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

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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

ANNEXURE S

PROVINCIAL ADMINISTRATION: EASTERN CAPE
DEPARTMENT OF AGRICULTURE

APPLICATIONS : Applications must be submitted as follows: via the provincial e-recruitment system accessible at: https://ecprov.gov.za and/or at https://erecruitment.ecotp.gov.za. The Provincial e-Recruitment System is available 24/7 and closes at 23: 59 on the Closing Date. To report any e-Recruitment System challenges send an email with your (i) ID Number, (ii) profile email address, (iii) details of your issue to: erecruitment@agriculture.gov.za
Do not send any applications to this email address; should you do so, your applications/ CV will be regarded as lost and will not be considered. Technical support is limited to working hours: (08:00-16:30 Mon-Thursday and 08:00-16:00 on Friday). Hand-delivered/ E-Mailed/ Faxed/ Posted applications will not be accepted.

CLOSING DATE : 31 July 2026. No late applications will be accepted

NOTE : Applications must be submitted on a duly completed New Z83 form (effective from 01 January 2021), e-Recruitment System automatically generates Z83 immediately you press apply and generate Z83. Applicants are not required to submit copies of qualifications and other relevant documents upon application but must submit a fully completed Z83 form and detailed Curriculum Vitae. NB: Z83 in the e-recruitment system is currently not signable; so, applicants who submitted applications via the e-recruitment system will not be disqualified for an unsigned Z83 instead will be requested to sign on/or before the interview day. View the list of the positions you applied for on “My Job Applications” and do note that the system Z83 does not reflect work experience and qualifications, however, every detail of your information does reflect to the Recruitment team. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents (like a copy of Permanent Resident Permit for Non-RSA Citizens/Permanent Resident Permit Holders to HR on or before the interview date. Failure to submit all the required documents will disqualify the application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/ study verification and previous employment verification). All shortlisted candidates, including the SMS shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate’s suitability based on the post’s technical and generic requirements, and the other must be an integrity (ethical conduct) assessment. The Selection Panel will recommend candidates to attend a generic Managerial Competency Assessment in compliance with the DPSA Directive on the implementation of Competency-based Assessment. Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/ knowledge test. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Successful candidates will be appointed on a probation period of twelve 12/24 months. It is the objective to address the Employment Equity Affirmative Action Measures in line with the Employment Equity Plan and to achieve equitable representation across race and gender. The EE targets of the recruiting Department will be adhered to although the applications are welcome from all racial groups. The Recruiting Department reserves the right to amend/ review/ withdraw the advertised posts if by so doing, the best interest of the department will be well served. (Females and People with Disabilities are also requested to apply and indicate such in their applications). Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. SMS pre-entry certificate (Nyukela) must be submitted prior appointment. Full details can be sourced by following the link: https://www.thensg.gov.za/training-course/sms-pre-entry-programmeNote: Due to austerity measures, the Department will not carry any related costs (transport, accommodation, and meals) for candidates attending pre-selection assessment/s and interviews.

OTHER POSTS

POST 25/163 : **SCIENTIFIC MANAGER (PRODUCTION) GRADE A (PASTURE SCIENCE) REF NO: DOA/01/07/2026**

SALARY : R1 143 604 per annum, (OSD)
CENTRE : Dohne Research Station (Stutterheim)
REQUIREMENTS : MSc degree in Pasture Science or relevant qualification. 6 years post-qualification natural scientific experience. Compulsory registration with the South African Council for Natural Scientific Professions (SACNASP) as a professional Natural Scientist. Technical Competencies: Scientific methodologies and models. Research and development. Computer-aided scientific applications. Knowledge of legal compliance. Technical report writing. Creating a high-performance culture. Professional judgment. Data analysis. Policy development and analysis. Scientific presentation. Mentoring. Generic competencies: Strategic capability and leadership. Decision making. Team leadership. Creativity. Financial management. Customer focus and responsiveness. Communication. Computer literacy (MS Office, MS Excel and MS PPT). Networking. Planning, organising and execution. Conflict management. People management. Change management. Problem-solving and analysis. A valid driver's licence.
DUTIES : Ensure the development and implementation of policies, systems and procedures. Provide strategic leadership and direction. Lead, coordinate and develop scientific models and regulatory frameworks. Research and development. Financial management. People management. Governance.
ENQUIRIES : Mr. N. Mabanga Tel No: (040) 602 5066
For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za
NOTE : EE Target for this position is Females.

POST 25/164 : **SCIENTIFIC MANAGER (PRODUCTION) GRADE A (ANIMAL SCIENCE) REF NO: DOA/02/07/2026**

SALARY : R1 143 604 per annum, (OSD)
CENTRE : Dohne Research Station (Stutterheim)
REQUIREMENTS : MSc degree in Animal Science or relevant qualification. Six (6) years post-qualification natural scientific experience. Valid compulsory registration with the South African Council for Natural Scientific Professions (SACNASP) as a professional Natural Scientist. Programme and project management. Technical Competencies: Scientific methodologies and models. Research and development. Computer-aided scientific applications. Knowledge of legal compliance. Technical report writing. Creating a high-performance culture. Professional judgment. Data analysis. Policy development and analysis. Scientific presentation. Mentoring. Generic competencies: Strategic capability and leadership. Decision making. Team leadership. Creativity. Financial management. Customer focus and responsiveness. Communication. Computer literacy (MS Office, MS Excel and MS PPT). Networking. Planning, organising and execution. Conflict management. People management. Change management. Problem-solving and analysis. A valid driver's licence.
DUTIES : Ensure the development and implementation of policies, systems and procedures. Provide strategic leadership and direction. Lead, coordinate and develop scientific models and regulatory frameworks. Research and development. Financial management. People management. Governance.
ENQUIRIES : Mr. N. Mabanga Tel No: (040) 602 5066
For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za
NOTE : The EE Target for this position is Females.

POST 25/165 : **SCIENTIST (PRODUCTION) GRADE A (SOIL) REF NO: DOA/03/07/2026**

SALARY : R791 604 per annum, (OSD)
CENTRE : Amathole District (EL)
REQUIREMENTS : BSc degree (Hon) (NQF 8) in Soil Science as recognized by SAQA. Valid compulsory registration with the South African Council for Natural Scientific Professions (SACNASP) as a professional Natural Scientist. Three (3) years post-qualification natural scientific experience. Technical Competencies: Programme and project management. Scientific methodologies and models. Research and development. Computer-aided scientific applications.

Knowledge of legal compliance. Technical report writing. Creating a high-performance culture. Professional judgment. Data analysis. Policy development and analysis. Scientific presentation. Recognized level of expertise. Mentoring. Generic Competencies: Decision making. Team leadership and teamwork. Analytical skills. Creativity. Financial management. Customer focus and responsiveness. Communication. Networking. Computer literacy (MS Office, MS Excel and MS PPT). People management. Planning and organising. Conflict management. Change management. Problem-solving and analysis. Innovation. A valid driver's licence.

DUTIES : Develop and implement methodologies, policies, systems, and procedures. To perform scientific analysis and regulatory functions. Research and development. Human capital development.

ENQUIRIES : Mr. N. Mabanga Tel No: (040) 602 5066
For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za

NOTE : The EE Target for this position is Youth, Females and People with Disabilities.

POST 25/166 : **SCIENTIST (PRODUCTION) GRADE A (CROP SCIENCE, HORTICULTURE) REF NO: DOA/04/07/2026**

SALARY : R791 604 per annum, (OSD)
CENTRE : Cradock, Barthurst, Dohne Research Station (Stutterheim)
REQUIREMENTS : BSc degree (Hon) (NQF 8) in Crop Science / Agronomy / Horticulture / Fruit Science as recognized by SAQA. Valid compulsory registration with the South African Council for Natural Scientific Professions (SACNASP) as a professional Natural Scientist. Three (3) years post-qualification natural scientific experience. Technical Competencies: Programme and project management. Scientific methodologies and models. Research and development. Computer-aided scientific applications. Knowledge of legal compliance. Technical report writing. Creating a high-performance culture. Professional judgment. Data analysis. Policy development and analysis. Scientific presentation. Recognized level of expertise. Mentoring. Generic Competencies: Decision making. Team leadership and teamwork. Analytical skills. Creativity. Financial management. Customer focus and responsiveness. Communication. Networking. Computer literacy (MS Office, MS Excel and MS PPT). People management. Planning and organising. Conflict management. Change management. Problem-solving and analysis. Innovation. A valid driver's licence.

DUTIES : Develop and implement methodologies, policies, systems, and procedures. To perform scientific analysis and regulatory functions. Research and development. Human capital development.

ENQUIRIES : Mr. N. Mabanga Tel No: (040) 602 5066
For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za

NOTE : The EE Target for this position is Youth, Females and People with Disabilities.

POST 25/167 : **SCIENTIST (PRODUCTION) GRADE A REF NO: DOA/05/07/2026 (X4 POSTS)**

SALARY : R791 604 per annum, (OSD)
CENTRE : Dohne Research Station (Stutterheim)
Aquaculture (X1 Post)
Fisheries (X1 Post)
Livestock Improvement (X2 Posts)
REQUIREMENTS : BSc degree (Hon) (NQF 8) in Aquaculture or Marine Science or Ichthyology or Animal Science as recognized by SAQA. Valid compulsory registration with the South African Council for Natural Scientific Professions (SACNASP) as a professional Natural Scientist. Three (3) years post-qualification natural scientific experience. Technical Competencies: Programme and project management. Scientific methodologies and models. Research and development. Computer-aided scientific applications. Knowledge of legal compliance. Technical report writing. Creating a high-performance culture. Professional judgment. Data analysis. Policy development and analysis. Scientific presentation. Recognized level of expertise. Mentoring. Generic Competencies: Decision making. Team leadership and teamwork. Analytical skills. Creativity. Financial management. Customer focus and responsiveness. Communication. Networking. Computer literacy (MS Office, MS Excel and MS PPT). People management. Planning and organising. Conflict management. Change management. Problem-solving and analysis. Innovation. A valid driver's licence.

DUTIES : Develop and implement methodologies, policies, systems, and procedures. To perform scientific analysis and regulatory functions. Research and development. Human capital development.

ENQUIRIES : Mr. N. Mabanga Tel No: (040) 602 5066
For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za

NOTE : The EE Target for these positions is Youth, Females and People with Disabilities.

POST 25/168 : **SCIENTIST (PRODUCTION) GRADE A REF NO: DOA/06/07/2026 (X6 POSTS)**
(3 for Planted Pasture, 3 for Rangelands)

SALARY : R791 604 per annum, (OSD)
CENTRES : Cradock (X1 Post)
Barthurst (X1 Post)
Dohne Research Station (Stutterheim) (X2 Posts)
Adelaide (X1 Post)
Jansenville Research Station (X1 Post)

REQUIREMENTS : BSc degree (Hon) (NQF 8) in Pasture Science or Agronomy or Crop Science or Botany as recognized by SAQA. Valid compulsory registration with the South African Council for Natural Scientific Professions (SACNASP) as a professional Natural Scientist. Three (3) years post-qualification natural scientific experience. Technical Competencies: Programme and project management. Scientific methodologies and models. Research and development. Computer-aided scientific applications. Knowledge of legal compliance. Technical report writing. Creating a high-performance culture. Professional judgment. Data analysis. Policy development and analysis. Scientific presentation. Recognized level of expertise. Mentoring. Generic Competencies: Decision making. Team leadership and teamwork. Analytical skills. Creativity. Financial management. Customer focus and responsiveness. Communication. Networking. Computer literacy (MS Office, MS Excel and MS PPT). People management. Planning and organising. Conflict management. Change management. Problem-solving and analysis. Innovation. A valid driver's licence.

DUTIES : Develop and implement methodologies, policies, systems, and procedures. To perform scientific analysis and regulatory functions. Research and development. Human capital development.

ENQUIRIES : Mr. N. Mabanga Tel No: (040) 602 5066
For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za

NOTE : The EE Target for these positions is Youth, Females and People with Disabilities.

POST 25/169 : **SCIENTIST (PRODUCTION) GRADE A (ANIMAL SCIENCE) REF NO: DOA/07/07/2026**

SALARY : R791 604 per annum, (OSD)
CENTRE : Cradock Research Station
REQUIREMENTS : BSc degree (Hon) (NQF 8) in Animal Science as recognized by SAQA. Valid compulsory registration with the South African Council for Natural Scientific Professions (SACNASP) as a professional Natural Scientist. Three (3) years post-qualification natural scientific experience. Technical Competencies: Programme and project management. Scientific methodologies and models. Research and development. Computer-aided scientific applications. Knowledge of legal compliance. Technical report writing. Creating a high-performance culture. Professional judgment. Data analysis. Policy development and analysis. Scientific presentation. Recognized level of expertise. Mentoring. Generic Competencies: Decision making. Team leadership and teamwork. Analytical skills. Creativity. Financial management. Customer focus and responsiveness. Communication. Networking. Computer literacy (MS Office, MS Excel and MS PPT). People management. Planning and organising. Conflict management. Change management. Problem-solving and analysis. Innovation. A valid driver's licence.

DUTIES : Develop and implement methodologies, policies, systems, and procedures. Perform scientific analysis and regulatory functions. Research and development. Human capital development.

ENQUIRIES : Mr. N. Mabanga Tel No: (040) 602 5066
For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za

NOTE : The EE Target for this position is Youth, Females and People with Disabilities.

POST 25/170	:	**SCIENTIST (PRODUCTION) GRADE A (CROP SCIENCE) REF NO: DOA/08/07/2026**
SALARY	:	R791 604 per annum, (OSD)
CENTRE	:	Dohne Research Station (Stutterheim)
REQUIREMENTS	:	BSc degree (Hon) (NQF 8) in Crop Science or Agronomy as recognized by SAQA. Valid compulsory registration with the South African Council for Natural Scientific Professions (SACNASP) as a professional Natural Scientist. Three (3) years post-qualification natural scientific experience. Technical Competencies: Programme and project management. Scientific methodologies and models. Research and development. Computer-aided scientific applications. Knowledge of legal compliance. Technical report writing. Creating a high-performance culture. Professional judgment. Data analysis. Policy development and analysis. Scientific presentation. Recognized level of expertise. Mentoring. Generic Competencies: Decision making. Team leadership and teamwork. Analytical skills. Creativity. Financial management. Customer focus and responsiveness. Communication. Networking. Computer literacy (MS Office, MS Excel and MS PPT). People management. Planning and organising. Conflict management. Change management. Problem-solving and analysis. Innovation. A valid driver's licence.
DUTIES	:	Develop and implement methodologies, policies, systems, and procedures. To perform scientific analysis and regulatory functions. Research and development. Human capital development.
ENQUIRIES	:	Mr. N. Mabanga Tel No: (040) 602 5066 For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za
NOTE	:	The EE Target for this position is Youth, Females and People with Disabilities.
POST 25/171	:	**SCIENTIST (PRODUCTION) GRADE A (PLANT PATHOLOGY) REF NO: DOA/09/07/2026**
SALARY	:	R791 604 per annum, (OSD)
CENTRE	:	Dohne Research Station (Stutterheim)
REQUIREMENTS	:	BSc degree (Hon) (NQF 8) in Plant Pathology as recognized by SAQA. Valid compulsory registration with the South African Council for Natural Scientific Professions (SACNASP) as a professional Natural Scientist. Three (3) years post-qualification natural scientific experience. Technical Competencies: Programme and project management. Scientific methodologies and models. Research and development. Computer-aided scientific applications. Knowledge of legal compliance. Technical report writing. Creating a high-performance culture. Professional judgment. Data analysis. Policy development and analysis. Scientific presentation. Recognized level of expertise. Mentoring. Generic Competencies: Decision making. Team leadership and teamwork. Analytical skills. Creativity. Financial management. Customer focus and responsiveness. Communication. Networking. Computer literacy (MS Office, MS Excel and MS PPT). People management. Planning and organising. Conflict management. Change management. Problem-solving and analysis. Innovation. A valid driver's licence.
DUTIES	:	Develop and implement methodologies, policies, systems, and procedures. Perform scientific analysis and regulatory functions. Research and development. Human capital development.
ENQUIRIES	:	Mr. N. Mabanga Tel No: (040) 602 5066 For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za
NOTE	:	The EE Target for this position is Youth, Females and People with Disabilities.
POST 25/172	:	**GISC PROFESSIONAL (PRODUCTION) GRADE A (X2 POSTS)**
SALARY	:	R791 604 per annum, (OSD)
CENTRE	:	Head Office Ref No: DoA/10/07/2026 Amathole District (EL) Ref No: DoA/11/07/2026
REQUIREMENTS	:	4-year qualification in GISc (NQF Level 7) as recognized by SAQA. Three (3) years post-qualification GISc professional experience. Valid compulsory registration with the South African Council for Professional and Technical Surveyors (PLATO) as a GISc Professional. Technical Competencies: Programme and project management. GISc, legal and operational compliance. GISc Implementation. Standards development. Policy formulation. GISc operational communication. Process knowledge and skills. Maintenance skills

and knowledge. Mobile equipment operating skills. Systems skills. Spatial modelling design and analysis knowledge. Research and development. GISc applications. Creating high performance culture. Technical consulting. Professional judgment. Accountability. Proficiency in GIS software (e.g., ArcGIS, QGIS). Geo-database design, programming/scripting, web mapping services. Spatial analysis, modelling, remote sensing, and data visualization. Generic Competencies: Strategic management and direction. Problem-solving and analysis. Decision making. Team leadership. Analytical skills. Creativity. Self-management. Financial management. Customer focus and responsiveness. Communication and listening skills. Computer skills. Delegation and development of others. Planning, organising and execution. Ability to manage conflict. Language proficiency. Knowledge management. Negotiation skills. Change management. Training ability. Knowledge of relevant legislation (e.g., Geomatics Profession Act). Valid driver's license.

DUTIES : Plan, develop, coordinate, and execute GISc projects and activities aligned with the department's strategic objectives. Perform advanced spatial analysis, spatial modelling, and geo-statistical analysis to identify patterns, trends, and support decision-making. Design, develop, and maintain geospatial databases, geodatabases, and digital libraries, including metadata management and ensuring data quality. Facilitate data collection, capture, integration, and conversion from various sources and formats. Produce maps, visualizations, and reports including custom mapping, web-based GIS services, and data products for stakeholders. Develop and implement GIS standards, policies, interoperability, and best practices. Provide GIS support and training to end-users, including developing training manuals and promoting knowledge sharing. Research and innovate develop new methods/technologies for spatial problems, evaluate new GIS tools, and conduct cost-benefit analyses. Ensure compliance with legal, operational, and data governance requirements (e.g., spatial data standards, protection of information). Project management including stakeholder management, documentation of processes, and supporting audits or system requirements. Collaborate across teams to integrate GIS into broader systems. Common focus areas from surveys of the South African GISc community: Data analysis/interpretation, data acquisition, data management, and visualization/mapping.

ENQUIRIES : Mr. N. Mabanga Tel No: (040) 602 5066
For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za

NOTE : The EE Target for these positions is Youth, Females and People with Disabilities.

POST 25/173 : **CONTROL SCIENTIFIC TECHNICIAN (PRODUCTION) GRADE A – (PASTURE SCIENCE) REF NO: DOA/12/07/2026**

SALARY : R610 131 per annum, (OSD)
CENTRE : Dohne Research Station (Stutterheim)
REQUIREMENTS : Diploma (NQF 6) in Pasture Science or Agronomy. Six (6) years post-qualification technical (scientific) experience in the agricultural or scientific sector. Compulsory registration with SACNASP as a Certificated Natural Scientist. Technical Competencies: Programme and project management. Scientific methodologies and models. Research and development. Computer-aided scientific applications. Knowledge of legal compliance. Technical report writing. Creating high performance culture. Professional judgment. Data analysis. Policy development and analysis. Scientific presentation. Recognized level of expertise. Generic Competencies: Strategic capability and leadership. Decision making. Team leadership. Analytical skills. Creativity. Financial management. Customer focus and responsiveness. Communication. Computer literacy. Planning and organising. Networking. Conflict management. People management. Change management. Problem-solving and analysis. A valid driver's license.

DUTIES : Oversee, develop and implement methodologies, policies, systems and procedures. Provide strategic leadership on technical and scientific matters. Lead the coordination and development of databases, procedures and regulatory frameworks. Manage Research and development. Manage human capital development. Procurement for the Sub - Directorate.

ENQUIRIES : Mr. N. Mabanga Tel No: (040) 602 5066
For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za

NOTE : The EE Target for this position is Youth, Females and People with Disabilities.

POST 25/174 : **CONTROL SCIENTIFIC TECHNICIAN (PRODUCTION) GRADE A – (ANIMAL SCIENCE) REF NO: DOA/13/07/2026**

SALARY : R610 131 per annum, (OSD)
CENTRE : Dohne Research Station (Stutterheim)
REQUIREMENTS : Diploma (NQF 6) in Animal Science or Animal Nutrition. Six (6) years post-qualification technical (scientific) experience within the Agricultural Sector or Animal research environment. Compulsory registration with SACNASP as a Certificated Natural Scientist. Technical Competencies: Programme and project management. Scientific methodologies and models. Research and development. Computer-aided scientific applications. Knowledge of legal compliance. Technical report writing. Creating high performance culture. Professional judgment. Data analysis. Policy development and analysis. Scientific presentation. Recognized level of expertise. Generic Competencies: Strategic capability and leadership. Decision making. Team leadership. Analytical skills. Creativity. Financial management. Customer focus and responsiveness. Communication. Computer literacy. Planning and organising. Networking. Conflict management. People management. Change management. Problem-solving and analysis. A valid driver's license.
DUTIES : Oversee, develop and implement methodologies, policies, systems and procedures. Provide strategic leadership on technical scientific matters. Lead the coordination and development of databases, procedures and regulatory frameworks. Manage Research and development. Manage human capital development. Procurement for the Sub - Directorate.
ENQUIRIES : Mr. N. Mabanga Tel No: (040) 602 5066
For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za
NOTE : The EE Target for this position is Youth, Females and People with Disabilities.

POST 25/175 : **SENIOR AGRICULTURAL ADVISOR (X24 POSTS)**
(3-years fixed term contract)

SALARY : R487 197 per annum (Level 09), plus 37% in lieu of benefits
CENTRE : **Amathole:** Ref No: DoA/14/07/2026 (X8 Posts)
Dikeni (X2 Posts)
Ngqushwa (X1 Post)
Adelaide (X1 Post)
Mdatsane (X1 Post)
Centane (X2 Posts)
Ngqamakhwe (X1 Post)
Alfred Nzo: Ref No: DoA/15/07/2026 (X7 Posts)
Bizana (X2 Posts)
Ntabankulu (X2 Posts)
Kwabaca (X1 Post)
Matatiele (X1 Post)
Sarah Baartman: Ref No: DoA/16/07/2026 (X3 Posts)
Sundays River (X1 Post)
Nelson Mandela Bay (X1 Post)
Blue Crane (X1 Post)
O.R Tambo: Ref No: DoA/17/07/2026 (X4 Posts)
Qumbu (X2 Posts)
Lusikisiki (X1 Post)
Ngqeleni (X1 Post)
Joe Gqabi: Ref No: DoA/18/07/2026 (X2 Posts)
District Office (X1 Post)
Walter Sisulu (X1 Post)
REQUIREMENTS : NQF Level 8 qualification in Agriculture as recognized by SAQA. Valid compulsory registration with SACNASP. At least 3 years of experience in the field of Extension and Advisory Services. Knowledge of Agriculture Extension Methodology and Project Planning. Planning and organizing skills. Change management skills. Conflict management skills. Customer focus and responsiveness. Communication skills, presentation skills and interpersonal skills. Proficiency in the MS Office Suite (Word, PowerPoint, and Excel). A valid driver's license.
DUTIES : Coordinate the implementation of all strategic agricultural and rural development programs. Render scientific and technical agricultural extension services to internal and external clients. Coordinate support and development of research and training activities. Ensure service delivery through appropriate

utilization of ICT tools/ systems. Comply with corporate governance and planning imperatives. Maintain high work standards through promotion of teamwork in terms of quality/quantity and timeliness. Work with the supervisor towards the promotion of sound working relations. Due to the seniority of the position, be able to initiate technological innovations, promote stakeholder engagement and be able to transfer knowledge to their peers and promote sustainable production principles. Responsible for providing reports of their work to supervisors, whether weekly, monthly, quarterly and annually as required. Keep abreast of applicable prescripts, policies, procedures, technologies and new developments to be able to render an efficient and effective Extension Service. Be able to work with teams towards management of departmental assets (laptops, cellphones, vehicles, etc.)

ENQUIRIES : Mr. N. Mabanga Tel No: (040) 602 5066,
For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za

POST 25/176 : **AGRICULTURAL ADVISOR (X77 POSTS)**
(3-years fixed term contract)

SALARY : R413 001 per annum (Level 08), plus 37% in lieu of benefits

CENTRE : **Amathole:** Ref No: DoA/19/07/2026 (X8 Posts)
Kwamaqoma (X1 Post)
Elliotdale (X2 Posts)
Zwelitsha (X1 Post)
Balfour (X1 Post)
Centane (X2 Posts)
Ngqamakhwe (X1 Post)
Alfred Nzo: Ref No: DoA/20/07/2026 (X13 Posts)
Matatiele (X5 Posts)
Ntabankulu (X2 Posts)
Kwabahca (X1 Post)
Bizana (X3 Posts)
Emaxesibeni (X2 Posts)
Sarah Baartman: Ref No: DoA/21/07/2026 (X15 Posts)
Sundays River (X1 Post)
Nelson Mandela Bay (X1 Post)
Makana (X2 Posts)
Ndlambe (X2 Posts)
Kouga (X2 Posts)
Koukamma (X2 Posts)
Blue Crane (X2 Posts)
Dr Bayers Naude (X3 Posts)
O.R Tambo: Ref No: DoA/22/07/2026 (X20 Posts)
Qumbu (X5 Posts)
Lusikisiki (X4 Posts)
Mqanduli (X1 Post)
Umthatha (X2 Posts)
Ngqeleni (X2 Posts)
Libode (1 Post)
PSJ (X2 Posts)
Tsolo (X1 Post)
Flagstaff (X2 Posts)
Chris Hani: Ref No: DoA/23/07/2026 (X8 Posts)
Ngcobo (X5 Posts)
Cofimvaba (X1 post)
Whittlesea (X1 Post)
Cacadu (X1 Post)
Joe Gqabi: Ref No: DoA/24/07/2026 (X13 Posts)
District Office (X2 Posts)
Senqu (X4 Posts)
Elundini & 2 Walter Sisulu (X5 Posts)

REQUIREMENTS : NQF Level 8 qualification in Agriculture as recognized by SAQA. Valid compulsory registration with SACNASP. Self-Management, People Management, Change Management, Conflict Management, Customer focus and Responsiveness, Planning and organizing, Communication, Presentation and Interpersonal skills. Computer literate. Valid driver's license.

DUTIES : Performs an operational technical role for the Department related to Agriculture Development. Give practical advice to farmers. Coordination of agricultural

activities. Transfer of farming skills by focusing on individual households, farms, feedlots and abattoirs. Undertake newly assigned activities under the guidance of senior staff members. Network with key players in the industry such as suppliers, government entities, NGO's and research, commodity organizations, and institutions of higher learning, towards supporting farmers. Responsible for providing reports of their work to supervisors, whether weekly, monthly, quarterly and annually as required. Keep abreast of applicable prescripts, policies, procedures, technologies and new developments to be able to render an efficient and effective Extension Service.

ENQUIRIES : Mr. N. Mabanga Tel No: (040) 602 5066
For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za

POST 25/177 : **LAND SURVEY TECHNICIAN (PRODUCTION) GRADE A (X5 POSTS)**

SALARY : R407 337 per annum, (OSD)
CENTRE : OR Tambo District Ref No: DoA/25/07/2026
Chris Hani District Ref No: DoA/26/07/2026
Alfred Nzo District Ref No: DoA/27/07/2026
Sarah Bartmaan District Ref No: DoA/28/07/2026
Amathole District Ref No: DoA/29/07/2026
REQUIREMENTS : National Diploma (NQF 6) in Survey or Cartography or relevant qualification. Valid compulsory registration with the South African Council for Professional and Technical Surveyors (PLATO) / South African Geomatics Council (SAGC) as a Survey Technician/Surveyor. Three (3) years' post-qualification technical (Survey) experience. Technical Competencies: Programme and project management. Survey design and analysis knowledge. Research and development. Computer-aided survey applications. Knowledge of legal compliance. Technical report writing. Creating a high-performance culture. Generic Competencies: Decision-making skills. Team leadership skills. Analytical skills. Creativity. Self-management skills. Financial management skills. Customer focus and responsiveness. Communication (verbal and written) skills. Computer literacy. Planning and organizing skills. Conflict management skills. Problem-solving and analysis skills. People management skills. Innovation skills. A valid driver's licence.
DUTIES : Provide technical survey services and support in terms of examination, maintenance, archiving and information supply of survey documents and submit for evaluation/approval by the relevant authority. Perform surveys and survey computations. Promote safety in line with statutory and regulatory requirements. Evaluate plans, existing technical manuals, standard drawings and procedures to incorporate new technology and provide GIS, mapping and information supply services. Perform administrative and related functions. Provide inputs into the budgeting process as required. Compile and submit reports as required. Provide and consolidate inputs to the technical survey operational plan. Develop, implement and maintain databases and supervise and control candidate survey technicians/officers and related personnel and assets. Continuous professional development to keep up with new technologies and procedures. Research/literature studies on technical survey technology or new survey techniques to improve expertise and liaise with relevant bodies/councils on survey-related matters.
ENQUIRIES : Mr. N. Mabanga Tel No: (040) 602 5066
For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za
NOTE : The EE Target for this position is Youth.

POST 25/178 : **SCIENTIFIC TECHNICIANS GRADE A (PASTURE) REF NO: DOA/30/07/2026 (X3 POSTS)**

SALARY : R407 337 per annum, (OSD)
CENTRE : Cradock, Dohne (Stutterheim), Adelaide Research Station
REQUIREMENTS : National Diploma (NQF 6) in Pasture or Agronomy or Botany as recognized by SAQA. Valid compulsory registration with SACNASP as a Certificated Natural Scientist. Three (3) years' post-qualification technical (scientific) experience. Knowledge of planted pasture / veld management / ecology / botany / agronomy is beneficial. Ensure compliance with safety protocols and compliance. Maintain a clean and organized work environment. Technical Competencies: Programme and project management. Scientific methodologies. Research and development. Computer-aided scientific applications. Knowledge of legal compliance. Technical report writing. Creating

a high-performance culture. Professional judgment. Data analysis. Mentoring. Computer literacy (MS Word, MS Excel and MS PPT). Generic Competencies: Decision making. Team leadership. Analytical skills. Creativity. Self-management. Financial management. Customer focus and responsiveness. Communication. Computer literacy. Networking. People management. Planning and organising. Conflict management. Change management. Problem-solving and analysis. A valid Driver's License.

DUTIES : To provide technical support for research, assessment, evaluation, development, innovation and protection to ensure the sustainability of resources and contribute towards a knowledge economy. Develop and implement methodologies, policies, systems and procedures. Provide technical support and advice. Perform technical scientific analysis and regulatory functions. Research and development. Human capital development.

ENQUIRIES : Mr. N. Mabanga Tel No: (040) 602 5066
For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za

NOTE : The EE Target for this position is Youth.

POST 25/179 : **SCIENTIFIC TECHNICIAN (PRODUCTION) GRADE A: ANALYTICAL SERVICES REF NO: DOA/31/07/2026 (X2 POSTS)**

SALARY : R407 337 per annum, (OSD)
CENTRE : Dohne Research Station (Stutterheim)
REQUIREMENTS : National Diploma (NQF 6) in Chemistry or Soil Science as recognized by SAQA. Valid compulsory registration with SACNASP as a Certificated Natural Scientist. Three (3) years' post-qualification technical (scientific) experience. Knowledge of the soils, water, feed, essential oils and plant material analyses; Relevant understanding of the functioning of Laboratory equipment. Technical Competencies: Programme and project management. Scientific methodologies. Research and development. Computer-aided scientific applications. Knowledge of legal compliance. Technical report writing. Creating a high-performance culture. Professional judgment. Data analysis. Mentoring. Computer literacy (MS Word, MS Excel and MS PPT). Generic Competencies: Decision making. Team leadership. Analytical skills. Creativity. Self-management. Financial management. Customer focus and responsiveness. Communication. Computer literacy. Networking. People management. Planning and organising. Conflict management. Change management. Problem-solving and analysis. Valid driver's licence.

DUTIES : Analytical analysis of samples (soils, water, feed, essential oils and plant material) and responding timeously to our clients; Assist in the development of new analytical procedures. To perform technical scientific analysis and regulatory functions. Research and development. Human capital development. Supervise, mentor and guide Laboratory Assistants; Keep up to date with regard to the applicable regulations, prescripts, policies, procedures, technologies and new developments to be able to render an efficient and effective service to our clients.

ENQUIRIES : Mr. N. Mabanga Tel No: (040) 602 5066
For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za

NOTE : The EE Target for this position is Youth.

POST 25/180 : **SCIENTIFIC TECHNICIAN (PRODUCTION) GRADE A (PLANT & CROP) REF NO: DOA/32/07/2026 (X4 POSTS)**

SALARY : R407 337 per annum, (OSD)
CENTRE : Dohne Research Station (Stutterheim) (X2 Posts)
Bathurst Research Station (X2 Posts)
REQUIREMENTS : National Diploma (NQF 6) in Crop Science or Agronomy or Horticulture or Entomology as recognized by SAQA. Valid compulsory registration with SACNASP as a Certificated Natural Scientist. Three (3) years' post-qualification technical (scientific) experience. Technical Competencies: Programme and project management. Scientific methodologies. Research and development. Computer-aided scientific applications. Knowledge of legal compliance. Technical report writing. Creating a high-performance culture. Professional judgment. Data analysis. Mentoring. Computer literacy (MS Word, MS Excel and MS PPT). Generic Competencies: Decision making. Team leadership. Analytical skills. Creativity. Self-management. Financial management. Customer focus and responsiveness. Communication. Computer literacy. Networking. People management. Planning and organising.

Conflict management. Change management. Problem-solving and analysis. Knowledge of horticulture / plant physiology / medicinal plants / plant pathology / plant pest / agronomy is beneficial. A valid driver's licence.

DUTIES : To provide technical support for research, assessment, evaluation, development, innovation and protection to ensure the sustainability of resources and contribute towards a knowledge economy. Develop and implement methodologies, policies, systems and procedures. Provide technical support and advice. perform technical scientific analysis and regulatory functions. Research and development. Human capital development.

ENQUIRIES : Mr. N. Mabanga Tel No: (040) 602 5066,
For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za

NOTE : The EE Target for this position is Youth.

POST 25/181 : **SCIENTIFIC TECHNICIAN (PRODUCTION) GRADE A – (ANIMAL SCIENCE) REF NO: DOA/33/07/2026 (X4 POSTS)**

SALARY : R407 337 per annum, (OSD)

CENTRE : Dohne (Stutterheim) (X2 Posts)
Cradock (X1 Post)
Jansenville Research Station (X1 Post)

REQUIREMENTS : National Diploma (NQF 6) in Animal Science as recognized by SAQA. Valid compulsory registration with SACNASP as a Certificated Natural Scientist. Three (3) years' post-qualification technical (scientific) experience. Technical Competencies: Programme and project management. Scientific methodologies. Research and development. Computer-aided scientific applications. Knowledge of legal compliance. Technical report writing. Creating a high-performance culture. Professional judgment. Data analysis. Mentoring. Computer literacy (MS Word, MS Excel and MS PPT). Generic Competencies: Decision making. Team leadership. Analytical skills. Creativity. Self-management. Financial management. Customer focus and responsiveness. Communication. Computer literacy. Networking. People management. Planning and organising. Conflict management. Change management. Problem-solving and analysis. Knowledge of Small Stock and Large Stock production systems. A valid driving licence.

DUTIES : To provide technical support for research, assessment, evaluation, development, innovation and protection to ensure the sustainability of resources and contribute towards a knowledge economy. Develop and implement methodologies, policies, systems and procedures. Provide technical support and advice. perform technical scientific analysis and regulatory functions. Research and development. Human capital development.

ENQUIRIES : Mr. N. Mabanga Tel No: (040) 602 5066
For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za

NOTE : The EE Target for this position is Youth.

POST 25/182 : **SCIENTIFIC TECHNICIAN (PRODUCTION) GRADE A: AQUACULTURE, FISHERIES & LIVESTOCK REF NO: DOA/34/07/2026 (X2 POSTS)**

SALARY : R407 337 per annum, (OSD)

CENTRE : Dohne Research Station (Stutterheim)

REQUIREMENTS : National Diploma (NQF 6) in Aquaculture or Marine Biology or Ichthyology, or Zoology as recognized by SAQA. Valid compulsory registration with SACNASP as a Certificated Natural Scientist. Three (3) years' post-qualification technical (scientific) experience. Technical Competencies: Programme and project management. Scientific methodologies. Research and development. Computer-aided scientific applications. Knowledge of legal compliance. Technical report writing. Creating a high-performance culture. Professional judgment. Data analysis. Mentoring. Computer literacy (MS Word, MS Excel and MS PPT). Generic Competencies: Decision making. Team leadership. Analytical skills. Creativity. Self-management. Financial management. Customer focus and responsiveness. Communication. Computer literacy. Networking. People management. Planning and organising. Conflict management. Change management. Problem-solving and analysis. A valid driver's license.

DUTIES : Conduct field surveys to monitor water quality. Measure critical metrics (e.g., pH, oxygen, salinity, temperature, nutrients) across land- and sea-based aquaculture sites. Evaluate field conditions, oversee feedlot management, evaluate breeding programs, and handle animal housing or pasture science

workflows. Run biochemical analyses (such as spectrophotometric analysis of water nutrients). Manage day-to-day operations of water quality or animal science laboratories. Maintain, calibrate, and ensure the safety compliance of specialized scientific equipment. Input field experimental data into national biological and agricultural databases. Process statistical analyses to track environmental impact or animal reproduction metrics. Enforce regulatory policies and complete technical inspections to ensure compliance with biosecurity or animal ethics standards. Compile detailed technical reports, research proposals, and scientific summaries. Provide advisory scientific data and tech support to local farmers, fishing operations, and sector stakeholders. Train and supervise intern technicians, junior candidate scientists, and student groups within research centres.

ENQUIRIES : Mr. N. Mabanga Tel No: (040) 602 5066
For e-Recruitment Technical Enquiries: erecruitment@drdar.gov.za

NOTE : The EE Target for this position is Youth.

DEPARTMENT OF ECONOMIC DEVELOPMENT, ENVIRONMENTAL AFFAIRS AND TOURISM
DEDEAT in the Eastern Cape is an equal opportunity, affirmative action employer.

APPLICATIONS : Applications must be submitted as follows: via the provincial e-recruitment system accessible at: https://ecprov.gov.za and/or at https://erecruitment.ecotp.gov.za. The Provincial e-Recruitment System is available 24/7 and closes at 23: 59 on the Closing Date. To report any e-Recruitment System challenges send an email with your (i) ID Number, (ii) profile email address, (iii) details of your issue to: Recruitment@dedea.gov.za. Do not send any applications to this email address; should you do so, your applications/ CV will be regarded as lost and will not be considered. Technical support is limited to working hours: (08:00-16:30 Mon-Thursday and 08:00-16:00 on Friday). Hand-delivered/ E-Mailed/ Faxed/ Posted applications will not be accepted.

CLOSING DATE : 31 July 2026. No late applications will be accepted

NOTE : Applications must be submitted on a duly completed New Z83 form (effective from 01 January 2021), e-Recruitment System automatically generates Z83 immediately you press apply and generate Z83. Applicants are not required to submit copies of qualifications and other relevant documents upon application but must submit a fully completed Z83 form and detailed Curriculum Vitae. NB: Z83 in the e-recruitment system is currently not signable; so, applicants who submitted applications via the e-recruitment system will not be disqualified for an unsigned Z83 instead will be requested to sign on/or before the interview day. View the list of the positions you applied for on “My Job Applications” and do note that the system Z83 does not reflect work experience and qualifications, however, every detail of your information does reflect to the Recruitment team. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents (like a copy of Permanent Resident Permit for Non-RSA Citizens/Permanent Resident Permit Holders to HR on or before the interview date. Failure to submit all the required documents will disqualify the application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/ study verification and previous employment verification). All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate’s suitability based on the post’s technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/ knowledge test. 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. Successful candidates will be appointed on a probation period of twelve 12/24 months. It is the objective to address the Employment Equity Affirmative Action Measures in line with the Employment Equity Plan and to achieve equitable representation across race and gender. The EE targets of the recruiting Department will be adhered to although the applications are

welcome from all racial groups. The Recruiting Department reserves the right to amend/ review/ withdraw the advertised posts if by so doing, the best interest of the department will be well served. (Females and People with Disabilities are also requested to apply and indicate such in their applications). Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. SMS pre-entry certificate (Nyukela) must be submitted prior appointment. Full details can be sourced by following the link: https://www.thensg.gov.za/training-course/sms-pre-entry-programme.

OTHER POSTS

POST 25/183	:	**CONTROL ENVIRONMENTAL OFFICER GRADE A: CLIMATE CHANGE REF NO: DEDEAT/2026/07/01** (Re-advertisement)
SALARY	:	R636 978 – R728 646 per annum, (OSD). An appropriate salary will be determined according to the regulatory framework (based on OSD).
CENTRE	:	Bhisho
REQUIREMENTS	:	A National Senior Certificate plus a 4-year degree/ NQF Level 8 or equivalent qualification in Natural Sciences/ Environmental Management/ Nature Conservation/Environmental Law/ Spatial Planning/ Urban and Regional Planning and related. 6 years post- qualification experience. A valid driver's licence is required. The following skills, knowledge, and attributes are required: Knowledge of Relevant legislation and frameworks (National Environmental Management Act, Climate Change Act, NEMBA, Public Service Act, Public Service Regulations, PFMA and Treasury Regulations), Policy development processes and implementation, and Climate change mitigation and adaptation issues, including South Africa's Greenhouse Gas (GHG) emission profile, Just Transition policy priorities, and energy transition frameworks. Skills and competencies: Well-developed communication and reporting skills, Strong planning, coordination, and project management skills, Financial and budgeting knowledge, including technical and financial reporting, Good interpersonal relations, ability to work independently and in a team, ability to work under pressure, and Computer literacy. Added advantage: Experience in integrating climate change considerations into municipal planning and development frameworks.
DUTIES	:	Provide and coordinate integrated climate change management planning and development practices. Develop and maintain integrated climate change management policy, legislation and regulations. Coordinate the implementation of climate change management-related policies and regulations, monitor, evaluate and report on the impact thereof. Develop and maintain an integrated climate change information management system. Perform and manage administrative and related functions.
ENQUIRIES	:	Mr. O. Desi at 078 026 7383 / Mr. P. Makhele at 078 801 5909 For e-Recruitment Enquiries: recruitment@dedea.gov.za
NOTE	:	Employment Equity Target: Indian Female
POST 25/184	:	**ENVIRONMENTAL OFFICER SPECIALISED PRODUCTION: COASTAL ZONE MANAGEMENT REF NO: DEDEAT/2026/07/02** Re-advertisement
SALARY	:	R518 769 – R717 846 per annum, (OSD). Appropriate salary will be determined according to the regulatory framework.
CENTRE	:	Bhisho
REQUIREMENTS	:	A National Senior Certificate Plus a 4-year degree/ NQF Level 8 or equivalent qualification in Natural Sciences/ Environmental Management/ Nature Conservation /Environmental Law and or related. No Experience as per OSD requirements, however 1-2 years' experience will be an added advantage A valid driver's licence is required. The following skills, Public Service Act, Public Service Regulations, PFMA, Relevant Coastal Management Legislation and prescripts applicable to the Eastern Cape, Sea Shore Act, computer literacy and skills; Good writing and communication skills.
DUTIES	:	Provide specialised technical support for the development and implementation and coordination of integrated coastal management planning instruments and governance initiatives. Provide specialised technical support for the development, review and implementation of the appropriate coastal

management policy, legislation, regulations and related regulatory instruments. Provide technical support with the implementation of coastal management related policies and regulations, monitor, evaluate and report on the impact of the coastal management policies and instruments. Provide technical support with the development and maintenance of an integrated coastal information management system. Perform and manage administrative and related functions.

ENQUIRIES : Mr. O. Desi at 078 026 7383 / Mr. P. Makhele at 078 801 5909
For e-Recruitment Enquiries: recruitment@dedea.gov.za

NOTE : Employment Equity Target: Coloured Female

POST 25/185 : **ACCOUNTING CLERK (X2 POSTS)**
Re-advertisement

SALARY : R237 453 – R279 708 per annum (Level 05)
CENTRE : Amathole District Ref No: DEDEAT/2026/07/58
Joe Gqabi District Ref No: DEDEAT/2026/07/59

REQUIREMENTS : A National Senior Certificate/ Grade 12 (NQF level 4). 1-2 years relevant experience will be an added advantage. A valid driver's license. The following skills, knowledge and attributes are required: Public Service Act, Treasury Regulations, PFMA, Public Service Regulation Communication, Computer Literacy, Financial management, Interpersonal skills.

DUTIES : Render of financial services Administer the revenue/expenditure process Reconciliation of expenditure / revenue Perform and manage administrative and related functions.

ENQUIRIES : Mr. O. Desi at 078 026 7383 / Mr. P. Makhele at 078 801 5909
For e-Recruitment Enquiries: recruitment@dedea.gov.za

NOTE : Employment Equity Targets:
Amathole District: Coloured Female
Joe Gqabi District: Indian Male/Person with Disabilities

DEPARTMENT OF HEALTH

APPLICATIONS : Applications must be submitted as follows using one of the following options to the specific centre: 1. Via the provincial e-recruitment system accessible at: https://ecprov.gov.za and/or at https://erecruitment.ecotp.gov.za. The Provincial e-Recruitment System is available 24/7 and closes at 23: 59 on the Closing Date. To report any e-Recruitment System challenges send an email with your (i) ID Number, (ii) profile email address, (iii) details of your issue to: RecruitmentHeadOffice@echealth.gov.za. Do not send any applications to this email address; should you do so, your applications/ CV will be regarded as lost and will not be considered. Technical support is limited to working hours: (08:00-16:30 Mon-Thursday and 08:00-16:00 on Friday).
Alfred Nzo District Office: Hand deliver/courier to: Human Resource Office, Alfred Nzo District Office, 81 Murray Street, Kokstad, 4700. Enquiries: Mr K Praim Tel No: (039) 797 6070.
Greenville Hospital: Hand deliver/courier to: Human Resource Office, Greenville Hospital, Greenville Location, Bizana, 4800, Enquiries: Mr Z Madikizela Tel No: (039) 251 3009.
Mt Ayliff Hospital: Hand deliver/courier to: HR Office, Mt Ayliff Hospital, 8 Insizwe Street, Mount Ayliff, 4735. Enquires: Mrs O Mjoka Tel No: (039) 254 0236.
Sipetu Hospital: Hand deliver/courier to: Human Resource Office, Sipetu Hospital, Isilindini, Tabankulu, 5090. Enquiries: Ms L Mahlathi Tel No: (039) 255 0077.
Khotsong TB Hospital: Hand deliver/courier to: Human Resource Office, Khotsong TB Hospital, 100 Jagger Street, Matatiele, 4730 Enquiries: Ms Z Pinyane Tel No: (039) 737 3801
Taylor Bequest Hospital (Matatiele): Hand deliver/courier to: Human Resource Office, Taylor Bequest Hospital, 01 Main Street, Matatiele, 4730. Enquiries: Mr S Kholiso Tel No: (039) 737 3107.
Madzikane Ka Zulu Hospital: Hand deliver/courier to: Human Resource Office, Madzikane ka Zulu Hospital, N2, Mount Frere, 5900. Enquiries: Ms N Mkhayi Tel No: (039) 255 8200/11/12.
Olivier & Adelaide Hospital: Hand deliver/courier to: Human Resource Office, St Patricks Hospital, Hospital Street, Bizana 4800. Enquiries: Ms O Gxaweni Tel No: (039) 251 0236.

Winnie Madikizela Mandela Sub District: Hand deliver/courier to: Human Resource Office, Winnie Madikizela Sub- District, Hospital Road, Bizana, 4800. Enquiries: Mr L Bhekiswayo Tel No: (039) 451 8200

Ntabankulu Sub District: Hand deliver/courier to: Post: Human Resource Office, Ntabankulu CHC, Nompukane Street, Ntabankulu, 5130. Enquiries: Ms W Lugongolo Tel No: (039) 258 0953

Maluti Sub District: Hand deliver/courier to: HR Office, Ex Maluti College of Education, Magistrate Street, Maluti, 4740 Enquiries: Mrs R Kok Tel No: (039) 256 0140 Email: rene.kok@echealth.gov.za

Mt Ayliff Sub District: Hand deliver/courier to: Human Resource Office, Alfred Nzo District Office, 81 Murray Street, Kokstad, 4700. Enquiries: Ms L Zonyane Tel No: (039) 797 6015. Email Linda.zonyane@echealth.gov.za

Mt Frere Sub District: Hand deliver/courier to: Human Resource Office, Umzimvubu Sub–District Office, Thobile Bam Office Park, Dabula Street, Mt Frere, 5090. Enquiries: Mr D Gamedala Tel No: (039) 797 6005

Amathole District Office: Hand deliver/courier to: Human Resource Office, Amathole Health District, 19 St James Road, Medical Centre Building, Southernwood, East London, 5200. Enquiries: Ms S Njokweni Tel No: (043) 707 6748.

Tower Psychiatric Hospital: Hand deliver/courier to: Human Resource Office, Tower Psychiatric Hospital, 16 Somerset Street, Fort Beaufort, 5720. Enquiries: Mr M Mapuka Tel No: (046) 645 5008.

Buffalo City Metro District Office: Hand deliver/courier to: Human Resource Office, Buffalo City Metro District Office, Old Building BKB, No 79 Fitzpatrick Road, Quigney, East London 5200. Enquires: Ms S Magoloti Tel No: (043) 708 1720.

Forensic Pathology Services (Buffalo City Metro): Hand deliver/courier to: Human Resource Office, Buffalo City Metro District Office, Old Building BKB, No 79 Fitzpatrick Road, Quigney, East London, 5200. Enquires: Ms S Mangoloti Tel No: (043) 708 1720.

Cecilia Makiwane Regional Hospital: Hand deliver/courier to: Human Resource Office, Cecilia Makiwane Hospital, 4 Billie Road, Mdantsane, 5219 Enquiries: Ms N. Matshaya Tel No: (043) 708 2121.

Frere Tertiary Hospital: Hand deliver/courier to: Human Resource Office, Frere Tertiary Hospital, Amalinda Main Road, East London, 5200. Enquiries: Ms N Mthitshana Tel No: (043) 709 2487/2532.

Chris Hani District Office: Hand deliver/courier to: Human Resource Office, Chris Hani District Office, Ward F, Queenstown, 5320. Enquires: Mr S Magxiva Tel No: (045) 839 2133

Forensic Pathology Services (Chris Hani): Hand deliver/courier to: Human Resource Office, Chris Hani District Office, Ward F, Queenstown, 5320. Enquires: Mr S Magxiva Tel No: (045) 839 2133

Intsika Yethu Sub-District Office: Hand deliver/courier to: Human Resource, Intsika Yethu Sub-District Office, 201 Main Street, Cofimvaba, 5380. Enquiries: Ms A Mabentsela Tel No: (047) 874 0079.

Sakhisizwe Sub-District - Hand deliver/courier to: Human Resource Office, Sakhisizwe Sub-District, Arthur Tsengiwe Building, Queenstown Road, Cala 5455. Enquiries: Ms B Mtsi Tel No: (047)8770931.

Engcobo Sub-District - Hand deliver/courier to: Human Resource Office (Old Maternity Ward), All Saints Hospital, All Saints Mission Road, Engcobo, 5050. Enquiries: Ms N. Matala Tel No: (047) 5480022/34/0723558144

Enoch Mgijima Sub-District – Hand deliver/courier to: Hand deliver/courier to: Human Resource Office, Enoch Mgijima Sub District Private Bag x1, Room 07, 1st Floor, Komani Psychiatric Hospital Queenstown 5320. Enquiries: Ms Mtweni Tel No: (045) 807 8908/8909/8910

Emalahleni Sub District – Hand deliver/courier to: Human Resources Office, Emahlahleni Sub District Office, 4 Ndarala Road, Lady Frere 5410. Enquiries: Ms N Katiya Tel No: (047) 878 2800

Inxuba Yethembu Sub District: Hand deliver/courier to: Human Resource Office, Inxuba Yethembu Sub District Office, Nurses Home, Hospital Road, Cradock, 5880. Enquiries: Ms A Opperman Tel No: (048) 881 2921

All Saints Hospital - Hand deliver/courier to: Human Resource Office, All Saints Hospital, All Saints Mission Road, Engcobo 5050. Enquiries: Ms NP Gcaza – Tel No: (047) 548 4104

Cala Hospital: Hand deliver/courier to: Human Resource Office, Cala Hospital, Drully Lane Street, Cala, 5455. Enquires: Ms Z Mpangele – Tel No: (047) 877 0237

Elliot Hospital - Hand deliver/courier to: Human Resource Office, Elliot Hospital, Maclear Road, Elliot, 5460. Enquiries: Ms Z Dunga Tel No: (045) 9311321

Wilhelm Stahl Hospital - Hand deliver/courier to: Human Resource Office Wilhelm Stahl Hospital, 104 Du Plessis Street, Middleburg, 5900. Enquiries: Mr. B Mbalula Tel No: (049) 842 1111.

Hewu Hospital - Hand deliver/courier to: Human Resource Office, Hewu Hospital, Main Road, Ekuphumleni Township, Whittlesea, 5630. Enquiries: Mr X Kolwapi Tel No: (040) 841 0754

Cradock Hospital - Hand deliver/courier to: Human Resource Office, Cradock Hospital, 30 Hospitaal Street, Cradock, 5880. Enquiries: Ms Danster Tel No: (048) 881 2123.

Molteno Hospital – Hand deliver/courier to: Human Resource Office, Molteno Hospital, Stuart Street, Molteno 5880. Enquiries: Mr. L Tsengiwe Tel No: (045) 967 0089.

Glen Grey Hospital - Hand deliver/courier to: Human Resource Office, Glen Grey Hospital, Indwe Road, Lady Frere, 5410. Enquiries: Ms N Ralushe Tel No: (047) 878 2800.

Mjanyana Hospital - Hand deliver/courier to: Human Resource Office, Mjanyana Hospital, R408, Idutywa, 5000. Enquiries: Ms SS Naku Tel No: (047) 874 8000.

Sterkstroom Hospital - Hand deliver/courier to: Human Resource Office, Sterkstroom Hospital, 18 Legrage Str. Sterkstoom Hospital, Sterkstroom. Enquiries: Mrs. CM Swart Tel No: (045) 966 0268.

Cofimvaba Hospital - Hand deliver/courier to: Human Resource Office, Cofimvaba Hospital, Private Bag X1207. Cofimvaba 5380. Enquiries: Ms N Somlota Tel No: (047) 874 8000

Dordrecht Hospital - Hand deliver/courier to: Human Resource Office, Dordrecht Hospital, 1 Grey Street, Dordrecht Hospital, Dordrecht 5435. Enquiries Ms Tshiwula Tel No: (045) 943 1195.

Martje Venter Hospital - Hand deliver/courier to: Human Resource Office, Tarkstard, No1 Margarete, Tarkastard, 5370. Enquiries: Dr M Zaula Tel No: (045) 846 0041

Indwe Hospital – Hand deliver/courier to: Human Resource Office, Indwe Hospital P.O. Box 5 Indwe 5445: Enquiries: Mr C Gouws Tel No: (045) 952 1030

Frontier Regional Hospital – Hand deliver/courier to: Human Resource Office, Frontier Regional Hospital, Corner Kingsway & Livingstone Road, Queenstown, 5320. Enquiries: Mr T Soxujwa Tel No: (045) 808 4225

Komani Psychiatric Hospital – Hand deliver/courier to: Human Resource Office, Komani Psychiatric Hospital, 1833 National Road Queenstown 5320: Enquiries: Ms N Mzola Tel No: (045) 858 8400.

Joe Gqabi District Office - Hand deliver/courier to: Human Resource Office, Joe Gqabi District Office, 32 Dan Pienaar Street, Hot springs, Aliwal North 9750. Enquiries: Mr. J.S Ndzinde – Tel No: (051) 633 9631.

Maletswai Sub-District - Hand deliver/courier to: Human Resource Office, Maletswai Sub-District, Aliwal North Hospital, No 1 Parklane Avenue, Aliwal North, 9750. Enquiries: Mr. J.S Ndzinde Tel No: (051) 633 9617.

Elundini Sub–District - Hand deliver/courier to: Human Resource Office, P Bag X1129, Elundini Sub–District Office, Police Street, Mount Fletcher, 4770. Enquiries: Mr JZ Ndzinde – Tel no: Mr. J.S Ndzinde – Tel No: (051) 633 9631

Senqu Sub-District - Hand deliver/courier to: Human Resource Office, Sengu Sub-district, Bensonvale College, Sterkspruit, 9762. Enquiries: Mr. J.S Ndzinde Tel No: (051) 633 9617/0781161958.

Cloete Joubert Hospital - Hand deliver/courier to: Human Resource Office, Cloete Joubert Hospital, 1 Voortrekker Road, Barkly East, 9786. Enquiries: Mr. Z.O Mgeyi Tel No: (045) 971 0091

Maclear Hospital - Hand deliver/courier to: Human Resource Office, Maclear Hospital, No 1 Fourie Street, Maclear, 5480. Enquiries: Ms C Aucamp Tel No: (045) 932 1028.

Taylor Bequest Hospital (Mt Fletcher): Hand deliver/courier to: Human Resource Office, Taylor Bequest Hospital (Mount Fletcher), Police Street, Mount Fletcher, 4770. Enquiries:Mr J Ndzinde Tel No: (039) 257 0099.

Aliwal North Hospital - Hand deliver/courier to: Human Resource Office, Aliwal North Hospital, Private Bag X1004, Aliwal North 9757 or hand delivery: HR Office, Aliwal North Hospital, No 1 Parklane Street, Aliwal North. Enquiries: Mr V Mona- Tel No: (051) 633 7700.

Burgersdorp Hospital - Hand deliver/courier to: Human Resource Office, Burgersdorp Hospital, Daantjie Van Den Heever Street, Burgersdorp, 9744. Enquiries: Ms N Zondi - Tel No: (051) 653 1881

Empilisweni Hospital - Hand deliver/courier to: Human Resource Office, Empilisweni Hospital, Umlamli Road, Sterkspruit, 9762. Enquiries: Mr J Fonya Tel No: (051) 611 0037

Umlamli Hospital - Hand deliver/courier to: Human Resource Office, Umlamli Hospital, Hoita Village, Sterkspruit, 9762. Enquiries: Mr J Ndzinde Tel No: (051) 611 0079/90/051 633 9617

Lady Grey Hospital - Hand deliver/courier to: Human Resource Office, Lady Grey Hospital, Bekker Street, Lady Grey Hospital, 9755. Enquiries: Ms N Skisazana – Tel No: (051) 603 0093/0115.

St Francis Hospital - Hand deliver/courier to: Human Resource Office, St Francis Hospital, Dukathole Bantu Street, Aliwal North, 9750. Enquiries: Mr J Ndzinde Tel No: (051) 633 2741

Jamestown Hospital - Hand deliver/courier to: Human Resource Office, Jamestown Hospital, 3 Hill Street, Jamestown, 9742. Enquiries: Mr J Ndzinde Tel No: (051) 633 9617.

Steynsburg Hospital - Hand deliver/courier to: Human Resource Office, Steynsburg Hospital, 1 Henning Street, Steynsburg Hospital, 5920. Enquiries: Mr J Ndzinde – Tel No: (048) 884 0241/051 633 9617

Lililtha Nursing College - Hand deliver/courier to: Human Resource Office, Room 41/2, Lilitha Nursing College of Nursing, Lennox Road, Amalinda, East London, 5201. Enquiries: Ms P Mene Tel No: (043) 700 9717/26.

Nelson Mandela Metro Office – Hand deliver/courier to: Human Resource Office, Nelson Mandela Health District Office, (Old Walton Building) Conyngham Street, Parson Hill, Gqeberha, 6057. Enquiries: Ms A Tsoko Tel No: (041) 391 8190.

Forensic Pathology Services (Nelson Mandela Metro) – Hand deliver/courier to: Human Resource Office, Nelson Mandela Health District Office, (Old Walton Building) Conyngham Street, Parson Hill, Gqeberha, 6057. Enquiries: Ms A Tsoko Tel No: (041) 391 8190.

Eastern Cape College of Emergency Care - Hand deliver/courier to: Human Resource Office, Eastern Cape College of Emergency Care (Next to Dora Nginza Hospital), Spondo Street, Zwide, Port Elizabeth,6006. Enquiries: Mr K Plaatjie Tel No: (041) 453 0911.

Livingstone Tertiary Hospital – Hand deliver/courier to: Human Resource Office, Nurses Home, 2nd Floor, Standford and Korsten Road, Gqeberha, 5201. Enquiries: Ms L Mabanga Tel No: (041) 405 2348

Dora Nginza Regional Hospital - Hand deliver/courier to: Human Resource Office, Room DG71, Admin Building 1st Floor, Dora Nginza Regional Hospital, Spondo Street, Zwide, Gqeberha, 6201. Enquiries: Ms B Bomela Tel No: (041) 406 4421.

Uitenhage Provincial Hospital - Hand deliver/courier to: HR Office, Uitenhage Provincial Hospital, 36 Channer Street, Levyvale, Uitenhage 6229. Enquiries: Ms D Davids Tel No: (041) 995 1129.

Jose Pearson TB Hospital - Hand deliver/courier to: Human Resource Office, Jose Pearson TB Hospital, Mission Road, Bethelsdorp, Gqeberha, 6015. Enquiries: Ms Z Bushula Tel No: (041) 372 8001.

Elizabeth Donkin Hospital – Hand deliver/courier to: Human Resource Office, Elizabeth Donkin Hospital, 1 La Roche Drive, Elizabeth Donkin Hospital, Walmer, Gqeberha, 6001. Enquiries: Mr. E Felkers Tel No: (041) 585 2323.

Empilweni Hospital – Hand deliver/courier to: Human Resource Office, Empiliweni Hospital, 01 Mati Road, New Brighton, Gqeberha, 6200. Enquiries: Ms K Sinyahla Tel No: (041) 406 7627.

OR Tambo District Office - Hand deliver/courier to: Human Resource Office, OR Tambo Health District Office, 70 Blackway Street, Mthatha, 5099. Enquiries: Ms A Sokutu Tel No: (047) 502 9000.

Forensic Pathology Services (OR Tambo District) - Hand deliver/courier to: Human Resource Office, OR Tambo Health District Office, 70 Blackway Street, Mthatha, 5099. Enquiries: Ms Z Mtimba Tel No: (047) 502 9000.

Mthatha Pharmaceutical Depot – Hand deliver/courier to: Human Resource Office, Mthatha Pharmaceutical Depot (Next to Nelson Mandela Academic Hospital), 71 Nelson Mandela Drive, Mthatha 5099. Enquiries: Mr M Diko Tel No: (047) 531 1076/047 532 2779.

Nelson Mandela Academic Hospital – Hand deliver/courier to: Human Resource Office, Nelson Mandela Academic Hospital, 71 Nelson Mandela Drive, Mthatha 5099. Enquiries: Ms Calaza Tel No: (047) 502 4469.
Mthatha Regional Hospital - Hand deliver/courier to: HR Office, Mthatha Regional Hospital, 71 Nelson Mandela Hospital, Mthatha, 5099. Enquiries: Mr M Shabane Tel No: (047) 502 4143/4008.
St Elizabeth Regional Hospital - Hand deliver/courier to: Human Resource Office, St Elizabeth Regional Hospital, R61 Street, Lusikisiki, 4820. Enquiries: Mr M Langa – Tel No: (039) 253 5012.
Sarah Baartman District Office - Hand deliver/courier to: Human Resource Office, Sarah Baartman Health District, No 66 Ring Road Road, Fairview Office Park, Greenacres, Gqeberha 6057. Enquiries: Ms T Sompontsha at 071 867 8865.
Fort England Psychiatric Hospital – Hand delivery/courier to: Human Resource Office, Fort England Psychiatric Hospital, York Street, Grahamstown, 6140. Enquiries: Ms X Nazo Tel No: (046) 602 2300.
Sunday's Valley Hospital - Hand deliver/courier to: Human Resource Office, Sunday's Valley Hospital, 2 Whytesweg, Kirkwood. 6120. Enquiries: Mr T. Fekema Tel No: (042) 2300 406/432/567.
Andries Vosloo Hospital - Hand deliver/courier to: Human Resource Office, Andries Vosloo Hospital, Hospital Road, Somerset East, 6057. Enquires: Ms CZ Zozo – Tel No: (042) 243 1313
Willowmore Hospital - Hand deliver/courier to: Human Resource Office, Willowmore Hospital, 25 Knysna Street, Willowmore, 6445. Enquiries: Ms R Schutte Tel No: (044) 923 1127
Humansdorp Hospital - Hand deliver/courier to: Human Resource Office (Admin Block), Humansdorp Hospital, 1 Du Plessis Street Humansdorp Hospital (Next to Nico Malan High School), Humansdorp, 6300. Enquires: Ms G Kivedo Tel No: (042) 200 4279/236.
BJ Vorster Hospital - Hand deliver/courier to: Human Resource Office, BJ Voster Hospital, Kron N Baaken Street, Kareedouw, 6400. Enquiries: Ms G Sikiwe Tel No: (042) 288 0210
Settlers Hospital - Hand deliver/courier to: Human Resource Office, Settlers Hospital, Milner Street, Cradock Heights, Grahamstown 6140. Enquires: Ms Z Kondile Tel No: (046) 602 5046.
Aberdeen Hospital - Hand deliver/courier to: Human Resource Office, Aberdeen Hospital, 35 Hope Street, Aberdeen, 6270. Enquiries: Ms T Sompontsha Tel No: (049) 846 0391.
Margery Parkes TB Hospital and Camdeboo Sub-District - Hand deliver/courier to: Human Resource Office, Margery Parkes Hospital, 63A Bree Street, Graaf-Reinet, 6280. Enquiries: Mr. MT Buyiselo Tel No: (049) 893 0031
Midland Hospital - Hand deliver/courier to: Human Resource Office, Midland Hospital, 1 Albertyn Street, Graaf-Reinet, Midland Hospital, Graaf-Reinet. Enquiries: Ms N Magwaxaza Tel No: (049) 807 7739
Port Alfred Hospital - Hand deliver/courier to: Human Resource Office, Port Alfred Hospital, Southwell Road, Port Alfred, 6170. Enquiries: Ms N Raco Tel no: 046 604 4000.
PZ Meyer TB Hospital – Hand deliver/courier to: HR Office, Humansdorp Hospital, Johnston Street, Humansdorp, 6300. Enquiries: Dr P Mboya- Majola Tel No: (042) 291 2072
Jansenville (SAWAS) Hospital- Hand deliver/courier to: Jansenville Hospital, College Street Jansenville 6265. Enquiries: Mr T Marenene Tel No: (049) -836 0588 /049-836 0086
Makana Sub- District - Hand deliver/courier to Makana Sub District 49 Beaufort Street Grahamstown 6140. Enquiries: Ms N Fulani Tel No: (046) 622 49015
Kouga Sub District - Post to: Human Resource Office (Admin Block), Humansdorp Hospital, 1 Du Plessis Street Humansdorp Hospital (Next to Nico Malan High School), Humansdorp, 6300. Enquires Ms L Fillis Tel No: (042) 200 4214

CLOSING DATE : 31 July 2026. No late applications will be accepted.
NOTE : Applications must be submitted on a duly completed New Z83 form (effective from 01 January 2021), e-Recruitment System automatically generates Z83 immediately you press apply and generate Z83. Applicants are not required to submit copies of qualifications and other relevant documents upon application but must submit a fully completed Z83 form and detailed Curriculum Vitae. NB: Z83 in the e-recruitment system is currently not signable; so, applicants who

submitted applications via the e-recruitment system will not be disqualified for an unsigned Z83 instead will be requested to sign on/or before the interview day. View the list of the positions you applied for on "My Job Applications" and do note that the system Z83 does not reflect work experience and qualifications, however, every detail of your information does reflect to the Recruitment team. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents (like a copy of Permanent Resident Permit for Non-RSA Citizens/Permanent Resident Permit Holders to HR on or before the interview date. Failure to submit all the required documents will disqualify the application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/ study verification and previous employment verification). All shortlisted candidates, including the SMS shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements, and the other must be an integrity (ethical conduct) assessment. The Selection Panel will recommend candidates to attend a generic Managerial Competency Assessment in compliance with the DPSA Directive on the implementation of Competency-based Assessment. Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/ knowledge test. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Successful candidates will be appointed on a probation period of twelve 12/24 months. It is the objective to address the Employment Equity Affirmative Action Measures in line with the Employment Equity Plan and to achieve equitable representation across race and gender. The EE targets of the recruiting Department will be adhered to although the applications are welcome from all racial groups. The Recruiting Department reserves the right to amend/ review/ withdraw the advertised posts if by so doing, the best interest of the department will be well served. (Females and People with Disabilities are also requested to apply and indicate such in their applications). Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. SMS pre-entry certificate (Nyukela) must be submitted prior appointment. Full details can be sourced by following the link: https://www.thensg.gov.za/training-course/sms-pre-entry-programme Note: Due to austerity measures, the Department will not carry any related costs (transport, accommodation, and meals) for candidates attending pre-selection assessment/s and interviews

OTHER POSTS

POST 25/186 : **MECHANICAL ENGINEER: PLANNING DIRECTORATE REF NO: ECHEALTH/ME-PD/HO/HFRG/01/07A/2025**

SALARY : Grade A: R914 517 - R 975 582 per annum, (OSD), an all-inclusive package
Grade B: R 1 030 296 - R1 109 925 per annum, (OSD), an all-inclusive package
Grade C: R1 172 184 - R1 376 199 per annum, (OSD), an all-inclusive package

CENTRE : Head Office, Bhisho

REQUIREMENTS : National Senior Certificate, Degree in Mechanical Engineering (B Eng/BSC (Eng) or relevant qualification coupled with three (3) years' post qualification experience. Compulsory registration with ECSA as Professional Engineer (Mechanical). A valid Driver's licence. Computer literate.

DUTIES : To provide inputs to technical and functional norms and standards from an engineering perspective to be issued in terms of the Provincial Health Facilities Guidelines. Monitor that infrastructure projects implemented by Implementing Agent(s) comply with approved engineering functional and technical norms and standards and that the planning and design are according to sound engineering principles and code of practice. Update functional and technical norms and standards updated based on learning generated through Post Project and Post Occupancy Evaluation (POE) exercises. Prepare reports stating the advisability, desirability, impact and legality of proposals for innovative service delivery mechanisms. Undertake feasibility studies and prepare reports detailing service impact, financial impact, infrastructure impact, constraints,

alternatives and attainability. Develop cost effective solutions according to standards. Prepare technical specifications. Apply mechanical design principles. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology in specifications. Undertake preliminary costing per installation. Develop mechanical engineering standard data sheets and drawings. Provide mechanical engineering inputs to Project Execution Plan v.1. Prepare reports on mechanical engineering investigations. Determine mechanical engineering proposals and design work for solutions where necessary. Provide mechanical engineering professional and technical advice in the form of verbal and written advice reports, calculations, specifications and drawings. Monitor and study the health sector, legal frameworks, standards changes and policy frameworks. Engage in relevant continuous professional development activities (tools and techniques) as prescribed and /or required.

ENQUIRIES : Ms N. Gwarube Tel No: (040) 608 1188
For e-Recruitment Enquiries: RecruitmentHeadOffice@echealth.gov.za

APPLICATIONS : Applicants must apply for this post by using e-Recruitment system https://erecruitment.ecotp.gov.za/

POST 25/187 : **MECHANICAL ENGINEER: ENGINEERING & TECHNICAL SERVICES REF NO: ECHEALTH/ME-ETS/HO/HFRG/01/07B/2025**

SALARY : Grade A: R914 517 - R975 582 per annum (OSD), an all-inclusive package
Grade B: R1 030 296 - R1 109 925 per annum (OSD), an all-inclusive package
Grade C: R1 172 184 - R1 376 199 per annum (OSD), an all-inclusive package

CENTRE : Head Office, Bhisho

REQUIREMENTS : National Senior Certificate, Degree in Mechanical Engineering (B Eng/BSC (Eng) or relevant qualification coupled with three (3) years' post qualification experience. Compulsory registration with ECSA as Professional Engineer (Mechanical). A valid Driver's licence. Computer literate

DUTIES : To perform final review and approvals of audits on new engineering designs according to design principles or theory. Research the needs of the relevant health institutions. Co-ordinate designs efforts and integration across disciplines to ensure seamless integration with current technology. Pioneering of new engineering services and management methods. Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources. Set engineering maintenance standards, specifications and service levels according to organizational objectives to ensure optimum operational availability. Allocate, control, monitor and repot on all resources. Compile risks logs and manage significant risk according to sound risk management practice and organizational requirements. Provide technical consulting services for the operation on engineering related matters to minimise possible engineering risks. Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organizational needs and objectives. Facilitate the compilation of innovation proposals to ensure validity and adherence to organisational principles. Continuous professional development to keep up with new technologies and procedure.

ENQUIRIES : Ms N. Gwarube Tel No: (040) 608 1188
For e-Recruitment Enquiries: RecruitmentHeadOffice@echealth.gov.za

APPLICATIONS : Applicants must apply for this post by using e-Recruitment system https://erecruitment.ecotp.gov.za/

POST 25/188 : **ELECTRICAL ENGINEER: INFRASTRUCTURE PLANNING REF NO: ECHEALTH/EE-IP /HO/HFRG/01/07C/2025**

SALARY : Grade A: R914 517 - R975 582 per annum (OSD), an all-inclusive package
Grade B: R1 030 296 - R1 109 925 per annum (OSD), an all-inclusive package
Grade C: R1 172 184 - R1 376 199 per annum (OSD), an all-inclusive package

CENTRE : Head Office, Bhisho

REQUIREMENTS : National Senior Certificate, Degree in Mechanical Engineering (B Eng/BSC (Eng) or relevant qualification coupled with three (3) years' post qualification experience. Compulsory registration with ECSA as Professional Engineer (Mechanical). A valid Driver's licence. Computer literate.

DUTIES : To provide inputs to technical and functional norms and standards from an engineering perspective to be issued in terms of the Provincial Health Facilities Guidelines. Monitor that infrastructure projects implemented by Implementing

Agent (s) comply with approved engineering functional and technical norms and standards and that the planning and design are according to sound engineering principles and code of practice. Update functional and technical norms and standards updated based on learning generated through Post Project and Post Occupancy Evaluation (POE) exercises. Prepare reports stating the advisability, desirability, impact and legality of proposals for innovative service delivery mechanisms. Undertake feasibility studies and prepare reports detailing services impact, financial impact, infrastructure impact, constraints, alternatives and attainability. Develop cost effective solutions according to standards. Prepare technical specifications. Apply electrical design principles. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology in specifications. Undertake preliminary costing per installation. Prepare reports on electrical engineering investigation. Determine electrical engineering proposals and design work for solutions where necessary. Provide electrical engineering inputs to implement projects successfully. Provide electrical engineering professional and technical advice in the form of verbal and written advice, reports calculations, specifications and drawings. Monitor and study the health sector, legal framework, standards changes and policy frameworks.

ENQUIRIES : Ms N. Gwarube Tel No: (040) 608 1188
For e-Recruitment Enquiries: RecruitmentHeadOffice@echealth.gov.za

APPLICATIONS : Applicants must apply for this post by using e-Recruitment system https://erecruitment.ecotp.gov.za/

POST 25/189 : **ELECTRICAL ENGINEER: ENGINEERING & TECHNICAL SERVICES REF NO: ECHEALTH/EE-ETS/HO/HFRG/01/07D/2025**

SALARY : Grade A: R914 517 - R975 582 per annum (OSD), an all-inclusive package
Grade B: R 1 030 296 - R1 109 925 per annum (OSD), an all-inclusive package
Grade C: R1 172 184 - R1 376 199 per annum (OSD), an all-inclusive package

CENTRE : Head Office, Bhisho

REQUIREMENTS : National Senior Certificate, Degree in Mechanical Engineering (B Eng/BSC (Eng) or relevant qualification coupled with three (3) years' post qualification experience. Compulsory registration with ECSA as Professional Engineer (Mechanical). A valid Driver's licence. Computer literate

DUTIES : To provide inputs to technical and functional norms and standards from an engineering perspective to be issued in terms of the Provincial Health Facilities Guidelines. Monitor that infrastructure projects implemented by Implementing Agent (s) comply with approved engineering functional and technical norms and standards and that the planning and design are according to sound engineering principles and code of practice. Update functional and technical norms and standards updated based on learning generated through Post Project and Post Occupancy Evaluation (POE) exercises. Prepare reports stating the advisability, desirability, impact and legality of proposals for innovative service delivery mechanisms. Undertake feasibility studies and prepare reports detailing services impact, financial impact, infrastructure impact, constraints, alternatives and attainability. Develop cost effective solutions according to standards. Prepare technical specifications. Apply electrical design principles. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology in specifications. Undertake preliminary costing per installation. Prepare reports on electrical engineering investigation. Determine electrical engineering proposals and design work for solutions where necessary. Provide electrical engineering inputs to implement projects successfully. Provide electrical engineering professional and technical advice in the form of verbal and written advice, reports calculations, specifications and drawings. Monitor and study the health sector, legal framework, standards changes and policy frameworks.

ENQUIRIES : Ms N. Gwarube Tel No: (040) 608 1188
For e-Recruitment Enquiries: RecruitmentHeadOffice@echealth.gov.za

APPLICATIONS : Applicants must apply for this post by using e-Recruitment system https://erecruitment.ecotp.gov.za/

POST 25/190 : **CONSTRUCTION PROJECT MANAGER: INFRASTRUCTURE DELIVERY REF NO: ECHEALTH/CCPM-ID /HO/HFRG/01/07E/2025**

SALARY : Grade A: R914 517 – R975 582 per annum (OSD), an all-inclusive package
Grade B: R1 030 296 – R1 109 925 per annum (OSD), an all-inclusive package

		Grade C: R1 172 184 - R1 376 199 per annum (OSD), an all-inclusive package
CENTRE	:	Head Office, Bhisho
REQUIREMENTS	:	National Senior Certificate, B Tech or Degree or Honours Degree or National Higher Diploma in Built Environment. Registered as Construction Project Manager with SACPCMP. A valid driver's license. Computer literate. 3 Years' experience post qualification except if National Higher Diploma – 4 years and six months' experience. If BTech – 4 years' experience. If National Diploma – 6 Years experience.
DUTIES	:	Assist to prepare the Procurement Strategy, Infrastructure Programme Management Plan (IPMP) and updating of the plan. Assist to prepare the infrastructure budget and final project list. Assist to prepare the packages/individual project briefs; presenting these to the Implementing Agent (IA) referred to as Project Execution Plan v1 with all the inputs obtained from the Directorate Infrastructure Planning. Assist to monitor the implementation of programmes and projects by Implementing Agent (IA) and the adherence to the Service Delivery Agreement. Assist to manage project implementation of projects that are not allocated to an Implementing Agent (IA). Assist to review Variation Orders in terms of contract management practice and financial implications in collaboration with professionals in the Directorate Infrastructure Planning. Assist to develop Project Stage reports & designs in accordance with strategic decision-making points as defined in the Provincial Infrastructure Delivery Framework. Coordinate and participate in project commissioning, including site visits. Review and Maintenance Plans and budgets on completion of projects. Assist to review infrastructure projects and programmes in line with the built environment norms, standards and legislative requirements. Assist to participate in the continuous improvement of best practices, standardised process and procedures, software applications and tools. Manage and participate in Post Project and Post Occupancy Evaluation exercises. Study professional journals and publications to stay abreast of new developments. Monitor and Study the Health Sector, legal frameworks and standards. Engage relevant continuous professional development activities. Update Infrastructure policies of the Department in terms of research findings, new technology and changes in the institutional environment. Update the Infrastructure policies of the Department in terms of research findings, new technology and changes in the institutional environment.
ENQUIRIES	:	Ms N. Gwarube Tel No: (040) 608 1188 For e-Recruitment Enquiries: RecruitmentHeadOffice@echealth.gov.za
APPLICATIONS	:	Applicants must apply for this post by using e-Recruitment system https://erecruitment.ecotp.gov.za/
POST 25/191	:	**QUANTITY SURVEYOR (INFRASTRUCTURE DELIVERY) REF NO: ECHEALTH/ME-ETS/HO/HFRG/01/07F/2025**
SALARY	:	Grade A: R791 157 – R849 525 per annum (OSD), an all-inclusive package Grade B: R900 957 - R961 167 per annum (OSD), an all-inclusive package Grade C: R1 015 071 - R1 189 767 per annum (OSD), an all-inclusive package
CENTRE	:	Head Office, Bhisho
REQUIREMENTS	:	National Senior Certificate, an NQF level 7 in Quantity Surveying and/or equivalent qualification as recognised by SAQA coupled with three (3) years' post qualification survey experience as a Quantity Surveyor. Compulsory registration as Professional Quantity Surveyor with SACQSP. A valid drivers licence. Computer literate.
DUTIES	:	To prepare the Procurement strategy, Infrastructure Programme Management Plan (IPMP) and updating of the plan. Prepare the Infrastructure budget and final project list. Prepare the packages/individual project briefs; presenting these to the Implementing Agent (IA) referred to as Project Execution Plan v1 with all the inputs obtained from the Directorate Infrastructure Planning. Participate in the procurement of Professional Service Providers and Contractors, including the preparation and approval of Bid Specifications and evaluations of tenders as member of the Supply Chain Management Committees in Public Works and/ or relevant SCM Committees of Alternative IAs and Provincial Department of Health. Monitor the implementation of Programmes and Projects by the Implementing Agent (IA) and the adherence to the Service Delivery Agreement. Manage project implementation of projects that are not allocated to an Implementing Agent (IA). Review and sign off on the Infrastructure Programme Implementation Plan (IPIP) as prepared by the Implementing Agent (IA). Review and recommend Variation Orders in terms of

contract management practice and financial implications in collaboration with professionals in the Directorate Infrastructure Planning. Manage the updating of project/programme documentation and information and submit all built environment documentation to the Directorate Infrastructure Planning and the financial documents to the Deputy Director Finance. Coordinate and participate in project commissioning including site visits. Collect and update information on systems in terms of Technical Condition Assessment on completion of projects. Review Infrastructure Projects and programmes in line with the built environment norms, standards and legislative requirements. Monitor and study the health sector, legal frameworks standards changes and policy frameworks.

ENQUIRIES : Ms N. Gwarube Tel No: (040) 608 1188
For e-Recruitment Enquiries: RecruitmentHeadOffice@echealth.gov.za

APPLICATIONS : Applicants must apply for this post by using e-Recruitment system https://erecruitment.ecotp.gov.za/

POST 25/192 : **QUANTITY SURVEYOR (INFRASTRUCTURE PLANNING) REF NO: ECHEALTH/QS-IF /HO/HFRG/01/07G/2026 (X1 POST)**

SALARY : Grade A: R791 157 – R849 525 per annum (OSD), an all-inclusive package
Grade B: R900 957 - R961 167 per annum (OSD), an all-inclusive package
Grade C: R1 015 071 - R1 189 767 per annum (OSD), an all-inclusive package

CENTRE : Head Office, Bhisho

REQUIREMENTS : National Senior Certificate, an NQF level 7 in Quantity Surveying and/or equivalent qualification as recognised by SAQA coupled with three (3) years' post qualification survey experience as a Quantity Surveyor. Compulsory registration as Professional Quantity Surveyor with SACQSP. A valid driver's licence. Computer literate.

DUTIES : To develop planning and cost norms and standards issued in terms of Provincial Health Facilities Guidelines. Maintain planning and cost norms and standards library. Monitor that Infrastructure projects implemented by Implementing Agent (s) comply with approved planning and cost norms and standards. Promote the adoption of technical and quality strategies. Review cost determinations of projects and estimates submitted. Provide inputs from quantity surveyor perspective to infrastructure policies, procedures, methods and criteria for Capex, minor capital and scheduled maintenance projects, Develop commissioning plans from a quantity surveyor perspective. Prepare from a Quantity Surveyor perspective input to Project Briefing documents. Prepare from a Quantity Surveyor perspective input to the Project Execution Plan version 1. Develop cash flow projections. Develop costing models. Provide inputs to the Annual Medium Term and Adjustment budgets to the Directorate Infrastructure Delivery. Provide inputs to the User Asset Management Plan from Quantity Surveyor perspective. Provide inputs to the Infrastructure Programme Management Plan and Infrastructure Programme Implementation Plan from the Quantity Surveyor perspective. Provide inputs to the procurement strategy from a Quantity Surveyor perspective. Update the Infrastructure comprehensive planning framework of Department in terms of research findings, new technology and changes in the institutional environment.

ENQUIRIES : Ms N. Gwarube Tel No: (040) 608 1188
For e-Recruitment Enquiries: RecruitmentHeadOffice@echealth.gov.za

APPLICATIONS : Applicants must apply for this post by using e-Recruitment system https://erecruitment.ecotp.gov.za/

POST 25/193 : **ENGINEERING TECHNICIAN: CIVIL (ENGINEERING & TECHNICAL SERVICES DIRECTORATE) REF NO: ECHEALTH/ET-EETS/HO/HFRG/01/07H/2026**

SALARY : Grade A: R407 337 - R435 066 per annum, (OSD)
Grade B: R460 086 – R492 729 per annum, (OSD)
Grade C: R518 769 - R610 131 per annum, (OSD)

CENTRE : Head Office, Bhisho

REQUIREMENTS : National Senior Certificate, A National Diploma in Engineering (Mechanical) or equivalent relevant qualifications (Mechanical) coupled with three (3) years working experience post qualification as an Engineering Technician (Electrical). Registration with ECSA as an Engineering Technician (Electrical). A valid driver's Licence. Computer literate.

DUTIES : To assist the Engineer with Technical activities. Promotes safety in line with statutory and regulatory requirements. Evaluate existing maintenance technical manuals, standard drawings and procedures to incorporate new technology. Produce technical designs with specifications. Assist to manage the execution of maintenance strategy through the provision of appropriate structures systems and resources. Assist to set engineering maintenance and standards, specifications and service levels according to organizational objectives to ensure optimum operational availability. Design and establish a system to collect credible data on the use of utilities by Health Facilities. Provide training to Administrative Clerk on collection of data. Validate usage and draft reports. Identify excessive usage. Assist to allocate, control, monitor and report on all resources. Assist to compile risk logs and manage significant risk according to sound risk management practice and organisational requirements. Provide inputs into the budgeting process as require. Compile and submit reports as required. Provide and consolidate inputs to technical engineering operational plan. Continuous professional development to keep up with new technologies and procedures.

ENQUIRIES : Ms N. Gwarube Tel No: (040) 608 1188
For e-Recruitment Enquiries: RecruitmentHeadOffice@echealth.gov.za

APPLICATIONS : Applicants must apply for this post by using e-Recruitment system https://erecruitment.ecotp.gov.za/

POST 25/194 : **SUPPLY CHAIN CLERK SUPERVISOR REF NO: ECHEALTH/SCM-S/HO/ES/01/07/2026 (X3 POSTS)**

SALARY : R338 106 - R398 277 per annum (Level 07)
CENTRE : Bhisho, Head Office
REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6) as recognized by SAQA in Commerce / Supply Chain Management /Cost Management Accounting / Logistics Public Administration/Public Management / Business Management or any other related field/ with at least 1-2 years' experience in a procurement, asset management or logistics environment. Knowledge and skills: Knowledge of Asset management and Logistics, Provisioning administration, Procurement directives and procedures, Financial Accounting and LOGIS System. In-depth knowledge of legislative framework that governs the Public Service (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Understanding and application of Public Financial Management Act and Supply Chain Management Policies and Practices Skills: Good Interpersonal Relations skills, Planning and organizing skills, Decision Making skills and Problem-Solving skills. People Management skills, good verbal and written communication skills, Computer Literate, Customer orientation and customer focus and High attention to detail Responsibilities. A valid driver's licence.

DUTIES : Supervise and render asset management clerical services: Oversee the compilation and maintenance of records. Verify the issuing of equipment and accessories to components and individuals in need. Identify redundant, non-serviceable and obsolete equipment for disposal. Oversee the verification of the asset register. Supervise and render demand and acquisition clerical services: Update and maintain supplier (including contractors) database. Ensure that suppliers are captured and registered on the system. Request and receive quotations. Capture specification on the electronic purchasing system. Ensure that all orders are placed on time. Issue and receive bid documents. Provide secretariat or logistical support during the bid consideration and contracts conclusions. Supervise and undertake logistical support services: Check, place and verify orders for goods. Receive and verify goods from suppliers. Capture and ensure that goods are captured in registers and databases. Receive request for goods from end users. Issue goods to end users. Check and maintain goods registers. Update and ensure the maintenance of the register of suppliers. Supervise human resources/staff. Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.

ENQUIRIES : Ms Buza Tel No: (040) 608 9631
For e-Recruitment Enquiries: RecruitmentHeadOffice@echealth.gov.za

APPLICATIONS : Applicants must apply for this post by using e-Recruitment system https://erecruitment.ecotp.gov.za/

POST 25/195 : **ADMINISTRATION OFFICER (SHARED CONTACT CENTRE) REF NO: ECHEALTH/AO-SCC/HO/ES/01/07/2026**

SALARY : R338 106 - R398 277 per annum (Level 07)
CENTRE : Shared Contact Centre, East London
REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6) as recognized by SAQA in Social Sciences/Contact Centre Operations Management or related fields coupled with 1-2 years' experience in Contact Centre environment. Knowledge of public service regulation, mandate of Eastern Cape Department of health as well as standard operating procedure of the Contact Centre environment, Knowledge and skills on CRM and CCC interpersonal communication skills. Computer literate. The candidate will be expected to work shifts in Contact Centre renders a 24-hour service.
DUTIES : Supervising and meeting performance targets for speed, efficiency, and health service promotions and quality for both Inbound and Outbound operations. Supervise the daily operative running of the Shared Contact Centre liaising with Contact Centre management team to gather information and resolve conflicting operative issues. Monitoring random calls to improve quality. Minimize errors and track operative performance. Reviewing the performance of Contact Agents. Identifying training needs and planning on job training sessions. Recording statistics, user rates and the performance levels of the Contact Centre and preparing reports. Handling the most complex customer complaints or enquiries. Organizing staffing, including shift patterns and the number of staff required to meet demand (Call volumes and trends analysis). Coaching, motivating and retaining staff and coordinating bonus, reward and incentive schemes. Forecasting and analysing data against budget figures on a weekly and/or monthly basis. Improving performance by raising efficiency and sourcing new equipment to enable this, e.g. new dialling products. Supervise contact centre agent as well logging of queries on CRM as defined in the standard operating policy of the centre.
ENQUIRIES : Dr Z Ntlube Tel No: (043) 711 0699
For e-Recruitment Enquiries: RecruitmentHeadOffice@echealth.gov.za

POST 25/196 : **ADMINISTRATION OFFICER (STATUTORY HR & TRAINING GRANT) REF NO: ECHEALTH/AO-S/NMAH/SHRTG/01/07/2026**

SALARY : R338 106 - R398 277 per annum (Level 07)
CENTRE : OR Tambo District, Nelson Mandela Academic Hospital
REQUIREMENTS : National Senior Certificate National Diploma (NQF Level 6) as recognized by SAQA in Office Management/ Degree in Public Administration/Public Management/ or equivalent qualification with at least 1- 2 years' relevant experience. Knowledge of Public Service Regulations, the Public Service Act, 1994 (Act 103 of 1994) and other human resources prescripts, regulations, procedures and understanding of different human resources, financial and costing management processes. Basic knowledge of PERSAL, BAS, PFMA and all relevant financial prescripts that are utilized by the Budget section. Knowledge of administration functions, computer skill, Excell, communication skill, sound interpersonal relations, ability to interpret human resource prescripts and apply them. Ability to work well under pressure and be customer focused. Administration officer will work under the supervision of the Clinical Manager (NMAH), monitoring registrars and other Statutory Human Resource Training and Development Grant programmes (Interns, Comm Serves, Nursing Coordinator) at Nelson Mandela Academic and Mthatha Regional hospitals. A valid driver's licence.
DUTIES : Compliance to financial regulations, procurement policies & procedures. Assist in the formulation of the SHR, Training and Development Business Plan. Manage Registrar HR related processes and constantly monitor the budget spending (e.g appointments, transfers, verification of qualifications and Statutory Human Resource & Training Grant support visits). Requesting expenditure report from PERSAL for proper monitoring of Statutory Human Resource, Training and Development Grant related appointments. Developing a monitoring spreadsheet of Medical registrars, Medical interns and/or employees that are mis-allocated and paid under the Statutory Human Resource & Training Grant budget. Work closely with the Registrar Academic Coordinator, Registrar Training Administrator from the University (WSU), Head of Departments from the facilities on registrar matters. Assist in registrar registrations with the University and verification of qualifications. Update

registrar information and keep track of all registrar activities (passed, dropped out, rotation, time expired, other sources of funding). Utilize an M&E spreadsheet for monitoring of the MMED student's progress as per the milestones provided. Ensure G&S, Capital expenditure is aligned to the procurement plan and as per the approved Business Plan. Observe and comply with all departmental policies and guidelines regulating employment relationship in administration functioning. Adhere to reporting times and prepare monthly IYM and quarterly SHR & Training Grant reports. Attend to mandatory support visits by the Grant and annual performance Monitoring and Evaluation visits. Always ensure quality of work particularly with the Registrar programme. Perform other duties as assigned by the supervisor.

ENQUIRIES : Ms Calaza Tel No: (047) 502 4469
For e-Recruitment Enquiries: RecruitmentHeadOffice@echealth.gov.za

APPLICATIONS : Applicants must apply for this post by using e-Recruitment system https://erecruitment.ecotp.gov.za/

POST 25/197 : **ADMINISTRATION OFFICER (HEALTH PROFESSIONS TRAINING & DEVELOPMENT) REF NO: ECHEALTH/AO-S/HO/SHPTD/01/07/2026**

SALARY : R338 106 - R398 277 per annum (Level 07)
CENTRE : Head Office, Bhisho
REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6) or equivalent qualification as recognized by SAQA in Public Administration/Business Administration/ Public Management/Office Administration/Human Resource Management or equivalent qualification coupled with 1-2 years' experience. Knowledge of public administrative systems, processes and other human resources prescripts, regulations, procedures. Knowledge of Public Service Regulations, Policies and Procedures. Good interpersonal, communication (verbal and written) computer skills and problem solving. Basic knowledge of PERSAL system, ability to interpret human resource prescripts and apply them. Ability to work well under pressure and be customer focused. Management of skills development /training programme. A valid driver's licence.

