the dpsa
Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 25 OF 2025
DATE ISSUED 17 JULY 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 : **NATIONAL SOUTH AFRICAN POLICE SERVICE: DIVISION: HUMAN RESOURCE DEVELOPMENT** Kindly note that the following 11 Posts were advertised in Public Service Vacancy Circular 23 dated 03 July 2026, The requirements and Closing date have been amended as follows: Requirements: No experience is required. Closing date is extended to 31 July 2026.

Post title: Human Resource Clerk (Salary Level 5) (x11 Posts)
Ref No: HRD 28/06/2026/Ref No: HRD 30/06/2026/Ref No: HRD 31/06/2026/Ref No: HRD 32/06/2026/Ref No: HRD 49/06/2026/Ref No: HRD 53/06/2026/Ref No: HRD 60/06/2026/Ref No: HRD 56/06/2026/Ref No: HRD 63/06/2026 (X3 Posts)

Kindly note that the following 24 Posts were advertised in Public Service Vacancy Circular 23 dated 03 July 2026. The requirements have been amended as follows: Requirements: No experience is required.**Post title: Administration Clerk (Salary Level 5) (x24 Posts):** Ref No: HRD 33/06/2026Ref No: HRD 34/06/2026/Ref No: HRD 35/06/2026/Ref No: HRD 36/06/2026/Ref No: HRD 37/06/2026/Ref No: HRD 38/06/2026/Ref No: HRD 39/06/2026/Ref No: HRD 40/06/2026/Ref No: HRD 42/06/2026/Ref No: HRD 43/06/2026/Ref No: HRD 44/06/2026/Ref No: HRD 46/06/2026/Ref No: HRD 47/06/2026/Ref No: HRD 50/06/2026/Ref No: HRD 52/06/2026/Ref No: HRD 54/06/2026/Ref No: HRD 57/06/2026/Ref No: HRD 58/06/2026/Ref No: HRD 61/06/2026/Ref No: HRD 64/06/2026/Ref No: HRD 65/06/2026/Ref No: HRD 66/06/2026/Ref No: HRD 69/06/2026/Ref No: HRD 70/06/2026/

Kindly note that the following 5 posts were advertised in Public Service Vacancy Circular 23 dated 03 July 2026. The requirements have been amended as follows: Requirements: No experience is required. **Post title: Secretary (Level 5) (x5 Posts)/**Ref No: HRD 41/06/2026/Ref No: HRD 45/06/2026/Ref No: HRD 62/06/2026/Ref No: HRD 67/06/2026/Ref No: HRD 68/06/2026/

Kindly note that the following 3 posts were advertised in Public Service Vacancy Circular 23 dated 03 July 2026. The requirements have been amended as follows: Requirements: No experience is required. **Post title: Financial Clerk (Level 05) (X3 Posts)/**Ref No: HRD 29/06/2026/Ref No: HRD 51/06/2026/Ref No: HRD 59/06/2026/Kindly note that the following 2 posts were advertised in Public Service Vacancy Circular 23 dated 03 July 2026. The requirements have been amended as follows: Requirements: No experience is required. **Post title: Supply Chain Clerk (Level 5) (x2 Posts)/** Ref No: HRD HRD 48/06/2026/Ref No: HRD HRD 55/06/2026/ Please note that the closing date for all above-mentioned posts has been extended to 31 July 2026.

SOUTH AFRICAN POLICE SERVICE: PROVINCIAL COMMISSIONER: FREE STATE: Kindly note that the following 2 posts were advertised in Public Service Vacancy Circular 23 dated 03 July 2026, the center where the posts are located have been amended as follows: Post title: Finance Clerk Supervisor (Level 07) (X2 Posts)/Ref No: FS 11/06/2026 Trompsburg SAPS: Finance (X1 Post)/Ref No: FS 12/06/2026 Selosesha SAPS: Finance (X1 Post). The duties for posts FS11/06/2026 and FS12/062026 remain unchanged. The closing date for the posts has also been extended to 31 July 2026.

PROVINCIAL ADMINISTRATION: FREE STATE: DEPARTMENT OF HUMAN SETTLEMENTS: The Free State Department of Human Settlements (FSDHS) hereby withdraws the thirty-seven (37) internship posts that were advertised in the Public Service Vacancy Circular (PSVC), Vacancy Circular No. 23 of 2026, dated 03 July 2026. The withdrawal follows the identification of possible errors in the advertisement, which require the Department to rectify the information before the posts can be re-advertised. The Graduate Internship Programme positions withdrawn are: HS 01/2026: Administrators- Affordable Housing (x2 Posts), HS 02/2026: Rental Tribunal, HS 03/2026: Administrator - Rental Tribunal, HS 04/2026: Informal Settlements And Land Tenure, HS 05/2026: Informal Settlements And Land Tenure, HS 06/2026: Housing Development & Planning (x2 posts), HS 07/2026: Supply Chain Management Asset Management (x2 posts), HS 08/2026: Supply Chain Management Bid Administration And Logistics Management (x2 posts), HS 09/2026: Supply Chain Management Demand And Performance Management (x2 posts),HS 10/2026: Information Technology (x2 posts), HS 11/2026: Organisational Development, HS 12/2026: Financial & Budget Management Salaries And Tax (x2 posts), HS 13/2026: Financial & Budget Management Financial Control, HS 14/2026: Financial & Budget Management Payment Authorisation (x2 posts), HS 15/2026: Financial & Budget Management Office Of The Director, HS 16/2026: Internal Audit (x2 posts), HS 17/2026: Skills Development (x2 posts), HS 18/2026: Human Resources Management (x3 posts), HS 19/2026: Corporate Communication (x2 posts), HS 20/2026: Labour Relations (x2 posts) HS 21/2026: Project Management Unit (District Services), HS 22/2026 Project Management Unit (District Services), HS 23/2026: Office Administration, HS

24/2026: Security Management And Anti-Corruption. Should you require any further information or clarification, please contact: Name: Mr. P. Soke, Email: soke@fshs.gov.za.

PROVINCIAL ADMINISTRATION: GAUTENG: DEPARTMENT OF SPORT, ARTS, CULTURE AND RECREATION: Kindly note that the following post was advertised in the Public Service Vacancy Circular 24 dated 10 July 2026, Chief Director: Arts, Culture and Heritage with Ref No: 050114 the post has been advertised for 5 year contract, the post has been changed to permanent and closing date has been extended to 31 July 2026.

PROVINCIAL ADMINISTRATION: MPUMALANGA: SOUTH AFRICAN POLICE SERVICE: Kindly note that the following X16 Posts were advertised in Public Service Vacancy Circular 23 dated 03 July 2026. The requirements and Post Title have been amended as follows: Requirements: No experience is required. Post Title: Administration Clerk/ Post title: Administration Clerk (Level 5) (X16 Posts)/ Ref No: MP 26/06/2026, Ref No: MP 27/06/2026, Ref No: MP 28/06/2026, Ref No: MP 29/06/2026, Ref No: MP 30/06/2026, Ref No: MP 31/06/2026, Ref No: MP 32/06/2026, Ref No: MP 33/06/2026, Ref No: MP 34/06/2026, Ref No: MP 35/06/2026, Ref No: MP 36/06/2026 (X2 Posts), Ref No: MP 37/06/2026 (X2 Posts), Ref No: MP 38/06/2026, Ref No: MP 39/06/2026/. Closing date has been extended to 31 July 2026

ANNEXURE A

DEPARTMENT OF AGRICULTURE (DOA)

CLOSING DATE : 31 July 2026 at 16:00

NOTE : To apply, submit a completed Z83 form and detailed Curriculum Vitae (PDF document to a maximum of 10 megabytes) via e-mail or hand delivery. The Department will not be held responsible for server delays. Late applications due to technical issues will not be considered. Shortlisted candidates must provide certified copies of required documents (Identity Document, qualifications, etc) where necessary and service certificates to support senior management experience to Human Resources before the interviews, including South African Qualifications Authority (SAQA) evaluation reports for foreign qualifications. Failure to comply will result in disqualification. To be appointed at Senior Management Service (SMS) level, you must complete the SMS Pre-entry programme offered by the National School of Government (NSG). Find course details here: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ appointment is subject to successful competition of the Nyukela Programme: Pre-entry Certificate to SMS and submission of proof. All shortlisted candidates, 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 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.

MANAGEMENT ECHELON

POST 25/01 : **DIRECTOR: DEMAND AND ACQUISITION MANAGEMENT REF NO: 3/3/1/57/2026**
Branch: Office of the Director-General

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	:	Applicants must be in possession of a Grade 12 Certificate and a Bachelor's degree or Advanced Diploma in Financial Management / Public Management / Supply Chain Management / Purchasing Management / BCom in Accounting (NQF Level 7). Certificate for entry into the Senior Management Services (SMS). Job-related work experience: Minimum of five (5) years' experience at a middle / senior managerial level in the Supply Chain Management field. Job related knowledge: Supply Chain Management Framework. Knowledge of corporate governance issues. Knowledge of Public Service environment. PFMA and National Treasury Regulations. Job-related skills: Leadership skills. Computer skills. Management skills. Project management skills. Communication skills (Verbal and written). Conflict resolution skills. Excellent facilitation skills. Public speaking skills/presentation skills. Negotiation skills. Ability to work under pressure. Meeting deadlines. A valid driver's licence.
DUTIES	:	Manage demand services: Coordinate the compilation, consolidation and monitoring of the Demand Management Plan. Compile the procurement plan for submission. Conduct market analysis for the department. Administer all deviations from prescribed acquisition management processes. Administer the reporting of deviations from the procurement plan to the relevant authorities. Render acquisition services: Administer all acquisition management processes. Administer the compilation of all reports and submissions to the relevant stakeholders. Administer procurement processes: Administer procurement of all infrastructure-related processes. Administer procurement of all goods and services processes. Administer procurement of all IT related procurement. Administer the secretariat functions of procurement committees such as Bid Specification Committee, Bid Evaluation Committee and Bid Adjudication Committee.
ENQUIRIES	:	Ms MK Kgang Tel No: (012) 319 7331
APPLICATIONS	:	Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email DDAMrecruit57@nda.gov.za

OTHER POSTS

POST 25/02	:	**SCIENTIFIC MANAGER GRADE A-B REF NO: 3/3/1/56/2026** Directorate: Land Use Management Re-advertisement: Candidates who applied previously are encouraged to reapply.
SALARY	:	R1 143 468 - R2 108 922 per annum, (OSD), (all-inclusive package to be structured in accordance with the OSD rules).
CENTRE	:	Gauteng (Pretoria)
REQUIREMENTS	:	Applicants must be in a possession of a Grade 12 Certificate and a MSc Degree in agriculture or equivalent Agricultural NQF level 9 qualifications. SACNAP registration as a Professional Natural Scientist (Agriculture, Soil Science). 6 years relevant post qualification experience in the field of natural agricultural resources management. Appropriate experience in the application of Geographical Information System (GIS) within the field of natural agricultural resources assessment and inventories. Job Related Knowledge: Knowledge and application of Conservation of Agricultural Resources Act 43 of 1983, Subdivision of Agricultural Land Act 70 of 1970, Preservation and Development of Agricultural Land Act, 39 of 2024, Spatial Data Infrastructure Act 54 of 2003 and Spatial Planning and Land Use Management Act 16 of 2013. Advanced knowledge and understanding of the natural agricultural resources of South Africa, the protection and long-term sustainable use thereof within a set of related systems. Broad knowledge and understanding of natural agricultural resource, sustainable land use and data policies, conventions, legislations, regulations, norms and standards. Broad knowledge and understanding of research, research principles, methodologies and approaches use for natural agricultural resources / sustainable land use. Knowledge of stand-alone mobile and internet based Geographical Information Systems, applications and tools including the principles, concepts, modelling and software packages used. Knowledge regarding the methodologies/formats used and the application thereof in the development of user requirements, system specifications and test cases. Knowledge to develop and present training courses on the use of data, Information and Systems (including GIS) and the interpretation/limitations and the use of available data. Knowledge on effective stakeholder management including leadership, consultation, negotiation and development.

Knowledge on effective management of personnel, HR matters and assets including effective project management. Knowledge of relevant computer equipment, hard and software. Job Related Skills: Geo- data collection, verification, analysis and modelling, interpretation, visualisation and publishing with regards to: Land capacity, Land suitability, Agricultural potential, Agricultural ecological and land use zones, Land use systems & practices and conservation status of the natural agricultural resources. Formulation, interpretation and implementation of related policies, legislation, strategies and standards. Analytical and critical/strategic thinking, monitoring, analysis, report writing, communication and presentation skills including verbal and electronic exchange of information, national as well as international verbal presentations on complex topics, complex scientific publications, governance related motivations and project management. Planning organisation, execution maintenance and problem-solving pertaining to GIS. Ability to develop and present training courses on the collection, management and use of Geo-referenced data, information and knowledge. Development of user and systems requirements in the absence of establishment frameworks based on research and user needs. Ability to manage personnel, knowledge and change. Computer skills. Customer focus and responsiveness. Extended working hours. Travelling. Valid driver's license.

DUTIES : Provide leadership to develop and implement national policy, regulatory strategic and administrative frameworks/ systems to manage the collection, use and preservation of data, information and knowledge require for the planning, management and sustainable use of natural agricultural resources. Develop relationships and collaborations with provincial, national, regional and international counterparts. Provide inputs and/or develop policies, legislation, strategies and administrative systems to ensure the collection, analysis, dissemination, use and archiving of data, information and knowledge. Evaluate and monitor the effectiveness, efficiency of and compliance with policies, legislation and administrative systems and guide the setting of scientific standards, specifications and service standards. Provide expert support and advice to stakeholders. Oversee the development and application of scientific/technical methodologies, procedures and standards to ensure the availability and use of geo-referenced data, information and knowledge, monitor the efficiency thereof and evolve with new technology. Develop relationships and collaborations with provincial, national and international counterpart. Design scientific methodologies, procedures and standards for and ensure the collection, analysis dissemination, use and archiving of scientific data and information. Present and exchange scientific data, information and knowledge at national, regional and international forums. Evaluate and monitor the efficiency/impact of methodologies, systems, standards and the accuracy of data and information. Provide export support and advice to stakeholders. Lead and coordinate research programmes/projects and conduct research to deliver the data, information and knowledge required for the planning, management and sustainable use of natural agricultural resources. Lead, co-ordinate and conduct basic (fundamental) and applied research. Liaise with relevant bodies/councils on science-related matters. Ensure knowledge generation and dissemination. Formulate and evaluate research proposals. Review scientific reports and publications. Compile research reports, publish and present research findings. Source funding for research projects. Manage the development of human resources effectively and efficiently. Continuous own professional development to keep up with new technologies and procedures. Mentor, train and develop scientists and others to promote skills/knowledge transfer and adherence to sound scientific principles and code of practice. Supervise scientific work and processes. Manage the development and performance of staff.

ENQUIRIES : Mr RK Mampholo Tel No: (012) 319 7687

APPLICATIONS : Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email SMrecruit56@nda.gov.za

NOTE : EE Target: Africans, Coloureds and Persons with disability.

POST 25/03 : **REGIONAL MANAGER REF NO: 3/3/1/54/2026**
Directorate: Inspection Services

SALARY : R932 292 per annum (Level 11)

CENTRE : Gauteng (Kempton Park)

REQUIREMENTS	:	Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Agriculture / Natural Science / Plant Pathology / Entomology/ Parasitology / Horticulture / Agronomy / Botany / Food Science / Microbiology and Food Technology (NQF6). A Minimum of 3 years relevant experience at a junior management level. Job Related Knowledge: Knowledge of the Public Service Regulations. International agreements, conventions and bilateral agreements relating to Phytosanitary, Sanitary and food quality matters. Relevant legislation and regulations, norms and standards. Export and import programmes and their requirements. Job Related Skills: Ability to communicate well and interact with people at different levels. Planning and organising skills. Technical skills. Law enforcement skills. Problem solving skills. Interpretation skills. Analytical skills. Negotiation skills. Listening skills. Computer Literacy. Report writing skills. A Valid driver's License. Extended working hours. Travelling. Relief duties.
DUTIES	:	Manage and ensure the effective application of the relevant legislation. Coordinate the provision of effective quality, sanitary and phytosanitary inspection services for the regulated agricultural products in the region, in line with the relevant legislation. Ensure the application of all relevant international agreements or protocols in the region. Develop and ensure the implementation and application of standard operating procedures for the inspection of regulated agricultural products in the region. Provide guidance and technical advice with regards to the inspection of regulated agricultural products. Develop and implement actions plans to ensure implementation of awareness programme and activities. Manage inspections with regards to plant health quality and food hygiene in the region. Ensure the promotion of agricultural trade through quality and sanitary assurance. Manage the issuing of phytosanitary and quality certificates, export certificates as required for international trade. Participate in various internal and external forums. Conduct audits on the relevant systems and assignees. Manage the collection, collation, and verification of information pertaining to phytosanitary, quality and food safety management systems. Conduct audits on the phytosanitary, quality and food safety management systems and report thereon. Stakeholders Liaison. Liaise with national and international stakeholders, industry role players, other departments and DOA officials on the technical matters related to regulated plant and plant products. Representing the Department of various forums. Provide information, advice and guidance to emerging and /or established farmers in relations to market access.
ENQUIRIES	:	Mr G Mediroe at 060 973 2550
APPLICATIONS	:	Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email RMrecruit54@nda.gov.za
NOTE	:	EE Target: African and white Females and African and Coloured Males and Persons with disability.
POST 25/04	:	**ASSISTANT DIRECTOR: COMPLIANCE MANAGEMENT REF NO: 3/3/1/53/2026** Directorate: Compliance Management Services
SALARY	:	R487 197 per annum (Level 09)
CENTRE	:	Gauteng (Pretoria)
REQUIREMENTS	:	Applicants must be in possession of a Grade 12 Certificate and National Diploma in Internal Auditing / Financial Management / Law / Risk Management. Minimum of 3 years' supervisory experience working in compliance management. Job related knowledge: knowledge of corporate governance issues, Compliance management, public service environment, Public Financial Management Act (PFMA) and National Treasury Regulations. Relevant legislation and regulations, norms and standards. Job related skills: Dynamic leadership skills, Computer literacy in Microsoft Office Suite, Project management skills, Communications skills (verbal and written), Presentation and Facilitation skills. Problem solving and analysis. Extended working hours and ability to work under pressure. A valid driver's license.
DUTIES	:	Implement a compliance management strategy. Implement compliance management process which includes compliance identification, compliance risk assessment, compliance risk management and reporting. Develop a training strategy and train employees in the Department on compliance awareness. Update the Departmental Compliance universe on an on-going basis. Provide assistance in compiling the annual compliance management

implementation plan. Participate in committees that serve as advisory bodies in the area of compliance risk management. Provide assistance in all compliance report coordination and assist in any compliance related information required by Risk and Compliance Committee. Align compliance checklist with strategic and operational plans on an on-going basis. Identify strategic and operational plans of the Department in order to understand the Departmental business for the purpose of identifying regulatory requirements. Conduct compliance assessments in the department according to procedure. Conduct compliance monitoring in accordance with developed compliance monitoring tools and techniques. Communicate best practice methodologies and standards for compliance functionality. Research on what are the best compliance practice methodologies and contribute in improving the Departmental compliance management methodology.

ENQUIRIES : Mr M Setati at 071 878 9179
APPLICATIONS : Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email ADCMrecruit53@nda.gov.za
NOTE : EE Target: African Male and Persons with disability.

POST 25/05 : **SENIOR ORGANIZATIONAL DEVELOPMENT PRACTITIONER REF NO: 3/3/1/52/2026**
Directorate: Human Resources Utilization and Development

SALARY : R413 001 per annum (Level 08)
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : Applicants must be in possession of a National Diploma in Management Services / Operations Management / Production Management, Organizational and Work study qualifications (NQF level 6). Minimum of one (1) year experience. Job related knowledge: Knowledge of Public Service and Departmental prescripts / policies. Work study principles and techniques, Job design and job profile compilation, Policies, procedure and prescripts, Research / analysis, Job analysis and evaluation. Job related skills: Planning and organizing, Communication, Interpersonal relations, Accuracy, thoroughness and timorousness, Facilitation and presentation, Interpretation of policies and analytical skills. Be willing to travel and work long, extended hours. A valid driver's license.
DUTIES : Conduct job analysis and job evaluation: acknowledge all requests received, identify relevant role-players, conduct interview to obtain relevant information, identify organisation deficiencies, benchmark posts, complete relevant Compensate-Evaluate documents, compile final documents and present recommendations to the JE panel. Render support regarding the provision of secretariat services for committees: arrange venue for meetings, capture JE data on Compensate-Evaluate system, prepare files for JE panels, capture information during JE panel meetings into Compensate-Evaluate system, Update JE documents with amended information, update JE database and filing of JE documents. Compilation of job descriptions: gather relevant information from the available resources (including research, benchmarking, etc), arrange meetings and gather information with relevant role players, analyse gathered information and consult stakeholders. Undertake organisation and post establishment investigation: develop terms of reference for interventions, undertake research/benchmark to obtain all necessary information, analyse and process information, undertake functional analysis, determine post establishment needs and make recommendations and draft optimisation structure and job descriptions. Undertake investigations to optimise work procedures and methods: Gather and analyse information, compile documents (report, etc.) of analysed information with recommendations and compile a draft report with recommendations.
ENQUIRIES : Ms L Manamela Tel No: (012) 312 9569
APPLICATIONS : Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email SODPrecruit52@nda.gov.za
NOTE : EE Target: African Female and Persons with disability.

POST 25/06 : **TRACTOR DRIVER/OPERATOR REF NO: 3/3/1/55/2026**
Directorate: Inspectorate Services

SALARY : R170 226 per annum (Level 03)

CENTRE	:	Northwest (Buffelspoort)
REQUIREMENTS	:	Applicants must be in a possession of a Grade 10 Certificate (NQF 3) A Minimum of Five (5) years driving and operating specialised equipment experience. Job Related Knowledge: Knowledge of operation of the equipment. Physical inspection of vehicles and interpret instruction for proper use of all controls for safe operation of vehicles. Planting and harvesting of crops. Interpret and follow operating manuals. Maintenance manuals and service charts. Job Related Skills: Operating a tractor. Operating specialised machinery such as a TLB, Bulldozer etc. Using of different implements. Road maintenance. Communication skills. Ability to read and write. Good eyesight. Teamwork. A Valid driver's license Code EC and operating Certificate.
DUTIES	:	Operates tractor with various implements to assist with physical execution of various general farming activities. Perform routine maintenance and preparations of vineyards, Orchards, nurseries and experimental site at PQS. Perform the implementation and equipment maintenance and administrative support. Ensure safe storage, cleaning and routine maintenance and repair of implements and equipment. Operate Specialised Machinery. Operation of specialised equipment such as boilers, pressurizers, autoclaves, tractors, brush cutters, mowers, spray pumps, and front-end loaders. Perform basic maintenance and repair of tractors, implements and equipment. Perform general technical support with pest control in quarantine facilities. Responsible for pesticide application according to recommendations from PQS. Assist with preparation and mixing of pesticides according to recommendations as well as manual spot spray application of pants in facilities.
ENQUIRIES	:	Mr T Pongolo Tel No: (021) 809 1640
APPLICATIONS	:	Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email TDOrecruit55@nda.gov.za.
NOTE	:	EE Target African Males and Persons with disability.

ANNEXURE B

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. Contact persons: Ms Myataza Z Tel No: (043) 706 7866/Ms Mgugudo N Tel No: (043) 706 7882.
Western Cape Region: The Regional Commissioner Western Cape, Recruitment Section, P/Bag X14, Goodwood, 7459 OR hand deliver at: Corner of Peninsula Drive & Breede River Avenue, Monte Vista, 7406. Contact persons: Ms. A Reddy 021 559 7920 / Ms. NC Sotyibi 021 558 0518/ Mr S. Sikisazane Tel No: (021) 558 0108.
Applications for the above positions can also be submitted online at: https://careers.dcs.gov.za/. Candidates must comply with the minimum appointment requirements. CV's 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.

CLOSING DATE : 03 August 2026 @ 15:45. It is the sole responsibility of an applicant to ensure that their application reaches DCS before the closing date.

NOTE : 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. The Z83 application form 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 submit a complete application for the post you apply for and attach your supporting document on a pdf format, stating the correct reference for the position you are interested in. Requirement for valid driver's licence is not applicable to applicants with a disability. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other will be an integrity (ethical conduct) assessment. All appointments are subject to personnel suitability checks and will be made in accordance with applicable legislation, policies and fair recruitment practices.

OTHER POSTS

POST 25/07 : **MEDICAL OFFICER GRADE 1 - 3**
(12 Months Contract)

SALARY : Grade 1: R1 041 402 per annum, all-inclusive package
Grade 2: R1 188 255 per annum, all-inclusive package
Grade 3: R1 375 245 per annum, all-inclusive package

CENTRE	:	Goodwood/Pollsmoor Ref No: WC 2026/07/12 Drakenstein/Allandale Ref No: WC 2026/07/13 West Coast/Voorberg Ref No: WC 2026/07/14 Southern Cape Ref No: WC 2026/07/15 (X2 Posts) Overberg Ref No: WC 2026/07/16 Breede River Ref No: WC 2026/07/17
REQUIREMENTS	:	An appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a medical officer. Current registration with the HPCSA as a medical practitioner. Basic medical degree (MBBCH or equivalent). **Grade 1**: No experience required. **Grade 2**: A minimum of 5 years appropriate experience as Medical Officer after registration with the HPCSA as a Medical Practitioner. **Grade 3:** A minimum of 10 years appropriate experience as Medical Officer after registration with the HPCSA as a Medical Practitioner. Computer literate. Valid driver's licence. Competencies And Attributes: Excellent clinical skills, history taking, examination, clinical assessment and management procedures. Good professional attitude, communication skills and ethics in relation to patients/relevant stakeholders. Knowledge of public health legislation. Financial management. Project and programme management, transformation management, change management and stakeholder management skills. Problem solving and analysis, service delivery innovation, decision making, people management and empowerment and evaluation skills. Integrity and honesty. Teamwork ability. Confidentiality and good interpersonal relations. Assertiveness and ability to network. Good understanding of the public service policy and legislative framework.
DUTIES	:	Facilitate and support the provision of medical health care services within the correctional facilities. Render basic medical health care services to inmates. Improve clinical quality of primary health care services through direct patient care, mentoring and supervision of health care professionals through an integrated approach programme. Render medico-legal services. Attendance of relevant administrative and clinical meetings. Improve the quality of medical care by providing appropriate clinical care services and maintain good medical practice. Implement and monitor adherence to national standards. Implement and monitor compliance with Standard Treatment Guidelines and Essential Medicine List as per Essential Drug Programme: South Africa. Facilitate and coordinate medical emergency preparedness and life support services. Provide emergency medical care, including after hours. Refer patients to authorised and recognised health care providers. Liaise with internal and external counterparts regarding healthcare delivery. Management of performance information, human resources, finance and assets.
ENQUIRIES	:	Western Cape Region: Ms. A Reddy Tel No: (021) 559 7920 / Ms. NC Sotyibi Tel No: (021) 558 0518/ Mr S. Sikisazane Tel No: (021) 558 0108.
NOTE	:	Appointment under the Public Service Act.
POST 25/08	:	**CLINICAL NURSE PRACTITIONER GRADE 1: PN-B1 (PRIMARY HEALTH CARE) REF NO: EC 2026/07/01 (X2 POSTS)** (12 Months Contract)
SALARY	:	R495 423 per annum, (plus 37% in lieu of benefits)
CENTRE	:	Eastern Cape region: Sada Management Area: Burgersdorp Correctional Centre
REQUIREMENTS	:	Degree/National Diploma with four years relevant nursing experience after registration as a professional nurse with the South African Nursing Council and post basic qualification in Primary Health Care accredited with the Council. Post basic qualification with a duration of at least 1 year in Curative Skills in Primary Health Care accredited with the SANC. Current registration with the council as a professional Nurse. Computer literate. Valid driver's licence. Competencies And Attributes: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks such as: Nursing, Health, Occupational and Safety Act. Knowledge of Offender Rights Charter and Batho-Pele principles. Sound knowledge of the health programmes run at the PHC level. Ability to relieve in different service areas. Co-ordination, planning team building, supervisory, good communication and problem-solving skills. Knowledge of all applicable legislation guidelines and policies related to nursing principles. Good interpersonal relationship and listening skills. Empathy, tactfulness, integrity and honesty. Report writing skills. Adaptability and conflict management. Ability to coordinate and collaborate with internal and external stakeholders.

DUTIES : Provide quality comprehensive Primary Health care services through promoting preventative, curative and rehabilitative services for offenders. Perform clinical nursing practice in accordance with the scope of practice and nursing standards for primary health care. Conduct routine examination of offenders and treatment of minor ailments according to scope of practice. Render administrative services such as providing accurate statistics for evaluation and future planning. Identifying needs for financial planning and indirect control of expenditure as an integral part of planning and organising, including ordering and control of medicine and medical stock. Develop and ensure implementation of nursing care plans. Updating of offender's records and participate in clinical records audits. Provide safe and therapeutic environment as laid down by the Nursing, Occupational Health and Safety Act and all other applicable prescripts. Manage human resources, finances and assets. Manage performance information.

ENQUIRIES : Eastern Cape Region: Ms Myataza Z Tel No: (043) 706 7866/Ms Mgugudo N Tel No: (043) 706 7882.

NOTE : Appointment under the Public Service Act.

POST 25/09 : **EDUCATIONIST (M+4): ENGLISH AND MATHEMATICS LITERACY REF NO: EC 2026/07/03**
(12 Months Contract)

SALARY : R375 270 per annum, (plus 37% in lieu of benefits)

CENTRE : Eastern Cape region: Sada Management Area: Burgersdorp Correctional Centre

REQUIREMENTS : Recognised four (4) year Degree or equivalent qualification in Education, Specialising in English and Mathematics Literacy. Registration with the South African Council of Educators. Computer literate. Valid driver's licence. Competencies and Attributes: Plan, organise, lead and control, client orientation and communication, policy implementation, report writing, diversity management, training and development, service delivery innovation and creativity, project management, conflict management, facilitation management, integrity and honesty, knowledge and understanding of public service management framework, influence and impact, presentation skills, conceptual skills and conflict management skills.

DUTIES : Facilitate and deliver mathematics and English education programmes to offenders in support of their academic development, rehabilitation and successful reintegration into society. Implement and apply departmental education policies, procedures and curriculum requirements within correctional facilities. Present mathematics lessons in accordance with approved educational standards and curriculum frameworks. Assess progress through appropriate evaluation methods, monitor academic performance and maintain accurate records. Promote numeracy, problem-solving and analytical skills while ensuring adherence to established education and training service standards. Contribute to the creation of a conducive learning environment that supports effective teaching and learning and encourages lifelong learning and personal development among offenders. Manage human resources, finances and assets. Manage performance information.

ENQUIRIES : Eastern Cape Region: Ms Myataza Z Tel No: (043) 706 7866/Ms Mgugudo N Tel No: (043) 706 7882.

NOTE : Appointment under the Correctional Services Act.

POST 25/10 : **EDUCATIONIST (M+4): APPLIED AGRICULTURE & AGRICULTURAL TECHNOLOGY AND ISIXHOSA REF NO: EC 2026/07/04**
(12 Months Contract)

SALARY : R375 270 per annum, (plus 37% in lieu of benefits)

CENTRE : Eastern Cape region: Sada Management Area: Burgersdorp Correctional Centre

REQUIREMENTS : Recognised four (4) year Degree or equivalent qualification in Education, Specialising in Applied Agriculture & Agricultural Technology and IsiXhosa. Registration with the South African Council of Educators. Computer literate. Valid driver's licence. Competencies and Attributes: Plan, organise, lead and control, client orientation and communication, policy implementation, report writing, diversity management, training and development, service delivery innovation and creativity, project management, conflict management, facilitation management, integrity and honesty, knowledge and understanding

of public service management framework, influence and impact, presentation skills, conceptual skills and conflict management skills.

DUTIES : Facilitate and deliver applied agriculture and agricultural technology and IsiXhosa education programmes to offenders in support of skills development, rehabilitation and successful reintegration into society. Implement and apply departmental education policies, procedures and curriculum requirements within correctional facilities. Present learning programmes in accordance with approved educational standards and curriculum frameworks. Provide learners with theoretical knowledge and practical skills in agriculture and agricultural technology, promoting sustainable agricultural practices and vocational competence. Assess progress through appropriate evaluation methods, monitor academic performance and maintain accurate records. Ensure compliance with established education and training service standards and contribute to the creation of a conducive learning environment that supports effective teaching, learning and personal development among offenders.

ENQUIRIES : Eastern Cape Region: Ms Myataza Z Tel No: (043) 706 7866/Ms Mgugudo N Tel No: (043) 706 7882.

NOTE : Appointment under the Correctional Services Act.

POST 25/11 : **EDUCATIONIST (M+4): HISTORY AND LIFE ORIENTATION REF NO: EC 2026/07/05**
(12 Months Contract)

SALARY : R375 270 per annum, (plus 37% in lieu of benefits)

CENTRE : Eastern Cape region: Sada Management Area: Burgersdorp Correctional Centre

REQUIREMENTS : Recognized four (4) year Degree or equivalent qualification in Education Specialising in History and Life Orientation. Registration with the South African Council of Educators. Computer literate. Valid driver's licence. Competencies And Attributes: Plan, organise, lead and control, client orientation and communication, policy implementation, report writing, diversity management, training and development, service delivery innovation and creativity, project management, conflict management, facilitation management integrity and honesty, knowledge and understanding of public service management framework, influence and impact, presentation skills, conceptual skills and conflict management skills.

DUTIES : Facilitate and deliver history and life orientation education programmes to offenders in support of their academic development, rehabilitation and successful reintegration into society. Implement and apply departmental education policies, procedures and curriculum requirements within correctional facilities. Present history lessons in accordance with approved educational standards and curriculum frameworks. Promote critical thinking, historical inquiry and an understanding of historical events and their impact on society. Assess progress through appropriate evaluation methods, monitor academic performance and maintain accurate records. Ensure adherence to established education and training service standards and contribute to the creation of a conducive learning environment that supports effective teaching, learning and personal development among offenders. Manage human resources, finances and assets. Manage performance information.

ENQUIRIES : Eastern Cape Region: Ms Myataza Z Tel No: (043) 706 7866/Ms Mgugudo N Tel No: (043) 706 7882.

NOTE : Appointment under the Correctional Services Act.

POST 25/12 : **EDUCATIONIST (M+4): TOURISM AND MATHEMATICS LITERACY REF NO: EC 2026/07/06**
(12 Months Contract)

SALARY : R375 270 per annum, (plus 37% in lieu of benefits)

CENTRE : Eastern Cape region: Sada Management Area: Burgersdorp Correctional Centre

REQUIREMENTS : Recognized four (4) year Degree or equivalent qualification in Education Specialising in Tourism and Mathematics Literacy. Registration with the South African Council of Educators. Computer literate. Valid driver's licence. Competencies and Attributes: Plan, organise, lead and control, client orientation and communication, policy implementation, report writing, diversity management, training and development, service delivery innovation and creativity, project management, conflict management, facilitation management

integrity and honesty, knowledge and understanding of public service management framework, influence and impact, presentation skills, conceptual skills and conflict management skills.

DUTIES : Facilitate and deliver tourism and maths literacy education programmes to offenders in support of their academic development, skills acquisition, rehabilitation and successful reintegration into society. Implement and apply departmental education policies, procedures and curriculum requirements within correctional facilities. Present tourism learning programmes in accordance with approved educational standards and curriculum frameworks. Promote an understanding of the tourism industry, customer service, entrepreneurship, cultural diversity and sustainable tourism practices. Assess progress through appropriate evaluation methods, monitor academic performance and maintain accurate records. Ensure adherence to established education and training service standards and contribute to the creation of a conducive learning environment that supports effective teaching, learning and personal development among offenders. Manage human resources, finances and assets. Manage performance information.

ENQUIRIES : Eastern Cape Region: Ms Myataza Z Tel No: (043) 706 7866/Ms Mgugudo N Tel No: (043) 706 7882.

NOTE : Appointment under the Correctional Services Act.

POST 25/13 : **PROFESSIONAL NURSE GRADE 1 (GENERAL NURSING) (PN-A2) REF NO: EC 2026/07/02 (X2 POSTS)**
(12 Months Contract)

SALARY : R337 359 per annum, (plus 37% in lieu of benefits)

CENTRE : Eastern Cape region: Sada Management Area: Burgersdorp Correctional Centre

REQUIREMENTS : Recognized Degree/National Diploma in Nursing or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. Current registration with the South African Nursing Council (SANC). Computer literate. Valid driver's licence. Competencies and Attributes: Knowledge of nursing care process and procedures, nursing statutes and other relevant legal frameworks, including grievance procedure and disciplinary code and procedure, communication, report-writing, liaison, coordination, facilitation, problem-solving, planning and organising skills.

DUTIES : Render comprehensive nursing care to patients through the assessment, planning, implementation, and evaluation of nursing interventions in accordance with prescribed nursing care plans, clinical protocols and professional standards. Provide nursing services in compliance with applicable healthcare legislation, departmental policies, and ethical guidelines. Maintain accurate patient records and ensure the confidentiality of patient information. Participate in the implementation of quality assurance, infection prevention and control measures to promote safe and effective healthcare services. Utilise allocated human, material and medical resources efficiently and responsibly. Promote patient advocacy by responding to patients' health needs, rights and expectations in line with Batho Pele principles. Provide health education and counselling to patients, families, communities and collaborate effectively with members of the multidisciplinary healthcare team to ensure integrated and patient-centred care. Participate in continuous professional development activities to maintain and enhance professional knowledge and skills. Manage human resources, finances and assets. Manage performance information.

ENQUIRIES : Eastern Cape Region: Ms Myataza Z Tel No: (043) 706 7866/Ms Mgugudo N Tel No: (043) 706 7882.

NOTE : Appointment under the Public Service Act.

ANNEXURE C

DEPARTMENT OF DEFENCE

APPLICATIONS	:	Defence International Affairs Division, Private Bag X910, Pretoria, 0001 or may be hand delivered at Armscor Building, Corner Nossob and Boeing Street, Erasmuskloof, Pretoria or email to diadiv@dod.mil.za
CLOSING DATE	:	31 July 2026 at 16h00 (Applications received after the closing date and faxed copies will not be considered).
NOTE	:	It is the Department's intention to promote equity (race, gender and disability) through the filling of this posts with candidates whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan. Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service Department office, i.e., effective 01 January 2021, or on the DPSA website link: https://www.dpsa.gov.za/newsroom/psvc/. Should an application be received using an incorrect application employment form Z83, it will be disqualified, which must be originally signed and dated by the applicant and which must be accompanied by a detailed CV only (with full particulars of the applicant's training, qualifications, competencies, knowledge & experience). Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview, which should not be older than six months. Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application, it must be done in writing. Should an application be received where an applicant applies for more than one post on the same application form, the application will only be considered for the first post indicated on the application and not for any of the other posts. Under no circumstances will photostat copies or faxed copies of application documents be accepted. The successful candidates will be subjected to Personnel Suitability Checks (criminal record, citizenship & financial/asset record checks and qualification and employment verification). Successful candidates will also be subjected to security clearance processes. The level of appointments is dependent upon, qualifications, relevant experience and research output. 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 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 preference, emotional intelligence, and integrity. The competency assessment will be limited to successful candidates in the interview process only. Shortlisted candidates will be subjected to a personnel suitability checks (pre-employment screening) which may include social media profiles checks. A successful candidate will have to undergo a full security vetting while in the employ of the department, and a negative outcome shall nullify the employment contract. Failure to submit the required documents will result in your application not being considered. Successful candidates will be required to disclose their financial interests within one (1) month of appointment. Applicants who do not receive confirmation or feedback within 3 (three) months after the closing date should consider their application unsuccessful. Due to the large volume of responses anticipated, receipt of applications will not be acknowledged, and correspondence will be limited to short-listed candidates only. For more information on the job description(s) please contact the person indicated in the post details. Successful candidates will be appointed on probation for a period of twelve (12) months in terms of the prescribed rules.

OTHER POST

POST 25/14	:	**ADMINISTRATION CLERK REF NO: DIA/23/25/26**
SALARY	:	R237 453 – R279 708 per annum (Level 05)
CENTRE	:	Armscor Building, Erasmuskloof, Pretoria
REQUIREMENTS	:	Grade 12 (NQF Level 4) or equivalent. No experience required. Special requirements (Skills needed): Computer literate (MS Word, Excel and PowerPoint). Ability to communicate effectively (written and verbal). Analytical, Problem solving skills, Co-ordination, Planning and Organising skills. Good interpersonal skills. Ability to work in a team and independently. Basic knowledge of PMFA and treasury regulations regarding procurement and expenditure control.
DUTIES	:	Render general clerical support services such as; record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain filing system of the office. Type letters and/or other correspondence when required. Keep and maintain incoming and outgoing document register of the office. Provide supply chain clerical support services; liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations and complete procurement forms to purchase office supplies. Control office stationery stock. Keep and maintain asset register of the Division. Provide personnel administration clerical support service; maintain leave register. Keep and maintain personnel records and attendance register. Arrange travelling and accommodation. Provide financial administration support service; capture and update expenditure. Check correctness of subsistence and travel claims of officials and submit for approval. Handle telephone accounts and petty cash.
ENQUIRIES	:	Mr T.E. Bogopane Tel No: (012) 355 5435, Mr M.W. Senama Tel No: (012) 355 5761

ANNEXURE D

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 : 31 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 soley 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 25/15 : **ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT & EMPLOYEE RELATIONS (X2 POSTS)**
(Three (3) year contract)

SALARY : R487 197 per annum, plus 37% in lieu of benefits

CENTRE : Provincial Office: Mmabatho Ref No: HR4/4/07/01 (X1 Post)

Provincial Office: Free State Ref No: HR 4/4/8/1006 (X1 Post)

REQUIREMENTS : An undergraduate qualification in Human Resource Management/Public Management/Employee Relations at NQF Level 6 as recognised by SAQA. Driver's License will be an added advantage. Four (4) years' experience of which two (2) years must be functional experience in Human Resource Management and Employee Relations environment, and two (2) years must be at a Senior Practitioner level. Knowledge: Public Service Transformation and Management Issues, White Paper on Transformation of the Public Service, Human Resource Systems and Procedures, Public Service Act and Resolutions, Recruitment and Selection, Departmental Policies and Procedures, Batho Pele Principles, Minimum Information Security Standards, PERSAL and other HR Information Management Systems. Skills: Communication (Verbal and Written), Computer Literacy (Excel, Word, PowerPoint, PERSAL, etc.), Innovative/Creative, Presentation, Responsiveness, Report Writing, Time Management, Organising and Planning, Financial Management, Policy Analysis, Problem Solving and Decision Making.

DUTIES : Coordinate and monitor the implementation of Human Resource Management policies in the Province. Monitor and provide advice on the implementation of Employee Relations policies and prescripts. Coordinate and manage the implementation of Employment Equity programmes. Monitor the administration of service benefits. Manage resources (Human, Finance, Equipment/Assets) in the Sub-directorate.

ENQUIRIES : Mr T Mokoena Tel No: (018) 387 8100 (Mmabatho)
Mr SZ Segalo Tel No: (051) 505 6206 (Free State)

APPLICATIONS : Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at Provident House, University Drive, Mmabatho or email: Jobs-ASDHRM-NW@labour.gov.za
Chief Director: Provincial Operations: Private Bag X522, Bloemfontein, 9300 Or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein. Email: jobs-fs3@labour.gov.za

POST 25/16 : **SENIOR PRACTITIONER: RECRUITMENT AND SELECTION REF NO: HR4/4/7/78**

SALARY : R413 001 per annum
CENTRE : Provincial Office: Mpumalanga
REQUIREMENTS : Undergraduate qualification (NQF Level 6) as recognised by SAQA in Human Resource Management. Two (2) years' functional experience in Human Resources Management (conditions of service, recruitment and selection) environment. Knowledge: Human Resource Management Methodology, Principles and Strategies. Digital Acumen / Relevant HRM Systems. Compensation Fund business strategies and goals. Compensation for Occupational Injuries and Diseases Act (COIDA). DPSA Directives. Batho Pele Principles. Labour Relations Act (LRA). Employment Equity Act (EEA). Basic Conditions of Employment Act (BCEA). Public Finance Management Act (PFMA). National Treasury Regulations. Preferential Procurement Policy Framework (PPPF). Promotion of Access to Information Act (PAIA). Promotion of the Administrative Justice Act (PAJA). Minimum Information Security Standards (MISS). Protection of Personal Information Act (POPIA). Public Service Regulations (PSR). Public Service Act (PSA). SKILLS: Critical and Innovative Thinking. Inspire Commitment. Programme/Project Management. Quality Assurance. Service Delivery Innovation. Stakeholder Development and Relations. Data Gathering and Analysis. Data/Record Management.

DUTIES : Conduct recruitment and selection processes for COID Services in the Province. Develop the database for filled and vacant posts for COID Services in the Province. Perform conditions of service processes for COID Services in the Province. Administer PERSAL establishment for COID Services in the Province. Keep safe all Human Resource records for COID Services in the Province.

