (online)

NOTE : All attachments for online application must include an application form Z83 and CV only combined, in PDF and as one attachment. Zipped, IMG and JPEG documents will not be accepted. Indicate the correct job title and the reference number of the post on the subject line of your email. Use the correct email address associated with the post. Failure to do so, your application will be disqualified. Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using the incorrect application for employment (old Z83) will not be considered. Each post(s) advert must be accompanied by its own application form for employment and must be fully completed, initialled and signed by the applicant as instructed below. Failure to fully complete, initial and sign the Z83 form will lead to disqualification of the application during the selection process. All fields of Section A, B, C and D of the Z83 must be completed in full. Section E, F, G (Due to the limited space on the Z83 it is acceptable for applicants to indicate refer to CV or see attached. However, the question related to conditions that prevent re-appointment under Part "F" must be answered and declaration signed. Only an updated comprehensive CV (with detailed previous experience if any) and a completed and signed new Z83 application form is required. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following the communication from Human Resources and such qualification(s) and other related document(s) will be in line with the requirements of the advert. Non-RSA Citizens/Permanent Resident Permit holders in possession of foreign qualifications must be accompanied by an evaluation report issued by the South African Qualification Authority (SAQA) (only when shortlisted). The Department does not accept applications via fax. Applicants who do not comply with the abovementioned instructions/ requirements, as well as applications received late will not be considered. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. 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 21/63 : **ASSISTANT DIRECTOR: INSPECTION AND ENFORCEMENT SERVICES**
REF NO: HR4/4/6/05

SALARY : R605 742 per annum

CENTRE : Durban Labour Centre

- REQUIREMENTS** : A qualification at (NQF6) a recognized by SAQA in B-Proc / B-Juris / Labour Relations / Industrial Relations / Labour Law / Employment Relations / B-COM Law / BA Law / LLB. Valid Driving License. Four (4) years' functional experience of which two (2) years at Supervisory level and two (2) years functional experience in inspections / enforcement services. Knowledge: Labour Relations Act, Compensation of Occupational Injuries, Diseases Act, Unemployment Insurance Act, UI Contributions Act, Public Finance Management Act, Public Service Regulations, Pension Fund Act, Departmental policies and procedures, Basic Conditions of Employment Act, National Minimum Wage Act, Public Service Act. Skills: Facilitation; Planning and Organizing; Computer literacy; Interpersonal; Conflict handling; Negotiation Problem Solving; Interviewing, listening and observation; Report writing; Time management; Presentation; Innovative; Analytical; Verbal and written communication.
- DUTIES** : Plan, manage and monitor quality inspections with the aim of enforcing and ensuring compliance with Employment Law. Monitor reported cases pertaining to contravention of Employment Law and enforce, including making preparations for and appearing in Adjudication Forums as a State Witness. Provide quality assurance to inspectors for enforcement action, including preparation of reports for legal processes. Manage and provide guidance on BLITZ inspections programme for compliance with Employment Law. Manage and monitor advocacy campaigns on Employment Laws as per work plan and analyse the impact thereof, Compile and consolidate statistical reports for Labour Centre. Manage the resources within the Inspection and Enforcement Unit.
- ENQUIRIES APPLICATIONS** : Mr SA Mchunu Tel No: (031) 336 1500
Deputy Director: Durban Labour Centre, PO Box 10074, Durban, 4056 Or hand deliver at Govt Buildings Masonic Grove, 16 Beach Grove, Durban. For online applications email Jobs-KZN16@labour.gov.za
- NOTE** : Priority will be given to Coloureds, Indians and White Males.
- POST 21/64** : **TEAM LEADER REF NO: HR 4/4/8/178**
- SALARY CENTRE REQUIREMENTS** : R413 001 per annum
Labour Centre: Calvinia
Three (3) year's National Diploma (NQF6)/Undergraduate Bachelor Degree (NQF7) in Labour Relations/Labour Law/LLB/BCOM Law. Valid driver's license. Two (2) years functional experience in Inspection and Enforcement Services. Knowledge: Departmental Policies and procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Skills Development Levies Act, Occupational Health and Safety Act, COIDA, SABS Codes, Unemployment Insurance Act, UI Contribution Act, Employment Equity Act, Immigration Act. Skills: Facilitation, Planning and Organising, Computer literacy, Interpersonal, Conflict handling, Negotiation, Problem solving, Innovative, Analytical, Verbal and written communication skills.
- DUTIES** : Plan and conduct substantive inspection with the aim of enforcing and ensuring compliance with labour legislations, namely, Basic Conditions of Employment Act (BCEA), Labour Relations Act (LRA), Employment Equity Act (EEA), Unemployment Insurance Act (UIA), Compensation for Occupational Injuries and Diseases Act (COIDA), Occupational Health and Safety (OHS), and UI Contribution Act (UCA), 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. Conduct proactive (Blitz) inspection regularly to monitor compliance with labour legislation. Conduct advocacy campaign on labour legislations regularly. Draft Contributions 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. Supervise the resources in the Sub-section.
- ENQUIRIES APPLICATIONS** : Ms Sherelda Kleinsmith Tel No: (053) 838 1517
Chief Director: Provincial Operations: Private Bag X5012, Kimberley, 8301 or hand deliver at Cnr Compound and Pniel Road. Email: Jobs-NCCAL@LABOUR.gov.za
- FOR ATTENTION NOTE** : Human Resources Operations, Provincial Office Kimberley
EE targets- Priority will be given to Coloured Male, Indian male and females, White males.

POST 21/65 : **CHIEF PERSONNEL OFFICER: HUMAN RESOURCE MANAGEMENT REF NO: HR4/4/06/01**

SALARY CENTRE REQUIREMENTS : R413 001 per annum
: Mmabatho Provincial Office
: Three-year tertiary qualification at NQF6 in Human Resource Management. 1-2 years of Supervisory experience in Human Resources management. Knowledge: All labour legislations, Departmental policies and procedures, HR related systems, Public Service Act, Public Service regulations, Batho Pele Principles. Skills: Communication, Presentation, Conflict management, Analytical, Report writing, Computer literacy, Planning and Organising, Supervisory and Time management.

DUTIES : Monitor the Recruitment and Selection process. Facilitate the processing and approve service benefits. Provide and monitor the termination of service in the Province. Monitor the establishment and implementation of HR policies. Monitor the payment of salaries.

ENQUIRIES APPLICATIONS : Mr MT Mokoena Tel No: (018) 387 8195
: Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at Provident House, University Drive, Mmabatho or email: Jobs-NW3@labour.gov.za

FOR ATTENTION : Sub-directorate: Deputy Director: Human Resources Management

POST 21/66 : **OHS INSPECTOR: CONSTRUCTION REF NO: HR4/4/10/07**

SALARY CENTRE REQUIREMENTS : R413 001 per annum
: Kariega Labour Centre
: Three-year tertiary qualification in Civil & Construction Engineering. A valid driver license. Knowledge: Departmental policies and procedures, Occupational Health and Safety Act, as amended, Regulations (21), South African National Standards (Codes)- incorporated Codes become regulations, Compensation for Occupational Injuries and Diseases Act, Unemployment Insurance Act. Skills: Planning and organising, Communication skills, Computer Literacy, Facilitation skills, Interpersonal skills, Conflict handling skills, Negotiation skills, Problem solving skills, Interviewing skills, Presentation skills, Innovation skills, Analytical skills, Verbal and written communication skills.

DUTIES : To plan and independently conduct inspections with the aim of ensuring compliance with the Occupational Health and Safety Act, Act 85 of 1993, Regulations and incorporated Standards. To confirm registration with the Unemployment Insurance Act and the Compensation for Occupational Injuries and Diseases Act. Plan, investigate and finalise independently incidents and complaints reported pertaining to the OHS Act and the relevant regulations and enforce as and when necessary, appear in Court as a State witness. Plan and conduct allocated proactive inspections as per schedule to monitor compliance with the relevant labour legislation, including compiling and consolidating reports emanating from such inspections. Plan and conduct advocacy campaigns on all labour legislation independently, analyse the impact thereof, consolidate and compile a report. Contribute at a higher level to planning, drafting and maintenance of regional inspection plans and reports, including execution of analysis and compilation of consolidated statistical reports on regional and allocated cases.

ENQUIRIES APPLICATIONS : Ms. WXS Koba Tel No: (041) 995 7047
: Deputy Director: Labour Centre Operations, PO Box 562, Uitenhage, 6230. Hand deliver at 15A Chase Street, Kariega, 6230. Email: Jobs-ECUHG@labour.gov.za

NOTE : EE Targets: priority will be given to African Males, Coloured Male, Coloured Female, Indian Males, Indian Females, White Males, White Females and Persons with disabilities.

POST 21/67 : **ADMINISTRATION OFFICER REF NO: HR 4/4/10/05**

SALARY CENTRE REQUIREMENTS : R338 106 per annum
: Provincial Office: Eastern Cape
: Three (3) year relevant tertiary qualification in Social Sciences (Psychology; Public/Business Administration). One (1) years functional experience in Public Employment/ Administration Services. Knowledge: Social Plan Guidelines, ILO Conventions, Public Employment Agency (PEA) regulations. Skills: Planning

		and organising, Communication skills, Computer skills, Analytical skills, Presentation skills, Interpersonal skills, Report writing skills.
<u>DUTIES</u>	:	Render human resources management functions for the PES business unit, Provide support for the budget administration of the PES business unit, Provide administrative support for the trainings of the unemployed, Consolidate monthly and quarterly statistics for the PES business unit, Perform general administrative functions to the PES business unit.
<u>ENQUIRIES</u>	:	Ms N Ngaki Tel No: (043) 701 3076
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations, Private Bag X9005 East London, 5201, Hand deliver at No.3 Hill Street East London Email: Jobs-EC3@labour.gov.za
<u>NOTE</u>	:	EE Targets- priority will be given to African Males, Coloured Male, Coloured Female, Indian Males, Indian Females, White Males, White Females and Persons with disabilities.
<u>POST 21/68</u>	:	<u>INSPECTOR BCEA (X2 POSTS)</u>
<u>SALARY</u>	:	R280 278 per annum
<u>CENTRE</u>	:	Kariega Labour Centre Ref No: HR4/4/10/06 (X1 Post) Gqeberha Labour Centre Ref No: HR4/4/10/07 (X1 Post)
<u>REQUIREMENTS</u>	:	Three (3) year relevant tertiary qualification Labour Relations/ BCOM Law/ LLB. A valid driver's licence. Knowledge: Departmental policies and procedures, Skills Development Act, LRA, BCEA, Skills Development Levies Act, OHS Act, COIDA, SABS codes, UIA, UI Contributions Act, Employment Equity Act, Immigration Act. Skills: Facilitation, Planning and Organising, Computer literacy, Interpersonal, Conflict handling, Negotiation, Problem solving, Interviewing, Presentation, Innovative, Analytical and Verbal and written communication skills.
<u>DUTIES</u>	:	Plan and conduct substantive inspections with the aim of ensuring compliance with all Labour legislation, namely, BCEA, LRA, EEA, UIA COIDA, OHS and UCA, Plan and execute investigations independently on reported cases pertaining to contravention of labour legislation and enforce as and when necessary, including preparing for appearing in Court as the State witness. Plan and conduct allocated proactive (BLITZ) inspections regularly to monitor compliance with labour legislation, including compilation and consolidation of reports emanating from such inspections. Plan and conduct Advocacy campaigns on all labour legislation, independently analyse the impact thereof, and consolidate and compile reports. Contribute at a higher level to planning, drafting and maintenance of regional inspection plans and reports including execution of analysis and compilation of consolidated statistical reports on regional and allocated cases.
<u>ENQUIRIES</u>	:	Ms WXS Koba Tel No: (041) 995 7047– Kariega Mr V Sityana Tel No: (041) 506 5000 – Gqeberha Labour Centre
<u>APPLICATIONS</u>	:	Deputy Director: Labour Centre Operations, PO Box 562, Uitenhage, 6230. Hand deliver at 15A Chase Street, Kariega, 6230. Email: Jobs-ECUHG@labour.gov.za Deputy Director: Labour Centre Operations Private Bag X6045, Gqeberha, 6000. Hand deliver at 116-134 Govan Mbeki Avenue, Central, VSN Building, Gqeberha, 6000; Email: Jobs-ECPLZ@LABOUR.gov.za
<u>NOTE</u>	:	EE Targets- priority will be given to African Males, Coloured Male, Coloured Female, Indian Males, Indian Females, White Males, White Females and Persons with disabilities.
<u>POST 21/69</u>	:	<u>ADMINISTRATION CLERK REF NO: HR 4/4/10/04 (X2 POSTS)</u>
<u>SALARY</u>	:	R237 453 per annum
<u>CENTRE</u>	:	Provincial Office: Eastern Cape
<u>REQUIREMENTS</u>	:	Grade 12/ Matriculation Senior Certificate. Knowledge: Relevant ILO Conventions, Human Resource Management, Batho Pele Principles. Skills: Planning and organising, Verbal and written communication, Analytical, Computer literacy, Presentation, Interpersonal, Report writing, Innovative.
<u>DUTIES</u>	:	Liaise with stakeholder relations for acquisition of placement opportunities, Avail information for coordination of International Cross-Boarder Labour Migration functions, Support coordination of the registration and certification of Private Employment Agencies, and coordinate large (Provincial) opportunities from key stakeholders.
<u>ENQUIRIES</u>	:	Ms N Ngaki Tel No: (043) 701 3076

APPLICATIONS

: Chief Director: Provincial Operations, Private Bag X9005 East London, 5201,
Hand deliver at No.3 Hill Street East London Email: Jobs-EC8@labour.gov.za

NOTE

: EE Targets- Priority will be given to African Males, Coloured Females, Coloured Females, Indian Males, Indian Females, White Males, White Females and People with Disability.

DEPARTMENT OF FORESTRY, FISHERIES AND THE ENVIRONMENT

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

- APPLICATIONS** : **Gough Island, Kimberley and Cape Town:** Must be submitted to the Director-General, Department of Forestry, Fisheries and the Environment, The Director: Integrated Human Resource Management, Private Bag X4390, Cape Town, 8000 or hand-deliver to No 63 Strand Street, Cape Town
Pretoria: Must be hand delivered to the Director-General, Department of Forestry, Fisheries and the Environment, 185 Langalibalele street Old mutual building Pietermaritzburg 3200 or can be emailed to the respective email address quoting the reference number on the subject email.
- CLOSING DATE** : 06 July 2026, 16:00. No late applications will be accepted
- NOTE** : Application must be submitted on a New signed Z83 form obtainable from any Public Service Department, accompanied by a recent detailed Curriculum Vitae only, to be considered. All attachments for online application must include an application form Z83 and CV only, in PDF and as one (1) document or attachment, indicate the correct job title and the reference number of the post on the subject line of your email. Use the correct email address associated with the post. JPEG (picture/snapshot) application will not be accepted. Shortlisted candidates will be required to submit certified copies of qualifications, Senior Certificate, identity document and driver's license on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the Department's equity plan. Persons with disabilities are encouraged to apply. Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Creditworthiness; Previous employment (reference checks); and Qualification verification. Short-listed candidates will be expected to avail themselves at the Department's convenience. Entry-level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG) prior to appointment. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme>. Furthermore, Shortlisted candidates must provide proof of successful completion of the course. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Following the interview and the technical exercise of all SMS posts, the Selection Panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the implementation of competency-based assessments. Persons appointed will be subjected to a security clearance, the signing of a performance agreement and an employment contract. The Department reserves the right not to make an appointment. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful. By submitting the employment application form, you agree and consent in terms of Section 11(1) of the Protection of Personal Information Act (POPIA), 2013 (Act 4 of 2013), for your personal information which you provide to the DFFE to being processed by the department and its employees, agents, Cabinet committees, and subcontractors for recruitment purposes, in accordance with the POPIA of 2013.

OTHER POSTS

POST 21/70 : **DEPUTY DIRECTOR: INTERGRATED FIRE MANAGEMENT REF NO: FOM22/2026**

SALARY CENTRE REQUIREMENTS : R1 101 468 per annum
: Pretoria
: National Diploma (NQF 6) in Forestry or relevant qualification. A minimum of 5 years of experience in a forestry-related field, of which three (3) years should be at the entry/ junior managerial level (Assistant Director or equivalent). Knowledge and understanding of National Forestry Act and Forest Fire Act, Disaster Management Act, Fire Brigade Service Act, Public Service Act and Public Service Regulations. Knowledge of the Public Finance Management Act (PFMA), and Labour Relations Act. Sound knowledge of policy development, Intergovernmental and stakeholder relations. Good communication skills, Computer literacy, General management and Presentation skills. Policy development and Regulatory analysis. Legal interpretation and Leadership skills. Ability to work under pressure, Project programme planning and management, Disaster risk reduction understanding, Veldfire Strategy planning and organizing. Facilitation and negotiation skills, Analytical skills, planning and execution. Report writing skills and Financial Management.

DUTIES : Manage the development and amendment of the NVFFA and relevant policy instruments. Oversee and manage the development of policies, legislation, strategies, action plans, guidelines, norms and standards. Manage veldfire risk profile of the NVFFA, and Fire Protection Associations (FPAs) institutions. Manage the assignment of powers and duties to provinces and other organs of state to promote co-operative governance, manage consultative process with provinces to administer delegated provisions of the NVFFA. Develop protocols and procedures for co-ordination and collaboration with institutions of integrated veldfires management. Manage compliance promotion and awareness of the NVFFA. Provide technical assistance during law enforcement operations such as role players, patrols, seizing assets and arrest of perpetrators. Collect and collate veldfire-related statistics.

ENQUIRIES APPLICATIONS : Mr TC Ndou at (066) 019 1221
: FOM22-2026@dffe.gov.za

POST 21/71 : **COMMUNICATIONS/ELECTRONICS ENGINEER: GOUGH ISLAND REF NO: OC10/2026**
(Approximately Fifteen Months Contract)

SALARY CENTRE REQUIREMENTS : R932 292 per annum, (all-inclusive package)
: Gough Island
: A National Diploma or Degree in Electronic or Electrical (light current) or IT, Engineering or equivalent qualification in related field, with a minimum of three years post qualification experience. Competency in electronic maintenance, diagnostics and repairs with proven fault-finding capabilities. Preferably have experience in V-Sat Satellite Systems, IT (managing a computer network with LINUX servers and routers), HF and VHF 2-way radio equipment and operation, Telephone systems (PABX's and VOIP), PC's, Fire Detection Systems, GPS's, general electronic equipment repair. The incumbent must be competent in the use of an Oscilloscope, Spectrum Analyser, etc., and be familiar with good workshop practices, correct use of basic workshop tools and an understanding of current work, health and safety policies. The incumbent must be able to work independently with minimal support under extreme pressure and without supervision. The incumbent must be computer literate, have good verbal and written communication skills and the ability to work in a team.

DUTIES : The incumbent will be responsible for the operation, maintenance, fault-finding on and repairs of all the communication services and equipment of our Antarctic Base including the satellite, radio, IT, GPS, alarm and telephone systems. Operate cargo handling equipment. The incumbent will report to the base engineer and will be part of the technical team, led by the base engineer that must perform any additional base related technical functions. Prepare monthly and annual reports, do stock-takes to order spares and equipment and do other common "non-technical" duties performed by expedition members.

ENQUIRIES APPLICATIONS : Mr Willem Boshoff Tel No: (021) 493 7379
: Recruitmentcoastal@dffe.gov.za

NOTE : The incumbent will execute duties at a Sub/Antarctic Base and adhere to the health, safety and environmental requirements. The successful applicant will spend a full year (September 2026 to October 2027) at Gough Island. There is no option to return to South Africa before October 2027. The ability to work and live with small groups of people is thus essential. Although the base is well-equipped with e-mail, fax and satellite telephone facilities, the applicant must be self-sufficient and self-motivated. The location may affect both the physical and mental well-being of the incumbent, their family and close relationships. Candidates must be physically fit, mentally strong and prepared for physically challenging and satisfying work. In addition, the successful candidates may often be called upon to work long hours in extreme conditions on duties unrelated to their function. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment. Appointment to these positions is subject to a rigorous medical examination as well as psychometric assessment, which will be arranged for at no cost to the applicants.

POST 21/72 : **DIESEL MECHANIC: GOUGH ISLAND REF NO: OC11/2026**
(Approximately Fifteen Months Contract)

SALARY : R487 197 per annum, (plus 37% in lieu of Service Benefits)
CENTRE : Gough Island
REQUIREMENTS : A National NTC 3 certificate or equivalent qualification in related field, with a minimum of three years post trade experience. Competency in diesel engine and generator maintenance, diagnostics, repairs and overhaul, with knowledge of engine management systems, experience in operating electronic diagnostic tools as well as the ability to interpret results. The candidate must be familiar with good workshop practices, correct use of basic workshop tools and an understanding of current work, health and safety policies. The incumbent must be computer literate, have good verbal and written communication skills and the ability to work in a team. It would be an advantage if there is experience on earthmoving and material handling equipment.

DUTIES : The incumbent will be responsible for maintenance and operation of the power generators and related equipment. Maintenance and repairs of air-conditioning, refrigeration, water reticulation and wastewater systems. Replacement and repair of mechanical pumps and valves as well as pipe fitting. Maintenance and all repairs of forklift, telescopic cranes, portable generators and transfer pumps. Operate forklift and cargo handling equipment. Maintenance of field huts and field equipment. The incumbent will report to the base engineer and will be part of the technical team, led by the base engineer, which must perform any additional base-related technical functions. Prepare monthly and annual reports, do stock-takes to order spares and equipment and do other common "non-technical" duties performed by expedition members.

ENQUIRIES : Mr Willem Boshoff Tel No: (021) 493 7379
APPLICATIONS : Recruitmentcoastal@dffe.gov.za

NOTE : The incumbent will execute duties at a Sub/Antarctic Base and adhere to the health, safety and environmental requirements. The successful applicant will spend a full year (September 2026 to October 2027) at Gough Island. There is no option to return to South Africa before October 2027. The ability to work and live with small groups of people is thus essential. Although the base is well-equipped with e-mail, fax and satellite telephone facilities, the applicant must be self-sufficient and self-motivated. The location may affect both the physical and mental well-being of the incumbent, their family and close relationships. Candidates must be physically fit, mentally strong and prepared for physically challenging and satisfying work. In addition, the successful candidates may often be called upon to work long hours in extreme conditions on duties unrelated to their function. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment. Appointment to these positions is subject to a rigorous medical examination as well as psychometric assessment, which will be arranged for at no cost to the applicants.

POST 21/73 : **ELECTRICIAN: GOUGH ISLAND REF NO: OC12/2026**
(Approximately Fifteen Months Contract)

SALARY : R487 197 per annum, (plus 37% in lieu of service benefits)
CENTRE : Gough Island

- REQUIREMENTS** : An Electrician with a passed trade test or equivalent qualification in related field with a minimum of three years post trade experience. A wireman's license, at least as 3-phase tester, would be beneficial. The incumbent must be competent in low voltage and 3-phase electrical plant maintenance, diagnostics and repairs with proven fault-finding capabilities. Preferably have experience in a facility or plant environment. The incumbent must be familiar with good workshop practices, correct use of basic workshop tools and an understanding of current work, health and safety policies. Extensive knowledge of general domestic wiring, new electrical cable installations and control wiring, PLC installation and programming, fire detection installations would be an advantage. The incumbent must be computer literate, have good verbal and written communication skills and the ability to work in a team.
- DUTIES** : The incumbent will be responsible for the maintenance, fault-finding on and repairs of the electrical services and equipment of our GOUGH Island base including the electrical systems of the power generators, air-conditioning, refrigeration, water reticulation and waste water systems and cargo handling equipment. The incumbent will be part of a technical team, led by a technical team manager that must perform any additional base related technical functions. Prepare monthly and annual reports, do stock-takes to order spares and equipment and do other common "non-technical" duties performed by expedition members. The incumbent could be tasked to lead and manage the whole technical group at the base.
- ENQUIRIES** : Mr Willem Boshoff Tel No: (021) 493 7379
APPLICATIONS : Recruitmentcoastal@dffe.gov.za
NOTE : The incumbent will execute duties at a Sub/Antarctic Base and adhere to the health, safety and environmental requirements. The successful applicant will spend a full year (September 2026 to October 2027 at Gough Island. There is no option to return to South Africa before October 2027. The ability to work and live with small groups of people is thus essential. Although the base is well-equipped with e-mail, fax and satellite telephone facilities, the applicant has to be self-sufficient and self-motivated. The location may affect both the physical and mental well-being of the incumbent, their family and close relationships. Candidates must be physically fit, mentally strong and prepared for physically challenging and satisfying work. In addition, the successful candidates may often be called upon to work long hours in extreme conditions on duties unrelated to their function. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment. Appointment to these positions is subject to a rigorous medical examination as well as psychometric assessment, which will be arranged for at no cost to the applicants.
- POST 21/74** : **MEDICAL ORDERLY: GOUGH ISLAND REF NO: OC13/2026**
(Approximately Fifteen Months Contract)
- SALARY** : R487 197 per annum, (plus 37% in lieu of service benefits)
CENTRE : Gough Island
REQUIREMENTS : National Diploma/ Degree in Nursing/ Certificate in Operational Emergency Care Practitioner or relevant qualification. Applicants must be registered with the HPCSA (Health Professions Council of South Africa) or SANC (South African Nursing Council.) 3-5 years relevant experience required. Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal framework such as the Nursing Act, Health Act, Occupational Health & Safety Act, Patient Rights Charter Act, Public Service Regulations Act and Labour Relations Act. Must have leadership skills, decision making, problem solving, interpersonal skills and computer skills in basic programmes. The incumbent must be able to work independently with minimal support under extreme pressure and without supervision. The incumbent must have good verbal and written communication skills and the ability to work in a team.
- DUTIES** : The incumbent will be responsible for providing medical treatment to all team members during the expedition and ensure the work is according to the scope of practise regulations. Undertake minor dental and x-rays when needed. Prepare reports, do stock-takes of food and medicines. Order spares and equipment and do other common non-technical duties performed by expedition members. Ensure the food is stored according to the medical acts by maintaining high standards of food/ hygiene/ housekeeper/ linen and tailoring roles. Provide support to team leader for coordinating and training for the

rescue and evacuation/ emergency procedures for the island as well as in a social role to motivate and encourage fellow team members.

ENQUIRIES : Mr R Hlophe Tel No: (021) 493 7067
APPLICATIONS : Recruitmentcoastal@dffe.gov.za
NOTE : The incumbent will execute duties at a Sub/Antarctic Base and adhere to the health, safety and environmental requirements. The successful applicant will spend a full year (September 2026 to October 2027) at Gough Island. There is no option to return to South Africa before October 2027. The ability to work and live with small groups of people is thus essential. Although the base is well-equipped with e-mail, fax and satellite telephone facilities, the applicant has to be self-sufficient and self-motivated. The location may affect both the physical and mental well-being of the incumbent, their family and close relationships. Candidates must be physically fit, mentally strong and prepared for physically challenging and satisfying work. In addition, the successful candidates may often be called upon to work long hours in extreme conditions on duties unrelated to their function. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment. Appointment to these positions is subject to a rigorous medical examination as well as psychometric assessment, which will be arranged for at no cost to the applicants.

POST 21/75 : **ASSISTANT DIRECTOR: LINE NET, INVERTEBRATES & SEAWEED MANAGEMENT REF NO: FIM18/2026**

SALARY : R487 197 per annum
CENTRE : Cape Town (Foretrust Building)
REQUIREMENTS : National Diploma (NQF6) or Higher in Fisheries Management/Natural/ Environmental Science/ or relevant qualification as recognized by SAQA. Three (3) years' experience in Natural Resources Management or relevant field. Knowledge of the Marine Living Resource Act, 1998, Promotion of Access to Information Act, 2000, Promotion of Administrative Justice Act, 2000 and PFMA. Knowledge and experience in policy development and review. Knowledge of Project and Fisheries Management. Communication and administration skills. Numerical skills. A valid driver's licence.

DUTIES : Regulate processes necessary for management of the commercial inshore fishing sectors (Abalone, Oyster, White Mussels, Seaweed, Traditional Linefish, Netfish, and Squid) and related fisheries management activities. Initiate draft submissions on determination of total allowable catch, total allowable effort or combination thereof for the applicable fishing sectors. Reconcile fishers catch data against their allocations to determine over-catches. Review permit conditions for the applicable fishing sectors and related activities. Review and approve permits to undertake commercial fishing and to operate fish processing establishment. Verify and support approval of permits to export, import and transport fish and fish products. Manage the collection, collation and dissemination of data and information for the sector. Load quantum (allocations) for the applicable fishing sectors on the Marine Administration System (MAST). Participate in institution of section 28 legal proceedings against the right holders that fail to comply with the MLRA and its regulations, the applicable policies, the conditions of their rights and permits. Manage the sustainable utilization of the applicable fishing resources. Participate in the process of allocation of commercial fishing rights and rights for related activities. Compile authorizations submissions and records of decisions in response to requests. Compile the reports in terms of Regulation 5(3) of the MLRA in response to appeals. Coordinate and manage stakeholder liaison and communication. Participate in convening the management working group meetings and /or roadshows for the applicable fishing sectors and in engagements thereof. Attend to enquiries and/ or referrals. Initiate budget compilation and participate in procurement of goods and services.

ENQUIRIES : Mr. O Dubula at (066) 471 1611
APPLICATIONS : FIM18-2026@dffe.gov.za

POST 21/76 : **LEGAL ADMINISTRATION OFFICER MR5: APPEALS & LEGAL REVIEW REF NO: RCSM-CPT03/2026**

SALARY : R483 219 per annum, (OSD)
CENTRE : Cape Town

- REQUIREMENTS** : LLB/ Legal Administration Degree or relevant qualification as recognized by SAQA. A minimum of eight (8) years' experience post qualification within the relevant field. An extensive understanding of Legislative administration, Environmental Law, Administrative Law. Knowledge. Understanding of Public Service and Departmental procedures and prescripts relevant to the post and Legislation. Knowledge of strategic coordination/planning, Business planning and Policy development. Applicant must have a comprehensive knowledge of facilitation of project management, research methodologies and presentation, audit procedures and risk management. Have good reporting / professional writing, policy formulation and negotiation skills. Advanced skills in policy formulation and stakeholder engagement. Ability to gather and analyse information and develop and apply policies. Ability to work with difficult persons and work under extreme pressure and to resolve conflict.
- DUTIES** : Coordinate and administer appeals submitted to the Department relating to the Marine Living Resources Act; National Forestry Act, 2008; and the Promotion of Access to Information Act, 2000, in terms of the relevant legislation and guidelines and any other relevant legislation. Initiate the appeal process within the time frames provided for in the appeals protocol and Regulations. Draft ministerial submissions and appeal decisions in respect of appeals relating to the MLRA. Ensure adherence to timeframes as per legislation and regulatory framework. Prepare briefing notes for the Minister on appeals. Manage the drafting of ministerial submissions and recommendations on appeals in respect of decisions taken by delegated officials under the NFA and PAIA. Draft presentations and briefing notes to Minister and/or Parliament. Draft submissions, briefing documents, responses to the public, media statements etc in relation to appeals.
- ENQUIRIES APPLICATIONS** : Ms S Rawat Tel No: (021) 402 3349 or email: srawat@dffe.gov.za
: RSCMCPT03-2026@dffe.gov.za
- POST 21/77** : **SAFETY, HEALTH, ENVIRONMENT & QUALITY MANAGEMENT OFFICER REF NO: EP-CT/04/2026**
- SALARY CENTRE REQUIREMENTS** : R397 116 per annum
: Kimberley
: National Diploma (NQF 6) in Occupational Health and Safety or relevant qualification. A minimum of 2 years' experience in relevant field. Knowledge in applicable legislation, (e.g.,Public Service Act, Departmental procedures and prescripts, Public Finance Management Act, Health and Safety Act, Compensation for Occupational Injuries and Diseases Act, Environmental Management Act). Knowledge of strategic planning, budgeting and ability to establish and manage relevant systems and controls. Knowledge and background in scientific processes and ability to develop, interpret and apply policies, strategies and legislation. Skills: Communications skills (written & verbal), Planning and organising skills, Adequate skills in computer use, Advanced skills in project management. Ability to be honest, work long hours voluntarily and with limited supervision. Ability to work individually and in team, good interpersonal relations skills and creativity. Ability to work under pressure and work with difficult people and to resolve conflicts. Valid driver's license and willingness to travel. Registration with SACPCMP and experience in ISO 45001 (previously OHSAS 18001) will be an added advantage.
- DUTIES** : The incumbent will be expected to conduct compliance assessments within the Environmental Programmes to ensure compliance with the Occupational Health & Safety Act. Undertake regular inspection and audits of EP projects within legislative framework. Conduct Provincial major incidents investigations and determine mitigation measures needed for OHS interventions; write up incident reports and engage with operations around the implementation of recommendations. Identify occupational health and safety interventions to address compliance shortcomings. Ensure compliance to implementation of all relevant ISO's standards (ISO14001 / ISO 45001 / ISO 31000 standards) and best management practice. Coordination and facilitation of occupational health & safety capacity building to all provincial EP projects. Assist provincial line functions in identifying and ensuring applicable occupational health and safety training needs are met. Introduce relevant intervention to correct sub-standard conditions. Provide and coordinate relevant OH&S induction training to all provincial operational EP staff. Assist in the management of a COIDA System & Administrative procedure.
- ENQUIRIES** : Mr M Talip at 072 632 5382, e-mail: mtalip@dffe.gov.za

APPLICATIONS : EPCT04-2026@dfte.gov

GOVERNMENT PENSIONS ADMINISTRATION AGENCY (GPAA)



APPLICATIONS
CLOSING DATE
NOTE

: To apply visit: <https://erecruitment.gpaa.gov.za/>
 : 03 July 2026 at 12:00 pm (Midday) No late applications will be considered.
 : Take note of the disclaimer mentioned on each advert. Effective from 19 June 2026, the GPAA now utilises an e-Recruitment System which means all applicants must login/register to apply for positions, we only accept e-Recruitment online applications. 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. The candidate must agree to the following: Shortlisted candidates must avail themselves for a virtual or in-person panel interview at a date and time determined by the GPAA. 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 GPAA 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. Applicants must note that pre-employment checks and references will be conducted once they are short-listed and the appointment is also subject to a positive outcome on these checks, which include, but not limited to: security clearance, security vetting, qualification/study verification, citizenship verification, financial/asset record check, previous employment verification and criminal record. Applicants will be required to meet vetting requirements as prescribed by Minimum Information Security Standards in line with the new DPSA Directive effective 01 April 2024. By submitting your application, it also means you consent to the GPAA 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 GPAA within 6 months of the closing date, please regard your application as unsuccessful. The candidate must take note: It is the GPAA's intention to promote equity (race, gender and disability) through the filling of this post(s) with a candidate whose transfer/promotion / appointment will promote representativeness in line with the numerical targets as contained in GPAA's Employment Equity Plan. Note: The GPAA reserves the right not to fill the below-mentioned posts, withdraw or to put on-hold a position and/or to re-advertise a post. The GPAA is compliant with the requirements of POPIA.

OTHER POSTS

- POST 21/78** : **DEPUTY DIRECTOR: GAUTENG PROVINCIAL OFFICE REF NO: DD-PROV/GAU/2026/06-1P**
Client Relationship Management
Permanent
The purpose of the role is: to ensure effective and efficient pension service delivery in line with GPAA strategy in the GPAA strategy within the province.
- SALARY CENTRE REQUIREMENTS** : R1 101 468 per annum (Level 12), (all -inclusive)
: Pretoria
: A relevant three-year bachelor's degree/B Tech or equivalent three-year qualification (at least 360 credits) with six (6) years appropriate proven experience in the field of Customer Service management with three (3) years in management or middle management experience. Knowledge of GEPF Services and products. Knowledge of GEPF systems and service delivery applications. Knowledge of Employee Benefits. Knowledge of Client Relation Management. Knowledge of relevant legislation. Geographical knowledge of the Province/Region. Customer Service Management. Stakeholder Management. Problem-solving skills. Written and verbal Communication. Organisational skills. Conflict Resolution. Proficiency in MS Office Suite. Presentation skills. Reporting skills. Financial Acumen. Communication & Interpersonal Skills. Customer-oriented. Outgoing personality. Ability to communicate at all levels. Ability to build strong network relationships. Assertive & Decisive. Ability to work in a team. Results-Driven & Proactive. Ethical & Dependable.
- DUTIES** : The successful candidate will be responsible for the management of customer relationship in the: Region, which inter alia include but is not limited to: Manage effective operations within the Provincial Office. Develop and maintain an annual performance plan complemented by action plans for service delivery in the offices. Provide inputs and advice on policy development and ensure the effective implementation thereof. Review and ensure effective workflow and capacity planning. Revisit, review and streamline all processes to ensure accuracy and efficiency in operations execution. Ensuring continuously updated and relevant SOPs for unit/s under management. Ensure the implementation of the Batho Pele Principles within the Provincial Office in all interactions with internal and external customers. Provide guidance and leadership to the Office in the achievement of GPAA strategic objectives. Develop, interpret and manage statistical information on service standards, throughout times, bottlenecks, volumes and error rates. Develop and implement quality assurance and data quality strategies and actions. Ensure the effective and uniform implementation of Standard Operating Procedures, reviewing adherence on an ongoing basis. Submit all statistics, reports and replies timely and accurately. Inform the Director about work progress, problems and corrective measures applied. Manage the delays in service delivery at all service delivery touch points/channels. Manage the escalation for delays in the payment process. Manage provincial service channels (mobile, Walk-in Centre, provincial email enquiries and client liaison services). Adherence to schedules for mobile and CLO activities. Inform the Communications unit on marketing and branding needs. Ensure effective risk and compliance management within the Gauteng Provincial Office. Manage the Coaching and guidance of staff on compliance to all relevant regulatory, internal and external compliance requirements. Proactively develop and implement a risk management plan and report on all risks according to the required format. Analyse, interpret and implement departmental policies, organisational circulars and other communications that impact on the operation of the provincial office. Promote a corruption-free environment and report any breaches you become aware of immediately. Ensure office-based auditing and quality control of processes and procedures, together with the implementation of proper controls in alignment to Walk-in Centre's SOP. Monitor and control compliance to audit risk findings and action plans. Keep the risk register at the CRMMM (CRM middle management forum) updated. Monitor compliance to SHERQ (Safety, Health environment, Risk and Quality) regulations. Report and discuss all associated risks, incidents and seek guidance from Management (GPAA 16.2). Establish and manage relationships with all relevant stakeholders/Clients to support service delivery in the Province: Create, build and maintain partnerships with various internal and external

units/stakeholders/clients/service providers to enhance service delivery in line with GPAA strategic objectives. Ensure that there are effective communication and engagement between the Provincial office and all relevant stakeholders/clients to enhance the GPAA strategic objectives. Ensure that various stakeholders' enquiries or complaints are directed to relevant officials for resolution; ensure monitoring of resolution and reporting in place. Ensure, coordinate, support and track the resolution of various stakeholder/clients' enquiries or complaints. Increase GPAA provincial footprint through the rollout of various service channels in collaboration with Facilities unit. Ensure successful business transformation within Gauteng Provincial Office. Function as a change champion for transformation and communication, motivate and drive change initiatives within the office. Recommend and implement performance improvement initiatives. Manage successful implementation of system and process enhancements, updates and amendments within the office. Provide administrative support at outreach initiatives. Plan and monitor administration for outreach initiatives in alignment to SOP. Provide input to the Strategic management of the Section. Compile comprehensive operational plans, quarterly and annual reports. Keep abreast with changes in relevant guidelines and other legislation, to make recommendations where policies and procedures need to be amended. Develop, enhance and implement policies, processes and procedures that are relevant to the section and enhance service delivery. Collaborate with internal and external stakeholders to implement new systems and processes, enabling integration to other areas. Manage all resources of the Unit. Set agree, and monitor performance of direct reports, check that it is aligned with planned targets. Allocate work according to the individual workload, expertise, and developmental needs of the individual. Identify development and succession planning requirements. Ensure employment equity compliance. Monitor that outputs achieve business requirements. Facilitate staff productivity and efficiency, minimizing absenteeism and turnover figures. Motivate staff through the implementation of various reward mechanisms. Facilitate departmental communication through appropriate structures and systems. Manage the budget of the unit and monitor expenditure patterns as per the prescripts.

ENQUIRIES

: Mapule Mahlangu Tel No: (012) 399 2639
Enquiries.erecruitment@gpaa.gov.za

POST 21/79

: **DEPUTY DIRECTOR: EGLS PROVINCIAL OFFICE REF NO: DD-EGLS/PROV/2026/06-1P**
Client Relationship Management
Permanent
The purpose of the role is: to ensure effective and efficient pension service delivery in line with GPAA strategy in the GPAA strategy within the province.

SALARY CENTRE REQUIREMENTS

: R1 101 468 per annum (Level 12), (all -inclusive)
: Pretoria
: A relevant three-year Bachelor's Degree/B Tech or equivalent three-year qualification (at least 360 credits) with six (6) years appropriate proven experience in the field of Customer Service management with three (3) years in management or middle management experience. Knowledge of GEPF Services and products. Knowledge of GEPF systems and service delivery applications. Knowledge of Employee Benefits. Knowledge of Client Relation Management. Knowledge of relevant legislation. Geographical knowledge of the Province/Region. Customer Service Management. Stakeholder Management. Problem-solving skills. Written and verbal Communication. Organisational skills. Conflict Resolution. Proficiency in MS Office Suite. Presentation skills. Reporting skills. Financial Acumen. Communication & Interpersonal Skills. Customer-oriented. Outgoing personality. Ability to communicate at all levels. Ability to build strong network relationships. Assertive & Decisive. Ability to work in a team. Results-Driven & Proactive. Ethical & Dependable.

DUTIES

: The successful candidate will be responsible for the management of customer relationship in the: Region, which inter alia include but is not limited to: Manage effective operations within the Provincial Office. Develop and maintain an annual performance plan complemented by action plans for service delivery in the offices. Provide inputs and advice on policy development and ensure the effective implementation thereof. Review and ensure effective workflow and capacity planning. Revisit, review and streamline all processes to ensure

accuracy and efficiency in operations execution. Ensuring continuously updated and relevant SOPs for unit/s under management. Ensure the implementation of the Batho Pele Principles within the Provincial Office in all interactions with internal and external customers. Provide guidance and leadership to the Office in the achievement of GPAA strategic objectives. Develop, interpret and manage statistical information on service standards, throughout times, bottlenecks, volumes and error rates. Develop and implement quality assurance and data quality strategies and actions. Ensure the effective and uniform implementation of Standard Operating Procedures, reviewing adherence on an ongoing basis. Submit all statistics, reports and replies timely and accurately. Inform the Director about work progress, problems and corrective measures applied. Manage the delays in service delivery at all service delivery touch points/channels. Manage the escalation for delays in the payment process. Manage provincial service channels (mobile, Walk-in Centre, provincial email enquiries and client liaison services). Adherence to schedules for mobile and CLO activities. Inform the Communications unit on marketing and branding needs. Ensure effective risk and compliance management within the Gauteng Provincial Office. Manage the Coaching and guidance of staff on compliance to all relevant regulatory, internal and external compliance requirements. Proactively develop and implement a risk management plan and report on all risk according to required format. Analyse, interpret and implement departmental policies, organisational circulars and other communications that impact on the operation of the provincial office. Promote a corruption free environment and report any breaches you become aware of immediately. Ensure office-based auditing and quality control of processes and procedures, together with the implementation of proper controls in alignment to Walk-in Centre's SOP. Monitor and control compliance to audit risk findings and action plans. Keep the risk register at the CRMMM (CRM middle management forum) updated. Monitor compliance to SHERQ (Safety, Health environment, Risk and Quality) regulations. Report and discuss all associated risks, incidents and seek guidance from Management (GPAA 16.2). Establish and manage relationships with all relevant stakeholders/Clients to support service delivery in the Province: Create, build and maintain partnerships with various internal and external units / stakeholders / clients / service providers to enhance service delivery in line with GPAA strategic objectives. Ensure that there are effective communication and engagement between the Provincial office and all relevant stakeholders/clients to enhance the GPAA strategic objectives. Ensure that various stakeholders' enquiries or complaints are directed to relevant officials for resolution; ensure monitoring of resolution and reporting in place. Ensure, coordinate, support and track the resolution of various stakeholder/clients' enquiries or complaints. Increase GPAA provincial footprint through the rollout of various service channels in collaboration with Facilities unit. Ensure successful business transformation within Gauteng Provincial Office. Function as a change champion for transformation and communication, motivate and drive change initiatives within the office. Recommend and implement performance improvement initiatives. Manage successful implementation of system and process enhancements, updates and amendments within the office. Provide administrative support at outreach initiatives. Plan and monitor administration for outreach initiatives in alignment to SOP. Provide input to the Strategic management of the Section. Compile comprehensive operational plans, quarterly and annual reports. Keep abreast with changes in relevant guidelines and other legislation, to make recommendations where policies and procedures need to be amended. Develop, enhance and implement policies, processes and procedures that are relevant to the section and enhance service delivery. Collaborate with internal and external stakeholders to implement new systems and processes, enabling integration to other areas. Manage all resources of the Unit. Set agree, and monitor performance of direct reports, check that it is aligned with planned targets. Allocate work according to the individual workload, expertise, and developmental needs of the individual. Identify development and succession planning requirements. Ensure employment equity compliance. Monitor that outputs achieve business requirements. Facilitate staff productivity and efficiency, minimizing absenteeism and turnover figures. Motivate staff through the implementation of various reward mechanisms. Facilitate departmental communication through appropriate structures and systems. Manage the budget of the unit and monitor expenditure patterns as per the prescripts.