DUTIES : Assist in the formulation of the SHR Training and Development Business Plan and WSP for skills development. Manage Registrar HR related processes (e.g appointments, transfers, verification of qualifications and Statutory Human Resource & Training Grant support visits). Utilise expenditure report from PERSAL for proper monitoring of Statutory Human Resource, Training and Development Grant related appointments. Monitor and report misallocation of Medical registrars, Medical interns and Comserve under the Statutory Human Resource & Training Grant budget. Update registrar information and keep track of all registrar activities. Coordinate clinical training programmes for the province, prepare all training logistics, and maintain accurate training records and databases. Process training-related procurement activities. Support evaluation processes by collecting and summarizing feedback. Manage training by ensuring proper setup of the venue and logistics. Maintain inventory of training materials. Observe and comply with all departmental policies and guidelines regulating administration functioning. Adhere to reporting times and quarterly SHR & Training Grant reports. Ensure quality of work at all times particularly with statistics of training programmes. Perform other duties as assigned by the supervisor.

ENQUIRIES : Ms T Panyana Tel No: (043) 702 3621/3618
For e-Recruitment Enquiries:RecruitmentHeadOffice@echealth.gov.za

APPLICATIONS : Applicants must apply for this post by using e-Recruitment system https://erecruitment.ecotp.gov.za/

POST 25/198 : **SUPPLY CHAIN CLERK REF NO: ECHEALTH/SCM/HO/ES/02/07/2026 (X3 POSTS)**

SALARY : R237 453 – R279 708 per annum (Level 05)
CENTRE : Bhisho, Head Office
REQUIREMENTS : National Senior Certificate/ NQF level 4 with no experience. One (1) year Public service internship programme experience will be given preference. Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of work procedures in terms of the working environment. Knowledge of basic financial operating systems (LOGIS). Computer Literacy,

Ability to maintain high level of confidentiality and be able to work under pressure. Good communication skills (written and verbal).

DUTIES : Render asset management clerical support: Compile and maintain records (e.g asset records/databases). Check and issue furniture, equipment and accessories to components and individuals. Identify redundant, non-serviceable and obsolete equipment for disposal. Verify asset register. Render demand and acquisition clerical support. Update and maintain a supplier (including contractors) database. Register suppliers on Logis or similar system. Request and receive quotations. Capture specification on the electronic purchasing system. Place orders. Issue and receive bid documents. Provide secretariat or logistical support during the bid consideration and contracts conclusion process. Compile draft documents as required. Render logistical support services: Place orders for goods. Receive and verify goods from suppliers. Capture goods in registers databases. Receive request for goods from end users. Issue goods to end users. Maintain goods register. Update and maintain register of suppliers.

ENQUIRIES : Ms Buza Tel No: (040) 608 9631
For e-Recruitment Enquiries: RecruitmentHeadOffice@echealth.gov.za

APPLICATIONS : Applicants must apply for this post by using e-Recruitment system https://erecruitment.ecotp.gov.za/

POST 25/199 : **ADMINISTRATION CLERK (PAIA CO-ORDINATION) REF NO: ECHEALTH/ADC-PAIA/MRH/ARP/ES/03/07/2026 (X7 POSTS)**

SALARY : R237 453 – R279 708 per annum (Level 05)
CENTRE : OR Tambo District, Mthatha Regional Hospital
REQUIREMENTS : National Senior Certificate, / NQF level 4 with no experience. Basic knowledge of administrative processes. Computer Literacy. Good communication (verbal and written) and report writing skills. Interpersonal relations, Report Writing, Coordination, Ability to work under pressure Self-drive and motivation. One (1) year Public service internship programme experience will be given preference. Proficiency in Microsoft Office applications.

DUTIES : Receive all PAIA requests and coordination of all PAIA responses to head office. Assist with the training of facilities within the hub on the management of PAIA requests to ensure response within the stipulated period. Liaise with the internal legal advisors to ensure that such requests are analysed and quality checked before they are forwarded to the various requesters. Facilitate response to requests by internal defence teams, e.g. Office of the State Attorney, State Law Adviser, Legal Service Officials, etc. Facilitate monthly reconciliation between requests received, responses and information captured on the e-Liability system for reporting. Loading of all PAIA requests, documents is support of the requests and all relevant records in the electronic system. Management of records and submission of info to various institutions like AGSA.

ENQUIRIES : Mr M Shabane Tel No: (047) 502 4143/4008
For e-Recruitment Enquiries: RecruitmentHeadOffice@echealth.gov.za

APPLICATIONS : Applicants must apply for this post by using e-Recruitment system https://erecruitment.ecotp.gov.za/

POST 25/200 : **ADMINISTRATION CLERK (PAIA CO-ORDINATION) REF NO: ECHEALTH/ADC-PAIA/DORA/ARP/ES/04/07/2026 (X7 POSTS)**

SALARY : R237 453 – R279 708 per annum (Level 05)
CENTRE : Nelson Mandela Metro, Dora Nginza Regional Hospital
REQUIREMENTS : National Senior Certificate, / NQF level 4 with no experience. Basic knowledge of administrative processes. Computer Literacy. Good communication (verbal and written) and report writing skills. Interpersonal relations, Report Writing, Coordination, Ability to work under pressure Self-drive and motivation. One (1) year public service internship programme experience will be given preference. Proficiency in Microsoft Office applications.

DUTIES : Receive all PAIA requests and coordination of all PAIA responses to head office. Assist with the training of facilities within the hub on the management of PAIA requests to ensure response within the stipulated period. Liaise with the internal legal advisors to ensure that such requests are analysed and quality checked before they are forwarded to the various requesters. Facilitate response to requests by internal defence teams, e.g. Office of the State Attorney, State Law Adviser, Legal Service Officials, etc. Facilitate monthly

		reconciliation between requests received, responses and information captured on the e-Liability system for reporting. Loading of all PAIA requests, documents is support of the requests and all relevant records in the electronic system. Management of records and submission of info to various institutions like AGSA.
ENQUIRIES	:	Ms B Bomela Tel No: (041) 406 4421 For e-Recruitment Enquiries: RecruitmentHeadOffice@echealth.gov.za
APPLICATIONS	:	Applicants must apply for this post by using e-Recruitment system https://erecruitment.ecotp.gov.za/
POST 25/201	:	**ADMINISTRATION CLERK (PAIA CO-ORINDATION) REF NO: ECHEALTH/ADC-PAIA/FRH/ARP/ES/05/07/2026 (X7 POSTS)**
SALARY	:	R237 453 – R279 708 per annum (Level 05)
CENTRE	:	Buffalo City Metro, Frere Tertiary Hospital
REQUIREMENTS	:	National Senior Certificate, / NQF level 4 with no experience. Basic knowledge of administrative processes. Computer Literacy. Good communication (verbal and written) and report writing skills. Interpersonal relations, Report Writing, Coordination, Ability to work under pressure Self-drive and motivation. One (1) year public service internship programme experience will be given preference. Proficiency in Microsoft Office applications.
DUTIES	:	Receive all PAIA requests and coordination of all PAIA responses to head office. Assist with the training of facilities within the hub on the management of PAIA requests to ensure response within the stipulated period. Liaise with the internal legal advisors to ensure that such requests are analysed and quality checked before they are forwarded to the various requesters. Facilitate response to requests by internal defence teams, e.g. Office of the State Attorney, State Law Adviser, Legal Service Officials, etc. Facilitate monthly reconciliation between requests received, responses and information captured on the e-Liability system for reporting. Loading of all PAIA requests, documents is support of the requests and all relevant records in the electronic system. Management of records and submission of info to various institutions like AGSA.
ENQUIRIES	:	Ms N Mthitshana Tel No: (043) 709 2487/2532 For e-Recruitment Enquiries: RecruitmentHeadOffice@echealth.gov.za
APPLICATIONS	:	Applicants must apply for this post by using e-Recruitment system https://erecruitment.ecotp.gov.za/
POST 25/202	:	**ADMINISTRATION CLERK (PAIA) REF NO: ECHEALTH/ADC-PAIA/FRONTH/ARP/ES/06/07/2026 (X7 POSTS)**
SALARY	:	R237 453 – R279 708 per annum (Level 05)
CENTRE	:	Chris Hani District, Frontier Regional Hospital
REQUIREMENTS	:	National Senior Certificate, / NQF level 4 with no experience. Basic knowledge of administrative processes. Computer Literacy. Good communication (verbal and written) and report writing skills. Interpersonal relations, Report Writing, Coordination, Ability to work under pressure Self-drive and motivation. One (1) year public service internship programme experience will be given preference. Proficiency in Microsoft Office applications.
DUTIES	:	Receive all PAIA requests and coordination of all PAIA responses to head office. Assist with the training of facilities within the hub on the management of PAIA requests to ensure response within the stipulated period. Liaise with the internal legal advisors to ensure that such requests are analysed and quality checked before they are forwarded to the various requesters. Facilitate response to requests by internal defence teams, e.g. Office of the State Attorney, State Law Adviser, Legal Service Officials, etc. Facilitate monthly reconciliation between requests received, responses and information captured on the e-Liability system for reporting. Loading of all PAIA requests, documents is support of the requests and all relevant records in the electronic system. Management of records and submission of info to various institutions like AGSA.
ENQUIRIES	:	Mr T Soxujwa Tel No: (045) 808 4225 For e-Recruitment Enquiries: RecruitmentHeadOffice@echealth.gov.za
APPLICATIONS	:	Applicants must apply for this post by using e-Recruitment system https://erecruitment.ecotp.gov.za/

POST 25/203	:	**WARD ADMINISTRATION CLERK REF NO: ECHEALTH/WAC/NMAH/NTSG-ON/07/07/2026 (X3 POSTS)**
SALARY	:	R237 453 – R279 708 per annum (Level 05)
CENTRE	:	OR Tambo District, Nelson Mandela Academic Hospital
REQUIREMENTS	:	National Senior Certificate, / NQF level 4 with no experience. One (1) year public service internship programme experience will be given preference. Previous administration in a hospital environment will serve as an added advantage. Basic knowledge of administration processes, Batho Pele principle and Patients Right Charter A good understanding of general administration. Understanding of confidentiality. Client Orient and customer focus. Written and verbal communication. Report writing skills and time management. Computer literacy in MS Office suits especially Word & Excel.
DUTIES	:	Provide ward administration services: Compile patient folders that contain the relevant documentation. Record and reconcile the midnight patient census. Account for admissions, discharges and transfers. Keep notice boards neat, relevant and current. Capture statistical data. Monitor ward stock levels: Order and receive ward supplies – stationery, surgical supplies, etc. Replace ward stock condemned. Record movement of ward stock and supplies. Maintain documents / files: Keep files neat and complete. File correspondence. Trace movement of files. Put files into archives according to the correct category and place. Perform routine clerical duties: Make photocopies. Compile duty roosters and submit to Human Resource. Make transport arrangements for transfer of patients. Take ward telephone calls.
ENQUIRIES	:	Ms Calaza Tel No: (047) 502 4469 or Enquiries: Nozidumo.Calaza@echealth.gov.za
POST 25/204	:	**FINANCE CLERK REF NO: ECHEALTH/FC/NMAH/NTSG-ON/08/07/2026**
SALARY	:	R237 453 – R279 708 per annum (Level 05)
CENTRE	:	OR Tambo District, Nelson Mandela Academic Hospital
REQUIREMENTS	:	National Senior Certificate/ NQF level 4 with no experience. One (1) year public service internship programme experience will be given preference. Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Basic knowledge and insight of the Public Service financial legislations, procedures and Treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Know ledge of basic financial operating systems (PERSAL, BAS, LOGIS etc). Computer Literacy, Ability to maintain high level of confidentiality and be able to work under pressure. Good communication skills (written and verbal).
DUTIES	:	Render Financial Accounting transactions. Receive invoices. Check invoices for correctness, verification and approval (internal control). Process invoices (e.g. capture payments). Filing of all documents. Collection of cash. Perform Salary Administration support services. Receive salary advices. Process advices (e.g. check advices for correctness, capture salaries, bonuses, salary adjustments, capture all deductions etc). File all documents. Perform Bookkeeping support services. Capture all financial transactions. Clear suspense accounts. Record debtors and creditors. Process electronic banking transactions. Compile journals. Render a budget support service. Collect information from budget holders. Compare expenditure against budget. Identify variances. Capture, allocate virements on budgets. Distribute documents with regard to the budget. File all documents. Receive and capture cash payments.
ENQUIRIES	:	Ms Calaza Tel No: (047) 502 4469 or Enquiries: Nozidumo.Calaza@echealth.gov.za
APPLICATIONS	:	Applicants must apply for this post by using e-Recruitment system https://erecruitment.ecotp.gov.za/
POST 25/205	:	**DATA CAPTURER REF NO: ECHEALTH/DC/ANZODO/DHPG/09/07/2026 (X10 POSTS)**
SALARY	:	R201 093– R236 877 per annum (Level 04)
CENTRE	:	Alfred Nzo District
REQUIREMENTS	:	National Senior Certificate with no experience. Basic knowledge of administration processes. Communication skills, Numeracy, Computer Literacy and ability to draw data. Self-propelled. Responsive person with positive attitude.

DUTIES	:	Provide administrative support services: Capture and update data on computer. Generate spread sheets. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness and consistency. Compile routine statistical information/reports. Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance services: Update and file records. Continuous updating of information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.
ENQUIRIES	:	Mr K Praim Tel No: (039) 797 6070 or e-Recruitment Enquiries: RecruitmentHeadOffice@echealth.gov.za
APPLICATIONS	:	Applicants must apply for this post by using e-Recruitment system https://erecruitment.ecotp.gov.za/
POST 25/206	:	**DATA CAPTURER REF NO: ECHEALTH/DC/AMADO/DHPG/10/07/2026 (X11 POSTS)**
SALARY	:	R201 093– R236 877 per annum (Level 04)
CENTRE	:	Amathole District
REQUIREMENTS	:	National Senior Certificate with no experience. Basic knowledge of administration processes. Communication skills, Numeracy, Computer Literacy and ability to draw data. Self-propelled. Responsive person with positive attitude.
DUTIES	:	Provide administrative support services: Capture and update data on computer. Generate spread sheets. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness and consistency. Compile routine statistical information/reports. Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance services: Update and file records. Continuous updating of information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.
ENQUIRIES	:	Ms S Njokweni Tel No: (043) 709 2487/2532 For e-Recruitment Enquiries: RecruitmentHeadOffice@echealth.gov.za
APPLICATIONS	:	Applicants must apply for this post by using e-Recruitment system https://erecruitment.ecotp.gov.za/
POST 25/207	:	**DATA CAPTURER REF NO: ECHEALTH/DC/BCMDO/DHPG/11/07/2026 (X10 POSTS)**
SALARY	:	R201 093 – R236 877 per annum (Level 04)
CENTRE	:	Buffalo City Metro
REQUIREMENTS	:	National Senior Certificate with no experience. Basic knowledge of administration processes. Communication skills, Numeracy, Computer Literacy and ability to draw data. Self-propelled. Responsive person with positive attitude.
DUTIES	:	Provide administrative support services: Capture and update data on computer. Generate spread sheets. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness and consistency. Compile routine statistical information/reports. Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance services: Update and file records. Continuous updating of information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.
ENQUIRIES	:	Ms N Jaceni Tel No: (043) 7433 006/057 For e-Recruitment Enquiries: RecruitmentHeadOffice@echealth.gov.za
APPLICATIONS	:	Applicants must apply for this post by using e-Recruitment system https://erecruitment.ecotp.gov.za/
POST 25/208	:	**DATA CAPTURER REF NO: ECHEALTH/DC/CHDO/DHPG/12/07/2026 (X11 POSTS)**
SALARY	:	R201 093 – R236 877 per annum (Level 04)

CENTRE	:	Chris Hani District
REQUIREMENTS	:	National Senior Certificate with no experience. Basic knowledge of administration processes. Communication skills, Numeracy, Computer Literacy and ability to draw data. Self-propelled. Responsive person with positive attitude.
DUTIES	:	Provide administrative support services: Capture and update data on computer. Generate spread sheets. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness and consistency. Compile routine statistical information/reports. Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance services: Update and file records. Continuous updating of information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.
ENQUIRIES	:	Mr S Magxiva Tel No: (045) 839 2133 For e-Recruitment Enquiries: RecruitmentHeadOffice@echealth.gov.za
APPLICATIONS	:	Applicants must apply for this post by using e-Recruitment system https://erecruitment.ecotp.gov.za/
POST 25/209	:	**DATA CAPTURER REF NO: ECHEALTH/DC/JGDO/DHPG/13/07/2026 (X10 POSTS)**
SALARY	:	R201 093 – R236 877 per annum (Level 04)
CENTRE	:	Joe Gqabi District
REQUIREMENTS	:	National Senior Certificate with no experience. Basic knowledge of administration processes. Communication skills, Numeracy, Computer Literacy and ability to draw data. Self-propelled. Responsive person with positive attitude.
DUTIES	:	Provide administrative support services: Capture and update data on computer. Generate spread sheets. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness and consistency. Compile routine statistical information/reports. Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance services: Update and file records. Continuous updating of information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.
ENQUIRIES	:	Mr JS Ndzinde Tel No: (051) 633 9631 For e-Recruitment Enquiries: RecruitmentHeadOffice@echealth.gov.za
APPLICATIONS	:	Applicants must apply for this post by using e-Recruitment system https://erecruitment.ecotp.gov.za/
POST 25/210	:	**DATA CAPTURER REF NO: ECHEALTH/DC/NMMDO/DHPG/14/07/2026 (X10 POSTS)**
SALARY	:	R201 093 – R236 877 per annum (Level 04)
CENTRE	:	Nelson Mandela Metro
REQUIREMENTS	:	National Senior Certificate with no experience. Basic knowledge of administration processes. Communication skills, Numeracy, Computer Literacy and ability to draw data. Self-propelled. Responsive person with positive attitude.
DUTIES	:	Provide administrative support services: Capture and update data on computer. Generate spread sheets. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness and consistency. Compile routine statistical information/reports. Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance services: Update and file records. Continuous updating of information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.
ENQUIRIES	:	Ms D Davids Tel No: (041) 391 8164 For e-Recruitment Enquiries: RecruitmentHeadOffice@echealth.gov.za
APPLICATIONS	:	Applicants must apply for this post by using e-Recruitment system https://erecruitment.ecotp.gov.za/

POST 25/211	:	**DATA CAPTURER REF NO: ECHEALTH/DC/ORTDO/DHPG/15/07/2026 (X11 POSTS)**
SALARY	:	R201 093 – R236 877 per annum (Level 04)
CENTRE	:	OR Tambo District
REQUIREMENTS	:	National Senior Certificate with no experience. Basic knowledge of administration processes. Communication skills, Numeracy, Computer Literacy and ability to draw data. Self-propelled. Responsive person with positive attitude.
DUTIES	:	Provide administrative support services: Capture and update data on computer. Generate spread sheets. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness and consistency. Compile routine statistical information/reports. Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance services: Update and file records. Continuous updating of information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.
ENQUIRIES	:	Ms A Sokutu Tel No: (047) 502 9000 For e-Recruitment Enquiries: RecruitmentHeadOffice@echealth.gov.za
APPLICATIONS	:	Applicants must apply for this post by using e-Recruitment system https://erecruitment.ecotp.gov.za/
POST 25/212	:	**DATA CAPTURER REF NO: ECHEALTH/DC/SBDO/DHPG/16/07/2026 (X10 POSTS)**
SALARY	:	R201 093– R236 877 per annum (Level 04)
CENTRE	:	Sarah Baartman District
REQUIREMENTS	:	National Senior Certificate with no experience. Basic knowledge of administration processes. Communication skills, Numeracy, Computer Literacy and ability to draw data. Self-propelled. Responsive person with positive attitude.
DUTIES	:	Provide administrative support services: Capture and update data on computer. Generate spread sheets. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness and consistency. Compile routine statistical information/reports. Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance services: Update and file records. Continuous updating of information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.
ENQUIRIES	:	Ms T Sompontsha Tel no: (041) 408 8509 For e-Recruitment Enquiries: RecruitmentHeadOffice@echealth.gov.za
APPLICATIONS	:	Applicants must apply for this post by using e-Recruitment system https://erecruitment.ecotp.gov.za/
POST 25/213	:	**DATA CAPTURER REF NO: ECHEALTH/DC/NMAH/NTSG-ON/17/07/2026 (X2 POSTS)**
SALARY	:	R201 093 – R236 877 per annum (Level 04)
CENTRE	:	OR Tambo District, Nelson Mandela Academic Hospital
REQUIREMENTS	:	National Senior Certificate with no experience. Basic knowledge of administration processes. Communication skills, Numeracy, Computer Literacy and ability to draw data. Self-propelled. Responsive person with positive attitude.
DUTIES	:	Provide administrative support services: Capture and update data on computer. Generate spread sheets. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness and consistency. Compile routine statistical information/reports. Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance services: Update

and file records. Continuous updating of information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.

ENQUIRIES : Ms Calaza Tel No: (047) 502 4469 Enquiries: RecruitmentHeadOffice@echealth.gov.za

APPLICATIONS : Applicants must apply for this post by using e-Recruitment system https://erecruitment.ecotp.gov.za/

POST 25/214 : **TRADEMAN AID REF NO: ECHEALTH/TRAW/STEH/ES/18A/07/2026 (X2 POSTS)**

SALARY : R170 226 - R200 523 per annum (Level 03)
CENTRE : OR Tambo District, St Elizabeth Regional Hospital
REQUIREMENTS : NQF level 3 with 6-month trade-related experience. Basic knowledge of technical work. Self-propelled, Responsive person with positive attitude.
DUTIES : Provide routine technical services: Handle minor and routine technical work. Repair minor mechanical, electrical, plumbing and repairing of cracked walls as well as repairing appliances. Attend to heating, air conditioning, electrical and fire systems. Repair water reticulation system, broken windows, toilet flush systems, valves, and stopcocks. Remove broken toilets and basins and repair burst pipes and leaks. Repair circulating pumps and pressure reducers. Unblock drains, toilets, basins and sinks to ensure effective functioning of the sewerage system. Repair doors, locks, general maintenance items including cutting keys and locks. Prepare fill in and storing of gas cylinders for the institution. Replace empty cylinders in wards of the institution. Provide routine maintenance services: Inspect equipment. Perform routine maintenance of common and communal areas of the institution. Receive and assess routine maintenance requests and action them. Maintain cleanliness of the workshop and walkaways. Check workshop stores items such as spare parts and prepares orders. Conduct routine inspection to identify faults. Inspect, test, and maintain the electrical lighting and equipment. Check electrical and water readings. Check and reset fire alarms.
ENQUIRIES : Mr M Langa Tel No: (039) 253 5012 or Enquiries: Mlondolozi.Langa@echealth.gov.za

POST 25/215 : **TRADEMAN AID REF NO: ECHEALTH/TRAW/FEPH/ES/18/07/2026 (X4 POSTS)**

SALARY : R170 226 - R200 523 per annum (Level 03)
CENTRE : Nelson Mandela Metro, Fort England Psychiatric Hospital
REQUIREMENTS : NQF level 3 with 6-month trade-related experience. Basic knowledge of technical work. Self-propelled, Responsive person with positive attitude.
DUTIES : Provide routine technical services: Handle minor and routine technical work. Repair minor mechanical, electrical, plumbing and repairing of cracked walls as well as repairing appliances. Attend to heating, air conditioning, electrical and fire systems. Repair water reticulation system, broken windows, toilet flush systems, valves, and stopcocks. Remove broken toilets and basins and repair burst pipes and leaks. Repair circulating pumps and pressure reducers. Unblock drains, toilets, basins and sinks to ensure effective functioning of the sewerage system. Repair doors, locks, general maintenance items including cutting keys and locks. Prepare fill in and storing of gas cylinders for the institution. Replace empty cylinders in wards of the institution. Provide routine maintenance services: Inspect equipment. Perform routine maintenance of common and communal areas of the institution. Receive and assess routine maintenance requests and action them. Maintain cleanliness of the workshop and walkaways. Check workshop stores items such as spare parts and prepares orders. Conduct routine inspection to identify faults. Inspect, test, and maintain the electrical lighting and equipment. Check electrical and water readings. Check and reset fire alarms.
ENQUIRIES : Ms X Nazo Tel No: (046) 602 2300 or Enquiries: Xolelwa.Nazo@echealth.gov.za

POST 25/216 : **TRADEMAN AID REF NO: ECHEALTH/TRAW/LIV/ES/19/07/2026 (X5 POSTS**)

SALARY : R170 226 - R200 523 per annum (Level 03)
CENTRE : Nelson Mandela Metro, Livingstone Tertiary Hospital

REQUIREMENTS : NQF level 3 with 6-month trade-related experience. Basic knowledge of technical work. Self-propelled, Responsive person with positive attitude.

DUTIES : Provide routine technical services: Handle minor and routine technical work. Repair minor mechanical, electrical, plumbing and repairing of cracked walls as well as repairing appliances. Attend to heating, air conditioning, electrical and fire systems. Repair water reticulation system, broken windows, toilet flush systems, valves, and stopcocks. Remove broken toilets and basins and repair burst pipes and leaks. Repair circulating pumps and pressure reducers. Unblock drains, toilets, basins and sinks to ensure effective functioning of the sewerage system. Repair doors, locks, general maintenance items including cutting keys and locks. Prepare fill in and storing of gas cylinders for the institution. Replace empty cylinders in wards of the institution. Provide routine maintenance services: Inspect equipment. Perform routine maintenance of common and communal areas of the institution. Receive and assess routine maintenance requests and action them. Maintain cleanliness of the workshop and walkaways. Check workshop stores items such as spare parts and prepares orders. Conduct routine inspection to identify faults. Inspect, test, and maintain the electrical lighting and equipment. Check electrical and water readings. Check and reset fire alarms.

ENQUIRIES : Ms L Mabanga Tel No: (041) 405 2348 or Enquiries: Lindelwa.Mabanga@echealth.gov.za

POST 25/217 : **TRADEMAN AID REF NO: ECHEALTH/TRAWNMAH/ES/20/07/2026 (X13 POSTS)**

SALARY : R170 226 - R200 523 per annum (Level 03)
CENTRE : OR Tambo District, Nelson Mandela Academic Hospital
REQUIREMENTS : NQF level 3 with 6-month trade-related experience. Basic knowledge of technical work. Self-propelled, Responsive person with positive attitude.

DUTIES : Provide routine technical services: Handle minor and routine technical work. Repair minor mechanical, electrical, plumbing and repairing of cracked walls as well as repairing appliances. Attend to heating, air conditioning, electrical and fire systems. Repair water reticulation system, broken windows, toilet flush systems, valves, and stopcocks. Remove broken toilets and basins and repair burst pipes and leaks. Repair circulating pumps and pressure reducers. Unblock drains, toilets, basins and sinks to ensure effective functioning of the sewerage system. Repair doors, locks, general maintenance items including cutting keys and locks. Prepare fill in and storing of gas cylinders for the institution. Replace empty cylinders in wards of the institution. Provide routine maintenance services: Inspect equipment. Perform routine maintenance of common and communal areas of the institution. Receive and assess routine maintenance requests and action them. Maintain cleanliness of the workshop and walkaways. Check workshop stores items such as spare parts and prepares orders. Conduct routine inspection to identify faults. Inspect, test, and maintain the electrical lighting and equipment. Check electrical and water readings. Check and reset fire alarms.

ENQUIRIES : Ms N Calaza Tel No: (047) 502 4469 or Enquiries: Nozidumo.Calaza@echealth.gov.za

POST 25/218 : **TRADEMAN AID REF NO: ECHEALTH/TRAW/EMPIH/ES/21/07/2026 (X2 POSTS)**

SALARY : R170 226 - R200 523 per annum (Level 03)
CENTRE : Nelson Mandela Metro, Empilweni Hospital
REQUIREMENTS : NQF level 3 with 6-month trade-related experience. Basic knowledge of technical work. Self-propelled, Responsive person with positive attitude.

DUTIES : Provide routine technical services: Handle minor and routine technical work. Repair minor mechanical, electrical, plumbing and repairing of cracked walls as well as repairing appliances. Attend to heating, air conditioning, electrical and fire systems. Repair water reticulation system, broken windows, toilet flush systems, valves, and stopcocks. Remove broken toilets and basins and repair burst pipes and leaks. Repair circulating pumps and pressure reducers. Unblock drains, toilets, basins and sinks to ensure effective functioning of the sewerage system. Repair doors, locks, general maintenance items including cutting keys and locks. Prepare fill in and storing of gas cylinders for the institution. Replace empty cylinders in wards of the institution. Provide routine maintenance services: Inspect equipment. Perform routine maintenance of

common and communal areas of the institution. Receive and assess routine maintenance requests and action them. Maintain cleanliness of the workshop and walkaways. Check workshop stores items such as spare parts and prepares orders. Conduct routine inspection to identify faults. Inspect, test, and maintain the electrical lighting and equipment. Check electrical and water readings. Check and reset fire alarms.

ENQUIRIES : Ms K Sinyahla Tel No: (041) 406 7627 or Enquiries: Khanyisa.Sinyahla@echealth.gov.za

POST 25/219 : **TRADEMAN AID REF NO: ECHEALTH/TRAW/PAH/ES/22/07/2026**

SALARY : R170 226 - R200 523 per annum (Level 03)
CENTRE : Sarah Baartman District, Port Alfred Hospital
REQUIREMENTS : NQF level 3 with 6-month trade-related experience. Basic knowledge of technical work. Self-propelled, Responsive person with positive attitude.
DUTIES : Provide routine technical services: Handle minor and routine technical work. Repair minor mechanical, electrical, plumbing and repairing of cracked walls as well as repairing appliances. Attend to heating, air conditioning, electrical and fire systems. Repair water reticulation system, broken windows, toilet flush systems, valves, and stopcocks. Remove broken toilets and basins and repair burst pipes and leaks. Repair circulating pumps and pressure reducers. Unblock drains, toilets, basins and sinks to ensure effective functioning of the sewerage system. Repair doors, locks, general maintenance items including cutting keys and locks. Prepare fill in and storing of gas cylinders for the institution. Replace empty cylinders in wards of the institution. Provide routine maintenance services: Inspect equipment. Perform routine maintenance of common and communal areas of the institution. Receive and assess routine maintenance requests and action them. Maintain cleanliness of the workshop and walkaways. Check workshop stores items such as spare parts and prepares orders. Conduct routine inspection to identify faults. Inspect, test, and maintain the electrical lighting and equipment. Check electrical and water readings. Check and reset fire alarms.

ENQUIRIES : Ms N Raco Tel No: (046) 604 4000 or Enquiries: Neliswa.Raco@echealth.gov.za

POST 25/220 : **HOUSEHOLD WORKER REF NO: ECHEALTH/HOSW/LIV/ES/23/07/2026 (X14 POSTS)**

SALARY : R144 024 - R169 656 per annum (Level 02)
CENTRE : Nelson Mandela Metro, Livingstone Tertiary Hospital
REQUIREMENTS : NQF level 1 or 2 (ABET level 2 certificate or equivalent) with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
DUTIES : Provide housekeeping & cleaning services: Ensure cleanliness and tidiness of the areas allocated for cleaning. Removal of garbage disposal. Ensure cleanliness and hygiene in restrooms, bathrooms and other places in the building/offices. This includes washing, dusting, polishing, vacuum cleaning and sweeping as appropriate. Clean kitchen utensils and equipment. Maintain and keep control of stock levels of cleaning material/tea and meal utensils. Keep cleaning equipment safe, clean and in an efficient working condition. Report any item of equipment that needs to be repaired. Report shortage and or faulty machine/ equipment. Clean the boardroom, arranging chairs, water, glasses and any other utensils. Provide safeguarding & maintenance services: Store all cleaning equipment and products neatly in the designated cupboards. Implement simple security measures such as locking doors and closing windows. Monitor hazards in the buildings/offices/residential areas such as those related to fire and electricity. Ensure that simple maintenance repairs that do not need professional help are performed promptly by the service officers. Ensure compliance with all instructions relating to the use and storage of materials and equipment. Implement the universal precautionary measures. Assess the hygiene situation of the buildings and detect current and potential problems. Ensure adherence to Infection Control and Hygiene regulations.

ENQUIRIES : Ms L Mabanga Tel No: (041) 405 2348 or Enquiries: Lindelwa.Mabanga@echealth.gov.za

POST 25/221	:	**HOUSEHOLD WORKER REF NO: ECHEALTH/HOSW/TOW/ES/23B/07/2026 (X5 POSTS)**
SALARY	:	R144 024 - R169 656 per annum (Level 02)
CENTRE	:	Amathole District, Tower Psychiatric Hospital
REQUIREMENTS	:	NQF level 1 or 2 (ABET level 2 certificate or equivalent) with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
DUTIES	:	Provide housekeeping & cleaning services: Ensure cleanliness and tidiness of the areas allocated for cleaning. Removal of garbage disposal. Ensure cleanliness and hygiene in restrooms, bathrooms and other places in the building/offices. This includes washing, dusting, polishing, vacuum cleaning and sweeping as appropriate. Clean kitchen utensils and equipment. Maintain and keep control of stock levels of cleaning material/tea and meal utensils. Keep cleaning equipment safe, clean and in an efficient working condition. Report any item of equipment that needs to be repaired. Report shortage and or faulty machine/ equipment. Clean the boardroom, arranging chairs, water, glasses and any other utensils. Provide safeguarding & maintenance services: Store all cleaning equipment and products neatly in the designated cupboards. Implement simple security measures such as locking doors and closing windows. Monitor hazards in the buildings/offices/residential areas such as those related to fire and electricity. Ensure that simple maintenance repairs that do not need professional help are performed promptly by the service officers. Ensure compliance with all instructions relating to the use and storage of materials and equipment. Implement the universal precautionary measures. Assess the hygiene situation of the buildings and detect current and potential problems. Ensure adherence to Infection Control and Hygiene regulations.
ENQUIRIES	:	Mr M Mapuka Tel No: (046) 645 5008 or Enquiries: Monde.Mapuka@echealth.gov.za
POST 25/222	:	**HOUSEHOLD WORKER REF NO: ECHEALTH/HOSW/STEH/ES/23C/07/2026 (X2 POSTS)**
SALARY	:	R144 024 - R169 656 per annum (Level 02)
CENTRE	:	OR Tambo District, St Elizabeth Regional Hospital
REQUIREMENTS	:	NQF level 1 or 2 (ABET level 2 certificate or equivalent) with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
DUTIES	:	Provide housekeeping & cleaning services: Ensure cleanliness and tidiness of the areas allocated for cleaning. Removal of garbage disposal. Ensure cleanliness and hygiene in restrooms, bathrooms and other places in the building/offices. This includes washing, dusting, polishing, vacuum cleaning and sweeping as appropriate. Clean kitchen utensils and equipment. Maintain and keep control of stock levels of cleaning material/tea and meal utensils. Keep cleaning equipment safe, clean and in an efficient working condition. Report any item of equipment that needs to be repaired. Report shortage and or faulty machine/ equipment. Clean the boardroom, arranging chairs, water, glasses and any other utensils. Provide safeguarding & maintenance services: Store all cleaning equipment and products neatly in the designated cupboards. Implement simple security measures such as locking doors and closing windows. Monitor hazards in the buildings/offices/residential areas such as those related to fire and electricity. Ensure that simple maintenance repairs that do not need professional help are performed promptly by the service officers. Ensure compliance with all instructions relating to the use and storage of materials and equipment. Implement the universal precautionary measures. Assess the hygiene situation of the buildings and detect current and potential problems. Ensure adherence to Infection Control and Hygiene regulations.
ENQUIRIES	:	Mr M Langa Tel No: (039) 253 5012 or Enquiries: Mlondolozi.Langa@echealth.gov.za

POST 25/223	:	**HOUSEHOLD WORKER REF NO: ECHEALTH/HOSW/FEPH/ES/24/07/2026 (X13 POSTS)**
SALARY	:	R144 024 - R169 656 per annum (Level 02)
CENTRE	:	Sarah Baartman District, Fort England Psychiatric Hospital
REQUIREMENTS	:	NQF level 1 or 2 (ABET level 2 certificate or equivalent) with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
DUTIES	:	Provide housekeeping & cleaning services: Ensure cleanliness and tidiness of the areas allocated for cleaning. Removal of garbage disposal. Ensure cleanliness and hygiene in restrooms, bathrooms and other places in the building/offices. This includes washing, dusting, polishing, vacuum cleaning and sweeping as appropriate. Clean kitchen utensils and equipment. Maintain and keep control of stock levels of cleaning material/tea and meal utensils. Keep cleaning equipment safe, clean and in an efficient working condition. Report any item of equipment that needs to be repaired. Report shortage and or faulty machine/ equipment. Clean the boardroom, arranging chairs, water, glasses and any other utensils. Provide safeguarding & maintenance services: Store all cleaning equipment and products neatly in the designated cupboards. Implement simple security measures such as locking doors and closing windows. Monitor hazards in the buildings/offices/residential areas such as those related to fire and electricity. Ensure that simple maintenance repairs that do not need professional help are performed promptly by the service officers. Ensure compliance with all instructions relating to the use and storage of materials and equipment. Implement the universal precautionary measures. Assess the hygiene situation of the buildings and detect current and potential problems. Ensure adherence to Infection Control and Hygiene regulations.
ENQUIRIES	:	Ms X Nazo Tel No: (046) 602 2300 or Enquiries: Xolelwa.Nazo@echealth.gov.za
POST 25/224	:	**HOUSEHOLD WORKER REF NO: ECHEALTH/HOSW/DORA/ES/25/07/2026 (X17 POSTS)**
SALARY	:	R144 024 - R169 656 per annum (Level 02)
CENTRE	:	Nelson Mandela Metro, Dora Nginza Regional Hospital
REQUIREMENTS	:	NQF level 1 or 2 (ABET level 2 certificate or equivalent) with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
DUTIES	:	Provide housekeeping & cleaning services: Ensure cleanliness and tidiness of the areas allocated for cleaning. Removal of garbage disposal. Ensure cleanliness and hygiene in restrooms, bathrooms and other places in the building/offices. This includes washing, dusting, polishing, vacuum cleaning and sweeping as appropriate. Clean kitchen utensils and equipment. Maintain and keep control of stock levels of cleaning material/tea and meal utensils. Keep cleaning equipment safe, clean and in an efficient working condition. Report any item of equipment that needs to be repaired. Report shortage and or faulty machine/ equipment. Clean the boardroom, arranging chairs, water, glasses and any other utensils. Provide safeguarding & maintenance services: Store all cleaning equipment and products neatly in the designated cupboards. Implement simple security measures such as locking doors and closing windows. Monitor hazards in the buildings/offices/residential areas such as those related to fire and electricity. Ensure that simple maintenance repairs that do not need professional help are performed promptly by the service officers. Ensure compliance with all instructions relating to the use and storage of materials and equipment. Implement the universal precautionary measures. Assess the hygiene situation of the buildings and detect current and potential problems. Ensure adherence to Infection Control and Hygiene regulations.
ENQUIRIES	:	Ms B Bomela Tel No: (041) 406 4421 or Enquiries: Busiswa.Bomela@echealth.gov.za

POST 25/225	:	**HOUSEHOLD WORKER REF NO: ECHEALTH/HOSW/EDH/ES/26/07/2026 (X11 POSTS)**
SALARY	:	R144 024 - R169 656 per annum (Level 02)
CENTRE	:	Nelson Mandela Metro, Elizabeth Donkin Psychiatric Hospital
REQUIREMENTS	:	NQF level 1 or 2 (ABET level 2 certificate or equivalent) with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
DUTIES	:	Provide housekeeping & cleaning services: Ensure cleanliness and tidiness of the areas allocated for cleaning. Removal of garbage disposal. Ensure cleanliness and hygiene in restrooms, bathrooms and other places in the building/offices. This includes washing, dusting, polishing, vacuum cleaning and sweeping as appropriate. Clean kitchen utensils and equipment. Maintain and keep control of stock levels of cleaning material/tea and meal utensils. Keep cleaning equipment safe, clean and in an efficient working condition. Report any item of equipment that needs to be repaired. Report shortage and or faulty machine/ equipment. Clean the boardroom, arranging chairs, water, glasses and any other utensils. Provide safeguarding & maintenance services: Store all cleaning equipment and products neatly in the designated cupboards. Implement simple security measures such as locking doors and closing windows. Monitor hazards in the buildings/offices/residential areas such as those related to fire and electricity. Ensure that simple maintenance repairs that do not need professional help are performed promptly by the service officers. Ensure compliance with all instructions relating to the use and storage of materials and equipment. Implement the universal precautionary measures. Assess the hygiene situation of the buildings and detect current and potential problems. Ensure adherence to Infection Control and Hygiene regulations.
ENQUIRIES	:	Mr. E Felkers Tel No: (041) 585 2323 or Enquiries: Eugene.Felkers@echealth.gov.za
POST 25/226	:	**HOUSEHOLD WORKER REF NO: ECHEALTH/HOSW/MTPHARM/ES/27/07/2026 (X5 POSTS)**
SALARY	:	R144 024 - R169 656 per annum (Level 02)
CENTRE	:	OR Tambo District, Mthatha Pharmaceutical Depot
REQUIREMENTS	:	NQF level 1 or 2 (ABET level 2 certificate or equivalent) with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
DUTIES	:	Provide housekeeping & cleaning services: Ensure cleanliness and tidiness of the areas allocated for cleaning. Removal of garbage disposal. Ensure cleanliness and hygiene in restrooms, bathrooms and other places in the building/offices. This includes washing, dusting, polishing, vacuum cleaning and sweeping as appropriate. Clean kitchen utensils and equipment. Maintain and keep control of stock levels of cleaning material/tea and meal utensils. Keep cleaning equipment safe, clean and in an efficient working condition. Report any item of equipment that needs to be repaired. Report shortage and or faulty machine/ equipment. Clean the boardroom, arranging chairs, water, glasses and any other utensils. Provide safeguarding & maintenance services: Store all cleaning equipment and products neatly in the designated cupboards. Implement simple security measures such as locking doors and closing windows. Monitor hazards in the buildings/offices/residential areas such as those related to fire and electricity. Ensure that simple maintenance repairs that do not need professional help are performed promptly by the service officers. Ensure compliance with all instructions relating to the use and storage of materials and equipment. Implement the universal precautionary measures. Assess the hygiene situation of the buildings and detect current and potential problems. Ensure adherence to Infection Control and Hygiene regulations.
ENQUIRIES	:	Mr M Diko Tel No: (047) 531 1076/047 532 2779 or Enquiries: Mzimasi.Diko@echealth.gov.za

POST 25/227	:	**HOUSEHOLD WORKER REF NO: ECHEALTH/HOSW/MRH/ES/28/07/2026 (X47 POSTS)**
SALARY	:	R144 024 - R169 656 per annum (Level 02)
CENTRE	:	OR Tambo District, Mthatha Regional Hospital
REQUIREMENTS	:	NQF level 1 or 2 (ABET level 2 certificate or equivalent) with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
DUTIES	:	Provide housekeeping & cleaning services: Ensure cleanliness and tidiness of the areas allocated for cleaning. Removal of garbage disposal. Ensure cleanliness and hygiene in restrooms, bathrooms and other places in the building/offices. This includes washing, dusting, polishing, vacuum cleaning and sweeping as appropriate. Clean kitchen utensils and equipment. Maintain and keep control of stock levels of cleaning material/tea and meal utensils. Keep cleaning equipment safe, clean and in an efficient working condition. Report any item of equipment that needs to be repaired. Report shortage and or faulty machine/ equipment. Clean the boardroom, arranging chairs, water, glasses and any other utensils. Provide safeguarding & maintenance services: Store all cleaning equipment and products neatly in the designated cupboards. Implement simple security measures such as locking doors and closing windows. Monitor hazards in the buildings/offices/residential areas such as those related to fire and electricity. Ensure that simple maintenance repairs that do not need professional help are performed promptly by the service officers. Ensure compliance with all instructions relating to the use and storage of materials and equipment. Implement the universal precautionary measures. Assess the hygiene situation of the buildings and detect current and potential problems. Ensure adherence to Infection Control and Hygiene regulations.
ENQUIRIES	:	Mr M Shabane Tel No: (047) 502 4143/4008 or Enquiries: Musawakhe.Shabane@echealth.gov.za
POST 25/228	:	**HOUSEHOLD WORKER REF NO: ECHEALTH/HOSW/ECCEC/ES/29/07/2026 (X2 POSTS)**
SALARY	:	R144 024 - R169 656 per annum (Level 02)
CENTRE	:	Nelson Mandela Metro, Eastern Cape College of Emergency Care
REQUIREMENTS	:	NQF level 1 or 2 (ABET level 2 certificate or equivalent) with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
DUTIES	:	Provide housekeeping & cleaning services: Ensure cleanliness and tidiness of the areas allocated for cleaning. Removal of garbage disposal. Ensure cleanliness and hygiene in restrooms, bathrooms and other places in the building/offices. This includes washing, dusting, polishing, vacuum cleaning and sweeping as appropriate. Clean kitchen utensils and equipment. Maintain and keep control of stock levels of cleaning material/tea and meal utensils. Keep cleaning equipment safe, clean and in an efficient working condition. Report any item of equipment that needs to be repaired. Report shortage and or faulty machine/ equipment. Clean the boardroom, arranging chairs, water, glasses and any other utensils. Provide safeguarding & maintenance services: Store all cleaning equipment and products neatly in the designated cupboards. Implement simple security measures such as locking doors and closing windows. Monitor hazards in the buildings/offices/residential areas such as those related to fire and electricity. Ensure that simple maintenance repairs that do not need professional help are performed promptly by the service officers. Ensure compliance with all instructions relating to the use and storage of materials and equipment. Implement the universal precautionary measures. Assess the hygiene situation of the buildings and detect current and potential problems. Ensure adherence to Infection Control and Hygiene regulations.
ENQUIRIES	:	Mr K Plaatjie Tel No: (041) 453 0911 or Enquiries: Khayalethu.Plaatjie@echealth.gov.za

POST 25/229 : **HOUSEHOLD WORKER REF NO: ECHEALTH/HOSW/NMM-FPS/ES/30/07/2026 (X5 POSTS)**

SALARY : R144 024 - R169 656 per annum (Level 02)
CENTRE : Nelson Mandela Metro, Forensic Pathology Services
REQUIREMENTS : NQF level 1 or 2 (ABET level 2 certificate or equivalent) with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
DUTIES : Provide housekeeping & cleaning services: Ensure cleanliness and tidiness of the areas allocated for cleaning. Removal of garbage disposal. Ensure cleanliness and hygiene in restrooms, bathrooms and other places in the building/offices. This includes washing, dusting, polishing, vacuum cleaning and sweeping as appropriate. Clean kitchen utensils and equipment. Maintain and keep control of stock levels of cleaning material/tea and meal utensils. Keep cleaning equipment safe, clean and in an efficient working condition. Report any item of equipment that needs to be repaired. Report shortage and or faulty machine/ equipment. Clean the boardroom, arranging chairs, water, glasses and any other utensils. Provide safeguarding & maintenance services: Store all cleaning equipment and products neatly in the designated cupboards. Implement simple security measures such as locking doors and closing windows. Monitor hazards in the buildings/offices/residential areas such as those related to fire and electricity. Ensure that simple maintenance repairs that do not need professional help are performed promptly by the service officers. Ensure compliance with all instructions relating to the use and storage of materials and equipment. Implement the universal precautionary measures. Assess the hygiene situation of the buildings and detect current and potential problems. Ensure adherence to Infection Control and Hygiene regulations.
ENQUIRIES : Ms A Tsoko Tel No: (041) 391 8190 or Enquires: Alatha.Tsoko@echealth.gov.za

POST 25/230 : **HOUSEHOLD WORKER REF NO: ECHEALTH/HOSW/BCM-FPS/ES/31/07/2026 (X5 POSTS)**

SALARY : R144 024 - R169 656 per annum (Level 02)
CENTRE : Buffalo City Metro, Forensic Pathology Services
REQUIREMENTS : NQF level 1 or 2 (ABET level 2 certificate or equivalent) with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
DUTIES : Provide housekeeping & cleaning services: Ensure cleanliness and tidiness of the areas allocated for cleaning. Removal of garbage disposal. Ensure cleanliness and hygiene in restrooms, bathrooms and other places in the building/offices. This includes washing, dusting, polishing, vacuum cleaning and sweeping as appropriate. Clean kitchen utensils and equipment. Maintain and keep control of stock levels of cleaning material/tea and meal utensils. Keep cleaning equipment safe, clean and in an efficient working condition. Report any item of equipment that needs to be repaired. Report shortage and or faulty machine/ equipment. Clean the boardroom, arranging chairs, water, glasses and any other utensils. Provide safeguarding & maintenance services: Store all cleaning equipment and products neatly in the designated cupboards. Implement simple security measures such as locking doors and closing windows. Monitor hazards in the buildings/offices/residential areas such as those related to fire and electricity. Ensure that simple maintenance repairs that do not need professional help are performed promptly by the service officers. Ensure compliance with all instructions relating to the use and storage of materials and equipment. Implement the universal precautionary measures. Assess the hygiene situation of the buildings and detect current and potential problems. Ensure adherence to Infection Control and Hygiene regulations.
ENQUIRIES : Ms S Mangoloti Tel No: (043) 708 1720 or Enquiries: Simphiwe.Mangoloti@echealth.gov.za

POST 25/231 : **HOUSEHOLD WORKER REF NO: ECHEALTH/HOSW/CH-FPS/ES/32/07/2026 (X5 POSTS)**

SALARY : R144 024 - R169 656 per annum (Level 02)

CENTRE	:	Chris Hani District, Forensic Pathology Services
REQUIREMENTS	:	NQF level 1 or 2 (ABET level 2 certificate or equivalent) with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
DUTIES	:	Provide housekeeping & cleaning services: Ensure cleanliness and tidiness of the areas allocated for cleaning. Removal of garbage disposal. Ensure cleanliness and hygiene in restrooms, bathrooms and other places in the building/offices. This includes washing, dusting, polishing, vacuum cleaning and sweeping as appropriate. Clean kitchen utensils and equipment. Maintain and keep control of stock levels of cleaning material/tea and meal utensils. Keep cleaning equipment safe, clean and in an efficient working condition. Report any item of equipment that needs to be repaired. Report shortage and or faulty machine/ equipment. Clean the boardroom, arranging chairs, water, glasses and any other utensils. Provide safeguarding & maintenance services: Store all cleaning equipment and products neatly in the designated cupboards. Implement simple security measures such as locking doors and closing windows. Monitor hazards in the buildings/offices/residential areas such as those related to fire and electricity. Ensure that simple maintenance repairs that do not need professional help are performed promptly by the service officers. Ensure compliance with all instructions relating to the use and storage of materials and equipment. Implement the universal precautionary measures. Assess the hygiene situation of the buildings and detect current and potential problems. Ensure adherence to Infection Control and Hygiene regulations.
ENQUIRIES	:	Mr S Magxiva Tel No: (045) 839 2133 or Enquiries: Siphiwo.Magxiva@echealth.gov.za
POST 25/232	:	**HOUSEHOLD WORKER REF NO: ECHEALTH/HOSW/ORT-FPS/ES/33/07/2026 (X5 POSTS**)
SALARY	:	R144 024 - R169 656 per annum (Level 02)
CENTRE	:	OR Tambo District, Forensic Pathology Services
REQUIREMENTS	:	NQF level 1 or 2 (ABET level 2 certificate or equivalent) with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
DUTIES		Provide housekeeping & cleaning services: Ensure cleanliness and tidiness of the areas allocated for cleaning. Removal of garbage disposal. Ensure cleanliness and hygiene in restrooms, bathrooms and other places in the building/offices. This includes washing, dusting, polishing, vacuum cleaning and sweeping as appropriate. Clean kitchen utensils and equipment. Maintain and keep control of stock levels of cleaning material/tea and meal utensils. Keep cleaning equipment safe, clean and in an efficient working condition. Report any item of equipment that needs to be repaired. Report shortage and or faulty machine/ equipment. Clean the boardroom, arranging chairs, water, glasses and any other utensils. Provide safeguarding & maintenance services: Store all cleaning equipment and products neatly in the designated cupboards. Implement simple security measures such as locking doors and closing windows. Monitor hazards in the buildings/offices/residential areas such as those related to fire and electricity. Ensure that simple maintenance repairs that do not need professional help are performed promptly by the service officers. Ensure compliance with all instructions relating to the use and storage of materials and equipment. Implement the universal precautionary measures. Assess the hygiene situation of the buildings and detect current and potential problems. Ensure adherence to Infection Control and Hygiene regulations.
ENQUIRIES	:	Ms A Sokutu Tel No: (047) 502 9000 or Enquiries: Anda.Sokutu@echealth.gov.za
POST 25/233	:	**HOUSEHOLD WORKER REF NO: ECHEALTH/HOSW/UPH/ES/34/07/2026 (X6 POSTS)**
SALARY	:	R144 024 - R169 656 per annum (Level 02)
CENTRE	:	Nelson Mandela Metro, Uitenhage Provincial Hospital
REQUIREMENTS	:	NQF level 1 or 2 (ABET level 2 certificate or equivalent) with no experience. Poses good communication skills, be able to work shifts including weekends

and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

DUTIES : Provide housekeeping & cleaning services: Ensure cleanliness and tidiness of the areas allocated for cleaning. Removal of garbage disposal. Ensure cleanliness and hygiene in restrooms, bathrooms and other places in the building/offices. This includes washing, dusting, polishing, vacuum cleaning and sweeping as appropriate. Clean kitchen utensils and equipment. Maintain and keep control of stock levels of cleaning material/tea and meal utensils. Keep cleaning equipment safe, clean and in an efficient working condition. Report any item of equipment that needs to be repaired. Report shortage and or faulty machine/ equipment. Clean the boardroom, arranging chairs, water, glasses and any other utensils. Provide safeguarding & maintenance services: Store all cleaning equipment and products neatly in the designated cupboards. Implement simple security measures such as locking doors and closing windows. Monitor hazards in the buildings/offices/residential areas such as those related to fire and electricity. Ensure that simple maintenance repairs that do not need professional help are performed promptly by the service officers. Ensure compliance with all instructions relating to the use and storage of materials and equipment. Implement the universal precautionary measures. Assess the hygiene situation of the buildings and detect current and potential problems. Ensure adherence to Infection Control and Hygiene regulations.

ENQUIRIES : Ms D Davids Tel No: (041) 995 1129 or Enquiries: Daleela.Davids@echealth.gov.za

POST 25/234 : **HOUSEHOLD WORKER REF NO: ECHEALTH/HOSW/NMMDO/ES/35/07/2026 (X27 POSTS)**

SALARY : R144 024 - R169 656 per annum (Level 02)
CENTRE : Nelson Mandela Metro District
REQUIREMENTS : NQF level 1 or 2 (ABET level 2 certificate or equivalent) with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

DUTIES : Provide housekeeping & cleaning services: Ensure cleanliness and tidiness of the areas allocated for cleaning. Removal of garbage disposal. Ensure cleanliness and hygiene in restrooms, bathrooms and other places in the building/offices. This includes washing, dusting, polishing, vacuum cleaning and sweeping as appropriate. Clean kitchen utensils and equipment. Maintain and keep control of stock levels of cleaning material/tea and meal utensils. Keep cleaning equipment safe, clean and in an efficient working condition. Report any item of equipment that needs to be repaired. Report shortage and or faulty machine/ equipment. Clean the boardroom, arranging chairs, water, glasses and any other utensils. Provide safeguarding & maintenance services: Store all cleaning equipment and products neatly in the designated cupboards. Implement simple security measures such as locking doors and closing windows. Monitor hazards in the buildings/offices/residential areas such as those related to fire and electricity. Ensure that simple maintenance repairs that do not need professional help are performed promptly by the service officers. Ensure compliance with all instructions relating to the use and storage of materials and equipment. Implement the universal precautionary measures. Assess the hygiene situation of the buildings and detect current and potential problems. Ensure adherence to Infection Control and Hygiene regulations.

ENQUIRIES : Ms A Tsoko Tel No: (041) 391 8190 or Enquires: Alatha.Tsoko@echealth.gov.za

POST 25/235 : **HOUSEHOLD WORKER REF NO: ECHEALTH/HOSW/KOMPH/ES/36/07/2026 (X10 POSTS)**

SALARY : R144 024 - R169 656 per annum (Level 02)
CENTRE : Chris Hani District, Komani Psychiatric Hospital
REQUIREMENTS : NQF level 1 or 2 (ABET level 2 certificate or equivalent) with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

DUTIES : Provide housekeeping & cleaning services: Ensure cleanliness and tidiness of the areas allocated for cleaning. Removal of garbage disposal. Ensure cleanliness and hygiene in restrooms, bathrooms and other places in the building/offices. This includes washing, dusting, polishing, vacuum cleaning and sweeping as appropriate. Clean kitchen utensils and equipment. Maintain and keep control of stock levels of cleaning material/tea and meal utensils. Keep cleaning equipment safe, clean and in an efficient working condition. Report any item of equipment that needs to be repaired. Report shortage and or faulty machine/ equipment. Clean the boardroom, arranging chairs, water, glasses and any other utensils. Provide safeguarding & maintenance services: Store all cleaning equipment and products neatly in the designated cupboards. Implement simple security measures such as locking doors and closing windows. Monitor hazards in the buildings/offices/residential areas such as those related to fire and electricity. Ensure that simple maintenance repairs that do not need professional help are performed promptly by the service officers. Ensure compliance with all instructions relating to the use and storage of materials and equipment. Implement the universal precautionary measures. Assess the hygiene situation of the buildings and detect current and potential problems. Ensure adherence to Infection Control and Hygiene regulations.

ENQUIRIES : Ms N Mzola Tel No: (045) 858 8400 or Enquiries: Nombulelo.Mzola@echealth.gov.za

POST 25/236 : **HOUSEHOLD WORKER REF NO: ECHEALTH/HOSW/CMH/ES/37/07/2026 (X21 POSTS)**

SALARY : R144 024 - R169 656 per annum (Level 02)
CENTRE : Buffalo City Metro, Cecilia Makiwane Regional Hospital
REQUIREMENTS : NQF level 1 or 2 (ABET level 2 certificate or equivalent) with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

DUTIES : Provide housekeeping & cleaning services: Ensure cleanliness and tidiness of the areas allocated for cleaning. Removal of garbage disposal. Ensure cleanliness and hygiene in restrooms, bathrooms and other places in the building/offices. This includes washing, dusting, polishing, vacuum cleaning and sweeping as appropriate. Clean kitchen utensils and equipment. Maintain and keep control of stock levels of cleaning material/tea and meal utensils. Keep cleaning equipment safe, clean and in an efficient working condition. Report any item of equipment that needs to be repaired. Report shortage and or faulty machine/ equipment. Clean the boardroom, arranging chairs, water, glasses and any other utensils. Provide safeguarding & maintenance services: Store all cleaning equipment and products neatly in the designated cupboards. Implement simple security measures such as locking doors and closing windows. Monitor hazards in the buildings/offices/residential areas such as those related to fire and electricity. Ensure that simple maintenance repairs that do not need professional help are performed promptly by the service officers. Ensure compliance with all instructions relating to the use and storage of materials and equipment. Implement the universal precautionary measures. Assess the hygiene situation of the buildings and detect current and potential problems. Ensure adherence to Infection Control and Hygiene regulations.

ENQUIRIES : Ms N. Matshaya Tel No: (043) 708 2121 or Enquiries: Ntombizini.Matshaya@echealth.gov.za

POST 25/237 : **HOUSEHOLD WORKER REF NO: ECHEALTH/HOSW/TBH/ES/38/07/2026 (X2 POSTS)**

SALARY : R144 024 - R169 656 per annum (Level 02)
CENTRE : Joe Gqabi District, Taylor Bequest Hospital
REQUIREMENTS : NQF level 1 or 2 (ABET level 2 certificate or equivalent) with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

DUTIES : Provide housekeeping & cleaning services: Ensure cleanliness and tidiness of the areas allocated for cleaning. Removal of garbage disposal. Ensure cleanliness and hygiene in restrooms, bathrooms and other places in the

building/offices. This includes washing, dusting, polishing, vacuum cleaning and sweeping as appropriate. Clean kitchen utensils and equipment. Maintain and keep control of stock levels of cleaning material/tea and meal utensils. Keep cleaning equipment safe, clean and in an efficient working condition. Report any item of equipment that needs to be repaired. Report shortage and or faulty machine/ equipment. Clean the boardroom, arranging chairs, water, glasses and any other utensils. Provide safeguarding & maintenance services: Store all cleaning equipment and products neatly in the designated cupboards. Implement simple security measures such as locking doors and closing windows. Monitor hazards in the buildings/offices/residential areas such as those related to fire and electricity. Ensure that simple maintenance repairs that do not need professional help are performed promptly by the service officers. Ensure compliance with all instructions relating to the use and storage of materials and equipment. Implement the universal precautionary measures. Assess the hygiene situation of the buildings and detect current and potential problems. Ensure adherence to Infection Control and Hygiene regulations.

ENQUIRIES : Mr J Ndzinde Tel No: (039) 257 0099 or Enquiries: Joseph.Ndzinde@echealth.gov.za

POST 25/238 : **HOUSEHOLD WORKER REF NO: ECHEALTH/HOSW/ALNH/ES/39/07/2026 (X3 POSTS)**

SALARY : R144 024 - R169 656 per annum (Level 02)
CENTRE : Joe Gqabi District, Aliwal North Hospital
REQUIREMENTS : NQF level 1 or 2 (ABET level 2 certificate or equivalent) with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
DUTIES : Provide housekeeping & cleaning services: Ensure cleanliness and tidiness of the areas allocated for cleaning. Removal of garbage disposal. Ensure cleanliness and hygiene in restrooms, bathrooms and other places in the building/offices. This includes washing, dusting, polishing, vacuum cleaning and sweeping as appropriate. Clean kitchen utensils and equipment. Maintain and keep control of stock levels of cleaning material/tea and meal utensils. Keep cleaning equipment safe, clean and in an efficient working condition. Report any item of equipment that needs to be repaired. Report shortage and or faulty machine/ equipment. Clean the boardroom, arranging chairs, water, glasses and any other utensils. Provide safeguarding & maintenance services: Store all cleaning equipment and products neatly in the designated cupboards. Implement simple security measures such as locking doors and closing windows. Monitor hazards in the buildings/offices/residential areas such as those related to fire and electricity. Ensure that simple maintenance repairs that do not need professional help are performed promptly by the service officers. Ensure compliance with all instructions relating to the use and storage of materials and equipment. Implement the universal precautionary measures. Assess the hygiene situation of the buildings and detect current and potential problems. Ensure adherence to Infection Control and Hygiene regulations.
ENQUIRIES : Mr V Mona Tel no: 051 633 7700 or Vumile.Mona@echealth.gov.za

POST 25/239 : **HOUSEHOLD WORKER REF NO: ECHEALTH/HOSW/EMPISH/ES/40/07/2026 (X2 POSTS)**

SALARY : R144 024 - R169 656 per annum (Level 02)
CENTRE : Joe Gqabi District, Empilisweni Hospital
REQUIREMENTS : NQF level 1 or 2 (ABET level 2 certificate or equivalent) with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
DUTIES : Provide housekeeping & cleaning services: Ensure cleanliness and tidiness of the areas allocated for cleaning. Removal of garbage disposal. Ensure cleanliness and hygiene in restrooms, bathrooms and other places in the building/offices. This includes washing, dusting, polishing, vacuum cleaning and sweeping as appropriate. Clean kitchen utensils and equipment. Maintain and keep control of stock levels of cleaning material/tea and meal utensils. Keep cleaning equipment safe, clean and in an efficient working condition.

Report any item of equipment that needs to be repaired. Report shortage and or faulty machine/ equipment. Clean the boardroom, arranging chairs, water, glasses and any other utensils. Provide safeguarding & maintenance services: Store all cleaning equipment and products neatly in the designated cupboards. Implement simple security measures such as locking doors and closing windows. Monitor hazards in the buildings/offices/residential areas such as those related to fire and electricity. Ensure that simple maintenance repairs that do not need professional help are performed promptly by the service officers. Ensure compliance with all instructions relating to the use and storage of materials and equipment. Implement the universal precautionary measures. Assess the hygiene situation of the buildings and detect current and potential problems. Ensure adherence to Infection Control and Hygiene regulations.

ENQUIRIES : Mr. J Fonya Tel No: (051) 611 0037 or Enquiries: Jongilizwe.Fonya@echealth.gov.za

POST 25/240 : **HOUSEHOLD WORKER REF NO: ECHEALTH/HOSW/JAMSH/ES/41/07/2026 (X3 POSTS)**

SALARY : R144 024 - R169 656 per annum (Level 02)
CENTRE : Joe Gqabi District, Jamestown Hospital
REQUIREMENTS : NQF level 1 or 2 (ABET level 2 certificate or equivalent) with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
DUTIES : Provide housekeeping & cleaning services: Ensure cleanliness and tidiness of the areas allocated for cleaning. Removal of garbage disposal. Ensure cleanliness and hygiene in restrooms, bathrooms and other places in the building/offices. This includes washing, dusting, polishing, vacuum cleaning and sweeping as appropriate. Clean kitchen utensils and equipment. Maintain and keep control of stock levels of cleaning material/tea and meal utensils. Keep cleaning equipment safe, clean and in an efficient working condition. Report any item of equipment that needs to be repaired. Report shortage and or faulty machine/ equipment. Clean the boardroom, arranging chairs, water, glasses and any other utensils. Provide safeguarding & maintenance services: Store all cleaning equipment and products neatly in the designated cupboards. Implement simple security measures such as locking doors and closing windows. Monitor hazards in the buildings/offices/residential areas such as those related to fire and electricity. Ensure that simple maintenance repairs that do not need professional help are performed promptly by the service officers. Ensure compliance with all instructions relating to the use and storage of materials and equipment. Implement the universal precautionary measures. Assess the hygiene situation of the buildings and detect current and potential problems. Ensure adherence to Infection Control and Hygiene regulations.
ENQUIRIES : Mr J Ndzinde Tel No: (051) 633 9617 or Enquiries: Joseph.Ndzinde@echealth.gov.za

POST 25/241 : **HOUSEHOLD WORKER REF NO: ECHEALTH/HOSW/STYBH/ES/42/07/2026 (X2 POSTS)**

SALARY R144 024 - R169 656 per annum (Level 02)
CENTRE : Joe Gqabi District, Steynburg Hospital
REQUIREMENTS : NQF level 1 or 2 (ABET level 2 certificate or equivalent) with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
DUTIES : Provide housekeeping & cleaning services: Ensure cleanliness and tidiness of the areas allocated for cleaning. Removal of garbage disposal. Ensure cleanliness and hygiene in restrooms, bathrooms and other places in the building/offices. This includes washing, dusting, polishing, vacuum cleaning and sweeping as appropriate. Clean kitchen utensils and equipment. Maintain and keep control of stock levels of cleaning material/tea and meal utensils. Keep cleaning equipment safe, clean and in an efficient working condition. Report any item of equipment that needs to be repaired. Report shortage and or faulty machine/ equipment. Clean the boardroom, arranging chairs, water, glasses and any other utensils. Provide safeguarding & maintenance services:

Store all cleaning equipment and products neatly in the designated cupboards. Implement simple security measures such as locking doors and closing windows. Monitor hazards in the buildings/offices/residential areas such as those related to fire and electricity. Ensure that simple maintenance repairs that do not need professional help are performed promptly by the service officers. Ensure compliance with all instructions relating to the use and storage of materials and equipment. Implement the universal precautionary measures. Assess the hygiene situation of the buildings and detect current and potential problems. Ensure adherence to Infection Control and Hygiene regulations.

ENQUIRIES : Mr J Ndzinde Tel No: (048) 884 0241/051 633 9617 or Enquiries: Joseph.Ndzinde@echealth.gov.za

POST 25/242 : **HOUSEHOLD WORKER REF NO: ECHEALTH/HOSW/BURSDH/ES/43/07/2026 (X3 POSTS)**

SALARY : R144 024 - R169 656 per annum (Level 02)
CENTRE : Joe Gqabi District, Burgersdorp Hospital
REQUIREMENTS : NQF level 1 or 2 (ABET level 2 certificate or equivalent) with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

DUTIES : Provide housekeeping & cleaning services: Ensure cleanliness and tidiness of the areas allocated for cleaning. Removal of garbage disposal. Ensure cleanliness and hygiene in restrooms, bathrooms and other places in the building/offices. This includes washing, dusting, polishing, vacuum cleaning and sweeping as appropriate. Clean kitchen utensils and equipment. Maintain and keep control of stock levels of cleaning material/tea and meal utensils. Keep cleaning equipment safe, clean and in an efficient working condition. Report any item of equipment that needs to be repaired. Report shortage and or faulty machine/ equipment. Clean the boardroom, arranging chairs, water, glasses and any other utensils. Provide safeguarding & maintenance services: Store all cleaning equipment and products neatly in the designated cupboards. Implement simple security measures such as locking doors and closing windows. Monitor hazards in the buildings/offices/residential areas such as those related to fire and electricity. Ensure that simple maintenance repairs that do not need professional help are performed promptly by the service officers. Ensure compliance with all instructions relating to the use and storage of materials and equipment. Implement the universal precautionary measures. Assess the hygiene situation of the buildings and detect current and potential problems. Ensure adherence to Infection Control and Hygiene regulations.

ENQUIRIES : Ms N Zondi Tel No: (051) 653 1881 or Nosipho.Zondi@echealth.gov.za

POST 25/243 : **HOUSEHOLD WORKER REF NO: ECHEALTH/HOSW/LDGH/ES/44/07/2026 (X3 POSTS)**

SALARY : R144 024 - R169 656 per annum (Level 02)
CENTRE : Joe Gqabi District, Lady Grey Hospital
REQUIREMENTS : NQF level 1 or 2 (ABET level 2 certificate or equivalent) with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

DUTIES : Provide housekeeping & cleaning services: Ensure cleanliness and tidiness of the areas allocated for cleaning. Removal of garbage disposal. Ensure cleanliness and hygiene in restrooms, bathrooms and other places in the building/offices. This includes washing, dusting, polishing, vacuum cleaning and sweeping as appropriate. Clean kitchen utensils and equipment. Maintain and keep control of stock levels of cleaning material/tea and meal utensils. Keep cleaning equipment safe, clean and in an efficient working condition. Report any item of equipment that needs to be repaired. Report shortage and or faulty machine/ equipment. Clean the boardroom, arranging chairs, water, glasses and any other utensils. Provide safeguarding & maintenance services: Store all cleaning equipment and products neatly in the designated cupboards. Implement simple security measures such as locking doors and closing windows. Monitor hazards in the buildings/offices/residential areas such as those related to fire and electricity. Ensure that simple maintenance repairs that

do not need professional help are performed promptly by the service officers. Ensure compliance with all instructions relating to the use and storage of materials and equipment. Implement the universal precautionary measures. Assess the hygiene situation of the buildings and detect current and potential problems. Ensure adherence to Infection Control and Hygiene regulations.

ENQUIRIES : Ms N Skisazana Tel No: (051) 603 0093/0115 or Enquiries: Ntomboxolo.Skisazana@echealth.gov.za

POST 25/244 : **HOUSEHOLD WORKER REF NO: ECHEALTH/HOSW/CLJH/ES/45/07/2026 (X2 POSTS)**

SALARY : R144 024 - R169 656 per annum (Level 02)
CENTRE : Joe Gqabi District, Cloete Joubert Hospital
REQUIREMENTS : NQF level 1 or 2 (ABET level 2 certificate or equivalent) with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

DUTIES : Provide housekeeping & cleaning services: Ensure cleanliness and tidiness of the areas allocated for cleaning. Removal of garbage disposal. Ensure cleanliness and hygiene in restrooms, bathrooms and other places in the building/offices. This includes washing, dusting, polishing, vacuum cleaning and sweeping as appropriate. Clean kitchen utensils and equipment. Maintain and keep control of stock levels of cleaning material/tea and meal utensils. Keep cleaning equipment safe, clean and in an efficient working condition. Report any item of equipment that needs to be repaired. Report shortage and or faulty machine/ equipment. Clean the boardroom, arranging chairs, water, glasses and any other utensils. Provide safeguarding & maintenance services: Store all cleaning equipment and products neatly in the designated cupboards. Implement simple security measures such as locking doors and closing windows. Monitor hazards in the buildings/offices/residential areas such as those related to fire and electricity. Ensure that simple maintenance repairs that do not need professional help are performed promptly by the service officers. Ensure compliance with all instructions relating to the use and storage of materials and equipment. Implement the universal precautionary measures. Assess the hygiene situation of the buildings and detect current and potential problems. Ensure adherence to Infection Control and Hygiene regulations.

ENQUIRIES : Mr. Z.O Mgeyi Tel No: (045) 971 0091 or Enquiries: Nocwaka.Gobo@echealth.gov.za

POST 25/245 : **HOUSEHOLD WORKER REF NO: ECHEALTH/HOSW/MACH/ES/46/07/2026 (X2 POSTS)**

SALARY : R144 024 - R169 656 per annum (Level 02)
CENTRE : Joe Gqabi District, Maclear Hospital
REQUIREMENTS : NQF level 1 or 2 (ABET level 2 certificate or equivalent) with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

DUTIES : Provide housekeeping & cleaning services: Ensure cleanliness and tidiness of the areas allocated for cleaning. Removal of garbage disposal. Ensure cleanliness and hygiene in restrooms, bathrooms and other places in the building/offices. This includes washing, dusting, polishing, vacuum cleaning and sweeping as appropriate. Clean kitchen utensils and equipment. Maintain and keep control of stock levels of cleaning material/tea and meal utensils. Keep cleaning equipment safe, clean and in an efficient working condition. Report any item of equipment that needs to be repaired. Report shortage and or faulty machine/ equipment. Clean the boardroom, arranging chairs, water, glasses and any other utensils. Provide safeguarding & maintenance services: Store all cleaning equipment and products neatly in the designated cupboards. Implement simple security measures such as locking doors and closing windows. Monitor hazards in the buildings/offices/residential areas such as those related to fire and electricity. Ensure that simple maintenance repairs that do not need professional help are performed promptly by the service officers. Ensure compliance with all instructions relating to the use and storage of materials and equipment. Implement the universal precautionary measures.

Assess the hygiene situation of the buildings and detect current and potential problems. Ensure adherence to Infection Control and Hygiene regulations.

ENQUIRIES : Ms C Aucamp Tel No: (045) 932 1028 or Enquiries: Christa.Aucamp@echealth.gov.za

POST 25/246 : **HOUSEHOLD WORKER REF NO: ECHEALTH/HOSW/UMLAH/ES/47/07/2026 (X2 POSTS)**

SALARY : R144 024 - R169 656 per annum (Level 02)
CENTRE : Joe Gqabi District, Umlamli Hospital
REQUIREMENTS : NQF level 1 or 2 (ABET level 2 certificate or equivalent) with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
DUTIES : Provide housekeeping & cleaning services: Ensure cleanliness and tidiness of the areas allocated for cleaning. Removal of garbage disposal. Ensure cleanliness and hygiene in restrooms, bathrooms and other places in the building/offices. This includes washing, dusting, polishing, vacuum cleaning and sweeping as appropriate. Clean kitchen utensils and equipment. Maintain and keep control of stock levels of cleaning material/tea and meal utensils. Keep cleaning equipment safe, clean and in an efficient working condition. Report any item of equipment that needs to be repaired. Report shortage and or faulty machine/ equipment. Clean the boardroom, arranging chairs, water, glasses and any other utensils. Provide safeguarding & maintenance services: Store all cleaning equipment and products neatly in the designated cupboards. Implement simple security measures such as locking doors and closing windows. Monitor hazards in the buildings/offices/residential areas such as those related to fire and electricity. Ensure that simple maintenance repairs that do not need professional help are performed promptly by the service officers. Ensure compliance with all instructions relating to the use and storage of materials and equipment. Implement the universal precautionary measures. Assess the hygiene situation of the buildings and detect current and potential problems. Ensure adherence to Infection Control and Hygiene regulations.
ENQUIRIES : Mr J Ndzinde Tel No: (051) 611 0079/90 or Enquiries: Josesph.Ndzinde@echealth.gov.za

POST 25/247 : **HOUSEHOLD WORKER REF NO: ECHEALTH/HOSW/MALSD/ES/48/07/2026 (X2 POSTS)**

SALARY : R144 024 - R169 656 per annum (Level 02)
CENTRE : Joe Gqabi District, Maletswai Sub District
REQUIREMENTS : NQF level 1 or 2 (ABET level 2 certificate or equivalent) with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
DUTIES : Provide housekeeping & cleaning services: Ensure cleanliness and tidiness of the areas allocated for cleaning. Removal of garbage disposal. Ensure cleanliness and hygiene in restrooms, bathrooms and other places in the building/offices. This includes washing, dusting, polishing, vacuum cleaning and sweeping as appropriate. Clean kitchen utensils and equipment. Maintain and keep control of stock levels of cleaning material/tea and meal utensils. Keep cleaning equipment safe, clean and in an efficient working condition. Report any item of equipment that needs to be repaired. Report shortage and or faulty machine/ equipment. Clean the boardroom, arranging chairs, water, glasses and any other utensils. Provide safeguarding & maintenance services: Store all cleaning equipment and products neatly in the designated cupboards. Implement simple security measures such as locking doors and closing windows. Monitor hazards in the buildings/offices/residential areas such as those related to fire and electricity. Ensure that simple maintenance repairs that do not need professional help are performed promptly by the service officers. Ensure compliance with all instructions relating to the use and storage of materials and equipment. Implement the universal precautionary measures. Assess the hygiene situation of the buildings and detect current and potential problems. Ensure adherence to Infection Control and Hygiene regulations.

ENQUIRIES	:	Mr. J.S Ndzinde Tel No: (051) 633 9617 or Enquiries: Joseph.Ndzinde@echealth.gov.za
POST 25/248	:	**HOUSEHOLD WORKER REF NO: ECHEALTH/HOSW/ELUSD/ES/49/07/2026 (X2 POSTS)**
SALARY	:	R144 024 - R169 656 per annum (Level 02)
CENTRE	:	Joe Gqabi District, Elundini Sub District
REQUIREMENTS	:	NQF level 1 or 2 (ABET level 2 certificate or equivalent) with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
DUTIES	:	Provide housekeeping & cleaning services: Ensure cleanliness and tidiness of the areas allocated for cleaning. Removal of garbage disposal. Ensure cleanliness and hygiene in restrooms, bathrooms and other places in the building/offices. This includes washing, dusting, polishing, vacuum cleaning and sweeping as appropriate. Clean kitchen utensils and equipment. Maintain and keep control of stock levels of cleaning material/tea and meal utensils. Keep cleaning equipment safe, clean and in an efficient working condition. Report any item of equipment that needs to be repaired. Report shortage and or faulty machine/ equipment. Clean the boardroom, arranging chairs, water, glasses and any other utensils. Provide safeguarding & maintenance services: Store all cleaning equipment and products neatly in the designated cupboards. Implement simple security measures such as locking doors and closing windows. Monitor hazards in the buildings/offices/residential areas such as those related to fire and electricity. Ensure that simple maintenance repairs that do not need professional help are performed promptly by the service officers. Ensure compliance with all instructions relating to the use and storage of materials and equipment. Implement the universal precautionary measures. Assess the hygiene situation of the buildings and detect current and potential problems. Ensure adherence to Infection Control and Hygiene regulations.
ENQUIRIES	:	Tel no: Mr. J.S Ndzinde Tel No: (051) 633 9631 or Joseph.Ndzinde@echealth.gov.za
POST 25/249	:	**HOUSEHOLD WORKER REF NO: ECHEALTH/HOSW/SENQSD/ES/50/07/2026 (X2 POSTS)**
SALARY	:	R144 024 - R169 656 per annum (Level 02)
CENTRE	:	Joe Gqabi District, Senqu Sub-District
REQUIREMENTS	:	NQF level 1 or 2 (ABET level 2 certificate or equivalent) with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
DUTIES	:	Provide housekeeping & cleaning services: Ensure cleanliness and tidiness of the areas allocated for cleaning. Removal of garbage disposal. Ensure cleanliness and hygiene in restrooms, bathrooms and other places in the building/offices. This includes washing, dusting, polishing, vacuum cleaning and sweeping as appropriate. Clean kitchen utensils and equipment. Maintain and keep control of stock levels of cleaning material/tea and meal utensils. Keep cleaning equipment safe, clean and in an efficient working condition. Report any item of equipment that needs to be repaired. Report shortage and or faulty machine/ equipment. Clean the boardroom, arranging chairs, water, glasses and any other utensils. Provide safeguarding & maintenance services: Store all cleaning equipment and products neatly in the designated cupboards. Implement simple security measures such as locking doors and closing windows. Monitor hazards in the buildings/offices/residential areas such as those related to fire and electricity. Ensure that simple maintenance repairs that do not need professional help are performed promptly by the service officers. Ensure compliance with all instructions relating to the use and storage of materials and equipment. Implement the universal precautionary measures. Assess the hygiene situation of the buildings and detect current and potential problems. Ensure adherence to Infection Control and Hygiene regulations.
ENQUIRIES	:	Mr. J.S Ndzinde Tel No: (051) 633 9617/0781161958 or Enquiries: Joseph.Ndzinde@echealth.gov.za

POST 25/250	:	**HOUSEHOLD WORKER REF NO: ECHEALTH/HOSW/BCMDO/ES/51/07/2026 (X31 POSTS)**
SALARY	:	R144 024 - R169 656 per annum (Level 02)
CENTRE	:	Buffalo City Metro
REQUIREMENTS	:	NQF level 1 or 2 (ABET level 2 certificate or equivalent) with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
DUTIES	:	Provide housekeeping & cleaning services: Ensure cleanliness and tidiness of the areas allocated for cleaning. Removal of garbage disposal. Ensure cleanliness and hygiene in restrooms, bathrooms and other places in the building/offices. This includes washing, dusting, polishing, vacuum cleaning and sweeping as appropriate. Clean kitchen utensils and equipment. Maintain and keep control of stock levels of cleaning material/tea and meal utensils. Keep cleaning equipment safe, clean and in an efficient working condition. Report any item of equipment that needs to be repaired. Report shortage and or faulty machine/ equipment. Clean the boardroom, arranging chairs, water, glasses and any other utensils. Provide safeguarding & maintenance services: Store all cleaning equipment and products neatly in the designated cupboards. Implement simple security measures such as locking doors and closing windows. Monitor hazards in the buildings/offices/residential areas such as those related to fire and electricity. Ensure that simple maintenance repairs that do not need professional help are performed promptly by the service officers. Ensure compliance with all instructions relating to the use and storage of materials and equipment. Implement the universal precautionary measures. Assess the hygiene situation of the buildings and detect current and potential problems. Ensure adherence to Infection Control and Hygiene regulations.
ENQUIRIES	:	Ms S Mangoloti Tel No: (043) 708 1720 or Enquiries: Simphiwe.Mangoloti@echealth.gov.za
POST 25/251	:	**HOUSEHOLD WORKER REF NO: ECHEALTH/HOSW/SBDO/ES/52/07/2026 (X80 POSTS)**
SALARY	:	R144 024 - R169 656 per annum (Level 02)
CENTRE	:	Sarah Baartman District
REQUIREMENTS	:	NQF level 1 or 2 (ABET level 2 certificate or equivalent) with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
DUTIES	:	Provide housekeeping & cleaning services: Ensure cleanliness and tidiness of the areas allocated for cleaning. Removal of garbage disposal. Ensure cleanliness and hygiene in restrooms, bathrooms and other places in the building/offices. This includes washing, dusting, polishing, vacuum cleaning and sweeping as appropriate. Clean kitchen utensils and equipment. Maintain and keep control of stock levels of cleaning material/tea and meal utensils. Keep cleaning equipment safe, clean and in an efficient working condition. Report any item of equipment that needs to be repaired. Report shortage and or faulty machine/ equipment. Clean the boardroom, arranging chairs, water, glasses and any other utensils. Provide safeguarding & maintenance services: Store all cleaning equipment and products neatly in the designated cupboards. Implement simple security measures such as locking doors and closing windows. Monitor hazards in the buildings/offices/residential areas such as those related to fire and electricity. Ensure that simple maintenance repairs that do not need professional help are performed promptly by the service officers. Ensure compliance with all instructions relating to the use and storage of materials and equipment. Implement the universal precautionary measures. Assess the hygiene situation of the buildings and detect current and potential problems. Ensure adherence to Infection Control and Hygiene regulations.
ENQUIRIES	:	Ms T Sompontsha at 071 867 8865 or Enquiries: Thandi.Sompontsha@echealth.gov.za

POST 25/252 : **HOUSEHOLD WORKER REF NO: ECHEALTH/HOSW/ORTDO/ES/53/07/2026 (X60 POSTS)**

SALARY : R144 024 - R169 656 per annum (Level 02)
CENTRE : OR Tambo District
REQUIREMENTS : NQF level 1 or 2 (ABET level 2 certificate or equivalent) with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
DUTIES : Provide housekeeping & cleaning services: Ensure cleanliness and tidiness of the areas allocated for cleaning. Removal of garbage disposal. Ensure cleanliness and hygiene in restrooms, bathrooms and other places in the building/offices. This includes washing, dusting, polishing, vacuum cleaning and sweeping as appropriate. Clean kitchen utensils and equipment. Maintain and keep control of stock levels of cleaning material/tea and meal utensils. Keep cleaning equipment safe, clean and in an efficient working condition. Report any item of equipment that needs to be repaired. Report shortage and or faulty machine/ equipment. Clean the boardroom, arranging chairs, water, glasses and any other utensils. Provide safeguarding & maintenance services: Store all cleaning equipment and products neatly in the designated cupboards. Implement simple security measures such as locking doors and closing windows. Monitor hazards in the buildings/offices/residential areas such as those related to fire and electricity. Ensure that simple maintenance repairs that do not need professional help are performed promptly by the service officers. Ensure compliance with all instructions relating to the use and storage of materials and equipment. Implement the universal precautionary measures. Assess the hygiene situation of the buildings and detect current and potential problems. Ensure adherence to Infection Control and Hygiene regulations.
ENQUIRIES : Ms A Sokutu Tel no: 047 502 9000 or Enquiries: Anda.Sokutu@echealth.gov.za

POST 25/253 : **HOUSEHOLD WORKER REF NO: ECHEALTH/HOSW/AMADO/ES/54/07/2026 (X35 POSTS)**

SALARY : R144 024 - R169 656 per annum (Level 02)
CENTRE : Amathole District
REQUIREMENTS : NQF level 1 or 2 (ABET level 2 certificate or equivalent) with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
DUTIES : Provide housekeeping & cleaning services: Ensure cleanliness and tidiness of the areas allocated for cleaning. Removal of garbage disposal. Ensure cleanliness and hygiene in restrooms, bathrooms and other places in the building/offices. This includes washing, dusting, polishing, vacuum cleaning and sweeping as appropriate. Clean kitchen utensils and equipment. Maintain and keep control of stock levels of cleaning material/tea and meal utensils. Keep cleaning equipment safe, clean and in an efficient working condition. Report any item of equipment that needs to be repaired. Report shortage and or faulty machine/ equipment. Clean the boardroom, arranging chairs, water, glasses and any other utensils. Provide safeguarding & maintenance services: Store all cleaning equipment and products neatly in the designated cupboards. Implement simple security measures such as locking doors and closing windows. Monitor hazards in the buildings/offices/residential areas such as those related to fire and electricity. Ensure that simple maintenance repairs that do not need professional help are performed promptly by the service officers. Ensure compliance with all instructions relating to the use and storage of materials and equipment. Implement the universal precautionary measures. Assess the hygiene situation of the buildings and detect current and potential problems. Ensure adherence to Infection Control and Hygiene regulations.
ENQUIRIES : Ms S Njokweni Tel No: (043) 709 2487/2532 or Enquiries: Themba.Toko@echealth.gov.za

POST 25/254 : **HOUSEHOLD WORKER REF NO: ECHEALTH/HOSW/ENGSD/ES/55/07/2026 (X5 POSTS**)

SALARY : R144 024 - R169 656 per annum (Level 02)

CENTRE	:	Chris Hani District, Engcobo Sub-district Clinics
REQUIREMENTS	:	NQF level 1 or 2 (ABET level 2 certificate or equivalent) with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
DUTIES	:	Provide housekeeping & cleaning services: Ensure cleanliness and tidiness of the areas allocated for cleaning. Removal of garbage disposal. Ensure cleanliness and hygiene in restrooms, bathrooms and other places in the building/offices. This includes washing, dusting, polishing, vacuum cleaning and sweeping as appropriate. Clean kitchen utensils and equipment. Maintain and keep control of stock levels of cleaning material/tea and meal utensils. Keep cleaning equipment safe, clean and in an efficient working condition. Report any item of equipment that needs to be repaired. Report shortage and or faulty machine/ equipment. Clean the boardroom, arranging chairs, water, glasses and any other utensils. Provide safeguarding & maintenance services: Store all cleaning equipment and products neatly in the designated cupboards. Implement simple security measures such as locking doors and closing windows. Monitor hazards in the buildings/offices/residential areas such as those related to fire and electricity. Ensure that simple maintenance repairs that do not need professional help are performed promptly by the service officers. Ensure compliance with all instructions relating to the use and storage of materials and equipment. Implement the universal precautionary measures. Assess the hygiene situation of the buildings and detect current and potential problems. Ensure adherence to Infection Control and Hygiene regulations.
ENQUIRIES	:	Ms N Matala Tel No: (047) 548 0022/34/0723558144 or Enquiries: Ncebakazi.Matala@echealth.gov.za
POST 25/255	:	**HOUSEHOLD WORKER REF NO: ECHEALTH/HOSW/ALSH/ES/56/07/2026 (X8 POSTS)**
SALARY	:	R144 024 - R169 656 per annum (Level 02)
CENTRE	:	Chris Hani District, All Saints Hospital
REQUIREMENTS	:	NQF level 1 or 2 (ABET level 2 certificate or equivalent) with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
DUTIES	:	Provide housekeeping & cleaning services: Ensure cleanliness and tidiness of the areas allocated for cleaning. Removal of garbage disposal. Ensure cleanliness and hygiene in restrooms, bathrooms and other places in the building/offices. This includes washing, dusting, polishing, vacuum cleaning and sweeping as appropriate. Clean kitchen utensils and equipment. Maintain and keep control of stock levels of cleaning material/tea and meal utensils. Keep cleaning equipment safe, clean and in an efficient working condition. Report any item of equipment that needs to be repaired. Report shortage and or faulty machine/ equipment. Clean the boardroom, arranging chairs, water, glasses and any other utensils. Provide safeguarding & maintenance services: Store all cleaning equipment and products neatly in the designated cupboards. Implement simple security measures such as locking doors and closing windows. Monitor hazards in the buildings/offices/residential areas such as those related to fire and electricity. Ensure that simple maintenance repairs that do not need professional help are performed promptly by the service officers. Ensure compliance with all instructions relating to the use and storage of materials and equipment. Implement the universal precautionary measures. Assess the hygiene situation of the buildings and detect current and potential problems. Ensure adherence to Infection Control and Hygiene regulations.
ENQUIRIES	:	Ms NP Gcaza Tel No: (047) 548 4104 or Enquiries: Priscilla.Gcaza@echealth.gov.za
POST 25/256	:	**HOUSEHOLD WORKER REF NO: ECHEALTH/HOSW/MJAH/ES/57/07/2026 (X2 POSTS**)
SALARY	:	R144 024 - R169 656 per annum (Level 02)
CENTRE	:	Chris Hani District, Mjanyana Hospital
REQUIREMENTS	:	NQF level 1 or 2 (ABET level 2 certificate or equivalent) with no experience. Poses good communication skills, be able to work shifts including weekends

and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

DUTIES : Provide housekeeping & cleaning services: Ensure cleanliness and tidiness of the areas allocated for cleaning. Removal of garbage disposal. Ensure cleanliness and hygiene in restrooms, bathrooms and other places in the building/offices. This includes washing, dusting, polishing, vacuum cleaning and sweeping as appropriate. Clean kitchen utensils and equipment. Maintain and keep control of stock levels of cleaning material/tea and meal utensils. Keep cleaning equipment safe, clean and in an efficient working condition. Report any item of equipment that needs to be repaired. Report shortage and or faulty machine/ equipment. Clean the boardroom, arranging chairs, water, glasses and any other utensils. Provide safeguarding & maintenance services: Store all cleaning equipment and products neatly in the designated cupboards. Implement simple security measures such as locking doors and closing windows. Monitor hazards in the buildings/offices/residential areas such as those related to fire and electricity. Ensure that simple maintenance repairs that do not need professional help are performed promptly by the service officers. Ensure compliance with all instructions relating to the use and storage of materials and equipment. Implement the universal precautionary measures. Assess the hygiene situation of the buildings and detect current and potential problems. Ensure adherence to Infection Control and Hygiene regulations.

ENQUIRIES : Ms SS Naku Tel No: (047) 874 8000 or Enquiries: Sivuyile.Naku@echealth@echealth.gov.za

POST 25/257 : **HOUSEHOLD WORKER REF NO: ECHEALTH/HOSW/INYSD/ES/58/07/2026 (X10 POSTS)**

SALARY : R144 024 - R169 656 per annum (Level 02)
CENTRE : Chris Hani District, Intsika Yethu Clinics
REQUIREMENTS : NQF level 1 or 2 (ABET level 2 certificate or equivalent) with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

DUTIES Provide housekeeping & cleaning services: Ensure cleanliness and tidiness of the areas allocated for cleaning. Removal of garbage disposal. Ensure cleanliness and hygiene in restrooms, bathrooms and other places in the building/offices. This includes washing, dusting, polishing, vacuum cleaning and sweeping as appropriate. Clean kitchen utensils and equipment. Maintain and keep control of stock levels of cleaning material/tea and meal utensils. Keep cleaning equipment safe, clean and in an efficient working condition. Report any item of equipment that needs to be repaired. Report shortage and or faulty machine/ equipment. Clean the boardroom, arranging chairs, water, glasses and any other utensils. Provide safeguarding & maintenance services: Store all cleaning equipment and products neatly in the designated cupboards. Implement simple security measures such as locking doors and closing windows. Monitor hazards in the buildings/offices/residential areas such as those related to fire and electricity. Ensure that simple maintenance repairs that do not need professional help are performed promptly by the service officers. Ensure compliance with all instructions relating to the use and storage of materials and equipment. Implement the universal precautionary measures. Assess the hygiene situation of the buildings and detect current and potential problems. Ensure adherence to Infection Control and Hygiene regulations.

ENQUIRIES : Ms A Mabentsela Tel No: (047) 874 0079 or Enquiries: Asanda.Mabentsela@echealth.gov.za

POST 25/258 : **HOUSEHOLD WORKER REF NO: ECHEALTH/HOSW/COFIH/ES/59/07/2026 (X7 POSTS)**

SALARY : R144 024 - R169 656 per annum (Level 02)
CENTRE : Chris Hani District, Cofimvaba Hospital
REQUIREMENTS : NQF level 1 or 2 (ABET level 2 certificate or equivalent) with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

DUTIES : Provide housekeeping & cleaning services: Ensure cleanliness and tidiness of the areas allocated for cleaning. Removal of garbage disposal. Ensure cleanliness and hygiene in restrooms, bathrooms and other places in the building/offices. This includes washing, dusting, polishing, vacuum cleaning and sweeping as appropriate. Clean kitchen utensils and equipment. Maintain and keep control of stock levels of cleaning material/tea and meal utensils. Keep cleaning equipment safe, clean and in an efficient working condition. Report any item of equipment that needs to be repaired. Report shortage and or faulty machine/ equipment. Clean the boardroom, arranging chairs, water, glasses and any other utensils. Provide safeguarding & maintenance services: Store all cleaning equipment and products neatly in the designated cupboards. Implement simple security measures such as locking doors and closing windows. Monitor hazards in the buildings/offices/residential areas such as those related to fire and electricity. Ensure that simple maintenance repairs that do not need professional help are performed promptly by the service officers. Ensure compliance with all instructions relating to the use and storage of materials and equipment. Implement the universal precautionary measures. Assess the hygiene situation of the buildings and detect current and potential problems. Ensure adherence to Infection Control and Hygiene regulations.