ENQUIRIES : Mr J Mpulwane Tel No: (013) 655 8700
APPLICATIONS : Chief Director: Provincial Operations, Private Bag X7263, Emalahleni, 1035 or hand deliver at Labour Building, Corner Hofmeyer Avenue and Beatty Street, Emalahleni, 1035. For Online Applications Email to: Jobs-COIDHR1@labour.gov.za

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

POST 25/17	:	**SUPERVISOR: CLIENT SERVICES REF NO: HR4/4/06/08**
SALARY	:	R413 001 per annum
CENTRE	:	Labour Centre: Durban
REQUIREMENTS	:	Undergraduate qualification (NQF Level 6) as recognised by SAQA in Customer Services / Management / Customer Relations / Contact Centre Management / Office Administration Management / Communication / Marketing. Two (2) years functional experience in customer care/client services environment. Knowledge: Relevant regulations, laws and legislations. Public Service Act. Public Service Regulation. Compensation Fund business strategies and goals. Compensation Fund value chain. Directorate goals and performance requirement. PFMA and Treasury Regulations. Customer Service (Batho Pele Principles). Occupational Health and Safety Act (OHS). Promotion of Access to Information Act. The Constitution of RSA. Skills: Coaching and Mentoring. Conflict Management. Critical and Innovative thinking. Inspire Commitment. People Management. Performance oversight. Programme/Project Management. Quality Assurance. Service Delivery Innovation. Stakeholder Development and Relations.
DUTIES	:	Monitor and oversee the help desk at the first port of entry within the COID service. Facilitate customer driven quality workflow processes. Coordinate and ensure quality resolution of queries. Attend all queries regarding legislations and follow up on pending queries. Supervision of staff.
ENQUIRIES	:	Mr SA Mchunu Tel No: (031) 336 1692 (Durban)
APPLICATIONS	:	Deputy Director: Durban Labour Centre, PO Box 10074, Marine Parade, 4056 Or hand deliver at Govt Buildings, Masonic Grove, Durban, 4001. For Durban Labour Centre Online Application: Jobs-KZN7@labour.gov.za
NOTE	:	EE Target: Priority will be given to Africa Males, Coloured Males, Coloured Females, Indian Males, Indian Females, White Males and White Females.
POST 25/18	:	**OHS INSPECTOR (X2 POSTS)**
SALARY	:	R413 001 per annum
CENTRE	:	Bloemfontein Labour Centre, Free State Ref No: HR4/4/8/1012 (X1 Post) Zastron Labour Centre, Free State Ref No: HR4/4/8/1013 (X1 Post)
REQUIREMENTS	:	Senior Certificate plus 3 year recognised qualification in the relevant field Electrical Engineering. A valid driver license. No experience required. 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	:	Mr. M Ndlela Tel No: (051) 411 6403 Mr. C van Niekerk Tel No: (058) 713 0373
APPLICATIONS	:	Chief Director: Provincial Operations: Private Bag X522, Bloemfontein, 9300 Or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein Email: jobs-fs2@labour.gov.za
NOTE	:	Priority will be given to African Males, African with Disabilities, Coloured Males, Coloured with Disabilities, White Males and White Females.

POST 25/19	:	**SENIOR PRACTITIONER: HUMAN RESOURCES MANAGEMENT (X2 POSTS)** (Three (3) year contract)
SALARY	:	R413 001 per annum, plus 37% in lieu of benefits
CENTRE	:	Provincial Office: Mmabatho Ref No: HR4/4/07/02 (X1 Post) Provincial Office: Free State Ref No: HR 4/4/8/1007 (X1 Post)
REQUIREMENTS	:	An undergraduate qualification in Human Resource Management/Public Management at NQF Level 6 as recognized by SAQA. Driver's License will be an added advantage. Two (2) years functional experience in human resource management environment. Knowledge: Public Finance Management Act (PFMA), Public Service Regulations (PSR), Public Service Act (PSA), Labour Relations Act (LRA), Employment Equity Act (EEA), PSCBC and CCMA Procedures, Batho Pele Principles. Skills: Negotiation, People Management, Problem Solving, Presentation, Planning and Organizing, Communication, Computer Literacy, Report Writing.
DUTIES	:	Monitor the Recruitment and Selection process. Facilitate the processing and approve service benefits. Provide and monitor termination of service at the province. Monitor the establishment and implementation of HR policies. Supervise resources (Human, Finance, Equipment/ Assets) in the Division.
ENQUIRIES	:	Mr T Mokoena Tel No: (018) 387 8100 (Mmabatho) Mr SZ Segalo Tel No: (051) 505 6206 (Free State)
APPLICATIONS	:	Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at Provident House, University Drive, Mmabatho or email: Jobs-SPHRM-NW@labour.gov.za Chief Director: Provincial Operations: Private Bag X522, Bloemfontein, 9300 Or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein. Email: jobs-fs4@labour.gov.za
POST 25/20	:	**SENIOR PRACTITIONER: EMPLOYEE RELATIONS (X2 POSTS)** (Three (3) year contract)
SALARY	:	R413 001 per annum, plus 37% in lieu of benefits
CENTRE	:	Provincial Office: Mmabatho Ref No HR4/4/07/03 (X1 Post) Provincial Office: Free State HR 4/4/8/1008 (X1 Post)
REQUIREMENTS	:	An undergraduate qualification (NQF level 6) in Human Resource Management/Labour Relations Management as recognized by SAQA. Driver's License will be an added advantage. Two (2) years must be functional experience in Employment Relations Management environment. Knowledge: Public Service Commission's rules for dealing with complaints and grievances. Public Service Coordinating Bargaining Council resolutions. Interpretation of case law and trends in Labour Law. Public Finance Management Act (PFMA). Public Service Regulations (PSR). Public Service Act (PSA). Labour Relations Act (LRA). Employment Equity Act (EEA). PSCBC and CCMA procedures. Basic Conditions of Employment Act (BCEA). Skills: Negotiation. People Management. Problem Solving. Presentation. Planning and Organising. Communication. Computer Literacy. Report Writing. Conflict Management. Research.
DUTIES	:	Conduct and analyse all grievances and complaints received from employees in the Province. Draft charges and finalise all misconduct cases in the Province. Represent the Department in all disputes referred to the General Public Service Sectoral Bargaining Council (GPSSBC) and the Commission for Conciliation, Mediation and Arbitration (CCMA). Conduct advocacy sessions on employment-related matters in the Province. Provide administrative support services in the section.
ENQUIRIES	:	Mr T Mokoena Tel No: (018) 387 8100 (Mmabatho) Mr SZ Segalo Tel No: (051) 505 6206 (Free State)
APPLICATIONS	:	Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at Provident House, University Drive, Mmabatho or email: Jobs-SPER-NW@labour.gov.za Chief Director: Provincial Operations: Private Bag X522, Bloemfontein, 9300 Or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein. Email: jobs-fs4@labour.gov.za

POST 25/21	:	**SENIOR PRACTITIONER: HUMAN RESOURCE DEVELOPMENT AND PERFORMANCE MANAGEMENT (X2 POSTS)** (Three (3) year contract)
SALARY	:	R413 001 per annum, plus 37% in lieu of benefits
CENTRE	:	Provincial Office: Mmabatho Ref No: HR4/4/07/04 (X1 Post) Provincial Office: Free State Ref No: HR 4/4/8/1008 (X1 Post)
REQUIREMENTS	:	An undergraduate qualification in Human Resource Management/Development / Training and Development / Management of Training/ Public Management / Public Management / Industrial and Organisational Psychology at NQF Level 6 as recognized by SAQA. Driver's license will be an added advantage. Two (2) years functional experience in Human Resource Development / Training and Development / Performance Management Services. Knowledge: Public Service Act (PSA). Public Service Regulations (PSR). Public Finance Management Act (PFMA). Human Resource Development Policies. Human Resource Systems (PERSAL). Skills Development Act (SDA). Skills Development Levies Act (SDLA). Labour Relations Act (LRA). Basic Condition of Employment Act. Employment Equity Act (EEA). Protection of Personal Information Act (POPIA). Skills: Communication (Verbal and Written). Computer literacy. People Management. Project Management. Presentation. Report writing. Time management. Design and Development. Organising and Planning. Problem Solving.
DUTIES	:	Coordinate the implementation Human Resource Development initiatives in the Province. Coordinate the implementation of Performance Management System in the Province. Implement Internship / Learnership Programmes in the Province. Coordinate and facilitate Orientation and Induction Programmes. Manage resources (Human, Finance, Equipment/ Assets) in the Division.
ENQUIRIES	:	Mr T Mokoena Tel No: (018) 387 8100 (Mmabatho) Mr SZ Segalo Tel No: (051) 505 6206 (Free State)
APPLICATIONS	:	Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at Provident House, University Drive, Mmabatho or email: Jobs-SPHRD-NW@labour.gov.za Chief Director: Provincial Operations: Private Bag X 522, Bloemfontein, 9300 Or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein. Email: jobs-fs4@labour.gov.za
POST 25/22	:	**MEDICAL ADJUDICATOR: PROFESSIONAL NURSE (GRADE 1-3)**
SALARY	:	Grade 1: R337 359 – R397 392 per annum, (OSD) Grade 2: R411 978 – R485 289 per annum, (OSD) Grade 3: R495 423 – R635 088 per annum, (OSD)
CENTRE	:	Labour Centre: Durban - Ref No. HR4/4/06/09
REQUIREMENTS	:	4 years' degree/ 3 years' diploma in Nursing. Post Graduate Diploma in Occupational Health/ Theatre Technique/ Critical Care will be an advantage. **Grade 1:** 2-9 years' experience gained after registration, **Grade 2:** 10-19 years' experience gained after registration & **Grade 3**: 20 years above experience gained after registration in trauma/emergency/internal medical/ general surgery/ Orthopaedics/ theatre at the regional public hospital level or private hospital, gained after registration. Experience in medical claims processing/ insurance environment will be an added advantage. Registration with South African Nursing Council. Knowledge: DoL and Compensation Fund objectives and business functions. Compensation Fund Services. Directorate or sub-directorate goals and performance requirements. Nursing legislations and related legal as well ethical nursing practices. Compensations Fund policies, procedure and processes. Stakeholders and customers. Customers Service (Batho Principles). COIDA tariffs. Technical knowledge. PFMA and National Treasury Regulations. Public Service Act. Skills: Required Technical Proficiency. Business Writing Skills. Required IT Skills. Data Capturing. Data and record management. Telephone Skills and Etiquette.
DUTIES	:	Provide advice and recommendation in the acceptance of liability. Recommend the approval of medical Accounts. Provide medical advice in the processing of occupational injuries claims. Determine PD (Permanent Disability) and TTD (Total Temporary Disability). Assess medical accounts on occupational injuries claims and OD Medical accounts.
ENQUIRIES	:	Mr SA Mchunu Tel No: (031) 336 1692 (Durban)

APPLICATIONS	:	Deputy Director: Durban Labour Centre, PO Box 10074, Marine Parade, 4056 Or hand deliver at Govt Buildings, Masonic Grove, Durban, 4001. For Durban Labour Centre Online Application: Jobs-KZN7@labour.gov.za.
POST 25/23	:	**CLIENT SERVICE OFFFICER PES (X4 POSTS)**
SALARY	:	R280 278 per annum
CENTRE	:	Labour Centre: Bethlehem- Ref No: HR4/4/8/1008(X1 Post) Labour Centre: Kroonstad-Ref No: HR4/4/8/1009(X1 Post) Labour Centre: Phuthaditjhaba- Ref No: HR4/4/8/1010(X1 Post) Labour Centre: Zastron- Ref No: HR4/4/8/1011(X1 Post)
REQUIREMENTS	:	Grade 12/ Matric Certificate. No experience. Knowledge: Analysing & Interpreting Information (Data Analytics), Knowledge of relevant regulations, laws and legislation, Financial Risk Management and Control, Departmental policies and procedures, Basic Conditions of Employment Act, Compensation for Occupational and Injury Diseases Act, OHS Act and Regulations, Inspector Appointment Certificate, Inspectors Card, Public Financial Management Act (PFMA). Skills: Analysing & Interpreting Information (Data Analytics), Employers Assessment and Auditing, Revision of Assessment, People Management, Service Delivery Innovation, Stakeholder Development & Relations, Programme/ Project Planning & Management, Facilitation.
DUTIES	:	Render registration services of work-seekers on ESSA. Render registration services of work and learning opportunities. Refer work seeker for Employment Counselling services. Provide administrative support with the placement of work seekers in work and learning opportunities. Render general administrative duties and participate in advocacy sessions as and when required.
ENQUIRIES	:	Ms M Lelope Tel No: (056) 215 1812 (Kroonstad) Mr T Moholi Tel No: (058) 303 5293/ (058) 713 0373 (Bethlehem & Phuthaditjhaba) Mr C van Niekerk Tel No: (051) 673 1471 (Zastron)
APPLICATIONS	:	Chief Director: Provincial Operations: Private Bag X522, Bloemfontein, 9300 Or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein. Email: jobs-fs5@labour.gov.za
NOTE	:	Priority will be given to African Males, African Females, African with Disabilities, Coloured Males, Coloured Females, Coloured with Disabilities, White Males and White Females.
POST 25/24	:	**ADMINISTRATIVE CLERK: MANAGEMENT SUPPORT SERVICES (X5 POSTS)**
SALARY	:	R237 453 per annum
CENTRE	:	Durban Labour Centre Ref No: HR4/4/6/6 (X2 Posts) Ulundi Labour Centre Ref No: HR4/4/6/7 (X3 Posts)
REQUIREMENTS	:	Matriculation/ Grade 12/ Senior Certificate. Knowledge: Batho Pele principles, Departmental Policies and Procedures, Treasury Regulations. Skills: Verbal and written communication, Interpersonal Relations, Problem Solving, Computer Literacy, Analytical, Planning and Organizing.
DUTIES	:	To render Supply Chain Management Function in a Labour Centre Daily. Provide a Finance and office management service to the Labour Centre Daily. Render a Human Resource Management. Responsible for training and performance activities in a Labour Centre Daily. Responsible for the records management in a Labour Centre Daily.
ENQUIRIES	:	Mr SA Mchunu Tel No: (031) 336 1692 (Durban) Mr TJ Nkosi Tel No: (035) 879 8824 (Ulundi)
APPLICATIONS	:	Deputy Director: Durban Labour Centre, PO Box 10074, Marine Parade, 4056 Or hand deliver at Govt Buildings, Masonic Grove, Durban, 4001. Deputy Director: Ulundi Labour Centre, P/Bag X56, Ulundi, 3838 or hand deliver at Unit A, Wombe Street, Ulundi, 3838. For Durban Labour Centre Online Application: Jobs-KZN7@labour.gov.za For Ulundi Labour Centre Online Application: Jobs-KZN3@labour.gov.za
NOTE	:	EE targets- Priority will be given to African Male, Indian male, White Male and White females,

POST 25/25	:	**HUMAN RESOURCE CLERK: HUMAN RESOURCE MANAGEMENT (X7 POSTS)** (Three (3) Year Contract)
SALARY	:	R237 453 per annum, plus 37% in lieu of benefits
CENTRE	:	Provincial Office: Mmabatho Ref No: HR4/4/07/ (X3 Posts) Provincial Office: Eastern Cape Ref No: HR4/4/1/16 (X4 Posts)
REQUIREMENTS	:	Grade 12 certificate or equivalent. No experience required. Knowledge: PERSAL, HR information management systems, knowledge of registry duties, practices as well as the ability to capture data and operate computer, working knowledge and understanding of the legislative framework governing the Public Service, knowledge of storage and retrieval procedures in terms of the working environment, understanding of the work in registry. Skills: Communication, Computer literacy, Innovative/Creative, Presentation, Report writing, Time management, Organizing and Planning, Problem Solving.
DUTIES	:	Implement human resource administration practices (Recruitment and Selection). Implement conditions of service (Leave, Housing, Medical, Injury on Duty, Long Service Recognition, Overtime, Relocation, Pension, Allowances, PILIR or etc.). Facilitate performance management function. Address human resource administration enquiries.
ENQUIRIES	:	Mr. T Mokoena Tel No: (018) 387 8100 Mr TM Ramatsetse Tel No: (043) 701 3000
APPLICATIONS	:	Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at Provident House, University Drive, Mmabatho or email: Jobs-HRCLERK-NW@labour.gov.za Acting Chief Director: Provincial Operations: Private Bag X9005, East London, 5209 or hand deliver at No 3 Hill Street, East London. Email: Jobs-EC9@labour.gov.za
POST 25/26	:	**SECURITY OFFICER REF NO: HR4/4/7/77**
SALARY	:	R201 093 per annum
CENTRE	:	Provincial Office: Mpumalanga
REQUIREMENTS	:	Grade 12 / Senior Certificate and Grade C Security Certificate (PSIRA). Twelve (12) months security experience. Knowledge: Access to Public Premises and Vehicles Act. Evacuation procedures. Minimum Information Security Standards. Private Security Industry Regulatory Authority (PSIRA) Procedures. Batho Pele Principles. Public Service Regulations Act. Departmental Policies and Procedures. Skills: Verbal and written communication. Interpersonal Relations. Problem Solving. Listening. Computer Literacy. Planning and Organising. Analytical.
DUTIES	:	Control access in and out of the Labour Centre and Provincial Office. Secure the flow of information and assets within the Labour Centre and Provincial Office. Conduct security patrols of the building and offices to ensure the safety of employees and clients. Conduct internal investigations and enforce security rules and regulations.
ENQUIRIES	:	Ms N Mashibini Tel No: (013) 655 8700
APPLICATIONS	:	Deputy Director: Finance, Private Bag X7263, Emalahleni, 1035 or hand deliver at Labour Building, Corner Hofmeyer Avenue and Beatty Street, Emalahleni, 1035. For Online Applications Email to: Jobs-SEC1@labour.gov.za
NOTE	:	African Males, Coloured Males, Indian Males, Indian Females, White Males, White Females and Persons with Disabilities are encouraged to apply.

ANNEXURE E

DEPARTMENT OF HIGHER EDUCATION & TRAINING
(Port Elizabeth TVET College)
(Maluti TVET College)

OTHER POSTS

POST 25/27	:	**ASSISTANT DIRECTOR MANAGEMENT INFORMATION SYSTEMS REF NO: PS01/2026DHET**
SALARY	:	R605 742 per annum (Level 10), (plus benefits)
CENTRE	:	Port Elizabeth TVET College (Central Office)
REQUIREMENTS	:	Incumbent should have a relevant Senior Certificate / Grade 12/ NCV Certificate (Level 4). National Diploma (NQF level6)/ Degree in Information Management, Computing or relevant qualification. The candidate must have a minimum of three (3) to five (5) years' experience at supervisory level on salary level 7 or 8 in Information Technology or any relevant knowledge. Knowledge of policies and governance environment of TVET Colleges including knowledge of the TVETMIS system, annual reporting requirements by the Higher Education Institutions. Knowledge and understanding of Information Management. Knowledge, understanding, application and interpretation of office management, Adapt IT, COLTECH, data warehouse and IT prescripts. Administrative, planning and organizing, financial management, report writing, communication and interpersonal, problem solving, computer literacy, analytical, client oriented, project management, team leadership, planning and organizing and people management. Have the following attributes, Client service focus, integrity, committed, proactive and loyal.
DUTIES	:	TVET MIS management, capturing and data extraction for the college. Set up the system in readiness for enrolment and support other processes. Control the quality of captured data and report if there are errors. Maintain the college TVET MIS system. Manage the student data. Use various tools, extract data to facilitate statistical reporting. Interact with service provider regarding upgrades and request for assistance. Maintain data on student registration. Compile reports on to management, Submit monthly report on skills & leanership on monthly basis. Compile, monitor academic examination and staff statistics of the college and submit reports on quarterly basis to management and DHET. Compile monthly, quarterly and annual reports as requested. Maintain, capture and validate inputs captured on ITS student and other related systems. Set up the student system for registration of students and ensure creditability and reliability. Maintain the Adapt IT, COLTECH, student system and other related system. Monitor capturing, quality control, validation, run procedure, create file and ensure that entries are sent to DHET head office. Management of human, physical and financial resources. Render management service to the staff. Ensure completion of performance agreements by all employees in the unit. Supervision of staff.
ENQUIRIES	:	Ms Chantel Jansen/ Ms Zenia Plaatjies Tel No: (041) 509 6000
APPLICATIONS	:	Please hand deliver your application, quoting the reference number to: The Office of the Deputy Principal: Corporate Services: Port Elizabeth TVET College; Erica Central Campus; 1 Richmond Park Drive; Richmond Hill; Port Elizabeth 6001; Reception Area or post your application to: Private Bag X6040; Port Elizabeth, 6000 or email to: recruit@pec.edu.za
NOTE	:	All applications must be submitted on the new approved Z83 Application Form (dated 1 January 2021) obtainable from the DPSA Website or any Public Service Department website. The new Z83 Application Form must be fully completed and duly signed. The Z83 Application Form must be accompanied by a detailed recently updated comprehensive CV with three (3) contactable references (provide their contact number and email addresses). Statement of results to be attached to application. Only shortlisted candidates will be contacted to submit the required certified documents. Incomplete applications or applications received after the closing date will not be considered. A complete set of application documents should be submitted separately for every post you wish to apply for. Failure to submit the requested documents will result in your application not being considered. Applicants with foreign qualifications would be required to submit an evaluation certificate from South African Qualifications Authority (SAQA) on or before the day of the interview. The college reserves the right to withdraw the posts at any time.

Communication will only be entered into with the shortlisted and successful candidates. All shortlisted candidates may be subjected to personnel suitability checks (criminal records, citizenship, and qualification verification). The suitable candidates will be required to annually disclose their financial interests and declare any conflict or perceived conflict of interest. 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. People with disabilities are encouraged to apply. All applicants must consider their applications to be unsuccessful if not contacted within 60 days after the closing date.

CLOSING DATE : 05 August 2026

POST 25/28 : **ASSISTANT DIRECTOR: STUDENT REGISTRATION SERVICES REF NO: PS02/2026DHET**

SALARY : R605 742 per annum (Level 10), (plus benefits)
CENTRE : Port Elizabeth TVET College (Central Office)
REQUIREMENTS : Incumbent should have a relevant Senior Certificate / Grade 12/ NCV Certificate (Level 4). Must be in possession of a recognised (3) three-year National Diploma (NQF Level 6)/ Degree in Business Administration, Public Management/Administration or a relevant qualification is essential. A minimum of three (3) to five (5) years of experience at supervisory on salary level 7 or 8 in an administration environment is required. A valid Code B driver's license is compulsory. Experience within the Post-School Education and Training (PSET) sector will be considered an added advantage. The ideal candidate must possess sound knowledge of enrolment standard operating procedures, data capturing procedures, and the use of computerised systems. A clear understanding of the legislative framework governing the Public Service, as well as knowledge of storage and retrieval procedures relevant to the working environment, is expected. The candidate must demonstrate strong report writing and presentation skills, particularly within the context of public sector governance. Effective communication, people empowerment, planning and execution capabilities are essential. Proficiency in MS Word, Excel, and PowerPoint is required, along with a proven ability to manage change effectively. Leadership skills, a commitment to quality work, sound human resource management, and the ability to communicate and lead with integrity form the foundation of the required values and attitudes for this role.

DUTIES : Manage the administration of the overall student registration process, ensuring the development, review, and effective implementation of policies and procedures related to registration, admission, scheduling, and student records. Facilitate workshops to promote awareness and consistent application of these policies. Develop and implement marketing strategies aimed at attracting new student enrolments and oversee the accuracy of registration documentation. Supervise the management of student data systems, including graduate and alumni databases, and ensure accurate pre-entry support services such as financial aid, accommodation, and bursary assistance are available. Provide student guidance, placement testing, and maintain up-to-date programme enrolment records. Ensure orientation programmes are conducted across the college and on campuses, and that student data is accurately captured on the Information Technology System (ITS). Oversee the administration of student financial aid and bursary support, ensuring compliance with TVET Bursary Scheme rules and guidelines. Coordinate and chair financial aid committee meetings, facilitate funding awards, verify bursary statistics, and monitor compliance with bursary requirements while identifying and engaging potential academic sponsors. Administer the management of student learning materials, including the issuance, collection, and upkeep of textbooks and learning resources. Manage the coordination of career exhibition services, marketing college programmes at schools, open days, and exhibitions. Oversee the management of all human, financial, and other resources within the unit, ensuring optimal performance and adherence to relevant legislation and institutional policies.

ENQUIRIES : Ms Chantel Jansen/ Ms Zenia Plaatjies Tel No: (041) 509 6000
APPLICATIONS : Please hand deliver your application, quoting the reference number to: The Office of the Deputy Principal: Corporate Services: Port Elizabeth TVET College; Erica Central Campus; 1 Richmond Park Drive; Richmond Hill; Port

Elizabeth 6001; Reception Area or post your application to: Private Bag X6040; Port Elizabeth 6000 or email to: recruit@pec.edu.za

NOTE : All applications must be submitted on the new approved Z83 Application Form (dated 1 January 2021) obtainable from the DPSA Website or any Public Service Department website. The new Z83 Application Form must be fully completed and duly signed. The Z83 Application Form must be accompanied by a detailed recently updated comprehensive CV with three (3) contactable references (provide their contact number and email addresses). Statement of results to be attached to application. Only shortlisted candidates will be contacted to submit the required certified documents. Incomplete applications or applications received after the closing date will not be considered. A complete set of application documents should be submitted separately for every post you wish to apply for. Failure to submit the requested documents will result in your application not being considered. Applicants with foreign qualifications would be required to submit an evaluation certificate from South African Qualifications Authority (SAQA) on or before the day of the interview. The college reserves the right to withdraw the posts at any time. Communication will only be entered into with the shortlisted and successful candidates. All shortlisted candidates may be subjected to personnel suitability checks (criminal records, citizenship, and qualification verification). The suitable candidates will be required to annually disclose their financial interests and declare any conflict or perceived conflict of interest. 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. People with disabilities are encouraged to apply. All applicants must consider their applications to be unsuccessful if not contacted within 60 days after the closing date.

CLOSING DATE : 05 August 2026

POST 25/29 : **ASSISTANT DIRECTOR: CURRICULUM DEVELOPMENT AND IMPLEMENTATION (OCCUPATIONAL PROGRAMME) REF NO: PS03/2026DHET**

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

CENTRE : Port Elizabeth TVET College (Central Office)

REQUIREMENTS : Incumbent should have a relevant Senior Certificate / Grade 12/ NCV Certificate (Level 4). Must be in possession of a recognised (3) three-year National Diploma (NQF Level 6)/ Degree in Engineering/ Business Studies or related field. A minimum of three (3) to five (5) in the years supervisory experience at salary level 7 or 8 in the relevant field is required. The candidate should have strong understanding of occupational curriculum development, implementation, and assessment strategies. Knowledge of project management principles and strategic planning. sound knowledge of the SETA and CET Act, Skills Development Act, Public Service Act, Public Service Regulations, and Labour Relations Act. An understanding of the Public TVET sector, its regulatory and legislative framework, and ethical standards is essential, while familiarity with the Higher Education sector will be an added advantage. Must demonstrate strong leadership, management, and financial oversight abilities, as well as skills in decision-making, conflict resolution, human resources, and people management. Excellent time management, communication, presentation, and facilitation skills, along with advanced computer literacy and analytical capabilities, are also critical. A high level of job knowledge, technical competence, and a commitment to delivering quality work are essential attributes for this role.

DUTIES : Plan, manage, and monitor the implementation of occupational programs, learnerships and short skills programmes, ensuring all administrative functions related to ongoing programmes are efficiently managed. Conduct regular monitoring of programme progress, including site visits where necessary, to ensure effective delivery. Establish and sustain strategic partnerships with both the public and private sectors to secure funding for learnerships and short skills programmes and facilitate work placements for learners requiring practical experience. Manage seta funding. Drive programme accreditation applications with all relevant SETAs/ QCTO, aligning these with industry needs and community demands as identified through Skills Audits of the respective Municipalities. Oversee the development of project plans, including milestones, resource requirements and timeframes. Compile the project budgets and

manage all related expenditure. Oversee the sectional budget, managing payments to training providers, facilitators, and learner stipends, as well as procurement of stationery, PPE, and work equipment. Proactively identify and manage risks that could impact the smooth running of the unit, such as learner dropouts linked to stipend delays, and ensure timely submission of monthly reports and quarterly reports. to maintain transparency and accountability.

ENQUIRIES : Ms Chantel Jansen/ Ms Zenia Plaatjies Tel No: (041) 509 6000

APPLICATIONS : Please hand deliver your application, quoting the reference number to: The Office of the Deputy Principal: Corporate Services: Port Elizabeth TVET College; Erica Central Campus; 1 Richmond Park Drive; Richmond Hill; Port Elizabeth 6001; Reception Area or post your application to: Private Bag X6040; Port Elizabeth 6000 or email to: recruit@pec.edu.za

NOTE : All applications must be submitted on the new approved Z83 Application Form (dated 1 January 2021) obtainable from the DPSA Website or any Public Service Department website. The new Z83 Application Form must be fully completed and duly signed. The Z83 Application Form must be accompanied by a detailed recently updated comprehensive CV with three (3) contactable references (provide their contact number and email addresses). Statement of results to be attached to application. Only shortlisted candidates will be contacted to submit the required certified documents. Incomplete applications or applications received after the closing date will not be considered. A complete set of application documents should be submitted separately for every post you wish to apply for. Failure to submit the requested documents will result in your application not being considered. Applicants with foreign qualifications would be required to submit an evaluation certificate from South African Qualifications Authority (SAQA) on or before the day of the interview. The college reserves the right to withdraw the posts at any time. Communication will only be entered into with the shortlisted and successful candidates. All shortlisted candidates may be subjected to personnel suitability checks (criminal records, citizenship, and qualification verification). The suitable candidates will be required to annually disclose their financial interests and declare any conflict or perceived conflict of interest. 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. People with disabilities are encouraged to apply. All applicants must consider their applications to be unsuccessful if not contacted within 60 days after the closing date.

CLOSING DATE : 05 August 2026

POST 25/30 : **ASSISTANT DIRECTOR: CURRICULUM IMPLEMENTATION (MINISTERIAL PROGRAMMES) REF NO: PS04/2026DHET**

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

CENTRE : Port Elizabeth TVET College (Central Office)

REQUIREMENTS : Incumbent should have a relevant Senior Certificate / Grade 12/ NCV Certificate (Level 4). Must be in possession of a recognised (3) three-year National Diploma (NQF Level 6)/ Degree in Education or related field. A minimum of three (3) to five (5) in the years supervisory experience at salary level 7 or 8 within an education, teaching, and learning environment is required. n the relevant field is required. The incumbent should have in-depth knowledge of the PSET and CET Acts, teaching and learning methodologies, as well as the Skills Development Act, Public Service Act and Regulations, Labour Relations Act, and the Education Act. A comprehensive understanding of the Public TVET sector and its regulatory framework, along with familiarity with the broader Higher Education sector, is essential. The candidate must demonstrate strong administrative, planning, and organisational skills, with proven abilities in financial and project management, report writing, and analytical thinking. Excellent communication, interpersonal, and problem-solving skills, along with a client-focused approach, are critical. Proficiency in computer literacy, as well as experience in team leadership and people management, is required. A strong commitment to job knowledge, high-quality work, effective communication, leadership, and human resource management is key to success in this role.

DUTIES : Oversee the development, implementation, and monitoring of academic and curriculum policies to ensure alignment with national directives. Support the introduction of new programmes, qualifications, and revisions to the National

Curriculum (Vocational), and coordinate policy updates with SAQA accordingly. Manage the review and implementation of ICASS guidelines for both all assessments, including the development of classroom management policies to enhance curriculum delivery. Monitor and evaluate the conduct of assessments across all programmes and provide comprehensive reports to college executive management and relevant oversight bodies. Ensure the coordinated and consistent delivery of curriculum across all college delivery sites, promoting best practice teaching in collaboration with campus managers. Provide academic management services by offering ongoing support to lecturing staff, planning for quality teaching and learning, assisting with student admissions, and ensuring enrolment targets are met. Facilitate access to career guidance to support students in making informed programme selections. Guide the improvement of curriculum content and delivery through active engagement with public and private industry stakeholders. Analyse academic results, develop intervention plans for critical subjects, and coordinate classroom visits to support ICASS and ISAT compliance. Oversee the provision of appropriate learning materials by coordinating development activities, identifying material and resource requirements, and managing the dissemination of learning tools. Effectively manage all human, financial, and physical resources allocated to the unit to ensure optimal academic performance and service delivery.

ENQUIRIES : Ms Chantel Jansen/ Ms Zenia Plaatjies Tel No: (041) 509 6000

APPLICATIONS : Please hand deliver your application, quoting the reference number to: The Office of the Deputy Principal: Corporate Services: Port Elizabeth TVET College; Erica Central Campus; 1 Richmond Park Drive; Richmond Hill; Port Elizabeth 6001; Reception Area or post your application to: Private Bag X6040; Port Elizabeth 6000 or email to: recruit@pec.edu.za

NOTE : All applications must be submitted on the new approved Z83 Application Form (dated 1 January 2021) obtainable from the DPSA Website or any Public Service Department website. The new Z83 Application Form must be fully completed and duly signed. The Z83 Application Form must be accompanied by a detailed recently updated comprehensive CV with three (3) contactable references (provide their contact number and email addresses). Statement of results to be attached to the application. Only shortlisted candidates will be contacted to submit the required certified documents. Incomplete applications or applications received after the closing date will not be considered. A complete set of application documents should be submitted separately for every post you wish to apply for. Failure to submit the requested documents will result in your application not being considered. Applicants with foreign qualifications would be required to submit an evaluation certificate from South African Qualifications Authority (SAQA) on or before the day of the interview. The college reserves the right to withdraw the posts at any time. Communication will only be entered into with the shortlisted and successful candidates. All shortlisted candidates may be subjected to personnel suitability checks (criminal records, citizenship, and qualification verification). The suitable candidates will be required to annually disclose their financial interests and declare any conflict or perceived conflict of interest. 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. People with disabilities are encouraged to apply. All applicants must consider their applications to be unsuccessful if not contacted within 60 days after the closing date.

CLOSING DATE : 05 August 2026

POST 25/31 : **ASSISTANT DIRECTOR: SUPPLY CHAIN AND ASSET MANAGEMENT REF NO: PS05/2026DHET**

SALARY : R487 197 per annum (Level 09), (plus benefits)

CENTRE : Port Elizabeth TVET College (Central Office)

REQUIREMENTS : Incumbent should have a relevant Senior Certificate / Grade 12/ NCV Certificate (Level 4). Applicants must be in possession of a recognised National Diploma (NQF Level 6)/ Degree recognised by SAQA in Supply Chain Management, Logistics Management or a related field. Three (3) to Five (5) years' experience at supervisory level on a salary level 7 or 8 in Supply Chain Management, specifically in tender processes and logistics management, is required. The candidate must have in-depth knowledge of the Public Finance

Management Act (PFMA), Preferential Procurement Policy Framework Act (PPPFA), Treasury Regulations, the Broad-Based Black Economic Empowerment (BBBEE) Act, and the Supply Chain Management Framework. A comprehensive understanding of the entire supply chain cycle, including demand planning, acquisition, logistics, asset disposal, and supplier relationship management, is essential, along with knowledge of asset management practices and National Treasury guidelines. The ideal candidate must demonstrate advanced administrative, planning, and organisational skills, as well as competencies in financial management, report writing, and project coordination. Strong analytical thinking, problem-solving abilities, and excellent communication and interpersonal skills are critical. Proficiency in relevant computer applications, client-focused service delivery, leadership, and effective team and people management are expected. High levels of integrity, professionalism, technical expertise, and a commitment to service excellence are key attributes required for this role.

DUTIES : The successful candidate will be responsible for the development, implementation, review, and monitoring of Supply Chain Management (SCM) policies in line with relevant legislation and regulations. This includes ensuring effective provisioning, procurement, stock control, and reporting processes, while conducting policy awareness across the College. The incumbent will oversee the procurement of goods and services, ensuring compliance with SCM procedures, timely authorisation of official orders, alignment of procurement plans with the College's budget, and proper documentation of all purchasing activities. The role also includes the administration of demand and acquisition management, coordinating tender processes, supporting bid specification, evaluation, and adjudication committees, and ensuring that procurement is aligned with preferential procurement objectives. The candidate will further be responsible for managing the College's asset portfolio by maintaining an accurate and up-to-date asset register, ensuring the barcoding of assets, verifying asset movement, and facilitating asset disposals in line with policies. In addition, the incumbent will oversee the development and maintenance of a secure and current supplier database, monitor supplier compliance, and ensure records are properly maintained. The role also entails the management and supervision of staff within the unit, ensuring performance agreements are in place, and supporting staff development in accordance with institutional performance management systems.

ENQUIRIES : Ms Chantel Jansen/ Ms Zenia Plaatjies Tel No: (041) 509 6000

APPLICATIONS : Please hand deliver your application, quoting the reference number to: The Office of the Deputy Principal: Corporate Services: Port Elizabeth TVET College; Erica Central Campus; 1 Richmond Park Drive; Richmond Hill; Port Elizabeth 6001; Reception Area or post your application to: Private Bag X6040; Port Elizabeth 6000 or email to: recruit@pec.edu.za

NOTE : All applications must be submitted on the new approved Z83 Application Form (dated 1 January 2021) obtainable from the DPSA Website or any Public Service Department website. The new Z83 Application Form must be fully completed and duly signed. The Z83 Application Form must be accompanied by a detailed, recently updated, comprehensive CV with three (3) contactable references (provide their contact number and email addresses). Statement of results to be attached to the application. Only shortlisted candidates will be contacted to submit the required certified documents. Incomplete applications or applications received after the closing date will not be considered. A complete set of application documents should be submitted separately for every post you wish to apply for. Failure to submit the requested documents will result in your application not being considered. Applicants with foreign qualifications would be required to submit an evaluation certificate from South African Qualifications Authority (SAQA) on or before the day of the interview. The college reserves the right to withdraw the posts at any time. Communication will only be entered into with the shortlisted and successful candidates. All shortlisted candidates may be subjected to personnel suitability checks (criminal records, citizenship, and qualification verification). The suitable candidates will be required to annually disclose their financial interests and declare any conflict or perceived conflict of interest. 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. People with disabilities are encouraged

to apply. All applicants must consider their applications to be unsuccessful if not contacted within 60 days after the closing date.

CLOSING DATE : 05 August 2026

POST 25/32 : **ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING REF NO: PS06/2026DHET**

SALARY : R487 197 per annum (Level 09), (plus benefits)
CENTRE : Port Elizabeth TVET College (Central Office)
REQUIREMENTS : Incumbent should have a relevant Senior Certificate / Grade 12/ NCV Certificate (Level 4). A recognised three-year National Diploma (NQF Level 6)/ Degree in Financial Management or a related qualification is required. The candidate must have a minimum of three (3) to five (5) years' experience at supervisory level on salary level 7 or 8 in a financial environment. The ideal applicant must possess advanced knowledge of the Post-School Education and Training (PSET) and Continuing Education and Training (CET) Acts, the Public Finance Management Act (PFMA), GRAP (Generally Recognised Accounting Practice), Treasury Regulations, the Skills Development Act, Public Service Regulations, Public Service Act, Labour Relations Act, and the National Student Financial Aid Scheme (NSFAS) along with associated legislation. Proficiency in financial management systems is essential. Candidates must demonstrate advanced administrative, planning, and financial management skills, with strong capabilities in report writing, interpersonal communication, and problem-solving. Core competencies include computer literacy, analytical thinking, client orientation, and effective project and people management. A high level of professionalism, leadership, and commitment to delivering quality work are vital for success in this role.

DUTIES : Render effective financial accounting services in the areas of revenue management, expenditure control, reporting, and supervision. Oversee the collection and recording of revenue, including cashier, banking, and electronic payment functions, ensuring compliance with relevant financial prescripts and procedures. Monitor the receipt and safekeeping of all monies, bank reconciliations, allocation of electronic payments, and the safeguarding of source documents and face-value items. Oversee debt management processes, including the identification, accurate recording, and recovery of debts owed to the department, liaising with debtors in complex cases, and securing necessary approvals for repayment arrangements. Monitor revenue against budget, develop corrective measures when required, and ensure the preparation of accurate disclosure notes and financial supporting information. Manage expenditure processes related to compensation of employees, including payroll transaction verification, authorisation of reimbursements and third-party payments, and reconciliation between payroll (PERSAL) and the accounting system (BAS). Oversee expenditure on goods and services by verifying source documents, ensuring quality assurance, managing creditor reconciliations, and ensuring alignment with budgets. Manage transfers and subsidies by verifying eligibility and compliance with financial legislation and authorising related payments. Coordinate financial reporting activities, including the analysis of expenditure reports and the compilation of interim and annual reports on conditional grants. Ensure the safekeeping of all financial documentation. Provide supervision and leadership to staff, including work allocation, quality control, performance management, training and development, and the implementation of efficient work systems to ensure effective and compliant financial operations.

ENQUIRIES : Ms Chantel Jansen/ Ms Zenia Plaatjies Tel No: (041) 509 6000
APPLICATIONS : Please hand deliver your application, quoting the reference number to: The Office of the Deputy Principal: Corporate Services: Port Elizabeth TVET College; Erica Central Campus; 1 Richmond Park Drive; Richmond Hill; Port Elizabeth 6001; Reception Area or post your application to: Private Bag X6040; Port Elizabeth 6000 or email to: recruit@pec.edu.za

NOTE : All applications must be submitted on the new approved Z83 Application Form (dated 1 January 2021) obtainable from the DPSA Website or any Public Service Department website. The new Z83 Application Form must be fully completed and duly signed. The Z83 Application Form must be accompanied by a detailed recently updated comprehensive CV with three (3) contactable references (provide their contact number and email addresses). Statement of results to be attached to the application. Only shortlisted candidates will be contacted to submit the required certified documents. Incomplete applications

or applications received after the closing date will not be considered. A complete set of application documents should be submitted separately for every post you wish to apply for. Failure to submit the requested documents will result in your application not being considered. Applicants with foreign qualifications would be required to submit an evaluation certificate from South African Qualifications Authority (SAQA) on or before the day of the interview. The college reserves the right to withdraw the posts at any time. Communication will only be entered into with the shortlisted and successful candidates. All shortlisted candidates may be subjected to personnel suitability checks (criminal records, citizenship, and qualification verification). The suitable candidates will be required to annually disclose their financial interests and declare any conflict or perceived conflict of interest. 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. People with disabilities are encouraged to apply. All applicants must consider their applications to be unsuccessful if not contacted within 60 days after the closing date.

CLOSING DATE : 05 August 2026

POST 25/33 : **SENIOR MANAGEMENT INFORMATION SYSTEMS OFFICER REF NO: PS07/2026DHET**

SALARY : R413 001 per annum (Level 08)
CENTRE : Port Elizabeth TVET College (Central Office)
REQUIREMENTS : Incumbent should have a relevant Senior Certificate / Grade 12/ NCV Certificate (Level 4). Applicants should be in possession of a recognised three (3) year National Diploma (NQF Level 6)/ Degree in Information Management, Data Management, or an equivalent qualification. A minimum of two (2) to three (3) years of relevant working experience in data management, the TVET MIS environment, or a related field is required. The ideal candidate must have a sound knowledge of the policies and governance framework applicable to TVET Colleges, including an understanding of the TVETMIS system and the annual reporting requirements for Higher Education Institutions. In-depth knowledge of information management principles, as well as the application and interpretation of office management systems such as COLTECH, data warehouse systems, and IT-related prescripts, is essential. The candidate must demonstrate strong administrative, planning, and organisational abilities, with proven experience in financial management, report writing, and problem-solving. Excellent communication and interpersonal skills, along with analytical thinking and computer literacy, are required. Additional competencies include a client-oriented approach, project management, team leadership, and the ability to effectively manage people and processes within a dynamic and regulated environment. Key values and attributes required for this role include a commitment to service excellence, integrity, loyalty, proactivity, and a strong sense of responsibility and professionalism.

DUTIES : The successful candidate will be responsible for the effective management of the TVET Management Information System (MIS) across the college. Key responsibilities include setting up the system for enrolment, ensuring timely and accurate data capturing, performing regular validations, and maintaining data quality standards. This role requires managing student data, extracting statistical information for reporting purposes, and coordinating with system service providers for upgrades and technical support. The incumbent will oversee the accurate capture of approved enrolments and registrations within specified deadlines. Additional duties include compiling and submitting weekly, monthly, and quarterly reports on student statistics, skills programmes, learnerships, examinations, and staffing to both management and the Department of Higher Education and Training (DHET). The candidate will also maintain and manage the Coltech/ ITS student system and related platforms, ensuring alignment with DHET requirements through rigorous quality control and validation processes. Oversight of academic system functions such as timetabling, assessment marks, class groupings, census dates, and curriculum records is required, along with the application of standard calculation criteria. The role further involves monitoring the administration and timely renewal of MIS licenses, ensuring the continuous efficiency of all student information systems. Effective management of human, physical, and financial resources

within the unit is essential, including staff supervision, performance management, and the completion of performance agreements.

ENQUIRIES : Ms Chantel Jansen/ Ms Zenia Plaatjies Tel No: (041) 509 6000

APPLICATIONS : Please hand deliver your application, quoting the reference number to: The Office of the Deputy Principal: Corporate Services: Port Elizabeth TVET College; Erica Central Campus; 1 Richmond Park Drive; Richmond Hill; Port Elizabeth 6001; Reception Area or post your application to: Private Bag X6040; Port Elizabeth 6000 or email to: recruit@pec.edu.za

NOTE : All applications must be submitted on the new approved Z83 Application Form (dated 1 January 2021) obtainable from the DPSA Website or any Public Service Department website. The new Z83 Application Form must be fully completed and duly signed. The Z83 Application Form must be accompanied by a detailed, recently updated, comprehensive CV with three (3) contactable references (provide their contact number and email addresses). Statement of results to be attached to the application. Only shortlisted candidates will be contacted to submit the required certified documents. Incomplete applications or applications received after the closing date will not be considered. A complete set of application documents should be submitted separately for every post you wish to apply for. Failure to submit the requested documents will result in your application not being considered. Applicants with foreign qualifications would be required to submit an evaluation certificate from South African Qualifications Authority (SAQA) on or before the day of the interview. The college reserves the right to withdraw the posts at any time. Communication will only be entered into with the shortlisted and successful candidates. All shortlisted candidates may be subjected to personnel suitability checks (criminal records, citizenship, and qualification verification). The suitable candidates will be required to annually disclose their financial interests and declare any conflict or perceived conflict of interest. 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. People with disabilities are encouraged to apply. All applicants must consider their applications to be unsuccessful if not contacted within 60 days after the closing date.