- ENQUIRIES** : Mapule Mahlangu Tel No: (012) 399 2639
Enquiries.erecruitment@gpaa.gov.za
- POST 21/80** : **DEPUTY DIRECTOR: CALL CENTRE REF NO: DD - CC/2026/06-1P**
Client Relationship Management
Permanent
The purpose of the role is: to manage inbound and outbound Call Centre functions to deliver services propositions which align with business and channel strategies.
- SALARY CENTRE REQUIREMENTS** : R932 292 per annum (Level 11), (all -inclusive)
: Pretoria
: A relevant three-year bachelor's degree/National Diploma or equivalent three-year qualification (at least 360 credits) with six (6) years appropriate proven experience in the field of Customer Service management with three (3) years in management or middle management experience. Knowledge of Service centered services. Knowledge of Call Centre performance management. Knowledge of Financial planning and budget management. Knowledge of Business processes management. Knowledge of Client Relationship management. Knowledge of change management. Operational excellence. Leadership skills. Call centre operations management skills. Interpersonal skills. Business analysis skills. Communication skills. Organizational skills. Decision making and judgement skills. Planning and managing resources skills. Problem analysis and solving skills. Business leadership. Customer Oriented. People management. Communicate effectively at all levels. Work independently. Ability to work independently. Ability to delegate. Integrity, reliability and honesty.
- DUTIES** : The successful candidate will be responsible for the management of customer relationship in the: Region, which inter alia include but is not limited to: Manage the handling of incoming and outgoing calls: Monitor the application of appropriate actions to effectively control incoming and outgoing calls. Monitor the log-on time and agent's availability. Manage call queuing time and allocate call to available agent. Oversee and manage the performance report of the call systems and advise the supervisors and agents on areas that still need improvement. Manage random calls to improve quality, minimize errors and track operative performance. Manage proper openings and closing of calls according to call centre process documents. Oversee and manage all complicated queries referred to by supervisors. Monitor and manage resources for supervisors and agents to effectively provide solutions to clients. Manage the effective utilization of resources to achieve operational strategic goals. Develop and implement contact centre strategy. In conjunction with the Senior Manager, develop and implement GPAA contact centre strategy that meets organizational objectives and aligns with GPAA's overall strategy. Measure the effectiveness of call centre on an ongoing basis and make recommendations to review and amend the strategy appropriately. Report back to the senior manager and other key internal stakeholders at regular intervals to ensure that strategy is fit for purpose. Attend pensioner functions to share information. Manage the implementation of the Call Centre policies and procedures. Monitor guidance in inbound and/or outbound calls to supervisors and agents with appropriate procedures aligned to the Fund policies and procedures. Monitor policies and procedures for areas of improvement and enhanced Customer Centre. Oversee and communicate changes in policies and procedures to the supervisors and staff. Ensure consistent compliance to GPAA policies and procedures, corporate governance and relevant legislation. Build, maintain and manage relationships and operational level agreements with other business units and ensure timeous response to queries forwarded to them. Manage and develop staff. Continually strives to up skill and motivate staff through effective leadership, mentoring, coaching and performance improvement and the creation and implementation per individual development plans. Identify development and succession planning requirements. Ensure appointment is in line with employment equity targets/strategy. Monitor that outputs achieve business requirements. Facilitate staff productivity and efficiency, minimizing absenteeism and turnover figures. Motivate staff through the implementation of various reward mechanisms. Facilitate departmental communication through appropriate structures and systems. Manage the budget of the unit and monitor expenditure patterns as per the prescripts.
- ENQUIRIES** : Mapule Mahlangu Tel No: (012) 399 2639

Enquiries.erecruitment@gpaa.gov.za

POST 21/81

DEPUTY DIRECTOR: TAXATION REF NO: DD-TAX/2026/06-1P

Management Accounting
Permanent

The purpose of the role is: to manage the administration of manual, electronic tax processes and solution of related enquiries within GPAA.

SALARY

: R932 292 per annum (Level 11), (all -inclusive)

CENTRE

: Pretoria Head Office

REQUIREMENTS

: A recognized three-year National Diploma/Degree or equivalent three-year qualification (at least 360 credits) with six (6) years appropriate proven experience in the Finance environment with three (3) years in management or middle management experience. Computer literacy which includes a good working knowledge of Microsoft Office products. Knowledge of Income Tax Act and the interpretation thereof. Knowledge of the Pension Fund Act. Knowledge of the Retirement Fund. Knowledge of GEP Law. Knowledge of the PFMA. Knowledge of Debtors Policy. Good communication skills both written and verbal. Good Interpersonal skills. Good coaching skills Numeracy skills. Methodical skills. Integrity/Reliability and Honesty. Quality orientation. Team orientation. Service orientation. Good Leadership qualities.

DUTIES

: The successful candidate will be responsible for Manage the administration of income tax reconciliation processes. Manage integration of data between different income tax related administration system. Consolidate income tax information on financial system for reconciliation purpose. Undertake effective general ledger reconciliation on taxation. Undertake effective reconciliation of IRP5 and compile the EMP501. Verify and compare actual amount payable to South African Revenue Service and amounts per system used. Ensure that the test plan is in place and implemented for both the Biannual and yearend reconciliation. Manage the effective resolution of income tax related enquiries. Monitor the reconciliation process on manually and electronically calculated income tax information. Ensure that all tax general ledger accounts are reconciled monthly. Ensure that garnishee orders reconciliation is done on a monthly basis. Oversee the implementation and maintenance of income Tax management policy and framework. Conduct research on latest developments, trends and practices on income Tax management processes and policies. Assist with the compilation and updating of guidelines on income tax administration. Cascade information to line managers with regards to tax related issues. Support the collation and presentation of reports on implications with regard to Income tax policy. Ensure that all SARS tax and GEPF changes are implemented on the system. Manage the administration of manual and electronic Income Tax processes Oversee the collation of all individual information with regards to income tax. Monitor the electronic and manual processing of income tax. Liaise and interact with stakeholders on electronic and manual calculation of Income tax. Ensure timeous resolution on audit queries. Manage the implementation and compliance of multiple incomes fixed tax rates on the System (as per Paragraph 2B of the Fourth Schedule to the Income Tax Act). Manage the administration of garnishee orders from SARS. Ensure instructions implemented as instructed by SARS. Ensure maintain of the IT88 and AA88 accounts after every daily and monthly payment runs. Ensure timeous collection of overpayments from SARS. Monitor timeous submission of reports after every payment run (daily & monthly). Monitor control measures over sundry payment and taxation. Ensure compliance with financial delegations, Treasury Regulations, PFMA, Income tax Act and Developmental Policies and GEP law. Report all unauthorized, irregular and wasteful expenditure to a higher authority. Ensure that supporting documents are authorized correctly before processing payments on the system. Monitor updates on Forensic and Fraud prevention Risk register. Ensure timeous payment to avoid interest and penalties. Manage all resources of the unit. Set, agree and monitor performance of direct reports, check that it is aligned with planned targets. Allocate work according to the individual workload, expertise, and developmental needs of the individual. Identify development and succession planning requirements. Ensure employment equity compliance. Monitor that output is achieved against business requirements. Facilitate staff productivity and efficiency, minimizing absenteeism and turnover figures. Motivate staff through the implementation of various reward mechanisms. Facilitate departmental communication through appropriate structures and

- systems. Manage the budget of the unit and monitor expenditure patterns as per the prescripts.
- ENQUIRIES** : Mapule Mahlangu Tel No: (012) 399 2639
Enquiries.erecruitment@gpaa.gov.za
- POST 21/82** : **DEPUTY DIRECTOR: IT RISK REF NO: DD-IT/RISK/2026/06-1P**
Enterprise-Wide Risk
Permanent
The purpose of the role is: to provide specialist expertise in the identification, assessment and management of ICT related risks across GPAA.
- SALARY CENTRE REQUIREMENTS** : R932 292 per annum (Level 11), (all -inclusive)
: Pretoria
: A relevant three-year National Diploma/Degree or equivalent three-year qualification (at least 360 credits) with six (6) years appropriate proven experience in the Finance environment with three (3) years in management or middle management experience. Computer literacy which includes a good working knowledge of Microsoft Office products. Knowledge of Risk Management Frameworks (COSO, ISO31000 and ISO22301). Knowledge of IT Management & Governance Frameworks (COBIT, PRINCE 2). Knowledge of IT Management and Governance Frameworks (COBIT, PRINCE2). Knowledge of King Code on Corporate Governance. Knowledge of Risk Management Software. Knowledge of Public Service Regulations & other Government prescripts. Knowledge of Public Finance Management Act and Treasury Regulations. Knowledge of Risk Management and Corporate Governance. Analytical skills. Business Ethics. Communication skills both written and verbal. Presentation skills. Planning and organizing skills. Project management skills. Problem-solving skills. Report writing skills. Assertive. Initiative taking analytical mindset. Approachable and innovative. Meticulous. Integrity and honesty. Ability to work under pressure. Ethical behaviour. Independence and initiative-taking. Resilience.
- DUTIES** : The successful candidate will be responsible for: Provide risk management services to the ICT Chief Directorate. Provide risk training to the GPAA staff. Monitor compliance regarding risk-related matters. Co-facilitate risk awareness programmes with stakeholders. Implement risk awareness programme for the ICT Chief Directorate. Manage centralised risk management software. Provide advice regarding risk-related matters and emerging risks. Develop and implement risk action plans for business units to manage risks effectively. Liaise with external and internal auditors. Develop risk mitigation strategies to manage risk exposure. Provide support for the ICT Risk Champions. Monitor and evaluate the management and functioning of ICT operations. Monitor ICT security and standards with all stakeholders (SITA, Service Providers, etc.). Advice on ICT security requirements specifications. Monitor the maintenance of security breach records. Monitor ICT security compliance in all areas. Monitor disaster prevention and recovery processes and backup. Monitor compliance with all ICT procedures, standards, and policies on procurement of ICT equipment. Assess the reliability of existing ICT controls against the required standards. Monitor the ICT systems and controls to identify potential risks. Evaluate identified ICT risks and escalate where required. Communicate with all stakeholders on a regular basis regarding identified risks. Conduct regular ICT security systems audits. Keep abreast of changes in relevant guidelines and other legislation, to make recommendations regarding governance documents may need to be amended. Ensure maintenance of the risk management software, upgrades, engagement with the service provider and/or ICT stakeholders. Manage the implementation of risk methodologies, policies, processes, and framework within the ICT Chief Directorate. Monitor the implementation of the risk management plan and align with the GPAA's overall outcomes. Monitor the effectiveness of risk mitigation strategies on an ongoing basis and make recommendations to review and amend where required. Ensure that ICT risks are identified and assessed. Facilitate and monitor the implementation of the risk awareness and training plan. Comply with legislation and adjust strategies, plans and procedures accordingly. Identify gaps in policies and procedures and establish mechanisms to alleviate these. Report back to key internal stakeholders at regular intervals to ensure that strategy is fit for purpose. Exercise delegated countersigning authority on the loss control form. Monitor ICT compliance with risk control measures. Monitor patch management of systems, anti-virus and applications. Monitor the

upgrading of IT security anti-virus software. Monitor system logs for breaches of security and initiates remedial actions. Monitor the adherence of security standards by all stakeholders. Attend to ICT related committees and provide the required reports to the relevant structure/s. Track and monitor the ICT risk action plans, compliance with the SLAs and key risk and performance indicators. Oversee the training in the use of risk management tools and techniques. Manage the central risk programme. Provide risk assurance on business process. Provide guidelines for ICT to ensure that the Chief Directorate's strategy incorporates risk management principles. Proactively monitor and manage identified risks to minimise risk exposure. Ensure the undertaking of ICT risk assessments to determine the GPAA's risk exposure. Report on risk action plans monthly including for Modernisation. Report on key risk indicators and/or performance indicators as required.

ENQUIRIES : Mapule Mahlangu Tel No: (012) 399 2639 or Shandukani Tshiuda Tel No: (012) 319 1102
Enquiries.erecruitment@gpaa.gov.za

POST 21/83 : **PROJECT MANAGER REF NO: PM/PMO/2026/06-X3P**
Project Management Office
Permanent
The purpose of the is to facilitate and manage project planning within GPAA.

SALARY CENTRE REQUIREMENTS : R932 292 per annum (Level 11), (all -inclusive)
: Pretoria
: A relevant three-year tertiary qualification (Degree/ National Diploma or equivalent 3-year qualification (at least 360 credits/NQF 6) Project Management / Business Process Management / Information Technology / Operational Management / Bachelor Science and Technology Innovation with relevant Project Management certificate coupled with 3-4 years' experience in Project Management in fields such as but not limited to Business Process Management / Operational Efficiency and Effectiveness / IT Infrastructure Management / System Development and System Testing experience, including 3 years in projects supervision or middle management. Computer literacy that would include a good working knowledge of Microsoft Office products.

DUTIES : The incumbent will be responsible for a wide variety of tasks which includes but are not limited to the following: Manage, monitor, evaluate project performance Proactively track project performance, checking delivery of milestones, deliverables, timelines, and project activities. Conduct quality assurance assessment on all key project deliverables. Prepare the project progress report for presentation to the Project Steering Committee and the Project Team Meeting. Prepare and manage the project issue log tracking register. Assess whether the objectives and benefits aligned with the approved business case. Manage the project scope change (budget, timeline, and plan) alteration against the PMO framework. Manage review of the system test grid and system quality assurance and user acceptance testing. Proactive management and tracking of system development work. Ensure project deliverable creation, review, approval, and distribution. Resolve complex issues and conflicts; escalate appropriately as required. Monitor project risk and implementation of mitigation strategies. Capture lessons learnt, including success and failure to improve future projects. Prepare the ICT Steering Committee report and present whenever required. Create the project performance metric with evidence-based performance. Create and retain project records register in accordance with the National Archives and Records services of South Africa. Manage implementation of the change management plan aiding adoption of new initiatives introduced in the GPAA environment. Provide the Project Sponsor and Owner with status report and issues prior to the project team or steering committee meetings. Critical capability to reprioritise project deliverables via agile or iterative project implementation or system development. Coordination of activities with the release management as well as the ICT change management committee. Prepare the project closeout report for project sponsor and owner review and approval. Prepare and formalise the project handover documentation to the respective business unit. Prepare and obtain approval to handover the GPAA system to the ICT Application team for support and maintenance. Conduct and develop the benefits realisation as per the prescribed template, comparing the project value and objective realisation. Participate in the GPAA project audits performed by Internal Audit and/ or Auditor General. Oversee project conceptualisation and

approval process: Provide advisory role to business during the business case development, informing alignment to the GPAA project evaluation criteria. Review and validate the merit of the business case against the GPAA strategy, customer and operational excellence and return on investment measures. Prepare and present the business case recommendation pack to the GPAA Project Board. Communicate the Project Board decisions to the Business Owner. Prepare the project governance committee or structures appointment letters for approval and issuing. Manage Project Kick-Off and Project Planning: Develop the stakeholder matrix project, outlining responsible, accountable, consulted and informed matrix view. Prepare and present the project scope definition outlining project milestones, deliverables, timelines, budgetary requirements and personnel resources. Prepare a Gantt chart, Microsoft planner of agile sprint for progress tracking. Define the project risk, risk mitigation and contingency plan in accordance with the GPAA enterprise risk management framework and governance. Define the project change management and communication plan in consultation and engagement with the change management and communication business units. Define the training management plan. Oversee the business requirement specification and solution design process. Oversee the system test grid development and dissemination process. Prepare and obtain approval of the project charter. Compile reports and action project findings: Review Closed out project reports and prepare review notes. Record outstanding project issues in a closed-out report. Ensure that outstanding project issues are resolved after closing out. Conduct quality assurance reviews across project teams to ensure that all work conducted is up to established project management standards. Formulate compliance reports recommendations to management to raise awareness of project risks and breakdowns in the internal control environment. Compile accurate, concise reports as requested meeting agreed deadlines. Provide governance oversight of project management, ensuring it is within expressed risk tolerances aligned to strategic, business, and financial objectives. Track all project activities against the plan, providing regular and accurate reports to stakeholders as appropriate and managing stakeholder expectations. Stakeholder management and communication: Central access point to key project documents, presentations, and assessments. Develops and implements plans for use of collaborative team communication solutions. Serves as a central point of contact between GPAA and various internal and external stakeholders. Represent the GPAA within various PMO forums and participate in reviews and presentations to management. Collaborate directly with key stakeholders to Analyse requests and constructively provide feedback that meets requirements while leveraging core competencies. Understand the technical aspects of corporate stakeholder relations and best practices. Report and identify areas that need guidance to resolve moderately simple stakeholder relations issues. Function as the first point of contact, for all stakeholder relations enquiries. Build and maintain key relationships with stakeholders, to ensure establishment of a culture of engagement while creating and adding value. Networking across the different government departments with key stakeholders to stay abreast of latest stakeholder trends. Strategic Management and Policy: Provide input to management of the section. Compile comprehensive operational plans, quarterly and annual reports. Keep abreast of changes in relevant guidelines and other legislation, to make recommendations about where policies and procedures need to be amended. Manage all resources of the unit: Set, agree, and monitor performance of direct reports, check that it is aligned with planned targets. Allocate work according to the individual workload, expertise, and developmental needs of the individual. Identify development and succession planning requirements. Ensure employment equity compliance. Monitor that outputs achieve business requirements. Facilitate staff productivity and efficiency, minimizing absenteeism and turnover figures. Motivate staff through the implementation of various reward mechanisms. Facilitate departmental communication through appropriate structures and systems. Manage the budget of the unit and monitor expenditure patterns as per the prescripts.

ENQUIRIES

:

Sanele Ngema Tel No: (012) 319 3501
Enquiries.erecruitment@gpaa.gov.za

<u>POST 21/84</u>	:	<p><u>DEPUTY DIRECTOR: INTERNAL CONTROL AND COMPLIANCE REF NO: DD/M&GSP/2026/06-1C</u></p> <p>Finance 12 months Contract</p> <p>The purpose of the role is to manage and facilitate the provision of internal control compliance, and financial governance services, ensuring effective oversight, risk mitigation, and support for clean audit outcomes.</p>
<u>SALARY</u>	:	R932 292 per annum (Level 11), (all -inclusive)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	<p>A Bachelor's Degree (NQF level 7) in Financial Management, Auditing / Accounting or equivalent. Postgraduate qualification is advantageous. Professional certification (e.g. CA(SA), CIA, CISA) is preferred with minimum 5-6 years of experience in internal control, auditing, or financial governance environment with 3 years of supervisory role or relevant middle management experience. Knowledge of PFMA, Treasury Regulations. Knowledge of the Pension Fund Act. GRAP standards. Knowledge of the GEP LAW. Knowledge of public sector governance frameworks. Excellent Communication (Written & Verbal). Interpersonal Skills. Ability to do Research and Analyse documents and give solutions. Numeracy. Methodical Skills. Computer Skills. Integrity/ Reliability / Honesty. Quality Orientation. Team Orientation. Service Orientation. Good Leadership qualities.</p>
<u>DUTIES</u>	:	<p>The incumbent will be responsible for a wide variety of tasks which include but are not limited to the following: Manage and perform pre-audit and financial control operations. Exercise control on the effective implementation of procurement policies, processes and procedures. Develop and implement the GPAA Internal Control Strategy. Provide strategic advice to the CFO and Executive Management on governance, compliance, and audit readiness Report on project progress and performance against approved plans. Ensure and monitor compliance with financial prescripts, Treasury Regulations, and legislative framework. Develop, implement and monitor internal control procedure manuals. Monitor policy implementation and put in place internal control measures to manage risks. Evaluate and communicate internal control weaknesses timely to those parties responsible for corrective action. Compile appropriate responses and action plans regarding internal and external audit findings. Report and compile the register of irregular, unauthorised, fruitless & wasteful expenditure. Provide input on the preparation of interim and annual financial statements. Manage finance record services. Manage filing of payment vouchers/documents in the finance registry. Provide support to the finance registry officials. Provide a well-structured records classification system. Ensure safe keeping of financial records. Ensure compliance with all applicable legislation and regulation on finance records. Ensure compliance with PFMA, Treasury Regulations, and GRAP standards. Oversee management and reporting of irregular, fruitless and wasteful expenditure (IFWE). Strengthen financial control systems to reduce risk exposure. Support achievement of clean audit outcomes. Facilitation of the risk and audit process. Ensure accessibility of financial records for audit purposes. Assist in the compilation and monitoring of the Audit Intervention Plan. Consolidate progress report on the Audit Intervention Plan. Conduct risk assessment for the Chief Directorate: Financial Management. Assist with the development and maintained of the risk register and action plan. Manage all resources of the unit. Set, monitor, and evaluate performance of direct reports in alignment with unit objectives. Allocate work based on staff workload, expertise, and developmental needs. Identify and implement staff development and succession planning initiatives. Ensure compliance with employment equity requirement. Monitor outputs against business requirements and facilitate staff productivity. Implement motivational and reward mechanisms to support high performance. Facilitate effective departmental communication through appropriate structures and systems. Manage unit budget and monitor expenditure in line with prescripts.</p>
<u>ENQUIRIES</u>	:	<p>Sanele Ngema Tel No: (012) 319 3501 for more information and application enquiries. Enquiries.erecruitment@gpaa.gov.za</p>

<u>POST 21/85</u>	:	<p><u>ASSISTANT DIRECTOR: PAYROLL REF NO: ASD//PAY/2026/06-1P</u> Financial Accounting Permanent The purpose of the job is: The main purpose of this position is to manage and implement comprehensive payroll service to all GPAA employees and Stakeholders.</p>
<u>SALARY</u>	:	R487 197 per annum (Level 09)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A relevant three (3) year National Diploma/Degree in Finance 3-5 years relevant experience including 2 years Supervisory experience. 5 years relevant experience in Payroll/Salary Administration. Knowledge of Public Finance and Management Act. Knowledge of Governance Employee Pension Act, Rules, and Legislations. Knowledge of Financial Accounting. Knowledge of General ledger Bookkeeping. Knowledge of Computer Literacy. Analytical thinking. Customer relations. Problem solving. Communication skills. Ability to work under pressure. Ability to work accurately and independently. Honestly/Integrity. Hard working. Attention to detail.
<u>DUTIES</u>	:	The incumbent will be responsible for a wide variety of tasks: Manage the process of PAYE (Pay as you earn). Authorize Accumulations on manual payments on the relevant tax year IRP5. Authorize the transaction to balance the IRP5 by ensuring that SITE PAYE and total PAYE and total PAYE balance. Verify the start and end date on the IRP5 exception report. Review of the Recalculation of the IRP5 on the finalization of termination of service. Authorize the Refund or recovery of PAYE. Ensure that all SARS requirements are adhered to. Approve MEMO for manual SARS payments. Ensure correct Payments Reference Numbers (PRN) are used on payment. Reconcile and submit monthly EMP201. Correct all errors on IRP5 reconciliation report. Create CSV file on PERSAL and import into Easy life. Reconcile bi-annual and yearly (EMP501) submission and submit via Easy file. Manage the processing of Employer contributions Third Party, debtors and Departmental deductions. Ensure correct payment of medical aid and authorize on safety web. Authorize payment of garnishee and maintenance orders. Authorize balances on garnishee, administration and maintenance orders. Ensure correct employer and member contribution on GEPF and authorize payment on safety web. Ensure new membership on trade unions and medical aid are implemented before PERSAL closing date. Authorize transactions on the system. Authorize the Termination of deductions on the system. Review Calculations and deductions of overpayments, debt, interest and post batch. Ensure that acknowledgment of debt is within departmental policy and legislation. Review debt and post batch on financial system. Review the progress on Follow-ups and recovery of debt. Review the Calculation and post interest batch. Check and post invoices, receipts, adjustment and credit/debits notes on the system. Review the Prepared documents for summons to legal section. Recommend write off of irrecoverable and uneconomical debt. Monitor the Tracking and tracing of debtors. Monitor progress on status of debt. Post batch to create statement, receipts and invoices on the system. Review age analysis report for year-end financial reporting on in-service, out of service and third party. Authorize, third party payments, manual payments, manual SMS and MMS arrears. Verify supporting documentation. Authorize payment amount per allowance. Authorize transaction on PERSAL in line with SOPs. Legislation, policies, official rates and salary notches. Authorize payments and approve MEMO for payments on the financial system. Authorize arrears according to allowances deductions and contributions. Manager General query resolution on Payroll. Provide response to audit queries and requests. Ensure that payroll controls are adhered to. Provide accurate monthly reporting on payroll expenditure. Provide monthly reporting on variances accounted for. Compile and provide estimates for monthly projected expenditure. Report quarterly on payroll matters to STATS SA. Ensure Report yearly on payroll matters on human resource information annual report. Print reports for National Treasury claim and prepare summarized payroll expenditure. Provide PERSAL reports to budget section. Provide PERSAL payment report to GEPF for the board of trustees. Monitor the termination of service on Payroll transactions. Review the calculations of leave credits, gratuities and authorize accumulation. Review calculation of leave without pay leave taken in excess and authorize accumulations. Review pro-rata service bonus and salaries and authorize accumulations. Review the recalls salaries via the Reserve bank and ensure

reversal of salaries. Review Calculations of final payments according to exit type and approve payment on the system and sign off on termination File. Review the Calculations of total debt is recorded on financial system. Manage and develop staff. Manage the Performance of the unit which involves coaching, monitoring, and take corrective action where required, develop performance standards and evaluate team and individuals. Monitor staff regarding human resources such as leave, recruitment and grievances. Compile the work plans for the section including the consolidation of operational plans into directorate's overall work plan.

ENQUIRIES : Mapule Mahlangu Tel No: (012) 399 2639 or Shandukani Tshiuda Tel No: (012) 319 1102
Enquiries.erecruitment@gpaa.gov.za

POST 21/86 : **ASSISTANT DIRECTOR: RISK REF NO: ASD/RISK/2026/06-1P**
Enterprise Wide Risk
Permanent
The purpose of the job is: The purpose of the job is to assist ensure effective and efficient control and monitoring of all risk management activities within GPAA.

SALARY : R487 197 per annum (Level 09)
CENTRE : Pretoria
REQUIREMENTS : A relevant three (3) year National Diploma/Degree in Risk management or equivalent qualification (with at least 360 credits) with 3-5 years relevant experience in Enterprise Risk/relevant including 2 years Supervisory/Junior management experience. 5 years Enterprise Risk/relevant experience. Computer literacy which includes a working knowledge of Ms Office Products. Knowledge of Risk Management Processes (COSO, ISO 31000). Knowledge of Barn owl system. Knowledge of prescribed regulations and policies – PFMA, Treasury Regulations. Knowledge of Public Service Regulations and other Government prescripts. Knowledge of Governance (King IV). Analytical skills. Communication skills (verbal and written). Planning and organizing skills. Problem solving skills. Interpersonal skills (ability to work with all levels of Management across Business Units). Team player. Approachable and innovative. Assertive. Proactive.

DUTIES : The person will be responsible for: Implementation of risk analysis and monitoring. Identify and assess risks. Assist in providing recommendations for the risk management action plan. Implement risk awareness plan. Assist in reviewing risk strategies to be in line with GPAA objectives. Maintain and compile risk register. Conduct risk awareness campaigns. Verify management action plans and make follow ups on the outstanding management action plans. Identify gaps on policies, procedures and legislations and establish mechanisms to alleviate them. Monitor tin effectiveness of the Risk committee and risk champions within the GPAA. Implementation of risk compliance. Update the operational risk control matrix on quarterly basis. Compile risk compliance reports on quarterly basis. Compile enterprise risk scorecard report. Implement enterprise risk scorecard. Undertake risk assessments to determine the GPAA's current risk exposure. Conduct training/risk awareness of employees in the use of risk management tools and techniques. Provide risk assurance on business process. Ensure compliance on risk policy charter. Ensure each business' strategy incorporates risk management principles. Monitor the central risk programme (Barn owl). Facilitate training on risk awareness to employees in the use of risk management tools and techniques. Provide risk management services to GPAA. Assist in provision of Risk awareness programmes with stakeholders. Provide advice with regard to risk related matters. Implement action plans for business units to manage operational risk effectively. Liaise with external and internal auditors. Implement risk mitigation factors to manage risk exposure. Provide administrative support to the Strategic and Operational Risk Management (Risk Committee) committees. Prepare and circulate risk committee packs. Compile minutes for operational Risk Management Committee. Make necessary arrangements for Risk team members, Strategic and Operational Risk Management meetings. Assist in the drafting of the reports to be submitted to internal and external stakeholders. Provide report risk rating on a monthly basis.

ENQUIRIES : Mapule Mahlangu Tel No: (012) 399 2639 or Shandukani Tshiuda Tel No: (012) 319 1102
Enquiries.erecruitment@gpaa.gov.za

POST 21/87 : **ASSISTANT DIRECTOR: PUBLICATIONS REF NO: ASD/PUB/2026/06-1P**
Communications
Permanent
The purpose of the role is to render effective and efficient external communication support services to the GPAA, the GEPF and National Treasury.

SALARY : R487 197 per annum (Level 09)
CENTRE : Pretoria
REQUIREMENTS : A relevant three-year tertiary qualification (Degree / National Diploma or equivalent 3-year qualification at least 360 credits/NQF 6) coupled with 3-5 years' experience in Communications / Editing / Publications environment. With Two years supervisory or junior management experience. Computer literacy that would include a good working knowledge of Microsoft Office products. Knowledge of Official Language Act. Knowledge of Editing. Knowledge of Public Service prescripts and legislation. Knowledge of Translate Practice. Analytical skills. Computer literacy. Customer relations skills. Good communication skills. Problem solving skills. Leadership skills. Organizing and coordination skills. Facilitation skills. Language skills. Customer Orientation. Ability to communicate at all levels. Outgoing personality. Ability to build strong network relationships. Work in a team.

DUTIES : The incumbent will be responsible for the following functions and include , but not limited to the following : Render writing, editing and translation services : Edit all external correspondence, including invitations, press releases, statements, responses/rebuttals, articles, comments, etc Monitor the content of all publications to achieve uniformity of GPAA and GEPF brand image and to screen for confidential or sensitive information. Translate all documents for external publication (as required). Provide external communication services: Source information, write articles and develop story plans for all internal publications. Provide strategic publications, content support and guidance. Edit and translate content for both internal and external publications. Implement and maintain communication strategy: Provide input into and implement approved branding, publication and content, and communication plans, reporting back on effectiveness. Develop and implement the publications and content guidelines and plan of the GPAA, GEPF and National Treasury.

ENQUIRIES : Sanele Ngema Tel No: (012) 319 3501
Enquiries.erecruitment@gpaa.gov.za

POST 21/88 : **ASSISTANT DIRECTOR: BRANDING AND EVENTS REF NO: ASD/B&E/2025/10-1P**
Communication
Permanent
The purpose of the role is: To develop and coordinate events and branding activities to enhance the organisation's brand visibility and engagements.

SALARY : R487 197 per annum (Level 09)
CENTRE : Pretoria
REQUIREMENTS : A relevant 3-year tertiary qualification (N Dip/B Degree/B Tech) (at least 360 credits) in Marketing / Communication / Public Relations / Event Management/ Brand Management or relevant qualification coupled with three 3-5 years' experience in Communication and/or Branding and Events environment. With Two years supervisory or junior management experience. Knowledge of Possess good understanding and knowledge of the role of communications, Brand management and publicity in organizations. Knowledge of Facilitate projects with event management and branding agencies. Knowledge of Supervise the coordination of events from start to finish. Knowledge of Conceptualise campaigns. Knowledge of Budget. Knowledge of Management of Human Resources. Strong events management skills. Project Management skills. Supervisory skills. Interpersonal skills. Negotiation skills. Organised and professional skills. Creative approach skills. Presentation skills. Ability to work without supervision skills. Analytical Skills. Communication skills. Enthusiasm. Organised. Independent. Team Player. Meticulous. Flexibility. Ability to build strong network relationships.

DUTIES

: The incumbent will be responsible for a wide variety of tasks which include but are not limited to the following: Organise events and Coordinate campaigns' publicity (outreach programme and special campaigns). Organise marketing events and activities for the GPAA, GEPF and National Treasury – Programme 2.1, ensuring consistent brand messaging. Supervise coordination of all logistical arrangements, i.e. catering requirements, venue options etc. Supervise all special marketing and branding activities. Coordinate promotional/marketing material for all events and campaigns. Coordinate plans to publicise educational nationwide roadshow. Coordinate plans to publicise visits of mobile offices nationwide. Corporate identity management and consistency. Develop marketing and advertising material in line with approved messaging and look and feel. Implement branding activities, achieving uniformity of messaging. Enforce correct implementation of the corporate identity (CI). Conduct brand audit. Develop and distribute checklist document. Provide guidance on branding and corporate identity. Plan and provide guidance for all internal and external exhibitions, events and campaigns. Liaise with key role players regarding requirements. Provide support and advise regarding planning and organising exhibitions and campaigns. Prepare and distribute annual exhibition calendar. Develop and implement campaigns / events concept documents. Manage promotional items. Oversee production and procurement of promotional items upon approval of the concept and quotations. Facilitate production of branding material (banners etc.) and marketing collateral (pamphlets etc.). Facilitate branding of the items and obtain approval. Manage promotional items stock holding, distribution / use and measure effectiveness of marketing initiatives. Management and development of staff. Manage the performance of the branding and events team members which involves coaching and monitoring. Develop performance standards and evaluate individuals. Monitor team's leave. Compile the work plans for the branding and events team including the consolidation of operational plans into the directorate's overall work plan.

ENQUIRIES

: Sanele Ngema Tel No: (012) 319 3501 for more information and application enquiries.
Enquiries.erecruitment@gpaa.gov.za

POST 21/89

: **ASSISTANT DIRECTOR: FLEET MANAGEMENT AND CO-ORDINATION**
REF NO: ASD/FMCO/2025/10-1P
Facilities Services
Permanent
The purpose of the role is: To manage fleet and travel in the organisation within GPAA.

SALARY
CENTRE
REQUIREMENTS

: R487 197 per annum (Level 09)
: Pretoria
: A relevant 3-year tertiary qualification (N Dip/B Degree/B Tech) (at least 360 credits) or relevant qualification coupled with three 3-5 years' experience in Fleet Management. With Two years supervisory or junior management experience. Knowledge of Transport policy Regulations. Knowledge of Staff Management. Knowledge of Administration and management principles and processes. Knowledge of Client relations management. Knowledge of Technical knowledge of building maintenance. Communication skills. Interpersonal skills. Project management skills. Strategic decisions making skills. Leadership skills. Delegation skills. Attention to details. Coaching, mentoring, and take corrective action. Initiative. Emotional intelligence. Integrity. Demonstrable commitment. Customer Service orientation. Structured approach.

DUTIES

: The incumbent will be responsible for a wide variety of tasks which include but are not limited to the following: Implement policies, plans and SOP for fleet management. Liaise with external stakeholders to track developments within the Public Transport environment and make recommendations to improve the effectiveness and efficiency of the GPAA Fleet Management function. Contribute to policy development, reviews and monitor implementation. Monitor and communicate internal policies and control measures for fleet management. Implement agreed risk management plans on issues related to Fleet Management. Provide guidelines at all times with regards to fleet management practices. Liaise with service providers in accordance with service level agreements. Liaise with the Department of transport (DOT), Gauteng Department of Road, Transport, Traffic and Licensing Department

and National Treasury. Facilitate the coordination and use of department vehicles. Measure the effectiveness of the GPAA fleet operations on an ongoing basis and make appropriate recommendations. Monitor that all drivers of the departmental vehicle comply with the Road traffic laws and regulations and operate the vehicle with care. Monitor that all passengers conveyed in the government vehicle are authorized to travel in the vehicle. Check that the logbook is properly completed at the beginning of and at the end of every journey. Ensure that the drivers of the vehicles have valid drivers' license and PDP where applicable. Check that the logbook, petrol or toll cards and vehicle keys are kept safe at all times. Validate all fuel, tolls and maintenance transactions to validate authenticity prior payment. Trace and present traffic fines to the applicable vehicle driver. Monitor that the driver reports motor vehicle accidents within prescribed time frames. Ensure that pre and post trip vehicles inspections are conducted. Report on usage of GPAA Fleet vehicles. Facilitate the continuous maintenance of the departmental fleet. Coordinates the servicing of vehicles in accordance with their maintenance schedule. Check that departmental vehicles are licensed and roadworthy at all times. Check that departmental vehicles are adequately insured at all times. Collaborate with Assets Management regarding the disposal of vehicles. Liaising with service providers who supply customized Fleet Management and maintenance services. Administration of subsidized motor scheme. Participate in the GPAA Transport Committee meetings. Facilitate the evaluation of all subsidised motor vehicle applications in accordance with applicable policy and procedure. Follow up to ensure that all vehicles are acquired through the approved RT contract. Verify the utilization of vehicles and ensure that all entries in log sheet are accurate and legible. Monitor that fuel and kilometer claims are submitted by the due date. Liaising with service providers who are appointed in accordance to RT Transversal Contracts. Management and development of staff. Manage the performance of the unit which involves coaching, mentoring and take corrective action where required, develop performance standards and evaluate team and individual. Monitor staff regarding human resources such as leave, recruitment and grievances. Compile work plans for the section including the consolidation of operational plans into the directorate's overall work plan. Provide effective communication to staff. Identify skill gaps and required training interventions. Monitor the utilization of pool vehicle by MMS and SMS. Ensure that Managers who are allocated a motor vehicle allowance, have the vehicle or a substitute available for official trips at all times. Follow up to make sure that Managers provide free transportation to official passengers, to the same destination, on an official trip.

- ENQUIRIES** : Alletah Mashiane Tel No: (012) 319 1218 for more information and application enquiries.
Enquiries.erecruitment@gpaa.gov.za
- POST 21/90** : **ASSISTANT DIRECTOR: PHYSICAL SECURITY REF NO: ASD/PS/2025/10-1P**
Security Management
Permanent
To implement security measures and ensure the overall provision of security services within GPAA.
- SALARY CENTRE REQUIREMENTS** : R487 197 per annum (Level 09)
: Pretoria
: A relevant 3-year tertiary qualification (N Dip/B Degree/B Tech) (at least 360 credits) or relevant qualification coupled with three 3-5 years' experience within physical field. With Two years supervisory or junior management experience. Knowledge of Conducting research. Knowledge of Investigations and security breaches. Knowledge of Understanding of electronic security systems. Knowledge of Policy formulation. Knowledge of Investigations awareness programme. Knowledge of Occupational Health and Safety Act. Knowledge of Fire regulations. Knowledge of National information Security Policy. Knowledge of Control information Security Policy. Knowledge of Security directives (NIA, SAPS, NPA). Computer Literacy skills. Communication skills. Effective report writing skills. Interpersonal skills. Conflict resolution and negotiations skills. Operating & auditing skills. Disaster & recovery skills. Analytical and innovative thinking skills. Problem solving and analysis skills. Good reporting skills. Understanding & managing security risks. Honesty and integrity. Non-aggressive cautious and disciplined. Assertive, precise. Able to work in teams

DUTIES

and independently. Co-operative, good communicator in various languages. Flexibility, well-spoken receptive to suggestions. Ability to communicate at all levels. Self-driven, ability to work under pressure. Interpersonal sensitivity.

: The incumbent will be responsible for a wide variety of tasks which include but are not limited to the following: Ensure the implementation of physical security processes. Attend to physical security incidents and assess impact of incidents. Assist in investigations into security breaches and maintain incident-tracking database. Implement physical security risk assessments processes such as threat and risk assessments, appraisals and security audits. Analyse risk factors for new and existing facilities, identify physical security vulnerabilities and formulate remediation plans. Assist in the assessment of the impact of incidents and make recommendations. Manage the schedules for security personnel and track their attendance. Render required physical security services to related contractors/provinces and agencies. Review and report accidents that happened within the vicinity, inspect all areas for safety and fire hazard and file reports on safety precautions. liaise with law enforcement, security related and relevant external and internal organizations and authorities. Monitor all unauthorized vandalism and removal of property, review and report accident. Ensure all security related systems remain operational and taking appropriate action to quickly remedy. Provide the Physical Security Services. Ensure availability of duty rosters for 24 hour security in organization. Monitor security surveillance equipment that is properly installed. Respond to equipment failures and emergencies during off hours. Maintain security related systems, including the DVR system, alarm, and access control systems for all facilities. Ensure physical security at all facilities and contacting emergency services when appropriate. Provide physical security awareness and training programs. Assist with the physical security management reports on all projects and initiatives. Provide oversight and direction to security staff, including the scheduling of work assignments. Assists with lock and key requests and tracking. Ensure integration of all security related aspects with regards to personnel, documents, physical security, communications, computers and surveillance activities. Conduct security related tasks ensuring the safety of employees, patients, and members of the public. Implement physical security and vetting policies and procedures. Ensure both physical security and vetting policies. Provide employees with training on both security policies and procedures. Maintain compliance on security policies and procedures. Assist with guidance to the facilities management to develop, implement and maintain security policies, procedures, and processes, in accordance with best practice standards, frameworks and regulations. Keep abreast with new effective policies and procedures implemented in other departments. Maintain the total security function within GPAA. Support in the development and implementation of an effective Business Plan and budget for security to support the achievement of GPAA's strategic Objectives. Assist management regarding the security implications of executive decisions. Ensure vetting applications and security clearances. Ensure the screen of employees and the organization. Maintain records of security incidents. Ensure fire safety system are throughout GPAA offices. Ensure Occupational Health and Safety procedures. Assign daily work for security staff based on assessment of fitness for specific assignments. Implement the minimum information security standards (MISS), Minimum Physical security standards access of public premises and Vehicles act 53 of 1985. Management and development of staff. Manage the performance of the unit which involves coaching, mentoring and take corrective action where required, develop performance standards and evaluates team and individuals. Monitor staff regarding human resources such as leave, recruitment, and grievances. Compile the work plans for the unit including the consolidation of the operational plans into the directorate's over work plan.

ENQUIRIES

: Alletah Mashiane Tel No: (012) 319 1218 for more information and application enquiries.
Enquiries.erecruitment@gpaa.gov.za

<u>POST 21/91</u>	: <u>ASSISTANT DIRECTOR: MANAGEMENT INFORMATION AND ANALYTICS</u> <u>REF NO: ASD/MIA/2026/06-1P</u> Management Information and Analytics Permanent The purpose of the role is to produce market intelligence and generate analytical reports.
<u>SALARY</u>	: R487 197 per annum (Level 09)
<u>CENTRE</u>	: Pretoria
<u>REQUIREMENTS</u>	: A relevant Bachelor's degree or National Diploma in Information Management / Statistics / Economics / Mathematics (with at least 360 credits) Coupled with at least five (5) years Statistical experience in MIA environment of which two (2) years should be in a supervisory role or junior management. Computer literacy that would include a good working knowledge of Microsoft Office products. Knowledge of Microsoft Office, Word, Excel & Access. Knowledge of Management Information procedures and systems. Knowledge of MIS Business Intelligence Oracle, SQL. Knowledge of Public Service Regulatory Framework. Knowledge of Statistical Analysis. Management of information and analytics terminology, concepts and practices. Knowledge of Pension Fund Legislation. Build GEPF, CIVPEN& Oracle Knowledge. Build economic information on the pension environment. Financial and Technical report writing skills. Problem solving techniques. People Management & empowerment. Presentation skills. Customer relationship management. Monitoring & Evaluation techniques. Project Management. Analytical thinking. Attention to detail Honesty and integrity. Customer focus. Team player. Professionalism.
<u>DUTIES</u>	: The incumbent will be responsible for a wide variety of tasks which include but are not limited to the following: Provide Business Intelligence Analysis: Develop MIA reports at both operational and corporate level. Analyse trends and advise business on appropriate course of action Translate Business Unit requirements into technical and functional requirements. Support interpretation of current GPAA Business Intelligence (BI) with trend data to advise recommendations for action. Ensure client usability of all MIA reports developed within the GPAA. Analyse GPAA processes, identify critical trends. Conduct tests to ensure that intelligence is consistent with GPAA defined requirements. Analyse data captured in the data warehouse. Assist GPAA Business to draw predefined reports on BI tools .Interpret current GPAA Business Intelligence (BI) with trend data to advise recommendations for action .Liaise with BI and Data Analysis (DA) in planning, designing, developing, and enhancing the Oracle Business Intelligence reports .Provide supporting IT activities and training pertaining to reporting and analytics .Assist in the development of a world class information management and analytics competency within the GPAA. Provide GPAA Stakeholder Management Support: Engage with GPAA Business units and stakeholders in meetings, sessions and workshops on statistical analysis for the GPAA. Advice on findings and recommend problem solutions. Provide customer service across identified interactions and deliverables of statistical and analytical nature. Transfer of knowledge to internal users on newly implemented Business Intelligence. Support in tracking of incoming and finalization of request for MIA verified data sets. Provide input to the Strategic Management of the section: Contribute to the compilation of the comprehensive MIA operational plans, and GPAA quarterly and annual reports. Provide support to the MIA manager and other GPAA managers and Business Units. Provide support to the MIA internal and external clients through statistical services to GPAA business units and GPAA management and stakeholders. Support Project Management with regards to MIA projects. Provide statistical reports based on the Oracle and other IT platforms. Support to develop, implement, review and maintain the MIA policy. Conduct quality assurance of the MIA reports, services rendered through spot checks and detailed quality assurance. Assist in daily, weekly and monthly tracking of the progress of MIA business projects towards successful completion. Provide support to solve business blockages pertaining to data processes. Manage and Develop Staff: Manage the performance of the unit which involves coaching, mentoring and taking corrective action where required. Develop performance standards and evaluate team and individuals. Monitor staff regarding human resources such as leave, recruitment and grievances. Compile the work plans for the section including the consolidation of operational plans into the directorate's overall work plan.

ENQUIRIES : Sanele Ngema Tel No: (012) 319 3501 for more information and application enquiries.
Enquiries.erecruitment@gpaa.gov.za

POST 21/92 : **ASSISTANT DIRECTOR: DIGITAL COMMUNICATIONS REF NO: ASD/DC/2026/06-1P**
Communications
Permanent
The purpose of the role is: To provide effective and efficient electronic social media platforms (website) for the GPAA.

SALARY : R487 197 per annum (Level 09)
CENTRE : Pretoria
REQUIREMENTS : A relevant three year tertiary qualification (Degree / National Diploma or equivalent 3-year qualification at least 360 credits/NQF 6) in Communications coupled with 3-5 years' experience in Communications environment with 2 years in a supervisory role or junior management experience. Computer literacy that would include a good working knowledge of Microsoft Office products. Knowledge of Official Language Act. Knowledge of Editing. Knowledge of Public Service prescripts and legislation. Analytical skills. Facilitation skills. Presentation skills. Leadership skills. Problem solving skills. Communication skills. Organisation and coordination skills. Customer orientated. Ability to communicate at all levels. Outgoing personality. Work in a team.