ENQUIRIES : Ms N Somlota Tel No: (047) 874 8000 or Enquiries: Nomnikelo.Somlota@echealth.gov.za

POST 25/259 : **HOUSEHOLD WORKER REF NO: ECHEALTH/HOSW/ENMSD/ES/60/07/2026 (X8 POSTS)**

SALARY : R144 024 - R169 656 per annum (Level 02)
CENTRE : Chris Hani District, Enoch Mgijima Clinics
REQUIREMENTS : NQF level 1 or 2 (ABET level 2 certificate or equivalent) with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

DUTIES : Provide housekeeping & cleaning services: Ensure cleanliness and tidiness of the areas allocated for cleaning. Removal of garbage disposal. Ensure cleanliness and hygiene in restrooms, bathrooms and other places in the building/offices. This includes washing, dusting, polishing, vacuum cleaning and sweeping as appropriate. Clean kitchen utensils and equipment. Maintain and keep control of stock levels of cleaning material/tea and meal utensils. Keep cleaning equipment safe, clean and in an efficient working condition. Report any item of equipment that needs to be repaired. Report shortage and or faulty machine/ equipment. Clean the boardroom, arranging chairs, water, glasses and any other utensils. Provide safeguarding & maintenance services: Store all cleaning equipment and products neatly in the designated cupboards. Implement simple security measures such as locking doors and closing windows. Monitor hazards in the buildings/offices/residential areas such as those related to fire and electricity. Ensure that simple maintenance repairs that do not need professional help are performed promptly by the service officers. Ensure compliance with all instructions relating to the use and storage of materials and equipment. Implement the universal precautionary measures. Assess the hygiene situation of the buildings and detect current and potential problems. Ensure adherence to Infection Control and Hygiene regulations.

ENQUIRIES : Ms M Mtweni Tel No: (045) 807 8908 or Enquiries: Miranda.Mtweni@echealth.gov.za

POST 25/260 : **HOUSEHOLD WORKER REF NO: ECHEALTH/HOSW/HEWH/ES/61/07/2026 (X5 POSTS)**

SALARY : R144 024 - R169 656 per annum (Level 02)
CENTRE : Chris Hani District, Hewu Hospital
REQUIREMENTS : NQF level 1 or 2 (ABET level 2 certificate or equivalent) with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

DUTIES : Provide housekeeping & cleaning services: Ensure cleanliness and tidiness of the areas allocated for cleaning. Removal of garbage disposal. Ensure cleanliness and hygiene in restrooms, bathrooms and other places in the

building/offices. This includes washing, dusting, polishing, vacuum cleaning and sweeping as appropriate. Clean kitchen utensils and equipment. Maintain and keep control of stock levels of cleaning material/tea and meal utensils. Keep cleaning equipment safe, clean and in an efficient working condition. Report any item of equipment that needs to be repaired. Report shortage and or faulty machine/ equipment. Clean the boardroom, arranging chairs, water, glasses and any other utensils. Provide safeguarding & maintenance services: Store all cleaning equipment and products neatly in the designated cupboards. Implement simple security measures such as locking doors and closing windows. Monitor hazards in the buildings/offices/residential areas such as those related to fire and electricity. Ensure that simple maintenance repairs that do not need professional help are performed promptly by the service officers. Ensure compliance with all instructions relating to the use and storage of materials and equipment. Implement the universal precautionary measures. Assess the hygiene situation of the buildings and detect current and potential problems. Ensure adherence to Infection Control and Hygiene regulations.

ENQUIRIES : Mr X Kolwapi Tel No: (040) 841 0754 or Enquiries: Xola.kolwapi@echealth.gov.za

POST 25/261 : **HOUSEHOLD WORKER REF NO: ECHEALTH/HOSW/MOLH/ES/62/07/2026 (X3 POSTS)**

SALARY : R144 024 - R169 656 per annum (Level 02)
CENTRE : Chris Hani District, Molteno Hospital
REQUIREMENTS : NQF level 1 or 2 (ABET level 2 certificate or equivalent) with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
DUTIES : Provide housekeeping & cleaning services: Ensure cleanliness and tidiness of the areas allocated for cleaning. Removal of garbage disposal. Ensure cleanliness and hygiene in restrooms, bathrooms and other places in the building/offices. This includes washing, dusting, polishing, vacuum cleaning and sweeping as appropriate. Clean kitchen utensils and equipment. Maintain and keep control of stock levels of cleaning material/tea and meal utensils. Keep cleaning equipment safe, clean and in an efficient working condition. Report any item of equipment that needs to be repaired. Report shortage and or faulty machine/ equipment. Clean the boardroom, arranging chairs, water, glasses and any other utensils. Provide safeguarding & maintenance services: Store all cleaning equipment and products neatly in the designated cupboards. Implement simple security measures such as locking doors and closing windows. Monitor hazards in the buildings/offices/residential areas such as those related to fire and electricity. Ensure that simple maintenance repairs that do not need professional help are performed promptly by the service officers. Ensure compliance with all instructions relating to the use and storage of materials and equipment. Implement the universal precautionary measures. Assess the hygiene situation of the buildings and detect current and potential problems. Ensure adherence to Infection Control and Hygiene regulations.
ENQUIRIES : Mr. L Tsengiwe Tel No: (045) 967 0089 or Enquiries: Lonwabo.Tsengiwe@echealth.gov.za

POST 25/262 : **HOUSEHOLD WORKER REF NO: ECHEALTH/HOSW/MVH/ES/63/07/2026 (X3 POSTS)**

SALARY : R144 024 - R169 656 per annum (Level 02)
CENTRE : Chris Hani District, Martjie Venter Hospital
REQUIREMENTS : NQF level 1 or 2 (ABET level 2 certificate or equivalent) with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
DUTIES : Provide housekeeping & cleaning services: Ensure cleanliness and tidiness of the areas allocated for cleaning. Removal of garbage disposal. Ensure cleanliness and hygiene in restrooms, bathrooms and other places in the building/offices. This includes washing, dusting, polishing, vacuum cleaning and sweeping as appropriate. Clean kitchen utensils and equipment. Maintain and keep control of stock levels of cleaning material/tea and meal utensils.

Keep cleaning equipment safe, clean and in an efficient working condition. Report any item of equipment that needs to be repaired. Report shortage and or faulty machine/ equipment. Clean the boardroom, arranging chairs, water, glasses and any other utensils. Provide safeguarding & maintenance services: Store all cleaning equipment and products neatly in the designated cupboards. Implement simple security measures such as locking doors and closing windows. Monitor hazards in the buildings/offices/residential areas such as those related to fire and electricity. Ensure that simple maintenance repairs that do not need professional help are performed promptly by the service officers. Ensure compliance with all instructions relating to the use and storage of materials and equipment. Implement the universal precautionary measures. Assess the hygiene situation of the buildings and detect current and potential problems. Ensure adherence to Infection Control and Hygiene regulations.

ENQUIRIES : Dr M Zaula Tel No: (045) 846 0041 or Enquiries: Msingathi.Zaula@echealth.gov.za

POST 25/263 : **HOUSEHOLD WORKER REF NO: ECHEALTH/HOSW/STRH/ES/64/07/2026 (X2 POSTS)**

SALARY : R144 024 - R169 656 per annum (Level 02)
CENTRE : Chris Hani District, Sterksroom Hospital
REQUIREMENTS : NQF level 1 or 2 (ABET level 2 certificate or equivalent) with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

DUTIES : Provide housekeeping & cleaning services: Ensure cleanliness and tidiness of the areas allocated for cleaning. Removal of garbage disposal. Ensure cleanliness and hygiene in restrooms, bathrooms and other places in the building/offices. This includes washing, dusting, polishing, vacuum cleaning and sweeping as appropriate. Clean kitchen utensils and equipment. Maintain and keep control of stock levels of cleaning material/tea and meal utensils. Keep cleaning equipment safe, clean and in an efficient working condition. Report any item of equipment that needs to be repaired. Report shortage and or faulty machine/ equipment. Clean the boardroom, arranging chairs, water, glasses and any other utensils. Provide safeguarding & maintenance services: Store all cleaning equipment and products neatly in the designated cupboards. Implement simple security measures such as locking doors and closing windows. Monitor hazards in the buildings/offices/residential areas such as those related to fire and electricity. Ensure that simple maintenance repairs that do not need professional help are performed promptly by the service officers. Ensure compliance with all instructions relating to the use and storage of materials and equipment. Implement the universal precautionary measures. Assess the hygiene situation of the buildings and detect current and potential problems. Ensure adherence to Infection Control and Hygiene regulations.

ENQUIRIES : Mrs. CM Swart Tel No: (045) 966 0268 or Enquiries: Coleen.Swarts@echealth.gov.za

POST 25/264 : **HOUSEHOLD WORKER REF NO: ECHEALTH/HOSW/SAKSD/ES/65/07/2026 (X5 POSTS)**

SALARY : R144 024 - R169 656 per annum (Level 02)
CENTRE : Chris Hani District, Sakhisizwe Sub-District Clinics
REQUIREMENTS : NQF level 1 or 2 (ABET level 2 certificate or equivalent) with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

DUTIES : Provide housekeeping & cleaning services: Ensure cleanliness and tidiness of the areas allocated for cleaning. Removal of garbage disposal. Ensure cleanliness and hygiene in restrooms, bathrooms and other places in the building/offices. This includes washing, dusting, polishing, vacuum cleaning and sweeping as appropriate. Clean kitchen utensils and equipment. Maintain and keep control of stock levels of cleaning material/tea and meal utensils. Keep cleaning equipment safe, clean and in an efficient working condition. Report any item of equipment that needs to be repaired. Report shortage and or faulty machine/ equipment. Clean the boardroom, arranging chairs, water,

glasses and any other utensils. Provide safeguarding & maintenance services: Store all cleaning equipment and products neatly in the designated cupboards. Implement simple security measures such as locking doors and closing windows. Monitor hazards in the buildings/offices/residential areas such as those related to fire and electricity. Ensure that simple maintenance repairs that do not need professional help are performed promptly by the service officers. Ensure compliance with all instructions relating to the use and storage of materials and equipment. Implement the universal precautionary measures. Assess the hygiene situation of the buildings and detect current and potential problems. Ensure adherence to Infection Control and Hygiene regulations.

ENQUIRIES : Ms B Mtsi Tel No: (047) 877 0931 or Enquiries: Babalwa.Mtsi@echealth.gov.za

POST 25/265 : **HOUSEHOLD WORKER REF NO: ECHEALTH/HOSW/CALH/ES/66/07/2026 (X5 POSTS)**

SALARY : R144 024 - R169 656 per annum (Level 02)
CENTRE : Chris Hani District, Cala Hospital
REQUIREMENTS : NQF level 1 or 2 (ABET level 2 certificate or equivalent) with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

DUTIES : Provide housekeeping & cleaning services: Ensure cleanliness and tidiness of the areas allocated for cleaning. Removal of garbage disposal. Ensure cleanliness and hygiene in restrooms, bathrooms and other places in the building/offices. This includes washing, dusting, polishing, vacuum cleaning and sweeping as appropriate. Clean kitchen utensils and equipment. Maintain and keep control of stock levels of cleaning material/tea and meal utensils. Keep cleaning equipment safe, clean and in an efficient working condition. Report any item of equipment that needs to be repaired. Report shortage and or faulty machine/ equipment. Clean the boardroom, arranging chairs, water, glasses and any other utensils. Provide safeguarding & maintenance services: Store all cleaning equipment and products neatly in the designated cupboards. Implement simple security measures such as locking doors and closing windows. Monitor hazards in the buildings/offices/residential areas such as those related to fire and electricity. Ensure that simple maintenance repairs that do not need professional help are performed promptly by the service officers. Ensure compliance with all instructions relating to the use and storage of materials and equipment. Implement the universal precautionary measures. Assess the hygiene situation of the buildings and detect current and potential problems. Ensure adherence to Infection Control and Hygiene regulations.

ENQUIRIES : Ms Z Mpangele Tel No: (047) 877 0237 or Enquiries: Ziziphiwo.Mpangele@echealth.gov.za

POST 25/266 : **HOUSEHOLD WORKER REF NO: ECHEALTH/HOSW/ELLH/ES/67/07/2026 (X3 POSTS)**

SALARY : R144 024 - R169 656 per annum (Level 02)
CENTRE
Chris Hani District, Elliot Hospital
REQUIREMENTS : NQF level 1 or 2 (ABET level 2 certificate or equivalent) with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

DUTIES : Provide housekeeping & cleaning services: Ensure cleanliness and tidiness of the areas allocated for cleaning. Removal of garbage disposal. Ensure cleanliness and hygiene in restrooms, bathrooms and other places in the building/offices. This includes washing, dusting, polishing, vacuum cleaning and sweeping as appropriate. Clean kitchen utensils and equipment. Maintain and keep control of stock levels of cleaning material/tea and meal utensils. Keep cleaning equipment safe, clean and in an efficient working condition. Report any item of equipment that needs to be repaired. Report shortage and or faulty machine/ equipment. Clean the boardroom, arranging chairs, water, glasses and any other utensils. Provide safeguarding & maintenance services: Store all cleaning equipment and products neatly in the designated cupboards. Implement simple security measures such as locking doors and closing windows. Monitor hazards in the buildings/offices/residential areas such as

		those related to fire and electricity. Ensure that simple maintenance repairs that do not need professional help are performed promptly by the service officers. Ensure compliance with all instructions relating to the use and storage of materials and equipment. Implement the universal precautionary measures. Assess the hygiene situation of the buildings and detect current and potential problems. Ensure adherence to Infection Control and Hygiene regulations.
ENQUIRIES	:	Ms Z Dunga Tel No: (045) 931 1321 or Enquiries: Zizo.Dunga@echealth.gov.za
POST 25/267	:	**HOUSEHOLD WORKER REF NO: ECHEALTH/HOSW/EMALASD/ES/68/07/2026 (X8 POSTS)**
SALARY	:	R144 024 - R169 656 per annum (Level 02)
CENTRE	:	Chris Hani District, Emalahleni Sub-district Clinics
REQUIREMENTS	:	NQF level 1 or 2 (ABET level 2 certificate or equivalent) with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
DUTIES	:	Provide housekeeping & cleaning services: Ensure cleanliness and tidiness of the areas allocated for cleaning. Removal of garbage disposal. Ensure cleanliness and hygiene in restrooms, bathrooms and other places in the building/offices. This includes washing, dusting, polishing, vacuum cleaning and sweeping as appropriate. Clean kitchen utensils and equipment. Maintain and keep control of stock levels of cleaning material/tea and meal utensils. Keep cleaning equipment safe, clean and in an efficient working condition. Report any item of equipment that needs to be repaired. Report shortage and or faulty machine/ equipment. Clean the boardroom, arranging chairs, water, glasses and any other utensils. Provide safeguarding & maintenance services: Store all cleaning equipment and products neatly in the designated cupboards. Implement simple security measures such as locking doors and closing windows. Monitor hazards in the buildings/offices/residential areas such as those related to fire and electricity. Ensure that simple maintenance repairs that do not need professional help are performed promptly by the service officers. Ensure compliance with all instructions relating to the use and storage of materials and equipment. Implement the universal precautionary measures. Assess the hygiene situation of the buildings and detect current and potential problems. Ensure adherence to Infection Control and Hygiene regulations.
ENQUIRIES	:	Ms N Katiya Tel No: (047) 878 2800 or Enquiries: Nomathamsanqa.Katiya@echealth.gov.za
POST 25/268	:	**HOUSEHOLD WORKER REF NO: ECHEALTH/HOSW/GGH/ES/69/07/2026 (X7 POSTS)**
SALARY	:	R144 024 - R169 656 per annum (Level 02)
CENTRE	:	Chris Hani District, Glen Grey Hospital
REQUIREMENTS	:	NQF level 1 or 2 (ABET level 2 certificate or equivalent) with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
DUTIES	:	Provide housekeeping & cleaning services: Ensure cleanliness and tidiness of the areas allocated for cleaning. Removal of garbage disposal. Ensure cleanliness and hygiene in restrooms, bathrooms and other places in the building/offices. This includes washing, dusting, polishing, vacuum cleaning and sweeping as appropriate. Clean kitchen utensils and equipment. Maintain and keep control of stock levels of cleaning material/tea and meal utensils. Keep cleaning equipment safe, clean and in an efficient working condition. Report any item of equipment that needs to be repaired. Report shortage and or faulty machine/ equipment. Clean the boardroom, arranging chairs, water, glasses and any other utensils. Provide safeguarding & maintenance services: Store all cleaning equipment and products neatly in the designated cupboards. Implement simple security measures such as locking doors and closing windows. Monitor hazards in the buildings/offices/residential areas such as those related to fire and electricity. Ensure that simple maintenance repairs that do not need professional help are performed promptly by the service officers. Ensure compliance with all instructions relating to the use and storage of

materials and equipment. Implement the universal precautionary measures. Assess the hygiene situation of the buildings and detect current and potential problems. Ensure adherence to Infection Control and Hygiene regulations.

ENQUIRIES : Mr S Kumalo Tel No: (047) 879 0000 or Enquiries: Sandile.Kumalo@echealth.gov.za

POST 25/269 : **HOUSEHOLD WORKER REF NO: ECHEALTH/HOSW/DDH/ES/70/07/2026 (X3 POSTS)**

SALARY : R144 024 - R169 656 per annum (Level 02)
CENTRE : Chris Hani District, Dordrecht Hospital
REQUIREMENTS : NQF level 1 or 2 (ABET level 2 certificate or equivalent) with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

DUTIES : Provide housekeeping & cleaning services: Ensure cleanliness and tidiness of the areas allocated for cleaning. Removal of garbage disposal. Ensure cleanliness and hygiene in restrooms, bathrooms and other places in the building/offices. This includes washing, dusting, polishing, vacuum cleaning and sweeping as appropriate. Clean kitchen utensils and equipment. Maintain and keep control of stock levels of cleaning material/tea and meal utensils. Keep cleaning equipment safe, clean and in an efficient working condition. Report any item of equipment that needs to be repaired. Report shortage and or faulty machine/ equipment. Clean the boardroom, arranging chairs, water, glasses and any other utensils. Provide safeguarding & maintenance services: Store all cleaning equipment and products neatly in the designated cupboards. Implement simple security measures such as locking doors and closing windows. Monitor hazards in the buildings/offices/residential areas such as those related to fire and electricity. Ensure that simple maintenance repairs that do not need professional help are performed promptly by the service officers. Ensure compliance with all instructions relating to the use and storage of materials and equipment. Implement the universal precautionary measures. Assess the hygiene situation of the buildings and detect current and potential problems. Ensure adherence to Infection Control and Hygiene regulations.

ENQUIRIES : Ms Tshiwula Tel No. (045) 943 1195 or Enquiries: Akhona.Tshiwula@echealth.gov.za

POST 25/270 : **HOUSEHOLD WORKER REF NO: ECHEALTH/HOSW/INDH/ES/71/07/2026 (X2 POSTS)**

SALARY : R144 024 - R169 656 per annum (Level 02)
CENTRE : Chris Hani District, Indwe Hospital
REQUIREMENTS : NQF level 1 or 2 (ABET level 2 certificate or equivalent) with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

DUTIES : Provide housekeeping & cleaning services: Ensure cleanliness and tidiness of the areas allocated for cleaning. Removal of garbage disposal. Ensure cleanliness and hygiene in restrooms, bathrooms and other places in the building/offices. This includes washing, dusting, polishing, vacuum cleaning and sweeping as appropriate. Clean kitchen utensils and equipment. Maintain and keep control of stock levels of cleaning material/tea and meal utensils. Keep cleaning equipment safe, clean and in an efficient working condition. Report any item of equipment that needs to be repaired. Report shortage and or faulty machine/ equipment. Clean the boardroom, arranging chairs, water, glasses and any other utensils. Provide safeguarding & maintenance services: Store all cleaning equipment and products neatly in the designated cupboards. Implement simple security measures such as locking doors and closing windows. Monitor hazards in the buildings/offices/residential areas such as those related to fire and electricity. Ensure that simple maintenance repairs that do not need professional help are performed promptly by the service officers. Ensure compliance with all instructions relating to the use and storage of materials and equipment. Implement the universal precautionary measures. Assess the hygiene situation of the buildings and detect current and potential problems. Ensure adherence to Infection Control and Hygiene regulations.

ENQUIRIES	:	Mr C Gouws Tel No: (045) 952 1030 or Enquiries: Christa.Gouws@echealth.gov.za
POST 25/271	:	**HOUSEHOLD WORKER REF NO: ECHEALTH/HOSW/INXYSD/ES/72/07/2026 (X2 POSTS)**
SALARY	:	R144 024 - R169 656 per annum (Level 02)
CENTRE	:	Chris Hani District, Inxuba Yethemba Sub-district Clinics
REQUIREMENTS	:	NQF level 1 or 2 (ABET level 2 certificate or equivalent) with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
DUTIES	:	Provide housekeeping & cleaning services: Ensure cleanliness and tidiness of the areas allocated for cleaning. Removal of garbage disposal. Ensure cleanliness and hygiene in restrooms, bathrooms and other places in the building/offices. This includes washing, dusting, polishing, vacuum cleaning and sweeping as appropriate. Clean kitchen utensils and equipment. Maintain and keep control of stock levels of cleaning material/tea and meal utensils. Keep cleaning equipment safe, clean and in an efficient working condition. Report any item of equipment that needs to be repaired. Report shortage and or faulty machine/ equipment. Clean the boardroom, arranging chairs, water, glasses and any other utensils. Provide safeguarding & maintenance services: Store all cleaning equipment and products neatly in the designated cupboards. Implement simple security measures such as locking doors and closing windows. Monitor hazards in the buildings/offices/residential areas such as those related to fire and electricity. Ensure that simple maintenance repairs that do not need professional help are performed promptly by the service officers. Ensure compliance with all instructions relating to the use and storage of materials and equipment. Implement the universal precautionary measures. Assess the hygiene situation of the buildings and detect current and potential problems. Ensure adherence to Infection Control and Hygiene regulations.
ENQUIRIES	:	Ms A Opperman Tel No: (048) 881 2921or Enquiries: Antionette.Opperman@echealth.gov.za
POST 25/272	:	**HOUSEHOLD WORKER REF NO: ECHEALTH/HOSW/WISLH/ES/73/07/2026 (X5 POSTS)**
SALARY	:	R144 024 - R169 656 per annum (Level 02)
CENTRE	:	Chris Hani District, Wilhelm Stahl Hospital
REQUIREMENTS	:	NQF level 1 or 2 (ABET level 2 certificate or equivalent) with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
DUTIES	:	Provide housekeeping & cleaning services: Ensure cleanliness and tidiness of the areas allocated for cleaning. Removal of garbage disposal. Ensure cleanliness and hygiene in restrooms, bathrooms and other places in the building/offices. This includes washing, dusting, polishing, vacuum cleaning and sweeping as appropriate. Clean kitchen utensils and equipment. Maintain and keep control of stock levels of cleaning material/tea and meal utensils. Keep cleaning equipment safe, clean and in an efficient working condition. Report any item of equipment that needs to be repaired. Report shortage and or faulty machine/ equipment. Clean the boardroom, arranging chairs, water, glasses and any other utensils. Provide safeguarding & maintenance services: Store all cleaning equipment and products neatly in the designated cupboards. Implement simple security measures such as locking doors and closing windows. Monitor hazards in the buildings/offices/residential areas such as those related to fire and electricity. Ensure that simple maintenance repairs that do not need professional help are performed promptly by the service officers. Ensure compliance with all instructions relating to the use and storage of materials and equipment. Implement the universal precautionary measures. Assess the hygiene situation of the buildings and detect current and potential problems. Ensure adherence to Infection Control and Hygiene regulations.
ENQUIRIES	:	Mr. B Mbalula Tel No: (049) 842 1111 or Enquiries: Bonile.Mbalula@echealth.gov.za

POST 25/273 : **HOUSEHOLD WORKER REF NO: ECHEALTH/HOSW/CRADH/ES/74/07/2026 (X7 POSTS)**

SALARY : R144 024 - R169 656 per annum (Level 02)
CENTRE : Chris Hani District, Cradock Hospital
REQUIREMENTS : NQF level 1 or 2 (ABET level 2 certificate or equivalent) with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
DUTIES : Provide housekeeping & cleaning services: Ensure cleanliness and tidiness of the areas allocated for cleaning. Removal of garbage disposal. Ensure cleanliness and hygiene in restrooms, bathrooms and other places in the building/offices. This includes washing, dusting, polishing, vacuum cleaning and sweeping as appropriate. Clean kitchen utensils and equipment. Maintain and keep control of stock levels of cleaning material/tea and meal utensils. Keep cleaning equipment safe, clean and in an efficient working condition. Report any item of equipment that needs to be repaired. Report shortage and or faulty machine/ equipment. Clean the boardroom, arranging chairs, water, glasses and any other utensils. Provide safeguarding & maintenance services: Store all cleaning equipment and products neatly in the designated cupboards. Implement simple security measures such as locking doors and closing windows. Monitor hazards in the buildings/offices/residential areas such as those related to fire and electricity. Ensure that simple maintenance repairs that do not need professional help are performed promptly by the service officers. Ensure compliance with all instructions relating to the use and storage of materials and equipment. Implement the universal precautionary measures. Assess the hygiene situation of the buildings and detect current and potential problems. Ensure adherence to Infection Control and Hygiene regulations.
ENQUIRIES : Ms F Danster Tel No: (048) 881 2123 or Enquiries: Fundiswa.Danster@echealth.gov.za

POST 25/274 : **HOUSEHOLD WORKER (X9 POSTS)**

SALARY : R144 024 - R169 656 per annum (Level 02)
CENTRE : Winnie Madikizela-Mandela Sub-district:
Hlamandana Clinic Ref No: ECHEALTH/HOSW/HLAMC/ES/75/07/2026 (X1 Post)
Qobo Clinic Ref No. ECHEALTH/HOSW/QOBC/ES/76/07/2026 (X1 Post)
Mfundambini Clinic Ref No: ECHEALTH/HOSW/MFUBC/ES/77/07/2026 (X1 Post)
Malongwana Clinic Ref No: ECHEALTH/HOSW/MALGC/ES/78/07/2026 (X1 Post)
Daliwonga Clinic Ref No: ECHEALTH/HOSW/DALC/ES/79/07/2026 (X1 Post)
Ndlela Clinic Ref No: ECHEALTH/HOSW/NDLC/ES/80/07/2026 (X1 Post)
Makwantini Clinic Ref No: ECHEALTH/HOSW/MAKWC/ES/81/07/2026 (X1 Post)
Ntlenzi Clinic Ref No. ECHEALTH/HOSW/NTLEC/ES/82/07/2026 (X1 Post)
Mptesheni Clinic Ref No. ECHEALTH/HOSW/MPTC/ES/83/07/2026 (X1 Post)
REQUIREMENTS : NQF level 1 or 2 (ABET level 2 certificate or equivalent) with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
DUTIES : Provide housekeeping & cleaning services: Ensure cleanliness and tidiness of the areas allocated for cleaning. Removal of garbage disposal. Ensure cleanliness and hygiene in restrooms, bathrooms and other places in the building/offices. This includes washing, dusting, polishing, vacuum cleaning and sweeping as appropriate. Clean kitchen utensils and equipment. Maintain and keep control of stock levels of cleaning material/tea and meal utensils. Keep cleaning equipment safe, clean and in an efficient working condition. Report any item of equipment that needs to be repaired. Report shortage and or faulty machine/ equipment. Clean the boardroom, arranging chairs, water, glasses and any other utensils. Provide safeguarding & maintenance services: Store all cleaning equipment and products neatly in the designated cupboards. Implement simple security measures such as locking doors and closing windows. Monitor hazards in the buildings/offices/residential areas such as

those related to fire and electricity. Ensure that simple maintenance repairs that do not need professional help are performed promptly by the service officers. Ensure compliance with all instructions relating to the use and storage of materials and equipment. Implement the universal precautionary measures. Assess the hygiene situation of the buildings and detect current and potential problems. Ensure adherence to Infection Control and Hygiene regulations.

ENQUIRIES : Mr L Bhekiswayo Tel No: (039) 451 8200 or Enquiries: Lwanda.Bhekiswayo@echealth.gov.za

POST 25/275 : **HOUSEHOLD WORKER (X7 POSTS)**

SALARY : R144 024 - R169 656 per annum (Level 02)

CENTRE : **Ntabankulu Sub-district:**
Qaqa Clinic Ref No: ECHEALTH/HOSW/QAQC/ES/84/07/2026 (X1 Post)
Sipetu Gateway Clinic Ref No: ECHEALTH/HOSW/SPGC/ES/85/07/2026 (X1 Post)
Ntshenshe Clinic Ref No: ECHEALTH/HOSW/NTSHC/ES/86/07/2026 (X1 Post)
Sebedi Clinic Ref No: ECHEALTH/HOSW/SEBDC/ES/87/07/2026 (X1 Post)
Ntabakhulu Community Health Centre Ref No: ECHEALTH/HOSW/NTABCHCC/ES/89/07/2026 (X3 Posts)

REQUIREMENTS : NQF level 1 or 2 (ABET level 2 certificate or equivalent) with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

DUTIES : Provide housekeeping & cleaning services: Ensure cleanliness and tidiness of the areas allocated for cleaning. Removal of garbage disposal. Ensure cleanliness and hygiene in restrooms, bathrooms and other places in the building/offices. This includes washing, dusting, polishing, vacuum cleaning and sweeping as appropriate. Clean kitchen utensils and equipment. Maintain and keep control of stock levels of cleaning material/tea and meal utensils. Keep cleaning equipment safe, clean and in an efficient working condition. Report any item of equipment that needs to be repaired. Report shortage and or faulty machine/ equipment. Clean the boardroom, arranging chairs, water, glasses and any other utensils. Provide safeguarding & maintenance services: Store all cleaning equipment and products neatly in the designated cupboards. Implement simple security measures such as locking doors and closing windows. Monitor hazards in the buildings/offices/residential areas such as those related to fire and electricity. Ensure that simple maintenance repairs that do not need professional help are performed promptly by the service officers. Ensure compliance with all instructions relating to the use and storage of materials and equipment. Implement the universal precautionary measures. Assess the hygiene situation of the buildings and detect current and potential problems. Ensure adherence to Infection Control and Hygiene regulations.

ENQUIRIES : Ms W Lugongolo Tel No: (039) 258 0953 Or Enquiries: Anele.Mhloli@echealth.gov.za

POST 25/276 : **HOUSEHOLD WORKER (X10 POSTS)**

SALARY : R144 024 - R169 656 per annum (Level 02)

CENTRE : Maluti Sub-district, Isilindini Clinic Ref No: ECHEALTH/HOSW/ISLIC/ES/90/07/2026 (X1 Post)
Afsondering Clinic Ref No: ECHEALTH/HOSW/AFSOC/ES/91/07/2026 (X1 Post)
Elukholweni Clinic Ref No: ECHEALTH/HOSW/ELUKC/ES/92/07/2026 (X1 Post)
Queens Mercy Clinic Ref No: ECHEALTH/HOSW/QMC/ES/93/07/2026 (X1 Post)
Mpharane Clinic Ref No: ECHEALTH/HOSW/MPHRC/ES/94/07/2026 (X1 Post)
Paballong Clinic Ref No: ECHEALTH/HOSW/PABAC/ES/95/07/2026 (X1 Post)
Shepards Hope Clinic Ref No: ECHEALTH/HOSW/SHOPC/ES/96/07/2026 (X1 Post)
Maluti Community Health Centre Ref No: ECHEALTH/HOSW/MALCHC/ES/97/07/2026 (X3 Posts)

REQUIREMENTS	:	NQF level 1 or 2 (ABET level 2 certificate or equivalent) with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
DUTIES	:	Provide housekeeping & cleaning services: Ensure cleanliness and tidiness of the areas allocated for cleaning. Removal of garbage disposal. Ensure cleanliness and hygiene in restrooms, bathrooms and other places in the building/offices. This includes washing, dusting, polishing, vacuum cleaning and sweeping as appropriate. Clean kitchen utensils and equipment. Maintain and keep control of stock levels of cleaning material/tea and meal utensils. Keep cleaning equipment safe, clean and in an efficient working condition. Report any item of equipment that needs to be repaired. Report shortage and or faulty machine/ equipment. Clean the boardroom, arranging chairs, water, glasses and any other utensils. Provide safeguarding & maintenance services: Store all cleaning equipment and products neatly in the designated cupboards. Implement simple security measures such as locking doors and closing windows. Monitor hazards in the buildings/offices/residential areas such as those related to fire and electricity. Ensure that simple maintenance repairs that do not need professional help are performed promptly by the service officers. Ensure compliance with all instructions relating to the use and storage of materials and equipment. Implement the universal precautionary measures. Assess the hygiene situation of the buildings and detect current and potential problems. Ensure adherence to Infection Control and Hygiene regulations.
ENQUIRIES	:	Mrs R Kok Tel No: 039 256 0140 or Enquiries: Rene.Kok@echealth.gov.za
POST 25/277	:	**HOUSEHOLD WORKER (X4 POSTS)**
SALARY	:	R144 024 - R169 656 per annum (Level 02)
CENTRE	:	**Mt Frere Sub-district:** Manqamzweni Clinic Ref No: ECHEALTH/HOSW/MANQC/ES/98/07/2026 (X1 Post) Mpindweni Clinic REF No. ECHEALTH/HOSW/MPINC/ES/99/07/2026 (X1 Post) Mt Frere Gateway Clinic Ref No: ECHEALTH/HOSW/MTFGC/ES/100/07/2026 (X1 Post) Lugangeni Clinic Ref No: ECHEALTH/HOSW/LUGC/ES/101/07/2026 (X1 Post)
REQUIREMENTS	:	NQF level 1 or 2 (ABET level 2 certificate or equivalent) with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
DUTIES	:	Provide housekeeping & cleaning services: Ensure cleanliness and tidiness of the areas allocated for cleaning. Removal of garbage disposal. Ensure cleanliness and hygiene in restrooms, bathrooms and other places in the building/offices. This includes washing, dusting, polishing, vacuum cleaning and sweeping as appropriate. Clean kitchen utensils and equipment. Maintain and keep control of stock levels of cleaning material/tea and meal utensils. Keep cleaning equipment safe, clean and in an efficient working condition. Report any item of equipment that needs to be repaired. Report shortage and or faulty machine/ equipment. Clean the boardroom, arranging chairs, water, glasses and any other utensils. Provide safeguarding & maintenance services: Store all cleaning equipment and products neatly in the designated cupboards. Implement simple security measures such as locking doors and closing windows. Monitor hazards in the buildings/offices/residential areas such as those related to fire and electricity. Ensure that simple maintenance repairs that do not need professional help are performed promptly by the service officers. Ensure compliance with all instructions relating to the use and storage of materials and equipment. Implement the universal precautionary measures. Assess the hygiene situation of the buildings and detect current and potential problems. Ensure adherence to Infection Control and Hygiene regulations.
ENQUIRIES	:	Mr D Gamedala Tel No: (039) 797 6005 or Enquiries: Daluvuyo.Gamedala@echealth.gov.za

POST 25/278	:	**HOUSEHOLD WORKER (X3 POSTS)**
SALARY	:	R144 024 - R169 656 per annum (Level 02)
CENTRE	:	**Mt Ayliff Sub-district:** Mt Ayliff Gateway Clinic Ref No: ECHEALTH/HOSW/MTAGC/ES/102/07/2026 (X1 Post) Tela Clinic Ref No: ECHEALTH/HOSW/TELC/ES/103/07/2026 (X1 Post) Ntsiziwa Clinic Ref No: ECHEALTH/HOSW/NTSIZC/ES/104/07/2026 (X1 Post)
REQUIREMENTS	:	NQF level 1 or 2 (ABET level 2 certificate or equivalent) with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
DUTIES	:	Provide housekeeping & cleaning services: Ensure cleanliness and tidiness of the areas allocated for cleaning. Removal of garbage disposal. Ensure cleanliness and hygiene in restrooms, bathrooms and other places in the building/offices. This includes washing, dusting, polishing, vacuum cleaning and sweeping as appropriate. Clean kitchen utensils and equipment. Maintain and keep control of stock levels of cleaning material/tea and meal utensils. Keep cleaning equipment safe, clean and in an efficient working condition. Report any item of equipment that needs to be repaired. Report shortage and or faulty machine/ equipment. Clean the boardroom, arranging chairs, water, glasses and any other utensils. Provide safeguarding & maintenance services: Store all cleaning equipment and products neatly in the designated cupboards. Implement simple security measures such as locking doors and closing windows. Monitor hazards in the buildings/offices/residential areas such as those related to fire and electricity. Ensure that simple maintenance repairs that do not need professional help are performed promptly by the service officers. Ensure compliance with all instructions relating to the use and storage of materials and equipment. Implement the universal precautionary measures. Assess the hygiene situation of the buildings and detect current and potential problems. Ensure adherence to Infection Control and Hygiene regulations.
ENQUIRIES	:	Ms L Zonyane Tel No: (039) 797 6015 or Enquiries: Linda.Zonyane@echealth.gov.za
POST 25/279	:	**HOUSEHOLD WORKER REF NO: ECHEALTH/HOSW/ANZODO/ES/105/07/2026**
SALARY	:	R144 024 - R169 656 per annum (Level 02)
CENTRE	:	Alfred Nzo District Office
REQUIREMENTS	:	NQF level 1 or 2 (ABET level 2 certificate or equivalent) with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
DUTIES	:	Provide housekeeping & cleaning services: Ensure cleanliness and tidiness of the areas allocated for cleaning. Removal of garbage disposal. Ensure cleanliness and hygiene in restrooms, bathrooms and other places in the building/offices. This includes washing, dusting, polishing, vacuum cleaning and sweeping as appropriate. Clean kitchen utensils and equipment. Maintain and keep control of stock levels of cleaning material/tea and meal utensils. Keep cleaning equipment safe, clean and in an efficient working condition. Report any item of equipment that needs to be repaired. Report shortage and or faulty machine/ equipment. Clean the boardroom, arranging chairs, water, glasses and any other utensils. Provide safeguarding & maintenance services: Store all cleaning equipment and products neatly in the designated cupboards. Implement simple security measures such as locking doors and closing windows. Monitor hazards in the buildings/offices/residential areas such as those related to fire and electricity. Ensure that simple maintenance repairs that do not need professional help are performed promptly by the service officers. Ensure compliance with all instructions relating to the use and storage of materials and equipment. Implement the universal precautionary measures. Assess the hygiene situation of the buildings and detect current and potential problems. Ensure adherence to Infection Control and Hygiene regulations.
ENQUIRIES	:	Mr K Praim Tel No: (039) 797 6070 or Enquiries Kenny.Praim@echealth.gov.za

POST 25/280	:	**HOUSEHOLD WORKER REF NO: ECHEALTH/HOSW/GREVH/ES/106/07/2026 (5X POSTS)**
SALARY	:	R144 024 - R169 656 per annum (Level 02)
CENTRE	:	Alfred Nzo District, Greenville Hospital
REQUIREMENTS	:	NQF level 1 or 2 (ABET level 2 certificate or equivalent) with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
DUTIES	:	Provide housekeeping & cleaning services: Ensure cleanliness and tidiness of the areas allocated for cleaning. Removal of garbage disposal. Ensure cleanliness and hygiene in restrooms, bathrooms and other places in the building/offices. This includes washing, dusting, polishing, vacuum cleaning and sweeping as appropriate. Clean kitchen utensils and equipment. Maintain and keep control of stock levels of cleaning material/tea and meal utensils. Keep cleaning equipment safe, clean and in an efficient working condition. Report any item of equipment that needs to be repaired. Report shortage and or faulty machine/ equipment. Clean the boardroom, arranging chairs, water, glasses and any other utensils. Provide safeguarding & maintenance services: Store all cleaning equipment and products neatly in the designated cupboards. Implement simple security measures such as locking doors and closing windows. Monitor hazards in the buildings/offices/residential areas such as those related to fire and electricity. Ensure that simple maintenance repairs that do not need professional help are performed promptly by the service officers. Ensure compliance with all instructions relating to the use and storage of materials and equipment. Implement the universal precautionary measures. Assess the hygiene situation of the buildings and detect current and potential problems. Ensure adherence to Infection Control and Hygiene regulations.
ENQUIRIES	:	Mr Z Madikizela Tel No: (039) 251 3009 or Enquiries: Zolani.Madikizela@echealth.gov.za
POST 25/281	:	**HOUSEHOLD WORKER REF NO: ECHEALTH/HOSW/MTALH/ES/107/07/2026 (X3 POSTS)**
SALARY	:	R144 024 - R169 656 per annum (Level 02)
CENTRE	:	Alfred Nzo District, Mt Ayliff Hospital
REQUIREMENTS	:	NQF level 1 or 2 (ABET level 2 certificate or equivalent) with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
DUTIES	:	Provide housekeeping & cleaning services: Ensure cleanliness and tidiness of the areas allocated for cleaning. Removal of garbage disposal. Ensure cleanliness and hygiene in restrooms, bathrooms and other places in the building/offices. This includes washing, dusting, polishing, vacuum cleaning and sweeping as appropriate. Clean kitchen utensils and equipment. Maintain and keep control of stock levels of cleaning material/tea and meal utensils. Keep cleaning equipment safe, clean and in an efficient working condition. Report any item of equipment that needs to be repaired. Report shortage and or faulty machine/ equipment. Clean the boardroom, arranging chairs, water, glasses and any other utensils. Provide safeguarding & maintenance services: Store all cleaning equipment and products neatly in the designated cupboards. Implement simple security measures such as locking doors and closing windows. Monitor hazards in the buildings/offices/residential areas such as those related to fire and electricity. Ensure that simple maintenance repairs that do not need professional help are performed promptly by the service officers. Ensure compliance with all instructions relating to the use and storage of materials and equipment. Implement the universal precautionary measures. Assess the hygiene situation of the buildings and detect current and potential problems. Ensure adherence to Infection Control and Hygiene regulations.
ENQUIRIES		Mrs O Mjoka Tel No: (039) 254 0236 or Enquiries: Ongeziwe.Mjoka@echealth.gov.za

POST 25/282	:	**HOUSEHOLD WORKER REF NO: ECHEALTH/HOSW/SIPEH/ES/108/07/2026 (X2 POSTS)**
SALARY	:	R144 024 - R169 656 per annum (Level 02)
CENTRE	:	Alfred Nzo District, Sipetu Hospital
REQUIREMENTS	:	NQF level 1 or 2 (ABET level 2 certificate or equivalent) with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
DUTIES	:	Provide housekeeping & cleaning services: Ensure cleanliness and tidiness of the areas allocated for cleaning. Removal of garbage disposal. Ensure cleanliness and hygiene in restrooms, bathrooms and other places in the building/offices. This includes washing, dusting, polishing, vacuum cleaning and sweeping as appropriate. Clean kitchen utensils and equipment. Maintain and keep control of stock levels of cleaning material/tea and meal utensils. Keep cleaning equipment safe, clean and in an efficient working condition. Report any item of equipment that needs to be repaired. Report shortage and or faulty machine/ equipment. Clean the boardroom, arranging chairs, water, glasses and any other utensils. Provide safeguarding & maintenance services: Store all cleaning equipment and products neatly in the designated cupboards. Implement simple security measures such as locking doors and closing windows. Monitor hazards in the buildings/offices/residential areas such as those related to fire and electricity. Ensure that simple maintenance repairs that do not need professional help are performed promptly by the service officers. Ensure compliance with all instructions relating to the use and storage of materials and equipment. Implement the universal precautionary measures. Assess the hygiene situation of the buildings and detect current and potential problems. Ensure adherence to Infection Control and Hygiene regulations.
ENQUIRIES	:	Ms L Mahlathi Tel No: (039) 255 0077 or Enquiries: Lulama.Mahlathi@echealth.gov.za
POST 25/283	:	**HOUSEHOLD WORKER REF NO: ECHEALTH/HOSW/KHOTBH/ES/109/07/2026 (X2 POSTS)**
SALARY	:	R144 024 - R169 656 per annum (Level 02)
CENTRE	:	Alfred Nzo District, Khotsong TB Hospital
REQUIREMENTS	:	NQF level 1 or 2 (ABET level 2 certificate or equivalent) with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
DUTIES	:	Provide housekeeping & cleaning services: Ensure cleanliness and tidiness of the areas allocated for cleaning. Removal of garbage disposal. Ensure cleanliness and hygiene in restrooms, bathrooms and other places in the building/offices. This includes washing, dusting, polishing, vacuum cleaning and sweeping as appropriate. Clean kitchen utensils and equipment. Maintain and keep control of stock levels of cleaning material/tea and meal utensils. Keep cleaning equipment safe, clean and in an efficient working condition. Report any item of equipment that needs to be repaired. Report shortage and or faulty machine/ equipment. Clean the boardroom, arranging chairs, water, glasses and any other utensils. Provide safeguarding & maintenance services: Store all cleaning equipment and products neatly in the designated cupboards. Implement simple security measures such as locking doors and closing windows. Monitor hazards in the buildings/offices/residential areas such as those related to fire and electricity. Ensure that simple maintenance repairs that do not need professional help are performed promptly by the service officers. Ensure compliance with all instructions relating to the use and storage of materials and equipment. Implement the universal precautionary measures. Assess the hygiene situation of the buildings and detect current and potential problems. Ensure adherence to Infection Control and Hygiene regulations.
ENQUIRIES	:	Ms Z Pinyane Tel No: (039) 737 3801 or Enquiries: Zandile.Pinyane@echealth.gov.za

POST 25/284	:	**HOUSEHOLD WORKER REF NO: ECHEALTH/HOSW/TAYBH/ES/110/07/2026**
SALARY	:	R144 024 - R169 656 per annum (Level 02)
CENTRE	:	Alfred Nzo District, Taylor Bequest TB Hospital
REQUIREMENTS	:	NQF level 1 or 2 (ABET level 2 certificate or equivalent) with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
DUTIES	:	Provide housekeeping & cleaning services: Ensure cleanliness and tidiness of the areas allocated for cleaning. Removal of garbage disposal. Ensure cleanliness and hygiene in restrooms, bathrooms and other places in the building/offices. This includes washing, dusting, polishing, vacuum cleaning and sweeping as appropriate. Clean kitchen utensils and equipment. Maintain and keep control of stock levels of cleaning material/tea and meal utensils. Keep cleaning equipment safe, clean and in an efficient working condition. Report any item of equipment that needs to be repaired. Report shortage and or faulty machine/ equipment. Clean the boardroom, arranging chairs, water, glasses and any other utensils. Provide safeguarding & maintenance services: Store all cleaning equipment and products neatly in the designated cupboards. Implement simple security measures such as locking doors and closing windows. Monitor hazards in the buildings/offices/residential areas such as those related to fire and electricity. Ensure that simple maintenance repairs that do not need professional help are performed promptly by the service officers. Ensure compliance with all instructions relating to the use and storage of materials and equipment. Implement the universal precautionary measures. Assess the hygiene situation of the buildings and detect current and potential problems. Ensure adherence to Infection Control and Hygiene regulations.
ENQUIRIES	:	Mr S Kholiso Tel No: (039) 737 3107 or Enquiries: Sabelo.Khohliso@echealth.gov.za
POST 25/285	:	**HOUSEHOLD WORKER REF NO: ECHEALTH/HOSW/MKZH/ES/111/07/2026 (X5 POSTS)**
SALARY	:	R144 024 - R169 656 per annum (Level 02)
CENTRE	:	Alfred Nzo District, Madzikane Ka Zulu Hospital
REQUIREMENTS	:	NQF level 1 or 2 (ABET level 2 certificate or equivalent) with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
DUTIES	:	Provide housekeeping & cleaning services: Ensure cleanliness and tidiness of the areas allocated for cleaning. Removal of garbage disposal. Ensure cleanliness and hygiene in restrooms, bathrooms and other places in the building/offices. This includes washing, dusting, polishing, vacuum cleaning and sweeping as appropriate. Clean kitchen utensils and equipment. Maintain and keep control of stock levels of cleaning material/tea and meal utensils. Keep cleaning equipment safe, clean and in an efficient working condition. Report any item of equipment that needs to be repaired. Report shortage and or faulty machine/ equipment. Clean the boardroom, arranging chairs, water, glasses and any other utensils. Provide safeguarding & maintenance services: Store all cleaning equipment and products neatly in the designated cupboards. Implement simple security measures such as locking doors and closing windows. Monitor hazards in the buildings/offices/residential areas such as those related to fire and electricity. Ensure that simple maintenance repairs that do not need professional help are performed promptly by the service officers. Ensure compliance with all instructions relating to the use and storage of materials and equipment. Implement the universal precautionary measures. Assess the hygiene situation of the buildings and detect current and potential problems. Ensure adherence to Infection Control and Hygiene regulations.
ENQUIRIES	:	Ms N Mkhayi Tel No: (039) 255 8200/11/12 or Enquiries: Nokwezi.Mqhayi@echealth.gov.za

POST 25/286	:	**HOUSEHOLD WORKER REF NO: ECHEALTH/HOSW/AVH/ES/112/07/2026 (X2 POSTS)**
SALARY	:	R144 024 - R169 656 per annum (Level 02)
CENTRE	:	Sarah Baartman District, Andries Vosloo Hospital
REQUIREMENTS	:	NQF level 1 or 2 (ABET level 2 certificate or equivalent) with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
DUTIES	:	Provide housekeeping & cleaning services: Ensure cleanliness and tidiness of the areas allocated for cleaning. Removal of garbage disposal. Ensure cleanliness and hygiene in restrooms, bathrooms and other places in the building/offices. This includes washing, dusting, polishing, vacuum cleaning and sweeping as appropriate. Clean kitchen utensils and equipment. Maintain and keep control of stock levels of cleaning material/tea and meal utensils. Keep cleaning equipment safe, clean and in an efficient working condition. Report any item of equipment that needs to be repaired. Report shortage and or faulty machine/ equipment. Clean the boardroom, arranging chairs, water, glasses and any other utensils. Provide safeguarding & maintenance services: Store all cleaning equipment and products neatly in the designated cupboards. Implement simple security measures such as locking doors and closing windows. Monitor hazards in the buildings/offices/residential areas such as those related to fire and electricity. Ensure that simple maintenance repairs that do not need professional help are performed promptly by the service officers. Ensure compliance with all instructions relating to the use and storage of materials and equipment. Implement the universal precautionary measures. Assess the hygiene situation of the buildings and detect current and potential problems. Ensure adherence to Infection Control and Hygiene regulations.
ENQUIRIES	:	Ms CZ Zozo Tel No: (042) 243 1313 or Enquiries: Cumisa.Zozo@echealth.gov.za
POST 25/287	:	**HOUSEHOLD WORKER REF NO: ECHEALTH/HOSW/BJVH/ES/113/07/2026 (X2 POSTS)**
SALARY	:	R144 024 - R169 656 per annum (Level 02)
CENTRE	:	Sarah Baartman District, BJ Vorster Hospital
REQUIREMENTS	:	NQF level 1 or 2 (ABET level 2 certificate or equivalent) with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
DUTIES	:	Provide housekeeping & cleaning services: Ensure cleanliness and tidiness of the areas allocated for cleaning. Removal of garbage disposal. Ensure cleanliness and hygiene in restrooms, bathrooms and other places in the building/offices. This includes washing, dusting, polishing, vacuum cleaning and sweeping as appropriate. Clean kitchen utensils and equipment. Maintain and keep control of stock levels of cleaning material/tea and meal utensils. Keep cleaning equipment safe, clean and in an efficient working condition. Report any item of equipment that needs to be repaired. Report shortage and or faulty machine/ equipment. Clean the boardroom, arranging chairs, water, glasses and any other utensils. Provide safeguarding & maintenance services: Store all cleaning equipment and products neatly in the designated cupboards. Implement simple security measures such as locking doors and closing windows. Monitor hazards in the buildings/offices/residential areas such as those related to fire and electricity. Ensure that simple maintenance repairs that do not need professional help are performed promptly by the service officers. Ensure compliance with all instructions relating to the use and storage of materials and equipment. Implement the universal precautionary measures. Assess the hygiene situation of the buildings and detect current and potential problems. Ensure adherence to Infection Control and Hygiene regulations.
ENQUIRIES	:	Ms G Sikiwe Tel No: (042) 288 0210 or Enquiries: Gillian.Sikiwe@echealth.gov.za

POST 25/288	:	**HOUSEHOLD WORKER REF NO: ECHEALTH/HOSW/JANSH/ES/114/07/2026 (X2 POSTS)**
SALARY	:	R144 024 - R169 656 per annum (Level 02)
CENTRE	:	Sarah Baartman District, Jansenville Hospital
REQUIREMENTS	:	NQF level 1 or 2 (ABET level 2 certificate or equivalent) with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
DUTIES	:	Provide housekeeping & cleaning services: Ensure cleanliness and tidiness of the areas allocated for cleaning. Removal of garbage disposal. Ensure cleanliness and hygiene in restrooms, bathrooms and other places in the building/offices. This includes washing, dusting, polishing, vacuum cleaning and sweeping as appropriate. Clean kitchen utensils and equipment. Maintain and keep control of stock levels of cleaning material/tea and meal utensils. Keep cleaning equipment safe, clean and in an efficient working condition. Report any item of equipment that needs to be repaired. Report shortage and or faulty machine/ equipment. Clean the boardroom, arranging chairs, water, glasses and any other utensils. Provide safeguarding & maintenance services: Store all cleaning equipment and products neatly in the designated cupboards. Implement simple security measures such as locking doors and closing windows. Monitor hazards in the buildings/offices/residential areas such as those related to fire and electricity. Ensure that simple maintenance repairs that do not need professional help are performed promptly by the service officers. Ensure compliance with all instructions relating to the use and storage of materials and equipment. Implement the universal precautionary measures. Assess the hygiene situation of the buildings and detect current and potential problems. Ensure adherence to Infection Control and Hygiene regulations.
ENQUIRIES	:	Mr T Marenene Tel No: (049) 8360588 /049-8360086 0605631089 or Enquiries: Tamsanqa.Marenene@echealth.gov.za
POST 25/289	:	**HOUSEHOLD WORKER REF NO: ECHEALTH/HOSW/CAM-SD/ES/115/07/2026 (X6 POSTS)**
SALARY	:	R144 024 - R169 656 per annum (Level 02)
CENTRE	:	Sarah Baartman District, Camdeboo Sub-district
REQUIREMENTS	:	NQF level 1 or 2 (ABET level 2 certificate or equivalent) with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
DUTIES	:	Provide housekeeping & cleaning services: Ensure cleanliness and tidiness of the areas allocated for cleaning. Removal of garbage disposal. Ensure cleanliness and hygiene in restrooms, bathrooms and other places in the building/offices. This includes washing, dusting, polishing, vacuum cleaning and sweeping as appropriate. Clean kitchen utensils and equipment. Maintain and keep control of stock levels of cleaning material/tea and meal utensils. Keep cleaning equipment safe, clean and in an efficient working condition. Report any item of equipment that needs to be repaired. Report shortage and or faulty machine/ equipment. Clean the boardroom, arranging chairs, water, glasses and any other utensils. Provide safeguarding & maintenance services: Store all cleaning equipment and products neatly in the designated cupboards. Implement simple security measures such as locking doors and closing windows. Monitor hazards in the buildings/offices/residential areas such as those related to fire and electricity. Ensure that simple maintenance repairs that do not need professional help are performed promptly by the service officers. Ensure compliance with all instructions relating to the use and storage of materials and equipment. Implement the universal precautionary measures. Assess the hygiene situation of the buildings and detect current and potential problems. Ensure adherence to Infection Control and Hygiene regulations.
ENQUIRIES	:	Mr MT Buyiselo Tel No: (049) 893 0031 or Enquiries: Mzuvukile.Buyiselo@echealth.gov.za

POST 25/290 : **HOUSEHOLD WORKER REF NO: ECHEALTH/HOSW/MAK-SD/ES/116/07/2026 (X9 POSTS)**

SALARY : R144 024 - R169 656 per annum (Level 02)
CENTRE : Sarah Baartman District, Makana Sub-district
REQUIREMENTS : NQF level 1 or 2 (ABET level 2 certificate or equivalent) with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
DUTIES : Provide housekeeping & cleaning services: Ensure cleanliness and tidiness of the areas allocated for cleaning. Removal of garbage disposal. Ensure cleanliness and hygiene in restrooms, bathrooms and other places in the building/offices. This includes washing, dusting, polishing, vacuum cleaning and sweeping as appropriate. Clean kitchen utensils and equipment. Maintain and keep control of stock levels of cleaning material/tea and meal utensils. Keep cleaning equipment safe, clean and in an efficient working condition. Report any item of equipment that needs to be repaired. Report shortage and or faulty machine/ equipment. Clean the boardroom, arranging chairs, water, glasses and any other utensils. Provide safeguarding & maintenance services: Store all cleaning equipment and products neatly in the designated cupboards. Implement simple security measures such as locking doors and closing windows. Monitor hazards in the buildings/offices/residential areas such as those related to fire and electricity. Ensure that simple maintenance repairs that do not need professional help are performed promptly by the service officers. Ensure compliance with all instructions relating to the use and storage of materials and equipment. Implement the universal precautionary measures. Assess the hygiene situation of the buildings and detect current and potential problems. Ensure adherence to Infection Control and Hygiene regulations.
ENQUIRIES : Ms N Fulani Tel No: (046) 622 49015 or Enquiries: Nonzame.Fulani@echealth.gov.za

POST 25/291 : **HOUSEHOLD WORKER REF NO: ECHEALTH/HOSW/KOU-SD/ES/117/07/2026 (X11 POSTS)**

SALARY : R144 024 - R169 656 per annum (Level 02)
CENTRE : Sarah Baartman District, Kouga Sub-district
REQUIREMENTS : NQF level 1 or 2 (ABET level 2 certificate or equivalent) with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
DUTIES : Provide housekeeping & cleaning services: Ensure cleanliness and tidiness of the areas allocated for cleaning. Removal of garbage disposal. Ensure cleanliness and hygiene in restrooms, bathrooms and other places in the building/offices. This includes washing, dusting, polishing, vacuum cleaning and sweeping as appropriate. Clean kitchen utensils and equipment. Maintain and keep control of stock levels of cleaning material/tea and meal utensils. Keep cleaning equipment safe, clean and in an efficient working condition. Report any item of equipment that needs to be repaired. Report shortage and or faulty machine/ equipment. Clean the boardroom, arranging chairs, water, glasses and any other utensils. Provide safeguarding & maintenance services: Store all cleaning equipment and products neatly in the designated cupboards. Implement simple security measures such as locking doors and closing windows. Monitor hazards in the buildings/offices/residential areas such as those related to fire and electricity. Ensure that simple maintenance repairs that do not need professional help are performed promptly by the service officers. Ensure compliance with all instructions relating to the use and storage of materials and equipment. Implement the universal precautionary measures. Assess the hygiene situation of the buildings and detect current and potential problems. Ensure adherence to Infection Control and Hygiene regulations.
ENQUIRIES : Ms L Fillis Tel No: (042) 200 4214 or Enquiries: Lizle.fillis@echealth.gov.za

POST 25/292 : **HOUSEHOLD WORKER REF NO: ECHEALTH/HOSW/KOU-SD/ES/117/07/2026 (X11 POSTS)**

SALARY : R144 024 - R169 656 per annum (Level 02)

CENTRE	:	Sarah Baartman District, Kouga Sub-district
REQUIREMENTS	:	NQF level 1 or 2 (ABET level 2 certificate or equivalent) with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
DUTIES	:	Provide housekeeping & cleaning services: Ensure cleanliness and tidiness of the areas allocated for cleaning. Removal of garbage disposal. Ensure cleanliness and hygiene in restrooms, bathrooms and other places in the building/offices. This includes washing, dusting, polishing, vacuum cleaning and sweeping as appropriate. Clean kitchen utensils and equipment. Maintain and keep control of stock levels of cleaning material/tea and meal utensils. Keep cleaning equipment safe, clean and in an efficient working condition. Report any item of equipment that needs to be repaired. Report shortage and or faulty machine/ equipment. Clean the boardroom, arranging chairs, water, glasses and any other utensils. Provide safeguarding & maintenance services: Store all cleaning equipment and products neatly in the designated cupboards. Implement simple security measures such as locking doors and closing windows. Monitor hazards in the buildings/offices/residential areas such as those related to fire and electricity. Ensure that simple maintenance repairs that do not need professional help are performed promptly by the service officers. Ensure compliance with all instructions relating to the use and storage of materials and equipment. Implement the universal precautionary measures. Assess the hygiene situation of the buildings and detect current and potential problems. Ensure adherence to Infection Control and Hygiene regulations.
ENQUIRIES	:	Ms L Fillis Tel No: (042) 200 4214 or Enquiries: Lizle.fillis@echealth.gov.za
POST 25/293	:	**HOUSEHOLD WORKER REF NO. ECHEALTH/HOSW/MID-H/ES/118/07/2026 (X3 POSTS)**
SALARY	:	R144 024 - R169 656 per annum (Level 02)
CENTRE	:	Sarah Baartman District, Midland Hospital
REQUIREMENTS	:	NQF level 1 or 2 (ABET level 2 certificate or equivalent) with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
DUTIES	:	Provide housekeeping & cleaning services: Ensure cleanliness and tidiness of the areas allocated for cleaning. Removal of garbage disposal. Ensure cleanliness and hygiene in restrooms, bathrooms and other places in the building/offices. This includes washing, dusting, polishing, vacuum cleaning and sweeping as appropriate. Clean kitchen utensils and equipment. Maintain and keep control of stock levels of cleaning material/tea and meal utensils. Keep cleaning equipment safe, clean and in an efficient working condition. Report any item of equipment that needs to be repaired. Report shortage and or faulty machine/ equipment. Clean the boardroom, arranging chairs, water, glasses and any other utensils. Provide safeguarding & maintenance services: Store all cleaning equipment and products neatly in the designated cupboards. Implement simple security measures such as locking doors and closing windows. Monitor hazards in the buildings/offices/residential areas such as those related to fire and electricity. Ensure that simple maintenance repairs that do not need professional help are performed promptly by the service officers. Ensure compliance with all instructions relating to the use and storage of materials and equipment. Implement the universal precautionary measures. Assess the hygiene situation of the buildings and detect current and potential problems. Ensure adherence to Infection Control and Hygiene regulations.
ENQUIRIES	:	Ms N Magwaxaza Tel No: (049) 807 7739 or Enquiries: Nomvano.Magwaxaza@echealth.gov.za
POST 25/294	:	**HOUSEHOLD WORKER REF NO: ECHEALTH/HOSW/KOU-SD/ES/117/07/2026 (X11 POSTS)**
SALARY	:	R144 024 - R169 656 per annum (Level 02)
CENTRE	:	Sarah Baartman District, Kouga Sub-district
REQUIREMENTS	:	NQF level 1 or 2 (ABET level 2 certificate or equivalent) with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable.

Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

DUTIES : Provide housekeeping & cleaning services: Ensure cleanliness and tidiness of the areas allocated for cleaning. Removal of garbage disposal. Ensure cleanliness and hygiene in restrooms, bathrooms and other places in the building/offices. This includes washing, dusting, polishing, vacuum cleaning and sweeping as appropriate. Clean kitchen utensils and equipment. Maintain and keep control of stock levels of cleaning material/tea and meal utensils. Keep cleaning equipment safe, clean and in an efficient working condition. Report any item of equipment that needs to be repaired. Report shortage and or faulty machine/ equipment. Clean the boardroom, arranging chairs, water, glasses and any other utensils. Provide safeguarding & maintenance services: Store all cleaning equipment and products neatly in the designated cupboards. Implement simple security measures such as locking doors and closing windows. Monitor hazards in the buildings/offices/residential areas such as those related to fire and electricity. Ensure that simple maintenance repairs that do not need professional help are performed promptly by the service officers. Ensure compliance with all instructions relating to the use and storage of materials and equipment. Implement the universal precautionary measures. Assess the hygiene situation of the buildings and detect current and potential problems. Ensure adherence to Infection Control and Hygiene regulations.

ENQUIRIES : Ms L Fillis Tel No: (042) 200 4214 or Enquiries: Lizle.fillis@echealth.gov.za

POST 25/295 : **HOUSEHOLD WORKER REF NO: ECHEALTH/HOSW/SVH/ES/119/07/2026 (X4 POSTS)**

SALARY : R144 024 - R169 656 per annum (Level 02)
CENTRE : Sarah Baartman District, Sunday's Valley Hospital
REQUIREMENTS : NQF level 1 or 2 (ABET level 2 certificate or equivalent) with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

DUTIES : Provide housekeeping & cleaning services: Ensure cleanliness and tidiness of the areas allocated for cleaning. Removal of garbage disposal. Ensure cleanliness and hygiene in restrooms, bathrooms and other places in the building/offices. This includes washing, dusting, polishing, vacuum cleaning and sweeping as appropriate. Clean kitchen utensils and equipment. Maintain and keep control of stock levels of cleaning material/tea and meal utensils. Keep cleaning equipment safe, clean and in an efficient working condition. Report any item of equipment that needs to be repaired. Report shortage and or faulty machine/ equipment. Clean the boardroom, arranging chairs, water, glasses and any other utensils. Provide safeguarding & maintenance services: Store all cleaning equipment and products neatly in the designated cupboards. Implement simple security measures such as locking doors and closing windows. Monitor hazards in the buildings/offices/residential areas such as those related to fire and electricity. Ensure that simple maintenance repairs that do not need professional help are performed promptly by the service officers. Ensure compliance with all instructions relating to the use and storage of materials and equipment. Implement the universal precautionary measures. Assess the hygiene situation of the buildings and detect current and potential problems. Ensure adherence to Infection Control and Hygiene regulations.

ENQUIRIES : Mr T Fekema Tel No: (042) 2300 406/432/567 or Enquiries: Thembalethu.Fekema@echealth.gov.za

POST 25/296 : **HOUSEHOLD WORKER REF NO: ECHEALTH/HOSW/KOU-SD/ES/117/07/2026 (X11 POSTS)**

SALARY : R144 024 - R169 656 per annum (Level 02)
CENTRE : Sarah Baartman District, Kouga Sub-district
REQUIREMENTS : NQF level 1 or 2 (ABET level 2 certificate or equivalent) with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

DUTIES : Provide housekeeping & cleaning services: Ensure cleanliness and tidiness of the areas allocated for cleaning. Removal of garbage disposal. Ensure

cleanliness and hygiene in restrooms, bathrooms and other places in the building/offices. This includes washing, dusting, polishing, vacuum cleaning and sweeping as appropriate. Clean kitchen utensils and equipment. Maintain and keep control of stock levels of cleaning material/tea and meal utensils. Keep cleaning equipment safe, clean and in an efficient working condition. Report any item of equipment that needs to be repaired. Report shortage and or faulty machine/ equipment. Clean the boardroom, arranging chairs, water, glasses and any other utensils. Provide safeguarding & maintenance services: Store all cleaning equipment and products neatly in the designated cupboards. Implement simple security measures such as locking doors and closing windows. Monitor hazards in the buildings/offices/residential areas such as those related to fire and electricity. Ensure that simple maintenance repairs that do not need professional help are performed promptly by the service officers. Ensure compliance with all instructions relating to the use and storage of materials and equipment. Implement the universal precautionary measures. Assess the hygiene situation of the buildings and detect current and potential problems. Ensure adherence to Infection Control and Hygiene regulations.

ENQUIRIES : Ms L Fillis Tel No: (042) 200 4214 or Enquiries: Lizle.fillis@echealth.gov.za

POST 25/297 : **HOUSEHOLD WORKER REF NO: ECHEALTH/HOSW/MPTBH/ES/120/07/2026**

SALARY : R144 024 - R169 656 per annum (Level 02)
CENTRE : Sarah Baartman District, Margery Parkes TB Hospital
REQUIREMENTS : NQF level 1 or 2 (ABET level 2 certificate or equivalent) with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
DUTIES : Provide housekeeping & cleaning services: Ensure cleanliness and tidiness of the areas allocated for cleaning. Removal of garbage disposal. Ensure cleanliness and hygiene in restrooms, bathrooms and other places in the building/offices. This includes washing, dusting, polishing, vacuum cleaning and sweeping as appropriate. Clean kitchen utensils and equipment. Maintain and keep control of stock levels of cleaning material/tea and meal utensils. Keep cleaning equipment safe, clean and in an efficient working condition. Report any item of equipment that needs to be repaired. Report shortage and or faulty machine/ equipment. Clean the boardroom, arranging chairs, water, glasses and any other utensils. Provide safeguarding & maintenance services: Store all cleaning equipment and products neatly in the designated cupboards. Implement simple security measures such as locking doors and closing windows. Monitor hazards in the buildings/offices/residential areas such as those related to fire and electricity. Ensure that simple maintenance repairs that do not need professional help are performed promptly by the service officers. Ensure compliance with all instructions relating to the use and storage of materials and equipment. Implement the universal precautionary measures. Assess the hygiene situation of the buildings and detect current and potential problems. Ensure adherence to Infection Control and Hygiene regulations.
ENQUIRIES : Mr. MT Buyiselo Tel No: (049) 893 0031 or Enquiries: Mzuvukile.Buyiselo@echealth.gov.za

POST 25/298 : **HOUSEHOLD WORKER REF NO: ECHEALTH/HOSW/KOU-SD/ES/117/07/2026 (X11 POSTS)**

SALARY : R144 024 - R169 656 per annum (Level 02)
CENTRE : Sarah Baartman District, Kouga Sub-district
REQUIREMENTS : NQF level 1 or 2 (ABET level 2 certificate or equivalent) with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
DUTIES : Provide housekeeping & cleaning services: Ensure cleanliness and tidiness of the areas allocated for cleaning. Removal of garbage disposal. Ensure cleanliness and hygiene in restrooms, bathrooms and other places in the building/offices. This includes washing, dusting, polishing, vacuum cleaning and sweeping as appropriate. Clean kitchen utensils and equipment. Maintain and keep control of stock levels of cleaning material/tea and meal utensils.

Keep cleaning equipment safe, clean and in an efficient working condition. Report any item of equipment that needs to be repaired. Report shortage and or faulty machine/ equipment. Clean the boardroom, arranging chairs, water, glasses and any other utensils. Provide safeguarding & maintenance services: Store all cleaning equipment and products neatly in the designated cupboards. Implement simple security measures such as locking doors and closing windows. Monitor hazards in the buildings/offices/residential areas such as those related to fire and electricity. Ensure that simple maintenance repairs that do not need professional help are performed promptly by the service officers. Ensure compliance with all instructions relating to the use and storage of materials and equipment. Implement the universal precautionary measures. Assess the hygiene situation of the buildings and detect current and potential problems. Ensure adherence to Infection Control and Hygiene regulations.

ENQUIRIES : Ms L Fillis Tel No: (042) 200 4214 or Enquiries: Lizle.fillis@echealth.gov.za

POST 25/299 : **HOUSEHOLD WORKER REF NO: ECHEALTH/HOSW/PZMH/ES/121/07/2026**

SALARY : R144 024 - R169 656 per annum (Level 02)
CENTRE : Sarah Baartman District, PZ Meyer TB Hospital
REQUIREMENTS : NQF level 1 or 2 (ABET level 2 certificate or equivalent) with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
DUTIES : Provide housekeeping & cleaning services: Ensure cleanliness and tidiness of the areas allocated for cleaning. Removal of garbage disposal. Ensure cleanliness and hygiene in restrooms, bathrooms and other places in the building/offices. This includes washing, dusting, polishing, vacuum cleaning and sweeping as appropriate. Clean kitchen utensils and equipment. Maintain and keep control of stock levels of cleaning material/tea and meal utensils. Keep cleaning equipment safe, clean and in an efficient working condition. Report any item of equipment that needs to be repaired. Report shortage and or faulty machine/ equipment. Clean the boardroom, arranging chairs, water, glasses and any other utensils. Provide safeguarding & maintenance services: Store all cleaning equipment and products neatly in the designated cupboards. Implement simple security measures such as locking doors and closing windows. Monitor hazards in the buildings/offices/residential areas such as those related to fire and electricity. Ensure that simple maintenance repairs that do not need professional help are performed promptly by the service officers. Ensure compliance with all instructions relating to the use and storage of materials and equipment. Implement the universal precautionary measures. Assess the hygiene situation of the buildings and detect current and potential problems. Ensure adherence to Infection Control and Hygiene regulations.

ENQUIRIES : Dr P Mboya- Majola Tel No: (042) 291 2072 or Enquiries: Phumeza.Mboya-Majola@echealth.gov.za

POST 25/300 : **HOUSEHOLD WORKER REF NO: ECHEALTH/HOSW/KOU-SD/ES/117/07/2026 (X11 POSTS)**

SALARY : R144 024 - R169 656 per annum (Level 02)
CENTRE : Sarah Baartman District, Kouga Sub-district
REQUIREMENTS : NQF level 1 or 2 (ABET level 2 certificate or equivalent) with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
DUTIES : Provide housekeeping & cleaning services: Ensure cleanliness and tidiness of the areas allocated for cleaning. Removal of garbage disposal. Ensure cleanliness and hygiene in restrooms, bathrooms and other places in the building/offices. This includes washing, dusting, polishing, vacuum cleaning and sweeping as appropriate. Clean kitchen utensils and equipment. Maintain and keep control of stock levels of cleaning material/tea and meal utensils. Keep cleaning equipment safe, clean and in an efficient working condition. Report any item of equipment that needs to be repaired. Report shortage and or faulty machine/ equipment. Clean the boardroom, arranging chairs, water, glasses and any other utensils. Provide safeguarding & maintenance services:

Store all cleaning equipment and products neatly in the designated cupboards. Implement simple security measures such as locking doors and closing windows. Monitor hazards in the buildings/offices/residential areas such as those related to fire and electricity. Ensure that simple maintenance repairs that do not need professional help are performed promptly by the service officers. Ensure compliance with all instructions relating to the use and storage of materials and equipment. Implement the universal precautionary measures. Assess the hygiene situation of the buildings and detect current and potential problems. Ensure adherence to Infection Control and Hygiene regulations.

ENQUIRIES : Ms L Fillis Tel No: (042) 200 4214 or Enquiries: Lizle.fillis@echealth.gov.za

POST 25/301 : **HOUSEHOLD WORKER REF NO: ECHEALTH/HOSW/WILMH/ES/122/07/2026**

SALARY : R144 024 - R169 656 per annum (Level 02)
CENTRE : Sarah Baartman District, Willowmore Hospital
REQUIREMENTS : NQF level 1 or 2 (ABET level 2 certificate or equivalent) with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

DUTIES : Provide housekeeping & cleaning services: Ensure cleanliness and tidiness of the areas allocated for cleaning. Removal of garbage disposal. Ensure cleanliness and hygiene in restrooms, bathrooms and other places in the building/offices. This includes washing, dusting, polishing, vacuum cleaning and sweeping as appropriate. Clean kitchen utensils and equipment. Maintain and keep control of stock levels of cleaning material/tea and meal utensils. Keep cleaning equipment safe, clean and in an efficient working condition. Report any item of equipment that needs to be repaired. Report shortage and or faulty machine/ equipment. Clean the boardroom, arranging chairs, water, glasses and any other utensils. Provide safeguarding & maintenance services: Store all cleaning equipment and products neatly in the designated cupboards. Implement simple security measures such as locking doors and closing windows. Monitor hazards in the buildings/offices/residential areas such as those related to fire and electricity. Ensure that simple maintenance repairs that do not need professional help are performed promptly by the service officers. Ensure compliance with all instructions relating to the use and storage of materials and equipment. Implement the universal precautionary measures. Assess the hygiene situation of the buildings and detect current and potential problems. Ensure adherence to Infection Control and Hygiene regulations.

ENQUIRIES : Ms R Schutte Tel No: (044) 923 1127 or Enquiries: Rianda.Schutte@echealth.gov.za

POST 25/302 : **HOUSEHOLD WORKER REF NO: ECHEALTH/HOSW/KOU-SD/ES/117/07/2026 (X11 POSTS)**

SALARY : R144 024 - R169 656 per annum (Level0 2)
CENTRE : Sarah Baartman District, Kouga Sub-district
REQUIREMENTS : NQF level 1 or 2 (ABET level 2 certificate or equivalent) with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

DUTIES : Provide housekeeping & cleaning services: Ensure cleanliness and tidiness of the areas allocated for cleaning. Removal of garbage disposal. Ensure cleanliness and hygiene in restrooms, bathrooms and other places in the building/offices. This includes washing, dusting, polishing, vacuum cleaning and sweeping as appropriate. Clean kitchen utensils and equipment. Maintain and keep control of stock levels of cleaning material/tea and meal utensils. Keep cleaning equipment safe, clean and in an efficient working condition. Report any item of equipment that needs to be repaired. Report shortage and or faulty machine/ equipment. Clean the boardroom, arranging chairs, water, glasses and any other utensils. Provide safeguarding & maintenance services: Store all cleaning equipment and products neatly in the designated cupboards. Implement simple security measures such as locking doors and closing windows. Monitor hazards in the buildings/offices/residential areas such as those related to fire and electricity. Ensure that simple maintenance repairs that

do not need professional help are performed promptly by the service officers. Ensure compliance with all instructions relating to the use and storage of materials and equipment. Implement the universal precautionary measures. Assess the hygiene situation of the buildings and detect current and potential problems. Ensure adherence to Infection Control and Hygiene regulations.

ENQUIRIES : Ms L Fillis Tel No: (042) 200 4214 or Enquiries: Lizle.fillis@echealth.gov.za

POST 25/303 : **HOUSEHOLD WORKER REF NO: ECHEALTH/HOSW/LIL-CC/ES/123/07/2026**

SALARY : R144 024 – R169 656 per annum (Level 02)
CENTRE : Lilitha College of Nursing, Central Office
REQUIREMENTS : NQF level 1 or 2 (ABET level 2 certificate or equivalent) with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

DUTIES : Provide housekeeping & cleaning services: Ensure cleanliness and tidiness of the areas allocated for cleaning. Removal of garbage disposal. Ensure cleanliness and hygiene in restrooms, bathrooms and other places in the building/offices. This includes washing, dusting, polishing, vacuum cleaning and sweeping as appropriate. Clean kitchen utensils and equipment. Maintain and keep control of stock levels of cleaning material/tea and meal utensils. Keep cleaning equipment safe, clean and in an efficient working condition. Report any item of equipment that needs to be repaired. Report shortage and or faulty machine/ equipment. Clean the boardroom, arranging chairs, water, glasses and any other utensils. Provide safeguarding & maintenance services: Store all cleaning equipment and products neatly in the designated cupboards. Implement simple security measures such as locking doors and closing windows. Monitor hazards in the buildings/offices/residential areas such as those related to fire and electricity. Ensure that simple maintenance repairs that do not need professional help are performed promptly by the service officers. Ensure compliance with all instructions relating to the use and storage of materials and equipment. Implement the universal precautionary measures. Assess the hygiene situation of the buildings and detect current and potential problems. Ensure adherence to Infection Control and Hygiene regulations.

ENQUIRIES : Ms P Mene Tel No: (043) 700 9717/26 or Enquiries: Patricia.Mene@echealth.gov.za

POST 25/304 : **HOUSEHOLD WORKER REF NO: ECHEALTH/HOSW/KOU-SD/ES/117/07/2026 (X11 POSTS)**

SALARY : R144 024 - R169 656 per annum (Level 02)
CENTRE : Sarah Baartman District, Kouga Sub-district
REQUIREMENTS : NQF level 1 or 2 (ABET level 2 certificate or equivalent) with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

DUTIES : Provide housekeeping & cleaning services: Ensure cleanliness and tidiness of the areas allocated for cleaning. Removal of garbage disposal. Ensure cleanliness and hygiene in restrooms, bathrooms and other places in the building/offices. This includes washing, dusting, polishing, vacuum cleaning and sweeping as appropriate. Clean kitchen utensils and equipment. Maintain and keep control of stock levels of cleaning material/tea and meal utensils. Keep cleaning equipment safe, clean and in an efficient working condition. Report any item of equipment that needs to be repaired. Report shortage and or faulty machine/ equipment. Clean the boardroom, arranging chairs, water, glasses and any other utensils. Provide safeguarding & maintenance services: Store all cleaning equipment and products neatly in the designated cupboards. Implement simple security measures such as locking doors and closing windows. Monitor hazards in the buildings/offices/residential areas such as those related to fire and electricity. Ensure that simple maintenance repairs that do not need professional help are performed promptly by the service officers. Ensure compliance with all instructions relating to the use and storage of materials and equipment. Implement the universal precautionary measures.

Assess the hygiene situation of the buildings and detect current and potential problems. Ensure adherence to Infection Control and Hygiene regulations.

ENQUIRIES : Ms L Fillis Tel No: (042) 200 4214 or Enquiries: Lizle.fillis@echealth.gov.za

POST 25/305 : **HOUSEHOLD WORKER REF NO: ECHEALTH/HOSW/LIL-CC/ES/124/07/2026 (X3 POSTS)**

SALARY : R144 024 - R169 656 per annum (Level 02)
CENTRE : Lilitha College of Nursing, Mthatha Campus
REQUIREMENTS : NQF level 1 or 2 (ABET level 2 certificate or equivalent) with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
DUTIES : Provide housekeeping & cleaning services: Ensure cleanliness and tidiness of the areas allocated for cleaning. Removal of garbage disposal. Ensure cleanliness and hygiene in restrooms, bathrooms and other places in the building/offices. This includes washing, dusting, polishing, vacuum cleaning and sweeping as appropriate. Clean kitchen utensils and equipment. Maintain and keep control of stock levels of cleaning material/tea and meal utensils. Keep cleaning equipment safe, clean and in an efficient working condition. Report any item of equipment that needs to be repaired. Report shortage and or faulty machine/ equipment. Clean the boardroom, arranging chairs, water, glasses and any other utensils. Provide safeguarding & maintenance services: Store all cleaning equipment and products neatly in the designated cupboards. Implement simple security measures such as locking doors and closing windows. Monitor hazards in the buildings/offices/residential areas such as those related to fire and electricity. Ensure that simple maintenance repairs that do not need professional help are performed promptly by the service officers. Ensure compliance with all instructions relating to the use and storage of materials and equipment. Implement the universal precautionary measures. Assess the hygiene situation of the buildings and detect current and potential problems. Ensure adherence to Infection Control and Hygiene regulations.
ENQUIRIES : Ms P Mene Tel No: (043) 700 9717/26 or Enquiries: Patricia.Mene@echealth.gov.za

POST 25/306 : **HOUSEHOLD WORKER REF NO: ECHEALTH/HOSW/KOU-SD/ES/117/07/2026 (X11 POSTS)**

SALARY : R144 024 - R169 656 per annum (Level 02)
CENTRE : Sarah Baartman District, Kouga Sub-district
REQUIREMENTS : NQF level 1 or 2 (ABET level 2 certificate or equivalent) with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
DUTIES : Provide housekeeping & cleaning services: Ensure cleanliness and tidiness of the areas allocated for cleaning. Removal of garbage disposal. Ensure cleanliness and hygiene in restrooms, bathrooms and other places in the building/offices. This includes washing, dusting, polishing, vacuum cleaning and sweeping as appropriate. Clean kitchen utensils and equipment. Maintain and keep control of stock levels of cleaning material/tea and meal utensils. Keep cleaning equipment safe, clean and in an efficient working condition. Report any item of equipment that needs to be repaired. Report shortage and or faulty machine/ equipment. Clean the boardroom, arranging chairs, water, glasses and any other utensils. Provide safeguarding & maintenance services: Store all cleaning equipment and products neatly in the designated cupboards. Implement simple security measures such as locking doors and closing windows. Monitor hazards in the buildings/offices/residential areas such as those related to fire and electricity. Ensure that simple maintenance repairs that do not need professional help are performed promptly by the service officers. Ensure compliance with all instructions relating to the use and storage of materials and equipment. Implement the universal precautionary measures. Assess the hygiene situation of the buildings and detect current and potential problems. Ensure adherence to Infection Control and Hygiene regulations.
ENQUIRIES : Ms L Fillis Tel No: (042) 200 4214 or Enquiries: Lizle.fillis@echealth.gov.za

POST 25/307	:	**HOUSEHOLD WORKER REF NO: ECHEALTH/HOSW/LIL-PEC/ES/125/07/2026 (X3 POSTS)**
SALARY	:	R144 024 - R169 656 per annum (Level 02)
CENTRE	:	Lilitha College of Nursing, Port Elizabeth Campus
REQUIREMENTS	:	NQF level 1 or 2 (ABET level 2 certificate or equivalent) with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
DUTIES	:	Provide housekeeping & cleaning services: Ensure cleanliness and tidiness of the areas allocated for cleaning. Removal of garbage disposal. Ensure cleanliness and hygiene in restrooms, bathrooms and other places in the building/offices. This includes washing, dusting, polishing, vacuum cleaning and sweeping as appropriate. Clean kitchen utensils and equipment. Maintain and keep control of stock levels of cleaning material/tea and meal utensils. Keep cleaning equipment safe, clean and in an efficient working condition. Report any item of equipment that needs to be repaired. Report shortage and or faulty machine/ equipment. Clean the boardroom, arranging chairs, water, glasses and any other utensils. Provide safeguarding & maintenance services: Store all cleaning equipment and products neatly in the designated cupboards. Implement simple security measures such as locking doors and closing windows. Monitor hazards in the buildings/offices/residential areas such as those related to fire and electricity. Ensure that simple maintenance repairs that do not need professional help are performed promptly by the service officers. Ensure compliance with all instructions relating to the use and storage of materials and equipment. Implement the universal precautionary measures. Assess the hygiene situation of the buildings and detect current and potential problems. Ensure adherence to Infection Control and Hygiene regulations.
ENQUIRIES	:	Ms P Mene Tel No: (043) 700 9717/26 or Enquiries: Patricia.Mene@echealth.gov.za
POST 25/308	:	**HOUSEHOLD WORKER REF NO: ECHEALTH/HOSW/KOU-SD/ES/117/07/2026 (X11 POSTS)**
SALARY	:	R144 024 - R169 656 per annum (Level 02)
CENTRE	:	Sarah Baartman District, Kouga Sub-district
REQUIREMENTS	:	NQF level 1 or 2 (ABET level 2 certificate or equivalent) with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
DUTIES	:	Provide housekeeping & cleaning services: Ensure cleanliness and tidiness of the areas allocated for cleaning. Removal of garbage disposal. Ensure cleanliness and hygiene in restrooms, bathrooms and other places in the building/offices. This includes washing, dusting, polishing, vacuum cleaning and sweeping as appropriate. Clean kitchen utensils and equipment. Maintain and keep control of stock levels of cleaning material/tea and meal utensils. Keep cleaning equipment safe, clean and in an efficient working condition. Report any item of equipment that needs to be repaired. Report shortage and or faulty machine/ equipment. Clean the boardroom, arranging chairs, water, glasses and any other utensils. Provide safeguarding & maintenance services: Store all cleaning equipment and products neatly in the designated cupboards. Implement simple security measures such as locking doors and closing windows. Monitor hazards in the buildings/offices/residential areas such as those related to fire and electricity. Ensure that simple maintenance repairs that do not need professional help are performed promptly by the service officers. Ensure compliance with all instructions relating to the use and storage of materials and equipment. Implement the universal precautionary measures. Assess the hygiene situation of the buildings and detect current and potential problems. Ensure adherence to Infection Control and Hygiene regulations.
ENQUIRIES	:	Ms L Fillis Tel No: (042) 200 4214 or Enquiries: Lizle.fillis@echealth.gov.za
POST 25/309	:	**LAUNDRY WORKER REF NO: ECHEALTH/LAUW/LIV/ES/126/07/2026 (X2 POSTS)**
SALARY	:	R144 024 - R169 656 per annum (Level 02)

CENTRE : Nelson Mandela Metro, Livingstone Tertiary Hospital
REQUIREMENTS : NQF level 1 or 2 (ABET level 2 certificate or equivalent) with no experience. Understanding of a Laundry set up. Poses good communication skills, be able to work shifts especially night shift. Be able to rotate areas in the laundry. Honest and reliable Poses physical strength and to cope with physical demands of position. Be able to work as a team and or independently.
DUTIES : Render laundry services: Maintain a safe and clean working environment in line with health and safety standards. Collect linen from relevant depots. Keep an accurate record of linen collected and returned to relevant units. Follow the basic procedure guidelines in preparing and disinfecting linen for wash. Follow the basic procedure guidelines for washed and cleaned linen. Keep linen in a good state by inspecting, mending and marking laundry. Be able to operate various machines in the laundry (i.e., washing, dryer ironing and pressers). Iron, fold, count and pack laundered items and seal linen bags. Collect and deliver linen to clients. Sort, count and record dirty linen. Do all laundry responsibilities as directed by the supervisor. Report any machine defaults to the supervisor. Maintain laundry equipment/machines: Monitor equipment temperature. Keep laundry equipment in a proper state. Report defects. Check and request equipment service.
ENQUIRIES : Ms L Mabanga Tel No: (041) 405 2348 or Lindelwa.Mabanga@echealth.gov.za

POST 25/310 : **HOUSEHOLD WORKER REF NO: ECHEALTH/HOSW/KOU-SD/ES/117/07/2026 (X11 POSTS)**

SALARY : R144 024 - R169 656 per annum (Level 02)
CENTRE : Sarah Baartman District, Kouga Sub-district
REQUIREMENTS : NQF level 1 or 2 (ABET level 2 certificate or equivalent) with no experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
DUTIES : Provide housekeeping & cleaning services: Ensure cleanliness and tidiness of the areas allocated for cleaning. Removal of garbage disposal. Ensure cleanliness and hygiene in restrooms, bathrooms and other places in the building/offices. This includes washing, dusting, polishing, vacuum cleaning and sweeping as appropriate. Clean kitchen utensils and equipment. Maintain and keep control of stock levels of cleaning material/tea and meal utensils. Keep cleaning equipment safe, clean and in an efficient working condition. Report any item of equipment that needs to be repaired. Report shortage and or faulty machine/ equipment. Clean the boardroom, arranging chairs, water, glasses and any other utensils. Provide safeguarding & maintenance services: Store all cleaning equipment and products neatly in the designated cupboards. Implement simple security measures such as locking doors and closing windows. Monitor hazards in the buildings/offices/residential areas such as those related to fire and electricity. Ensure that simple maintenance repairs that do not need professional help are performed promptly by the service officers. Ensure compliance with all instructions relating to the use and storage of materials and equipment. Implement the universal precautionary measures. Assess the hygiene situation of the buildings and detect current and potential problems. Ensure adherence to Infection Control and Hygiene regulations.
ENQUIRIES : Ms L Fillis Tel No: (042) 200 4214 or Enquiries: Lizle.fillis@echealth.gov.za

POST 25/311 : **LAUNDRY WORKER REF NO: ECHEALTH/LAUW/STEH/ES/126/07/2026**

SALARY : R144 024 - R169 656 per annum (Level 02)
CENTRE : OR Tambo District, St Elizabeth Regional Hospital
REQUIREMENTS : NQF level 1 or 2 (ABET level 2 certificate or equivalent) with no experience. Understanding of a Laundry set up. Poses good communication skills, be able to work shifts especially night shift. Be able to rotate areas in the laundry. Honest and reliable Poses physical strength and to cope with physical demands of position. Be able to work as a team and or independently.
DUTIES : Render laundry services: Maintain a safe and clean working environment in line with health and safety standards. Collect linen from relevant depots. Keep an accurate record of linen collected and returned to relevant units. Follow the basic procedure guidelines in preparing and disinfecting linen for wash. Follow the basic procedure guidelines for washed and cleaned linen. Keep linen in a good state by inspecting, mending and marking laundry. Be able to operate

		various machines in the laundry (i.e., washing, dryer ironing and pressers). Iron, fold, count and pack laundered items and seal linen bags. Collect and deliver linen to clients. Sort, count and record dirty linen. Do all laundry responsibilities as directed by the supervisor. Report any machine defaults to the supervisor. Maintain laundry equipment/machines: Monitor equipment temperature. Keep laundry equipment in a proper state. Report defects. Check and request equipment service.
ENQUIRIES	:	Mr M Langa Tel No: (039) 253 5012 or Enquiries: Mlondolozi.Langa@echealth.gov.za
POST 25/312	:	**LAUNDRY WORKER REF NO: ECHEALTH/LAUW/FEPH/ES/127/07/2026 (X14 POSTS)**
SALARY	:	R144 024 - R169 656 per annum (Level 02)
CENTRE	:	Sarah Baartman District, Fort England Psychiatric Hospital
REQUIREMENTS	:	NQF level 1 or 2 (ABET level 2 certificate or equivalent) with no experience. Understanding of a Laundry set up. Poses good communication skills, be able to work shifts especially night shift. Be able to rotate areas in the laundry. Honest and reliable Poses physical strength and to cope with physical demands of position. Be able to work as a team and or independently.
DUTIES	:	Render laundry services: Maintain a safe and clean working environment in line with health and safety standards. Collect linen from relevant depots. Keep an accurate record of linen collected and returned to relevant units. Follow the basic procedure guidelines in preparing and disinfecting linen for wash. Follow the basic procedure guidelines for washed and cleaned linen. Keep linen in a good state by inspecting, mending and marking laundry. Be able to operate various machines in the laundry (i.e., washing, dryer ironing and pressers). Iron, fold, count and pack laundered items and seal linen bags. Collect and deliver linen to clients. Sort, count and record dirty linen. Do all laundry responsibilities as directed by the supervisor. Report any machine defaults to the supervisor. Maintain laundry equipment/machines: Monitor equipment temperature. Keep laundry equipment in a proper state. Report defects. Check and request equipment service.
ENQUIRIES	:	Ms X Nazo Tel No: (046) 602 2300 or Enquiries: Xolelwa.Nazo@echealth.gov.za
POST 25/313	:	**LAUNDRY WORKER REF NO: ECHEALTH/LAUW/DORA/ES/128/07/2026 (X2 POSTS)**
SALARY	:	R144 024 - R169 656 per annum (Level 02)
CENTRE	:	Nelson Mandela Metro, Dora Nginza Regional Hospital
REQUIREMENTS	:	NQF level 1 or 2 (ABET level 2 certificate or equivalent) with no experience. Understanding of a Laundry set up. Poses good communication skills, be able to work shifts especially night shift. Be able to rotate areas in the laundry. Honest and reliable Poses physical strength and to cope with physical demands of position. Be able to work as a team and or independently.
DUTIES	:	Render laundry services: Maintain a safe and clean working environment in line with health and safety standards. Collect linen from relevant depots. Keep an accurate record of linen collected and returned to relevant units. Follow the basic procedure guidelines in preparing and disinfecting linen for wash. Follow the basic procedure guidelines for washed and cleaned linen. Keep linen in a good state by inspecting, mending and marking laundry. Be able to operate various machines in the laundry (i.e., washing, dryer ironing and pressers). Iron, fold, count and pack laundered items and seal linen bags. Collect and deliver linen to clients. Sort, count and record dirty linen. Do all laundry responsibilities as directed by the supervisor. Report any machine defaults to the supervisor. Maintain laundry equipment/machines: Monitor equipment temperature. Keep laundry equipment in a proper state. Report defects. Check and request equipment service.
ENQUIRIES	:	Ms B Bomela Tel No: (041) 406 4421 or Enquiries: Busiswa.Bomela@echealth.gov.za
POST 25/314	:	**LAUNDRY WORKER REF NO: ECHEALTH/LAUW/NMMDO/ES/129/07/2026**
SALARY	:	R144 024 - R169 656 per annum (Level 02)
CENTRE	:	Nelson Mandela Metro District

REQUIREMENTS : NQF level 1 or 2 (ABET level 2 certificate or equivalent) with no experience. Understanding of a Laundry set up. Poses good communication skills, be able to work shifts especially night shift. Be able to rotate areas in the laundry. Honest and reliable Poses physical strength and to cope with physical demands of position. Be able to work as a team and or independently.