CLOSING DATE : 05 August 2026

POST 25/34 : **TRANSPORT AND LOGISTICS FACILITATORS REF NO: MALUTITVET/HARR/TF01/2026 (X3 POSTS)**
(Nature of Appointment: 12 Months Contract)

SALARY : R280 278 per annum (Level 06)

CENTRE : Harrismith Campus

REQUIREMENTS : National Senior Certificate/Grade 12/Standard 10 /NCV Level 4. Recognised National Diploma / Degree in Transport and Logistics: Competencies and attributes: Qualified Assessor. Qualified Moderator. SACE Registration. Computer Literacy (MS Word, MS Excel, MS PowerPoint). Unendorsed Valid Driver's License. Experience in facilitating skills programmes.

DUTIES : Plan, prepare and deliver lectures to students. Set, moderate and administer assessment tasks as per College Assessment Schedule. Mark, moderate and compile mark sheets as per the College Academic Calendar and College Assessment Schedule. Examination invigilation. Compile and keep up to date POAs, Subject files and student POEs as required. Handle all students related administrative duties. Verification of ICASS marks. Monitor and keep correct records of student's attendance and performance records. Carry out all other duties related to the post. Facilitating

ENQUIRIES : Ms NJ Ntsela Tel No: (058) 303 1732

APPLICATIONS : All applications should be posted or hand delivered to Human Resource Management: Maluti TVET College, Corporate Office, Private Bag X33, Bethlehem, 9700 or hand delivered at Maluti TVET College: Corporate Office, Corner High & Broster Street, Bethlehem, 9700. Email applications can be forwarded to hrrecruitment@malutitvet.co.za in PDF format and as one attachment. Indicate the relevant reference number and job title on the subject line.

NOTE : Applications quoting the relevant reference number must be submitted on a Z83 form (effective from 01 January 2021) obtainable from any Public Service department as well as Maluti TVET College Corporate Office or from Maluti TVET College Official website www.malutitvet.co.za. The Z83 form must be

signed, initialed and dated. 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. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed Z83 form and a detailed curriculum vitae. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from HR. Foreign qualifications must be accompanied by a SAQA evaluation report. Immigrants should apply for work permits before assumption of duty. 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. Maluti TVET College is an equal opportunity, affirmative action employer. Candidates whose appointments promote representativity in terms of race, gender and disability will receive preference. People with disabilities are encouraged to apply. NB: Please consider your application as unsuccessful should you not be contacted within 60 days from the closing date of this advertisement. Correspondence will be limited to shortlisted candidates only. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate’s suitability based on the post’s technical and generic requirements, and the other must be an integrity (ethical conduct) assessment. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Successful candidates may be required to work at other places as may reasonably be required by the Department and the College. Maluti TVET College reserves the right to withdraw any of the mentioned advert.

CLOSING DATE : 31 July 2026 @13:00

ANNEXURE F

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 : 31 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); 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, 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 25/35 : **SENIOR RESEARCHER: RESEARCH MANAGEMENT REF NO: HRMC 52/26/1**
Directorate: Strategy and Institution Performance

SALARY : R932 292 - R1 098 195 per annum (Level 11), (an all-inclusive salary package)

CENTRE : Head Office: Tshwane

REQUIREMENTS : An undergraduate qualification in Social Sciences, Development Studies Public Management or Public Administration at NQF level 7 recognized by SAQA is required. A post graduate degree would be an advantage. 3 years' experience in a Junior Management / Assistant Director level and Research environment is required. Knowledge of the departmental Legislations and Prescripts. Knowledge and understanding of Public Service Prescripts and Legislations. Research Design and Methodologies. Knowledge of the Public Service Regulatory Framework. Excellent abilities and experience in project management, project optimisation, and the use of online systems. A valid drivers' license. Willingness to travel and work extended hours. Required skills and competencies: People Management and Empowerment. Service Delivery Innovation. Client Orientation and Customer Focus. Manpower forecasting and planning. Financial Management. Programme and Project Management. Decision-Making Skills. Budget Administration. Financial Risk Management. Problem-solving and analysis. Influencing and networking. Business report writing. Research Methodology. Interpersonal Relations. Strong Analytical skills. Facilitation skills. Negotiation skills. Planning and Organising skill. 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: Execute, Manage and Conduct research and Data Analytics in the department. Lead, plan, and conduct research activities that support decision-making and inform DHA's policy strategies. Conceptualise and develop research proposals/project scope. Conduct quantitative and qualitative research from inception to completion, aligned with departmental priorities. Conduct statistical analyses, interpret research findings and prepare comprehensive research reports. Ensure accurate data collection, storage, and analysis. Manage the capturing of data, cleaning and preparation of datasets. Ensure rigorous methodological, ethical, and analytical standards in qualitative and quantitative research. Develop research dissemination plans for all research projects and communicate research outcomes to relevant internal stakeholders and business units. Introduce and utilize digital tools, data analytics platforms, and emerging technologies to improve research processes. Drive innovation in data collection, visualisation, and dissemination (e.g., dashboards, AI-assisted analysis). Manage the research repository and provide advisory services in the department. Develop and implementation of policy and procedure, directive acts and regulations. Implement effective risk and compliance in line with the relevant legislative prescripts. Ensure effective and efficient management of human, physical and financial resources within the Unit. Coach and guide staff on best practices and compliance with regulatory requirements.

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

APPLICATIONS : Applications compliant with the "Directions to Applicants" above, must be submitted online at https://erecruitment.dha.gov.za or ipsrecruitment@dha.gov.za

POST 25/36 : **ASSISTANT DIRECTOR: AMENDMENTS AND RECTIFICATIONS REF NO: HRMC 29/26/2**

Directorate: Amendments and Rectification

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

SALARY : R605 742 - R713 535 per annum (Level 10), (a basic salary)

CENTRE : Head Office: Tshwane

REQUIREMENTS : An undergraduate qualification in Operations Management, Public Management, Administration or Business Management, at NQF Level 6 as recognized by SAQA. Three (3) Years' experience as a Supervisor in operations in a client or customer services environment is required. Knowledge of Births and Deaths Registration Act and Regulations on the Registration of Births and Deaths. Knowledge of Departmental Legislation and Prescripts (Civic Services). Knowledge of the Human Resource Regulatory Framework. Knowledge of Public Service Regulations. Knowledge and understanding of Public Service Prescripts and Legislations. Knowledge of policy development and government protocol. Knowledge of the South African Constitution. Comprehensive understanding of legislation, policies, and prescripts governing public administration. Understanding of the Public Finance Management Act

(PFMA) and Treasury Regulations. A valid drivers' license is an added advantage. Willingness to travel and work extended hours. Required skills and competencies: Strategic Capability and Leadership Execution. Strategic Planning and Strategic Management. Service Delivery Innovation. Client Orientation and Customer Focus. People Management and Empowerment. Financial Management. Honesty and Integrity. Programme and Project Management. Change Management. Communication. Knowledge Management. Problem Solving and Analysis. Business Report Writing. Influencing and Networking. Planning and Organising. Accountability. Data Analysis. Policy Analysis and Interpretation. Process Analysis and Improvement. Corruption Measures and Principles. Presentation skills. Interpersonal skill. Communication skill. Planning and Organising skill. Computer literacy skill. Decision making skill. Patriotic, Honesty, Integrity and Accountability.

DUTIES : The successful candidate will be responsible for, amongst others, the following specific tasks: Facilitate and oversee the processing of applications for the amendment and rectification of personal particulars recorded on the NPR. Ensure all amendment and rectification processes comply with legislative prescripts, regulations, and DHA policies. Implement and monitor quality assurance and verification controls to prevent errors, duplications, and irregular amendments. Coordinate service delivery between front-office and back-office environments to ensure timely and accurate finalisation of cases. Manage and resolve complex, sensitive, or escalated amendment and rectification cases. Oversee the utilisation of automated systems and digital platforms to support data integrity and efficient processing. Maintain accurate records, dashboards, and performance reports on amendment and rectification transactions. Escalate all irregularities and suspected fraudulent activities to management or Counter Corruption and Security in accordance with prescribed procedures. Stakeholder Engagement and Intergovernmental Coordination. Policy Development, Governance, and Operational Oversight. Risk Management, Compliance, and Quality Assurance. Ensure effective and efficient management of human, physical and financial resources within the Unit. Coach and guide staff on best practices and compliance with regulatory requirements.

ENQUIRIES : Head Office: Ms R Masemola Tel No: (012) 406 4156

APPLICATIONS : Applications compliant with the "Directions to Applicants" above must be submitted online at https://erecruitment.dha.gov.za or civicsrecruitment@dha.gov.za

POST 25/37 : **ASSISTANT DIRECTOR: CONTINUOUS AUDIT REF NO: HRMC 52/26/3**
Directorate: Information Systems Audit

SALARY : R487 197 - R573 897 per annum (Level 09), (a basic salary)

CENTRE : Head Office: Tshwane

REQUIREMENTS : An undergraduate qualification in computer science, Information Systems or Internal Auditing at NQF level 6 as recognised by SAQA. Three (3) years' experience at an SAO / Supervisory in an internal auditing environment is required. Functional knowledge of data analysis tools such as ACL, Arbutus and other relevant software. Knowledge of the Protection of information Act 84 of 1982 and the Promotion of Access to information Act 2 of 2000. Knowledge of the Public Service Regulations Act. Knowledge of international Internal Audit Standards. Knowledge of the South African Constitution. Knowledge of Professional Standards for the Practice of Internal Auditing. Knowledge of the Public Finance Management Act and National Treasury Regulations. Knowledge of Finance and Accounting Systems and Practices. Knowledge of King IV report and governance principles. Knowledge of the Institute of Internal Auditors South Africa (IIA SA) & Global prescripts. Required skills and competencies: Client orientation and customer focus. Business continuity Financial Administration. Project Management. Decision making. Attention to detail. Influencing and Networking Business Report Writing Problem solving and analysis. Conflict management and resolution. Knowledge of CAATs. Presentation Skills. Interpersonal Skills. Communication Skills. Planning and Organising Skills. Computer literacy Skills. Decision Making Skills. Presentation Skills. Strong Data Analytical skills. Computer and digital literacy skills. Decision Making skills. Patriotic, Honesty, Integrity and Accountability.

DUTIES : The successful candidate will be responsible for, amongst others, the following specific tasks: Implement Continuous Audit objectives within the directorate. Ensure the execution of the Information Technology audit plan, including audit

inverse and overseeing timely execution of the plan. Identify what must be done to make effective use of technology in support of audit and highlights areas that require further attention. Verify financial transactions and their supporting documents, carried out daily or on fixed interval basis. Ensure that objectives and policies for the computer application have been put in writing and approved by senior management. Monitor the Application Performance Measures (APMs) by making sure they have been identified and an APM strategy is in place. Ensure that Staff receive adequate training and supervision to all personnel responsible for performing control procedures. Monitor the Technology audit projects, including System Development reviews, change control management, Database controls, Contingency planning, disaster recovery reviews, operating systems reviews, application reviews, and general controls. Ensure follow-ups on continuous audit recommendations. Participate in special projects to improve information system controls and management information. Manage the continuous improvement of IT audit processes and practices. Provide consultation services to the business in line with the IIA standards. Establish, maintain and ensure a good working relationship with the department and relevant stakeholders. Implementation of policies, procedures, directives, acts and regulations. Ensure risk and compliance management. 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 : Head Office: Ms N Raziya Tel No: (012) 406 4155

APPLICATIONS : Applications compliant with the "Directions to Applicants" above, must be submitted online at https://erecruitment.dha.gov.za or ipsrecruitment@dha.gov.za

POST 25/38 : **DISTRICT INFORMATION TECHNOLOGY OFFICER REF NO: HRMC 52/26/4**

SALARY : R487 197 - R573 897 per annum (Level 09), (a salary package)

CENTRE : Provincial Manager's Office: Gauteng: Sedibeng

REQUIREMENTS : An undergraduate qualification in Information Technology, Computer Science, Information Systems, Information and Communication Technology, Computer Engineering at an NQF level 6 as recognised by SAQA. ITIL Foundation Certificate will be an added advantage. A minimum of 3 years' experience in Information Technology environment is required. Experience in desktop, network, server and application support. Experience in wide range of computer systems support. Knowledge and application of the GITO Guidelines and Prescripts. Sound knowledge of Minimum Information Security Standards. Sound knowledge of the Protection of Information 84 of 1982 and the Promotion of Access to Information Act 2 of 2000. Knowledge of the State Information Technology Agency Act 88 of 1998. Knowledge of the Public Service Regulatory Framework. Knowledge of Departmental legislation and prescripts. Knowledge of Information Technology Infrastructure Library (ITIL). A valid drivers' license. Willingness to work extended hours. Required skills and competencies: Service Delivery Innovation. Client Orientation and Customer Focus. People Management and Empowerment. Programme and Project Management. Conflict Management and Resolution. Influencing and networking. Attention to detail. Process analysis and improvement. Conflict resolution and management. Team working. Presentation Skills. Interpersonal Skills. Communication Skills. Planning and Organising. Computer literacy. Decision Making. Report Writing. Digital Transformation Skills. Patriotism, Honesty, Integrity and Accountability.

DUTIES : The successful candidate will be responsible for, amongst others, the following specific tasks: Ensure the implementation of infrastructure and hardware support. Install and support Telkom data lines, routers, switches, firewalls, and IDS/IPS. Ensure the installation and support of Servers in the centre. Ensure officials are enrolled on BACM and provided with BACM smart cards. Support online verification scanners and fingerprint scanners used for online verification. Provide support on desktops, printers, or laptops on peripherals e.g. camera; 3M fingerprint scanner; signature pad; MDF-Scan flow printers. Maintain IT asset registers in various local offices. Facilitate disposal process of IT assets providing technical reports for redundant and obsolete items. Coordinate IT requirements (i.e. computers and all peripherals) of individual offices with Head Office. Facilitate and implement application/ system support

in the district municipality. Identify and resolve problems causing disruption on the operation of the business and in the network. Ensure the implementation of effective risk and compliance in the unit. 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

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.

POST 25/39 : **CIVIC SERVICES SUPERVISOR: AMENDMENTS AND RECTIFICATIONS, REF NO: HRMC 52/26/5**

Sub-Directorate: Amendment and Rectifications

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

SALARY : R413 001 - R486 501 per annum (Level 08), (a basic salary)

CENTRE : Head Office: Tshwane

REQUIREMENTS : An undergraduate qualification in Public Administration, Public Management, Operations or Business Management at NQF level 6 as recognised by SAQA. Two (2) Years' experience at the supervisory level in operations and in a client or customer services environment is required. Experience in Amendments and Rectifications registration processes is an added advantage. Knowledge of Births and Deaths Registration. Knowledge and understanding of all Departmental Legislations and Prescripts (Civic Services). Basic knowledge of Human Resource Regulatory Framework. Basic knowledge of Public Service Regulations. Required skills and competencies: Interpersonal Relations. Flexibility. Accountability. Analytical skills. Planning and Organising. Conflict Resolution. Job Knowledge. Time Management. Ability to meet deadlines. Strong Client and Customer Service. Computer literacy. Planning and Organising. Good verbal and written. Communication skills. Problem solving. Report writing. Patriotic, Honesty, Integrity and Accountability.

DUTIES : The successful candidate will be responsible for, amongst others, the following specific tasks: Supervise and coordinate the effective daily operations of the Amendment and Rectifications Unit. Monitor daily performance against service level standards, including turnaround times, backlogs, trends, and error rates, and take corrective action or escalate in line with DHA guidelines. Perform end-of-day operational controls and compile daily and weekly performance reports on turnaround times, volumes processed, and error rates. Implement measures to ensure quality service delivery and adherence to prescribed standards. Manage records and documentation in accordance with DHA records management policies and prescripts. Attend to standard and non-standard operational requests and issues raised by staff. Provide technical advice, guidance, and on-the-job support to staff in the execution of daily tasks. Allocate daily work to staff members and monitor progress against daily targets and outputs. Identify operational challenges (capacity constraints, training gaps, bottlenecks) and recommend solutions to management. Remain up to date with legislative requirements, DHA policies, and circulars, and ensure accurate implementation. Liaise with Front Offices, Foreign Offices, and members of the public regarding application status, enquiries, and advisory matters. Escalate all irregularities and suspected fraudulent activities to management or Counter Corruption and Security in accordance with prescribed procedures. Establish, maintain and ensure a good working relationship with the departmental and all relevant stakeholders. Monitor compliance with regards to the implementation of Policies and Procedures, Directives, Acts and Regulations. Implement effective risk and compliance in line with relevant legislations. Support digital transformation initiatives. Ensure effective and efficient management of human, physical and financial resources within the Unit. Coach and guide staff on best practices and compliance with regulatory requirements.

ENQUIRIES : Head Office: Mr T Tshabalala Tel No: (012) 406 4177

APPLICATIONS : Applications compliant with the "Directions to Applicants" above, must be submitted online at https://erecruitment.dha.gov.za

Head Office, Hallmark Building: Physical address: 230 Johannes Ramokhoase Street, Pretoria, 0001.

POST 25/40	:	**CIVIC SERVICES SUPERVISOR: BIRTHS AND DEATHS REF NO: HRMC 52/26/6** Sub- Directorate: Births and Deaths This is a re-advertisement, Candidates who have previously applied, and are still interested, are kindly requested to re-apply.
SALARY	:	R413 001 - R486 501 per annum (Level 08), (a basic salary)
CENTRE	:	Head Office: Tshwane
REQUIREMENTS	:	An undergraduate qualification in Public Administration, Public Management, Operations or Business Management at NQF 6 as recognized by SAQA. Two (2) Years' experience at the supervisory level in operations and in a client or customer services environment is required. Experience in Births and Deaths registration processes is an added advantage. Knowledge of Births and Deaths Registration. Knowledge and understanding of the Departmental Legislations and Prescripts (Civic Services). Basic knowledge of Human Resource Regulatory Framework. Basic knowledge of Public Service Regulations. Required skills and competencies: Interpersonal Relations. Flexibility. Accountability. Analytical skills. Planning and Organising. Conflict Resolution. Job Knowledge. Time Management. Ability to meet deadlines. Strong Client and customer service. Computer literacy. Planning and Organising. Good verbal and written. Communication skills. Problem solving. Report writing. Patriotic, Honesty, Integrity and Accountability.
DUTIES	:	The successful candidate will be responsible for, amongst others, the following specific tasks: Supervise and coordinate the effective daily operations of the Births and Deaths Unit. Monitor daily performance against service level standards, including turnaround times, backlogs, trends, and error rates, and take corrective action or escalate in line with DHA guidelines. Perform end-of-day operational controls and compile daily and weekly performance reports on turnaround times, volumes processed, and error rates. Implement measures to ensure quality service delivery and adherence to prescribed standards. Manage records and documentation in accordance with DHA records management policies and prescripts. Attend to standard and non-standard operational requests and issues raised by staff. Provide technical advice, guidance, and on-the-job support to staff in the execution of daily tasks. Allocate daily work to staff members and monitor progress against daily targets and outputs. Identify operational challenges (capacity constraints, training gaps, bottlenecks) and recommend solutions to management. Remain up to date with legislative requirements, DHA policies, and circulars, and ensure accurate implementation. Liaise with Front Offices, Foreign Offices, and members of the public regarding application status, enquiries, and advisory matters. Escalate all irregularities and suspected fraudulent activities to management or Counter Corruption and Security in accordance with prescribed procedures. Establish, maintain and ensure a good working relationship with the departmental and all relevant stakeholders. Monitor compliance with regards to the implementation of Policies and Procedures, Directives, Acts and Regulations. Implement effective risk and compliance in line with relevant legislations. Support digital transformation initiatives. Ensure effective and efficient management of human, physical and financial resources within the Unit. Coach and guide staff on best practices and compliance with regulatory requirements.
ENQUIRIES	:	Head Office: Mr T Tshabalala Tel No: (012) 406 4177
APPLICATIONS	:	Applications compliant with the "Directions to Applicants" above, must be submitted online at https://erecruitment.dha.gov.za Head Office, Hallmark Building: Physical address: 230 Johannes Ramokhoase Street, Pretoria, 0001
POST 25/41	:	**CIVIC SERVICES SUPERVISOR: MARRIAGES REF NO: HRMC 52/26/7** Sub-Directorate: Marriages This is a re-advertisement, Candidates who have previously applied, and are still interested, are kindly requested to re-apply.
SALARY	:	R413 001 - R486 501 per annum (Level 08), (a basic salary)
CENTRE	:	Head Office: Tshwane
REQUIREMENTS	:	An undergraduate qualification in Public Administration, Public Management, Operations or Business Management at NQF level 6 as recognised by SAQA is required. Two (2) Years' experience at the supervisory level in operations and in a client or customer services environment is required. Experience in

Births, Deaths and Marriages registration processes is an added advantage. Knowledge of Births and Deaths Registration. Knowledge and understanding of the Departmental Legislations and Prescripts (Civic Services). Basic knowledge of Human Resource Regulatory Framework. Basic knowledge of Public Service Regulations. Required skills and competencies: Interpersonal Relations. Flexibility. Accountability. Analytical skills. Planning and Organising. Conflict Resolution. Job Knowledge. Time Management. Ability to meet deadlines. Strong Client and customer service. Computer literacy. Planning and Organising. Good verbal and written. Communication skills. Problem solving. Report writing. Patriotic, Honesty, Integrity and Accountability.

DUTIES : The successful candidates will be responsible for, amongst others, the following specific tasks: Supervise and coordinate the effective daily operations of the Marriages Unit. Monitor daily performance against service level standards, including turnaround times, backlogs, trends, and error rates, and take corrective action or escalate in line with DHA guidelines. Perform end-of-day operational controls and compile daily and weekly performance reports on turnaround times, volumes processed, and error rates. Implement measures to ensure quality service delivery and adherence to prescribed standards. Manage records and documentation in accordance with DHA records management policies and prescripts. Attend to standard and non-standard operational requests and issues raised by staff. Provide technical advice, guidance, and on-the-job support to staff in the execution of daily tasks. Allocate daily work to staff members and monitor progress against daily targets and outputs. Compile and coordinate, quarterly, and annual reports in line with departmental and corporate reporting frameworks for the unit. Escalate all irregularities and suspended fraudulent activities to management or Counter Corruption and Security in accordance with prescribed procedure. Establish, maintain and ensure a good working relationship with the departmental and all relevant stakeholders. Monitor compliance with regards to the implementation of Policies and Procedures, Directives, Acts and Regulations. Implement effective risk and compliance in line with relevant legislations. Support digital transformation initiatives. Ensure effective and efficient management of human, physical and financial resources within the Unit. Coach and guide staff on best practices and compliance with regulatory requirements.

ENQUIRIES : Head Office: Mr T Tshabalala Tel No: (012) 406 4177

APPLICATIONS : Applications compliant with the “Directions to Applicants” above, must be submitted online at https://erecruitment.dha.gov.za
Head Office, Hallmark Building Physical address: 230 Johannes Ramokhoase Street, Pretoria, 0001

POST 25/42 : **ADMINISTRATIVE OFFICER REF NO: HRMC 52/26/8**
Directorate: Vetting

SALARY : R338 106 - R398 277 per annum (Level 07), (a basic salary)

CENTRE : Head Office: Tshwane

REQUIREMENTS : An undergraduate qualification in Office Management and Technology, Business Management, Administration Management or a related field at NQF Level 6 as recognized by SAQA. A minimum of 1 years experience in administration is required. Knowledge of the Public Service Regulation. Extensive knowledge of various filing systems. Knowledge of Office Administration methodologies. Knowledge and Understanding of Departmental Legislations and Prescripts. Knowledge of the Public Finance Management Act (PFMA) and National Treasury Regulations. Knowledge of Supply Chain Management processes. Required skills and competencies: Analytical thinking. Planning and organising. Problem Solving. Financial Administration. Interpersonal skill. Customer Focus. Office Administration. MS Office (MS Word, Excel, PowerPoint). Multi-Tasking. Financial Administration. Teamwork. Time Management. Planning and Organising. Good verbal and written. Communication skills. Patriotic, Honesty, Integrity and Accountability.

DUTIES : The successful candidates will be responsible for, amongst others, the following specific tasks: Implement the administrative operations of the office. Perform general administrative activities in support of the unit. Draft submissions, reports, memorandums, and minutes for the unit. Conduct records and document management both manually and electronically. Provide support in completing and processing subsistence claims. Keep track of all incoming work and ensure that all deadlines are met. Liaise with all stakeholders relevant to the office. Administer leave arrangements. Process

		forms and documents related to claims, payments, invoices and consultant fees relevant to the office. Type correspondence as and when required. Oversee office equipment and organise maintenance and repairs as required. Provide logistical services in the functional unit. Ensure innovation and service delivery within the Unit. Ensure the implementation of effective risk and compliance management practices. Support digital transformation initiatives. Ensure effective and efficient management of human, physical and financial resources within the Unit. Coach and guide staff on best practices and compliance with regulatory requirements.
ENQUIRIES	:	Head Office: Mr R Mohlaka Tel No: (012) 406 4246
APPLICATIONS	:	Applications compliant with the "Directions to Applicants" above, must be submitted online at https://erecruitment.dha.gov.za Head Office, Hallmark Building: Physical address: 230 Johannes Ramokhoase Street, Pretoria, 0001
POST 25/43	:	**CASHIER REF NO: HRMC 52/26/9**
SALARY	:	R237 453 - R279 708 per annum (Level 05), (a basic salary)
CENTRE	:	Western Cape: Medium Office: Wynberg
REQUIREMENTS	:	Grade 12/ Senior Certificate at NQF level 4 as recognised by SAQA. Knowledge of Public Finance Management Act (PFMA). Knowledge of Cashier services. Knowledge of Accounting processes and procedures. Understanding of departmental legislation and Human Resources legislation and prescripts. Knowledge of the South African Constitution, Knowledge of the Public Service Regulations Act. Required skills and competencies: Analytical thinking. Planning and organising. Problem Solving. Financial Administration. Interpersonal skill. Attention to detail. Clerical and Administration. MS Office (MS Word, Excel, PowerPoint). Multi-Tasking. Financial Administration. Teamwork. Record and time Management. Planning and Organising. Good verbal and written. Communication skills. Patriotic, Honesty, Integrity and Accountability.
DUTIES	:	The successful candidate will be responsible for, amongst others, the following specific tasks: Provide an effective cashier service to all DHA clients. Capture the transaction details onto the receipting solution. Receive cash and issues the receipt/invoices to all applicants. Endorse all applications where cash was received. Perform the cashing up procedure at the change of shift and end of day under the cashier's supervisor. Bank the cash into the ACHD under the cashier supervisor's supervision. Count float before each shift and keep drawer secure at all times. Ensure accurate handling of client cash, credit payments, and change. Follow all front end procedures and policies. Adhere to requests from management to assist in other front office functions where required. Provide advice to clients and route clients to required service points where required. Ensure the implementation of effective risk and compliance in line with the Labour Relations Act. Study the relevant public service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly.
ENQUIRIES	:	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 Western Cape: Physical Address: 4th Floor Fair Cape Building, 56 Barrack Street, Cape Town, 8000.

ANNEXURE G

INDEPENDENT POLICE INVESTIGATIVE DIRECTORATE

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

APPLICATIONS : National office: direct your application to Independent police investigative directorate, Benstra building, 473 Stanza Bopape & Steve Biko Street, arcadia Pretoria, 0001, or walk ins or email Recruitment13@ipid.gov.za. Please indicate the post name & reference number on the subject line when applying through email

FOR ATTENTION : Mr DS Baloyi Tel No: (012) 399 0202

CLOSING DATE 31 July 2026

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

GRADUATE INTERNSHIP PROGRAMME
24 MONTHS

OTHER POST

POST 25/44 : **GRADUATE INTERNSHIP PROGRAMME REF NO: Q9/2026/45 (X2 POSTS)**
Chief Directorate: Legal Compliance, Information and Stakeholder Management

STIPENT : R8 174.75 per month

CENTRE : National Office, Pretoria

REQUIREMENTS	:	Qualification: NQF Level 7: Criminology or Bachelor of Law.
ENQUIRIES	:	Ms O Maboa Tel No: (012) 399 0219

ANNEXURE H

JUDICIAL INSPECTORATE FOR CORRECTIONAL SERVICES

The Judicial Inspectorate for Correctional Services (JICS) 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 JICS will be taken into consideration. Women and people with disabilities are encouraged to apply and preference will be given to the EE Target. JICS reserves the rights to fill these positions.

CLOSING DATE : 31 July 2026 at 16:00 (walk-in) and 20:00 (online)

NOTE : All attachments for online application must include an application form Z83 and CV only, in PDF and as one (1) document or attachment and saved with surname and initials. JPEG (picture/snapshot) applications will not be accepted. Failure to do so will result in your application being 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 applications must reach the Judicial Inspectorate for Correctional Services (JICS) on/or before the closing date and time. JICS cannot be held responsible for server delays. Applications submitted in any other way other than the published link or hand delivery will be treated as invalid. 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 the 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 Qualifications Authority (SAQA) (only when shortlisted). Applicants who do not comply with the abovementioned instructions/requirements, as well as applications received late will not be considered. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to shortlisted candidates only. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate’s suitability based on the posts’ technical and generic requirements. 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 for the sole purpose of this application and will not be shared with third parties without prior consent unless required by law. 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 JICS reserves the right not to make any appointment(s) to the below advertised post(s). The successful candidate will be required to enter into an employment contract and a performance agreement. All costs associated with an application will be borne by the applicant. The appointment will be made according to the Public Service Act of 1994. 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.

OTHER POSTS

POST 25/45	:	**ASSISTANT DIRECTOR: STRATEGIC PLANNING, MONITORING AND EVALUATION REF NO: JI 33/2026** Office of the Chief Executive Officer
SALARY	:	R487 197 per annum
CENTRE	:	Centurion
REQUIREMENTS	:	A recognized NQF 6 qualifications in Public Management or Public Administration or relevant equivalent qualification (NQF 6/RVQ13). The candidate must have three (3) to five (5) years' experience in strategic management/planning. A valid driver's licence. Knowledge of: Public Service Act, (Batho Pele Principles), corporate governance guidelines and strategies. Required information technology knowledge. Monitoring and evaluation framework. Application of research methodology. Basic project management. Strategic formulation and implementation. Public sector governance framework. Monitoring and evaluation (setting outcome targets and performance measures). Communication (verbal and written). Problem solving and analysis. Planning and organising. Knowledge management. Diversity management. Budgeting and financial management. Computer literacy. Research skills. Development of monitoring contingency plans and systems.
DUTIES	:	Coordinate and prepare inputs/presentations and feedback regarding the strategic and annual performance plans for JICS. Assist with the review or development of relevant departmental policies pertaining to JICS procedures to the relevant role players. Develop, facilitate, coordinate, present and maintain strategic and annual planning processes. Coordinate and maintain operational plans. Ensure the updating and monitoring of strategic planning in terms of the annual performance/business plan and operational plan. Ensure the proper and timeous reporting on the performance plan. Coordinate the development and submission of the annual performance. Monitor and evaluate the implementation of JICS performance outcomes and reviews.
ENQUIRIES	:	Ms S Bezuidenhout Tel No: (012) 321 0303
APPLICATIONS	:	Applications to be submitted through following link: https://forms.gle/62pAxrfw5GsKCGJF7 or hand delivered to Block C3, Eco Origins Office Park, Witch-hazel Street, Centurion, 0046.
FOR ATTENTION	:	Human Resources
POST 25/46	:	**HUMAN RESOURCE OFFICER REF NO: JI 34/2026** Directorate: Corporate Services
SALARY	:	R237 453 per annum
CENTRE	:	Centurion
REQUIREMENTS	:	Applicants must be in possession of a Senior Certificate (Grade 12) or an equivalent qualification. Experience in office administration is required. Candidates should be computer literate with proficiency in Microsoft Word, Excel, PowerPoint, and Outlook. The ideal candidate should demonstrate strong planning, organisational, communication, interpersonal, problem-solving, and time-management skills, with the ability to work both independently and as part of a team. Conflict management and attention to detail are essential. A valid driver's licence, knowledge of the PERSAL system, a qualification in Human Resource Management, and experience within the Justice Cluster will serve as added advantages.
DUTIES	:	The successful candidate will be responsible for the implementation of human resource administration practices concerning service benefits (Leave, Housing, Medical, Injury on duty, Terminations, Long Service recognition, Overtime, Relocation, Pensions, Allowances, etc.), and HR Provisioning (Recruitment & Selection, Transfer, Verification of qualifications, secretariat functions at interviews, absorptions, probationary reports, etc.). Address human resource administration enquiries to ensure the correct implementation of human resource management practices. Capturing of transactions on PERSAL. Filing and updating of personnel files. Performance Management and Human Resource Development.
ENQUIRIES	:	Ms S Bezuidenhout Tel No: (012) 321 0303
APPLICATIONS	:	Applications to be submitted through following link: https://forms.gle/nuczQEXkUftZ1WVi7 or hand delivered to Block C3, Eco Origins Office Park, Witch-hazel Street, Centurion, 0046.
FOR ATTENTION	:	Human Resources

ANNEXURE I

DEPARTMENT OF LAND REFORM AND RURAL DEVELOPMENT

CLOSING DATE : 31 July 2026 at 16:00

NOTE : To apply, submit a completed Z83 form and detailed Curriculum Vitae (PDF document to a maximum of 10 megabytes) via e-mail or hand delivery. The Department will not be held responsible for server delays. Late applications due to technical issues will not be considered. Shortlisted candidates must provide certified copies of required documents (Identity Document, qualifications, etc) where necessary and service certificates to support senior management experience to Human Resources before the interviews, including South African Qualifications Authority (SAQA) evaluation reports for foreign qualifications. Failure to comply will result in disqualification. To be appointed at Senior Management Service (SMS) level, you must complete the SMS Pre-entry programme offered by the National School of Government (NSG). Find course details here: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ appointment is subject to successful completion 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.

ERRATUM: The position of Survey Technician with Ref No: 3/1/1/1/2026/149 for the Directorate: Examination Services: KwaZulu-Natal (Pietermaritzburg) that was advertised in Public Service Vacancy Circular 24 dated 10 July 2026 has reference. Applicants are advised that 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 Post149@dlrrd.gov.za. The closing date has been extended to 31 July 2026. The Department apologies for any inconvenience caused.

MANAGEMENT ECHELON

POST 25/47	:	**DISTRICT DIRECTOR REF NO: 3/1/1/1/2026/166)**
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	:	Directorate: Or Tambo / Alfred Nzo District Office: Eastern Cape
REQUIREMENTS	:	Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a Bachelor's Degree or Advanced Diploma in Business Administration / Public Management / Public Administration / Project Management / Bachelor of Arts in Sociology / Anthropology / Community Development Studies (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. Experience in the implementation and management of projects. A valid driver's licence. Job related knowledge: A thorough understanding of project management. Understanding of corporate governance principles. Ability to implement performance management and monitoring systems. Knowledge of government systems. Ability to think conceptually when analysing data designing concepts to modify corporate policies, procedures and processes. Job related skills: Project management. Coaching and mentoring (though leadership). Analytical thinking. Adaptability and flexibility. Customer service. Initiative. Innovation and creativity. Communication (verbal and written). Computer literate. Willingness to travel. Ability to work under pressure. Willingness to work after hours.
DUTIES	:	Provide capacity building and National Rural Youth Service Corps (NARYSEC) services. Provide NARYSEC support services. Facilitate the establishment and support of participatory community development. Facilitate and coordinate NARYSEC project implementation. Facilitate youth programmes and skills development at provincial and district level. Reduce household poverty in accordance with comprehensive Rural Development Programme (CRDP). Provide strategic land acquisition services. Implement strategic land acquisition projects proposals. Procure service providers for development of project proposals. Coordinate the implementation process of land acquisition. Provide strategic land acquisition support services in the district. Facilitate poverty reduction, and the development of cooperatives, rural enterprises and industries. Promote rural businesses development and facilitate rural development financing. Facilitate establishment and support of primary cooperatives. Facilitate organisation of primary cooperatives into secondary and tertiary cooperative sand provide support. Facilitate the development of rural enterprises and industries. Provide land development support services. Manage the development of business plans for the development or agrarian development projects. Promote the participation of farmers through ownership and control across commodities value chains. Monitor the implementation of land development support projects and development business plans. Provide property management services. Administer and provide property leases administration. Administer and provide property holdings and disposable. Implement land rights and tenure reform programmes. Provide communal land tenure programmes. Provide land rights programmes. Establish, maintain, and support communal property institutions. Facilitate land dispute resolutions. Render corporate and financial support services. Provide legal advice. Provide telecommunications services. Provide administration and financial support services. Provide client relations services. Provide office services.
ENQUIRIES	:	Ms A Van Vuuren Tel No: (043) or Ms A Kili Tel No: (043) 701 8186
APPLICATIONS	:	Applications can be submitted by hand delivery during office hours to: Ocean Terrace, Block H, corner of Coutts and Moore Street, Quigney, East London or by email to Post166@dlrrd.gov.za
NOTE	:	EE targets: Coloured and White Males and African, Coloured and Indian Females and Persons with disabilities.
POST 25/48	:	**DISTRICT DIRECTOR REF NO: 3/1/1/1/2026/167**
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	:	Directorate: Namakwa District Office: Northern Cape
REQUIREMENTS	:	Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a Bachelor's Degree or Advanced Diploma in Business Administration / Public Management / Public Administration / Project Management / Bachelor of Arts in Sociology / Anthropology / Community Development Studies (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. Experience in the implementation and management of projects. A valid driver's licence. Job related knowledge: A thorough understanding of project management. Understanding of corporate governance principles. Ability to implement performance management and monitoring systems. Knowledge of government systems. Ability to think conceptually when analysing data designing concepts to modify corporate policies, procedures and processes. Job related skills: Project management. Coaching and mentoring (though leadership). Analytical thinking. Adaptability and flexibility. Customer service. Initiative. Innovation and creativity. Communication (verbal and written). Computer literate. Willingness to travel. Ability to work under pressure. Willingness to work after hours.
DUTIES	:	Provide capacity building and National Rural Youth Service Corps (NARYSEC) services. Provide NARYSEC support services. Facilitate the establishment and support of participatory community development. Facilitate and coordinate NARYSEC project implementation. Facilitate youth programmes and skills development at provincial and district level. Reduce household poverty in accordance with comprehensive Rural Development Programme (CRDP). Provide strategic land acquisition services. Implement strategic land acquisition projects proposals. Procure service providers for development of project proposals. Coordinate the implementation process of land acquisition. Provide strategic land acquisition support services in the district. Facilitate poverty reduction, and the development of cooperatives, rural enterprises and industries. Promote rural businesses development and facilitate rural development financing. Facilitate establishment and support of primary cooperatives. Facilitate organisation of primary cooperatives into secondary and tertiary cooperative sand provide support. Facilitate the development of rural enterprises and industries. Provide land development support services. Manage the development of business plans for the development or agrarian development projects. Promote the participation of farmers through ownership and control across commodities value chains. Monitor the implementation of land development support projects and development business plans. Provide property management services. Administer and provide property leases administration. Administer and provide property holdings and disposable. Implement land rights and tenure reform programmes. Provide communal land tenure programmes. Provide land rights programmes. Establish, maintain, and support communal property institutions. Facilitate land dispute resolutions. Render corporate and financial support services. Provide legal advice. Provide telecommunications services. Provide administration and financial support services. Provide client relations services. Provide office services.
ENQUIRIES	:	Mr K Moeketsi Tel No: (053) 830 4000/1
APPLICATIONS	:	Applications can be submitted by hand delivery during office hours to: Magistrate Court Building, 6th floor, Knight Street, Corner of Stead Street, Kimberley, 8300 or by email to Post167@dlrrd.gov.za
NOTE	:	EE Targets: Coloured and White Males and African, Coloured and Indian Females and Persons with disabilities.
POST 25/49	:	**DIRECTOR: PROVINCIAL OPERATIONS SUPPORT REF NO: 3/1/1/1/2026/168** Directorate: Provincial Operations 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)
CENTRE	:	Northern Cape (Kimberley)
REQUIREMENTS	:	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 in the operations support environment. 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.

DUTIES : 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 practice 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 : Mr K Moeketsi Tel No: (053) 830 4000/1

APPLICATIONS : Applications can be submitted by hand delivery during office hours to: Magistrate Court Building, 6th floor, Knight Street, Corner of Stead Street, Kimberley, 8300 or by email to Post168@dlrrd.gov.za

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

POST 25/50 : **DIRECTOR: TENURE REFORM IMPLEMENTATION REF NO: 3/1/1/1/2026/171**
Directorate: Tenure Reform Implementation

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 : Northern Cape (Kimberley)

REQUIREMENTS : Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and Bachelor's Degree in the field of Social Sciences / LLB or related equivalent qualification (NQF Level 7) 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 field. A valid driver's licence. Job related knowledge: Thorough knowledge of land tenure security matters. Relevant tenure legislation and policies. Strategic planning. Human resource management. Financial management. Supply chain management. Knowledge of economics. Public Service Act. Job related skills: Analytical thinking. Communication (verbal and written). Planning and organising. Computer literacy. Report writing. Problem solving and decision making. Interpersonal relations. Facilitation and ability to present. Negotiation and conflict resolution. Networking ability. Team management. Customer and client focus. Statistical forecasting. Willingness to travel. Ability to work under pressure.

DUTIES : Manage and implement Communal Land Tenure Programmes. Promote awareness and capacity building on communal land management and relevant laws to stakeholders. Laise and monitor land rights management structures by providing legal protection and awareness. Facilitate and mediate in case of land rights violation and disputes on communal land in terms of relevant legislation. Manage the implementation of the communal tenure programmes in terms of Transformation of Certain Rural Areas Act (TRANCRAA) and Interim Protection of Informal Land Rights Act (IPILRA). Manage the implementation of the land rights upgrade programmes in terms of Acts 111, 112, 119. Manage and implement land rights programmes. Manage all enquiries on land rights programmes. Establish and maintain land rights mediation and adjudication processes. Conduct land rights awareness campaigns. Provide long terms security of tenure to farm dwellers through acquisition of land in terms of Extension of Security of Tenure Act (ESTA) and Land Reform (Labour Tenants) Act. Manage the establishment and support of the Land Rights Management Committees (LRMC). Provide support to the Office of the Communal Property Association (CPA) Registrar. Provide support to CPA Office for the establishment of Communal Property Associations. Provide support to CPA office in the training and support of CPA. Maintain the database of CPAs assisted through Land Rights Management Facility (LRMF). Support the CPA office with intervention on CPA disputes. Support the CPA office through LRMF to provide the mediation, judicial administration, and dispute resolution proceedings of the CPAs. Provide strategic leadership and support land tenure programmes. Lead and manage the Directorate. Develop provincial implementation plan on tenure programmes. Manage and coordinate stakeholder relations. Represent and present the Directorate at various Fora. Manage external and internal audits. Ensure implementation of policies and legislation. Manage risk and audit action plan. Manage the Land Rights Management Facility in the Province. Conduct quarterly case review meetings. Prepare quarterly case review reports. Approve request for appointment of panellists, mediation, judicial administration, and bookkeepers.

ENQUIRIES : Mr K Moeketsi Tel No: (053) 830 4000/1

APPLICATIONS : Applications can be submitted by hand delivery during office hours to: Magistrate Court Building, 6th floor, Knight Street, Corner of Stead Street, Kimberley, 8300 or by email to Post171@dlrrd.gov.za

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

OTHER POSTS

POST 25/51 : **SENIOR STATE LAND ADVISOR REF NO: 3/1/1/1/2026/177 (X2 POSTS)**
Chief Directorate: Property Management and Advisory Services

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 a Bachelor's Degree (NQF level 7) in Law (LLB / BProc Degree). Minimum of 5 years` post qualification experience in litigation, drafting of legal opinions and drafting of contracts. Admission as an Attorney or proven experience as a practicing Advocate. A valid driver`s licence. Job related knowledge: Knowledge of legislation on state land and other relevant prescripts. Knowledge of Constitutional Law. Knowledge of property management. Knowledge of policy analysis and development. Knowledge of legal research procedures. Knowledge of service level agreements and memorandum of understanding or agreements. Job related skills: Computer literacy. Project management. Analytical thinking. Communication (verbal and written). Problem solving and decision making.

DUTIES : Render legal opinion on state land matters. Verify information on Land Administration Web (LAW) system pertaining to legal matters as per received instruction. Conduct legal research to formulate legal opinion on state land matters. Consult client stakeholders on legal matters pertaining to state land. Monitor and review current standard legal agreements. Render legal advice on all contracts pertaining to state land. Review state land contracts and agreements. Draft contracts or agreements on state land matters. Peruse and edit draft lease agreements (short or long term) caretaker-ship agreements, commercial development agreements and agricultural lease agreements. Ensure that lease contracts are in compliance with lease and disposal policies and relevant legislation. Manage litigation processes on state land matters. Refer litigation matters to Legal Services, State Attorneys and legal counsel. Liaise with State Attorneys on briefings and instructions. Conduct follow-ups and update on the progress on matters referred. Prepare reports on progress and conclusion of matters referred. Provide legal inputs on policy development and procedure pertaining to state land. Provide responses on audit findings relating to compliance with legislation or any matter of legal nature. Ensure compliance on all legal related matters pertaining to state land. Provide capacity building to internal clients on legal related matters. Investigate complaints, where necessary, and provide recommendations.

ENQUIRIES : Adv VZ Mngwengwe Tel No: (012) 312 9362

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, 0001 or by email to Post177@dlrrd.gov.za

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

POST 25/52 : **PROJECT MANAGER REF NO: 3/1/1/1/2026/138**
Directorate: Rural Infrastructure Development

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

CENTRE : Western Cape (Cape Town)

REQUIREMENTS : Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a Bachelor's Degree or related equivalent qualification (NQF Level 6) in Civil Engineering or similar, Construction Management, Quantity Surveying or a related Built Environment discipline. Minimum of 3 years' junior management experience in planning, design, construction and / or management of infrastructure projects, of which at least 3 years must be in construction project management, engineering supervision or infrastructure implementation, preferably within: Government or public sector infrastructure

delivery, or Large-scale civil / building construction projects. A valid driver's licence. Job related knowledge: Built environment and construction. Legislative and regulatory. Contract and procurement. Financial and cost management. Monitoring, reporting and performance management. Stakeholder and community engagement. Professional practice and ethics. People management and leadership experience. Job related skills: Critical thinking and problem-solving. Leadership ability. Planning and organising. Decision-making. Communication (verbal and written). Influencing, Delegation, Teamwork and Negotiation. Conflict management. Ability to research. Report writing. Ability to present. Stakeholder management. Willingness to travel.