DUTIES : The incumbent will be responsible for a wide variety of tasks which include but are not limited to the following: Publish information on the website. Source communication content from the Communications unit. Communicate and update the design, layout and standard requirements for web content. Ensure that policies and compliance and are approved through the Branding office. Ensure consistency and strategic alignment of content on the website. Prepare website content by structuring information, creating layout of the web pages and ensuring content quality control. Ensure that uploaded Design a coherent framework and implementation plan for internal communication strategies. Evaluate communication tools and strategies for effectiveness and identify new and emerging technologies to strengthen the programme. Compile tactical plans aligned to business requirement to ensure effective strategy execution. Develop communication plans to assist in effective change management. Adjust communication plans as needed. Monitor internal communication channels. Maximise the efficiency and effectiveness of internal communication channels. Develop new tools, processes and materials. Establish the structures, networks and competencies for effective communication. Communicate, lead and promote internal events. Manage content development, storylines and plans for internal newsletter. Develop content for internal publication. Monitor GPAA internal communications performance. Analyse the feedback from the survey. Develop and implement a plan of improving internal communication. Suggest what information should be presented to employees. Ensure that employees are engaged and involved with GPAA initiatives. Messaging. Assist with editing company documents. Create a national framework within the department for key messaging.

ENQUIRIES : Alletah Mashiane Tel No: (012) 319 1218 for more information.
Enquiries.erecruitment@gpaa.gov.za

POST 21/93 : **ASSISTANT DIRECTOR: INTERNAL COMMUNICATION REF NO: ASD/IC/2026/06-1P**
Communications
Permanent
The purpose of the role is: To advise on, create, develop and implement coordinated communication strategies, plans and materials for effective delivery of GPAA's internal communications.

SALARY : R487 197 per annum (Level 09)
CENTRE : Pretoria
REQUIREMENTS : A relevant three-year tertiary qualification (Degree/ National Diploma or equivalent 3-year qualification at least 360 credits/NQF 6) in Communications coupled with 3-5 years' experience in Communications environment with 2 years in a supervisory or junior management experience. Computer literacy that would include a good working knowledge of Microsoft Office products.

<u>DUTIES</u>	: Knowledge of Official Language Act. Knowledge of Editing. Knowledge of Public Service prescripts and legislation. Analytical skills. Facilitation skills. Presentation skills. Leadership skills. Problem solving skills. Communication skills. Organisation and coordination skills. Customer orientated. Ability to communicate at all levels. Outgoing personality. Work in a team.
	: The incumbent will be responsible for a wide variety of tasks which include but are not limited to the following: Assist in the development and execution of GPAA's internal communication strategies. Design a coherent framework and implementation plan for internal communication strategies. Evaluate communication tools and strategies for effectiveness and identify new and emerging technologies to strengthen the programme. Compile tactical plans aligned to business requirement to ensure effective strategy execution. Develop communication plans to assist in effective change management. Monitor internal communication channels. Maximise the efficiency and effectiveness of internal communication channels. Develop new tools, processes and materials. Establish the structures, networks and competencies for effective communication. Communicate, lead and promote internal events. Manage content development, storylines and plans for internal newsletter. Develop content for internal publication. Monitor GPAA internal communications performance. Analyse the feedback from the survey. Develop and implement a plan of improving internal communication. Suggest what information should be presented to employees. Ensure that employees are engaged and involved with GPAA initiatives. Messaging. Assist with editing company documents. Create a national framework within the department for key messaging.
<u>ENQUIRIES</u>	: Alletah Mashiane Tel No: (012) 319 1218 for more information and application enquiries. Enquiries.erecruitment@gpaa.gov.za
<u>POST 21/94</u>	: <u>SENIOR ADMINISTRATIVE OFFICER: TRAINING REF NO: SAO/HRD/2026/06-1P</u> Permanent The purpose of this role is to provide support to the Training and Development Unit for the GPAA.
<u>SALARY CENTRE REQUIREMENTS</u>	: R413 001 per annum (Level 08) : Pretoria Head Office : A relevant 3-year National Diploma / Degree in Human Resources or equivalent qualification within Human Resources Management, Human Resources Development or Industrial Psychology (with at least 360 credits, NQF 6). Minimum three (3) years appropriate experience in HR/ Training of which 2 years is in a supervisory role within the Human Resource / Training/ HRD environment OR Five (5) years appropriate experience within the Human Resource / Training/ HRD environment. Computer literacy that would include a high level of proficiency in Microsoft products and PERSAL system. Knowledge of Public Finance Management Act (PFMA). Knowledge of project management. Knowledge of legislation relating to training and development. Knowledge of Public Service Regulation (PSR). Knowledge of PFMA and National Treasury Regulations. Knowledge of DPSS directives and regulations. Analytical skills. Conflict resolution. Problem solving skills. Customer relations. Presentation skills. Ability to communicate at all levels. Ability to build strong network relationships. Team player. Emotional intelligence. Attention to detail.
<u>DUTIES</u>	: The incumbent will be responsible for a wide variety of tasks which includes but are not limited to the following: Development and Implementation of the Workplace Skills Plan (WSP) and the Annual Training Report (ATR): Conduct training needs analysis. Consolidate data to inform Workplace Skills Plan and Annual Training Report. Present the WSP/ATR to the relevant stakeholder groups. Develop a training schedule in line with the Workplace Skills Plan. Prioritize training delivery in line with GPAA strategy. Facilitate the assessment of training provided to ensure performance improvement. Analyse post training assessment reports. Develop and send a request for quotation to SCM. Ensure adherence to service level agreements by the external service providers. Present, negotiate and consult with stakeholders regarding training interventions. Administration of bursaries: Prepare an invitation for bursary intake as per bursary policy provisions. Assist with presentation to the Bursary Committee. Memo preparation to the stakeholders. Provide feedback to bursary applicants. Present the policy and the contract to the affected

employees before the study aid agreement can be entered into. Monitor the study progress of bursary holders. Provide advice to the stakeholders. Audit bursary files. Facilitate the process of bursary takeover. Quality assures submitted documents against the GPAA bursary requirements. Update bursary documents and facilitate for sign off. Implementation of Experiential Learning, Learnership, internship Recognition of Improve Qualifications and Recognition of Prior Learning (RPL) Projects etc.: Plan for the implementation of the projects. Liaise with relevant stakeholders. Implementation of the projects. Reporting to the relevant stakeholders. The facilitation of Induction and Re-orientation programme for the GPAA: Liaise with the Human Resources unit to identify the new entrants into GPAA. Update or create manuals for induction. Verify attendance of CIP and reorientation with newly appointed employees. Facilitate Compulsory Induction Programme (CIP) and reorientation to qualifying GPAA employees. Monitor the progress made on CIP online and reorientation attendance. Report to the stakeholders. Implementation of HRD Strategy: Implement the HRD Strategy. Develop implementation plans for the HRD Strategy. Prepare and present monthly, quarterly and yearly reports to the relevant stakeholders. Implement and monitor the HRD strategy. Implementation of Adult Education and Training (AET) program and other directives and resolutions: Coordinate the implementation of the AET program, resolutions and directives. Monitor the progress of learners through liaising with the service providers. Assist with the implementation and monitoring of resolutions and directives as determined. Coordinate and Conduct AET classes. Asses the learner's readiness to write exams. Assist with researching topics for life skills program. Implement the mentorship and coaching projects in GPAA: Facilitate the implementation of coaching and mentoring programs. Support the line managers and recipients with regards to mentoring and coaching processes. Monitor the progress of the programmes and address challenges emanating from the implementation of the programmes. Supervision of staff: Allocate work according to skills and competencies. Manage staff performance. Develop, train and coach staff. Maintain discipline. Provide Monthly statistics. Ensure that subordinates are informed about changes in work environment or management decisions.

ENQUIRIES

: Felicia Mahlaba Tel No: (012) 319 1455
Enquiries.erecruitment@gpaa.gov.za

NOTE

: One permanent position of Senior Administrative Officer is currently available at the Government Pensions Administration Agency (GPAA): HRD Unit.

POST 21/95

: **SENIOR CHANGE PRACTITIONER: CHANGE MANAGEMENT & TRANSFORMATION REF NO: SNR/CMT/2026/06-2P**

Permanent

The purpose of the role is to facilitate and implement change management / transformation programmes and processes in achieving the GPAA's strategic goals.

SALARY CENTRE REQUIREMENTS

: R413 001 per annum (Level 08)
: Pretoria Head Office

: A relevant three- year National Diploma/Degree (with at least 360 credits, NQF 6) in Industrial Psychology / Organisational Development / Management Services / Human Resource. At least three (3) Years relevant experience within the Change Management & Transformation environment OR five (5) Years relevant experience within the Change Management & Transformation environment. A post-graduate qualification or equivalent with a PROSCI Change management certificate will be an advantage. Computer literacy in Microsoft Office packages. Knowledge of Adkar model. Knowledge of Change/Transformation legislation/Directives. Knowledge of DPSSA Prescripts. Knowledge of Change Management processes & Transformation. Knowledge of Organisational Culture & Human Behaviour. Knowledge of Transformation Management. Analytical skills. Excellent organising skills. Project Management skills. Document management skills. Administrative skills. Problem solving skills. Facilitation skills. Customer Oriented. Ability to communicate at all levels. Outgoing personality. Good customer relations. Ability to prioritize work and urgent matters. Ability to deal with confidential matters. Teamwork.

DUTIES

: The incumbent will be responsible for a wide variety of tasks which includes but are not limited to the following: Responsible for employee engagement programmes: Facilitate group sessions and discussions in workshops. Analyze data and drafting of reports for Change Management projects. Proactively

identify opportunities for organisational development interventions and advise Management. Conduct advocacy campaign on change management. Analyse and compile report with recommendations to management. Assess the change impact and readiness for change initiative, identifying key barriers. Engage with stakeholders to obtain buy-in to the change initiative. Promote the need for and benefits of change management as part of the change initiative. Provide feedback to stakeholders on change initiative progress and risk. Evaluate change initiative through post project management implementation review. Assists in the successful business culture and transformation: Assist in the implementation of the Employment Equity plan and administrative support thereto. Support the initial compilation of the Gender Equality and Job Access Reports. Support the coordination, development and implementation of survey material and tools to analyse culture of the Department. Responsible for the coordination of client feedback surveys and related duties (analysis and reporting) thereto within the GPAA. Act as problem solver and coach for staff during the execution of culture change investigations. Responsible for effective stakeholder management (good client relations) during change management process to ensure Organisational culture alignment. Provide support in the development of the change management strategy and programmes: Provide support is the development of change management initiatives (culture, behaviour, systems, organisational climate assessment). Support the process of developing a Change Management strategy. Support development of change management materials, tools and content for GPAA. Support communication with all clients and all levels of management. Assist in determining client needs and ensure that the needs in terms of all investigations are met. Provide support in implementation and delivery of Operations Management Framework. Support the design of tools or systems that can assist in dealing with organisational problems of the GPAA proactively and on request by Management. Provide support in the development and co-ordination campaigns on sector transformation and gender mainstreaming. Facilitate the implementation of change management strategy for all projects in the Department. Provide administrative support to the unit: Data capturing for Change Management projects. Completion of forms and document claims, payment invoices and consultant fees relevant to the office. Provision of support to Change Management Specialist. Coordination of all interventions (workshops and in-house engagements) and invite delegates to attend. File office correspondence, documents and reports. Draft and type standard correspondence and documents. Document management (Drafting and filing of correspondence/reports). Build a Change Repository (Tools/Research). Ad-hoc Office duties (stationery, equipment, refreshments, travel coordination) and related administrative support thereto for the unit.

ENQUIRIES

: Felicia Mahlaba Tel No: (012) 319 1455
Enquiries.erecruitment@gpaa.gov.za

NOTE

: Various permanent positions of Senior Administrative Officer are currently available at the HR Change Management & Transformation Section in GPAA.

POST 21/96

: **SENIOR ORGANISATIONAL DESIGN & DEVELOPMENT PRACTITIONER**
REF NO: SNR/ODD/2026/06-1P

Permanent

The purpose of the role is to provide the Organisational Design and Development, Job Evaluation and Job Description services for GPAA.

SALARY
CENTRE

: R413 001 per annum (Level 08)
: Pretoria

REQUIREMENTS

: A relevant 3-year National Diploma/ Degree in Management Services, Production Management, Operations Management / Industrial Engineering / HRM plus Applied Organisational Development Programme or Management Services certificate (with at least 360 credits, NQF 6). Minimum three (3) years appropriate experience within the Organisational Design and Development environment. Computer literacy that would include a high level of proficiency in Microsoft products. Certified job analyst certificate. Valid Driver's license. Knowledge of Organisational Design Principles and processes. Knowledge of EVALUATE/ EQUATE System. Knowledge of Job Evaluation processes, models and techniques. Knowledge of Public Service Act (PSA). Knowledge of Work Study techniques. Knowledge of Public Service Regulation (PSR). Knowledge of PFMA and National Treasury Regulations. Knowledge of Batho Pele Principles. Knowledge of White Paper Transformation. Strong Analytical

skills. Planning and organizing. Problem solving skills. Communications skills (written and Verbal). Presentation skills. Report writing. Decision making. Customer service. Work in a team. Initiative. Ability to build strong network relationships. Integrity. Attention to detail. Goal driven. Assertiveness. Pro-activeness. Flexibility. Sense of responsibility.

DUTIES

: The incumbent will be responsible for a wide variety of tasks which includes but are not limited to the following: Facilitate the Development of Job Descriptions/ profiles for GPAA: Gather relevant information on the different approaches to developing job descriptions. Provide support in the development and maintenance of job descriptions. Source current relevant job descriptions as per requests. File and store job descriptions as per requests. Facilitate the job processes (documentation, signatures, approvals etc.). Development job descriptions according to the job description template. Ensure that Job descriptions are updated, reviewed signed off before vacant posts are advertised. Maintain Job description database. Maintain the job description register. Ensure Maintenance of Organisational Structure: Conduct organizational structure investigations. Compile organization and establishment reports. Undertake first level in the cost analysis for proposed structure. Assist with Development of the organisational structure. Conducting work-study investigations. Provide guidance and advice to line management on organisational design and development matters. Assist in the co-ordination of the development and maintenance of departmental organogram in line with strategic plan in various units. Monitor the movement and implementation of positions in the structure in line with legislation. Undertake preparatory work in the statistical analysis for workforce movement. To conduct Job Evaluation for all posts in GPAA: Compare jobs according to their intrinsic values and determine the relative complexity of various jobs. Ensure that the process is fair and that the job grades are both reliable and valid across the department. Assess the identified job evaluation needs and evaluate requests for job evaluation. Input information on the JE system and determine post level. Prepare JE certificates of outcome. Ensure results are implemented on PERSAL and communicated to relevant stakeholders. Provide advice and guidance on the Job Evaluation processes and policy. Render secretariat services support: Determine and facilitate logistics involved with job evaluation and paneling process. Schedule JE Panel meetings. Minute taking and circulation of agenda. Conduct Job Evaluation on the current approved Job Evaluation system. Receive and prioritize Job Evaluation requests. Schedule job evaluation interviews. Update the Job Evaluation database. Render General Support Service to the ODD unit: Keep and maintain a database of documents, reports, minutes, and records of all nature. Keep and maintain the manual and electronic filing system for the component. Maintain the JD and JE electronic database. Ensure logistical arrangement for ODD unit meetings timeously. Obtain quotations for the procurement of equipment, goods, and services. Compile submissions and forms for ordering goods, equipment, and services

ENQUIRIES

: Felicia Mahlaba Tel No: (012) 319 1455
Enquiries.erecruitment@gpaa.gov.za

NOTE

: One permanent position of Senior Administrative Officer is currently available at the Government Pensions Administration Agency (GPAA): HR Organisational Design and Development Unit.

POST 21/97

: **SENIOR COMMUNICATIONS OFFICER: BRANDING AND EVENTS REF NO: SNR/BA/2026/06-1P**
Permanent
The purpose of the role is to provide the Organisational Design and Development, Job Evaluation and Job Description services for GPAA.

SALARY CENTRE

: R413 001 per annum (Level 08)
: Pretoria

REQUIREMENTS

: A relevant 3 years National Diploma/ Degree in Communication/ Public Relations/ Event Management/ Brand Management or relevant qualification and minimum of 3 years relevant experience. Computer literacy that would include a good working knowledge of Microsoft Office products. Possess good understanding and knowledge of the role of communications, Brand management and publicity in organizations. Knowledge to manage event management and branding agencies. Knowledge to coordinate events from start to finish. Knowledge of Conceptualize campaigns. Strong events

		management skills. Project Management skills. Development of events, branding and publicity plans. Interpersonal skills. Negotiation skills. Organized and professional skills. Creative approach skills. Problem solving skills. Presentation skills. Ability to work without supervision skills. Analytical Skills. Communication skills. Enthusiasm. Organized. Independent.
<u>DUTIES</u>	:	The successful candidate will be responsible for the following functions and include, but not limited to: Enforce a strong internal brand identity and corporate image: Coordinate production of a wide range of marketing and branding material in line with approved branding guidelines and marketing plans. Ensure correct implementation of the Corporate Identity (CI) by encouraging/assisting officials to adhere to guidelines outlined in the CI manual, thus uniformity and compliance. Conduct brand audit to ensure that all officials adhere to correct usage of Organisational templates, correct colours, email signature etc. Coordinate all branding projects. Continuously monitor corporate identity. Coordinate and provide guidance for all internal and external exhibitions, events and campaigns: Liaise with key role players regarding events requirements. Provide support, advice regarding planning and organizing internal and external campaigns. Coordinate and implement campaigns. Develop briefing documents for all events and campaigns. Organise Events and Coordinate Campaigns publicity: Organize marketing events and activities for the GPAA, GEPF and National Treasury – Programme 2.1. Coordinate all events requirements e.g. catering, audiovisual equipment, venue options etc. Develop concepts and briefing documents for all events. Ensure marketing material for all events is available. Ensure appropriate branding with relevant messaging for all events. Coordinate national, regional and special events. Coordinate exhibitions showcasing customers' products and services. Develop events schedule and update it as and when required. Compile reports for all events. Develop publicity plans for various activities and outreach programme. Monitor and report on the effectiveness of publicity plans Coordinate and manage promotional items: Identify promotional items requirements. Coordinate design/concept of items and obtain approval. Obtain quotations and upon approval. Facilitate production and procurement of items. Monitor promotional item stock holding, distribution/use and measure effectiveness of marketing initiatives.
<u>ENQUIRIES</u>	:	Alletah Mashiane Tel No: (012) 319 1218 Enquiries.erecruitment@gpaa.gov.za
<u>NOTE</u>	:	One permanent position of Senior Communications Officer is currently available at the Government Pensions Administration Agency (GPAA): Communications Unit.
<u>POST 21/98</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: RESEARCH & POLITICAL VERIFICATION</u> Permanent The purpose of the role is to effectively coordinate and undertaking of political research and verification of special pension for GPAA.
<u>SALARY CENTRE</u>	:	R413 001 per annum (Level 08) Umtata Ref No: SAO/SP.UMT-RPV/06-1P Cape Town Ref No: SAO/SP.CPT-RPV/06-1P Kimberley Ref No: SAO/SP.KIM-RPV/06-1P Pietermaritzburg Ref No: SAO/SP.PMB-RPV/06-1P Bisho Ref No: SAO/SP.BISH-RPV/06-1P Polokwane Ref No: SAO/SP.PLK-RPV/06-1P
<u>REQUIREMENTS</u>	:	A relevant 3-year National Diploma/ Degree or equivalent (at least 360 credits, NQF 6). Minimum three (3) years' experience in Research and Administration of Special Pensions with 2 years in a supervisory role OR five (5) Years relevant experience within Research and Administration of Special Pensions. Computer literacy that would include a high level of proficiency in Microsoft products. A valid driver's license. Knowledge of Special Pension Act. Knowledge of Public Finance and Management Act. Knowledge of Employee Benefits. Knowledge of Program & Project Management. Knowledge of GPAA services & products. Knowledge of driving. knowledge of Retirement Fund Industry. Knowledge of Change Management. knowledge of Research. Knowledge savvy of South African Politics. Analytical skills. Computer Literacy. Financial Management skills. Problem Solving Skills. Organizing & Coordinating skills. Effective communication skills at all levels. Presentation skills. Customer Oriented.

<u>DUTIES</u>	: Outgoing personality. Ability to build strong network relationships. Ability to work in a team environment. : The incumbent will be responsible for a wide variety of tasks which includes but are not limited to the following: Undertake the coordination of research status determination and verification of special pension beneficiaries. Support the development, standardization and implementation of a comprehensive research methodology. Coordinate and supervise special pensions research activities on status information. Verify and validate information sourced through research. Verify information supplied by applicants. Ensure that all research is accompanied by reliable supporting documents for evidence. Liaise and interact with relevant organs to validate information for special pension status determination. Summarise details of applicants for adjudication purposes. Ensure that the research's are in line with GPAA/ Treasury strategic objectives. Ensure availability and distribution of special pension research information. Collate, consolidate and present qualitative and quantitative research reports on political involvement of beneficiaries. Stakeholder Management: Conduct outreach programme with the regions. Liaise with local political structures for verification purposes. Forge relationships with liberation struggle structures and civil society organisation. Gather historical information to be used as part of special pension repository. Work closely with Parliamentary Constituency Officers to locate and provide necessary service to prospective applicants and pensioners. Provide support to organs dealing with plight of liberation struggle veterans. Ensure preparation of Verification files: Check information supplied by applicants and that it is in correct files. Finalise and prepare verification files and reports. Safeguard, Monitor and compile records of completed verified files. Support Manager and Political verifiers on tracing of outstanding information with applicants. Supervision of the staff: Allocate work according to skills and competencies. Manage staff performance. Develop, train and coach staff. Maintain discipline. Provide quarterly and annual reports. Provide Monthly statistics. Ensure that subordinates are informed about changes in work environment or management decisions.
<u>ENQUIRIES</u>	: Felicia Mahlaba Tel No: (012) 319 1455 : Enquiries.erecruitment@gpaa.gov.za
<u>NOTE</u>	: Various permanent positions of SAO Research & Political Verification are currently available at the Government Pensions Administration Agency (GPAA): Special Pensions Unit.
<u>POST 21/99</u>	: <u>SENIOR ADMINISTRATIVE OFFICER: LOGISTICS AND INVENTORY MANAGEMENT REF NO: SAO/SCM - L&I/2026/06-1P</u> Supply Chain Management Permanent
<u>SALARY CENTRE REQUIREMENTS</u>	: R413 001 per annum (Level 08) : Pretoria : A recognized 3year National/Diploma/Degree in Supply Chain Management or Financial Accounting or Logistics Management or relevant field in finance and SCM equivalent (at least 360 credits). Minimum 3 years experience in Supply Chain Management of which 2 years should be in supervisory role OR 5 years appropriate experience within the Supply Chain Management. Computer literacy that includes good working of Ms Office product. knowledge and use of ACCPAC and Warehouse Manager. Demonstrate sound understanding of PFMA, Treasury Regulations, PPPFA, SCM Guidelines and other related prescripts. Knowledge of Logistics Management. Knowledge of Supply Chain Policies and framework within Public Sector. Financial/Accounting skills. Excellent communication skills written and verbal. Problem solving. Analytical skills. Results oriented. Interpersonal skills. Customer oriented Team Leader. Self-motivated.
<u>DUTIES</u>	: The incumbent will be responsible for a wide variety of tasks which includes but are not limited to the following: Provision and coordination of Warehouse/Store Management. Ensure receiving and checking of goods on delivery. Compare/match delivery notes to purchase order. Ensure that goods are captured on relevant registers. Monitor the process of issuing goods as required. Prepare and collate payment documents. Monitor the control of stock. Inventory management. Accurate record keeping of statistics on procurement of goods and services. Monitor the RFQ process: Monitor the RFQ process. Monitor the methodology for the RFQ process. Manage the quotation register. Monitor the turnaround time for RFQ evaluation. Check the compliance to PPR

in RFQ process. Monitor Internal Order processing: Control the processing of request for stock Approve and allocate stock per order captured. Coordinate the picking and shipping of orders. Ensure stock requisitions are correctly approved. Ensure all shipments are signed for. Supervision of the staff. Allocate work according to skills competencies of subordinates. Manage staff performance. Develop, train and coach. Maintain discipline. Ensure that subordinates are informed about changes in work environment or management decisions.

ENQUIRIES : Mapule Mahlangu Tel No: (012) 399 2639
Enquiries.erecruitment@gpaa.gov.za

NOTE : One permanent position for Senior Administrative Officer: Logistics and Inventory is currently available in the Supply Chain Management Unit: Logistics and Inventory at the Government Pensions Administration Agency – Head Office

POST 21/100 : **BIDCOM SECRETARIAT REF NO: SEC/BIDCOM/2026/06-1P**
Supply Chain Management
Permanent
The purpose of the job is to ensure accurate completion of BID Submissions and assist Bid Adjudication Committee with administrative compliance.

SALARY : R413 001 per annum (Level 08)
CENTRE : Pretoria
REQUIREMENTS : A relevant three year National Diploma/Degree (at least 360 credits). Minimum of 3 years experience in Supply Chain Management environment. BAC secretarial experience will be an added advantage. Computer literacy that includes a good working knowledge of MS Office products. Knowledge of Public Service Act, policies and regulations. Presentation skills. Analytical skills. Problem Solving Skills. Good communication skills. Report writing skills, Planning and organizational skills, Proactive, Deadline driven, able to work independently, ability to work under pressure, Integrity, honesty, Customer orientated.

DUTIES : The incumbent will be responsible for a wide variety of tasks which includes but are not limited to the following: Record Bid Adjudication Committee proceedings and maintain records. Customize standard bid submissions. Assist with the administration of the bid adjudication process. File all related BAC records. Maintain mechanical and written records of proceedings-minutes. Arrange meeting venues and bookings for BAC sessions-logistical arrangements. Ensure compliance with National Treasury prescripts and related regulations and legislation. Facilitate the timeous publication of BAC packs and related documents on the BAC share drive. Verify accuracy of submitted documents. Develop a BAC pack checklist. Assist evaluation teams with submissions for recommendation to the Bid Adjudication Committee (BAC). Develop and maintain BAC submission templates. Maintain accuracy and consistency of BAC resolutions. Manage BAC statistics regarding resolutions made. Manage matters arising on BAC minutes. Implement Bidcom resolutions. Draft BAC Action plans and make proper follow-ups. Trace and follow up memos that need to be signed off. Distribute e-mails and information that is relevant to BAC. Governance of meeting proceedings. Ensure that all BAC proceedings declarations are recorded. Check the quorum requirements of meeting proceedings. Ensure that all members are properly appointed before they assume duties. Co-ordinate compliance requirement in relation to urgent meetings and sessions.

ENQUIRIES : Mapule Mahlangu Tel No: (012) 399 2639
Enquiries.erecruitment@gpaa.gov.za

POST 21/101 : **SENIOR LEGAL ADMINISTRATIVE OFFICER – ADVISORY SERVICES REF NO: SLAO/AD/2026/06-1P**
Legal Services
Permanent
The purpose of the role is: To assist the Manager: Legal and Advisory Services in the role of providing legal advice to the authority and other stakeholders.

SALARY : R413 001 per annum (Level 08)
CENTRE : Pretoria
REQUIREMENTS : A relevant three years National Diploma/Degree with 3 years experience within the legal environment. Computer literacy that includes the working knowledge

of MS Office products Knowledge of Public Service Act. Knowledge of SA Pensions Fund Legislation. Good communication skills both written and verbal. Planning and organizing skills. Interpersonal skills. Problem solving skills. Ability to prioritize. Attention to detail. Customer focus. Honesty and Integrity. Adherence to business ethics. Accuracy.

DUTIES

: The incumbent will be responsible for a wide variety of tasks which include but are not limited to the following: Provide Legal Admin Services. Assist management in providing legal advice, guidance and opinions to the top management and GPAA at large on matters relating to GEP Law, 1996 and other legal matters. Peruse documents and escalate to seniors where relevant. Peruse and comment on a variety of legal documents to ensure that they are legally compliant. Effectively administer legal matters within the department. Litigation management. Diarize, scheduled hearings and ensure court process is attended to. Collect information and documentation as required to proceed with matters referred to Legal in relation to interpretation of GEP Law, 1996. Explain the process to applicants of submitting divorce, life partner and other relevant claims in terms of GEP Law 1996. Research inquiries, corrects errors, resolves discrepancies and notifies applicants of action decision taken. Research laws, regulations, policies and precedent decisions to prepare for hearings and to respond to inquiries from case managers and supervisors. Prepare assembles and checks materials for each hearing session/dispute resolution. Prepare a report on decisions and recommendations. Examine case records and official files and ensures that all documents and exhibits are fully documented in the record. Conduct legal research to fully address all legal arguments. Manage that all panel members complete the claims from for their fees. Prepare instructions for administration in respect of court decision. Attend a bill of costs and to appeal emanating of high court. Review litigated claims or claims with disputes. Confer with individual or organization involved in cases in order to obtain relevant information. Explain to claimants how they can appeal rulings that go against them. Compile submissions and instructions for recommendation. Render Administrative Support. Attend to court process served on the GPAA and any other claims submitted in terms of GEP Law, 1996. Prepare written review and evaluate data on documents such as claim applications, birth or death certificates and/or employer records. Maintain hearing documents, calendars hearing dates and confirms hearing. Adherence to court decisions with written instruction to subordinates to comply with court decision. Manage that files are kept and updated on statistics record of court cases. Prepare memoranda and drafts of decisions and judgements. Prepares and issues written decisions within timely manner to meet requirements. Assist the supervisor with training on legislation and legislative drafting as well as other legal topics. Supervision of staff. Allocate work according to skills and competencies. Manage staff performance. Develop, train and coach staff. Maintain discipline. Provide monthly statistics. Ensure that subordinates are informed about changes in work environment or management decisions

ENQUIRIES

: Shandukani Tshiuda Tel No: (012) 319 1102 for more information. For application enquiries Mapule Mahlangu Tel No: (012) 399 2639 Enquiries.erecruitment@gpaa.gov.za

POST 21/102

: **SENIOR ADMINISTRATIVE OFFICER: MONITORING AND EVALUATION**
REF NO: SAO/M&E/2026/06-3P
 Corporate Monitoring and Evaluation
 Permanent
 The purpose of the role is to provide Monitoring and Evaluation (CM&E) support to the GPAA programmes.

SALARY
CENTRE
REQUIREMENTS

: R413 001 per annum (Level 08)
 : Pretoria
 : A relevant 3-year tertiary qualification (N Dip/B Degree) (at least 360 credits) coupled with three (3) years' experience in relevant environment. Computer literacy that would include a good working knowledge of Microsoft Office products. Knowledge of Monitoring and Evaluation processes. Knowledge of Governmental Guidelines on Monitoring and Evaluation. Knowledge of Statistical Analysis. Knowledge of Strategic Planning. Knowledge of Public Services Regulatory Frameworks. Knowledge of Office Administration .Analytical skills .Financial skills .Customer relations skills .Problem solving skills .Communication skills and the ability to communicate at all levels .Written communication skills .Typing skills .Research skills .Project Management skills

		.Ability to build strong network relationships .Ability to work in a Team .Striving to adhere to international best practices .Outgoing personality .Customer Orientated.
<u>DUTIES</u>	:	The incumbent will be responsible for a wide variety of tasks which includes but are not limited to the following: Providing support to the M&E Management team in executing M&E and Research activities: Contribute to the development and implementation of the M&E Policy, M&E Strategy and M&E Framework. Provide M&E capacity building and support to business units. Assist in the development of the M&E system. Provide support in executing M&E and Research activities at Regional and Satellite Offices. Provide M&E feedback to internal and external stakeholders. Assist in marketing the M&E function through different mediums of communication. Support the undertaking of risk management with regards to non-compliance with monitoring and evaluation directives. Provide support in the identification of the M&E best practices, latest developments and trends both nationally and internationally. Providing support to the Monitoring team in executing monitoring activities: Undertake needs analysis to identify the GPAA monitoring needs; Develop monitoring data collection tools. Gather, verify and analyze information for monitoring organizational performance; Provide support in generating Monitoring Reports. Provide advice and support for business units in monitoring their initiatives. Document and monitor regional office evaluation plans. Track implementation of recommendations from RO monitoring reports. Assisting in data verification in RO evaluation data. Providing support to the Data Management team in executing data management activities: Collection and capturing of M&E and Research data. Capturing of M&E and research data. Providing support to the Evaluations and Research team in executing evaluation and research activities: Undertake needs analysis to identify the GPAA evaluation needs. Develop evaluation data collection tools; Conduct internal and external evaluation studies. Gather, consolidate and analyze the evaluation data; Provide support in generating Evaluation Reports. Provide advice and support for business units to undertake self-evaluations. Document and monitor regional office evaluation plans. Track implementation of recommendations from RO monitoring reports.
<u>ENQUIRIES</u>	:	Sanele Ngema Tel No: (012) 319 3501 Enquiries.erecruitment@gpaa.gov.za
<u>POST 21/103</u>	:	<u>SENIOR ADMINISTRATION OFFICER: PROPERTY MANAGEMENT REF NO: SAO/PM/2026/06-1P</u> Facilities Management Permanent The purpose of the role is provision of GPAA with office accommodation in the head office and regional and satellite offices.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R413 001 per annum (Level 08) Pretoria A relevant three (3) year National Diploma/ Degree at 360 credits Three (3) years' relevant experience of which one 2 years should be supervisory experience. OR relevant five (5) years' experience. Computer literacy that would include a good working knowledge of Microsoft Office products. Knowledge of Property Management. Knowledge of Administration and Management principles. Knowledge of Customer Relationship Management. Knowledge of Technical Building Maintenance Requirements Knowledge of Contractual obligation. Knowledge of Lease Agreements. Analytical skills. Strong leadership and managerial skills. Project management skills. Planning& organising skills. Decision making and problem-solving skills. Communication skills. Motivational skills. Ability to establish controls to monitor tasks. Customer oriented. Persuasiveness and flexibility. Customer service orientation. Ability to take responsibility. Ability to work under pressure. Ability to delegate. Integrity, reliability and honesty. Quality and results orientated.
<u>DUTIES</u>	:	The incumbent will be responsible for a wide variety of tasks which includes but are not limited to the following: Manage the administration of leasing of properties for GPAA: Prepare lease documents. Initiate and manage leases for GPAA office accommodation. Liaise with landlords of the various buildings on operational matters and communicate the information to building users where required. Implement Lease Management Systems in line with GPAA guidelines and National Treasury regulations to ensure orderly, efficient workflow. Facilitate the legal vetting of leases. Review the leases for renewal and

cancellation. Verify rental invoices against lease amounts before payments. Facilitate the Administration and planning of GPAA Accommodation: Ensure office accommodation plans are aligned with strategic objectives of the GPAA, Coordinate the investigation of availability and suitability of options for new acquisitions. Determine the capacity of all existing accommodation facilities and make recommendations, Coordinate the applications for new office accommodation and submit to landlords. Assist in viewing and evaluating identified offices to ensure compatibility with the office space with GPAA requirements. Assist in monitoring renovations of newly acquired offices to ensure layout fits GPAA requirements and work is completed within set timelines. Provide administrative support with facility usage, operations and equipment maintenance in all offices. Ensure adequate operation of both hard and soft services contracts within Facilities unit: Prepare specifications for various services within Facilities Management. Monitor adherence to service levels agreed between GPAA and various contractors. Check and sign off on delivery of various goods and services ordered by the FM unit. Validate payment claims and submit for payment. Liaise with internal and external stakeholders. Ensure compliance with Occupational Health & Safety and other legislative provisions: Ensure that all office accommodation spaces adhere to the legislative provisions. Participate in Health and Safety Exercises conducted by the GPAA, like evacuation drills. Provide administrative support to the unit: Perform office administration. Organize office logistical matters. File office correspondence documents and reports. Draft and type standard correspondence and documents. Complete of forms and documents in the office. Order stationery and equipment for the section.

- ENQUIRIES** : Sanele Ngema Tel No: (012) 319 3501
Enquiries.erecruitment@gpaa.gov.za
- POST 21/104** : **SENIOR ADMINISTRATION OFFICER: CLEANING SERVICES REF NO: SAO/FM/2026/06-1P**
Maintenance
Permanent
The purpose of the role is: To ensure the provision of soft services in all offices.
- SALARY CENTRE REQUIREMENTS** : R413 001 per annum (Level 08)
: Pretoria
: A relevant B. degree / N Dip / B Tech or equivalent three-year qualification (with minimum 360 credits) coupled with a minimum of 3 years in the relevant field of which 2 years must be supervisory or relevant five (5) years' experience. Computer literacy that includes Microsoft packages. Knowledge of media employee benefits. Knowledge of client relations management. Knowledge of GEPF services and products. Knowledge of PFMA and Treasury regulations. Knowledge of related legislation and prescripts. Knowledge of cleaning safety rules and policies. Good analytical skills. Good communication skills (both verbal and written). Customer Orientated. Work independently. Ability to solve problems.
- DUTIES** : The incumbent will be responsible for a wide variety of tasks which include but are not limited to the following: Supervise the provision of cleaning services in the organisation. Interpret the cleaning service level agreements and ensure implementation of deliverables. Conduct day-to-day inspections to ensure general cleanliness of the building and equipment. Report and follow up on any issues related to cleaning service. Maintain inventories of necessary cleaning and household supplies. Ensure compliance with all health and safety guidelines. Liaise with cleaning service providers on issues relating to day and periodic cleaning, hygiene and pest control services. Monitor the progress and quality of the work performed by various cleaning teams. Ensure compliance with Industry legislation, regulations and procedures. Ensure that garbage receptacles are emptied as scheduled. Ensure that cleaning equipment is always stored safely. Supervise Garden, Indoor Plants and Fresh Flower service: Ensure that grounds are mowed, trimmed and plants are well maintained. Ensure that indoor plants are maintained on a weekly basis. Ensure adherence to Health and Safety regulations by contractor employees. Conduct monthly audits on chemicals used to ensure that they are environmentally friendly. Implement other soft service-related contracts; Ensure that all office are provided with water cooler services. Ensure that all waste receptacles are cleaned in offices. Ensure adherence to agreed service levels. Verify contents of service contracts. Check contractor invoice for

accuracy. Conduct contractor performance assessments and monthly. Report on contractor performance. Supervision of the staff: Allocate work according to skills and competencies of subordinates. Manage staff performance. Develop, train and coach. Maintain discipline. Ensure that subordinates are informed about changes in work environment or management decisions.

ENQUIRIES

: Alletah Mashiane Tel No: (012) 319 1218
Enquiries.erecruitment@gpaa.gov.za

POST 21/105

: **SENIOR COMMUNICATION OFFICER: EXTERNAL COMMUNICATIONS**
REF NO: SCO/E-COM/2026/06-1P
External Communications
Permanent
The purpose of the role is: To provide support in the Media and External communication of GPAA.

SALARY
CENTRE
REQUIREMENTS

: R413 001 per annum (Level 08)
: Pretoria
: A relevant B degree / N Dip / B Tech or equivalent three-year qualification (with minimum 360 credits) in Communications or related field coupled with a minimum of three (3) years relevant experience in Media Relations. The experience gained should include the drafting/writing of articles, speaking notes, media statements, publications etc. computer literacy that includes Microsoft packages. Knowledge of media landscape. Knowledge and experience in execution of media campaigns. Knowledge and experience of writing reports. Good analytical skills. Good communication skills (both verbal and written). Creativity. Integrity. Logical. Understanding of GEPF/GPAA and its processes. Understanding of the Pension Fund (Employee Benefits) and financial sector.

DUTIES

: The incumbent will be responsible for a wide variety of tasks which include but are not limited to the following: Develop and maintain external stakeholder contact database, media monitoring and analysis; Keep the Communications Unit abreast of developments in pensions and finance sector. Monitor GPAA/GEPF coverage in the media. Recommendations to management to remedy media coverage. Arrange, coordinate and oversee media briefings. Record media briefing proceedings as part of a media monitoring and evaluation process. Regularly update media database. Create platforms to increase stakeholder engagements and maintain database. Organize workshops for external stakeholders. Liaise and maintain relationships with National and Provincial Departments and other stakeholders; Interact with different divisions and stakeholders to source information that needs to be communicated to the public. Communicate with stakeholders regarding the implementation of the communication strategy. Assist in the implementation of Communication, Stakeholder and marketing strategy in GPAA. Maintain the external communications channels; Arrange and conduct regular and specialized interactions, including media visits. Ensure pre-recorded interviews are edited. Conduct live interviews. Create opportunities for and attend media briefings. Research and write articles for members' and pensioners publications; Draft speaking notes and media statements. Prepare briefing notes and packs for campaigns. Draft all publications and coordinate members' and pensioners' publications. Provide co-ordination of all external communication campaigns, and reports; Coordinate all outreach platforms. Provide logistical support for all roadshows and campaigns in GPAA. Assist with coordination of marketing on behalf of GPAA. Provide administrative support to the unit; Perform office administrative activities. Organise office logistical matters. File office correspondence, documents and reports. Draft and type standard correspondence and documents. Completion of forms and documents related to claims, payments, invoices and consultant fees. Order stationery and equipment for the section.

ENQUIRIES

: Sanele Ngema Tel No: (012) 399 3501 for more information and application enquiries.
Enquiries.erecruitment@gpaa.gov.za

POST 21/106 : **SENIOR ADMINISTRATIVE OFFICER (KEY CUSTODIAN) REF NO: SAO/KEY/2026/06-1P**

Physical Security
Permanent

The purpose of the role is to provide keys custodian and incident management processes and activities within GPAA.

SALARY : R413 001 per annum (Level 08)

CENTRE : Pretoria

REQUIREMENTS : A relevant three-year tertiary qualification, National Diploma/Degree in Security Risk Management (at least 360 credits). Three years appropriate experience within the Security environment as Key Custodian. Computer literacy that would include a good working knowledge of Microsoft Office products. Valid driver's license (code 8). Knowledge of Client Relationship Management. Knowledge of Access Control to Public Premises and Vehicle Act. Knowledge of Physical security communication security, IT security, security awareness. Knowledge of Private security Industry Regulatory Authority. Knowledge of Criminal Procedure Act. Knowledge of Fire Brigade Act. Knowledge of Occupational Health and Safety Act. Knowledge of Application of the prescribed minimum Information Security Standards (MISS). Knowledge of Access Control to Public Premises and Vehicle Act. Knowledge of GEPF services and products will be an advantage. Knowledge of relevant and applicable security and directives. Analytical skills. Facilitation skills. Presentation skills. Report writing skills. Motivational skills. Customer relations. Supervisory skills. Leadership skills. Problem solving skills. Excellent verbal and written communication skills with the ability to communicate at all levels. Organization and coordination. Driving skills (hence the requirement of a license). Ability to build strong network relationship. Work independently. Experience in security breach/incident investigation. Persuasiveness. Reliability. Stress coping abilities. Ability to meet deadlines. Integrity. Ability to multi focus.

DUTIES : The incumbent will be responsible for a wide variety of tasks which include but are not limited to the following: Implement key control and incident management procedures and policies. Provide advice and guidelines on the interpretation and application of legislation, policies and procedures .Drafting of a Key Management Policy and Procedure for adherence by all GPAA employees .Conduct periodic key inventory inspections .Implement and monitor the key control and incident management policies .Implement the operational plan and reports .Prepare and present quarterly reports to management .Conduct quarterly audits on the day-to-day management of keys at all GPAA offices; draft corrective actions. Draft an Incident Management Policy and Procedure to which all incidents will be administered. Ensure compliance with the GPAA Key Management Policy and Procedure. Manage the utilization of keys within GPAA. Establish and maintain key control register. Conduct periodic key inventory inspections .Conduct maintenance and operation of the GPAA's key depository (keys to certain areas are issued and returned to the custodian) .Ensure that spare keys are always available at all offices .Managing and storing of keys .Conduct regular inspection of locks and keys .Regular after hour visits to security control point to determine if duplicate keys are managed correctly .Conduct operation and maintenance of GPAA's key depository. Facilitate training on setting of safe combinations to employees. Ensure that all key incidents are reported: Compile the routine correspondence and reports on incidents Maintain the incident report. Liaise with the relevant stakeholders on the incidents reported. Produce monthly key audit reports. Investigation regarding the reporting of lost keys .Compile a database on all related incidents and breaches .Compile a database on which incidents will be recorded and administered .Check OB at GPAA head office to get familiarized with all security incidents and breaches .Manage procedures followed by the Emergency Control Centre in cases of incidents/ breaches .Conduct quarterly audit on incident administration at all GPAA offices to ensure compliance to GPAA Incident Management Policy and Procedure .Provide feedback and report to relevant stakeholders: Compile inventory reports on the lock and keys .Draft weekly reports for completion by all responsible employees / service providers to remain up to date with Establishment and maintenance of keys control registers .Compilation of routine correspondence and reports regarding key incidents and investigations. Compilation of monthly reports about key control matters. Compile monthly report on incidents experienced and

feedback obtained with corrective action proposed and implemented. Provide security services in GPAA adhoc and special events. Manage safety and security at GEPF and GPAA special events. Coordinate and submit a completed event categorization form to SAPS office. Facilitate security cluster stakeholders' plenary meetings for GEPF national community road shows. Conduct security risk assessments and submit propose mitigating strategies. Develop and submit operational plans for events. Manage all security – related events activities and ensure compliance with legislative requirements. Facilitate and manage parking arrangements and allocations for GEPF customers ad GPAA staff personnel.

ENQUIRIES : Sanele Ngema Tel No: (012) 319 3501 for more information and application enquiries.
Enquiries.erecruitment@gpaa.gov.za

POST 21/107 : **SENIOR STATE ACCOUNTANT: PROGRAMME 2.1 FINANCE REF NO: SSA/PR2.1/06-2P**
Programme 2.1 Finance
Permanent
The purpose of the role is: To coordinate, review and undertake the implementation of financial accounting systems and procedures for the National Treasury Funds.