DUTIES : Render laundry services: Maintain a safe and clean working environment in line with health and safety standards. Collect linen from relevant depots. Keep an accurate record of linen collected and returned to relevant units. Follow the basic procedure guidelines in preparing and disinfecting linen for wash. Follow the basic procedure guidelines for washed and cleaned linen. Keep linen in a good state by inspecting, mending and marking laundry. Be able to operate various machines in the laundry (i.e., washing, dryer ironing and pressers). Iron, fold, count and pack laundered items and seal linen bags. Collect and deliver linen to clients. Sort, count and record dirty linen. Do all laundry responsibilities as directed by the supervisor. Report any machine defaults to the supervisor. Maintain laundry equipment/machines: Monitor equipment temperature. Keep laundry equipment in a proper state. Report defects. Check and request equipment service.

ENQUIRIES : Ms A Tsoko Tel No: 041 391 8190 or Enquires: Alatha.Tsoko@echealth.gov.za

POST 25/315 : **LAUNDRY WORKER REF NO: ECHEALTH/LAUW/NMAH/ES/130/07/2026 (X4 POSTS)**

SALARY : R144 024 - R169 656 per annum (Level 02)
CENTRE : OR Tambo District, Nelson Mandela Academic Hospital
REQUIREMENTS : NQF level 1 or 2 (ABET level 2 certificate or equivalent) with no experience. Understanding of a Laundry set up. Poses good communication skills, be able to work shifts especially night shift. Be able to rotate areas in the laundry. Honest and reliable Poses physical strength and to cope with physical demands of position. Be able to work as a team and or independently.

DUTIES : Render laundry services: Maintain a safe and clean working environment in line with health and safety standards. Collect linen from relevant depots. Keep an accurate record of linen collected and returned to relevant units. Follow the basic procedure guidelines in preparing and disinfecting linen for wash. Follow the basic procedure guidelines for washed and cleaned linen. Keep linen in a good state by inspecting, mending and marking laundry. Be able to operate various machines in the laundry (i.e., washing, dryer ironing and pressers). Iron, fold, count and pack laundered items and seal linen bags. Collect and deliver linen to clients. Sort, count and record dirty linen. Do all laundry responsibilities as directed by the supervisor. Report any machine defaults to the supervisor. Maintain laundry equipment/machines: Monitor equipment temperature. Keep laundry equipment in a proper state. Report defects. Check and request equipment service.

ENQUIRIES : Ms Calaza Tel No: (047) 502 4469 or Enquiries: Nozidumo.Calaza@echealth.gov.za

POST 25/316 : **LAUNDRY WORKER REF NO: ECHEALTH/LAUW/FRONTH/ES/131/07/2026 (X13 POSTS)**

SALARY : R144 024 - R169 656 per annum (Level 2)
CENTRE : Chris Hani District, Frontier Regional Hospital
REQUIREMENTS : NQF level 1 or 2 (ABET level 2 certificate or equivalent) with no experience. Understanding of a Laundry set up. Poses good communication skills, be able to work shifts especially night shift. Be able to rotate areas in the laundry. Honest and reliable Poses physical strength and to cope with physical demands of position. Be able to work as a team and or independently.

DUTIES : Render laundry services: Maintain a safe and clean working environment in line with health and safety standards. Collect linen from relevant depots. Keep an accurate record of linen collected and returned to relevant units. Follow the basic procedure guidelines in preparing and disinfecting linen for wash. Follow the basic procedure guidelines for washed and cleaned linen. Keep linen in a good state by inspecting, mending and marking laundry. Be able to operate various machines in the laundry (i.e., washing, dryer ironing and pressers). Iron, fold, count and pack laundered items and seal linen bags. Collect and deliver linen to clients. Sort, count and record dirty linen. Do all laundry responsibilities as directed by the supervisor. Report any machine defaults to the supervisor. Maintain laundry equipment/machines: Monitor equipment

temperature. Keep laundry equipment in a proper state. Report defects. Check and request equipment service.

ENQUIRIES : Mr T Soxujwa Tel No: (045) 808 4225 or Enquiries: Thando.Soxujwa@echealth.gov.za

POST 25/317 : **LAUNDRY WORKER REF NO: ECHEALTH/LAUW/O&AH/ES/132/07/2026 (X6 POSTS)**

SALARY : R144 024 - R169 656 per annum (Level 02)
CENTRE : Alfred Nzo District, Olivier & Adelaide Hospital
REQUIREMENTS : NQF level 1 or 2 (ABET level 2 certificate or equivalent) with no experience. Understanding of a Laundry set up. Poses good communication skills, be able to work shifts especially night shift. Be able to rotate areas in the laundry. Honest and reliable Poses physical strength and to cope with physical demands of position. Be able to work as a team and or independently.
DUTIES : Render laundry services: Maintain a safe and clean working environment in line with health and safety standards. Collect linen from relevant depots. Keep an accurate record of linen collected and returned to relevant units. Follow the basic procedure guidelines in preparing and disinfecting linen for wash. Follow the basic procedure guidelines for washed and cleaned linen. Keep linen in a good state by inspecting, mending and marking laundry. Be able to operate various machines in the laundry (i.e., washing, dryer ironing and pressers). Iron, fold, count and pack laundered items and seal linen bags. Collect and deliver linen to clients. Sort, count and record dirty linen. Do all laundry responsibilities as directed by the supervisor. Report any machine defaults to the supervisor. Maintain laundry equipment/machines: Monitor equipment temperature. Keep laundry equipment in a proper state. Report defects. Check and request equipment service.
ENQUIRIES : Ms O Gxaweni Tel No: (039) 251 0236 or Enquiries: Olu.Gxaweni@echealth.gov.za

POST 25/318 : **LAUNDRY WORKER REF NO: ECHEALTH/LAUW/ORTDO/ES/133/07/2026 (X20 POSTS)**

SALARY : R144 024 - R 169 656 per annum (Level 02)
CENTRE : OR Tambo District
REQUIREMENTS : NQF level 1 or 2 (ABET level 2 certificate or equivalent) with no experience. Understanding of a Laundry set up. Poses good communication skills, be able to work shifts especially night shift. Be able to rotate areas in the laundry. Honest and reliable Poses physical strength and to cope with physical demands of position. Be able to work as a team and or independently.
DUTIES : Render laundry services: Maintain a safe and clean working environment in line with health and safety standards. Collect linen from relevant depots. Keep an accurate record of linen collected and returned to relevant units. Follow the basic procedure guidelines in preparing and disinfecting linen for wash. Follow the basic procedure guidelines for washed and cleaned linen. Keep linen in a good state by inspecting, mending and marking laundry. Be able to operate various machines in the laundry (i.e., washing, dryer ironing and pressers). Iron, fold, count and pack laundered items and seal linen bags. Collect and deliver linen to clients. Sort, count and record dirty linen. Do all laundry responsibilities as directed by the supervisor. Report any machine defaults to the supervisor. Maintain laundry equipment/machines: Monitor equipment temperature. Keep laundry equipment in a proper state. Report defects. Check and request equipment service.
ENQUIRIES : Ms A Sokutu Tel No: (047) 502 9000 or Enquiries: Anda.Sokutu@echealth.gov.za

POST 25/319 : **LAUNDRY WORKER REF NO: ECHEALTH/LAUW/AMADO/ES/134/07/2026 (X10 POSTS)**

SALARY : R144 024 - R169 656 per annum (Level 02)
CENTRE : Amathole District
REQUIREMENTS : NQF level 1 or 2 (ABET level 2 certificate or equivalent) with no experience. Understanding of a Laundry set up. Poses good communication skills, be able to work shifts especially night shift. Be able to rotate areas in the laundry. Honest and reliable Poses physical strength and to cope with physical demands of position. Be able to work as a team and or independently.

DUTIES : Render laundry services: Maintain a safe and clean working environment in line with health and safety standards. Collect linen from relevant depots. Keep an accurate record of linen collected and returned to relevant units. Follow the basic procedure guidelines in preparing and disinfecting linen for wash. Follow the basic procedure guidelines for washed and cleaned linen. Keep linen in a good state by inspecting, mending and marking laundry. Be able to operate various machines in the laundry (i.e., washing, dryer ironing and pressers). Iron, fold, count and pack laundered items and seal linen bags. Collect and deliver linen to clients. Sort, count and record dirty linen. Do all laundry responsibilities as directed by the supervisor. Report any machine defaults to the supervisor. Maintain laundry equipment/machines: Monitor equipment temperature. Keep laundry equipment in a proper state. Report defects. Check and request equipment service.

ENQUIRIES : Ms S Njokweni Tel No: (043) 709 2487/2532 or Enquiries: Themba.Toko@echealth.gov.za

POST 25/320 : **LAUNDRY WORKER REF NO: ECHEALTH/LAUW/ADH/ES/135/07/2026**

SALARY : R144 024 - R169 656 per annum (Level 02)
CENTRE : Sarah Baartman District, Aberdeen Hospital
REQUIREMENTS : NQF level 1 or 2 (ABET level 2 certificate or equivalent) with no experience. Understanding of a Laundry set up. Poses good communication skills, be able to work shifts especially night shift. Be able to rotate areas in the laundry. Honest and reliable Poses physical strength and to cope with physical demands of position. Be able to work as a team and or independently.

DUTIES : Render laundry services: Maintain a safe and clean working environment in line with health and safety standards. Collect linen from relevant depots. Keep an accurate record of linen collected and returned to relevant units. Follow the basic procedure guidelines in preparing and disinfecting linen for wash. Follow the basic procedure guidelines for washed and cleaned linen. Keep linen in a good state by inspecting, mending and marking laundry. Be able to operate various machines in the laundry (i.e., washing, dryer ironing and pressers). Iron, fold, count and pack laundered items and seal linen bags. Collect and deliver linen to clients. Sort, count and record dirty linen. Do all laundry responsibilities as directed by the supervisor. Report any machine defaults to the supervisor. Maintain laundry equipment/machines: Monitor equipment temperature. Keep laundry equipment in a proper state. Report defects. Check and request equipment service.

ENQUIRIES : Ms T Sompontsha Tel No: (049) 846 0391 or Enquiries: Thandi.Sompontsha@echealth.gov.za

POST 25/321 : **LAUNDRY WORKER REF NO: ECHEALTH/LAUW/BJVH/ES/136/07/2026**

SALARY : R144 024 - R169 656 per annum (Level 02)
CENTRE : Sarah Baartman District, BJ Vorster Hospital
REQUIREMENTS : NQF level 1 or 2 (ABET level 2 certificate or equivalent) with no experience. Understanding of a Laundry set up. Poses good communication skills, be able to work shifts especially night shift. Be able to rotate areas in the laundry. Honest and reliable Poses physical strength and to cope with physical demands of position. Be able to work as a team and or independently.

DUTIES : Render laundry services: Maintain a safe and clean working environment in line with health and safety standards. Collect linen from relevant depots. Keep an accurate record of linen collected and returned to relevant units. Follow the basic procedure guidelines in preparing and disinfecting linen for wash. Follow the basic procedure guidelines for washed and cleaned linen. Keep linen in a good state by inspecting, mending and marking laundry. Be able to operate various machines in the laundry (i.e., washing, dryer ironing and pressers). Iron, fold, count and pack laundered items and seal linen bags. Collect and deliver linen to clients. Sort, count and record dirty linen. Do all laundry responsibilities as directed by the supervisor. Report any machine defaults to the supervisor. Maintain laundry equipment/machines: Monitor equipment temperature. Keep laundry equipment in a proper state. Report defects. Check and request equipment service.

ENQUIRIES : Ms G Sikiwe Tel No: (042) 288 0210 or Enquiries: Gillian.Sikiwe@echealth.gov.za

POST 25/322	:	**LAUNDRY WORKER REF NO: ECHEALTH/LAUW/PZMH/ES/137/07/2026**
SALARY	:	R144 024 - R169 656 per annum (Level 02)
CENTRE	:	Sarah Baartman District, PZ Meyer TB Hospital
REQUIREMENTS	:	NQF level 1 or 2 (ABET level 2 certificate or equivalent) with no experience. Understanding of a Laundry set up. Poses good communication skills, be able to work shifts especially night shift. Be able to rotate areas in the laundry. Honest and reliable Poses physical strength and to cope with physical demands of position. Be able to work as a team and or independently.
DUTIES	:	Render laundry services: Maintain a safe and clean working environment in line with health and safety standards. Collect linen from relevant depots. Keep an accurate record of linen collected and returned to relevant units. Follow the basic procedure guidelines in preparing and disinfecting linen for wash. Follow the basic procedure guidelines for washed and cleaned linen. Keep linen in a good state by inspecting, mending and marking laundry. Be able to operate various machines in the laundry (i.e., washing, dryer ironing and pressers). Iron, fold, count and pack laundered items and seal linen bags. Collect and deliver linen to clients. Sort, count and record dirty linen. Do all laundry responsibilities as directed by the supervisor. Report any machine defaults to the supervisor. Maintain laundry equipment/machines: Monitor equipment temperature. Keep laundry equipment in a proper state. Report defects. Check and request equipment service.
ENQUIRIES	:	Dr P Mboya- Majola Tel No: (042) 291 2072 or Enquiries: Phumeza.Mboya-Majola@echealth.gov.za
POST 25/323	:	**LAUNDRY WORKER REF NO: ECHEALTH/LAUW/MPTBH/ES/138/07/2026**
SALARY	:	R144 024 - R169 656 per annum (Level 02)
CENTRE	:	Sarah Baartman District, Margery Parkes TB Hospital
REQUIREMENTS	:	NQF level 1 or 2 (ABET level 2 certificate or equivalent) with no experience. Understanding of a Laundry set up. Poses good communication skills, be able to work shifts especially night shift. Be able to rotate areas in the laundry. Honest and reliable Poses physical strength and to cope with physical demands of position. Be able to work as a team and or independently.
DUTIES	:	Render laundry services: Maintain a safe and clean working environment in line with health and safety standards. Collect linen from relevant depots. Keep an accurate record of linen collected and returned to relevant units. Follow the basic procedure guidelines in preparing and disinfecting linen for wash. Follow the basic procedure guidelines for washed and cleaned linen. Keep linen in a good state by inspecting, mending and marking laundry. Be able to operate various machines in the laundry (i.e., washing, dryer ironing and pressers). Iron, fold, count and pack laundered items and seal linen bags. Collect and deliver linen to clients. Sort, count and record dirty linen. Do all laundry responsibilities as directed by the supervisor. Report any machine defaults to the supervisor. Maintain laundry equipment/machines: Monitor equipment temperature. Keep laundry equipment in a proper state. Report defects. Check and request equipment service.
ENQUIRIES	:	Mr MT Buyiselo Tel No: (049) 893 0031 or Enquiries: Mzuvukile.Buyiselo@echealth.gov.za
POST 25/324	:	**LAUNDRY WORKER REF NO: ECHEALTH/LAUW/MID-H/ES/139/07/2026 (X2 POSTS)**
SALARY	:	R144 024 - R 169 656 per annum (Level 02)
CENTRE	:	Sarah Baartman District, Midland Hospital
REQUIREMENTS	:	NQF level 1 or 2 (ABET level 2 certificate or equivalent) with no experience. Understanding of a Laundry set up. Poses good communication skills, be able to work shifts especially night shift. Be able to rotate areas in the laundry. Honest and reliable Poses physical strength and to cope with physical demands of position. Be able to work as a team and or independently.
DUTIES	:	Render laundry services: Maintain a safe and clean working environment in line with health and safety standards. Collect linen from relevant depots. Keep an accurate record of linen collected and returned to relevant units. Follow the basic procedure guidelines in preparing and disinfecting linen for wash. Follow the basic procedure guidelines for washed and cleaned linen. Keep linen in a good state by inspecting, mending and marking laundry. Be able to operate various machines in the laundry (i.e., washing, dryer ironing and pressers).

		Iron, fold, count and pack laundered items and seal linen bags. Collect and deliver linen to clients. Sort, count and record dirty linen. Do all laundry responsibilities as directed by the supervisor. Report any machine defaults to the supervisor. Maintain laundry equipment/machines: Monitor equipment temperature. Keep laundry equipment in a proper state. Report defects. Check and request equipment service.
ENQUIRIES	:	Ms N Magwaxaza Tel No: (049) 807 7739 or Enquiries: Nomvano.Magwaxaza@echealth.gov.za
POST 25/325	:	**LAUNDRY WORKER REF NO: ECHEALTH/LAUW/SVH/ES/140/07/2026 (X2 POSTS)**
SALARY	:	R144 024 - R169 656 per annum (Level 02)
CENTRE	:	Sarah Baartman District, Sunday's Valley Hospital
REQUIREMENTS	:	NQF level 1 or 2 (ABET level 2 certificate or equivalent) with no experience. Understanding of a Laundry set up. Poses good communication skills, be able to work shifts especially night shift. Be able to rotate areas in the laundry. Honest and reliable Poses physical strength and to cope with physical demands of position. Be able to work as a team and or independently.
DUTIES	:	Render laundry services: Maintain a safe and clean working environment in line with health and safety standards. Collect linen from relevant depots. Keep an accurate record of linen collected and returned to relevant units. Follow the basic procedure guidelines in preparing and disinfecting linen for wash. Follow the basic procedure guidelines for washed and cleaned linen. Keep linen in a good state by inspecting, mending and marking laundry. Be able to operate various machines in the laundry (i.e., washing, dryer ironing and pressers). Iron, fold, count and pack laundered items and seal linen bags. Collect and deliver linen to clients. Sort, count and record dirty linen. Do all laundry responsibilities as directed by the supervisor. Report any machine defaults to the supervisor. Maintain laundry equipment/machines: Monitor equipment temperature. Keep laundry equipment in a proper state. Report defects. Check and request equipment service.
ENQUIRIES	:	Mr T Fekema Tel No: (042) 2300 406/432/567 or Enquiries: Thembalethu.Fekema@echealth.gov.za
POST 25/326	:	**FOOD SERVICE AID REF NO: ECHEALTH/FSA/LIV/ES/141/07/2026 (X4 POSTS)**
SALARY	:	R144 024 - R169 656 per annum (Level 02)
CENTRE	:	Nelson Mandela Metro, Livingstone Tertiary Hospital
REQUIREMENTS	:	NQF level 1 or 2 (ABET level 2 certificate or equivalent) with no experience. Knowledge of Food services & food preparation, Operation of food processing equipment, Basic health & safety measures, Health environment, Hygiene & bacterial contamination control measures. Basic literacy, Ability to operate food processing equipment, Measure accurately.
DUTIES	:	Render catering services: Follow menus and special diet plans. Prepare ingredients for meals e.g. cleaning and cutting vegetables, prepare meat, poultry and fish. Process/cook prepared ingredients for consumption. Serve prepared food in the relevant crockery. Ensure that portions served are according to the stipulated dietary allowances. Pack food delivery trolleys and deliver to relevant areas in the health institution. Ensure that the correct meals are delivered to the correct areas in the institution. Maintain safe and hygienic environment: Collect used cutlery and crockery from wards and other service areas. Check that the correct number of cutlery and crockery have been returned to the kitchen. Wash and dry used equipment, cutlery and crockery. Perform quality checks to ensure that the cleaning process has been performed according to standard. Pack and store clean food processing equipment. Clean the food processing area at regular intervals during the day. Perform regular checks to establish whether safety and sanitation standards are being adhered to. Report unhygienic and unsafe situation to the supervisor.
ENQUIRIES	:	Ms L Mabanga Tel no 041 405 2348 or Enquiries: Lindelwa.Mabanga@echealth.gov.za
POST 25/327	:	**FOOD SERVICE AID REF NO: ECHEALTH/FSA/FEPH/ES/142/07/2026 (X8 POSTS)**
SALARY	:	R144 024 - R169 656 per annum (Level 02)

CENTRE : Sarah Baartman District, Fort England Psychiatric Hospital
REQUIREMENTS : NQF level 1 or 2 (ABET level 2 certificate or equivalent) with no experience. Knowledge of Food services & food preparation, Operation of food processing equipment, Basic health & safety measures, Health environment, Hygiene & bacterial contamination control measures. Basic literacy, Ability to operate food processing equipment, Measure accurately.
DUTIES : Render catering services: Follow menus and special diet plans. Prepare ingredients for meals e.g. cleaning and cutting vegetables, prepare meat, poultry and fish. Process/cook prepared ingredients for consumption. Serve prepared food in the relevant crockery. Ensure that portions served are according to the stipulated dietary allowances. Pack food delivery trolleys and deliver to relevant areas in the health institution. Ensure that the correct meals are delivered to the correct areas in the institution. Maintain safe and hygienic environment: Collect used cutlery and crockery from wards and other service areas. Check that the correct number of cutlery and crockery have been returned to the kitchen. Wash and dry used equipment, cutlery and crockery. Perform quality checks to ensure that the cleaning process has been performed according to standard. Pack and store clean food processing equipment. Clean the food processing area at regular intervals during the day. Perform regular checks to establish whether safety and sanitation standards are being adhered to. Report unhygienic and unsafe situation to the supervisor.
ENQUIRIES : Ms X Nazo Tel No: (046) 602 2300 or Enquiries: Xolelwa.Nazo@echealth.gov.za

POST 25/328 : **FOOD SERVICE AID REF NO: ECHEALTH/FSA/MRH/ES/143/07/2026 (X20 POSTS)**

SALARY : R144 024 - R169 656 per annum (Level 02)
CENTRE : OR Tambo District, Mthatha Regional Hospital
REQUIREMENTS : NQF level 1 or 2 (ABET level 2 certificate or equivalent) with no experience. Knowledge of Food services & food preparation, Operation of food processing equipment, Basic health & safety measures, Health environment, Hygiene & bacterial contamination control measures. Basic literacy, Ability to operate food processing equipment, Measure accurately.
DUTIES : Render catering services: Follow menus and special diet plans. Prepare ingredients for meals e.g. cleaning and cutting vegetables, prepare meat, poultry and fish. Process/cook prepared ingredients for consumption. Serve prepared food in the relevant crockery. Ensure that portions served are according to the stipulated dietary allowances. Pack food delivery trolleys and deliver to relevant areas in the health institution. Ensure that the correct meals are delivered to the correct areas in the institution. Maintain safe and hygienic environment: Collect used cutlery and crockery from wards and other service areas. Check that the correct number of cutlery and crockery have been returned to the kitchen. Wash and dry used equipment, cutlery and crockery. Perform quality checks to ensure that the cleaning process has been performed according to standard. Pack and store clean food processing equipment. Clean the food processing area at regular intervals during the day. Perform regular checks to establish whether safety and sanitation standards are being adhered to. Report unhygienic and unsafe situation to the supervisor.
ENQUIRIES : Mr M Shabane Tel No: (047) 502 4143/4008 or Enquiries: Musawakhe.Shabane@echealth.gov.za

POST 25/329 : **FOOD SERVICE AID REF NO: ECHEALTH/FSA/EDH/ES/144/07/2026 (X8 POSTS)**

SALARY : R144 024 - R169 656 per annum (Level 02)
CENTRE : Nelson Mandela Metro, Elizabeth Donkin Psychiatric Hospital
REQUIREMENTS : NQF level 1 or 2 (ABET level 2 certificate or equivalent) with no experience. Knowledge of Food services & food preparation, Operation of food processing equipment, Basic health & safety measures, Health environment, Hygiene & bacterial contamination control measures. Basic literacy, Ability to operate food processing equipment, Measure accurately.
DUTIES : Render catering services: Follow menus and special diet plans. Prepare ingredients for meals e.g. cleaning and cutting vegetables, prepare meat, poultry and fish. Process/cook prepared ingredients for consumption. Serve prepared food in the relevant crockery. Ensure that portions served are according to the stipulated dietary allowances. Pack food delivery trolleys and

deliver to relevant areas in the health institution. Ensure that the correct meals are delivered to the correct areas in the institution. Maintain safe and hygienic environment: Collect used cutlery and crockery from wards and other service areas. Check that the correct number of cutlery and crockery have been returned to the kitchen. Wash and dry used equipment, cutlery and crockery. Perform quality checks to ensure that the cleaning process has been performed according to standard. Pack and store clean food processing equipment. Clean the food processing area at regular intervals during the day. Perform regular checks to establish whether safety and sanitation standards are being adhered to. Report unhygienic and unsafe situation to the supervisor.

ENQUIRIES : Mr. E Felkers Tel No: (041) 585 2323 or Enquiries: Eugene.Felkers@echealth.gov.za

POST 25/330 : **FOOD SERVICE AID REF NO: ECHEALTH/FSA/DORA/ES/145/07/2026**

SALARY : R144 024 - R169 656 per annum (Level 02)
CENTRE : Nelson Mandela Metro, Dora Nginza Regional Hospital
REQUIREMENTS : NQF level 1 or 2 (ABET level 2 certificate or equivalent) with no experience. Knowledge of Food services & food preparation, Operation of food processing equipment, Basic health & safety measures, Health environment, Hygiene & bacterial contamination control measures. Basic literacy, Ability to operate food processing equipment, Measure accurately.

DUTIES : Render catering services: Follow menus and special diet plans. Prepare ingredients for meals e.g. cleaning and cutting vegetables, prepare meat, poultry and fish. Process/cook prepared ingredients for consumption. Serve prepared food in the relevant crockery. Ensure that portions served are according to the stipulated dietary allowances. Pack food delivery trolleys and deliver to relevant areas in the health institution. Ensure that the correct meals are delivered to the correct areas in the institution. Maintain safe and hygienic environment: Collect used cutlery and crockery from wards and other service areas. Check that the correct number of cutlery and crockery have been returned to the kitchen. Wash and dry used equipment, cutlery and crockery. Perform quality checks to ensure that the cleaning process has been performed according to standard. Pack and store clean food processing equipment. Clean the food processing area at regular intervals during the day. Perform regular checks to establish whether safety and sanitation standards are being adhered to. Report unhygienic and unsafe situation to the supervisor.

ENQUIRIES : Ms B Bomela Tel No: (041) 406 4421 or Enquiries: Busiswa.Bomela@echealth.gov.za

POST 25/331 : **FOOD SERVICE AID REF NO: ECHEALTH/FSA/NMAH/ES/146/07/2026 (X20 POSTS)**

SALARY : R144 024 - R 169 656 per annum (Level 02)
CENTRE : OR Tambo District, Nelson Mandela Academic Hospital
REQUIREMENTS : NQF level 1 or 2 (ABET level 2 certificate or equivalent) with no experience. Knowledge of Food services & food preparation, Operation of food processing equipment, Basic health & safety measures, Health environment, Hygiene & bacterial contamination control measures. Basic literacy, Ability to operate food processing equipment, Measure accurately.

DUTIES : Render catering services: Follow menus and special diet plans. Prepare ingredients for meals e.g. cleaning and cutting vegetables, prepare meat, poultry and fish. Process/cook prepared ingredients for consumption. Serve prepared food in the relevant crockery. Ensure that portions served are according to the stipulated dietary allowances. Pack food delivery trolleys and deliver to relevant areas in the health institution. Ensure that the correct meals are delivered to the correct areas in the institution. Maintain safe and hygienic environment: Collect used cutlery and crockery from wards and other service areas. Check that the correct number of cutlery and crockery have been returned to the kitchen. Wash and dry used equipment, cutlery and crockery. Perform quality checks to ensure that the cleaning process has been performed according to standard. Pack and store clean food processing equipment. Clean the food processing area at regular intervals during the day. Perform regular checks to establish whether safety and sanitation standards are being adhered to. Report unhygienic and unsafe situation to the supervisor.

ENQUIRIES : Ms Calaza Tel No: (047) 502 4469 or Enquiries: Nozidumo.Calaza@echealth.gov.za

POST 25/332	:	**FOOD SERVICE AID REF NO: ECHEALTH/FSA/JOSH/ES/147/07/2026 (X3 POSTS)**
SALARY	:	R144 024 - R169 656 per annum (Level 02)
CENTRE	:	Nelson Mandela Metro, Jose Pearson TB Hospital
REQUIREMENTS	:	NQF level 1 or 2 (ABET level 2 certificate or equivalent) with no experience. Knowledge of Food services & food preparation, Operation of food processing equipment, Basic health & safety measures, Health environment, Hygiene & bacterial contamination control measures. Basic literacy, Ability to operate food processing equipment, Measure accurately.
DUTIES	:	Render catering services: Follow menus and special diet plans. Prepare ingredients for meals e.g. cleaning and cutting vegetables, prepare meat, poultry and fish. Process/cook prepared ingredients for consumption. Serve prepared food in the relevant crockery. Ensure that portions served are according to the stipulated dietary allowances. Pack food delivery trolleys and deliver to relevant areas in the health institution. Ensure that the correct meals are delivered to the correct areas in the institution. Maintain safe and hygienic environment: Collect used cutlery and crockery from wards and other service areas. Check that the correct number of cutlery and crockery have been returned to the kitchen. Wash and dry used equipment, cutlery and crockery. Perform quality checks to ensure that the cleaning process has been performed according to standard. Pack and store clean food processing equipment. Clean the food processing area at regular intervals during the day. Perform regular checks to establish whether safety and sanitation standards are being adhered to. Report unhygienic and unsafe situation to the supervisor.
ENQUIRIES	:	Ms Z Bushula Tel No: 041 372 8001 or Enquiries: Ziyanda.Bushula@echealth.gov.za
POST 25/333	:	**FOOD SERVICE AID REF NO: ECHEALTH/FSA/UPH/ES/148/07/2026 (X4 POSTS)**
SALARY	:	R144 024 - R169 656 per annum (Level 02)
CENTRE	:	Nelson Mandela Metro, Uitenhage Provincial Hospital
REQUIREMENTS	:	NQF level 1 or 2 (ABET level 2 certificate or equivalent) with no experience. Knowledge of Food services & food preparation, Operation of food processing equipment, Basic health & safety measures, Health environment, Hygiene & bacterial contamination control measures. Basic literacy, Ability to operate food processing equipment, Measure accurately.
DUTIES	:	Render catering services: Follow menus and special diet plans. Prepare ingredients for meals e.g. cleaning and cutting vegetables, prepare meat, poultry and fish. Process/cook prepared ingredients for consumption. Serve prepared food in the relevant crockery. Ensure that portions served are according to the stipulated dietary allowances. Pack food delivery trolleys and deliver to relevant areas in the health institution. Ensure that the correct meals are delivered to the correct areas in the institution. Maintain safe and hygienic environment: Collect used cutlery and crockery from wards and other service areas. Check that the correct number of cutlery and crockery have been returned to the kitchen. Wash and dry used equipment, cutlery and crockery. Perform quality checks to ensure that the cleaning process has been performed according to standard. Pack and store clean food processing equipment. Clean the food processing area at regular intervals during the day. Perform regular checks to establish whether safety and sanitation standards are being adhered to. Report unhygienic and unsafe situation to the supervisor.
ENQUIRIES	:	Ms D Davids Tel No: (041) 995 1129 or Enquiries: Daleela.Davids@echealth.gov.za
POST 25/334	:	**FOOD SERVICE AID REF NO: ECHEALTH/FSA/EMPIH/ES/149/07/2026 (X3 POSTS)**
SALARY	:	R144 024 - R169 656 per annum (Level 02)
CENTRE	:	Nelson Mandela Metro, Empilweni Hospital
REQUIREMENTS	:	NQF level 1 or 2 (ABET level 2 certificate or equivalent) with no experience. Knowledge of Food services & food preparation, Operation of food processing equipment, Basic health & safety measures, Health environment, Hygiene & bacterial contamination control measures. Basic literacy, Ability to operate food processing equipment, Measure accurately.

DUTIES : Render catering services: Follow menus and special diet plans. Prepare ingredients for meals e.g. cleaning and cutting vegetables, prepare meat, poultry and fish. Process/cook prepared ingredients for consumption. Serve prepared food in the relevant crockery. Ensure that portions served are according to the stipulated dietary allowances. Pack food delivery trolleys and deliver to relevant areas in the health institution. Ensure that the correct meals are delivered to the correct areas in the institution. Maintain safe and hygienic environment: Collect used cutlery and crockery from wards and other service areas. Check that the correct number of cutlery and crockery have been returned to the kitchen. Wash and dry used equipment, cutlery and crockery. Perform quality checks to ensure that the cleaning process has been performed according to standard. Pack and store clean food processing equipment. Clean the food processing area at regular intervals during the day. Perform regular checks to establish whether safety and sanitation standards are being adhered to. Report unhygienic and unsafe situation to the supervisor.

ENQUIRIES : Ms K Sinyahla Tel No: (041) 406 7627 or Enquiries: Khanyisa.Sinyahla@echealth.gov.za

POST 25/335 : **FOOD SERVICE AID REF NO: ECHEALTH/FSA/FRONTH/ES/150/07/2026 (X7 POSTS)**

SALARY : R144 024 - R169 656 per annum (Level 02)
CENTRE : Chris Hani District, Frontier Regional Hospital
REQUIREMENTS : NQF level 1 or 2 (ABET level 2 certificate or equivalent) with no experience. Knowledge of Food services & food preparation, Operation of food processing equipment, Basic health & safety measures, Health environment, Hygiene & bacterial contamination control measures. Basic literacy, Ability to operate food processing equipment, Measure accurately.
DUTIES : Render catering services: Follow menus and special diet plans. Prepare ingredients for meals e.g. cleaning and cutting vegetables, prepare meat, poultry and fish. Process/cook prepared ingredients for consumption. Serve prepared food in the relevant crockery. Ensure that portions served are according to the stipulated dietary allowances. Pack food delivery trolleys and deliver to relevant areas in the health institution. Ensure that the correct meals are delivered to the correct areas in the institution. Maintain safe and hygienic environment: Collect used cutlery and crockery from wards and other service areas. Check that the correct number of cutlery and crockery have been returned to the kitchen. Wash and dry used equipment, cutlery and crockery. Perform quality checks to ensure that the cleaning process has been performed according to standard. Pack and store clean food processing equipment. Clean the food processing area at regular intervals during the day. Perform regular checks to establish whether safety and sanitation standards are being adhered to. Report unhygienic and unsafe situation to the supervisor.
ENQUIRIES : Mr T Soxujwa Tel No: (045) 808 4225 or Enquiries: Thando.Soxujwa@echealth.gov.za

POST 25/336 : **FOOD SERVICE AID REF NO: ECHEALTH/FSA/KOMPH/ES/151/07/2026 (X3 POSTS)**

SALARY : R144 024 - R169 656 per annum (Level 02)
CENTRE : Chris Hani District, Komani Psychiatric Hospital
REQUIREMENTS : NQF level 1 or 2 (ABET level 2 certificate or equivalent) with no experience. Knowledge of Food services & food preparation, Operation of food processing equipment, Basic health & safety measures, Health environment, Hygiene & bacterial contamination control measures. Basic literacy, Ability to operate food processing equipment, Measure accurately. Candidates with a valid licence driver's licence will have an added advantage.
DUTIES : Render catering services: Follow menus and special diet plans. Prepare ingredients for meals e.g. cleaning and cutting vegetables, prepare meat, poultry and fish. Process/cook prepared ingredients for consumption. Serve prepared food in the relevant crockery. Ensure that portions served are according to the stipulated dietary allowances. Pack food delivery trolleys and deliver to relevant areas in the health institution. Ensure that the correct meals are delivered to the correct areas in the institution. Maintain safe and hygienic environment: Collect used cutlery and crockery from wards and other service areas. Check that the correct number of cutlery and crockery have been returned to the kitchen. Wash and dry used equipment, cutlery and crockery.

		Perform quality checks to ensure that the cleaning process has been performed according to standard. Pack and store clean food processing equipment. Clean the food processing area at regular intervals during the day. Perform regular checks to establish whether safety and sanitation standards are being adhered to. Report unhygienic and unsafe situation to the supervisor.
ENQUIRIES	:	Ms N Mzola Tel No: (045) 858 8400 or Enquiries: Nombulelo.Mzola@echealth.gov.za
POST 25/337	:	**FOOD SERVICE AID REF NO: ECHEALTH/FSA/ORTDO/ES/152/07/2026 (X10 POSTS)**
SALARY	:	R144 024 - R169 656 per annum (Level 02)
CENTRE	:	OR Tambo District
REQUIREMENTS	:	NQF level 1 or 2 (ABET level 2 certificate or equivalent) with no experience. Knowledge of Food services & food preparation, Operation of food processing equipment, Basic health & safety measures, Health environment, Hygiene & bacterial contamination control measures. Basic literacy, Ability to operate food processing equipment, Measure accurately.
DUTIES	:	Render catering services: Follow menus and special diet plans. Prepare ingredients for meals e.g. cleaning and cutting vegetables, prepare meat, poultry and fish. Process/cook prepared ingredients for consumption. Serve prepared food in the relevant crockery. Ensure that portions served are according to the stipulated dietary allowances. Pack food delivery trolleys and deliver to relevant areas in the health institution. Ensure that the correct meals are delivered to the correct areas in the institution. Maintain safe and hygienic environment: Collect used cutlery and crockery from wards and other service areas. Check that the correct number of cutlery and crockery have been returned to the kitchen. Wash and dry used equipment, cutlery and crockery. Perform quality checks to ensure that the cleaning process has been performed according to standard. Pack and store clean food processing equipment. Clean the food processing area at regular intervals during the day. Perform regular checks to establish whether safety and sanitation standards are being adhered to. Report unhygienic and unsafe situation to the supervisor.
ENQUIRIES	:	Ms A Sokutu Tel No: (047) 502 9000 or Enquiries: Anda.Sokutu@echealth.gov.za
POST 25/338	:	**FOOD SERVICE AID REF NO: ECHEALTH/FSA/AMADO/ES/153/07/2026 (X20 POSTS)**
SALARY	:	R144 024 - R169 656 per annum (Level 02)
CENTRE	:	Amathole District
REQUIREMENTS	:	NQF level 1 or 2 (ABET level 2 certificate or equivalent) with no experience. Knowledge of Food services & food preparation, Operation of food processing equipment, Basic health & safety measures, Health environment, Hygiene & bacterial contamination control measures. Basic literacy, Ability to operate food processing equipment, Measure accurately.
DUTIES	:	Render catering services: Follow menus and special diet plans. Prepare ingredients for meals e.g. cleaning and cutting vegetables, prepare meat, poultry and fish. Process/cook prepared ingredients for consumption. Serve prepared food in the relevant crockery. Ensure that portions served are according to the stipulated dietary allowances. Pack food delivery trolleys and deliver to relevant areas in the health institution. Ensure that the correct meals are delivered to the correct areas in the institution. Maintain safe and hygienic environment: Collect used cutlery and crockery from wards and other service areas. Check that the correct number of cutlery and crockery have been returned to the kitchen. Wash and dry used equipment, cutlery and crockery. Perform quality checks to ensure that the cleaning process has been performed according to standard. Pack and store clean food processing equipment. Clean the food processing area at regular intervals during the day. Perform regular checks to establish whether safety and sanitation standards are being adhered to. Report unhygienic and unsafe situation to the supervisor.
ENQUIRIES	:	Ms S Njokweni Tel No: (043) 709 2487/2532 or Enquiries: Themba.Toko@echealth.gov.za

POST 25/339	:	**FOOD SERVICE AID REF NO: ECHEALTH/FSA/MTALH/ES/154/07/2026 (X2 POSTS)**
SALARY	:	R144 024 - R169 656 per annum (Level 02)
REQUIREMENTS	:	NQF level 1 or 2 (ABET level 2 certificate or equivalent) with no experience. Knowledge of Food services & food preparation, Operation of food processing equipment, Basic health & safety measures, Health environment, Hygiene & bacterial contamination control measures. Basic literacy, Ability to operate food processing equipment, Measure accurately.
DUTIES	:	Render catering services: Follow menus and special diet plans. Prepare ingredients for meals e.g. cleaning and cutting vegetables, prepare meat, poultry and fish. Process/cook prepared ingredients for consumption. Serve prepared food in the relevant crockery. Ensure that portions served are according to the stipulated dietary allowances. Pack food delivery trolleys and deliver to relevant areas in the health institution. Ensure that the correct meals are delivered to the correct areas in the institution. Maintain safe and hygienic environment: Collect used cutlery and crockery from wards and other service areas. Check that the correct number of cutlery and crockery have been returned to the kitchen. Wash and dry used equipment, cutlery and crockery. Perform quality checks to ensure that the cleaning process has been performed according to standard. Pack and store clean food processing equipment. Clean the food processing area at regular intervals during the day. Perform regular checks to establish whether safety and sanitation standards are being adhered to. Report unhygienic and unsafe situation to the supervisor.
ENQUIRIES	:	Mrs O Mjoka Tel No: (039) 254 0236 or Enquiries: Ongeziwe.Mjoka@echealth.gov.za
POST 25/340	:	**FOOD SERVICE AID REF NO: ECHEALTH/FSA/MKZH/ES/155/07/2026 (X2 POSTS)**
SALARY	:	R144 024 - R169 656 per annum (Level 02)
CENTRE	:	Alfred Nzo District, Madzikane Ka Zulu Hospital
REQUIREMENTS	:	NQF level 1 or 2 (ABET level 2 certificate or equivalent) with no experience. Knowledge of Food services & food preparation, Operation of food processing equipment, Basic health & safety measures, Health environment, Hygiene & bacterial contamination control measures. Basic literacy, Ability to operate food processing equipment, Measure accurately.
DUTIES	:	Render catering services: Follow menus and special diet plans. Prepare ingredients for meals e.g. cleaning and cutting vegetables, prepare meat, poultry and fish. Process/cook prepared ingredients for consumption. Serve prepared food in the relevant crockery. Ensure that portions served are according to the stipulated dietary allowances. Pack food delivery trolleys and deliver to relevant areas in the health institution. Ensure that the correct meals are delivered to the correct areas in the institution. Maintain safe and hygienic environment: Collect used cutlery and crockery from wards and other service areas. Check that the correct number of cutlery and crockery have been returned to the kitchen. Wash and dry used equipment, cutlery and crockery. Perform quality checks to ensure that the cleaning process has been performed according to standard. Pack and store clean food processing equipment. Clean the food processing area at regular intervals during the day. Perform regular checks to establish whether safety and sanitation standards are being adhered to. Report unhygienic and unsafe situation to the supervisor.
ENQUIRIES	:	Ms N Mkhayi Tel No: (039) 255 8200/11/12 or Enquiries: Nokwezi.Mqhayi@echealth.gov.za
POST 25/341	:	**FOOD SERVICE AID REF NO: ECHEALTH/FSA/SIPEH/ES/156/07/2026 (X4 POSTS)**
SALARY	:	R144 024 - R169 656 per annum (Level 02)
CENTRE	:	Alfred Nzo District, Sipetu Hospital
REQUIREMENTS	:	NQF level 1 or 2 (ABET level 2 certificate or equivalent) with no experience. Knowledge of Food services & food preparation, Operation of food processing equipment, Basic health & safety measures, Health environment, Hygiene & bacterial contamination control measures. Basic literacy, Ability to operate food processing equipment, Measure accurately.
DUTIES	:	Render catering services: Follow menus and special diet plans. Prepare ingredients for meals e.g. cleaning and cutting vegetables, prepare meat,

poultry and fish. Process/cook prepared ingredients for consumption. Serve prepared food in the relevant crockery. Ensure that portions served are according to the stipulated dietary allowances. Pack food delivery trolleys and deliver to relevant areas in the health institution. Ensure that the correct meals are delivered to the correct areas in the institution. Maintain safe and hygienic environment: Collect used cutlery and crockery from wards and other service areas. Check that the correct number of cutlery and crockery have been returned to the kitchen. Wash and dry used equipment, cutlery and crockery. Perform quality checks to ensure that the cleaning process has been performed according to standard. Pack and store clean food processing equipment. Clean the food processing area at regular intervals during the day. Perform regular checks to establish whether safety and sanitation standards are being adhered to. Report unhygienic and unsafe situation to the supervisor.

ENQUIRIES : Ms L Mahlathi Tel No: (039) 255 0077 or Enquiries: Lulama.Mahlathi@echealth.gov.za

POST 25/342 : **FOOD SERVICE AID REF NO: ECHEALTH/FSA/KHOTBH/ES/157/07/2026**

SALARY : R144 024 - R169 656 per annum (Level 02)
CENTRE : Alfred Nzo District, Khotsong TB Hospital
REQUIREMENTS : NQF level 1 or 2 (ABET level 2 certificate or equivalent) with no experience. Knowledge of Food services & food preparation, Operation of food processing equipment, Basic health & safety measures, Health environment, Hygiene & bacterial contamination control measures. Basic literacy, Ability to operate food processing equipment, Measure accurately.
DUTIES : Render catering services: Follow menus and special diet plans. Prepare ingredients for meals e.g. cleaning and cutting vegetables, prepare meat, poultry and fish. Process/cook prepared ingredients for consumption. Serve prepared food in the relevant crockery. Ensure that portions served are according to the stipulated dietary allowances. Pack food delivery trolleys and deliver to relevant areas in the health institution. Ensure that the correct meals are delivered to the correct areas in the institution. Maintain safe and hygienic environment: Collect used cutlery and crockery from wards and other service areas. Check that the correct number of cutlery and crockery have been returned to the kitchen. Wash and dry used equipment, cutlery and crockery. Perform quality checks to ensure that the cleaning process has been performed according to standard. Pack and store clean food processing equipment. Clean the food processing area at regular intervals during the day. Perform regular checks to establish whether safety and sanitation standards are being adhered to. Report unhygienic and unsafe situation to the supervisor.
ENQUIRIES : Ms Z Pinyane Tel No: (039) 737 3801 or Enquiries: Zandile.Pinyane@echealth.gov.za

POST 25/343 : **FOOD SERVICE AID REF NO: ECHEALTH/FSA/MTALH/ES/158/07/2026 (X2 POSTS)**

SALARY : R144 024 - R169 656 per annum (Level 02)
CENTRE : Alfred Nzo District, Mt Ayliff Hospital
REQUIREMENTS : NQF level 1 or 2 (ABET level 2 certificate or equivalent) with no experience. Knowledge of Food services & food preparation, Operation of food processing equipment, Basic health & safety measures, Health environment, Hygiene & bacterial contamination control measures. Basic literacy, Ability to operate food processing equipment, Measure accurately.
DUTIES : Render catering services: Follow menus and special diet plans. Prepare ingredients for meals e.g. cleaning and cutting vegetables, prepare meat, poultry and fish. Process/cook prepared ingredients for consumption. Serve prepared food in the relevant crockery. Ensure that portions served are according to the stipulated dietary allowances. Pack food delivery trolleys and deliver to relevant areas in the health institution. Ensure that the correct meals are delivered to the correct areas in the institution. Maintain safe and hygienic environment: Collect used cutlery and crockery from wards and other service areas. Check that the correct number of cutlery and crockery have been returned to the kitchen. Wash and dry used equipment, cutlery and crockery. Perform quality checks to ensure that the cleaning process has been performed according to standard. Pack and store clean food processing equipment. Clean the food processing area at regular intervals during the day.

Perform regular checks to establish whether safety and sanitation standards are being adhered to. Report unhygienic and unsafe situation to the supervisor.

ENQUIRIES : Mrs O Mjoka Tel No: (039) 254 0236 or Enquiries: Ongeziwe.Mjoka@echealth.gov.za

POST 25/344 : **FOOD SERVICE AID REF NO: ECHEALTH/FSA/TAYBH/ES/159/07/2026 (X2 POSTS)**

SALARY : R144 024 - R169 656 per annum (Level 02)
CENTRE : Alfred Nzo District, Taylor Bequest TB Hospital
REQUIREMENTS : NQF level 1 or 2 (ABET level 2 certificate or equivalent) with no experience. Knowledge of Food services & food preparation, Operation of food processing equipment, Basic health & safety measures, Health environment, Hygiene & bacterial contamination control measures. Basic literacy, Ability to operate food processing equipment, Measure accurately.
DUTIES : Render catering services: Follow menus and special diet plans. Prepare ingredients for meals e.g. cleaning and cutting vegetables, prepare meat, poultry and fish. Process/cook prepared ingredients for consumption. Serve prepared food in the relevant crockery. Ensure that portions served are according to the stipulated dietary allowances. Pack food delivery trolleys and deliver to relevant areas in the health institution. Ensure that the correct meals are delivered to the correct areas in the institution. Maintain safe and hygienic environment: Collect used cutlery and crockery from wards and other service areas. Check that the correct number of cutlery and crockery have been returned to the kitchen. Wash and dry used equipment, cutlery and crockery. Perform quality checks to ensure that the cleaning process has been performed according to standard. Pack and store clean food processing equipment. Clean the food processing area at regular intervals during the day. Perform regular checks to establish whether safety and sanitation standards are being adhered to. Report unhygienic and unsafe situation to the supervisor.
ENQUIRIES : Mr S Kholiso Tel No: (039) 737 3107 or Enquiries: Sabelo.Khohliso@echealth.gov.za

POST 25/345 : **FOOD SERVICE AID REF NO: ECHEALTH/FSA/JANSH/ES/160/07/2026**

SALARY : R144 024 - R169 656 per annum (Level 02)
CENTRE : Sarah Baartman District, Jansenville Hospital
REQUIREMENTS : NQF level 1 or 2 (ABET level 2 certificate or equivalent) with no experience. Knowledge of Food services & food preparation, Operation of food processing equipment, Basic health & safety measures, Health environment, Hygiene & bacterial contamination control measures. Basic literacy, Ability to operate food processing equipment, Measure accurately.
DUTIES : Render catering services: Follow menus and special diet plans. Prepare ingredients for meals e.g. cleaning and cutting vegetables, prepare meat, poultry and fish. Process/cook prepared ingredients for consumption. Serve prepared food in the relevant crockery. Ensure that portions served are according to the stipulated dietary allowances. Pack food delivery trolleys and deliver to relevant areas in the health institution. Ensure that the correct meals are delivered to the correct areas in the institution. Maintain safe and hygienic environment: Collect used cutlery and crockery from wards and other service areas. Check that the correct number of cutlery and crockery have been returned to the kitchen. Wash and dry used equipment, cutlery and crockery. Perform quality checks to ensure that the cleaning process has been performed according to standard. Pack and store clean food processing equipment. Clean the food processing area at regular intervals during the day. Perform regular checks to establish whether safety and sanitation standards are being adhered to. Report unhygienic and unsafe situation to the supervisor.
ENQUIRIES : Mr T Marenene Tel No: (049) 836 0588/049-8360086/0605631089 or Enquiries: Tamsanqa.Marenene@echealth.gov.za

POST 25/346 : **FOOD SERVICE AID REF NO: ECHEALTH/FSA/MARG/ES/161/07/2026**

SALARY : R144 024 - R169 656 per annum (Level 02)
CENTRE : Sarah Baartman District, Margery Parkes TB Hospital
REQUIREMENTS : NQF level 1 or 2 (ABET level 2 certificate or equivalent) with no experience. Knowledge of Food services & food preparation, Operation of food processing equipment, Basic health & safety measures, Health environment, Hygiene &

bacterial contamination control measures. Basic literacy, Ability to operate food processing equipment, Measure accurately.

DUTIES : Render catering services: Follow menus and special diet plans. Prepare ingredients for meals e.g. cleaning and cutting vegetables, prepare meat, poultry and fish. Process/cook prepared ingredients for consumption. Serve prepared food in the relevant crockery. Ensure that portions served are according to the stipulated dietary allowances. Pack food delivery trolleys and deliver to relevant areas in the health institution. Ensure that the correct meals are delivered to the correct areas in the institution. Maintain safe and hygienic environment: Collect used cutlery and crockery from wards and other service areas. Check that the correct number of cutlery and crockery have been returned to the kitchen. Wash and dry used equipment, cutlery and crockery. Perform quality checks to ensure that the cleaning process has been performed according to standard. Pack and store clean food processing equipment. Clean the food processing area at regular intervals during the day. Perform regular checks to establish whether safety and sanitation standards are being adhered to. Report unhygienic and unsafe situation to the supervisor.

ENQUIRIES : Mr. MT Buyiselo Tel No: (049) 893 0031 or Enquiries: Mzuvukile.Buyiselo@echealth.gov.za

POST 25/347 : **FOOD SERVICE AID REF NO: ECHEALTH/FSA/PZMH/ES/162/07/2026**

SALARY : R144 024 - R169 656 per annum (Level 02)
CENTRE : Sarah Baartman District, PZ Meyer TB Hospital
REQUIREMENTS : NQF level 1 or 2 (ABET level 2 certificate or equivalent) with no experience. Knowledge of Food services & food preparation, Operation of food processing equipment, Basic health & safety measures, Health environment, Hygiene & bacterial contamination control measures. Basic literacy, Ability to operate food processing equipment, Measure accurately.

DUTIES : Render catering services: Follow menus and special diet plans. Prepare ingredients for meals e.g. cleaning and cutting vegetables, prepare meat, poultry and fish. Process/cook prepared ingredients for consumption. Serve prepared food in the relevant crockery. Ensure that portions served are according to the stipulated dietary allowances. Pack food delivery trolleys and deliver to relevant areas in the health institution. Ensure that the correct meals are delivered to the correct areas in the institution. Maintain safe and hygienic environment: Collect used cutlery and crockery from wards and other service areas. Check that the correct number of cutlery and crockery have been returned to the kitchen. Wash and dry used equipment, cutlery and crockery. Perform quality checks to ensure that the cleaning process has been performed according to standard. Pack and store clean food processing equipment. Clean the food processing area at regular intervals during the day. Perform regular checks to establish whether safety and sanitation standards are being adhered to. Report unhygienic and unsafe situation to the supervisor.

ENQUIRIES : Dr Mboya- Majola Tel No: (042) 291 2072 or Enquiries: Phumeza.Mboya-Majola@echealth.gov.za

POST 25/348 : **FOOD SERVICE AID REF NO: ECHEALTH/FSA/WMH/ES/163/07/2026**

SALARY : R144 024 - R169 656 per annum (Level 02)
CENTRE : Sarah Baartman District, Willowmore Hospital
REQUIREMENTS : NQF level 1 or 2 (ABET level 2 certificate or equivalent) with no experience. Knowledge of Food services & food preparation, Operation of food processing equipment, Basic health & safety measures, Health environment, Hygiene & bacterial contamination control measures. Basic literacy, Ability to operate food processing equipment, Measure accurately.

DUTIES : Render catering services: Follow menus and special diet plans. Prepare ingredients for meals e.g. cleaning and cutting vegetables, prepare meat, poultry and fish. Process/cook prepared ingredients for consumption. Serve prepared food in the relevant crockery. Ensure that portions served are according to the stipulated dietary allowances. Pack food delivery trolleys and deliver to relevant areas in the health institution. Ensure that the correct meals are delivered to the correct areas in the institution. Maintain safe and hygienic environment: Collect used cutlery and crockery from wards and other service areas. Check that the correct number of cutlery and crockery have been returned to the kitchen. Wash and dry used equipment, cutlery and crockery. Perform quality checks to ensure that the cleaning process has been

performed according to standard. Pack and store clean food processing equipment. Clean the food processing area at regular intervals during the day. Perform regular checks to establish whether safety and sanitation standards are being adhered to. Report unhygienic and unsafe situation to the supervisor.

ENQUIRIES : Ms R Schutte Tel No: (044) 923 1127 or Enquiries: Rianda.Schutte@echealth.gov.za

POST 25/349 : **FOOD SERVICE AID REF NO: ECHEALTH/FSA/MID-H/ES/164/07/2026 (X2 POSTS)**

SALARY : R144 024 - R169 656 per annum (Level 02)
CENTRE : Sarah Baartman District, Midland Hospital
REQUIREMENTS : NQF level 1 or 2 (ABET level 2 certificate or equivalent) with no experience. Knowledge of Food services & food preparation, Operation of food processing equipment, Basic health & safety measures, Health environment, Hygiene & bacterial contamination control measures. Basic literacy, Ability to operate food processing equipment, Measure accurately.
DUTIES : Render catering services: Follow menus and special diet plans. Prepare ingredients for meals e.g. cleaning and cutting vegetables, prepare meat, poultry and fish. Process/cook prepared ingredients for consumption. Serve prepared food in the relevant crockery. Ensure that portions served are according to the stipulated dietary allowances. Pack food delivery trolleys and deliver to relevant areas in the health institution. Ensure that the correct meals are delivered to the correct areas in the institution. Maintain safe and hygienic environment: Collect used cutlery and crockery from wards and other service areas. Check that the correct number of cutlery and crockery have been returned to the kitchen. Wash and dry used equipment, cutlery and crockery. Perform quality checks to ensure that the cleaning process has been performed according to standard. Pack and store clean food processing equipment. Clean the food processing area at regular intervals during the day. Perform regular checks to establish whether safety and sanitation standards are being adhered to. Report unhygienic and unsafe situation to the supervisor.
ENQUIRIES Ms N Magwaxaza Tel No: (049) 807 7739 or Enquiries: Nomvano.Magwaxaza@echealth.gov.za

POST 25/350 : **FOOD SERVICE AID REF NO: ECHEALTH/FSA/SVH/ES/165/07/2026 (X2 POSTS)**

SALARY : R144 024 - R169 656 per annum (Level 02)
CENTRE : Sarah Baartman District, Sunday's Valley Hospital
REQUIREMENTS : NQF level 1 or 2 (ABET level 2 certificate or equivalent) with no experience. Knowledge of Food services & food preparation, Operation of food processing equipment, Basic health & safety measures, Health environment, Hygiene & bacterial contamination control measures. Basic literacy, Ability to operate food processing equipment, Measure accurately.
DUTIES : Render catering services: Follow menus and special diet plans. Prepare ingredients for meals e.g. cleaning and cutting vegetables, prepare meat, poultry and fish. Process/cook prepared ingredients for consumption. Serve prepared food in the relevant crockery. Ensure that portions served are according to the stipulated dietary allowances. Pack food delivery trolleys and deliver to relevant areas in the health institution. Ensure that the correct meals are delivered to the correct areas in the institution. Maintain safe and hygienic environment: Collect used cutlery and crockery from wards and other service areas. Check that the correct number of cutlery and crockery have been returned to the kitchen. Wash and dry used equipment, cutlery and crockery. Perform quality checks to ensure that the cleaning process has been performed according to standard. Pack and store clean food processing equipment. Clean the food processing area at regular intervals during the day. Perform regular checks to establish whether safety and sanitation standards are being adhered to. Report unhygienic and unsafe situation to the supervisor.
ENQUIRIES : Mr T Fekema Tel No: (042) 2300 406/432/567 or Enquiries: Thembalethu.Fekema@echealth.gov.za

POST 25/351 : **PORTER REF NO: ECHEALTH/POR/LIV/ES/166/07/2026 (X8 POSTS)**

SALARY : R144 024 - R169 656 per annum (Level 02)
CENTRE : Nelson Mandela Metro, Livingstone Tertiary Hospital

REQUIREMENTS : NQF level 3 (Grade 10 certificate or equivalent) with no experience. Good verbal and written communication skills. Must be willing to work shifts and under pressure. Sound knowledge of Customer care.

DUTIES : Provision of hospital and patient support services: Wheel patients to and from the wards. Transport patients to various service areas e.g. operating theatre. Transport patients to vehicles or other transportation. Collect and transport corpses to the mortuary. Deliver equipment, stores and documentation to wards and other departments. Collect and deliver specimens. Offloading of patients from ambulance and private cars to the stretchers. Cleaning of stretchers and wheelchairs after usage at all times. Report all faulty or broken equipment to your supervisor immediately. Render mortuary services: Receive corpses – record date and time received and released. Store corpses in the cool room. Release and keep record of corpses handed over to next of kin. Load and off-load corpses. Keep proper identification and maintain accuracy of records in the field of work. Maintain equipment. Clean equipment. Safe keeping of equipment.

ENQUIRIES : Ms L Mabanga Tel No: (041) 405 2348 or Enquiries: Lindelwa.Mabanga@echealth.gov.za

POST 25/352 : **PORTER REF NO: ECHEALTH/POR/TAYBH/ES/167/07/2026 (X2 POSTS)**

SALARY : R144 024 - R169 656 per annum (Level 02)
CENTRE : Alfred Nzo District, Taylor Bequest TB Hospital
REQUIREMENTS : NQF level 3 (Grade 10 certificate or equivalent) with no experience. Good verbal and written communication skills. Must be willing to work shifts and under pressure. Sound knowledge of Customer care.

DUTIES : Provision of hospital and patient support services: Wheel patients to and from the wards. Transport patients to various service areas e.g. operating theatre. Transport patients to vehicles or other transportation. Collect and transport corpses to the mortuary. Deliver equipment, stores and documentation to wards and other departments. Collect and deliver specimens. Offloading of patients from ambulance and private cars to the stretchers. Cleaning of stretchers and wheelchairs after usage at all times. Report all faulty or broken equipment to your supervisor immediately. Render mortuary services: Receive corpses – record date and time received and released. Store corpses in the cool room. Release and keep record of corpses handed over to next of kin. Load and off-load corpses. Keep proper identification and maintain accuracy of records in the field of work. Maintain equipment. Clean equipment. Safe keeping of equipment.

ENQUIRIES : Mr S Kholiso Tel No: (039) 737 3107 or Enquiries: Sabelo.Khohliso@echealth.gov.za

POST 25/353 : **PORTER REF NO. ECHEALTH/POR/JOSH/ES/168/07/2026 (X3 POSTS)**

SALARY : R144 024 - R169 656 per annum (Level 02)
CENTRE : Nelson Mandela Metro, Empilweni Hospital
REQUIREMENTS : NQF level 3 (Grade 10 certificate or equivalent) with no experience. Good verbal and written communication skills. Must be willing to work shifts and under pressure. Sound knowledge of Customer care.

DUTIES : Provision of hospital and patient support services: Wheel patients to and from the wards. Transport patients to various service areas e.g. operating theatre. Transport patients to vehicles or other transportation. Collect and transport corpses to the mortuary. Deliver equipment, stores and documentation to wards and other departments. Collect and deliver specimens. Offloading of patients from ambulance and private cars to the stretchers. Cleaning of stretchers and wheelchairs after usage at all times. Report all faulty or broken equipment to your supervisor immediately. Render mortuary services: Receive corpses – record date and time received and released. Store corpses in the cool room. Release and keep record of corpses handed over to next of kin. Load and off-load corpses. Keep proper identification and maintain accuracy of records in the field of work. Maintain equipment. Clean equipment. Safe keeping of equipment.

ENQUIRIES : Ms K Sinyahla Tel No: (041) 406 7627 or Enquiries: Khanyisa.Sinyahla@echealth.gov.za

POST 25/354	:	**PORTER REF NO: ECHEALTH/POR/UPH/ES/169/07/2026 (X5 POSTS)**
SALARY	:	R144 024 - R169 656 per annum (Level 02)
CENTRE	:	Nelson Mandela Metro, Uitenhage Provincial Hospital
REQUIREMENTS	:	NQF level 3 (Grade 10 certificate or equivalent) with no experience. Good verbal and written communication skills. Must be willing to work shifts and under pressure. Sound knowledge of Customer care.
DUTIES	:	Provision of hospital and patient support services: Wheel patients to and from the wards. Transport patients to various service areas e.g. operating theatre. Transport patients to vehicles or other transportation. Collect and transport corpses to the mortuary. Deliver equipment, stores and documentation to wards and other departments. Collect and deliver specimens. Offloading of patients from ambulance and private cars to the stretchers. Cleaning of stretchers and wheelchairs after usage at all times. Report all faulty or broken equipment to your supervisor immediately. Render mortuary services: Receive corpses – record date and time received and released. Store corpses in the cool room. Release and keep record of corpses handed over to next of kin. Load and off-load corpses. Keep proper identification and maintain accuracy of records in the field of work. Maintain equipment. Clean equipment. Safe keeping of equipment.
ENQUIRIES	:	Ms D Davids Tel No: (041) 995 1129 or Enquiries: Daleela.Davids@echealth.gov.za
POST 25/355	:	**PORTER REF NO: ECHEALTH/POR/EMPIH/ES/170/07/2026 (X3 POSTS)**
SALARY	:	R144 024 - R169 656 per annum (Level 02)
CENTRE	:	Nelson Mandela Metro, Uitenhage Provincial Hospital
REQUIREMENTS	:	NQF level 3 (Grade 10 certificate or equivalent) with no experience. Good verbal and written communication skills. Must be willing to work shifts and under pressure. Sound knowledge of Customer care.
DUTIES	:	Provision of hospital and patient support services: Wheel patients to and from the wards. Transport patients to various service areas e.g. operating theatre. Transport patients to vehicles or other transportation. Collect and transport corpses to the mortuary. Deliver equipment, stores and documentation to wards and other departments. Collect and deliver specimens. Offloading of patients from ambulance and private cars to the stretchers. Cleaning of stretchers and wheelchairs after usage at all times. Report all faulty or broken equipment to your supervisor immediately. Render mortuary services: Receive corpses – record date and time received and released. Store corpses in the cool room. Release and keep record of corpses handed over to next of kin. Load and off-load corpses. Keep proper identification and maintain accuracy of records in the field of work. Maintain equipment. Clean equipment. Safe keeping of equipment.
ENQUIRIES	:	Ms D Davids Tel No: (041) 995 1129 or Enquiries: Daleela.Davids@echealth.gov.za
POST 25/356	:	**PORTER REF NO: ECHEALTH/POR/NMM/ES/171/07/2026 (X3 POSTS)**
SALARY	:	R144 024 - R169 656 per annum (Level 02)
CENTRE	:	Nelson Mandela District
REQUIREMENTS	:	NQF level 3 (Grade 10 certificate or equivalent) with no experience. Good verbal and written communication skills. Must be willing to work shifts and under pressure. Sound knowledge of Customer care.
DUTIES	:	Provision of hospital and patient support services: Wheel patients to and from the wards. Transport patients to various service areas e.g. operating theatre. Transport patients to vehicles or other transportation. Collect and transport corpses to the mortuary. Deliver equipment, stores and documentation to wards and other departments. Collect and deliver specimens. Offloading of patients from ambulance and private cars to the stretchers. Cleaning of stretchers and wheelchairs after usage at all times. Report all faulty or broken equipment to your supervisor immediately. Render mortuary services: Receive corpses – record date and time received and released. Store corpses in the cool room. Release and keep record of corpses handed over to next of kin. Load and off-load corpses. Keep proper identification and maintain accuracy of records in the field of work. Maintain equipment. Clean equipment. Safe keeping of equipment.
ENQUIRIES	:	Ms A Tsoko Tel No: (041) 391 8190 or Enquires: Alatha.Tsoko@echealth.gov.za

POST 25/357	:	**PORTER REF NO: ECHEALTH/POR/NMAH/ES/172/07/2026 (X13 POSTS)**
SALARY	:	R 144 024 - R169 656 per annum (Level 02)
CENTRE	:	OR Tambo District, Nelson Mandela Academic Hospital
REQUIREMENTS	:	NQF level 3 (Grade 10 certificate or equivalent) with no experience. Good verbal and written communication skills. Must be willing to work shifts and under pressure. Sound knowledge of Customer care.
DUTIES	:	Provision of hospital and patient support services: Wheel patients to and from the wards. Transport patients to various service areas e.g. operating theatre. Transport patients to vehicles or other transportation. Collect and transport corpses to the mortuary. Deliver equipment, stores and documentation to wards and other departments. Collect and deliver specimens. Offloading of patients from ambulance and private cars to the stretchers. Cleaning of stretchers and wheelchairs after usage at all times. Report all faulty or broken equipment to your supervisor immediately. Render mortuary services: Receive corpses – record date and time received and released. Store corpses in the cool room. Release and keep record of corpses handed over to next of kin. Load and off-load corpses. Keep proper identification and maintain accuracy of records in the field of work. Maintain equipment. Clean equipment. Safe keeping of equipment.
ENQUIRIES	:	Ms Calaza Tel No: (047) 502 4469 or Enquiries: Nozidumo.Calaza@echealth.gov.za
POST 25/358	:	**PORTER REF NO: ECHEALTH/POR/NMAH/NTSG-ON/173/07/2026 (X4 POSTS)**
SALARY	:	R144 024 - R169 656 per annum (Level 02)
CENTRE	:	OR Tambo District, Nelson Mandela Academic Hospital
REQUIREMENTS	:	NQF level 3 (Grade 10 certificate or equivalent) with no experience. Good verbal and written communication skills. Must be willing to work shifts and under pressure. Sound knowledge of Customer care.
DUTIES	:	Provision of hospital and patient support services: Wheel patients to and from the wards. Transport patients to various service areas e.g. operating theatre. Transport patients to vehicles or other transportation. Collect and transport corpses to the mortuary. Deliver equipment, stores and documentation to wards and other departments. Collect and deliver specimens. Offloading of patients from ambulance and private cars to the stretchers. Cleaning of stretchers and wheelchairs after usage at all times. Report all faulty or broken equipment to your supervisor immediately. Render mortuary services: Receive corpses – record date and time received and released. Store corpses in the cool room. Release and keep record of corpses handed over to next of kin. Load and off-load corpses. Keep proper identification and maintain accuracy of records in the field of work. Maintain equipment. Clean equipment. Safe keeping of equipment.
ENQUIRIES	:	Ms Calaza Tel No: (047) 502 4469 or Enquiries: Nozidumo.Calaza@echealth.gov.za
POST 25/359	:	**PORTER REF NO: ECHEALTH/POR/FRONTH/ES/174/07/2026 (X10 POSTS)**
SALARY	:	R144 024 - R169 656 per annum (Level 02)
CENTRE	:	Chris Hani District, Frontier Regional Hospital
REQUIREMENTS	:	NQF level 3 (Grade 10 certificate or equivalent) with no experience. Good verbal and written communication skills. Must be willing to work shifts and under pressure. Sound knowledge of Customer care.
DUTIES	:	Provision of hospital and patient support services: Wheel patients to and from the wards. Transport patients to various service areas e.g. operating theatre. Transport patients to vehicles or other transportation. Collect and transport corpses to the mortuary. Deliver equipment, stores and documentation to wards and other departments. Collect and deliver specimens. Offloading of patients from ambulance and private cars to the stretchers. Cleaning of stretchers and wheelchairs after usage at all times. Report all faulty or broken equipment to your supervisor immediately. Render mortuary services: Receive corpses – record date and time received and released. Store corpses in the cool room. Release and keep record of corpses handed over to next of kin. Load and off-load corpses. Keep proper identification and maintain accuracy

of records in the field of work. Maintain equipment. Clean equipment. Safe keeping of equipment.

ENQUIRIES : Mr T Soxujwa Tel No: (045) 808 4225 or Enquiries: Thando.Soxujwa@echealth.gov.za

POST 25/360 : **PORTER REF NO: ECHEALTH/POR/CMH/ES/175/07/2026 (X6 POSTS)**

SALARY : R144 024 - R169 656 per annum (Level 02)
CENTRE : Buffalo City Metro, Cecilia Makiwane Regional Hospital
REQUIREMENTS : NQF level 3 (Grade 10 certificate or equivalent) with no experience. Good verbal and written communication skills. Must be willing to work shifts and under pressure. Sound knowledge of Customer care.
DUTIES : Provision of hospital and patient support services: Wheel patients to and from the wards. Transport patients to various service areas e.g. operating theatre. Transport patients to vehicles or other transportation. Collect and transport corpses to the mortuary. Deliver equipment, stores and documentation to wards and other departments. Collect and deliver specimens. Offloading of patients from ambulance and private cars to the stretchers. Cleaning of stretchers and wheelchairs after usage at all times. Report all faulty or broken equipment to your supervisor immediately. Render mortuary services: Receive corpses – record date and time received and released. Store corpses in the cool room. Release and keep record of corpses handed over to next of kin. Load and off-load corpses. Keep proper identification and maintain accuracy of records in the field of work. Maintain equipment clean equipment. Safe keeping of equipment.
ENQUIRIES : Ms N. Matshaya Tel No: (043) 708 2121 or Enquiries: Ntombizini.Matshaya@echealth.gov.za

POST 25/361 : **PORTER REF NO: ECHEALTH/POR/ORTDO/ES/175/07/2026 (X10 POSTS)**

SALARY : R144 024 - R169 656 per annum (Level 02)
CENTRE : OR Tambo District
REQUIREMENTS : NQF level 3 (Grade 10 certificate or equivalent) with no experience. Good verbal and written communication skills. Must be willing to work shifts and under pressure. Sound knowledge of Customer care.
DUTIES : Provision of hospital and patient support services: Wheel patients to and from the wards. Transport patients to various service areas e.g. operating theatre. Transport patients to vehicles or other transportation. Collect and transport corpses to the mortuary. Deliver equipment, stores and documentation to wards and other departments. Collect and deliver specimens. Offloading of patients from ambulance and private cars to the stretchers. Cleaning of stretchers and wheelchairs after usage at all times. Report all faulty or broken equipment to your supervisor immediately. Render mortuary services: Receive corpses – record date and time received and released. Store corpses in the cool room. Release and keep record of corpses handed over to next of kin. Load and off-load corpses. Keep proper identification and maintain accuracy of records in the field of work. Maintain equipment clean equipment. Safe keeping of equipment.
ENQUIRIES : Ms A Sokutu Tel No: (047) 502 9000 or Enquiries: Anda.Sokutu@echealth.gov.za

POST 25/362 : **PORTER REF NO: ECHEALTH/POR/AVH/ES/176/07/2026 (X2 POSTS)**

SALARY : R144 024 - R169 656 per annum (Level 02)
CENTRE : Sarah Baartman District, Andries Vosloo Hospital
REQUIREMENTS : NQF level 3 (Grade 10 certificate or equivalent) with no experience. Good verbal and written communication skills. Must be willing to work shifts and under pressure. Sound knowledge of Customer care.
DUTIES : Provision of hospital and patient support services: Wheel patients to and from the wards. Transport patients to various service areas e.g. operating theatre. Transport patients to vehicles or other transportation. Collect and transport corpses to the mortuary. Deliver equipment, stores and documentation to wards and other departments. Collect and deliver specimens. Offloading of patients from ambulance and private cars to the stretchers. Cleaning of stretchers and wheelchairs after usage at all times. Report all faulty or broken equipment to your supervisor immediately. Render mortuary services: Receive corpses – record date and time received and released. Store corpses in the

cool room. Release and keep record of corpses handed over to next of kin. Load and off-load corpses. Keep proper identification and maintain accuracy of records in the field of work. Maintain equipment clean equipment. Safe keeping of equipment.

ENQUIRIES : Ms CZ Zozo Tel No: (042) 243 1313 or Enquiries: Cumisa.Zozo@echealth.gov.za

POST 25/363 : **PORTER REF NO: ECHEALTH/POR/HUMH/ES/177/07/2026 (X2 POSTS)**

SALARY : R144 024 - R169 656 per annum (Level 02)
CENTRE : Sarah Baartman District, Humansdorp Hospital
REQUIREMENTS : NQF level 3 (Grade 10 certificate or equivalent) with no experience. Good verbal and written communication skills. Must be willing to work shifts and under pressure. Sound knowledge of Customer care.
DUTIES : Provision of hospital and patient support services: Wheel patients to and from the wards. Transport patients to various service areas e.g. operating theatre. Transport patients to vehicles or other transportation. Collect and transport corpses to the mortuary. Deliver equipment, stores and documentation to wards and other departments. Collect and deliver specimens. Offloading of patients from ambulance and private cars to the stretchers. Cleaning of stretchers and wheelchairs after usage at all times. Report all faulty or broken equipment to your supervisor immediately. Render mortuary services: Receive corpses – record date and time received and released. Store corpses in the cool room. Release and keep record of corpses handed over to next of kin. Load and off-load corpses. Keep proper identification and maintain accuracy of records in the field of work. Maintain equipment clean equipment. Safe keeping of equipment.

ENQUIRIES : Ms G Kivedo Tel No: (042) 200 4279/236 or Enquiries: Gishma.Kivedo@echealth.gov.za

POST 25/364 : **PORTER REF NO: ECHEALTH/POR/MID-H/ES/178/07/2026**

SALARY : R144 024 - R169 656 per annum (Level 02)
CENTRE : Sarah Baartman District, Midland Hospital
REQUIREMENTS : NQF level 3 (Grade 10 certificate or equivalent) with no experience. Good verbal and written communication skills. Must be willing to work shifts and under pressure. Sound knowledge of Customer care.
DUTIES : Provision of hospital and patient support services: Wheel patients to and from the wards. Transport patients to various service areas e.g. operating theatre. Transport patients to vehicles or other transportation. Collect and transport corpses to the mortuary. Deliver equipment, stores and documentation to wards and other departments. Collect and deliver specimens. Offloading of patients from ambulance and private cars to the stretchers. Cleaning of stretchers and wheelchairs after usage at all times. Report all faulty or broken equipment to your supervisor immediately. Render mortuary services: Receive corpses – record date and time received and released. Store corpses in the cool room. Release and keep record of corpses handed over to next of kin. Load and off-load corpses. Keep proper identification and maintain accuracy of records in the field of work. Maintain equipment clean equipment. Safe keeping of equipment.

ENQUIRIES : Ms N Magwaxaza Tel No: (049) 807 7739 or Enquiries: Nomvano.Magwaxaza@echealth.gov.za

POST 25/365 : **PORTER REF NO: ECHEALTH/POR/SDVH/ES/179/07/2026**

SALARY : R144 024 - R169 656 per annum (Level 02)
CENTRE : Sarah Baartman District, Sunday's Valley Hospital
REQUIREMENTS : NQF level 3 (Grade 10 certificate or equivalent) with no experience. Good verbal and written communication skills. Must be willing to work shifts and under pressure. Sound knowledge of Customer care.
DUTIES : Provision of hospital and patient support services: Wheel patients to and from the wards. Transport patients to various service areas e.g. operating theatre. Transport patients to vehicles or other transportation. Collect and transport corpses to the mortuary. Deliver equipment, stores and documentation to wards and other departments. Collect and deliver specimens. Offloading of patients from ambulance and private cars to the stretchers. Cleaning of stretchers and wheelchairs after usage at all times. Report all faulty or broken

		equipment to your supervisor immediately. Render mortuary services: Receive corpses – record date and time received and released. Store corpses in the cool room. Release and keep record of corpses handed over to next of kin. Load and off-load corpses. Keep proper identification and maintain accuracy of records in the field of work. Maintain equipment. Clean equipment. Safe keeping of equipment.
ENQUIRIES	:	Mr T Fekema Tel No: (042) 2300 406/432/567 or Enquiries: Thembalethu.Fekema@echealth.gov.za
POST 25/366	:	**PORTER REF NO: ECHEALTH/POR/SETTH/ES/180/07/2026 (X3 POSTS)**
SALARY	:	R144 024 - R169 656 per annum (Level 02)
CENTRE	:	Sarah Baartman District, Settlers Hospital
REQUIREMENTS	:	NQF level 3 (Grade 10 certificate or equivalent) with no experience. Good verbal and written communication skills. Must be willing to work shifts and under pressure. Sound knowledge of Customer care.
DUTIES	:	Provision of hospital and patient support services: Wheel patients to and from the wards. Transport patients to various service areas e.g. operating theatre. Transport patients to vehicles or other transportation. Collect and transport corpses to the mortuary. Deliver equipment, stores and documentation to wards and other departments. Collect and deliver specimens. Offloading of patients from ambulance and private cars to the stretchers. Cleaning of stretchers and wheelchairs after usage at all times. Report all faulty or broken equipment to your supervisor immediately. Render mortuary services: Receive corpses – record date and time received and released. Store corpses in the cool room. Release and keep record of corpses handed over to next of kin. Load and off-load corpses. Keep proper identification and maintain accuracy of records in the field of work. Maintain equipment clean equipment. Safe keeping of equipment.
ENQUIRIES	:	Ms Z Kondile Tel No: (046) 602 5046 or Enquiries: Zukiswa.Kondile@echealth.gov.za
POST 25/367	:	**PROPERTY CARETAKER REF NO: ECHEALTH/PCT/EDH/ES/181/07/2026**
SALARY	:	R144 024 - R169 656 per annum (Level 02)
CENTRE	:	Nelson Mandela Metro, Elizabeth Donkin Psychiatric Hospital
REQUIREMENTS	:	ABET level 4 or NQF level 1 to 3 with no experience. Physical strong and healthy person. Ability to cope with the physical demand of the post and various Weather condition. Preferable garden experience, formal cleaning environment/ground /waste. Ability to work in a team and under pressure. Rotation to different areas when need arise.
DUTIES	:	Maintenance and development of facility garden. Cleaning the surroundings. Prepare soil for planting. Maintenance of trees, flowers, shrubs and grass in garden. Removing of weeds in beddings. Moving of lawns, planting of trees and plants. Watering of gardens, maintain/ cleaning of parking and pathways. Moving of furniture as and when necessary. Take care of garden, machinery and equipment. Remove and collection of assets various areas. Cleaning of gutters. Adherence to safety regulations. Execute any other duties delegated by supervisor.
ENQUIRIES	:	Mr. E Felkers Tel No: (041) 585 2323 or Enquiries: Eugene.Felkers@echealth.gov.za
POST 25/368	:	**PROPERTY CARETAKER REF NO: ECHEALTH/PCT/LIV/ES/182/07/2026 (X3 POSTS)**
SALARY	:	R144 024 - R169 656 per annum (Level 02)
CENTRE	:	Nelson Mandela Metro, Livingstone Tertiary Hospital
REQUIREMENTS	:	ABET level 4 or NQF level 1 to 3 with no experience. Physical strong and healthy person. Ability to cope with the physical demand of the post and various Weather condition. Preferable garden experience, formal cleaning environment/ground /waste. Ability to work in a team and under pressure. Rotation to different areas when need arise.
DUTIES	:	Maintenance and development of facility garden. Cleaning the surroundings. Prepare soil for planting. Maintenance of trees, flowers, shrubs and grass in garden. Removing of weeds in beddings. Moving of lawns, planting of trees and plants. Watering of gardens, maintain/ cleaning of parking and pathways. Moving of furniture as and when necessary. Take care of garden, machinery

and equipment. Remove and collection of assets various areas. Cleaning of gutters. Adherence to safety regulations. Execute any other duties delegated by supervisor.

ENQUIRIES : Ms L Mabanga Tel No: (041) 405 2348 or Enquiries: Lindelwa.Mabanga@echealth.gov.za

POST 25/369 : **PROPERTY CARETAKER REF NO: ECHEALTH/PCT/DORA/ES/183/07/2026**

SALARY : R144 024 - R169 656 per annum (Level 02)
CENTRE : Nelson Mandela Metro, Dora Nginza Regional Hospital
REQUIREMENTS : ABET level 4 or NQF level 1 to 3 with no experience. Physical strong and healthy person. Ability to cope with the physical demand of the post and various Weather condition. Preferable garden experience, formal cleaning environment/ground /waste. Ability to work in a team and under pressure. Rotation to different areas when need arise.
DUTIES : Maintenance and development of facility garden. Cleaning the surroundings. Prepare soil for planting. Maintenance of trees, flowers, shrubs and grass in garden. Removing of weeds in beddings. Moving of lawns, planting of trees and plants. Watering of gardens, maintain/ cleaning of parking and pathways. Moving of furniture as and when necessary. Take care of garden, machinery and equipment. Remove and collection of assets various areas. Cleaning of gutters. Adherence to safety regulations. Execute any other duties delegated by supervisor.
ENQUIRIES : Ms B Bomela Tel No: (041) 406 4421 or Enquiries: Busiswa.Bomela@echealth.gov.za

POST 25/370 : **PROPERTY CARETAKER REF NO: ECHEALTH/PCT/JOSE/ES/184/07/2026**

SALARY : R144 024 - R169 656 per annum (Level 02)
CENTRE : Nelson Mandela Metro, Jose Pearson Hospital
REQUIREMENTS : ABET level 4 or NQF level 1 to 3 with no experience. Physical strong and healthy person. Ability to cope with the physical demand of the post and various Weather condition. Preferable garden experience, formal cleaning environment/ground /waste. Ability to work in a team and under pressure. Rotation to different areas when need arise.
DUTIES : Maintenance and development of facility garden. Cleaning the surroundings. Prepare soil for planting. Maintenance of trees, flowers, shrubs and grass in garden. Removing of weeds in beddings. Moving of lawns, planting of trees and plants. Watering of gardens, maintain/ cleaning of parking and pathways. Moving of furniture as and when necessary. Take care of garden, machinery and equipment. Remove and collection of assets various areas. Cleaning of gutters. Adherence to safety regulations. Execute any other duties delegated by supervisor.
ENQUIRIES : Ms Z Bushula Tel No: (041) 372 8001 or Enquiries: Ziyanda.Bushula@echealth.gov.za

POST 25/371 : **PROPERTY CARETAKER REF NO: ECHEALTH/PCT/AMADO/ES/185/07/2026 (X20 POSTS)**

SALARY : R144 024 - R169 656 per annum (Level 02)
CENTRE : Amathole District
REQUIREMENTS : ABET level 4 or NQF level 1 to 3 with no experience. Physical strong and healthy person. Ability to cope with the physical demand of the post and various Weather condition. Preferable garden experience, formal cleaning environment/ground /waste. Ability to work in a team and under pressure. Rotation to different areas when need arise.
DUTIES : Maintenance and development of facility garden. Cleaning the surroundings. Prepare soil for planting. Maintenance of trees, flowers, shrubs and grass in garden. Removing of weeds in beddings. Moving of lawns, planting of trees and plants. Watering of gardens, maintain/ cleaning of parking and pathways. Moving of furniture as and when necessary. Take care of garden, machinery and equipment. Remove and collection of assets various areas. Cleaning of gutters. Adherence to safety regulations. Execute any other duties delegated by supervisor.

ENQUIRIES	:	Ms S Njokweni Tel No: (043) 709 2487/2532 or Enquiries: Themba.Toko@echealth.gov.za
POST 25/372	:	**PROPERTY CARETAKER REF NO: ECHEALTH/PCT/ADH/ES/186/07/2026**
SALARY	:	R144 024 - R169 656 per annum (Level 02)
CENTRE	:	Sarah Baartman District, Aberdeen Hospital
REQUIREMENTS	:	ABET level 4 or NQF level 1 to 3 with no experience. Physical strong and healthy person. Ability to cope with the physical demand of the post and various Weather condition. Preferable garden experience, formal cleaning environment/ground /waste. Ability to work in a team and under pressure. Rotation to different areas when need arise.
DUTIES	:	Maintenance and development of facility garden. Cleaning the surroundings. Prepare soil for planting. Maintenance of trees, flowers, shrubs and grass in garden. Removing of weeds in beddings. Moving of lawns, planting of trees and plants. Watering of gardens, maintain/ cleaning of parking and pathways. Moving of furniture as and when necessary. Take care of garden, machinery and equipment. Remove and collection of assets various areas. Cleaning of gutters. Adherence to safety regulations. Execute any other duties delegated by supervisor.
ENQUIRIES	:	Ms T Sompontsha Tel No: (049) 846 0391 or Enquiries: Thandi.Sompontsha@echealth.gov.za
POST 25/373	:	**PROPERTY CARETAKER REF NO: ECHEALTH/PCT/BJVH/ES/187/07/2026**
SALARY	:	R144 024 - R169 656 per annum (Level 02)
CENTRE	:	Sarah Baartman District, BJ Vorster Hospital
REQUIREMENTS	:	ABET level 4 or NQF level 1 to 3 with no experience. Physical strong and healthy person. Ability to cope with the physical demand of the post and various Weather condition. Preferable garden experience, formal cleaning environment/ground /waste. Ability to work in a team and under pressure. Rotation to different areas when need arise.
DUTIES	:	Maintenance and development of facility garden. Cleaning the surroundings. Prepare soil for planting. Maintenance of trees, flowers, shrubs and grass in garden. Removing of weeds in beddings. Moving of lawns, planting of trees and plants. Watering of gardens, maintain/ cleaning of parking and pathways. Moving of furniture as and when necessary. Take care of garden, machinery and equipment. Remove and collection of assets various areas. Cleaning of gutters. Adherence to safety regulations. Execute any other duties delegated by supervisor.
ENQUIRIES	:	Ms G Sikiwe Tel No: (042) 288 0210 or Enquiries: Gillian.Sikiwe@echealth.gov.za
POST 25/374	:	**PROPERTY CARETAKER REF NO: ECHEALTH/PCT/HUMH/ES/188/07/2026 (X3 POSTS)**
SALARY	:	R144 024 - R169 656 per annum (Level 02)
CENTRE	:	Sarah Baartman District, Humansdorp Hospital
REQUIREMENTS	:	ABET level 4 or NQF level 1 to 3 with no experience. Physical strong and healthy person. Ability to cope with the physical demand of the post and various Weather condition. Preferable garden experience, formal cleaning environment/ground /waste. Ability to work in a team and under pressure. Rotation to different areas when need arise.
DUTIES	:	Maintenance and development of facility garden. Cleaning the surroundings. Prepare soil for planting. Maintenance of trees, flowers, shrubs and grass in garden. Removing of weeds in beddings. Moving of lawns, planting of trees and plants. Watering of gardens, maintain/ cleaning of parking and pathways. Moving of furniture as and when necessary. Take care of garden, machinery and equipment. Remove and collection of assets various areas. Cleaning of gutters. Adherence to safety regulations. Execute any other duties delegated by supervisor.
ENQUIRIES	:	Ms G Kivedo Tel No: (042) 200 4279/236 or Enquiries: Gishma.Kivedo@echealth.gov.za

POST 25/375	:	**PROPERTY CARETAKER REF NO: ECHEALTH/PCT/ MID-H/ES/189/07/2026**
SALARY	:	R144 024 - R169 656 per annum (Level 02)
CENTRE	:	Sarah Baartman District, Midland Hospital
REQUIREMENTS	:	ABET level 4 or NQF level 1 to 3 with no experience. Physical strong and healthy person. Ability to cope with the physical demand of the post and various Weather condition. Preferable garden experience, formal cleaning environment/ground /waste. Ability to work in a team and under pressure. Rotation to different areas when need arise.
DUTIES	:	Maintenance and development of facility garden. Cleaning the surroundings. Prepare soil for planting. Maintenance of trees, flowers, shrubs and grass in garden. Removing of weeds in beddings. Moving of lawns, planting of trees and plants. Watering of gardens, maintain/ cleaning of parking and pathways. Moving of furniture as and when necessary. Take care of garden, machinery and equipment. Remove and collection of assets various areas. Cleaning of gutters. Adherence to safety regulations. Execute any other duties delegated by supervisor.
ENQUIRIES	:	Ms N Magwaxaza Tel No: (049) 807 7739 or Enquiries: Nomvano.Magwaxaza@echealth.gov.za
POST 25/376	:	**PROPERTY CARETAKER REF NO: ECHEALTH/PCT/PAH/ES/190/07/2026**
SALARY	:	R144 024 - R169 656 per annum (Level 02)
CENTRE	:	Sarah Baartman District, Port Alfred Hospital
REQUIREMENTS	:	ABET level 4 or NQF level 1 to 3 with no experience. Physical strong and healthy person. Ability to cope with the physical demand of the post and various Weather condition. Preferable garden experience, formal cleaning environment/ground /waste. Ability to work in a team and under pressure. Rotation to different areas when need arise.
DUTIES	:	Maintenance and development of facility garden. Cleaning the surroundings. Prepare soil for planting. Maintenance of trees, flowers, shrubs and grass in garden. Removing of weeds in beddings. Moving of lawns, planting of trees and plants. Watering of gardens, maintain/ cleaning of parking and pathways. Moving of furniture as and when necessary. Take care of garden, machinery and equipment. Remove and collection of assets various areas. Cleaning of gutters. Adherence to safety regulations. Execute any other duties delegated by supervisor.
ENQUIRIES	:	Ms N Raco Tel No: (046) 604 4000 or Enquiries: Neliswa.Raco@echealth.gov.za
POST 25/377	:	**PROPERTY CARETAKER REF NO: ECHEALTH/PCT/SETTH/ES/191/07/2026 (X3 POSTS)**
SALARY	:	R144 024 - R169 656 per annum (Level 02)
CENTRE	:	Sarah Baartman District, Settlers Hospital
REQUIREMENTS	:	ABET level 4 or NQF level 1 to 3 with no experience. Physical strong and healthy person. Ability to cope with the physical demand of the post and various Weather condition. Preferable garden experience, formal cleaning environment/ground /waste. Ability to work in a team and under pressure. Rotation to different areas when need arise.
DUTIES	:	Maintenance and development of facility garden. Cleaning the surroundings. Prepare soil for planting. Maintenance of trees, flowers, shrubs and grass in garden. Removing of weeds in beddings. Moving of lawns, planting of trees and plants. Watering of gardens, maintain/ cleaning of parking and pathways. Moving of furniture as and when necessary. Take care of garden, machinery and equipment. Remove and collection of assets various areas. Cleaning of gutters. Adherence to safety regulations. Execute any other duties delegated by supervisor.
ENQUIRIES	:	Ms Z Kondile Tel No: (046) 602 5046 or Enquiries: Zukiswa.Kondile@echealth.gov.za
POST 25/378	:	**PROPERTY CARETAKER REF NO: ECHEALTH/PCT/WILMH/ES/192/07/2026**
SALARY	:	R144 024 - R169 656 per annum (Level 02)
CENTRE	:	Sarah Baartman District, Willowmore Hospital

REQUIREMENTS : ABET level 4 or NQF level 1 to 3 with no experience. Physical strong and healthy person. Ability to cope with the physical demand of the post and various Weather condition. Preferable garden experience, formal cleaning environment/ground /waste. Ability to work in a team and under pressure. Rotation to different areas when need arise.

DUTIES : Maintenance and development of facility garden. Cleaning the surroundings. Prepare soil for planting. Maintenance of trees, flowers, shrubs and grass in garden. Removing of weeds in beddings. Moving of lawns, planting of trees and plants. Watering of gardens, maintain/ cleaning of parking and pathways. Moving of furniture as and when necessary. Take care of garden, machinery and equipment. Remove and collection of assets various areas. Cleaning of gutters. Adherence to safety regulations. Execute any other duties delegated by supervisor.

ENQUIRIES : Ms R Schutte Tel No: (044) 923 1127 or Enquiries: Rianda.Schutte@echealth.gov.za

POST 25/379 : **PROPERTY CARETAKER REF NO: ECHEALTH/PCT/TAYBH/ES/193/07/2026 (X2 POSTS)**

SALARY : R144 024 - R169 656 per annum (Level 02)
CENTRE : Alfred Nzo District, Taylor Bequest TB Hospital
REQUIREMENTS : ABET level 4 or NQF level 1 to 3 with no experience. Physical strong and healthy person. Ability to cope with the physical demand of the post and various Weather condition. Preferable garden experience, formal cleaning environment/ground /waste. Ability to work in a team and under pressure. Rotation to different areas when need arise.