DUTIES : Manage, develop and oversee infrastructure planning, design coordination and technical advisory: Plan and coordinate the development of rural infrastructure projects from a built environmental and engineering perspective. Provide technical input into feasibility studies, scope definitions, business cases and implementation plans. Interpret and apply engineering designs, specifications, drawing and standards for rural infrastructure projects. Manage and oversee construction project management and site implementation: Manage the execution of construction projects throughout the full project lifecycle. Coordinate contractors, consulting engineers, quantity surveyors and implementing agents on construction site. Monitor construction progress, quality of workmanship and compliance with approved drawings and specifications. Manage and ensure cost control, measurement and financial management. Review and verify Bills of Quantities (BOQS), estimates, cost plans and pricing schedules. Monitor construction expenditure against approved budgets and cash flow projections. Manage and oversee contract administration and supply chain compliance. Manage construction contracts in accordance with Joint Building Contracts Committee, New Engineering Contract (NEC), FIDIC or Government Certificate of Competency conditions, as applicable. Support procurement processes, including bid specifications, technical evaluations and adjudication inputs. Ensure contractor compliance with contractual obligations, CIDB grading requirements and performance standards. Oversee, monitor and maintain quality assurance, technical compliance and risk management. Ensure construction works comply with approved technical standards, specifications and quality requirements. Implement quality assurance and quality control measure throughout project execution. Identify construction-related risks (technical, financial, environmental and safety) and implement mitigation measures). Ensure environmental compliance, including implementation of Environmental Management Plans (EMPs). Support internal and external audit by providing technical compliance evidence and corrective action plans. Communicate effectively with stakeholders, the community, and manage intergovernmental coordination. Engage with beneficiaries, traditional leaders, community representatives and local authorities during project Implementation. Coordinate with municipalities, provincial departments and other sector stakeholders to ensure integrated infrastructure delivery. Ensure and oversee the reporting, monitoring and performance management. Monitor construction performance against scope, schedule, budget and quality benchmarks. Compile and submit technical progress reports, site reports and performance dashboards. Maintain professional practice, ethics and capacity building. Uphold professional ethics, integrity and accountability in line with public service and professional council standards. Apply best practices in construction and engineering project management.

ENQUIRIES : Ms N Dlamini Tel No: (012) 312 9295

APPLICATIONS : 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 Post138@dlrrd.gov.za

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

POST 25/53 : **DEPUTY DIRECTOR: DEMAND AND ACQUISITION MANAGEMENT REF NO: 3/1/1/1/2026/153**
Directorate: Supply Chain Management

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

CENTRE : Gauteng (Pretoria)

REQUIREMENTS	:	Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Financial Management / Logistics / Purchasing Management / Supply Chain Management / Public Administration / Public Management or related equivalent qualification. Minimum of 3 years' experience at Junior management in Supply Chain management environment. A valid driver's licence. Knowledge of Financial Accounting Systems. Accpac (Accounting, Customer Relationship Management (CRM), and business management software). Generally Accepted Accounting Principles (GAAP). Treasury Regulations. Performance Management and Monitoring. Government systems and structures. Government decision making processes. Programme setting process. Understanding of the management information and formal reporting system. Dealing with Misconduct. Internal Control and Risk Management. Project management principles and tools. The political landscape of South Africa. Project management. Team management. Interpersonal skills. Budget forecasting skills. Computer literacy. Resource planning skills. Problem-solving and decision-making skills. Time management skills. Business skills. Communication skills. The ability to work efficiently and effectively at all times.
DUTIES	:	Provide sourcing strategy. Advise and approve sourcing strategies. Develop price catalogue for benchmarking. Monitor, advise and approve specification / TOR development. Develop and administer the credible database for sourcing of goods and services. Approve accreditation of service provider. Manage and provide feedback on registration of suppliers. Recommend suppliers. Recommend suppliers' performance. Manage demand management process. Analyse and verify DMP template for costing. Facilitate consultation and approval of DMP and procurement plan. Monitor DMP and recommend on procurement requests. Recommend and ensure existence of BESEC. Manage acquisition process. Approve and evaluate quotes. Approve and verify bidding processes. Verify evaluated bidders for / before adjudication. Advise on implementation of SCM prescripts.
ENQUIRIES	:	Mr. LM Tshivhase Tel No: (012) 338 7123 and Mr. R Saila Tel No: (012) 338 7123
APPLICATIONS	:	Applications can be submitted by hand delivery during office hours to: Office of the Chief Registrar of Deeds at 600 Lillian Ngoyi Street, Berea Park, Pretoria, 0002 or apply using Deeds Online Job Application Portal; https://deedsportal.deeds.gov.za/ (Please separate Application Form for each post) before the closing date as no late applications will be considered
NOTE	:	EE Targets: Coloured, Indian, and White Males and African, Coloured, Indian, and White Females and Persons with disabilities.
POST 25/54	:	**DEPUTY DIRECTOR: SYSTEMS ADMINISTRATION REF NO: 3/1/1/1/2026/154** Directorate: Financial Management and Accounting
SALARY	:	R932 292 per annum (Level 11), (all-inclusive package to be structured in accordance with MMS)
CENTRE	:	Gauteng (Pretoria)
REQUIREMENTS	:	Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a National Diploma / Bachelor's Degree in Financial Information System or related equivalent qualification. Minimum of 3 years relevant management experience in the financial environment where a financial accounting, reporting and management software is used. A valid driver's licence. Knowledge of an accrual based comprehensive Accounting and Financial System. Standards of Generally Recognised Accounting Practice (GRAP). Knowledge of Public Finance Management Act (PFMA). Knowledge of Treasury Regulations. Policies Procedures and Prescripts. Performance Management and Monitoring. Government System and Structures. Government Decision making Processes. Programme setting process. Understanding of the management information and formal reporting system. Dealing with misconduct. Internal control and Risk Management. Project management principles and tools. Political land scape of South Africa. Project Management. Team Management. Interpersonal skills. Budget Forecasting skills. Computer Literacy. Resource Planning skills. Problem Solving and decision-making skills. Time management skills. Business skills. Communication skills. Willingness to travel. Ability to work under pressure to meet strict deadlines. The ability to always work efficiently and effectively.

DUTIES	:	Manage the integrity of the accounting data. Maintain and report audited data using trails. Maintain integrated logs. Administer data corruption. Monitor available space on server and alert IT. Act as the custodian of the Deeds Registration Trading Entity's Financial Systems. Manage process of vendor / supplier's creditor validation. Perform reconciliation between sub ledger and general ledger. Assist with running month procedure. Assist with running day end procedures. Assist with yearend procedure e.g stock takes, asset counts, exporting reports and data Assist with performing year end procedures to close modules. Ensure successful integration between DRS system and Accounts Receivable / Debtors module Ensure successful integration between PERSAL and General Ledger and Accounts Payable module. Maintain parameters and optional fields for all modules Maintain integration with commercial banks electronic portal for payments and downloading of bank statements. Maintenance of mapping codes in relevant modules. Maintain test server. Ensure regular test, restore and validation of back-ups. Monitor, troubleshoot, and reports server related problems. Provide operational access and improvements, systems support and training to the Deeds Registers. Assist with project management. Handholding with installation of new products. Train new products and ad hoc site training. Coordinate training. Supervise technical support. Coordinate and test upgrades. Provide user and client support. Provide general user support. Provide telephonic support to regional offices. User maintenance. Maintain user access rights for all modules. Update and maintain workflow roles and responsibility. Ensure segregation of duties. Regular review of registered users. Logging calls with Deeds: ITC and OCIO helpdesk. Manage and report progress on progress of outstanding support calls. Manage the deeds financial systems, policies, procedures and forms. Develop and maintain Financial Systems Policy. Develop and maintain user manuals for all modules. Ensure proper internal controls implemented and mechanisms in place to eliminate fraud and losses. Maintain and implement systems, procedures, processes, and provision of training to ensure efficient and effective financial administration.
ENQUIRIES	:	Mr. L Tshivhase Tel No: (012) 338 7123 and Mr. R Saila Tel No: (012) 338 7123
APPLICATIONS	:	Applications can be submitted by hand delivery during office hours to: Office of the Chief Registrar of Deeds at 600 Lillian Ngoyi Street, Berea Park, Pretoria, 0002 or apply using Deeds Online Job Application Portal; https://deedsportal.deeds.gov.za/ (Please separate Application Form for each post) before the closing date as no late applications will be considered
NOTE	:	EE Targets: Coloured, Indian, and White Males and African, Coloured, Indian, and White Females and Persons with disabilities.
POST 25/55	:	**DEPUTY DIRECTOR: FINANCIAL ACCOUNTING REF NO: 3/1/1/1/2026/155** Directorate: Financial Management and Accounting
SALARY	:	R932 292 per annum (Level 11), (all-inclusive package to be structed in accordance with MMS)
CENTRE	:	Gauteng (Pretoria)
REQUIREMENTS	:	Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a National Diploma / Bachelor's Degree in Accounting / Financial Accounting / Management Accounting / Financial Management / Auditing / Cost and Management Accounting or a related equivalent qualification (NQF 6). Minimum of 3 years junior Management experience in financial management and/ or accounting field. A valid driver's licence. Knowledge of an accrual based comprehensive Accounting and Financial System. Standards of Generally Recognised Accounting Practice (GRAP). Knowledge of Public Finance Management Act (PFMA). Knowledge of Treasury Regulations. Policies Procedures and Prescripts. Performance Management and Monitoring. Government System and Structures. Government Decision making Processes. Programme setting process. Understanding of the management information and formal reporting system. Dealing with misconduct. Internal control and Risk Management. Project management principles and tools. Political land scape of South Africa. Project Management. Team Management. Interpersonal skills. Budget Forecasting skills. Computer Literacy. Resource Planning skills. Problem Solving and decision-making skills. Time management skills. Business skills. Communication skills. Willingness to travel. Ability to work under pressure to meet strict deadlines. The ability to always work efficiently and effectively at all times.

DUTIES	:	Compile and prepare Interim and Annual Financial Statements. Ensure all relevant transactions are processed within the correct period. Reconcile General Ledger accounts and attend to exceptions. Prepare amortization calculations on new finance leases. Process initial recognition, appointment and finance cost Journals on all finance leases. Populate and complete Annual Financial Statements template and National Treasury template. Prepare financial statements notes and calculations. Ensure that financial statements. Are prepared according to International Accounting Standards. Prepare documents for audit requests / queries. Managing monthly reporting on general ledger accounts. Perform reconciliations and analysis of general ledger accounts and attend to exceptions. Ensure all relevant transactions are processed within the correct period. Provide recons to manager for comments on outstanding balances. Approve complete month-end reporting file and ensure working schedules are attached. Prepare documents for audit requests / queries. Providing support and guidance to clients. Financial Compliance Committee member Managing monthly bank statement, cash book reconciliation and banking. Ensure all discrepancies are investigated and resolved timely. Review reconciliations of transactions on bank statement. With cash book. Prepare documents for audit requests / queries. Providing support and guidance to clients. Manage the section in accordance with corporate governance Discuss and sign PA, identify and / or analyses training needs and update the PDP Conduct mid-term and annual reviews. Conduct person-to-person training and complete training schedule nominate subordinates for training courses Exercise discipline. Administration of leave and manage office hours. Provide management response to Audit request / Queries. Review and implement risk register. Draft and implement section Operational Plan.
ENQUIRIES	:	Mr. L Tshivhase Tel No: (012) 338 7123 and Mr. R Saila Tel No: (012) 338 7123
APPLICATIONS	:	Applications can be submitted by hand delivery during office hours to: Office of the Chief Registrar of Deeds at 600 Lillian Ngoyi Street, Berea Park, Pretoria, 0002 or apply using Deeds Online Job Application Portal; https://deedsportal.deeds.gov.za/ (Please separate Application Form for each post) before the closing date as no late applications will be considered
NOTE	:	EE targets: Coloured, Indian, and White Males and African, Coloured, Indian, and White Females and Persons with Disabilities.
POST 25/56	:	**DEPUTY DIRECTOR: QUALITY ASSURANCE REF NO: 3/1/1/1/2026/156** Chief Directorate: Deeds Finance and Corporate Support
SALARY	:	R932 292 per annum (Level 11), (all-inclusive package to be structured in accordance with MMS)
CENTRE	:	Gauteng (Pretoria)
REQUIREMENTS	:	Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Accounting / Auditing / Internal Audit / Risk Management and Cost Accounting or related equivalent qualification. Minimum 3 years of experience at a junior management level in Finance / Internal Control / Auditing / Risk Management / Internal Audit field. A valid driver's license. Knowledge of Financial Accounting Systems. Accpac (Accounting Customer Relationship Management (CRM) and business management software). Generally Recognised Accounting Practice (GRAP). Treasury Regulations. Performance Management and Monitoring. Government systems and structures. Government decision making processes. Programme setting process. Understanding of the management information and formal reporting system. Dealing with Misconduct. Internal Control and Risk Management. Project management principles and tools. Project management. Team management. Interpersonal skills. Budget forecasting skills. Computer literacy. Resource planning skills. Problem-solving and decision-making skills. Time management skills. Business skills. Communication skills.
DUTIES	:	Coordinate Risk Management services. Implement risk management strategies / policies and systems for the branch. Promote risk awareness culture and review conduct risk assessment. Coordinate risk management training programmes and communicate on new risk management development. Develop, implement, and maintain the institutional Risk management Framework and strategy in line with National Treasury guidelines. Ensure risk management practices are embedded across strategic, operational, financial, and compliance processes. Support the branch head in fulfilling risk governance responsibilities. Prepare risk management reports for

senior management, risk management committee, audit committee, and overside body where it is needed. Facilitate Performance Management and Evaluation. Coordinate and implement the performance information management systems and coordinate M&E activities. Monitor and coordinate monthly, quarterly and performance reporting of the branch. Support and coordinate the production of the branch strategic plan, Annual Performance Plan, and operational plan. Review performance reports and recommend improvement strategy to meet performing planned target. Strengthen collaboration with other National Departments and external partners on monitoring and evaluation issues. Manage corporate support quality assurance. Serves as a nodal point for all audit communication, information request and management responses. Facilitate the development and implementation of the branch audit action plans to address identified control deficiencies. Manage and respond to audit queries in relation to performance of Corporate Support Services. Develop quality assurance reports for senior management and audit committees on audit action plan. Review and provide assurance on the credibility and reliability of financial information prior submitting to overside body, Auditor and National Treasury. Support oversight bodies with accurate and timely financial reporting. Ensure financial statements comply with applicable accounting standards GRAP and ASB guidelines). Manage Compliance and Monitoring. Coordinate policies review, approval and monitor the implementation and alignment of internal policies and procedures for corporate support of the branch. Coordinate and maintenance of the branch financial compliance and loss control committee. Manage the secretariat of the financial compliance and loss control committee. Investigate irregular, fruitless and wasteful expenditure, identify potential financial risks (inclusive of fraud risks) and facilitate management action to mitigate the identified risks. Provide guidance and training to finance officials on compliance matters. Promote a culture of compliance and accountability within the finance environment.

ENQUIRIES : Mr. L Tshivhase Tel No: (012) 338 7123 and Mr. R Saila Tel No: (012) 338 7123

APPLICATIONS : Applications can be submitted by hand delivery during office hours to: Office of the Chief Registrar of Deeds at 600 Lillian Ngoyi Street, Berea Park, Pretoria, 0002 or apply using Deeds Online Job Application Portal; https://deedsportal.deeds.gov.za/ (Please separate Application Form for each post) before the closing date as no late applications will be considered

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

POST 25/57 : **PROJECT OFFICE MANAGER REF NO: 3/1/1/1/2026/157**
Directorate: Programme Management (Entity Development)

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

CENTRE : Gauteng (Pretoria)

REQUIREMENTS : Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Project Management or related equivalent qualification. Minimum of 3 years working experience at junior management level in project management. A valid driver's licence. Knowledge of Project Management software (e.g. MS Project,) MS Office (Word, PowerPoint, etc). Project management methodology. IT related projects. Ability to manage and coordinate projects. Ability to create and maintain technical project plans and outcomes. Good verbal communication skills. Good report writing skills. Financial management skills. Interpersonal skills.

DUTIES : Manage Project / Results Management Office. Define and implement project / programme standards and ensure compliance to Results Management Office (RMO). Implement project governance model and project management methodology. Manage and report PMO benefits. Implement research projects according to policies and standards developed. Quality assure project business cases. Monitor project performance, data and trend analysis. Support project managers to implement projects. Manage Branch Projects. Prioritise and implement projects in line with project methodology. Manage project resources (budget, human and time). Monitor and report project performance. Consolidate project scheduling and dependencies. Schedule and facilitate review workshops and program milestones. Manage project stakeholders. Perform quality assurance audits on all projects. Define project quality criteria. Quality assure projects according to defined quality criteria. Consolidate and review project risks, delays and issues. Manage project audit action plans.

Manage project risk management action plans. Manage PMO related administrative services. Manage procurement services and contracts. Assist with responses to tender enquiries. Obtain quotations for various projects for approval purposes. Coordinate contract and project scope variations. Manage project resources. Monitor and report all project performance, data and trend analysis. Administer the successful closure of the project, including final invoices, handovers and documentation. Manage project governance administration related activities.

ENQUIRIES : Ms P Matsemela Tel No: (012) 338 7123 and Mr A Strydom Tel No: (012) 338 7123

APPLICATIONS : Applications can be submitted by hand delivery during office hours to: Office of the Chief Registrar of Deeds at 600 Lillian Ngoyi Street, Berea Park, Pretoria, 0002 or apply using Deeds Online Job Application Portal; https://deedsportal.deeds.gov.za/ (Please separate Application Form for each post) before the closing date as no late applications will be considered

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

POST 25/58 : **ASSISTANT REGISTRAR OF DEEDS: LEGISLATION REF NO: 3/1/1/1/2026/158**
Directorate: Legal and Legislation Support

SALARY : R932 292 per annum (Level 11), (all-inclusive package to be structured in accordance with MMS)

CENTRE : Gauteng (Pretoria)

REQUIREMENTS : Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Law / Deeds Registration Law with Advanced Diploma in Estate Planning and Administration / Buris / B Proc / LLB or related equivalent qualification. Minimum of 4 years' experience as Senior Examiner / Deeds Registration Assistant Law Lecturer. A valid driver's licence. Knowledge on registration of Deeds. Knowledge of Document Tracking Systems (DOTS). Interpretation of statutes. Examination of Deeds. Human Resource prescripts. Project Management. Computer skills. Communication skills. Letter drafting skills. Organising. Problem solving. Interpersonal skill. Supervisory. Policy analysis and Development. Report writing.

DUTIES : Provide guidelines to deeds registries and conveyances on new legislation and court cases; Peruse all government gazettes containing legislation. Draft circular containing to provision in respect of registration matters that are contained in a new legislation. Issue the approved circular to all Registrars of Deeds, Deeds Examiners and Law Society of SA. Check if all examiners are in possession of updated legislation. Furnish commentary and advice regarding draft legislation; Peruse the draft legislation e.g. Sectional Title Scheme Management Act 8 of 2011 which was administrated by Department of Human Settlement. Provide advice to the relevant departments. Prepare draft legislation on deeds registration; Obtain proposal for amendment of Deeds Registries Act 47 of 1937 from members of Deeds Regulation Board and Sectional Title Act 95 of 1986 from Sectional Title Regulation Board. Draft Deeds Registries and Sectional title amendment bill. Draft government notices in order to amend the regulations to the Act 47 of 1937. Draft submission to the Minister together with cabinet memorandum and memorandum on the object of amendment bill. Provide legal opinions on appeals by conveyances. Obtain appeal documentation from the conveyances. Conduct necessary research which will include different legislations. Prepare opinion that must be approved and signed by Chief Registrar of Deeds. Send approval documents to relevant Registrars of Deeds and Conveyances. Attend to Ministerial, DG, public and other enquiries. Attend to tasks from Ministerial / DG which relate to Deeds Registration. Conduct necessary research pertaining to deeds registration which will include the investigation of different legislation / deeds search. Write a letter of enquiry. Draft a memo to the Minister or Director-General. Attend to letters, telephone, e-mails from the general public. Attend to requests from the public for appointment of arbitrator in terms of act 95 of 1986 STA. Write a letter of appointment to the arbitrator and notification letter to the client. Provide legal, secretarial and administrative support to the Deeds Registries Regulation Board, Sectional Title Regulation Board and the Registrars Conference and Surveyor Generals Conferences. Draft memo to the Minister for appointment of board members. Send letters of appointment to members of the board. Draft the invitation letters to board members for proposal of amendment of the act.

Compile a memo to Surveyor-General and Registrars of Deeds for proposal of the act. Draft agenda with the inputs from the board members, Registrars, and Surveyor Generals. Attend the meeting as an observer and provide advice to the board members in respect to the proposal. Draft the minutes for the meeting. Draft the legislation. Send the conference resolution to be published.

ENQUIRIES : Ms P Matsemela Tel No: (012) 338 7123 and Mr A Strydom Tel No: (012) 338 7123

APPLICATIONS : Applications can be submitted by hand delivery during office hours to: Office of the Chief Registrar of Deeds at 600 Lillian Ngoyi Street, Berea Park, Pretoria, 0002 or apply using Deeds Online Job Application Portal; https://deedsportal.deeds.gov.za/ (Please separate Application Form for each post) before the closing date as no late applications will be considered

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

POST 25/59 : **SENIOR LEGAL ADMINISTRATION OFFICER REF NO: 3/1/1/1/2026/176**
Directorate: Legal Support

SALARY : R610 434 — R1 442 451 per annum, (The salary will be determined in accordance with the OSD)

CENTRE : Gauteng (Pretoria)

REQUIREMENTS : Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a LLB or as otherwise determined by the Minister of Justice and Constitutional Development. Minimum of 8 years post-qualification legal experience according to legal OSD. Experience in drafting and vetting of contracts. Experience in research and / or drafting of legal opinions. A valid driver's licence. Job related knowledge: Knowledge of South African law. Knowledge of legislation administration by the Department. Knowledge of departmental policies and procedures. Job related skills: Abilities to interpret acts and regulations. Ability to research the law. Ability to apply the law to set of facts. Excellence drafting and writing ability. Communication (verbal and written). Ability to present. Client relations and conflict management. Problem solving. Computer literacy. Ability to manage. Ability to interpret the law. Willingness to travel.

DUTIES : Draft or vet all contracts. Receive instructions and draft or vet the required contracts. Consult with functionaries or request further information if required. Provide assistance to line functionaries with the negotiation of contracts where necessary. Do research on contracts if necessary. Provide legal advice on matters arising during the drafting of contracts. Manage external experts such as counsel, who may be briefed to draft or vet contracts. Review standard contracts periodically. Draft or vet other legal documents such as affidavits, delegations, and correspondence of a legal nature, as well as reports. Receive instructions and draft or vet the required other legal documents. Do research if necessary. Provide legal advice on matters arising during drafting of other legal documents. Manage external experts, such as counsel, who may be briefed to draft or vet other legal documents. Provide legal opinions and general legal advice. Receive instructions and request further information if necessary. Conduct research. Consult with relevant stakeholders. Analyse court precedents and written articles / publications. Draft legal opinions. Facilitate obtainment of external legal opinions. Manage external experts, such as counsel or the State Law Advisors, to ensure that opinions are provided timeously. Ensure that external opinions are legally sound before they are furnished to client. Ensure that applicable areas of the law are ventilated in the legal opinions. Provide legal assistance in respect of Promotion of Access to Information Act (PAIA) requests. Evaluate new requests and refer to the relevant Deputy Information Officer (DIO) or line functionary. Advice the DIO or line functionary on issues that may arise during the processing of request. Monitor that the DIO or line functionary attends to the requests and finalise them within the prescribed timeframes. Keep a register of all requests received and the outcomes thereof. Manage staff and perform other middle management tasks. Compile and sign performance agreements with stuff. Review performance of all staff according to regulations and policies. Develop and implement employee development plans. Address grievances within 30 days. Address misconduct of staff in terms of disciplinary code and departmental policies and procedures. Provide supports and guidance to subordinates. Provide inputs into the annual operational plan for the Directorate. Provide information for the Director's monthly, quarterly, and

annual reports on performance against the Operational Plan. Preform other middle management tasks as may be delegated by the Director.

ENQUIRIES : Mr G.C Mashilo Tel No: (012) 312 9651

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, 0001 or by email to Post176@dlrrd.gov.za

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

POST 25/60 : **CHIEF MONITORING AND EVALUATION ANALYST REF NO: 3/1/1/1/2026/172**
Directorate: Provincial Operations Support

SALARY : R487 197 per annum (Level 09)

CENTRE : Northern Cape (Kimberley)

REQUIREMENTS : Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and National Diploma in Social Sciences / Development Studies / Public Administration / Public Management or related equivalent qualification. Minimum of 3 years' experience in monitoring and evaluation, research or strategic planning. A valid driver's licence. Job related knowledge: Knowledge and understanding of the government wide monitoring and evaluation system. Knowledge of government monitoring and evaluation policies, standard operating procedures, tools, information systems, planning, research methodology and related legislation. Treasury regulations. Performance auditing. Project and programme management. Quality improvement. Job related skills: Computer literacy. Ability to present. Report writing ability. Communication (verbal and written). Interpersonal relations. Project and programme management. Information collection, analysis and interpretation. Analytical thinking. Ability to customise and package information to user requirements. Ability to travel.

DUTIES : Coordinate organisational performance against predetermined objectives. Provide input during the department planning process. Schedule performance verifications sessions with programmes on a quarterly basis. Conduct information verification on performance information. Prepare performance verification reporting tools. Conduct feedback sessions with various programmes to reflect on performance for decision making. Assist with the development of frameworks, guidance and systems to facilitate departmental programme performance monitoring. Coordinate organisational performance reporting. Compile departmental programme performance reports (quarterly, mid-year and annual) based on verified performance. Compile strategic and ad-hoc reports. Coordinate audit requests relating to performance information. Manage branch responses to audit requests, findings and queries. Compile management responses to audit findings / queries. Capacitate branches on the fundamentals of performance auditing. Conduct capacity building / training on management of performance information. Conduct capacity building on reporting. Make presentation on the management of portfolio of evidence.

ENQUIRIES : Mr D Leberegane Tel No: (053) 830 4060

APPLICATIONS : Applications can be submitted by hand delivery during office hours to: Magistrate Court Building, 6th floor, Knight Street, Corner of Stead Street, Kimberley, 8300 or by email to Post172@dlrrd.gov.za

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

POST 25/61 : **ASSISTANT DIRECTOR: EMPLOYEE HEALTH AND WELLNESS REF NO: 3/1/1/1/2026/173**
Directorate: Corporate Services

SALARY : R487 197 per annum (Level 09)

CENTRE : Northern Cape (Kimberley)

REQUIREMENTS : Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and National Diploma in Nursing, Environmental Health, Safety Management (NQF Level 6) or related equivalent qualification. Registered with a recognised Professional Council. Minimum of 3 years of experience at supervisory level in employee health and wellness environment. A valid driver's licence. Job related knowledge: Human resource management legislative framework for the public service including: Employee Health and Wellness Legislation (Frameworks, Policies, etc), Basic Conditions of Employment Act,

Labour Relations Act, Employment Equity Act, Public Service Regulations and Public Service Act. Job related skills: Communication (verbal and written). Strategic planning and leadership. Presentation and facilitation. Report writing. People management. Monitoring and evaluation. Negotiation and conflict resolution. Customer focus. Computer literacy.

DUTIES : Implement and co-ordinate employee health and wellness services to promote employee resilience. Conduct counselling / refer employees within 5 days in accordance with the referral procedure and service level agreement. Render specialised intervention within 24/72 hours in cases of crises / trauma. Promote organisational culture to enhance service delivery through work-life balance and life-skills programmes. Implement and co-ordinate needs based life-skills programmes. Promote physical wellness and healthy life-style programmes. Promote healthy life-style programmes through nutrition, education and awareness. Promote physical wellness and departmental sports and recreation activities. Implement and co-ordinate Human Immunodeficiency Virus (HIV) and Acquired Immunodeficiency Syndrome (AIDS), Tuberculosis (TB) and Health Promotion Programmes. Co-ordinate HIV / AIDS, TB and Sexually Transmitted Infection (STI) Management Programmes. Distribute condoms and monitor usage in all offices. Co-ordinate health screening programmes.

ENQUIRIES : Ms T Oliphant Tel No: (053) 830 4000

APPLICATIONS : Applications can be submitted by hand delivery during office hours to: Magistrate Court Building, 6th floor, Knight Street, Corner of Stead Street, Kimberley, 8300 or by email to Post173@dlrrd.gov.za

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

POST 25/62 : **ASSISTANT DIRECTOR: HUMAN RESOURCE ADMINSTRATION REF NO: 3/1/1/1/2026/178**
Directorate: Corporate Services

SALARY : R487 197 per annum (Level 09)

CENTRE : Western Cape (Cape Town)

REQUIREMENTS : Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Human Resources Management / Labour Relations / Human Resource Development / Public Administration / Public Management (NQF Level 6) or related equivalent qualification. Minimum of 3 years' experience at supervisory management in human resource management. PERSAL Personnel Certificate, PERSAL Leave Administration Certificate. Knowledge and experience in pension administration. A valid driver's licence. Job related knowledge: Employment Equity Act. Public Service Regulations. Basic Conditions of Employment Act. Public Service Act. Skills Development Act. Labour Relations Act. Public Service Co-ordinating Bargaining Council (PSCBC) resolutions. Promotion of Access to Information Act (PAIA). Promotion of Administrative Justice Act (PAJA). Public Finance Management Act. Job related skills: Analytical thinking. Communication (verbal and written). Computer literacy. Report writing ability. Problem solving ability.

DUTIES : Implement and monitor human resources prescripts. Implement human resource management resolutions. Keep employees well informed on new developments of human resource prescripts. Monitor employee benefits and conditions of service. Oversee processing of service terminations timeously. Check and ensure correct completion / submission of pension forms including nomination forms. Keep and maintain a database for submitted cases to Government Employees Pension Fund (GEPF). Follow-up on all outstanding pension claims with GEPF. Assist deceased employee's family to claim funeral benefit from GEPF. Identify, draw and keep annual list of all employees due to retirement. Make payment follow-ups and attend to pension queries. Provide feedback to pension beneficiaries. Recover all liabilities from pension proceeds. Coordinate or conduct service benefits workshops. Ensure compliance with the relevant prescripts when processing allowances. Ensure correct implementation of allowances on PERSAL e.g. housing acting etc. Approve leave transactions and ensure that correct codes are used. Ensure that leave applications comply with policies and prescripts. Ensure submission of leave plans and adherence thereof. Verify correctness of incapacity applications and ensure timeous submission to the Health Risk Manager. Liaise with the Health Risk Manager regarding submitted incapacity applications. Implement decision. Verify over granted leave prior to service termination of officials. Check and verify leave gratuity / discounting

calculations and ensure correctness. Conduct workshops / induction on leave. Conduct leave audits. Facilitate and implement performance management, training and development. Check the database of Personal Development Plans (PDP's). Consolidate provincial inputs of Workplace Skills Plans (WSP) which addresses skills requirements. Check compliance of submissions of employees requiring training. Coordinate provincial training and development activities. Consolidate training statistics. Approve Employee Performance Management and Development System (EPMDS) documents on PERSAL. Ensure that EPMS statistics is updated and submitted weekly. Arrange moderating committee (MC) meetings. Check and quality assure MC outcome letters. Compile memo for approval of performance rewards. Approve / authorise the implemented performance rewards. Register System Change Control (SCC) to correct service records of employees after payment of pay progression. Do arrangements to process payments of employees who terminated service with the Department. Arrange meetings to discuss dissatisfaction cases. Monitor and implement recruitment and selection. Check funded and vacant posts on PERSAL. Verify submission and supporting documents for advertisement. Ensure that employment equity targets are updated. Monitor adherence to recruitment and selection plans. Check minutes and proceedings after the shortlisting process. Check submission for selection of suitable candidates. Confirm security screening and qualification screening results. Ensure that posts are filled within the prescribed period. Approve appointments, transfers, translation on PERSAL. Ensure that officials are correctly placed on PERSAL. Facilitate and monitor employee relations processes. Monitor disciplinary cases submitted for compliance with prescribed timeframes. Check progress on the resolution of cases with National Office. Assist with the implementation of sanctions. Monitor compilation statistics on disciplinary cases submitted. Facilitate meetings with organised labour. Provide advice on grievances, misconduct and discipline matters. Implement the disciplinary hearing sanctions. Facilitate the resolution of grievances within the prescribed period.

ENQUIRIES : Mr T Mtintsilana Tel No: (021) 409 0569
APPLICATIONS : 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 Post178@dlrrd.gov.za
NOTE : EE Targets: Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities.

POST 25/63 : **ASSISTANT LAW LECTURER: DEEDS TRAINING REF NO: 3/1/1/1/2026/159**
Directorate: Deeds Training

SALARY : R487 197 per annum (Level 09)
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and National Diploma in Law / National Diploma Deeds Registration Law / Buris / B Proc / LLB (NQF Level 6) or related equivalent qualification. Minimum of 4 years' experience at junior management level in Deeds environment. Knowledge: Extensive and proven ability in knowing, interpreting, and applying various legislation and acts pertaining to registration of Deeds, including (but not limited to): Deeds Registry Act, Sectoral titles Act, Ordinance, Proclamations, Case Law, and Common Law. Ability to address a professional audience comfortably. Presentation skills. Time management skills. Computer Soft skills. Research. Improvisation skills. Organizing and problem-solving. Verbal and written communication skills. Report writing skills.
DUTIES : Determine training needs for deeds: Analyse current and future deeds training needs from performance development plan. Compile annual training programme and submit for approval. Develop curriculum for stakeholders' training and submit for approval. Facilitate quality assurance reports and provide reports. Facilitate and coordinate deeds training: Present deeds course/training to officials and stakeholders. Compile and submit course / training report on all deeds training presented for approval. Facilitate the outcome of the training conducted in terms of Quality Management System and provide report. Manage training administration: Submit inputs and items for deeds training Advisory Committee meetings. Verify deeds training statistics. Coordinate or provide inputs on training manuals, Quality Management System etc. Provide inputs on the updating of acts, procedure manuals, and circulars.

Manage library services: Identify books, publication, training aids that must be procured for library. Manage audit updates of library materials and examiner's acts. Oversee update of accession register (database). Manage access to library and loan register. Manage stocktaking.

ENQUIRIES : Ms P Matsemela Tel No: (012) 338 7123 and Mr A Strydom Tel No: (012) 338 7123

APPLICATIONS : Applications can be submitted by hand delivery during office hours to: Office of the Chief Registrar of Deeds at 600 Lillian Ngoyi Street, Berea Park, Pretoria, 0002 or apply using Deeds Online Job Application Portal; https://deedsportal.deeds.gov.za/ (Please separate Application Form for each post) before the closing date as no late applications will be considered

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

POST 25/64 : **ASSISTANT DIRECTOR: FINANCIAL SERVICES REF NO: 3/1/1/1/2026/160**

SALARY : R487 197 per annum (Level 09)

CENTRE : Eastern Cape Deeds Registry: Qonce

REQUIREMENTS : Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and National Diploma or Degree in Accounting / Financial Accounting / Financial Management / Management Accounting or related equivalent qualification. Minimum of 3 years supervisory experience in Financial environment. A valid driver's licence. Knowledge of Public Finance Management Act (PMFA). Knowledge of Treasury Regulations. Policies procedures and prescripts. Financial systems including Accpac. Budgets and reporting procedures. Good written and verbal communication skills. Financial Management skills. Interpersonal skills. Computer software skills (good excel skills). Problem Solving and Decision-Making skills. Time Management skills. Budget forecasting skills.

DUTIES : Manage budget. Cost Demand Management Plan. Confirm availability of funds. Monitor and control income and expenditure trends and advise. Provide comments on In-Year Monitoring report. Provide inputs for adjustment of budget. Manage revenue, cash, and banking services. Monitor banking of state money. Monitor administration of Petty Cash. Monitor exempt transaction report. Manage debtors. Monitor recovery of outstanding debt and collection progress report. Analyse comments on debtors and revenue reports and take corrective measures. Oversee application of unapplied cash. Oversee the opening of accounts. Oversee suspension of overdue accounts. Make recommendations on dispute and queries, respond and monitor queries report. Review credit notes, B-accounts and related parties. Oversee debit and credit notes. Control internal debtors. Manage of creditors. Monitor payment of suppliers / service providers. Approve invoices on the system. Approve adjustments and clear suspense account. Review processed reconciliation. Verify S&T claims and advances.

ENQUIRIES : Ms. VC Bomela or Mr P Sabasaba Tel No: (043) 642 2741

APPLICATIONS : Applications can be submitted by hand delivery during office hours to: Eastern Cape Deeds Registry: Qonce at 113 Alexander Road, Qonce, 5600 Eastern Cape. Candidates are also encouraged to apply by using this link http://deeds-recruit.deeds.gov.za before the closing date, as no late applications will be considered. Applications and supporting documents sent to us that are not specified in the advertisement for the post that you are applying for will not be accepted. Failure to do this will result in the application being disqualified

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

POST 25/65 : **ASSISTANT DIRECTOR: LABOUR RELATIONS REF NO: 3/1/1/1/2026/165**
Directorate: Human Resource and Records Management Services

SALARY : R487 197 per annum (Level 09)

CENTRE : Gauteng (Pretoria)

REQUIREMENTS : Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Labour Relations / Human Resources Management / Labour Law / LLB or related equivalent qualification. Minimum of 3 years supervisory experience in the field of Labour Law / Labour Relations. A valid driver's licence. Experience and knowledge of the following legislation: Public Service Prescripts, Labour Law / Relations Prescripts (BCEA; LRA; EE; OHS; Skills Development), PAJA and PAIA. Investigation skills. Report writing

skills. Computer literacy. Written and verbal communication skills. Negotiation skills. Mediation and Conflict resolution skills. Problem solving. Interpersonal skills. Presentation and facilitation skills. Analytical skills.

DUTIES : Facilitate the prompt finalisation of misconduct cases. Monitor implementation and adherence of prescripts governing misconducts. Monitor coordination of the appointment of chairpersons and initiators. Make representations at disciplinary enquiries. Monitor the implementation of the outcome of formal and informal disciplinary processes. Coordinate and facilitate appointment of external service providers in complex cases. Provide efficient and effective advice on disciplinary matters. Seek, analyse and implement. Assistant legal opinions on labour relations cases. Facilitate the prompt finalisation of grievance cases. Monitor implementation and adherence of prescripts governing grievances. Provide effective advice towards the resolution of grievances. Refer grievances to the Executing Authority, and PSC when necessary. Monitor Implementation of the outcome of grievances. Provide efficient and effective advice on grievance. Facilitate the prompt finalisation of external disputes. Obtain mandate and / or negotiate settlement agreement to resolve disputes, where applicable. Implement the outcomes of awards and rulings. Facilitate and monitor labour court processes emanating from labour relations cases. Implement capacity building programmes. Facilitate training to business units. Conduct training on labour relations policies and other identified areas. Provide inputs for the compilation labour relations information leaflets. Manage relationships with organised labour and assist in collective bargaining processes. Assist with the preparation for and attend DBC meetings. Administer policy consultation meetings. Attend to industrial unrest. Promote and enforce a cordial relationship with shop stewards. Assist with the compilation of labour relation policies, guidelines and procedures.

ENQUIRIES : Mr. H Tshinavhe Tel No: (012) 338 7324

APPLICATIONS : Applications can be submitted by hand delivery during office hours to: Office of the Chief Registrar of Deeds at 600 Lillian Ngoyi Street, Berea Park, Pretoria, 0002 or apply using Deeds Online Job Application Portal; https://deedsportal.deeds.gov.za/ (Please separate Application Form for each post) before the closing date as no late applications will be considered.

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

POST 25/66 : **SENIOR ADMINISTRATIVE OFFICER REF NO: 3/1/1/1/2026/169**
Directorate: Quality Assurance and Administration

SALARY : R413 001 per annum (Level 08)

CENTRE : North West (Mahikeng)

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

DUTIES : Develop, administer and maintain restitution land claims database. Maintain the implementation of file plan in the office. Check the quality of standardised files. Compile the report of standardised files and inventory. Update inventory of standardised files. Update inventory of approved Section 42D's. Provide land restitution claims related information. Compile spreadsheet on letters complied for claimants. Give claimants accurate information regarding the status of their claims. Respond to general enquiries about the lodgement of land claims. Update statistical information for the office in all land claims lodged and settled. Provide registry services. Receive and issue brown files not scanned on Electronic Document Management System (EDMS). Receive and register incoming files. Keep records of files and collected information for existing land claims. Ensure that registry rules are adhered to by officials. Monitor access to registry system. Monitor and control movement of files by

registering them on movement control sheet. Conduct file audit to ensure that no files are kept for more than 5 days in officials office unless the official ask for extension. Maintain office search. Ensure all files transferred to registry are recorded from clients. File indexing. Spot check on file at registry / incident audit. Maintaining filling system. Capture approved projects or files for easy retrieval in registry and create file number for approved Section 42D, Section 42C and Section 42E. Check all Section 42D's dispatched to and received from national office if all documents are signed and returned same as was dispatched. Update and provide land claims information to project teams to enable the acceptance and gazetting of claims. Receive and register incoming and approved files. Update the status of the claims on approved acceptance research report, non-compliant, dismissed, deferred and gazetted claims. Ensure that new information received from operational units is captured on spreadsheet. Keep statistics of files captured on spreadsheet and report monthly. Coordinate and execute other administrative duties. Provide clerical support services to the directorate. Provide personnel administration clerical support services. Provide financial administration services in the component. Process documents for archival and disposal. Operate office machine in relation to registry functions.

ENQUIRIES : Ms P Dipudi Tel No: (018) 388 7138

APPLICATIONS : Applications can be submitted by hand delivery during office hours to: Cnr James Moroka and Sekame Drive, West Gallery, Megacity, Mmabatho, 2735 or by email to Post169@dlrrd.gov.za

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

POST 25/67 : **SENIOR ADMINISTRATIVE OFFICER REF NO: 3/1/1/1/2026/175**
Directorate: Rural Infrastructure Development

SALARY : R413 001 per annum (Level 08)

CENTRE : Western Cape (Cape Town)

REQUIREMENTS : Minimum requirements: Applicants must be in a possession of Grade 12 Certificate and a National Diploma in Public Administration / Public Management / Business Administration / Business Management or relevant equivalent qualification. Minimum of 2 years' experience in administration environment. A valid driver's licence. Job related knowledge: Public Service Regulations, Financial procedures, Treasury regulations and Basic Accounting System (BAS). Job related skills: Computer literacy, Interpersonal relations, Organising and Planning, Communication (verbal and written), Analytical thinking, Problem solving ability, Financial management and report writing. Work under pressure, Teamwork and willingness to work extra hours.

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 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, audit and financial functions. Verify Transport and Subsistence (T&S) and sundry and overtime payment. Administer the procurement of goods and services. Compile, manage and maintain of the Demand Management Plan. Facilitate Supply Chain Management (SCM) services. Facilitate monthly, quarterly and annual reporting on SCM related matters. Control over safekeeping, utilisation and maintenance of all assets. Ensure proper administration of sourcing and evaluation of quotations. Capture and authorise of goods / services on LOGIS system. 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 of notes. Administer asset. Maintain asset register. Liaise with asset unit during asset verification. Manage outgoing and on-going assets. Allocate equipment to officials.

ENQUIRIES : Ms N Dlamini Tel No: (012) 312 9295

APPLICATIONS : 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 Post175@dlrrd.gov.za

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

POST 25/68 : **DRS SYSTEM SUPPORT OFFICER REF NO: 3/1/1/1/2026/161**
Directorate: Registration And Information Services

SALARY : R413 001 per annum (Level 08)
CENTRE : Free State (Bloemfontein)
REQUIREMENTS : Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Information Technology / Degree in Computer Science: A+ / N+ / MCSE / Linux+ or related equivalent qualification. Minimum of 2 years relevant experience. Experience with hardware and software. Experience with servers. Experience in IT technical support. Appropriate server and network management experience. Technical aspects of information and communications technology goods and services. Information Technology Acts and Policies. Internal control and risk management. Planning skills. Organize skills. Communication skills (verbal and written). Interpersonal skills.

DUTIES : Providing desktop support to end users. Install, update, and configure End-user devices. Install, update and support business applications. Investigate, resolve, or escalate and monitor logged calls. Providing network support. Assist end-users with LAN connectivity. Monitor availability and performance of network. Assess the need for, request and monitor the process of installation of network points. Investigate, resolve, or escalate and monitor logged calls. Provide sever room support. Monitor server room environment and take remedial action. Monitor compliance with server room maintenance contract deliverables. Monitor access to server room and keep register. Assist with installation of customer-replaceable parts for server equipment. Implementing information system security measures. Check that users are registered on the domain. Check Antivirus is installed, updated, and running. Remove all unauthorised applications and software. Create and maintain an IT asset register or database. Providing ICT reports. Provide incident and system availability reports. Provide inputs to SLA non-compliance report. Provide support in the procurement and disposal of IT assets.