SALARY CENTRE REQUIREMENTS : R413 001 per annum (Level 08)
: Pretoria
: A recognized National Diploma / Degree in Financial Management/ Financial Accounting Field or equivalent (at least 360 credits), with minimum of 3 years' experience in Finance Management Accounting of which 1-2 years should be in supervisory role or A recognized National Diploma / Degree in Financial Management/ Financial Accounting Field or equivalent (at least 360 credits), with minimum of 5years experience in Financial management/Accounting field. Computer literacy which includes a good working knowledge of Microsoft Office products. Knowledge of International Financial Reporting Standards. Knowledge of Regulatory Reporting Requirements for Retirement Funds in SA. Knowledge of Pension Fund environment. Knowledge of Financial Accounting. Knowledge of Risk Management. Analytical skills. Communication and interpersonal skills. Problem solving skills. Ability to work in a team and independently. Time management. Attention to detail. Honesty and Integrity. Hard working. Openness to change.

DUTIES : The incumbent will be responsible for a wide variety of tasks which include but are not limited to the following: Ensure supervision of financial processes. Prepare a monthly variance report to National Treasury. Support the undertakings of researches on latest trends on cash flow management related internal controls. Align internal controls with GPAA policies and Auditor General of South Africa's strategic guidelines. Supervise continuous adherence to developed and approved internal controls. Support the undertaking of corrective measures on deviation to internal controls. Monitor General Ledger. Prepare reconciliations of General Ledger accounts. Provide financial reporting services. Preparation and provision of expenditure reports. Compile financial reports regarding turnaround times, documents processes and error rates. Perform end-of-day duties to ensure effective reporting, identification of issues. Evaluate financial documents. Undertake cash flow management processes. Monitor the recording of cash flow transactions. Ensure the undertakings of cash flow management risk analysis processes. Supervise the administration for audit queries on cash flow management. Assist with the preparation of annual financial statements for audits purposes; and, Assist with preparation of quarterly and interim financial statements required by the management of the relevant Funds. Provide quarterly inputs for organisational performance reporting. Preparation of monthly fund reports. Preparation of monthly administration reports. Undertake revenue, expenditure management and accounting work as required. Render debt management, monitoring, and reporting services. Ensure payment for goods and services, transfers, subsidies and reporting. Provide financial administration and accounting services (ledgers /journals, accounting and reporting interim and annual financial statements). Check monthly administration claims by GPAA to National Treasury and Department of Military Veterans. Preparation of monthly journals (BAS & CIVPEN) for National Treasury and Department of Military Veterans. Preparation of monthly advance request to National Treasury and

Department of Military Veterans. Process financial data to produce financial information. Ensure that expenditure is in line with the budget and item provisioning. Facilitate the process of transfer payments / subsidy. Review the monthly determination, calculation and classification of Fund liabilities for the National Treasury Funds and Department of Military Veterans monthly. Assist with the coordination and compilation of the National Treasury Funds budget; Medium Term Expenditure Framework (MTEF) and Adjustment Budget in compliance with National Treasury guidelines.

ENQUIRIES : Melusi Dhlamini Tel No: (012) 319 1058
Enquiries.erecruitment@gpaa.gov.za

POST 21/108 : **ADMINISTRATIVE OFFICER PAYMENT CONFIRMER REF NO: AOSP/PAYC/2026/06-1P**
Permanent
The purpose of the role is Supervise the administration of Special Pensions Secondary Benefits and Payments for GPAA.

SALARY : R338 106 per annum (Level 07)
CENTRE : Pretoria
REQUIREMENTS : An appropriate and recognized 3-year National Diploma/ Degree in Finance Management or relevant qualification (at least 360 credits, NQF 6) with two-three (2-3) years' appropriate experience in Payments' environment of which 1 year is in a supervisory role OR Five (5) years appropriate experience within the payments' environment. Computer literacy that would include a high level of proficiency in Microsoft products. Knowledge of Client Relations Management. Knowledge of Public Finance Management Act (PFMA). Knowledge of Special Pensions Act. Knowledge of GPAA Products and Services. Knowledge of Employee benefits. Knowledge of Retirement Fund Industry. Knowledge of project management. Analytical skills. Problem solving skills. Customer relations. Ability to communicate at all levels. Supervisory skills. Organizing and Coordinating skills. Computer Literacy. Motivational Skills. Customer Oriented. Ability to build strong network relationships. Ability to work in a team. Outgoing personality. Integrity.

DUTIES : The incumbent will be responsible for a wide variety of tasks which includes but are not limited to the following: Provide support to the supervisor on the implementation of Special Pensions payment related directives. Review payment documentation before capturing payment instruction as per standard operating procedure (SOP). Generate or confirm payment in line with the approved case. Ensure accuracy of banking details before capturing on system. Assist the Supervisor in identifying errors for corrections. Assist supervisor in resolving Audit findings. Assist in dealing with payment queries and enquiries. Administration support to payment section: Assist in the implementation of the pensioner maintenance. Validation and confirmation particulars of beneficiaries. Validate information on payment instructions. Ensure that the payment letters are issued promptly to the newly admitted pensioners and beneficiaries. Resolve problems relating to Tax SARS Directive by monitoring and resolve SARS directive interface for: Tax Directive feedback on processed payment payments. SARS Directive response received from SARS. Forward relevant SARS responses to the clients. Safekeeping of payment files in payment section. Contact claimants to follow up on outstanding payment documentation. Assist in the implementation of the activation of suspended life certificates. Assist in the identification of incorrect pensioner records and escalate for corrections Supervision of the staff: Allocate work according to skills and competencies of subordinates. Manage staff performance. Develop, train and coach. Maintain discipline. Ensure that subordinates are informed about changes in work environment or management decisions.

ENQUIRIES : Felicia Mahlaba Tel No: (012) 319 1455
Enquiries.erecruitment@gpaa.gov.za

NOTE : A permanent position of Administrative Officer – Payments Confirmer is currently available at the Government Pensions Administration Agency (GPAA): Special Pensions Unit.

<u>POST 21/109</u>	:	<u>ADMINISTRATIVE OFFICER: INJURY ON DUTY REF NO: AO/IOD/06-1P</u> Programme 2.1 Permanent The purpose of this role is: To provide administrative support and Supervision of Injury on Duty processes and activities within the unit
<u>SALARY CENTRE REQUIREMENTS</u>	:	R338 106 per annum (Level 07) Pretoria A relevant National Diploma/ Degree within the Social Sciences (at least 360 credits). Minimum of 2-3 years experience within the relevant environment with one year supervisory experience OR 5 years relevant experience within the relevant environment. Computer literacy with working knowledge of Ms Office products. Knowledge of Civil Pension Software (CIVPEN), Workflow and Portal. Knowledge of Employee Benefits, GEP Law. Knowledge of Applicable legislation within GEPF. Knowledge of GEPF products and services. Knowledge of Public Service Prescripts and Legislation. Ability to establish controls and monitor tasks. Good working knowledge of Microsoft Office products. Proficiency in South African languages. Supervisory Skills. Computer literacy. Planning and organizing skills. Communication skills. Interpersonal skills. Administration skills. Accuracy, thoroughness and ability to detect errors. Ability to prioritize and meet deadlines. Customer service orientation. Persuasiveness and flexibility. Ethical business conduct. Ability to work under pressure. Willingness to travel. Adhering to business ethics. Accountability. Work in a Team.
<u>DUTIES</u>	:	The incumbent will be responsible for a wide variety of tasks which includes but are not limited to the following: Administer and Authorize Injury on Duty processes and payments. Checking of new opened CP files. Effective compilation of statistics. Ensure that all documentation on files are verified, checked and correctly captured. Check correspondence for outstanding documents from employers / members and Compensation Fund. Handle enquiries. Access, Process and Validation of Payments. Confirm all payments, which includes arrears as well as new and old payments. Confirm Life certificates arrears. Check all recalculations. Confirming of pension benefits of a complex nature. Effective administration & payment of IOD Claims. Administration of Redirected IOD Claims. Interpret and apply directives, policies, and rules of COID Act, DPSA guideline, PFMA. Liaise with other business units, external organisations and Clients through checking of typed correspondence. Handle enquiries from internal and external stakeholders. Administration of the Unit. Develop, train and coach staff. Maintain discipline. Ensure that subordinates are informed about changes in work environment or management decisions. Allocate work according to skills and competencies of subordinates.
<u>ENQUIRIES</u>	:	Melusi Dhlamini Tel No: (012) 319 1052 Enquiries.erecruitment@gpaa.gov.za
<u>POST 21/110</u>	:	<u>HR ADMINISTRATOR: RECRUITMENT, SELECTION AND PLACEMENT REF NO: ADMIN/RECR/2026/06-2P</u> Permanent The purpose of the role is to administer support to the recruitment, selection, and recruitment within GPAA.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R280 278 per annum (Level 06) Pretoria A Grade 12 Certificate/ Matric /Senior Certificate with minimum of 1-2 years' experience within the Human Resources environment with specific focus on Recruitment, Selection and Placement. A relevant National Diploma/ Degree (NQF6 with at least 360 credits) will serve as an advantage. Computer literacy that would include a good working knowledge of Microsoft Office products. Knowledge of Public Service Prescripts and Legislations Analytical, Good customer relations skills. Problem solving skills. Communication skills. Organizing & Coordination. Interpersonal relations. Ability to priorities. Customer Oriented. Ability to communicate at all levels. Outgoing personality. Work independently. Work in a team. Adhering to business ethics. Dealing with confidential matters with integrity.
<u>DUTIES</u>	:	The incumbent will be responsible for a wide variety of tasks which includes but are not limited to the following: Render administrative support for recruitment: Receipt of applications for advertised positions and

correspondence with recruitment agencies handling short listing. Capturing of all applications received. Provide administrative support for the application management process. Provide administrative support for the process of shortlisting. Drafting of offer letters and contracts and liaison with successful applicants on acceptance/non-acceptance which include regret letters. Arrange logistics before, during and after interviews. Administer the process of risk assessments, fingerprint scanning and document verification. Administer the offer process. Ensure that all recruitment documents and files are filed and archived according to prescripts. Support implementation of advertisements and the sourcing of potential candidates: Ensure advert is drafted in correct format. Submit advert on time to DPSA. Provide administrative support to the unit: Perform office administrative activities. Assist with requests for Purchasing Orders. Assist with submitting invoices to Accounts Payable. Organize office logistical matters. File office correspondence, documents, and reports. Draft and type standard correspondence and documents. Completion of forms and documents related to claims, payments, invoices, and consultant fees. Order stationery and equipment for the section.

ENQUIRIES : Felicia Mahlaba Tel No: (012) 319 1455
NOTE : Various permanent positions for HR Administrator: Recruitment, Selection and Placement are currently available at the Government Pensions Administration Agency: Human Resources Recruitment Unit.

POST 21/111 : **HR ADMINISTRATOR: TERMINATIONS, APPOINTMENTS AND TRANSFERS REF NO: ADMIN/HR-TAT/2026/06-1P**
 Permanent
 The purpose of the job is to support implementation of Human Resource Practices and Administration specifically appointments, transfers & termination in GPAA.

SALARY : R280 278 per annum (Level 06)
CENTRE : Pretoria
REQUIREMENTS : A Grade 12 Certificate/ Matric /Senior Certificate with minimum of 1-2 years' experience within the Human Resources environment with specific focus on Terminations, Appointments and Transfers. A relevant National Diploma/ Degree (NQF6 with at least 360 credits) will serve as an advantage. Computer literacy that would include a good working knowledge of Microsoft Office products and PERSAL system. Working knowledge of Transfers, Appointments & Terminations. Public Service Prescripts & Terminations. PERSAL HR System. PCM. HR Processes, policies, rules and legislation. Office Administration. Customer relations skills. Communications skills. Problem solving skills. Good interpersonal Relations. Work in a team. Customer Oriented. Ability to communicate on all levels. Adhering to business ethics.

DUTIES : The incumbent will be responsible for a wide variety of tasks which includes but are not limited to the following: Render administrative support on terminations, appointments, transfers and resettlement of staff: Responsible to ensure that employee files are opened, maintained, updated, and closed when necessary. Ensure that all relevant documents are received and if not, do regular follow-ups. Effect appointment, termination, and transfer transactions on PERSAL. Effect acting allowance for employees acting in higher positions. Extend contracts on PERSAL and drafting of contracts of employment. Capturing of Z102 on PCM. Ensure that all relevant documents for the appointment, termination or transfer of staff are given to the salary section or any relevant section. Ensure that last pay certificate and files are received from previous departments in case of a transfer or send to a new department. Handle client enquiries or escalate enquiry to relevant person. Provide administrative and clerical support to the unit: Perform office administrative activities. Liaise with stakeholders relevant to the office. Prepare documentation for meetings, presentations, and reports. Organise office logistical matters. Administer office correspondence, documents, and reports. Draft and type correspondence and documents. Manage the flow of information and documents in the office. Manage communication to and from the office. Processing of forms and documents related to claims, payments, invoices, and consultant fees relevant to the office. Ordering of stationery and equipment File office correspondence, documents and reports.

ENQUIRIES : Sibekzelo Mthembu Tel No: (012) 319 1275
 Enquiries.erecruitment@gpaa.gov.za

NOTE : One permanent position for HR Administrator: Termination, Appointment and Transfers is currently available at the Government Pensions Administration Agency: Human Resources Recruitment Unit.

POST 21/112 : **HR ADMINISTRATOR: TRAINING REF NO: ADMIN/HRD/2026/06-1P**
Permanent
The purpose of this role is: to provide administrative support to the Training and Development component within GPAA.

SALARY : R280 278 per annum (Level 06)
CENTRE : Pretoria
REQUIREMENTS : Grade 12 / Senior certificate with minimum of 1–2 years Training and Development experience. A relevant National Diploma/ Degree (at least 360 credits) in Behavioural Sciences will serve as an added advantage. Computer literacy that would include a good working knowledge of Microsoft Office products, and PERSAL system. Knowledge of Public Finance Management Act (PFMA). Knowledge of DPSA Determinations & prescripts in HRD. Knowledge of Public Service Regulations. Knowledge of PERSAL. Good administrative skills. Good document management skills. Time management skills. Organizing skills. Problem-solving skills. Analytical skills. Good literacy and Numeracy. Ability to deal with confidential matters. Teamwork. Ability to prioritize work and urgent matters. Ability to communicate at all levels (verbal and written communication). Customer Oriented. Outgoing personality.

DUTIES : The incumbent will be responsible for a wide variety of tasks which includes but are not limited to the following: Render administrative support to the Training and Development unit: Provide administrative support regarding access to Skills Development opportunities on the basis of individual development plans. Manage electronic and manual documents. Create and manage a database for learners and service providers. Update database for institutions. Verify accreditation of the qualification and registration of the institution. Logistical arrangements for HRD unit. Administer induction programmes. Administer skills development database. Liaise with the service provider on the registration of learners. Order and monitor stationery and refreshments. Provide administrative support to HRD unit. Coordination of Training and Development activities: Organise resources and refreshments for workshops. Records and submit the forms and documents related to claims, payments, and invoices. Capture training attended on PERSAL. Distribution of certificates. Administration of bursaries: Liaise with institutions when required. Quality assurance of bursary applications received. Compile a summary of the bursary applications received. Capture approved bursary applications on PERSAL and MS Excel. Compile memos for payments, and refunds. Administration of internship program and Adult Education and Training (AET) and Life skills: Assist with the process of learner registration. Organise learning resources to support a conducive learning environment. Liaise with relevant stakeholders. Update the database. Administration of a Recognition of improved qualifications and Experiential Learning Program: Schedule workshops for Recognition of improved qualifications and Experiential learning. Submit application forms to the CEO. Provide feedback to the applicants. Respond to any HRD related enquiries.

ENQUIRIES : Sibekezelo Mthembu Tel No: (012) 319 1275
Enquiries.erecruitment@gpaa.gov.za

NOTE : One permanent position of HR Administrator: Training and Development is currently available in the Human Resources Section in GPAA.

POST 21/113 : **ADMINISTRATOR: APPEALS REF NO: ADMIN/APP/2026/06-1P**
Permanent
The purpose of this role is: To effectively provide administrative support to the Special Pensions Appeals Panel and the Special Pensions Appeal Board.

SALARY : R280 278 per annum (Level 06)
CENTRE : Pretoria
REQUIREMENTS : Grade 12 / Senior certificate with minimum of 1–2 years' relevant experience. A relevant National Diploma/Degree (at least 360 credits) will serve as an added advantage. Computer literacy that would include a good working knowledge of Microsoft Office products. knowledge of records management. knowledge of Public Finance & Management Act. Knowledge of Programme and Project Management. Knowledge of National Archives and records Service

of South Africa Act. Knowledge of GPAA products and services. Knowledge of Special pensions Act. Knowledge of Financial Management. Analytical skills. Financial Skills. Customer relations Skills. Communication Skills (at all levels). Problem Solving Skills. Presentation Skills. Computer Literacy Skills. Motivational Skills. Organizing and coordinating skills. Work in a team. Customer Oriented. Ability to communicate at all levels. Outgoing personality. Ability to build strong network relationships. Integrity. Accountability.

DUTIES : The incumbent will be responsible for a wide variety of tasks which includes but are not limited to the following: Provide administrative support to Appeal Board: Correctly and efficiently prepare Board packs, referenced and system updated correctly, distributed within a day also measure in place to account for cases at Board Level. Correctly prepared and processed Board packs and distributed with specified time frame. Prepare and distribute Board pack after closing date and no records kept for what is distributed. Prepare and distribute Board packs with numerous errors after closing date and no records kept for what is distributed. Monitor, control, account and distribute Appeal cases within Appeal Panel: Correctly and efficiently prepare Board packs, referenced and system updated correctly, distributed within a day also measure in place to account for cases at Board Level. Correctly prepared and processed Board packs and distributed with specified time frame. Prepare and distribute Board pack after closing date and no records kept for what is distributed. Prepare and distribute Board packs with numerous errors after closing date and no records kept for what is distributed. Client Care Support: All Appeal cases acknowledged and letters send out to appellants, cases recorded and system updated accordingly, files distributed and accounted for to panel members. Second letter of apology sent out after 60 days of receipt of Appeal, escalating overdue matter to management for action. All Appeal cases acknowledged and letters send out to appellants, cases recorded and system updated accordingly, files distributed and accounted for to panel members. Appeal cases acknowledged and letters send out after 10 days from receipt of appeal, ineffective and inefficient document tracking. Put system in place to account for appeal cases, no acknowledgement of receipt send out to appellants. Monthly Reports: Monthly report prepared and submitted by month end, clearly demonstrating positive and highlighting challenges for management to action. Monthly report prepared and submitted by the end of month highlighting all the monthly activities with no errors. Monthly report prepared and submitted within one or two days after month end, without errors. Provide administrative support to the unit: Provide office administrative activities. Organise office logistical matters. File audit supporting office correspondence, documents and reports. Draft and type standard correspondence and documents. Completion of forms and documents relevant to the office. Order stationery and equipment/appliances for the section.

ENQUIRIES : Felicia Mahlaba Tel No: (012) 319 1455
Enquiries.erecruitment@gpaa.gov.za

NOTE : One permanent position for Administrator: Appeal is currently available at the Government Pensions Administration Agency: Special Pensions Unit.

POST 21/114 : **ADMINISTRATOR: POLITICAL VERIFICATION/ REGIONAL COORDINATOR REF NO: ADMIN.SP/POLVER/2026/06-1P**
Permanent
The purpose of the job is Render administrative support to then Regional Coordinators/ Researchers or Political Verifiers.

SALARY : R280 278 per annum (Level 06)
CENTRE : Cape Town
REQUIREMENTS : Grade 12 / Senior certificate with minimum of 1–2 years' relevant experience. A relevant National Diploma/ Degree (at least 360 credits) will serve as an added advantage. Computer literacy that would include a good working knowledge of Microsoft Office products. knowledge of administration procedures. knowledge of development of policies. Knowledge of Interpretation of Legal terms and Acts. Knowledge of court proceedings. Finance background. Work organizing skills. Computer literacy. Research skills. Communication skills. Creativity. Initiative, Integrity. Logical. Analytical thinking.

DUTIES : The incumbent will be responsible for a wide variety of tasks which includes but are not limited to the following: Records management of preparation of verification files: Verify information supplied by applicants. Prepare verification

files for verification team. Monitor and account file movement and distribute files to verifiers or Researchers. Provide and distribute of special pension research. Information to researcher. Provide administrative support to the unit. Render administrative support to the verification team. Follow up on cases file not verified. Provide input into the statistics for management decision making. Liaise and interact with relevant organisations to validate information for special pension status determination. Compliance with special pensions and GPAA legislation, regulations, policies and procedures. Dealing with Client services: Acknowledge, respond and resolve client queries, enquiries and complaints within verification. Record Client queries.

- ENQUIRIES** : Sibekezelo Mthembu Tel No: (012) 319 1275
Enquiries.erecruitment@gpaa.gov.za
- NOTE** : One permanent position for Administrator: Political Verification/ Regional Coordination is currently available at the Government Pensions Administration Agency: Special Pensions Unit.
- POST 21/115** : **ADMINISTRATOR: TAXATION (PROCESSES) REF NO: ADMIN/TAX-P/2026/06-1P**
Management Accounting
Permanent
The purpose of the role is: To provide support of reconciliation in the administration of manual, electronic tax processes and resolution of related enquiries within organisation.
- SALARY CENTRE REQUIREMENTS** : R280 278 per annum (Level 06)
: Pretoria
: Grade 12 / Senior certificate with minimum of 1–2 years' relevant experience. A relevant National Diploma/ Degree (at least 360 credits) in Finance will serve as an added advantage. Computer literacy (MS Office products). Knowledge of the Income Tax Act and the interpretation thereof. Knowledge of GEP Law. Knowledge of the PFMA. Knowledge of the Pension Fund Act. Knowledge of the Retirement Fund. Excellent communication skills both written and oral. Good interpersonal skills. Good coaching skills. Numeracy skills. Methodical skills. Integrity, Reliability and Honesty. Quality orientation. Team orientation. Service orientation. Good leadership qualities.
- DUTIES** : The incumbent will be responsible for a wide variety of tasks which includes but are not limited to the following: To effectively administer the manual and electronic calculation of tax. Collation of individual information with regards to income tax. Undertake the effective calculation of income tax electronically and manually. Capture data on electronic and manual tax calculation. Reconcile payment profile with tax master. Attend to audit queries and resolve them timeously. Effective administration of Garnishee orders from SARS. Implement garnishee orders from SARS (AA88's and IT88) (create). Compile IT88 and AA88 reports to SARS after every payment run. Ensure that proper collection of overpayments from SARS is done timeously. Provide the effective resolution of income tax related enquiries. Timorously attend to income tax related enquiries. Administrate continued adherence to relevant client care directives. Provide answers to call centre, walk –in Centre and regional offices on tax related issues. Process tax adjustment daily. Create/authorise tax refunds and recoveries. Create voluntary tax deductions as per pensioner instructions (TS01). Create journals on tax. Process the multiple incomes options received from clients (as per Paragraph 2B of the Fourth Schedule to the Income Tax Act). Request manual tax directives on ODS platform daily. Ensure that all ODS Tax requests are done daily. Ensure that once directive received Tax & payments are created in time and confirmed on the same day. Authorize tax deductions on Lump sum payments and update tax master correctly Process tax deductions for monthly pension arrears for the previous tax years as per tax directive response. Provide administrative support to the unit. Provide office administrative activities. Organise office logistical matters. File audit supporting office correspondence, documents and reports. Draft and type standard correspondence and documents. Completion of forms and documents relevant to the office. Order stationery and equipment/appliances for the section.
- ENQUIRIES** : Mapule Mahlangu Tel No: (012) 399 2639
Enquiries.erecruitment@gpaa.gov.za

POST 21/116 : **ADMINISTRATOR ASSETS REF NO: ADMIN/ASSETS/2026/06-1P**
Management Accounting
Permanent
The purpose of the role is: to render administrative support services to the assets management section.

SALARY : R280 278 per annum (Level 06)
CENTRE : Pretoria
REQUIREMENTS : Grade 12 / Senior certificate with minimum of 1–2 years' relevant experience. A relevant National Diploma/ Degree (at least 360 credits) in Finance/ Supply Chain Management will serve as an added advantage. Computer literacy that includes working knowledge of MS Office products. Knowledge of Administration of assets. Knowledge of Project Management. Knowledge of Financial administration. Knowledge of General accepted Accounting Practice. Knowledge of PFMA. Knowledge of Corporate Governance. Good analytical skills. Good customer relations skills. Problem solving skills. Good communication skills. Good Interpersonal relations. Customer Orientated. Outgoing personality. Ability to build strong relationships. Ability to work in a team. Reliability. Honesty.

DUTIES : The incumbent will be responsible for a wide variety of tasks which includes but are not limited to the following: Barcoding of assets and updating asset register. Barcode items for identification purposes. Capture additions to the system. Capture assets movement on the system. Capture locations and responsibilities. Perform Physical asset verification and condition assessment. Conduct physical asset verification. Sub-asset list signed by responsible officials in allocated locations. Conduct condition assessment. Provide administrative support in the asset disposal. Record absolute, redundant and unserviceable asset. Conduct asset disposal via method approved by Asset disposal Committee. Capture the disposals on the register. Asset Depreciation and reconciliation. Run monthly asset depreciation. Prepare monthly reconciliation. Provide administrative support to the unit. File office correspondence, documents and reports. Generate sub asset register and update the assets register. Draft and type standard correspondence and documents. Completion of forms and documents relevant to the Office. Order stationery and equipment for the section.

ENQUIRIES : Mapule Mahlangu Tel No: (012) 399 2639
Enquiries.erecruitment@gpaa.gov.za

POST 21/117 : **ADMINISTRATOR: EMPLOYEE BENEFITS ACCOUNTING REF NO: ADMIN/EB-A/2026/06-1P**
Financial Accounting EB
Permanent
The purpose of the role is: to render administrative and financial support services to the EB Accounting sub-directorate section.

SALARY : R280 278 per annum (Level 06)
CENTRE : Pretoria
REQUIREMENTS : Grade 12 / Senior certificate with minimum of 1–2 years' relevant experience. Relevant National Diploma/ Degree (at least 360 credits) in Finance will serve as an added advantage. Computer literacy that includes working knowledge of MS Office products. Knowledge of General ledge bookkeeping. Good customer relations skills. Problem solving skills. Good communication skills. Ability to work in a team. Honesty. Integrity. Hard working.

DUTIES : Render financial accounting services. Collect, record and bank collected money at the cashier. Receive Pay Master General (PMG) statements. Allocate PMG debits. Allocate payments on the systems. Cancellation of returned payments. Capturing and allocation of receipts. Ensure that the deduction of Maintenance orders are implemented. Ensure that the Maintenance payment are done after each payment run. Provide the court with the Maintenance payment after every payment run. Ensure that follow ups are made for maintenance deducted and not yet paid. Manually calculate and create payments for interest on late pension. Create payments requested from other sections. Create and maintain pay points. Ensure that bank account details are captured on Portal. Ensure that recalls forms are completed. Ensure that feedback is received via status on Safety web. Process journal entries and corrections on foreign exchange rates, maintenance, post office etc. Remove end dates on payment instruction after ensuring that supporting documents

required are received. Create payments and journal related to claims received from Department of Internal Relations and Cooperation (DIRCO). Check the departmental debt list with South African Reserve Bank (SARB), accounts and send to National Treasury. Ensure that payment run list for foreign pensioners is sent to the bank. Ensure that payment run list for Masters is checked and send. Ensure that the external fund list is checked and send. Ensure that the departmental debt list is checked and send. Authorize telegraphic transfers on safety web. Correction of payment instruction. Ensure the administration services for Post Office. Ensures that vouchers for the foreign post offices are cancelled or crashed. Perform cancellations of expired vouchers and unpaid payments of the SA Post Office. Ensure that duplicate vouchers are issued when required. Ensure cancellation of payments for deceased members and Attend to queries. Perform administrative duties. Provide customer services to customers and commercial banks i.e confirmation of payments made to them and ensure all leave forms are received and submitted to HR. Read in/out files received/send on the system. Send interest letters to members, beneficiaries and external funds. Filing of reports and documents such as Payment run reports, Bank serve reports, Reserve bank reports, PMG statements. Ensure that salary advice are collected and distributed correctly and return signed schedule and uncollected payslip back to Salaries. Ensure that stationery is ordered and collected. Handling of general customer enquiries.

ENQUIRIES : Mapule Mahlangu Tel No: (012) 399 2639
Enquiries.erecruitment@gpaa.gov.za

POST 21/118 : **ADMINISTRATOR: LOGISTICS REF NO: ADMIN/SCM/2026/06-1P**
Supply Chain Management
Permanent
The purpose of the role is: To provide administrative functions and support in the sourcing of good and services through quotation process for respective business units in GPAA.

SALARY : R280 278 per annum (Level 06)
CENTRE : Pretoria
REQUIREMENTS : Grade 12 / Senior certificate with minimum of 1–2 years' relevant experience. A relevant National Diploma/ Degree (at least 360 credits) in Supply Chain Management will serve as an added advantage. Computer literacy (MS Office products). Knowledge of PFMA, National Treasury Regulations, PPPFA, SCM Guidelines for Accounting Officers and related Prescripts. Knowledge of Public Sector Procurement processes, rules and regulations. Financial administration. Interpersonal skills. Effective Organizational skills. Planning and decision-making skills. Analytical and problem-solving skills. Excellent communication and interpersonal skills Client orientation and Customer focus Communicate effectively at all levels. Work independently. Ability to work under pressure. Ability to work independently.

DUTIES : The incumbent will be responsible for a wide variety of tasks which includes but are not limited to the following: Process requisitions for procurement of goods and services: Receive, check and process requisitions and specifications for sourcing of goods and services as per prescribed legislation. Ensure the utilization of the Central Supplier Database (CSD) supplier database in request for a competitive quotation process. Facilitate quotation process. Implement and maintain quotation process in accordance with legislation, departmental policies and procedures and National Treasury Instruction Notes. Receiving and opening RFQ documents. Assist in the facilitation of the Bid Evaluation sessions. Compiling RFQ documents. Ensure communication to suppliers and business units. Ensure that suppliers are rotated. Keep and update the register of RFQ's. Coordinate receipts and evaluation of RFQ's. Ensure receiving and checking quotations. Keep records of Quotations received. Schedule the evaluation session. Communicate the outcome to Business Units and Vendors. Registration of vendors on vendor master. Facilitate approval of quotations and Purchase Order generation. Vendor Management. Upload new vendor applications for approval. Update current vendor details. Provide administrative support to the unit: Perform office administrative activities. Organize office logistical matters. File audit supporting office correspondence, documents and reports. Draft and type standard correspondence and documents. Completion of forms and documents relevant to the office. Order stationery and equipment/appliances and refreshments (Bid Committee meetings) for the section.

- ENQUIRIES** : Mapule Mahlangu Tel No: (012) 399 2639
Enquiries.erecruitment@gpaa.gov.za
- POST 21/119** : **ADMINISTRATOR: INJURY ON DUTY REF NO: ADMIN/IOD/2026/06-1P**
Programme 2.1
Permanent
The purpose of this role is: To provide administrative support and Supervision of Injury on Duty processes and activities within the unit.
- SALARY CENTRE REQUIREMENTS** : R280 278 per annum (Level 06)
: Pretoria
: Grade 12 / Senior certificate with minimum of 1–2 years' experience within the relevant environment in the administration of Employee Benefits environment. A recognized National Diploma (at least 360 credits) will serve as an added advantage. Computer literacy that includes working knowledge of MS Office products. Knowledge of GEPF services and products will be an advantage. Knowledge of Employee Benefits. Knowledge of GEP Law & applicable legislation within GEPF. Knowledge of COIDA. Knowledge of GPAA policies. Knowledge of Civil pension software (CIVPEN), workflow and portal. Knowledge of Public service prescripts and legislation. Analytical thinking skills. Financial management skills. Problem solving skills. Communication skills. Interpersonal skills. Administration skills. Customer Service Orientation. Proficiency in South African languages. Negotiation skills. Logical thinking. Attention to detail. Ability to build strong network relationships. Accountability. Accuracy and thoroughness. Ability to prioritize and meet deadlines. Ethical business conduct. Adhering to business ethics. Work in a team.
- DUTIES** : The incumbent will be responsible for a wide variety of tasks which includes but are not limited to the following: Administer Injury on Duty processes and activities. Open new (CP) Civil Pensions files. Report daily statistics. File documentation on files correctly. Verify all incoming documents for completeness. Verify all new IOD awards. Capturing of award. Type and send correspondence for outstanding documents from employers/members and compensation Fund. Communicate with stakeholders regarding changes of their pension. Handle internal and external enquiries. Administer and process IOD Claims. Capture payments, which include arrears as well as new and old payments. Process continuation of children's pensions and create arrears thereof. Processing of re-calculations and the arrears payments (superseding awards, life certificates and old cases). Administration of rejected and redirected IOD Claims. Interpret and apply directives policies and rules (COIDA). Liaise with other business units, external organizations and clients. Preparing system reports on the IOD liabilities and submit to the finance team monthly.
- ENQUIRIES** : Melusi Dhlamini Tel No: (012) 319 1058
Enquiries.erecruitment@gpaa.gov.za
- POST 21/120** : **ADMINISTRATOR MILITARY PENSION REF NO: ADMIN/MP/06-1P**
Programme 2.1
Permanent
The purpose of this role is: To ensure effective administrative support within Military Pensions for Programme 2.1.
- SALARY CENTRE REQUIREMENTS** : R280 278 per annum (Level 06)
: Pretoria
: Grade 12 / Senior certificate with minimum of 1–2 years' experience within the relevant environment in the administration of Military Pensions. A recognized National Diploma (at least 360 credits) will serve as an added advantage. Computer literacy that includes working knowledge of MS Office products. Knowledge of Military Pensions Act. Knowledge of GEPF Service and Products. Knowledge of Military Pensions Policy and Medical Treatment. Knowledge of Standard Operating Procedures. Effective Organizational skills. Problem Solving skills. Interpersonal relations. Customer oriented. Ability to communicate at all levels. Ability to take responsibility. Must be able to meet deadlines. Ability to work with team and under pressure.
- DUTIES** : The incumbent will be responsible for a wide variety of tasks which include but are not limited to the following: Verifying of Military cases and claims. Verifying incoming documents for correctness. Barcoding and linking of incoming documents / applications. Check all incoming claims for duplications. Verifying

and capturing of new applications (create MP number). Generate error letter to request missing information / documentation. Completion of précis for new applications / reviews and spouses' applications. Prepare manual complex calculations. Capturing of payments for, Administration of annual increase on the system. Resolve customer queries. Typing and checking of correspondents less than 18yrs, and spouses. Monitor continuation of dependents > 18 years. Preparation of journals for overpayments. Scanning / Indexing of documents and MP files. Verifying of Medical Account cases and claims. Administration of medical accounts for Military Pensioners, Injury on Duty and War Pensioners from foreign countries residing in South Africa. Verify incoming documents for correctness. Check all incoming medical accounts claims. Verifying and capturing of new applications. Check incoming claims for duplications. Verify correctness and accuracy of payments. Resolve customer queries. Typing and checking of correspondence. Processing Medical Accounts cases and claims. Processing of Medical Pensions payments. Send Correspondence to external member, organizations and process claims. Interact with SANDF and other departments. Process payments for medical invoices. Effective handling of enquiries. Capture and updating banking details. Processing Military Pensions cases and claims. Processing Military Pensions cases and claims. Monitor continuation of dependent's allowances for dependents less than 18yrs. Send correspondence to external member, organizations and process claims. Interact with SANDF and other departments. Doing manual calculations on military pensions. Interpreting and applying directives of daily statistics. Effective handling of enquiries. Effectively preparing system reports on the MP liabilities and submit to the finance team on a monthly basis.

ENQUIRIES

: Melusi Dhlamini Tel No: (012) 319 1058
Enquiries.erecruitment@gpaa.gov.za

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** : Ms M Shitiba
- CLOSING DATE** : 06 July 2026
- 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. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. 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 21/121** : **DIRECTOR: FORENSIC PATHOLOGY SERVICES REF NO: NDOH 55/2026**
Chief Directorate: Violence Trauma and Emergency Medical Services
- SALARY** : R1 317 384 per annum, an all-inclusive remuneration package, [basic salary consists of 70% of total package, the State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion]. The flexible portion of the package can be structured according to the Senior Management Service guidelines.
- CENTRE** : Pretoria
- REQUIREMENTS** : Grade 12 certificate and NQF 7 qualification in Health Science, preferably qualification in MBCHB or nursing. NQF 8 qualification in Health Science, MPH, Forensic Pathology and or Clinical Forensic pathology will be an advantage. At least five (5) years' experience at middle/senior management level in health management and forensic or clinical forensic medical services. Knowledge of the South African Constitution, 1996, public service regulatory framework, methods and practices relating to Hospital Services and forensic medical services, Knowledge and experience in clinical forensic and/or forensic pathology services. Understanding of the healthcare system and referral

		pathways locally and internationally. Knowledge of drafting of regulations, guidelines and standards. Good communication (verbal and written), problem-solving, decision-making, analytical, presentation, facilitation, planning, organizing, and computer skills (MS Office package). A valid driver's license. SMS pre-entry Certificate is required for appointment finalization.
<u>DUTIES</u>	:	Manage and coordinate clinical streams/disciplines. Develop policy documents (guidelines, standards and inspection tools) on any clinical stream/discipline. Manage forensic pathology services and other clinical streams. Develop data sets and policies for forensic pathology services. Coordinate clinical forensic pathology services and gender-based violence and femicide. Provide secretariat function for Ministerial committees, technical working groups, task teams and/or national coordinating committees related to any clinical stream. Oversee and monitor hospital licensing. Develop and administer licensing policy and/or regulation compliance. Coordination of referral pathways: hospitals and forensic pathology. Liaise with referring authority inside and outside RSA. Provide Secretariate support to ministerial committees, technical working groups, task teams and/or national coordinating committees related to forensic pathology and clinical stream.
<u>ENQUIRIES</u>	:	Dr R Ncha Tel No: (012) 395 8257
<u>POST 21/122</u>	:	<u>DIRECTOR: PROVIDER PAYMENT MECHANISM AND RATES REF NO: NDOH 52/2026</u> (Five Year Contract) Chief Directorate: Health Care Benefits and Provider Payment Design
<u>SALARY</u>	:	R1 317 384 per annum, an all-inclusive remuneration package, [basic salary consists of 70% of total package, the State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion]. The flexible portion of the package can be structured according to the Senior Management Service guidelines.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria
	:	Grade 12 certificate and an undergraduate qualification (NQF level 7) as recognized by SAQA in Finance/Accounting, Cost Accounting, Economics, Health Economics, or Actuarial Sciences. A postgraduate qualification (NQF level 8) in relevant disciplines such as Finance and Accounting, Cost Accounting, Health Economics, Actuarial Sciences or a related quantitative social sciences field would be an advantage. At least five (5) years' experience at a middle/senior managerial level in Health Economics/ Accounting within the health sector. Experience in conducting sophisticated quantitative analyses and proven economic research output relating to health economic modelling techniques as well as experience in developing health-focused econometric models using decision analysis software. Expert knowledge of Excel and VBA (Visual Basic for Applications) experience. Intimate knowledge of health benefit design and payment, and National Health Insurance. Knowledge of CPT coding, ICD-10 and other international coding systems and understanding of medical terminology. Knowledge of other programs such as Python, R, and SQL will be an added advantage. Knowledge and understanding of Public Service Regulation, Public Service Act, Public Finance Management Act and National Health Insurance (including provisions of the NHI Act) Good communication (verbal and written), problem solving, organizational, decision making, interpersonal, assertiveness, planning, customer service, team management and computer skills (MS Office packages). Self-motivated and ability to work independently. A valid driver's license. SMS pre-entry Certificate is required for appointment finalization.
<u>DUTIES</u>	:	Review the existing data collection and reporting process in health care facilities; the flow of funds; identify changes needed to move from input-based payment to prospective payment (e.g. Capitation and Diagnosis Related Groupers). Develop an approach to on-going revisions of provider payment systems, and develop proof-of-concept, and progressively implement new provider payment mechanisms. Determine the nature of provider payment mechanisms and adopt additional mechanisms, including capitation for PHC and DRG for hospitals. Define cost modelling methodology and required data sets and develop costing manual and determine the prices of health care services/drugs/consumables to be paid by the NHI Fund based on developed costing manual. Prepare information and communicate to the public (users, providers and other stakeholders) on the prices of services/drugs/consumables included in the Health Care Benefits to be covered by the NHI Fund.

<u>ENQUIRIES</u>	:	Mr Moremi Nkosi Tel No: (012) 395 8173
<u>POST 21/123</u>	:	<u>DIRECTOR: HEALTH CARE BENEFITS DESIGN REF NO: NDOH 53/2026</u> (Five Year Contract) Chief Directorate: Health Care Benefits and Provider Payment Design
<u>SALARY</u>	:	R1 317 384 per annum, an all-inclusive remuneration package, [basic salary consists of 70% of total package, the State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion]. The flexible portion of the package can be structured according to the Senior Management Service guidelines.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria Grade 12 certificate and an undergraduate qualification (NQF level 7) as recognized by SAQA in Public Health, Economics or Actuarial Sciences. A postgraduate qualification (NQF level 8) in relevant disciplines such as Health Economics, Actuarial Sciences, Implementation Science/Research, Biostatistics, Epidemiology, or a related quantitative social science field would be an advantage. At least five (5) years' experience at a middle/senior management level in health care benefits design. Expert knowledge of Excel and VBA (Visual Basic for Applications) experience. Intimate knowledge of health care benefits design, Health Needs Assessments, Health Technology Assessment and National Health Insurance. Knowledge of CPT coding, ICD-11 and other international Procedure and diagnosis coding systems and understanding of medical terminology. Knowledge of other programs such as Python, R, and SQL will be an added advantage. Knowledge and understanding of Public Service Regulation, Public Service Act, Public Finance Management Act and National Health Act. Good communication (verbal and written), problem solving, organizational, decision making, interpersonal, assertiveness, planning, customer service, team management and computer skills (MS Office packages). Self-motivated and ability to work independently. A valid driver's license. SMS pre-entry Certificate is required for appointment finalization.
<u>DUTIES</u>	:	Develop methodology for strategic and operational planning for defining the composition of the Health Care Benefits design process, including health needs assessment, risk assessments framework (including costs, cost-effectiveness), and monitoring and control of progress against strategic objectives, including defining the evidence-based comprehensive package of health services, medicines and consumables covered or specifically excluded from the Health Care Benefits. Develop methodology for and facilitate Health Needs Assessments for clinical interventions, pharmaceuticals and technologies. Develop and integrate a policy that links referral and portability of access to services to the health care benefits design. Develop methodology for, and facilitate, Health Technology Assessment (HTA) considerations for clinical interventions, pharmaceuticals and technologies including specific health services to be covered by the NHI Fund on an incremental basis and an approach to on-going revisions to the Health Care Benefits. Prepare information to be communicated to the public on the list of Health Care Benefits for users.
<u>ENQUIRIES</u>	:	Mr Moremi Nkosi Tel No: (012) 395 8173
<u>POST 21/124</u>	:	<u>DIRECTOR: COMMUNICABLE DISEASES CONTROL REF NO: NDOH 51/2026</u> Directorate: Communicable Diseases Control
<u>SALARY</u>	:	R1 317 384 per annum, an all-inclusive remuneration package, [basic salary consists of 70% of total package, the State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion]. The flexible portion of the package can be structured according to the Senior Management Service guidelines.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria. Grade 12 certificate and NQF 7 qualification in Health Sciences. NQF 8 qualification in Health Science will be an advantage. At least five (5) years' experience at middle/senior management level in health management field. Knowledge of Health Act, PFMA, Human Resources and procurement policies and well as the science of health promotion, social determinants of health and its impact on prevention and control of communicable diseases and health outcomes. Knowledge and experience in policy development and analysis,

current strategies for improving prevention and control of communicable diseases outcomes. Knowledge of relevant national regulations and policies within health that impact on prevention and control of communicable diseases outcomes. Good communication (verbal and written), strategic capability and leadership, programme and project management, financial, knowledge and change management, problem-solving, analytical, facilitation and computer skills (MS Office package). A valid driver's license. SMS pre-entry Certificate is required for appointment finalization.

DUTIES : Strengthen epidemic preparedness and response in line with the international health regulations (IHR). Conduct quarterly IHR/National Action Plan on Health Services (NAPHS) meetings to assess progress on the implementation of the NAPHS Annual Operational Plan. Facilitate the process of ensuring that systems are in place to implement IHR policy and guidelines. Monitor and evaluate the communicable disease control programme. Strengthen systems for Epidemic Preparedness and Response (EPR) for communicable diseases. Assist with resource mobilisation to implement plans. Provide leadership functions, including with regards to the prevention and control of communicable diseases and the development of policy and guidelines for communicable disease control. Facilitate legislation, policy and guideline formulation for communicable diseases. Coordinate Epidemiology and Surveillance of communicable diseases. Strengthening partnerships and collaboration on communicable diseases. Strengthen cross border, regional, and international collaboration of communicable diseases as well as strengthen partnerships for addressing communicable diseases in South Africa. Manage resources, risk, and audit queries. Manage risks related to achieving the objectives of the Directorate, put systems in place to minimize risks, conduct risk assessments and develop and implement as risk management plan.