DUTIES : Maintenance and development of facility garden. Cleaning the surroundings. Prepare soil for planting. Maintenance of trees, flowers, shrubs and grass in garden. Removing of weeds in beddings. Moving of lawns, planting of trees and plants. Watering of gardens, maintain/ cleaning of parking and pathways. Moving of furniture as and when necessary. Take care of garden, machinery and equipment. Remove and collection of assets various areas. Cleaning of gutters. Adherence to safety regulations. Execute any other duties delegated by supervisor.

ENQUIRIES : Mr S Kholiso Tel No: (039) 737 3107 or Enquiries: Sabelo.Khohliso@echealth.gov.za

POST 25/380 : **PROPERTY CARETAKER REF NO: ECHEALTH/PCT/LIL-CC/ES/194/07/2026**

SALARY : R144 024 - R169 656 per annum (Level 02)
CENTRE : Lilitha College of Nursing, Central Office
REQUIREMENTS : ABET level 4 or NQF level 1 to 3 with no experience. Physical strong and healthy person. Ability to cope with the physical demand of the post and various Weather condition. Preferable garden experience, formal cleaning environment/ground /waste. Ability to work in a team and under pressure. Rotation to different areas when need arise.

DUTIES : Maintenance and development of facility garden. Cleaning the surroundings. Prepare soil for planting. Maintenance of trees, flowers, shrubs and grass in garden. Removing of weeds in beddings. Moving of lawns, planting of trees and plants. Watering of gardens, maintain/ cleaning of parking and pathways. Moving of furniture as and when necessary. Take care of garden, machinery and equipment. Remove and collection of assets various areas. Cleaning of gutters. Adherence to safety regulations. Execute any other duties delegated by supervisor.

ENQUIRIES : Ms P Mene Tel No: (043) 700 9717/26 or Enquiries: Patricia.Mene@echealth.gov.za

POST 25/381 : **PROPERTY CARETAKER REF NO: ECHEALTH/PCT/LIL-ELC/ES/195/07/2026 (X2 POSTS)**

SALARY : R144 024 - R169 656 per annum (Level 02)
CENTRE : Lilitha College of Nursing, East London Campus
REQUIREMENTS : ABET level 4 or NQF level 1 to 3 with no experience. Physical strong and healthy person. Ability to cope with the physical demand of the post and various Weather condition. Preferable garden experience, formal cleaning

environment/ground /waste. Ability to work in a team and under pressure. Rotation to different areas when need arise.

DUTIES : Maintenance and development of facility garden. Cleaning the surroundings. Prepare soil for planting. Maintenance of trees, flowers, shrubs and grass in garden. Removing of weeds in beddings. Moving of lawns, planting of trees and plants. Watering of gardens, maintain/ cleaning of parking and pathways. Moving of furniture as and when necessary. Take care of garden, machinery and equipment. Remove and collection of assets various areas. Cleaning of gutters. Adherence to safety regulations. Execute any other duties delegated by supervisor.

ENQUIRIES : Ms P Mene Tel No: (043) 700 9717/26 or Enquiries: Patricia.Mene@echealth.gov.za

POST 25/382 : **PROPERTY CARETAKER REF NO: ECHEALTH/PCT/LIL-LSKC/ES/196/07/2026 (X2 POSTS)**

SALARY : R144 024 - R169 656 per annum (Level 02)
CENTRE : Lilitha College of Nursing, Lusikisiki Campus
REQUIREMENTS : ABET level 4 or NQF level 1 to 3 with no experience. Physical strong and healthy person. Ability to cope with the physical demand of the post and various Weather condition. Preferable garden experience, formal cleaning environment/ground /waste. Ability to work in a team and under pressure. Rotation to different areas when need arise.

DUTIES : Maintenance and development of facility garden. Cleaning the surroundings. Prepare soil for planting. Maintenance of trees, flowers, shrubs and grass in garden. Removing of weeds in beddings. Moving of lawns, planting of trees and plants. Watering of gardens, maintain/ cleaning of parking and pathways. Moving of furniture as and when necessary. Take care of garden, machinery and equipment. Remove and collection of assets various areas. Cleaning of gutters. Adherence to safety regulations. Execute any other duties delegated by supervisor.

ENQUIRIES : Ms P Mene Tel No: (043) 700 9717/26 or Enquiries: Patricia.Mene@echealth.gov.za

POST 25/383 : **PROPERTY CARETAKER REF NO: ECHEALTH/PCT/LIL-MTAC/ES/197/07/2026 (X2 POSTS)**

SALARY : R144 024 - R169 656 per annum (Level 02)
CENTRE : Lilitha College of Nursing, Mthatha Campus
REQUIREMENTS : ABET level 4 or NQF level 1 to 3 with no experience. Physical strong and healthy person. Ability to cope with the physical demand of the post and various Weather condition. Preferable garden experience, formal cleaning environment/ground /waste. Ability to work in a team and under pressure. Rotation to different areas when need arise.

DUTIES : Maintenance and development of facility garden. Cleaning the surroundings. Prepare soil for planting. Maintenance of trees, flowers, shrubs and grass in garden. Removing of weeds in beddings. Moving of lawns, planting of trees and plants. Watering of gardens, maintain/ cleaning of parking and pathways. Moving of furniture as and when necessary. Take care of garden, machinery and equipment. Remove and collection of assets various areas. Cleaning of gutters. Adherence to safety regulations. Execute any other duties delegated by supervisor.

ENQUIRIES : Ms P Mene Tel No: (043) 700 9717/26 or Enquiries: Patricia.Mene@echealth.gov.za

POST 25/384 : **PROPERTY CARETAKER REF NO: ECHEALTH/PCT/LIL-PEC/ES/198/07/2026 (X2 POSTS)**

SALARY : R144 024 - R169 656 per annum (Level 02)
CENTRE : Lilitha College of Nursing, Port Elizabeth Campus
REQUIREMENTS : ABET level 4 or NQF level 1 to 3 with no experience. Physical strong and healthy person. Ability to cope with the physical demand of the post and various Weather condition. Preferable garden experience, formal cleaning environment/ground /waste. Ability to work in a team and under pressure. Rotation to different areas when need arise.

DUTIES : Maintenance and development of facility garden. Cleaning the surroundings. Prepare soil for planting. Maintenance of trees, flowers, shrubs and grass in

		garden. Removing of weeds in beddings. Moving of lawns, planting of trees and plants. Watering of gardens, maintain/ cleaning of parking and pathways. Moving of furniture as and when necessary. Take care of garden, machinery and equipment. Remove and collection of assets various areas. Cleaning of gutters. Adherence to safety regulations. Execute any other duties delegated by supervisor.
ENQUIRIES	:	Ms P Mene Tel No: (043) 700 9717/26 or Enquiries: Patricia.Mene@echealth.gov.za
POST 25/385	:	**PROPERTY CARETAKER REF NO: ECHEALTH/PCT/LIL-QTNC/ES/199/07/2026 (X2 POSTS)**
SALARY	:	R144 024 - R169 656 per annum (Level 02)
CENTRE	:	Lilitha College of Nursing, Queenstown Campus
REQUIREMENTS	:	ABET level 4 or NQF level 1 to 3 with no experience. Physical strong and healthy person. Ability to cope with the physical demand of the post and various Weather condition. Preferable garden experience, formal cleaning environment/ground /waste. Ability to work in a team and under pressure. Rotation to different areas when need arise.
DUTIES	:	Maintenance and development of facility garden. Cleaning the surroundings. Prepare soil for planting. Maintenance of trees, flowers, shrubs and grass in garden. Removing of weeds in beddings. Moving of lawns, planting of trees and plants. Watering of gardens, maintain/ cleaning of parking and pathways. Moving of furniture as and when necessary. Take care of garden, machinery and equipment. Remove and collection of assets various areas. Cleaning of gutters. Adherence to safety regulations. Execute any other duties delegated by supervisor.
ENQUIRIES	:	Ms P Mene Tel No: (043) 700 9717/26 or Enquiries: Patricia.Mene@echealth.gov.za
POST 25/386	:	**MESSENGER REF NO: ECHEALTH/MESS/LIL-CCC/ES/200/07/2026**
SALARY	:	R144 024 - R169 656 per annum (Level 02)
CENTRE	:	Lilitha College of Nursing, Central Office
REQUIREMENTS	:	ABET level 4 or NQF level 1 to 3 with no experience. Must be computer literate. Sound organizational skills. Good people skills. Basic written communication skills. Client orientation and Customer focus. Good communication.
DUTIES	:	Perform messenger functions: Sort and arrange correspondences in the registry. Collect, distribute and circulate correspondences (mail, parcels, documents and files). Record and control correspondence register. Sort mail, files, documents and parcels. Ensure that items to collect are sealed and addressed. Collect mail, files, documents and parcels from addressor. Deliver mail, files, documents and parcels to addressees. Ensure that the recipients sign on the delivery book/register. Record contents and physical addresses in the delivery book/register. Perform general office assistant tasks: Make copies, fax and shred documents.
ENQUIRIES	:	Ms P Mene Tel No: (043) 700 9717/26 or Enquiries: Patricia.Mene@echealth.gov.za

ANNEXURE T

PROVINICIAL ADMINISTRATION: FREE STATE
DEPARTMENT OF AGRICULTURE, RURAL DEVELOPMENT AND ENVIRONMENTAL AFFAIRS
Free State Department of Agriculture and Rural Development is an equal opportunity affirmative action employer. It is our intention to promote representativity (race, gender and disability) in the Department through the filling of these posts and candidates whose appointment/promotion/transfer will promote representativity will receive preference.

APPLICATIONS	:	Quoting the reference number, must be forwarded to Mrs S Hlekiso, Private Bag X02, Bloemfontein, 9301 or delivered by Hand to Mrs S Hlekiso in Room 228, 2nd Floor, Admin Building, Glen. Email: recruitment@dard.gov.za
CLOSING DATE	:	07 August 2026
NOTE	:	To apply, submit a newly implemented 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, behavioural preferences, emotional intelligence and integrity. All shortlisted candidates for other posts, shall undertake a pre-entry assessment which will be in the form of a practical / technical exercise. Candidates will also be assessed on Integrity (Ethical Conduct). Selection panels shall score the technical exercise 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 4 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: FSDARDEA is an 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. No late applications will be considered.

MANAGEMENT ECHELON

POST 25/387 : **DIRECTOR: FINANCIAL AND MANAGEMENT ACCOUNTING REF NO: DIR/FMA**

SALARY : R1 317 384 per annum (Level 13). The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion, and which may include a 13th cheque, motor car allowance, home owner's allowance and medical aid assistance.

CENTRE : Glen

REQUIREMENTS : Matric plus an undergraduate qualification (NQF Level 7) in Accounting/Financial Management/Cost and Management Accounting or Auditing as recognized by SAQA. Minimum 5 Years of relevant experience at a middle / senior managerial level in the financial management and accounting field and valid driver's license (with exception of person with disability). SMS Pre-Entry (Nyukela) Certificate prior to appointment. Core and Process Competencies: Sound and in-depth knowledge of relevant prescripts. Knowledge of budget management processes and administration, ability to implement and internal systems and controls to ensure sound financial management, well vested in the PFMA and knowledge of the legislative framework governing the public service e.g., Procurement policies, Public Service Act, Understanding of the public services environment, Government systems and structures, financial management. Generic Competencies: Strategic Capability and Leadership. People Management and Empowerment. Programme and Project Management. Financial Management. Change Management. Knowledge Management, Service Delivery Innovation. Problem Solving and Analysis. Client Orientation and Customer Focus, Communication (Verbal and written). Technical competencies: Legislation interpretation, Coordination and monitoring skills; Policy formulation & implementation.

DUTIES : Strategically guide, manage and coordinate all activities in the Directorate towards ensuring the effective and efficient functioning of the Directorate: Develop and ensure the successful implementation of an APP for the Directorate: Finance and Management Accounting in alignment with the Directorate's strategic objectives and targets and other obligations / legislative requirements applicable to the Directorates core business. Monitor and report on the extent to which the Directorate its strategic objectives and targets as per APP/National and Provincial Programmes of Action / EXCO-FOHOD Resolutions, etc. Implement measures to address shortcoming identified by the AG, Audit Committee as well as shortcomings identified by Internal Audit and/or Chief Risk Officer. Implement measures to address shortcomings identified by AG, Audit Committee, Internal Audit and/or Chief Risk Officer. Implement effective system in conjunction with other SCM and other role-players to ensure payment of service providers within 30 days. Ensure sound management of financial accounting systems and procedures in line with legislations and policy. Oversee the financial revenue, expenditure management and accounting directorate. Monitor the policy and legislative framework to ensure that cognizance is taken of new developments. Develop and maintain policies and processes. Monitor revenue collected and expenditure incurred and submit reports and plans as required. Monitor compliance with financial prescripts. Provide advice and guidance to role players on revenue and expenditure procedures. Oversee the management of revenue, expenditure management and accounting work as required. Revenue management – Ensure that cashier, banking, debt management, monitoring and reporting services are rendered. Expenditure management – Ensure that payment for compensation of employees, goods and services, transfers, subsidies and reporting are efficiently and effectively performed. Accounting – To provide financial administration and accounting services (ledgers/journals, accounting and reporting (interim/quarterly) and annual financial statements). Ensure and oversee the implementation of management accounting systems. Oversee financial planning, budgeting and reporting systems. Monitor the policy and legislative framework to ensure that cognizance is taken of new developments. Develop and maintain policies and processes. Monitor cash flow and submit cash flow reports and plans as required. Ensure compliance with financial prescripts. Provide leadership and guidance to role players on the use of forecasting methods and tools. Manage financial planning,

budgeting and reporting work as required. Planning Ensure that information for planning purposes is collected and analysed properly. Budgeting Manage, review, analyse and quality assure the budget preparation process. Reporting Coordinate, review, analyse and quality assure the management accounting reporting processes. Manage the roll-over, adjustment estimates and virement process: Ensure that information on the requirement for role-over requests is disseminated to responsibility and programme managers. Ensure that all roll-over requests are considered, proposal developed submitted to the CFO for consideration. Ensure that the approved roll-overs are incorporated in the adjustment's budgets. Assess the need for additional funds required from the adjustment estimates process through monitoring of expenditure trends. Ensure the assessment of expenditure trends and the development of proposals on the virement or shifting of funds. Manage the directorate's budget. Procurement and asset management for the directorate. Maintain discipline. Manage performance and development. Develop and manage the operational plan and report on progress as required. Develop implement and maintain processes to ensure proper control of work. Compile and submit all required administrative reports. Planning and allocate work. Provide financial technical advice and guidance.

ENQUIRIES : Mr T Mabilo at 082 787 9659

POST 25/388 : **DIRECTOR: SUSTAINABLE RESOURCE MANAGEMENT REF NO: DIR/SRM**

SALARY : R1 317 384 per annum (Level 13). The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner's allowance and medical aid assistance

CENTRE : Glen

REQUIREMENTS : An appropriate NQF level 7 qualification in Engineering, Natural Resource Management, or Land Use Planning. 5 years of experience at a middle / senior managerial level in a sustainable / natural resource management environment. Valid driver's license (code B). Compulsory Nyukela SMS pre-entry certificate prior to appointment. Core and Process Competencies: Sound and in-depth knowledge of relevant polices and prescripts applicable to the area of responsibility. Generic Competencies: Strategic Capability and Leadership. People Management and Empowerment. Programme and Project Management. Financial Management. Change Management. Knowledge Management, Service Delivery Innovation. Problem Solving and Analysis. Client Orientation and Customer Focus, Communication (Verbal and written). Technical competencies: Legislation interpretation, Coordination and monitoring skills; Policy formulation & implementation.

DUTIES : Manage the provision of engineering services. Promote sustainable Land Care. Promote the implementation of sustainable use and management of land. Manage Agricultural Risk and Disaster Management Plan. Manage & co-ordinate all resources (e.g. human, finance, equipment, etc.) of the Directorate. Provide inputs to provincial policies on all aspects relating to service delivery and implementation of all policies which will enable the Department to fulfil its role in delivering a service in line with the strategic plan to communities / clients. Ensure partnership and coordination with relevant role players to enhance service delivery. Advice the Chief Director: Agricultural Development Support on all matters in order to ensure informed decision making and forward planning. Participate in the development of the 5-year strategic plan, the Annual Performance Plan and Operational Plan for the Directorate. Monitor the implementation of SRM matters and report monthly, quarterly and annually to enhance the overall performance of the Directorate.

ENQUIRIES : Ms T Mokone at 064 063 6708

POST 25/389 : **PRINCIPAL: GLEN COLLEGE OF AGRICULTURE REF NO: PRIN/GC (X1 POST)**

SALARY : R1 317 384 per annum (Level 13). The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13th

cheque, motor car allowance, home owner's allowance and medical aid assistance.

CENTRE : Glen College of Agriculture

REQUIREMENTS : Appropriate NQF level 7 as recognised by the South African Qualifications Authority in Agriculture / Education, Business Management, Management, Public Management, Business Economics. 5 years of experience at a middle/senior managerial level in a higher education environment. Valid driver's license (code B). Compulsory Nyukela SMS pre-entry certificate prior to appointment. Core and Process Competencies: Sound and in-depth knowledge of relevant polices and prescripts applicable to the area of responsibility. Generic Competencies: Strategic Capability and Leadership. People Management and Empowerment. Programme and Project Management. Financial Management. Change Management. Knowledge Management, Service Delivery Innovation. Problem Solving and Analysis. Client Orientation and Customer Focus, Communication (Verbal and written). Technical competencies: Legislation interpretation, Coordination and monitoring skills; Policy formulation & implementation.

DUTIES : Overall manage and strategically direct all the Programmes under Structured Agricultural Training and Development, which include the following areas of responsibility: Higher Education and Training Services; Further Education and Training Services; Institute Support Services; Total Quality Management Services; and Institute Farm Management Services. Manage the development of strategies and policies and its implementation in accordance with agreed norms and standards and manage the implementation of National, Provincial and Departmental frameworks. Oversee quality assurance processes in higher and further education and training qualification offerings, which inter alia include the following: Ensure the development and maintenance of the Agricultural Training Institute Annual Quality Assurance Plan; Ensure the development, design and alignment of higher and Further education & Training curriculum to the required HEQC / FET standards; Manage the implementation of further education and training certification; Ensure compliance with the accreditation requirements and ensure the establishment of Agricultural Training Institute committees. Develop business models for enhancing income generation projects for the College. Oversee the implementation of applicable Acts and regulatory requirements (e.g. Higher Education Act 101 of 1997, Further Education and Training Act 98 of 1998, Skills Development Act 97 of 1998, South African Qualifications Authority Act 58 of 1995, National Development Plan, Public Service Act, 1994, PSR, 2016 (as amended), PFMA1999, Labour Relations Act, 1996, PAIA, Constitution of the Republic of South Africa, Act No 108. of 1996, BCEA, etc.). Manage the development of the 5-year strategic plan and the annual performance plan for the Directorate and monitor the implementation of all agricultural training and development requirements and report monthly, quarterly and annually to enhance the overall performance of the Directorate. Manage the utilization of all resources of the Directorate in line with relevant legislation. Advise and interact with various role players within and outside the Department on all issues relating to agricultural training and development to optimize productivity and accelerate economic growth in the in order to develop the Agricultural Sector. Identify potential risks, mitigate solutions and act pro-actively to facilitate implementation of solutions. Manage and coordinate a comprehensive array of programs, operations, campaigns and interventions aimed at the achievement of the priorities of the Directorate to support sustainability and growth within the Agricultural Sector.

ENQUIRIES : Mr MM Tsoametsi at 082 450 1993

POST 25/390 : **DIRECTOR: LEGAL SERVICES REF NO: LEGAL/2026**

SALARY : R1 317 384 per annum (Level 13). The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner's allowance and medical aid assistance.

CENTRE : Glen

REQUIREMENTS : An appropriate NQF level 7 qualification in Law as recognised by SAQA. Must be admitted as an Attorney or Advocate. 5 years of experience at a middle / senior managerial level in a legal environment. Valid driver's license (code B). Compulsory Nyukela SMS pre-entry certificate prior to appointment.

Knowledge, Skills and Competencies: In-depth knowledge of all legal prescripts applicable to the public service and in particular the Constitution of South Africa (Act 108 of 1996). Advanced knowledge of South African Constitutional Law, Administrative Law, Law of Contract, Labour Law, interpretation of statutes, Planning and Development Law, Civil Litigation, and Mediation, the Code of Conduct for the Public Service, Bill of Rights, and any other legal aspect applicable to South African Law. Broad knowledge of the interpretation of statutes, good knowledge and experience in drafting all legal matters and interpreting legislation. Generic Competencies: Strategic Capability and Leadership. People Management and Empowerment. Programme and Project Management. Financial Management. Change Management. Knowledge Management, Service Delivery Innovation. Problem Solving and Analysis. Client Orientation and Customer Focus, Communication (Verbal and written). Technical competencies: Coordination and monitoring skills; Policy formulation & implementation.

DUTIES : Provide guidance and support to the entire department, advise the MEC, Senior Management, and staff in all legal matters to manage and mitigate legal risks that might face the department and the office of the MEC. Manage the provision of effective litigation management in the department. Manage the provision of effective legal drafting of opinions and contracts. Coordinate with other departments on all legal-related issues that have a direct bearing on the Department and ensure that the recovery costs of its activities. Manage the provision of legal advisory support services. Coordinate legislative review and reform program in the department. Carry out all administrative legal actions to ensure compliance. Handle litigation matters. Ensure legal compliance with national, international and continental instruments. Advice on the drafting and monitoring of the service level agreements. Represent the department at fora, including but not limited to litigation (civil / labour), Bargaining Councils, CCMA, Labour Court, etc. Participate in the development of the 5-year strategic plan, the Annual Performance Plan and Operational Plan for the Directorate. Monitor implementation and report monthly, quarterly and annually to enhance the overall performance of the Directorate Manage resources which include, inter alia: Budget, Training, mentoring and development, performance management, work allocation.

ENQUIRIES : Mr TM Mabilo at 082 787 9659

OTHER POSTS

POST 25/391 : **DEPUTY DIRECTOR: SECURITY MANAGEMENT REF NO: DD/SECURITY**

SALARY : R932 292 per annum (Level 11), (all-inclusive remuneration package)
CENTRE : Glen
REQUIREMENTS : A minimum three-year tertiary qualification (NQF level 6) in Security Management/Social Science Management, Management Science, SSA Security Managers Course, Valid driver's license. 3 - 4 years of experience at supervisory role (Assistant Director) in Security Management environment). Knowledge: Relevant legislation related to public security, including the Minimum Information Security Standards Act (Miss). Disciplinary procedures and what constitutes unprofessional conduct. Security Business Processes. National Information Security policy. Risk and threats management. Safety and security management and administration, including-(security auditing, physical security measures, contingency planning, occupational health and safety, personnel security, document security, surveillance, information technology security, fire regulation and fire protection and communication security). Security environment (SSA, SAPS). Security breaches and investigations.

DUTIES : Manage and give advice on the total security function which include personnel, documentation, physical communication, etc. and identify risks, threats to the security and vulnerabilities in the department. Develop and facilitate the implementation of a departmental security policy, render advice thereon and devise security measures and procedures in line with the policy. Run security awareness programme in the Department and advise management about security implications of management decisions. Monitor the extent of adherence / compliance to the security policy and measures which include – ensuring that officials with access to sensitive information are vetted, the introduction of corrective / disciplinary steps, administration of vetting applications. Liaise with SSA for advice, assistance and information regarding information security and submission of reports on incidents of security

breaches and / or leakages of sensitive information, for investigation at Glen College of Agriculture premises, Glen Farm and other departmental workstations and areas across the Free State. Liaise with SAPS about physical security needs / problems to ensure effective security, e.g. key control, access control, etc. Take responsibility for the implementation of MISS. Manage resources which include, inter alia: Budget, Training, mentoring and development, performance management, work allocation, etc.

ENQUIRIES : Mr V Mlambo at 060 537 3259

POST 25/392 : **DEPUTY DIRECTOR: FOOD SECURITY REF NO: DD/FOOD**

SALARY : R932 292 per annum (Level 11), (all-inclusive remuneration package)
CENTRE : Glen
REQUIREMENTS : An appropriate Bachelor's Degree / Post Graduate Diploma in Agriculture (NQF level 8). 3 – 4 years' experience in middle management level at Assistant Director level in agriculture preferably in a food security environment. Driver's license. Compulsory SACNASP Registration.
DUTIES : Promote household food and nutrition security. Coordinate food security programmes in Department and provincial level. Liaise with key role players when planning and implementing food security. Represent the Department on Provincial and National Food Security and Food Security related forums (e.g. SAVAC, IFNSF, PAVAC). Compile and update Database of households and institutions benefitting from agricultural food security initiatives. Compile and Update Database of all Food Security Role players in the Free State. Create awareness with regard to Food Security. Disseminate information on food security to management, peers and clients. Monitor and evaluate implementation and impact of Food Security initiatives in the Department. Coordinate and Implement YAFF (Youth in Agriculture). Coordinate pre-event activities (Awareness, applications and adjudication). Coordinate video and profiles for National adjudication. Coordinate, plan and implement Provincial event. Coordinate and support National event. Coordinate post-event activities (evaluations, etc). Represent Department at NOC meetings. Coordinate and Implement FEA (Female Entrepreneur Awards) in the province. Coordinate pre-event activities (Awareness, applications and adjudication). Coordinate video and profiles for National adjudication. Coordinate, plan and implement Provincial event. Coordinate and support National event. Coordinate post-event activities (evaluations, etc). Represent Department at NOC meetings. Perform administrative and related functions. Compile reports as required. Human capital development: Supervise and manage staff. Participate and apply the PDMS (Own and subordinates). Self-development through informal and formal training initiatives that is relevant to the duties of the official. Effective management of all physical assets of the unit. Give inputs for budget planning. Manage grant funding allocated to Food Security as Food Security Pillar Manager. Manage grant funding allocated to FEA as Provincial FEA coordinator.
ENQUIRIES : Mr G Madiba at 064 063 6910

POST 25/393 : **ASSISTANT DIRECTOR: EXTENSION REF NO: EXT/2026 (X2 POSTS)**

SALARY : R605 742 per annum (Level 10)
CENTRE : Thabo Mofutsanyane District, Phuthaditjaba (X1 Post)
Lejweleputswa District, Welkom (X1 Post)
REQUIRMENTS : Appropriate 4-year Agricultural Degree (NQF 8). Compulsory registration with SACNASP. 3 – 5 years experience required. Valid driver's license (code B).
DUTIES : Oversee the rendering of agricultural extension and advisory services. Promote farmer driven extension programmes. Promote and implement a commodity approach through the effective and efficient utilisation of resources (e.g. soil, water, veld, etc.). Coordinate and part demonstrations of farming methods, organise farmers days, information sessions etc. Conduct farm visits for impact assessments and report thereon. Source technical inputs from specialists as required. Ensure and promote sustainable agricultural enterprises. Gather and analyse relevant information in order to assist with identification of problem areas and prioritisation thereof. Identify projects and conduct feasibility studies. Establish structures (Cooperatives, Committees etc.) to address the need/s identified. Build capacity of clients. Promote the implementation of good agricultural practices, technologies and latest trends. Monitor and evaluate the success / effectiveness of production systems. Provide continuous support to

ensure sustained production. Facilitate and participate in project planning structures. Identify projects. Provide technical support and ensure the development implementation of business plans. Facilitate the registration of legal entities (e.g. Cooperatives, Close Cooperation etc.). Prioritise projects and present to project approval structures. Ensure and support the implementation of projects / programmes. Ensure effective monitoring and evaluation of projects. Facilitate partnerships with relevant stakeholders. Promote and implement the relevant strategies/ programmes. Establish and enhance the relationships with clients and stakeholders. Interact with commodity organisations (e.g. SASA, Grain SA, Pork Procedures etc.). Participate in the relevant committees / forums. Perform all administrative and related functions. Give input towards policy. Keep abreast of latest national and international quality developments, prescripts, policies and procedures. Keep abreast of latest national and international quality developments, prescripts, policies and procedures. Compile and submit reports as required. Comply with Public Service prescripts and Departmental policies. Ensure customer satisfaction. Provide input in budget planning process. Supervise resources (human, finance, assets, etc.

ENQUIRIES : Thabo Mofutsanyane District: Mr M Malete at 081 045 3622
Lejweleputswa District: Mr T Mothwa at 066 025 5051

POST 25/394 : **CONTROL ENGINEERING TECHNICIAN GRADE A - B REF NO: CET/2026**

SALARY : R573 552 - R1 376 199 per annum, (OSD). The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner's allowance and medical aid assistance.

CENTRE : Xhariep District, Trompsburg (Placement area may be changed due to departmental needs)

REQUIREMENTS : National Diploma or B Tech in Engineering. Compulsory registration with the Engineering Council of South Africa as a Professional Engineering Technician. Valid driver's license (code B) 6 years post qualification technical experience in a soil conservation / landcare environment.

DUTIES : Manager technical services: Manage technical services and support in conjunction with Engineers, Technologists and associates in field, workshop and technical office activities. Ensure the promotion of safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Ensure quality assurance of technical designs with specifications and authorize / make recommendations for approval by the relevant authority. Manage administrative and related functions. Provide inputs into the budgeting process. Compile and submit reports as required. Provide and consolidate inputs to the technical/engineering operational plan. Ensure the development, implementation and maintenance databases. Manage, supervise and control technical and related personnel and assets. Research and development. Continuous professional development to keep up with new technologies and procedures. Research / literature studies on technical engineering technology to improve expertise. To liaise with relevant bodies / councils on engineering-related matters.

ENQUIRIES : Mr CTB Smith at 073 156 2740

POST 25/395 : **LECTURER: AGRICULTURAL COLLEGE REF NO: LEC/COLLEGE (X3 POSTS)**

SALARY : R413 001 per annum (Level 08)

CENTRE : Glen College of Agriculture

REQUIREMENTS : Appropriate 4 years B Sc Degree or equivalent specializing in Crop Production, Animal Production and Pasture Science. Relevant 3 years' experience in a lecturing field required. Computer skills. Formal Training and presentation skills.

DUTIES : Prepare lesson plans and present practical, theoretical and/or short courses. This would entail, inter alia, the following: Prepare, practical and theoretical material; Present classes; Maintain discipline during classes. Renewal and development of course material and study guides. This would entail, inter alia, the following: Do basic and information research in the subject field; Provide

		input for curriculum development; Integrate relevant findings in existing courses; Develop totally new courses if required; Liaise with relevant agricultural role players; Align course material with requirements set for academic institutions. Assessment of students through inter alia: Compilation of question papers and memorandums for examinations; Grading of answer sheets, papers and assignments; Practical evaluation; Invigilate during exams and tests. Administrative responsibility. This would include, inter alia, the following: Give input towards policy, Give input regarding planning – academic, facilities, finance, etc. Develop year plans for classes. Administration in terms of classes e.g. attendance registers, student records, exam results etc.; Serve on various committees (e.g. subject academic committees etc.); Comply with the Public Service prescripts. Keep abreast of the applicable prescripts, Policies, procedures, technologies and new developments in the subject field.
ENQUIRIES	:	Ms WT Mngwambe at 072 083 1672
POST 25/396	:	**ENGINEERING TECHNICIAN PRODUCTION GRADE A - C REF NO: ET/2026**
SALARY	:	R407 337 – R518 769 per annum, (OSD), (Offer will be based on proven years of experience)
CENTRE	:	Fezile Dabi District, Sasolburg (Placement area may be changed due to departmental needs)
REQUIREMENTS	:	National Diploma in Civil Engineering. Compulsory registration with the Engineering Council of South Africa as a Professional Engineering Technician. 3 years post qualification technical experience. Valid driver's license (code B).
DUTIES	:	Render technical services under supervision: Assist Engineers, Technologists and associates in field, workshop and technical office activities. Promote safety in line with statutory and regulatory requirements. Evaluate existing standard drawings and procedures to incorporate new technology. Produce plans with specifications and submit for evaluation and approval by the relevant authority. Perform administrative and related functions: Provide inputs into the budgeting process as required. Compile and submit reports as required. Provide and consolidate inputs to the technical / engineering operational plan; develop, implement and maintain databases. Supervise and control technical and related personnel and assets. Research and development: Keep up with new technologies and procedures. Research / literature studies on technical engineering technology to improve expertise. To liaise with relevant bodies/councils on engineering-related matters and follow approved programme of development for registration purposes.
ENQUIRIES	:	Mr CTB Smith at 073 156 2740
POST 25/397	:	**RISK PRACTITIONER REF NO: RP/2026**
SALARY	:	R338 106 per annum (Level 07)
CENTRE	:	Glen (Risk Management Services)
REQUIREMENTS	:	National Senior Certificate plus an appropriate National Diploma / Bachelor's Degree (NQF 7) in Risk Management / Internal Audit / Accounting / Economics / Compliance Management. A valid driver's license.
DUTIES	:	To assist with the development, maintenance and implementation of risk related documents: Risk Management Strategy, Risk Management Framework, Risk Management Policy statements, Risk Plan and Risk Policy. Facilitate risk identification and assessments through workshops maintain & update the department's consolidated risk register database. To conduct risk awareness programs. To monitor and review the implementation of the risk management processes through Operational Monitor Report and Report on performance vs Risk Management implementation Plan. To assist with the secretariat duties of the Risk Management Committee. Responsible for the Risk Management Committee minutes and attendance registers. Provide logistical and support services to the Risk Management Committee.
ENQUIRIES	:	Ms T Crisp at 060 983 8291
POST 25/398	:	**IT TECHNICIAN REF NO: IT/2026**
SALARY	:	R338 106 per annum (Level 07)
CENTRE	:	Thabo Mofutsanyana District, Phuthaditjhaba
REQUIREMENTS	:	Tertiary qualification (NQF 6) in Information, Communication Technology or any ICT relevant qualification Application certification.

DUTIES : Implement and installation of ITC equipment, which will include the setup, installation and testing of new equipment. Maintaining ITC equipment and software. Check for Viruses. Implement Security & Firewalls. Identify Hardware problems and Install Update(s) and patches of software. Install and commit connections for the transversal systems (e.g. PERSAL, BAS, LOGIS). Desktop and Technical Support Service in order for users to understand general IT programs and functionality. Network Administration e.g. responsible for upkeep and maintenance of LAN & WAN. Maintaining servers: Execute backups and supporting information. Provide e-mail access and Internet access to ensure effective communication.

ENQUIRIES : Ms S Moshodi at 072 711 3848

POST 25/399 : **ADMINISTRATIVE CLERK REF NO: AC/2026 (X2 POSTS)**

SALARY : R237 453 per annum (Level 05)
CENTRE : Glen (Disaster Management and Soil Conservation and Land Care)
REQUIREMENTS : A grade 12 certificate or equivalent. No previous experience required.
DUTIES : Render general clerical support services. Record, organize, 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 the filing system for the component. Type letters and / or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Provide supply chain clerical support services within the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of 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. Arrange traveling and accommodation. Keep and maintain the attendance register of the component. Provide financial administration support services in the component. Capture and update expenditure in the component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash.

ENQUIRIES : Disaster Management: Ms J Motaung at 060 978 3113
Soil Conservation and Landcare: Mr CTB Smith at 073 156 2740.

POST 25/400 : **SECRETARY: VETERINARY SERVICES REF NO: SEC/2026 (X1 POST)**

SALARY : R237 453 per annum (Level 05)
CENTRE : Bloemfontein (Veterinary Services)
REQUIREMENTS : Grade 12 with typing as a subject or any other training course / qualification that will enable the person to perform the work satisfactorily. Computer literacy.
DUTIES : Provides a secretarial / receptionist support service to the manager. This will, inter alia, entail the following: Receives telephone calls and refers the calls to the correct role players if not meant for the relevant Manager. Records appointments and events in the dairy of the manager. Type documents for the manager and other staff within the unit on a word processor. Operated office equipment like fax machines and photocopiers. Provides a clerical support service to the manager. This will entail, inter alia, the following: Liaises with travel agencies to make travel arrangements. Checks the arrangements when the relevant documents are received. Arranges meetings and events for the manager and the staff in the unit. Identifies venues, invites role players, organises refreshments and sets up schedules for meetings and events. Process the travel and subsistence claims for the unit. Processes all invoices that emanate from the activities of the work of the manager. Records basic minutes of the meetings of the manager where required. Daft routine correspondence and reports. Do filing of documents for the manager and the unit where required. Administer matters like the leave registers, attendance registers and telephone account. Receives, records and distributes all incoming and outgoing documents. Handles the procurement of standard items like stationary, refreshments, etc. Collects all relevant documents to enable the manager to prepare for meeting. Remains up to date with regard to prescripts / policies and procedures applicable to her / his work terrain to ensure efficient and effective support to the manager. This would, inter alia, entail the following:

		Studies the relevant Public Service and departmental prescripts / policies and other documents to ensure that the application thereof is understood properly. Remains abreast with the procedures and processes that apply in the office of the manager.
ENQUIRIES	:	Dr KJ Mojapelo at 072 711 1809
POST 25/401	:	**HR OFFICER REF NO: HRO/2026 (X2 POSTS)**
SALARY	:	R237 453 per annum (Level 05)
CENTRE	:	Glen
REQUIREMENTS	:	A grade 12 certificate or equivalent. No experience required.
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 (indicate the steps). Address human resource administration enquiries. Draft letters, submission and other general HR related correspondence. Filing of HR related documents.
ENQUIRIES	:	Ms C Lombaard at 060 301 3872

ANNEXURE U

PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF ENVIRONMENT

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

APPLICATIONS : To apply for the above position, please submit your application online at http://professionaljobcentre.gpg.gov.za or send an email @ GDENVrecruitment@gauteng.gov.za.

CLOSING DATE : 31 July 2026

NOTE : quoting the relevant reference number applications must be submitted on the New Z.83 form obtainable from any Public Service Department or on the internet at www.gov.za/documents. Applications with the OLD Z.83 form will not be considered. A New Z.83 form must be fully completed, duly signed and initialled by the applicant. A recent, comprehensive CV, specifying all qualifications and experience, with respective dates must accompany the application form. Applicants are not required to submit copies of qualifications and other relevant documents on application. Notes: Applications received after the closing date will not be considered. Only shortlisted Candidates will be required to submit certified copies of qualifications obtained and other related documents on or before the day of the interview, following communication from Human Resources and will be subjected to verification by the South African Qualifications Authority. Candidates in possession of a foreign qualification must also provide an evaluation certificate issued by the South African Qualifications Authority (SAQA), at own expense. Failure to submit the requested documents will result in the application not being considered further. Due to the anticipated large volume of responses, correspondence will be limited to shortlisted candidates only. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other will be an integrity (ethical conduct) assessment. After the pre-entry assessments, an oral interview will be conducted. Suitable candidates will be subjected to personnel suitability checks (criminal record, citizenship, credit record checks, qualification verification and employment verification). By responding to the advertisement, applicants consent to the collection, processing and storing of their Personal Information in accordance with the Protection of Personal Information Act (POPIA) Act No. 4 of 2013. Candidates will therefore be required to give consent in terms of the POPI Act in order for the Department to conduct the verifications. Information will be used for the purpose of recruitment only and more specifically for the purpose of the position/vacancy you have applied for and will not be shared with third parties without prior consent, unless required by law. All applicants must declare any conflict or perceived conflict of interest and must disclose membership on Boards and directorships associated with. If you have not been contacted within six (6) months of the closing date, please accept that your application was unsuccessful. The submitted CVs will be destroyed as legislated in the National Archives Act. In the event that your application is unsuccessful, the Department will retain your personal information only for audit purposes as required by policies. All the information requested now or during the process is required for recruitment purposes. Failure to provide the requested information will result in your application not being considered further. The Department reserves the right not to make an appointment to the advertised post(s). The successful candidate must disclose particulars of all registrable financial interests and sign an employment contract within one month from the date of assumption of duty. A Performance Agreement must be concluded and signed within three months from the date of assumption of duty. Notes for applicants of SMS posts: 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://thensg.gov.za/trainingcourse/sms-pre-entry-programme/, prior to the finalisation of the appointment, is a requirement for all SMS positions. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess

cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. This post is being re-advertised. previous applicants are encouraged to reapply.

OTHER POST

POST 25/402 : **DEPUTY DIRECTOR: STRATEGIC PLANNING MANAGEMENT: REF NO: REFS/050125**

SALARY : R932 292 per annum (Level 11), (all-inclusive salary package)
CENTRE : Johannesburg (Head Office)
REQUIREMENTS : Grade 12 plus Bachelor's Degree (NQF level 7) in Public Management & Governance/ Public Administration as recognized by SAQA. 3 – 5 years' middle management relevant strategy and governance experience. Valid driver's license. Competences: Computer Literacy, excellent written and verbal communication skills, report writing and analytical skills, project management, people management, time management, presentation skills, innovative, team player, organising and chairing meetings. Attributes: Innovative Team player and flexible, Client Orientated, Quality orientated cost conscious, Influential, strategic, Presentation skills, Communication skills, Analytical skills, Leadership skills and report writing skills.
DUTIES : To manage the provision of research, strategic planning management and policy coordination services. Responsible for monitoring the policy panel process and representing the strategy function of the Gauteng Department of Environment. Overall management of the integrated strategic planning sessions for the Gauteng Department of Environment. To facilitate, consolidate, compile and submit strategic information, provide administration support in the development of the departmental strategic plan, assist in the development of the strategic planning report templates and guidelines, aid with regards to the development of operational plans as aligned to the departmental strategy, facilitate and compile the departmental targets and compliance process and reporting, provide support on the development and review of operational and strategic policies in the Department and to develop and maintain strategic planning framework. Periodic reviews of the submitted departmental strategic plans, annual performance plans and operational plans to ensure alignment with long-term goals and budgetary processes. Conduct in-depth analysis of the provincial policy environment, national policies, and legislation to prepare provincial responses and identify critical intervention areas. Identify potential project risks and provide suggestions for mitigation strategies. Provide the overall maintenance of departmental policy tracker and associate training. Prepare detailed reports and presentations for SMT and EMT. Responsible to ensure conducting of evaluations and coordinate the development and maintenance of strategic policy frameworks. Responsible to manage human and financial resources within the directorate.
ENQUIRIES : Ms Iris Thanjekwayo at 072 788 2364

DEPARTMENT OF ROADS AND TRANSPORT

APPLICATIONS : To apply for the below positions, please apply online at http://jobs.gauteng.gov.za. For general enquiries please contact Human Resource Tel No: (011) 355-7082/7043. Only online applications will be considered.
CLOSING DATE : 31 July 2026
NOTE : Applicants must utilise the most recent Z83 application form for employment, issued by the Minister for the Public Service and Administration in line with Regulation 10 of the Public Service Regulations, 2016. All fields in the New Z83 form must be completed, initialled and signed. Furthermore, a comprehensive Curriculum Vitae (CV) must also be attached. Failure to attach the completed Z83 and Comprehensive Curriculum Vitae (CV) will result in disqualification. The New Z83 form is obtainable from any Public Service Department or the DPSA website www.dpsa.gov.za/documents. Only shortlisted candidates who meet all the requirements of the post will be requested to submit certified copies of qualifications, identity document and valid driver's license (where driving/travelling is an inherent requirement of the job) not older than six (06) months. 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 is our intention to promote representation (race, gender and disability) in the Public Service through the filling of posts and candidates whose transfer/promotion/appointment will promote representation will receive preference. It is the Department's intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). The Department reserves the right not to appoint. If you do not receive any response from us within 3 months, please accept your application was unsuccessful.

OTHER POSTS

POST 25/403 : **DEPUTY DIRECTOR: DEMAND AND ACQUISITION REF NO: REFS/050353**
Branch: Finance

SALARY : R932 292 per annum (Level 11), (all-inclusive package)
CENTRE : Johannesburg (Head Office)
REQUIRMENTS : National Diploma (NQF 6)/ bachelor's degree (NQF 7) in Supply Chain Management/ Purchasing Management/ Financial Management/ Cost Accounting Management/ Logistics Management/ Public Management. 3-5 years' experience at Assistant Director level within Supply Chain Management. Knowledge And Skills: GPG and GPDRT policies and procedures. Relevant legislation and Public Service Regulations. Knowledge of the Public Finance Management Act, Treasury Regulations, PPPFA and, BEE Act. Knowledge of the national and provincial mandates. In-depth knowledge of the supply chain management framework and other legislative prescripts that governs supply chain management. Experience in MS Office (MS Excel, MS Word and MS PowerPoint) and BAS, SAP and SRM. Knowledge of contract management including management of SLAs. Understanding of National Small Business Act, Service delivery innovation Programme, and project management. Knowledge of grievance and disciplinary procedures. Must be a driven and customer focused individual with excellent leadership, planning, organizing, communication (verbal and written), interpersonal relations and conflict management skills. Must have report writing, research, numerical and analytical, presentation, decision making and management skills. Must be able to work under pressure and have the ability to analyse and interpret financial information. Must have the ability to interpret and present policies and other prescripts. Excellent ability to facilitate workshops, give training and present policies. Ability to interact at strategic level and implement turn-around strategies. Service delivery orientated.
DUTIES : Develop, implement and review SCM policies, strategies, and procedures. Develop, implement, and maintain Demand acquisition systems, policies, strategies and procedures. Adhere to and promote legislative, departmental prescripts and the code of conduct for the Public Service. Review supply chain management policies yearly and align new legislation and National/Provincial treasury regulations. Manage the functional operation of the demand and acquisition management in the Department. Perform needs, expenditure commodities and market analysis on past spend pattern, future needs and to develop the procurement plan. Source goods and services in a fair, equitable, transparent, competitive and cost-effective manner. Manage the Bid specification and evaluate the process. Compile bid specification for each competitive bid. Ensure that bids are evaluated in accordance with the evaluation criteria set out in the bid document. Ensure that bid evaluations are fair, equitable, competitive, transparent and cost effective. Manage the tender process. Compile and distribute the tender documents in accordance with departmental procedures. Administer the tender box. Manage relationships between tender management and process areas in procurement of goods and services. Management and overseeing the supplier database. Perform general quality assurance information on the supplier database (CSD). Provide the strategic leadership of the component. Manage performance and development of the subordinates. Address poor performance of ary team member through the formal performance management process. Serve on transverse task teams as required. Quality control of work delivered employees.

ENQUIRIES : Ms. A. Mkhombo Tel No: (011) 355 -7521 / Ms. P. Mabasa Tel No: (011) 355 – 7175

NOTE : In line with the Department's employments Equity Plan, preference will be given To Persons with Disabilities Coloured Females, Indian Females, White Females candidates.

POST 25/404 : **ASSISTANT DIRECTOR: HEALTH AND WELLNESS REF NO: REFS/050352**
Branch: Corporate Services

SALARY : R487 197 per annum (Level 09), (plus benefits)
CENTRE : Johannesburg (Head Office)
REQUIRMENTS : National Diploma (NQF level 6)/ Degree (NQF Level 7) in Human Science/ Psychology/ Social Sciences (Social Work). Registration with the Health Professions Council of South Africa or South African Council for Social Services Professions. 3-5 years' experience within Employee Health and Wellness Environment of which 2 years must be at a supervisory level. Knowledge And Skills: Project management methodologies, Business performance management and Community relations & Stakeholder relationship management. Analytical thinking, Research, Computer utilization, Policy formulation, Conflict management and financial management. Adaptability during changes to meet departmental goals. Strategic management and Change/diversity management. Knowledge of GPG and DPSA policies and procedures, relevant legislation and Public Service Regulations. Understanding of expectations of customers. Knowledge of SLAs. Management information and knowledge of GPG political and executive structures.

DUTIES : Develop and promote disease and chronic illnesses management programmes. Manage and promote mental health and psychosomatic illnesses. Manage injury on duty and incapacity due to ill health. Develop and implement policies, procedures, guidelines and promote occupational health education. Manage resources (Human / equipment/Assets). Conduct awareness programmes on the functions and purpose of health surveillance and the relevant laws and regulations. Develop and implement a toolkit for Mental Health Promotion in the workplace which looks at practical steps for addressing mental health. Measure the impact of programmes that reduce the psychosocial and physical demands of the workplace that trigger stress. Develop and implement strategies to reduce stigma and discrimination against people living with mental diseases as well as the promotion of human rights and wellness. Provide and promote utilization of counselling and support services. Develop cost effective health care programmes to quantify Return on investment ROI. Develop Departmental Health and Productivity Management Policy and flexible policies that address work-life balance. Coordinate the implementation of wellness programmes, projects and interventions. Manage staff Plan, organize and control activities pertaining to the functions of the programme Provide technical advice to management Evaluate and monitor performance of employees to ensure achievement of strategic goals.

ENQUIRIES : Ms. A. Mkhombo Tel No: (011)355 -7521 / Ms. P. Mabasa Tel No: (011) 355 – 7175

NOTE : In line with the Department's employments Equity Plan, preference will be given to Persons with Disabilities Coloured Females, Indian Females, White Females candidates.

POST 25/405 : **ASSISTANT DIRECTOR: (HIV/AIDS, STI & TB) REF NO: REFS/050349**
Branch: Corporate Services

SALARY : R487 197 per annum (Level 09), (plus benefits)
CENTRE : Johannesburg (Head Office)
REQUIRMENTS : National Diploma (NQF level 6)/ Degree (NQF Level 7) in Human Science/ Social Sciences / HIV Management / Psychology / Social Behaviour Studies in HIV. Registration with the Health Professions Council of South Africa or South African Council for Social Services Professions. 3-5 years' experience within Employee Health and Wellness Environment of which 2 years must be at a supervisory level. Knowledge And Skills: Project management methodologies, Business performance management, Community relations & Stakeholder relationship management. Analytical thinking, Research, Computer utilization, Policy formulation, Conflict management and financial management. Adaptability during changes to meet the departmental goals. Strategic

management and Change/diversity management. Knowledge of DPSA and GPG policies and procedures. Relevant legislation and Public Service Regulations. Understanding of expectations of customers. Knowledge of SLAs. Management information knowledge of GPG political and executive structures.

DUTIES : Manage and promote HIV/AIDS, STI, & Tuberculosis (HAST) prevention. Coordinate and implement the provision of treatment care and support on HIV/AIDS, & Tuberculosis (HAST). Establish governance structures for implementation and monitoring of HIV/AIDS, STI, & Tuberculosis (HAST). Develop and implement policies, procedures and guidelines. Supervise resources (Human/equipment/Asset). Monitor proper implementation of budget by monitoring, projecting, and reporting expenditure. Develop, review, and implement policies, procedures, guidelines to ensure compliance with requirement of National Framework on HIV and AIDS. Establish e-health and HIV/AIDS, STI, & Tuberculosis (HAST) Provide inputs and reports on the Gauteng Provincial AIDS Council response to enable seamless reporting on HIV/AIDS, STI, & Tuberculosis (HAST) interventions. Facilitate provision of enabling environment for People living with HIV and AIDS to lead healthy and productive life through access to ART programme and post Exposure Prophylaxis (PEP), Management of TB & HIV coinfection and STI. Provide access to HIV Counselling and Testing. Promote adherence to counselling and regular HIV testing, including those with active TB disease. Develop and implement interventions for reduction of vulnerability to HIV and TB infection and all modes of HIV transmission Develop and implement evidence-based HIV prevention strategies and improved behavioural change communication (BCC).

ENQUIRIES : Ms. A. Mkhombo Tel No: (011) 355 -7521)/ Ms. P. Mabasa Tel No: (011) 355 – 7175

NOTE : In line with the Department's employments Equity Plan, preference will be given to Persons with Disabilities Coloured Females, Indian Females, White Females candidates.

POST 25/406 : **ASSISTANT DIRECTOR: APPLICATIONS COUNTER REF NO: REFS/050355 (X2 POSTS)**
Branch: Transport

SALARY : R487 197 per annum (Level 09), (plus benefits)
CENTRE : Johannesburg and Tshwane
REQUIRMENTS : National Diploma (NQF level 6)/ Bachelor's Degree (NQF level 7) qualification in Transportation Management / Licensing/ Law / Transport Economics / Public Management / Administration Management. 3-5 years' experience in the public transport licensing or public transport environment. 2 years' experience must be at supervisory level. Knowledge And Skills: GPG and GPDRT policies and procedures; relevant legislation which include the NLTA, the NLTA Amendment Act and its Regulations, the PFMA and its regulations and Public Service Regulations, understanding of expectations of customers, knowledge of SLAs. Knowledge of GPG political and executive structures. Competency in Customer relations, Stakeholder Relationship Management, Computer utilisation, Financial Management, and Business Performance Management.

DUTIES : Monitor the receipt of applications for operating licenses from public transport operators for the region. Check that the submitted applications have all the required supporting documentation. Confirm that captured information on applications and supporting documents is complete and accurate. Provide information pertaining to the operating licensing cycle to stakeholders. Provide public transport operators with the relevant information relating to public transport operating licenses. Update relevant information on the systems where necessary. Manage the verification of submitted applications manually and through the relevant system(s). Confirm receipt and verification of permits/operating license applications for all public passenger road transport. Escalate applications suspected of having fraudulent documentation. Manage records of all verified documentation. Adhere to all legislative frameworks relating to processing of licenses. Liaise and consult with public transport operators, commuters, and other government institutions. Participate in the development of policies and standard operating procedures. Review and update existing policies in response to regulatory changes and Public Transport regulation. Monitor adherence to the implementation of policies. Communicate the policy to relevant stakeholders, the business unit and the department when required. To collate all relevant information, files and

documents from the Applications counter in the region. To ensure the proper record keeping and control of all information, files and documents. Arrange for the proper retrieval and storage of information, files and documents. Ensure the proper maintenance of filing systems (electronic and manual). Ensure the correct placement and safe keeping of information, files and documents. Provide coaching, disciplinary and mentoring of staff to improve performance. Monitor the performance of staff and ensure assessment of their performance. Manage resources to ensure effective service. Implement sound management of human resources within the component. Perform daily supervision of the section. Facilitate and encourage staff development to meet the changing demands of the job. Support implementation of employee wellness program and support where needed. Manage leave of subordinates.

ENQUIRIES : Mr. Elvis Mpateni/ Ms. Keorapetse Gumata Tel No: (011) 355 -7521/9000

NOTE : In line with the Department's employments Equity Plan, preference will be given to Persons with Disabilities, Coloured Males, Indian Males, White Males, Coloured Females, Indian Females, White Females candidates.

POST 25/407 : **LEGAL ADMINISTRATION OFFICER (MR5): LITIGATION SERVICES REF NO: REFS/050351**

Branch: Corporate Services

SALARY : R483 219 – R1 155 777 per annum. The offer is based on recognition of experience. (Proof of recognized experience will be requested only to the shortlisted candidates).

CENTRE : Johannesburg (Head Office)

REQUIRMENTS : LLB Degree (NQF Level 8). At least 14 years appropriate post qualification legal experience. Admitted Attorney or Advocate in the High Court of South Africa. Knowledge And Skills: Knowledge and experience in research; Good communication skills (written and verbal); Ability to work under pressure and solve problems; Good office administration, planning and organizing; Computer literacy. Knowledge of Administrative and Constitutional Law, Legislation and Regulations relevant to the Public Service, Legal drafting and interpretation. Knowledge of court procedures; Experience in the management of litigation.

DUTIES : Draft, review and amend legal policies for the Department. Deal with litigation on behalf of the Department through the state attorney. Investigate and compile relevant documents to the state attorney. Liaise with the State Attorney's office, State Law Advisors and Counsel. Conduct Research on the cases at hand, to establish liability. Giving instruction to the state attorney during court proceedings. Compilation of evidence from staff and management. Manage the cases referred to the state attorney with regard to dates and ensure court appearance by officials and avoid prescription. Provide assistant to the state attorney to prepare briefs to advocates were necessary. Verify correctness of invoice for payment to the State Attorney. Conduct Research and Advice on Legal Problems and Proceedings regarding the Department. Update litigation management system. Investigate and compile relevant documents for the court proceedings. Verify accuracy of documents and compliance with court rules and deadlines. Provide assistance to the state attorney during the court proceedings. Compile court records. Appear in court, lead evidence and present legal arguments. Determine and deliver persuasive legal arguments to a judge or magistrate. Interpret and apply the law to the specific facts of the case to support the departments cases. Conduct a data inventory to identify what personal information is processed, where it is stored, and who it is shared with. Implement data protection policies and procedures, including comprehensive privacy notice, data retention schedules and secure destruction processes. Implement appropriate security safeguards to protect personal information from unauthorised access, loss and damage. Establish an incident response plan for data breaches. Compile and publish a PAIA manual detailing the department's structure, functions, available records and the procedure for requesting information. Manage requests for information in accordance with the prescribed procedures and forms, responding with stipulated timeframes. Establish internal appeal procedures for requesters dissatisfied with the decisions (mandatory for public bodies). Adhere to the code of good administrative conduct and integrate PAJA requirements into all administrative decision-making processes.

ENQUIRIES : Ms. A. Mkhombo Tel No: (011) 355 -7521, Ms. P. Mabasa Tel No: (011) 355 – 7175

NOTE	:	In line with the Department's employments Equity Plan, preference will be given to Persons with Disabilities Coloured Females, Indian Females, White Females candidates.
POST 25/408	:	**LEGAL ADMIN OFFICER (MR5): LEGAL OPINION REF NO: REFS/050350** Branch: Corporate Services
SALARY	:	R483 219 - R1 155 777 per annum. The offer is based on recognition of experience. (Proof of recognized experience will be requested only to the shortlisted candidates).
CENTRE	:	Johannesburg (Head Office)
REQUIRMENTS	:	LLB (NQF Level 8). At least 14 years' post graduate legal experience. Admitted Attorney or Advocate in the High Court of South Africa. At least 8 years' post qualification experience in the provision of legal services. Admitted Attorney or Advocate in the High Court of South Africa. Knowledge And Skills: Communications skills, Computer literacy, Interpersonal skills, Negotiation skills Problem solving and Ability to work with the team Ability to work under pressure. Leadership, Decision Making, Planning Organization, Report writing, Presentation. Change Management Planning and organizing Strategy, Policy Development, Project Management, People Oriented Financial Management Research Conduct, analyses, interpret, advise and mentor junior on research.
DUTIES	:	Provide sound legal opinion to the department, Draft legal opinions for the department, Represent the department during legal proceedings, Provide general legal support and PAIA, PAJA and POPIA compliance. Conduct a data inventory to identify what personal information is processed, where it is stored, and who it is shared with. Implement data protection policies and procedures, including comprehensive privacy notice, data retention schedules and secure destruction processes. Appear in court, lead evidence and present legal arguments. Determine and deliver persuasive legal arguments to a judge or magistrate. administer legal advice/opinion in the Department research the applicability of legal principles on legal Opinion formulate questions to be answered on legal Opinions, study and cite relevant cases on aspects related to legal Opinions, respond to legal opinion aspects that arise during public hearing and parliamentary sessions, consult with relevant line function Advice on settlement to avoid unnecessary legal costs. Research on latest update of legal developments.
ENQUIRIES	:	Ms. A. Mkhombo Tel No: (011) 355 -7521, Ms. P. Mabasa Tel No: (011) 355 – 7175
NOTE	:	In line with the Department's employments Equity Plan, preference will be given to Persons with Disabilities Coloured Females, Indian Females, White Females candidates.

ANNEXURE V

PROVINCIAL ADMINISTRATION: KWAZULU NATAL
DEPARTMENT OF COMMUNITY SAFETY AND LIAISON

APPLICATIONS : must be posted to: The Director-General, KwaZulu-Natal Office of the Premier, Private Bag X9037, Pietermaritzburg, 3200 or hand delivered to: The Chief Director: Strategic Human Resource Management, Office of the Premier, 1st Floor, Invesco Centre, 16 Chatterton Road, Pietermaritzburg, 3201 and marked for the attention of Ms T.W. Zulu.
"Applicants are encouraged to apply for posts through the online e-Recruitment system at www.kznonline.gov.za/kznjobs. Applicants can submit their Z83 and CV directly to the following email address recruitment@kznpremier.gov.za

CLOSING DATE : 31 July 2026

NOTE : Applications submitted electronically will be taken as a final application and may not be amended or supplemented in any way after the closing date indicated in the advertisement. If you have not been contacted within three (3) months after the closing date of the advertisement, please accept that your application was unsuccessful. The KwaZulu-Natal Provincial Government reserves the right not to make this appointment. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Failure to comply with the above instructions will result in the disqualification of your application. NB: All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. Following the interview and technical assessment, candidates recommended for appointment at the SMS level will be required to produce a Pre-entry certificate for the course offered by the National School of Government (NSG) prior to their appointment. The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be obtained by following the link: https://www/thensg.gov.za/trainingcourse/smspre-entryprogramme. All SMS posts have been identified to target females and people with disabilities in order to achieve the 50% and 2% targets respectively, in line with National Cabinet Directive. The successful candidate will be required to undergo security clearance and to disclose financial interests in accordance with the regulations. The KwaZulu-Natal Provincial Government is an equal opportunity, affirmative action employer and preference will be given to suitably qualified candidates from designated groups in terms of Employment Equity Act, 1998. The Department reserves the right not to make these appointments.

MANAGEMENT ECHELON

POST 25/409 : **HEAD OF DEPARTMENT REF NO: DCSL/HOD/07/2026**
(5 Year Fixed-term contract)

SALARY : R1 885 710 per annum (Level 15), (Inclusive remuneration package), plus a 10% non-pensionable Head of Department allowance. The inclusive remuneration package includes a 30% portion which may be structured according to the individual's needs.

CENTRE : Head Office – Pietermaritzburg

REQUIREMENTS : Applicants must be in possession of a qualification at (NQF level 8) in LLB/ Criminology / Public Administration / Social Sciences as recognized by SAQA. Minimum of 10 years relevant experience at a senior management level. Computer Literacy Valid driver's license. Knowledge and Skills: Strong strategic capabilities as well as leadership Significant managerial capability and experience in providing strategic leadership and direction in the sector. Extensive knowledge and understanding of national and provincial legislation Sound knowledge and understanding of all policies affecting the Department of Community Safety and Liaison Ability to engage leaders in government, businesses and labour at high level Experience in working with organized

labour and unions Facilitation and organizing skills Good negotiation skills Experience in running an organization as well as interacting with senior officials/human resources within and outside the Public Sector Extensive knowledge and understanding of the Constitution of South Africa, Public Service Act, Public Service Regulations, Labour Relations act, Public Finance Management Act, Treasury Regulations Knowledge, interpretation and Application of all Legislative Framework/ Policies Project Management Skills Financial Management Skills Strategic Management Skills and Planning Skills People Management and empowerment skills Analytical, creative and innovative thinking skills.

DUTIES : Provide strategic direction and perform all functions attached to the Head of Department of Community Safety and Liaison in terms of the Public Service Act, 1994 as amended and Public Service Regulations, 2016. Ensure the effectiveness and efficiency of line function components dealing with the monitoring of police service delivery, the evaluation of complaints received about the police, social crime prevention and research, community policing, and victim empowerment and special inter-sectoral projects Formulate and ensure the implementation of policies, procedures, strategies and projects, including the determination and provision of training and development programmes within and external to the Department which will enable the Department to successfully fulfil its role in providing an effective and efficient service at all times The management of all resources, including human resources under his/her supervision in order to deliver on core functions Exercising of control of the utilisation of the KZN Department of Community Safety and Liaison in terms of prescribed Acts and Regulations to ensure the efficient and effective delivery of services to the people of the Province Provide expert advice to the Premier as the Executive Authority on a regular basis regarding all matters pertaining to the Department and legal support and security services as stipulated in the SAPS Act and MISS document Provide effective and efficient administrative systems The overall management of the rendering of efficient and professional departmental services to functionaries within Department and the general public with particular emphasis on service delivery within the Province.

ENQUIRIES : Ms. N.G. Khanyile, Director-General Tel No: (033) 307 0260

DEPARTMENT OF HUMAN SETTLEMENTS

APPLICATIONS : must be posted to: The Head of Department, KwaZulu-Natal Department of Human Settlements, Private Bag X54367, Durban, 4000 or hand delivered to: The Acting Director: Human Resource Management and Development, Department of Human Settlements, Ground Floor, Murchison Passage, 353-363 Dr Pixley ka Seme Street, Durban, 4001. Applicants are encouraged to apply for posts through the online e-Recruitment system at www.kznonline.gov.za/kznjobs

FOR ATTENTION : Mr. TW Khalishwayo

CLOSING DATE : 31 July 2026

NOTE : Directions to applicants: Applicants using the manual application process must ensure that the new Z83 application form (obtainable from any Public Service institution) is completed, duly signed and initialed as failure to do so may lead to disqualification of the application during the selection process. 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. Applicants are discouraged from sending applications through registered mail because the Department will not be responsible for non-collection of these applications. No late applications will be accepted. Applications submitted electronically will be taken as a final application and may not be amended or supplemented in any way after the closing date indicated in the advertisement. If you have not been contacted within three (3) months after the closing date of the advertisement, please accept that your application was unsuccessful. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Failure to comply with the above instructions will result in the disqualification of your application. NB: All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One will be practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be

subjected to a technical exercise and interview. Following the technical exercise and the interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. The KwaZulu-Natal Provincial Government is an equal opportunity, affirmative action employer and preference will be given to suitably qualified candidates from designated groups in terms of Employment Equity Act, 1998. The Department reserves the right not to make these appointment/s. Note: Applications not submitted on the fully completed new Z83 application forms will not considered.

MANAGEMENT ECHELON

POST 25/410 : **CHIEF DIRECTOR: HUMAN SETTLEMENTS PLANNING AND STAKEHOLDER FACILITATION REF NO: CD-HSP: 07/2026**

SALARY : R1 554 696 per annum (Level 14), (all-inclusive)
CENTRE : Durban
REQUIREMENTS : Applicants must be in possession of appropriate bachelor's Degree at NQF 7 as recognized by SAQA, coupled with a minimum of 5 years relevant experience at senior management level or executive level in planning and development environment or construction/ building environment. Ability to interact at all levels including Executive, Strategic and Operational levels. Must have minimum entry requirement certificate to SMS (i.e. Nyukela) submitted prior to appointment. A valid driver's licence is required. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competency assessments (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tool. Knowledge, Skills and Competencies: Knowledge of the Constitution of the Republic of SA, Knowledge of Housing Act and Housing Code of 2009, Knowledge of Public Service Act, Knowledge of PFMA, Knowledge of National Development Plan chapter 8, Knowledge of Building Norms and Standards, Knowledge of NHBRC, Knowledge of Public Service Regulations 2016 as amended, Knowledge of Human Resource prescripts, Knowledge of Labour Relations Act, Knowledge of Legislations, Knowledge of Legal Interpretation, Knowledge of BBE Acts, Knowledge of Treasury Regulations and guideline, In-deep knowledge of Procurement policies, In-deep knowledge of Procurement Acts, The basic Accounting System (BAS) and LOGIS as well as the Departmental Reporting Framework Guide, Knowledge of White Paper on Human Settlements, Knowledge of Provincial Growth and Development Plan, Strategic Capability and Leadership skills, People management and empowerment skills, Project and Programme management skills, Change management skills, Knowledge management skills, Financial Management skills, Computer literacy skills, Time management skills, Analytical skills, Language skills, Time management skills, Facilitation skills, Communication skills, Conflict management skills, Presentation skills, Negotiating skills, Decision making skills, Chairing meetings, Driving skills, Service oriented, Ability to work under pressure, Flexibility to work extra hours, Team oriented, Quick thinker, Honest, Integrity, Punctuality.
DUTIES : The successful candidate will perform the following Key Performance Areas: Oversee the development , reviewal and facilitate the implementation of human settlements policies, undertake research and knowledge management Oversee the provision of stakeholder engagement and capacity development in the province; Oversee the provision and facilitate integral spatial planning for sustainable human settlements in order to achieve liveable and sustainable spaces; Manage the implementation of sector transformation and expanded public works programmes; Manage effective utilization of resources of the Chief Directorate.
ENQUIRIES : related to the post can be directed to: Mr. SM Mbili Tel No: (031) 392 6434 / 031 336 5347.

OTHER POSTS

POST 25/411	:	**CHIEF CONSTRUCTION PROJECT MANAGER GRADE A-B (X8 POSTS)**
SALARY	:	R1 317 108 – R2 484 204 per annum, (OSD)
CENTRE	:	Amajuba District Ref No: CCPM: AD 07/ 2026 (X1 Post) eThekwini District Ref No: CCPM: ETH 07/2026 (X2 Posts) iLembe District Ref No: CCPM: IL 07/2026 (X1 Post) uGu District Ref No: CCPM: UD 07/2026 (X1 Post) uMkhanyakude District Ref No: CCPM: UMK 07/2026 (X1 Post) uMzinyathi District Ref No: CCPM: UMZ 07/2026 (X1 Post) Zululand District Ref No: CCPM: ZD 07/2026 (X1 Post)
REQUIREMENTS	:	National higher diploma (Built Environment field) B Tech in Built environment field. Honors degree in any Built Environment field. with a minimum of 6 years' experience as a registered Professional Construction Project Manager with the SACPCMP. A valid driver's license. Knowledge, Skills and Competencies: Knowledge of Programme and project Management, Knowledge of Project management skills, principles and methodologies; Knowledge of Project and professional judgement, Computer-aided engineering and project applications, Knowledge of Project design and analysis knowledge, Knowledge of Project operational communication, Knowledge of Process knowledge and skills Maintenance skills and knowledge, Knowledge of Legal and operational compliance, Knowledge of Research and development, creating high performance culture, Technical Consulting, Professional Judgment PFMA, Knowledge of MFMA, Knowledge of National Housing Code, Knowledge of Breaking New Ground, Knowledge of Land Administrative Act, Knowledge of Sectional Act, Knowledge of Law of Contracts, Knowledge of Promotion of Access to Information Act, Knowledge of Human Resource Prescripts, Working knowledge of the Public Services. Decision making skills, Team leadership skills, Analytical skills, Creativity, Self-management, Financial Management skills, Customer focus and responsiveness, Communication skills, Computer literacy, Planning and organizing skills, Conflict management, Problem solving and people management, Change management skills, Innovation skills, Strategic planning skills, Project management skills, Time management skills, Presentation skills, Negotiation skills, Analytical skills, Decision making skills, Motivation skills, Listening skills, Influencing skills, Innovative, Independent, Time frame driven, Confidentiality, Proactive, Honesty, Integrity, Reliability, Patience, Commitment, Professionalism, Culturally sensitive, Perseverance, Punctual.
DUTIES	:	The successful candidate will perform the following Key Performance Areas: Project design and analysis effectiveness: Perform final review and approvals or audits on project designs according to design principles or theory; Coordinate design efforts and integration across disciplines to ensure seamless integration with current technology; Maintain project operational effectiveness: Manage the execution of project management strategy through the provisioning of appropriate structures, systems and resources; Financial Management: Ensure the availability and management of funds to meet the MTEF objectives within the project environment/services; Manage the operational project portfolio for the operation to ensure effective resourcing according to organizational needs and objectives; Governance: Allocate, monitor and control resources; Compiles list of reasons for variances & interventions and manages significant risk according to sound risk management practice and organizational requirements; People management: Direct the development motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of project services according to organizational needs and requirements; Manage subordinates' key performance areas by setting and monitor performance standards and taking actions to correct deviations to achieve departmental objectives.
ENQUIRIES	:	related to the post can be directed to: Mr TE Magagula Tel No: (031) 336 5223 / 031 336 5245.
POST 25/412	:	**CHIEF CONSTRUCTION PROJECT MANAGER GRADE A-B: PROPERTY MAINTANANCE AND REHABILITATION REF NO: CCPM: PMR 07/2026 (X1 POST)**
SALARY	:	R1 317 108 – R2 484 204 per annum, (OSD)

CENTRE : Durban

REQUIREMENTS : National higher diploma (Built Environment field) B Tech in Built environment field. Honors degree in any Built Environment field. with a minimum of 6 years' experience as a registered Professional Construction Project Manager with the SACPCMP. A valid driver's license. Knowledge, Skills and Competencies: Knowledge of Programme and project Management, Knowledge of Project management skills, principles and methodologies; Knowledge of Project and professional judgement, Computer-aided engineering and project applications, Knowledge of Project design and analysis knowledge, Knowledge of Project operational communication, Knowledge of Process knowledge and skills Maintenance skills and knowledge, Knowledge of Legal and operational compliance, Knowledge of Research and development, creating high performance culture, Technical Consulting, Professional Judgment PFMA, Knowledge of MFMA, Knowledge of National Housing Code, Knowledge of Breaking New Ground, Knowledge of Land Administrative Act, Knowledge of Sectional Act, Knowledge of Law of Contracts, Knowledge of Promotion of Access to Information Act, Knowledge of Human Resource Prescripts, Working knowledge of the Public Services. Decision making skills, Team leadership skills, Analytical skills, Creativity, Self-management, Financial Management skills, Customer focus and responsiveness, Communication skills, Computer literacy, Planning and organizing skills, Conflict management, Problem solving and people management, Change management skills, Innovation skills, Strategic planning skills, Project management skills, Time management skills, Presentation skills, Negotiation skills, Analytical skills, Decision making skills, Motivation skills, Listening skills, Influencing skills, Innovative, Independent, Time frame driven, Confidentiality, Proactive, Honesty, Integrity, Reliability, Patience, Commitment, Professionalism, Culturally sensitive, Perseverance, Punctual.

DUTIES : The successful candidate will perform the following Key Performance Areas: Project design and analysis effectiveness: - perform final review and approvals or audits on project designs according to design principles or theory; Coordinate design efforts and integration across disciplines to ensure seamless integration with current technology; Maintain project operational effectiveness: - Manage the execution of project management strategy through the provisioning of appropriate structures, systems and resources; Financial Management: -Ensure the availability and management of funds to meet the MTEF objectives within the project environment/services; Manage the operational project portfolio for the operation to ensure effective resourcing according to organizational needs and objectives; Governance: Allocate, monitor and control resources; Compiles list of reasons for variances & interventions and manages significant risk according to sound risk management practice and organizational requirements; People management: Direct the development motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of project services according to organizational needs and requirements; Manage subordinates' key performance areas by setting and monitor performance standards and taking actions to correct deviations to achieve departmental objectives.

ENQUIRIES : related to the post can be directed to: Mr TE Magagula Tel No: (031) 336 5223 / 031 336 5245.

POST 25/413 : **CHIEF CONSTRUCTION PROJECT MANAGER GRADE A-B: SOCIAL HOUSING AND CRU REF NO: CCPM: SHCRU 07/2026 (X1 POST)**

SALARY : R1 317 108 – R2 484 204 per annum, (OSD)

CENTRE : Durban

REQUIREMENTS : National higher diploma (Built Environment field) B Tech in Built environment field. Honors degree in any Built Environment field. with a minimum of 6 years' experience as a registered Professional Construction Project Manager with the SACPCMP. A valid driver's license. Knowledge, Skills and Competencies: Knowledge of Programme and project Management, Knowledge of Project management skills, principles and methodologies; Knowledge of Project and professional judgement, Computer-aided engineering and project applications, Knowledge of Project design and analysis knowledge, Knowledge of Project operational communication, Knowledge of Process knowledge and skills Maintenance skills and knowledge, Knowledge of Legal and operational compliance, Knowledge of Research and development, creating high

performance culture, Technical Consulting, Professional Judgment PFMA, Knowledge of MFMA, Knowledge of National Housing Code, Knowledge of Breaking New Ground, Knowledge of Land Administrative Act, Knowledge of Sectional Act, Knowledge of Law of Contracts, Knowledge of Promotion of Access to Information Act, Knowledge of Human Resource Prescripts, Working knowledge of the Public Services. Decision making skills, Team leadership skills, Analytical skills, Creativity, Self-management, Financial Management skills, Customer focus and responsiveness, Communication skills, Computer literacy, Planning and organizing skills, Conflict management, Problem solving and people management, Change management skills, Innovation skills, Strategic planning skills, Project management skills, Time management skills, Presentation skills, Negotiation skills, Analytical skills, Decision making skills, Motivation skills, Listening skills, Influencing skills, Innovative, Independent, Time frame driven, Confidentiality, Proactive, Honesty, Integrity, Reliability, Patience, Commitment, Professionalism, Culturally sensitive, Perseverance, Punctual.

DUTIES : The successful candidate will perform the following Key Performance Areas: Project design and analysis effectiveness: - perform final review and approvals or audits on project designs according to design principles or theory; Coordinate design efforts and integration across disciplines to ensure seamless integration with current technology; Maintain project operational effectiveness: - Manage the execution of project management strategy through the provisioning of appropriate structures, systems and resources; Financial Management: -Ensure the availability and management of funds to meet the MTEF objectives within the project environment/services; Manage the operational project portfolio for the operation to ensure effective resourcing according to organizational needs and objectives; Governance: - Allocate, monitor and control resources; Compiles list of reasons for variances & interventions and manages significant risk according to sound risk management practice and organizational requirements; People management: Direct the development motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of project services according to organizational needs and requirements; Manage subordinates' key performance areas by setting and monitor performance standards and taking actions to correct deviations to achieve departmental objectives.

ENQUIRIES : Mr TE Magagula Tel No: (031) 336 5223 / 031 336 5245

POST 25/414 : **CHIEF CONSTRUCTION PROJECT MANAGER GRADE A-B: MIDDLE INCOME AND GAP MARKET REF NO: CCPM: MIGM 08/2026 (X1 POST)**
(3-year contract)

SALARY : R1 317 108 – R2 484 204 per annum, (OSD)
CENTRE : Durban
REQUIREMENTS : National higher diploma (Built Environment field) B Tech in Built environment field. Honors degree in any Built Environment field. with a minimum of 6 years' experience as a registered Professional Construction Project Manager with the SACPCMP. A valid driver's license. Knowledge, Skills and Competencies: Knowledge of Programme and project Management, Knowledge of Project management skills, principles and methodologies; Knowledge of Project and professional judgement, Computer-aided engineering and project applications, Knowledge of Project design and analysis knowledge, Knowledge of Project operational communication, Knowledge of Process knowledge and skills Maintenance skills and knowledge, Knowledge of Legal and operational compliance, Knowledge of Research and development, creating high performance culture, Technical Consulting, Professional Judgment PFMA, Knowledge of MFMA, Knowledge of National Housing Code, Knowledge of Breaking New Ground, Knowledge of Land Administrative Act, Knowledge of Sectional Act, Knowledge of Law of Contracts, Knowledge of Promotion of Access to Information Act, Knowledge of Human Resource Prescripts, Working knowledge of the Public Services. Decision making skills, Team leadership skills, Analytical skills, Creativity, Self-management, Financial Management skills, Customer focus and responsiveness, Communication skills, Computer literacy, Planning and organizing skills, Conflict management, Problem solving and people management, Change management skills, Innovation skills, Strategic planning skills, Project management skills, Time management skills, Presentation skills, Negotiation skills, Analytical skills, Decision making skills,

Motivation skills, Listening skills, Influencing skills, Innovative, Independent, Time frame driven, Confidentiality, Proactive, Honesty, Integrity, Reliability, Patience, Commitment, Professionalism, Culturally sensitive, Perseverance, Punctual.

DUTIES : The successful candidate will perform the following Key Performance Areas: Project design and analysis effectiveness: perform final review and approvals or audits on project designs according to design principles or theory; Coordinate design efforts and integration across disciplines to ensure seamless integration with current technology; Maintain project operational effectiveness: - Manage the execution of project management strategy through the provisioning of appropriate structures, systems and resources; Financial Management: - Ensure the availability and management of funds to meet the MTEF objectives within the project environment/services; Manage the operational project portfolio for the operation to ensure effective resourcing according to organizational needs and objectives; Governance: Allocate, monitor and control resources; Compiles list of reasons for variances & interventions and manages significant risk according to sound risk management practice and organizational requirements; People management: Direct the development motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of project services according to organizational needs and requirements; Manage subordinates' key performance areas by setting and monitor performance standards and taking actions to correct deviations to achieve departmental objectives.

ENQUIRIES : enquiries related to the post can be directed to: Mr TE Magagula Tel No: (031) 336 5223 / 031 336 5245.

DEPARTMENT OF SOCIAL DEVELOPMENT

APPLICATIONS : Direct or hand deliver applications for all advertised posts to the address as indicated below: -Head Office: Department of Social Development, Private Bag X9144, Pietermaritzburg, 3200 or hand deliver to 174 Mayors Walk Road, Pietermaritzburg, 3200 OR apply online using https://www.eservices.gov.za (Sthesha Waya Waya).

FOR ATTENTION : Mrs. PN Mkhize

CLOSING DATE : 31 July 2026

NOTE : The content of this circular must without delay be brought to the attention of all potential applicants. Applications must be forwarded to the relevant address. Applications must indicate the reference number of the post applied for and the Centre using a new Z83 form (which must be completed in a manner that allows a selection committee to assess the quality of the candidate based on the information provided in the form. It is therefore prudent that fields be completed by applicants and the form must be signed noting the importance of the declaration) which is effective from 01 January 2021 obtainable from any Public Service Department and should be accompanied by a detailed/comprehensive Curriculum Vitae. NB: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the fully completed Z83 and a detailed curriculum Vitae. Only shortlisted candidates will be required to submit certified documents on or before the date of the interview following communication from Human Resources. The Department is an Equal Opportunity Affirmative Action employer and is committed to empowering people with disabilities. Appointment is subject to a positive outcome obtained on the following Personnel Suitability Checks (Security Clearance, Citizenship, qualification verification, criminal records, credit records and previous employment). The employment is subject to signing the employment contract, annual performance agreement and to disclose financial interests in accordance with relevant prescripts. Successful completion of the Senior Management Pre-Entry Programme (Nyukela certificate) is required before the appointment can be made. Enrolment for the course should be made on the NSG's website at https://www.thensg.gov.za/training-course/sms-preentryprogramme. 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) candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence and integrity. Other shortlisted candidates, including SMS will 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 and Failure to comply with any of the above instructions will result in immediate disqualification. If the applicant has not been contacted within three (3) months after the closing date must accept that his / her application was not successful. Regrettably due to excessive budget cuts the Department is not in a position to meet any travel and subsistence costs relating to the recruitment process for the shortlisted candidates. It is regretted that due to large volumes of applications anticipated to be received, it is not possible for the Department to acknowledge receipt of the same and that only those applicants that participate in the final selection processes (interviews) will be notified of the outcome.

MANAGEMENT ECHELON

POST 25/415 : **DIRECTOR: LEGAL SERVICES REF NO: DSD01/07/2026HO**

SALARY : R1 317 384 per annum (Level 13), (all-inclusive package)
CENTRE : Head Office, Pietermaritzburg
REQUIREMENTS : Qualifications: Bachelor's Degree (NQF Level 7) in Law (LLB); A valid driver's license. Admitted as an Attorney or Advocate. A minimum of 5 years of experience at a middle/senior management in Legal environment. Knowledge: - Constitution of the Republic of South Africa, Interpretation of laws (constitutional and statutory interpretation), Legal drafting and writing, Litigation management, including alternative dispute resolution, Legal research methodology, Public Service Act, Public Service Regulations, Treasury Regulations, Public Finance Management Act, Treasury Regulations, Employee Performance Management and Development System Skills/ Core Competences: Strategic capability and leadership, People management and empowerment, Financial Management, Change Management, Programme and Project Management, Knowledge Management, Service delivery innovation, Problem solving and analysis, Client orientation and customer focus, Communication, Research, Presentation, Facilitation, Language, Policy analysis, Driving, Computer literacy, Numeracy.
DUTIES : Manage the provision of contract drafting, editing and vetting services; Manage the provision of legislative review and legal compliance management; Manage the provision of litigation services; Manage the development and implementation of policies; Manage the resources of the directorate.
ENQUIRIES : Mr VW Gumede Tel No: (033) 341 3579

OTHER POSTS

POST 25/416 : **SOCIAL WORK MANAGER: CHILDREN & FAMILIES (X2 POSTS)**

SALARY : Grade 1: R1 009 512 per annum, (all-inclusive package)
CENTRE : eThekwini North District Ref No: DSD02/07/2026ETh North
eThekwini South District Ref No: DSD03/07/2026ETh South
REQUIREMENTS : Qualifications: Bachelor's Degree (NQF Level 7) in Social Work. Registration with the South African Council for Social Services Professions as a Social Worker. Only Shortlisted candidates will submit proof of current registration with the South African Council for Social Services Profession as a Social Worker. A valid driver's license. A minimum of 10 years' experience in Social Work after registration as Social Worker with the SACSSP. Knowledge: Constitution of the Republic of South Africa, Public Service Act, Public Service Regulations, Labou Relations Act, Research Methodology, Public Finance Management Act, Treasury Regulations, Employee Performance Management and Development System, Expert skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion, Expert knowledge and understanding of human behaviour and social systems and skills to intervene at the points where people interact with their environment in order to promote social wellbeing, The understanding and ability to provide complex social work services towards protecting people who are vulnerable, at-risk and unable to protect themselves, The ability and competence to assist and empower individuals, families, groups, organizations and communities to enhance their social functioning and their problem solving capabilities, prevent and alleviate distress and use resources effectively in cases where expert knowledge is required Skills: Communication, Language, Interpersonal, Computer, Research, Problem Solving, Advanced Report writing, Conflict

management, Time Management, Advanced welfare counselling, Analytical thinking, Presentation skills, Financial Management, Numeracy, Driving.

DUTIES : Provide a social work service of the highest, most advanced and specialized nature within (a) defined area(s) of specialization nature within (a) defined area(s) of specialization with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes in partnership with stakeholders. Attend to any other matters that could result in or stem from, social instability in any form. Facilitate the development and planning of programmes and interventions to render a social work service through the efficient, economical and effective utilization of financial resources. Manage a social work unit to ensure that an efficient and effective social work service is delivered through the efficient and effective utilization of human resources; Keep up to date with new developments in the social work field to enhance service delivery. Plan and ensure that social work research and development are undertaken. Keep up to date with new developments in the social work field to enhance service delivery.

ENQUIRIES : Ms RM Ntombela, eThekwini North District Tel No: (031) 336 8776
Ms NC Gebashe, eThekwini South District Tel No: (031) 336 8787

POST 25/417 : **SOCIAL WORK MANAGER: RESTORATIVE SERVICES REF NO: DSD04/07/2026ETH SOUTH**

SALARY : Grade 1: R1 009 512 per annum, (all-inclusive package)
CENTRE : eThekwini South District
REQUIREMENTS : Qualifications: Bachelor's Degree (NQF Level 7) in Social Work. Registration with the South African Council for Social Services Professions as a Social Worker. Only Shortlisted candidates will submit proof of current registration with the South African Council for Social Services Profession as a Social Worker. A valid driver's license. A minimum of 10 years' experience in Social Work after registration as Social Worker with the SACSSP. Knowledge: Constitution of the Republic of South Africa, Public Service Act, Public Service Regulations, Labou Relations Act, Research Methodology, Public Finance Management Act, Treasury Regulations, Employee Performance Management and Development System, Expert skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion, Expert knowledge and understanding of human behaviour and social systems and skills to intervene at the points where people interact with their environment in order to promote social well being, The understanding and ability to provide complex social work services towards protecting people who are vulnerable, at-risk and unable to protect themselves, The ability and competence to assist and empower individuals, families, groups, organizations and communities to enhance their social functioning and their problem solving capabilities, prevent and alleviate distress and use resources effectively in cases where expert knowledge is required. Skills: Communication, Listening, Interpersonal, Computer, Research, Problem Solving, Advanced Report writing, Conflict management, Time Management, Advanced welfare counselling, Analytical thinking, Presentation, Financial Management, Numeracy, Driving.

DUTIES : Provide a social work service of the highest, most advanced and specialized nature within (a) defined area(s) of specialization nature within (a) defined area(s) of specialization with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes in partnership with stakeholders. Attend to any other matters that could result in or stem from, social instability in any form. Facilitate the development and planning of programmes and interventions to render a social work service through the efficient, economical and effective utilization of financial resources. Manage a social work unit to ensure that an efficient and effective social work service is delivered through the efficient and effective utilization of human resources; Keep up to date with new developments in the social work field to enhance service delivery. Plan and ensure that social work research and development are undertaken. Keep up to date with new developments in the social work field to enhance service delivery.

ENQUIRIES : Ms NC Gebashe: eThekwini South District Tel No: (031) 336 8787

POST 25/418 : **MANAGER: SOCIAL WORK POLICY: PERSONS WITH DISABILITIES REF NO: DSD05/07/2026HO**

SALARY : Grade 1: R1 009 512 per annum, (all-inclusive package)
CENTRE : Head Office
REQUIREMENTS : Qualifications: Bachelor's Degree (NQF Level 7) in Social Work. Registration with the South African Council for Social Services Professions as a Social Worker. Only Shortlisted candidates will submit proof of current registration with the South African Council for Social Services Profession as a Social Worker. A valid driver's license. A minimum of 10 years' appropriate experience in Social Work after registration as Social Worker with the SACSSP of which five (5) years must be appropriate in Social Work Policy Development and disability sector environment. Knowledge: Constitution of the Republic of South Africa, Public Service Act, Public Service Regulations, Public Finance Management Act, Treasury Regulations, Professional counselling, Knowledge of Disabilities, National and International Disability Policy Framework, Understanding of the Social Model of Disability Mainstreaming, Research Methodology, Service Delivery frameworks, Policy development and analysis, Ability to compile complex reports, Non – Profit Organizations Act, Labor Relations Act, Employment Equity Act, Basic Conditions of Employment Act, Procurement Act, Employee Performance Management Development System, Skills: Change management, counselling, Problem solving and analysis, Report writing, Policy Development, Planning and organizing, Communication, Financial management, Research, Networking, Presentation, Facilitation, Monitoring and evaluation, People management, Programme and Project Management, Driving, Language, Computer literacy, Numeracy.
DUTIES : Keep up to date with new developments in persons with disabilities field; Plan and ensure that persons with disabilities policy research and development are undertaken; Develop policies and strategies relevant to persons with disabilities; Manage resources of the sub-directorate.
ENQUIRIES : Mr RS Byroo Tel No: (033) 264 5621

POST 25/419 : **MANAGER: COMMUNITY DEVELOPMENT REF NO: DSD06/07/2026ETH SOUTH**

SALARY : Grade 1: R1 009 512 per annum, (all-inclusive package)
CENTRE : eThekwini South District
REQUIREMENTS : Qualifications: Bachelor's Degree in Community Development/ Development Studies/ Social Sciences. A minimum of 10 years recognizable experience in Community Development after obtaining the required qualification of which 5 years must be appropriate experience in community policy development. A valid driver's license. Knowledge: Constitution for the Republic of South Africa, Public Service Act, Public Service Regulations as amended as amended, Labour Relations Act, Research Methodology, Public Finance Management Act, Treasury Regulations, Employee Performance Management and Development System, National Development Plan, Provincial Growth and Development Plan, Knowledge of legislation for local government, Knowledge of Integrated Development Planning, Expert knowledge on theories and systems, skills, attitudes and values in community development to guide employees on its application, Expert knowledge and in depth understanding of individual and group behaviour, its inter-relations within community structures, dynamics of the community and current legislation to enable interventions, Ability and competence to develop community development policies and strategies. Ability to influence individuals and groups to participate in their own self-empowerment ventures, Ability to undertake complex research, Ability to compile complex reports, Skills/Core Competencies: Inter-sectoral collaboration and partnership, Intergovernmental relations, Planning and organizing, Networking, Communication (written and verbal), Professional counselling, Policy development and analysis, Financial management, Presentation, Facilitation, Problem solving, Project management, Staff management, Time management, Language, Computer literacy, Numeracy skills.
DUTIES : Manage the identification, facilitation and implementation of integrated development interventions in partnership with the community and other relevant stakeholders through the efficient, effective and economical utilization of resources by the unit/sub directorate; Monitor, interpret and review legislation and policies to determine whether the legislation and policies are

still relevant and comply with current requirements; Develop proposals to amend/maintain the relevant acts and policies and develop new policies where required; Manage a community development unit/sub-directorate to ensure that an efficient and effective community development service is delivered through the proper utilization of human, financial and physical resources; Keep up to date with new developments in the community development and management fields to enhance service delivery; Plan and ensure that research on community development is undertaken.

ENQUIRES : Ms NC Gebashe: eThekwini South District Tel No: (031) 336 8787

POST 25/420 : **ADMINISTRATION CLERK (X3 POSTS)**

SALARY : R237 453 per annum (Level 05)
CENTRE : KwaDukuza Service Office Ref No: DSD11/07/2026KwaDukuza
Mandeni Service Office Ref No: DSD12/07/2026Mandeni
Newlands Substance Abuse Treatment and Rehabilitation Centre Ref No: DSD13/07/2026Newlands
REQUIREMENTS : Qualifications: Grade 12/Matric Knowledge: Knowledge of clerical studies, practice as well as the ability to capture data, operate computer and collecting statistics, Knowledge and understanding of the legislative framework governing the Public Service, Knowledge of working procedures in terms the working environment Skills: Communication, Interpersonal relations, Teamwork, Computer literacy, Numeracy, Language, Supervisory.
DUTIES : Render general clerical support services; Provide supply chain support services within the component; Provide personnel administration support services within the component; Provide financial administration support services in the component.
ENQUIRIES : Ms R Singh: KwaDukuza and Mandeni Service Office Tel No: (032) 437 7112
Mr MG Nzama: Newlands Substance Abuse Treatment and Rehabilitation Centre Tel No: (031) 336 8865

POST 25/421 : **LAUNDRY AID REF NO: DSD14/07/2026NEWLANDS**

SALARY : R144 024 per annum (Level 02)
CENTRE : Newlands Substance Abuse Treatment and Rehabilitation Centre:
REQUIREMENTS : Qualifications: ABET level 2. Knowledge: Basic Health and safety standards, Basic hygiene standards, Batho-Pele Principles, Code of Conduct, Ability to operate elementary machines and equipment Skills: Communication, Interpersonal Relations, Basic numeracy, Basic literacy.
DUTIES : Collect, sort, count and record all clean, soiled linen and service users clothing in terms of laundry prescripts; Laundering of all laundry, linen and service user's clothing; Perform regular stocktaking of all linen in the Facility and report linen in need of repair to the Supervisor; Clean and tidy linen room.
ENQUIRIES : Mr MG Nzama Tel No: (031) 336 8865

ANNEXURE W

PROVINCIAL ADMINISTRATION: LIMPOPO
DEPARTMENT OF PUBLIC WORKS, ROADS AND INFRASTRUCTURE

APPLICATIONS : Applicants should apply through the following website http://erecruitment.limpopo.gov.za. The application on the eRecruitment system should be accompanied by the new Z83 and recent comprehensive CV (previous experience must be comprehensively detailed, i.e. positions held and duration/dates). Failure to attach required documents will result in the application not being considered/disqualified
Applications may also be hand delivered/posted to: **Department of Public Works, Roads and Infrastructure:** Private Bag X9490, Polokwane, 0700 or hand delivered at Works Tower Building, No. 43 Church Street, Polokwane, 0699.
For Capricorn District: Private Bag X9378, Polokwane 0700 Or hand deliver at 15 Landros Mare street, next to Correctional Services. For Mopani District: Private Bag X576, Giyani, 0826 or hand deliver at 570 Parliamentary Building, Giyani.
For Sekhukhune District: Private Bag X02 Chuenespoort, 0745 or hand deliver at Lebowakgomo Zone A, next to traffic department.
For Vhembe District: Private Bag X2248, Sibasa, 0970 or hand deliver at Cnr. Traffic and Raluswielo Street, Sibasa.
For Waterberg District: Private Bag X1028, Modimolle, 0510 or hand deliver at Cnr. Thabo Mbeki & Elias Motsoaledi Street. The application on eRecruitment system should be accompanied by recent comprehensive CV (previous experience must be comprehensively detailed, i.e. positions held and duration/dates) as well as copies of all qualifications, Identity Document and valid driver's license only. Failure to attach copies and required documents will result in the application not being considered/disqualification.