ENQUIRIES : Mr. IB Khanyile or Ms D Tshabalala Tel No: (051) 403 0300
APPLICATIONS : Applications can be submitted by hand delivery during office hours to: Free State Deeds Registry, New Government Building, Corner Aliwal and Nelson Mandela Drive Bloemfontein, 9301. Candidates are also encouraged to apply by using this link http://deedsportal.deeds.gov.za before the closing date as no late applications will be considered

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

POST 25/69 : **PERSONAL ASSISTANT REF NO: 3/1/1/1/2026/162**
Chief Directorate: Deeds Finance and Corporate Support

SALARY : R338 106 per annum (Level 07)
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Secretarial / Office Administration / Management or related equivalent qualification. Minimum of 3 years' experience in rendering a support service to senior management. Knowledge on the relevant legislation / policies / prescripts and procedures. Telephone etiquette. Basic knowledge on financial administration. Sound organisational skills. Computer literacy (MS Office). Good interpersonal relations. High level of reliability. Written communication skills. Language skills. Ability to communicate well with people at different levels and from different backgrounds. Ability to do research and analyse documents and situations. Ability to act with tact and discretion. Good grooming and presentation. Self-management and motivation.

DUTIES : Provides a secretarial / receptionist support service to the manager. Receives telephone calls in an environment where, in addition to the calls for the senior manager, discretion is required to decide to whom the call should be forwarded. Finalise and resolve relevant enquiries as part of the job's operational

responsibilities. Performs advanced typing work. Operates and ensures that office equipment, e.g. Printers and photocopiers are in good working order. Record the engagements of the senior manager. Utilizes discretion to decide whether to accept / decline or refer to other employees' requests for meetings, based on the assessed importance and urgency of the matter. Coordinates with and sensitizes / advises the manager regarding engagements. Compiles realistic schedules for appointments. Render administrative support service. Ensures the effective flow of information and documents to and from the office of the manager. Ensures the safe keeping of all documentation in the office of the manager in line with relevant legislation and policies. Obtains inputs, collates and compiles reports, e.g. Progress reports, Monthly reports and management reports. Scrutinizes routine submissions / reports and make notes and / or recommendations for the manager. Respond to enquiries received from internal and external stakeholders. Drafts documents as required. Do filing of documents for the manager and the unit where required. Collects, analyses and collates information requested by the manager. Clarifies instructions and notes on behalf of the manager. Ensures that travel arrangements are well coordinated. Prioritizes issues in the office of the manager. Manages the leave register and telephone accounts for the unit. Handles procurement of standard items like stationary, refreshments etc. for the activities of the manager and the unit. Obtains the necessary signatures on documents like procurement advices and monthly salary reports. Provides support to manager regarding meetings. Scrutinizes documents to determine actions / information / other documents required for meetings. Collects and compiles all necessary documents for the manager to inform him / her on the contents. Records minutes / decisions and communicates to relevant role-players, follow-up on progress made. Prepares briefing notes for the manager as required. Coordinates logistical arrangements for meetings when required. Supports the manager with the administration for the managers budget. Collects and coordinates all the documents that relate to the manager's budget. Assists manager in determining funding requirements for purposes of MTEF submissions. Keeps records for expenditure commitments, monitors expenditure and alerts manager of possible over-and under spending. Checks and correlates BAS reports to ensure that expenditure is allocated correctly. Identifies the need to move funds between items, consults with the manager and compiles draft memos for this purpose. Compares the MTEF allocation with the requested budget and informs the manager of changes. Studies the relevant public service and departmental prescripts / policies and other documents and ensure that the application thereof is understood properly. Remains up to date with regard to the prescripts / policies and procedures applicable to his / her work terrain to ensure efficient and effective support to the manager. Remains abreast with the procedures and processes that apply in the office of the manager.

ENQUIRIES : Mr. H Tshinavhe Tel No: (012) 338 7324
APPLICATIONS : Applications can be submitted by hand delivery during office hours to: Office of the Chief Registrar of Deeds at 600 Lillian Ngoyi Street, Berea Park, Pretoria, 0002 or apply using Deeds Online Job Application Portal; https://deedsportal.deeds.gov.za/ (Please separate Application Form for each post) before the closing date as no late applications will be considered.
NOTE : EE Targets: African, Coloured, Indian, and White Males and Coloured, Indian, and White Females and Persons with Disabilities.

POST 25/70 : **PERSONAL ASSISTANT REF NO: 3/1/1/1/2026/163**
Chief Directorate: Legal Support and Deeds Training

SALARY : R338 106 per annum (Level 07)
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Secretarial / Office Administration / Management or related equivalent qualifications. Minimum of 3 years' experience in rendering a support service to senior management. Knowledge on the relevant legislation / policies / prescripts and procedures. Telephone etiquette. Basic knowledge on financial administration. Sound organisational skills. Computer literacy (MS Office). Good interpersonal relations. High level of reliability. Written communication skills. Language skills. Ability to communicate well with people at different levels and from different backgrounds. Ability to do research and analyse documents and situations.

Ability to act with tact and discretion. Good grooming and presentation. Self-management and motivation.

DUTIES : Provides a secretarial / receptionist support service to the manager. Receives telephone calls in an environment where, in addition to the calls for the senior manager, discretion is required to decide to whom the call should be forwarded. Finalise and resolve relevant enquiries as part of the job's operational responsibilities. Performs advanced typing work. Operates and ensures that office equipment, e.g. Printers and photocopiers are in good working order. Record the engagements of the senior manager. Utilizes discretion to decide whether to accept / decline or refer to other employees' requests for meetings, based on the assessed importance and urgency of the matter. Coordinates with and sensitizes / advises the manager regarding engagements. Compiles realistic schedules for appointments. Render administrative support service. Ensures the effective flow of information and documents to and from the office of the manager. Ensures the safe keeping of all documentation in the office of the manager in line with relevant legislation and policies. Obtains inputs, collates and compiles reports, e.g. Progress reports, Monthly reports and management reports *Scrutinizes routine submissions / reports and make notes and / or recommendations for the manager. Respond to enquiries received from internal and external stakeholders. Drafts documents as required. Do filing of documents for the manager and the unit where required. Collects, analyses and collates information requested by the manager. Clarifies instructions and notes on behalf of the manager. Ensures that travel arrangements are well coordinated. Prioritizes issues in the office of the manager. Manages the leave register and telephone accounts for the unit. Handles procurement of standard items like stationary, refreshments etc. for the activities of the manager and the unit. Obtains the necessary signatures on documents like procurement advices and monthly salary reports. Provides support to manager regarding meetings. Scrutinizes documents to determine actions / information / other documents required for meetings. Collects and compiles all necessary documents for the manager to inform him/her on the contents. Records minutes / decisions and communicates to relevant role-players, follow-up on progress made. Prepares briefing notes for the manager as required. Coordinates logistical arrangements for meetings when required. Supports the manager with the administration for the manager's budget. Collects and coordinates all the documents that relate to the manager's budget. Assists manager in determining funding requirements for purposes of MTEF submissions. Keeps records for expenditure commitments, monitors expenditure and alerts manager of possible over-and under spending. Checks and correlates BAS reports to ensure that expenditure is allocated correctly. Identifies the need to move funds between items, consults with the manager and compiles draft memos for this purpose. Compares the MTEF allocation with the requested budget and informs the manager of changes. Studies the relevant public service and departmental prescripts / policies and other documents and ensure that the application thereof is understood properly. Remains up to date with regard to the prescripts / policies and procedures applicable to his / her work terrain to ensure efficient and effective support to the manager. Remains abreast with the procedures and processes that apply in the office of the manager.

ENQUIRIES : Mr. H Tshinavhe Tel No: (012) 338 7324

APPLICATIONS : Applications can be submitted by hand delivery during office hours to: Office of the Chief Registrar of Deeds at 600 Lillian Ngoyi Street, Berea Park, Pretoria, 0002 or apply using Deeds Online Job Application Portal; https://deedsportal.deeds.gov.za/ (Please separate Application Form for each post) before the closing date as no late applications will be considered.

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

POST 25/71 : **LEGAL ADMINISTRATION OFFICER REF NO: 3/1/1/1/2026/174**
Directorate: Legal Support

SALARY : R262 968 – R1 155 777 per annum, (The salary will be determined in accordance with the OSD requirements)

CENTRE : Gauteng (Pretoria)

REQUIREMENTS : Minimum requirements: Applicants must be in a possession of a Grade 12 certificate and an LLB Degree or as otherwise determined by the Minister of Justice and Constitutional Development. **MR 1:** LLB Degree or equivalent. **MR**

2: LLB Degree or equivalent plus a minimum of 1 year post qualification experience in the legal profession. **MR 3:** LLB Degree or equivalent plus a minimum of 2 years post qualification experience in the legal profession. **MR 4:** LLB Degree or equivalent plus a minimum of 8-year post qualification experience in the legal profession. **MR 5:** LLB Degree or equivalent plus a minimum of 14 years post qualification experience in the legal profession. A valid driver's licence. Job related knowledge: Knowledge of SA law. Job related skills: Ability to interpret the law. Ability to research the law. Writing ability. Ability to present. Client relations. Communication (verbal and written). Computer literacy. Teamwork. Ability to work under pressure as well as then willingness to work irregular hours.

DUTIES : Draft or vet all contracts. Receive instructions and draft or vet the required contracts. Consult with functionaries or request further information if required. Provide assistance to line functionaries with the negotiation of contracts where necessary. Do research on contracts if necessary. Provide legal advice on matters arising during the drafting of contracts. Manage external experts, such as counsel, who may be briefed to draft or vet contracts. Periodically review standard contracts. Draft or vet other legal documents such as affidavits, delegations and correspondence of a legal nature, as well as reports. Receive instructions and draft or vet the required other legal documents. Do research if necessary. Provide legal advice on matters arising during the drafting of other legal documents. Manage external experts, such as counsel, who may be briefed to draft or vet other legal documents. Provide legal opinions and general legal advice. Receive instructions and request further information if necessary. Conduct research. Consult with relevant stakeholders. Analyse court precedents and written articles / publications. Draft legal opinions. Facilitate obtainment of external legal opinions. Manage external experts, such as counsel or the State Law Advisers, to ensure that opinions are provided timeously. Ensure that external opinions are legally sound before they are furnished to the client. Ensure that the applicable areas of the law are ventilated in the legal opinions. Provide legal assistance in respect of Promotion of Access to Information Act (PAIA) requests. Evaluate new requests and refer to the relevant Deputy Information Officer (DIO) or line functionary. Advise the DIO or line functionary on issues that may arise during the process of requests. Monitor that the DIO or line functionary attends to the requests and finalises them within the prescribed timeframes. Keep a register of all received and outcomes thereof.

ENQUIRIES : Mr G.C Mashilo Tel No: (012) 312 9651

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, 0001 or by email to Post174@dlrrd.gov.za

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

POST 25/72 : **REGISTRY CLERK REF NO: 3/1/1/1/2026/170**
Directorate: Corporate Services

SALARY : R237 453 per annum (Level 05)

CENTRE : Mpumalanga (Nelspruit)

REQUIREMENTS : Minimum requirements: Applicants must be in possession of a Grade 12 Certificate. Job related knowledge: Knowledge of registry duties, practices as well as the ability to capture data, and operate a computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in registry. Job related skills. Planning and organisation. Computer literacy. communication (verbal and written). Interpersonal relations. Ability to work within a team.

DUTIES : Manage operations to achieve planned outcomes. Provide registry counter services. Attend to clients. Handle telephonic and other enquiries received. Receive and register hand delivered mail / files. Handle incoming and outgoing correspondence. Receive all mail. Sort, register and dispatch mail. Distribute notices on registry issues. Render an effective filing and record management service. Open and close files according to record classification system. Filing / storage, tracing (electronically / manually) and retrieval of documents and files. Operate office machines in relation to the registry function. 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. Keep records for archived documents.
ENQUIRIES	:	Ms MO Fakude Tel No: (013) 754 8032
APPLICATIONS	:	Applications can be submitted by hand delivery during office hours to: 7th Floor Block E, Bateleur Office Park Building, 17 Van Rensburg Street, Nelspruit, 1200 or by email to Post170@dlrrd.gov.za
NOTE	:	EE targets: African, Coloured, Indian and White Males and White Females and Persons with Disabilities.
POST 25/73	:	**HUMAN RESOURCE CLERK REF NO: 3/1/1/1/2026/164** Directorate: Human Resource and Records Management Services
SALARY	:	R237 453 per annum (Level 05)
CENTRE	:	Gauteng (Pretoria)
REQUIREMENTS	:	Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate or related equivalent qualification. No experience required. Knowledge of registry duties, practices as well as the ability to capture data, and operate a computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in registry. Planning and organisation. Computer literacy. Good verbal and written communication skills. Interpersonal relations. Flexibility. Teamwork.
DUTIES	:	Implement human resource administration practices. Recruitment and Selection (Advertisements, Appointments, Transfer, Verification of qualifications, Secretariat functions at interviews, Absorptions, Probationary periods e.g.). Implement conditions of services (Leave, Housing, Medical, Injury. on Duty, Long Service Recognition, Overtime, Relocation, Pension, Allowances, PILIR or etc.). Performance Management. Termination of service, Address human resource administration enquiries. Respond to enquiries from internal and external clients.
ENQUIRIES	:	Mr. H Tshinavhe Tel No: (012) 338 7324
APPLICATIONS	:	Applications can be submitted by hand delivery during office hours to: Office of the Chief Registrar of Deeds at 600 Lillian Ngoyi Street, Berea Park, Pretoria, 0002 or apply using Deeds Online Job Application Portal; https://deedsportal.deeds.gov.za/ (Please separate Application Form for each post) before the closing date as no late applications will be considered
NOTE	:	EE Targets: African, Coloured, Indian and White Males and Indian and White Females and Persons with Disabilities.

ANNEXURE J

NATIONAL PROSECUTING AUTHORITY

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

CLOSING DATE : 03 August 2026

NOTE : Applicants must apply by submitting applications on the most recent Z83 form obtainable from any Public Service Department or on the DPSA web site link: https://www.dpsa.gov.za/newsroom/psvc/ and a comprehensive CV ONLY (with detailed experience information). Failure to do so will result in your application being disqualified. Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA (only when shortlisted). It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation (only when shortlisted). All applications must reach the NPA on/or before the closing date. No late applications will be accepted/processed. Documents should not be password protected, and ZIP files will be blocked. The NPA cannot be held responsible for server delays. All applications must reach the NPA on/or before the closing date. No late applications will be accepted/processed. The applicant's attention is drawn to the fact that the NPA uses an Electronic Response Handling System in terms of e-mailed applications. Please do not contact the NPA directly after you have e-mailed your applications to enquire if your application(s) have been received. If you have not received an acknowledgement of receipt within one week after the closing date, then you can contact the NPA. The NPA reserves the right not to fill any particular position. If you do not hear from us within (6) six months from the closing date of the advert, please accept that your application was unsuccessful. Successful candidates will be subjected to a security clearance of at least confidential. Appointment to this position will be provisional, pending the issue of security clearance. Fingerprints will be taken on the day of the interview. The social media accounts of shortlisted applicants may be accessed as part of the verification process. A valid driver's license will be a requirement where applicable. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments which are, a practical exercise and an integrity (ethical conduct) assessment. SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the NPA. 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 (NSG) is required for all SMS applicants for Public Service Act positions in the NPA (SMS pre-entry certificate to be submitted prior to appointment). NPA Act appointments are exempted from the pre-entry certificate requirement. This is a Public Service specific training programme. The name of the course is Certificate for entry into the SMS. The full details can be sourced from the link https://www.thensg.gov.za/training-course/sms-pre-entry-programme/..
Applicants are advised that from 1 January 2021 a new application form for employment (Z83) is in use. The new application for employment form can be downloaded at www.dpsa.gov.za-vacancies. From 1 January 2021 should an application be received using the incorrect (old) application for employment (Z83), it will not be considered. NB! Applicants Who Are Successful Must Please note that the NPA is not in a position to pay resettlement costs.
ERRATUM: DDPP: Durban - Deputy Director of Public Prosecutions with Ref No: Recruit 2026/204 advertised in Public Service Vacancy Circular 17 dated 22 May 2026 is hereby withdrawn.

OTHER POSTS

POST 25/74 : **DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS REF NO: RECRUIT 2026/205**
National Prosecutions Services

SALARY : R1 625 709 per annum (Level 14), (Total cost package)
CENTRE : DPP: Johannesburg (STU)
REQUIREMENTS : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least ten (10) years' post qualification experience in civil and/or criminal litigation. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998.Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Admission as an Attorney/Advocate will be an added advantage. Extensive prosecutorial or litigation experience regarding common law offences relating to tax evasions/avoidance, commercial crimes, fraud and related matters. Sound knowledge and understanding of SARS functions and financial accounting background. Good advocacy and legal drafting skills. Knowledge of civil and/or criminal procedure. Good interpersonal, analytical, presentation and communication skills. Computer skills. Valid driver's license.
DUTIES : Manage the portfolio assigned by the Director of Public Prosecutions. Manage, train and guide Advocates, Prosecutors and stakeholders in respect of all matters, including complex / high profile matters, in the high court, the highest court of appeal and the constitutional court. Investigate and prosecute cases. Provide legal oversight and guidance in investigation projects and legal casework. Studying and research law, enquiring and dockets relating to crimes and advising and decisions thereon. Instituting and conducting criminal proceedings in any court, including drawing up chargesheets and indictments, interviewing prospective witnesses and examining and cross-examining witnesses as well as presenting arguments in court to argue cases. Consult on a regular basis with all relevant stakeholders and SARS officials. Manage and keep SARS records for all criminal prosecutions and statistics. Map out a strategic planning for the division and lead staff members towards achieving strategic objectives. Development, performance management and assessment of staff members. Deal with representations and complaints. Ensure that a high standard of professional work is being carried out. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.
ENQUIRIES : Charity Matika Tel No: (011) 220 4235
APPLICATIONS : e mail: Recruit2026205@npa.gov.za

POST 25/75 : **DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS REF NO: RECRUIT 2026/206**
National Prosecutions Services

SALARY : R1 625 709 per annum (Level 14), (Total cost package)
CENTRE : DPP: Pietermaritzburg
REQUIREMENTS : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least ten (10) years' post qualification experience in civil and/or criminal litigation. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Admission as an Attorney/Advocate will be an added advantage. Extensive prosecutorial or litigation experience regarding common law offences relating to tax evasions/avoidance, commercial crimes, fraud and related matters. Good advocacy and legal drafting skills. Strong organisational leadership skills. Strong interpersonal and communication skills. Ability to think strategically and innovatively and management. Valid driver's license.
DUTIES : Manage the portfolio assigned by the Director. Manage, train and guide Advocates, Prosecutors and stakeholders in respect of all matters, including complex / high profile matters, in the high court, the highest court of appeal and the constitutional court. Investigate and prosecute cases. Provide legal oversight and guidance in investigation projects and legal casework. Study case dockets and other documents relating to corruption matters, criminal matters, make and review decisions with regard to the institution of criminal proceedings. Prepare cases for court including the acquisition of additional evidence and drafting charge sheets, indictments and other court documents.

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

ENQUIRIES : Thabsile Radebe Tel No: (033) 392 8753
APPLICATIONS : e mail: Recruit2026206@npa.gov.za

POST 25/76 : **DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS REF NO: RECRUIT 2026/258**
National Prosecutions Services
Re-advert.

SALARY : R1 625 709 per annum (Level 14), (Total cost package)
CENTRE : DPP: Limpopo (Polokwane)
REQUIREMENTS : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least ten (10) years' post qualification experience in civil and/or criminal litigation. Knowledge and experience in Strategic and Operations Management. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Admission as an Attorney/Advocate will be an added advantage. Extensive prosecutorial or litigation experience regarding common law offences relating to tax evasions/avoidance, commercial crimes, fraud and related matters. Good advocacy and legal drafting skills. Strong organisational leadership skills. Strong interpersonal and communication skills. Ability to think strategically and innovatively and management. Valid driver's license.
DUTIES : Manage the portfolio assigned by the Director. Manage, train and guide Advocates, Prosecutors and stakeholders in respect of all matters, including complex / high profile matters, in the high court, the highest court of appeal and the constitutional court. Investigate and prosecute cases. Provide legal oversight and guidance in investigation projects and legal casework. Study case dockets and other documents relating to corruption matters, criminal matters, make and review decisions with regard to the institution of criminal proceedings. Prepare cases for court including the acquisition of additional evidence and drafting charge sheets, indictments and other court documents. Present the state's case in court, including examination and cross-examination of witnesses and addressing the court on conviction and sentence. Study appeals and reviews, prepare opinions and heads of argument and argue cases in the appropriate court. Appear in motion applications pertaining to criminal matters. Map out strategic planning for the division and lead staff members towards achieving the strategic objectives. Oversee resources and align them to strategic objectives. Development, performance management and assessment of staff members. Deal with representations and complaints. Ensure that a high standard of professional work is being carried out. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.
ENQUIRIES : Thuba Thubakgale Tel No: (015) 045 0285
APPLICATIONS : e mail: Recruit2026258@npa.gov.za

POST 25/77 : **DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS REF NO: RECRUIT 2026/207 (X2 POSTS)**
Investigating Directorate Against Corruption
Re-adverts.

SALARY : R1 625 709 per annum (Level 14), (Total cost package)
CENTRE : Pretoria: Head Office
REQUIREMENTS : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least ten (10) years' post qualification experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Admission as an

Attorney/Advocate will be an added advantage. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Demonstrate experience in managing motion proceedings. Good advocacy and legal drafting skills. Ability to apply technical /professional knowledge and skills. PRECCA, POCA, CPA51/177, Interpretation Act 33/1957. Performance Management. Superior Court Act 10/2013 and all rules of courts specifically in the superior court including the Constitution Court. Knowledge and experience in money laundering and complex corruption cases. Knowledge of State Capture recommendations and offences related threats. Preferred knowledge of FATF. People and Programme Management and Empowerment, Strategic Capability and Leadership. Project Management. Financial Management and head investigations Good interpersonal, analytical, presentation and communication skills. A valid drivers' licence.

DUTIES : Manage the portfolio assigned by the Director. Manage, train and guide Advocates, Prosecutors and stakeholders in respect of all matters, including complex / high profile matters, in the High Court, the Highest Court of Appeal and the Constitutional Court. Study and manage case dockets and other documents relating to criminal matters, make and review decisions with regard to the institution of criminal proceedings. Draft charge sheet and indictments. Lead investigations in accordance with Chapter 5 of the NPA Act. Prepare cases for court including the acquisition of additional evidence and drafting charge sheet, indictments and other court documents. Present the state's case in court, including examination and cross-examination of witnesses and addressing the court on conviction and sentence. Study appeals and reviews, prepare opinions and heads of argument and argue cases in the appropriate court including Constitutional Court. Appear in motion applications pertaining to criminal matters. Ensure that strategic objectives of the NPA and unit are achieved. Oversee resources and align them to strategic objectives. Development, performance management and assessment of staff members. Deal with representations and complaints. Ensure that a high standard of professional work is being carried out. Adherence to the highest ethical standards and professional conduct in keeping with the LPC, NPA values, and the International Standards of Prosecution and prosecutors. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system. Deal with voluminous and complex cases within a short time frame. Deal with novel questions of law by way of opinion/review applications appeal. Engage with internal and external stakeholders. Attend to mutual legal assistance and extradition matters. The drafting of all processes and the engagement with foreign authorities. Investigate and prosecute cases as per the mandate of the Investigating Directorate Against Corruption. Provide legal oversight and guidance in investigation projects and legal casework. Study case dockets and other documents relating to corruption matters, criminal matters, make and review decisions with regard to the institution of criminal proceedings. Prepare cases for court including the acquisition of additional evidence and drafting charge sheets, indictments and other court documents. Map out strategic planning for the Division and lead staff members towards achieving the strategic objectives. Draft and manage the summons process. Lead enquiries in respect of summonsed persons. Make application for centralization. Make application for the addition of racketeering charges. Make applications for extradition, draft all necessary process, and engage with foreign authorities. Make applications for mutual legal assistance, draft all necessary process, and engage with foreign authorities. Liaise with the Asset Forfeiture Unit (AFU) to effect AFU process in relevant cases including international asset recovery. Liaise with the Witness Protection Unit (WPU) where necessary. Study, manage, and check voluminous and complex criminal cases and decide whether the matter is ready for the institution of prosecution. Draft and manage: the prosecution strategy plan, witness plan, exhibits plan, and docket security plan. Conduct prosecutions in regional or high court from enrolment to finalization including bail, motion applications, pre-trial conferences, conducting of the trial, lodging of state appeals, responding to appeals by the accused, and arguing constitutional court matters where necessary. Appear and argue in motion court, the Supreme Court of Appeal, and Constitutional Court as necessary. Participate on stakeholder forums, case management forums, and any other forums on instruction by the Investigating Director. Formulate opinions on novel questions of law, and other legal matters. Prepare applications or reply to motions and argue in motion court. Respond to parliamentary queries when

requested. Formulate and/ comment on prosecution policies and/ or directives. Manage and supervise staff including mentoring, coaching, the provision of legal guidance, performance management, individual skills assessment, skills transfer.

ENQUIRIES : Maureen Dibetle Tel No: (012) 845 7727
APPLICATIONS : e mail: Recruit2026207@npa.gov.za

POST 25/78 : **DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS REF NO: RECRUIT 2026/208**
National Prosecutions Services

SALARY : R1 625 709 per annum (Level 14), (Total cost package)
CENTRE : Pretoria: Head Office (OCC)
REQUIREMENTS : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least ten (10) years' post qualification experience in civil and/or criminal litigation. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Admission as an Attorney/Advocate will be an added advantage. Good advocacy, well-developed skills in legal research and legal drafting skills. At least FIVE (5) years' experience in criminal procedure and the POCA legislation is key. Willing to travel. Good knowledge of criminal procedure is key. Able to work extended hours. Good interpersonal, analytical, presentation and communication skills. The ability to act independently. Strong computer skills will be required. A valid driver's license.
DUTIES : To exercise oversight on any decision to prosecute, and to give any necessary advice and report to the Head of the Organised Crime Component. To read and interpret all documents that is developed by the FATF and give guidance / opinions to the NPS on the said documents. To provide high level and well researched opinions and reports to the Head of the Organised Crime Component. To manage and direct governance and operations in the Money Laundering Component. To continuously analyse, review and monitor operational performance of the regional offices in order, inter alia, to identify operational deficiencies and to monitor the achievement of strategic objectives and annual targets. To develop any performance or delivery improvement plans or make such interventions as circumstances may require. To monitor and review strategy and operations. To oversee the development and implementation of appropriate employee performance management systems. To ensure that action plans are in place to promote good stakeholder and partner engagement. To arrange and coordinate internal and external meetings. To participate in all stakeholder meetings. To meet with relevant stakeholders on a regular basis in order to effectively execute the mandate of Money Laundering Component. To prepare presentations for the Executive Committee and the Management Committee. To identify training gaps and communicate same to the head of the Training Component.
ENQUIRIES : Glittering Hlophe Tel No: (012) 845 6336
APPLICATIONS : e mail: Recruit2026208@npa.gov.za

POST 25/79 : **DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS REF NO: RECRUIT 2026/255**
(Re-advert)
National Prosecutions Services

SALARY : R1 625 709 per annum (Level 14), (Total cost package)
CENTRE : DPP: Limpopo (Polokwane) (OCC)
REQUIREMENTS : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least ten (10) years' post qualification experience in civil and/or criminal litigation. Knowledge and experience in Strategic and Operations Management. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Admission as an Attorney/Advocate will be an added advantage. Good advocacy, well-developed skills in legal research and legal drafting skills. Knowledge of civil and /or criminal procedure. Experience or knowledge in POCA legislation will be an added advantage. Good interpersonal, analytical, presentation and communication skills. The ability to act independently. Strong computer skills will be required. A valid driver's license.

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

ENQUIRIES : Thuba Thubakgale Tel No: (015) 045 0285
APPLICATIONS : e mail: Recruit2026255@npa.gov.za

POST 25/80 : **CHIEF PROSECUTOR**
National Prosecutions Service

SALARY : R1 625 709 per annum (Level 14), (Total cost package)
CENTRE : CPP: Modimolle Ref No: Recruit 2026/209
CPP: Thohoyandou Ref No: Recruit 2026/256

REQUIREMENTS : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least ten years post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Organisational and leadership skills. Ability to think strategically and innovatively. Ability to manage the performance of the Cluster. Strong interpersonal and communication skills. General computer literacy and knowledge of programs in Microsoft Office. Decision making ability. A valid driver's license is a requirement.

DUTIES : Manage the performance of the NPA personnel in the lower courts, aligning such performance to the strategic plans of the NPA. Manage and oversee resources of the cluster and align them to the objectives of the NPA. Manage, train and guide Prosecutors and stakeholders in respect of all litigations in the cluster. Study, decide and recommend on budget and expenditure in line with the decision of NPA Administration and NPS. Manage the institution of/and conduct criminal proceedings on behalf of the State, in any court, including drawing up charge sheets and indictments, interviewing prospective witnesses and examining and cross-examining witnesses as well as presenting arguments in court. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system. Compile reports and enter into correspondence on matters and activities pertaining to the cluster. Map out and implement strategic interventions for the cluster to guide prosecutors towards achieving strategic objectives. Check and ensure that a high standard of professional work is being carried out.

ENQUIRIES : Thuba Thubakgale Tel No: (015) 045 0285
APPLICATIONS : CPP: Modimolle e mail: Recruit2026209@npa.gov.za
CPP: Thohoyandou e mail: Recruit2026256@npa.gov.za

POST 25/81 : **SENIOR PUBLIC PROSECUTOR**
National Prosecutions Service

SALARY : R1 242 915 – R1 934 208 per annum (CM-1), (Total cost package)
CENTRE : CPP: East Rand (Kempton Park) Ref No: Recruit 2026/210
CPP: Empangeni Ref No: Recruit 2026/211

REQUIREMENTS : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least eight (8) years post qualification legal experience. Five (5) years' experience in legal practice will be an added advantage. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Good management skills. Manage, give

guidance to and train prosecutors. Proficiency in prosecuting, guiding investigations and giving instructions in reasonably complex or more difficult common law and statutory offences. Able to draft charge sheets and complex court documents. Ability to act independently without constant supervision. Must have good administrative skills. A valid driver's license.

DUTIES : Manage and supervise allocation of work and management of performance for lower-level prosecutors including trainee Prosecutor. Train and guide Prosecutors including trainee Prosecutors and stakeholders in preparation of case dockets and deciding on the institution and conduct criminal proceedings. Represent the State in all courts. Present and assist prosecutors including trainee Prosecutors in presentation of state's case court, lead and cross examination of witnesses and address court on inter alia conviction and the like. Attend to representations and complaints. Attend to instructions of the Chief Prosecutor and the Director of Public Prosecutions. Lead Prosecutors towards achieving strategic goals and operational targets set by NPA, DPP office and CPP. Perform all duties including administrative duties related thereto, in accordance with code of conduct, policy directives of NPA. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice.

ENQUIRIES : CPP: East Rand (Kempton Park) Y Mbawana Tel No: (011) 220 4083
CPP: Empangeni Thabsile Radebe Tel No: (033) 392 8753

APPLICATIONS : CPP: East Rand (Kempton Park) e mail: Recruit2026210@npa.gov.za
CPP: Empangeni e mail: Recruit2026211@npa.gov.za

POST 25/82 : **SENIOR PUBLIC PROSECUTOR (COMMUNITY PROSECUTION)**
National Prosecution Service

SALARY : R1 242 915 – R1 934 208 per annum (Level LP 9), (Total cost package)

CENTRE : DPP: Mpumalanga Ref No: Recruit 2026/212
DPP: Makhanda (Gqeberha) Ref No: Recruit 2026/213
DPP: Pretoria (Vanderbijlpark) Ref No: Recruit 2026/214

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

DUTIES : Develop local crime prevention initiatives and strategies in line with the Community Prosecution Initiative (CPI). Contribute to crime prevention and community justice through this initiative. Analyse local crime trends and dynamics of crime and insecurities of communities in respective DPP-divisions. Organize, execute, and participate in community prosecution events and meetings locally, provincially and nationally. Build strategic partnerships for local crime prevention initiatives. Develop effective and efficient working relationships with internal and external stakeholders including current NPA Community Prosecution colleagues. Expand and increase the impact of the current CPI footprint in the division and nationally as a whole. Provide and promote education about the law to targeted groups within this initiative. Promote effective collaboration, interaction and cultivate partnerships with- and between stakeholders. Apply Batho Pele principles, Service Charter- and NPA processes. Participate, contribute, and represent the NPA at interdepartmental, local government, divisional and national structures. To monitor and evaluate statistical data and performance of initiatives implemented in the division where appointed. To develop and implement interventions in the divisions in line with the analysis of the statistical data. To provide feedback and the submission of reports (as determined by the National Coordinator at Head Office), regarding the identification of initiatives, the implementation thereof, progress and management of all related activities and initiatives in respective divisions, to both the DPP and the Office of the National Head Office Coordinator.

Furthermore, it will be expected of the incumbent to also perform prosecutorial related duties such as prosecutor-guided investigations, the management of dockets, court and case management and the actual prosecution of related cases when required.

ENQUIRIES : DPP: Mpumalanga Tebogo Mashile Tel No: (013) 045 0686
DPP: Makhanda (Gqeberha) Andiswa Tengile Tel No: (012) 845 1450
DPP: Pretoria (Vanderbijlpark) Godfrey Ramakuela Tel No: (012) 351 6808

APPLICATIONS : DPP: Mpumalanga e mail: Recruit2026212@npa.gov.za
DPP: Makhanda (Gqeberha) e mail: Recruit2026213@npa.gov.za
DPP: Pretoria (Vanderbijlpark) e mail: Recruit2026214@npa.gov.za

POST 25/83 : **SENIOR STATE ADVOCATE**
National Prosecutions Service

SALARY : R1 242 915 – R1 934 208 per annum (LP-9), (Total cost package)
CENTRE : DDPP: Middelburg Ref No: Recruit 2026/215
DPP: Johannesburg Ref No: Recruit 2026/216

REQUIREMENTS : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least eight (8) years post qualification legal experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Five (5) years' experience in legal practice will be an added advantage. Strong interpersonal and communication skills. Decision making ability. Computer literacy and knowledge of programs in MS Office. A valid driver's license.

DUTIES : Study case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets, indictments and other court documents. Represent the State in all courts. Prepare cases for court, including the acquisition of additional evidence and draft charge sheets, indictments and court documents. Present the State's case in court, lead and cross examine witnesses, address the court on, inter alia, conviction and sentence. Attend to representations, prepare opinions and head of arguments and argue cases in appropriate court. Appear in court in motion application pertaining to criminal matters and in general conduct prosecution on behalf of the state. Perform all duties related thereto in accordance with the code of conduct policy and directives of the NPA. Ensure accurate statistics and good governance. Mentor and coach junior staff and quality check their work. Participate in the performance assessment of staff being mentored. Provide appropriate guidance and direction and issue proper instructions to the Advocates/Prosecutors/ SAPS/DPCI on all aspects of work. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system. Provide appropriate guidance

ENQUIRIES : DDPP: Middelburg Tebogo Mashile Tel No: (013) 045 0686
DPP: Johannesburg R Swarts Tel No: (011) 220 4114

APPLICATIONS : DDPP: Middelburg e mail: Recruit2026215@npa.gov.za
DPP: Johannesburg e mail: Recruit2026216@npa.gov.za

POST 25/84 : **SENIOR STATE ADVOCATE REF NO: RECRUIT 2026/217 (X2 POSTS)**
National Prosecutions Services

SALARY : R1 242 915 – R1 934 208 per annum (LP-9), (Total cost package)
CENTRE : DPP: Johannesburg (OCC)
REQUIREMENTS : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least eight (8) years post qualification legal experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Knowledge of and or experience in the litigation of the Prevention of Organized Crime Act (POCA) and related matters. Able to work extended hours. High level of proficiency in prosecuting and presenting/arguing cases in court. Experience in guiding criminal investigations and giving instructions in law and statutory offences. Interpersonal skills. Good knowledge of civil and/or criminal procedure. Good advocacy, well developed skills in legal research and legal drafting skills. Knowledge of asset forfeiture law will be an added advantage. Strong computer skills and knowledge of programs in MS Word, Excel, Outlook and PowerPoint. Written and verbal communication skills. Ability to work independently.

DUTIES	:	Study case dockets, decide on the institution of and conduct criminal proceedings. Advise the police on the investigation of serious, complex organised crime cases and other matters. Conduct legal research and keep up to date with legal developments. Draft charge sheets and other court documents and represent the State in all courts. Draft heads of arguments and argue appeals. Present cases in court, lead witnesses, cross examine and address the court on conviction and sentence. Appear in motion proceedings and also do appeals and reviews. Generally, conduct prosecution on behalf of the State.
ENQUIRIES	:	R Swarts Tel No: (011) 220 4114
APPLICATIONS	:	e mail: Recruit2026217@npa.gov.za
POST 25/85	:	**SENIOR STATE ADVOCATE REF NO: RECRUIT 2026/219** National Prosecutions Services
SALARY	:	R1 242 915 – R1 934 208 per annum (LP-9), (Total cost package)
CENTRE	:	Pretoria: Head Office (OCC)
REQUIREMENTS	:	An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least eight (8) years post qualification legal experience in civil and/or criminal litigation. Five (5) years' experience in legal practice will be added advantage. Admission as an advocate or attorney will be an added advantage. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. High level of proficiency in prosecuting and presenting/arguing cases in court. Experience in guiding criminal investigations and giving instructions in law and statutory offences. Interpersonal skills. Good knowledge of civil and/or criminal procedure. Good advocacy, well developed skills in legal research and legal drafting skills. Knowledge of asset forfeiture law will be an added advantage. Willing to travel. Able to work extended hours. Strong computer skills and knowledge of programs in MS Word, Excel, Outlook and PowerPoint. Written and verbal communication skills. Ability to work independently.
DUTIES	:	Assist in the coordination of work related to money laundering. To provide high level and well researched opinions and reports to the Heads of the Money Laundering and Organised Crime Components. Advise the police on the investigation of serious, complex money laundering cases. Advise prosecutors on the prosecutions of money laundering cases. Advise on the FATF standards and the requirements for effectiveness. Conduct legal research, draft reports and keep-up to date with legal developments. Promote good stakeholder and partner engagement. Consolidate and analyse statistics. Participate in stakeholder meetings. Prepare presentations and reports. Provide money laundering and related training.
ENQUIRIES	:	Mlungisi Baloyi Tel No: (012) 845 6927
APPLICATIONS	:	e mail: Recruit2026219@npa.gov.za
POST 25/86	:	**SENIOR STATE ADVOCATE REF NO: RECRUIT 2026/220** National Prosecutions Services
SALARY	:	R1 242 915 – R1 934 208 per annum (LP-9), (Total cost package)
CENTRE	:	DPP: Johannesburg (STU)
REQUIREMENTS	:	An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least eight (8) years post qualification legal experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. At least 6 years of relevant criminal court work experience in advocacy and drafting. Well-developed skills in legal research. Good interpersonal, analytical, organisational and communication skills. General computer literacy required. Excellent administrative skills. Assist with the Performance management and assessments of staff. Proficiency in prosecuting or litigation experience regarding commercial crimes, Fraud, Theft and other common law/statutory offences relating to tax evasion is essential. Knowledge of legislation relating to Income Tax, VAT, PAYE as well as the Tax Administration Act and the Customs and Excise Act required. Knowledge of Company Law. Competency in guiding investigations in complex or more difficult matters, including commercial matters, drafting charge sheets, indictments and court documents, dealing with representations and conducting motion proceedings. The ability to

mentor, train and quality check the work of Advocates. Ability to act independently without supervision and manage court and case flow management independently. Required to travel to courts across the Division to prosecute tax cases as and when required. Valid driver`s license is required.

DUTIES : To institute and conduct criminal proceedings on behalf of the State, to perform any act incidental thereto and to carry out the duties and functions assigned to the prosecution under any Act and/or the Policy Manual and/or any directives, inter alia, to study case dockets, decide on the institution of and conduct criminal proceedings of a complex nature. Prepare cases for court by inter alia guiding the investigation, consulting with witnesses and acquiring additional evidence. Draft charge sheets and indictments. Deal with any representations. Present the State's case in court. Present evidence, cross-examine and address the court on inter alia, conviction and sentence. Study appeals and reviews, prepare opinions and heads of argument for complex matters and argue cases in the appropriate court with right of appearance. Appear in court in motion applications pertaining to criminal matters and in general conduct prosecutions on behalf of the State. Perform all duties, including administrative duties and specific tasks assigned by the supervisor, related thereto in accordance with the Code of Conduct, policy, and directives of the National Prosecuting Authority. Supervise and manage performance of State Advocate(s) (if so required). Conduct performance assessments of staff (if so required). Quality check work of Advocates. Mentor and guide Advocates, prosecutors, and stakeholders. Assist in the keeping of proper records/statistics in relation to all criminal prosecutions conducted by the STU and assist in compilation of statistics/reports. Middle management, including appeals, court rolls (under supervision) and office inspections. Managing of allocated portfolio within STU. Assist Deputy Directors in high-profile matters or matters where an increased risk element is present. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.

ENQUIRIES : Rosette Swarts Tel No: (011) 220 4114
APPLICATIONS : e mail: Recruit2026220@npa.gov.za

POST 25/87 : **SENIOR STATE ADVOCATE REF NO: RECRUIT 2026/221**
National Prosecutions Services

SALARY : R1 242 915 – R1 934 208 per annum (LP-9), (Total cost package)
CENTRE : Pretoria: Head Office (STU)
REQUIREMENTS : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least eight (8) years post qualification legal experience in civil and/or criminal litigation. Six (6) years relevant criminal court work experience in advocacy and drafting. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Extensive prosecutorial or litigation experience regarding tax and commercial crimes, fraud, theft and other common law/ statutory offences relating to tax evasion is essential. Knowledge of Income Tax Act No. 58 of 1962, VAT Act No. 89 of 1991, Tax Administration Act No. 28 of 2011, Customs and Excise Act No. 91 of 1964, Prevention of Organised Crime Act No. 121 of 1998. Extensive knowledge of all laws and legislations applicable in prosecution of complex matters and commercial crimes, e.g. (company law, insolvency law and control exchange regulations). Proficiency in prosecuting or litigation, guiding investigations in complex matters, including, drafting of charge sheets, indictments and court documents. Dealing with representations and conducting motion proceedings. Good advocacy, well-developed skills in legal research and legal drafting skills. Advanced computer literacy. The ability to act independently without supervision. Excellent administrative interpersonal skills.

DUTIES : Deal with tax related representations submitted to the NDPP and/or DNDPP and advise him/her by making recommendations on the outcome thereof. Attend to other general prosecutions related representations submitted to the NDPP or DNDPP where necessary. Perform other tax related duties, including administrative duties and specific tasks assigned by the supervisor related thereto in accordance with the Code of Conduct, policy and directives of the National Prosecuting Authority. Mentor and guide Advocates and stakeholders on tax related matters. Assist in the keeping of proper records in relation to the STU matters and assist in compiling tax related reports where necessary.

		Assist with all MOU related queries. Mentor, train and quality check the memoranda submitted by the DPP Offices to the Head of NPS. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in relation to tax matters.
ENQUIRIES	:	Gija Maswanganyi Tel No: (012) 845 6944
APPLICATIONS	:	e mail: Recruit2026221@npa.gov.za
POST 25/88	:	**SENIOR STATE ADVOCATE REF NO: RECRUIT 2026/222** Asset Forfeiture Unit
SALARY	:	R1 242 915 – R1 934 208 per annum (LP-9), (Total cost package)
CENTRE	:	East London
REQUIREMENTS	:	An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. At least eight years post qualification legal experience in civil and/or criminal litigation. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Good advocacy and legal drafting skills. Good knowledge of civil and / or criminal procedure. Admitted Advocate and / or Attorney will be an added advantage. Knowledge of Asset Forfeiture law will be an added advantage. Strong Computer skills and knowledge of programs in MS Word, Excel, Outlook, PowerPoint. Willing to travel and work extended hours. Ability to do legal research. A valid driver's license.
DUTIES	:	Civil litigation on behalf of the State regarding all aspects of the freezing of property and obtaining final forfeiture/ confiscation orders. Liaise with Prosecutors on cases with asset forfeiture potential. Draft and present asset forfeiture applications in all courts. Train Prosecutors and Investigators in the use of Asset Forfeiture Law. Keep up to date with legal developments.
ENQUIRIES	:	Katlego Phiri Tel No: (012) 845 6713
APPLICATIONS	:	e mail: Recruit2026222@npa.gov.za
POST 25/89	:	**SENIOR STATE ADVOCATE REF NO: RECRUIT 2026/223** Specialised Commercial Crime Unit
SALARY	:	R1 242 91 – R934 208 per annum (LP-9), (Total cost package)
CENTRE	:	Limpopo (Polokwane)
REQUIREMENTS	:	An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least eight (8) years' post qualification experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Proficiency in prosecuting or litigation experience with regard to common law offences such as fraud, theft, forgery and uttering, commercial crimes and related matters. Proficiency in guiding investigations in complex or more difficult matters, including commercial matters, drafting charge sheets, including indictments and court documents, dealing with representations. Knowledge of asset forfeiture law will be an added advantage. Well-developed skills in legal research and legal drafting. Strong interpersonal and communication skills. General computer proficiency and knowledge of programs in MS Office. Good interpersonal, analytical, organization and communication skills. A valid driver's license.
DUTIES	:	Study case dockets, decide on the institution of and conduct criminal proceedings. Deal with any representations. Conduct prosecution of serious, complex and organized commercial crime and corruption matters. Prepare cases for court including the acquisition of additional evidence and drafting charge sheets, indictments and other court documents. Present the state's case in court, including examination and cross-examination of witnesses and addressing the court on conviction and sentence. Manage court and case flow management independently. Study and deal with appeals and reviews. Advise the police on the investigation of serious, complex and organized commercial crime cases and corruption matters. Be able to guide and supervise junior advocates. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.
ENQUIRIES	:	Thuba Thubakgale Tel No: (015) 045 0285
APPLICATIONS	:	e mail: Recruit2026223@npa.gov.za

POST 25/90 : **SENIOR STATE ADVOCATE (ENVIRONMENTAL AFFAIRS) REF NO: RECRUIT 2026/224**
National Prosecutions Services

SALARY : R1 242 915 – R1 934 208 per annum (LP-9), (Total cost package)
CENTRE : DPP: Bloemfontein
REQUIREMENTS : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least eight (8) years post qualification legal experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Five (5) years' experience in legal practice will be an added advantage. Knowledge of civil and/or criminal procedure. Experience or knowledge in environmental cases and case laws. Ability to act independently. Strong interpersonal and communication skills. Decision making ability. Computer literacy and knowledge of programs in MS Office. A valid driver's license.
DUTIES : Study case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets, indictments and other court documents. Represent the State in all courts. Prepare cases for court, including the acquisition of additional evidence and draft charge sheets, indictments and court documents. Present the State's case in court, lead and cross examine witnesses, address the court on, inter alia, conviction and sentence. Attend to representations, prepare opinions and head of arguments and argue cases in appropriate court. Appear in court in motion application pertaining to criminal matters and in general conduct prosecution on behalf of the state. Perform all duties related thereto in accordance with the code of conduct policy and directives of the NPA. Mentor and coach junior staff and quality check their work. Participate in the performance assessment of staff being mentored.
ENQUIRIES : Lemmer Ludwick Tel No: (051) 410 6001
APPLICATIONS : e mail: Recruit2026224@npa.gov.za

POST 25/91 : **SENIOR STATE ADVOCATE REF NO: RECRUIT 2026/225**
National Prosecutions Service

SALARY : R1 242 915 – R1 934 208 per annum (LP-9), (Total cost package)
CENTRE : DPP: Bloemfontein
REQUIREMENTS : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least eight (8) years post qualification legal experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Good advocacy and legal drafting skills. Good knowledge of civil and / or criminal procedure. Willing to travel and work extended hours. Competency in guiding investigations, drafting charge sheets, indictments and court documents and dealing with representations. Strong interpersonal and communication skills. Decision making ability. Computer literacy and knowledge of programs in MS Office. A valid driver's license.
DUTIES : Study case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets, indictments and other court documents. Advise the police on the investigation matters. Represent the State in all courts. Prepare cases for court, including the acquisition of additional evidence and draft charge sheets, indictments and court documents. Present the State's case in court, lead and cross examine witnesses, address the court on, inter alia, conviction and sentence. Attend to representations, prepare opinions and head of arguments and argue cases in appropriate court. Appear in court in motion application pertaining to criminal matters and in general conduct prosecution on behalf of the state. Perform all duties related thereto in accordance with the code of conduct policy and directives of the NPA. Mentor and coach junior staff and quality check their work. Participate in the performance assessment of staff being mentored.
ENQUIRIES : Lemmer Ludwick Tel No: (051) 410 6001
APPLICATIONS : e mail: Recruit2026225@npa.gov.za

POST 25/92 : **DEPUTY DIRECTOR: COURT PREPARATION REF NO: RECRUIT 2026/226**
National Prosecutions Service

SALARY : R1 101 468 per annum (MMS Level 12), (Total cost package)

CENTRE : DPP: Mpumalanga

REQUIREMENTS : An appropriate B -degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in Social Work or equivalent. At least three (3) years managerial working experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Good administration skills. People management and empowerment. Strategic capability and leadership. Planning and prioritising skills. Customer focus and responsiveness. Problem solving and Decision Making. Valid driver's license.