ENQUIRIES : Ms A Cele Tel No: (012) 395 8521

OTHER POSTS

POST 21/125 : **MEDICAL SPECIALIST: PUBLIC HEALTH REF NO: NDOH 54/2026**
(Five Year Contract)
Chief Directorate: Health Care Benefits and Provider Payment Design

SALARY : Grade 1: R1 395 528 – R1 479 723 per annum
Grade 2: R1 592 274 – R1 688 553 per annum
Grade 3: R1 844 151 – R2 301 186 per annum

CENTRE REQUIREMENTS : Pretoria
Grade 1: An appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) plus current registration with the HPCSA as Medical Specialist. **Grade 2:** An appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist plus a minimum of five (5) years' appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist. **Grade 3:** An appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist plus a minimum of ten (10) years' appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist. Working experience with health needs assessment. Comprehensive knowledge of patient registration and personal health records. Knowledge of the National Health Insurance Plan and understanding of the South African Health Care System. Knowledge and understanding of National Health Insurance, Public Service Regulations, Public Service Act and Public Finance Management Act. Good communication (verbal and written), decision making, interpersonal, customer service, planning, organizing, team management and computer skills (MS Office package). A valid driver's license.

DUTIES : Develop and maintain methodology for strategic and operational planning for defining the composition of the Health Care Benefits, including health needs assessment, risk assessments, monitoring and control of progress against strategic objectives. Prepare technical reports, briefing notes, and recommendations on Health Care Benefits planning and performance. Contribute clinical inputs to the development and maintenance of policy and procedures for clinical interventions, pharmaceuticals, and technologies, including inputs on Health Technology Assessment (HTA), as a part of health care benefits design. Provide specialist clinical inputs into the development, review, and maintenance of policies, procedures, protocols, and guidelines

relating to Health Care Benefits design. Develop and maintain policy and procedures on referral and portability of access to services and define referral guidelines for planned NHI pathways. Define, review, and update referral guidelines and clinical pathways across levels of care to ensure coordinated and integrated service delivery. Develop and maintain the annual plan of needs for procurement of the Health Care Benefits. Provide clinical and technical inputs into procurement planning for health care services, pharmaceuticals, medical devices, and technologies. Contribute to the preparation of information for publication for citizens on the list of Health Care Benefits for Users and Referral Guidelines. Ensure that published information is evidence-based, clinically accurate, and aligned with approved policies and procedures.

- ENQUIRIES** : Mr Moremi Nkosi Tel No: (012) 395 8173
- POST 21/126** : **ASSISTANT DIRECTOR: ICT SUPPORT REF NO: NDOH 44/2026**
Directorate: Information Communication Technology
- SALARY CENTRE REQUIREMENTS** : R487 197 per annum, (plus competitive benefits)
: Pretoria
: A Grade 12 certificate and NQF 6 qualification in Information Technology/Computer Sciences. ITIL certificate and ICT Governance and Ethics will be an advantage. Certification in CAN, CNE, MCITP, A+, N+, Networking+, Security+, Mobility+, CISA, CISM, CRISK, CGEIT as well as Microsoft certifications like MOS, MSCA Desktop will be an added advantage. At least three (3) years' experience at a supervisory level in Information Technology environment. Experience in supporting transversal applications e.g. BAS, PERSAL, Logis, Safetyweb and Firewall as well as in ICT policy, process, procedure and standard development, Microsoft environment, open source and directory authentication systems and services. Knowledge of procedure and process for installing, configuring, upgrading, troubleshooting and repairing applicable software, hardware and peripherals such as printers and related hardware. Monitoring the LAN's and WAN's. Knowledge of the OSI model as well as Government Transversal Systems and Financial Systems. Good communication (verbal and written), technical, interpersonal, problem solving and organizing skills. Ability to work under pressure and in a team as well as able to travel when required. A valid driver's license.
- DUTIES** : Manage, maintain, and ensure the availability of communication systems. Provide ICT service support for the computer software and applications, computer hardware, computer networks (Wide Area Network {WAN}, and Local Area Networks {LAN}), Virtual Private Network {VPN}, Multi-Protocol Label Switching {MPLS}). Management and support for the Transversal Systems (Application software, connectivity, computer client software). Manage, monitor and report on ICT service support and delivery. Ensure ICT service requests and incidents are reported, addressed and resolved as per the service standards. Ensure contractors deliver service correctly. Manage resources, ICT risks and audit queries. Manage staff performance in line with PMDS, including performance agreements and reviews. Establish contingency plans with backup resources for ICT service support and delivery. Assistance in the planning and research of ICT policy. Development, review, and documentation of ICT policies, processes, procedures, and standards. Development and implementation of network capacity management plans. Management and maintenance of physical security systems. Develop strategy for Ndoh Datacentre and physical environment controls as well as implement server environment controls in alignment to audit requirements and governance control and good practice. Manage customer relations. Liaise with users and work groups on their needs, questions, requests and problems with regard to network services. Investigate current computers and compare with new trends and ensure current technology is capable.
- ENQUIRIES** : Mr A Mabuza Tel No: (012) 395 8647
- POST 21/127** : **ICT GOVERNANCE RISK & COMPLIANCE ANALYST REF NO: NDOH 45/2026 (X2 POSTS)**
Directorate: Information Communication Technology
- SALARY CENTRE REQUIREMENTS** : R413 001 per annum, (plus competitive benefits)
: Pretoria
: A Grade 12 certificate and an NQF 6 in Information Technology/Computer Science qualification as recognized by SAQA. A degree (NQF 7) in

ICT/Computer Sciences will be an advantage. COBIT 5-foundation certification. At least two (2) years' experience in a GRC-related role, such as risk management, compliance, and or internal audit. Experience in working with various stakeholders across government agencies to gather information and provide guidance on ICT GRC matters. Knowledge of ICT Governance, risk, security, compliance and continuity methodologies and practices. Knowledge of IT service management frameworks (e.g. ITIL) and their application in a GRC context. Familiarity with ICT GRC tools and platforms (e.g. RSA Archer, MetricStream, OpenPG). Good communication (verbal and written), analytical, collaboration, and adaptability skills. Ability to work under pressure and in a team as well as able to travel when required. A valid driver's license.

DUTIES

: Assist in developing and implementing GRC policies, procedures, and frameworks to ensure compliance with regulatory requirements. Identify and assess risks associated with ICT operations and develop strategies to mitigate or manage those risks. Provide support on governance, risk and control tools implementation and workflows. Manage customer relations. Ensure effective implementation of GRC initiatives in ICT. Conduct ICT governance risk compliances and continuity research. Analyse and interpret data from various sources to identify trends, patterns, and potential issues that may impact the organisation's risk profile. Provide assistance with research, idea management and innovation management. Be part of permanent in-house programme team, providing organisational learning, improved capability, resilience and value for money. Monitor and report continuity on ICT governance, risk and compliance. Develop and maintain reports, dashboards, and other visualisations to communicate ICT GRC metrics and performance indicators to senior management and other stakeholders. Identify and correct weaknesses. Handle risks and audit queries. Identify, mitigate and manage ICT risks. Tracing resolution of ICT audit findings. Establish contingency plans with backup resources and accommodation for prospective automated business processes.
Mr A Mabuza Tel No: (012) 395 8647

ENQUIRIES

:

POST 21/128

:

SENIOR HUMAN RESOURCE PRACTITIONER REF NO: NDOH 50/2026
Directorate: Human Resource Administration

SALARY CENTRE

:

R413 001 per annum, (plus competitive benefits)
Pretoria

REQUIREMENTS

:

A Grade 12 certificate and National Diploma with 360 credits (NQF 6) qualification in Human Resource Management / Public Management or Public Administration. NQF 7 degree in HRM will be an advantage. At least three (3) years' experience in HR Recruitment and Selection. Knowledge of recruitment and selection prescripts and legislation, Public Service Act, Public Service Regulations, Employment Equity Act, Labour Relation Act as well as understanding of the legislative framework governing the Public Service and Human Resources function wholistically. Good communication (verbal and written), problem solving, planning and organizing, interpersonal relations, presentation and facilitation, people management, customer focus, negotiation and conflict resolution and computer skills (MS Office package). Ability to work under pressure and in a team as well as able to travel when required. A valid driver's license.

DUTIES

:

Render and administer recruitment and selection process. Ensure adherence and compliance to the Recruitment and Selection policy and prescripts. Quality assures draft advertisements and ensures processing within one working day. Engage with line managers within 5 working days of allocation of a post to confirm recruitment plans. Quality assurance of recruitment processes. Supervise the preparation and coordination of all recruitment logistics and documentation, i.e. advertisement. Quality check shortlisting process and applications against policy. Ensure proper completion and filing of all recruitment and selection forms. Develop/review human resource policies and plan. Provide inputs on the development, review implementation and monitoring of HR policies, procedure manuals, strategies and plan. Provide effective interpretation of relevant legislation, policies, and directives. Render HR advisory and reporting services. Provide advice and guidance to management and staff on recruitment, selection and HR policy matters. Draft written responses to line functionaries on functional areas on the implementation of recruitment and selection processes and practices. Manage resources, risk and audit queries. Ensure the submission of verification documents for recommended candidates within three working days. Ensure

compliance with requirements for qualification verification, security screening, and competency assessments. Promote a culture of accountability, service excellence, and continuous improvement and teamwork.

ENQUIRIES : Ms P Mathebula Tel No: (012) 395 9616

POST 21/129 : **SENIOR HEALTH AND WELLNESS PRACTITIONER REF NO: NDOH 46/2026**

Directorate: Employment Relations and Workplace Support

SALARY : R413 001 per annum, (plus competitive benefits)

CENTRE : Pretoria

REQUIREMENTS : A Grade 12 certificate and an NQF 6 qualification with 360 credits in Social Work/Psychology. Current professional registration with the South African Council for Social Service. At least two (2) years' functional experience in Employee Health and Wellness environment. Knowledge of Employee Health Wellness programmes, DPSA EHW Strategic framework, health and behavioural risks in the workplace, programme implementation, monitoring and evaluation as well as counselling and trauma debriefing. Good communication (verbal and written), problem solving, planning and organizing, motivational, report writing, presentation and facilitation, negotiation and computer skills (MS Office package). Ability to work under pressure and in a team as well as able to travel when required. A valid driver's license.

DUTIES : Implementation of wellness management programme. Implementation of healthy lifestyles promotion (supporting sports codes, nutrition, fitness programme). Provide proactive information (financial wellness, resilience workshops and preparation for retirement). Marketing of EHW services. Coordinate and implement communicable and non-communicable programmes. Assist with chronic illness in the workplace (HIV/AIDS, TB, etc.). Implement education and awareness session on HIV, TB and STI. Assist with the facilitation of commemorating World AIDS Day. Implement health and productivity management programme. Provide support in the facilitation of Substance abuse awareness and Health awareness. Coordinate blood donation services and wellness clinics or health screening. Provide logistics support for any Health and Wellness events. Implementation of employee health and wellness policies and administration. Assist with the implementation of wellness and health and productivity management policy awareness. Organise courtesy policy awareness in all the departments.

ENQUIRIES : Mr MS Mahlatjie Tel No: (012) 395 8414

POST 21/130 : **HUMAN RESOURCE CLERK (SUPERVISOR) REF NO: NDOH 48/2026**

Directorate: MBOD

SALARY : R338 106 per annum, (plus competitive benefits)

CENTRE : Johannesburg

REQUIREMENTS : A Grade 12 certificate. National Diploma (NQF 6 qualification with 360 credits) in HRM will be an advantage. At least three (3) years' experience required in HR environment. Knowledge of departmental policies and procedures (HR related), Batho Pele principles, the Public Service Act and Public Service regulations as well as registry duties, practices and the ability to capture data, and operate computer. Knowledge and understanding of the legislative framework governing the Public Service, storage and retrieval procedures in terms of the working environment and understanding of the work in registry. Good communication (verbal and written), planning and organization, and computer skills (MS Office package). Ability to work under pressure and in a team. A valid driver's license.

DUTIES : Supervision of personnel. Monitoring that there are sufficient resources to effectively smooth operations and ordering supplies in the unit when necessary. Monitoring and assessing employee performance in accordance with the departmental PMDS system and tool. Evaluate the personnel and recommend capacity-enhancing initiatives where applicable and submit half yearly review timeously. Coordinate, administer, undertake the more complex implementation and maintenance of human resource administration practices. Provide general administrative support, enquiries, and efficient resource management. Coordinate the implementation conditions of service and service benefits (Leave, PILIR housing, Medical, Injury on duty, long service recognition, overtime, relocation termination of service, pension, allowances, etc). Coordinate performance management. Liaise with PMDS unit regarding

policies and procedures. Remind employees about the submission of PMDS agreements and reviews. Administer skills development, circulate training and development policies and procedures. Manage risk and audit queries. Ensure that all human resource processes and procedures are executed according to departmental policies and procedures on human resource management. Handle audit queries.

ENQUIRIES : M. D Leseyane Tel No: (012) 356 5640

POST 21/131 : **REGISTRY CLERK – SUPERVISOR REF NO: NDOH 47/2026**
Directorate: MBOD

SALARY : R338 106 per annum, (plus competitive benefits)
CENTRE : Johannesburg

REQUIREMENTS : A Senior Certificate (Grade 12) or equivalent NQF 4 qualification. Records management certificate or any related compensation legislation will be an advantage. At least three (3) years' experience in archiving. Knowledge of registry duties and practices as well as the ability to capture data and operate computers. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in the registry as well as knowledge of ODMWA (Occupational Diseases in Mines and Works Act, Act 78 of 1973). Good communication (written and verbal), interpersonal, flexibility, job knowledge, language, planning and organization and computer (MS package) skills. Ability to work independently and with a team.

DUTIES : Supervision and provide registry counter services. Handle telephonic and other enquiries received, attend to clients, receive and register hand delivered mail/files. Supervise the handling of incoming and outgoing correspondence. Supervise the reception and receive all mail, sort, register and dispatch mail. Distribute notices on registry issues. Supervise and render an effective filing and record management service. Opening and closing files according to record classification system. Filing/storage, tracing (electronically/manually) and retrieving documents and files. Ensure and complete index cards for all files. Supervise the operation and operate machines in relation to the registry functions. Open and maintain franking machine, frank posts, record money and update register daily. Lock posts in the postbag for messenger to deliver to post office. Hand delivers and signs over remittances to finance. Supervise the processing and process documents for archiving and/disposal. Electronic scanning of files, sort and package files for archives and distribution, compile list of documents to be archived and submit to the supervisor as well as keep records for archived documents.

ENQUIRIES : Ms D Leseyane Tel No: (011) 356 5640

POST 21/132 : **ADMINISTRATION CLERK PRODUCTION REF NO: NDOH 49/2026 (X2 POSTS)**
Directorate: CCOD

SALARY : R237 453 per annum, (plus competitive benefits)
CENTRE : Johannesburg

REQUIREMENTS : A Grade 12 certificate (NQF 4). Experience in office administration will be an advantage. Knowledge of administrative duties, practices, as well as the ability to operate a computer. Knowledge and understanding of Batho Pele principles. Knowledge of ODMWA (Occupational Diseases in Mines and Works Act, Act 78 of 1973) or any other related compensation legislation will be an added advantage. Knowledge and understanding of the legislative framework governing the Public Service. Good communication (verbal and written), interpersonal relations, teamwork, planning, organization, and computer skills (MS Office package). Ability to work under pressure and in a team as well as ability to maintain a high level of confidentiality. A valid driver's license.

DUTIES : Provide general enquiries tasks in support of claims management. Attend to clients through the helpdesk. Handle telephonic and other enquiries received. Receive and upload documents on the claims management system. Render general clerical support for the claims management. Liaise with external stakeholders in relation to the claim's payment enquiries. Check if the information on e-Tracker and the Mine Workers Benefit system corresponds. Attend to the allocated work tasks. Ensure and monitor that all compensation applications meet the required status of the claim. Management of risk and

ENQUIRIES

audit. Ensure and monitor that all compensation applications meet the required standards. Prevent fraudulent applications as well as unnecessary query locks.
Ms. M Baholo Tel No: (011) 356 5663

**DEPARTMENT OF HIGHER EDUCATION AND TRAINING
(Ekurhuleni West TVET College)**

- APPLICATIONS** : Please e-mail your application, quoting the correct reference number to: vac1cc@ewc.edu.za OR Hand Deliver / Courier to: Ekurhuleni West TVET College, CNR Flag and Rose Innes Road, Germiston.
- CLOSING DATE** : 10 July 2026 at 12H00. Applications received after the closing date will not be considered.
- NOTE** : Applications must be submitted on Z83 form obtainable from any Public Service department OR on the internet at www.gov.za/documents and must be accompanied by a recently updated comprehensive CV (with three contactable references). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. Note: EE targets African Male, African Female, Coloured Male, Coloured Female, While Male, Indian Male and White Female respectively. "DHET is committed to providing equal opportunities and practising affirmative action. The appointment will be done in line with the approved Employment Equity Plan. Persons with disability are encouraged to apply. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation.

OTHER POSTS

- POST 21/133** : **ASSISTANT DIRECTOR: OFFICE MANAGER REF NO: EWC 01/2026**
Branch: Ekurhuleni West TVET College
Nature of Appointment: Permanent
- SALARY** : R487 197 per annum, (plus benefits)
- CENTRE** : Corporate Centre
- REQUIREMENTS** : Recognised National Diploma (NQF 6) in Public Management/Business Management and Technology or related qualifications; 3-5 years relevant experience in strategic planning and administration environment; Knowledge and understanding of the TVET/CET administration will be and added advantage.
- DUTIES** : Oversee the development, implementation and monitoring of policies, establish office procedures and operating systems; Render administrative/executive support services in the office of the Principal, ensure effective and efficient management of the college including the management of the workflow in the office of the Principal, Conduct research and provide expert administrative advice to the Principal and other officials in the college; Oversee and maintain logistics within the office of the Principal; Arrange of all meetings (Sub-committee, Council, EXCO and other external stakeholders), arrange all academic board and academic board committee, coordinate the décor layout, food service, invitation and media protocol requirements for college hosted functions, Develop agendas and write minutes for the college meeting and forum; maintain office budget and database of its expenditure, Provide secretarial support to College Council, Council Committees, Academic Board, Senior Management and other external stakeholders; Provide strategic management, monitoring and evaluation services.
- ENQUIRIES** : Ms. MM Masela Tel No: (011) 323 1600 / Ms ML Adams Tel No: (011) 323 1600
- 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 will be required to write a competency assessment, sign an annual performance agreement, disclose his/her financial interest and be subjected to security clearance.

- POST 21/134** : **ASSISTANT DIRECTOR: FACILITIES AND RECORDS MANAGEMENT REF NO: EWC02/2026**
Branch: Ekurhuleni West TVET College
Nature of Appointment: Permanent
- SALARY CENTRE REQUIREMENTS** : R487 197 per annum (Level 09), (plus benefits)
: Corporate Centre
: Recognised National Diploma (NQF 6)/Degree in Building Management/Safety Management/ Construction or related qualification; 3-5 years relevant experience at supervisory on level seven or eight; valid driver's licence; Knowledge of Public Service Act and Regulations, Occupational Health and Safety Act, immovable Asset Management Act and related regulations, fire control.
- DUTIES** : Oversee maintenance of buildings and premises, Compile maintenance plan regarding machinery, tools and equipment, Monitor the implantation of the maintenance plan, Responsible for optimal space planning and full building maintenance, facilitate and ensure awareness workshops of policies and procedure manuals relating to facilities management; Ensure compliance to SHERQ and OHS, develop the college emergency evacuation plan, identify potential health and safety hazards, reporting and coordination all the IOD's; Oversee fleet management, develop and implement fleet management policies, ensure warranty management, maintenance, insurance and licensing of vehicles, Maintain the physical security functions including key control, personnel, document and surveillance security, development, review and monitor the implementation of security policy, responsible for security and access control at facilities, conduct preliminary theft investigation and ensure adherence to contractors SLA on site such as security, garden service etc.
- ENQUIRIES NOTE** : Ms. MM Masela Tel No: (011) 323 1600 / Ms ML Adams Tel No: (011) 323 1600
: 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 write a competency assessment, sign an annual performance agreement, disclose his/her financial interest and be subjected to security clearance.

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



CLOSING DATE	:	03 July 2026
NOTE	:	Applications must be submitted online at https://erecruitment.dha.gov.za sent to the correct address specified at the bottom of the posts, on or before the closing date, accompanied by a fully completed Application for Employment Form (New Z83, effective from 1 January 2021), obtainable at www.dpsa.gov.za , citing the correct post number and job title, and a comprehensive CV (citing the start and end date dd/mm/yy), job title, duties performed and exit reason for each employment period to be considered, as well as the details of at least two contactable employment references (as recent as possible), regardless of online or manual submission. Where a valid Driver's License and a Professional Driving Permit (PDP) is a requirement, this must be indicated on the CV. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Shortlisted candidates will also be required to submit a copy of their ID document, a valid driver's license (if specified as a job requirement), relevant educational qualifications / RPL certificates / Academic Transcripts of completed qualifications, and Acting letters as directed. Furthermore, applicants who possess (a) foreign qualification(s), are required to submit the evaluated results of such qualifications, as received from the South African Qualifications Authority (SAQA); will be subjected to an interview, various relevant tests and assessments, and employment suitability checks (credit, criminal, citizenship, qualifications, and employment references including verification of exit reasons, and conducting business with State). Once appointed, serving of a prescribed probation period, and obtaining of a security clearance appropriate to the post, will be required. Correspondence between the Department and candidates will be limited to shortlisted candidates, only. The 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.

OTHER POSTS

POST 21/135	:	<u>DEPUTY DIRECTOR: FINANCE AND SUPPLY CHAIN MANAGEMENT (X3 POSTS)</u>
SALARY CENTRE	:	R932 292 - R1 098 195 per annum (Level 11), an all-inclusive salary package Provincial Manager's Office: Eastern Cape Ref No: HRMC 38/26/1a (X1 Post) Provincial Manager's Office: Gauteng Ref No: HRMC 38/26/1b (X1 Post) Provincial Manager's Office: Western Cape Ref No: HRMC 38/26/1c (X1 Post)
REQUIREMENTS	:	An undergraduate qualification in Financial Management, Accounting or related qualification at NQF level 6 as recognized by SAQA. A minimum of 3 years' experience at a Junior Management / Assistant Director in Finance or Supply Chain Management is required. Knowledge and application of Public

Finance Management Act and Treasury Regulations. Knowledge of the departmental Legislations and Prescripts. Knowledge of the E government policy framework consultation paper developed by GITO. Knowledge of the Public Service Regulatory Framework. Excellent abilities and experience in project management, project optimization, and the use of online systems. A valid drivers' license. Willingness to travel and work extended hours. Required skills and competencies: Capability and Leadership. Service Delivery Innovation. Client Orientation and Customer Focus. People Management and Empowerment. Financial Management and Administration. Programme and Project Management. Decision Making Skills. Budget Administration. Financial Risk Management. Problem solving and analysis. Business report writing. Presentation Skills. Negotiation skills. Communication Skills. Financial Management skills. Computer Literacy. Patriotism, Honesty, Integrity and Accountability.

DUTIES : The successful candidate will be responsible for, amongst others, the following specific tasks: Coordinate supply chain management processes and procedures within the Province. Co-ordinate, manage, and collate the procurement plan for the Province. Manage and co-ordinate the tender processes within the Province. Prepare, collate, and report on orders printed in a month. Ensure that payments are made within 30 days of receipt of an invoice. Ensure that quotes meet the minimum requirements. Check the availability of funds before orders are issued. Assess performance and compliance with the PFMA, Treasury regulations, Supply Chain Management Framework, PPPFA and BBEEA. Provide support to the auditors and management. Meet reporting requirements as required in terms of financial management legislation such as PFMA, Treasury Regulations and DORA. Conduct investigations on irregular, fruitless and wasteful expenditure and other financial misconduct. Ensure effective management of finance and Revenue within the Province. Coordinate and monitor asset and property in the Province. Coordinate and monitor the property in the Province. 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 : Eastern Cape: Mr L Jama Tel No: (043) 642 1846
Gauteng: Mr P Mlangeni Tel No: (011) 242 9039
Western Cape: Mr M Pienaar Tel No: (021) 488 1409

APPLICATIONS : Applications compliant with the "Directions to Applicants" above, must be submitted online at <https://erecruitment.dha.gov.za> or sent to the correct address specified as follows:
Eastern Cape: Physical address: 11 Hargreaves Avenue, King William's Town, 5600.
Gauteng: Physical Address: 3rd Floor, Mineralia Building, Cnr De Beer and De Korte Street, Braamfontein, 2017.
Western Cape: Physical Address: 4th Floor Fair Cape Building, 56 Barrack Street, Cape Town, 8000.

POST 21/136 : **DEPUTY DIRECTOR: PROVINCIAL COORDINATION (X5 POSTS)**

SALARY CENTRE : R932 292 - R1 098 195 per annum (Level 11), an all-inclusive salary package
Provincial Manager's Office: Eastern Cape Ref No: HRMC 38/26/2a (X1 Post)
Provincial Manager's Office: Free State Ref No: HRMC 38/26/2b (X1 Post)
Provincial Manager's Office: Kwa-Zulu Natal Ref No: HRMC 38/26/2c (X1 Post)
Provincial Manager's Office: Limpopo Ref No: HRMC 38/26/2d (X1 Post)
Provincial Manager's Office: Mpumalanga Ref No: HRMC 38/26/2e (X1 Post)

REQUIREMENTS : An undergraduate qualification in Public Management or Administration at NQF level 6 as recognised by SAQA. A minimum of 3 years' experience at Assistant Director / Junior Management is required. Extensive experience in coordination is required. Knowledge and application of Public Finance Management Act and Treasury Regulations. Basic Knowledge of Civic Services and Immigration Acts. Understanding of Public Finance Management Act (PFMA) and Treasury regulations. Knowledge of Departmental Legislation as well as Human Resources Regulatory Framework. Knowledge of the Public Service Regulations. 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: Strategy Capability and Leadership. Service Delivery Innovation. Client Orientation and

Customer Focus. People Management and Empowerment. Expenditure Management. Programme and Project Management. Decision Making. Budget Administration. Conflict Management. Problem solving. Business report writing. Presentation Skills. Influencing and Networking. Planning and organising. Communication Skills. Coordination skills. Computer Literacy. Patriotism, Honesty, Integrity and Accountability.

DUTIES

: The successful candidate will be responsible for, amongst others, the following specific tasks: Coordinate information on all operations in the province to enhance service delivery. Coordinate effective integration of various civic and immigration services with the province. Coordinate the implementation of processes, procedures and systems for service delivery improvement within the province. Coordinate and monitor DHA participation in the provincial cluster. Coordinate Provincial performance against deliverables. Report on information from the clusters for planning, monitoring and evaluation processes. Coordinate the Implementation and maintenance the execution of province related strategies. Liaise with internal and external stakeholders and ensure that relevant information is strategically communicated. Coordinate core business functions, identified projects and special programmes. Consolidate various qualitative and quantitative reports in the Regions under the province, monitor and evaluate reports, cluster reports and routine reports to Head Office. Ensure successful business transformation. 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

: Eastern Cape: Mr L Jama Tel No: (043) 642 1846
Free State: Ms V Molefe Tel No: (051) 430 0378
KwaZulu-Natal: Ms N Ngema Tel No: (033) 845 5003
Limpopo: Mr J Kgole Tel No: (015) 287 2802
Mpumalanga: Ms N Dlangisa Tel No: (013) 752 2504

APPLICATIONS

: Applications compliant with the "Directions to Applicants" above, must be submitted online at <https://erecruitment.dha.gov.za> or sent to the correct address specified as follows:
Eastern Cape: Physical address: 11 Hargreaves Avenue, King William's Town, 5600.
Free State: Physical Address: 41 Charlotte Maxeke Street, Bloemfontein, 9301.
KwaZulu-Natal: Physical address: 181 Church Street, Pietermaritzburg, 3209.
Limpopo: Physical Address: 89 Biccard Street, Polokwane, 0699.
Mpumalanga: Physical Address: 29 Bester Street, Nelspruit, 1200.

POST 21/137

: **ASSISTANT DIRECTOR: IMMIGRATION SERVICES INSPECTORATE (X4 POSTS)**

SALARY CENTRE

: R605 742 - R713 535 per annum (Level 10), an all-inclusive salary package
: Gauteng: Large Office: Pretoria Ref No: HRMC 38/26/3a (X1 Post)
KwaZulu-Natal: Large Office: Zululand Ref No: HRMC 38/26/3b (X1 Post)
Limpopo: Large Office: Polokwane Ref No: HRMC 38/26/3c (X1 Post)
North West: Large Office: Rustenburg Ref No: HRMC 38/26/3d (X1 Post)

REQUIREMENTS

: An undergraduate qualification in Law, Public Management, Public Administration, LLB, Policing, Criminology, Forensics, Paralegal, Criminal Justice at NQF level 6 as recognized by SAQA. A minimum of 3 years' supervisory experience in a law enforcement, Legal or Security environment is required. Knowledge of the Public Service Regulatory Framework. Knowledge of Refugee Act and Immigration Act. Knowledge and understanding of all Acts administered by the Department. Knowledge and understanding of Criminal Prosecution Act. Knowledge of International treaties. Knowledge of the South African Constitution. Knowledge of Human Resource Regulatory Framework. A valid driver's license (Code B/C1/C/ EC1). Valid Public Driver Permit (PDP). Willingness to travel outside the borders and work extended hours. Required skills and competencies: Liaison and interpersonal skills. Problem Solving Skills. Customer orientation. Planning and Organising. Strong Analytical Skills. Written and verbal communication. Diplomacy. Accountability. Conflict management and resolution. Analytical skills. Communication Skills. Computer Literacy. Patriotism, Honesty, Integrity and Accountability.

DUTIES

: The successful candidate will be responsible for, amongst others, the following specific tasks: Manage Inspectorate operations management within the Office

/ district. Provide advice and recommendation on immigration transgression cases to the office / region / district. Represent the department on security cluster forums. Ensure effective investigations of transgressions of the DHA legislation. Review quality management (investigation) reports and take corrective action where required and provide necessary support and leadership to immigration officials under his/her chain of command. Develop quality assurance and data quality strategies and actions. Monitor statistics of inspections/investigations within the office/district/Region. Analyse trends and communicate the information to the Office Manager. Advise the office manager, District Manager Operations and Provincial Manager on immigration matters. Liaise with Central law enforcement regarding priority and high profile cases, Liaise and provide support to Counter Corruption on cases that involve their mandate and immigration matters. Liaise with law enforcement agencies and other relevant stakeholders to ensure smooth and effective processing of cases identified in the Region Assistant Director: Immigration Services Inspectorate Page 3 of 8. Liaise with deportation unit to effect deportations and oversee the effective, humane and speedy deportation of cases from the office/district/region. Coordinate information and assist with regards to the investigation of issuing of temporary residence permits/permanent residence permits. Oversee Court cases involving the office/district/region. Provide effective oversight and management of Immigration functions within the office/district/region and Provide investigative support to Civic services. Develop and implementation of policies, procedures, directives, acts and regulations. Ensure effective risk and compliance management. 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

: Gauteng: Mr P Mlangeni Tel No: (011) 242 9039
 KwaZulu-Natal: Ms N Ngema Tel No: (033) 845 5003
 Limpopo: Mr J Kgole Tel No: (015) 287 2802
 North West: Mr L Appels Tel No: (018) 397 9908 / 9924 / 9922 / 9915

APPLICATIONS

: Applications compliant with the "Directions to Applicants" above, must be submitted online at <https://erecruitment.dha.gov.za> or sent to the correct address specified as follows:
Gauteng: Physical Address: 3rd Floor, Mineralia Building, Cnr De Beer and De Korte Street, Braamfontein, 2017.
KwaZulu-Natal: Physical address: 181 Church Street, Pietermaritzburg, 3209.
Limpopo: Physical Address: 89 Biccard Street, Polokwane, 0699.
North West: Physical Address: Cnr Sheppard and Carrington Street, Mafikeng, 2745.

POST 21/138

: **ASSISTANT DIRECTOR: APPEALS REF NO: HRMC 38/26/4**
 Directorate: Appeals

SALARY CENTRE REQUIREMENTS

: R605 742 - R713 535 per annum (Level 10)
 : Head Office: Tshwane, Immigration Services
 : An undergraduate qualification in Law, Public Management, Public Administration, Policing, Criminology, Forensics or Criminal Justice at NQF level 6 as recognized by SAQA. 3 Years' experience in Law, Analysis and Interpretation of Information. Knowledge of the Constitution of the Republic of South Africa. Knowledge of the Immigration Act, 2002 (Act No.13 of 2002) and Immigration Regulations. Knowledge of Refugees Act and Refugee Regulations. Knowledge and understanding of all relevant public service and Departmental Legislative Frameworks, as well as Government Structures. Excellent abilities and experience in project management, project optimization, and the use of online systems. A valid drivers' license. Willingness to travel and work extended hours. Required skills and competencies: Management and Leadership. Service delivery innovation, and customer focus. People management and empowerment. Financial Management. Program and project management. Change management. Ability to instill appropriate processes and systems, as well as enabling technology, to support the Department in efficiently and effectively managing the required work. Attention to detail. Good verbal and written communication, as well as report writing and presentation skills. Conducting investigations, stakeholder verifications, problem-solving and analysis. Policy interpretation and implementation. Influencing, conflict management, negotiation skills and diplomacy. Knowledge and Information management. Decision making and initiating action. Stress management /

ability to work under pressure. Planning, organising and time management. Coaching and facilitating. Computer literacy. Patriotic, Honesty, Integrity and Accountability.

DUTIES

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

**ENQUIRIES
APPLICATIONS**

: Head Office: Mr W Mamphoke Tel No: (012) 406 4247
: Applications compliant with the "Directions to Applicants" above, must be submitted online at <https://erecruitment.dha.gov.za> or imsrecruitment@dha.gov.za

POST 21/139

: **CONTROL IMMIGRATION OFFICER: INSPECTORATE (X24 POSTS)**

**SALARY
CENTRE**

: R413 001 - R486 501 per annum (Level 08)
: Gauteng: Medium Office: Kemptonpark Ref No: HRMC 38/26/5a (X1 Post)
: Gauteng: Large Office: Johannesburg Ref No: HRMC 38/26/5b (X1 Post)
: Gauteng: Medium Office: Alexandra Ref No: HRMC 38/26/5c (X1 Post)
: Gauteng: Medium Office: Heidelberg Ref No: HRMC 38/26/5d (X1 Post)
: Gauteng: Medium Office: Sebokeng Ref No: HRMC 38/26/5e (X1 Post)
: Gauteng: Medium Office: Bronkhorstspuit Ref No: HRMC 38/26/5f (X1 Post)
: Gauteng: Medium Office: Randfontein Ref No: HRMC 38/26/5g (X1 Post)
: KwaZulu-Natal: Medium Office: Vryheid Ref No: HRMC 38/26/5h (X1 Post)
: KwaZulu-Natal: Medium Office: Ngotshane Ref No: HRMC 38/26/5i (X1 Post)
: KwaZulu-Natal: Large Office: Uthungulu Ref No: HRMC 38/26/5j (X1 Post)
: KwaZulu-Natal: Large Office: Ethekeini Ref No: HRMC 38/26/5k (X1 Post)
: KwaZulu-Natal: Large Office: Ugu Ref No: HRMC 38/26/5l (X1 Post)
: KwaZulu-Natal: Large Office: Umgungundlovu Ref No: HRMC 38/26/5m (X1 Post)
: KwaZulu-Natal: Medium Office: Ixopo Ref No: HRMC 38/26/5n (X1 Post)
: Limpopo: Medium Office: Molemole Ref No: HRMC 38/26/5o (X1 Post)
: Limpopo: Medium Office: Bochum Ref No: HRMC 38/26/5p (X1 Post)
: Limpopo: Large Office: Mokopane Ref No: HRMC 38/26/5q (X1 Post)
: Limpopo: Medium Office: Vuwani Ref No: HRMC 38/26/5r (X1 Post)
: Limpopo: Medium Office: Groblersdal Ref No: HRMC 38/26/5s (X1 Post)
: North West: Large Office: Rustenburg Ref No: HRMC 38/26/5t (X1 Post)
: North West: Large Office: Klerksdorp Ref No: HRMC 38/26/5u (X2 Posts)
: North West: Medium Office: Lichtenburg Ref No: HRMC 38/26/5v (X1 Post)
: North West: Medium Office: Zeerust Ref No: HRMC 38/26/5w (X1 Post)

REQUIREMENTS

: A qualification in Law, Public Management, Public Administration, Policing, Criminology, Forensics or Criminal Justice at NQF level 6 as recognized by SAQA. 2 Years' experience in a law enforcement environment. Knowledge of the Immigration Act, Refugees Act, Criminal Procedure Act, and relevant Regulations. Knowledge of International treaties. Knowledge and understanding of all relevant public service and Departmental Legislative Frameworks, as well as Government Structures. A valid drivers' license (Code C1) or C (Code 10). Valid Public Driver Permit (PDP). Willingness to travel including outside of the borders of South Africa. Work extended hours. Required skills and competencies: Service delivery innovation. Client orientation and customer focus. Excellent interpersonal skills. Problem solving and conflict management. Analytical skills. Planning, organising and time

DUTIES

management. Good written and verbal communication skills. Report writing. Computer literacy. Patriotic, Honesty and Integrity.

The successful candidates will be responsible for, amongst others, the following specific tasks: Provide effective law enforcement, and monitoring of the investigation of illegal foreigners according to the Immigration Act No 13 of 2002. Supervise, administrate and enforce the detection, tracing, arrest and detention of illegal foreigners within the Country. Ensure effective investigation of cases involving smuggling of migrants, human trafficking and illegal mass production of enabling documents such as birth certificates, travel documents, permits, Visas, Identity documents and theft of face value documents. Assist in dealing with illegal migration facilitated by corruption, and other high profile cases. Appear and testify in court proceedings (both criminal and civil), as well as disciplinary enquiries on behalf of the Department. Monitor the process of the deportation of illegal foreigners out of the Country to their country of origin. Administrate and implement inspections in loco. Assist in the promotion of a climate in the Country that discourages illegal migration and ensures that illegal foreigners depart the Country either through deportation or voluntarily, in line with applicable Acts and Regulations. Monitor the influx of foreigners residing in the Country and ensure that they have legal documentation. Timeously liaise with all law enforcement agencies and other relevant institutions on the verification of the identity of foreigners who contravene the provisions of applicable Legislation. Administrate the arrest and deportation of illegal foreigners who are unwilling to leave the Country voluntarily, in a lawful manner. Assist in crime combatting operations with other law enforcement agencies. Participate in security cluster forums and case flow management meetings. Prepare reports and statistics as directed. Operate, maintain and safeguard the assigned heavy-duty vehicle as well as designated tools of trade, in accordance with relevant Departmental policy frameworks. Ensure the implementation of Departmental policies and procedures. Maintain relationships with various stakeholders (Internal and External). Ensure effective and efficient management of human, physical and financial resources within the Unit. Coach and guide staff on compliance with all regulatory requirements.

ENQUIRIES

Gauteng: Mr P Mlangeni Tel No: (011) 242 9039
KwaZulu-Natal: Ms N Ngema Tel No: (033) 845 5003
Limpopo: Mr J Kgole Tel No: (015) 287 2802
North West: Mr L Appels Tel No: (018) 397 9908 / 9924 / 9922 / 9915

APPLICATIONS

Applications compliant with the "Directions to Applicants" above, must be submitted online at <https://erecruitment.dha.gov.za> or sent to the correct address specified as follows:

Gauteng: Physical Address: 3rd Floor, Mineralia Building, Cnr De Beer and De Korte Street, Braamfontein, 2017.

KwaZulu-Natal: Physical address: 181 Church Street, Pietermaritzburg, 3209.

Limpopo: Physical Address: 89 Biccard Street, Polokwane, 0699.

North West: Physical Address: Cnr Sheppard and Carrington Street, Mafikeng, 2745.

POST 21/140

IMMIGRATION OFFICER: INSPECTORATE (X98 POSTS)

SALARY CENTRE

R280 278 - R330 162 per annum (Level 06)

Gauteng: Medium Office: Nigel Ref No: HRMC 38/26/6a (X1 Post)

Gauteng: Medium Office: Brakpan Ref No: HRMC 38/26/6b (X1 Post)

Gauteng: Medium Office: Benoni Ref No: HRMC 38/26/6c (X2 Posts)

Gauteng: Medium Office: Nigel Ref No: HRMC 38/26/6d (X1 Post)

Gauteng: Medium Office: Boksburg Ref No: HRMC 38/26/6e (X2 Posts)

Gauteng: Medium Office: Kemptonpark Ref No: HRMC 38/26/6f (X1 Post)

Gauteng: Large Office: Soweto Ref No: HRMC 38/26/6g (X2 Posts)

Gauteng: Medium Office: Cresta Ref No: HRMC 38/26/6h (X1 Post)

Gauteng: Medium Office: Roodepoort Ref No: HRMC 38/26/6i (X1 Post)

Gauteng: TH: Maponya Mall Ref No: HRMC 38/26/6j (X1 Post)

Gauteng: Medium Office: Randburg Ref No: HRMC 38/26/6k (X3 Posts)

Gauteng: Medium Office: Sebokeng Ref No: HRMC 38/26/6l (X2 Posts)

Gauteng: Medium Office: Van Der Bilj Park Ref No: HRMC 38/26/6m (X1 Post)

Gauteng: Medium Office: Bronkhorstspruit Ref No: HRMC 38/26/6n (X2 Posts)

Gauteng: Medium Office: Mamelodi Ref No: HRMC 38/26/6o (X1 Post)

Gauteng: Large Office: Pretoria Ref No: HRMC 38/26/6p (X3 Posts)

Gauteng: Medium Office: Krugersdorp Ref No: HRMC 38/26/6q (X2 Posts)

Gauteng: Medium Office: Carletonville Ref No: HRMC 38/26/6r (X2 Posts)
 Kwa-Zulu Natal: Large Office: Zululand Ref No: HRMC 38/26/6s (X1 Post)
 Kwa-Zulu Natal: Medium Office: Vryheid Ref No: HRMC 38/26/6t (X1 Post)
 Kwa-Zulu Natal: Medium Office: Paulpietiersburg Ref No: HRMC 38/26/6u (X1 Post)
 Kwa-Zulu Natal: Large Office: Ngotshane Ref No: HRMC 38/26/6v (X1 Post)
 Kwa-Zulu Natal: Medium Office: Mbazwana Ref No: HRMC 38/26/6w (X1 Post)
 Kwa-Zulu Natal: Medium Office: Ingwavuma Ref No: HRMC 38/26/6x (X1 Post)
 Kwa-Zulu Natal: Medium Office: Mtubatuba Ref No: HRMC 38/26/6y (X1 Post)
 Kwa-Zulu Natal: Medium Office: Hluhluwe Ref No: HRMC 38/26/6z (X1 Post)
 Kwa-Zulu Natal: Large Office: Uthungulu Ref No: HRMC 38/26/6aa (X1 Post)
 Kwa-Zulu Natal: Medium Office: Eshowe Ref No: HRMC 38/26/6ab (X1 Post)
 Kwa-Zulu Natal: Medium Office: Kwadukuza Ref No: HRMC 38/26/6ac (X1 Post)
 Kwa-Zulu Natal: Large Office: Ethekwini Ref No: HRMC 38/26/6ad (X3 Posts)
 Kwa-Zulu Natal: Medium Office: Prospecton Ref No: HRMC 38/26/6ae (X1 Post)
 Kwa-Zulu Natal: Large Office: Ugu Ref No: HRMC 38/26/6af (X1 Post)
 Kwa-Zulu Natal: Large Office: Umgungundlovu Ref No: HRMC 38/26/6ag (X1 Post)
 Kwa-Zulu Natal: Medium Office: Hanover Ref No: HRMC 38/26/6ah (X1 Post)
 Kwa-Zulu Natal: Medium Office: Ixopo Ref No: HRMC 38/26/6ai (X1 Post)
 Kwa-Zulu Natal: Medium Office: Mzimkhulu Ref No: HRMC 38/26/6aj (X1 Post)
 Kwa-Zulu Natal: Medium Office: Bulwer Ref No: HRMC 38/26/6ak (X1 Post)
 Kwa-Zulu Natal: Medium Office: Kokstad Ref No: HRMC 38/26/6al (X1 Post)
 Kwa-Zulu Natal: Large Office: Amajuba Ref No: HRMC 38/26/6am (X1 Post)
 Kwa-Zulu Natal: Medium Office: Umsinga Ref No: HRMC 38/26/6an (X1 Post)
 Kwa-Zulu Natal: Medium Office: Nqutu Ref No: HRMC 38/26/6ao (X1 Post)
 Kwa-Zulu Natal: Medium Office: Ladysmith Ref No: HRMC 38/26/6ap (X1 Post)
 Kwa-Zulu Natal: Medium Office: Escort Ref No: HRMC 38/26/6aq (X1 Post)
 Limpopo: Medium Office: Mankweng Ref No: HRMC 38/26/6ar (X1 Post)
 Limpopo: Medium Office: Molemole Ref No: HRMC 38/26/6as (X1 Post)
 Limpopo: Medium Office: Sheshego Ref No: HRMC 38/26/6at (X1 Post)
 Limpopo: Medium Office: Bochum Ref No: HRMC 38/26/6au (X1 Post)
 Limpopo: Large Office: Polokwane Ref No: HRMC 38/26/6av (X2 Posts)
 Limpopo: Medium Office: Lebowakgomo Ref No: HRMC 38/26/6aw (X1 Post)
 Limpopo: Large Office: Mokopane Ref No: HRMC 38/26/6ax (X2 Posts)
 Limpopo: Medium Office: Modimolle Ref No: HRMC 38/26/6ay (X2 Posts)
 Limpopo: Medium Office: Ipeleng/Thabazimbi Ref No: HRMC 38/26/6az (X1 Post)
 Limpopo: Medium Office: Lephalale Ref No: HRMC 38/26/6aaa (X1 Post)
 Limpopo: Large Office: Jane Furse Ref No: HRMC 38/26/6aab (X2 Posts)
 Limpopo: Medium Office: Groblersdal Ref No: HRMC 38/26/6aac (X1 Post)
 Limpopo: Large Office: Giyani Ref No: HRMC 38/26/6aad (X1 Post)
 Limpopo: Medium Office: Tzaneen Ref No: HRMC 38/26/6aae (X2 Posts)
 Limpopo: Medium Office: Phalaborwa Ref No: HRMC 38/26/6aaf (X1 Post)
 Limpopo: Medium Office: Sekororo Ref No: HRMC 38/26/6aag (X1 Post)
 Limpopo: Large Office: Thohoyandou Ref No: RMC 38/26/6aah (X2 Posts)
 Limpopo: Medium Office: Dzanani Ref No: HRMC 38/26/6aai (X2 Posts)
 Limpopo: Medium Office: Mutale Ref No: HRMC 38/26/6aaj (X1 Post)
 Limpopo: Medium Office: Vuwani Ref No: HRMC 38/26/6aak (X1 Post)
 North West: Large Office: Rustenburg Ref No: HRMC 38/26/6aal (X2 Posts)
 North West: Medium Office: Mankwe Ref No: HRMC 38/26/6aam (X2 Posts)
 North West: Medium Office: Madikwe Ref No: HRMC 38/26/6aan (X1 Post)
 North West: Large Office: Klerksdorp Ref No: HRMC 38/26/6aao (X3 Posts)
 North West: Medium Office: Potchefstroom Ref No: HRMC 38/26/6aap (X1 Post)
 North West: Medium Office: Ganyesa Ref No: HRMC 38/26/6aaq (X1 Post)
 North West: Medium Office: Zeerust Ref No: HRMC 38/26/6aar (X1 Post)
 North West: Large Office: Mmabatho Ref No: HRMC 38/26/6aas (X3 Posts)
 North West: Medium Office: Atamelang Ref No: HRMC 38/26/6aat (X1 Post)

REQUIREMENTS

: An undergraduate qualification in Law, Public Management, Public Administration, Policing Criminology, Forensics or Criminal Justice at NQF level 6 as recognised by SAQA is required. Basic understanding of the Refugees Act and Immigration Act. Basic understanding of South African Constitution. Basic understanding the Immigration Act. Basic understanding Public Service Regulatory Framework. A valid driver's license (Code B/C1/C/

EC1). Valid Public Driver Permit (PDP). Willingness to travel outside the borders and work extended hours. Required skills and competencies: Liaison and interpersonal skills. Problem Solving Skills. Customer orientation. Planning and Organising. Strong Analytical Skills. Computer Literacy. Written and verbal communication. Diplomacy. Patriotic, Honesty and Integrity.