CLOSING DATE : 14 August 2026 at 16h30

NOTE : Applications must be submitted on a duly completed prescribed Z83 application for employment form (2021 version) obtainable from any public service department or can be downloaded from www.dpsa.gov.za. Applications must be accompanied by a detailed CV. Applicants are not required to submit copies of qualifications and other relevant documents on application except when applying through the erecruitment system. All fields in Part A, Part C and Part D of the Z83 form should be completed. In Part B, all fields should be completed in full. Part E, F & G applicants often indicate "refer to CV or see attached", this is acceptable as long as the CV has been attached and provides the required information. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA). Successful incumbent will be expected to sign a performance agreement within one month after assumption of duty. The successful candidate will also be required to disclose his or her financial interests in accordance with the prescribed regulations. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates will be subjected to a security clearance and verification of qualifications. The recommended candidate for appointment will be subjected to Personnel Suitability Check for security reasons. Failure to comply with the above requirements will result in the disqualification of the application. The Department reserve the right not to make any appointment(s) to the posts advertised. The employment decision shall be informed by the Employment Equity Plan of the Department. Correspondence will be limited to shortlisted candidates only. If you do not hear from us within three (3) months after the closing date, please consider your application as being unsuccessful. However, should there be any dissatisfaction, applicants are advised to seek reasons for the above administration action in terms of Promotion of Administrative Justice Act (PAJA), Act No. 3 of 2000. The department will not carry any related costs (transport, accommodation or meals) for candidates attending interviews. The Department of Public Works, Roads and Infrastructure is an equal opportunity and affirmative action employer. Women and people living with disabilities are encouraged to apply.

OTHER POSTS

POST 25/422 : **CHIEF CONSTRUCTION PROJECT MANAGER (GRADE A-B) REF NO: S.4/3/2/50**
Component: Building Infrastructure Maintenance

SALARY : Grade A: R1 317 108 per annum, (OSD)
Grade B: R1 593 765 per annum, (OSD)
(to be structured according to individual needs). The Department will determine the salary package based on years of experience post professional registration)

CENTRE : Capricorn district

REQUIREMENTS : Grade 12/Matric certificate and a qualification at NQF level 7 as recognized by SAQA in Built Environment with a minimum of 6 years' experience as a registered Professional Construction Project Manager with the SACPCMP, Valid driver's license, with the exception of applicants with disabilities. Technical Competencies: Programme and project management. Project Management skills, principles and methodologies. Project and professional judgement. Computer-aided engineering and project applications. Project design and analysis knowledge. Project operational communication. Process knowledge and skills. Maintenance skills and knowledge. Mobile equipment operating skills. Legal and operational compliance. Research and development. Creating high performance culture. Technical consulting. Generic Competencies: Strategic capability and leadership, problem solving and analysis, decision making, team leadership, creativity, financial management, customer focus and responsiveness, communication, computer skills, people management, planning and organizing, conflict management, negotiation skills, change management.

DUTIES : Project design and analysis effectiveness: Perform final review and approvals or audits on project designs according to design principles or theory. Co – ordinate design efforts and integration across disciplines to ensure seamless integration with current technology. Maintain project operational effectiveness: Manage the execution of project management strategy through the provision of appropriate structures, systems and resources. Set project standards, specifications and service levels according to organizational objectives to ensure optimum operational availability. Monitor project management efficiencies according to organizational goals to direct or redirect project services for the attainment of organizational objectives. Financial Management: Ensure availability and management of funds to meet the MTEF objectives within the project environment/ services. Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organizational needs and objectives. Manage the commercial added value of the discipline-related programmes and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organizational principles. Allocate, monitor, control, expenditure according to budget to ensure efficient cashflow management. Governance Allocate, monitor and control resources. Compiles risk logs (database) and manages significant risk according to sound risk management practice and organisational requirements. Provide technical consulting services for the operation of project related matters to minimise possible project risks. Manage and implement knowledge sharing initiatives e.g. short – term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. People management Direct the development motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of project services according to organisational needs and requirements. Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.

ENQUIRIES : Ms Mothiba MM, Mr Seleka BN, Mr Maleka KJ, Mabolola DP Tel No: (015) 287 5613/5610/5611/5612.

POST 25/423	:	**CHIEF ENGINEER (GRADE A-B) REF NO: S.4/3/13/5** Component: Health Infrastructure Delivery
SALARY	:	Grade A: R1 317 108.per annum, (OSD) Grade B: R1 593 765 per annum, (OSD) (to be structured according to individual needs) (The department will determine the salary package based on years of experience post professional registration)
CENTRE	:	Head Office - Polokwane
REQUIREMENTS	:	Grade 12 / Matric certificate and a qualification at NQF Level 7 as recognize by SAQA in B Engineering or BSc in Engineering. Six years' post qualification experience required as a registered Professional Engineer. Compulsory registration with the ECSA as a Professional Engineer. Valid driver's license with the exception of persons with disabilities. Generic Competencies: Strategic capability and leadership. Problem solving and analysis. Decision Making. Team Leadership. Creativity. Financial Management. Customer focus and responsiveness. Communication. Computer skills. People management. Planning and organizing. Conflict Management. Negotiation skills. Change management. Technical Competencies: Programme and project management. Engineering, legal and operational compliance. Engineering operational communication. Process knowledge and skills. Maintenance skills and knowledge. Mobile equipment and analysis knowledge. Engineering design and analysis knowledge. Research and development. Computer- aided engineering applications. Creating high performance culture. Technical consulting. Engineering and professional judgement.
DUTIES	:	Engineering design and analysis effectiveness: Perform final review and approvals or audits on new engineering designs according to design principles or theory. Coordinate design efforts and integration across disciplines to ensure seamless integration with current technology. Pioneering of new engineering services and management methods. Maintain engineering operational effectiveness. Manage the execution of management strategy through the provision of appropriate structures, systems and resources. Set engineering maintenance standards, specifications and service levels according to organisational objectives to ensure optimum operational availability. Monitor management efficiencies according to organisational goals to direct or redirect engineering services for the attainment of organizational objectives. Financial management: Ensure the availability and management of funds to meet the MTEF objectives within the engineering environment/services. Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organizational needs and objectives. Manage the commercial value add of the discipline-related programmes and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organisational principles. Allocate, control and monitor expenditure according to budget to ensure efficient cash flow management. Governance: Allocate, control, monitor and report on all resources. Compile risk log and manages significant risk according to sound risk management practice and organizational requirements. Provide technical consulting services for the operation of engineering related matters to minimize possible engineering risks. Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. People management: Manage the development, motivation and utilisation of human resources for the discipline to ensure competent knowledge base for the continued success of engineering services according to organizational needs and requirements. Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.
ENQUIRIES	:	Ms. Hanyane NP, Mr. Moabelo MJ, Ms. Motsai S Tel No: (015) 284 7586/7627/7262.

POST 25/424	:	**CHIEF QUANTITY SURVEYOR (GRADE A -B) REF NO: S.4/3/13/6** Component: Health Infrastructure delivery
SALARY	:	Grade A: R1 143 468 per annum, (OSD) Grade B: R1 376 199 per annum, (OSD) (to be structured according to individual needs). The department will determine the salary package based on years of experience post professional registration)
CENTRE	:	Head Office - Polokwane
REQUIREMENTS	:	Grade 12 / Matric certificate and a qualification at NQF Level 7 as recognized by SAQA in Quantity Survey. Six years' Quantity Survey post qualification experience required. Compulsory registration with SACQSP as a Professional Quantity Surveyor. Valid driver's license, with the exception of applicants with disabilities. Skills: Strategic capability and leadership. Problem solving and analysis. Decision making. Team leadership. Creativity. Financial management. Customer focus and responsiveness. Communication. Computer skills. People management. Planning and organizing. Conflict management. Negotiation skills. Change management. Technical Competencies: Programme and project management. Quantity Survey legal and operational compliance. Quantity Survey operational communication. Process knowledge and skills. Maintenance skills and knowledge. Mobile equipment operating skills. Research and development. Computer-aided engineering applications. Creating high performance culture. Technical consulting. Professional judgement.
DUTIES	:	Quantity Survey analysis effectiveness: Perform final review and approvals or audits on quantity survey procedures. Co-ordinate quantity survey efforts and integration across disciplines to ensure seamless integration with current technology. Maintain quantity survey operational effectiveness. Manage the execution of quantity survey strategy through the provision of appropriate structures, systems and resources. Set quantity survey standards, specifications and service levels according to organizational objectives to ensure optimum operational availability. Monitor quantity survey efficiencies according to organizational goals to direct or redirect quantity survey services for the attainment of organizational objectives. Financial Management: Ensure the availability and management of funds to meet the MTEF objectives within the quantity survey environment/services. Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organizational needs and objectives. Manage the commercial added value of the discipline-related programmes and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organizational principles. Allocate, monitor, control expenditure according to budget to ensure efficient cash flow management. Governance: Allocate, monitor and control resources. Compile risk logs (database) and manage significant risk according to sound risk management practice and organizational requirements. Provide technical specialist services for the operation of quantity survey related matters to minimize possible risks. Manage and implement knowledge sharing initiatives in support of individual development plans, operational requirements and return on investment. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. People management: Manage the development, motivation and utilisation of human resources for the discipline to ensure competent knowledge base for the continued success of quantity survey services according to organizational needs and requirements. Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.
ENQUIRIES	:	Ms. Hanyane NP, Mr. Moabelo MJ, Ms. Motsai S Tel No: (015) 284 7586/7627/7262.
POST 25/425	:	**PROJECT MANAGER: MECHANICAL REF NO: S.4/3/10/113** Component: Mechanical Services
SALARY	:	R932 292 per annum, (to be structured according to Individual needs), (Level 11)
CENTRE	:	Sekhukhune District
REQUIREMENTS	:	Grade 12 / Matric and a qualification at NQF level 6 as recognised by SAQA in Mechanical Engineer. An appropriate Trade test certificate. 03-05 years

relevant experience in road maintenance/ construction environment at junior management level. Valid driver's license, with the exception of applicants with disabilities. Knowledge And Skills: Strategic Capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem solving and analysis, Client Orientation and Customer focus, Communication. Knowledge of relevant Public Service Acts, regulations and frameworks, Knowledge and understanding of policy analysis, development and interpretation, Mechanical manual, PFMA and Treasury Regulations, Strategic capability and leadership.

DUTIES : Facilitate the acquisition, provision and disposal of roads maintenance earthmoving machinery, plant and equipment: Identify and analyse the needs, Compilation of specification to SCM, Pre-delivery inspection of machinery, identify unserviceable, oblate and redundant machinery, Evaluate the condition of the machinery and draw technical reports, Invite Board of survey, Transportation of the machinery and plant to scrapyard. Manage the maintenance of heavy earth moving machinery, trucks, light delivery vehicle and roads related plant and equipment: Develop service schedules. Ensure that service schedules are to and conducted to the manufacturer specifications. Monitor major breakdown repairs performed by original engineering manufacturers and departmental technicians. Develop repair trend statistics. apply corrective measures and re-engineering demand. Liaise with service providers on repairs of machinery, Ensure proper utilization of machinery. Control the road maintenance assets in the district. Compile and monitor the expenditure, Manage adherence to the relevant prescripts and eliminate waste of resources. Manage cost benefits analysis for earth moving machinery and equipment: Ensure that data is collected and capturer. Monitor downtime data until the completion of repairs. Ensure that cost implications for machinery maintenance are acceptable. Ensure maintenance provide maximum viable level of availability versus hours worked and production. Identify unserviceable, obsolete and redundant machinery from cost benefit analysis end results, Ensure adherence to workshop administration processes e.g. job cards history file. Manage registration and renewal of licenses for machinery, trucks and equipment: Receive registration document of newly acquired machinery and equipment. develop roadworthy and license renewal program and monitor adherence. Facilitate the arrangement of weighbridge, police clearance and roadworthy test for new and registered machinery and equipment. Facilitate the re-introduction of asset that was deregistered by request and default. Ensure deregistration of the plant and machinery. Conduct physical inspection: Monitor major repairs before and after completion, conductor. Manage and utilise resources (human, financial, & physical) in accordance with relevant directives and legislation: Report on the utilisation of equipment's, Evaluate and monitor performance and appraisal of subordinates. Provide capacity development of subordinates. Enhance and maintain subordinates motivation and cultivate a culture of performance management. Provide job description to subordinates, Manage leave matters.

ENQUIRIES : Ms Makalela RC, Mankge LJ and Mr Mathabatha MJ Tel No: (015) 636 8300/8330.

POST 25/426 : **CIVIL/ STRUCTURAL ENGINEER (GRADE A-C) REF NO: S.4/3/15/10**
Component: Other Provincial Departments

SALARY : Grade A: R914 517 per annum, (OSD)
Grade B: R1 030 296 per annum, (OSD)
Grade C: R1 172 184 per annum, (OSD)
(to be structured according to Individual needs), (The department will determine the salary package based on years of experience post professional registration)

CENTRE : Head Office – Polokwane

REQUIREMENTS : Grade 12 / Matric certificate and a qualification at NQF level 07 as recognised by SAQA in Civil Engineering. 03 years' experience required in Civil Engineering. Compulsory valid registration with ECSA as Professional Engineer. Valid driver's license, with the exception of applicants with disabilities. Technical Competencies: Programme and project management. Engineering design and analysis knowledge. Research and development. Computer-aided engineering applications. Knowledge of legal compliance. Technical report writing. Creating high performance culture. Professional

judgment. Networking. Generic Competencies: Decision making, team leadership, analytical skills, creativity, self-management, financial management, customer focus and responsiveness, communication, computer literacy, planning and organizing, conflict management, problem solving and analysis and people management.

DUTIES : Design new systems to solve practical civil engineering challenges and improve efficiency and enhance safety: Plan, design, operate and maintain civil engineering projects. Develop cost effective solutions according to standards. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Develop tender specifications (civil). Ensure through evaluation that planning and design by others is done according to sound engineering principles and according to norms and standards and practice. Approve civil engineering works according to prescribed norms and standards. Human capital development: Ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice. Supervise the civil engineering work and processes. Administer performance management and development. Office administration and budget planning: Manage resources and prepare and consolidate inputs for the facilitation of resource utilization. Ensure adherence to regulations and procedures for procurement and personnel administration. Monitor and control expenditure. Report on expenditure and service delivery. Research and development: Continuous professional development to keep up with new technologies and procedures. Research/literature studies on civil engineering technology to improve expertise. Liaise with relevant bodies/councils on civil engineering-related matters.

ENQUIRIES : Ms. Hanyane NP, Mr. Moabelo MJ, Ms. Motsai S Tel No: (015) 284 7586/7627/7262.

POST 25/427 : **MECHANICAL ENGINEER (GRADE A-C) REF NO: S.4/3/13/3**
Component: Health Infrastructure Delivery

SALARY : Grade A: R914 517 per annum, (OSD)
Grade B: R1 030 296 per annum, (OSD)
Grade C: R1 172 184 per annum, (OSD)
(to be structured according to Individual needs), (The department will determine the salary package based on years of experience post professional registration)

CENTRE : Head Office – Polokwane

REQUIREMENTS : Grade 12 / Matric certificate and a qualification at NQF level 07 as recognised by SAQA in Mechanical Engineering. 03-05 years post experience required in mechanical engineering. Compulsory valid registration with ECSA as a Professional Engineer. Valid driver's license, with the exception of applicants with disabilities. Technical Competencies: Programme and project management. Engineering design and analysis knowledge. Research and development. Computer-aided engineering applications. Knowledge of legal compliance. Computer-aided engineering applications. Technical report writing. Creating high performance culture. Professional judgment. Networking. Generic Competencies: Strategic Capability and Leadership; People Management and Empowerment; Programme and Project Management; Financial Management; Change Management; Knowledge Management; Service Delivery Innovation; Problem solving and analysis; Client Orientation and Customer focus; Communication. Creativity. Computer skills. Planning and organizing. Negotiation skills

DUTIES : Design new systems to solve practical mechanical engineering challenges and improve efficiency and enhance safety: Plan, design, operate and maintain mechanical engineering projects. Develop cost effective solutions according to standards. Evaluate existing technical manuals, standard drawings and procedures to in new technology. Develop tender specifications (mechanical), Ensure through evaluation that planning and design by others is done according to sound engineering principles and according to norms and standards and practice. Approve mechanical engineering works according to prescribed norms and standards. Human capital development: Ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice. Supervise the mechanical engineering work and processes, Administer performance management and development. Office

administration and budget planning: Manage resources and prepare and consolidate inputs for the facilitation of resource utilization, ensure adherence to regulations and procedures for procurement and personnel administration. Monitor and control expenditure. Report on expenditure and service delivery. Research and development: Continuous professional development to keep up with new technologies and procedures. Research/literature studies on mechanical engineering technology to improve expertise, and Liaise with relevant bodies/councils on mechanical engineering-related matters.

ENQUIRIES : Ms. Hanyane NP, Mr. Moabelo MJ, Ms. Motsai S Tel No: (015) 284 7586/7627/7262.

POST 25/428 : **ELECTRICAL ENGINEER (GRADE A-C) REF NO: S.4/3/13/4**
Component: Health Infrastructure Delivery

SALARY : Grade A: R914 517 per annum, (OSD)
Grade B: R1 030 296 per annum, (OSD)
Grade C: R1 172 184 per annum, (OSD)
(to be structured according to Individual needs), (The department will determine the salary package based on years of experience post professional registration)

CENTRE : Head Office – Polokwane

REQUIREMENTS : Grade 12 / Matric certificate and a qualification at NQF level 07 as recognised by SAQA in Electrical Engineering. 03 -05 years' experience required in Electrical engineering. Compulsory valid registration with Engineering Council of South Africa (ECSA) as a Professional Engineer. Valid driver's license, with the exception of applicants with disabilities. Technical Competencies: Programme and project management. Engineering design and analysis knowledge. Research and development. Computer-aided engineering applications. Knowledge of legal compliance. Computer-aided engineering applications. Technical report writing. Creating high performance culture. Professional judgment. Networking. Generic Competencies: Strategic Capability and Leadership; People Management and Empowerment; Programme and Project Management; Financial Management; Change Management; Knowledge Management; Service Delivery Innovation; Problem solving and analysis; Client Orientation and Customer focus; Communication. Creativity. Computer skills. Planning and organizing. Negotiation skills.

DUTIES : Design new systems to solve practical electrical engineering challenges and improve efficiency and enhance safety: Plan, design, operate and maintain electrical engineering projects. Develop cost effective solutions according to standards. Evaluate existing technical manuals, standard drawings and procedures to in new technology. Develop tender specifications (electrical), Ensure through evaluation that planning and design by others is done according to sound engineering principles and according to norms and standards and practice. Approve electrical engineering works according to prescribed norms and standards. Human capital development: Ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice. Supervise the electrical engineering work and processes. Administer performance management and development. Office administration and budget planning: Manage resources and prepare and consolidate inputs for the facilitation of resource utilization, ensure adherence to regulations and procedures for procurement and personnel administration, Monitor and control expenditure. Report on expenditure and service delivery. Research and development: Continuous professional development to keep up with new technologies and procedures. Research/literature studies on electrical engineering technology to improve expertise, and Liaise with relevant bodies/councils on electrical engineering-related matters.

ENQUIRIES : Ms. Hanyane NP, Mr. Moabelo MJ, Ms. Motsai S Tel No: (015) 284 7586/7627/7262.

POST 25/429 : **CHIEF ARTISAN GRADE A REF NO: S.4/3/10/197**
Component: Drainage Structures

SALARY : R499 470 per annum, (OSD)

CENTRE : Mopani District

REQUIREMENTS : Appropriate Trade Test Certificate. Ten years post qualification experience as an Artisan/ Artisan Foreman in Shuttering / Steel Fixing / Concrete. Valid

driver's license, with the exception of applicants with disabilities. Technical Competencies: Project Management, Technical Design and analysis, Computer aided technical applications, Legal compliance, Technical report writing, technical Consulting, Production, process knowledge and skills. Generic Competencies: Problem solving and analysis. Decision making. Teamwork. Creativity. Change Management. Financial Management. Customer focus and responsiveness. Communication. Computer skills. Planning and organising.

DUTIES : Manage technical services: Manage technical services and support in conjunction with Technicians/Artisans and associates in field, workshop and technical office activities. Ensure the promotion of safety in line with statutory and regulatory requirements. Provide inputs into existing technical manuals, standard drawings and procedures to incorporate new technology. Ensure quality assurance in line with specifications. Manage administrative and related functions: Provide inputs to budgeting process. Compile and submit reports as required. Provide and consolidate inputs to the technical operational plan. Update database. Manage artisans and related personnel and assets. Financial Management: Control and monitor expenditure according to budget to ensure efficient cash flow management. Manage the commercial value add of the discipline related activities and services. People management: Manage the development, motivation and utilization of human resource for the discipline to ensure competent knowledge base for the continued success of technical services according to organizational needs and requirement. Manage subordinate: Key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives. Maintain and advance expertise: Continuous individual development to keep up with new technologies and procedures. Research/literature studies on technical/ engineering technology to improve expertise. Liaise with relevant bodies/councils on technical/engineering-related matters.

ENQUIRIES : Mr P Malesa, Ms KS Mabunda, Ms P Bila Tel No: (015) 811 4000/4070/4075

POST 25/430 : **DEPUTY PROJECT MANAGER REF NO: S.4/3/10/80**
Component: Regravelling and Drainage Structure

SALARY : R487 197 per annum (Level 09)
CENTRE : Waterberg district
REQUIREMENTS : Grade 12 / Matric certificate and NQF level 6 as recognised by SAQA in Civil Engineering. Three (03) years of experience at supervisory level in Roads Maintenance environment. Valid driver's license, with the exception of applicants with disabilities. Knowledge And Skills; Problem solving and analysis. Decision making. Team leadership. Creativity, Financial management, Customer focus and responsiveness, Communication, Computer skills, People management, Planning and organising. Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. Treasury Regulations.

DUTIES : Manage the roads regravelling of roads. Identify the areas that needs regravelling. Planning of work to be done. Coordinate and facilitate work. Facilitate the preparation of quarry site and stockpiling of gravel. Conduct assessment of the work. Manage construction of drainage structures. Identify the spot that needs drainage. Quantify the material needed. Identify all working area environment before the work is started. Conduct inspection (Installation of pipes, maintenance of existing pipes). Assess compliance to OHS legislation. Investigate and report accidents. Inform OHS unit about the potential danger. Consolidate the availability of equipment and ensure proper maintenance. Liaise with the Mechanical workshop on: Equipment/plant that are available. Breakdowns are reported. Plant/equipment are well maintained. Manage and utilise resources (human, financial, & physical) in accordance with relevant directives and legislation. Report on the utilisation of equipments. Evaluate and monitor performance and appraisal of subordinates. Provide capacity development of subordinates. Enhance and maintain subordinates' motivation and cultivate a culture of performance management. Provide job description to subordinates. Manage leave matters.

ENQUIRIES : Ms Rammala MY and Ms PE Hlaole Tel No: (014) 718 3000/3040/3052/3027.

POST 25/431 : **DEPUTY PROJECT MANAGER: INSPECTORATE REF NO: S.4/3/10/196**
Component: Roads Infrastructure Maintenance

SALARY : R487 197 per annum (Level 09)
CENTRE : Sekhukhune District
REQUIREMENTS : Grade 12 / Matric certificate and a qualification at NQF level 6 as recognised by SAQA in Civil Engineering/ Survey Engineering. 03 years relevant experience in Road's inspection environment at lower managerial level. Valid driver's license, with the exception of applicants with disabilities. Knowledge And Skills: Knowledge of Labour-Intensive Roads Constructions. Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. PFMA and Treasury Regulations. Strategic capability and leadership. Problem solving and analysis. Decision making. Team leadership. Creativity. Financial management. Customer focus and responsiveness. Communication. Computer skills. People management. Planning and organising. Conflict management.
DUTIES : Manage visual assessment of roads and drainage structures: Develop the inspection plan. Monitor alignment of the inspection plan to the operational plan. Analyse gaps and advise on the action to be taken. Allocate resources. Consolidate the assessment reports and make recommendations. Provide maintenance expertise: Monitor compliance with roads maintenance standards/ specifications. Manage and implement site inspection plan. Identify problems on production site and propose possible solutions. Provide on-job training to maintenance teams. Monitor and implement the Service Delivery Improvement Programme: Provide guidance and technical advice for Expanded Public Works Programme. Communicate, respond and attend to community requests, complaints and legal claims. Monitor completion and quality of roads projects. Provide advice to implement Service Delivery Improvement Programme. Coordinate progress reports on roads and bridges maintenance. Manage and utilise resources (human, financial, & physical) in accordance with relevant directives and legislation: Report on the utilisation of equipment's, Evaluate and monitor performance and appraisal of subordinates, provide capacity development of subordinates, Enhance and maintain subordinates motivation and cultivate a culture of performance management, Provide job description to subordinates, Manage leave matters.
ENQUIRIES : Ms Makalela RC, Mankge LJ and Mr Mathabatha MJ Tel No: (015) 636 8300/8330.

POST 25/432 : **ASSISTANT DIRECTOR: RISK MANAGEMENT REF NO: S.4/3/6/13**
Component: Enterprise-Wide Risk Enterprise

SALARY : R487 197 per annum (Level 09)
CENTRE : Head Office – Polokwane
REQUIREMENTS : Grade 12/Matric, a qualification at NQF level 6 as recognized by SAQA in Auditing, Finance and Risk Management. 3 years at Supervisory level / Risk Officer/ Risk Practitioner of which 5 years' experience must be Risk Management. Valid driver's license, with the exception of applicants with disabilities. Knowledge And Skills: Enterprise Risk Management frameworks. Risk assessment methodologies. Business Continuity Management. Combined Assurance processes. Public financial management environment. Government reporting frameworks. Risk identification and analysis. Risk monitoring and evaluation. Report writing. Stakeholder engagement. Presentation skills. Governance and compliance monitoring. Policy implementation. Problem-solving abilities. Communication skills. Computer literacy. Microsoft Office proficiency. Strategic thinking. Planning and organisational skills.
DUTIES : Supervise and conduct risk assessment in the Department: Implement risk management activities in accordance with the approved Risk Management Framework. Support the development and implementation of risk management policies and strategies. Conduct departmental risk assessments and identify emerging risks. Maintain risk registers and monitor risk response plans and evaluate mitigation measures. Participate in the implementation of the Department's Combined Assurance Plan. Provide risk management awareness campaigns: Develop an approved annual Risk Management Awareness Campaign Plan/schedule. Conduct awareness sessions and consultations with management and risk champions. Facilitate induction

awareness sessions for newly appointed employees on risk management responsibilities. Develop and circulate awareness materials such as posters, brochures, presentations and emails. Provide Business Continuity Services: Assist with Business Continuity Management Programme implementation. Conduct a Business Impact Analysis (BIA) for critical business processes within the department. Conduct simulation exercises and desktop testing of Business Continuity Plans. Coordinate awareness campaigns on emergency preparedness and service continuity. Engage ICT and facilities management on system recovery and infrastructure readiness. Assess departmental readiness for potential disruptions and emergencies. Facilitate lessons-learned sessions from incidents, tests and simulations conducted. Render secretariat duties to the Business Continuity Management Committee. Establish and maintain good relation with relevant Risk Planning and Management stakeholders: Attend departmental management meetings, governance committees and stakeholder forums to provide risk management inputs. Liaise with other units about identified high risk areas. Develop recommendations for improvement of risk management practices. Maintain continuous communication with programme managers, risk champions, and senior management regarding risk management matters. Prepare presentations, briefing notes, and reports for management and stakeholder engagements on risk management matters. Promote a culture of risk awareness and accountability across the department through continuous stakeholder interaction. Provide resources (human, financial & physical): Supervise and support subordinates on daily administrative and operational activities. Allocate duties and monitor workload distribution within the section to ensure effective utilisation of staff. Promote teamwork, discipline and effective communication within the unit. Identify staff capacity gaps and recommend relevant training and development interventions. Monitor staff attendance, leave management, and timely submission of timesheets. Facilitate performance management processes, including performance agreements and quarterly reviews. Monitor the utilisation of allocated funds to ensure value of money. Ensure compliance with occupational health and safety requirements within the office environment.

ENQUIRIES : Ms. Hanyane NP, Mr. Moabelo MJ, Ms. Motsai S Tel No: (015) 284 7586/7627/7262.

POST 25/433 : **ROAD WORK SUPERINTENDENT REF NO: S.4/3/10/35**
Component: Alldays Roads Maintenance

SALARY : R413 001 per annum (Level 08)
CENTRE : Capricorn district: All days Roads Maintenance
REQUIREMENTS : Grade 12/ Matric and a qualification at NQF level 6 in Civil Engineering or Construction Management as recognized by SAQA. Six (6) years road work maintenance/Construction experience. Valid driver's license, with the exception of applicants with disabilities. Technical Competencies: Knowledge of Artisan-related activities. Knowledge of relevant Acts and regulations. Knowledge and understanding of policy analysis, development and interpretation. Strategic capability and leadership. Problem solving and analysis. Decision making. Team leadership. Creativity. Financial management. Customer focus and responsiveness. Communication. Computer skills. People management. Planning and organizing. Conflict management.
DUTIES : Monitor the maintenance and repair of road surfaces on all surfaced roads such as resurfacing interval, culvert/bridge replacement, line painting, replacement of signs, grade and resurface gravel on loose top roads. Develop maintenance schedules for assets (roads, plant, equipment, etc.). Plan and prepare weekly/monthly site programme. Manage contracted services, project management and final inspection for capital projects. Provide technical advice on claims against the department. Monitor and check the quality of work done by contractors/maintenance teams. Manage and develop staff.
ENQUIRIES : Ms Mothiba MM, Mr Seleka BN, Mr Maleka KJ, Mabolola DP Tel No: (015) 287 5613/5610/5611/5612.

POST 25/434 : **ARTISAN FOREMAN GRADE A REF NO: S.4/3/10/198**
Component: Sibasa Mechanical Workshop

SALARY : R397 329 per annum, (OSD)
CENTRE Vhembe district: Sibasa Mechanical Workshop

REQUIREMENTS : Appropriate Trade Test Certificate in Mechanical. Five years post qualification experience as an Artisan in mechanical. Valid driver's license with the exception of people with disabilities. Technical Competencies: Technical analysis knowledge. Computer-aided engineering applications. Knowledge of legal compliance. Technical report writing. Production, process knowledge and skills. Generic Competencies: Decision making, teamwork, analytical skills, creativity, self-management, customer focus and responsiveness, communication, computer skills, planning and organizing, problem solving and analysis and Conflict management.

DUTIES : Design. Supervise and produce designs according to client specification and within limits of production capability. Production. Produce objects with material and equipment's according to job specification and recognised standards. Quality assurance of produced objects. Maintenance. Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Quality assures serviced and maintained equipment and/or facilities. Perform administrative and related functions. Update register of maintained and repaired faults. Provide Supply Chain Management with specification to obtain quotations and purchase equipment and materials. Compile and submit reports as required. Provide inputs to the operational plan. Ensure adherence to safety standards, requirements and regulations. Supervise and mentor staff. Maintain expertise. Continuous individual development to keep up with new technologies and procedure. Human and capital resource management: Supervise and mentor staff. Planning of resources. Scheduling of work. Maintain expertise: Continuous individual development to keep up with new technologies and procedures. Research/literature studies on technical/engineering technology to improve expertise.

ENQUIRIES : Mr MF Mavhungu, Ms M Muthabi & Mr TI Tshipuke Tel No: (015) 963 3790

POST 25/435 : **ARTISAN FOREMAN GRADE A REF NO: S.4/3/2/113**
Component: Building Maintenance

SALARY R397 329 per annum, (OSD)
CENTRE : Vhembe district: Thohoyandou Building Maintenance (Plumbing)
REQUIREMENTS : Appropriate Trade Test Certificate as recognised by SAQA. Five years of post-qualification experience as an Artisan. Valid driver's license with the exception of people with disabilities. technical competencies: Team leadership. Technical analysis. Computer aided technical applications. Legal compliance. Technical report writing. Production, process knowledge and skills. generic competencies: Problem solving and analysis. Decision making. Teamwork. Creativity. Self-Management. Customer focus and responsiveness. Communication. Computer skills. Planning and organising. Conflict management.

DUTIES Design: Supervise and produce designs according to client specifications and within limits of production capability. Production: Produce objects with material and equipment's according to job specifications and recognised standards. Quality assurance of produced objects. Maintenance: Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Quality assures serviced and maintained equipment and/or facilities. Perform administrative and related functions: Update register of maintained and repaired faults. Provide Supply Chain Management with specification to obtain quotations and purchase equipment and materials. Compile and submit reports as required. Provide inputs to the operational plan. Ensure adherence to safety standards, requirements and regulations. Human and capital resource management: Supervise and mentor staff. Planning of resources. Scheduling work. Maintain expertise: Continuous individual development to keep up with new technologies and procedures. Research/literature studies on technical/engineering technology to improve expertise.

ENQUIRIES : Mr MF Mavhungu, Ms M Muthabi & Mr TI Tshipuke Tel No: (015) 963 3790

POST 25/436 : **ARTISAN FOREMAN GRADE A REF NO: S.4/3/10/200**
Component: Drainage Structures

SALARY : R397 329 per annum, (OSD)

CENTRE	:	Mopani District
REQUIREMENTS	:	Appropriate Trade Test Certificate. Five years of post qualification experience as an Artisan. Valid driver's license with the exception of people with disabilities. Knowledge: Project Management. Technical design and analysis. Computer aided technical applications. Legal compliance. Technical report writing. Technical consulting. Production, process knowledge and skills. Problem solving and analysis. Decision making. Teamwork. Creativity. Change Management. Financial Management. Customer focus and responsiveness. Communication. Computer skills. Planning and organizing. Technical Competencies: Team leadership. Technical analysis. Computer aided technical applications. Legal compliance. Technical report writing. Production, process knowledge and skills. Generic Competencies: Problem solving and analysis. Decision making. Teamwork. Creativity. Self-Management. Customer focus and responsiveness. Communication. Computer skills. Planning and organising. Conflict management.
DUTIES	:	Design: Supervise and produce designs according to client specification and within limits of production capability. Production: Produce objects with material and equipment's according to job specification and recognised standards. Quality assurance of produced objects. Maintenance: Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Quality assures serviced and maintained equipment and/or facilities. Perform administrative and related functions: Update register of maintained and repaired faults. Provide Supply Chain Management with specification to obtain quotations and purchase equipment and materials. Compile and submit reports as required. Provide inputs to the operational plan. Ensure adherence to safety standards, requirements and regulations. Human and capital resource management: Supervise and mentor staff. Planning of resources. Scheduling of work. Maintain expertise: Continuous individual development to keep up with new technologies and procedures. Research/literature studies on technical/engineering technology to improve expertise.
ENQUIRIES	:	Mr P Malesa, Ms KS Mabunda, Ms P Bila Tel No: (015) 811 4000/4070/4075,
POST 25/437	:	**MAINTENANCE OPERATION SPECIALIST REF NO: S.4/3/10/33** Component: Routine Maintenance
SALARY	:	R338 106 per annum (Level 07)
CENTRE	:	Mopani district
REQUIREMENTS	:	Grade 12/ Matric and appropriate Trade Diploma. Three (03) years' experience in road work maintenance. Valid driver's license, with the exception of applicants with disabilities. Knowledge And Skills: Problem solving and analysis. Decision making. Team leadership. Creativity. Financial management. Customer focus and responsiveness. Communication. Computer skills. People management. Planning and organising. Conflict management. Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge of Artisan related activities. Knowledge of machinery and occupational safety acts.
DUTIES	:	Maintain an action plan for the maintenance of roads. Give guidance and direction on work performance. Identify gaps and provide solutions. Conduct routine checks on maintenance works. Provide periodic reports on maintenance works. Formulate roads maintenance proposals by reviewing and analysing policy inputs: Interpret and implement roads maintenance policies. Make recommendations on the work to be done. Provide inputs on review of policies. Support and monitor implementation of the action plan: Provide guidance on work performance. Measure the work to be done. Provide reports. Enhance capacity by providing information, guidance, assistance and training: Provide guidance on work performance. Identify training needs. Conduct skills audit of subordinates. Facilitate training. Conduct on the job training.
ENQUIRIES	:	Mr P Malesa, Ms KS Mabunda, Ms P Bila Tel No: (015) 811 4000/4070/4075,
POST 25/438	:	**ADMINISTRATIVE OFFICER: INTEGRITY MANAGEMENT REF NO: S.4/3/6/15** Component: Integrity Management
SALARY	:	R338 106 per annum (Level 07)
CENTRE	:	Head Office – Polokwane

REQUIREMENTS : Grade 12/Matric, a qualification at NQF level 6 as recognized by SAQA National Diploma in Risk management, Law, Internal Audit, Forensic investigation, Juris Criminalis, Fraud and Ethics Management. 2 to 3 years' experience in fraud risk assessments, fraud risk monitoring, ethics management, fraud and corruption investigation. Valid driver's license, with the exception of applicants with disabilities. Skills And Knowledge: Enterprise Risk Management frameworks. Risk assessment methodologies. Constitution of the Republic of South Africa. Public Finance Management Act. Public Sector Integrity Management framework. Protected disclosure Act. Prevention and Combating of Corrupt Activities Act. National Anti-Corruption Strategy. Prevention of Organise Crime Act. Government reporting frameworks. Investigation skills. Risk identification and analysis. Risk monitoring and evaluation. Report writing. Presentation skills. Policy implementation. Problem-solving abilities. Communication skills. Computer literacy. Microsoft Office proficiency. Planning and organisational skills.

DUTIES : Conduct investigation of fraud and corruption in the department: Develop investigation plan for the purpose of conducting investigation independently. Analyse the complaint or allegations of fraud/ corruption and identify the legislation which has been contravened. Conduct interviews with the complainant/ or end user to get the background information. Gather and analyse relevant evidential documentation and evidence. Gather relevant information for background and statutory checks. Conduct interviews with potential witnesses, relevant people and implicated officials/ people. Obtain explanations for transactions/instructions/actions. Compile detailed investigation report with findings and recommendation supported facts or evidential material. Make follow up with regards to the implementation of recommendations made in the investigation reports. Liaise with other law enforcements agencies and government departments. Ensure proper communication and report progress made with regard to investigations. Conduct and facilitate the Anti-Fraud and Corruption awareness and training: implement anti-fraud and corruption awareness program. Ensure capacity building and training of employees on anti-fraud and corruption throughout the department. Conduct research, audits and analysis of the awareness. Liaise with Law enforcement agencies, and other institutions to ensure fair, unbiased and uniform interpretation of policies and guidelines. Establish and maintain good working relationship with relevant Anti-Fraud and Corruption stakeholders: Establish the departmental Anti-Fraud and Corruption governance structure. Attend meetings with various structures (both National and Provincial). Develop relationships across diverse groups of stakeholders. Attend workshops, seminars, conferences, etc to keep up to date with new trends in the vetting fields. Liaise with Law enforcements Agencies, such as NPA, SIU, SAPS, and other governments departments. Conduct and facilitate Ethics Management matters: Conduct training and education in relation to professional ethics. Provide support to the ethics officer. Perform administration function regarding the applications for other Remunerative Work. Conduct investigation on cases of non-compliance to the Code of Conduct or Code Ethics. Conduct assessment on the applications for remunerative work outside the public service. Analyse the information contained in the applications for Other Remunerative Works and advice the Ethics Officer before approval by the Executing Authority.

ENQUIRIES : Ms. Hanyane NP, Mr. Moabelo MJ, Ms. Motsai S Tel No: (015) 284 7586/7627/7262.

POST 25/439 : **ADMINISTRATIVE OFFICER: LOGISTICS AND INVENTORY MANAGEMENT REF NO: S.4/3/9/200**
Component: Logistics and Inventory Management

SALARY : R338 106 per annum, (Level 07)
CENTRE : Head Office – Polokwane
REQUIREMENTS : Grade 12/ Matric and a qualification at NQF level 06 as recognized by SAQA in Logistics Management or Supply Chain Management or Financial Management or Financial Accounting. Two (2) years related Logistic and Supply Chain Management experience. Valid driver's license, with the exception of applicants with disabilities. Knowledge And Skills: Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy interpretation. Treasury Regulations. Supply Chain Management procedures. Procurement Procedures. PFMA. Problem solving

and analysis. Decision making. Team leadership. Creativity. Financial management. Customer focus and responsiveness. Communication. Computer skills. People management. Planning and organising. Conflict management. Treasury Regulations, SCM procedures, Procurement procedures, PFMA.

DUTIES : Process requisitions for goods and services: Receive a requisition. Process requisition. Coordinate the placement of orders for goods and services. Place an order for the service in the case of a service required. Order and acquire goods if not a store item or the item is not in stock. Coordinate the safekeeping and distribution of goods: Receive and check goods. Capture goods on relevant procurement system. Return damaged incorrect and substandard goods. Issue goods as required. Preparation and collation of payment documents. Monitoring and support of inventory stocktaking/stock count. Ensure appointment of stocktaking teams. Consolidation of stocktaking plans. Conduct visits during stocktaking/stock count. Consolidation of stocktaking/stock count reports. Submission of consolidated stocktaking/stock count report. Monitoring and support of inventory management function at the district: Check physical stock against the bin cards and system records. Monitor adherence to SOPs. Compilation of monitoring reports. Follow-up on corrective actions for any discrepancies or issues identified. Collection, verification and submission of information for inventory disclosure notes. Verify inventory records and expenditure reports. Check discrepancies. Consolidate monthly, quarterly and annual financial statement notes. Monitoring and coordinating disposal of inventory stock. Prepare the identified stock for disposal. Develop proposals for the disposal method. Presentation to the disposal committee for approval.

ENQUIRIES : Ms. Hanyane NP, Mr. Moabelo MJ, Ms. Motsai S Tel No: (015) 284 7586/7627/7262.

POST 25/440 : **ARTISAN PRODUCTION GRADE A REF NO: S.4/3/2/98**
Component: Building Maintenance

SALARY : R253 341 per annum, (OSD)
CENTRE : Vhembe district - Thohoyandou building maintenance (Bricklaying)
REQUIREMENTS : Appropriate Trade Test Certificate. Valid driver's license, with the exception of applicants with disabilities. Technical Competencies: Technical analysis knowledge. Computer-aided technical applications. Knowledge of legal compliance. Technical report writing. Production, process knowledge and skills. Generic Competencies: Decision making, teamwork, analytical skills, creativity, self-management, customer focus and responsiveness, communication, computer skills, planning and organizing, problem solving and analysis.

DUTIES : Design: Produce designs according to client specification and within limits of production capability. Production: Produce objects with material and equipment's according to job specification and recognizes standards, Quality assurance of produced objects. Maintenance: Inspect equipment and/or facilities for technical faults, Repair equipment and facilities according to standards, Test repair equipment and/or facilities against specification, Service equipment and/or facilities according to schedule, quality assure serviced and maintained equipment and or facilities. Perform administrative and related functions: Compile and submit reports, Provide inputs on the compilation of technical reports, Keep and maintain job record and other registers, Maintain and adhere to agreed development plan, Supervise and mentor staff. Maintain expertise: Continuous individual development to keep up with new technologies and procedures.

ENQUIRIES : Mr MF Mavhungu, Ms M Muthabi & Mr TI Tshipuke Tel No: (015) 963 3790

POST 25/441 : **ARTISAN PRODUCTION GRADE A REF NO: S.4/3/10/103**
Component: Drainage structures

SALARY : R253 341 per annum, (OSD)
CENTRE : Capricorn district
REQUIREMENTS : Appropriate Trade Test Certificate in Steel & shuttering. Experience will be an added advantage. Valid driver's license, with the exception of applicants with disabilities. Technical Competencies: Technical analysis knowledge. Computer-aided technical applications. Knowledge of legal compliance. Technical report writing. Production, process knowledge and skills. Generic Competencies: Decision making, teamwork, analytical skills, creativity, self-

management, customer focus and responsiveness, communication, computer skills, planning and organizing, problem solving and analysis.

DUTIES : Design: Produce designs according to client specification and within limits of production capability. Production: Produce objects with material and equipment's according to job specification and recognised standards, Quality assurance of produced objects. Maintenance: Inspect equipment and/or facilities for technical faults, Repair equipment and facilities according to standards, Test repair equipment and/or facilities against specifications, Service equipment and/or facilities according to schedule, Quality assure serviced and maintained equipment and or facilities. Perform administrative and related functions: Compile and submit reports, provide inputs on the compilation of technical reports, Keep and maintain job record and other registers, Maintain and adhere to agreed development plan, Supervise and mentor staff. Maintain expertise: Continuous individual development to keep up with new technologies and procedures.

ENQUIRIES : Ms Mothiba MM, Mr Seleka BN, Mr Maleka KJ, Mabolola DP Tel No: (015) 287 5613/5610/5611/5612.

POST 25/442 : **ARTISAN PRODUCTION GRADE A REF NO: S.4/3/10/86**
Component: Drainage structures

SALARY : R253 341 per annum, (OSD)
CENTRE : Sekhukhune district
REQUIREMENTS : Appropriate Trade Test Certificate in Bricklaying/Plumbing/Masonry/ Carpentry. Experience in Steel fixing and Shuttering will be an added advantage. Valid driver's license, with the exception of applicants with disabilities. Technical Competencies: Technical analysis knowledge. Computer-aided technical applications. Knowledge of legal compliance. Technical report writing. Production, process knowledge and skills. Generic Competencies: Decision making, teamwork, analytical skills, creativity, self-management, customer focus and responsiveness, communication, computer skills, planning and organizing, problem solving and analysis.

DUTIES : Design: Produce designs according to client specification and within limits of production capability. Production: Produce objects with material and equipment's according to job specification and recognised standards, Quality assurance of produced objects. Maintenance: Inspect equipment and/or facilities for technical faults, Repair equipment and facilities according to standards, Test repair equipment and/or facilities against specifications, Service equipment and/or facilities according to schedule, Quality assure serviced and maintained equipment and or facilities. Perform administrative and related functions: Compile and submit reports, provide inputs on the compilation of technical reports, Keep and maintain job record and other registers, Maintain and adhere to agreed development plan, Supervise and mentor staff. Maintain expertise: Continuous individual development to keep up with new technologies and procedures.

ENQUIRIES : Ms Makalela RC, Mankge LJ and Mr Mathabatha MJ Tel No: (015) 636 8300/8330.

POST 25/443 : **ARTISAN PRODUCTION GRADE A (X3 POSTS)**
Component: Mechanical Workshop

SALARY : R253 341 per annum, (OSD)
CENTRE : **Waterberg District:**
Mokopane Mechanical Workshop Ref No: S.4/3/10/201
Vhembe District:
Sibasa Mechanical Workshop Ref No: S.4/3/10/182
Malamulele Mechanical Workshop Ref No: S.4/3/10/202
REQUIREMENTS : Appropriate Trade Test Certificate as Diesel Mechanic. Experience will be an added advantage. Valid driver's license, with the exception of applicants with disabilities. Knowledge: Relevant Acts and regulations. Road maintenance Manual. Health and safety measures. Technical Competencies: Technical analysis. Computer aided technical applications, Legal compliance, technical report writing, technical consulting, Production, process knowledge and skills. Generic Competencies: Problem solving and analysis, Decision making, Teamwork, Creativity, Self-Management, Customer focus and responsiveness, Communication, Computer skills, Planning and organising.

DUTIES : Perform services and repairs to roads related plant and equipment: Repairs: Receive job card. Stabilize machine or vehicle. Run the engine until warm. Turn engine off. Drain oil into container. Re-install the drain plug. Remove filters (oil, fuel & air filter). Examine filter debris. Install new filters. Refill oil and check for leaks and level. Test drive. Service: Check the condition of working area for safety. Determine problem existing. State problem in writing. Visual inspection on machine/ vehicle (for further damage such as leaks boos bolts and cracks). Fix the problem and re-test. Analyse the failure. List all possible causes. Run test and record information. Eliminate and insolate. Provide mechanical expertise: Carry out services as per service category and complete standards. Doing visual and pre-checks inspection on plant before and after service/repairs is carried out as well as the compiling of inspection sheet. Making full report of the findings and completing of job cords after competing any repair or service. Perform per-inspection for additional defects before repairs: Dismantling. Lay-out. Check condition of warn out parts. Repair or replace where necessary and assemble. Clean the object/part and test it. Perform administrative and related functions: Provide inputs on the compilation of technical reports. Keep and maintain job records and other registers. Maintain and adhere to agreed development plan.

ENQUIRIES : For Waterberg: Ms Rammala MY and Ms PE Hlaole Tel No: (014) 718 3000/3040/3052/3027.
For Vhembe: Mr MF Mavhungu, Ms M Muthabi & Mr TI Tshipuke Tel No: (015) 963 3790.

POST 25/444 : **ADMINISTRATION CLERK (X2 POSTS)**
Component: Roads Infrastructure Maintenance

SALARY : R237 453 per annum (Level 05)
CENTRE : Waterberg District: Lephalale Roads Maintenance Ref No: S.4/3/10/203
Vhembe District: Thohoyandou Roads Maintenance Ref No: S.4/3/10/204

REQUIREMENTS : A qualification at NQF level 4 as recognised by SAQA. Valid driver's license, with the exception of applicants with disabilities. Knowledge And Skills: Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of work procedures in terms of the working environment.

DUTIES : Render administration clerical support of roads maintenance: Receive documentation for roads maintenance. Record, organise, store, capture and retrieve correspondence and data in relation to roads maintenance. 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 letters and/or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Render administration clerical support on office services and accommodations: Liaise with internal and external stakeholders in relation to procurement of goods and services. Keep and maintain the asset register of 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. Keep and maintain the attendance register of the component. Forward component leave form to corporate services. Render financial administration support services in the component: Check correctness of subsistence and travel claims of officials and submit to manager for approval.

ENQUIRIES : For Waterberg: Ms Rammala MY and Ms PE Hlaole Tel No: (014) 718 3000/3040/3052/3027.
For Vhembe: Mr MF Mavhungu, Ms M Muthabi & Mr TI Tshipuke Tel No: (015) 963 3790.

POST 25/445 : **ADMINISTRATION CLERK RCC REF NO: S.4/3/2/57**
Component: Building Infrastructure Maintenance

SALARY : R237 453 per annum (Level 05)
CENTRE : Mopani district office
REQUIREMENTS : A qualification at NQF level 04 as recognised by SAQA. Valid driver's license, with the exception of applicants with disabilities. Knowledge And Skills: Knowledge of general administration duties, practices as well as the ability to

capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of work procedures in terms of the working environment. Job knowledge. Communication. Interpersonal relations. Flexibility. Computer skills. Language and good verbal and written communication skills.

DUTIES Render administration clerical support of building maintenance: Receive documentation for building maintenance. Record, organise, store, capture and retrieve correspondence and data in relation to building maintenance. 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 letters and/or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Render administration clerical support on office services and accommodations: Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items, Stock control of office stationery. Keep and maintain the asset register of the component. Render administration clerical support of fleet services: Receive and provide GG allocation to use during and after normal working hours. Record, organise, store, capture and retrieve correspondence and data in relation to fleet management, Update fleet management registers and statistics, Handle routine enquiries. Provide personnel administration clerical support services within the component: Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Forward component leave form to corporate services. Render financial administration support services in the component: Check correctness of subsistence and travel claims of officials and submit to manager for approval.

ENQUIRIES : Mr P Malesa, Ms KS Mabunda, Ms P Bila Tel No: (015) 811 4000/4070/4075

POST 25/446 : **ADMINISTRATION CLERK REF NO: S.4/3/2/128**
Component: Building Infrastructure Maintenance

SALARY : R237 453 per annum (Level 05)
CENTRE : Vhembe district: Makhado Building Maintenance
REQUIREMENTS : A qualification at NQF level 04 as recognised by SAQA. Valid driver's license, with the exception of applicants with disabilities. Knowledge And Skills: Knowledge of general administration duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of work procedures in terms of the working environment. Job knowledge. Communication. Interpersonal relations. Flexibility. Computer skills. Language and good verbal and written communication skills.

DUTIES : Render administration clerical support of building maintenance: Receive documentation for building maintenance. Record, organise, store, capture and retrieve correspondence and data in relation to building maintenance. 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 letters and/or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Render administration clerical support on office services and accommodations: Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items, Stock control of office stationery. Keep and maintain the asset register of the component. Render administration clerical support of fleet services: Receive and provide GG allocation to use during and after normal working hours. Record, organise, store, capture and retrieve correspondence and data in relation to fleet management, Update fleet management registers and statistics, Handle routine enquiries. Provide personnel administration clerical support services within the component: Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Forward component leave form to corporate services. Render financial administration support services in the component: Check correctness of subsistence and travel claims of officials and submit to manager for approval.

ENQUIRIES : Mr MF Mavhungu, Ms M Muthabi & Mr TI Tshipuke Tel No: (015) 963 3790

POST 25/447 : **ROAD WORKS FOREMAN (X6 POSTS)**
Component: Routine Maintenance

SALARY : R237 453 per annum (Level 05)
CENTRE : **Sekhukhune district:**
Regravelling Ref No: S.4/3/10/205 (X1 Post)
Vhembe district:
Makhado Roads Maintenance Ref No: S.4/3/10/206 (X1 Post)
Musina Roads Maintenance Ref No: S.4/3/10/207 (X1 Post)
Capricorn district:
Lebowakgomo Cost Centre Ref No: S.4/3/10/208 (X1 Post)
Regravelling Ref No: S.4/3/10/228 (X1 Post)
Waterberg district:
Bela Bela Road Maintenance Ref No: S/4/3/10/209 (X1 Post)

REQUIREMENTS : A qualification at NQF level 04 as recognised by SAQA. Three (03) years road works maintenance experience. Valid drivers license, with the exception of applicants with disabilities. Knowledge And Skills: Knowledge of relevant Acts and regulations. Road maintenance Manual. Roads operating machinery. Health and safety measures. Roads production procedures and Processes. Problem solving and analysis, Decision making, Team leadership, Creativity, Financial management, Customer focus and responsiveness communication, People management, Planning and organising, Conflict management.

DUTIES : Support Road construction or maintenance work through: Construction of culvert and side drains. Erect and maintain steel guardrail and gabions. Construction of road earth and layer works. Clean and maintain roads, sidewalks and resting areas. Surfacing and pothole patching. Road fencing and pipe laying. Setting of road markings/signs. Install road signs and barricade the work area. Supervise activities in respect of road construction or maintenance work through: Application of safety and precautionary measures. Conduct inspection. Exercise control over tools, supplies and other equipment. Allocate tasks and oversee work performance. Maintenance of Equipment. Co-ordinate the blading program.

ENQUIRIES : For Sekhukhune: Ms Makalela RC, Mankge LJ and Mr Mathabatha MJ Tel No 015 636 8300/8330.
For Vhembe: Mr MF Mavhungu, Ms M Muthabi & Mr TI Tshipuke Tel No: (015) 963 3790.
For Capricorn: Ms Mothiba MM, Mr Seleka BN, Mr Maleka KJ, Mabolola DP Tel No: Tel 015 287 5613/5610/5611/5612.
For Waterberg: Ms Rammala MY and Ms PE Hlaole Tel No: (014) 718 3000/3040/3052/3027.

POST 25/448 : **TRADESMAN AID (X3 POSTS)**
Component: Roads Maintenance

SALARY : R170 266 per annum (Level 03)
CENTRE : **Sekhukhune district:**
Lebowakgomo Mechanical workshop Ref No: S.4/3/10/210 (X1 Post)
roblersdal Mechanical workshop Ref No: S.4/3/10/211 (X1 Post)
Capricorn district:
Senwabarwana Mechanical workshop Ref No: S.4/3/10/212 (X1 Post)

REQUIREMENTS A qualification at NQF level 04 as recognized by SAQA. Skills And Knowledge: Cleaning equipment. Safety· Health and safety measures. Working procedures in respect of work environment.

DUTIES : Perform services and repairs to roads related plant and equipment. Assist in carrying out services as per service category and complete standards. Assist in performing per-inspection for additional defects before repairs. Safekeeping of machinery and tools.

ENQUIRIES : For Sekhukhune: Ms Makalela RC, Mankge LJ and Mr Mathabatha MJ Tel No 015 636 8300/8330.
For Capricorn: Ms Mothiba MM, Mr Seleka BN, Mr Maleka KJ, Mabolola DP Tel No: Tel 015 287 5613/5610/5611/5612.

POST 25/449 : **TRADESMAN AID (X4 POSTS)**
Component: Building Infrastructure Maintenance

SALARY : R170 266 per annum (Level 03)

CENTRE : **Waterberg district:**
Modimolle Building Maintenance Ref No: S.4/3/2/66 (X1 Post)
Bela Bela Building Maintenance Ref No: S.4/3/2/124 (X1 Post)
Carpentry Services Ref No: S.4/3/2/129 (X1 Post)
Mopani district:
Naphuno Building Maintenance Ref No: S.4/3/2/126 (X1 Post)

REQUIREMENTS : A qualification at NQF Level 04 as recognized by SAQA. Knowledge And Skills: Ability to use electrical and hand tools, good interpersonal communication and organizational skills, an ability to work independently.

DUTIES : Provide assistant in maintenance of facilities and equipment: Conduct regular building inspections. Attend to minor electrical, plumbing, plastering, and carpentry problems. Report defects. Repair, clean service and safe keeping of equipments and tools according to standard: Repair broken furniture and equipment. Clean equipment and machinery after use. Report faults.

ENQUIRIES : For Waterberg: Ms Rammala MY and Ms PE Hlaole Tel No: (014) 718 3000/3040/3052/3027.
For Mopani: Mr P Malesa, Ms KS Mabunda, Ms P Bila Tel No: (015) 811 4000/4070/4075,

POST 25/450 : **ROAD WORKER (X12 POSTS)**
Component: Routine Maintenance

SALARY : R170 266 per annum Level 03

CENTRE : **Capricorn District:**
Lebowakgomo Roads Maintenance Ref No: S.4/3/10/213 (X1 Post)
Regravelling Ref No: S.4/3/10/214 (X2 Posts)
Sekhukhune district:
Hoeraroep Roads Maintenance Ref No:S.4/3/10/216 (X1 Post)
Regravelling Ref No: S.4/3/10/217 (X1 Post)
Drainage Structures Ref No: S.4/3/10/218 (X1 Post)
Waterberg district:
Mookgophong Roads Maintenance Ref No: S.4/3/10/219 (X1 Post)
Bela Bela Roads Maintenance Ref No: S.4/3/10/130 (X1 Post)
George Masebe Roads Maintenance Ref No: S.4/3/10/220 (X1 Post)
Roedtan Road Maintenance Ref No: S.4/3/10/221 (X2 Posts)
Mopani district:
Regravelling Ref No: S.4/3/10/169 (X1 Post)

REQUIREMENTS : A qualification at NQF Level 04 as recognized by SAQA. Knowledge And Skills: Relevant Acts and Regulations. Operating roads machinery. Health and safety measures. Working procedures in respect of roads environment. Acts and regulations. Decision making. Creativity. Communication. Planning and organizing. Team player.

DUTIES : Perform routine activities in respect of road maintenance and construction through: Construction of culvet and side drains, erect and maintain steel guardrails and gabions, construction of road earth and layer works. Clean and maintain roads, sidewalks and resting areas. Surfacing and pothole patching. Road fencing and pipe laying. Setting of road markings and road studs. Install road signs, distance markers and barricade the work area, crushing of road material, bush clearing and grass cutting.

ENQUIRIES : For Capricorn: Ms Mothiba MM, Mr Seleka BN, Mr Maleka KJ, Mabolola DP Tel No: Tel 015 287 5613/5610/5611/5612.
For Sekhukhune: Ms Makalela RC, Mankge LJ and Mr Mathabatha MJ Tel No 015 636 8300/8330.
For Waterberg: Ms Rammala MY and Ms PE Hlaole Tel No: (014) 718 3000/3040/3052/3027. For Mopani: Mr P Malesa, Ms KS Mabunda, Ms P Bila Tel No: (015) 811 4000/4070/4075

POST 25/451 : **DRIVER OPERATOR (X10 POSTS)**
Component: Routine Maintenance

SALARY : R170 266 per annum (Level 03)

CENTRE : **Capricorn District (X3 Posts)**
Mothapo Roads Maintenance Ref No: S.4/3/10/223 (X1 Post)
Lebowakgomo Roads Maintenance Ref No: S.4/3/10/224 (X1 Post)
Regravelling Ref Fo: S.4/3/10/175 (X1 Post)
Sekhukhune District:
Groblersdal Roads Maintenance Ref No: S.4/3/10/155 (X1 Post)

Waterberg district:
Lephalale Ref No: S.4/3/10/222 (X2 Posts)
Mopani district:
Letaba Roads Maintenance Ref No: S.4/3/10/123 (X1 Post)
Vhembe district:
Mutale Roads Maintenance Ref No: S.4/3/10/225 (X1 Post)
Malamulele Roads Maintenance Ref No: S.4/3/10/226 (X1 Post)
Musina Roads Maintenance Ref No: S.4/3/10/227 (X1 Post)

REQUIREMENTS : A qualification at NQF Level 04 as recognized by SAQA. A valid driver's license Code EC and Operating Certificate. Minimum 2 years driving and operating specialized equipment experience. Knowledge And Skills: Knowledge of relevant Acts and regulations. Operating roads machinery. Health and safety measures. Working procedures in respect of roads environment. Decision making Creativity Communication Planning and organizing.

DUTIES : Perform activities in respect of operation through: Operating specialized equipment. Load and offload goods/equipment's. Inspection and maintenance of equipment and report defects. Keep log sheets of vehicles and machineries. Application of safety and precautionary measures. Cleaning and lubrication of machinery and equipments. Grading of gravel roads. Regravelling / shoulder maintenance. Render driving services. Perform activities in respect of operation through inter alia the following: Transportation of work teams and materials/equipments. Detect and repair minor civil problems on the vehicle and take steps to have it repaired (checked level and condition of oil, fuel, tyres and water). Inspection of the vehicles / equipments and report defects. Complete vehicle log book, trip authorization for the vehicle.

ENQUIRIES : For Capricorn: Ms Mothiba MM, Mr Seleka BN, Mr Maleka KJ, Mabolola DP Tel No: Tel 015 287 5613/5610/5611/5612.
For Sekhukhune: Ms Makalela RC, Mankge LJ and Mr Mathabatha MJ Tel No 015 636 8300/8330.
For Waterberg: Ms Rammala MY and Ms PE Hlaole Tel No: (014) 718 3000/3040/3052/3027.
For Mopani: Mr P Malesa, Ms KS Mabunda, Ms P Bila Tel No: (015) 811 4000/4070/4075.
For Vhembe: Mr MF Mavhungu, Ms M Muthabi & Mr TI Tshipuke Tel No: (015) 963 3790.

POST 25/452 : **DRIVER REF NO: S.4/3/2/130**
Component: Building Maintenance

SALARY : R170 266 per annum, (Level 03)
CENTRE : Vhembe district: Makhado Building Maintenance
REQUIREMENTS : Grade 10 qualifications / A qualification at NQF Level 03 as recognized by SAQA. A valid driver's license with Professional Driving Permit (PDP). Seven (7) to twelve (12) months driving experience. Knowledge And Skills: Procedures to operate the motor vehicle e.g. procedures to obtain trip authorities, complete the logbooks, consumables and basic services. Prescripts for the correct utilisation of the motor vehicle procedure to ensure that the vehicle is maintained properly. Confidentiality Flexible Good communication High standard of workmanship.

DUTIES : Core driver functions: Drive light and medium motor vehicles to transport passengers and deliver other items (mail and documents). Perform routine maintenance on the allocated vehicle and report defects timely. Complete all the required and prescribed records and logs books with regard to the vehicle and the goods handled.

ENQUIRIES : Mr MF Mavhungu, Ms M Muthabi & Mr TI Tshipuke Tel No: (015) 963 3790.

POST 25/453 : **CLEANER (X3POSTS)**
Component: Building Maintenance

SALARY : R170 266 per annum (Level 03)
CENTRE : Mopani district: Facilities Services Ref No: S.4/3/3/100 (X2 Posts)
Waterberg district: Bela-Bela Cost Centre Ref No: S.4/3/3/128 (X1 Post)
REQUIREMENTS : Grade 08 / ABET / AET qualifications / A qualification at NQF level 02 as recognised by SAQA. Knowledge And Skills: Cleaning equipment. Health and safety measures. Working procedures in respect of working environment. Basic Numeracy. Basic Interpersonal relationship. Basic literacy. Organising.

DUTIES : Provide cleaning services: Office corridors, elevators and boardrooms. Dusting and waxing office furniture, sweeping, scrubbing and waxing of floor, vacuum and shampooing floors, cleaning walls, windows and doors, emptying and cleaning of dirty bins, collect and removing of waste papers, freshen the office areas. Provide cleaning services: kitchen and restrooms by, clean basins, wash and keep stock of kitchen utensils. Provide cleaning services in restrooms, Refill hand wash liquid soap, re-place toilet papers, hand towels and refresheners, Empty and wash waste bins, Keep and maintain cleaning materials and equipment, Report broken cleaning machines and equipment's, cleaning of machines (microwares, vacuum cleaners etc.) and equipment's after use, request cleaning materials.

ENQUIRIES : For Mopani: Mr P Malesa, Ms KS Mabunda, Ms P Bila Tel No: (015) 811 4000/4070/4075.
For Waterberg: Ms Rammala MY and Ms PE Hlaole Tel No: (014) 718 3000/3040/3052/3027.

DEPARTMENT OF SPORT, ARTS AND CULTURE

Department of Sport, Arts & Culture is an equal opportunity, affirmative action employer with clear employment equity targets Women and People with Disabilities are encouraged to apply.

APPLICANTS : should apply using E-Recruitment system at https://erecruitment.limpopo.gov.za, click on browse jobs and select Department of Sport, Arts and Culture.

CLOSING DATE : 10 August 2026

NOTE : Applicants will be assisted to apply through the E-recruitment system at The Department of Sport, Arts and Culture, 21 Biccard Street, Polokwane, Olympic Towers Applications are hereby invited for filling of vacant posts, which exist in the Limpopo Department of Sport, Arts and Culture. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. Notes: Department of Sport, Arts & Culture is an equal opportunity, affirmative action employer with clear employment equity targets. Certified copies of educational qualifications, academic records, identity documents and a valid driver's license (where required) are only required to be presented on the day of the interview. Faxed or e-mailed applications will not be considered. Failure to comply with this requirement will result in the candidate being disqualified. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. However, should there be any dissatisfaction; applicants are hereby advised to seek reasons for the above administration action in terms of Promotion of Administrative Justice Act (PAJA), Act No.3 of 2000. Pre-Entry Assessments: 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. Practical Exercise (a) 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. (b) The assessment must comprise a formal test to determine a candidate's proficiency in core functions and the technical dimensions specified in the job advertisement. https://www.dpsa.gov.za/dpsa2g/documents/ep/2024 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 closing date for submission of applications is the 10 August 2026. Shortlisted candidates will be subjected to security clearance and pre-employment verifications. Successful incumbent will be expected to sign a performance agreement within one month after assumption of duty. The successful candidate will also be required to disclose their financial interest in accordance with the prescribed regulations. The advert will be posted on the following websites www.sac.limpopo.gov.za / www.limpopo.gov.za, and www.dpsa.gov.za

MANAGEMENT ECHELON

POST 25/454 : **CHIEF DIRECTOR: SPORT AND RECREATION REF NO: DSAC 2026/01**
Re-advertisement, Applicants who applied before are encouraged to apply again

SALARY : R1 554 696 per annum (Level 14), (all-inclusive remuneration package) of which 30% may be structured according to the individual's needs

CENTRE : Head Office (Polokwane)

REQUIREMENTS : Bachelor's Degree/ Advanced Diploma (NQF level 07) in Sport Management, Sport Sciences/ Management / Sport Administration qualification or equivalent qualification related to the field as recognized by SAQA. A minimum of five (5) years experience at Senior Management level. Extensive experience in sport and recreation services. SMS pre-entry (Nyukela) certificate upon appointment. A valid driver's license (with the exception of persons with disabilities). Core And Process Competencies: Strategic Capability and Leadership; People Management and Empowerment, Programme and Project Management; Financial Management; Change Management; Computer Literacy; Knowledge Management, Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication; Public Service Knowledge; Negotiation, Policy formulation and Analytic thinking. Knowledge And Skills: Knowledge and understanding of the legislative framework governing the public services. Knowledge of the relevant sport and recreation legislation. Thorough understanding of policy formulation and coordination. Good background in service delivery, turn around and change management strategy.

DUTIES : Provide leadership and high-level strategic direction and policy to the branch. Undertake, coordinate and monitor the implementation of the strategic plans of the chief directorate. Establish strategic direction of the branch to ensure alignment with business plans. Manage sport and recreation services. Coordinate processes for the upgrading of sport and recreation facilities created by local authorities. Develop and manage the implementation of seamless sport support programs, governance structures, coaching and technical officiating. Manage sport and recreation services. Ensure development and implementation of best practice manuals for the implementation of sport and recreation programs. Develop mechanisms for unlocking resources to extend the provision of sport and recreation services. Manage the development of provincial policy framework for sport and recreation governance. Develop a stimulating working environment for staff through leadership and sound management and development strategy. Enhance and maintain employee motivation and cultivate a culture of performance management.

ENQUIRIES : Mr Musia N, Ms Langa LZ, Mr Mnisi NF and HRM Intern Tel No: (015) 284 4143/ 4109/4186 / 4314.

OTHER POSTS

POST 25/455 : **DEPUTY DIRECTOR: COMPETITIVE SPORT REF NO: DSAC 2026/02**

SALARY : R1 101 468 per annum (Level 12), (all-inclusive remuneration package) of which 30% may be structured according to the individual's needs

CENTRE : Head Office (Polokwane)

REQUIREMENTS : Diploma / Bachelor's Degree NQF level 06 / 07 in Sport Management/ Sport Sciences/ Sport Administration qualification or equivalent qualification related to the field as recognized by SAQA. A minimum of three (3) – five (5) years of experience in Sport environment, of which 3 years must be at an Assistant Director level (Junior Management). A valid driver's license (except for persons with disabilities). Knowledge And Skills: Knowledge of public service administration procedures and policies, Batho Pele Principles, analytical thinking, conflict resolution, interpersonal relations, problem solving, planning & organising, change / diversity management, research skills, computer literacy, good communication skills, client orientated skills, report writing skills; facilitation skills, co-ordination skills, liaison skills, computer literacy and networking.

DUTIES : Provincial Strategy and Programme Planning: Develop and implement provincial competitive sport strategies aligned with national policies and frameworks, coordinate the development of Annual Performance Plans

(APPs), Operational Plans, and reporting frameworks. Align district plans and targets with provincial priorities and ensure uniform implementation across all districts. integrate competitive sport programmes with school sport, club development, and high-performance pathways. Review and refine policies and programmes to improve effectiveness and service delivery. Coordination of Provincial Competitive Sport Programmes: Provide strategic management and coordination of provincial competitive sport programmes and major events. Coordinate inter-district, provincial, and national participation programmes and ensure readiness of teams. Manage the implementation of talent identification and athlete development systems across districts. Ensure standardisation, quality assurance, and equitable delivery of programmes in all districts. Monitor programme performance and support districts to address implementation challenges. Stakeholder and Intergovernmental Coordination: Establish and maintain strategic partnerships with sport federations, municipalities, schools, and national stakeholders. Facilitate coordination between provincial office and district sport units to ensure integrated service delivery. Represent the province in national, interprovincial, and sector forums and structures. Manage service level agreements (SLAs) and collaborative programmes with stakeholders. Promote stakeholder participation in talent identification, athlete development, and competitive events. Financial and Resource Management: Manage and monitor the competitive sport budget in compliance with PFMA and departmental policies. Oversee allocation and utilisation of resources including equipment, attire, transport, and logistics. Ensure proper procurement processes and contract management for service providers. Monitor expenditure, prevent irregular/fruitless expenditure, and ensure value for money. Support financial planning and budgeting processes linked to programme priorities. Governance, Risk and Compliance: Ensure compliance with PFMA, Public Service Regulations, and departmental policies. Develop and implement risk management strategies within competitive sport programmes. Ensure accurate, credible, and verifiable reporting and maintenance of supporting evidence. Address audit findings and implement corrective action plans. Promote ethical conduct, accountability, and proper record-keeping within the unit.

ENQUIRIES : Mr Musia N, Ms Langa LZ, Mr Mnisi NF and HRM Intern Tel No: (015) 284 4143/ 4109/4186 / 4314.

POST 25/456 : **DEPUTY DIRECTOR: SPORT & RECREATION REF NO: DSAC 2026/03**

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

CENTRE : Waterberg District

REQUIREMENTS : Diploma / Bachelor's Degree NQF level 06 / 07 in Sport Management/Sport Sciences/ Sport Administration qualification or equivalent qualification related to the field as recognized by SAQA. A minimum of three (3) – five (5) years of experience in Sport and Recreation environment, of which 3 years must be at an Assistant Director level (Junior Management). A valid driver's license (except for persons with disabilities).Knowledge And Skills: Knowledge of public service administration procedures and policies, Batho Pele Principles, analytical thinking, conflict resolution, interpersonal relations, problem solving, planning & organising, change / diversity management, research skills, computer literacy, good communication skills, client orientated skills, report writing skills; facilitation skills, co-ordination skills, liaison skills, computer literacy and networking.

DUTIES : Coordinate school sport programs: Organise Sporting events, organise school events., coordinate registration of schools for leagues, and support school sport structure. Coordinate recreation programs: Organise Recreation events, co-ordinate recreation council activities, co-ordinate elderly recreation activities, institute recreation council in municipalities, monitor and evaluate functionality of Recreation hubs and integrate the Sport hub system with district and local municipalities. Coordinate Sport stakeholders: Support Federations, co-ordinate activities of all stakeholders, co-ordinate the capacity building of stakeholders and support IGR fora. Coordinate Sport development programs: Co-ordinate the establishment of community sport, organise and facilitate sport programs, establish, monitor sport structures, support communities with technical expertise and provide support to District Confederation and District Academy. Risk management: Plan events in compliance of SASREA Act,

identify all protocols risks in events and report them, prevent adverse audit findings in sport events and provide risk aversion strategies in events.

ENQUIRIES : Mr Musia N, Ms Langa LZ, Mr Mnisi NF and HRM Intern Tel No: (015) 284 4143/ 4109/4186 / 4314.

POST 25/457 : **DEPUTY DIRECTOR: CULTURE AND CREATIVE INDUSTRIES REF NO: DSAC 2026/04**

Re-Advertisement, Applicants who applied before are encouraged to apply again.

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

CENTRE : Head Office (Polokwane)

REQUIREMENTS : Diploma / Bachelor's Degree NQF level 06 / 07 in Arts and Cultural Studies or equivalent qualification related to the field as recognized by SAQA. A minimum of three (3) – five (5) years of experience in Culture and Creative Industries environment, of which 3 years must be at an Assistant Director level (Junior Management). A valid driver's license (except for persons with disabilities). Skills And Knowledge: Knowledge: Sound and in-depth knowledge of All Arts and Cultural legislative frameworks. In-depth knowledge of the legislative and regulatory frameworks governing the Public Service. Human Resource Management principles. Skills: Applied Strategic Thinking, Creative Thinking, Citizen Service Orientation, Decision Making, Communication and Information Management, Diversity Management, Citizenship focus and responsiveness, Continuous Improvement, Communication and information management, Problem Analysis and decision-making, Applying Technology, Budgeting and Financial Management, Networking and building bonds, Project Management, Team leadership, Planning and Organising, Developing Others, Self-Management, Team Membership, Report writing skills, Facilitation, Presentation and Stakeholders Engagement, Research/Analysing, Interpersonal Relationship skills, Analytical Thinking skills, Ability to self-motivate and work in a team environment. Advanced human resource management.

DUTIES : Manage the provision of performing arts services: Develop and promote performing arts programmes, provide support to emerging artists and arts and culture structures, coordinate and promote performing arts events, festivals and other related initiatives, develop business and project plans for performing arts events and projects and manage the development, implementation and monitoring of performing arts policies. Manage the development of visual arts Industry in the province: Coordinate planning and executions of visual arts, craft, design programmes, exhibition and trade fairs, establish and maintain visual arts committees in the province, facilitate interaction and provide professional advice to all relevant stakeholders in the sector and research development initiatives in the sector, provide support and create income generating opportunities for emerging artists and crafters and develop and implement policies related to visual arts, craft and design. Manage the development and distribution of local film and video: Identify, nurture, and mentor emerging talent in film and video. Provide opportunities to previously disadvantaged communities, ensure identification and nurturing of talent in film and video, promote the use of local content on television, provide support to any person or organisation participating in film and video, manage the development and implementation of film and video policies and procedures and develop and implement a marketing plan for film and video. Manage and utilise human, physical and financial resources in accordance with relevant directives and legislation: Evaluate and monitor performance of employees, ensure capacity and development of staff, enhance and maintain employee motivation and cultivate a culture of performance management, develop a stimulating working environment for staff through leadership and sound management and development strategy and manage discipline.

ENQUIRIES : Mr Musia N, Ms Langa LZ, Mr Mnisi NF and HRM Intern Tel No: (015) 284 4143/ 4109/4186 / 4314.

POST 25/458	:	**DEPUTY DIRECTOR: LIBRARY AND INFORMATION SERVICES REF NO: DSAC 2026/05**
SALARY	:	R1 101 468 per annum (Level 12), (all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Pension Fund, a medical fund and a flexible portion in terms of applicable rules).
CENTRE	:	Head Office (Polokwane)
REQUIREMENTS	:	Diploma / Bachelor's Degree NQF level 06 / 07 in Information Science/Library Science /Archives and Records Management or equivalent qualification related to the field as recognized by SAQA A minimum of three (3) – five (5) years of experience in Library environment, of which 3 years must be at an Assistant Director level (Junior Management). A valid driver's license (except for persons with disabilities). Knowledge And Skills: Knowledge: Systems management / integrated electronic library and information systems, budgeting and financial management, project management, communication, policy management and reporting. Skills: Leadership, interpersonal, negotiation and consultation, problem solving, planning and organising, conflict management and presentation.
DUTIES	:	Manage the implementation and maintenance of ICT infrastructure in community libraries: Monitor installation of library security systems in community libraries and conduct quality assurance, facilitate the maintenance and the renewal of maintenance contract of library security systems, verification of invoices and quotation for installation of security systems correspond before payment and manage budget for implementation and installation of security systems. Manage and co-ordinate the implementation of library management systems in the Province: Liaise with line managers responsible for projects to ensure that projects are implemented according to business plan, generate submissions for approval of projects and procurement of services, monitor implementation of projects, for example, submission of parameters to service provider, configuration of libraries, develop and implement policies and procedure manuals regarding library systems, attend SLA meeting library management systems and co-ordinate Service Level Agreement with stakeholders. Manage, monitor and support provision of processed library material to community libraries: Ensure the monitoring of cataloguing and classification of library material in the province is done according to approved service standards, oversee that processed material are distributed to district libraries and further cycled to their respective service points, ensure that catalogue records are edited before printing of catalogue cards and manage the bar coding and linking of library material at district libraries. Manage training of library staff on library management systems: Ensure that training needs are received from district libraries, consolidated and forwarded to service provider, liaise with service provider on training schedules, manage and ensue availability of training resources within the sub-directorate, edit the training report and submit to management and monitoring section and evaluate the impact of training and manage the implementation of an in-house training.
ENQUIRIES	:	Mr Musia N, Ms Langa LZ, Mr Mnisi NF and HRM Intern Tel No: (015) 284 4143/ 4109/4186 / 4314.
POST 25/459	:	**DEPUTY DIRECTOR: ACADEMY OF SPORT REF NO: DSAC 2026/06** One (1) year contract Re-Advertisement, Applicants who applied before are encouraged to apply again.
SALARY	:	R1 101 468 per annum (Level 12), (all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Pension Fund, a medical fund and a flexible portion in terms of applicable rules).
CENTRE	:	Head Office (Polokwane)
REQUIREMENTS	:	Diploma A three-year National Diploma (NQF level 6) or Bachelor's Degree in Sport Management or equivalent qualification related to the field as recognized by SAQA. A minimum 5 years of experience in Sport environment, of which 3 years must be at an Assistant Director level (Junior Management). A valid driver's license (except for persons with disabilities). Skills And Knowledge: Knowledge: Knowledge of Public Service administration Procedures and Policies, knowledge of Batho Pele Principles, analytical thinking, conflict resolution, interpersonal relations, problem solving, planning & organising, change / Diversity management. Skills: Research skills, computer literacy,

good Communication skills, client orientated skills, report writing skills; Facilitation skills, co-ordination skills, liaison skills, typing skills and networking.

DUTIES : Sport Science and medicine support: Coordinate sport specific testing using scientific protocols, facilitate physiotherapy services for athletes, facilitate medical services for athletes and facilitate rehabilitation programmes for athletes. Coaching: Train elite coaches, provide qualified elite coaches to selected talented athletes, deploy head coaches during training camps and championships, provide access to information and the latest trends on coaching performance squad and events: Facilitate life skills workshops, liaise with clubs, federations and confederations, develop sport specific tactics and techniques programmes and coordinate exchange programmes. Talent identification: Deploy scouts, facilitate access to conducive facilities, monitor usage of correct selection criteria and capture data of the selected athletes into the academy database. Management of human and financial capital in the division: Manage performance and development of employees within the division, develop, implement and monitor service standards and operational plans, develop, review and ensure compliance to applicable policies and strategies, conduct budget planning and monitor utilisation in accordance with applicable prescripts.

ENQUIRIES : Mr Musia N, Ms Langa LZ, Mr Mnisi NF and HRM Intern Tel No: (015) 284 4143/ 4109/4186 / 4314.

POST 25/460 : **DEPUTY DIRECTOR: STRATEGY AND POLICY DEVELOPMENT REF NO: DSAC 2026/07**

Re-advertisement, Applicants who applied before are encouraged to apply again.

SALARY : R932 292 per annum Level (11), (all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Pension Fund, a medical fund and a flexible portion in terms of applicable rules).

CENTRE : Head Office (Polokwane)

REQUIREMENTS : Diploma / Bachelor's Degree NQF level 06 / 07 in Strategy and Policy Development /Development Studies / Public Policy or equivalent qualification related to the field as recognized by SAQA. A minimum of 5 years' experience in Strategic Planning and Policy Development environment, of which 3 years must be at an Assistant Director level (Junior Management). A valid driver's license (except for persons with disabilities). Skills And Knowledge: Knowledge: Sounds and knowledge of PFMA, government planning framework, government planning cycle (MTEF and strategic planning), public service legislation and policy frameworks, national and provincial development plans, research development frameworks, strategic planning, policy development processes and research processes, understanding of Batho Pele Principles. Skills: Applied Strategic Thinking, Creative Thinking, Citizen Service Orientation, Communication and Information Management, Diversity Management, Citizenship focus and responsiveness, Continuous Improvement, Communication and information management, Problem Analysis and decision-making, Applying Technology (MS Office: Word, Excel, Power Point, outlook etc)., Budgeting and Financial Management, Networking and building bonds, Project Management, Team leadership, Policy formulation, analysis and development ,Planning and Organising, Developing Others, Report writing skills, Facilitation and presentation , Stakeholders Engagement, Research/Analysing, Interpersonal Relationship skills, formulation and editing, Ability to work under pressure, self-motivate and work in a team environment.

DUTIES : Manage the departmental strategic and annual operational planning processes: Coordinate Departmental strategic, annual and operational planning sessions. Develop, maintain and communicate planning policies and procedures. Implement the Framework for Strategic Plans and annual performance plans, record departmental planning sessions proceedings, consolidate strategic plans, annual performance plans and operational plans, facilitate the alignment of departmental strategy to the government priorities, support programme managers on planning concepts and tools and facilitate production of strategic, annual performance and operational plans and submission to designated places. Facilitate development and review of departmental policies: Provide technical support on policy development, review policies for alignment to with provincial and the national policies, develop, maintain and communicate policy guidelines, develop and maintain repository for departmental policies and procedures, coordinate the development of

departmental policy implementation plans and monitor the implementation of the policy action plan. Coordinate development and manage implementation of the research agenda: Facilitate the approval of research proposals at the provincial research and research ethics committees, collect, store, analyse and disseminate research information and support Line Managers in implementation of research recommendations and findings. Manage the sub-directorate resources and performance: General supervision of employees, allocate duties and perform quality control on the work delivered by supervisees, advice and lead supervisees regarding all aspects of the work, manage performance, conduct and discipline of supervisees and ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively.

ENQUIRIES : Mr Musia N, Ms Langa LZ, Mr Mnisi NF and HRM Intern Tel No: (015) 284 4143/ 4109/4186 / 4314.

POST 25/461 : **ASSISTANT DIRECTOR: ARTS AND CULTURE REF NO: DSAC 2026/08**

SALARY : R605 742 per annum (Level 10)
CENTRE : Mopani District
REQUIREMENTS : Diploma / Bachelor's Degree NQF level 06 / 07 in Arts and Culture studies, Heritage and Cultural Studies or equivalent qualification related to the field as recognized by SAQA. A minimum of 3 years' supervisory experience in Arts and Culture at salary level 7/8. Valid driver's license (except for persons with disabilities). Knowledge And Skills: Sound and in-depth knowledge of All relevant Arts Culture, Heritage, Language, Creative prescripts and all relevant legislative frameworks that govern the Public Service. Project Management. Advanced computer skills. Planning and organising. Financial Management. Communication skills. Report writing skills. Advanced Human Resource management. Facilitation skills. Budgeting Research.

DUTIES : Facilitate the development of visual performing arts in the districts, implement and maintain policies related to visual and performing arts. Render professional advice to all relevant stakeholders on visual and performing arts activities. Render language and heritage services. Establish and maintain visual arts, literature and heritage committees in the province, provide support, including but not limited to financial support, to any person or institutions needing assistance. Organize regular trainings and create marketing platforms in languages, heritage and arts and culture to ensure sustainability of industry. Facilitate the development and promoting of emerging artists, crafters and authors as well as monitor projects related to visual, performing arts, heritage and literature. Facilitate the development and distribution of local theatre productions, film and video content. Supervise employees to ensure an effective visual and performing arts service. Manage the development of database for visual arts, crafters, authors, and living heritage treasures. Identify and select potential artists through competitions and auditions. Identify and support visual, performing arts, heritage, theatre, languages, film and video projects. Provide opportunities to previously disadvantaged communities. Identify and nature talent in theatre, film and video. Identify and nurture talent in Theatre, Film and Video industries. Promote the use of local content on television, provincial, national theatres and media platforms. Provide support to any person or organisation participating in Theatre, Film and Video industries Develop and implement a marketing plan for Theatre, Film and Video industries. Develop and maintain the District Performing Artists, Craft, Theatre, Film and Video Databases. Provide leadership and guidance to subordinates, evaluate and monitor performance and appraisal of employees, lead and adopt best practices, conduct performance assessment of subordinates. Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively.

ENQUIRIES : Mr Musia N, Ms Langa LZ, Mr Mnisi NF and HRM Intern Tel No: (015) 284 4143/ 4109/4186 / 4314.

POST 25/462 : **ASSISTANT DIRECTOR: LIBRARY AND ARCHIVES SERVICES (X4 POSTS)**

SALARY : R605 742 per annum (Level 10)
CENTRE : Vhembe District Ref No: DSAC 2026/09
Capricorn District Ref No: DSAC 2026/10
Sekhukhune District Ref No: DSAC 2026/11

Waterberg District Ref No: DSAC 2026/12

REQUIREMENTS : Diploma / Bachelor's Degree NQF level 06 / 07 in Information Science/Library Science /Archives and Records Management or equivalent qualification related to the field as recognized by SAQA. A minimum of 3 years' supervisory experience in the library environment at salary level 7/8. A valid driver's license (except for persons with disabilities). Knowledge And Skills: Knowledge: Batho Pele Principles, Public Regulation, policies and procedures, administrative procedures and norms and standards, knowledge of National and Limpopo Provincial Act, PAIA, POPI and PFMA, Minimum to Security Standard (MISS) Act, knowledge of Electronic records Management System such as Atom and SLIMS, knowledge of Archival standards such as ISAD(G), ISAAAR(CPF), ISDIAH, ISDF, EAD. Skills: Computer Literacy, communication skills (verbally and written), people management, project management, basic interpersonal skill, leadership, team building, planning, problem-solving, goal-oriented, motivating, time management, organization and planning, analytical skills, research and presentation skill and interviewing skills.

DUTIES : Coordination and Management of Library Services: Develop and implement district library support programs in collaboration with municipalities, monitor and evaluate the functionality and performance of community libraries, coordinate collection development, distribution and replenishment of library materials to public libraries and monitor compliance with library and information legislation and policies. Management of Archival and Records Services: Oversee the acquisition, appraisal, and preservation of public and private archival collections, ensure compliance with records management policies in provincial departments and municipalities, provide training and support to governmental bodies on records classification systems and disposal plans and maintain and update archival databases for improved access and reference services and monitor compliance with records management legislation and policies. Stakeholder Engagement and Intergovernmental Relations: Facilitate partnerships with local municipalities, NGOs, and national bodies to enhance library and archival services, represent the department in district and provincial forums on library and archive development, coordinate community engagement initiatives to promote awareness of library and heritage services and advise municipalities on compliance with the Minimum Norms and Standards for public libraries. Outreach and Awareness Programmes: Promote library and archive services through marketing and outreach activities, develop partnerships with local stakeholders and institutions, conduct and manage community awareness programs and campaigns and represent the department in stakeholder engagements and plenary meetings. Administration and Resource Management: Prepare district-level operational plan performance targets with budget, and procurement plans, supervise and mentor staff, including conducting performance reviews and skills development plans, consolidate monthly, quarterly, and annual performance and compliance reports and contribute and attend planning sessions for development of the annual performance plan and the annual operational plan.

ENQUIRIES : Mr Musia N, Ms Langa LZ, Mr Mnisi NF and HRM Intern Tel No: (015) 284 4143/ 4109/4186 / 4314.

POST 25/463 : **ASSISTANT DIRECTOR: RISK MANAGEMENT SERVICES REF NO: DSAC 2026/13**

SALARY : R487 197 per annum (Level 09)
CENTRE : Head Office (Polokwane)
REQUIREMENTS : Diploma / Bachelor's Degree NQF level 06 / 07 in Risk Management/Auditing, Public Management /Administration or related field. A minimum of 3 years' supervisory experience in risk management environment at salary level 7/8. A valid driver's license (except for persons with disabilities). Knowledge And Skills: Sounds working knowledge of the legislative requirements relating to ERM. Good understanding of integrated Risk Management principles and practices. Knowledge of Public Finance Management Act (PFMA). Understanding of ISO 22301 and ISO 22313 Frameworks. Knowledge of good practice guidance on business continuity management. Knowledge of Treasury Regulations. Understanding Public Service Regulations. Good communication skills (written and spoken). Good computer literacy and use of standard packages. Research and project management skills. Ability to liaise with and coordinate stakeholder engagements. Knowledge of policy development, analysis and implementation. Organisational, planning and co-ordination skills.

Facilitation and presentation skills. Management and Organisational skills. Negotiation and consultation skills.

DUTIES : Coordinating and providing technical and administrative support on corporate governance, departmental enterprise risk management, developing and monitoring the implementation of the Business Continuity Plan. Developing and reviewing framework for Enterprise Risk Management. Benchmarking with the best practices in Risk Management to review the Risk Management Frameworks. Implementing the reviewed Risk Management Framework. Developing the risk appetite and tolerance framework and implementation thereof. Facilitating the development of the departmental Combined Assurance Plan. Coordinate and Provide secretariat services to the Risk Management Committee (RMC). Coordinate and provide secretarial services to the Business Continuity Management Committee. Coordinate the facilitation of the departmental risk identification and assessment workshops including events and departmental sisters. Capturing and updating risk management reports into the Barnow System.

ENQUIRIES : Mr Musia N, Ms Langa LZ, Mr Mnisi NF and HRM Intern Tel No: (015) 284 4143/ 4109/4186 / 4314.

POST 25/464 : **ASSISTANT DIRECTOR: ETHICS AND INTEGRITY MANAGEMENT REF NO: DSAC 2026/14**

SALARY : R487 197 per annum (Level 09)
CENTRE : Head Office (Polokwane)
REQUIREMENTS : Diploma / Bachelor's Degree NQF level 06 / 07 in Risk Management/ Auditing and Human Resource Management or equivalent qualification. A Certificate in Criminal Justice and Forensic investigations will be an added advantage. A minimum of 3 years' supervisory experience in Ethics and Integrity Management environment at salary level 7/8. A valid driver's license level (except for persons with disabilities). Knowledge and Skills: Public service transformation and management issues, White Paper on transformation of Public Service, Public Service Act, Ability to convert policy into action, Public Service Regulations and relevant prescripts, Departmental policies and procedures, Batho Pele principles, Treasury Regulations, Minimum Information Security Standards, Public Finance Management Act, National Anti-Corruption Strategy, Skills development. Skills: Diplomacy, Project Management, Interpersonal relations, Communication, Conflict Management, Problem solving.

DUTIES : Coordinate and implement National Anti-Corruption Strategy, Fraud Prevention Plan a Ethics Strategy, Policies and Programmes in the Department. Coordinate implementation report on ethics policies. Promotion of the financial disclosure framework in the Department. Conduct investigations of all reported cases and monitor the resolutions of disciplinary processes in the Department. Conduct impact and knowledge reviews on Fraud and Corruption with relevant stakeholders. Coordinate Ethics Committee and provide secretarial services. The development and maintenance of the internal anti-corruption systems and update databases. Provide advice on matters of anti-fraud and corruption. Analysing the corruption and fraud cases to inform the Fraud Prevention Plan and conduct awareness to the employees of the Department on Fraud Prevention, Fraud Risks and Integrity Management. Facilitate the procurement of promotional material. Reviewing the Anti-Fraud and Corruption framework in line with relevant prescripts and guidelines. Drafting of progress status report on cases of fraud and corruption against the department to be presented to the Risk Management, COPCOC and Audit Committees on quarterly basis.

ENQUIRIES : Mr Musia N, Ms Langa LZ, Mr Mnisi NF and HRM Intern Tel No: (015) 284 4143/ 4109/4186 / 4314.

POST 25/465 : **ASSISTANT DIRECTOR: INFORMATION COMMUNICATION & TECHNOLOGY SYSTEM REF NO: DSAC 2026/15**

SALARY : R487 197 per annum (Level 09)
CENTRE : Head Office (Polokwane)
REQUIREMENTS : Diploma / Bachelor's Degree NQF level 06 / 07 in Information Technology, Computer Science, Informatics or equivalent qualification related to the field as recognized by SAQA. A minimum of 3 years' supervisory experience in Information Communication & Technology System at salary level 7/8. A valid driver's license (except for persons with disabilities). Knowledge And Skills:

Knowledge: Microsoft exchange and office suites, networks, switches, cabling and wireless devices, legislation and policies governing ICT in South Africa, international standards pertaining to ICT, information management and SITA services. Skills: Problem solving and analysis, decision making, team leadership, creativity, financial management, customer focus and responsiveness, communication, computer skills, people management, conflict management, planning and organizing.