DUTIES : Oversee the court preparation programme provided by Court Preparation Officers within the NPA for the Division. To mentor, coach, ensure effective transfer of skills to the Court Preparation officials. Give guidance to the DPP/ Governance Coordinators/ Chief Prosecutors/SPP and court preparation officers regarding the model and methodology of court preparation work. Ensure compliance with standards and guidelines for the establishment, roll out and management of court preparation services in the region for the prevention of secondary trauma and enhanced prosecution. Conduct court preparation and victim impact statements in high profile matters and implement the PEACE model and victim impact statements for Court preparation in courts. Act as an expert witness when called upon to do so. Lead staff towards achieving strategic goals of the NPA. Deal with representations and complaints and escalate. Contribute towards the management and implementation of the victim's charter. Promote partner integration, community involvement and customer satisfaction in conjunction with partners within the criminal justice system. Liaise with internal and external stakeholders and attend meetings, including national office. Manage staff and other resources.

ENQUIRIES : Tebogo Mashile Tel No: (013) 045 0686

APPLICATIONS : e mail: Recruit2026226@npa.gov.za

POST 25/93 : **REGIONAL COURT CONTROL PROSECUTOR**
National Prosecutions Service

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

CENTRE : CPP: Johannesburg Ref No: Recruit 2026/227
CPP: Witbank (Secunda) Ref No: Recruit 2026/228
CPP: Modimolle Ref No: Recruit 2026/229
CPP: Gqeberha Ref No: Recruit 2026/260 (Re-advert)

REQUIREMENTS : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least six (6) years post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Good management skills. Must have the ability to act independently or within minimum supervision. Proficiency in prosecuting or litigation, guiding investigation and giving instructions in complex or more difficult common law and statutory offences in Regional and District Court. Draft complex charge sheets and complex court documents. Good management skills. Must manage, give guidance and train prosecutors.

DUTIES : Manage, supervise and conduct prosecutions in the Regional and District Courts in accordance with applicable legislation, NPA policy directives and related instructions. Screen dockets, make prosecutorial decisions, guide investigations, ensure trial readiness and prepare matters for court. Conduct and manage criminal proceedings, including bail applications, trials, sentence proceedings and other complex matters. Consult with victims, witnesses, investigating officers, legal representatives and other stakeholders while applying a victim-centred approach. Draft and check charge sheets, plea and sentence agreements, legal opinions, reports, representations and other court documents. Promote court productivity through case flow management, stakeholder engagement and appropriate use of statutory mechanisms to shorten proceedings. Monitor backlog, remand detainee, priority, AFU, money laundering and other prescribed matters. Manage and verify performance information, court returns, registers, reports and ECMS/ICMS data to ensure accuracy and compliance. Identify operational challenges, implement corrective measures and report on progress. Manage, train, coach, mentor and guide prosecutors, monitor the quality of their work, assist with performance management and deal with disciplinary matters where required.

ENQUIRIES : CPP: Johannesburg SH Mabasa Tel No: (011) 220 4126
CPP: Witbank (Secunda) Tebogo Mashile Tel No: (013) 045 0686
CPP: Modimolle Thuba Thubakgale Tel No: (015) 045 0285
CPP: Gqeberha Andiswa Tengile Tel No: (012) 842 1450

APPLICATIONS : CPP: Johannesburg e mail: Recruit2026227@npa.gov.za
CPP: Witbank (Secunda) e mail: Recruit2026228@npa.gov.za
CPP: Modimolle e mail: Recruit2026229@npa.gov.za
CPP: Gqeberha e mail: Recruit2026260@npa.gov.za

POST 25/94 : **STATE ADVOCATE**
National Prosecutions Services

SALARY : R970 221 - R1 600 893 per annum (Level LP- 7 to LP-8), (Total cost package)
CENTRE : DPP: Kimberley (OCC) Ref No: Recruit 2026/230
DPP: Mpumalanga (OCC) Ref No: Recruit 2026/21
DPP: Limpopo (OCC) Ref No: Recruit 2026/261

REQUIREMENTS : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least five (5) years post qualification legal experience in legal practice and/or regional court prosecution. Litigation experience with regard to common law offences such as serious violent crimes, syndicate drug dealing, organised robberies with aggravated circumstances, fraud, theft, commercial crimes and corruption. Knowledge of and or experience in the litigation of the Prevention of Organized Crime Act (POCA) and related matters. Proficiency in Prosecuting or litigation experience in racketeering and gang related matters will be an added advantage. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Proficiency in guiding investigations in complex or more difficult matters. Strong computer skills and knowledge of programs in MS Word, Excel, Outlook and PowerPoint. Written and verbal communication skills. A valid drivers' licence.

DUTIES : Study case dockets, decide on the institution of and conduct criminal proceedings. Deal with any representations. Guide investigations in organised crime complex or more difficult matters, including commercial matters. Prepare cases for court, including acquisition of additional evidence and draft charge sheets, indictments, heads of argument, opinions and all other court documents. Represent the state in all courts, lead and cross examine witnesses, address the court on inter alia, conviction and sentence. Manage court and case flow management of cases independently. Study and deal with appeals and reviews. Manage any portfolio assigned by the Deputy Director managing the OCC. Mentor and guide DPCI and SAPS investigating officers, prosecutors and stakeholders. Assist in high profile matters and matters where an increased risk element is present. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system. Mentor and coach junior staff and quality check their work. Participate in the performance assessment of staff being mentored.

ENQUIRIES : DPP: Kimberley Nicholas Mogongwa Tel No: (053) 807 4539
DPP: Mpumalanga Tebogo Mashile Tel No: (013) 045 0686
DPP: Limpopo Thuba Thubakgale Tel No: (015) 045 0285

APPLICATIONS : DPP: Kimberley e mail: Recruit2026230@npa.gov.za
DPP: Mpumalanga e mail: Recruit2026218@npa.gov.za
DPP: Limpopo e mail: Recruit2026261@npa.gov.za

POST 25/95 : **STATE ADVOCATE REF NO: RECRUIT 2026/231**
Asset Forfeiture Unit
Re-advert

SALARY : R970 221 - R1 600 893 per annum (Level LP- 7 to LP-8), (Total cost package)
CENTRE : Kimberley
REQUIREMENTS : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least five years post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Admitted as an Attorney in terms of the Attorney Act 53 of 1979. Excellent interpersonal, analytical, presentation and communication skills. Strong computer skills (Ms Word, Excel, Outlook and PowerPoint). Professionalism and able to act independently. Willingness to travel and work extended hours. Excellent communication and administrative skills, as well as literacy and numeracy skills in so far as being able to understand profit and loss calculations and basic business finance. Ability to conduct legal research. Valid driver's license.

DUTIES : Act as Attorney for the Asset Forfeiture Unit. Execute tasks that by law must be performed by Attorneys. Attend to diverse types of civil litigation in the High Court, Magistrate Courts as well as appeals from these courts, including appeals to the Supreme Court of Appeal. Deal with constitutional issues, including litigation in the Constitutional Court. Draft and / or settle all types of agreements render legal opinions, draft and move applications. Attend to queries from curators on litigation of Asset Forfeiture matters. Collect all taxed bills of all costs in favour of the state.

ENQUIRIES : Jennifer Jeftha Tel No: (012) 845 6419

APPLICATIONS : e mail: Recruit2026231@npa.gov.za

POST 25/96 : **REGIONAL COURT PROSECUTOR**
National Prosecutions Service

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

CENTRE : CPP: Johannesburg Ref No: Recruit 2026/232 (X6 Posts)
CPP: Bloemfontein (Botshabelo) Ref No: Recruit 2026/233
CPP: Kimberley (Galeshewe) Ref No: Recruit 2026/234
CPP: Odi (Mogwase) Ref No: Recruit 2026/235 (X2 Posts) (Re-advert)
CPP: Kimberley Ref No: Recruit 2026/254 (Re-advert)

REQUIREMENTS : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least four (4) years post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. The incumbent must have the ability to act independently or with minimum supervision. Experience in guiding investigations and giving instructions in law and statutory offences in regional court. Good interpersonal skills. Good analytical skills. Good presentation skills. Good project management skills. Valid driver's licence.

DUTIES : Study case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets and other documents and represent the State in all courts. Lead witnesses, cross-examine and address the court on inter alia, conviction and sentence and in general to conduct prosecutions on behalf of the state. Perform general administrative duties of the office. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system. Perform all duties related thereto in accordance with the Code of Conduct, Policy, and Directives of the National Prosecuting Authority.

ENQUIRIES : CPP: Johannesburg SH Mabasa Tel No: (011) 220 4126
CPP: Bloemfontein (Botshabelo) Lemmer Ludwick Tel No: (051) 410 600
CPP: Kimberley (Galeshewe) Nicholas Mogongwa Tel No: (053) 807 4539
CPP: Odi (Mogwase) Flora Kalakgosi Tel No: (018) 381 9041
CPP: Kimberley Phumelele Sali Tel No: (053) 807 4521

APPLICATIONS : CPP: Johannesburg e-mail: Recruit2026232@npa.gov.za
CPP: Bloemfontein (Botshabelo) e-mail: Recruit2026233@npa.gov.za
CPP: Kimberley (Galeshewe) e-mail: Recruit2026234@npa.gov.za
CPP: Odi (Mogwase) e-mail: Recruit2026235@npa.gov.za
CPP: Kimberley e-mail: Recruit2026254@npa.gov.za

POST 25/97 : **HEAD CONTROL PROSECUTOR 2**
National Prosecutions Service

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

CENTRE : CPP: Welkom (Virginia) Ref No: Recruit 2026/236 (Re-advert)
CPP: Thohoyandou (Vuwani) Ref No: Recruit 2026/257 (Re-advert)

REQUIREMENTS : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least four (4) years' post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Proficiency in prosecuting, guiding investigation and giving instructions in reasonably complex or more difficult common law and statutory offences in the lower courts. Proficiently drafting complex charge sheets and other complex court documents. Must be able to act independently without constant supervision and manage court and case flow independently. Good management and administrative skills. General computer literacy with excellent knowledge of Ms Word, PowerPoint, Excel ad Outlook. High level of reliability. Ability to act with tact and discretion. Ability to

identify and handle confidential matters. Knowledge of relevant legislations, policies, prescripts and procedures applicable in the public sector.

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

ENQUIRIES : CPP: Welkom (Virginia) Lemmer Ludwick Tel No: (051) 410 6001
CPP: Thohoyandou (Vuwani) Thuba Thubakgale Tel No: (015) 045 0285

APPLICATIONS : CPP: Welkom (Virginia) e mail: Recruit2026236@npa.gov.za
CPP: Thohoyandou (Vuwani) e mail: Recruit2026257@npa.gov.za

POST 25/98 : **DISTRICT COURT CONTROL PROSECUTOR**
National Prosecutions Service

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

CENTRE : CPP: Modimolle (Northam) Ref No: Recruit 2026/237
CPP: Mthatha (Lusikisiki) Ref No: Recruit 2026/238 (Re- advert)

REQUIREMENTS : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least four (4) years post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. The incumbent must have the ability to act independently or with minimum supervision. Proficiency in prosecuting or litigation in guiding investigations and giving instructions in law and statutory offences in regional court. Good interpersonal skills. Good analytical skills. Good presentation skills. Good project management skills. Valid driver's licence.

DUTIES : Study case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets and other documents and represent the State in all courts. Lead witnesses, cross-examine and address the court on inter alia, conviction and sentence and in general to conduct prosecutions on behalf of the state. Perform general administrative duties of the office. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system. Perform all duties related thereto in accordance with the Code of Conduct, Policy, and Directives of the National Prosecuting Authority.

ENQUIRIES : CPP: Modimolle (Northam) Thuba Thubakgale Tel No: (015) 045 0285
CPP: Mthatha (Lusikisiki) Ziyanda Mthwazi Tel No: (047) 501 2632

APPLICATIONS : CPP: Modimolle (Northam) email: Recruit2026237@npa.gov.za
CPP: Mthatha (Lusikisiki) email: Recruit2026238@npa.gov.za

POST 25/99 : **RESEARCHER REF NO: RECRUIT 2026/239**
Strategy, Operations and Compliance: Research Management

SALARY : R605 742 per annum (Level 10), (excluding benefits)

CENTRE : Pretoria: Head Office

REQUIREMENTS : An appropriate B-degree (NQF Level 7) in Research or related field of qualification. Minimum three (3) years relevant experience in research field or relevant. Knowledge and skills in the Criminal Justice system and policy framework. Knowledge of research methodologies. Information and data gathering tools and system skills. Analysis tools and methods skills. Qualitative, quantitative and analytical skills. Task/time management skills. Innovative skills. People management and empowerment skills. Administration skills. Communications skills. Planning and Prioritising skills. Customer focus and responsiveness skills. Problem solving and decision-making skills. Computer skills in MS Office suite, specifically MS Word, Excel, Outlook, PowerPoint, Vivo, Adobe, Zoom and MS Teams. Basic Knowledge of legislation and

regulations pertaining to public service administration specifically: The Public Service Act and Regulations and The NPA Act. A valid driver's license.

DUTIES : Identify key policy and research issues for the NPA on continuous scanning of the internal and external environment. Developing system and processes. Conduct research and evaluations. Process internal and external research requests in the NPA. Creating mechanisms to ensure proactive, need-based policy and research service delivery. Monitoring and evaluating the impact of policy interventions. Liaison with all clients in the NPA and Corporate service. Assisting with other tasks of the unit as and when required by the management of the unit.

ENQUIRIES : Marthi Alberts Tel No: (012) 845 6275
APPLICATIONS : e mail: Recruit2026239@npa.gov.za

POST 25/100 : **CRIMINAL INVESTIGATOR REF NO: RECRUIT 2026/256 (X5 POSTS)**
Investigating Directorate Against Corruption
Re-advert

SALARY : R605 742 per annum (Level 10), (excluding benefits)
CENTRE : Pretoria: Head Office
REQUIREMENTS : An appropriate B-degree or three (3) year Diploma in policing and/or criminal investigation or related. Minimum 5 (five) years criminal investigation experience with three (3) years operational experience in a legal/ investigative environment in roles related to corruption investigations, commercial related crimes and/or financial crimes. Vocational training in criminal investigations such as the detective Learning Programme and/or other specialised investigation courses. Strategic capability and leadership. General management skills. People management and empowerment. Administration skills. Communication. Planning and Prioritising. Customer Focus and Responsiveness. Problem Solving and Decision Making. Valid driver's license.

DUTIES : Conduct strategic planning and implementation for investigations purposes. Attend to stakeholder engagements in relation to investigations. Conduct criminal investigations as authorised by the Investigating Director. Execute special operations in line with the provisions of relevant legislation. Participate in national criminal investigative projects and administrative functions.

ENQUIRIES : Matodzi Makhari Tel No: (012) 845 6012
APPLICATIONS : e mail: Recruit2026256@npa.gov.za

POST 25/101 : **ASSISTANT DIRECTOR: REGIONAL COMMUNICATIONS**
Strategy, Operations and Compliance: Communications

SALARY : R487 197 per annum (Level 09), (excluding benefits)
CENTRE : Gauteng South Ref No: Recruit 2026/240
North West Ref No: Recruit 2026/241
Free State Ref No: Recruit 2026/242
REQUIREMENTS : An appropriate B-degree (NQF Level 7) or Three (3) year Diploma (NQF level 6) in the field of Communication/ Journalism or equivalent. Minimum five (5) years' experience in the communication field. Knowledge of legislation and regulations pertaining to public service administration, specifically: The NPA Act, Criminal Procedure Act, Information Management, Legal Administration, Legal Jargon, Prescripts and internal control and risk management. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Teamwork, Time management and change management. Good knowledge of government programme, project management and coordination skills, client orientation and customer focus, communication skills and computer literacy. Strategic capability and leadership, administration skills, communication, planning and prioritising, customer focused and responsiveness, problem solving and decision making. Negotiation skills/persuasion and influencing. Valid driver's licence.

DUTIES : Spokesperson for the Division and Director of Public Prosecutions (DDP), communicating on high-profile matters. Provide communication advisory to the DPP, management and prosecutors in the Division. Providing sound media relation and communicating NPA decisions and achievements. Manage relationships with key media players to secure and grow media coverage of Divisional performance. Answering enquiries from the press/media representatives and other stakeholders. Writing, editing and distributing press releases and news reports about the work of the organization in the Division. Ensure coverage in mainstream, community media in the region and develop

appropriate messages for dissemination on mainstream, local and community media. Organise and manage key events, including large scale exhibitions (Randshow/ Tshwane and the Royal show) and initiatives that take advantage of opportunities for members of the prosecution service engage with vulnerable groups/ victims of crime, to provide access to the organisation and to raise awareness about NPA work. Manage/lead public education campaigns for the Division (including media). Project manage community outreach events for the Division. Develop and maintain stakeholder engagement internationally, nationally, locally and cluster level with both internal partners within the JCPS as well as external partners within the public and private sector. Manage the content and production of the DPP's/Divisional newsletter and ensure appropriate corporate identity. Act as a liaison between Head Office and the Division on key internal projects including events and webinars.

ENQUIRIES : Isaac Dhludhlu Tel No: (012) 845 6711
APPLICATIONS : Gauteng South e mail: Recruit2026240@npa.gov.za
North West e mail: Recruit2026241@npa.gov.za
Free State e mail: Recruit2026242@npa.gov.za

POST 25/102 : **ASSISTANT DIRECTOR: KNOWLEDGE MANAGEMENT REF NO: RECRUIT 2026/243**
Strategy, Operations and Compliance: Research Management

SALARY : R487 197 per annum (Level 09), (excluding benefits)
CENTRE : Pretoria: Head Office
REQUIREMENTS : An appropriate B-degree (NQF Level 7) or Three (3) year Diploma (NQF level 6) in the field of Information Science, Information Management, Knowledge Management or equivalent. Minimum Two (2) years' experience in the Information/and or knowledge management environment. Knowledge of legislation and regulations pertaining to public service administration, specifically: DPSA, Knowledge Management Framework, PAIA, POPI and NARSSA regulations. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Sound knowledge of SharePoint application. Sound knowledge of Viva Engage Platform. Teamwork, Time management and change management. Good knowledge of government programme, project management and coordination skills, client orientation and customer focus, communication skills and computer literacy. Strategic capability and leadership, administration skills, communication, planning and prioritising, customer focused and responsiveness, problem solving and decision making. Willingness to travel and work away from home.
DUTIES : Establish and implement knowledge creation and harvesting processes. Identify key business processes for knowledge harvesting. Develop knowledge harvesting instruments/templates. Establish knowledge sharing and dissemination platforms. Implement and maintain knowledge management database/system. Develop and implement knowledge Management Awareness Plan. Maintain stakeholder Engagement. Supervise performance of staff. Provide knowledge management inputs on the Directorates' Annual Operational Plan.
ENQUIRIES : Marthi Alberts Tel No: (012) 845 6275
APPLICATIONS : e mail: Recruit2026243@npa.gov.za

POST 25/103 : **ASSISTANT DIRECTOR: ASSET, FLEET AND FACILITY REF NO: RECRUIT 2026/244**
Office for Witness Protection

SALARY : R487 197 per annum (Level 09), (excluding benefits)
CENTRE : Mpumalanga (Witbank)
REQUIREMENTS : An appropriate B Degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in Public Administration or equivalent. Three (3) years' experience in the field. In depth knowledge of the Public Service Act, Regulations, and its application. Experience in Asset, Fleet and Facilities management, internal control, and risk management. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Experience in leasing of properties and lease contract management. Knowledge of Witness Protection Act. Knowledge of Supply Chain Management Framework, Public Finance Management Act and National Treasury Practice Notes. Knowledge of legislation and regulations pertaining to public service administration specifically the Public Service Act, Labour Relations Act, EEA, Skills

Development Act. Knowledge of the Constitution, Batho Pele and MISS document. Knowledge of Performance Management. Execution, interpretation and recommendations on policies and procedures. Strategic capability and leadership, general management skills, people management and empowerment, administrative skills, communication skills, ability to plan and prioritize work, customer focus and responsiveness, problem solving and decision making. Computer skills - MS Office suite including Word, Excel, Outlook.

DUTIES : Manage office and operational assets, fleet, and facilities. Manage procurement services. Office Administration and Document Management. Compiling of the Asset Management and Procurement plans. Assist in monitoring expenditure and ensure correct inputs in respect of regional budget. Perform physical bank withdrawals and deposits when needed. Perform electronic banking transactions. Assist to manage cash book and petty cash. Conduct Performance management with individual staff reporting to the position, Work under pressure and ensure adherence to timelines.

ENQUIRIES : S Davids Tel No: (012) 845 6616
APPLICATIONS : e mail: Recruit2026244@npa.gov.za

POST 25/104 : **SENIOR LABOUR RELATIONS PRACTITIONER REF NO: RECRUIT 2026/245**
Strategy, Operations and Compliance: HRM & D: Labour Relations

SALARY : R413 001 per annum (Level 08), (excluding benefits)
CENTRE : Pretoria: Head Office
REQUIREMENTS : An appropriate B Degree (NQF level 7) or Three (3) year Diploma (NQF 6) in Labour Relations. At least two (2) years' experience in a labour relations environment. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Sound knowledge of the Labour Relations regulatory environment, including but not limited to Labour Relations Act, Public Service Act, Public Service Regulations, and applicable Collective Agreements. Good communication skills, both verbal and written. Strong interpersonal skills and ability to work under pressure. Computer Literacy. Driver's License is a requirement. Job knowledge. Initiative. Reliability. Communication. Interpersonal Skills.

DUTIES : Attend to labour relations matters with a view to resolve them. Prepare submissions for approval. Liaise with the NPA business units and external stakeholders. Capture data on the case management system and on PERSAL and maintain ER database. Extract and analyse PERSAL reports related to labour relations and report thereon. Compile labour relations reports and memoranda. Provide general labour relations advice. Research relevant legislation and policy and procedures and case law to inform management of cases. Analyse data and trends and participate in the development of mitigation plans. Assist with facilitation and investigation of grievance, complaints and misconduct cases. Represents the NPA in disciplinary matters. Facilitate labour relations training. Represents the NPA in external dispute. Assist with general administrative functions and travel arrangements.

ENQUIRIES : Ronnie Pather Tel No: (012) 845 6186
APPLICATIONS : e mail: Recruit2026245@npa.gov.za

POST 25/105 : **SENIOR STATE ACCOUNTANT: FINANCE REF NO: RECRUIT 2026/246 (X2 POSTS)**
Strategy, Operations and Compliance – Finance Management: Payments

SALARY : R413 001 per annum (Level 08), (excluding benefits)
CENTRE : Pretoria: Head Office
REQUIREMENTS : An appropriate B Degree (NQF level 7) / Three (3) year Diploma (NQF level 6) in Financial Management or equivalent. Minimum of two (2) years' working experience. Requisite experience in processing payments in BAS, LOGIS and PERSAL. In depth knowledge in processing suppliers, Travel Agency payments and employee allowances (e.g. Travel and subsistence and cell phone claims). Knowledge of supplier reconciliation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. In depth knowledge of PFMA, Treasury Regulations and relevant prescripts. Knowledge of legislation and regulations pertaining to public service administration. Knowledge of LOGIS, PERSAL and BAS systems. Ability to work independently and under pressure. Willingness to travel to other regional

offices. Problem solving skills. General computer literacy and knowledge of programs in MS Word, Excel, PowerPoint. Good communication skills, verbal and written. Knowledge of Public Service Regulations and Performance Management and Monitoring.

DUTIES : Authorize supplier payments and claims such as Travel and Subsistence and cell phones. Track processed payments on the tracking system. Perform supplier reconciliation. Maintain proper filing system of payments. Manage donor funding. Provide support to auditors and business units. Maintain clearing of suspense accounts. Providing reports to management. Excellent presentation skills. Manage scanned batches. Attend to all related queries in the unit. Supervise and train subordinates.

ENQUIRIES : Refilwe Matsetela Tel No: (012) 845 7283
APPLICATIONS : e mail: Recruit2026246@npa.gov.za

POST 25/106 : **LIBRARIAN REF NO: RECRUIT 2026/247**
National Prosecutions Service

SALARY : R338 106 per annum (Level 07), (excluding benefits)
CENTRE : DDPP: Middelburg
REQUIREMENTS : An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6). At least two (2) years relevant experience preferable in a law library environment. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Ability to work on an electronic library management system including e-Books. Computer literacy in MS Word, Excel, and PowerPoint. At least two years' experience in utilization of search of search including Jutastat, Lexis Nexis, Sabinet and WorldShare and Westlaw. Willingness to travel. A valid driver's licence.

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

ENQUIRIES : Tebogo Mashile Tel No: (013) 045 0686
APPLICATIONS : e mail: Recruit2026247@npa.gov.za

POST 25/107 : **ADMINISTRATION OFFICER REF NO: RECRUIT 2026/248**
Office for Witness Protection

SALARY : R338 106 per annum (Level 07), (excluding benefits)
CENTRE : Mpumalanga (Witbank)
REQUIREMENTS : An appropriate B Degree (NQF level 7) or Three (3) year Diploma (NQF 6). Minimum two years relevant experience in performing general administrative functions. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. General computer literacy skills and knowledge in programs such as MS Word, Excel and Outlook. Knowledge of the PFMA Act, Treasury regulations, National Treasury's Central Supplier Database (CSD) and other government related legislations. Able to handle and record cash transactions and know how to account for public funds according to the PFMA. Knowledge of Accounting and Asset Management. Good Communication, liaison and presentation skills.S Ability to act with tact and discreet. Strong interpersonal and communication skills. Good administration skills. Planning and prioritizing skills. Willing to undergo security clearance. A valid driver's license.

DUTIES : Provide asset, fleet and facilities management services. Provide financial operational support services. Provide office administration services and document management. Provide human resources management services.

ENQUIRIES : S Davids Tel No: (012) 845 6616
APPLICATIONS : e mail: Recruit2026248@npa.gov.za

POST 25/108 : **ADMINISTRATIVE CLERK: SUPERVISOR: ENFORCEMENT REF NO: RECRUIT 2026/249**
Asset Forfeiture Unit

SALARY : R338 106 per annum (Level 07), (excluding benefits)

CENTRE	:	Pretoria: Head Office
REQUIREMENTS	:	An appropriate B Degree (NQF level 7) or Three (3) year Diploma (NQF 6) in Public Administration, Finance or relevant qualification. Minimum two (2) years relevant experience working in administrative support environment. Knowledge of legislation and regulations pertaining to the Public Service Act and Regulations, PFMA, POCA, the SA Archives Act, Administration of Estates, Insolvency Act, the NPA Act, Access to information Act and SCM Framework. Knowledge of AFU and NPA policies and procedures relevant to the job functions. Knowledge of Electronic Case Management System (ECMS) and SharePoint will be an added advantage. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Administration, communication skills. Interpersonal relations skills. Reporting skills. General computer literacy skills and knowledge in programs MS Word; Excel; PowerPoint and Outlook. writing and task/time management skills.
DUTIES	:	Provide high quality administrative support to the component including regions. Provide administrative support to the two Deputy Directors' in enforcement. Process invoices for payments. Attend queries from service providers and business units relating to payments. Reconcile monthly commitments. Facilitate payments to curators and auctioneers. Ensure that payment advises are obtained from finance. Ensure that all payments are in compliance with regulations. Attend meetings regarding responsibilities. Maintain ECMS. Receive and file proofs of CARA deposits from regions. Receive or request CARA bank statements from Sout African Reserve Bank. Process subsistence and travel claim for the HOE and DDs. Process cellphone and data reimbursement claims for the HOE and DDs. Maintain a good filing and record keeping. Keep a well-organised administrative system for the office. Manage communication with the internal and external stakeholders. Compile and submit consolidated monthly reports.
ENQUIRIES	:	Phumelele Simelane Tel No: (012) 845 7772
APPLICATIONS	:	e mail: Recruit2026249@npa.gov.za

POST 25/109	:	**KNOWLEDGE INFORMATION OFFICER REF NO: RECRUIT 2026/250** Strategy, Operations and Compliance: Strategy Management Office
SALARY	:	R338 106 per annum (Level 07), (excluding benefits)
CENTRE	:	Pretoria: Head Office
REQUIREMENTS	:	An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6) in Information Management or Information Sciences, Knowledge management or equivalent. Minimum three (3) years relevant experience in Information and Knowledge Management. Working knowledge of the public sector in general. Excellent report writing skills and attention to detail. Sound knowledge management skills. Sound electronical document management and or records management skills. Sound understanding of the DPSA knowledge Management framework, PAA, POPI, and NARSSA regulations. Sound working knowledge of SharePoint application. Sound knowledge of Viva Engage platform. Good communication, liaison and presentation skills. A good command of computer literacy, including Ms Office suite (Word, Excel, PowerPoint, Outlook and Teams) Ability to work under pressure and multi-task. Able to work independently and in a team. Willingness to travel and work away from home. Working knowledge of conducting research/ and or data collection. Project Management skills. A valid driver's license.
DUTIES	:	Outline specific knowledge and expertise for harvest. Identify knowledge locations. Identify knowledge experts within the organisation. Schedule knowledge creation and harvest sessions. Conduct knowledge harvest sessions. Document capturing knowledge Publish secondary knowledge productions in different formats. Maintain experts database. Maintain knowledge management portals. Conduct Knowledge management (KM) awareness and KM portal training. Perform any other duties deemed fit by management.
ENQUIRIES	:	Bongumusa Jalubane Tel No: (012) 845 6491
APPLICATIONS	:	e mail: Recruit2026250@npa.gov.za

POST 25/110	:	**COMMUNICATIONS OFFICER REF NO: RECRUIT 2026/259** Strategy, Operations and Compliance: Communications
SALARY	:	R338 106 per annum (Level 07), (excluding benefits)
CENTRE	:	Northern Cape

REQUIREMENTS : An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6) in Communications, Public Relations, Journalism or a related field of qualification, as recognised by SAQA. Minimum two (2) years' relevant experience. Two (2) years' experience using relevant editing software, including Adobe Creative Suite. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Able to work under pressure and meet tight deadlines daily. Reliable, interpersonal skills, teamwork. Time management and change management. Good knowledge of government programmes, project management and coordination skills, client orientated and customer focus. Communication skills and computer literacy.

DUTIES : Provide communications support to the Region. Assist with media queries in the region. Draft and write media statements for approval. Process media inquiries and assist with feedback. Provided social media inputs and content. Event Management, Public Education, and Awareness. Provide communication support to regional business units and corporate managers. Make meaningful inputs to Khasho by contributing articles on a regular and sustained basis. Publish organisational performance information on all internal communication platforms to keep employees updated. Providing support to internal stakeholders, such as the Strategy office, EWP, IMU, HR and leadership, with both internal and external local events and campaigns. Present content effectively and collaborate with stakeholders, demonstrating strong communication and listening skills.

ENQUIRIES : Isaac Dhludhlu Tel No: (012) 845 6711
APPLICATIONS : e mail: Recruit2026259@npa.gov.za

POST 25/111 : **FINANCE CLERK REF NO: RECRUIT 2026/251**
National Prosecutions Services

SALARY : R237 453 per annum (Level 05), (excluding benefits)
CENTRE : DPP: Mpumalanga
REQUIREMENTS : Grade 12 or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Basic numeracy skills. Knowledge of Financial Accounting dealing with processing creditors payments and employee's allowances such as cell phone and S&T. Ability to work independently without constant supervision. Knowledge of Public Finance, PERSAL; BAS and LOGIS. Good communication skills, verbal and written. Planning and organizing skills. Good analytical skills. General computer literacy and knowledge of programs in MS Word, Excel, PowerPoint.

DUTIES : Process payments of service providers for the unit. Provide support to Financial Accounting. Manage payment register. Receive all claims and invoices, check correctness and submit to Director: Administration for approval. Capture S & T claims and cell phone claims on PERSAL and BAS system. Administer the petty cash for the office. Submit certified payroll to Head Office on a monthly basis. Track creditors payments on tracking system. Distribute all finance related policies and circulars to officials. Adhere to policies and procedures. Liaise with customers and suppliers. Verify availability of funds and recommend approval of expenditure. Help with compilation of regional budget. Print and distribute expenditure reports to different managers.

ENQUIRIES : Tebogo Mashile Tel No: (013) 045 0686
APPLICATIONS : e mail: Recruit2026251@npa.gov.za

POST 25/112 : **FINANCE CLERK REF NO: RECRUIT 2026/252**
National Prosecutions Services
Re-advert.

SALARY : R237 453 per annum (Level 05), (excluding benefits)
CENTRE : DPP: Mmabatho
REQUIREMENTS : Grade 12 or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Basic numeracy skills. Knowledge of Financial Accounting dealing with processing creditors payments and employee's allowances such as cell phone and S&T. Ability to work independently without constant supervision. Knowledge of Public Finance, PERSAL; BAS and LOGIS. Good communication skills, verbal and written. Planning and organizing skills. Good analytical skills. General computer literacy and knowledge of programs in MS Word, Excel, PowerPoint.

DUTIES : Process payments of service providers for the unit. Provide support to Financial Accounting. Manage payment register. Receive all claims and invoices, check

correctness and submit to Director: Administration for approval. Capture S & T claims and cell phone claims on PERSAL and BAS system. Administer the petty cash for the office. Submit certified payroll to Head Office on a monthly basis. Track creditors payments on tracking system. Distribute all finance related policies and circulars to officials. Adhere to policies and procedures. Liaise with customers and suppliers. Verify availability of funds and recommend approval of expenditure. Help with compilation of regional budget. Print and distribute expenditure reports to different managers.

ENQUIRIES : Flora Kalakgosi Tel No: (018) 381 9041
APPLICATIONS : e mail: Recruit2026252@npa.gov.za

POST 25/113 : **ADMINISTRATIVE CLERK REF NO: RECRUIT 2026/253**
National Prosecutions Services
Re-advert

SALARY : R237 453 per annum (Level 05), (excluding benefits)
CENTRE : CPP: Welkom (Bethlehem)
REQUIREMENTS : Grade 12 or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Sound planning and organizing skills, written and verbal communication. Good people skills. Strong interpersonal and communication skills. Ability to act independently. General computer literacy and knowledge of programs in MS Word, Excel, Outlook and PowerPoint.
DUTIES : Register incoming dockets and scanning thereof. Capturing information on the electronic case register (ECR). Daily updating of information from court. Provide dockets electronically to Defence on request of Prosecutors. Liaise with Prosecutors in respect of matters dealt with. Verify what is happening in court. Write up information to be captured on access. Contact Prosecutor for information to reconcile to access. Generate reports from ECR for statistics purposes. Generate various Statistics sheet. Draw up reports from Access, Power BI and PowerPoint tools. Draw up excel spreadsheets for case summaries. Draw reports from ECR for submission to supervisor, DPP and National Office for monthly reporting. Update electronic case flow from Prosecutors and SAPS from the ECR. Provide case administration and documents management. Prepare and maintain files. Release appropriate documents to any other interested party. Maintain E disclosure platform. Handle Prosecutor caseloads. Assist with other administrative functions and duties as required by the line manager.
ENQUIRIES : Lemmer Ludwick Tel No: (051) 410 6001
APPLICATIONS : e mail: Recruit2026253@npa.gov.za

ANNEXURE K

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. **Gauteng/Pretoria:** Provincial Service Centre: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X7, Johannesburg, 2000. Applications can also be hand delivered to the 12th floor, Cnr Pritchard and Kruis Street, Johannesburg. **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. **Western Cape /Cape Town:** Quoting the relevant reference number, direct your application to: The provincial Head, Office of the Chief Justice, Postal Address: Private Bag X9020, Cape Town, 8000, or hand deliver applications to the Office of the Chief Justice, Provincial Service centre 30 Queen Victoria Street, Cape Town.
CLOSING DATE	:	31 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. 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, social media, reference checks and employment verification). Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make any appointment(s) to the advertised post(s). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered.

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

OTHER POSTS

POST 25/114 : **ASSISTANT DIRECTOR: ETHICS AND INTEGRITY MANAGEMENT REF NO: 2026/77/OCJ**

SALARY : R487 197 – R573 897 per annum (Level 09). 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 Public Administration or equivalent qualification at NQF level six (6) as recognised by SAQA. A minimum of three (3) years' experience in Integrity and Ethics Management of which one (1) year should be at supervisory level. knowledge of the e-Disclosure system. A certified Ethics Officer and a valid drivers 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: RSA Constitution, Public service Act 1994, Public Service Regulation 2016, knowledge of PFMA, knowledge of Integrity and Ethics Management Processes, Knowledge of Fraud and Ethics Strategy, understanding of Ethics Risk Assessment, as well as relevant directives, teamwork, technical skills, reporting skills, presentation skills, planning and execution.

DUTIES : Monitor, and report on the implementation of the e-Disclosure prescripts (both SMS Members and Other categories), review the draft Fraud Prevention and Anti-Corruption Policy and Ethics Management Policies, ensure, monitor, and report on conflict of interest including acceptance of gifts, remuneration work outside the Public Service (Rwops) and doing business with an organ of the State, conduct ethics awareness, provide inputs on the ethics risk assessment, provide support to the Ethics Governance Structure meetings, monitor the implementation of the Lifestyle Audit, supervise and develop staff.

ENQUIRIES : Technical Related Enquiries: Ms. Maria Mahlangu Tel No: (010) 493 2688
HR Related Enquiries: Mr K Mphela Tel No: (010) 493 2527

APPLICATIONS : Applications can be sent via email to: 2026/77/OCJ@judiciary.org.za

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

POST 25/115 : **ADMINISTRATION CLERK: DCRS REF NO: 2026/78/OCJ (X2 POSTS)**

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

CENTRE : Western Cape Division of The High Court: Cape Town

REQUIREMENTS : Applicants should be in possession of a Grade twelve (12) Certificate No experience required. A minimum of one (1) year experience in Court recordings, exposure to Court related functions and a valid drivers 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: Computer literacy (MS Office), good communication skills (verbal and written), good interpersonal skills and good problem solving skills, accuracy and attention to detail, ability to work under pressure and good customer service.

DUTIES	:	Test and operate recording equipment's before Court proceedings, perform digital recording of Court proceedings and ensure the integrity of such recordings, provide administrative support at circuit Courts, collection of statistics, provide administrative support in general for Court performance and case flow management, provide any other administrative support in relation to case flow, HR, Finance and Supply Chain as required by the Judiciary, Court Manager, Chief Registrar and Supervisor, manage documents and operate DCRS/CRT machines.
ENQUIRIES	:	Technical Related Enquiries: Ms. N Hanekom Tel No: (021) 480 2635 HR Related Enquiries: SD Hlongwane Tel No: (021) 469 4032
APPLICATIONS	:	Applications can be sent via email to 2026/78/OCJ@judiciary.org.za
NOTE	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
POST 25/116	:	**REGISTRAR'S CLERK REF NO: 2026/79/OCJ (X2 POSTS)**
SALARY	:	R237 453 – R279 708 per annum (Level 05). The successful candidate will be required to sign a performance agreement.
CENTRE	:	Constitutional Court: Braamfontein
REQUIREMENTS	:	Applicants should be in possession of a Grade 12 Certificate or equivalent qualification at NQF level four (4) as recognised by SAQA. No experience required. An LLB/ B Com Law/ BA Law/ Paralegal qualification, experience in general legal administration, one (1) year administration experience preferably in a Court environment and valid driver's license will serve as an added advantage. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements. Knowledge and Skills: Knowledge of document management and filing, Batho Pele Principles, good communication (written and verbal), computer literacy (MS Office), good interpersonal skills, good public relations skills, ability to work under pressure, customer service, time management skills.
DUTIES	:	Issuing and filing of all Court processes, assist with the management, archiving and safeguarding of Court Records, attend to audio recording and transcription of Court proceedings, compilation of statistics, attend and oversee enquiries/correspondence from Court users, render Court online related and case flow management duties, comply with the telephone prescripts, HRM and organisational policies, perform any other clerical and administrative duties required for the effective and efficient functioning of the Court as required by the Judiciary, Director and Chief Registrar.
ENQUIRIES	:	Technical Related Enquiries: Ms. SR Tjamela Tel No: (011) 359 7460 HR Related Enquiries: Ms. K Mokgatlhe Tel No: (011) 359 7400
APPLICATIONS	:	Applications can be sent via email to 2026/79/OCJ@judiciary.org.za
NOTE	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
POST 25/117	:	**REGISTRAR'S CLERK REF NO: 2026/80/OCJ**
SALARY	:	R237 453 – R279 708 per annum (Level 05). The successful candidate will be required to sign a performance agreement.
CENTRE	:	Division of The High Court: Pretoria
REQUIREMENTS	:	Applicants should be in possession of a Grade 12 Certificate. No previous experience required. A valid drivers' license will serve as an added advantage. Knowledge and skills: Knowledge of working procedures in terms of the working environment, knowledge of registry processes and practice, knowledge of storage and retrieval procedures in terms of the working environment, knowledge and understanding of legislative frameworks governing the Public Service, knowledge of filing system mail procedure manual, promotion of access to information act and national archives. Batho Pele principles, effective communications skills (written and verbal), good interpersonal skills, computer literacy skills, problem solving skills, analytical skills, numeric skills, time management skills, administrative skills, flexible, able to work under pressure, self-motivated, ability to work independently, attention to detail and ability to work as a team.
DUTIES	:	Register/allocate case numbers to all pleadings and Court documents received, ensure that the files have been served on all parties concerned, draw up files for the litigants/Attorney, update the file of return service/s proof of services, safe-keep and dispose of case records, retrieve the requested file

and make the file available to the requester, attend to queries from parties and members of the public, record documents received, ensure systematical recording of Court files, keep record of requests received from litigants, attend to case management and set down notice, implement case management practices (placing request forms in the space of a file that has been requested, complete and file the movement sheet). render case management duties, monitor files and records as per the case management, submit leave forms to HR for compliance, maintain and keep all registers for filing and archiving, comply with the telephone prescripts and leave policies, prepare and sign performance agreement timeously.

ENQUIRIES : Technical Related Enquiries: Mr PA Nkone Tel No: (012) 492 7606
HR Related Enquiries: Ms T Mbalekwa Tel No: (010) 494 8515

APPLICATIONS : Applications can be sent via email to 2026/80/OCJ@judiciary.org.za

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

POST 25/118 : **TYPIST REF NO: 2026/81/OCJ**

SALARY : R201 093 – R236 877 per annum (Level 04). The successful candidate will be required to sign a performance agreement.

CENTRE : Northern Cape Provincial Service Centre: Kimberley

REQUIREMENTS : Applicant should be in possession of Grade 12 Certificate. No experience is required. A valid driver's license will serve as added advantage. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements. 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.

DUTIES : Type Court orders, Court documents and reports, type judgements, compile term roll, week roll and un/opposed motion and maintain registers, compile and submit relevant Judgements to Stakeholders.