DUTIES

: The successful candidate will be responsible for, amongst others, the following specific tasks: Effective enforcement of the Immigration Act 13 of 2002 as amended and other Legislation. Detect, trace, detain and prosecute illegal foreigners within the country. Process the deportation of illegal foreigners out of the country to their country of origin. Provide support on law enforcement investigations and anti-corruption cases. Conduct inspections in loco with or without warrant as allowed by law. Conduct investigations on any transgressions of the Immigration Act, 2002, the Refugee Act, 1998 or other departmental legislation. Enable prosecutions of transgressions of departmental legislation and the Criminal Procedure Act. Issue notices to appear in front of the Director-General to transgressors. Process and present evidence in court and Departmental cases. Issue admission of guilt to fines to transgressors. Conduct interviews and investigation of foreigners who are suspected to be illegal in the transgressors. Process the application and the extensions of detention warrants. Monitor the records of all cases. Monitor the influx of foreigners residing in the country with no legal documentation. Implement incidental matters ensure that the identity of illegal foreigner who are arrested, detained or convicted. Conduct arrests and deporting of illegal foreigners who are unwilling to leave the country voluntarily. Participate in training session that will enable advanced knowledge and understanding in detecting illegal foreigners in line with Immigration Act.No13 of 2002 as amended and enforcing departmental legislation. Ensure compliance with the terms and conditions of permits. Participate in the processing of illegal foreigners for deportation to their country of origin. Participate in law enforcement operations with other security cluster agencies. Provide expert evidence and statement to support law enforcement and crime combatting investigation efforts that require departmental evidence. Participate in regular training and personal development to be able to undertake the tasks as an effective law enforcement peace officer. Conduct deportation processes and keep records of foreigners (legal and illegal) in the country. Safe keep, maintain and manage state properties and assets. Implement policies and procedures in line with the approved Framework. Monitor individual resources (Physical).

ENQUIRIES

: Gauteng: Mr P Mlangeni Tel No: (011) 242 9039
KwaZulu-Natal: Ms N Ngema Tel No: (033) 845 5003
Limpopo: Mr J Kgole Tel No: (015) 287 2802
North West: Mr L Appels Tel No: (018) 397 9908 / 9924 / 9922 / 9915

APPLICATIONS

: Applications compliant with the "Directions to Applicants" above, must be submitted online at <https://erecruitment.dha.gov.za> or sent to the correct address specified as follows:

Gauteng: Physical Address: 3rd Floor, Mineralia Building, Cnr De Beer and De Korte Street, Braamfontein, 2017.

KwaZulu-Natal: Physical address: 181 Church Street, Pietermaritzburg 3209.

Limpopo: Physical Address: 89 Biccard Street, Polokwane, 0699.

North West: Physical Address: Cnr Sheppard and Carrington Street, Mafikeng, 2745.

DEPARTMENT OF LAND REFORM AND RURAL DEVELOPMENT

<u>CLOSING DATE</u>	:	03 July 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. Shortlisted applicants for the advertised vacancies will undergo two pre-entry assessments: a practical assessment and an integrity assessment, both of which form part of the selection criteria after the interview. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. NB: Please note that false or fraudulent qualifications submitted by applicants will be reported to the South African Police Services (SAPS), and a criminal case shall be opened. Applications: Please submit your application before the closing date as late applications will not be considered. Do not submit duplicate applications. If applying for multiple posts, submit separate applications for each post. Applications submitted via email will be acknowledged via an automated response. Applications received manually will not be acknowledged due to high volumes of applications received. If you have not heard from us within 3 months, please consider your application to be unsuccessful. Should, during any stage of the recruitment process, a moratorium be placed on the filling of posts or the Department is affected by any process such as, but not limited to, restructuring or reorganisation of posts, the Department reserves the right to cancel the recruitment process and re-advertise the post at any time in the future. Important: DLRRD is an equal opportunity employer committed to promoting representivity and affirmative action. We encourage applications from all qualified candidates. The Department reserves the right not to fill vacancies. By applying you consent to the collection and processing of your personal information for recruitment purposes. Shortlisted candidates will be required to be available for assessments and interviews at a date and time as determined by the Department. Shortlisted candidates will undergo personnel suitability checks, security vetting and reference checks (including social media profiles). Applications must declare any pending criminal, disciplinary or any other allegations or investigations. Successful candidates must pass security clearance, sign an employment contract, sign an annual performance agreement and disclose financial interests. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with. Failure to disclose relevant information may result in disqualification or termination.

MANAGEMENT ECHELON

<u>POST 21/141</u>	:	<u>DIRECTOR: CORPORATE SERVICES REF NO: 3/1/1/2026/70</u> Directorate: Corporate Services
<u>SALARY</u>	:	R1 317 384 per annum (Level 13), (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS)
<u>CENTRE</u>	:	Limpopo (Polokwane)
<u>REQUIREMENTS</u>	:	Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a Bachelor's Degree or Advanced Diploma in Public

Administration / Public Management / Business Administration / Human Resource Management (NQF Level 7) or related equivalent qualification and a Nyukela certificate (Pre-entry Certificate to the SMS) submitted prior to appointment. Minimum of 5 years of experience at middle/senior managerial level. A valid driver's licence. Job-related knowledge: Public Finance Management Act (PFMA). Policy development and implementation. Knowledge of the Public Service Regulations. Basic Conditions of Employment Act. Labour Relations Act. Treasury Regulations. Public Service prescripts. Job-related skills: Leadership and presentation. Management and project management. Communication (verbal and written). Computer literacy. Willingness to travel.

DUTIES

: Provide human resource administration support. Provide human resource management services. Manage human resource training and development. Manage employee relations. Render human resource support services. Coordinate employee health and wellness programmes. Monitor, manage and mainstream relevant development programmes. Monitor implantation of policy objectives through programme implementation by DLRRD programme initiatives. Evaluate the effectiveness of the implementation of the initiatives and report to the delegated authority. Provide communication services. Render corporate and development communication services. Render marketing services. Manage media production services. Manage media services. Manage and coordinate provincial and development communication services. Render language services. Provide safety and security services within the province. Manage compliance with safety and security policies and procedures. Manage compliance with security service level agreement. Provide security advisory services. Liaise with security agencies. Manage compliance with Occupational Health and Safety Act. Conduct preliminary investigations on security matters. Manage records and information. Facilitate the implementation of records management policies, guidelines, and procedures. Monitor and evaluate records management practises for compliance to sound records management practises. Provide and coordinate training on records administration. Provide information technology support services: Identify business needs. Provide server management services. Maintain networks and hardware for the office. Render helpdesk services. Advise, liaise and coordinate with district corporate services on issues that may arise. Liaise with the District Offices on the implantation of corporate service issues. Provide guidance on the interpretation of policies, strategies, and procedures. Coordinate employee information as required. Attend to queries. Ensure provincial compliance through management of information, risk and audit. Request progress reports on audit finds. Manage risk register for the Chief Directorate. Ensure compliance with regards to policies, directives, instructions, regulations, etc.

ENQUIRIES

: Ms DT. Machoga Tel No: (015) 495 1955

APPLICATIONS

: Applications can be submitted by hand delivery during office hours to: 61 Biccard street, Polokwane, 0700 or by email to Post70@dlrrd.gov.za

POST 21/142

: **DIRECTOR: FRAUD PREVENTION AND ETHICS MANAGEMENT REF NO: 3/1/1/1/2026/72**
Chief Directorate: Risk Management

SALARY

: R1 317 384 per annum (Level 13), (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS)

CENTRE

: Gauteng (Pretoria)

REQUIREMENTS

: Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a Bachelor's Degree or Advanced Diploma in Internal Auditing / Risk Management / Forensic Investigations (NQF Level 7) or related equivalent qualification and a Nyukela certificate (Pre-entry Certificate to the SMS) submitted prior to appointment. Minimum of 5 years of experience at middle/senior managerial level in risk management. A valid driver's licence. Job-related knowledge: Knowledge of corporate Governance issues. Knowledge of Fraud Awareness and Prevention Management. Knowledge of Public Service environment, Public Finance Management Act and National Treasury Regulations. Knowledge of Fraud Awareness and Prevention, plans / strategy developments. Job-related skills: Dynamic leadership. Good computer literacy in Microsoft Office. Proven project management. Excellent communication (verbal and written). Excellent facilitation. Public speaking /

DUTIES

presentation. Negotiating. Results oriented. Customer focus. Team management. Ability to work under pressure.

: Facilitate the development and Implementation of fraud awareness and prevention strategy in the Department. Design and implement a communication strategy of the fraud awareness and prevention management policy and methodology of the department. Set standards in terms of best practice fraud awareness and prevention management functions according to procedure. Facilitate and coordinate fraud awareness and prevention assessment in the Department on an ongoing basis. Facilitate the development and implementation of appropriate fraud awareness and prevention plans in the Department. Oversee and ensure the implementation of action plans to manage fraud awareness and prevention in conjunction with management and legal services, policy unit and Internal audit on an on-going basis. Participate in committees that serve as advisory bodies in Fraud awareness and Prevention Management as required. Participate in committees that serve as advisory bodies in fraud awareness and prevention Management as required. Facilitate the identification and impact assessment of fraud awareness and prevention plans/methodologies in the Department. Oversee the initiation of actions to resolve incidences of fraud as necessary, Ensure consistency with fraud awareness and prevention management practises and reporting throughout the Department to enable consolidation of results. Provide the Departmental Risk Management Committee with assurance that business throughout the organisation has appropriate fraud awareness and prevention management processes in place. Facilitate the evaluation and assessment of fraud awareness and prevention management strategic / implemented plans in the Department. Provide assistance to the Accounting Officer with continuous monitoring processes that ensure that the Accounting Officer is able to perform his / her annual review of fraud awareness and prevention management effectiveness and make any disclosure. Assist management to discharge its responsibility and comply with any statutory or regulatory requirements by facilitating the development, establishment and maintenance of an efficient and effective Fraud Awareness and Prevention management process. Ensuring that the Departmental fraud and awareness prevention plans are aligned and that no duplications occur, and all Fraud Awareness and Prevention Management silos are integrated. Provide information to external stakeholders such as National Treasury, Public Service Commission, Department of Public Service and Administration and Auditor General. Represent the Department in public and private institutions such as the Institute of Risk Management, Institute of Internal Auditors, Institutes of Fraud Examiners, and any other Fraud Awareness and Prevention Management Forums. Conduct fraud / corruption analysis in relation to the fraud / corruption prevention and detection measures put in place. Facilitate and manage ethics management functions using strategy and protocol. Ensure design, development and implementation of ethics management related protocols (policies, strategy and methodology). Promote ethics management through ethics awareness programmes, Facilitate ethics management services (financial disclosure, code of conduct, remunerative work outside the public service) for designated employees. Ensure the maturity of ethical culture in the Department. Conduct ethics and risk assessment / analysis. Ensure the analysis and monitoring of the gift register, compile monthly and quarterly reports for relevant oversight structures. Manage financial and administration of the directorate. Develop and manage the operational plan of the Directorate: Governance, Risk and Compliance (GRC) and report on progress as required. Develop, implement and maintain processes to ensure proper control of work, Compile and submit all required administrative reports, Undertake human resource and administrative function services.

ENQUIRIES
APPLICATIONS

: Mr S Khumalo Tel No: (012) 312 8425
: 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 Post72@dlrrd.gov.za

NOTE

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

POST 21/143 : **DIRECTOR: FINANCIAL AND SUPPLY CHAIN MANAGEMENT REF NO: 3/1/1/1/2026/76**
 Directorate: Financial and Supply Chain Management Services

SALARY : R1 317 384 per annum (Level 13), (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS).

CENTRE REQUIREMENTS : Western Cape (Cape Town)
 : Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a Bachelor's Degree or Advanced Diploma in Cost Management Accounting / Financial Management / Accounting / Public Finance / Auditing / Supply Chain Management / Logistics Management / Purchasing Management / Management (Logistics / Supply Chain Management) (NQF Level 7) or related equivalent qualification and a Nyukela certificate (Pre-entry Certificate to the SMS) submitted prior to appointment. Minimum of 5 years of experience at middle/senior managerial level in the relevant environment. A valid driver's licence. Job-related knowledge: Extensive knowledge of Generally Accepted Accounting Principles, Treasury Regulations, and Generally Reviewed Accounting Principles. Job-related skills: Coaching and Mentoring (though leadership). Prepare and deliver presentations. Analytical thinking. Adaptability and Flexibility. Customer service. Initiative. Innovation and creativity. Process improvement. Communication (verbal and written). Project management. Computer literate. Willingness to travel.

DUTIES : Ensure compliance with financial management standards by adhering to policies and guidelines. Ensure compliance with Public Finance Management Act, Treasury Regulations and other related legislation and instructions. Ensure implementation of policies, systems, procedures, and processes to ensure sound financial management. Oversee financial support services within the provincial shared service centres. Manage financial accounting processes. Manage the departmental budget. Manage salaries and payroll. Maintenance of finance systems. Oversee supply chain, facilities and office administration. Manage the demand management plan and acquisition of goods, services and assets. Provide logistics, travel and transport services. Provide assets and facilities management. Oversee financial management support services. Provide internal control and reporting services. Develop and maintain budget and reporting. Provide payment services. Provide asset revenue management. Provide lease revenue management.

ENQUIRIES APPLICATIONS : Mr T Mtintsilana Tel No: (021) 409 0580
 : Applications can be submitted by hand delivery during office hours to: 4th floor, No 2 Riebeeck Street, ABSA Building, Cape Town or by email to Post76@dlrrd.gov.za

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

POST 21/144 : **DIRECTOR: PROPERTY MANAGEMENT REF NO: 3/1/1/1/2026/77**
 Directorate: Property Management

SALARY : R1 317 384 per annum (Level 13), (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS)

CENTRE REQUIREMENTS : Western Cape (Cape Town)
 : Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a Bachelor's Degree or Advanced Diploma in Real Estate / LLB / Property Law / Property Management / Property Portfolio Management / Town and Regional Planning. (NQF Level 7) or relevant equivalent qualification and a Nyukela certificate (Pre-entry Certificate to the SMS) submitted prior to appointment. Minimum of 5 years of experience at middle / senior managerial level in property management field or environment. A valid driver's licence. Job related knowledge: Project management. Budgetary planning. Design and development of programmes. Expenditure reporting. Monitoring and evaluation. Infrastructure planning and implementation. Risk management. Planning. Strategic Planning. Human resource management and Property management. Job related skills: People management. Strategic capability and leadership. Communication (verbal and written). Strategic management.

<u>DUTIES</u>	:	Computer literacy. Willingness to travel. Ability to work efficiently and effectively.
	:	Provide leases administrative support. Manage leases and caretaker agreements. Monitor leases compliance in terms of the agreements. Manage the compilation and maintenance of lease register. Facilitate the management of conflict resolution processes on DLRRD property. Manage and maintain immovable asset register and records for agricultural leases. Administer and provide property holdings services. Support the maintenance of immovable asset register and records for commercial leases. Manage process and / or conduct recommendations for vesting in terms of Item 28 (1). Manage the facilitation of payments for water use charges, municipality rates and taxes. Manage investigations on state land usage and maintenance. Process surface rights applications (prospecting, mining and servitudes). Manage state land periodic verification. Facilitate surveying of immovable assets. Provide secretariate services to the Provincial State Land Vesting and Disposal Committee (PSLVDC). Manage and provide district property management services. Administer the signing of immovable assets and caretaker agreements. Coordinate and conduct the verification of all immovable assets. Conduct confirmations of vesting in terms of Item 28 (1). Conduct land usage and maintenance investigations. Conduct state land periodic verification. Administer and manage property disposals. Facilitate surveying of immovable assets. Identify, facilitate and transfer disposable immovable assets and the associated movable assets. Provide secretariat services to the Provincial State Land Vesting and Disposal Committee (PSLVDC).
<u>ENQUIRIES</u>	:	Mr T Mtintsilana Tel No: (021) 409 0580
<u>APPLICATIONS</u>	:	Applications can be submitted by hand delivery during office hours to: 4th floor, No 2 Riebeeck Street, ABSA Building, Cape Town or by email to Post77@dlrrd.gov.za
<u>NOTE</u>	:	EE Targets: Coloured and White Males and African, Coloured and Indian Females and Persons with disabilities.
<u>POST 21/145</u>	:	<u>DIRECTOR: PROVINCIAL OPERATIONS SUPPORT Ref NO: 3/1/1/1/2026/78</u> Directorate: Provincial Operations Support
<u>SALARY</u>	:	R1 317 384 per annum (Level 13), (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS)
<u>CENTRE REQUIREMENTS</u>	:	Western Cape (Cape Town) Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a Bachelor's Degree or Advanced Diploma in Public Administration / Business Administration / Public Management (NQF Level 7) or related equivalent qualification and a Nyukela certificate (Pre-entry Certificate to the SMS) submitted prior to appointment. Minimum of 5 years of experience at middle / senior managerial level. A valid driver's licence. Job related knowledge: Understanding of Corporate governance Principle. Ability to implement performance management and monitoring systems. Knowledge of government systems. Job-related skills: Ability to communicate effectively across a broad spectrum. A thorough understanding and practical experience of Project Management. Analytical and problem-solving. Facilitation and coordination and experience. Experience in implementation of goals/plans, including monitoring, tracking and reporting status toward goal completion. Ability to think conceptually when analysing data and designing concepts to modify corporate policies, procedures and processes. Presentation and comfortable creating and communicating compelling arguments for modifying a course of action. Computer literacy. Willingness to travel. Ability to work under pressure and long hours.
<u>DUTIES</u>	:	Facilitate the integration of planning, resource allocation and performance management of outcomes of the Provincial Office through the Corporate Governance Framework. Facilitate the issuing of planning framework by the Directorate: Strategic Planning for all Provincial Offices and monitor Provincial Offices planning process. Analyse the District Integrated Operational Plans and ensure alignment with the DLRRD Annual Performance Plan. Analyse Provincial Integrated Operational Plans and ensure alignment to the District Operational Plans. Ensure approval (signing off) of all Districts and Provincial Integrated Operational Plans. Lead the development and implementation of consistent corporate performance monitoring and evaluation to focus on the

delivery of Provincial Office Annual Performance Plan outcomes. Manage and implement evaluation and research frameworks. Monitor the initiating and conducting research and evaluation. Coordinate the integration of all monitoring and evaluation systems within the province. Manage reporting instruments and tools on monitoring and evaluation. Ensure robust governance, effective decision making, value for money and appropriate benefits are achieved through corporate activity, policy and strategy frameworks. Monitor monthly and provide written reports on functionality of provincial governance structures. Randomly attend the provincial governance structures as part of monitoring functionality. Provide professional advice and support to the Chief Director: Provincial Office in community participation, community planning, corporate and operational planning, program performance reporting, corporate project, policy, strategy and infrastructure development and implementation, and corporate governance development and implementation. Provide quarterly reports identifying performance risks and recommending intervention plans and improvements for operational efficiency and performance improvements. Prepare bi-annual integrated operational plan performance reports clearly identifying trends, areas requiring policy and systems improvements. Provide professional advice as when the need arise and especially when risks are identified. Provide assistance with the initiation, management, coordination and the implementation of strategic corporate projects. Integrate strategic, operational and performance management functions, frameworks and systems, including recommendations for strategic resource allocation at provincial level. Provide assistance to the Chief Director: Provincial Office Coordination to initiate and coordinate the implementation of strategic corporate (cross-provincial service centres) projects to improve the Provincial Office ability to meet strategic outcomes and service delivery objectives exercising appropriate discretion to achieve required outcomes. Monitor the performance of the identified DLRRD key programmes and facilitate sharing of the best practices and lessons learnt by provinces through the existing departmental governance structures. Monitor implementation of Standard Operating Procedures in implementation of the departmental key programmes (obtain reports from Directors, analyse and produce bi-monthly reports). Establish and maintain internal and external networks to monitor trends and best practices in corporate governance. Identify institutions that will be part of the networks for the DLRRD and have a report approved by the Chief Director and facilitate development of relationships and networks with those institutions. Ensure the maintenance of these networks and ongoing relationships. Benchmark with the identified institutions to get best practices and learn lessons from these institutions once a year. Develop a report on proposed continuous improvement. Develop Integrated Operational Plans performance reporting system. Monitor all Provincial performance against the approved Integrated Operational Plans monthly. Request and get monthly reports from Directors. Analyse the reports (performance reported against plans, reasons for variance and proposed intervention plans). Consolidate monthly the Provincial Performance to one (1) Integrated Operational Performance plan.

- ENQUIRIES APPLICATIONS** : Mr T Mtintsilana Tel No: (021) 409 0580
 : Applications can be submitted by hand delivery during office hours to: 4th floor, No 2 Riebeeck Street, ABSA Building, Cape Town or by email to Post78@dlrrd.gov.za
- NOTE** : EE Targets: Coloured and White Males and African, Coloured and Indian Females and Persons with disabilities.
- POST 21/146** : **DIRECTOR: LAND DEVELOPMENT SUPPORT (CLUSTER 2) REF NO: 3/1/1/1/2026/81**
 Chief Directorate: Land Development and Post Settlement Support
- SALARY** : R1 317 384 per annum (Level 13), (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS) Gauteng (Pretoria)
- CENTRE REQUIREMENTS** : Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a Bachelor's Degree in Agricultural Economics / Agri Business / Agricultural Management / BCom Agriculture / Agri Business (NQF Level 7) or related equivalent qualification and a Nyukela certificate (Pre-entry Certificate to the SMS) submitted prior to appointment. Minimum of 5 years of

- relevant experience at middle/senior managerial level in the agricultural development environment field. A valid driver's licence and job-related knowledge: Department's policies, prescripts and practices pertaining to Land Reform. Knowledge and understanding of sector needs and business requirements. In-depth knowledge of policy development and monitoring and evaluation techniques. Knowledge and understanding of Government Development Policies, e.g., National Development Plan, National Growth Path, Planning and Budgeting Framework, etc. Research methodology. Good corporate governance principles. Knowledge in Human and Financial Management. Job-related skills: Project management. Communication (verbal and written). Agricultural development. Conflict management. Stakeholder mobilisation. Financial management. Reporting. Computer literacy. Information and analytical thinking. Ability to work under pressure and willingness to travel.
- DUTIES** : Develop, review and manage the implementation of policies and programmes for land development and post-settlement support. Engage with relevant stakeholders on policy matters. Identify issues to necessitate policy review and participate in policy formulation forum. Capacitate and train stakeholders and officials on policies and programmes developed. Participate in the development and review of standard operating procedures. Facilitate the development and graduating of producers towards commercialisation. Identify producers to be supported. Facilitate the establishment and management of partnership between producers and development partners. Ensure capacity building and training to producers. Facilitate the appointment of prospective strategic partners and service providers. Manage resource mapping and mobilisation of all identified farms for development in line with departmental priorities, Annual Performance Plan and Operational Plan of the Branch. Develop and facilitate approval of project registers. Facilitate farm assessments and feasibility studies. Facilitate the compilation of reports and the development of business plans. Manage the approval of projects by programme manager. Manage compilation of approval documents and conduct quality assurance. Ensure alignment and compliance of submissions to the policies / standard operating procedures. Present the submissions to the relevant committees and structures. Manage effective promotion and practice of good corporate governance and compliance with financial and human resource. Manage ongoing monitoring and reporting of projects under implementation. Manage human and financial resources in line with relevant policy and legislative framework. Manage and mitigate identified operational and fraud risks. Manage and implement internal and external controls in line with the policies.
- ENQUIRIES** : Mr ME Moshabele Tel No: (012) 312 9958
- 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 Post81@dlrrd.gov.za
- NOTE** : EE Targets: Coloured and White Males and African, Coloured and Indian Females and Persons with disabilities.

OTHER POSTS

- POST 21/147** : **DEPUTY DIRECTOR: PROPERTY RESEARCH REF NO: 3/1/1/2026/83**
Directorate: Property Research and Support
- SALARY** : R1 101 468 per annum (Level 12), (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 Bachelor's Degree / National Diploma in Town and Regional Planning / Surveying / Real Estate / Property Management / Law / Land Administration / Public Administration or related equivalent qualifications. Minimum of 3 years junior management experience in land administration or conveyancing environment. A valid driver's licence. Job-related Knowledge: Knowledge of interpreting spatial information. Knowledge of use of computer-based techniques and working with databases and updating IAR. Knowledge of land administration policies. Job-related skills: Research. Computer literacy. Good data and information management i.e. capturing, preserving and maintenance thereof. Good communication (verbal and written). Ability to work in a high-production environment. Ability to read and interpret maps,

		photographs, SG-diagrams and title deeds. Analytical thinking. Presentation. Problem solving. Conflict resolution. Financial management.
<u>DUTIES</u>	:	Conduct property research and analyse information to guide the process of land use management. Manage and conduct full property research and provide accurate response to enquiries e.g. (traditional allocation requests, POA properties, and held in-trust land). Manage the disposal and vesting updates on the system and provide report. Verification of the accuracy of property information with departmental policies. Verification of accuracy of information on request from Provincial Shared Service Centre (PSSC) and other stakeholders. Provide the updated documents to reflect the current status of the properties, using the relevant sources of information such as title deed, Survey General diagram the historical information from old book maps and spartial and respond to the ministerial enquiries. Knowledge of Grondasaks system. Management of Immovable Assets Registrar (IAR). Verify the correctness of information on the Land Administration Web (LAW) system. Maintain and manage the asset register that meet the policies of the Department. Capture new information and edit or remove information that is not correct. Management of IAR requests for changes to the system. Management of RFC request. Make changes in the LAW system as per requests. Management and safeguarding of title deeds and other property information. Manage the proper filling of title deeds and other property information. Manage and monitor booking in and out of title deeds. Scanning and uploading of title deeds into the LAW system.
<u>ENQUIRIES</u>	:	Ms T. Molotsi Tel No: (012) 312 9730
<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 Post83@dlrrd.gov.za
<u>NOTE</u>	:	EE Targets: African, Coloured, Indian and White Males and Coloured and Indian Females and Persons with Disabilities.
<u>POST 21/148</u>	:	<u>DEPUTY DIRECTOR: PROVINCE AND LAND USE AUDITS REF NO: 3/1/1/1/2026/84</u> Directorate: Property Research and Support
<u>SALARY</u>	:	R1 101 468 per annum (Level 12), (all-inclusive package to be structured in accordance with the rules for MMS)
<u>CENTRE</u>	:	Gauteng (Pretoria)
<u>REQUIREMENTS</u>	:	Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a Bachelor's Degree / National Diploma in Town and Regional Planning / Surveying / Real Estate / Property Management / Law / Land Administration / Public Administration or related equivalent qualifications. Minimum of 3 years' junior management experience in land administration or conveyancing environment. A valid driver's licence. Job related knowledge: Knowledge of interpreting spatial information. Knowledge of use of computer-based techniques and applying principles from science. Knowledge of land administration policies. Job related skills: Communication (verbal and written). Facilitation and presentation. Financial management. Conflict management. Problem solving. Project management. Computer literacy. Analytical thinking. Research. Reading and interpretation of deeds and maps. Ability to work in a team as well as independently. Willing to travel and work irregular hours.
<u>DUTIES</u>	:	Conduct property research and analyse information to guide the process of land use management. Manage and coordinate responses to land status enquiries. Conduct research (electronic and manual) on all DRDLR immovable assets in order to ensure accuracy of the asset register. Facilitate vesting of state land into the correct sphere of Government, DLRRD and other state land custodians. Check vesting applications in terms of data accuracy, compliance with vesting policies and procedures. Processing of vesting application in the Land Administration Web (LAW) system. Handover of signed Item 28 (1) certificates to custodians. Manage requests for cancellation of signed item 28 (1) certificates. Manage request for certified copies of signed item 28 (1) certificates. Supply support and advice to stakeholders on state land (Provincial Shared Service Centre's, Department of Public Works and Infrastructure and Private). Assist with the design of strategies to guide land and resource use and development in particular locations. Provide accurate information with regards to the history of land ownership. Process disposal applications (sale, exchange, donations, long and short-term non-agricultural leases). Verify correctness of applications received from the provinces.

		Process disposal applications to Ministry. Handover of ministerial approvals to conveyancing unit and legal officer for finalisation. Draft National Treasury requests for approval when required. Facilitate the issuing of land survey consents on DLRRD immovable assets. Manage and process land survey consent applications. Draft consent letters.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms T. Molotsi Tel No: (012) 312 9730
	:	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 Post84@dlrrd.gov.za
<u>NOTE</u>	:	EE Targets: African, Coloured, Indian and White Males and Coloured and Indian Females and Persons with Disabilities.
<u>POST 21/149</u>	:	<u>ANALYST DEVELOPER: APPLICATION DEVELOPMENT REF NO: 3/1/1/1/2026/71</u> Directorate: ICT Solutions Development
<u>SALARY</u>	:	R932 292 per annum (Level 11), (all-inclusive package to be structured in accordance with the rules for MMS)
<u>CENTRE REQUIREMENTS</u>	:	Gauteng (Pretoria)
	:	Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Computer Science / Software or System Engineering / Information Technology (IT) / Software Development (NQF Level 6) or related equivalent qualification. Minimum of 3 years' experience in: C# and .NET Framework / .NET Core, ASP.NET MVC and Entity Framework (EF / EF Core), Structured Query Language (SQL) Server, MySQL, Oracle, including database design, optimisation, and complex queries. Experience in Web Technologies and Scripting tools (JavaScript XML, jQuery and Microsoft Power BI). Experience with Web Application Programming Interface (APIs) and RESTful services, Familiarity with HyperText Markup Language (HTML5), Cascading Style Sheets (CSS), Bootstrap, jQuery, and modern JavaScript frameworks. Strong understanding of Object-Oriented Programming (OOP), SOLID principles, and design patterns. Experience with Agile / Scrum methodologies. Experience in Software Development Life Circle (SDLC). Experience in relational database. Experience in performance, regression, and integration testing. Job related knowledge: Knowledge of dependency injection and unit testing frameworks. Application servers: JBOSS, Weblogic, Glassfish, Tomcat and Internet Information Services (IIS). Working knowledge in Object Oriented environment, must have a thorough understanding of using Model-View-Controller (MVC); exposure to Net-Beans, Eclipse, Websphere; and reporting tools e.g. itext, jasper report and others. Knowledge of using design tools like Unified Modeling Language (UML), etc. Interpret business and functional requirements as well as to design and realise processes, data and technology. Process analysis and able to design conceptual architectures, technical uses and robust processes. Job related skills: Computer literacy. Communication skills (verbal and written). Analytical skills. Interpersonal skills. Problem solving skills. Organising skills. Ability to work independently as well as part of the team. Ability to mentor junior employees and interns to deliver quality solutions on time.
<u>DUTIES</u>	:	Write functional and technical design specification document. Analyse information processing needs and plan and design computer systems, using data modelling techniques. Define the goals of the system and advise flowcharts and diagrams describing logical operational steps of programs. Design new systems including process flow, user interface, reports and security procedures. Evaluate and recommend appropriate web presentation and server-side technologies based on product needs and industry trends. Participate in Joint Application Development (JAD) and testing sessions. Work with key stakeholders to understand user's requirements, translating them into technical specification requires for system development. Work with quality assurer to ensure high quality of delivered product. Provide thought leadership on business requirements related to application development. Coordinate and link the computer systems within an organisation to increase compatibility so that information can be shared. Review and quality assurer coding. Supervise and participate on coding scripting review and conclusion. Perform application systems code review to ensure technical quality and high-quality service to clients / users. Conduct training on newly developed applications. Prepare training material for users of the new systems and conduct training. Evaluate service offered.

- ENQUIRIES APPLICATIONS** : Ms PS Lekgau Tel No: (012) 312 8769
 : 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 Post71@dlrrd.gov.za
- NOTE** : EE Targets: African, Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with Disabilities.
- POST 21/150** : **DEPUTY DIRECTOR: PLAS MANAGEMENT ACCOUNTING REF NO: 3/1/1/1/2026/85**
 Directorate: Proactive Land Acquisition Strategy (PLAS) Trading Account Financial Management
- SALARY** : R932 292 per annum (Level 11), (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 a National Diploma / Bachelor's Degree in Management Accounting / Financial Management. Minimum of 3 years' relevant experience in accounting and reporting. A valid driver's licence. Job related Knowledge: Policies, procedures and prescripts. Financial systems including Basic Accounting System (BAS) and A Complete and Comprehensive Program for Accounting Control (ACCPAC) system. Public Financial Management Act. Treasury Regulations. Quality Control and safekeeping background. Job related skills: Supervision. Communication (verbal and written). Interpersonal relations. Planning and Organising. Computer literacy.
- DUTIES** : Coordinate the development of the Chief Directorate and trading account budget. Analyse and interrogate provinces budget inputs / submission to ensure alignment to strategic plan and annual performance plan and compliance to treasury. Analyse and interrogate the Chief Directorate budget inputs / submission to ensure alignment to Branch priorities. Oversee the consolidation of budget inputs into National Treasury database, submit for review and approval. Submit final budget to the Department within the set time. Create, implement and monitor processes and procedures around the creation of monthly forecasts. Manage monitoring and reporting processes. Analyse revenue and expenditure information in order to identify trends and funding. Submit cash flow plans and replenish cash on a quarterly basis in line with drawings/projection. Monitor financial performance of the entity, identify and report all variances of actual against projections. Manage the entity system and registration of projects. Ensure all projects registration documents are audited for compliance and processed within the turnaround time of one day. Endure management of financial and operational systems and project register. Manage human, financial and other resources. Manage, supervise and coordinate the work of subordinates. Manage and monitor finances of the sub-directorate. Ensure effective management of business risk and audit management plans.
- ENQUIRIES APPLICATIONS** : Mr C. Nyamandi Tel No: (012) 312 9215
 : 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 Post85@dlrrd.gov.za
- NOTE** : EE Targets: African, Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with Disabilities.
- POST 21/151** : **CHIEF LAND INFORMATION ANALYST (TRAINING) REF NO: 3/1/1/1/2026/82**
 Directorate: Property Systems and Data Management
- SALARY** : R605 742 per annum (Level 10)
- CENTRE REQUIREMENTS** : Gauteng (Pretoria)
 : Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and National Diploma in Town and Regional Planning / Geography / Property Estate / Property Management / Geographic Information Systems (GIS) (NQF Level 6) or related equivalent qualification, excluding Environmental GIS. Minimum of 3 years' experience in property data management. A valid driver's licence. Job-related Knowledge: The Constitution of the Republic of South Africa. Government decision-making processes. Internal performance evaluation and reporting. Good governance and Batho Pele Principles. State Land Disposals Act, 1961. Upgrading of Land Tenure Rights Act, 1991. Provision of Land and Assistance Act, 1993. Restitution of

Land Rights Act, 1994. Land Reform (Labour Tenants) Act, 1996. Knowledge in property administration. Knowledge in the compilation of training manuals and presentations and in leading/presenting training sessions. Knowledge in systems development. Knowledge in providing support to users. Good data and information management i.e. capturing, preserving and maintenance of data. Knowledge in land administration related legislation and policies. Extensive computer literacy in Microsoft Office and other relevant software namely MS Access and SQL. Sound knowledge of land information (deeds data, title deeds, subdivisions, vesting, disposals, surveyor general diagrams, etc.). Job-related skills: Ability to interpret maps, aerial photographs, surveyor general diagrams, title deeds and proclamations. Ability to understand and see land in a spatial context. High creativity. Accuracy and attention to detail. Ability to train. Ability to research. Accuracy and attention to detail. Information systems development. Computer literacy. Interpersonal relations. Communication (verbal and written). Organisational and planning. Project management skills. Conflict management. Ability to work in a team as well as independently.

DUTIES : Facilitate and present capacity training on property management systems. Develop training plan and schedule for Land Administration Web (LAW). Review and update training manuals. Compile training manuals and training presentations. Coordinate logistical arrangements for training. Facilitate and present capacity building sessions. Provide technical support to users on LAW and other property management systems. Develop refine and maintain existing property management systems. Render technical user support for system and application modification on LAW. Render technical assistance in joint system and application development sessions. Render technical support for system development and normalising data structures. LAW system administration and parameter maintenance. Maintain the state land database on Land Administration web. Verify property data for accuracy and completeness. Update property data continuously based on vesting certificates, disposals and custodian immovable asset registers. Update property description and related information in the state land database continuously based on surveyor general diagram and title deed information. Management of Request for Change (RFC) and Request for Adding (RFA) on LAW. Maintain DLRRD Immovable Asset Register. Verify immovable asset data for accuracy, quality and completeness. Update immovable asset data continuously based on vesting certificates and disposals. Verify updating of property description and related information in the IAR based on SG diagram and title deed information. Provide immovable asset data and information to users and stakeholders. Liaise with local municipality to obtain the latest municipal valuation roles. Capture and /or verify initial costs of the properties on LAW based on municipal valuation roles.

ENQUIRIES : Mr A Erasmus Tel No: (012) 312 8252
APPLICATIONS : 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 Post82@dlrrd.gov.za

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

POST 21/152 : **CHIEF LAND INFORMATION ANALYST REF NO: 3/1/1/2026/87**
 Directorate: Property Research and Support

SALARY : R605 742 per annum (Level 10)
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a Bachelor's Degree / National Diploma in Town and Regional Planning / Surveying / Real Estate / Property Management / Law / Land Administration / Public Administration or related equivalent qualifications. Minimum of 3 years' experience in land related research work, surveys or land administration. A valid driver's licence Job related knowledge: Constitution. Government decision making processes. Internal performance evaluation and reporting. Good governance and Batho Pele Principles. State Land Disposals Act, 1961. Upgrading of Land Tenure Rights Act, 1991. Provision of Land and Assistance Act, 1993. Restitution of Land Right Act, 1994. Land Reform (Labour Tenants) Act, 1996. Understanding of the principles of types of land. Understanding of the land reform principles and related processes. Understanding of research methodology. Sound knowledge of geography. Job related skills: Ability to interpret maps, aerial photographs, Survey General

		diagrams, title deeds and proclamations. Ability to understand and see land in a spatial context. High creativity. Accuracy and attention to detail. Computer literacy. Interpersonal relations. Communication (verbal and written). Organisational. Project management. Conflict management. Financial management. Ability to work in a team as well as independently.
<u>DUTIES</u>	:	Process vesting applications in the Land Administration Web (LAW) system. Process vesting applications to the Deputy Director. Obtain Provincial State Land Vesting and Disposal Committee (PSLVDC) resolution tables and minutes from the Provincial Offices. Prepare, on receipt of the signed Item 28 (1) certificates, an acknowledgement of receipt to the Deputy Director for the handling over at the PSLVDC meeting. Prepare, on receipt of receipt of request for cancellation of signed Item 28 (1) certificates, a submission for cancellation to the Deputy Director for the Director's signature. Request for copies of signed Item 28 (1) certificates researched and submitted to the Deputy Director for the Director's signature. Process disposal and long-term lease applications in the LAW system. Process submissions to the Deputy Director. Prepare, on receipt of Ministerial approval, a letter to the National Treasury to obtain approval for disposal at less than market value to the Deputy Director for the Director's signature. Inform the Provincial Shared Service Centre (PSSC) by standard e-mail about the disposal approval and include a copy of the signed memorandum. Prepare acknowledgement of receipt for the handing over of the original signed memorandum and relevant documentation to the Deputy Director to be forwarded to the relevant official to conclude the transaction. Scribe District Shared Service Centre (DSSC) meetings and prepare accurate and complete DSSC minutes to be circulated to DSSC members. Process land survey consent letters received from the PSSC to the Deputy Director. Process land survey consent letters to the Deputy Director. Inform client of signed consent letter. Prepare hand over acknowledgment of receipt of signed consent letter. Conduct land research and prepare responses on land status enquiries. Conduct land research. Prepare responses on land status enquiries to Deputy Director.
<u>ENQUIRIES</u>	:	Ms T. Molotsi Tel No: (012) 312 9730
<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 Post87@dllrd.gov.za
<u>NOTE</u>	:	EE Targets: African, Coloured and Indian Males and Coloured and Indian Females and Persons with Disabilities.
<u>POST 21/153</u>	:	<u>CHIEF LAND ADMINISTRATION SPECIALIST (TRAINING) REF NO: 3/1/1/1/2026/88</u> Directorate: Property Management and Policy Development
<u>SALARY</u>	:	R605 742 per annum (Level 10)
<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 Town and Regional Planning / Geography / Real Estate / Surveying / Law (NQF Level 6) or related equivalent qualification. Minimum of 3 years' experience in land related research work, land use investigations / surveys or land administration. A valid driver's licence. Job related Knowledge: Sound knowledge of geography and computers. Sound knowledge of land administration. Understanding of state land categories and land reform programmes. Understand research methods. Job related skills: Ability to read and interpret maps, aerial photographs, Survey General diagrams, title deeds and proclamations. Ability to understand land in a spatial context. Good project management. Good Interpersonal relations. Excellent communication (verbal and written). Accuracy and attention to detail. Ability to conduct research. Ability to draft policies and related procedures. Ability to produce training manuals and provide capacity building and training. Ability to work in a team as well as independently.
<u>DUTIES</u>	:	Conduct research and develop policies and procedures in property management. Research and draft policies and Standard Operating Procedure. (SOPs). Ensure stakeholder consultation. Prepare final document for approval. Review, update and monitor policies and procedures. Provide training and capacity building to internal and external clients. Compile and update training manual. Manage training program. Provide advisory services on property management policies and procedures. Review, update and monitor policies and procedures. Monitor legislation changes that impact on policies and

procedures. Monitor audit findings that impact policies and procedures. Review policies and procedures as and when need arises. Ensure effective consultation with stakeholders. Arrange property management meetings to discuss matters of common interest. Attend to matters that have impact on policies and procedures.

**ENQUIRIES
APPLICATIONS**

: Mr R. Magana Tel No: (012) 312 8213
: 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 Post88@dlrrd.gov.za

NOTE

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

POST 21/154

: **CHIEF LAND RESEARCH SPECIALIST (CONVEYANCE) REF NO:
3/1/1/1/2026/86**
Directorate: Property Research and Support

**SALARY
CENTRE
REQUIREMENTS**

: R487 197 per annum (Level 09)
: Gauteng (Pretoria)
: Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a LLB Degree / Property Management or related equivalent qualification. Minimum of 3 years' experience in property management, portfolio immovable asset management or land administration. A valid driver's licence. Job related knowledge: Property research techniques. Interpretation of relevant legislation on land administration and immovable properties. Job related skills: Ability to interpret title deeds and any other legal documents. Project management. Communication (verbal and written). Analytical thinking. Computer literacy. Policy / information / records research. Planning and organising. Work under pressure and meet tight deadlines. Ability to use a computer for prolonged periods.

DUTIES

: Prepare and provide vesting registration. Conduct property research. Request cancellation of item 28 (1) certificate if applicable. Prepare vesting instruction. Record request for the registration of transaction from stakeholders. Obtain original title deeds from the property research unit. Verify applications / documents from conveyancers for confirmation. Review payment of services rendered by conveyancers. Conduct follow-ups and updates progress on matters referred. Provide conveyancing advice on vesting related matters. Issue certified copies of item 28 (1). Prepare direct lodgement of vesting endorsements and attending to registration thereof. Collect barcodes at Deed Offices. Obtain original title deeds from the property research unit. Prepare execution covers for lodgement. Prepare lodgement item 28 (1) certificates. Attend to vesting endorsement registration. Deal with disposal registration in terms of State Disposal Act, Restitution of Land Rights Act and Land Reform: Provision of Land and Assistance Act. Conduct property research and confirm ownership. Verify vesting status and send request for vesting if applicable. Prepare disposal instructions to State Attorney and Housing Development Agency. Record request for the registration of transaction from stakeholders. Obtain original title deeds from property research. Draft deeds of sale and donation agreements. Verify applications / documents from conveyances for confirmation. Provide conveyancing advice on disposal registration. Conduct follow-ups and update progress on matters referred. Verify correctness of conveyancing documents for restitution transfer of certain Department of Public Works properties and prepare report thereof. Provide title deeds for servitudes and lease registrations. Record request for the registration of transaction from stakeholders. Verify vesting status and send request for vesting if applicable. Obtain original title deeds from the property research unit. Verify applications / documents from conveyancers for confirmation. Prepare acknowledgement of receipt or instruction letter for lost copy of title deed. Conduct follow-ups and update progress on matters referred. Prepare and provide other registrations in terms of the Deed Registries Act. Record request for the registration of transaction from stakeholders. Obtain original title deeds from the property research unit. Prepare instruction to the State Attorney. Verify applications / documents from conveyancers for confirmation. Review payment of services rendered. Conduct follow-ups and update progress on matters referred. Assist in updating immovable asset register and uploading documents as portfolio of evidence. Follow up on signed conveyancing documents. Send updates on immovable asset register to the property research unit. Request for adding property on Land Administration Web (LAW). Upload portfolio of evidence on

LAW. Prepare and provide reports and statistical information on conveyancing. Compile monthly, quarterly and annual reporting. Provide statistical returns.