DUTIES : Render ICT infrastructure services: Installation and configuration of computers, laptops and printers, provide 1st line support to all users in conjunction with contracted service providers, maintenance of computer equipment, serves, storage, server environment controls and network apparatus, take charge of any new projects that pertain to IT, process orders for the directorate and process invoices for the directorate. Update anti-virus software, standardize desktop software and server updates: Update anti-virus software, update software and patches on server infrastructure, update user's software to the recommended and prescribed software, re-install any software that is corrupt, install all new additional software and maintain the software in general. Manage and maintain network: Deploy and monitor switches, routers, security devices including updates and firmware upgrades, manage internet bandwidth, identify new network and wireless access point connectivity, LAN repairs, and ensure that data cabinets are maintained with adequate space on patch panels and ensure that DRP equipment is fully operational and fully functional at all times Manage the development and implementation of a DRP (Disaster recovery plan). Provide ICT assets: Identify and compile needs for new equipment's, compile report for equipment's that has to be written off or replaced, provide electronic ICT assets register, facilitate disposal of redundant ICT infrastructure, draft specifications and process motivations for procurement and ensure that the department gets value for money and that latest technological equipment and peripherals purchased. Human Resource Management: Advice business units for budget on ICT services, management of the unit's staff, report on the utilization of equipment's, evaluate and monitor performance and appraisal of subordinates, capacitate and develop subordinates, enhance and maintain subordinate's motivation and cultivate a culture of performance management, facilitate discipline, provide job description to subordinates and manage leave matters.

ENQUIRIES : Mr Musia N, Ms Langa LZ, Mr Mnisi NF and HRM Intern Tel No: (015) 284 4143/ 4109/4186 / 4314.

POST 25/466 : **ASSISTANT DIRECTOR: EVENTS MANAGEMENT REF NO: DSAC 2026/16**

SALARY : R487 197 per annum (Level 09)
CENTRE : Head Office (Polokwane)
REQUIREMENTS : An undergraduate Qualification (National Diploma at NQF level 06) in Media Studies / Communications / Public Relation / Events Management / Graphic Design or equivalent qualification related to the field as recognized by SAQA. A minimum of 3 years' supervisory experience in Events Management/Communications/Media Relations/Public Relations/Public Sector Corporate Communication at salary level 7/8. A valid driver's license (except for persons with disabilities). Knowledge And Skills: Advance events management, computer literacy, graphic designer, project management and good communication skills; Digital communications skills, presentation skills, report writing, stakeholder engagement skills; research management skills, Computer literacy not limited to PowerPoint and excel, report writing skills and professional writing; professional negotiating skills; planning; organizing, leading and coordinating departmental events.

DUTIES : Designing publications and managing corporate brand compliance when managing, organizing, facilitating, and coordinating departmental events. Facilitate and coordinate the management of events preparatory meetings and development of events management plan: Monitor the compilation of events calendar, facilitate communication with various stakeholders for the logistics of events, facilitate compilation and updating of guest list in line with the nature of the event, ensure all stakeholders are invited for all events, extend invites to departmental workforce for assistant and ensure attendance registers and guest lists are preserved. Facilitation and coordination of logistical arrangements of the event: Conducting environmental scan, to assist in the identification of suitable venues for events, drawing of ground plans of every event, research and facilitate drafting of specifications, facilitate processing of

memos, facilitate putting of tents, sound & stage for every event. Facilitation and coordination in development departmental year plan/events calendar: Managing events calendar, consolidate and circulate bi-weekly. Facilitate development of checklist for respective events, facilitate drafting of invitations, agendas and distributing to stakeholders, facilitate drafting of programmes for the events, co-ordinate all preparatory meetings. Facilitation and Coordination protocol arrangements: Facilitate and render protocol services in all departmental events, organise ushers, facilitate and coordinate the availability of briefing rooms of the events, facilitate proper sitting arrangements, ensure correct application and management of the official order of precedence, and facilitate correct seniority placement at all official ceremonial functions. Consolidate report for each programme- pre-during and post events.

ENQUIRIES : Mr Musia N, Ms Langa LZ, Mr Mnisi NF and HRM Intern Tel No: (015) 284 4143/ 4109/4186 / 4314.

POST 25/467 : **ASSISTANT DIRECTOR: COMMUNICATIONS REF NO: DSAC 2026/17**

SALARY : R487 197 per annum (Level 09)
CENTRE : Head Office (Polokwane)
REQUIREMENTS : Diploma / Bachelor's Degree NQF level 06 / 07 in Media Studies / Communications / Public Relation / Journalism / Marketing / Communications/ Graphic design / Digital Communications or equivalent qualification related to the field as recognized by SAQA. A minimum of 3 years' supervisory experience in Communications / Digital Communications / Marketing / Public Relations / Events Management at salary level 7/8. A valid driver's license (except for persons with disabilities). Knowledge And Skills: Knowledge: Legislative prescripts or framework, constitution, PFMA, communication policies, Event Management policies including stakeholder engagement and management; PAIA. Skills: Digital Communication skills, project management skills; report writing, news story writing; graphic designing skills, research skills, stakeholder engagement skills; research management skills, Computer literacy not limited to PowerPoint and excel, graphic design skills, presentation skills, report writing skills and professional story writing; professional negotiating skills; planning; organizing, leading and coordinating departmental communications programmes.

DUTIES : Designing publications (poster/flyers/annual reports, brochures), managing corporate brand compliance, creating digital assets for social media, and overseeing the production of print and multimedia materials. Manage Departmental corporate image promote good image of the department. Manage corporate communications through intranet not limited to emails and noticeboards. Manage external and internal media coverage of departmental events, consolidate Media Releases/Statements/Invitations for mainstream media and digital media/digital media. Assist in organizing Media Briefings/Launch and Press Conferences/ Organize Information Sessions, Networking Sessions with the Media. Assist is managing departmental social media platforms and website updates. Promote good image of the department through social media platforms. Facilitate coverage of Departmental events and programs for publishing and promotion. News story writing; Recording Videos and capturing Images for internal and external publications and social media Platforms and facilitating and Recording interviews during events for social media marketing and promotion. Assist in developing and implementing Communications policy and strategies. Monitor the implementation of communication strategy. Conduct media scanning. Ensure that media monitoring plan developed and implemented. Assist in broadening public participation of communities. Design and develop corporate communication materials and ensuring adherence to communications policies and framework. Assist in developing/designing content for flyers, banners, signboards, Brochures and Booklets. Maintain the Corporate image of the department. Ensure that the Departmental logo is properly used on all promotional material, not limited to Banners, Signboards, Posters, Letterheads, Nametags, and other materials produced in the name of the department Proofreading of the material prior to printing and text. Marketing departmental programmes/events. ensure that advertisements placed on Newspapers bear proper identity of the department.

ENQUIRIES : Mr Musia N, Ms Langa LZ, Mr Mnisi NF and HRM Intern Tel No: (015) 284 4143/ 4109/4186 / 4314.

POST 25/468 : **SPORT PROMOTION OFFICER: SPORT DEVELOPMENT REF NO: DSAC 2026/18**

SALARY : R338 106 per annum (Level 07)
CENTRE : Capricorn District
REQUIREMENTS : Diploma / Bachelor's Degree NQF level 06 / 07 in Sport Management or equivalent qualification related to the field recognised by SAQA. A minimum 2 years' experience in Sport environment. A valid driver's license (except for person with disabilities). Skills And Knowledge Must have facilitation and presentation skills, Excellent verbal communication, reading and writing skills; project planning and report writing, problem solving skills, good interpersonal relationships and ability to work under pressure and excellent computer skills.
DUTIES : Promoting, coordinating, and supporting the development and sustainability of sport clubs and community-based sport structures within the district: Facilitate the establishment, registration, and strengthening of clubs, ensuring compliance with governance principles, federation requirements, and applicable legislation: Coordinate and implement sport development programmes, leagues, tournaments, championships, and community participation initiatives aimed at increasing access to sport and recreation opportunities for all age groups, genders, and persons with disabilities: Create an enabling environment for identifying and nurturing sporting talent, facilitating capacity-building programmes for club administrators, coaches, technical officials, and volunteers, and strengthening institutional capacity within the sport sector: Establish and maintain partnerships with municipalities, sport federations, sport confederation, academies of sport, community organizations, and other stakeholders to ensure integrated planning and implementation of sport programmes: Coordinate sport events and projects, collect, analyse, compile, and maintain sport participation data and stakeholder information, prepare performance and compliance reports, and monitor programme outcomes to support evidence-based decision-making: Provide administrative and technical support regarding sport facilities, infrastructure, and equipment management, including the maintenance of inventory systems and the monitoring of equipment allocation and utilization: Assist in the administration, monitoring, and reporting of funded sport projects and transfer payments to ensure compliance with financial and governance requirements.
ENQUIRIES : Mr Musia N, Ms Langa LZ, Mr Mnisi NF and HRM Intern Tel No: (015) 284 4143/ 4109/4186 / 4314.

POST 25/469 : **CULTURAL OFFICER REF NO: DSAC 2026/19**

SALARY : R338 106 per annum (Level 07)
CENTRE : Sekhukhune District
REQUIREMENTS : Diploma / Bachelor's Degree NQF level 06 / 07 in Arts and Cultural Studies or equivalent qualification related to the field as recognized by SAQA. A minimum of 2 years' experience in Arts and Culture. A valid Driver's License (except for persons with disabilities). Knowledge And Skills: Sound and in-depth knowledge of All relevant Cultural and Creative prescripts and all relevant legislative frameworks that govern the Public Service, project management, computer skills, planning and organising, Financial Management, communication skills, report writing skills analytical skills, presentation skills, research skills, motivational skills, cultural development skills and diversity management.
DUTIES : Identify, develop and promote (emerging) artists and crafters as well as implementing projects related to performing and visual arts and craft: Facilitate transformation of performing and visual arts to impact on socio-economic development, promote and develop community/public based arts, culture and heritage programmes, establish and maintain partnerships with relevant stakeholders, manage the implementation of youth development programmes and projects, promote socio-cultural development of vulnerable groups, identity and support the development of high impact job creation areas and skills development in arts, culture and heritage sector and promote the culture of reading and writing, promotion and development of craft, music sector and technical service industries and multimedia (audio-visual, design, visual arts) sector. Create awareness programmes for craft, performing and visual arts: Design and conduct awareness campaigns to promote arts and culture programmes, liaise with all relevant stakeholders, promote usage of Arts Centres and integrated crafts hubs and promote and develop community/public

based arts and culture programmes. Conduct needs analysis and provide professional advice on performing, visual arts and crafts: Conduct research on arts and culture programmes, coordinate the establishment and provide support to arts and culture structures, implement policies and strategies for arts, culture matters and provide advice to all relevant stakeholders on arts and culture matters. Render administrative functions in relation to programmes that are implemented: Monitor and evaluate funded projects and programmes, develop and maintain database of arts, culture and heritage institutions, provide administrative and technical support with regard to arts and culture programmes and monitor the implementation of approved programmes for all funded organisations and institutions.

ENQUIRIES : Mr Musia N, Ms Langa LZ, Mr Mnisi NF and HRM Intern Tel No: (015) 284 4143/ 4109/4186 / 4314.

POST 25/470 : **MUSEUM HUMAN SCIENTIST REF NO: DSAC 2026/20**

SALARY : R338 106 per annum (Level 07)
CENTRE : Dzata Museum (Vhembe District)
REQUIREMENTS : Bachelor/Diploma's Degree NQF level 06/07 in Heritage Management / Museum Studies, Indigenous Knowledge System or equivalent qualification related to the field as recognized by SAQA. A minimum of 2 years' experience in museum environment. A valid driver's license (Except for people with disability). Knowledge And Skills: Knowledge of museum practices and collection management, knowledge of National Heritage Act 25 of 1999, Knowledge of South African Heritage Resource Act, research and analytical abilities, Supervision skill, Administration procedures relating to museums including norms and standards, planning and organizing, reporting procedures, procurement directives, conflict resolution, project management, analytical thinking, marketing communications, research, interpersonal relationship, problem solving, maintaining discipline, team building, presentation and communication skills.

DUTIES : Management and administration of museum: Managing all museological functions according to the museum sciences, supervision of museum staff, management and administration, in charge of all the departmental assets at museum, transport management and administration at museum, procurement submissions and Indigenous Knowledge Systems Management. Cultural / natural collection management (conservation, preservation and interpretation: Management of all the museum collection, acquisition according to museum guidelines and specifications, going on collection and acquisition trips to gather a representative collection according to the theme of Dzata Museum, documentation according to museum standards, all articles and artefacts to be regularly inspected, cleaned, treated with pesticides and fungicides, storerooms according to museum specification, the museum annually treated by pest control, research on products, processes and artefacts: All articles and collections and exhibitions to be interpreted according to researched information, contact and guidance to researches, contact with tertiary institutions, communication with communities, take photographs, audio recordings, and video documentation of artefacts and processes, conduct fieldwork to collect primary data from communities and sites, conduct informal educational programmes (museum information dissemination, research constantly to be done for all educational programmes, marketing and promotion, exhibitions and exhibition management, guided tours and talks; school groups, presentations, participation at shows, festivals and other events, planning and organizing special events at the museum, tour guiding training, professional publications, brochures and pamphlets production.

ENQUIRIES : Mr Musia N, Ms Langa LZ, Mr Mnisi NF and HRM Intern Tel No: (015) 284 4143/ 4109/4186 / 4314.

POST 25/471 : **LANGUAGE PRACTITIONER: SIGN LANGUAGE REF NO: DSAC 2026/21**

SALARY : R338 106 per annum (Level 07)
CENTRE : Head Office (Polokwane)
REQUIREMENTS : Diploma / Bachelor's Degree NQF level 06 / 07 in Languages / Language Practice with specialization in sign language as recognized by SAQA. A minimum of 2 years of experience in the Translation field will be an added advantage. A valid driver's license (except for persons with disabilities). Skills And Knowledge: Sound and in-depth knowledge of relevant prescripts,

application of human resources as well as understanding of the legislative framework governing the Public Service such as: Employment Equity Act, Skills Development Act, Basic Conditions of Employment Act, (Limpopo Language Policy, White paper on an Integrated National, Disability Strategy, Promotion of Access of Information Act, Public Service Regulations, Bargaining Council Resolutions. Skills: Sign Language Interpreting skills, people management, planning & organizing, time management, strategic planning, policy analysis and development, good communication skills, facilitation skills and co-ordination skills.

DUTIES : Provide SASL interpreting services: Interpret spoken language into South African Sign Language (SASL) and vice versa in meetings, departmental events and official engagements, interpret from South African Sign Language (SASL) to voice and from voice to sign language and translate documents, speeches, or audio content into SASL and/or video formats. Monitor the implementation of SASL services: Ensure that departments utilise standard SASL interpretating services, attend to queries regarding Sign Language service, advocating for SASL Charter, promote language rights, especially SASL and facilitate the development of systems to ensure access to information by Deaf people. Promote development of languages: Participate in languages development, especially SASL, harvest terminology, provide SASL terminology equivalents for specific fields, promote authenticated terminology and promote multilingualism. Promote use of languages: Create awareness on SASL and Deaf culture in the Department, render administrative functions in relation to SASL and other Language Services functions, liaise with stakeholders on use of SASL, coordinate and conduct SASL workshops in the Department and create a platform for the expansion of pool of SASL literate employees in the Department.

ENQUIRIES : Mr Musia N, Ms Langa LZ, Mr Mnisi NF and HRM Intern Tel No: (015) 284 4143/ 4109/4186 / 4314.

POST 25/472 : **LANGUAGE PRACTITIONER: SEPEDI REF NO: DSAC 2026/22**

SALARY : R338 106 per annum (Level 07)
CENTRE : Head Office (Polokwane)
REQUIREMENTS : Diploma / Bachelor's Degree NQF level 06 / 07 in Languages / Language Practice with specialization in Sepedi or equivalent qualification related to the field as recognized by SAQA. A minimum of 2 years of experience in the Translation field will be an added advantage. A valid driver's license (except for persons with disabilities). Skills And Knowledge: Knowledge of Languages. Knowledge of Language policies (Limpopo Language Policy). Ability to work under pressure. Capacity to remain confidential. Communication with stakeholders. Computer Literacy. Communication skills. Planning and organizing. Analytical and facilitation skills.

DUTIES : To promote access to information by providing translation, terminology and literature promotion services. Translating official documents from English into Sepedi and vice versa. Provide Sepedi term equivalents for terminology projects. Provide interpreting services when required. Proofreading and preparing manuscripts for literature promotion. Liaise and meet with stakeholders for language development projects as well as organizing language related events such as terminology development projects, literature promotion events and multilingualism promotion campaigns.

ENQUIRIES : Mr Musia N, Ms Langa LZ, Mr Mnisi NF and HRM Intern Tel No: (015) 284 4143/ 4109/4186 / 4314.

POST 25/473 : **LIBRARIAN (X3 POSTS)**

SALARY : R338 106 per annum (Level 07)
CENTRE : Ohrigstad Library Ref No: DSAC 2026/23
Modimolle Library Ref No: DSAC 2026/24
Fetakgomo Library Ref No: DSAC 2026/25
REQUIREMENTS : An undergraduate qualification NQF level 6 in Library & Information Studies/Science as recognized by SAQA. A minimum of 2 years' experience of Experience in the library environment. A valid driver's license (except for persons with disabilities). Skills And Knowledge: Knowledge of Batho Pele principles, Public Service Regulations, policies, and procedures. Administration procedures including norms and standards. Basic numeracy.

Organizing and planning. Computer literacy. Basic interpersonal relations. Problem solving. Maintaining discipline.

DUTIES : Market and promote library services. Classify and catalogue library material. Render reference and information services. Develop a new established library. Render professional library and information service to the community. Assist with identifying maintenance needs for the building, equipment, library assets and material. Manage day to day library operations. Responsible for the marketing and advocacy of library services and within the library. Facilitate establishment and full participation of book clubs. Perform necessary library administrative tasks. Conduct library orientation to users regarding library usage and retrieval of information. Provide information service to library users. Monitor library user's statistics and compile reports as required. Assist the District Librarian to conduct asset verification. Liaise with stakeholders and district library on library matters. Compile monthly, quarterly, and annual reports. Supervise library staff.

ENQUIRIES : Mr Musia N, Ms Langa LZ, Mr Mnisi NF and HRM Intern Tel No: (015) 284 4143/ 4109/4186 / 4314.

POST 25/474 : **STATE ACCOUNTANT: BUDGET REF NO: DSAC 2026/26**

SALARY : R338 106 per annum (Level 07)
CENTRE : Head Office (Polokwane)
REQUIREMENTS : Diploma / Bachelor's Degree NQF level 06 / 07 in Financial Management or equivalent qualification related to the field or equivalent qualification related to the field as recognized by SAQA. A minimum of 2 years' experience in Finance Management environment. A valid driver's license (except for persons with disabilities). Knowledge and Skills: Knowledge of PFMA, Treasury regulations. Knowledge of the LOGIS / BAS system. Knowledge of finance, administration, planning and organising, budgeting and project management. Interpersonal and computer literacy skills. communication (verbal and written) skills.

DUTIES : Prepare & capture journals: Capturing of budget in the system, requesting PERSAL report from salary section in order to check all misallocation, requesting Bas report in order to check all misclassification, preparing of journals on the sheet, capturing of journals on the BAS system. Prepare IRM report: Requesting Bas report in order for all infrastructure projects, preparing of IRM report on a monthly basis, ensure that expenditure is updated, ensure that the projections for all infrastructure are updated and ensure that the expenditure is in accordance with projections and is within the allocated budget. Prepare the monthly expenditure report: Requesting expenditure report on the system, capture the expenditure on the provided template on a monthly basis, ensure that all projection per month are updated as per the projections submitted to Provincial Treasury, ensure that all expenditure per month are updated and balancing and ensure that all commitment per month are updated and balanced as per the report on the system. Shifting of funds: requesting expenditure report on the system before shifting and ensure that funds are available for shifting, ensure that the shifting of funds is processed on Bas system, monitoring of the budget on Bas system and request Bas report after shifting to verify if the shifting was done correctly and send the updated report to the responsible programme manager. Maintain filling & filling documentation: Open new files, manage filling systems, collect all documentations within and outside the department as required by the section and distribute all documentations within and outside the department as required by the section.

ENQUIRIES : Mr Musia N, Ms Langa LZ, Mr Mnisi NF and HRM Intern Tel No: (015) 284 4143/ 4109/4186 / 4314.

POST 25/475 : **PERSONAL ASSISTANT TO CHIEF DIRECTOR: CORPORATE SERVICES REF NO: DSAC 2026/27**

SALARY : R338 106 per annum (Level 07)
CENTRE : Head Office (Polokwane)
REQUIREMENTS : Diploma / Bachelor's Degree NQF level 06 / 07 in Office Management / Management Assistant or equivalent qualification related to the field as recognized by SAQA. A minimum of 2 years' experience as a Personal Assistant. A valid Driver's License (except for persons with disabilities). Knowledge And Skills: Word processing, managing files and records, obtaining and disseminating Information, managing requests or enquiries and providing

customer and personal services. Good Telephone etiquette, computer literacy, sound organizing skills, good people skills, basic Interpersonal relationship, communication skills, organizing skill and client Liaison / Customer care.

DUTIES : Provide secretarial/ receptionist support service to the chief director: Handling phone calls, in addition to the call for the Chie Director, Discretion is required to decide to whom the calls should be forwarded. In the process the job incumbent should finalize some enquiries, performs advanced typing work, operates and ensures that office equipment, e.g. Fax machines and photocopies are in good working order, records the engagements of the Chief Director, utilizes discretion to decide whether to accept/ decline or refer other employees request for meetings, based on the assessed importance and urgency of the matter, co-ordinates with and sensitises/ Advises the Chief Director regarding engagements and compiles realistic schedules of appointment. Render administrative support services: Process all invoices that emanates from the activities of the Chief Director's work, records minutes of the meetings of the Chief Director where required, drafts routine correspondences and reports, filing of documents for the Chief Director, administers matters such as leave registers and telephone accounts, receive records and distributes all incoming and outgoing documents, handles the procurement of standard items like stationery, refreshments, etc, collect all relevant documents to assist the Chief Director to prepare for meetings. Remains up to date with prescripts/ policies and procedures applicable to his work terrain to ensure efficient and effective support: study the relevant Public Service and Departmental prescripts/ policies and other documents to ensure that the application thereof is understood properly and remains abreast with the procedures and processes that apply in the office of the Chief Director.

ENQUIRIES : Mr Musia N, Ms Langa LZ, Mr Mnisi NF and HRM Intern Tel No: (015) 284 4143/ 4109/4186 / 4314.

POST 25/476 : **LIBRARIAN CPU REF NO: DSAC 2026/28 (X2 POSTS)**
(for a period of one (1) year contract)

SALARY : R338 106 per annum (Level 07), plus 37% of lieu benefit
CENTRE : Head Office (Polokwane)
REQUIREMENTS : Diploma / Bachelor's Degree NQF level 06 / 07 in Library & information Studies / Science or equivalent qualification related to the field as recognized by SAQA. A minimum of 2 years' experience of Experience in the library environment. A valid driver's license (except for persons with disabilities). Skills And Knowledge: Knowledge of Batho Pele principles, Public Service Regulations, policies, and procedures. Administration procedures including norms and standards. Basic numeracy. Organizing and planning. Computer literacy. Basic interpersonal relations. Problem solving. Maintaining discipline.

DUTIES : Online cataloguing of library materials: Analyse the library material, formulate the bibliographic data, consult the Dewey Decimal classification schedules (DDC23) to determine the call number, consult the Resource Description and Access (RDA) standards to determine the applicable cataloguing rules. Online classification of library materials on Library Management System (SLIMS): Check the existence of a library material on the SLIMS database, analyse the library material, determine the type, audience and language, analyse and determine the subject content and use Sears List of Subject Headings to determine the subject headings. Printing catalogue cards using REMORA system: Scan ISBN or type in the CLOI number of an item to retrieve its bibliographic record on REMORA, verify information, edit the necessary fields, i.e. Price, quantity, etc and print the catalogue cards. Search existing library materials from the SLIMS database: Search the library material by ISBN, author and title, check the existence of a record on the database, catalogue if unavailable, print catalogue cards if already catalogues and confirm information on the cards. Confirm the information on the cards.

ENQUIRIES : Mr Musia N, Ms Langa LZ, Mr Mnisi NF and HRM Intern Tel No: (015) 284 4143/ 4109/4186 / 4314.

POST 25/477 : **SPORT SCIENTIST REF NO: DSAC 2026/29**
(for a period of one (1) year contract)

SALARY : R338 106 per annum (Level 07), plus 37% of lieu benefit
CENTRE : Head Office (Polokwane)

REQUIREMENTS : NQF level 4/ Grade 12 certificate or from a recognized institution of Basic Education. Diploma / Bachelor's Degree NQF level 06 / 07 in Sport Science or equivalent qualification related to the field as recognised by SAQA. 0A minimum of 2 years' experience of experience in Sport Environment. A valid driver's license (except for persons with disabilities). Knowledge And Skills: Problem Solving and Analysis; Client Orientation and Customer Focus; Communication Time Management. Must have Facilitation and presentation skills, Excellent verbal communication, reading and writing skills; Project planning and report writing. Problem solving skills, Good interpersonal relationships and Ability to work under pressure, Computer skills: PowerPoint, Excel, Microsoft Word.

DUTIES : Coordinate programmes of sport science in academics and athlete's support: Nutrition and recovery, fitness and health assessment, team preparation, performance enhancement and injury prevention and data analysis. Liaise with medical practitioners for testing of athletes, medical screening, sport specific testing and medical interventions: Providing medical care during events and training, performance optimization, injury diagnosis and treatment and injury prevention. Support athletes from districts through the academy system: Talent identification, provide expect coaching and training to develop athletes' skills, athlete's pathway to profession sport, offering top-notch facilities and resources. Liaise with federations and other critical clients in areas of scientific support in sport: Arranging and attending meetings, report on athletes' progress support identified athletes in a high-performance area and maintain athlete support database.

ENQUIRIES : Mr Musia N, Ms Langa LZ, Mr Mnisi NF and HRM Intern Tel No: (015) 284 4143/ 4109/4186 / 4314.

POST 25/478 : **SCHOOL SPORT COORDINATORS (X8 POSTS)**
(for a period of one (1) year contract)

SALARY : R280 278 per annum (Level 06), plus 37% of lieu benefit

CENTRE : Sekhukhune District Ref No: DSAC 2026/30 (X2 Posts)
Waterberg District Ref No: DSAC 2026/31 (X1 Post)
Mopani District Ref No: DSAC 2026/32 (X1 Post)
Capricorn District Ref No: DSAC 2026/33 (X2 Posts)
Vhembe District Ref No: DSAC 2026/34 (X2 Posts)

REQUIREMENTS : NQF level 4/ Grade 12 certificate or from a recognized institution of Basic Education. Diploma / Bachelor's Degree NQF level 06 / 07 in Sport Management / Administration as recognised by SAQA will be an added advantage. A valid driver's license (except for persons with disabilities). Knowledge And Skills: Problem Solving and Analysis; Client Orientation and Customer Focus; Communication Time Management. Must have Facilitation and presentation skills, Excellent verbal communication, reading and writing skills; Project planning and report writing. Problem solving skills, Good interpersonal relationships and Ability to work under pressure, Computer skills: PowerPoint, Excel, Microsoft Word.

DUTIES : Implement the departmental policy on sport in schools; facilitate the coordination of sport on schools programmes and activities; Coordinate school sport meetings; Facilitate the development of sport in school mass participation business plan; Coordinate mass participation programme; Facilitate stakeholder meetings; Ensure equitable participation in sport; Coordinate and integrate stakeholders activities ;Organise and plan meetings; Review activities by providing strategic direction; Provide support establishment of School Sport management committees, Coordinate School Sport Leagues in School Circuits and Districts, Compilation of reports and data capturing.

ENQUIRIES : Mr Musia N, Ms Langa LZ, Mr Mnisi NF and HRM Intern Tel No: (015) 284 4143/ 4109/4186 / 4314.

POST 25/479 : **HUMAN RESOURCE OFFICER (X2 POSTS)**

SALARY : R237 453. per annum (Level 05)

CENTRE : Head Office (Polokwane):
Ref No: DSAC 2026/35
Ref No: DSAC 2026/36

REQUIREMENTS : NQF level 4/ Grade 12 certificates from a recognized institution of Basic Education. Diploma / Bachelor's Degree NQF level 06 / 07 in Human Resource Management / Development / Public Management as recognised by SAQA will

be an added advantage. Skills And Knowledge: Understanding of the legislative framework governing the public service e.g. Public Service of South Africa Act, computer literacy, planning and organising, problem solving, verbal and written communication skills.

DUTIES : Management of recruitment and selection: Management of application to advertised posts, render secretarial services during short listings and interviews, attend to queries related to recruitment and selection processes, prepare appointment letters for successful candidates, capture appointments on PERSAL system and compile memo/submissions for appointment Handling of transfer: Receive request / application for transfer, compile submission to obtain approval, issue response / release letter and transfer employees on PERSAL system. Update Pay points and information PERSAL System and Upgrading of post: Place personnel to correct Pay points on PERSAL system, update personnel information on PERSAL system, complete Request form for creation of post and write a memo for employees who are due for upgrading. Maintain employee data: Update register for newly appointed employees, inform employees about termination of contract. Management of advert: Draft DPSA and internal advert for posts according to the approved organisational structure.

ENQUIRIES : Mr Musia N, Ms Langa LZ, Mr Mnisi NF and HRM Intern Tel No: (015) 284 4143/ 4109/4186 / 4314.

POST 25/480 : **CLUB COORDINATOR REF NO: DSAC 2026/37**
(for a period of one (1) year contract)

SALARY : R237 453 per annum (Level 05), plus 37% of lieu benefit
CENTRE : Head Office (Polokwane)
REQUIREMENTS : NQF level 4/ Grade 12 certificate or from a recognized institution of Basic Education. Diploma / Bachelor's Degree NQF level 06 / 07 in Sport Management / Administration/ Science as recognised by SAQA will be an added advantage. A valid driver's license (except for persons with disabilities). Skills And Knowledge: Public Service Acts, Regulations, policies, and other legislative frameworks. Knowledge of Sport Administration Planning and organising, Computer literacy, Project planning, Problem solving Communication, Report writing.

DUTIES : Provide administrative support to local federations and confederations: Provide support services to federations, clubs and schools, render support to Provincial Sport academy and satellite, implement programmes to increase and improve relation between sport and recreation stakeholders and establish good governance structures of sport and recreation as dictated by relevant legislation. Coordinate and integrate stakeholder activities in communities: Collect, analyse, compile and update data in all sport and recreational activities, provide administrative support regarding sports and recreation facilities and infrastructure, administer the system for storage, maintenance, issues and return of sport and physical recreation equipment. Facilitate capacity building development plans: Facilitate capacity building activities, administer coach training in terms of different sporting codes, provide support for education and training events, promote sports and skills management, coordinate club development leagues, perform events management / coordination activities, liaise with hubs, sport federations, sport councils and academy to increase the number of participants in sports and recreation activities and implement programmes to increase and improve relations between sports and recreation stakeholders. Administer league related to sports programmes: Provide health and fitness activities in communities, provide support to local and district clubs, encourage all levels of communities to participate in different codes of sport and recreation activities, collate club needs, collect club profiles and coordinate club affiliation and promotion programmes.

ENQUIRIES : Mr Musia N, Ms Langa LZ, Mr Mnisi NF and HRM Intern Tel No: (015) 284 4143/ 4109/4186 / 4314.

POST 25/481 : **LIBRARY ASSISTANT (X3 POSTS)**

SALARY : R201 093 per annum (Level 04)
CENTRE : Thulamela Library Ref No: DSAC 2026/38
Mahlabathini Library Ref No: DSAC 2026/39
Mookgopong Town Library Ref No: DSAC 2026/40

REQUIREMENTS	:	NQF level 4/ Grade 12 Certificate from a recognized institution of Basic Education or equivalent qualification from a recognized institution of Basic Education. A three-year National Diploma (NQF level 6) or bachelor's degree in library and information studies / library and information science or equivalent qualification related to the field as recognised by SAQA will be an added advantage. Skills And Knowledge: Knowledge and understanding of administration procedures relating to library environment including norms and standards. Must be computer and internet literate. Planning and organising skills, Basic interpersonal relationship and problem-solving skills. Ability to work under pressure.
DUTIES	:	Provision of clerical support services within the library. Provide support services for library administration. Computerisation of library material. Provide support services for awareness and collection development. Assist with processing of library materials to be shelve ready. Assist the librarian in day-to-day management and operation of the library. Sorting, shelving and shelve reading of library materials according to their categorisation. Assist with executing library assets for asset management purposes. Assist library users when looking for reading, research materials and computer related purposes. Assist library users when looking for reding, research materials and computer related information. Assist with counter, phone and email enquiries from library users. Checking books in and out at the from desk. Register new customers and maintaining and updating customer profiles.
ENQUIRIES	:	Mr Musia N, Ms Langa LZ, Mr Mnisi NF and HRM Intern Tel No: (015) 284 4143/ 4109/4186 / 4314.
POST 25/482	:	**CLEANERS REF NO: DSAC 2026/41 (X6 POSTS)**
SALARY	:	R144 024 per annum (Level 02)
CENTRE	:	Head Office (Polokwane)
REQUIREMENTS	:	NQF level 1 (Grade 9) (AET/ABET level 4 certificate) from a recognized institution of basic Education. Certificates of training services in cleaning will be an added advantage. Knowledge And Skills: Work procedures such as Cleaning, Operating equipment and Health and safety. Interpersonal relationship, communication skills and Organising skills.
DUTIES	:	Cleaning of offices corridors, elevators and Boardrooms. Clean general kitchens. Cleaning of restrooms. Safe keep and maintain cleaning materials and equipment. Report broken cleaning machines and equipment's. Request cleaning materials. Cleaning walls, windows and doors. Emptying and cleaning of dustbin. Replace toilet papers, hand towels and refreshers.
ENQUIRIES	:	Mr Musia N, Ms Langa LZ, Mr Mnisi NF and HRM Intern Tel No: (015)284 4143/ 4109/4186 / 4314.
POST 25/483	:	**GENERAL WORKER REF NO: DSAC 2026/42**
SALARY	:	R144 024 per annum (Level 02)
CENTRE	:	Waterberg District
REQUIREMENTS	:	NQF level 1 (Grade 9) (AET/ABET level 4 certificate) from a recognized institution of Basic Education. Knowledge And Skills: Ability to operate equipments, basic literacy and good communication skills. Knowledge of repetitive work procedures such as cleaning\ equipments /gardening and Health and Safety measures.
DUTIES	:	Perform General Duties: Load and off-load furniture, equipment, archivalia and any other goods to the relevant destination, safe keeping of records and archivalia. Cleaning inside and outside of the building: clean relevant workstations and maintenance of the external areas of the archive building: Distribute and collect documents, ensure proper movements of documents: Ensure proper movements of documents and record in the register. Operate elementary machines: Vacuums and photocopier
ENQUIRIES	:	Mr Musia N, Ms Langa LZ, Mr Mnisi NF and HRM Intern Tel No: (015)284 4143/ 4109/4186 / 4314.
POST 25/484	:	**GENERAL WORKER (X2 POSTS)**
SALARY	:	R144 024 per annum (Level 02)
CENTRE	:	Muti Wa Va Tsonga (Mopani District) Ref No: DSAC 2026/43 Schoemansdal (Vhembe District) Ref No: DSAC 2026/44

REQUIREMENTS	:	NQF level 1 (Grade 9) (AET/ABET level 4 certificate) from a recognized institution of Basic Education. Knowledge And Skills: Ability to operate equipments, basic literacy and good communication skills. Knowledge of repetitive work procedures such as cleaning\ equipments /gardening and Health and Safety measures.
DUTIES	:	Perform General Duties: Load and off-load furniture, equipment, archivalia and any other goods to the relevant destination, safe keeping of records and archivalia. Cleaning inside and outside of the building: clean relevant workstations and maintenance of the external areas of the archive building: Distribute and collect documents, ensure proper movements of documents: Ensure proper movements of documents and record in the register. Operate elementary machines: Vacuums and photocopier.
ENQUIRIES	:	Mr Musia N, Ms Langa LZ, Mr Mnisi NF and HRM Intern Tel No: (015) 284 4143/ 4109/4186 / 4314.

ANNEXURE X

PROVINCIAL ADMINISTRATION: MPUMALANGA
DEPARTMENT OF HEALTH

The Department of Health is an equal opportunity, affirmative action employer. It is our intention to promote representivity in respect of race, gender and disability through the filling of these positions. Candidates whose transfer / promotion / appointment will promote representivity will receive preference.

APPLICATIONS : Departmental Online Application System: www.mpuhealth.gov.za
CLOSING DATE : 31 July 2026
NOTE : N.B. Applicants are advised to apply as early as possible to avoid disappointments. 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. In order to alleviate administration burden on HR Sections as well as considering the cost for applicants, Departments are encouraged to request certified copies of qualifications and other relevant documents from shortlisted candidates only which may be submitted to HR on or before the day of the interview following communication from the relevant HR section of the Department. All posts health/engineering posts that are advertised within the Department professional registration will be required from various statutory council for shortlisted candidates. A complete set of application documents should be submitted separately for every post that you wish to apply for. Please ensure that you clearly state the full post description and the relevant Post Reference Number on your application. No fax applications will be considered. Applicants must ensure that they fully complete and sign form Z 83, even if they are attaching a CV. Incomplete and/or unsigned applications will not be considered. If you are currently in service, please indicate your PERSAL number at the top of form Z83. Due to ongoing internal processes, the Department reserves the right to withdraw any post at any time. The Department reserves the right to verify the qualifications of every recommended candidate prior to the issuing of an offer of appointment. All short listed candidates will be subject to a vetting process prior to appointment. If no response is received from Mpumalanga Department of Health within 90 days after the closing date of the advertisement, applicants must assume that their application was not successful. Please quote the correct references when applying and where possible the station / centre where the post is. www.mpuhealth.gov.za only online applications will be accepted. NB: Candidates who are not contacted within 90 DAYS after the closing date must consider their applications as having been unsuccessful. please note The Department reserves the right to amend / review / withdraw the advertised posts if by so doing, the best interest of the department will be well served. (People with disabilities are also requested to apply and indicate such in their applications). 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.
ERRATUM: Kindly note that the posts were posted in the Public Service Vacancy Circular 17 dated 22 May 2026, the posts of Clinical Nurse Practitioner (Warburton CHC and Emthonjeni Clinic, Gert Sibande District) with Ref No: MPDoH/May/26/766, Chief Personnel Officer (Amajuba Memorial Hospital (X2 Posts), Gert Sibande District) with Ref No: MPDoH/Mar/26/775, and its closing date of 29 May 2026, the posts were posted in the Public Service Vacancy Circular 19 dated 05 June 2026, the posts of Medical Physicist Grade 1: Oncology (Rob Ferreira Hospital, Ehlanzeni District) with Ref No: MPDoH/Jun/26/933, Dental Laboratory Technician Grade 1: Dentistry (6 Posts) (Witbank Hospital, Nkangala District) with Ref No: MPDoH/Jun/26/949 and Dental Laboratory Technician Assistant Grade 1: Dentistry (X2 Posts) (Witbank Hospital, Nkangala District) with Ref No: MPDoH/Jun/26/979 and its closing date of 23 June 2026, the posts has been withdrawn.

OTHER POSTS

POST 25/485 : **HEAD: CLINICAL UNIT (MEDICAL) GRADE 1: (DCST) ANAESTHESIOLOGY REF NO: MPDOH/JULY/26/1026 (X3 POSTS)**

SALARY : R2 168 145 - R2 301 186 per annum
CENTRE : Ehlanzeni District

Gert Sibande District
Nkangala District

REQUIREMENTS : Appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Anaesthesiology (2026). A minimum of five (5) years' appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist in Anaesthesiology. Valid driver's licence. Multidisciplinary management and teamwork and experience in the respective medical discipline. Knowledge of current Health and Public Service regulations and policies. Skills in terms of consultations, history taking, examination, clinical assessment and clinical management. Knowledge, skills, Training and Competences required. Sound knowledge of medical ethics. Multidisciplinary management and teamwork and experience in the respective medical discipline. Sound clinical knowledge. Competency and skills in general clinical domains. The ability to work independently and under pressure and beyond normal working hours and work with diverse team. Good communication, leadership, interpersonal, and engage when necessary. Knowledge of current health policies, legislation, programs and priorities within the domain. Ability to teach and guide junior staff within the department. Behavioural Attributes: Stress tolerance, to work within a team, self-confidence and the ability to build and maintain good relationship.

DUTIES : General: Represent own specialist discipline as a member of District Clinical Specialist Team responsible for the delivery of quality health care for mothers, new-borns, and children at all levels within the health district. Supervising the management of and managing Anaesthesiology and coordinate services. To execute duties and functions with proficiency, to support the aims and objectives of the institution that consistent with standards of patient care. Accept responsibility for the management of patients admitted in a level 2/3 package of service facility. Assist in the preparation and implementation of guidelines and protocols. Participate in academic and training programs. Assist with clinical audits actively participate in continuous professional development. Provide support to hospital management towards an efficient standard of patient care and services maintained. Comply with the performance Management and Development System.

ENQUIRIES : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 25/486 : **HEAD: CLINICAL UNIT (MEDICAL) GRADE 1: (DCST) OBSTETRICS & GYNAECOLOGY REF NO: MPDOH/JULY/26/1027**

SALARY : R2 168 145 - R2 301 186 per annum
CENTRE : Gert Sibande District
REQUIREMENTS : Appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Obstetrics and Gynaecology (2026). A minimum of five (5) years' appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist in Obstetrics and Gynaecology. Valid driver's licence. Be a South African citizen or a permanent residence of South Africa. Knowledge and Skills: Knowledge of Public Service legislation, policies and procedures. Medical management, written and verbal communication skills and report writing skills. Ensure effective delivery of Obstetrics and Gynaecology services according to current guidelines. Lead clinical governance activities, including audits, M&M reviews and quality improvement initiatives.

DUTIES : General: Represent own specialist discipline as a member of District Clinical Specialist Team responsible for the delivery of quality health care for mothers, new-borns, and children at all levels within the health district. Manage patient flow and optimize theatre, ward, and outpatient services for safe, efficient care. Oversee clinical outcomes and ensure safe, evidence-based care. Strengthen medico-legal risk reduction, patient-safety measures and National Core Standards compliance within Obstetrics and Gynaecology Department. Manage patients in both inpatient and outpatient settings. Represent province at provincial/ national meetings/ forums. Ensure active CPD program is run in the Department. Supervise junior medical officers, registrars and interns in training. Ensure optimal training of registrars as per HPCSA guidelines. Provide clinical supervision and mentorship to registrars. Coordinate and deliver formal teaching activities, skills training and assessment preparation. Participate in

assessments, monitor registrar progress, and contribute to curriculum development in collaboration with the academic division. Advice and guide students, teach under-and post graduate students. Maintain open communication channels with student. Check/moderate test and exam papers. Assist in updating curricula, courses and programs. Provide advice to other healthcare professionals and run Skills Development Programmes to share expertise. Participate in after-hours consultant call roster to ensure continuous availability of expert Obstetrics and Gynaecology support. Provide direct clinical care, supervision and management of high-risk cases. Ensure appropriate documentation, handover processes and continuity of care for weekend and after-hours services. Support budget planning and ensure efficient resource use. Maintain discipline and promote a professional work culture. Conduct performance appraisals.

ENQUIRIES : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 25/487 : **MEDICAL SPECIALIST GRADE 1: FORENSIC PATHOLOGY SERVICES REF. NO.: MPDOH/JULY/26/1028**

SALARY : R1 395 528 - R1 479 723 per annum
CENTRE : Nkangala District
REQUIREMENTS : Appropriate qualifications that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Forensic Pathology (2026). A valid work permit will be required from non-South Africans. Sound knowledge of medical ethics. Multidisciplinary management and teamwork and experience in the respective medical discipline. Knowledge of current Health and Public Service regulations and policies. Skills in terms of consultations, history taking, examination, clinical assessment and clinical management. Grade 1: None after registration with the HPCSA as Medical Specialist (Independent Practice). Minimum of one 1-year relevant experience after registration with a recognized Foreign Professions and / or the HPCSA as a Medical Specialist (Forensic Pathology) for foreign qualified employees. Knowledge, skills, Training and Competences required. Sound knowledge of medical ethics. Multidisciplinary management and teamwork and experience in the respective medical discipline. Sound clinical knowledge. Competency and skills in general clinical domains. The ability to work independently and under pressure and beyond normal working hours and work with diverse team. Good communication, leadership, interpersonal, and engage when necessary. Knowledge of current health policies, legislation, programs and priorities within the domain. Ability to teach and guide junior staff within the department. Behavioural Attributes: Stress tolerance, to work within a team, self-confidence and the ability to build and maintain good relationship.
DUTIES : Supervising the management of and managing Forensic Pathology and coordinate services. To execute duties and functions with proficiency, to support the aims and objectives of the institution that consistent with standards of patient care. Accept responsibility for the management of patients admitted in a level 2/3 package of service facility. Assist in the preparation and implementation of guidelines and protocols. Participate in academic and training programs. Assist with clinical audits actively participate in continuous professional development. Provide support to hospital management towards an efficient standard of patient care and services maintained. Comply with the performance Management and Development System (conducting quarterly reviews and final assessment).
ENQUIRIES : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 25/488 : **PRINCIPAL CLINICAL PSYCHOLOGIST GRADE 1: MENTAL HEALTH & SUSTANCE ABUSE REF NO: MPDOH/JULY/26/1029**

SALARY : R1 295 388 – R1 436 913 per annum
CENTRE : Rob Ferreira Hospital (Ehlanzeni District)
REQUIREMENTS : Senior Certificate / Grade 12 plus Master's Degree in Clinical Psychology. Current registration with the Health Professional Council of South Africa

(HCPSA) as a Clinical Psychologist (2026). A minimum of three (03) years' appropriate experience as Psychologist after registration with the Health Professional Council of South Africa (HCPSA) as a Clinical Psychologist.

DUTIES : General Management of the clinical psychology department. Support mental health department. Provide professional and management support for the provision of quality patient care. Ensure psychological services are provided according to professional standards and ethical principles. Develop client systems and programs that guarantee prompt service to patients according to the delivery objectives laid down by the National department of health. Provide guidance and leadership towards the realization of the strategic plans and operational plans of mental health services. Promote and support forensic psychological services. Manage and utilize resources in accordance with relevant directives and legislation and complying with all legal prescripts Acts, Legislatives, Policies, Circulars, Procedures and guidelines. To organize, establish and implement the internship programme for Clinical Psychologists in Mpumalanga province.

ENQUIRIES : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 25/489 : **MANAGER NURSING (PN-A9): CHILD HEALTH REF NO: MPDOH/JULY/26/1030**

SALARY : R1 201 302 – R1 373 562 per annum
CENTRE : Provincial Office, Mbombela (Nelspruit)
REQUIREMENTS : Senior Certificate / Grade 12 plus Basic qualification accredited with SANC in terms of Government Notice R425 (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse (2026). A tertiary qualification in Health Sciences, preferably in Public Health. A minimum of ten (10) years of appropriate / recognizable experience in nursing after registration as a Professional Nurse. At least 5 years of the period referred to above must be appropriate / recognizable experience in management level of Child Health Care. Post basic qualifications in Child health, Diploma/Degree in Nursing Education and Administration will be an advantage. Demonstrate basic computer literacy as a support tool to enhance service delivery. Ability to plan and organise own work. Be able to work under pressure. Valid driver's licence.

DUTIES : Coordinate Child Health programme in the province and liaise with National Sub-Directorate, Districts and other sectors on issues related to Child Health. Develop strategic plans, policies and protocols on implementation of Child Health programme. Support districts with the implementation of national and provincial policies. Render technical support, advice, and capacity building of personnel. Manage the rendering of Adolescent, Youth and Integrated School Health Programme in the province. Support the implementation of norms and standard for Child health programme. Manage the programme's finances and budget, Conduct research on Child Health related issues. Monitor and evaluate the impact of the programme.

ENQUIRIES : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 25/490 : **DEPUTY MANAGER NURSING (PN-A8): MENTAL HEALTH & SUBSTANCE ABUSE REF NO: MPDOH/JULY/26/1032 (X2 POSTS)**

SALARY : R1 069 215 – R1 219 323 per annum
CENTRE : Provincial Office, Mbombela (Nelspruit)
REQUIREMENTS : Senior Certificate / Grade 12 plus (NQF Level 7) in Health Sciences that allows registration with health regulatory body of South Africa. A minimum of nine (09) years appropriate / recognisable experience as health professionals. At least four (4) years of the period referred to above must be appropriate / recognisable experience at management level in Mental Health Services Coordination. Core competencies: Knowledge of mental health services, communication skills, financial management, planning and organisation, monitoring and evaluation. Project management. Registration with relevant

health regulatory body of South Africa. Basic computer literacy. Valid driver's licence.

DUTIES : Coordinate and support the implementation of Mental Health Act 17 of 2002, National mental health policy framework and strategic plan 2023-2030 and Health sector drug master plan in the province. Develop a provincial comprehensive strategy to combat substance abuse, Coordinate and support the provision of the forensic mental health services, Coordinate the establishment of the mental health community-based services in the province. Develop a strategy to manage child and adolescence in the province. Ensure effective communication and collaboration with all stakeholders to maintain existing mental health services. Provide technical support to districts on matters relating to mental health. Monitor program performance using available tool and innovative method to strengthen the program. Develop monitoring framework that will provide for participation of all stakeholders. Develop and implement the strategies in line with provincial policies, guidelines and ensure integration into primary health care. Assist in the coordination of services including training and capacity building for health care workers. Support and facilitate the licensing of NPOs and NGOs involved in the management of persons with mental illness and/or severe or profound intellectual disability. Facilitate stakeholder engagement and inter-sectoral collaboration on mental health and substance abuse management. Compile and submit reports and progress update.

ENQUIRIES : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 25/491 : **MEDICAL OFFICER GRADE 1 REF NO: MPDOH/JULY/26/1033**

SALARY : R1 041 402 - R1 121 241 per annum
CENTRE : Verena CHC (Nkangala District)
REQUIREMENTS : MBChB degree (qualification) that allows registration with the HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner (2026) (Independent Practice). NB: The appointed Medical Officer must be able to work shifts. A valid work permit will be required from non-South Africans. Sound knowledge of medical ethics. Multidisciplinary management and teamwork and experience in the respective medical discipline. Knowledge of current Health and Public Service regulations and policies. Skills in terms of consultations, history taking, examination, clinical assessment and clinical management. Grade 1: No experience required after registration with the HPCSA as Medical Practitioner (Independent Practice). Minimum of 1-year relevant experience after registration with a recognised Foreign Health Professions and / or the HPCSA as a Medical Practitioner (Independent Practice) for foreign qualified employees. Knowledge, Skills, Training and Competences Required: Sound knowledge of medical ethics. Multidisciplinary management and teamwork and experience in the respective medical discipline. Sound clinical knowledge, competency and skills in general clinical domains. The ability to work under supervision as an efficient team member. Good communication, leadership, interpersonal, and supervisory skills. Ability to manage patients independently, diligently, responsibility and engage when necessary. Knowledge of current health policies, legislation, programmes and priorities within the domain. Ability to teach, guide and junior staff within the department. Behavioural Attributes: Stress tolerance, to work within a team, self-confidence and the ability to build and maintain good relationship. Sound clinical knowledge with regard to medicine. Ability to deal with all medical emergencies. Knowledge of ethical medical practice.

DUTIES : To execute duties and functions with proficiency, to support the aims and objectives of the Institution that consistent with standards of patient care. Accept responsibility for the management of patients admitted in a level 2/3 package of service facility. Assist in the preparation and implementation of guidelines and protocols. Participate in academic and training programmes. Assist with clinical audits actively participate in continuous professional development. Provide support to hospital management towards an efficient standard of patient care and services is maintained.

ENQUIRIES : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi

Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 25/492 : **CLINICAL PSYCHOLOGIST GRADE 1: MENTAL HEALTH & SUSTANCE ABUSE REF NO: MPDOH/JULY/26/1036 (X3 POSTS)**

SALARY : R907 617 - R995 592 per annum
CENTRE : Rob Ferreira Hospital (Ehlanzeni District)
Witbank Hospital (Nkangala District)
Ermelo Hospital (Gert Sibande District)
REQUIREMENTS : Senior Certificate / Grade 12 plus Master's Degree in Clinical Psychology. Current registration with the Health Professional Council of South Africa (HCPSA) as a Clinical Psychologist (2026). Grade 1: None after registration with the HPCSA as Clinical Psychologist (Independent Practice). Minimum of one 1-year relevant experience after registration with a recognized Foreign Professions and / or the HPCSA as a Clinical Psychologist for foreign qualified employees. Knowledge, Skills And Competencies: Sound clinical knowledge regarding Clinical Psychology diagnostic assessment and treatment procedures. Knowledge and the ability to administer and interpret psychological tests. Ability to function in a multi-disciplinary team. Excellent Communication and interpersonal relationship skills. Quality Assurance and Improvement. Problem solving skills. Competency in psychological assessment and report writing within the context of forensic Mental Health Care services. Ability to develop and implement psychological rehabilitation programmes. Teaching and training ability. Administration skills. Knowledge of all applicable legislation pertaining to Mental Health Care and forensic Mental Health. Computer Literacy in Microsoft Word, Excel, Outlook, PowerPoint, etc. Valid Driver's licence.
DUTIES : Development and implementation of Clinical Psychology services within the district. Provision of effective psycho-diagnostic and psycho-therapeutic services to both general and forensic mental health services. Perform all the statutory functions applicable to the relevant function, compile court reports and attend to court enquiries and the other task emanating from the courts. Develop and render psychotherapeutic programmes for acute and sub-acute MHCUs. Attend to relevant administrative matters. Provide teaching and training to Junior Clinical Psychologists and other clinical staff and participate in district outreach programmes. Undertake mental health research when required. Actively involved in the management of state patients that are on LOA and conditional discharge. Ability to conduct individual, group, family psychotherapy and forensic observation. Maintain accurate records and statistics. Offer outreach services to outlying institutions within the district.
ENQUIRIES : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 25/493 : **PHARMACIST GRADE 1 REF NO: MPDOH/JULY/26/1038 (X2 POSTS)**

SALARY : R882 816 – R936 987 per annum
CENTRE : Rob Ferreira Hospital (Ehlanzeni District)
Amajuba Memorial Hospital (Gert Sibande District)
REQUIREMENTS : Senior Certificate / Grade 12 plus Pharmacy Degree or equivalent qualification. Current registration with South African Pharmacy Council (SAPC) (2026). Core competencies recommended. Commitment to quality development of self and others. Computer literacy, good interpersonal skills. Good written and verbal communication skills. Strong leadership and managerial skills.
DUTIES : Ensure proper selection and procurement of drugs and surgical items for the hospital. Ensure rational use of drugs. Develop a hospital medicine formulary. Monitor expenditure on pharmaceutical and surgical items. Perform stock control functions. Ensure proper reconciliation of pharmaceutical accounts. Supervise and train Pharmacy Support Staff, Interns, Community Servers and Junior Pharmacist.
ENQUIRIES : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 25/494	:	**MEDICAL PHYSICIST GRADE 1: RADIATION ONCOLOGY REF NO: MPDOH/JULY26/1039**
SALARY	:	R844 128 – R935 049 per annum
CENTRE	:	Rob Ferreira Hospital (Ehlanzeni District)
REQUIREMENTS	:	An appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as a Medical Physicist. Current registration with a Health Professions Council of South Africa (HPCSA) as a Medical Physicist 2026). Experience: Grade 1: None after registration with the HPCSA as a Medical Physicist. Inherent requirements of the Job: Willingness to work after hours. Competencies (knowledge/skills): Skills pertaining to the scope of the profession of Medical Physicist. Must be able to work independently and have the skills to complete projects on time. Good communication and interpersonal relationship skills.
DUTIES	:	Provide Medical Physics support to Radiation Oncology Department. Responsible for radiotherapy quality assurance programmes and radiation dosimetry. Ensure that equipment is safe, effective and working properly. Environmental monitoring to determine dose equivalent levels as required. Give scientific and technical advice about radiation doses, designing treatment plans and radiation protection. Acquisition of new radiotherapy equipment and maintenance of equipment. Provide radiation protection services and ensure regulatory compliance for the institution.
ENQUIRIES	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
POST 25/495	:	**REGISTERED COUNCILLOR GRADE 1: MENTAL HEALTH & SUBSTANCE ABUSE REF NO: MPDOH/JULY26/1042 (X3 POSTS)** On Three (3) Year Contract
SALARY	:	R741 102 – R821 070 per annum
CENTRE	:	Bushbuckridge Sub-district (X2 Posts) (Ehlanzeni District) Mkhondo Sub-district (X1 Post) Gert Sibande District)
REQUIREMENTS	:	Senior Certificate / Grade 12 plus an appropriate qualification that allow for the registration with the Health Professional Council of South Africa (HPCSA) as a Registered Counsellor (2026). Knowledge with development of programmes and policies, experience with Trauma and Suicide interventions and experience with Psychometric Assessments will be an advantage. Work within your professional scope of practice and refer for more specialized mental health intervention. Good presentation skills and ability to conduct meeting and training. Willing to travel in the sub-district to consult clients, attend, conduct meeting and respond to district disasters. Ability to work in a diverse, multi-cultural and inclusive environment. Computer Literacy in Microsoft Word, Excel, Outlook, PowerPoint, etc. Valid driver's licence. Willingness to travel. Willingness to work long hours.
DUTIES	:	Rendering of psychologically-related interventions: (e.g. Counselling, Crisis Intervention, Debriefing, Problem Oriented Intervention, Trauma & Suicide). Ensure the rendering of a professional, integrated service by Employee Health and Wellness to employees. Improve the mental well-being of members by providing psychological, emotional, and personal and work- interventions. Work in a multi-disciplinary Employee Health and Wellness Team, Assist in Psychometric testing. Assist in conducting Organizational Mental health screening and team building initiatives. Offer supervisory services to other psychology professionals. Management of projects and mental health related initiatives. Psychoeducation and mental health promotion. Assist with the facilitation of Assessment Centres. Conducting mental health campaigns as per the departmental calendar. Management of human, physical and financial resources. Assist in the development of Organizational Norms, Standards and Procedures.
ENQUIRIES	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 25/496 : **OPERATIONAL MANAGER NURSING (PN-B3): MATERNIYY REF NO: MPDOH/JUL/26/1043**

SALARY : R720 819 – R821 454 per annum
CENTRE : Ermelo Hospital Gert Sibande District)
REQUIREMENTS : Senior Certificate / Grade 12 plus Basic R425 qualification (i.e. Diploma/ Degree in Nursing) that allows registration with the 'South African Nursing Council' (SANC) as a Professional Nurse (2026). A post basic nursing qualification, with duration of at least one (01) year accredited with the SANC in Advanced Maternity Nursing Science. Diploma/Degree in nursing management. Minimum of ten (09) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with South African Nursing Council (SANC) in General Nursing At least six (05) years of period referred to above must be appropriate/recognizable in the specific specialty after obtaining the one (01) year post basic qualification in Advanced Maternity Nursing Science. At least three (03) years of the period referred to above must be appropriate/recognizable experience at Management Level Skills: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks such as Nursing Act, Health Act, Occupational Health and Safety Act Patient's Rights Charter, Batho-Pele Principles. Sound knowledge and skills in implementing disciplinary code and procedure, grievance procedure Leadership, organizational, decision making and problem-solving abilities within the limit of the public sector and institutional policy framework Good interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Knowledge of financial and budgetary prescripts and processes pertaining to the relevant resources under management Insight into public health sector strategies and priorities including the nursing strategy, standards procedures and policies pertaining to nursing care, computer skills in basic programs.
DUTIES : Provide effective management and professional leadership in the specialized units of Maternity. Demonstrate effective communication with patients, supervisors, other health professional and junior colleagues including more complex report writing when required Effective management, utilization and supervision of all resources Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensure that the unit adheres to the principles of Batho Pele Maintain clinical competence by ensuring that scientific principles of nursing and clinical governance are implemented. Implement maternal guidelines, demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practice. Exercise control of discipline, grievance and any labour related issues in terms of laid down procedures. Provide supportive supervision and comply with PMDS evaluation of staff, formulate training programs and participate in training and development of staff and nursing students. Monitor implementation Disaster management, monitor implementation of NCS and Ideal Hospital Realization Framework and interpret its impact on service delivery thereof. Co-ordinate and participate in health promotion activities and monitor and evaluation of data Demonstrate basic computer literacy as a support tool to enhance service delivery. Support Nursing Services Management by working weekend and night duty when required.
ENQUIRIES : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 25/497 : **ASSISTANT DIRECTOR ENVIRONMENTAL HEALTH SERVICES GRADE 1 (HEALTH CARE RISK WASTE MANAGEMENT) REF NO: MPDOH/JULY/26/1045 (X2 POSTS)**

SALARY : R664 410 – R735 930 per annum
CENTRE : Provincial Office, Mbombela (Nelspruit)
REQUIREMENTS : Senior Certificate / Grade 12 plus appropriate qualification in Environmental Health / Public Health as recognized by SAQA that allows for the required registration with the Health Professional Council of South Africa (HPCSA) as an Environmental Health Practitioner. A minimum of three (3) years appropriate experience in the relevant profession after registration with the Health Professional Council of South Africa (HPCSA) as independent practice (where applicable) of which five (5) years must be appropriate experience in

management. Must have an experience in managing Health Care Risk Waste in the health facilities and Public Old Age Homes would be an added advantage. At least 5 years' experience as an environmental health and independent practitioner. Extensive knowledge on Health Care Risk Waste management and other hazardous substance and related activities. Good leadership qualities, with a clear demonstration of monitoring and evaluation of the programme. Good leadership qualities, with a clear demonstration of management abilities. The ability to coordinate multi-disciplinary and sectoral activities. Good communication skills. Computer literacy. A valid driver's license. Must be registered with the Health Professions Council of South Africa (HPCSA) as an independent environmental health practitioner. Strategic capability and leadership. Programme and project management skills. Must have computer skills (MS Office package and Power Point Presentation) Financial management skills. Change and knowledge management skills. Problem-solving and analysis skills. People management and empowerment. Contract management skills. Able to work independent, under pressure, willing to work overtime and travel extensively. Understanding legislative frameworks and related policies in the health public sector and other prescripts.

DUTIES : Develop, implement, monitor and evaluate policy guidelines for management. Monitor and evaluate Health Care Risk Waste contract management. Develop turnaround strategy to improve Health Care Risk Waste management in the province. Develop and revise Health Care Risk Waste and Environmental Health related policies, legislation, strategies and relevant norms and standards. Able to manage and provide accurate information to the Supervisor and other stakeholders for evidence –based decision- making and programme planning and evaluation. Able to analyse Health Care Risk Waste finance and data for decision making. Able to manage hazardous substances. Capacity building of health care workers to manage Health Care Risk Waste in the facilities. Able to conduct research to inform policies. Provide technical support to facilities and other stakeholders. Represent the department on Health Care Risk Waste management forums. Develop strategic and operational plan for the programme. Develop quality improvement plan. Able to monitor Health Care Risk Waste management in the facilities.

ENQUIRIES : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 25/498 : **CLINICAL PROGRAMME CO-ORDINATOR GRADE 1 (PN-A5): MENTAL HEALTH & SUBSTANCE ABUSE REF NO: MPDOH/JULY/26/1050 (X5 POSTS)**

SALARY : R571 161 - R654 285 per annum

CENTRE : Emalahleni Sub-district (X1 Post), Victor Khanye Sub-district (X1 Post) (Nkangala District)
Mkhondo Sub-district (X1 Post) and Lekwa Sub-district (X1 Post) (Gert Sibande District) Nkomazi Sub-district (X1 Post) (Ehlanzeni District)

REQUIREMENTS : Senior Certificate / Grade 12 plus Basic qualification accredited with the South African Nursing Council in Terms of Government Notice 425, (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse in Psychiatry. A minimum of seven (7) years of appropriate/recognizable experience in Mental Health Environment after registration as a Professional Nurse with the SANC in General Nursing (2026). A Diploma / Degree in Nursing Administration and Management will be an added advantage. Good leadership and coordination qualities. Good interpersonal communication skills. Good organizing and planning skills. Report writing skills, ability to work under pressure. Valid driver's licence and computer literacy.

DUTIES : Coordinate and manage mental health and substance abuse programme at the sub-district level. Ensure the implementation of the mental health care act (Act no 17 2002), national mental health policy framework and strategic plan 2023-2030 and Health sector drug master plan at the sub-district level. Provide support visits in health facilities that provides 72-hrs assessment. Assist in the management of state patients on leaves of absence and conditional discharge and mental health care users in chronical care facilities. Conduct home visit to support families and help to prevent relapse and treatment defaults. Facilitates in the establishment of community based mental health services. Ensure

community involvement and participation in forming support group and working with stakeholders. Advocacy for mental health promotion and prevention of mental illness and substance abuse: competencies: plan and organise own work and support personnel to ensure proper nursing care. Do awareness campaign on mental health and substance abuse? Assist in preparation of strategic plans and operational plans for the programme, liaise with other department and ability to work with NGOs.

ENQUIRIES : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 25/499 : **PROFESSIONAL NURSE GRADE 1 (PN-B1): CHILD HEALTH CARE REF NO: MPDOH/JULY/26/1051**

SALARY : R495 423 – R581 931 per annum
CENTRE : Witbank Hospital (Nkangala District)
REQUIREMENTS : Senior Certificate / Grade 12 qualification or equivalent plus Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma / Degree in General Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwifery (2026), a post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 specialty in Critical Care Nursing Science. Minimum of four (4) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC. Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision-making skills. Good supervisory and teaching skills.

DUTIES : Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Provide comprehensive health care services in the Child Health Care Unit. Ensure effective and efficient management of resources. Provide quality patient care, follow norms and standards. Participate in quality improvement programs. Supervise and implement patient care standards. Implement and practice nursing health care in accordance with the statutory laws governing the nursing profession, labour and health care. Implement constructive working relations with nurses and other stake holders. Ensure compliance of Infection Prevention and Control policies. Ensure that the equipment is functional and ready all the time. Ability to prioritize, coordinate activities of patient management according to protocols. Able to plan and organize your own work and that of support personnel to ensure proper nursing care. Participate in staff development and performance management. Report patient safety incidence, challenges and deficiencies within the unit. Work effectively, co-operatively amicably with people of diverse intellectual, cultural, racial or religious differences. Ensure adherence to Batho - Pele Principles and Patient's Right Charter.

ENQUIRIES : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 25/500 : **PROFESSIONAL NURSE GRADE 1 (PN-B1): PAEDIATRIC REF NO: MPDOH/JUL/26/1052**

SALARY : R495 423 – R581 931 per annum
CENTRE : Ermelo Hospital (Gert Sibande District)
REQUIREMENTS : Senior Certificate / Grade 12 plus Basic R425 qualification (i.e. Degree/ Diploma in Nursing or equivalent qualification that allows registration with SANC as a Professional Nurse (2026). A post basic nursing qualification with of at least 1year, accredited with the SANC in terms Government Notice R212 in Paediatric / Child Health Nursing Science. A minimum of four (4) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision-making skills. Good supervisory and teaching skills. Demonstrate an understanding of legislation and related legal and ethical nursing practices.

DUTIES : Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Provide comprehensive health care services in the Paediatric Unit. Ensure effective and efficient management of resources. Provide quality patient care, follow norms and standards. Participate in quality improvement programs. Supervise and implement patient care standards. Implement and practice nursing health care in accordance with the statutory laws governing the nursing profession, labour and health care. Implement constructive working relations with nurses and other stake holders. Ensure compliance of Infection Prevention and Control policies. Ensure that the equipment is functional and ready all the time. Ability to prioritize, coordinate activities of patient management according to protocols. Able to plan and organize your own work and that of support personnel to ensure proper nursing care. Participate in staff development and performance management. Report patient safety incidence, challenges and deficiencies within the unit. Work effectively, co-operatively amicably with people of diverse intellectual, cultural, racial or religious differences. Ensure adherence to Batho - Pele Principles and Patient's Right Charter.

ENQUIRIES : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 25/501 : **PROFESSIONAL NURSE GRADE 1 (PN-B1): ADVANCED MIDWIFERY REF NO: MPDOH/JUL/26/1059**

SALARY : R495 423 – R581 931 per annum
CENTRE : Ermelo Hospital (Gert Sibande District)
REQUIREMENTS : Senior Certificate / Grade 12 plus Basic R425 qualification (i.e. Degree/ Diploma in Nursing or equivalent qualification that allows registration with SANC as a Professional Nurse (2026). A post basic nursing qualification with of at least 1year, accredited with the SANC in terms Government Notice R212 in Advanced Midwifery Nursing Science. A minimum of four (4) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision-making skills. Good supervisory and teaching skills. Demonstrate an understanding of legislation and related legal and ethical nursing practices.

DUTIES : Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Provide comprehensive health care services in the Advanced Midwifery Unit. Ensure effective and efficient management of resources. Provide quality patient care, follow norms and standards. Participate in quality improvement programs. Supervise and implement patient care standards. Implement and practice nursing health care in accordance with the statutory laws governing the nursing profession, labor and health care. Implement constructive working relations with nurses and other stake holders. Ensure compliance of Infection Prevention and Control policies. Ensure that the equipment is functional and ready all the time. Ability to prioritize, coordinate activities of patient management according to protocols. Able to plan and organize your own work and that of support personnel to ensure proper nursing care. Participate in staff development and performance management. Report patient safety incidence, challenges and deficiencies within the unit. Work effectively, co-operatively amicably with people of diverse intellectual, cultural, racial or religious differences. Ensure adherence to Batho - Pele Principles and Patient's Right Charter.

ENQUIRIES : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 25/502 : **DENTAL LABORATORY TECHNICIAN GRADE 1: DENTISTRY REF NO: MPDOH/JULY/26/1058 (X6 POSTS)**
Re-Advertisement

SALARY : R413 121 – R472 359 per annum
CENTRE : Witbank Hospital (Nkangala District)

REQUIREMENTS : Senior Certificate / Grade 12 plus an appropriate qualification that allows registration with the South African Dental Technician Council (SADTC) as Dental Technician (2026). Grade 1: SA qualified employees: none experience after registration with the HPCSA in the relevant profession (where applicable) in respect of employees who performed Community Service as required in SA. Foreign qualified employees: one (1) year relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of employees who performed Community Service as required in SA. Experience in Dental Laboratory Assistant will be an added advantage. Knowledge: All dental technology disciplines. Oral anatomy and Tooth Morphology. Dental technology equipment and materials. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.

DUTIES : Fabricate clinically acceptable dental prosthesis using appropriate materials and procedures. Carry out infection control procedures. Supervise a dental laboratory assistant. Maintain daily production registers and submit monthly production statistics. Comply with Continuous Professional Development (CPD) requirements. Comply with Occupational Health and Safety standards.

ENQUIRIES : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 25/503 : **SPEECH THERAPIST & AUDIOLOGIT GRADE 1 REF NO: MPDOH/JULY/26/1060**

SALARY : R413 121 – R472 359 per annum
CENTRE : Ermelo Hospital (Gert Sibande District)
REQUIREMENTS : Senior Certificate / Grade 12 plus an appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) Speech Therapist and Audiology. Current registration with the HPCSA as Speech Therapist and Audiology. Grade 1 (2026): SA qualified employees: none experience after registration with the HPCSA in the relevant profession (where applicable) in respect of employees who performed Community Service as required in SA. Foreign qualified employees: one (1) year relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of employees who performed Community Service as required in SA. Knowledge, Skills Training and Competencies Required: Good verbal and written communication skills. Good interpersonal relations. Problem solving skills. Knowledge of relevant Health and Safety Act. Ability to perform basic quality assurance tests. Computer literacy. Valid driver's licence.

DUTIES : Render effective patient centered speech therapy and audiology service for in and out- Patients in adherence to the scope of practice and health protocols. To with colleagues, relieve as and when the need arises, and to work closely with the interdisciplinary team members. Carry out delegated duties to participate in student training, supervision and performance evaluation. Implement and maintain the quality assurance and National Core standard and norms at departmental level. Adhere to provincial, hospital and departmental policies, procedures, guidelines and regulations. Perform record keeping, data collection, assist with budget control and assets managements. Contribute and participate in professional development of self-colleagues and members of the interdisciplinary team members. Participate in research projects of the department. Participate in quality assurance methods and CPD activities. Communicate effectively with all stakeholders. Exercise acre with all consumables and equipment. Ensure adherence to Batho - Pele Principles and Patient's Right Charter.

ENQUIRIES : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 25/504 : **CHIEF PERSONNEL OFFICER REF NO: MPDOH/JULY/26/1061**
Re-advertisement.

SALARY : R413 001 per annum (Level 08), (plus service benefits)
CENTRE : Amajuba Memorial Hospital (Gert Sibande District)

REQUIREMENTS : Senior Certificate/ Grade 12 plus six (6) years' relevant experience in Human Resource Management or Diploma / Degree (NQF Level 6/7) in Human Resource Management, Public Administration / Public Management as recognized by SAQA plus three (3) years' relevant experience in Human Resource Development. At least three (3) years' experience in the post of Personnel Practitioner / Principal Personnel Officer / Administrative Officer (Level 7). A least a minimum of three (3) PERSAL courses is inherent requirement. Extensive knowledge of PERSAL including interpreting PERSAL reports. Skills and competencies: In-depth knowledge of policies, systems, processes, procedures and best practices pertaining to Recruitment and Selection, Condition of Services, Employees Benefits, Administration, Performance Management, Human Resource Development and Skills development. A good understanding and knowledge of the PFMA, Public Service Regulations, Basic Conditions of Employment and Employment Equity Act. Promotion of Access to Information Act (PAIA), Public Service Act, Public Service Regulations and 245 Treasury Regulations. Computer literacy particularly MS, Excel, Outlook & Word. Good interpersonal relationship, networking, written and verbal communication skills at levels. Logical and innovative thinking abilities and leadership skills. Valid driver's license.

DUTIES : Co-ordination and compilation of reports regarding the filing of posts. Monitor the development and review of the system of administering processes in the area of HR strategy and the management of demand and supply of human resources. Monitor and advise the process of recruitment and selection within the Department. Development of service in the standards in the area of responsibility. Monitor the implementation of Operational Plan of the unit. Manage staff in terms of the approved Performance Management and Development system: Conduct performance midterm reviews and annual performance assessment of staff. Ensure compliance and effective implementation of employment equity and skill development. Facilitate processing of pension benefits and leave payouts. Create and maintain the complete and accurate Human Resource records. Approve PERSAL Transactions captured. Utilize resources effectively, adhere to Batho Pele Principle and service standard.

ENQUIRIES : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 25/505 : **SENIOR ADMINISTRATIVE OFFICER: SALARY ADMINISTRATION REF NO: MPDOH/JUL/26/1062**

SALARY : R413 001 per annum (Level 08), (plus service benefits)

CENTRE : Matikwana Hospital (Ehlanzeni District)

REQUIREMENTS : Senior Certificate / Grade 12 plus six (6) years relevant experience in Humana Resource Management / Salary Administration or Diploma / Degree (NQF Level 6/7) in Finance / Public Administration / Public Management as recognized by SAQA plus three (3) years relevant experience in Human Resource Management / Salary Administration. At least three (3) years' experience in the post of Chief Administration Clerk / Administrative Officer / Personnel Practitioner / Principal Personnel Officer (Level 7). Extensive knowledge of PERSAL System. At least three (3) PERSAL courses as minimum requirement. Knowledge and understanding of the PFMA and Treasury Regulations; knowledge and understanding of the Basic Accounting System (BAS); good communication (verbal and written) skills; computer literacy; problem-solving skills; planning and organizing skills; analytical skills; liaison skills; client orientation skills; financial management skills; presentation skills; customer care skills. Ability to work in a team and independently. Assertiveness; and self-starter. Ability to work under pressure and good computer literacy skills (MS Excel and MS Word). Valid driver's licence.

DUTIES : The successful candidate will be expected to handle documents and information With strict confidentiality. Duties include: Check and authorize salary related transactions claims such as overtime, sessional allowances and advances, control the instating of garnishee orders, Control the cancellation of deductions such as insurance policies, check and authorize Local and Foreign travel and subsistence claims, Control payments of salary claims, Control the correctness of the distribution of PERSAL Item Analysis reports to Financial Institutions and the filing of these reports on a monthly basis, Control the

clearing, reconciling and reporting on the state of salary related ledger accounts, control leave and lump sum payments, Control the compilation of the Monthly BAS / PERSAL interface reconciliations, Follow up and resubmit PERSAL exceptions on BAS, Debtor control: Check and approve salary related debt calculations and transactions to be effected on the BAS and control debt documentation, Control the PAYE for the Department, recalculation of Income Tax, monthly income tax reconciliation EMP201 to be submitted via SARS eFiling and the annual tax reconciliation EMP501 to SARS to be submitted via SARS e@syFile, Control SARS tax directives for assessment, Check issue / reissue of IRP5 Certificates, Manage and respond to enquiries related to this function, Supervise the work performance of subordinates by inter alia, allocating and controlling work and maintaining office discipline. Requesting of BAS reports when required and Filing of claim related documents.

ENQUIRIES : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 25/506 : **SENIOR PERSONNEL PRACTITIONER: HRD REF NO: MPDOH/JULY/26/1063**

SALARY : R413 001 per annum (Level 08), (plus service benefits)
CENTRE : Rob Ferreira Hospital (Ehlanzeni District)
REQUIREMENTS : Senior Certificate / Grade 12 plus six (6) years relevant experience in Human Resource Development or Diploma / Degree (NQF Level 6/7) in Human Resource Development / Human Resource Management / Public Administration / Public Management as recognized by SAQA plus three (3) relevant experience Human Resource Development. At least three (3) years' experience in the post of Chief Administration Clerk / Administrative Officer / Personnel Practitioner / Principal Personnel Officer (Level 7). Knowledge of Government policies and all skills development related legislation. Employment Equity Act, SAQA, SETA, understanding of the National Skills Development Act and understanding of Learnership. Computer literacy, MS Excel, MS Project and Power Point. Skills: Presentation and report writing, Organizational and Administration, Numeracy, interpersonal and communication, Communication: verbal and written, creativity and innovative. Valid driver's licence.

DUTIES : Presentation of the orientation and induction program. Compile of relevant documentation pertaining to learnership program, Update learner database. Learnership Administration. Monitoring and evaluation of programmes, attend to all HRD administrative duties. Monitoring ABET Programme. Administer part time and full time bursary programmes. Manage and monitor the implementation of EPMDS for all in the hospital, clinics and proper maintenance of EPMDS records. Coordinate and monitor the implementation of human resource strategies and projects in the hospital internship, bursaries, and workplace integrated learning, learnership. Develop and maintain database for grade progression. Develop and maintain database for HRD training program. Compile in-service training plan for the entire hospital, clinics and monitor the implementation. Coordinate and facilitate training e.g. induction and training, and update records for all training. Compiling of monthly, quarterly and annually reports.

ENQUIRIES : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 25/507 : **SOCIAL WORKER GRADE 1: MENTAL HEALTH & SUBSTANCE ABUSE REF NO: MPDOH/JULY26/1066 (X3 POSTS)**

SALARY : R338 208 – R397 668 per annum
CENTRE : Themba Hospital (Ehlanzeni District)
Witbank Hospital (Nkangala District)
Ermelo Hospital (Gert Sibande District)
REQUIREMENTS : Senior Certificate / Grade 12 plus Degree in Social Work / Social Science. Current registration with the South Africa Council for Social Service Professions as Social Worker (SACSSP) (2026). Knowledge, Skills, Training And Competencies Required: Sound knowledge and understanding of mental

health care act 17 of 2002. Time management policy development, counselling, Tact and Diplomacy, Planning and Organizing Skills. Good interpersonal relations, communication, facilitation presentation and report writing, innovation skills. Sound professional and ethical behaviour including professionalism, team orientation, reliability, integrity, confidentiality, etc. Ability to work under pressure with good tact and diplomacy. Advisory, monitoring and evaluation interpretation, policy analysis and research.

DUTIES : Assist in the implementation of the mental health care act 17 2002, National Health Policy Framework and Strategic Plan 2023-2030 and Health sector drug master plan. Act as case manager for state patients on leave of absence, conditional discharge and participate in the multi-disciplinary team meeting. Evaluate information and compile forensic court report and make recommendation in the best interest of the mental health care user. Travel to conduct inquiry and interview parties, Case management of matters allocated and achieve target set. Counselling of the mental health care users. Perform all the statutory functions applicable to the relevant function, compile court reports and attend to court enquiries and the other task emanating from the courts. Produce and maintain records of social work interventions and process and outcomes. Liaise or attend meetings with other departments and non-governmental institutions to take cognizance of the latest developments in the relevant fields.

ENQUIRIES : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 25/508 : **PRINCIPAL PERSONNEL OFFICER: PMDS REF NO: MPDOH/JULY/26/1067**

SALARY : R338 106 per annum (Level 07), (plus service benefits)
CENTRE : Provincial Office, Mbombela (Nelspruit)
REQUIREMENTS : Senior Certificate / Grade 12 or equivalent plus three (3) years' experience in Performance Management and Development System or Diploma / Degree (NQF Level 6/7) in Human Resource Management, Public Administration / Public Management as recognized by SAQA. Good understanding and Functional knowledge of the Public Service Act, Public Service regulations, Basic condition of employment Act, Employment Equity Act, Computer literacy, Good interpersonal skills, Good written and verbal communication skills. Ability to work under pressure. Sound communication and interpersonal skills. Analytical skills on problem solving, decision making and organizational skills. Computer literacy particularly MS, Excel, outlook & Word. A valid driver's licence will serve as an added advantage.

DUTIES : To render Performance Management and Development Services. The administration of performance rewards and expenditure. The coordination of probationary records. The maintenance of a performance management database. The provision of technical advice and management issues. Render the implementation of Performance Management and Development Services. Assist with the facilitation of Performance Management and Development Services. Render the implementation of performance rewards on PERSAL System. Render administrative support services for the unit.

ENQUIRIES : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 25/509 : **STATE ACCOUNTANT: MOVABLE AND IMMOVABLE ASSETS REF NO: MPDOH/JULY/26/1068**

SALARY : R338 106 per annum (Level 07), (plus service benefits)
CENTRE : Provincial Office, Mbombela (Nelspruit)
REQUIREMENTS : Senior Certificate / Grade 12 plus three (3) years relevant experience in Assets Management, Supply Chain Management / Risk Management or Diploma / Degree (NQF Level 6/7) in Public Administration Public Management / Finance as recognized by SAQA. Knowledge of Public Finance Management Act (PFMA); Knowledge of Financial Management (Vote and Trust); Knowledge of BAS, LOGIS Pages. Skills and Competencies: People management; Computer literacy (Microsoft Packages); Good communication Skills (written

and verbal); Organising and Problem-solving skills; Sound leadership and management skills; Good interpersonal relations.

DUTIES : Compile, update, and maintain the moveable asset register in line with National Treasury guidelines. Perform routine physical asset verifications across departments to ensure assets are accounted for and match the asset register. Monitor the asset disposal process, including write-offs, transfers, and donations of redundant or obsolete assets. Monitor asset movements and ensure proper safeguarding to prevent loss, theft, or wasteful expenditure. Prepare detailed asset schedules and reports for inclusion in the Annual Financial Statements (AFS) Process capital additions, reconcile asset accounts, and clear suspense accounts before month-end and year-end closures. Ensure internal controls are in place and respond to internal and external audit queries regarding government property.

ENQUIRIES : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 25/510 : **FOOD SERVICE MANAGER REF NO: MPDOH/JULY/26/1069**

SALARY R338 106 per annum (Level 07), (plus service benefits)
CENTRE Bongani TB Specialized Hospital (Ehlanzeni District)
REQUIREMENTS : Senior Certificate/Grade 12 plus six (6) years in food services experience with a minimum of three (3) years as a supervisor or Diploma/ Degree (NQF Level 6/7) in Food & Beverage Management / Food Technology / Hospitality Management / Food Science. Food services experience in hospital environment will be an added advantage Knowledge of food service management. Excellent communication (written and verbal) skills. Prior knowledge of stock and key control is required. Strong interpersonal, analytical, and problem-solving skills. Ability to work as a team member and independently under pressure. Should have effective leadership skills and computer literacy. A driver's license will be an added advantage.

DUTIES : Manage material resources, stock, equipment, and the preparation and serving of food and refreshment. Conduct stock taking. Ensuring cleanliness in the unit. Compile performance packs as well as performance reviews of staff. Ensure compliancy to occupational health and safety. Exercise over control in the section. Apply hygiene in all service units. Planning and coordinating venues, meetings, schedules, and services. Developing and implementing policies in the section, compiling reports and submit on monthly basis. Supervision in the section.

ENQUIRIES : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 25/511 : **ADMINISTRATIVE OFFICER: MENTAL HEALTH & SUBSTANCE ABUSE REF NO: MPDOH/JULY/26/1070**

SALARY : R338 106 per annum (Level 07), (plus service benefits)
CENTRE : Provincial Office, Mbombela (Nelspruit)
REQUIREMENTS : Senior Certificate/Grade 12 plus three (3) years relevant experience or Diploma / Degree (NQF Level 6/7) in Public Administration / Public Management as recognized by SAQA. Computer literacy skills in excel, word and power point and data capturing skills. Good communication skill and ability to function independent. Strong administrative skill, innovative thinking, sound interpersonal relationship. A pleasant telephone personality, good planning, decision making, problem solving, planning and organizational skills. Writing and issuing of notices and commitment to meeting deadlines. Distributes documents to various stakeholders as required. Keep and maintain the incoming and outgoing register of the unit. Ability to work in a multidisciplinary team (MDT). Valid driver's licence.

DUTIES : Render administrative and logistic support services for Mental Health and substance abuse program. Ensure acquisition of goods and services as per operational plan. Receive and prepare invoices for payment. Assist with the management of invoices for all service providers. Receive handle and process all documents from mental health review board (MHRB). Request bas report. Monitor expenditure and consolidate report. Assist the program in preparing

and costing of operation plans, budget projections, budget adjustment and budget pressure. Enter information in a record system and produce report as required. Be responsible and assist in the management of all allocated resources. Supervise subordinates and learners allocated in the program. Effective report writing, record keeping and data collection skill is needed. Working well within the MDT set up.

ENQUIRIES : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 25/512 : **ADMINISTRATIVE OFFICER: FORENSIC PATHOLOGY SERVICES REF NO: MPDOH/JULY/26/1071**

SALARY : R338 106 per annum (Level 07), (plus service benefits)
CENTRE : KwaMhlanga Mortuary (Nkangala District)
REQUIREMENTS : Senior Certificate/Grade 12 plus three (3) years relevant experience or Diploma / Degree (NQF Level 6/7) in Public Administration / Public Management as recognized by SAQA. Computer literacy skills in excel, word and power point and data capturing skills. Good communication skill and ability to function independent. Strong administrative skill, innovative thinking, sound interpersonal relationship. A pleasant telephone personality, good planning, decision making, problem solving, planning and organizational skills. Writing and issuing of notices and commitment to meeting deadlines. Distributes documents to various stakeholders as required. Keep and maintain the incoming and outgoing register of the unit. Valid driver's licence.

DUTIES : Render administrative and logistic support services for Forensic Pathology Services. Management of case records and documentation. Coordination of mortuary administration processes. Support to Forensic Pathology Services Officers. Liaison with stakeholders, including South African Police Services (SAPS) and bereaved families. Compliance with reporting and regulatory requirements.

ENQUIRIES : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 25/513 : **PRINCIPAL PERSONNEL OFFICER REF NO: MPDOH/JULY/26/1072**

SALARY : R338 106 per annum. (Level 07), (plus service benefits)
CENTRE : Mapulaneng Hospital (Ehlanzeni District)
REQUIREMENTS : Senior Certificate / Grade 12 or equivalent plus three (3) years' experience in Human Resource unit or Diploma / Degree (NQF Level 6/7) in Human Resource Management, Public Administration / Public Management as recognized by SAQA. At least a minimum of three (3) PERSAL courses is an inherent requirement. Extensive knowledge of PERSAL includes interpreting PERSAL reports. A Good understanding and Functional knowledge of the Public Service Act, Public Service regulations, Basic condition of employment Act, Employment Equity Act, Computer literacy, Good interpersonal skills, Good written and verbal communication skills. Ability to work under pressure. Sound communication and interpersonal skills. Analytical skills on problem solving, decision making and organizational skills. Computer literacy particularly MS, Excel, outlook & Word. A valid driver's licence will serve as an added advantage.

DUTIES : Implement and maintain human resource administration practices. Render administrative functions including the following: recruitment and selection of staff. HR provisioning (recruitment and selection, appointments, transfers, verification of qualifications, vetting of candidates, secretarial functions for interviews, absorptions of staff, probationary periods, etc. and also responsible for conditions of service and benefits: leave salaries, leave graduates, pensions, termination of services, procedure on Incapacity leave and ill-health, housing allowance, overtime, translations and writing reports etc.). Coordinate the Performance management system, address human resource administration enquiries to ensure the correct implementation of human resource management practices, inform, guide and advise the staff on human resource administration matters to enhance the correct implementation of human resource administration practices/policies. Assist with preparation of

reports on human resource administration issues and statistics. Coordinate the implementation of recruitment and selection process. Provide support to Sub-district Manager.

ENQUIRIES : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 25/514 : **STATE ACCOUNTANT: LOGISTICS REF NO: MPDOH/JULY/26/ 1073**

SALARY : R338 106 per annum (Level 07), (plus service benefits)
CENTRE : Ermelo Hospital (Gert Sibande District)
REQUIREMENTS : Senior Certificate / Grade 12 or equivalent qualification plus three (3) years relevant experience in Supply Chain Management or Diploma / Degree (NQF Level 6/7) in Finance / Logistics / Procurement / Supply Chain Management / Financial / Accounting Management as recognized by SAQA. Knowledge and experience of provisioning administration, main focus in the following areas: LOGIS, Preferential Procurement Policy Framework (PPPFA), Public Finance Management Act (PFMA) and Treasury Regulations and general knowledge of Basic accounting system (BAS). Computer literacy. Sound interpersonal and communication skills (written and verbal). Good management and supervisory skills. Ability to work independently and tight deadlines. Valid driver's licence will be an added advantage.

DUTIES : Supervise and render demand and acquisition services. Supervise and undertake logistical services. Supervise and control the work of sub-ordinate (including training) in the supply chain management unit. Deal with more advanced and complicated matters pertaining to provisioning administration. Manage all aspects of orders such as quotations, purchase and processing of requisitions, authorization of procurement advice and guidance to all clients, chief user clerks and responsibility managers. Ensure compliance with departmental and Treasury Regulations. Evaluate and test compliance of all purchasing transactions. Manage all open orders. Deal with Human resources matters such as leave and perform development system of quarterly evaluation reports. Adhere to regulations and legislation pertaining supply chain management unit. Facilitate and administer requisitions for good and services. Implement internal procurement policies, regulations systems and procedures. Maintain procurement and provisioning systems and processes. Administer payment processes. Knowledge of BAS and LOGIS financial systems. Ability to work under pressure. Supervision of the subordinates. Attend and respond to audit queries.

ENQUIRIES : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 25/515 : **PROFESSIONAL NURSE GRADE 1 (PN-A2): WITH MIDWIFERY REF NO: MPDOH/JULY/26/1080 (X3 POSTS)**

SALARY : R337 359 – R397 392 per annum
CENTRE : Matibidi Hospital (Ehlanzeni District)
Witbank Hospital (Nkangala District)
Amajuba Memorial Hospital (Gert Sibande District)
REQUIREMENTS : Senior Certificate / Grade 12 plus Basic qualification accredited with the South African Nursing Council (SANC) (i.e. Diploma / Degree in General Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse (2026). Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision-making skills.

DUTIES : Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the health facility. Promote quality of nursing care as directed by the professional scope of practice and standards. Participate in the implementation of the National Core Standards and Ideal Hospital Realization Framework. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multi-disciplinary team to ensure quality nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize

		own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient needs, requirements and expectations (Batho- Pele). Effectively manage resources allocated in your unit.
ENQUIRIES	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
POST 25/516	:	**PROFESSIONAL NURSE GRADE 1 (PN-A2): SCHOOL HEALTH SERVICES REF NO: MPDOH/JULY/26/1105 (X25 POSTS)**
SALARY	:	R337 359 – R397 392 per annum
CENTRE	:	Ehlanzeni District (X9 Posts) Nkangala District (X8 Posts) (Gert Sibande District (X8 Posts)
REQUIREMENTS	:	Senior Certificate / Grade 12 plus Basic qualification accredited with the South African Nursing Council (SANC) (i.e. Diploma / Degree in General Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse (2026). At least two (2) years post-Community Service experience. A valid driver's licence. Extensive knowledge of prevention and promotion of health care services, Community based Health Care services and Primary Health Care. Good knowledge of policies on the provision of School Health Services. Proven experience in the provision and health care services especially at Primary Health Care setting. Knowledge and understanding of the Department of Health Mpumalanga Comprehensive service Plan.
DUTIES	:	Visiting of all schools in the area of jurisdiction. Learner assessment, screening and health education for the Foundation and Senior phases according to School Health Policy. Provision of on-site services according to the policy. Referral of learners with challenges for further management and intervention. Follow up of referred learners. Conduct home visits where there is a need for intervention. Work in partnership with schools and social workers for the benefits of the learners. Attend parent's meetings to raise awareness about Health Promotion in Schools.
ENQUIRIES	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
POST 25/517	:	**DENTAL LABORATORY ASSISTANT GRADE 1: DENTISTRY REF NO: MPDOH/JULY/26/1107 (X2 POSTS)** (Re-advertisement)
SALARY	:	R225 777 – R258 156 per annum
CENTRE	:	Witbank Hospital (Nkangala District)
REQUIREMENTS	:	Senior Certificate / Grade 12. Experience in Dental Laboratory Assistant will be an added advantage. Good organizational skill and ability to function under pressure. Must be prepared to work shifts, weekends and public holidays.
DUTIES	:	All plaster work in connection with dental prosthesis. Flasking and de-flasking of a dental prosthesis. Manufacturing of record blocks and special impression trays. Carry out infection control procedures with dental impressions and the dental laboratory. Accurately record production outputs and submit monthly statistics. Comply with departmental policies, procedures, and statutory requirements.
ENQUIRIES	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
POST 25/518	:	**DENTAL CHAIR ASSISTANT GRADE 1 REF NO: MPDOH/JULY/26/1108**
SALARY	:	R225 777 - R258 156 per annum
CENTRE	:	Amajuba Memorial Hospital (Gert Sibande District)
REQUIREMENTS	:	Senior Certificate / Grade 12 plus appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as a

Dental Assistant (2025). Ability to work under pressure, organizational skills, good communication skills, self-motivated and goal orientated.

DUTIES : The incumbent should have knowledge of dental assisting including infection prevention and control, chair side assisting, maintaining of equipment, stock control, knowledge of dental materials and instruments and conducting inventory. The person will work in the dental surgery in the hospital and perform administrative duties including compiling statistics, registering patients, answering of the telephone, filing of patient cards, ordering of materials, giving appointments to patients. Assist Clinicians with the oral health procedures. Preparation of instruments and dental material for the dental procedures. Cleaning and sterilization of instruments. Ordering of consumables as needed. Do inventory of dental instruments. Perform administrative duties. Adhere to the Health Care Waste Management Legislation and principle. The person should have good communication skills and good interpersonal relations.