ENQUIRIES : Technical Related Enquiries: Ms T Methu Tel No: (053) 492 3497
HR Related Enquiries: Ms P Netshivhale Tel No: (053) 492 3535

APPLICATIONS : Applications can be sent via email to 2026/81/OCJ@judiciary.org.za

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

POST 25/119 : **USHER MESSENGER REF NO: 2026/69/OCJ**

SALARY : R170 226 - R200 523 per annum (Level 03). The successful candidate will be required to sign a performance agreement.

CENTRE : Western Cape Division of The High Court: Cape Town

REQUIREMENTS : Applicant should be in possession of Grade ten (10) Certificate. No experience is required. Grade 12 Certificate, a minimum of one (1) year' experience in general administration, general computer knowledge and intermediate experience will serve as added advantage. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements. Skills and Competencies: Good communication skills, interpersonal skills, planning and organising skills and computer skills (Intermediate).

DUTIES : Escort Judges to Court and attend proceedings, all the Court to session, hand exhibits and documents between the counsel and Judge, assist in person litigants with Court-on-line in the Courtroom and in the general office, general messenger duties inside and outside of the Court, collect and distribute post, parcels, files and documents, photocopying of documents and Judgments, assist in other administration sections during term and recess as requested by Chief Registrar and Court Manager

ENQUIRIES : Technical Related Enquiries: Ms N Hanekom Tel No: (021) 480 2636
HR Related Enquiries: Mr S Hlongwane Tel No: (021) 469 4032

APPLICATIONS : Applications can be sent via email to 2026/69/OCJ@judiciary.org.za

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

ANNEXURE L

DEPARTMENT OF PLANNING, MONITORING AND EVALUATION

APPLICATIONS	:	Applications must be posted / or hand-delivered to: The Department of Planning, Monitoring and Evaluation (DPME), Attention: Human Resource Admin & Recruitment, at Private Bag X944. Pretoria, 0028 or hand delivered to 330 Grosvenor Street, Hatfield, Pretoria 0028 (please quote the relevant post and reference number).
CLOSING DATE	:	31 July 2026 @ 16:30
WEBSITE	:	www.dpme.gov.za
NOTE	:	The relevant reference number must be quoted on all applications. The successful candidate will have to sign an annual performance agreement and will be required to undergo a security clearance. Applications must be submitted on a signed Z83 accompanied by a comprehensive CV only specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate. Certified copies of qualifications and other relevant documents will be requested from shortlisted candidates only. Applicants will be required to meet vetting requirements as prescribed by Minimum Information Security Standards. The DPME is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s) Failure to submit the above information will result in the application not being considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Reference checks will be done during the selection process. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. Shortlisted candidates must be available for interviews at a date and time determined by DPME. Applicants must note that pre-employment checks will be conducted once they are short-listed and the appointment is also subject to positive outcomes on these checks, which include security clearance, security vetting, qualification verification and criminal records. 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. For salary levels 11 to 15, the inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employees Pension Fund and a flexible portion in terms of applicable rules. 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. The DPME reserves the right to utilise practical exercises/tests for non-SMS positions during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). The DPME also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process. Prior to appointment, a candidate would be required to complete the Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course, 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/. Candidates are required to use the new Z83 (Application for employment) that is implemented with effect from 1 January 2021. A copy can be downloaded on the website of the Department of Public Service & Administration (DPSA) at www.dpsa.gov.za

OTHER POSTS

POST 25/120 : **SENIOR EVALUATION OFFICER REF NO: 03/2026**
Chief Directorate: Evaluation

SALARY : R413 001 – R486 501 per annum (Level 08), plus benefits
CENTRE : Pretoria
REQUIREMENTS : A National Diploma/ Bachelor's Degree (NQF level 6/7) qualification in Social Science, Public Administration or related fields with at least 2 years' experience in Evaluation/ Research/ Monitoring. An NQF level 8 qualification (Bachelors Honours Degree/ Post Graduate Diploma) with Research / Monitoring / Evaluation will be an added advantage. Competencies and Skills: Should have knowledge of Evaluation/ Research Practice. Must have report-writing skills. Must have good verbal and written communication skills. Exceptional interpersonal skills. Good computer literacy and project management skills. Must have a valid Driver's license. Personal Attributes: Ability to accept responsibility, work independently and produce good quality of work. Must be a team player, flexible and reliable.
DUTIES : The successful candidate will be responsible for providing administrative and technical support to evaluation projects within the National Evaluation System. This entails the implementation of the National Evaluation Policy Framework, supporting coordination of trainings and development to enhance the evaluation capacity in the National Evaluation System. Undertake and provide support in the implementation of the National Evaluation Plan projects and other related projects. Provide evaluation and technical support to the Chief Directorate and stakeholders. Support procurement processes for evaluation projects.
ENQUIRIES : Ms Motlalagohle Rangwato Tel No: (012) 312-0480
APPLICATIONS : can be sent to Recruitment24@dpme.gov.za

POST 25/121 : **SENIOR PERSONNEL OFFICER REF NO: 04 /2026 (X2 POSTS)**
Sub-Directorate: OD, HR Planning and Administration

SALARY : R280 278 – R330 162 per annum (Level 06), plus benefits.
CENTRE : Pretoria
EQUIREMENTS : A National Diploma/ Degree qualification (NQF level 6/7) in Human Resource Management / Public Management/ Administration or Industrial Psychology and at least 2 years' experience in the HR environment. Introduction to PERSAL Course will be an added advantage. Competencies/Skills: Planning & Organisation skills, Computer literacy and sound knowledge of the Microsoft Office suite. PERSAL and communication skills. Knowledge of HR policies and practices.
DUTIES : The successful candidate will be responsible to providing an effective Recruitment & HR Admin Services. This entails administration of service benefits and allowances. Manage recruitment & selection process. Manage appointments and staff exits. Audit HRM files for accuracy and compliance.
ENQUIRIES : Ms Tiyimiseleni Masinge Tel No: (012) 312-0461.
APPLICATIONS : can be sent to Recruitment25@dpme.gov.za

POST 25/122 **SENIOR REGISTRY CLERK REF NO: 05/2026**
Registry Services

SALARY : R280 278 – R330 162 per annum (Level 06), plus benefits
CENTRE : Pretoria
REQUIREMENTS : A relevant 3-year tertiary qualification (NQF 06) or equivalent with a minimum of 3 years appropriate experience. Security Clearance certificate will be an added advantage. Should possess the following skills; computer literacy; planning and organising skills, good verbal and written communication. Knowledge of Registry practices and Archive Legislation.
DUTIES : The successful candidate will be responsible to provide effective registry service to the Department. This entails the rendering of the registry counter services to the Department. The handling of incoming and outgoing correspondence. The rendering of and effective and efficient filing and records management service (Electronic Document Management System (EDMS). The operating of office machines in relation to the registry functions. The processing of documents for archiving and maintaining of records of archived documents. The compiling of statistics/information.

ENQUIRIES	:	Ms Betty Sebuyana Tel No: (012) 312-0462
APPLICATIONS	:	can be sent to Recruitment26@dpme.gov.za

ANNEXURE M

DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION

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

APPLICATIONS	:	Applications quoting the reference number must be addressed to Mr. Thabang Ntsiko. Applications must be posted to the Department of Public Service and Administration, Private Bag X916, Pretoria, 0001, or delivered to 546 Edmond Street, Batho Pele House, cnr. Edmond and Hamilton Street, Pretoria, Arcadia 0083, or emailed.
CLOSING DATE	:	03 August 2026
NOTE	:	Applications must quote the relevant reference number and consist of: A fully completed and signed NEW Z83 form which can be downloaded at https://www.dpsa.gov.za/newsroom/psvc/.”From 1 January 2021 should an application be received using the incorrect application for employment (Z83), it will not be considered”, a recent comprehensive CV; contactable referees (telephone numbers and email addresses must be indicated); Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed curriculum vitae (Only shortlisted candidates will be required to submit certified documents, all non-SA citizens must attach a copy of proof of permanent residence in South Africa on or before the day of the interviews). Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). All shortlisted candidates will be subjected to personnel suitability checks on criminal records, citizenship verification, financial records, qualification verification and applicants could be required to provide consent for access to their social media accounts. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months of the closing date of the 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.

OTHER POSTS

POST 25/123	:	**DEPUTY DIRECTOR: GENERAL BENEFITS REF NO: DPSA 07/2026**
SALARY	:	R932 292 per annum (Level 11), (an all-inclusive remuneration package). The all-inclusive remunerative package consists of basic salary (70% of the total remuneration package), the State’s contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured according to personal needs within a framework.
CENTRE	:	Pretoria
REQUIREMENTS	:	A Senior Certificate, a minimum qualification at NQF Level 7 in Public Administration/Public Management/Human Resource Management/Labour Relations/Economics/Law and a related qualification in the above-mentioned fields. A minimum of 3 years' experience at the first management level/Assistant Director level with a minimum of 5 years' appropriate experience in the Conditions of Service environment. Knowledge of the Constitution of the Republic of South Africa; government legislative framework with specific reference to employment legislation, public service legislative and policy framework, government programs such as the National Development Plan, and key strategic priorities of the government. General benefits theory and practice, research and analysis, policy development and implementation, and data management. Decision-making, problem-solving, written and verbal communication, stakeholder management and coordination, strategic thinking and leadership, analytical skills, interpersonal relations, teamwork, financial management, human resource management, change management, and project and program management. Diversity management, communication and information management, facilitation, negotiation, presentation, report writing, computer literacy, and conflict management.

DUTIES	:	Develop and implement prescripts in relation to leave of absence, incapacity leave, and ill-health retirement for the public service and conduct research to guide the development of prescripts. Provide implementation support to national and provincial departments and relevant entities. Undertake interventions to support the implementation of and compliance with the prescripts. Provide technical support and capacity building and advise as required. Monitor the implementation and compliance on leave of absence, incapacity leave, and ill-health retirement for the public service and support the operations, systems, and processes of the directorate. Conduct evaluation and impact studies as required. Make contributions to the development of the Chief Directorate service delivery model, standards, improvement plans, and related reports.
ENQUIRIES	:	Mr. Samson Radebe Tel No: (012) 336 1569
APPLICATIONS	:	Applications quoting the reference number must be addressed to Mr. Thabang Ntsiko. Applications must be posted to the Department of Public Service and Administration, Private Bag X916, Pretoria, 0001, or delivered to 546 Edmond Street, Batho Pele House, cnr. Edmond and Hamilton Street, Pretoria, Arcadia 0083, or emailed. E-mail your application to Advert072026@dpsa.gov.za
POST 25/124	:	**DEPUTY DIRECTOR: DISABILITY MANAGEMENT REF NO: DPSA 08/2026**
SALARY	:	R932 292 per annum (Level 11), (an all-inclusive remuneration package). The all-inclusive remunerative package consists of basic salary (70% of the total remuneration package), the State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured according to personal needs within a framework.
CENTRE	:	Pretoria
REQUIREMENTS	:	A Senior Certificate, a minimum qualification at NQF Level 7 in Public Administration/Public Management/Human Resource Management/ Industrial Psychology/Industrial and Organisational Psychology/ Social Science as recognised by SAQA. Minimum 8 years' experience in Disability Management Environment. Knowledge of public service policy frameworks, knowledge of legislative and policy environments, knowledge of public service and administration, a white paper on the transformation of the public service (1995), advanced knowledge of a white paper on affirmative action, and advanced knowledge of a handbook on reasonable Accommodation for people with disabilities in the public service workplace, 2007; advance knowledge on strategic frameworks for the recruitment, employment, and retention of persons with disabilities in the public service workplace, 2009; advance knowledge on employment equity and affirmative action programs; and advance knowledge of relevant international instruments/agreements. Research and analysis, policy development, data management, technical ability in disability management, diversity management, communication and information management, disability mainstreaming, monitoring and evaluation, and governance and compliance. Decision-making, problem-solving, Written and verbal communication, Stakeholder management and coordination, Strategic thinking and leadership, analytical skills, interpersonal relations, teamwork, confidentiality, financial management, human resource management, and change project and program management. Generic skills: Facilitation, negotiation, presentation, report writing, computer literacy, and conflict management.
DUTIES	:	Develop and review prescripts in relation to disability management for the public service. Conduct research to guide the development of prescripts. Provide implementation support to national and provincial departments and relevant entities. Provide technical support and capacity building and advise as required. Undertake interventions to support the implementation of and compliance with the prescripts. Monitor the implementations and compliance on disability management for the public service and support the operations, systems, and processes of the directorate. Develop and maintain systems to monitor compliance. Conduct evaluation and impact studies.
ENQUIRIES	:	Ms. Anusha Naidoo Tel No: (012) 336 1328
APPLICATIONS	:	Applications quoting the reference number must be addressed to Mr. Thabang Ntsiko. Applications must be posted to the Department of Public Service and Administration, Private Bag X916, Pretoria, 0001, or delivered to 546 Edmond Street, Batho Pele House, cnr. Edmond and Hamilton Street, Pretoria, Arcadia 0083, or emailed. E-mail your application to Advert082026@dpsa.gov.za

POST 25/125	:	**DEPUTY DIRECTOR: PRODUCTIVITY AND CAPABILITY MEASUREMENT REF NO: DPSA 09/2026**
SALARY	:	R932 292 per annum (Level 11), (an all-inclusive remuneration package). The all-inclusive remunerative package consists of basic salary (70% of the total remuneration package), the State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured according to personal needs within a framework.
CENTRE	:	Pretoria
REQUIREMENTS	:	A Senior Certificate, a minimum qualification at NQF Level 7 in Public Administration/Public Management/Business Administration/Management Services/Industrial Psychology/Operations/Production Management or a related qualification in the abovementioned fields as recognised by SAQA. Minimum 8 years' experience in Public Administration/Policy Development/Research environment. Knowledge of the Constitution of the Republic of South Africa, knowledge of government legislation framework, knowledge of government programmes such as the National Development Plan, a sound understanding of operations management and a sound understanding of productivity measurements. Understanding of Productivity Measurement, understanding of operation management frameworks and the use of data systems Operational research techniques. Research and data analysis, policy analysis, forecasting, writing skills and measuring regulatory performance. monitoring and evaluation, Innovation and research, Strategic thinking and leadership, financial management and human resource management. Confidentiality, honesty, ethics, loyalty, reliability and trustworthiness.
DUTIES	:	Develop and monitor the implementation of policies, prescripts, and frameworks on productivity and capability measurement. Conduct research on productivity and capability measurement. Develop, implement and maintain norms and standards to institutionalise productivity and capability measurement. Provide technical support services to departments on productivity and capability measurement. Provide technical advice and capacity building to support implementation. Conduct monitoring and evaluation of compliance on productivity and capability measurements. Develop and maintain systems to monitor compliance. Compile and publish case study reports on productivity. Provide support in all the operations, systems and processes of the Directorate. Develop and submit the Directorate's annual and operational plans and related monthly and annual reports by the stipulated dates.
ENQUIRIES	:	Mr. Poloko Segale Tel No: (012) 336 1124
APPLICATIONS	:	Applications quoting the reference number must be addressed to Mr. Thabang Ntsiko. Applications must be posted to the Department of Public Service and Administration, Private Bag X916, Pretoria, 0001, or delivered to 546 Edmond Street, Batho Pele House, cnr. Edmond and Hamilton Street, Pretoria, Arcadia 0083, or emailed. E-mail your application to Advert092026@dpsa.gov.za
POST 25/126	:	**ASSISTANT DIRECTOR: EVALUATIONS REF NO: DPSA 10/2026**
SALARY	:	R487 197 per annum (Level 09). Annual progression up to a maximum salary of R573 897 per annum is possible, subject to satisfactory performance.
CENTRE	:	Pretoria
REQUIREMENTS	:	A Senior Certificate, a minimum qualification at NQF Level 6 in Social Sciences / Statistics/Data Sciences or related qualification in the above-mentioned fields. Minimum 3 years' appropriate experience in the field of statistical analysis/data sciences/compliance monitoring and evaluation. Knowledge of the Constitution of the Republic of South Africa, government legislative framework, public service legislative and policy framework, government programs such as the National Development Plan, and key strategic priorities of government. Attributes: Ethics and integrity, strategic thinking and initiative, analytical skills, teamwork, empathy, confidentiality, and time management. Generic skills: problem solving, diversity management, written and verbal communication, information & records management, interpersonal relations and conflict resolution, facilitation, presentation, report writing, computer literacy, conflict management, stakeholder management and coordination, teamwork, human resources management, change management, project management, conceptual thinking, mentoring and coaching, and negotiation skills. Technical skills: Compliance monitoring and management, monitoring and evaluation

practice, database development and information management, Analytical reports, visual presentations, Norms and standards compliance promotion and monitoring, systems design/development, business analysis, design thinking, data analysis, business process mapping, and research.

DUTIES : Draft frameworks, guidelines, tools and systems. for public administration norms and standards compliance monitoring. Conduct research for the development of the Compliance Monitoring Framework, including guidelines, systems, tools, databases and formats for data collection and reporting. Provide assistance towards the development, design, implementation, and evaluation of early warning and reporting systems for monitoring of compliance with public administration norms and standards compliance. Evaluate the efficacy of compliance monitoring systems and report on systems' functionality. Collate and analyse compliance data from the early warning system regularly. Identify areas of non-compliance and provide implementation support to departments to ensure compliance. Advise internal and external stakeholders on compliance areas, frameworks, and compliance information. Monitor and evaluate compliance by departments and report biannually on the state of compliance to determined public administration norms and standards. Provide support in all the operations, systems and processes of the directorate.

ENQUIRIES : Ms. M. Matloga Tel No: (012) 336 1626

APPLICATIONS : Applications quoting the reference number must be addressed to Mr. Thabang Ntsiko. Applications must be posted to the Department of Public Service and Administration, Private Bag X916, Pretoria, 0001, or delivered to 546 Edmond Street, Batho Pele House, cnr. Edmond and Hamilton Street, Pretoria, Arcadia 0083, or emailed. E-mail your application to Advert102026@dpsa.gov.za

POST 25/127 : **FINANCE CLERK (SUPERVISOR) REF NO: DPSA 11/2026**

SALARY : R338 106 per annum (Level 07). Annual progression up to a maximum salary of R398 277 per annum is possible, subject to satisfactory performance.

CENTRE : Pretoria

REQUIREMENTS : A Senior Certificate or equivalent qualification as recognised by SAQA and a minimum of 3 years' experience in the field of financial administration (payments and suspense accounts). Knowledge of financial functions, basic accounting systems, LOGIS, Safety Web, public service financial legislation and prescripts (PFMA and Treasury Regulations), planning and organisation. Generic skills: Interpersonal relations, teamwork, reliability, flexibility, verbal and written communication, leadership skills, conflict management and resolution, planning skills, organisation and execution skills. Technical skills: computer literacy (Microsoft), office equipment operating skills, numeracy skills, accuracy, literacy and problem-solving. Attributes: Aptitude for figures, analytical ability, and ability to lead a team. Ability to work under pressure, client orientation, customer focus, ability to perform routine tasks and innovation.

DUTIES : Supervise, authorise and perform financial accounting transactions. Handle payment queries, authorise payments on LOGIS and confirm compliance with the PFMA. Supervise and perform bookkeeping support services. Compile or receive journals from subordinates and verify whether the required supporting documents are attached. Administer LOGIS commitments on BAS. Schedule quarterly meetings between Finance and Supply Chain Management for discussion of the register. Prepare and provide inputs to the Interim and Annual Financial Statements and supervise human resources/staff.

ENQUIRIES : Ms. Jane Mahlangu Tel No: (012) 336 1021

APPLICATIONS : Applications quoting the reference number must be addressed to Mr. Thabang Ntsiko. Applications must be posted to the Department of Public Service and Administration, Private Bag X916, Pretoria, 0001, or delivered to 546 Edmond Street, Batho Pele House, cnr. Edmond and Hamilton Street, Pretoria, Arcadia 0083, or emailed. E-mail your application toAdvert112026@dpsa.gov.za

POST 25/128 : **HR CLERK SUPERVISOR (CONDITIONS OF SERVICES) REF NO: DPSA 12/2026**

SALARY : R338 106 per annum (Level 07). Annual progression up to a maximum salary of R398 277 per annum is possible, subject to satisfactory performance.

CENTRE : Pretoria

REQUIREMENTS : A Senior Certificate or equivalent qualification at NQF level 4 as recognised by SAQA. 3-5 years of experience in Human Resource Management and Administration (Conditions of Services). Working knowledge and

understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Understanding of the work in registry. Knowledge of human resources management policies, practices and procedures. Sound understanding of the DPSA strategy. Knowledge of HR information systems. Generic skills: Client orientation and customer focus, numeracy, problem-solving skills, diversity management, good interpersonal skills, good verbal and written communication skills and information management skills, report writing, and computer literacy. Technical skills: PERSAL system.

DUTIES : Implement conditions of service and service benefits (Leave, Housing, Medical Aid, Injury on Duty, Long Service Recognition, overtime, relocation, Pension, allowances etc.). Termination of service. Recommend (approve) transactions on PERSAL according to delegations. Prepare reports on human resource administration issues and statistics. Maintain human resources information (audit queries, statistics, and annual reports). Development, implementation, maintenance, monitoring, improvement, and communication of relevant HR policies, guidelines and procedure manuals with regards to Conditions of Services. Administer leave and ensure maintenance of leave on HR information systems, leave gratuity and discounting. Provide advice on HR Conditions of Services issues and policies; receive queries from Line Function and other stakeholders (GEMS and GEPF). Respond to enquiries and queries (oral or written) and provide ad hoc support. Implementation and maintenance of PILIR. Implementation and maintenance of relevant functionalities on HR Information Management Systems and provide advice on utilisation of the system

ENQUIRIES : Mr. T.N. Ntsiko Tel No: (012) 336 1163

APPLICATIONS : Applications quoting the reference number must be addressed to Mr. Thabang Ntsiko. Applications must be posted to the Department of Public Service and Administration, Private Bag X916, Pretoria, 0001, or delivered to 546 Edmond Street, Batho Pele House, cnr. Edmond and Hamilton Street, Pretoria, Arcadia 0083, or emailed. E-mail your application to Advert122026@dpsa.gov.za

ANNEXURE N

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 : 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.

Head Office (Pretoria) Applications: The Director-General, Department of Public Works and Infrastructure, Private Bag X65, Pretoria, 0001 or CGO Building, Corner Bosman and Madiba Street, Pretoria. For Attention: Ms NP Mudau.

Cape Town Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Ground floor, Customs House, Lower Heerengracht Street, Cape Town. For Attention: Ms. C Rossouw

Bloemfontein Regional Office Applications: The Regional Manager: Department of Public Works, P/Bag X 20605, Bloemfontein 9300 or Hand delivered 18 President Brand Street, Bloemfontein 9300. For Attention: Mr T Mosia or Mr. T Mofokeng

Durban Regional Office Applications: The Regional Manager: Department of Public Works, Private Bag X54315, Durban, 4000. Hand Deliver at Corner Dr Pixley Kasem and Samora Machel Streets Durban. For Attention: Ms NS Nxumalo

Kimberly Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X5002, Kimberley 8301 or Hand Deliver at 21-23 Market Square Old Magistrate Building Kimberley 8301.For Attention: Ms V Tidikwe

Port Elizabeth Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X 3913, North End, Port Elizabeth, 6056. Hand delivery: Room 430, Corner. Hancock & Robert Street, North End, Port Elizabeth, 6056. For Attention: Ms PT Buswa.

CLOSING DATE : 31 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.

OTHER POSTS

POST 25/129 : **DEPUTY DIRECTOR: SECURITY MANAGEMENT (REGIONS) REF NO: 2026/279**

SALARY : R932 292 per annum, (all-inclusive salary package), (Total package to be structured in accordance with the rules of the Middle Management Service)
CENTRE : Port Elizabeth Regional Office
REQUIREMENTS : A minimum of three-year tertiary qualification (NQF Level 06) / National Diploma in Security Management or in the related field. NIA Security advisory training / SSA Managers Course. Relevant years of working experience at a Junior Management /Assistant Director equivalent level in the security field. A valid driver's license.
DUTIES : Manage access control and physical security measures. Conduct physical security audits to the building to determine suitability of physical security measures. Conduct threats and risk assessment and implement recommendations. Create security awareness regarding access control measures and compliance thereof. Manage access control security system and maintenance thereof. Develop and implement information strategy for the Department, identify information security risks and threats to the security of the department and vulnerabilities in the organizational capacity to counter such, Advice regional manager regarding the security implications of executive decisions. Facilitate the management of information security-related issues by the Security Committee. Maintain records of information security breaches/incidents. Management of contracted private security service providers, develop security specifications for the tender, leading regarding the procurement of service provider. Co-ordinate of vetting and screening, identify staff who deal with sensitive information for vetting, conduct vetting and screening awareness to the regional staff. Investigation of security breaches incidents, develop and implement security breaches reporting procedures, investigate all reported security breaches incidents and write reports. Manage performance management of the security staff, develop, implement, evaluate and monitor the performance agreements with security personnel, assess performance of security staff, supervise and mentor security staff, maintain discipline.
ENQUIRIES : Ms. N. Hlengwa Tel No: (047) 502 7010
APPLICATIONS : For Port Elizabeth: Email to: RecruitPE26-29@dpw.gov.za

POST 25/130 : **ASSISTANT DIRECTOR: PROPERTY INVESTMENT ANALYST (FINANCE) REF NO: 2026/280**

SALARY : R605 742 per annum
CENTRE : Head Office (Pretoria)
REQUIREMENTS : A Minimum of three-year tertiary qualification (NQF Level 06) / National Diploma / B. Com Degree in Commerce, Property Economics, Property

Studies, or Real Estate Finance. Willingness to travel. Be in possession of a valid driver's license. Knowledge: Public Finance Management Act. Relevant experience in portfolio and property investment analysis. Sound experience in conducting property and project feasibility studies is required. A good understanding and competence in the context of the built environment with a working knowledge of property industry related: financial modelling and investment analysis methodologies and tools. Develop innovative financing methods applicable to government, working knowledge of applicable government legislation, regulation, rates and indices. Financial management and knowledge of the leasing environment. Developed knowledge and understanding of National Government's responsibility to improve access to Government services and Objectives. Legislative and legal aspects of built environment developments and informed decision-making. Skills: Computer literate. Time management. People management. Report-writing. Well-developed project management. Analytical. Planning. Interpersonal and communication skills. Executive report-writing and presentation skills. Personal Attributes: Trustworthy, Dependable, Innovative, Hardworking, Analytical thinking, Ability to work under pressure, Self-motivated, Creative.

DUTIES : Apply policies, methods, best practices and standards well as ensure compliance with Departmental requirements and legislation. Conduct cost benefit and risk return assessments for the government's new and existing property portfolio. Visit building sites to assess and develop reports. Interpret, analyse and utilize property, indicators, benchmarks, property market trends, client accommodation needs and asset values in addition to using inputs from a multidisciplinary professional team to perform property investment analysis and life cycle costing, for new construction, refurbishment, replacement and leasing and disposal of immovable assets. Assess the financial and socio-economic benefits for all property investment / disinvestment option. Conduct sensitivity analysis to enable the formulation of proactive strategies for optimum portfolio management. Assess and make recommendations on investment opportunities that avail themselves to the department and their impact in terms of risk / reward for government and compliance with government rules and regulation. Provide input, guidance and interpretation of feasibility studies on various projects. Advise and recommend for investment / disinvestment of fixed assets, analyse and recommend innovative procurement or finance option available to government. Manage the compilation of feasibility study reports within a multidisciplinary team and according to given time frames. Executive report writing.

ENQUIRIES : Mr V Bedesi, Cell No: (072) 561 9731

APPLICATIONS : For Head Office: Email to: Recruitment26-61@dpw.gov.za

POST 25/131 : **ASSISTANT DIRECTOR: USER DEMAND MANAGEMENT REF NO: 2026/281**

(Re-advertisement for PSVC 20 of 2026, Ref No: 2026/241-applicants who previously applied are encouraged to re-apply)

SALARY : R605 742 per annum

CENTRE : Cape Town Regional Office

REQUIREMENTS : A minimum of three year-tertiary qualification (NQF Level 06) / National Diploma in Public Administration, Management, Public Relations and Communication, Real Estate Management or Social Science. Relevant years of experience within stakeholder engagement, coordination in any field of property and a valid driver's license. The ideal candidate should have planning skills, programme management, and client relations skills. An understanding of different facets of the built environment and property industry is essential. Knowledge: Works Control System (WCS); Public Finance Management Act (PFMA); Treasury Regulations; knowledge of the built environment; project and programme management; construction regulations; occupational health and safety; Emerging Contractor Development Programme; sound budgeting; procurement processes and Government Immovable Asset Management Act (GIAMA). Skills: Advanced numeracy; organizing; interpersonal skills; diplomacy; ability to follow a pro-active and creative problem; solving approach; communication; advanced computer literacy. Personal Attributes: Innovative; creative; trustworthy; hardworking; self-motivated; ability to work under pressure; analytical thinking; facilitation; research. Willingness to adapt work schedule in accordance with office requirements. Committed to designated tasks.

DUTIES	:	Apply applicable policies, methods, best practices and standards as well as ensure compliance with relevant user demand management regulations. Facilitate the delivery of the accommodation services for Client Departments. Co-ordinate and monitor the budget and expenditure levels of clients Department. Supervise employees to ensure an effective service delivery. The incumbent will be responsible for Key Account Management as a contact point between the National Department of Public Works & Infrastructure and assigned client departments. Ensure monitoring and implementation of programmes for leased accommodation, capital works and planned maintenance services. Render assistance to assigned client departments in appropriately formulating accommodation requirements, asset plans and budget. Assist with the consolidation and compilation of accommodation related information in reporting to the client. Ensure efficient turnaround times on strategic initiatives and programme related reports. Facilitate, chair and minute regular forum meetings with client departments. Advice, interact with and source information from client departments and departmental service providers. Liaise with internal stakeholders in assisting external stakeholders with registered queries. Assist with the implementation and management of Service Level Agreements for client departments. Assist in the preparation of reports to top management and all relevant stakeholders. Give inputs towards the compilation and implementation of annual business plans for the Directorate. Conduct site visits to ensure that state owned properties are utilized efficiently and optimally. This post will require official travelling, working 64 65 overtime and the incumbent must be willing and be able to travel as and when required.
ENQUIRIES	:	Ms. B Ntoni Tel No: (021) 402 2020
APPLICATIONS		For Cape town regional office: Email to: RecruitCPT26-69@dpw.gov.za
POST 25/132	:	**ASSISTANT DIRECTOR (HIV/AIDS ADVOCACY & SUPPORT) REF NO: 2026/282**
SALARY	:	R487 197 per annum
CENTRE	:	Head Office (Pretoria)
REQUIREMENTS	:	A minimum of Degree in Social Work/ Psychology or related field of study. Valid registration with HPCSA or SACSSP. Appropriate relevant working experience in the field. Valid driver's license. Knowledge of Public Service Act and Regulations; Programme and Project Management; Financial Management; Relevant HIV and AIDS related legislations, policies and regulations; National Strategic Plan on HIV/AIDS, TB & STIs; Integrated Employee Health & Wellness Strategic Framework; Basic Conditions of Employment Act. Skills: Report writing, Communication; Facilitation; Interpersonal; Counselling; Presentation; Confidentiality and code of ethics.
DUTIES	:	Implement Employee Health and Wellness strategy with special emphasis on HIV/AIDS and related diseases. Develop legislative frameworks to address HIV/AIDS and related diseases. Interpret legislation and directives in ensuring compliance to policies and other legislative mandates. Facilitate the mainstreaming of HIV/AIDS and other related conditions into departmental programmes. Ensure compliance with national policies and other relevant legislations. Conduct ongoing research on HIV/AIDS affairs and benchmark best practices. Establish and maintain external partnerships. Implement the National Strategic Plan on HIV/AIDS in partnership with stakeholders. Provide counselling, preventative and care support. Coordinate periodic HCT sessions, TB and general health screenings. Develop and implement capacity building programmes and advocacy on HIV/AIDS and related diseases. Develop an annual action plan for HIV/AIDS events/activities/awareness campaigns to be hosted. Establish the processes aimed at reducing stigma and discrimination. Monitor and evaluate the effectiveness of the interventions of HIV/AIDS program. Compile reports on progress and challenges experienced with the implementation of the programmes.
ENQUIRIES	:	Ms. Alletah Ntsie Tel No: (012) 406 1747
APPLICATIONS	:	For Head Office: Email to: Recruitment26-62@dpw.gov.za
POST 25/133	:	**ASSISTANT DIRECTOR: BUDGETS (ACCOUNTS AND BUDGETS OFFICE) REF NO: 2026/283**
SALARY	:	R487 197 per annum
CENTRE	:	Cape Town Regional Office

REQUIREMENTS : A minimum of three-year tertiary qualification (NQF Level 6) / National Diploma in Financial Management or related Relevant years of experience in the field at supervisory level. Good verbal and written communication skills; basic numeracy; advanced interpersonal and diplomacy skills; problem solving skills; decision making skills; numeracy; statistical skills. Public Finance Management Act; National Department of Treasury regulations, guidelines and directives; Departments` Reconciliation processes; Understanding of Governments financial delegations; Management of governments departments chart of accounts; Government Budget systems and procedures; Government Financial Systems; Supply Chain Management; Financial prescripts (GAAP and GRAP). Ability to work under stressful situations; ability to communicate at all levels.

DUTIES : Participate in the development, maintenance and implementation of departmental financial policies. Advice line function on the implementation and interpretation of financial procedures and policies. Facilitate the implementation of changes in public finance management policies. Implement internal control measures in compliance with departmental policies. Facilitate the implementation of Treasury Regulation in the department. Issue guidelines to and train line managers on latest developments in public finance management regulations. Facilitate budget planning, adjustment and reporting. Verify the capturing of payroll transactions on the accounting system. Monitor income against budget and review reconciliations. Oversee and undertake the development of corrective measures when required. Coordinate and review disclosure notes on revenue collection. Coordinate and collate financial supporting information for planning purposes. Ensure completeness and accuracy of financial information. Ensure cash flow management of the regional office for monthly reporting. Attend to internal and external queries including audit queries. Report on revenue collected. Attend to and investigate each transaction on the BAS financial reports to obtain supporting documents and provide support within the budget sections. Manually authorise journals to correct cost centres and ensure that all necessary supporting documents are verifiable and authentic. Approve journals on BAS for the clearing of transactions to correct cost centres. Ensure that all misallocation of expenditure are attended to on daily basis. Provide general supervision of employees. Allocate duties and do quality control of the work delivered by supervisees. Advice and lead supervisees with regard to all aspects of the work. Manage performance, conduct and discipline of supervisees. Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively. Develop, implement and monitor work systems and processes to ensure efficient and effective functioning.

ENQUIRIES : Ms. N Ndiyane Tel No: (021) 402 2108

APPLICATIONS : For Cape town regional office: Email to: RecruitCPT26-70@dpw.gov.za

POST 25/134 : **ASSISTANT DIRECTOR: PROPERTY PAYMENTS REF NO: 2026/284**

SALARY : R487 197 per annum

CENTRE : Kimberley Regional Office

REQUIREMENTS : A minimum of three-year tertiary qualification (NQF Level 06) / National Diploma in Finance or Accounting or related. Valid driver's license. Knowledge of PFMA, Treasury Regulations and other transcripts. Supervisory experience in payments of accounts. Computer literacy. (Knowledge of financial and payment systems will be an added advantage). Relevant years of experience in payment of municipal accounts, rates and taxes. Report writing and good communication skills, verbal and written. Organising and problem-solving abilities. Good financial, interpersonal, analytical and budgeting skills. Ability to negotiate and manage stakeholders' i.e. municipalities, client's department, landlords and private individuals. Ability to work under pressure. Willing to adapt work schedule in accordance with office requirements and willing to travel.

DUTIES : Responsible to supervise the expenditure on properties through supervising payment of rates and taxes, municipal services, lease rentals and other property related payment in the region. Implement long-term strategies to contain municipal services expenditure. Ensure a sound property expenditure management system, including minimization of accounts payable to avoid fruitless, wasteful, irregular and unauthorized expenditure. Assist in the compilation of the sub-directorate's budget. Ensure that an accurate asset register is in place and maintained regularly for use in processing expenditure

for all state-owned properties. Ensure that all financial transactions for four stages of the life cycle of the property are recorded and monitored on PMIS. Responsible for implementing strategies to ensure good audit reports. Supervise staff and manage their performance according to the Performance Management System.

ENQUIRIES : Mr L Botshobana Tel No: (053) 838 5272
APPLICATIONS : For Kimberly Regional Office: Email to: RecruitKIM26-17@dpw.gov.za

POST 25/135 : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT: CONTRACT MANAGEMENT REF NO: 2026/285**

SALARY : R487 197 per annum
CENTRE : Kimberley Regional Office
REQUIREMENTS : A minimum of three-year tertiary qualification (NQF Level 06) / National Diploma in Supply Chain Management, Finance or Procurement/ Logistics or related equivalent qualifications relevant supply chain management, contract management experience. Knowledge of contract management; SCM processes and systems. Drivers' license; prepared to travel; willing to adapt work schedule in accordance with office requirements. Public Finance Management Act; Office administration; Procurement and provisioning policies and procedures; Financial administration processes and LOGIS and BAS systems; Contractual policies and procedures. Skills: Effective communication; technical report writing; numeracy; computer literacy; interpersonal relations; General office administrative and organisational skills. Personal Attributes: Resourceful; creative; ability to work under stressful situations; ability to communicate at all levels; people orientated; trustworthy; punctuality; assertive; hard-working; self-motivated; ability to work independently.
DUTIES : Supervise monitor, analyse and determine actions to ensure proper contract administration:-Administer variations to the contracts; Evaluate applications for price adjustments and invoke penalty clauses; Evaluate applications for variations, amendments and cancelations and develop proposals for approval; Undertake dispute resolution and ensure that all documentation is prepared and available to resolve disputes; Maintain proper relationship with suppliers within the code of ethics to ensure deliver off goods/services; Supervise, monitor contract compliance by determining whether product/services are delivered at the right time, of the right quantity, right products, right place, right conditions, right quality and right price according to the contract; Supervise and monitor supplier performance according to the contract and service level agreement.
ENQUIRIES : Ms W Khumalo Tel No: (053) 838 5359
APPLICATIONS : For Kimberly Regional Office: Email to: RecruitKIM26-18@dpw.gov.za

POST 25/136 : **OFFICE MANAGER: OFFICE OF THE REGIONAL MANAGER REF NO: 2026/286**

SALARY : R487 197 per annum
CENTRE : Kimberly Regional Office
REQUIREMENTS : A minimum of three-year tertiary qualification (NQF Level 06) / National Diploma in Public Administration/ Management/ Office Management or equivalent qualification and Appropriate relevant working experience in the field. A valid driver's Licence. (Post graduate studies in Management will be an added advantage). Wide range of office management and administrative tasks, structure and functioning of the department, conflict management, project management, Communication (written and verbal), policy analysis and development, planning and organizing, people management, financial management, project coordination, problem solving computer literacy, facilitation and presentation, stakeholder and client liaison, monitoring, report writing, people orientated, creative, trustworthy, assertive, hard-working, self-motivated, ability to work independently, ability to work under pressure.
DUTIES : Administrative Management: Day-to-Day operational management of the office of the Provincial Head. Manage and oversee logistics within the office of the RM, manage the workflow of the unit. Co-ordinate high-level meetings in all aspects. Take charge of invitations and RSVP functions etc. Act as formal channel of communication between office of the RM and other departments and organisations. Compile briefing notes as well as other documentation to adequately prepare the RM for such meetings. Staff Supervision: Recruitment, training and coaching administrative staff, delegating tasks, monitoring and

managing performance of staff in the RM's Office. Contribute to the development and promotion of policies and procedures, programmes and systems under the jurisdiction of the RM. Provide administration support to the RM with regards to the management of the regional activities. Organise and attend certain regional meetings. Liaise with relevant stakeholders regarding outstanding information and issues. Manage due dates of correspondence. Prepare documentation for meetings, presentations and reports. Coordinate the preparation and compilation of budget, procurement and cash flow projections for the region. Undertake research and develop appropriate policies strategies programmes to be used to promote the region. Ensure effective document management and correspondence flow within the Office of RM. Consolidate all Managers' reports to produce a monthly and quarterly regional report. Establish and implement effective records and document management systems. Coordinate responses to and submissions on, all requests for information from the Office of the RM. Administer office correspondence, documents and reports. Events Management: planning and coordinating events within the regional office; Co-ordinate regional workshops (venues, travel, catering etc.). Financial Management: Manage budget in the RM's office. Monitor and report on the financial performance of the region Facility Management: Ensure that the working environment is clean and safe. Report and manage repairs in the RM's quarters, order new furniture and equipment. Main point of contact for all stakeholders.

ENQUIRIES : Ms R Baulackey Tel No: (053) 838 5202
APPLICATIONS : For Kimberly Regional Office: Email to: RecruitKIM26-19@dpw.gov.za
NOTE : NB: women are encouraged to apply.

POST 25/137 : **LEGAL ADMINISTRATION OFFICER: LEGAL AND CONTRACTS ADMINISTRATION (MR 5) REF NO: 2026/287**

SALARY : R483 219 per annum, (all-inclusive OSD salary package)
CENTRE : Kimberely Regional Office
REQUIREMENTS : A minimum of four-year degree (LLB) with at least 8 years appropriate post-qualification Legal experience or 8 years' experience as an in-house legal advisor or legal/contract administrator. Willingness to travel on an adhoc basis and adapt to a work schedule in accordance with professional requirements, A valid driver's license. Specialized knowledge of law of contracts and general administration of contracts within an organizational context, Legal research and professional legal assistance, In-depth knowledge of the Framework for Supply Chain Management [Regulations in terms of the Public Finance Management Act, 1999 (Act No. 1 of 1999) (PFMA)],Code of Conduct for Supply Chain Management Practitioners, the PFMA, Treasury Regulations, the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000), the State Information Technology Agency Act, 1998 (Act No. 88 of 1998), the Public Service Act, 1994 (Act No. 103 of 1994), Public Service Regulations and other relevant legislation. Thorough and proven legal drafting, communication and presentation skills, Sound analytical and problem identification and solving, Language proficiency, Maintenance of confidentiality of information, Computer literacy, Relationship management, Decision-making skills, Interpersonal and diplomacy, Motivational, Negotiation.
DUTIES : Manage departmental contracts and related legal matters (issue letters of acceptance to contractors; verify the correctness of contract documentation, as legally-binding documents for respective parties; manage and safeguard guarantees; manage and implement court orders as instructed; ensure the safekeeping of legal records and documents, such as contracts, guarantees, etc.; and engage with Legal Services and Contract Administration, Head Office, as and when required),Ensure the extent and effectiveness of managed contracts and related legal matters, Ensure the extent and effectiveness of the safety and integrity of legal records, Provide advice, guidance and opinions regarding the interpretation and implementation of contracts and related legal matters, Implement and monitor delegated powers as required by National Treasury and the PFMA, Conduct research and provide professional legal assistance, advice and support, Draft and verify legal documents, Render assistance to and liaise with the Office of the State Attorney, in conjunction with Head Office Legal Services regarding litigation and arbitration in which the Department is involved, Provide an advisory and supportive role to Project Managers and the Regional Office, Ensure the extent and effectiveness of advice, guidance and opinions provided, Ensure the extent of compliance with

related standards, Ensure the extent and effectiveness of legal assistance provided.

ENQUIRIES : Ms R Baulackey Tel No: (053) 838 5202
APPLICATIONS : For Kimberly Regional Office: Email to: RecruitKIM26-20@dpw.gov.za

POST 25/138 : **SENIOR PERSONNEL PRACTITIONER: TRAINING AND DEVELOPMENT REF NO: 2026/288**

SALARY : R413 001 per annum
CENTRE : Head Office (Pretoria)
REQUIREMENTS : A three-year tertiary qualification (NQF Level 06) in Human Resource Development, Human Resource Management (HRD/M), or any relevant qualification related to Training and Development field. (ODETDP Certificate will serve as an added advantage). Appropriate experience in Training and Development. Valid driver's license. Knowledge: Regulatory Framework related to HR development, including the Skills Development Act, Employment Equity Act, Public Services Act and Regulations, ETD and Skills development environment including SETA knowledge; National Skills Development Strategy, and standards, practices, processes and procedures related to the management of skills development; Other relevant legislations; Skills: Excellent communication (verbal and written); Problem Solving and solution orientated; Data analysis techniques; Presentation Skills; Sound Organisational skills; Interpersonal relations and ability to perform under pressure; Programme and Project Management; Report Writing.
DUTIES : Coordinate and facilitate departmental training and development programmes in line with the Workplace Skills Plan (WSP), Personal Development Plans (PDPs), departmental objectives, and SAQA specifications. Coordinate the Compulsory Induction Programme (CIP) and departmental orientation programmes for newly appointed employees, including liaison with the National School of Government (NSG), administration, certification, and reporting. Communicate relevant training interventions in the Department. Obtain approvals for all trainings to be implemented. Liaise with service providers regarding training interventions. Ensure and Monitor Compliance with ETQA specifications. Maintain a database on courses attended and service providers. Ensure that venues are conducive for training and ensure that all strategic aids are available. Evaluate the effectiveness of training. Processing of invoices for all the training conducted. Facilitate debt recoveries for defaulters on training attended. Provide admin support in the management of training budget. Compile reports related to training and development services. Assist in conducting skills audit, WSP and compilation of the annual training report.
ENQUIRIES : Ms F Maseko Tel No: (012) 406 1307
APPLICATIONS : For Head Office: Email to: Recruitment26-63@dpw.gov.za

POST 25/139 : **SENIOR PERSONNEL PRACTITIONER: HUMAN RESOURCE TRAINING AND DEVELOPMENT REF NO: 2026/289**

SALARY : R413 001 per annum
CENTRE : Kimberley Regional Office
REQUIREMENTS : A minimum of three-year tertiary qualification (NQF Level 06) / National Diploma in Human Resource Management or related field of study (qualification). Relevant experience in training and development practices or related. Knowledge of standards, practices, processes and procedures related to HR development; structure and functioning of the Department; Employment Equity Plan of the Department; regulatory framework related to HR development, including the Skills Development Act; Constitution of the RSA, Public Service Act and Regulations, Collective Agreements, Codes of Remuneration and the Public Finance Management Act; Basic numeracy; interpersonal and diplomacy skills; general administration and organisational skills; interpretation of policies; ability to undertake basic research/gather information; computer utilisation; financial administration; change/diversity management; analytical thinking; problem solving skills; motivational skills; influencing skills; presentation skills; advanced negotiation skills; conflict management; communication and report writing abilities. Innovative; creative; resourceful; ability to work under stressful situations; ability to communicate at all levels; people orientated; trustworthy; assertive; hard-working; self-motivated; ability to work independently.