ENQUIRIES : Ms T. Molotsi Tel No: (012) 312 9730

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 Post86@dlrrd.gov.za

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

POST 21/155 : **SENIOR PROJECT OFFICER: PROPERTY MANAGEMENT REF NO: 3/1/1/1/2026/75**
Directorate: District Office

SALARY : R413 001 per annum (Level 08)

CENTRE : KwaZulu Natal (Ladysmith)

REQUIREMENTS : Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Real Estate / LLB / Property Law / Property Management / Property Portfolio Management / Town and Regional Planning (NQF Level 6) or related equivalent qualification. Minimum of 2 years' experience in property management. A valid driver's licence. Job related knowledge: Public Service Act. Public Finance Management Act. Preferential Procurement Policy Framework Act. Treasury or Financial regulations of Public Finance Act. Government Immovable Asset Management Act of 2007. Land Reform: Provision of Land and Assistance Act of 1993. State Land Disposal Act of 1961. Any other relevant Law. Job related skills: Analytical. Communication (verbal and written). Planning and Organising. Computer literacy. Report writing. Problem solving and decision making. Interpersonal relations. Facilitation and presentation. Willingness to travel.

DUTIES : Capture contracts on state land lease system. Add leases information on the Land Administration Web (LAW) system. Generate contracts. Upload approval documents. Facilitate the signing of lease and caretaker agreements. Finalise and facilitate signing of leases and caretaker agreements. Compile records of original contract and inspection reports. Develop lease schedule for all state properties. Conduct asset verification. Conduct inspection of state properties. Barcode assets. Secure, protect the state assets against vandalism. Monitor leases or caretaker performance and duties as contractually specified. Ensure proper usage and maintenance assets. Ensure compliance with caretaker and lease agreement. Provide support to the district. Implement requests for amendments to the immovable asset register. Verify and report on lease compliance and obligations. Process applications for amendments of lease agreements. Initiate and process surveying of DLRRD state land. Process land surveying on DLRRD controlled immovable assets. Identify assets for subdivision. Compile and process applications for subdivision.

ENQUIRIES : Mr NR Jacquire Tel No: (033) 264 9500

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 Post75@dlrrd.gov.za

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

POST 21/156 : **SURVEY TECHNICIAN (GRADE A-C) REF NO: 3/1/1/1/2026/79**
Directorate: Survey Services

SALARY : R407 337 – R610 131 per annum, (Salary will be in accordance with the OSD requirements)

CENTRE : Western Cape (Mowbray)

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. A valid driver's licence. Job related knowledge: Programme and project management. Survey design and analysis knowledge. Research and development. Computer-aided survey applications. Knowledge of legal compliance. Technical report writing. Creating high performance culture. Job related skills: Decision-making 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.
- 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 APPLICATIONS** : Ms N Dlamini Tel No: (021) 658 4300
- Applications can be submitted by hand delivery during office hours to: 4th floor, No 2 Riebeeck Street, ABSA Building, Cape Town or by email to Post79@dlrrd.gov.za
- NOTE** : EE Targets: Coloured, Indian and White Males and African, Indian and White Females and Persons with Disabilities.
- POST 21/157** : **PROJECT OFFICER: TENURE REFORM IMPLEMENTATION REF NO: 3/1/1/1/2026/74**
Directorate: District Office
- SALARY CENTRE REQUIREMENTS** : R338 106 per annum (Level 07)
: KwaZulu-Natal (Richards Bay)
: Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in the field of Social Science / Legal Qualification or related equivalent qualification (NQF Level 6). Minimum of 1 year experience in tenure reform or related field. A valid driver's licence. Job related knowledge: Thorough knowledge of land tenure security matters. Relevant tenure legislation and policies. Strategic planning. Human resources management. Financial management. Supply chain management. Knowledge of economics. Public Service Act. Job-related skills: Analytical. Communication (verbal and written). Planning and Organising. Computer literacy. Report writing. Problem-solving and decision-making. Interpersonal relations. Facilitation and presentation. Negotiation and conflict resolution. Networking. Team management. Customer and client focus and statistical forecasting. Willingness to travel.
- DUTIES** : Implement communal land tenure projects. Initiate awareness and capacity building on communal land management and relevant laws to stakeholders. Liaise and provide support to land rights management structures by providing legal protection and awareness. Facilitate and mediate in case of land rights violations and disputes on communal land in terms of relevant legislation. Conduct the implementation of the communal tenure upgrade programmes. Implement land rights projects. Respond to queries on land rights projects. Provide support to rights management structures by providing legal protection and awareness. Facilitate land rights mediation and adjudication processes. Conduct the implementation of land rights upgrade programmes. Provide support to land rights management facility. Implement the establishment and support of communal property entities. Initiate the establishment of and implementation of Communal Property Association (CPA). Maintain the database of CPA's and similar entities. Conduct awareness on CPA activities. Perform investigations and intervene on the affairs and activities of registered CPA's. Engage in the mediation and dispute resolution proceedings of the CPA's. Provide administrative support services. Provide secretariat services. Provide clerical support services. Conduct logistical arrangements. Process all incoming and outgoing correspondence.
- ENQUIRIES** : Ms N Ziqubu Tel No: (033) 264 9515

- 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 Post74@dlrrd.gov.za
- NOTE** : EE Targets: African, Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with Disabilities.
- POST 21/158** : **SENIOR SECURITY OFFICER REF NO: 3/1/1/1/2026/73 (X3 POSTS)**
Directorate: Physical Security and Special Events
- SALARY CENTRE REQUIREMENTS** : R237 453 per annum (Level 05)
: Gauteng (Pretoria)
: Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a Grade B Private Security Industry Regulatory Authority (PSIRA) Certificate. Minimum of 3 years' security officer experience. A valid driver licence. Job-related knowledge: Knowledge of access control procedures. Knowledge of control room operations. Knowledge of measures for the control and movement of equipment and stores. Knowledge of prescribed security procedures PSIRA, Minimum Information Security Standards (MISS), and Protection of Information Act, etc.) and the authority of security officers under these documents. Knowledge of the relevant emergency procedures. Job-related skills. Computer literacy. Communication (verbal and written). Report writing and Telephone etiquette.
- DUTIES** : Supervise the security functions performed by the security officers/service providers, ensuring adherence to the department security policies. Allocate duties to security officers / service providers, monitor outcomes and institute the necessary corrective measures to address deviations from norms and standards. Monitor access control to prevent unauthorised entry into buildings and other premises. Authorisation of the equipment, documents and stores into or out of the building or premises. Inspect and report all non functioning of security measures (e.g. X-Ray machines, walk-through metal detectors, security lights and etc.). Check incidents/occurrence books/registers. Monitor and provide support in case of emergencies. Administrative and related functions. Determine rosters, shift schedules and overtime. Monitor performance of employees and determine training needs. Control leave and related personnel matters in line with human resource procedures and prescripts. Provide security related services. Administer key control system. Identify risks and threats to the security of the department. Provide information regarding incidents to investigating officers. Monitor and respond to alarm system. Report faulty equipment/systems. Ensure systems are functioning optimally through scheduled services. Conduct preliminary incident investigations and submit reports. Administer all control room operations to safeguard the department's assets. Perform control room duties as per shift cycles. Perform and supervise all control room activities. Report all incidents and any identified non-compliance relating to security prescripts. Review of footage upon request through proper procedure. Update all register for the incidents observed.
- ENQUIRIES APPLICATIONS** : Mr F Aphane Tel No: (012) 312 8625
: 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 Post73@dlrrd.gov.za
- NOTE** : EE Targets: Coloured and Indian Males and African, Coloured, Indian and White Females and Persons with Disabilities.
- POST 21/159** : **TRADESMAN AID REF NO: 3/1/1/1/2026/80**
Directorate: Survey Services
- SALARY CENTRE REQUIREMENTS** : R170 226 per annum (Level 03)
: Western Cape (Mowbray)
: Minimum requirements: Applicants must be in a possession of a Grade 10 Certificate (NQF Level 3) or relevant equivalent qualifications. Job related skills: Communication (verbal and written). Good interpersonal relations. Ability to organise. Ability to use electrical and hand tools. Ability to work independently.
- DUTIES** : Provide assistance in the maintenance of facilities, vehicles and equipment. Maintain team vehicle and caravan at all times. Maintain the stores tents at all times. Maintain tools at all times. Relocate camp when required. Repair, clean service and safe keeping of equipment and tools according to standards.

Ensure the safety storage, cleaning and routine maintenance of implements.
Ensure the timely reporting of defects to mechanical workshop in order to prevent further damage. Assist with dispensing and receiving of fuels and oils.

ENQUIRIES
APPLICATIONS

: Ms N Dlamini Tel No: (021) 658 4300
: Applications can be submitted by hand delivery during office hours to: 4th floor, No 2 Riebeeck Street, ABSA Building, Cape Town or by email to Post80@dlrrd.gov.za

NOTE

: EE Targets: Coloured, Indian and White Males and African, Coloured, 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** :
- National Office: Midrand:** Quoting the relevant reference number, direct your application to: The Director: Human Resources, Office of the Chief Justice, Private Bag X10, Marshalltown, 2107 or hand deliver applications to the Office of the Chief Justice, Human Resource Management, 188, 14th Road, Noordwyk, Midrand, 1685.
- 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
- KwaZulu-Natal: Pietermaritzburg:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X54314, Durban, 4001. Applications can also be hand delivered to 1st Floor Office No 118, CNR Somtseu8 & Stalwart Simelane Streets, Durban, 4000.
- Gauteng: Johannesburg/Randburg:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X7, Johannesburg, 2000. Applications can also be hand delivered to the 12th floor, Cnr Pritchard and Kruis Street, Johannesburg.
- North West: Mmabatho:** Quoting the relevant reference number, direct your application to: The OCJ Provincial Head, Office of the Chief Justice, Private Bag X 2033, Mmabatho, 2735. Applications can also be hand delivered to 22 Molopo Road, Ayob Gardens, Mafikeng
- Supreme Court of Appeal:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X20612, Bloemfontein, 9300 or hand deliver applications to the Free State High Court, Corner President Brand and Fontein Street, Bloemfontein, 9301.
- CLOSING DATE** : 03 July 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.

ERRATUM: Kindly take note that the post of Deputy Director: Security Management with Ref No: 2025/436/OCJ advertised on Public Service Vacancy Circular 11 dated 27 March 2026 has been withdrawn.

OTHER POSTS

POST 21/160

ASSISTANT DIRECTOR: ORGANISATIONAL DEVELOPMENT REF NO 2026/47/OCJ

(24 Months Contract)

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

SALARY

: R487 197 - R573 897 per annum (Level 09), plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.

CENTRE

: National Office: Midrand

REQUIREMENTS

: Applicants should be in possession of a National Diploma in Management Services/Organisation and Work Study/Operations Management/Production Management/Organisational Development or relevant equivalent qualification at NQF 6 with 360 credits as recognised by SAQA. A minimum of three (3) years' experience in Organisational Development environment. A valid driver's license. Job Evaluation certificate will be 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 technical and generic requirements. Knowledge and Skills: Understanding of the organisational development principles and procedures, understanding of the Human Resource Management Legislations and regulatory framework, knowledge of administrative procedures, Job Evaluation grading system, Job evaluation process and basic change management principles, good communication skills (written and spoken), basic research and analytics skills, change management, presentation and people management skills, ability to work long hours, facilitate the development of policies. ability to work individually, in a team and under extreme pressure.

DUTIES

: Develop/ review and maintain sound and effective organisational structures in line with the strategic objectives, conduct work study investigation, conduct functional analysis and develop post establishment structure, Cost structure in line with MTEF, compile work study report with relevant recommendations, ensure development and review of job descriptions for all posts in the department, Benchmark and verify job descriptions with relevant clients,

manage signing-off of JDs with relevant clients, conduct job evaluation process, present results to the JE panel, provide secretariat support services to the Job Evaluation Panel Committee, contribute towards the development and review organisational development policies in line with legislative frameworks, conduct research on the latest trends within the ambit of OD, implementation of the organisational development policies, supervise and develop staff, conduct organisational functionality assessment. Render business process mapping. Provide support in the development of standard operating procedures. Facilitate and implement change management strategies, conduct analysis on the need for change management, draft report on progress of the change management initiatives, conduct change management interventions in line with OD investigations and coordinate management workshops for all affected stakeholders.

- ENQUIRIES** : Technical related enquiries: Mr. E Motsuenyane Tel No: (010) 493 2500
HR Related enquiries: Ms S Tshidino Tel No: (010) 493 8771
- APPLICATIONS** : Applications can be sent via email to: 2026/47/OCJ@judiciary.org.za
- NOTE** : OCJ will give preference to candidates in line with the departmental Employment Equity goals.
- POST 21/161** : **ASSISTANT DIRECTOR: JUDICIAL SUPPORT REF NO: 2026/48/OCJ**
- SALARY** : R487 197 - R573 897 per annum (Level 09). The successful candidate will be required to sign a performance agreement.
- CENTRE** : Land Court: Randburg
- REQUIREMENTS** : Applicants should be in possession of a National Diploma in Office Management/ Business Administration/ relevant qualification at NQF level 6 as recognised by SAQA. A minimum of three (03) years' relevant experience in an administrative office management environment of which one (01) year should be at supervisory level. A valid driver's license and an LLB degree will serve as an added advantage. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements. Knowledge and skills: Knowledge of relevant legislatives and regulations, knowledge of case lines, knowledge of office management responsibilities, systems and procedures, knowledge of Supervisory Facets, knowledge of Electronic Information Resource and online retrieval. communication skills (written and verbal), facilitation skills, report writing skills, presentation skills, decision-making, interpersonal relations, organisational skills, ability to multitask, professional telephone manner, people management and empowerment, strategic capability and leadership, problem solving and analysis, able to work under pressure and assertive Meticulous.
- DUTIES** : Manage the administration in the Office of the Judge President, arrange and diarise meetings and appointments involving the Judge President, coordinate all engagements between Judges and Divisional Senior Officials with the Judge President, ensure attendance on all queries addressed to the office of the Judge President, attend to general correspondence in the Office of the Judge President, including but not limited to drafting and compiling all memos, letters, reports and presentations, by the Judge President, coordinate and administer leave management of the Office of the Judge President, attend to correspondence in relation to reserved Judgements as well as complaints arising from reserved Judgements, attend to arrangements for the Judge President to preside in the administering of oaths of office to members of the Provincial Executive and other office bearers, coordinate arrangements for the reconstruction of delayed appeals records involving retired and deceased Judges, facilitate the monthly reserved judgements statistics for the division, coordinate correspondence and statistics regarding reserved Judgements and updating the reserved Judgements register, collect and co-ordinate inputs from Judges including all necessary documentation to inform the budgetary processes, provide support to the Judge President in determining funding requirements for budgeting process, check and verify financial reports in support of the Judge President's office, source and certify the correctness of invoices and statements, regarding expenditure in the Judge President's office. Coordinate all logistics for meetings and other engagements of the Judge President, locally and internationally, including the submission of reports and presentations as well as the implementation of resolutions emanating from such meetings, attend to the Judge President actionable items from the Heads of Court committees chaired by the Judge President, ensure necessary

secretariat support in meetings chaired by the Judge President, including but not limited to Divisional Leadership meetings, Divisional operational meetings as well as Divisional Judges meetings and Divisional stakeholder meetings, manage travel arrangements and complete documentation for approval, facilitate maintenance of Judge President's vehicle and submit logbook, submit S&T claims, cell phone and 3G data claims, provide a record management function, including collection, distribution, retrieval and filling of records.

ENQUIRIES : Technical Related Enquiries: Ms N Mhlambi Tel No: (010) 493 6316
 HR Related Enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
APPLICATIONS : Applications can be sent via email to 2026/48/OCJ@judiciary.org.za
NOTE : The Organisation will give preference to candidates in line with the Employment Equity goals.

POST 21/162 : **OFFICE MANAGER REF NO: 2026/49/OCJ**

SALARY : R487 197 – R573 897 per annum (Level 09). The successful candidate will be required to sign a performance agreement.

CENTRE : Supreme Court of Appeal: Bloemfontein
REQUIREMENTS : Applicants should be in possession of a three (3) years National Diploma / Bachelor's Degree in Office Administration / Management / LLB or equivalent qualification at NQF level 6 as recognised by SAQA. A minimum of three (03) years' relevant experience in an office administration environment of which one (01) year should be at supervisory level. A valid driver's license and Legal research (post qualification) experience 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. Skills And Competencies: Good communication skills (verbal and written), good people skills/interpersonal relations, ability to work long hours and under pressure, self motivated, attention to detail, computer literacy (MS Office with focus on Excel), research databases, execution and planning, communication, reliability, acceptance of responsibility, management of human resources, initiative and technical skills.

DUTIES : Manage the Office of the President of the Supreme Court of Appeal, attend to and record enquiries directed to the President of the Supreme Court of Appeal, tracking of enquiries/duties to ensure timeous compliance with various deadlines and directives, manage and diarise all appointments and events, ensure the correct application of regulations, policies or any other relevant legal source or directive related to specific fields, liaise with all stakeholders with regard to matters emanating from the Office of the President of the Supreme Court of Appeal, check and manage all incoming and outgoing correspondence from the President's secretary to other stakeholders, attend to research and retrieve material from the library at the court physically and electronically, check research submitted to the President of the Supreme Court of Appeal by the Law Researchers, proof read and cite check all judgments done by the President of the Supreme Court of Appeal or any other judgment drafted by judges of appeal, manage and supervise the judge's secretaries and support staff, manage secretaries and support staff, ensure that training needs are identified and attended to by means of informal and formal training, manage and supervise the court sittings and tea room duties of the judge's secretaries, receive petitions filed at the court, draft detailed and competent summaries of the petitions, ensure that the details of the parties, case number and area of law are identified, compile a spreadsheet with a list of petitions received and submit to the Chief Registrar.

ENQUIRIES : Technical Related Enquiries: Mr VZJ Zwane Tel No: (051) 492 4696
 HR Related Enquiries: Ms N. De La Rey/Ms D. Peters Tel No: (053) 492 4523

APPLICATIONS : Applications can be sent via email to 2026/49/OCJ@judiciary.org.za
NOTE : The Organisation will give preference to candidates in line with the Employment Equity goals.

POST 21/163 : **STATISTICAL OFFICER REF NO: 2026/50/OCJ**

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

CENTRE : Land Court: Randburg
REQUIREMENTS : Applicants should be in possession of a National Diploma in Statistics, Mathematics, Economics, Econometrics or a related qualification at NQF level 6 as recognised by SAQA. A minimum of two (02) years working experience in

a statistical environment. A valid driver's license and experience in a Court environment will serve as an added advantage. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements. Knowledge and Skills: Knowledge and understanding of the legislative framework governing the public service, knowledge of working procedures in terms of the working environment, knowledge of relevant policies and strategies, analytical skills, communication skills (written and verbal), problem-solving, motivational skills, presentation/facilitation skills, sound interpersonal skill, decision making skills. computer literacy skills, planning and organising skills, numerical skills, statistical analysis, report writing skills, ability to maintain professionalism at all times, attention to detail and ability to work under pressure, self-motivated, patience and self-control, flexible, creative and innovative, proactive and ability to work independently.

DUTIES : Consolidate data provided by the Judges' Secretaries and Registrars, verify and quality check the data provided, ensure to follow-up on any outstanding data, establish channels for the collection of data within the Region, apply standing instructions, policies, and procedures/guidelines for the interpretation of data, analyse data by identifying trends and patterns specific to the Region, process information and data received, package the analysed data as per requirements, update and assure quality information input on database, maintain database which contains various datasets, develop and review collection guidelines and training manuals, develop training plans and standardized training manuals for data collection, perform detailed analysis and interpretation of statistical data, coordinate training in data processing procedures, coordinate the development of training manuals, verify Quasi-Judicial files against the tool, verify the court rolls against the information provided on the Judges' Secretaries tool and verify the reserve Judgements files against the tool.

ENQUIRIES : Technical Related Enquiries: Ms N Mhlambi Tel No: (010) 493 6316
HR Related Enquiries: Ms T Mbalekwa Tel No: (010) 494 8515

APPLICATIONS : Applications can be sent via email to 2026/50/OCJ@judiciary.org.za

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

POST 21/164 : **JUDGE'S SECRETARIES REF NO: 2026/51/OCJ (X4 POSTS)**

SALARY : R338 106 - R398 277 per annum (Level 07)). The successful candidate will be required to sign a performance agreement.

CENTRE : Land Court: Randburg

REQUIREMENTS : Applicants should be in possession of Grade 12 Certificate. A minimum of 20 modules completed towards an LLB, BA/BCOM Law degree. A minimum of one (01) year secretarial experience, a valid drivers' license will serve as an added advantage. To pass typing test. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements. Knowledge and skills: Knowledge on the Constitution of South Africa, knowledge of relevant legislatives, regulations. Knowledge of case lines, knowledge of court online, knowledge of secretariat prescripts, responsibilities, systems and procedures, knowledge of Electronic Information Resource and online retrieval, Batho Pele Principles, communication skills (verbal and written), planning and organisational skills, exceptional Interpersonal skills, customer service skills, excellent typing skills including Dictaphone typing, time, management skills, proficiency in Microsoft Office Programs, research capabilities, problem solving, good Judgment and decision-Making skills, assertive. Meticulous, ability to work under pressure, time-bound, flexible, creativity, analytically, professionalism and attention to detail.

DUTIES : Render secretarial support to the Judiciary, diarise the appointments and meetings of the Judge. Type and file the judgments, ensure the Judgments are handed down (delivered), signed draft orders granted in court or virtually are sent to the Typist for scanning, upload unto Case-lines/Court-Online and the Library, ensure that all visitors are received, screened and their queries are attended to, record all incoming and outgoing documents, order and collect stationery for the Judge, provide support functions to Civil, Criminal and review matters/courts and case allocations in chambers, collect the files before the commencement of a Criminal matter from the Registrar's office at the Criminal section, keep update the register of reviews and sign on receipt to return the

reviews to the Clerk, ensure that the register/template of the reserved judgement is updated and notify the Statistics Officer and the office of the Judge President when judgment has been handed down, ensure that the transcribed judgements from transcribers reach the Judges for approval and signature, prepare court rolls for Opposed Motion and Urgent Court and distribute to stakeholders, provide support functions to Civil / Criminal courts: Administer the correct Oath ID or declaration in court, when required, ensure that the bench book of the Judge is prepared and files are taken by Ushers to Court before the commencement of the proceedings, ensure that all stakeholders involved are present in court before commencement of proceedings, ensure that all cases are called on record as per the court roll by means of calling the case number and the parties' names, before a Judge can allow parties to start with their matters, provide general administrative support to the Judiciary, ensure that all the travel, accommodation arrangements are in order and, ensure that the Judge's logbook is submitted on or before the 5th of every month to the Transport Officer, ensure that the car is booked for either maintenance and service, receive the pre-authorisation for the Judge's vehicle, remind Judge of the invoices so that the submission of the S&T claims can be processed, ensure the submissions of Cell phone and 3G data claims for process purposes and ensure that all updates on the loose leafs in the Judges library are attended to.

- ENQUIRIES** : Technical Related Enquiries: Ms N Mhlambi Tel No: (010) 493 6316
HR Related Enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
- APPLICATIONS** : Applications can be sent via email to 2026/51/OCJ@judiciary.org.za
- NOTE** : The Organisation will give preference to candidates in line with the Employment Equity goals.
- POST 21/165** : **POOL JUDGE'S SECRETARY REF NO: 2026/52/OCJ**
(12 Months Contract)
- SALARY** : R338 106 - R398 277 per annum (Level 07), plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Gauteng Division of the High Court: Johannesburg
- REQUIREMENTS** : Applicants should be in possession of Grade 12 Certificate. A minimum of 20 modules completed towards an LLB, BA/BCOM Law degree. A minimum of one (01) year secretarial experience, a valid drivers' license will serve as an added advantage. To pass typing test. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements. Knowledge and skills: Knowledge of departmental policies, prescripts and procedures or guideline, research capabilities including signing of payroll, good communication skills (verbal and written), administration and organisational skills, exceptional interpersonal skills, ability to meet strict deadlines and to work under pressure, attention to detail, customer service skills and excellent typing skills including Dictaphone typing, confidentiality and time management, computer literacy (MS Word).
- DUTIES** : Render secretarial support to the Judiciary, diarise the appointments and meetings of the Judge. Type and file the judgments, ensure the Judgments are handed down (delivered), signed draft orders granted in court or virtually are sent to the Typist for scanning, upload unto Case-lines/Court-Online and the Library, ensure that all visitors are received, screened and their queries are attended to, record all incoming and outgoing documents, order and collect stationery for the Judge, provide support functions to Civil, Criminal and review matters/courts and case allocations in chambers, collect the files before the commencement of a Criminal matter from the Registrar's office at the Criminal section, keep update the register of reviews and sign on receipt to return the reviews to the Clerk, ensure that the register/template of the reserved judgement is updated and notify the Statistics Officer and the office of the Judge President when judgment has been handed down, ensure that the transcribed judgements from transcribers reach the Judges for approval and signature, prepare court rolls for Opposed Motion and Urgent Court and distribute to stakeholders, provide support functions to Civil / Criminal courts: Administer the correct Oath ID or declaration in court, when required, ensure that the bench book of the Judge is prepared and files are taken by Ushers to Court before the commencement of the proceedings, ensure that all stakeholders involved are present in court before commencement of proceedings, ensure that all cases are called on record as per the court roll by

means of calling the case number and the parties' names, before a Judge can allow parties to start with their matters, provide general administrative support to the Judiciary, ensure that all the travel, accommodation arrangements are in order to, ensure that the Judge's logbook is submitted on or before the 5th of every month to the Transport Officer, ensure that the car is booked for either maintenance and service, receive the pre-authorisation for the Judge's vehicle, remind Judge of the invoices so that the submission of the S&T claims can be processed, ensure the submissions of Cell phone and 3G data claims for process purposes and ensure that all updates on the loose leafs in the Judges library are attended to.

ENQUIRIES : Technical Related Enquiries: Ms S Kajee Tel No: (010) 494 8486
HR Related Enquiries: Ms T Mbalekwa Tel No: (010) 494 8515

APPLICATIONS : Applications can be sent via email to 2026/52/OCJ@judiciary.org.za

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

POST 21/166 : **ADMINISTRATION CLERK: ASSET REF NO: 2026/53/OCJ**

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

CENTRE : Gauteng Division of the High Court: Johannesburg

REQUIREMENTS : Applicants should be in possession of a Grade 12 certificate. No experience required. Experience in Asset Management and a valid driver's license will serve as an added advantage. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements Skills and Competencies: Knowledge of relevant legislations, knowledge of PFMA, knowledge of Financial policies and procedures, knowledge of Treasury Regulations; BAS; PMDS; DFI and SCOA; Computer literacy (MS office), analytical skills, communication skills, interpersonal relations, administration skills, time management skills, numerical skills, customer services orientation, self-management, self-motivated, creative thinking, teamwork, ambitious and time bound.

DUTIES : Provide support with the co-ordination of compliance of Asset Management, ensure accurate specifications and quantities, ensure that Annexure B3 is completed and filed, ensure that all new assets are tagged, registered on the Asset Register, recorded on the signed Inventory List behind the relevant room / location door, prepare and process payments on the JYP System, ensure Asset Movement form is completed when an asset is being moved or being taken for repairs, quality assure physical assets against the inventory list and the JYP Asset Register, perform a physical asset verification process to ensure the existence and completeness of the lease register, ensure that assets are barcoded and marked with permanent marker, ensure that Leased Assets Register is up to date, request for the uploading of assets on the register must be supported by the relevant payment batches and correct documentation to ensure correct valuation of assets, ensure that unverified assets are investigated to ensure that they were not disposed or transferred, ensure that deadlines for submitting reports at the Provincial Service Centre are adhered to at all times, facilitate disposal of unserviceable, redundant, obsolete and lost assets, facilitate the disposal of assets through the relevant disposal committees, identify and report surplus, redundant, obsolete, unserviceable or under-performing assets to the national office, ensure that assets are disposed of on the JYP system in the same financial year they were physically disposed, ensure a list of assets disposed on the JYP system is forwarded to the Provincial Service Centre for confirmation against approved disposal memorandums, maintain a file for approval disposal certificates (D12), provide administrative support service, provide logistical arrangements to meetings, provide secretariat support services during meetings, compile minutes and memos, handle incoming and outgoing office correspondence, ensure a proper filing system for all the records, provide support with stationery supplies within the sub-directorate.

ENQUIRIES : Technical Related Enquiries: Ms S Kajee Tel No: (010) 494 8486
HR Related Enquiries: Ms T Mbalekwa Tel No: (010) 494 8515

APPLICATIONS : Applications can be sent via email to 2026/53/OCJ@judiciary.org.za

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

- POST 21/167** : **ADMINISTRATION CLERK (DCRS) REF NO:2026/54/OCJ**
- SALARY** : R237 453 – R279 708 per annum (Level 05). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Gauteng Division of the High Court: Johannesburg
: Applicants should be in possession of a Grade 12 certificate. No experience required. A valid driver's license will serve as an added advantage. Skills and Competencies: Technical skills, communication (written and verbal), interpersonal relations, typing skills, decision making skills, problem solving skills, analytical skills, computer literacy (MS Office), planning and organising skills.
- DUTIES** : Provide administrative support in pre-recording of court proceedings, check the readiness of the court prior the court proceedings, Test the CRT machine (Circuit court and local court) and reports all faults detected on the machine, capture cases set down on the CRT machine and the court book/J406, pre-schedule the cases prior to commencement of the court proceedings, proper recording of court proceedings, record court proceedings as per the level of court, add parties' details per court appearance and add related annotations for the case type in session, pause and resume the recorder during court session breaks, and stop at the end of the day, set up and operate the equipment for testifying in the Children's court. Annotate all the postponed cases, conduct regular backups of data and transfer court recordings at the end of the week, utilise the headphones to monitor accurate recording of the court proceedings, perform playback events during or after the session, attend to request for playback to verify court orders and download to CD/USB, retrieve and download cases on request, playback the court recoding to detect any discrepancies on the recordings, inform the Judge immediately when discrepancies are detected, attend to general administrative functions for court administration, file and check audio CD's in the strong room/Court Recording Technology office, submit work performed at the circuit court immediately upon arrival, update backups of audio CD's, download CD's for transcription for the running record, attend to queries relating to court recordings and arrange own travelling to circuit courts in advance.
- ENQUIRIES** : Technical Related Enquiries: Mr T Musana Tel No: (010) 494 8402
HR Related Enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
- APPLICATIONS** : Applications can be sent via email to 2026/54/OCJ@judiciary.org.za
- NOTE** : The Organisation will give preference to candidates in line with the Employment Equity goals.
- POST 21/168** : **ADMINISTRATION CLERK: (DCRS) REF NO: 2026/55/OCJ**
- SALARY** : R237 453 – R279 708 per annum (Level 05). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : KwaZulu Natal Division of the High Court: Pietermaritzburg
: Applicants should be in possession of a Grade 12 certificate, No experience is required, A valid driver's license will serve as an added advantage. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements. Knowledge and skills: Job knowledge, good communication skills (verbal and written), interpersonal relations skills, flexibility, teamwork, planning and organisational skills, computer literacy (MS Office), general, administration/Court related functions regarding court recordings and good customer services.
- DUTIES** : Provide administrative support in pre-recording of court proceedings, render proper recording of court proceedings, perform collection of statistics, provide administrative support as required by the Court Manager and/or Registrar and/or Supervisor.
- ENQUIRIES** : Technical Related Enquiries: Mr S Dlamini Tel No: (033) 3458211
HR Related Enquiries: Ms SZ Mvuyana Tel No: (031) 493 1723
- APPLICATIONS** : Applications can be sent via email to 2026/55/OCJ@judiciary.org.za
- NOTE** : The Organisation will give preference to candidates in line with the Employment Equity goals.

- POST 21/169** : **SECRETARY REF NO: 2026/56/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 Provincial Service Centre: Kimberley
: Applicants should be in possession of a Grade 12 certificate. No experience is required. Knowledge and experience of procedures and processes applied in Office Management; understanding of confidentiality, typing as a subject or Secretarial Certificate or any other relevant training or qualification, 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 assess method to determine the candidate's suitability based on the post's technical and generic requirements. Skills and Competencies: Good communication skills (written and verbal), proficiency in Microsoft Office (Word, Excel, PowerPoint outlook, internet, ability to conduct basic research, basic problem-solving skills, good judgement and decision-making skills, assertiveness and confidence to interact at all levels, ability to work under pressure, administrative and organisational skills, sound interpersonal relations, accuracy and attention to details.
- DUTIES** : Administer an online and physical diary of the Director: Court Operations, manage information and data on behalf of the Director: Court Operations, plan and schedule day to day task of the Director: Court Operations, manage telephone calls and convey messages, organise meetings / workshops / conference and functions, draft coherent submission, executive reports, memorandum and letters, type and edit correspondence, receive and attend to visitors, serve refreshment to visitors and/or at identified meetings as indicated by the Director: Court Operations, handle travel arrangements of accommodation flights tickets, subsistence and travel claims and any other tasks as directed by the Director: Court Operations and accompany/ attend meetings.
- ENQUIRIES** : Technical Related Enquiries: Ms L Wymers Tel No: (053) 492 3533
: HR Related Enquiries: Ms P Netshivhale Tel No: (053) 492 3535
- APPLICATIONS NOTE** : Applications can be sent via email to 2026/56/OCJ@judiciary.org.za
: The Organisation will give preference to candidates in line with the Employment Equity goals.
- POST 21/170** : **DATA CAPTURER REF NO:2026/57/OCJ**
- SALARY** : R201 093 – R236 877 per annum (Level 04), The successful candidate will be required to sign a performance agreement
- CENTRE REQUIREMENTS** : Land Court: Randburg
: Applicants should be in possession of a Grade 12 certificate. No experience required. A valid drivers' license will serve as an added advantage. Knowledge and skills: Knowledge of clerical duties, practices as well as the ability to capture data, Batho Pele principles, knowledge of working procedures in terms of the working environment, effective communications skills (written and verbal), good interpersonal skills, computer literacy skills, customer services, planning and organising skills, problem solving skills, analytical skills, numeric skills, be flexible, be motivated, able to work under pressure, meticulous and be self-driven.
- DUTIES** : Capture data from available records into the required formats e.g. databases, table, spreadsheet, verify missing data and errors observed during data entry, review and validate all data from the records, submit data and make regular backups of data, update registers and statistics, keep and maintain records and files, ensure records and files are properly sorted and secured, provide information to components, provide support the verification personnel with availing data sources required and files, collect applications for default judgment and taxation from general office, collect correspondence from general office, distribute files and correspondence to Registrars, provide any other support as required by the judiciary, Court Manager and/or supervisor, provide information to responsible components, keep and maintain records and files in an organised method, ensure that all case records / court documents for data capturing are kept safely while in your possession, attend to Attorneys queries with respect to quasi-judicial matters, review and validate all data from the files, open files, sort and distribute incoming data to be captured equally, update registers and statistics.
- ENQUIRIES** : Technical Related Enquiries: Ms N Mhlambi Tel No: (010) 493 5392

<u>APPLICATIONS NOTE</u>	:	HR Related Enquiries: Ms T Mbalekwa Tel No: (010) 494 8515 Applications can be sent via email to 2026/57/OCJ@judiciary.org.za The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 21/171</u>	:	<u>TYPIST REF NO: 2026/58/OCJ</u>
<u>SALARY</u>	:	R201 093 – R236 877 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	North West Division of the High Court: Mmabatho Applicants should be in possession of a Grade 12 certificate, No experience is required, a valid driver's license will be an added advantage. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements. Knowledge and skills: Knowledge of legal terminology, Court procedures, rules and environment, counter services, filing system, understanding of legislative governing the Public Service (Batho Pele Principles & PSR), computer literacy (Microsoft Office), typing skills (speed 35 words per minute) Dictaphone typing skills, good problem-solving skills, effective communication skills (written and verbal), time management skills, client orientation and customer focus.
<u>DUTIES</u>	:	Type Court orders, Court documents and reports, type judgements, compile term roll, week roll and un/opposed function motion roll and maintain registers, compile and submit relevant Judgements to Stakeholders.
<u>ENQUIRIES</u>	:	Technical Related Enquiries: Mr OPS Sebatatso Tel No: (018) 397 7004 HR Related Enquiries: Ms L Makula Tel No: (018) 397 7064
<u>APPLICATIONS NOTE</u>	:	Applications can be sent via email to 2026/58/OCJ@judiciary.org.za The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 21/172</u>	:	<u>SECURITY OFFICER REF NO: 2026/60/OCJ</u>
<u>SALARY</u>	:	R170 226 – R200 523 per annum (Level 03). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Land Court: Randburg Applicants should be in possession of a Grade 10 certificate or equivalent qualification at NQF level two (02) as recognised by SAQA. A relevant experience required. Basic Security Officer's course registered with PSIRA, a driver's license will serve as an added advantage. Knowledge and skills: Knowledge of Access to Public Premises and Vehicle Act and other security related legislations, knowledge of the access control procedures, knowledge of measure for the control and movement of equipment and stores, knowledge of prescribed security procedures (e.g. MIS, NISA, Protection of Information Act etc.) and the authority of security officers under these documents, knowledge on the relevant emergency procedures, Batho Pele Principles, confidential, interpersonal skills, client service skills, listening skills, problem solving skills, good communication skills, computer skills, time management skills, analytical skills, attention to detail, ability to work under pressure, accountability, be flexible, trustworthy, ability to meet deadlines, Creative, innovative and reliable.
<u>DUTIES</u>	:	Determine whether visitors have appointments/or the service that visitor requires, contact the relevant employees to confirm the appointment or refer the visitor to the relevant service delivery point, utilise walk-through metal detector for the effectiveness of access control, report all the identified security breaches and non-compliance to the Supervisor, ensure that unauthorised persons and dangerous object do not enter the building/premises, ensure that the admission control register is completed and issue admission control documents/ cards as required, inspect vehicles entering and leaving the premises, gather information and report on missing and stolen equipment and stores, handle documents at points of entry according to classification and the prescripts, ensure that the registers control the movement of equipment, stores and documents are completed, ensure that no equipment, stores as assets of the department leave the building /premises unauthorised, report all incidents monitored, report to the Supervisor, report all identified non-compliance to security policy and procedures to improve office security, ensure that security system is in good working condition. monitor all access points for effective access control, monitor all movements, events, and activities within the

department's premises using CCTV equipment's, undertake building/ and the primes patrols to identify and check, apply emergency procedures (in situations like bomb scares, riots etc.) and alert emergency services and department management, monitor and respond to alarm system, update the information on the occurrence book/register as and when required, liaise with supervisor to verify information recorded and ensure that recorded information is correct.

ENQUIRIES

: Technical Related Enquiries: Ms N Mhlambi Tel No: (010) 493 6316
HR Related Enquiries: Ms T Mbalekwa Tel No: (010) 494 8515

APPLICATIONS

: Applications can be sent via email at 2026/60/OCJ@judiciary.org.za

NOTE

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

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.
- CLOSING DATE** : 10 July 2026 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. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. Note: For emailed applications, please submit a single PDF document

or one attachment per application to the email address designated on the specific position. Kindly note that the emailed applications and attachments should not exceed 15MB. It remains the candidate's responsibility to ensure that their application is successfully submitted using the required single pdf document.

MANAGEMENT ECHELON

<u>POST 21/173</u>	:	<u>DIRECTOR: HR PLANNING AND RECRUITMENT REF NO: 2026/254</u> This is a re-advertisement, applicants who applied previously must re-apply.
<u>SALARY</u>	:	R1 317 384 per annum, (all-inclusive package), (total package to be structured in accordance with the rules of the Senior Management Services).
<u>CENTRE</u>	:	Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	A minimum NQF 07 qualification as recognised by SAQA directly relevant to Human Resource Management, Public Management, Public Administration or related field of study plus 5 years of experience at a middle/senior managerial level directly in the HR Planning and Recruitment or related HR functional areas. Proven experience in managing complex directorates, diverse teams, and large-scale departmental projects within a public service context. Ability and willingness to adjust work hours to meet professional and organisational imperatives. Technical Knowledge: Outcome: The ability to provide authoritative advice and ensure the Department remains beyond reproach regarding statutory compliance. Statutory Frameworks: Expert-level understanding of the Public Service Act and Regulations, Employment Equity Act, and Basic Conditions of Employment Act (BCEA). Financial & Resource Governance: In-depth knowledge of the Public Finance Management Act (PFMA) and Treasury Regulations to ensure fiscal accountability. Specialised HR Systems: Advanced proficiency in PERSAL and the application of Codes of Remuneration (CORE) to recruitment and establishment management. Institutional Intelligence: Comprehensive knowledge of the structure, functioning, and Employment Equity Plan of the Department to ensure all HR interventions drive institutional goals. Global Best Practices: Mastery of modern standards, practices, and research methodologies related to global and local HR Recruitment and Workforce Planning. Skills: Executive Management & Governance: Strategic Capability & Leadership: Advanced executive management skills with the ability to translate high-level strategy into operational excellence. Financial Administration: Proficient in budgetary oversight, financial planning, and the prevention of irregular expenditure within the Directorate. Programme & Project Management: The ability to lead large-scale HR initiatives from conception to evaluation, ensuring deadlines and quality standards are met. Analytical & Cognitive Skills: Analytical Thinking & Numeracy: High-level ability to interpret complex data sets, workforce trends, and financial reports to inform executive decision-making. Research & Report Writing: Sophisticated skills in conducting research and drafting high-impact executive submissions, technical reports, and policy briefs. Diplomacy & Interpersonal Dynamics: Advanced Diplomacy & Influence: Exceptional interpersonal skills with the ability to negotiate and influence outcomes at an executive and stakeholder level. Conflict Management & Negotiation: Expert ability to navigate sensitive industrial relations issues and facilitate resolution in high-stakes environments. Communication Excellence: Masterful verbal and written communication skills, tailored for diverse audiences from frontline staff to Ministerial level. Operational Effectiveness: Strategic Planning & Organising: The ability to architect complex work plans and coordinate multiple moving parts within the HR value chain. Advanced Digital Literacy: High proficiency in modern office suites and HR information systems to drive directorate efficiency. Motivational Leadership: Proven ability to inspire, develop, and mentor a professional team to achieve collective outcomes. Personal Attributes: Strategic Influence & Communication: Executive Presence: Possesses the gravitas and sophistication to communicate effectively at Board and Executive levels, translating complex HR data into strategic insights. Stakeholder Integration: Highly adept at building and leveraging influential professional networks to advance departmental goals and cross-functional collaboration. Advanced Diplomacy: Demonstrates the ability to navigate sensitive political and organisational landscapes with tact and assertiveness. Resilience & Operational Agility: Performance Under Pressure: Maintains a calm, decisive presence in high-pressure environments, consistently delivering high-calibre

results within constricted timeframes. Professional Flexibility: Displays a disciplined commitment to organisational needs, with the agility to adapt work schedules and priorities in response to compelling or emergency circumstances. Outcome-Driven Tenacity: A self-starting leader who works independently to drive functional excellence without the need for high-level supervision. Innovation & Problem Solving: Strategic Resourcefulness: Combines an innovative mindset with practical creativity to solve complex workforce challenges and optimise limited resources. Entrepreneurial Energy: Brings high levels of motivation and a proactive "forward-leaning" approach to continuous improvement and HR modernisation. Integrity & People-Centric Leadership: Unwavering Integrity: Exemplifies trustworthiness and ethical conduct, serving as a cultural benchmark for the Directorate and the wider Department. People-Orientated Stewardship: Committed to the growth and wellbeing of staff, balancing human-centric leadership with the rigorous demands of public service delivery.

DUTIES

: Strategic Policy Leadership & Innovation: Outcome: A future-ready HR regulatory framework that ensures legal compliance and supports the Department's long-term talent objectives. Strategic Governance: Direct the design and evolution of HR planning, recruitment, and retention frameworks to ensure 100% alignment with the Public Service Act and DPSA Directives. Thought Leadership: Translate global HR trends and legislative research into actionable internal strategies that modernise the Department's talent acquisition approach. Policy Stewardship: Oversee the lifecycle of all HR policies, ensuring they are not just "compliant" but are active drivers of organisational efficiency and equity. Talent Acquisition & Selection Excellence: Outcome: A high-calibre, diverse workforce recruited through transparent, efficient, and legally defensible processes. Operational Oversight: Lead the end-to-end recruitment value chain, ensuring that the "Time-to-Fill" and "Quality-of-Hire" metrics meet departmental service level agreements (SLAs). Stakeholder Partnership: Act as a strategic advisor to Senior Management, ensuring that recruitment efforts prioritise Employment Equity (EE) targets and organisational representativity. Vendor & Agency Management: Accountable for the performance and ROI of external advertising and recruitment agencies, ensuring they deliver high-value talent pools. Integrated HR Planning & Employment Equity: Outcome: A balanced, data-driven workforce structure that meets current and future service delivery demands. Workforce Forecasting: Lead the identification of critical skills gaps and the forecasting of human resource needs to prevent labour shortages or redundancies. Compliance Reporting: Ensure the flawless execution and submission of HR and EE Plans to the DPSA and Department of Labour, maintaining the Department's standing as a compliant employer. Retention Oversight: Evaluate the effectiveness of retention strategies, directing interventions where turnover trends threaten organisational stability. Movement & Contract Management: Outcome: Seamless management of staff mobility and temporary capacity that minimises legal risk and maximises fiscal responsibility. Mobility Management: Oversee the horizontal transfer and reallocation framework to ensure staff are deployed where they add the most value, in line with Treasury and Departmental guidelines. Contractual Integrity: Direct the management of temporary and contract employment to ensure strict adherence to duration limits, renewals, and budgetary constraints. Directorate Leadership & Financial Stewardship: Outcome: A high performing, disciplined, and fiscally responsible Directorate that delivers on its Operational Plan. Performance & People Development: Lead and mentor the HR team, fostering a culture of accountability, continuous professional development, and high-quality output. Financial Accountability: Exercise oversight of the Directorate's budget, ensuring zero unauthorised or wasteful expenditure while optimising resource allocation. Operational Excellence: Implement robust internal controls and reporting systems to provide "real-time" insights into HR performance for the Executive.