DUTIES	:	Support the skills development process regarding; compliance with legislative requirements, the skills facilitation process, skills audit of regional competencies, development of individual development plans, development and implementation of the workplace skills plan, developing training plans and reports. Support the provisioning of education, development and training; support learnership and internship processes, ensure access to skills development opportunities on the basis of individual development plans, support the development and participation of mentors and coaches, facilitate induction programmes, facilitate the certification of successful learners, support the utilisation of related service providers, maintain the skills development database, compile data on training statistics, perform nodal point activities related to skills development administrative functions, provide secretarial support to regional education, development and training committees. Assist in the administration of study support; facilitate and market the allocation of study support, administrate the allocation and management of bursaries. Support personnel performance management processes; facilitate and monitor respective performance management processes, provide support and advice to supervisors and managers on the administration of the performance management process in general, and particularly during performance reviews, appraisals and processing of performance bonuses and rewards, determine and analyse trends on performance management, including data/statistics on employment equity, support integration of performance management processes with related HR processes; facilitate the award of incentives for good performance and monitor the management of poor performance.
ENQUIRIES	:	Ms R Baulackey Tel No: (053) 838 5202
APPLICATIONS	:	For Kimberly Regional Office: Email to: RecruitKIM26-21@dpw.gov.za
NOTE	:	NB: people with disability are encouraged to apply.
POST 25/140	:	**SENIOR ADMINISTRATIVE OFFICER: PROPERTY DISPOSALS REF NO: 2026/290** (Re-advertisement for PSVC 20 of 2026, Ref No: 2026/243-applicants who previously applied are encouraged to re-apply)
SALARY	:	R413 001 per annum
CENTRE	:	Cape Town Regional Office
REQUIREMENTS	:	A minimum of three-year tertiary qualification (NQF Level 6) / National Diploma in Real Estate Management, Property Law or related field. Relevant working experience. Knowledge of PFMA, Financial administration, Procurement directives and procedures, Reporting procedures, GIAMA, DISPOSAL ACT, BBBEE, Treasury Regulations, The PIE Act and the Squatter Acts. Skills: Report writing, Accounts and numeric skills, Analytical thinking, Interpersonal skills, Problem solving, Organising and planning skills. A valid driver's license, willingness to travel.
DUTIES	:	Administer the disposal process of redundant and superfluous residential properties. Conduct research to obtain information for the disposal of property and compile reports, provide admin support in redressing of the property ownership problem through Land Reform, Liaise with Regional Land claims commission to check for claims against property to be disposed. Support the monitoring and evaluation of approved projects in the regional offices. Administer financial processes on the disposal of fixed assets, Facilitate the valuation of properties to be disposed, Compile budget review report on property disposal, Administrate the recovery of state funds, Prepare and present quarterly projections to the Supply Chain Management. Supervise employees to ensure an effective service delivery.
ENQUIRIES	:	Ms I Murundwa Tel No: (021) 402 2056
APPLICATIONS	:	For Cape town regional office: Email to: RecruitCPT26-71@dpw.gov.za
POST 25/141	:	**EMPLOYEE HEALTH AND WELLNESS PRACTITIONER (HRM) REF NO: 2026/291** (Re-advertisement for PSVC 20 of 2026, Ref No: 2026/244-applicants who previously applied are encouraged to re-apply)
SALARY	:	R413 001 per annum
CENTRE	:	Cape Town Regional Office
REQUIREMENTS	:	A minimum of three-year tertiary qualification (NQF Level 06) / National diploma/ Degree in Social Science or Behavioural related qualification.

Registration with professional bodies such as SACSSP and HPCSA. Relevant years of experience in the field. Willing to adapt work schedule in accordance with professional requirements Knowledge of Employee health and wellness practices, knowledge and understanding of HIV as a developmental issue, specialized knowledge of counselling, people management and empowerment, client orientation and customer focus, Structure and functioning of the Department and the sector. Language proficiency, effective communication, presentation skills, general management and organizational skills, interpretation of policies, ability to undertake research/gather information, ability to work independently. A valid driver's license and willingness to travel is essential.

DUTIES : HIV/AIDS and TB management: Mainstream HIV/AIDS and TB into the core functions of the department; Provide education, awareness and prevention programmes. Plan and conduct regular Health screenings. Distribution of wellness information material and articles. Health and Productivity Management Services: Coordinate Disease Management & Chronic illnesses awareness and education sessions, workshops; Support the department with incapacity cases. Organize Mental Health information sessions and distribution of articles on a regular basis. Liaise and make referrals to Mental Health institutions when required. Occupational Health and Safety Management: create awareness on occupational safety behaviour and provide information related to Injury on duty. Wellness management: Promote work life balance for employees. Provide support to Individuals through Wellness intervention (Psychosocial). Provide counselling to individual employees and their immediate family members. Conduct group counselling sessions for e.g. debriefing or trauma. Provide management with feedback through progress reports on referred cases while maintaining confidentiality. Support and advice managers on handling employees experiencing wellness related challenges. Promote individual Physical Wellness by encouraging sports activities. Plan and conduct retirement sessions. Facilitate and assist in the Medical Health Surveillance of employees placed in a hazardous environment.

ENQUIRIES : Ms C Rossouw Tel No: (021) 402 2014
For Cape town regional office: Email to: RecruitCPT26-72@dpw.gov.za

POST 25/142 : **ARTISAN FOREMAN: CARPENTRY WORKSHOP (FACILITIES MANAGEMENT) REF NO: 2026/292**

SALARY : R397 329 per annum
CENTRE : Gqeberha Regional Office
REQUIREMENTS : A minimum of Appropriate Trade Test Certificate (carpentry). Five years post qualification experience as an Artisan. Valid driver's license. Knowledge of the PFMA and the OHSA. Valid driver's license. Strong leadership and management ability. Ability to communicate effectively at operational level. Must be computer literate.

DUTIES : Effective supervision and management of day-to-day activities of the workshop staff, conduct inspections, Spot check technical faults for repairs or maintenance required. Oversee and ensure that quotations are received and purchase required equipment and materials. Oversee and ensure that the maintenance and faults repair registers updated. Report writing. Repairs of faults. Identify training needs, Leave management and personnel performance management. Compile reports on Workshop activities.

ENQUIRIES : Mr SL Jikeka Tel No: (041) 408 2074
APPLICATIONS : For Port Elizabeth: Email to: RecruitPE26-30@dpw.gov.za

POST 25/143 : **ADMINISTRATION OFFICER INVESTMENT ANALYSIS REF NO: 2026/293**

SALARY : R338 106 per annum
CENTRE : Head Office (Pretoria)
REQUIREMENTS : A minimum of three-year tertiary qualification (NQF Level 06) / National Diploma in Public Admin/ Property Management / or related field. Be in possession of a valid driver's licence. Knowledge: Knowledge of office and project administration and management. Skills: Time management. People management. Interpersonal and communication skills. Proven planning and organizational skills. Financial management and reconciliation skills. Excellent communication (written and verbal). Computer literacy and operating of MS Office Suite. Knowledge of LOGIS, BAS and Clickit will be an added advantage. Personal Attributes: Trustworthy. Dependable. Innovative.

Hardworking. Analytical thinking. Ability to work under pressure. Self-motivated. Creative.

DUTIES : Perform office administrative activities. Administrate office correspondence, documents and reports. Liaise with stakeholders relevant to the office. Prepare documentation for meetings, agendas, minutes of meetings, presentations and reports. Procure office logistical requirements. Manage petty cash claims when necessary. Administrative Leave Arrangements. Manage the flow of information and documents in the office. Record incoming and outgoing mail, distribute to relevant managers and assist with tracking of documentation. Manage communication to and from the office. Process forms and documents related to claims, payments and invoices. Assist all members of the unit with travel arrangements and manage the approval and claim processes. Maintain the Commitment Register. Prepare that annual procurement plan. Monitor and Reconcile expenditure. Compile and submit budget reports. Indicate Budget adjustments as required and manage the process. Maintain project list and status of projects. Prepare quarterly and annual project reports. Provide budget information to the manager and colleagues. Handle queries from PPM, KAM, Regional Offices, Project Managers and other User Departments. Project Support: receiving projects, copying, request for files to be opened at Registry, allocation, binding, project tracing, project reporting, deadline monitoring, support project managers in collecting data, scanning completed reports, filing completed reports.

ENQUIRIES : Mr V Bedesi, Cell No: (072) 561 9731

APPLICATIONS : For Head Office: Email to: Recruitment26-64@dpw.gov.za

POST 25/144 : **STATE ACCOUNTANT: FINANCIAL ACCOUNTING REF NO:2026/294**

SALARY : R338 106 per annum

CENTRE : Cape Town Regional Office

REQUIREMENTS : A minimum of three-year tertiary qualification (NQF level 6) / National Diploma in Financial Management / Accounting/ Cost Accounting or related qualification. Relevant years of experience in a Financial Accounting environment. Knowledge of BAS and LOGIS. A valid (Code B or higher) driving license. Knowledge: Public Finance Management Act, National Department of Treasury regulations, guidelines and directives, Understanding of Governments financial delegations, Standard Charts of Accounts (SCOA), Government Budget systems and procedures, Government Financial Systems, Supply Chain Management, Financial prescripts (GAAP and GRAP). Skills: Good verbal and written communication skills; Problem solving skills; Decision making skills; Numeracy. Personal attributes: Ability to work under stressful situations. Ability to communicate at all levels. People orientated. Able to establish and maintain networks. Trustworthy. Assertive. Hard-working. Self-motivated. Ability to work independently.

DUTIES : Render goods and services expenditure management services - Authorise payments on BAS, SAGE and LOGIS. Administer suspense Accounts. Prepare, maintain and update a detailed payment register for all payments received and processed at Finance. Track and ensure that all payments are paid in 30 days. Ensure payments are adequately supported (e.g. order numbers, invoices). Prepare, capture and authorise journals. Prepare and process related journals. Resolve queries from regions (e.g. re-issues, re-submissions, recalls and cancellations). Maintain safe and proper document control for all financial source documents. Prepare monthly reconciliation of Financial Systems. Attend to queries from Clients, service providers, internal line functions, Internal Auditors and external Auditors (AGSA). Keep regions regularly updated. Safekeeping and monitoring of documents in the batch room. Provide inputs for the Interim and Annual financial statements. Collect and process information to determine expenditure against budget. Ensue correct classification in line with GRAP. Respond to audit queries. Provide administrative and supervisory services to support effective functioning of the sub-directorate. Supervise the handling of logistical arrangements in the sub-directorate. Administer the flow of information in and out of the office. Supervise subordinates and ensure performance management and development. Prepare administration reports as required. Supervise continuous adherence to developed and approved internal controls. Provide support and guidance to line functions in relation to Financial Accounting processes and procedures.

ENQUIRIES : Ms. A Bakubaku Tel No: (021) 402 2101

APPLICATIONS : For Cape town regional office: Email to: RecruitCPT26-73@dpw.gov.za

POST 25/145 : **PERSONNEL PRACTITIONER: HRD HUMAN RESOURCES DEVELOPMENT REF NO: 2026/295**

SALARY : R338 106 per annum
CENTRE : Gqeberha Regional Office
REQUIREMENTS : A minimum of three-year tertiary qualification (NQF Level 06) / National Diploma in Human Resources management/skills development or related qualification. Appropriate relevant years of working experience in human resources development. Basic numeracy, interpersonal and diplomacy skills. General administration and organisational skills. Interpretation of policies, ability to undertake basic research and gather information Computer literacy, financial administration, diversity management skills. Analytical thinking, problem solving skills, motivational skills, influencing skills, presentation skills, negotiation skills, conflict management skills and communication and report writing abilities. Knowledge of Public service act and regulations, employment equity act, basic conditions of employment act, labour relations act, collective agreements, codes of remuneration and the public finance management act. A valid driver's license must be prepared to travel and willing to adapt to work schedule in accordance with office requirements. Personal Attributes: The ability to work independently and under stressful situations. Must be people orientated and have the ability to communicate at all levels. Must be trustworthy, assertive, hardworking, self-motivated innovative, creative and resourceful.
DUTIES : Support the skills development process with regard to compliance with legislative requirements, the skills facilitation process, skills audit of regional competencies, development of individual development plans, development and implementation of the workplace skills plan (WSP), developing training plans and reports. Support the provisioning of education , development and training: ensure access to skills development opportunities on the basis of individual development plans, support the development and participation of mentors and coaches, facilitate induction programmes, facilitate the certification of successful learners, support the utilisation of related service providers, maintain the skills development database, compile data of training statistics, perform nodal point activities related to skills development administrative functions, provide secretarial support to regional education, development and training committees. Support personnel performance management processes: facilitate and monitor respective performance management processes, provide support and advice to supervisors and managers on the administration of the performance management process in general and particularly during performance reviews, appraisals and processing of performance bonuses and rewards. Determine and analyse trends on performance management, including data/statistics on employment equity, support integration of performance management processes with related HR processes, monitor the management of poor performance.
ENQUIRIES : Ms. P Buwa Tel No: (041) 408 2344
APPLICATIONS : For Port Elizabeth: Email to: RecruitPE26-31@dpw.gov.za

POST 25/146 : **PERSONNEL PRACTITIONER: HUMAN RESOURCES ADMINISTRATION REF NO: 2026/296**

SALARY : R338 106 per annum
CENTRE : Durban Regional Office
REQUIREMENTS : A minimum of three-year tertiary qualification (NQF Level 6) / National Diploma in Human Resources Management or Public Administration. A valid driver's license. Appropriate experience in Human Resources Management with emphasis on Human Resource Administration. (Condition of Services and Pensions). Knowledge of standards, practices, processes and procedures. Good Knowledge of PERSAL, CORE, Ability to apply and interpret Legislative frameworks such as PSA, PSR, EEA and other regulatory prescripts for the public sector. Data analysis techniques, ability to undertake basic research and gather information, Computer utilization, good communication and report writing abilities, analytical skills, interpersonal relations, diplomacy, negotiation skills, conflict management, and the ability to perform under pressure.
DUTIES : Administration of condition of services and benefits. Providing an advisory function to DPWI staff on Human Resources policies. Processing of appointments and service terminations. Administration of pension benefits.

Assist in the policy reviews related to condition of services. Ensure that relevant stakeholders are involved on policy making processes. Assist in sourcing information needed to report on Audit findings. Compile monthly reports to HR Manager.

ENQUIRIES : Mrs NS Nxumalo Tel No: (031) 314 7023
APPLICATIONS : For Durban Regional Office: Email to: RecruitDBN26-11@dpw.gov.za

POST 25/147 : **ACCOUNTING CLERK (BATCH CONTROLLER) REF NO: 2026/297**
(Re-advertisement for PSVC 20 of 2026, Ref No: 2026/250-applicants who previously applied are encouraged to re-apply)

SALARY : R237 453 per annum
CENTRE : Gqeberha Regional Office
REQUIREMENTS : A minimum of a National Senior Certificate/ Grade 12/ equivalent qualification. No experience required. (Valid Driver's license will serve as added advantage). (Knowledge of a financial environment will be advantages). Knowledge of relevant legislation, regulations and policies. Sound interpersonal and communication skills, computer literate, multi-tasked skills, self-driven, result orientated, motivated, meet deadlines and acceptance of responsibility. Reporting to the State Accountant the incumbent of this position will take responsibility for: The main responsibility of this post relates to the safekeeping and management of documents (Batch Control) including the monitoring and controlling of the adherence to sound accounting and NPDW practices, prescribed policies and regulations in all transactions. Monitor and control all documents relating to the different transversal systems.
DUTIES : Ensure correct allocation of expenditure and revenue. Draw financial and other BAS reports in support of the activities of the unit. It could be expected of the incumbent to assist in the budget formulation, compiling of a cash flow budget as well as the 68 69 monthly reporting. As well as performing duties related to the cashier's functions.
ENQUIRIES : Ms. M. Zito, Tel No: (041) 408 2159
APPLICATIONS : For Gqeberha Regional Office: Email to: RecruitPE26-32@dpw.gov.za

POST 25/148 : **ADMIN CLERK: FACILITIES MANAGEMENT REF NO: 2026/298**

SALARY : R237 453 per annum
CENTRE : Kimberley Regional Office
REQUIREMENTS : A minimum of a National Senior Certificate/ Grade 12/ equivalent qualification. No experience required. Arrange travelling and accommodation. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Wide range of office administrative tasks, good telephone etiquette, demonstrative computer literacy, relevant legislation, basic financial administration, advanced communication (verbal and written) sound organisational skill, good people skill, language skills, ability to communicate well with people at deferent levels, basic numeracy, interpersonal skills, office administration and organisational skills, planning and organising, ability to act with tact and discretion, people orientated, hardworking, resourceful, self-motivated, trust worthy, creative. Willing to adapt work schedule in accordance with office requirements.
DUTIES : Ensure coordination and record complaints. Ensure that all complaints are recorded and attended to. Approve the complaints on Archibus System. Update the status on the Workx4u system using quotation. Capture quotation on the spreadsheet. Follow up on quotation from Works Managers. Check quotation versus the complaints and calculations. Administer and capture payments. Capture approved funds on the system and forward to SCM for order. Follow up on outstanding orders to be issued from SCM. Receive invoices from SCM, update and forward works manager for certification. Receive the certified invoices from works managers. Adhere to 30 days payments of service providers. Receive a recommended report from Control Works Manager. Submit the complaints reports to DD for approval. Compile the 415 forms with the reports and forward to works manager. Receive 415 forms from control works manager forward to DD for funds approval. Compile accruals. Render general clerical support services. Record, organise, store, capture and retrieve correspondence and data. Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type basic letters and/or other

correspondence when required. Keep and maintain the incoming and outgoing register of the component. Provide supply chain clerical support services within the component. Provide personnel administration clerical support services within the component. Maintain a leave register for the component. Keep and maintain personnel records in the component.

ENQUIRIES : Ms A Xentsa Tel No: (053) 838 5345
APPLICATIONS : For Kimberly Regional Office: Email to: RecruitKIM26-22@dpw.gov.za

POST 25/149 : **ARTISAN PRODUCTION (GRADE A): (PLUMBER) WORKSHOP REF NO:2026/299**
(Re-advertisement-applicants who previously applied are encouraged to re-apply)

SALARY : R253 341 per annum, (OSD salary package)
CENTRE : Bloemfontein (Regional Office)
REQUIREMENTS : Appropriate Trade Test Certificate in Plumber. Valid driver's license. Knowledge of Occupational Health and Safety Act 85, of 1993 and Regulations. Must have General knowledge of Electrical tools, equipment in the workshop. The inherent requirement of the job: It will be expected of the incumbent to climb ladders for inspection, work in confined spaces and perform maintenance on Government Buildings in relation to Plumbing works.
DUTIES : The successful candidate must be able to compile material quantities per project, will be required to maintain all Government Buildings including new work to government buildings, must be willing to work overtime if and when required, and compile progress reports on projects and monitor Tradesman Aid and Learners. Report directly to Artisan Foreman or Chief Artisan. Must have vast knowledge of Occupational Health and Safety Act 85 of 1993. It will be expected of the incumbent to participate in various expeditions including assisting other Regional Office if needs arise.
ENQUIRIES : Mr. M Mashinini Tel No: (051) 408 734
APPLICATIONS : For Bloemfontein Regional Office: Email to: RecruitBLOEM26-28@dpw.gov.za

POST 25/150 : **TRADEMAN AID WORKSHOP REF NO: 2026/300**

SALARY : R170 226 per annum
CENTRE : Gqeberha Regional Office
REQUIREMENTS : A minimum of NQF level 03 (Grade 10 certificate or equivalent qualification). Six months trade related experience. Ability to read and write. Good communication skills. Knowledge of maintenance in the built environment. Ability to perform routine tasks.
DUTIES : Assist artisans with regards to repair and maintenance work and take good care of hand tools, machines and electrical tools. Perform minor repairs and maintenance work, carry, load and unload tools as well as materials and movement of Assets. Maintain good housekeeping of Workshop and plant rooms.
ENQUIRIES : Mr Z. Mashiyane Tel No: (041) 408 2194
APPLICATIONS : For Port Elizabeth Regional Office: Email to: RecruitPE26-33@dpw.gov.za

ANNEXURE O

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.

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 e-mail @ DTARecruit202615@cogta.gov.za
CLOSING DATE	:	31 July 2026
NOTE	:	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 POST

POST 25/151	:	**ASSISTANT DIRECTOR: INTERNAL AUDIT REF NO: 2026/15** (12 months Contract)
SALARY	:	R487 197 per annum (Level 09), plus 37% in lieu of service benefits.
CENTRE	:	Pretoria
REQUIREMENTS	:	An appropriate Bachelor's degree or equivalent qualification in Internal Auditing at NQF level 7 plus 3-5 years' experience in an Internal Auditing environment Generic competency: Service delivery innovation, problem solving and analysis, client orientation and customer focus, computer literacy, communication. Technical competencies: Assurance, Consulting and performance audits, risk management and auditing practices, the Public Finance Management Act, development of policies.
DUTIES	:	The successful candidate will perform the following duties: Provide inputs and implement operational, strategic plans, policies, procedures and internal audit methodology, conduct audits and investigations for the Department as required by the audit standards, draft and discuss the audit findings with the supervisor and management, follow-up on internal audit findings recommended for management actions.
ENQUIRIES	:	Mr JJ Appel Tel No: (012) 065 3448
NOTE	:	Youth and Persons with disabilities are encouraged to apply.

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 : 07 August 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 (NGS) has introduce 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 25/152 : **DEPUTY DIRECTOR: RAIL INFRASTRUCTURE REF NO: DOT/ HRM/2026/29**
Branch: Rail Transport
Chief Directorate: Rail Infrastructure and Industry Development
Directorate: Rail Infrastructure

SALARY : R1 101 468 per annum (Level 12), all-inclusive

CENTRE : Pretoria

REQUIREMENTS : A minimum qualification of NQF 7 as recognised by SAQA in Mechanical or Civil Engineering with 3 years' experience at a management or Assistant Director level in the rail or transport environment. Knowledge And Skills: An understanding of the transport sector and rail industry, A sound knowledge of the rail infrastructure, policies and prescripts, A sound knowledge of freight network planning, maintenance plans and monitoring, Transport planning and

or development planning/economics background, The project management skills are essential, Knowledge of the Public Finance Management Act (PFMA) AND Treasury Regulations, An understanding of intergovernmental relations, Compliance of management reports. Communication. Verbal & Written communication – English – above average, Computer literacy.

DUTIES : Manage rail planning in the context of institutional arrangements and governance structures. Coordinate the information and data pertaining to rail planning and infrastructure. Integrate transport planning, land use and urban planning. Promote the development of rail infrastructure in relation to government priorities and objectives. Manage the resources of the Sub-directorate.

ENQUIRIES : MR Jan David De Villiers Tel No: (012) 309 3642

POST 25/153 : **PROVISIONING ADMINISTRATIVE OFFICER: TRAVEL SERVICES AND RECONCILIATION REF NO: DOT/ HRM/2026/30**
Branch: Corporate Services
Chief Directorate: Corporate Management
Directorate: Travel and Facilities Management

SALARY : R338 106 per annum (Level 07), all-inclusive
CENTRE : Pretoria
REQUIREMENTS : An appropriate NQF Level 6 in Public Management / Administration / Procurement / Finance / Transport and Logistics Management with 1 year relevant experience in travel procurement, finance or payment and reconciliation environment. Knowledge And Skills: Communication /written (minute taking, correspondence, reports), Computer literacy, (Microsoft, Internet, Email), Financial management, PFMA and Treasury Regulation, Travel Policy for Department, thorough understanding of prescripts within government. Communication. Good written and verbal abilities, Ability to communicate with all officials at all levels, Have a positive, open, friendly disposition in all communications, Confident.

DUTIES : Reconcile travel account (Air Transport, Accommodation, CarRental, and Shuttle); Perform payment of accounts; Attend to and resolve queries on Payments; Identify irregular, fruitless and wasteful expenditure. batches.

ENQUIRIES : MR Gregory Sekgabi Tel No: (012) 309 3443

ANNEXURE Q

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	:	To apply visit: https://erecruitment.treasury.gov.za/eRecruitment
CLOSING DATE	:	03 August 2026 at 12:00 pm (Midday)
NOTE	:	Effective from 7 April 2021, the National Treasury now utilises an e-Recruitment System which means all applicants must login/register to apply for positions, we only accept hand delivered/posted applications should an applicant prove that he/she tried to apply via e-Recruitment with no success and the National Treasury ICT unit was unable to assist. The applicant's profile on the e-Recruitment is equivalent to the newly approved Z83, and it is the responsibility of applicants to ensure their profiles are fully completed or their applications will not be considered, as per the DPSA Practice Note. Certain documentation will still be required to be uploaded on the system such as copies of all qualifications including National Senior Certificate/Matric certificate, ID, etc., however these documents need not be certified at point of application, however certification will be required prior to attending the interview. Please note: All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. It should be noted that the National Treasury does not support the use of Artificial Intelligence (AI) in any of its recruitment and selection processes and will disqualify an application if it picks up the use of AI when completing assessments without acknowledging the source of information. Successful completion of the Nyukela Public Service SMS Pre-entry Programme as endorsed by the National School of Government, available as an online course on https://www.thensg.gov.za/training-course/sms-pre-entry-programme/, prior to finalisation of appointment, is a requirement for all SMS positions. All shortlisted candidates for SMS posts will be subjected to 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.

OTHER POSTS

POST 25/154 : **DEPUTY DIRECTOR: FINANCIAL PERFORMANCE REF NO: S085/2026**
Division: Asset And Liability Management (ALM)
Purpose: To exercise financial performance oversight to all shareholder entities which includes the Schedule 3A State Owned Companies (SOC's) as well as the Land Bank, SASRIA, DBSA and PIC reporting to the Minister of Finance through the monitoring and evaluation of their financial performance in compliance with prescribed legislation.

SALARY : R1 101 468 per annum, (Incl. benefits)
CENTRE : Pretoria
REQUIREMENTS : A Grade 12 is required, coupled with a National Diploma (equivalent to NQF level 6) in Accounting or Finance. A Bachelor's Degree (equivalent to NQF level 7) in any of the above disciplines is added advantage. A minimum 4 years' experience of which 2 years should be at an Assistant Director level or equivalent obtained in a financial institution. Exposure and knowledge in engaging with SOC's. Knowledge and experience of analysing financial reports, business and strategic plans. Knowledge of the PFMA, Treasury Regulations and the SOC's policy framework.
DUTIES : Review and implement any legislative and other Treasury's Reporting requirements in terms of the Public Finance Management Act and Treasury Regulations: Participate in key legislative and policy reforms related to these entities and contribute through formal written input and other stakeholder engagement. Participate in key discussions related to Instruction Notes and updates and where possible, identify challenges with existing Instruction Notes and entity compliance by making submissions to the relevant authority such as the OAG/OCPO. Stay abreast of any policy and treasury reporting requirements and be a key interface with entities to ensure compliance. Financial Analysis and Reporting: Evaluate Strategic Plans/ Shareholders Agreements and establish performance agreements and indicators for SOC's. Analyse SOC's expenditure trends. Monitor financial management 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. Budget Analysis, review of annual budget allocations: Review and assess Public Entities MTEF, AENE and ENE budget allocations. Draft chapters and provide inputs relevant to the ENE. Review, research, analysis of fiscal implications and engage through submissions on public entities in alignment with legislation, regulation, policy proposals, and service delivery trends. Prepare submissions and engage the Chief Financial Officer on retention and roll-overs of surplus funds. 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, MTBPS, Budget Review, and ENE.
ENQUIRIES : enquiries only (No applications): Recruitment.Enquries@treasury.gov.za

POST 25/155 : **PROGRAMME COORDINATOR REF NO: S088/2026**
Division: Tax And Financial Sector Policy (TFSP)
Purpose: To coordinate and render administrative support services to the business unit, striving towards the attainment of a cohesive and broader integrated working environment.

SALARY : R413 001 per annum, (Excl. benefits)
CENTRE : Pretoria
REQUIREMENTS : A Grade 12 is required, coupled with a minimum National Diploma (NQF level 6) or any relevant B. Degree (NQF level 7) in Human Resources Management/ Business Management/ Project Management/Public Administration. A minimum of 2 years' experience obtained in a Human Resources/

Administrative environment. Knowledge of the legislative framework on administration management within government. Knowledge and exposure to the coordination of budget processes. Knowledge of the analysis and interpretation of internal policies and the correct application thereof.

DUTIES : Integrated Business Support: Co-ordinate and perform quality assurance on processes of all incoming and outgoing memoranda for service enhancement and standardization. Develop and maintain a filing system for record and audit purposes within the Chief Directorate. Monitor the effectiveness of service delivery within the Chief Directorate and propose improvements where necessary. Administer leave centrally within the business environment and updates the leave register for verification. Assist with the monitoring of all procurement and administrative initiatives and verify alignment of claims and invoices. Provide input to memoranda and record receipt thereof on the electronic filing system for record purposes, editing, etc, if and when required. Organise and document travel itineraries, including confirmation of all relevant bookings both nationally and/or internationally. Business Support: Acknowledge and confirm meetings and invitations to workshops on behalf of the SMS members of the Chief Directorate. Provide inputs to the compilation of agendas, initiating the taking of minutes for the Chief Directorate, and follow up on outstanding commitments from stakeholders; and administer all duties with utmost discretion in the execution of confidential matters and converse with clients in utmost diplomacy. Stakeholder Relations and Engagement: Engage internal clients on the coordination and enhancement of the integration of dual processes for execution within the unit. Attend to clients' needs, address concerns and complaints timeously, to improve relations with stakeholders, and obtain their trust; and Analyse quotations for the attainment of the most effective and efficient procurement of goods and services and advise accordingly. Budget Co-ordination: Assist and prepare relevant documentation on the consolidated budgetary inputs in compliance with the MTEF requirements and cycle. Monitor expenditure against commitments and sensitise on possible overspending. Coordinate and process mobile data claims every month. Initiate the movement of funds between items after consultation with relevant stakeholders and compile relevant papers for execution.

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

ANNEXURE R

DEPARTMENT OF WATER AND SANITATION

APPLICATIONS : All applications to be submitted online on the following link: https://erecruitment.dws.gov.za/

CLOSING DATE : 31 July 2026

NOTE : Other related documentation such as copies of qualifications, identity documents, driver's license etc need not to accompany the application when applying for a post as such documentation must only be produced by shortlisted candidates during the interview date in line with DPSA circular 19 of 2022. With reference to applicants bearing professional or occupational registration, fields provided in Part B on the online Z83 must be completed as these fields are regarded as compulsory. Failure to complete or disclose all required information will automatically disqualify the applicant. No late applications will be accepted. Shortlisted candidates will be subjected to suitability checks (SAQA verification, reference checks criminal and credit checks). SAQA evaluation certificate must accompany foreign qualifications (only when shortlisted). Applications that do not comply with the above-mentioned requirements will not be considered. All shortlisted candidates, 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 Limpopo-Olifants Catchment Management Agency is a Public Water Resource Management Agency, established in line with the provisions of the National Water Act, 1998 (Act no 36 of 1998) (NWA) and National Water Policy for South Africa. It is an entity of the National Department of Water and Sanitation. Employees appointed in the CMA have similar employment terms and conditions as those of employees appointed in terms of the Public Service Act, though not employed in terms of the Public Service Act. 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 agency reserves the right not to fill these positions. Women and persons with disabilities are encouraged to apply and preference will be given to the EE Targets.

OTHER POSTS

POST 25/156 : **ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: LOCMA 17 (X2 POSTS)**
Branch: Limpopo-Olifants Catchment Management Agency
Division: Human Resource Management

SALARY : R487 197 per annum (Level 09)

CENTRE : Polokwane

REQUIREMENTS : An NQF level 6 (National Diploma) or NQF level 7 (Bachelor's Degree) in Human Resource Management or a related field. A minimum of 5 years' experience in human resource management, including supervisory experience. Knowledge of policy development and implementation. Knowledge of HR transactions and related processes. Have a working knowledge of disciplinary processes in HR transactions. Understanding of Government legislation. Knowledge of Financial Management and the Public Finance Management Act (PFMA). Knowledge of techniques and procedures for the planning and execution of operations. Knowledge of Programme and Project Management. Knowledge of relationship management. Problem solving and analysis. People and Diversity Management. Client Orientation and Customer Focus. Good communication skills. Accountability and Ethical Conduct. Knowledge of analytical procedures and analytical skills.

DUTIES : The incumbent will be responsible for the effective management of the total human resource function for LOCMA. Implement HR policies and strategies and ensure compliance with HR policies for all employees. Address payroll and salary-related matters. Apply prescripts for staff transfers and inter-departmental movement. Oversee the Performance Management and Development System (PMDS) measures. Regularly analyse trends and

recommend policy updates and amendments. Manage service benefits and conditions and implement HR transactions within the delegated framework. Advise managers on transaction processes. Administer employment equity and employee wellness programmes. Manage the development and submission of legislative requirement reports and plans. Facilitate HR-related training for staff. Manage recruitment, selection and general HR provisions by developing and implementing recruitment and PMDS plans. Conduct roadshows to communicate key HR policies. Maintain and administer an HR database and provide accessible HR-related information services. Monitor and evaluate the implementation of all HR policies and ensure that employees are appointed as per HR prescripts. Evaluate the implementation of the HR information policy in the CMA and measure compliance in terms of HR information processes and service level agreements (SLAs) with other stakeholders. Facilitate effective labour relations management, including grievance handling, disciplinary processes and resolution of disputes. Manage personnel records by maintaining updated HR records while ensuring confidentiality, implementing safeguards against loss or theft, and keeping clear tracking of file movements. Supervise and support staff, set work goals and monitor progress, and organise training and career development. Ensure compliance with HR policies and labour laws. Manage staff leave, attendance and performance appraisals.

ENQUIRIES : Mr A.A Lessing Tel No: (013) 591-8900

POST 25/157 : **ASSISTANT DIRECTOR: LABOUR RELATIONS REF NO: LOCMA 18**
Branch: Limpopo-Olifants Catchment Management Agency
Division: Human Resource Management

SALARY : R487 197 per annum (Level 09)
CENTRE : Polokwane
REQUIREMENTS : An NQF level 7 (Bachelor's Degree) in Labour Relations, Labour Law, Human Resource Management or a related field. A minimum of 5 years' experience in labour relations. Knowledge of the Public Service Act. Knowledge of the Labour Relations Act. Knowledge of Public Administration. Problem solving and analysis. Good communication skills. Accountability and Ethical Conduct.
DUTIES : The incumbent will be responsible for promoting labour peace and a harmonious working environment for LOCMA. Manage disciplinary cases by investigating and presiding over disciplinary matters, representing the employer in disciplinary cases, and facilitating the appeal process. Manage the grievance process by investigating grievances, making recommendations, reporting on grievances, and managing the grievance process to ensure fair, impartial and unbiased resolutions. Coordinate the dispute resolution process by seeking mandates, preparing case information, preparing relevant witnesses and gathering information, representing LOCMA in conciliation and arbitration processes, drafting closing arguments, drafting opposing applications and objections, facilitating the implementation of awards, attending to in-limine proceedings, and facilitating review and rescission applications of arbitration awards. Promote labour relations services by researching and developing training material, delivering in-house training and workshops, providing updates on new procedures, legislation and policy, and determining training needs to address trends. Manage the unit, including performance management, training and development, discipline management, resource allocation, case management, general correspondence and routine reports.
ENQUIRIES : Mr A.A Lessing Tel No: (013) 591-8900

POST 25/158 : **HUMAN RESOURCE PRACTITIONER REF NO: LOCMA 19 (X2 POSTS)**
Branch: Limpopo-Olifants Catchment Management Agency
Division: Human Resource Management

SALARY : R413 001 per annum (Level 08)
CENTRE : Polokwane
REQUIREMENTS : A relevant NQF level 6 qualification as recognised by SAQA in Human Resources. A minimum of 1 year's experience in human resource administration. Knowledge of the Public Service Act and Public Service Regulations. Knowledge of administrative procedures. Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS, etc.). Basic financial management and knowledge of the Public Finance Management Act (PFMA).

Disciplinary knowledge of Human Resources. Knowledge of the dispute resolution process. Knowledge of recruitment and selection processes. Knowledge management. Problem solving and analysis. People and Diversity Management. Client Orientation and Customer Focus. Good communication skills. Accountability and Ethical Conduct. Attention to detail.

DUTIES : The incumbent will be responsible for rendering human resource administration services for LOCMA. Implement human resource policies and procedures by measuring compliance, providing training and advice on HR policy and procedure, continuously monitoring the interpretation and implementation of policies and DPSA directives, and providing input in the alignment of LOCMA policies with DPSA and the Public Service Regulations. Facilitate the implementation and maintenance of human resource administration and provisioning, including recruitment and selection, appointments, transfers, verification of qualifications, secretariat functions at interviews and absorptions, implementation of conditions of service and service benefits (leave, housing, medical, injury on duty, long service recognition, overtime, relocation, pension and allowances), and termination of service, and prepare reports on human resource administration issues and statistics. Provide human resource information services and records management services by implementing personnel information correctly on the system, keeping statistics of HR administration activities, preparing and consolidating reports on personnel administration issues, providing guidance on HR administration matters, keeping the PERSAL report up to date, and compiling monthly reports. Provide support on human resource administration enquiries by rendering policy advisory services based on legislative mandates, providing feedback on identified administrative gaps, and assisting in the implementation of approved resolutions. Implement the Performance Management and Development System (PMDS) by assisting in analysing the alignment of individual performance agreements with the business plan, keeping records of individual performance agreements, providing support in the implementation of PMDS decisions, and supplying statistics on PMDS issues.

ENQUIRIES : Mr A.A Lessing Tel No: (013) 591-8900

POST 25/159 : **INFORMATION TECHNOLOGY TECHNICIAN REF NO: LOCMA 23 (X3 POSTS)**
Branch: Limpopo-Olifants Catchment Management Agency
Division: Information Technology

SALARY R413 001 per annum (Level 08)
CENTRE : Polokwane, Tshwane Area, Hartbeespoort
REQUIREMENTS : A relevant NQF level 6 qualification. Certification as a Microsoft Certified Engineer (MCSE) or Microsoft Certified Solutions Associate (MCSA). CompTIA A+ certification or CompTIA Network+ certification. A minimum of 3 years' experience in Information Technology. Knowledge of customer and personal service principles, including customer needs assessment, meeting quality standards for services and evaluation of customer satisfaction. Knowledge of the Promotion of Access to Information Act. Knowledge of information security protocols. Knowledge of the Public Finance Management Act (PFMA). Knowledge of information technology developments and enhancements. Knowledge of administrative and clerical procedures and systems.

DUTIES : The incumbent will be responsible for providing information technology systems and technology to users for LOCMA. Install new hardware and software acquired by conducting client needs analysis, equipment and software analysis, physical inspection of equipment for visible defects and testing of equipment, connecting peripherals to their stations including driver installation, providing the necessary training in the operational use of equipment, and rolling out new software on computer equipment. Maintain existing hardware and software by following up on logged complaints, investigating the cause of failure and rectifying where possible, resolving warranty issues where equipment falls within this category, and advising clients on the future use or replacement of equipment and software. Configure hardware and software by investigating calls for reconfigured hardware and software, analysing client needs, investigating equipment and software capabilities, reconfiguring hardware and software to meet clients' new needs where possible, and advising on alternative, more appropriate solutions where configuration cannot meet the needs. Decommission hardware and software by receiving equipment to be removed from the system, permanently removing

all data from equipment with memory capabilities, following Supply Chain Management disposal procedures, and updating the hardware and software assets register.

ENQUIRIES : Mr A.A Lessing Tel No: (013) 591-8900

POST 25/160 : **HR CLERK (SUPERVISOR) REF NO: LOCMA 20**
Branch: Limpopo-Olifants Catchment Management Agency
Division: Human Resource Management

SALARY : R338 106 per annum (Level 07)
CENTRE : Polokwane
REQUIREMENTS : A grade 12 certificate or equivalent. A minimum of 3 to 5 years' experience in human resource administration. Knowledge of human resources functions and practices, including the ability to capture data, operate a computer and collate administrative statistics. Basic knowledge and insight of Human Resources prescripts. Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS, etc.). Knowledge of registry duties and practices. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in registry. Computer literacy. Planning and organising. People and Diversity Management. Client Orientation and Customer Focus. Good verbal and written communication skills. Accountability and Ethical Conduct. Interpersonal relations, flexibility and teamwork. Basic knowledge of problem solving and analysis.

DUTIES : The incumbent will be responsible for supervising and rendering human resource clerical services for LOCMA. Implement human resource administration practices, including HR provisioning (recruitment and selection, appointments, transfers, verification of qualifications, secretariat functions at interviews, absorptions and probationary periods). Implement conditions of service and service benefits (leave, housing, medical, injury on duty, long service recognition, overtime, relocation, pension and allowances). Implement termination of service. Recommend transactions on PERSAL according to delegations, with final authorisation effected at a higher level (preferably at Assistant Director or higher). Support performance management and prepare reports on human resource administration issues and statistics. Address human resource administration enquiries by liaising with internal and external stakeholders in relation to recruitment and selection, implementing termination of services, implementing appointments on the HR system, keeping filing records up to date, and keeping and maintaining the asset register of the component. Supervise human resources staff by allocating work and ensuring quality, supporting personnel development, assessing staff performance, and applying discipline.

ENQUIRIES : Mr A.A Lessing Tel No: (013) 591-8900

POST 25/161 : **EMPLOYEE HEALTH AND WELLNESS PRACTITIONER REF NO: LOCMA 21**
Branch: Limpopo-Olifants Catchment Management Agency
Division: Human Resource Management

SALARY : R338 106 per annum (Level 07)
CENTRE : Polokwane
REQUIREMENTS : An appropriate NQF level 6 qualification in Occupational Health and Safety/Social Work/Human Resource Management (with wellness focus)/Psychology (support level). A minimum of 3 years' experience in an Employee Health and Wellness environment. Knowledge of policy implementation. Knowledge of monitoring and evaluation principles. Knowledge of Employee Wellness Programme design, including principles and practices for designing and implementing workplace wellness initiatives. Understanding of health and wellness policies, including regulatory compliance (e.g. OHSA and EHWP guidelines). Knowledge of public health and occupational health principles. Understanding of key health issues (e.g. mental health, chronic illness and substance abuse) in the workplace. Programme coordination and facilitation. Planning and organising. Problem solving skills. Creativity and awareness. Cultural awareness. Initiative. Computer skills. Client Orientation and Customer Focus. Good communication skills.

DUTIES : The incumbent will be responsible for coordinating the employee wellness programme in LOCMA. Implement employee wellness programmes, policies

and strategies by initiating the day-to-day running of the wellness programme, rolling out health and wellness activities such as wellness days and health screenings, coordinating logistics for wellness events in collaboration with service providers, promoting participation through communication campaigns, and monitoring programme participation and effectiveness. Support the implementation of chronic disease programmes by conducting health education sessions on chronic illness management, distributing educational materials and referring employees to counselling and testing services, and tracking participation in awareness campaigns and outreach initiatives. Coordinate health and wellness awareness activities by organising awareness sessions, distributing educational materials during awareness events, coordinating schedules and venues for campaigns and workshops, and gathering participant feedback to improve future activities. Coordinate the sports and recreational programme by coordinating internal sports events and recreational activities, maintaining schedules, equipment and participation records, communicating upcoming events to employees, and gathering feedback to improve future sporting initiatives. Execute administrative duties related to the wellness programme, including administering the scheduling and execution of mobile clinic services and other wellness activities, creating and maintaining records and databases of wellness programme activities, participants and outcomes, maintaining attendance registers and documentation, maintaining organised filing and record-keeping systems, and compiling monthly wellness statistics for internal reports.

ENQUIRIES : Mr A.A Lessing Tel No: (013) 591-8900

POST 25/162 : **HR CLERK PRODUCTION REF NO: LOCMA 22 (X3 POSTS)**
Branch: Limpopo-Olifants Catchment Management Agency
Division: Human Resource Management

SALARY : R237 453 per annum (Level 05)
CENTRE : Polokwane
REQUIREMENTS : A grade 12 certificate or equivalent. No experience required. Knowledge of human resources functions and practices, including the ability to capture data, operate a computer and collate administrative statistics. Basic knowledge and insight of Human Resources prescripts. Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS, etc.). Knowledge of registry duties and practices. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in registry. Computer literacy. Planning and organising. People and Diversity Management. Client Orientation and Customer Focus. Good verbal and written communication skills. Accountability and Ethical Conduct. Flexibility and teamwork. Basic knowledge of problem solving and analysis.

DUTIES : The incumbent will be responsible for rendering human resource clerical services for LOCMA. Implement human resource administration practices, including recruitment and selection (advertisements, appointments, transfers, verification of qualifications, secretariat functions at interviews, absorptions and probationary periods). Implement conditions of service and service benefits (leave, housing, medical, injury on duty, long service recognition, overtime, relocation, pension, allowances and PILIR). Implement termination of service. Support performance management. Address human resource administration enquiries by liaising with internal and external stakeholders in relation to recruitment and selection, implementing termination of services, implementing appointments on the HR system, keeping filing records up to date, and keeping and maintaining the asset register of the component. Provide human resource registry services by keeping the filing system of HR personnel updated, ensuring that personal files of employees are issued to relevant managers on request, ensuring that files are received back as per HR policies, and compiling reports on the movement of personnel files.

ENQUIRIES : Mr A.A Lessing Tel No: (013) 591-8900