ENQUIRIES
APPLICATIONS

: Mr Sifiso Mdakane at 082 929 9885
: All applications for this position must be submitted via email to: Recruitment26-55@dpw.gov.za or posted to The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand Delivered to CGO Building, Corner Bosman and Madiba Street, Pretoria.

FOR ATTENTION

: Ms MM Magane

<u>POST 21/174</u>	:	<p><u>DIRECTOR: STRATEGIC PLANNING: STRATEGIC MANAGEMENT REF NO: 2026/255</u></p> <p>This is a re-advertisement, applicants who applied previously must re-apply.</p>
<u>SALARY</u>	:	R1 317 384 per annum, (all-inclusive package), (total package to be structured in accordance with the rules of the Senior Management Services).
<u>CENTRE REQUIREMENTS</u>	:	<p>Head Office (Pretoria)</p> <p>A minimum B Degree (NQF level 7) in Economics or Public Management or Business Management or Business Administration as recognised by SAQA. 5 years of experience at a middle/senior managerial level in strategic planning/ strategic management and with monitoring and evaluation component. A higher qualification in the related or relevant field will be an added advantage. Willing to adapt work schedule in accordance with professional requirements and compelling circumstances. Knowledge: Strategic management and planning processes; Market Analysis (Research methods and techniques), Data Analytics, Business Process Management (BPM), Project Management, Strategic Planning tools and techniques, applicable legislation, understanding of norms and standards related to planning the public sector, including the Public Finance Management Act, Treasury Instructions, Public Service Act, Public Service Regulations and the Minimum Information Security Standards (MISS) Act; functioning of national, provincial and local government; fundamental economics; structure and functioning of the Department; Parliamentary protocol processes; linkages with government clusters; Departmental standards and regulations. Skills: Executive management skills; sound analytical and problem identification and solving skills; change management, advanced communication; language proficiency; advanced report writing; research methodologies; financial administration; financial analyses; organising and planning; computer literacy; numeracy; advanced interpersonal and diplomacy skills; programme and project management; time management; decision making skills; conflict management; negotiation skills; motivational skills; influencing skills. Personal Attributes: Innovative; creative; resourceful; energetic; helpful; ability to work effectively and efficiently under sustained pressure; ability to meet tight deadlines whilst delivering excellent results; ability to communicate at all levels, particularly at an executive level; people orientated; able to establish and maintain personal networks; trustworthy; assertive; hard-working; highly motivated; ability to work independently.</p>
<u>DUTIES</u>	:	<p>Development and facilitation of the departmental strategic and annual performance and work planning policies and strategies: Drive the implementation of the strategy, guide on the business planning processes for the Department. Undertake research on market trends related to information relevant for strategy, develop strategy policies and standards and procedures for strategic and operational planning; Develop strategies to effectively communicate planning objectives, developmental performance indicators and performance outcomes to internal and external stakeholders; Monitor and ensure the implementation and continuous adherence to professional guideline and standards. Manage the development, adoption and publishing of the departmental Strategic Plan, APP and Operational/Business Plans for the department: Lead the annual planning process for DPW/PMTE. Support top management in strategy formulation, strategic process improvement and communication of strategies to all stakeholders. Coordinate research and data collection initiatives in support of departmental strategic/other planning processes. Undertake scenario planning and develop forecast projections; Develop, maintain and update the strategic information portal for planning purposes. Oversee integration of the strategic planning processes with other processes such as risk management, budget plans, service delivery improvement and audit action plans. Prepare and submit executive reports. Advise DG, DDG and top management on strategic matters relating to internal operations and policy. Ensure the organisational alignment of strategic goals and objectives into operational plans and performance agreements. Manage and coordinate stakeholder input processes. Facilitate the development and maintenance of measurable performance indicators for all departmental planning instruments. Oversee the strategic planning process and planning process and plans of the public entities and BECPs:- Set out the annual strategic planning process for Public Entities and BECPs. Ensure arrangement of workshops to brief public entities and BECPs on the planning requirements. Attend the strategic planning session of the public entities and BECPs and</p>

provide strategic guidance on the sector priorities. Manage a review of the SPs and APPs of the public entities and BECPs in accordance with the Framework for Strategic Plans and Annual Performance Plans. Ensure provision of written feedback and workshop public entities and BECPs on the SPs and APPs submitted to the Department, Participate in the development of core performance indicators for the Public Works Sector: Engage Provinces to commence the process of setting core performance indicators, Coordinate workshop with Provinces (logistics and content), Facilitate the workshop and set core performance indicators and technical indicator descriptions for each Programme, Draft the final set of core performance indicators for approval of the DG and Provincial HOD's, Engage Provinces and resolve any queries. Manage the assessment and review of the implementation and impact of the SP and APP: Oversee corporate performance reviews of organisational performance. Manage the monitoring and evaluation of strategic interventions impact. Ensure provision ongoing support to the Business units. Prepare and submit executive reports. Prepare and submit environmental scanning reports which include policy analysis and interpretation of relevant government policy interpretation. Develop trend analysis of organisational past performance, conduct benchmark of measures, targets and formulate baselines of performance targets per year. Identify performance barriers and conduct root cause analysis. Make recommendations on alternative courses of action incorporating risk management. Manage the Directorate: Establish and maintain appropriate internal controls and reporting systems to meet performance expectations. Develop and manage the operational plan of the Directorate and report on progress as required. Manage performance and development of employees. Establish, implement and maintain efficient and effective communication arrangements. Compile and submit all required administrative reports. Quality control of work delivered by employees. Monitor the budget and expenditures for the Directorate.

ENQUIRIES
APPLICATIONS

: Mr Sifiso Mdakane at 082 929 9885
 : All applications for this position must be submitted via email to: Recruitment26-54@dpw.gov.za or posted to The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand Delivered to CGO Building, Corner Bosman and Madiba Street, Pretoria.

FOR ATTENTION

: Ms. MM Magane

DEPARTMENT OF TRADITIONAL AFFAIRS

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

<u>CLOSING DATE</u>	:	03 July 2026
<u>NOTE</u>	:	The successful candidate's appointment will be subject to a security clearance process and the verification of educational qualification certificates. Applications must quote the relevant reference number and must be completed on the New Z83 form obtainable from any Public Service department and signed when submitted. From 1 January 2021 should an application be received using the incorrect application for employment (Z83), the application will not be considered. Only shortlisted candidates will submit relevant documents. Applicants should submit CV and Z83 only. Shortlisted candidates will be required to submit certified copies a day before the interview date. 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. Persons with a disability are encouraged to apply. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation only when shortlisted. Incomplete applications or applications received after the closing date will not be considered. It is important to note that it is the applicant's responsibility to ensure that all information and attachments in support of the application are submitted by the due date. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill the advertised position.

OTHER POSTS

<u>POST 21/175</u>	:	<u>ASSISTANT DIRECTOR: SKILLS DEVELOPMENT REF NO: 2026/09</u> Institutional Support & Coordination Branch
<u>SALARY</u>	:	R487 197 per annum (Level 09)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Bachelor's degree in Human Resource Development, Human Resource Management, Development Studies, or equivalent qualification at NQF 6/7 as recognised by SAQA. Certificates as an Assessor and Moderator, Skills Development Facilitators would serve as Advantage. A valid driver's licence. 5 years' relevant experience in training and development. Multilingual in south African languages would serve as advantage. Proven experience in capacity building, conducting presentations and report writing. Good presentation skills. Extensive travelling. Computer literacy (MS Word, EXCEL, PowerPoint). Generic competencies: Programme and Project Management, Problem solving and Analysis, Planning and organising, Client orientation and customer focus, Coordination, Diversity Management, Research and analytical thinking, Team Leadership and Excellent communication skills (verbal & written). Technical competencies: In depth knowledge of Education, Training and Development (ETD) and skills development, Skills Development and Skills Levies Act, Training facilitation skills, Presentation skills, Curriculum and standard development, National Skills Development Strategy; Standards, practices, processes and procedures; The System of traditional and Khoi-San affairs; Traditional affairs policies and legislation and Methods to analyse issues and trends pertinent to the mandate of Traditional Affairs.
<u>DUTIES</u>	:	The successful candidate will perform the following duties: Provide support in the co-ordination and facilitation of capacity building programmes for the traditional and khoi-San Leadership institution. Provide logistical support for capacity building intervention. Assist in the development of reports for the Directorate. Oversee the administration management function of the Directorate. Compile submissions for all capacity building Interventions. Consolidate and analyse capacity building intervention reports. Develop and

maintain capacity-building training schedules. Assist with the implementation of capacity building programmes.

ENQUIRIES : Mr M Molepo Tel No: (012) 065 3488

APPLICATIONS : Applications may be posted to: Human Resource Management, Department of Traditional Affairs, Private Bag X22, Arcadia, 0083 or Hand deliver to: 509 Pretorius Street, Arcadia, 2nd Floor Pencardia 1 Building or email to DTARecruit202609@cogta.gov.za

FOR ATTENTION : Director: Human Resource Management

POST 21/176 : **ASSISTANT DIRECTOR: PARTNERSHIPS REF NO: 2026/10**
Institutional Support & Coordination Branch

SALARY : R487 197 per annum (Level 09)

CENTRE : Pretoria

REQUIREMENTS : A Bachelor's Degree in Public Administration, Public Management, Development Studies, Social Sciences or equivalent relevant qualification at NQF level 7 plus 3-5 years' relevant experience in the Public Service in the field of development, and/or stakeholder relations and partnerships. Experience in policy analysis, implementation, and monitoring and evaluation will be an added advantage. A valid driver's licence. Generic competencies: Service Delivery Innovation, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication (written & verbal) skills. Technical competencies: Knowledge of government systems, processes and local governance, Knowledge of the Traditional and Khoi-San Leadership Act, Understanding of socio-economic development and community development frameworks. Coordination and facilitation skills, monitoring and evaluation techniques and skills, research and policy analysis, data analysis, analytics and interpretation, development and management of partnerships and Memoranda of Agreement (MoAs). Report writing and presentation skills, Advanced computer literacy (database management, Word, Excel, and PowerPoint) skills.

DUTIES : The successful candidate will perform the following duties: Development policy frameworks on partnerships between Traditional and Khoi-San Leaders, spheres of government, business sector and civil society. Develop and review frameworks to support the institution of Traditional and Khoi-San Leaders through partnerships. Establish and manage an electronic database between the various stakeholders. Develop report on the procurement and management of partnerships in Traditional and Khoi-San Leaders. Assist and provide support to the Traditional and Khoi-San Leaders structures to participate in socio-economic development programmes.

ENQUIRIES : Mr. M Mpsi Tel No: (012) 065 3426

APPLICATIONS : Applications may be posted to: Human Resource Management Directorate, Department of Traditional Affairs, Private Bag X22, Arcadia, 0083 or Hand deliver to: 509 Pretorius Street, Arcadia, 2nd Floor Pencardia 1 Building or email to DTARecruit202610@cogta.gov.za

FOR ATTENTION : Director: Human Resource Management

POST 21/177 : **ASSISTANT DIRECTOR: INTERGOVERNMENTAL RELATIONS REF NO: 2026/11**
Institutional Support & Coordination Branch

SALARY : R487 197 per annum (Level 09)

CENTRE : Pretoria

REQUIREMENTS : A Bachelor's degree or equivalent qualification in Public Administration, Public Management, Development Studies, Social Sciences, International Relations or equivalent relevant qualification at NQF level 7 plus 3-5 years relevant experience in the Public Service, Intergovernmental Relations, Stakeholder Relations, Cooperative Governance, Local Government, Policy Analysis, implementation or a related environment. Experience in traditional affairs and monitoring and evaluation will be an added advantage. A valid driver's license. Generic Competencies: Applied strategic thinking, Problem solving and decision making, Service Delivery Innovation, Stakeholder engagement and relationship management, Project management, Team leadership, Client orientation and customer focus, Diversity management, Computer literacy and communication and Information Management. Technical Competencies: Knowledge of government systems and processes. Knowledge of the Traditional and Khoi-San Leadership Act; Knowledge and understanding of

local government legislation and governance structures. Knowledge of stakeholder participation mechanisms within municipal planning processes. Coordination and facilitation skills; Secretariat support and meeting management. Monitoring and evaluation techniques and skills; Research and policy analysis; Data analysis and interpretation; Report writing and presentation skills.

DUTIES

: The successful candidate will perform the following duties: Coordinate the implementation of the intergovernmental relations structures, provide secretariat support to Joint Steering Committees, workstreams and intergovernmental forums involving government and traditional leadership stakeholders. Provide technical support in the development, implementation, review and analysis of policies, strategies, frameworks and programmes aimed at strengthening intergovernmental relations and cooperative governance. Facilitate the implementation and policy analysis to strengthen intergovernmental relations. Monitor and report on the effectiveness of the intergovernmental strategy. Coordinate the implementation of the intergovernmental projects. Provide support in the implementation of traditional affairs legislations and policies in relation to IGR.

ENQUIRIES

APPLICATIONS

: Ms N Lebona Tel No: (012) 065 3480

: Applications may be posted to: Human Resource Management Directorate, Department of Traditional Affairs, Private Bag X22, Arcadia, 0083 or Hand deliver to: 509 Pretorius Street, Arcadia, 2nd Floor Pencardia 1 Building or email to DTARecruit202611@cogta.gov.za

DEPARTMENT OF TRANSPORT

Department of Transport is an equal opportunity, affirmative action employer with clear employment equity targets. Preference will be given to candidates whose appointment will assist the department in achieving its Employment Equity targets at these specific levels in terms of the Department's Employment Equity Plan, therefore White male / female, Coloured male/ female, Indian male / female and people with disabilities are encouraged to apply.

- APPLICATIONS** : Department of Transport, Private Bag X193, Pretoria, 0001 or hand deliver at the 159 Forum Building, Cnr Struben and Bosman Street, Pretoria for attention Recruitment Unit. Room 4034 or email to: Recruitment@dot.gov.za or at e-recruitment system: erecruit.transport.gov.za. Note: email applications must be sent as one attachment to avoid non-delivery of the email and only quotes the name of the post you are applying for on the Subject Line as directed on the post note.
- CLOSING DATE** : 10 July 2026
- NOTE** : Applications must be accompanied by a completed new Z83 form, obtainable from any Public Service Department, (or obtainable at). Applicants must fill in full new Z83 form part A, B, C, and D. A recent updated comprehensive CV (previous experience must be comprehensively detailed, i.e. positions held and dates). Applicants will submit certified copies of all qualifications and ID document on the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). 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 logistics will be communicated to candidates prior to the interviews. Recommended candidates will also be required to attend a Psychometric Assessments as part of the recruitment process. Recommended candidates will also be required to generic managerial competency assessment after the interviews also take a note that National School of Governance (NSG) has introduced compulsory SMS pre-entry certificate with effect from 01 April 2020 as Minimum Entry Requirements for Senior Management Services (submitted prior to appointment) and can be accessed through the following link: <http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate must disclose to the Director-General particulars of all registrable financial interests, sign a performance agreement and employment contract with the Director-General within three months from the date of assumption of duty. The successful candidate must be willing to sign an oath of secrecy with the Department. Applicants will be expected to be available for selection interviews and assessments at a time, date and place as determined by the Department. An offer letter will only be issued to the successful candidate once the following has been verified educational qualifications, previous experience, citizenship, reference checks and security vetting. Please note: Correspondence will only be entered into with short-listed candidates.

OTHER POSTS

- POST 21/178** : **SENIOR STATE ACCOUNTANT: INTERNAL FINANCIAL CONTROL REF NO: DOT/ HRM/2026/27**
Branch: Office of the Chief Financial Officer
Chief Directorate: Budgeting and Compliance
Directorate: Internal Control
- SALARY** : R413 001 per annum (Level 08), all-inclusive
- CENTRE** : Pretoria
- REQUIREMENTS** : A qualification at NQF Level 6 as recognised by SAQA in Accounting/ Finance/ Auditing with 2 years working experience in Finance or Internal Control. Knowledge and Skills: knowledge of government processes. Knowledge of the PFMA, Treasury Regulations and MTEF processes. Knowledge of BAS; Internal Control Framework; Ability to analyse and synthesise information. Interpersonal skills. Planning and organisational skills. Communication. Verbal

and written. Excellent communication skills. Project management. Computer skills. Research skills.

DUTIES : Conduct the internal checking process; Check all batches are complete and ensure that all supporting documents are attached; Ensure that an official with delegated authority approves payment and payment is valid and accurate. Maintain the safekeeping of batches; Document the process for the safekeeping of batches; Monitor compliance with the payment batch safekeeping procedures. Participate in the review of financial policies and procedures; Maintain the register for departmental financial policies to identify policies due for review; Document a detail system description for all the processes within the finance branch. Maintain the loss control process; Provide secretariat services in the Loss Control Committee and Irregular Expenditure Committee; Maintain loss control database.

ENQUIRIES : Mr Rofhiwa Budeli Tel No: (012) 309 3046

POST 21/179 : **ADMINISTRATIVE ASSISTANT REF NO: DOT/ HRM/2026/28**
Branch: Various

SALARY : R280 278 per annum (Level 06), all-inclusive
CENTRE : Pretoria
REQUIREMENTS : A qualification at NQF Level 6 in Public Management/ Administration/ Financial Management/ Business Management/ Management/ Management Assistant with no experience. Knowledge and Skill (Competencies). General: Have the ability to work with people. Be organised. Assertive and sense of urgency. Maintain confidentiality. Customer service: Understanding and experience of customer service, specifically as seen from a private sector perspective. Commitment in customer service and customer satisfaction. Understanding of customer requirements and delivery of such requirements. Administrative abilities. Have experience in filing and tracking of documents. Have experience in dealing with clients. Have a broad understanding of issue in the DG's office.

DUTIES : Maintain the filing system in the office. Provide general administrative support. Maintain a document tracking system and database. Assist with payments, claims and orders of consumable and maintenance of photocopier.

ENQUIRIES : Ms. Neo Mogotlana Tel No: (012) 309 3912

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.



APPLICATIONS
CLOSING DATE
NOTE

: To apply visit: <https://erecruitment.treasury.gov.za/eRecruitment>
 : 06 July 2026 at 12:00 pm (Midday)
 : 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. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. All qualifications, criminal and SA citizenship checks will be conducted on all short-listed candidates and, where applicable, additional checks will be conducted in line with the new DPSA Directive effective 01 April 2024. Please note that by responding to our advertisement/s, you consent to the collection, processing, and storing of your Personal Information for internal HR processes in accordance with the Protection of Personal Information Act (POPIA), Act No. 4 of 2013. In the event that your application is unsuccessful, the Department will retain your personal information only for audit purposes as required by policies, only for a specific period, of which the submitted documents will then be destroyed as legislated in the National Archives Act. It is the applicant's responsibility to have all their foreign qualifications (this includes O and A level certificates) evaluated by the South African Qualifications Authority (SAQA), at your own expense. Upon appointment, successful candidates will be required to disclose particulars of all registrable financial interests and to sign a Performance Agreement within 3 months from date of appointment and for candidates whose appointment exceeds 12 calendar months will be appointed on probation for the period of twelve (12) calendar months excluding leave taken as prescribed by Public Service Regulation 68. The status of your application will be visible on the e-Recruitment system. However, if you have not received feedback from the National Treasury within 3 months of the closing date, please regard your application as unsuccessful. Note: The National Treasury reserves the right not to fill the below-mentioned posts, withdraw or to put on hold a position and/or to re-advertise a post. All queries must be submitted via email addressed to the Human Resources Recruitment Support Team on Recruitment.Enquiries@treasury.gov.za. Kindly note that all National Treasury adverts published/LIVE on the eRecruitment System have a

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

MANAGEMENT ECHELON

- POST 21/180** : **DIRECTOR: DATA ENGINEERING REF NO: S082/2026**
Division: Office of The Director-General (ODG)
Purpose: To develop and maintain data integration systems, ensuring reliable data architecture and data accessibility for advanced data analysis.
- SALARY** : R1 317 384 per annum, (Incl. benefits)
CENTRE : Pretoria
REQUIREMENTS : A Grade 12 is required with a minimum of Bachelor's degree (equivalent to NQF Level 7) in Computer Science or Software Engineering or Data Science. NQF level 8 will be an added advantage. A minimum of 5 years' experience at a middle / senior managerial level obtained in a data and software engineering environment. Experience with data integration and modern data warehousing. Knowledge and experience of data governance and security. In-depth knowledge in programming languages and software such as R, Python, SQL, AWS. Successful completion of the Nyukela Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>, prior to finalisation of an appointment.
- DUTIES** : Data infrastructure and architecture: Lead the design, development, and maintenance of data architecture, pipelines, and integrations to ensure seamless data flow and accessibility for advanced analytics. Drive innovation in data infrastructure by implementing automation, real-time data processing, and cloud-based solutions. Oversee the integration of data sources, data warehousing, and cloud solutions that enable scalable and efficient data processing. Develop interoperable data infrastructure that supports seamless data collection, processing, and analysis within government Digital Public Infrastructure (DPI) systems. Data integration, interoperability and automation: Oversee data integration to ensure seamless data flow across different systems, platforms, and departments (internal and external). Implement ETL (Extract, Transform, Load) processes to integrate data from various sources. Ensure data interoperability to support data sharing and collaboration across divisions within National Treasury. Lead the design, development, and implementation of robust, scalable APIs to enable seamless data integration across internal systems and third-party applications. Automate data workflows/processes to streamline data movement and reduce manual processing. Data security: Implement data security measures, including encryption, data masking, and access controls, to protect sensitive data. Ensure compliance with data protection regulations (e.g. POPIA) and internal security policies. Conduct regular security audits and vulnerability assessments to identify and mitigate risks. Collaborate with data governance team to establish data quality frameworks, ensuring data accuracy, consistency, and integrity across all systems. Stakeholder engagement: Engage internal and external stakeholders on new developments pertaining to data architecture. Represent National Treasury on inter-governmental and other external forums and committees related to data analytics. Establish relationships with key government departments, research and international organisations to advance data governance functions.
- ENQUIRIES** : enquiries only (No applications): Recruitment.Enquiries@treasury.gov.za

POST 21/181 : **DIRECTOR: PUBLIC FINANCE (URBAN DEVELOPMENT AND INFRASTRUCTURE) REF NO: S083/2026**

Division: Public Finance (PF)

Purpose: To co-ordinate and strategically monitor the sectors in the development of financial planning and budgeting, financial management, expenditure, and support of service delivery initiatives for policy development and implementation in the sectors, impacting both the national and provincial government sphere.

SALARY CENTRE REQUIREMENTS

: R1 317 384 per annum, (Incl. benefits)

: Pretoria

: A Grade 12 is required coupled with a minimum Bachelor's degree (equivalent to NQF level 7) in Economic Sciences or Development Studies or Social Sciences. A minimum 5 years' experience at a middle or senior managerial level obtained in strategic management, including management of policy processes and project management. In-depth knowledge of policy development and implementation. Detailed knowledge of the South African public finance terrain, especially intergovernmental fiscal relations, government policy processes, budget processes and financial management. Approaches to poverty eradication, inequality, and related development issues in South Africa. Successful completion of the Nyukela Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>, prior to finalisation of an appointment.

DUTIES

: Monitoring and implementation of Financial Planning and Budgeting: Monitor financial management and budgeting impact on departmental and provincial treasury level and implement relevant policy initiatives. Review the annual budget process, sectoral expenditure review processes and intergovernmental technical committees. Maintain sound relationships with key stakeholders in the sectors and pursue a process of modernisation and reform. Communicate latest trends and processes for implementation in annual budget process and escalate to stakeholders. Budget analysis and financial planning: Provide strategic direction in government sectoral financing, financing mechanisms and levels of funding. Co-ordinate the analysis of budget submissions and budgetary contributions to budget documentation (Medium-Term Budget Policy Statement, Budget Review, Estimates of National Expenditure and Intergovernmental Fiscal Review). Plan and provide inputs in fiscal and budget processes at national and provincial level, prioritise budget co-ordination, overall fiscal framework, division of revenue, and national and provincial main and adjustment estimates. Create a platform for budget reform and the development of three-year budget (MTEF) cycle, service delivery indicators and the integration of strategic planning. Financial management, expenditure, and service delivery: Develop reporting systems and databases. Oversee the implementation of the Public Management Act. Advise and monitor the implementation and interpretation of the Treasury Regulations. Policy analysis and implementation: Analysis of policies and advice to the Ministry of Finance, National Treasury and other stakeholders. Process / Design for participation in sectoral policy processes, institutional reform & implementation, support for strengthening coherence of policy processes, policy analysis and costing.

ENQUIRIES

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

OTHER POSTS

POST 21/182 : **DEPUTY DIRECTOR: POLICY, STRATEGY AND PERFORMANCE REF NO: S077/2026**

Division: Asset And Liability Management (ALM)

Purpose: To exercise oversight to State Owned Companies (SOC's) through the monitoring and evaluation of their performance in compliance with prescribed legislations. To conduct policy performance oversight on state owned public entities. To analyze non-financial and financial information from Public Entities which include overseeing the implementation of the PFMA, Treasury Regulation (TR, process reports, requests, and maintenance of database for all Public Entities reporting to the Minister of Finance.

SALARY CENTRE

: R1 101 468 per annum, (Incl. benefits)

: Pretoria

<u>REQUIREMENTS</u>	:	A Grade 12 is required coupled with a minimum of Bachelor's degree (equivalent to NQF level 7) in Development Economics or in Accounting or Finance. A postgraduate qualification in any of the above disciplines is an added advantage. A minimum of 4 years' experience of which 2 years should be at an Assistant Director level or equivalent obtained in policy and financial analysis environment for dissemination of information and decision making, Exposure and knowledge in engaging with SOC's. Knowledge and experience of analysing Annual Reports, financial reports, business and strategic plans. Strong knowledge or experience in application of the PFMA. Strong knowledge or experience of government policies and frameworks governing public entities. Experience in conducting desktop research and drafting of quantitative and qualitative reports.
<u>DUTIES</u>	:	Review and implement Treasury's Reporting and Governance Frameworks, Public Finance Management Act: Review and facilitate approval of shareholder compacts in line with mandates and government priorities. Coordinate the process for the consolidations of corporate plans, shareholder compacts, quarterly reports, annual reports and midterms reviews. Review and process applications in terms of the PFMA. Policy Analysis, Financial Analysis and Reporting: Evaluate Strategic Plans/ Shareholders Agreements and establish performance agreements and indicators for SOC's. Analyse SOC's policy performance trends. Monitor policy and performance in SOC's as prescribed by the PFMA and Treasury Regulations. Review annual reports of SOC's reporting to the Minister. Monitor the performance of SOC's in alignment with set objectives and programmes. Review, research, analysis of fiscal implications and engage through submissions on public entities in alignment with legislation, regulation, policy proposals, and service delivery trends. Stakeholder Engagement: Engage SOC's and liaise on the provision of information, inputs and recommendations. Provide advice to the Director-General and Minister on Cabinet Memoranda, Ministerial correspondence and policy issues, pertaining to SOC's. Contribute to NT publications.
<u>ENQUIRIES</u>	:	enquiries only (No applications): Recruitment.Enquiries@treasury.gov.za
<u>POST 21/183</u>	:	<u>ASSISTANT DIRECTOR: POLICY, STRATEGY AND PERFORMANCE REF NO: S078/2026</u> Division: Assets And Liability Management (ALM) Purpose: To exercise oversight to State Owned Companies (SOC's) through the monitoring and evaluation of their performance in compliance with prescribed legislations. To conduct policy performance oversight on SOCs. To analyse financial information and non-financial information/reports for Public Entities. Oversee the implementation of the PFMA, Treasury Regulation (TR, process reports, requests, and maintenance of database for all Public Entities reporting to the Minister of Finance).
<u>SALARY CENTRE REQUIREMENTS</u>	:	R605 742 per annum, (Excl. benefits) Pretoria
<u>DUTIES</u>	:	A Grade12 is required coupled with a minimum National Diploma (equivalent to NQF level 6) in Development Economics or Development Finance or Accounting or Finance. A Bachelor's degree (equivalent to NQF level 7) in any of the above disciplines is an added advantage. A minimum of 3 years' experience obtained in policy analysis, financial analysis and dissemination of information for decision making. Knowledge of the operational aspects of public entities and the public sector. Knowledge of policy analysis and report writing. Knowledge of the Government Framework on the management of Public Entities. Ability to analyse and draft quantitative and qualitative reports. Knowledge or experience in application of the PFMA. Knowledge or experience of government policies and frameworks governing public entities. Experience in conducting qualitative and qualitative desktop research.
<u>DUTIES</u>	:	Review and Monitor Corporate Governance Implementation: Review and facilitate approval of shareholder compacts in line with mandates and government priorities. Coordinate the process for the consolidations of corporate plans, shareholder compacts, quarterly, annual reports and midterms reviews. Review and process applications in terms of the PFMA. Assist with the review and monitor of Corporate Governance implementation in compliance with the National Treasury Reporting, Governance Frameworks, and the PFMA. Monitor the organisational and financial performance of the entity through the review of quarterly, annual reports and financial statements and midterm reviews. Update the public entities dashboard. Policy and

		Financial Analysis and Reporting: Assist with the evaluation of Strategic Plans and Annual Performance Plans in the establishment of performance indicators. Assist with the preparation of reports on public entities expenditures. Assist with the monitoring of policy and financial management and performance for public entities in terms of PFMA and Treasury Regulation. Assist with the review of annual reports of entities. Assist with the monitoring of performance of entities in line with set objectives and programmes. Stakeholder Engagement: Assist with the facilitation of information on policy matters to entities in compliance with the PFMA or any legislation.
<u>ENQUIRIES</u>	:	enquiries only (No applications): Recruitment.Enquiries@treasury.gov.za
<u>POST 21/184</u>	:	<u>ECONOMIST: POLICY COSTINGS REF NO: S080/2026</u> Division: Tax and Financial Sector Policy (TFSP) Re-advertisement, Applicants who applied previously must re-apply Purpose: To assist with the analysis enabling the calculation of the revenue implications of tax proposals.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R605 742 per annum, (Excl. benefits) Pretoria 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 Economics or Accounting or Finance or Information Systems. A minimum of 3 years' experience obtained within a tax/ tax data revenue management environment. Knowledge of the broader tax policy framework. knowledge and experience of data dissemination and integrity.
<u>DUTIES</u>	:	Develop micro simulation models for corporate income tax (CIT), personal income tax (PIT) and value-added tax (VAT): Assist with the development of excel-based micro simulation models to simulate policy options for PIT, CIT, and VAT. Assist with regular updating of the micro-simulation models. Assist with use of micro simulation models to estimate the revenue and distributional impacts of proposed policy interventions. Annual tax incentive reviews: Assist policy directorates with data and methodological requirements to perform tax incentive reviews. Preparation, publication and development of tax expenditure statement and annual tax review (Tax Statistics publication): Assist with compiling the annual tax review and ensure accuracy and integrity of data. Coordinate inputs from the Tax Policy unit into the publication. Provide inputs to the South African Revenue Service (SARS) with the compiling of tables and graphs on tax revenue statistical data. Assist with conducting research on international tax expenditure reporting and methodological best practices to enhance South Africa's current reporting. Assist with the determination of data requirements on tax expenditures in conjunction with SARS. Assist with the publishing of statistical tables and graphs for the tax expenditure statement in the annual Budget Review. Assist directorates with modelling of economic impact and revenue implications of different tax policy proposals: Assist with analysis estimating the revenue implications of specific tax proposals. Justify and motivate the quantification of economic commonness of various taxes.
<u>ENQUIRIES</u>	:	enquiries only (No applications): Recruitment.Enquiries@treasury.gov.za
<u>POST 21/185</u>	:	<u>BUSINESS UNIT ADMINISTRATOR REF NO: S079/2026</u> Division: Asset And Liability Management (ALM) Purpose: To coordinate and render administrative support services to the business unit, striving towards the attainment of a cohesive and broader integrated working environment.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R338 106 per annum, (Excl. benefits) Pretoria Grade 12 is required, coupled with a minimum National Diploma (equivalent to NQF level 6) or any relevant Bachelor's degree (equivalent to NQF level 7) in Human Resources Management or Business Management or Project Management or Public Administration. A minimum of 2 years' experience obtained within an administrative or secretarial environment. Knowledge and experience in utilizing MS Office in the execution of work within the business unit.
<u>DUTIES</u>	:	Secretarial Support: Maintain diaries and manage appointments. Manage electronic document tracking system. Perform typing /word processing, faxing and photocopying of documents for archiving and recordkeeping. Assist with the compilation of presentations, arrange meetings, parking and taking

minutes. Manage travelling arrangements pertaining to logistics, security and transport for delegates from other government and international institutions as well as overseas trips. Respond to phone calls and acknowledging correspondence. Review travel requests and claims before the Chief Director's approval. Administrative Support: Verify memoranda and provide inputs to documents for enhancement. Initiate the ordering of stationery in conjunction with the internal procurement unit. File all documents for future references. Coordinate the efficient management of correspondence and meeting deadlines. Assist with proof-reading and quality control of documents emanating from the business unit. Perform and ensure timely reconciliation of subsistence and travel claims for directors. Treat all information as confidential and with utmost discretion. Perform desktop research for the business unit upon request. Handle all administrative duties. Budget Support & Monitoring: Assist with the preparation of budgetary inputs in alignment with the MTEF requirements. Liaise with the CFO's Office on the availability of funds in alignment with allocated budget. Coordinate the submission of telephone accounts and submit for processing. Record and reconcile stationery, invoices and claim forms to meet the needs of the business unit. Stakeholder Engagement: Support the arrangements for the correct utilisation of practices pertaining to VIP's visits from international organisations and foreign governments. Assist with technical projects and provide administrative support. enquiries only (No applications): Recruitment.Enquiries@treasury.gov.za

ENQUIRIES

:

DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS** : All applications to be submitted online on the following link:
<https://erecruitment.dws.gov.za/>
- CLOSING DATE** : 03 July 2026
- NOTE** : Other related documentation such as copies of qualifications, identity document, driver's license etc need not to accompany the application when applying for a post as such documentation must only be produced by shortlisted candidates during the interview date in line with DPISA circular 19 of 2022. With reference to applicants bearing professional or occupational registration, fields provided in Part B on the online Z83 must be completed as these fields are regarded as compulsory. Failure to complete or disclose all required information will automatically disqualify the applicant. No late applications will be accepted. Shortlisted candidates will be subjected to suitability checks (SAQA verification, reference checks criminal and credit checks). SAQA evaluation certificate must accompany foreign qualifications (only when shortlisted). Applications that do not comply with the above-mentioned requirements will not be considered. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. A pre-entry certificate obtained from the National School of government is required prior to the appointment. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Candidates will be required to complete a financial disclosure form and undergo security clearance. Foreigners or dual citizenship holders must provide a police clearance certificate from country of origin (only when shortlisted). The Department of Water Sanitation is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996) the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Correspondence will be limited to short-listed candidates only. If you do not hear from us within three (3) months of this advertisement, please accept that your application has been unsuccessful. Faxed applications will not be considered. The department reserves the right not to fill these positions. Women and persons with disabilities are encouraged to apply and preference will be given to the EE Targets.

MANAGEMENT ECHELON

- POST 21/186** : **DIRECTOR: LAND MANAGEMENT AND OPERATIONS SUPPORT REF NO: 030726/01**
 Branch: Infrastructure Management: Head Office
 Dir: Land Management and Operation Support
- SALARY** : R1 317 384 per annum (Level 13), (all-inclusive salary package)
- CENTRE** : Pretoria Head Office
- REQUIREMENTS** : A Bachelor's degree or Advanced diploma in Real Estate, Property Management, Law (Property/Land Law) at NQF Level 7. Five (5) years' experience in land management at middle or senior management level. A Nyukela Public Service SMS Pre-entry certificate submitted prior to appointment. Knowledge of Treasury Regulations, procurement frameworks, and public sector financial management. Knowledge of land administration systems, including land rights, land use management, land acquisition and disposal, leasing, servitudes, vesting, and land registration processes. Knowledge of public sector governance and compliance frameworks. Knowledge of infrastructure operations and technical service delivery within a public sector environment, including environmental and scientific functions, as well as regulatory compliance frameworks applicable to infrastructure, environmental, and operational management. Knowledge of programme and project management, strategic and operational planning, performance management, monitoring and evaluation, risk management, and quality

management systems. Strategic leadership, analytical thinking, and problem-solving skills. Ability to integrate technical, financial, operational, and land administration functions. Ability to interpret and analyse cadastral, spatial, legal, financial, and operational information. Strong stakeholder engagement, stakeholder management, and intergovernmental coordination skills. Excellent communication skills (verbal and written). Strong planning, organising, coordination, and project management skills. Ability to manage change and drive innovation. Proven people management, empowerment, performance management, and team leadership skills. Ability to manage complex operational environments and deliver on strategic objectives. Experience in land administration, cadastral systems, spatial information management, land acquisition and disposal, land rights management, leasing, infrastructure operations, programme and project management, strategic planning, performance management, and stakeholder coordination within a public sector environment.

DUTIES

: The successful candidate will provide strategic leadership and oversight of integrated land administration, spatial information, infrastructure support, and operational management functions within the Directorate. Oversee cadastral surveying programmes and the acquisition, integration, and management of cadastral and spatial information to support land administration and decision-making. Provide technical guidance on land acquisition, disposal, land rights administration, leasing, and land servitudes, including interpretation of cadastral, spatial, and legal information. Ensure quality assurance of spatial and cadastral data, including the development and maintenance of data standards, protocols, and integration within departmental land management systems. Coordinate engagement with municipalities, surveyors, GIS service providers, and other stakeholders to ensure alignment of spatial data management practices. Oversee land rights administration processes, including land acquisition, disposal, vesting, registration processes, and compliance with relevant legislation. Ensure effective records management, documentation, and database integrity relating to land rights. Provide oversight of financial management functions, including budgeting, procurement, supply chain management, and reporting in line with Treasury Regulations and public sector financial management requirements. Oversee operational, business, human resource, and performance planning and reporting processes within the Directorate. Drive strategic and operational planning, performance management, monitoring and evaluation, and reporting to ensure alignment with organisational objectives and service delivery targets. Oversee risk management, governance, compliance, and quality management systems to ensure effective service delivery. Lead stakeholder engagement and intergovernmental coordination across national, provincial, and local government, as well as external partners. Provide leadership in human resource management within the Directorate, including team development, capacity building, performance management, and organisational development to ensure effective service delivery.

ENQUIRIES

: Ms N Ndumo Tel No: (012) 336 7720

OTHER POSTS

POST 21/187

: **CHIEF ENGINEER GRADE A REF NO: 030726/02**
Branch: Infrastructure Management: Central Operations
Dir: Operations Central

SALARY

: R1 317 108 – R1 504 797 per annum, (all-inclusive OSD salary package). Note: This appointment will be made on the minimum notch of the salary range, however, a higher notch within the salary range of Grade A/B will be considered based on experience and qualification in line with the provisions of the Public Service Regulations 2016, i.e. provision of the candidate's current salary advice.

CENTRE REQUIREMENTS

: Usutu Vaal (Standerton)
: An Engineering degree (B Eng or BSC Eng) or relevant qualification. Six (6) years post-qualification experience. Compulsory registration with Engineering Council South Africa (ECSA) as a Professional Engineer. The disclosure of a valid unexpired driver's license. Maintenance and knowledge skills. Engineering design and analysis knowledge. Research and development. Computer-aided engineering applications. Technical consulting. Engineering and professional judgment and responsiveness. Good communication skills.

- Excellent computer skills. Planning and organising, people management, conflict management, negotiation, change management skills. Experience in programme and project management. Team leader and decision maker. Financial management skills.
- DUTIES** : Manage the area office in the Central Operations Directorate. Implementation of Water Resource. Infrastructure operations. Medium-to-long term plans to ensure continuation of service delivery. Short term plan to schedule tasks for efficient operations and maintenance. Effective dam safety practices and emergency preparedness plans. Emergency plans for any emergency situation that may jeopardise lives and equipment in the area office. Maintenance and betterment plans, including general maintenance and related facilities. Provide leadership and directions as well as be responsible for facilities for financial management and corporate support in the Cluster Officer. Prepare and manage Area office budget. Manage and control state-owned land and facilities related to water resource infrastructure. Ensure monitoring and evaluation of Cluster Office activities as well as reporting thereon. Manage administration and technical staff. Promote good stakeholder relations and ensure a customer-focused service delivery related to water resources.
- ENQUIRIES NOTE** : Mr N Buthelezi Tel No: (012) 741 7302
: Candidates may be subjected to a skills and knowledge test. Please be advised that the office will transition to an SANWRIA agency.
- POST 21/188** : **CONTROL ENGINEERING TECHNOLOGIST GRADE A REF NO: 030726/03**
Branch: Infrastructure Management: Central Operations
Dir: Operations Central
- SALARY CENTRE REQUIREMENTS** : R958 776 per annum, (all-inclusive OSD salary package)
: Vaal Dam (Upper Vaal)
: A Bachelor of Technology in Engineering (B-Tech) or relevant qualification. Six (6) years post qualification Engineering Technologist experience required. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineering Technologist. The disclosure of a valid unexpired driver's license. Understanding of project and programme management. Knowledge of technical design and analysis. Research and Development. Computer -aided Engineering applications. Knowledge of legal compliance in the technical environment. Able to prepare technical reports and provide technical consulting. Professional judgement. Financial Management. People management. Communication Skills. Budget management and working knowledge of the Occupational Health and Safety Act of 1993 and the PFMA
- DUTIES** : This post requires a qualified person to provide technological advisory services to the Area Office and Cluster. Develop, maintain and manage current technologies. Perform administrative and related functions. Evaluate and monitor existing technical manuals, standard drawings and procedures to incorporate new technology. Ensure quality assurance of technical solutions by applying engineering principles. Identify and optimize technological designs. Manage administrative and related functions. Provide inputs into the budgeting process. Ensure the development, Implementation and maintenance of databases. Manage and supervise technological and related personnel and assets. Perform duties away from the office and must be able to travel excessive distances. Able to work under pressure to provide technical reports and final drawings within the prescribed time frame. Research and development. Good communication skills to communicate with the public, colleagues, and clients.
- ENQUIRIES NOTE** : Mr N Buthelezi Tel No (012) 741 7301
: Candidates may be subjected to a skills and knowledge test. Please be advised that the office will transition to an SANWRIA agency.
- POST 21/189** : **SENIOR INTERNAL AUDIT REF NO: 030726/04**
Branch: Director-General
Dir: Internal Audit
- SALARY CENTRE REQUIREMENTS** : R413 001 per annum (Level 08)
: Pretoria Head Office
: An NQF level 6 in Auditing/Information systems/Data Science. Two (2) years' experience in IT auditing environment. Knowledge and understanding of internal Audit standards and procedures. Knowledge and understanding of information technology audits. Knowledge and understanding of risk

		assessment and management. Knowledge and understanding of COBIT, ITIL and ISO 27000. Knowledge and understanding of departmental policies, practices, systems and procedures. Understanding of Public Finance Management Act (PFMA). Knowledge of government Transversal systems.
<u>DUTIES</u>	:	Conduct information technology audits. Identify exceptions or gaps and potential audit findings. Perform IT General controls audits. Perform IT Application Control audits. Perform Data Analysis. Compile IT Audits in line with an approved Internal audit and IT audit Methodology.
<u>ENQUIRIES</u>	:	Mr P Jordaan Tel No: (012) 336 8854
<u>POST 21/190</u>	:	<u>REGISTRY CLERK SUPERVISOR REF NO: 030726/05</u>
<u>SALARY</u>	:	R338 106 per annum (Level 07)
<u>CENTRE</u>	:	Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	Minimum requirements: Applicants must be in possession of a Grade12 Certificate and a Certificate or Diploma in Records Management, Information Services will serve as an added advantage. Minimum of three (3) to (5) five years relevant experience required. Knowledge of Registry duties, practice as well as the ability to capture data and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service and Records Management. Knowledge and understanding and application of National Archive and Records Services Act (Act 43 of 1996). Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in registry. Planning and organization. Computer literacy. Good verbal and written communication skills. Interpersonal relations, flexibility and teamwork.
<u>DUTIES</u>	:	Supervise and provide registry counter services, Attend to clients. Supervise the handling of incoming and outgoing correspondence. Supervise and sort, register and dispatch mail. Supervise and render an effective filing and record management service according to the Departmental file plan. Opening and closing of files according to record classification system. Filing, tracing and retrieval documents and files. Complete index cards for all files. Supervise the operation and operate machine related to registry functions, Open and maintain franking machine register. Frank post. Undertake spot checks on post to ensure no private post is included. Open and Close remittance register. Keep daily record of number of letters franked. Supervise the processing and process documents for archiving and disposal. Sort and package files for archives and distribution. Keep records for archived documents. Support satellite office with the application and utilization of Departmental File Plan. Supervise human resources/Staff. Allocate and ensure quality of work, personnel development, assess staff performance and apply discipline.
<u>ENQUIRIES</u>	:	Ms M Mokhele Tel No (012) 336 8284