ENQUIRIES : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

PROVINCIAL TREASURY

The Mpumalanga Provincial Treasury is an equal opportunity, affirmative action Employer. The Provincial Treasury intends to promote representation in terms of (race, gender, and disability) through the filling of these posts. All appointments will be made in accordance with the Employment Equity targets of the Provincial Treasury. Suitably qualified women and persons with disabilities remain the targeted group and are encouraged to apply.

APPLICATIONS : Directions for Applications: All applications must be submitted through the provincial e-recruitment portal at https://erecruitment.mpg.gov.za Applicants are required to register/create a profile and upload all mandatory documents on the portal to apply for these opportunities.

CLOSING DATE : 31 July 2026

NOTE : Please note the following: Only shortlisted candidates will be requested to submit certified copies of qualifications, a valid driver's licence, and ID on the day of the interview. Communication regarding requirements for certified documents will be limited to shortlisted candidates. All appointments will be subjected to a personnel suitability check process, not limited to the following: (criminal record, credit record, qualification verification, citizenship, employment reference, and social media). It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All Middle Management Services (MMS) and SMS positions will be subjected to a compulsory competency-based assessment. Successful candidates will be required to enter into a performance contract within three (03) months of employment. Applications received after the closing date or those that do not comply with the requirements indicated above will not be considered. No facsimile, post, or hand-delivered applications will be accepted. Only applications submitted via the e-recruitment system will be accepted. The Provincial Treasury reserves the right not to make any appointment(s) to the advertised posts. If you have not been contacted within three (03) months of the closing date of this advertisement, please accept that your application was unsuccessful. However, should there be any dissatisfaction, applicants are hereby advised to, within 90 days, seek reasons for the above administrative action in terms of section 5 of the Promotion of Administrative Justice, 2000 (Act No. 3 of 2000).

OTHER POSTS

POST 25/519 : **CHIEF ENGINEER: INFRASTRUCTURE COORDINATION REF NO: MPT/IC/01/2026**
Directorate: Infrastructure Coordination

SALARY : Grade A: R1 317 108 - R1 504 797 per annum (all-inclusive remuneration package), OSD

CENTRE : Head Office, Mbombela

REQUIREMENTS : Minimum three (03) years of Bachelor's Degree / BTech / B. Eng/BSc Engineering in Civil Engineering NQF Level 07. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineer / Technologist. Proven minimum six (06) years of Civil Engineering experience in Roads, Building Construction, Supervision, and Maintenance. A valid driver's license. Skills and Competencies: Excellent technical, report writing, and presentation skills. Innovative problem-solving ability. The ability to work independently at strategic, production, and execution levels. Applied knowledge of all relevant built environment legislative/regulatory requirements of national and international standards (CIDB/ISO/SANS). Ability and willingness to travel.

DUTIES : Support and monitor the province's infrastructure Departments and Municipalities. Review, evaluate, and analyze infrastructure reports and details against industry best-practice norms as applicable to strategic infrastructure planning, new, upgrading, and maintenance contracts. Provide technical, hands-on, specialized support and technical reports in the evaluation of the effectiveness and efficiency of proposed infrastructure projects. Undertake regular inspections and evaluation of infrastructure Projects within the Province. Undertake ad hoc auditing of Civil Engineering professional account/s and Civil Engineering contract final accounts. Provide mentorship to candidate engineers and technicians, and other employees within the infrastructure value chain. Manage human and financial resources.

ENQUIRIES : Mr PM Nkambule Tel No: (013) 766 4435/4374/4478, Mr DJ Sibiya Tel No: (013) 766 4386/4138

POST 25/520 : **DEPUTY DIRECTOR: PROVINCIAL SUPPLY CHAIN MANAGEMENT REF NO: MPT/PSCM/02/2026**
Directorate: Provincial Supply Chain Management

SALARY : R1 101 468 per annum (Level 12), (all-inclusive remuneration package)
CENTRE : Head Office, Mbombela
REQUIREMENTS : Minimum three (03) years' Bachelor's Degree / Advanced Diploma / BTech in Financial Management / BCom Accounting / Supply Chain Management / Logistics Management / Business Administration / Public Administration / Public Affairs / Public Management NQF Level 07. A Minimum of three (3) years' work experience in Supply Chain Management environment at a junior management level. A valid driver's license. Skills and Competencies: Knowledge of the Public Service Act, Public Service Regulations, Public Finance Management Act, Treasury Regulations, Supply Chain Management, Regulatory Frameworks, and relevant prescripts governing procurement in public service. Competency in Microsoft Office Suite (Excel, Word, and PowerPoint). Must have good communication (verbal and written), interpersonal, project management, report writing, innovative thinking, analytical, planning, and coordination skills.

DUTIES : Oversee the implementation of tender administration processes. Monitor compliance with bid administration processes in accordance with supply chain management guidelines and prescripts. Monitor advisory services on public procurement and support provided on Central Suppliers Database (CSD) registration. Manage and coordinate departmental programmes, plans, and activities in the region. Management of human and financial resources.

ENQUIRIES : Mr PM Nkambule Tel No: (013) 766 4435/4374/4478, Mr DJ Sibiya Tel No: (013) 766 4386/4138

POST 25/521 : **DEPUTY DIRECTOR: NORMS AND STANDARDS REF NO: MPT/NS/03/2026**
Directorate: Norms and Standards

SALARY : R1 101 468 per annum (Level 12), (all-inclusive remuneration package)
CENTRE : Mbombela Square
REQUIREMENTS : Minimum three (03) years' Bachelor of Commerce degree/Advanced Diploma/BTech in Accounting/Internal Auditing/Financial Management/Public Finance Management /Public Administration/Corporate Governance NQF Level 7. A minimum of three (3) years' work experience in an internal control/auditing or compliance environment at a junior management level. A valid driver's license. Skills and Competencies: Good Communication skills (verbal and written), conflict management, project management, leadership, coordinating, risk assessment, negotiation skills, presentation skills, problem-

solving, planning and organizing, competency in Microsoft Office Suite (Excel, Word, and PowerPoint), Report writing, and Analytical skills. Good management and supervisory skills. Sound knowledge of internal controls.

DUTIES : Assess and monitor compliance with financial management prescripts. Assess and monitor compliance with financial delegations' prescripts. Analyse, review, and issue analysis reports on the content and completeness of audit action plans for Departments and Public Entities. Review completed FMCMM modules for Municipalities. Review feedback reports on compliance with information management prescripts. Review feedback reports on compliance with reporting requirements for Public Entities. Manage human and financial resources.

ENQUIRIES : Mr PM Nkambule Tel No: (013) 766 4435/4374/4478, Mr DJ Sibiya Tel No: (013) 766 4386/4138

POST 25/522 : **DEPUTY DIRECTOR: BANKING, CASH AND DEBTORS MANAGEMENT REF NO: MPT/FPFAM/04/2026**
Directorate: Fiscal Policy and Financial Assets Management

SALARY : R1 101 468 per annum, (all-inclusive remuneration package)
CENTRE : Head Office, Mbombela
REQUIREMENTS : Minimum three (03) years' Bachelor's degree/Advanced Diploma/BTech NQF Level 7 in Finance/Financial Management/Accounting/Banking and Financial Risk Management. A minimum of three (03) years' experience in the field of banking, cash and debtors' management environment at a junior management level. A valid driver's license. Skills and Competencies: Competency in Microsoft Office Suite (Excel, Word, and PowerPoint). Strong analytical capabilities and sound report writing skills. Better understanding of the transversal systems of BAS and LOGIS. Knowledge and experience of relevant financial systems. Knowledge of government policies, practices, and related Acts and regulations such as PFMA, DORA, and Treasury Regulations. Excellent technical writing and presentation skills. Innovative problem-solving ability. The ability to work independently. Applied knowledge of all relevant PFMA and Treasury Regulations.

DUTIES : Monitor the implementation of the service level agreement with the Provincial Banker (contract management). Provide technical assistance to the departments on banking-related matters. Monitor the release of payments online and the processing of bank credit transfers. Manage the transfer of funds to PMGs and ensure that the transfers align with the schedule and budget allocation. Oversee the procurement and appointment process of the provincial banker. Manage the Province's investment portfolio by investing surplus funds and monitoring cash availability. Advise Departments on managing outstanding debts and guide them in developing recovery plans and strategies to improve debt collection. Manage human and financial resources.

ENQUIRIES : Mr PM Nkambule Tel No: (013) 766 4435/4374/4478, Mr DJ Sibiya Tel No: (013) 766 4386/4138

POST 25/523 : **DEPUTY DIRECTOR: REVENUE MANAGEMENT REF NO: MPT/FPFAM/05/2026**
Directorate: Fiscal Policy and Financial Assets Management

SALARY : R1 101 468 per annum (Level 12), (all-inclusive remuneration package)
CENTRE : Head Office, Mbombela
REQUIREMENTS : Minimum three (03) years' Bachelor's degree/Advanced Diploma/BTech NQF Level 7 in Finance/Financial Management/Accounting. A minimum of three (03) years' experience in financial management at a junior management level. A valid driver's license Skills and Competencies: Competency in Microsoft Office Suite (Excel, Word, and PowerPoint). Strong analytical capabilities and sound report writing skills. Better understanding of the transversal systems of BAS and LOGIS. Knowledge and experience of relevant financial systems. Knowledge of government policies, practices, and related Acts and regulations such as PFMA, DORA, and Treasury Regulations. Excellent technical writing and presentation skills. Innovative problem-solving ability. The ability to work independently. Applied knowledge of all relevant PFMA and Treasury Regulations.

DUTIES : Analyse own revenue trends and compile a monthly consolidated report for the Departments. Support Departments and Entities in the maximisation of revenue and monitoring performance of provincial own revenue collection and

compile quarterly feedback letters for feedback on revenue performance. Analyze own revenue projections for departments. Review revenue tariffs for Departments and recommend for approval. Conduct quarterly training for revenue and cashiers in revenue management. Conduct quarterly revenue forums for own revenue management. Manage human and financial resources.

ENQUIRIES : Mr PM Nkambule Tel No: (013) 766 4435/4374/4478, Mr DJ Sibiya Tel No: (013) 766 4386/4138

POST 25/524 : **ASSISTANT DIRECTOR: TRANSVERSAL SYSTEMS TRAINING REF NO: MPT/IFS/06/2026**
Directorate: Interlinked Financial Systems

SALARY : R605 742 per annum (Level 10)
CENTRE : Head Office, Mbombela
REQUIREMENTS : Minimum three (3) years National Diploma NQF Level 6 in Financial Management / Supply Chain Management / Public Administration / Public Affairs / Public Management / Information Systems / Information Technology / Human Resource Management. A minimum of three (3) years' work experience in Transversal systems (PERSAL/LOGIS/BAS/Vulindlela, and/or Business Process Automations). A valid driver's license. Facilitator, Moderator, and an Assessor certificate are an added advantage. Skills and Competencies: Sound knowledge of PFMA, Public Service Act, Public Service Regulations, National Treasury Regulations, National Treasury Circulars, and Supply Chain Management prescripts. Knowledge of Transversal Systems. Compilation of management reports. Must have good communication (verbal and written), interpersonal, project management, innovative thinking, report writing, analytical, presentation, planning, and coordination skills. Competency in Microsoft Office Suite (Excel, Word, and PowerPoint). Knowledge of assessment of assignments/tests and moderation of assessments. Designing training programmes/intervention.

DUTIES : Render support services to all provincial Transversal Systems users. Facilitate and coordinate Transversal Systems training. Assess and moderate assignments/tests for all trainees/users on Transversal Systems. Monitor compliance with prescribed legislation, policies, and guidelines relating to all applicable procedures. Provide support to Provincial Departments by assisting them in obtaining management information using systems. Compiling standard policies and procedure manuals for internal security profiles and control deviations.

ENQUIRIES : Mr PM Nkambule Tel No: (013) 766 4435/4374/4478, Mr DJ Sibiya Tel No: (013) 766 4386/4138

POST 25/525 : **SENIOR SYSTEM ADMINISTRATOR: CYBERSECURITY AND CLOUD SERVICES REF NO: MPT/ICT/07/2026**
Directorate: Information and Communication Technology Management

SALARY : R605 742 per annum (Level 10)
CENTRE : Head Office, Mbombela
REQUIREMENTS : Minimum three (3) years of Bachelor’s Degree / Advanced Diploma / BTech NQF Level 7 in Information Technology / Computer Science. Minimum three (03) years of experience in Cybersecurity or Cloud Services Administration. A valid driver’s license. Microsoft Certified: Identity and Access Administrator Associate certification, Cybersecurity Architect Expert, or Microsoft Certified: Azure Administrator Associate certification will be an added advantage. Skills and Competencies: Good communication, analytical, and interpersonal skills. Good client relations. Advanced experience in Active Directory Architecture. Advanced experience in Active Directory Infrastructure. Experience with the development and implementation of Active Directory security concepts and IT Security Solutions in Azure. Advanced Network Knowledge. Expert experience in Azure automation.

DUTIES : Adoption and Implementation of the Cyber Security Strategy and Frameworks. Cybersecurity Administration. Conduct audits, create and enforce security policies, and ensure the province is compliant with all cybersecurity regulations. Implementation of IT Architectures in Azure. Support of IT Architectures in Azure, cloud operations analysis, Identity and Access Management, and Administration. Assist Departments in the execution of security log management, monitoring, security analysis, event correlation, vulnerability management, impact analysis, incident and problem

management. Threat hunting, threat and baseline detection analysis, and root cause analysis. Manage human and financial resources.

ENQUIRIES : Mr PM Nkambule Tel No: (013) 766 4435/4374/4478, Mr DJ Sibiya Tel No: (013) 766 4386/4138

POST 25/526 : **ASSISTANT DIRECTOR: INTERNAL AUDIT REF NO: MPT/IA/08/2026**
Directorate: Internal Audit

SALARY : R605 742 per annum (Level 10)
CENTRE : Head Office, Mbombela
REQUIREMENTS : Minimum three (03) years' Bachelor's degree/Advanced Diploma/BTech NQF Level 07 in Internal Audit/Accounting. A minimum of three (03) years' work experience in an Internal Auditing environment. A valid driver's license. Registration as a Certified Internal Auditor (CIA), Certification in Control Self-Assessment (CCSA), Professional Internal Auditor (PIA), and Certified Government Auditing Professional (CGAP) will be an added advantage. Skills and Competencies: Good Communication skills (verbal and written), conflict management, project management, leadership, coordinating, Teammate or other Audit Software, risk assessment, Negotiation skills, Presentation skills, problem-solving, Planning and Organizing, Competency in Microsoft Office Suite (Excel, Word, and PowerPoint), Report writing, and Analytical skills. Sound knowledge of Internal Audit Methodology, Information Technology Frameworks (CoBiT, ITIL, ISO), Public Finance Management Act (PFMA), Promotion of Access to Information Act (PAIA), Treasury Regulations, Public Service Regulations, Public Service Act, National Treasury Internal Audit Frameworks, Public Sector Risk Management Framework, King (IV and V) Report on Corporate Governance, Internal audit frameworks and methodologies, Global Internal Audit Standards (GIAS). Framework for Managing Performance Information. International Financial Reporting Standards and Generally Recognized Accounting Practice (GRAP).
DUTIES : Develop the Internal Audit three-year rolling plan for the Provincial Treasury and ensure the maintenance of efficient and effective controls. Evaluate the department's controls/objectives to determine their effectiveness and efficiency through internal audits. Implement the three (3 year) and annual Internal Audit Plans. Coordinate work with key stakeholders and monitor the implementation of the Internal Audit methodologies. Communicate the results of internal audit engagements. Review, collect information, and compile internal audit reports to the accounting officer and audit committee. Compile progress reports against the audit plan, Quarterly reports, and annual reports. Provide advice and guidance to role players on the requirements and implementation of internal audit methodologies, policies, and procedures, and management of human and financial resources.
ENQUIRIES : Mr PM Nkambule Tel No: (013) 766 4435/4374/4478, Mr DJ Sibiya Tel No: (013) 766 4386/4138

POST 25/527 : **SENIOR DATA TECHNOLOGIST: DATABASE ADMINISTRATOR REF NO: MPT/ICT/09/2026**
Directorate: Information and Communication Technology Management

SALARY : R605 742 per annum (Level 10)
CENTRE : Head Office
REQUIREMENTS : Minimum three (03) years' Bachelor's degree/Advanced Diploma/BTech NQF Level 7 in Information Technology / Computer Science in Software Development. A minimum of three (03) years in an information technology environment. A valid driver's license. A certificate in Database Administration (Oracle, SQL Server, PostgreSQL, MySQL, Azure SQL) will be an added advantage. Skills and Competencies: Knowledge and Comprehensive understanding of Database Administration. Good communication skills. Strong technical knowledge of database platforms (e.g., Oracle, SQL Server, PostgreSQL, MySQL, Azure SQL). SQL scripting, backups and recovery, and performance monitoring of the SQL environment. Database security principles and data protection; good troubleshooting skills. Business process analysis and improvement, innovative, problem-solving; good interpersonal, conflict management, and report writing skills. Project management. People management and customer relations.
DUTIES : Conduct Database architectural designs and contribute to enterprise architecture; administer enterprise database systems across production, test,

and development environments; perform routine database maintenance, performance monitoring, tuning, and optimization. Execute database backups, restorations, and recovery processes in line with approved procedures. Provide database support during system changes, upgrades, and deployments. Apply database security measures and audit controls to protect sensitive and personal information. Liaise with developers, infrastructure teams, and vendors to resolve system issues and produce technical reports related to database performance, incidents, and risks. Maintain database documentation, configuration records, and operational procedures.

ENQUIRIES : Mr PM Nkambule Tel No: (013) 766 4435/4374/4478, Mr DJ Sibiya Tel No: (013) 766 4386/4138

POST 25/528 : **DATA TECHNOLOGIST: ICT SUPPORT REF NO: MPT/ICT/10/2026 (X2 POSTS)**
Directorate: Information and Communication Technology Management

SALARY : R413 001 per annum (Level 08)
CENTRE : Head Office, Mbombela
REQUIREMENTS : Minimum three (03) years' National Diploma NQF Level 06 in Information Technology. A minimum of 2 years of end-user experience in an information technology environment. A valid driver's license. Certificate in A+, N+, knowledge of ITIL V3/V4 Foundation will be an added advantage. Skills and Competencies: Good communication and Interpersonal skills. Good customer relations. System development skills. Time management skills. Analytical skills. Knowledge of IT support services, desktop/hardware platforms, Windows OS, M365, Microsoft Office 365, and Apple iOS. Must be knowledgeable in the functions of a service/helpdesk environment.
DUTIES : Provide end-user support for online services, PC hardware, and software, including diagnostics and repairs. Log and attend to calls. System development and process modernization. Participate in the implementation and report on IT-related projects. Provide dedicated IT support services in online, desktop, mobile, and virtual environments. Ensure monitoring of service SLA's and MoUs for the desktop, mobile, and video solutions in the IT environment.
ENQUIRIES : Mr PM Nkambule Tel No: (013) 766 4435/4374/4478, Mr DJ Sibiya Tel No: (013) 766 4386/4138

POST 25/529 : **DATA TECHNOLOGIST: ICT SUPPORT REF NO: MPT/ICT/11/2026**
Directorate: Information and Communication Technology Management

SALARY : R413 001 per annum (Level 08)
CENTRE : Nkangala Region (Kwa-Mhlanga)
REQUIREMENTS : Minimum three (03) years' National Diploma NQF Level 06 in Information Technology. A minimum of two (02) years of end-user experience in an information technology environment. A valid driver's license. Certificate in A+, N+, knowledge of ITIL V3/V4 Foundation will be an added advantage. Skills and Competencies: Good communication and Interpersonal skills. Good customer relations. System development skills. Time management skills. Analytical skills. Knowledge of IT support services, desktop/hardware platforms, Windows OS, M365, Microsoft Office 365, and Apple iOS. Must be knowledgeable in the functions of a service/helpdesk environment.
DUTIES : Provide end-user support for online services, PC hardware, and software, including diagnostics and repairs. Log and attend to calls. System development and process modernization. Participate in the implementation and report on IT-related projects. Provide dedicated IT support services in online, desktop, mobile, and virtual environments. Ensure monitoring of service SLA's and MoUs for the desktop, mobile, and video solutions in the IT environment.
ENQUIRIES : Mr PM Nkambule Tel No: (013) 766 4435/4374/4478, Mr DJ Sibiya Tel No: (013) 766 4386/4138

POST 25/530 : **STATE ACCOUNTANT: SALARIES REF NO: MPT/MFA/12/2026**
Directorate: Management and Financial Accounting

SALARY : R338 106 per annum (Level 07)
CENTRE : Head Office, Mbombela
REQUIREMENTS : Minimum three (03) years' National Diploma NQF Level 06 in Accounting/ Finance/ Cost and Management Accounting / Financial Management. A minimum of two (02) years' experience in a financial management

environment. A valid driver's license. Skills and Competencies: Knowledge of Public Finance Management Act, 1999 (Act No. 1 of 1999) and Treasury Regulations and related prescripts. Computer literacy. Good communication (verbal and written) and interpersonal skills. Planning and organizing skills. Knowledge of PERSAL and BAS systems will be an added advantage. Ability to apply policies and legislation; to work under pressure; to work individually and in a team.

DUTIES : Responsibilities: Provide the administration of salaries. Capturing supplementary payments, allowances, and deductions on PERSAL. Updating the file of faulty and rejected transactions. Issue payroll reports and ensure return in real-time reconciliation of tax, clearing of suspense accounts. Clearing of PERSAL exceptions on BAS. Authorizing salary-related enquiries. pressure.

ENQUIRIES : Mr PM Nkambule Tel No: (013) 766 4435/4374/4478, Mr DJ Sibiya Tel No: (013) 766 4386/4138

POST 25/531 : **HUMAN RESOURCE PRACTITIONER REF NO: MPT/HRAD/13/2026**
Directorate: Human Resource Management and Development

SALARY : R338 106 per annum (Level 07)
CENTRE : Head Office, Mbombela
REQUIREMENTS : Minimum three (03) years' National Diploma NQF Level 06 in Human Resource Management/Human Resource Development. A minimum of two (02) years' experience in a Human Resources Management and Development environment. A valid driver's license. Skills and Competencies: Computer literacy. Good people management and problem-solving skills. Good communication (verbal and written) and interpersonal skills. Knowledge of PERSAL and the e-Leave management system. Knowledge of Public Services Prescripts, Laws, and all other relevant Human Resource policies and prescripts.

DUTIES : Implement human resource provisioning, i.e. recruitment and selection, appointments, transfer, termination of service, verification of qualifications, probationary periods, etc. Implement conditions of service and service benefits, i.e., leave management, housing, medical, injury on duty, long service recognition, overtime, relocation, pension, allowances, etc. Capture, recommend, and approve transactions on the PERSAL system according to delegations. Facilitate the implementation of the performance management and development system. Facilitate the implementation of human resource development. Implement human resource plans, employment equity, and policy development. Prepare reports on human resource matters and statistics.

ENQUIRIES : Mr PM Nkambule Tel No: (013) 766 4435/4374/4478, Mr DJ Sibiya Tel No: (013) 766 4386/4138

POST 25/532 : **PROCUREMENT OFFICER REF NO: MPT/PSCM/14/2026**
Directorate: Provincial Supply Chain Management

SALARY : R338 106 per annum (Level 07)
CENTRE : Head Office, Mbombela
REQUIREMENTS : Minimum three (03) years' National Diploma NQF Level 06 in Supply Chain Management / Logistics Management / Financial Management / Public Administration / Public Affairs / Public Management/Business Administration. A minimum of two (02) years' experience in a Supply Chain Management environment. A valid driver's license. Skills and Competencies: Knowledge of the Public Finance Management Act, 1999 (Act No. 1 of 1999) and Treasury Regulations and related prescripts. Competency in Microsoft Office Suite (Excel and Word). Good communication (verbal and written) and interpersonal skills. Planning and organizing skills.

DUTIES : Render advisory services to prospective bidders. Issuing tender documents/bulletins. Closing of tender documents. Stamping, registering, and sorting of received tender documents. Ensure the availability of tender documents and bulletins. Ensure transportation of closed tender documents to and from the Head Office/Regional Office and Satellite Offices. Registering suppliers on the Central Suppliers Database.

ENQUIRIES : Mr PM Nkambule Tel No: (013) 766 4435/4374/4478, Mr DJ Sibiya Tel No: (013) 766 4386/4138

POST 25/533	:	**ADMINISTRATION OFFICER: AUXILIARY SERVICES REF NO: MPT/RAS/15/2026** Sub Directorate: Records Management and Auxiliary Services
SALARY	:	R338 106 per annum (Level 07)
CENTRE	:	Bushbuckridge Regional Office
REQUIREMENTS	:	Minimum three (03) years' National Diploma (NQF Level 06) in Public Administration / Public Affairs / Public Management / Information Science / Information Management and Technology / Archives and Records Management / Management Assistant / Office Administration. A minimum of two (02) years' experience in records management, auxiliary services, or administration. A valid driver's license. A certificate in Archives and Records Management will be an added advantage. Skills and Competencies: Knowledge of legislative frameworks governing records management. Knowledge of registry operations. Must have good verbal and written communication skills, problem-solving skills, interpersonal relations, computer literacy, report writing, planning, and organizing skills.
DUTIES	:	Supervise and provide registry counter services. Supervise the handling of incoming and outgoing correspondence. Render effective filing and records management services. Supervise the operations and operate office machines in relation to the registry function. Supervise the processing of documents for archiving and disposal. Supervise staff.
ENQUIRIES	:	Mr PM Nkambule Tel No: (013) 766 4435/4374/4478, Mr DJ Sibiya Tel No: (013) 766 4386/4138
POST 25/534	:	**CLEANER REF NO: MPT/RAS/16/2026** Sub Directorate: Records Management and Auxiliary Services
SALARY	:	R144 024 per annum (Level 02)
CENTRE	:	Gert Sibande Region (Secunda)
REQUIREMENTS	:	A minimum of Grade Ten (10) or National Certificate (Vocational) Level 2. Skills and Competencies: Basic literacy, numeracy, and communication skills. Ability to read and write. Ability to operate elementary machines and equipment.
DUTIES	:	Maintain a high level of hygiene in the workplace. Perform tasks of a routine nature such as dusting the working environment, polishing furniture, vacuuming carpets, mopping the floors, removing waste and preventing littering, and cleaning bathrooms, kitchens, boardrooms, and passages. Serve refreshments in boardrooms as and when requested. Keep and maintain cleaning materials and equipment.
ENQUIRIES	:	Mr PM Nkambule Tel No: (013) 766 4435/4374/4478, Mr DJ Sibiya Tel No: (013) 766 4386/4138

ANNEXURE Y

PROVINCIAL ADMINISTRATION: NORTH WEST
DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT

APPLICATIONS	:	quoting the relevant reference number, must be forwarded as follows: The Directorate: Sustainable Resource Management-Head Office: The Director Human Resource Management, Department of Agriculture and Rural Development, Directorate: Human Resource Management, for attention of Ms Keneilwe Modiegi or hand deliver at the Training Centre Building, Corner Onkgopotse Tiro & Moshweshwe Road, Mmabatho or Email to Dardrecruitment-HO@nwpg.gov.za
CLOSING DATE	:	31 July 2026
NOTE	:	This Department is an equal opportunity and affirmative action employer. It is our intention to promote representatively (race, gender and disability) in the Department through the filling of these posts and candidates whose transfer/promotion/appointment will promote representativity will receive preference. Applicants must submit their applications for employment to the address specified above. The application must include a duly completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at https://www.dpsa.gov.za/, and a detailed Curriculum Vitae CV; contactable referees (telephone numbers and email addresses must be indicated). Please note a separate application is required for each position applied for. Applications received using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, initialled and signed by the applicant. Failure to fully complete, initial and sign this form will lead to disqualification of the application during the selection process. Applicants are not required to submit/attach copies of qualifications and other relevant documents on application but must submit the new (Z83) form and detailed curriculum vitae only. The provision of certified documents will only be required from shortlisted candidates for submission on or before the day of the interview following a formal communication from Human Resources unit. In instances where applicants are in possession of a foreign qualification, it is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and only submit proof of such evaluation upon being shortlisted for a post. 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 will be an integrity (ethical conduct) assessment. Non-RSA Citizens/Permanent Resident Permit Holders will be required to submit a copy of their Permanent Residence Permits only if shortlisted. Applicants who do not comply with the above-mentioned instruction/ requirements, as well as applications received late will not be considered. The Department reserves the right not to make any appointment(s) to the above post/s. Applications, including those submitted via registered mail must reach the department before 16:00 on the day of the closing date. Incomplete applications, or applications received after the closing date will be disqualified. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. Please note that suitable candidates will be subjected to a technical assessment as well as satisfactory personnel suitability checks (criminal record check, citizenship verification, financial-asset record check, qualification/study verification and previous employment verification. Successful candidates will also be subjected to a security clearance process. Women and persons with disabilities are encouraged to apply. The successful candidate will be required to sign the performance agreement within three months from the date of assumption of duty. It will also be required that the successful candidate declare to the EA particulars of all registrable financial interests. Short-listed candidates will be expected to avail themselves at the Department's convenience. The successful candidate will be appointed subject to positive results of the security clearance process and the verification of educational qualification certificates. Appointment of these positions will be provisional, pending the issue of security clearance.

OTHER POST

POST 25/535 : **CHIEF ENGINEER GRADE A REF NO: NWDARD 01/07/26**

SALARY : R1 266 450 per annum, plus benefits (offer will be based on appropriate and recognisable experience in line with the OSD requirements)

CENTRE : Mafikeng - Head Office

REQUIREMENTS : Grade 12. An Agricultural engineering degree (BSc / B Eng degree) Six [6] years post qualification experience required as a registered Professional Engineer (Agricultural) Compulsory registration with ECSA as a Professional Engineer Valid drivers' licence. 3 -year management experience. Knowledge/competencies: Supervisory skills, Programme and project management Engineering. Legal and operation compliance Engineering operational communication Process knowledge and skills Computer – aided engineering applications Creating high performance culture Engineering and professional judgment Technical consulting Research and development Engineering design and analysis knowledge Maintenance skills and knowledge Strategic capability and leadership Problem solving and analysis Decision making Team leadership Financial management Customer focus and responsiveness Engineering operational Communication skills People management Planning and organizing Change management Negotiation skills. Occupational health and safety standards. Labour Relations Act, Public Service Act, Public Service Regulations creativity and leadership skills, problem solving and analysis, people management, Planning and organizing, understanding of policy.

DUTIES : Provide strategic engineering advice and technical oversight for agricultural and rural infrastructure development. Evaluate and approve technical reports, engineering designs and project implementation plans to ensure compliance with norms, standards and regulatory frameworks. Supervise the implementation, maintenance and rehabilitation of agricultural infrastructure to ensure that projects meet the departmental goals and environmental compliance requirements. Undertake regular field inspections and quality assessments to ensure adherence to project specifications, timelines and financial obligations. Provide professional leadership, mentorship and training of candidate engineers and technical personnel. Manage the sourcing, oversight and performance monitoring external professional service providers (PsP's)and contractors. Perform final review and approvals or audits on new engineering designs according to design principles or theory Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology Pioneering of new engineering services and management methods Maintain engineering operational effectiveness Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources Set engineering maintenance standards, specifications and service levels according to organizational objectives to ensure optimum operational availability Monitor maintenance efficiencies according to organizational goals to direct or redirect engineering services for the attainment of organizational objectives Allocate, control, monitor and report on all resources Compile risk logs and manages significant risk according to sound risk management practice and organizational requirements Provide technical consulting services for the operation on engineering related matters to minimize possible engineering risks Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives Ensure the availability and management of funds to meet the MTEF objectives within the engineering environment/services Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organizational needs and objectives Manage the commercial value add of the discipline-related programmes and projects Facilitate the compilation of innovation proposals to ensure validity and adherence to organizational principles Allocate, control and monitor expenditure according to budget to ensure efficient cash flow management Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of engineering services according to organizational needs

and requirements Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives. Compile reports and manage project budgets.

ENQUIRIES : Ms. B. Pule Tel No: (018) 392 4277

DEPARTMENT OF PUBLIC WORKS AND ROADS

This Department is an Equal Opportunity Affirmative Action Employer. It is our intention to promote representatively (race, gender and disability) e.g. White, Indian, Coloured, African, in terms of equity plan preference will be given to Disabilities, Youth, Females in the Department through the filling of posts. People with disability are encouraged to apply. The candidates whose transfer/promotion/appointment will promote representatively will receive preference.

APPLICATIONS : All Applications must be Submitted Online, or Hand Delivered or Courier to Registry Office no. 133, Ground Floor, East Wing-Old Parliament Building Complex, Modiri Molema Road, Mmabatho, Addressed to: Human Resource Manager, Private Bag X2080, Mmabatho, 2735.

FOR ATTENTION : HRM Recruitment Unit - Mr. M.E Khauoe.

CLOSING DATE : 31 July 2026 (Courier / Handed, E-mailed applications must have reached the receiving Department by 16h30 pm Walk-in and, E-mails After (00h00 Mid-night) online will, as a rule will not be accepted.

NOTE : Please Note: On the Subject Line of your E-mail, Indicate the Correct Name of the Post and the Reference Number include the Department, also Use the correct E-mail. All Attachments for Online Submission Must Include the Z83 Form and Updated Curriculum Vitae Only be in PDF Format, also as One Document. Failure to do so, your application will be disqualified. Compliance: It is compulsory to fill all fields on the New Amended Z83 Form (81/971431) as prescribed with effect 01 January 2021, part of declaration must be signed, dated and initialed only on the first page. The Form is obtainable at any Public Service Departments and DPSA Website, www.dpsa.gov.za. Part A the applicant(s) must indicate the correct advertised Post name and Centre, Reference number. The Z83 Form must be accompanied by a recently updated Curriculum Vitae with full personal details, qualifications current and previous experience must be listed in date's order, with relevant requirements of the post including three (3) names of contactable referees. Part B, C and D applicant must provide sufficient information relevant to the post applying for. Parts B, C and E fields for date of birth, work permit, business interest and preferred language, current study can be left blank if they don't apply to you. Part E, F and G may not be fill if your CV already has the updated information. Applicant can skip experience section, but Part F is compulsory to be completed if you are seeking re-employment into the Public Service. Please note: It is a responsibility of a Person in possession of a foreign qualification to furnish the Department with an evaluation certificate from South African Qualifications Authority (SAQA) only when shortlisted. Only shortlisted candidate(s) for post will be required to submit certified documents on or before the day of the interview. NB: Senior Management Pre-entry Programme Certificate: No applicant shall be recommended for appointment without producing a Certificate of completion (Nyukela) as a mandatory requirement obtainable via this link: https://www.thensg.gov.za. Failure to submit the requested information will result not being considered. NOTE: 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: 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. Applications received after the closing date will, as a rule not be accepted. It will be expected of candidates to be available for interview process on a date, time and place as determined by the Department. Applicant(s) previous background/reference checks will be verified through contactable referees. Shortlisted candidate(s) will be required to undergo personnel suitability checks, which include criminal records, citizenship, financial credits, asset records, qualifications verification and vetting. The successful candidate will enter into an annual performance agreement. The candidate annually will be requested to disclose his/her financial interest. The Department reserves the

right not to make appointment. Applicant requiring additional information regarding advertised post must direct their enquiries to the relevant person indicated. NB: Communication and Correspondence will be limited to short-listed candidates only. If you have not heard from us within six (6) months after the closing date, please accept that your application has been unsuccessful.

MANAGEMENT-POSTS

POST 25/536 : **DIRECTOR: FINANCIAL ACCOUNTING REF NO: H/O 38/2026 (X1 POST)**

SALARY : R1 317 384 per annum (Level 13), all-inclusive remuneration package
CENTRE : Head Office-Mahikeng
REQUIREMENTS : Qualifications: Qualifications: National Senior Certificate plus a Bachelor's Degree (NQF Level 7) in Financial Management/ Financial Accounting. Honours or Postgraduate diploma in Finance will be added advantage. Senior Management Pre-entry Programme (Nyukela Certificate). Experience: 5 years' experience at middle/ senior managerial level. A valid driver's license. Knowledge: Knowledge and understanding of PFMA and Treasury Regulations; Ability to demonstrate knowledge of Modified Cash Standard and Accounting Manual for departments. Supply Chain Management Practices; government procurement procedures and processes; Public Service Act; Public Service Regulations and related HRM Acts, Competencies in terms of the SMS Competency Framework. Skills: Good verbal and written communication skills; Conflict Management and problem solving skills; outstanding people management skills; Good presentation skills; Advanced Computer skills; Strategic Management skills and Leadership skills. Willingness to work under pressure and beyond formal working hours.
DUTIES : Manage the administration of creditor's payments and employees' salaries. Manage the collection of revenue and bookkeeping services. Manage accounting services. Manage the administration of the employee's salaries. Meet the reporting requirements and standards promulgated by the PFMA. Ensure adequate internal financial control arrangement and systems and managing the mitigating of potential risks. Manage the departmental cashflow. Manage and monitor financial reporting. Manage and maintain the departmental BAS System. Manage the budget of the Directorate. Compilation of Interim Financial Statements (IFS) / Annual Financial Statements (AFS). Manage human, assets and financial resources of the Directorate.
ENQUIRIES : Mr M.J Moipolai Tel No: (018) 388 1440
APPLICATIONS : E-mail to: DPWRHORecruit2@nwpg.gov.za

POST 25/537 : **DIRECTOR: MANAGEMENT ACCOUNTING REF NO: H/O 39/2026 (X1 POST)**

SALARY : R1 317 384 per annum (Level 13), all-inclusive remuneration package
CENTRE : Head Office-Mahikeng
REQUIREMENTS : Qualifications: National Senior Certificate plus a Bachelor's Degree (NQF Level 7) in Cost Management Accounting / Financial Management/ or related field. Honours or Postgraduate Diploma in Cost Management Accounting / Financial Management / or related field will be added advantage. Senior Management Pre-entry Programme (Nyukela Certificate). Experience: 5 years' experience at middle/ senior managerial level. A valid driver's license. Knowledge: Knowledge and understanding of PFMA and Treasury Regulations; Ability to demonstrate knowledge of Modified Cash Standard and Accounting Manual for departments. Government procurement procedures and processes; Public Service Act; Public Service Regulations and related HRM Acts, Reporting procedures; Policy formulation and interpretation; Competencies in terms of the SMS Competency Framework. Skills: Good verbal and written communication skills; Conflict Management and problem solving skills; outstanding people management skills; Good presentation skills; Advanced Computer skills; Strategic Management skills and Leadership skills. Willingness to work under pressure and beyond formal working hours.
DUTIES : Manage the departmental budget. Oversee the management and provision of management accounting services: Ensure appropriate management, planning and compilation of the MTEF budget and adjustment estimates for the department. Oversee budget preparation process and budget monitoring for the department. Oversee the final draft budget preparation process and provide support to internal stakeholders' prior submission. Manage compilation and

implementation of monthly forecasts. Oversee compilation and timely submission of monthly, quarterly and annual financial performance reports and provide recommendations and advice programmes to address significant variances. Ensure financial statements are submitted timeously in accordance with applicable standards and legislative requirements. Manage Departmental Cash Flow. Ensure monitoring of operations on accounting systems, controls and procedures to ensure the integrity of financial information. Meet the reporting requirements and standards promulgated by the PFMA. Ensure adequate internal financial control arrangement and systems and managing the mitigating of potential risks. Manage and monitor expenditure reporting. Manage and maintain the departmental BAS System. Manage human, assets and financial resources of the Directorate.

ENQUIRIES : Mr M.J Moipolai Tel No: (018) 388 1440
APPLICATIONS : E-mail to: DPWRHORecruit2@nwpg.gov.za

POST 25/538 : **DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: H/O 40/2026 (X1 POST)**

SALARY : R1 317 384 per annum (Level 13), all-inclusive remuneration package
CENTRE : Head Office - Mafikeng
REQUIREMENTS : Qualifications: National Senior Certificate plus Advanced Diploma/ Bachelor's Degree (NQF 7) in Human Resource Management/ Public Management/ Public Administration/ Labour Relations/ Industrial Psychology. Experience: 5 years' experience at a middle/ senior management level in Human Resource Management. Pre-entry SMS (Nyukela) Certificate. A Valid Driver's License. Knowledge: Extensive knowledge and understanding of the legislative framework governing the Public Service i.e Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, Labour Relations Act, etc. Sound and in-depth experience and knowledge of relevant prescripts, and application of human resource practices and procedures. Public Financial Management Act. Organisational Design principles. Skills: Strategic Capability and Leadership. Project and Programme management. Financial management. Change management. People management and empowerment. Planning and Organising. Computer. Analytical thinking. Policy formulation. Effective Communication (written & Verbal). Conflict management. Service Delivery Innovation. Problem solving analysis. Client Oriented and Customer Focus. Ability to work in a highly pressured environment and driven by a sense of urgency to meet deadlines.
DUTIES : Manage and facilitate the development and implementation of Human Resource Management policies, strategic and operational plans. Manage and ensure the provision of human resource administration services. Manage and facilitate human resource planning and information management systems. Manage the provision of labour relations services. Manage and facilitate the provision of integrated employee health and wellness programmes. Manage the department's organisational design and change management. Manage and utilize resources (financial, human and physical) in accordance with relevant directives and legislation.
ENQUIRIES : Dr NMG Mfikwe Tel No: (018) 388 2428
APPLICATIONS : E-mail to: DPWRHORecruit1@nwpg.gov.za

POST 25/539 : **DIRECTOR: PROPERTY MANAGEMENT (IAM) REF NO: H/O 41/2026 (X1 POST)**

SALARY : R1 317 384 per annum (Level 13), all-inclusive remuneration package
CENTER : Head Office - Mafikeng
REQUIREMENTS : Qualifications: National Senior Certificate plus Advanced Diploma/ Bachelor's Degree (NQF 7) in one of the Built Environment Studies/ Real Estate /Property Studies. Senior Management (SMS) Pre-Entry Programme (Nyukela certificate). Experience: Five (5) years' relevant experience at middle / senior managerial level in property management within public sector. A valid driver's license. Knowledge: Knowledge of the Building Regulations, Guide for Members of Executive (Ministerial Handbook), Government Immovable Asset Management Act (GIAMA), Public Service Act and Regulations, Supply Chain Management Practices, Government procurement systems and related legislation, Minimum Information Security Standards (MISS) Act. Understanding of construction management legislations and processes. Competencies in terms of the SMS Competency Framework. Compliance with

		the Occupational Health and Safety Act. Knowledge of labour intensive practices within project management. Skills: Technical consulting skills. Strategic capability and leadership skills. Programme and project management skills. Financial Management. Change management. Service Delivery Innovation. Problem solving and Analytical thinking. Client Orientation and customer focus. Good communication and interpersonal relations. Ability to work under pressure, willingness to travel and work beyond normal working hours. Ability to work in a highly pressured environment and driven by a sense of urgency to meet deadlines.
DUTIES	:	Manage and oversee prestige administration and facilities management services. Manage the provision of residential accommodation to Prestige clients. Manage the provision of cleaning, gardening and security services to Public Works buildings, Prestige residences and Parliamentary Villages. Manage the provision of furniture, internal decoration, state functions and protocols. Manage security and monitor maintenance work at Prestige residences. Manage and Coordinate the provision of general maintenance for Prestige buildings. Manage and ensure monitoring of maintenance requests. Manage and facilities security upgrade at prestige residences. Manage and oversee space planning, Provincial Leased Portfolio and the provision of office accommodation. Manage and oversee the provision of Provincial Leased office accommodation. Provide offices to Provincial User Departments. Manage and coordinate related Parties Agreements with provincial users. Manage planning to ensure optimal utilization of State owned and leased office buildings. Manage human, assets and financial resources of the Directorate.
ENQUIRIES	:	Mr. J. Mathabela Tel No: (018) 388 4632
APPLICATIONS	:	E-mail to: DPWRHORecruit3@nwpg.gov.za

OTHER POST

POST 25/540	:	**DEPUTY DIRECTOR – FINANCIAL MONITORING & REPORTING REF NO: H/O 42/2026 (X1 POST)**
SALARY	:	R932 292 per annum (Level 11), all-inclusive remuneration package
CENTRE	:	Head Office-Mahikeng
REQUIREMENTS	:	Qualifications: National Senior Certificate plus a Bachelor's Degree (NQF Level 7) in Financial Accounting and/or Commerce. Experience: 3-5 years relevant middle management experience in Financial Reporting (Annual Financial Statements). A Valid Driver License. Knowledge: Knowledge of Public Finance Management Act (PFMA), Treasury Regulations and Guidelines on Modified Cash Basis. Skills: Computer literacy in Microsoft Excel, Microsoft Word and PowerPoint; Basic Accounting System (BAS) and WALKER system. Communication (verbal and written), Problem Solving and decision making, ability to work under pressure and meet deadlines; Numerical, analytical, reporting, financial skills. Assertiveness, accuracy and attention to detail.
DUTIES	:	Compile and submit interim and annual financial statements in accordance with Modified Cash Standards and relevant guidelines issued by the National Treasury; Maintain and monitor irregular, fruitless and wasteful expenditures, accruals and payable accounts registers. Prepare financial statements supporting documents for audit and record purposes. Prepare statutory monthly reports to Accounting Officer and/or Provincial Treasury. Attend to audit related matters in time. Ensure compliance with policies and procedures. Liaise with customers, stakeholders and suppliers. Consolidate AFS reports. Prepare IYM, IRM and other various financial reports. Consolidate Districts financials reports. Liaise with Auditors (PIA and AG). Manage the Sub-directorate.
ENQUIRIES	:	Mr M.J Moipolai Tel No: (018) 388 1440
APPLICATIONS	:	E-mail to: DPWRHORecruit2@nwpg.gov.za

ANNEXURE Z

PROVINCIAL ADMINISTRATION: WESTERN CAPE
EDUCATION DEPARTMENT (WCED)

APPLICATIONS : Applications must be submitted by using the following URL https://www.westerncape.gov.za/education via Google Chrome or Mozilla Firefox.

CLOSING DATE : 31 July 2026

NOTE : The applicants are advised to read the foreword available on the WCED website before applying for the post/s. Applications must be made via the department's on-line E-Recruitment system. The on-line system will automatically generate a Curriculum Vitae; applicants are therefore required to ensure that their profiles are fully completed. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. All applicants must be SA Citizens/Permanent Residents or Non-SA Citizens with a valid work permit. Applicants will be expected to be available for selection interviews and competency assessments at a time, date and place as determined by Western Cape Education Department (WCED). The Department reserves the right to conduct pre-employment security screening and appointment is subject to positive security clearance outcome. Applicants must declare any/pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered post the interview the application will not be considered for the post and in the unlikely event that the person has been appointed such appointment will be terminated. If you have not been contacted within 3 months of 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.

OTHER POSTS

POST 25/541 : **DEPUTY DIRECTOR REF NO: 293**
Directorate: Examination Registration and Certification

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

CENTRE : Cape Town

REQUIREMENTS : National Senior Certificate (or equivalent) and an appropriate Bachelors' degree or equivalent. A minimum of 3 years' management experience. A valid driver's licence (excluding code A/A1) Knowledge: Knowledge of Examination policies and regulations; policies of the government of the day; Constitutional, legal and institutional arrangements governing the South Africa public sector; inter-governmental relations; Policy Development; Project management. Skills: Strategic Management; Strong conceptual and formulation; leadership, with specific reference to the ability to display thought leadership in complex applications; Team building and strong inter-personal.

DUTIES : Managing of the certification process: Issuing certificates to full-time learners. Issuing certificates to part-time learners (combinations). Manage the releasing of results: Manage the testing of result programmes. Manage the process of addressing outstanding / missing marks. Manage the remarking process. Manage the verification of results / certification. Manage client enquiries: Ensure all enquiries are addressed effectively. Analyse enquiry reports to ascertain areas of improvement. Manage and co-ordinate the examination registration process: Entry forms for the registration of candidates. Registration of the exam and designated centres. Registration of invigilators. Manage compilation of Examination Circulars and Minutes. Management of Human Resources and Finance: Participation in the recruitment of staff in the numbers and grades appropriate to ensure the achievement of the Directorate's Business Plan. Motivate, train and guide staff within the Directorate, to achieve and maintain excellence in service delivery. Actively manage the performance, evaluation and rewarding of staff within the Directorate. Monitor information capacity building within the Directorate. Active involvement in the compilation

of a human resource plan, a service delivery improvement programme, and an information resources plan for the Directorate. Promote sound labour relations within the Directorate. Actively manage and promote the maintenance of discipline within the Directorate. Perform all the managerial tasks regarding the component. Transformation Management. Give strategic direction to and manage policy issues regarding the functions of the components under his/her command. Communicate on a managerial level regarding the functions of the component. Manage the budget of the sub-directorate. Provide input to Directorate's budgets.

ENQUIRIES : Mr D Pretorius Tel No: (021) 467 2945

POST 25/542 : **ASSISTANT DIRECTOR: PERFORMANCE AND ETHIC ADMINISTRATION, REF NO: 301**
Directorate: Strategic People Management

SALARY : R487 197 per annum (Level 09)
CENTRE : cape town
REQUIREMENTS : National Senior Certificate (or equivalent) and a Three-year relevant qualification. 5 years relevant experience. Knowledge: Knowledge of people management and ethics administration related process. Knowledge of people management and ethics administration related systems. Knowledge of related prescripts. Knowledge of performance management systems. Ensure compliance with educator and public servant prescripts. Labour Relations Act, 66 of 1995. Employment of Educators Act 76 of 1998. Public Service Act, 1994. South African Schools Act 84 of 1996. Basic Conditions of Employment Act 75 of 1997. Knowledge of other related legislation. Skills: Numeracy. Literacy. Language skills. Computer literacy. Project management. Ability to analyse, conceptualise and interpret policy. Conflict resolution. Presentation. Problem solving. Analytical thinking. Communication written and verbal. Report writing skills.

DUTIES : Operationalise, coordinate and administer the pay progression, grade progression and other performance related incentives (SL 1-12 and Educators). Manage the process for the identification of all relevant employees in terms of Education Management Service (EMS), Performance Management and Development System (PMDS), Quality Management System (QMS), Staff Performance Management and Development System (SPMDS) and relevant Occupation Specific Dispensations (OSDs) who are eligible for pay progression. Provide guidance in the preparation of a database of all who are eligible for pay progression and request Personnel and Salary system (PERSAL) user support for a programmatic finalisation of the pay progression. Provide guidance in the creation of a database of all employees in terms of SPMDS eligible for performance related incentives and quality assure the information for transaction purposes. Manage the process for the identification of all relevant employees eligible for grade progression, determine relevant dates and financial implications where applicable, and quality assure the information for transaction purposes. Operationalise and report on compliance to E-Disclosures. Manage the process for the identification of designated employees to disclose their financial information. Develop and disseminate communique to ensure compliance. Plan, develop, facilitate and provide capacity building interventions to designated employees. Analyse and report on compliance and recommend actions where there are transgressions. Ensure that relevant information is prepared for disciplinary action where there are transgressions. Follow up and maintain a database of all transgressions for audit purposes. Coordinate the verification process. Report to the Department of Public Service and Administration, Public Service Commission and other relevant statutory bodies. Facilitate the implementation and reporting on life-style audits within the department in accordance to prescripts. Provide capacity building with regards to ethics administration. Provide guidance to line managers and employees on the compilation of performance agreements (SL 1-12) on PERMIS. Advise and guide and support line managers and individuals on the compilation of performance agreements on PERMIS. Quality assure reports on compliance rates for oversight and moderation purposes. Consolidate and provide capacity building interventions in this regard. Provide guidance and advice regarding performance management policies and systems (SL 1-12). Quality assure SPMDS documents including performance agreements and reviews. Manage the administrator function on the performance management systems (PERMIS) (SL 1-12) by overseeing the

administrator function, providing troubleshooting solutions and coordinating and handling queries relating to the performance management system. Develop and conduct capacity building interventions relating to performance management system. Operationalise the performance evaluation processes (SL 1-12). Facilitate the establishment and appointment of moderation committee members. Provide guidance and advice throughout the performance moderation process. Oversee the recording of outcomes of all performance moderation processes. Coordinate the compilation of reports on performance management including trends relating to training needs and development gaps identified. Operationalise the probation processes (SL 1-12 and educators). Ensure the establishment and maintenance of a database of all employees on probation. Manage the requesting of probationary reports on a quarterly basis. Quality assure relevant documentation for probations to be confirmed. Advise the Performance Management and Advisory Services component where probationary periods are extended. Operationalise and report on compliance to Remunerative Work Outside of the Public Service (RWOPS). Develop and disseminate communique to highlight the importance of RWOPS completion. Manage the process to obtain approval for RWOPS applications. Draft relevant reports regarding RWOPS applications and approvals. Quality assure information provided against relevant sources such as the Companies and Intellectual Property Commission. Consolidate relevant information for disciplinary action where there are transgressions. Ensure the establishment and maintenance of a database of all transgressions for audit purposes. Provide information to relevant role-players on RWOPS applications and statuses. People Management. Participation in the recruitment and selection of staff. Motivate, train and guide staff. Manages the performance, evaluation and rewarding of staff. Monitor information capacity building. Promote sound labour relations. Maintain discipline. Guide on policy issues with regard to the functions of the components under his or her command.

ENQUIRIES : Mr R Oosthuizen Tel No: (021) 467 2480

POST 25/543 : **ASSISTANT DIRECTOR REF NO: 302**
Directorate: Assessment And Examination Systems Support

SALARY : R487 197 per annum (Level 09)
CENTRE : Cape Town
REQUIREMENTS : National Senior Certificate (or equivalent) and a relevant Bachelors` Degree. A valid driver's licence (excluding codes A/A1). 3-5 years' relevant experience in the information systems field. Experience in the field of examination and/or assessment is a recommendation. Knowledge: Public Service legislation, including POPI, PAIA, PAJA; Advanced knowledge of the policies and processes governing Examinations and Assessments (National and Provincial); Advanced knowledge of the relevant policies and prescripts relating to information systems and data governance; Advanced knowledge of information systems, ICT and data governance; Management and people management principles; Project management. Skills: Computer literacy; People management and empowerment; Planning and organising; Communication (written, verbal and liaison); Problem-solving; Facilitation and presentation skills; Analytical skills; Project management; Operational planning; Innovation; Diagnostic skills; Conceptual skills.

DUTIES : Coordinate the development, implementation and review of policies to govern examination and assessment information systems: Analyse existing policies and prescripts that impact on examination and assessment information systems; Draft or update policy; Consult proposed policy with all relevant stakeholders; Distribute approved policy to relevant stakeholders; Monitor and report on the implementation of the policy. Coordinate and monitor the development of new assessment and examinations systems and the optimal implementation of existing systems in the Chief Directorate, in collaboration with Ce-I and SITA: Assist with and contribute to the analysis of context and creation of the business case to motivate the development of the system; Create specifications for the proposed system; Facilitate the procurement process; Work closely with vendors (including Ce-I and SITA) to coordinate the development of the system. Coordinate the governance of examination and assessment systems, including the Change Control Board: Coordinate the setting up of a Change Control Board for each system; Coordinate the development of procedural guidelines for the Change Control Boards; Participate in and contribute to the Change Control Board meetings;

Coordinate the implementation of recommendations and actions approved by the Change Control Boards. Monitor and report on the implementation of examination and assessment systems. Coordinate and oversee assessment and examinations user management services: Review, update and maintain examination and assessment system information; Coordinate the provision of end-user support; Coordinate the system administration functions; Coordinate and perform system health checks; Monitor and report on system issues; Organise and conduct system training in collaboration with relevant stakeholders (e.g., CTLI, SITA, National); Monitor and report on assessment and examinations user management services. Coordinate and oversee assessment and examinations training, capacity building and knowledge-sharing practices: Organise the provision of support for the training for National examination and assessment systems; Organise the provision of support for the implementation and roll-out of National examination and assessment systems; Coordinate training for Provincial examination and assessment systems; Organise the provision of support to end-users within the Chief Directorate; Actively promote the sharing of knowledge and information with relevant stakeholders in the examinations and assessment operations; Monitor and report on training, capacity building and knowledge-sharing practices. Coordinate the Disaster Recovery Plan for the Chief Directorate in respect of examination and assessment systems in collaboration with relevant stakeholders, which includes: Coordinate the Chief Directorate's planning of different disaster scenarios; Coordinate the Chief Directorate's development of recovery plans; Coordinate awareness creation about disaster recovery within the Chief Directorate; Coordinate and oversee the backup of the Chief Directorate's data; Monitor and report on the Disaster Recovery Plan. People Management: Participate in the recruitment of staff in the numbers and grades appropriate to ensure the achievement of the component's Business Plan; Motivate, train and guide staff within the component, to achieve and maintain excellence in service delivery; Actively manage the performance, evaluation and rewarding of staff within the component; Monitor information capacity building within the component; Active involvement in the compilation of a human resource plan, a service delivery improvement programme, and an information resources plan for the component; Promote sound labour relations within the component; Actively manage and promote the maintenance of discipline within the component.

ENQUIRIES : Ms L Bredenkamp Tel No: (021) 467 2541

POST 25/544 : **ASSISTANT DIRECTOR REF NO: 303**
Directorate: Assessment And Examination Systems Support

SALARY : R487 197 per annum (Level 09)
CENTRE : Cape Town
REQUIREMENTS : National Senior Certificate (or equivalent) and a relevant Bachelors` Degree. A valid driver's licence (excluding codes A/A1). 3-5 years' relevant experience in the information systems field. Experience in the field of examination and/or assessment is a recommendation. Knowledge: Public Service legislation, including POPI, PAIA, PAJA; Advanced knowledge of the policies and processes governing Examinations and Assessments (National and Provincial); Advanced knowledge of the relevant policies and prescripts relating to information systems and data governance; Advanced knowledge of information systems, ICT and data governance; Management and people management principles; Project management. Skills: Computer literacy; People management and empowerment; Planning and organising; Communication (written, verbal and liaison); Problem-solving; Facilitation and presentation skills; Analytical skills; Project management; Operational planning; Innovation; Diagnostic skills; Conceptual skills.

DUTIES : Coordinate the development, implementation and review of policies to govern examination and assessment information systems: Analyse existing policies and prescripts that impact on examination and assessment information systems; Draft or update policy; Consult proposed policy with all relevant stakeholders; Distribute approved policy to relevant stakeholders; Monitor and report on the implementation of the policy. Coordinate and monitor the development of new assessment and examinations systems and the optimal implementation of existing systems in the Chief Directorate, in collaboration with Ce-I and SITA: Assist with and contribute to the analysis of context and creation of the business case to motivate the development of the system;

Create specifications for the proposed system; Facilitate the procurement process; Work closely with vendors (including Ce-I and SITA) to coordinate the development of the system. Coordinate the governance of examination and assessment systems, including the Change Control Board: Coordinate the setting up of a Change Control Board for each system; Coordinate the development of procedural guidelines for the Change Control Boards; Participate in and contribute to the Change Control Board meetings; Coordinate the implementation of recommendations and actions approved by the Change Control Boards. Monitor and report on the implementation of examination and assessment systems. Coordinate and oversee assessment and examinations user management services: Review, update and maintain examination and assessment system information; Coordinate the provision of end-user support; Coordinate the system administration functions; Coordinate and perform system health checks; Monitor and report on system issues; Organise and conduct system training in collaboration with relevant stakeholders (e.g., CTLI, SITA, National); Monitor and report on assessment and examinations user management services. Coordinate and oversee assessment and examinations training, capacity building and knowledge-sharing practices: Organise the provision of support for the training for National examination and assessment systems; Organise the provision of support for the implementation and roll-out of National examination and assessment systems; Coordinate training for Provincial examination and assessment systems; Organise the provision of support to end-users within the Chief Directorate; Actively promote the sharing of knowledge and information with relevant stakeholders in the examinations and assessment operations; Monitor and report on training, capacity building and knowledge-sharing practices. Coordinate the Disaster Recovery Plan for the Chief Directorate in respect of examination and assessment systems in collaboration with relevant stakeholders, which includes: Coordinate the Chief Directorate's planning of different disaster scenarios; Coordinate the Chief Directorate's development of recovery plans; Coordinate awareness creation about disaster recovery within the Chief Directorate; Coordinate and oversee the backup of the Chief Directorate's data; Monitor and report on the Disaster Recovery Plan. People Management: Participate in the recruitment of staff in the numbers and grades appropriate to ensure the achievement of the component's Business Plan; Motivate, train and guide staff within the component, to achieve and maintain excellence in service delivery; Actively manage the performance, evaluation and rewarding of staff within the component; Monitor information capacity building within the component; Active involvement in the compilation of a human resource plan, a service delivery improvement programme, and an information resources plan for the component; Promote sound labour relations within the component; Actively manage and promote the maintenance of discipline within the component.

ENQUIRIES : Ms L Bredenkamp Tel No: (021) 467 2541

POST 25/545 : **SCHOOL FINANCE AND RECORDS OFFICER: SCHOOL MANAGEMENT AND GOVERNANCE SUPPORT REF NO: 304**
District Circuit: Overberg Education District

SALARY : R413 001 per annum (Level 08)
CENTRE : Caledon
REQUIREMENTS : National Senior Certificate (or equivalent) and a Three-year relevant qualification in finance. A valid Driver's licence (excluding code A/A1). 2 years relevant administrative experience. Preference given to finance and records management experience. Knowledge: Knowledge of relevant departmental policies and procedures. Knowledge of Archives and Records Service Act. Knowledge of Public Financial Management PFMA. Knowledge of budgeting processes and techniques. Knowledge of Financial Systems for example Pastel. Knowledge of School Administrative processes and procedures. Knowledge of Information Management Systems EMIS, CEMIS and Leave Management Systems. Knowledge of SCM processes and procedures. Skills: Communication. Language two official languages of the Western Cape. Computer literacy including skills in Pastel. Planning and organising. Presentation. Report writing skills reports and submissions. Analytical and interpretation skills. Interpersonal skills. Problem solving. Financial skills including bookkeeping.

DUTIES : Monitor, verify, develop and report on all aspects of Record Management. Check if the following registers are in place, verify that registers are in line with policy, prescripts, norms and standards and in line with the approved National Archives Policy: Approved File Plan. Telephone, Fax and Mail Registers. Stock Registers for Assets, Library, LTSM, IT equipment, Tuck Shop and Key Register. Handing Over Register and or Certificates. Learner Transport File, including WCED 061 and Inspection Form WCED 095. Admission Register CEMIS. Attendance Registers Educators, Public Servants and Learners. Leave Registers Educators, Public Servants. Incident Register. Disciplinary Registers Educators, Public Servants and Learners. Minutes of all meetings for example Staff, SMT, RCL, SGB, SDT. Records of Training Staff, SMT, RCL, SGB, SDT. Daily Decisions Register. Record of SACE registration for SGB posts. Record of Health and Safety including Evacuation Plans. Assist with the development of file plans and registers in line with prescripts. Support and follow up on all required corrective actions. Report in writing and electronically on all aspects of school administration to the Assistant Director School Financial Management and Administration. Monitor, verify, develop and report on sound Financial Administration Systems. Check that all the following financial administration processes and practices are in line with policy, prescripts, norms and standards and in line with the approved National Archives Policy: Financial Management finance and procurement. School Budget processes and meetings. Cash, receipt, class receipt and bank deposit book. Cheque requisitions. Petty Cash. Bank Statements. Bank Reconciliation Statements. Procurement. Asset Management including issuing and retrieval of textbooks and furniture including hostels. Assist with administrative tasks regarding the finance and assets with the opening and closing of schools. Contracts SGB employment and Service Providers. Risk Management internal control and fraud prevention. Fundraising. School Fee Exemptions. Transfer payments electronic funds transfer. Donation Register 18A. Loans, overdrafts and investments finance. Educator and public servants additional remuneration Section 38A. SARS Registration and other Tax Obligations. Municipal Accounts payment of Section 21 Schools. Assist the Public Schools Administrative Components with the development of financial administration processes and practices in line with policies, prescripts, norms and standards. Assist and train with the development and implementation plan to ensure improvement with regard to sound financial administration. Conduct school assessment and evaluations on financial management. Support and follow up on all required corrective actions. Report in writing and electronically on all aspects of School Financial Administration to the Assistant Director School Financial Management and Administration.

ENQUIRIES : Ms I Senosi Tel No: (028) 214 7300

POST 25/546 : **ADMINISTRATIVE OFFICER: ASSESSMENT AND EXAMINATION: CURRICULUM SUPPORT REF NO: 305**
District Circuit: Cape Winelands Education District

SALARY : R338 106 per annum (Level 07)
CENTRE : Worcester
REQUIREMENTS : National Senior Certificate, or equivalent and a 3-year, relevant post school qualification. 3 years' relevant clerical/administration experience. A valid driver's license (excluding code A/A1). Knowledge: Provincial and national education strategies, advanced knowledge of relevant software packages & sound application of relevant computer programmes, NSC/SC/AET examinations directives, various exam databases/platforms, relevant legislation/policies/prescripts and procedures (assessment and examination policies), basic financial administration. Skills: Drafting of documents (submissions, letters). Sound organising, planning and time management skills (workshops, conferences events), Diary management, travel itineraries, document flow in the office, property record minutes and decisions at meetings, run and maintain a record management system, communicate effectively (written and verbally), procure goods and services, work under pressure, interpretation and application of various exam directives, client service orientated skills, sound judgement, basic research (information gathering), analyse documents and situations, ability to access research sources (information platforms), function as a team member.
DUTIES : Render Assessment and examination administration services to clients within the Education District: Execute all assessment and examination administrative

process within the prescribed timelines and frameworks. Verify and approve all processed applications. Handle all investigations regarding registration, certifications and result related enquiries and execution pot-approval. Administer the certification process through: Processing and publishing of results; queries and remarking: a) perform client services, b) execute queries emanating from the client service, c) deal with all exam related result queries in an effective and efficient manner, d) issue all results in accordance with policy and prescripts, e) deal with all telephonic queries, f) record, reprint and post remark and missing mar results. Certification: a) deal effectively and efficiently with all certification queries, b) attend workshops and training sessions relating to certifications, c) guide co-workers / clients on directives, d) issue circulars and notifications to schools concerning certification, e) provide and capture results for WCED, f) processing of remark requests, g) create a database of all certificates, h) receive and distribute certificates. Administer the registration process, including: processing of re-write requests, processing of applications for Amended Senior Certificate (ASC); processing of applications for National Senior Certificate (NSC) repearters / improved qualifications; verify on-line applications; make personal and subject corrections on the Exams mainframe; collection and filing of SBA mark sheets; send and receive schedules and preliminary schedules from schools; receive and process invigilator applications. Provide support with the following administrative processes: assessment and promotion appeals; collation of School Based Assessment (SBA), Practical Assessment Task (PAT), Oral Mark Sheets; identification registration and auditing of examination and re-write centers; the District Assessment Irregularities Committee (DAIC) assessment accommodation for immigrant learners. Develop and maintain processes and systems that will contribute towards improving efficiency of the Assessment and Examinations unit. Oversee and provide effective guidance and advice on the flow of information and documents, to and from the assessment and examination coordinator. Prepare documentation and verify response information received from schools, and other internal and external stakeholders. Obtain inputs, collate and compile reports pertaining to the assessment and examination unit and advise/sensitise the assessment and examination coordinator e.g.: (i) progress reports; (ii) monthly reports and (iii) management reports. Manage and maintain an effective filing system. Assist with the planning of workshops, large meetings, conferences and events as and when they occur. Follow up with outstanding documentation/data/information from relevant stakeholders. Collate Assessment and Examination data available on WCED systems such as CEMIS, Eduinfosearch, SAMI, DMIS, etc. Co-ordinate assessment and examination administrative activities and maintain the relevant administration systems: Update and maintain the information systems for Assessment and Examination projects (e.g. APP Projects). Compile memoranda and reports on validity and relevance of data received from project stakeholders. Track issues referred to and from the Assessment and Examination Coordinator through Issue Management System (IMS). Coordinate queries related to parliamentary/ministerial enquiries referred to the Assessment and Examination Coordinator. Assist the Assessment and Examination Coordinator in the analysis of business reports. Assist the Assessment and Examination Coordinator with the drafting of progress reports. Assist with school audits for state of readiness. Provide support to the Assessment and Examinations Unit: Coordinate evidence/supporting documents for the Assessment and Examination coordinator. Manage and maintain an effective filing system. Screen documents to determine actions/information/documents required for meetings. Collet and compile information regarding challenges that needs to be discussed at meetings. Render secretariat services: Arrange for the placement of items on the agenda of meetings chaired by the Assessment and Examination Coordinator, and to ensure circulation of accompanying memoranda. Obtain the necessary signatures on documents e.g. procurement advices and attendance records.

ENQUIRIES : Ms Y Ehrenreich Tel No: (023) 348 4600

POST 25/547 : **ADMINISTRATIVE OFFICER: ASSESSMENT AND EXAMINATION: CURRICULUM SUPPORT REF NO: 306**
District Circuit: Cape Winelands Education District

SALARY : R338 106 per annum (Level 07)

CENTRE : Worcester

REQUIREMENTS : National Senior Certificate, or equivalent and a 3-year, relevant post school qualification. 3 years' relevant clerical/administration experience. A valid driver's license (excluding code A/A1). Knowledge: Provincial and national education strategies, advanced knowledge of relevant software packages & sound application of relevant computer programmes, NSC/SC/AET examinations directives, various exam databases/platforms, relevant legislation/policies/prescripts and procedures (assessment and examination policies), basic financial administration. Skills: Drafting of documents (submissions, letters). Sound organising, planning and time management skills (workshops, conferences events), Diary management, travel itineraries, document flow in the office, property record minutes and decisions at meetings, run and maintain a record management system, communicate effectively (written and verbally), procure goods and services, work under pressure, interpretation and application of various exam directives, client service orientated skills, sound judgement, basic research (information gathering), analyse documents and situations, ability to access research sources (information platforms), function as a team member.

DUTIES : Render Assessment and examination administration services to clients within the Education District: Execute all assessment and examination administrative process within the prescribed timelines and frameworks. Verify and approve all processed applications. Handle all investigations regarding registration, certifications and result related enquiries and execution pot-approval. Administer the certification process through: Processing and publishing of results; queries and remarking: a) perform client services, b) execute queries emanating from the client service, c) deal with all exam related result queries in an effective and efficient manner, d) issue all results in accordance with policy and prescripts, e) deal with all telephonic queries, f) record, reprint and post remark and missing mar results. Certification: a) deal effectively and efficiently with all certification queries, b) attend workshops and training sessions relating to certifications, c) guide co-workers / clients on directives, d) issue circulars and notifications to schools concerning certification, e) provide and capture results for WCED, f) processing of remark requests, g) create a database of all certificates, h) receive and distribute certificates. Administer the registration process, including: processing of re-write requests, processing of applications for Amended Senior Certificate (ASC); processing of applications for National Senior Certificate (NSC) repearters / improved qualifications; verify on-line applications; make personal and subject corrections on the Exams mainframe; collection and filing of SBA mark sheets; send and receive schedules and preliminary schedules from schools; receive and process invigilator applications. Provide support with the following administrative processes: assessment and promotion appeals; collation of School Based Assessment (SBA), Practical Assessment Task (PAT), Oral Mark Sheets; identification registration and auditing of examination and re-write centers; the District Assessment Irregularities Committee (DAIC) assessment accommodation for immigrant learners. Develop and maintain processes and systems that will contribute towards improving efficiency of the Assessment and Examinations unit. Oversee and provide effective guidance and advice on the flow of information and documents, to and from the assessment and examination coordinator. Prepare documentation and verify response information received from schools, and other internal and external stakeholders. Obtain inputs, collate and compile reports pertaining to the assessment and examination unit and advise/sensitise the assessment and examination coordinator e.g.: (i) progress reports; (ii) monthly reports and (iii) management reports. Manage and maintain an effective filing system. Assist with the planning of workshops, large meetings, conferences and events as and when they occur. Follow up with outstanding documentation/data/information from relevant stakeholders. Collate Assessment and Examination data available on WCED systems such as CEMIS, Eduinfosearch, SAMI, DMIS, etc. Co-ordinate assessment and examination administrative activities and maintain the relevant administration systems: Update and maintain the information systems for Assessment and Examination projects (e.g. APP Projects). Compile memoranda and reports on validity and relevance of data received from project stakeholders. Track issues referred to and from the Assessment and Examination Coordinator through Issue Management System (IMS). Coordinate queries related to parliamentary/ministerial enquiries referred to the Assessment and

Examination Coordinator. Assist the Assessment and Examination Coordinator in the analysis of business reports. Assist the Assessment and Examination Coordinator with the drafting of progress reports. Assist with school audits for state of readiness. Provide support to the Assessment and Examinations Unit: Coordinate evidence/supporting documents for the Assessment and Examination coordinator. Manage and maintain an effective filing system. Screen documents to determine actions/information/documents required for meetings. Collet and compile information regarding challenges that needs to be discussed at meetings. Render secretariat services: Arrange for the placement of items on the agenda of meetings chaired by the Assessment and Examination Coordinator, and to ensure circulation of accompanying memoranda. Obtain the necessary signatures on documents e.g. procurement advices and attendance records.

ENQUIRIES : Ms Y Ehrenreich Tel No: (023) 348 4600

POST 25/548 : **ADMINISTRATIVE OFFICER REF NO: 307**
Directorate: Examination Registration

SALARY : R338 106 per annum (Level 07)
CENTRE : Cape Town
REQUIREMENTS : An appropriate degree/diploma with 3 years' relevant experience in an Assessment and Examination or Educational environment or A National Senior Certificate (or equivalent) with 6 years' relevant experience in an Assessment and Examination or Educational environment. A valid driver's licence (excluding code A/A1). Knowledge: Examination and UMALUSI directives; client care; information management; relevant functions, programmes and projects of the WCED; relevant policies and acts. Working knowledge of examination databases. Skills: Research; Analytical; communication (verbal and non-verbal); co-ordination, conflict resolution; writing; computer literacy; numerical.
DUTIES : Registration of candidates: Execute the registration process of candidates. Updating of all registrations. Implementation of registration as per policy. Verify the correctness of registration per district. Implementation of the relevant policy. Registration of examination and designated centres: Receive and collate all application forms. Allocation of designated centres as per learner totals. Inform Districts of registered learners per school and subject information. Appointment of invigilators: Advice and guidance regarding the registration of invigilators, according to policy. Verify nominations for appointment. Process all claims. Attend to enquiries: Execute all walk-in centre queries: receiving all applications. Deal with complex queries. Updating the examination information system. Deal with examination-related queries: Follow up on all telephonic and e-mail enquiries relating to specific cases. Issue results and confirmation letters, etc. Deal with queries regarding examination registration: Advice and guidance to clients regarding registration, according to the registration policy. Reporting and administration: Recordkeeping of all received cases. Supervision: Daily supervision of staff. Training: Assist in the planning and execution of training of Districts.
ENQUIRIES : Mr D Pretorius Tel No: (021) 467 2945

POST 25/549 : **ADMINISTRATIVE OFFICER REF NO: 308**
Directorate: Examination Registration

SALARY : R338 106 per annum (Level 07)
CENTRE : Cape Town
REQUIREMENTS : An appropriate degree/diploma with 3 years' relevant experience in an Assessment and Examination or Educational environment or A National Senior Certificate (or equivalent) with 6 years' relevant experience in an Assessment and Examination or Educational environment. A valid driver's licence (excluding code A/A1). Knowledge: Examination and UMALUSI directives; client care; information management; relevant functions, programmes and projects of the WCED; relevant policies and acts. Working knowledge of examination databases. Skills: Research; Analytical; communication (verbal and non-verbal); co-ordination, conflict resolution; writing; computer literacy; numerical.
DUTIES : Registration of candidates: Execute the registration process of candidates. Updating of all registrations. Implementation of registration as per policy. Verify the correctness of registration per district. Implementation of the relevant

policy. Registration of examination and designated centres: Receive and collate all application forms. Allocation of designated centres as per learner totals. Inform Districts of registered learners per school and subject information. Appointment of invigilators: Advice and guidance regarding the registration of invigilators, according to policy. Verify nominations for appointment. Process all claims. Attend to enquiries: Execute all walk-in centre queries: receiving all applications. Deal with complex queries. Updating the examination information system. Deal with examination-related queries: Follow up on all telephonic and e-mail enquiries relating to specific cases. Issue results and confirmation letters, etc. Deal with queries regarding examination registration: Advice and guidance to clients regarding registration, according to the registration policy. Reporting and administration: Recordkeeping of all received cases. Supervision: Daily supervision of staff. Training: Assist in the planning and execution of training of Districts.

ENQUIRIES : Mr D Pretorius Tel No: (021) 467 2945

POST 25/550 : **ADMINISTRATIVE OFFICER: PEOPLE MANAGEMENT REF NO: 309**
District Circuit: Overberg Education District

SALARY : R338 106 per annum (Level 07)
CENTRE : Caledon
REQUIREMENTS : National Senior Certificate (or equivalent) plus a relevant 3 year post school qualification. 1 year clerical or administrative experience. Knowledge: Extensive knowledge of applicable policies and procedures. Public service procedures. Knowledge of people management processes. Labour relations. Financial management. Project planning. Skills: Interpret and apply relevant policies and procedures. People resource planning. Problem solving. Sound budgeting. Facilitation. Presentation. Communication. Analytical skills. Computer literacy.

DUTIES : Implement and administer the Workplace Skills Plan at district level. Assist with the process to obtain and collate training needs. Provide support to the DCES People Management in drafting the Workplace Skills Plan in conjunction with the District Skills Development Committee. Assist with the implementation of the Workplace Skills Plans. Ensure that administration pertaining to training interventions is up to date, accurate and thorough. Assist the DCES People Management with the compilation of training reports ensuring alignment with SETA requirements. Administer the training and professional development plan at district level. Administer the process regarding the identification and nomination of candidates and participants for in-service training courses. Administer the identification and nomination of teachers for the Teacher Qualification Improvement Programmes. Administer the roll out of the District Professional Development Plan and monitor against the approved budget. Administer the implementation of SACE CPTD MS. Assist in the administration and monitoring of professional participation at school level in line with Professional Growth Plans School Improvement Plans and WCED Professional Development Priorities. Administer and ensure that all data pertaining to professional development points of teachers are captured accurately and are relevant per district intervention. Compile submissions of district interventions for CPTD MS from district components for SACE endorsement. Provide administrative support to teachers or refer them to relevant support systems regarding participation in the CPTD Management System and professional development uptake. Administer and monitor the National Teaching Awards process at district level. Compile monthly quarterly and annual reports for WCED and CTLI relating to training interventions. Assist with the monitoring and administration of the Staff Performance Management Systems at district and school level. Assist in the administration and dissemination of performance management training information. Schedule and plan performance management events and activities aligning plans and timetables with Head Office structures and assist in compiling progress reports. Assist with administrative and operational support for alignment of individual and district performance plans. Assist with communication dissemination and gathering of information on performance management implementation trends and report to supervisor. Administer and file personal development plans skills development programmes and performance related management processes and assist in identifying gaps and overlaps. Develop implement and comply with new and amended departmental policies and procedures at district and school level. File all documents relating to the SPMS including IPDP quarterly

review forms appraisal certificates and circulars. Render support and advice to district management regarding the Employee Assistance Programme. Facilitate mediation of policies procedures and guidelines and provide support to staff on interpretation of the EAP policy through workshops and information sessions. Assist with provision of information on appropriate health welfare and psychosocial facilities support and counselling services. Draft letters and progress or status reports as required in terms of prescripts and policies. Perform supervisory functions attached to the post. Provide general supervision of employees. Allocate duties and conduct quality control of work delivered. Advise and lead employees in all aspects of work. Assess staff performance. Develop employees to deliver work at required standards efficiently and effectively. Develop implement and monitor work systems and processes. Manage and promote maintenance of discipline. Participate in recruitment and selection where required.

ENQUIRIES : Ms. I Senosi Tel No: (028) 214 7300

POST 25/551 : **ADMINISTRATIVE OFFICER REF NO: 310**
Directorate: Provincial Printing

SALARY : R338 106 per annum (Level 07)
CENTRE : Maitland
REQUIREMENTS : An appropriate degree/diploma with 3 years' relevant experience in an Examination or Educational environment or A National Senior Certificate (or equivalent) with 6 years' relevant experience in an Examination or Educational environment. A valid driver's licence (excluding code A/A1). Knowledge: Project Planning; Relevant National and Provincial legislation and regulations pertaining to Finance. Relevant National and Provincial Legislation and regulations pertaining to Human Resource Management; SA Schools Act (as revised); General and Further Education and Training Quality Assurance Act (as revised); Relevant National and Provincial legislation pertaining to Conduct, Administration and Management of Assessment (SC-Report 550 / NSC / ABET); Education Department Service Delivery Charter (Batho Pele); Western Cape Education Department Service Delivery Model; PFMA (1999) as amended; new developmental trends in the printing industry. Skills: Written and verbal communication (at least 2 official languages of the province); Numeracy skills; Literacy skills; Team building; Motivational; Planning and organizing; People management skills; Computer literacy (Microsoft Office); Writing.

DUTIES : Administer the Printing Process regarding question Papers: Plan and Prioritise question papers according to the Project Plan (including exam timetables); Verify the number of question paper files received from Division Processing Question Papers and sign acknowledgement of receipt; Update management plans to inform printing, packing and distribution processes (timeframes, delivery dates, printing information); Administer the digipath process for routing print jobs; Report to supervisor (daily); Oversee that the printing quality corresponds with what has been requested by the client; Signing off first proof; Ensure integrity of examination papers and that the security and standard operating procedures are follows; Ensure by means of continuous random checks that the quality of the printing work is according to specification; Ensure that all damaged and spoilt question papers are destroyed according to procedures. Administer all other printing processes (other than Question Papers): Plan and prioritise all incoming printing requests; Liaise with client if necessary, regarding printing request; Ensure that printing is done according to client specifications and within timeframes; Ensure by means of continuous random checks that the quality of the printing work is according to specification. Oversee the sealing process (question papers and other printing): Plan and prioritise sealing process requests; Oversee that the sealing quality corresponds with what has been requested by the client; Ensure by means of continuous random checks that the quality of the sealing work is according to specification. Administer the Storeroom: Oversee stocktaking on regular basis and ensure that stock levels are correct; Ensure that keeping abreast of newest technology (printing equipment and consumables); Responsible for the specifications and quotation regarding technology and consumables; Responsible for the verification of invoices; Ensure that invoices are sent to Division Administrative Support Services for payment. Administer the process for repairs and maintenance of Equipment: Responsible for quotations from service providers; Responsible for certifying that services rendered were satisfactory and that the supplier is entitled to payment; Arrange for payments.

Responsible for Security in Printing Room/Building: Ensure security on the printing floor; Maintain the security system (Electronic System); Responsible for the monitoring security at printing room (restricted areas) (Electronic System); Ensure that security systems are in working condition and upgraded Regularly; Responsible for reporting any problems relating to the security system to management and service provider; Responsible for access in printing room (Access clearance); Responsible for keys for lock-up of the building and locks of the strongroom and storeroom. Responsible for software matters (Printing Equipment): Identify problem areas and arrange for corrective steps; Responsible for the upgrading of software; Responsible for submission to upgrade software; Send it to Management for approval. Supervisory: Plan and organise work of print operators; Continuous evaluation of staff (PERMIS); Performance Management (PERMIS); Leave Management; Training and development of staff in division; Disciplinary responsibility and corrective steps to improve performance.

ENQUIRIES : Mr D Pretorius Tel No: (021) 467 2945

POST 25/552 : **ADMINISTRATIVE OFFICER REF NO: 311**
Directorate: Provincial Printing

SALARY : R338 106 per annum (Level 07)
CENTRE : Maitland
REQUIREMENTS : An appropriate degree/diploma with 3 years' relevant experience in an Examination or Educational environment or A National Senior Certificate (or equivalent) with 6 years' relevant experience in an Examination or Educational environment. A valid driver's licence (excluding code A/A1. Knowledge: Project Planning; Relevant National and Provincial legislation and regulations pertaining to Finance; Relevant National and Provincial Legislation and regulations pertaining to Human Resource Management; SA Schools Act (as revised); General and Further Education and Training Quality Assurance Act (as revised); Relevant National and Provincial legislation pertaining to Conduct, Administration and Management of Assessment (SC-Report 550 / NSC / ABET); Education Department Service Delivery Charter (Batho Pele); Western Cape Education Department Service Delivery Model; PFMA (1999) as amended; new developmental trends in the printing industry. Skills: Written and verbal communication (at least 2 official languages of the province); Numeracy skills; Literacy skills; Team building; Motivational; Planning and organizing; People management skills; Computer literacy (Microsoft Office); Writing.

DUTIES : Administer the Printing Process regarding question Papers: Plan and Prioritise question papers according to the Project Plan (including exam timetables); Verify the number of question paper files received from Division Processing Question Papers and sign acknowledgement of receipt; Update management plans to inform printing, packing and distribution processes (timeframes, delivery dates, printing information); Administer the digipath process for routing print jobs; Report to supervisor (daily); Oversee that the printing quality corresponds with what has been requested by the client; Signing off first proof; Ensure integrity of examination papers and that the security and standard operating procedures are follows; Ensure by means of continuous random checks that the quality of the printing work is according to specification; Ensure that all damaged and spoilt question papers are destroyed according to procedures. Administer all other printing processes (other than Question Papers): Plan and prioritise all incoming printing requests; Liaise with client if necessary, regarding printing request; Ensure that printing is done according to client specifications and within timeframes; Ensure by means of continuous random checks that the quality of the printing work is according to specification. Oversee the sealing process (question papers and other printing): Plan and prioritise sealing process requests; Oversee that the sealing quality corresponds with what has been requested by the client; Ensure by means of continuous random checks that the quality of the sealing work is according to specification. Administer the Storeroom: Oversee stocktaking on regular basis and ensure that stock levels are correct; Ensure that keeping abreast of newest technology (printing equipment and consumables); Responsible for the specifications and quotation regarding technology and consumables; Responsible for the verification of invoices; Ensure that invoices are sent to Division Administrative Support Services for payment. Administer the process for repairs and maintenance of Equipment: Responsible for quotations from service providers; Responsible for certifying that services rendered were

satisfactory and that the supplier is entitled to payment; Arrange for payments. Responsible for Security in Printing Room/Building: Ensure security on the printing floor; Maintain the security system (Electronic System); Responsible for the monitoring security at printing room (restricted areas) (Electronic System); Ensure that security systems are in working condition and upgraded Regularly; Responsible for reporting any problems relating to the security system to management and service provider; Responsible for access in printing room (Access clearance); Responsible for keys for lock-up of the building and locks of the strongroom and storeroom. Responsible for software matters (Printing Equipment): Identify problem areas and arrange for corrective steps; Responsible for the upgrading of software; Responsible for submission to upgrade software; Send it to Management for approval. Supervisory: Plan and organise work of print operators; Continuous evaluation of staff (PERMIS); Performance Management (PERMIS); Leave Management; Training and development of staff in division; Disciplinary responsibility and corrective steps to improve performance.

ENQUIRIES : Mr D Pretorius Tel No: (021) 467 2945

POST 25/553 : **ADMINISTRATIVE SUPPORT OFFICER REF NO: 312**
Directorate: Professional Development

SALARY : R338 106 per annum (Level 07)
CENTRE : Kuils River
REQUIREMENTS : National Senior Certificate (or equivalent) and an appropriate Diploma/Degree or equivalent. 3 years' relevant experience. A valid driver's licence (excluding code A/A1). Knowledge: Knowledge of provincial and national education policies and procedures; Knowledge of relevant legislation/policies/prescripts and procedures; Basic financial administration. Skills: Numeracy; Literacy; Computer Literacy; Language skills; Project Management; Strong conceptual and formulation skills; Analytical skills; Strong leadership skills with specific reference to the ability to display thought leadership in complex applications; Team building and strong inter-personal skills; Excellent communication skills; Outstanding planning, organizing and people management skills; Presentation skills.
DUTIES : Render line administrative support services: Provide administrative support with regards to the teacher appreciation and recognition programmes and projects: Liaise with and provide support to districts and schools; Assist with administrative processes; Assist with financial and procurement (of goods and services) processes: Compile requisition forms for submission; Coordination of travel and subsistence claims; Provide administrative support with regards to the delivery of provincial and national teacher professional development initiatives: Assist with administrative processes. Perform administrative tasks: Type out registers; Produce name tags for participants to seminars; Verify claims are correct and properly processed; Assist with financial and procurement (of goods and services) processes. Maintain database for the in-service bursary scheme for educators: Updating the bursary scheme database: Verify bursary forms and supporting documents; Capture bursary holders' details. Report on bursary holders and course statistics; Draw data and compile reports. Assist with the management and implementation of the Continuous Professional Teacher Development Management System (CPTD MS): Assist with the communication to Head Office components, Districts and stakeholders regarding the implementation of the CPTD MS; Provide support to the provincial coordinator regarding seminars, workshops, meetings and general queries; Receive attendance registers, update them on the system, and keep track of registers for CPTD MS professional development point uploading. Render general administrative support services: Ensure and advise on the effective flow of information and documents to and from the component; Ensure the safekeeping of all documentation in line with relevant legislation and policies; Obtain inputs and collate and compile reports, e.g.: Progress reports; Monthly reports; Management reports. Scrutinise routine submissions/reports and make abbreviated notes and/or recommendations for the manager; Respond to enquiries received from internal and external stakeholders; Draft documents as required; Collect, analyse and collate information requested by the manager; Ensure that travel arrangements are well coordinated. Provide support to the manager regarding meetings: Scrutinise documents to determine actions/information/documents required for the meeting; Collect and compile all necessary documents for management, to

inform management on the contents; Record minutes/decisions and communicate to relevant role-players, follow-up on progress made and prepare briefing notes for the manager; Coordinate logistical arrangements for meetings when required. Render advice and liaise with regard to administrative matters: Keep updated on WCED administrative policies; Studies the relevant Public Services and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly; Remain abreast with procedures and processes that apply to the component; Compile reports and submissions on request.

ENQUIRIES : Mr G De Bruyn Tel No: (021) 834 2800

POST 25/554 : **PERSONAL ASSISTANT REF NO: 313**
Directorate: Chief Directorate Districts

SALARY : R338 106 per annum (Level 07)
CENTRE : Cape Town
REQUIREMENTS : National Senior Certificate (or equivalent) and Secretarial Diploma or equivalent 1–2-year post matric qualification. 3 years clerical/administrative experience in rendering support services to senior management. Knowledge of the relevant legislation; policies; prescripts and procedures. Basic knowledge of financial administration. Skills: Language skills and ability to communicate well with people at different levels from different backgrounds. Good telephone etiquette. High level of reliability. Computer literacy. Sound organisational skills. Good people skills. Written communication skills. Ability to act with tact and discretion. Ability to do research and analyse documents and situations. Self-management and motivation.

DUTIES : Provide a secretarial/receptionist support service to the manager: Receive 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. In the process the job incumbent should finalize some enquiries. Perform advanced typing work. Operate and ensure that office equipment, e.g. fax machines and photocopiers, are in good working order. Record engagements of the senior manager. Utilise discretion to decide whether to accept/decline or refer to other employees' requests for meetings, based on the assessed urgency of the matter. Co-ordinate with and sensitise/advise the manager regarding engagements. Compile realistic schedules of appointments. Render administrative support services: Ensure the effective flow of information and documents to and from the office of the manager. Ensure the safekeeping of all documentation in the office of the manager in line with relevant legislation and policies. Obtain input, collate and compile reports e.g. progress reports, monthly reports and management reports. Scrutinise routine submissions / reports and make notes and/or recommendations for the manager. Respond to enquiries received from internal and external stakeholders. Draft documents as required. Filing of documents for the manager and the unit where required. Collect, analyse and collate information requested by the manager. Clarify instructions and notes on behalf of the manager. Ensure that travel arrangements are well coordinated. Prioritise issues in the office of the manager. Manage the leave register and telephone accounts for the unit. Handle the procurement of the standard items like stationery, refreshments etc. for the activities of the manager and the unit. Obtain the necessary signatures on documents like procurement advice and monthly salary reports. Provide support to manager regarding meetings: Scrutinise documents to determine actions/information/other documents required for meetings. Collect and compile all necessary documents for the manager to inform him/her of the contents. Record minutes/decisions and communicates to relevant role players, follow-up on progress made. Prepare briefing notes for the manager as required. Coordinate logistical arrangements for meetings when required. Support the manager with the administration of the manager's budget: Collect and co-ordinate all the documents that relate to the manager's budget. Assist manager in determining funding requirements for purposes of MTEF submissions. Keep records of expenditure commitments, monitor expenditure and alert manager of possible over- and under spending. Check and correlate BAS reports to ensure that expenditure is allocated correctly. Identify the need to improve funds between items, consult with the manager and compile draft memos for these purposes. Compare the MTEF allocation with the requested budget and inform the manager of changes. Study the relevant Public Service and departmental prescripts / policies and other documents and ensure that

the application thereof is understood properly: Remain up to date regarding the prescripts / policies and procedures applicable to his / her work terrain to ensure efficient and effective support to the manager. Remain abreast with the procedures and processes that apply in the office of the manager.

ENQUIRIES : Ms H van Ster Tel No: (021) 467 2089

POST 25/555 : **ADMINISTRATIVE SUPPORT OFFICER: DISTRICT CIRCUITS: CIRCUIT 6 REF NO: 323**
District Circuit: Metro South Education District

SALARY : R338 106 per annum (Level 07)
CENTRE : Ottery
REQUIREMENTS : National Senior Certificate (or equivalent) and 3 years relevant clerical or administrative experience. Knowledge: Knowledge of provincial and national education strategies. Advanced knowledge of relevant software packages and sound application of relevant computer programmes. Knowledge of relevant legislation, policies, prescripts and procedures. Basic financial administration. Skills: Ability to draft documentation including submissions and letters. Sound organising, planning and time management skills including diary management, travel itineraries and document flow. Ability to record minutes and decisions at meetings. Ability to run and maintain a record management system. Communicate effectively both written and verbally. Procure goods and services. Work under pressure. Make sound judgments. Conduct basic research and information gathering. Analyse documents and situations. Ability to access research sources and information platforms. Function as a team member.

DUTIES : Render line administrative support services. Assist management support staff in all administrative duties. Develop and maintain processes and systems that will contribute towards improving efficiency in the circuit office. Oversee and provide effective guidance and advice on the flow of information and documents, to and from the circuit. Prepare documentation and verify responses information received from schools, and other internal and external stakeholders. Obtain inputs, collate and compile reports pertaining to the circuit and advise/ sensitise the office, e.g.: (i) Progress reports, (ii) Monthly reports, and (iii) Management reports. Assist with monitoring and evaluating the performance of the circuit office on an ongoing basis against predetermined objectives. Ensure that effective records are kept of the activities and resources of the circuit. Assist with the planning and execution of workshops, large meetings, conferences as and when they occur. Follow up with outstanding documentation / data /information from schools. Collate circuit data available on WCED systems such as CEMIS, Eduinfosearch, SAMI, DMIS, etc. Co-ordinate M&E activities and maintain the relevant systems. Update and maintain the M&E systems for circuit projects (e.g. APP Projects). Provide support to conduct basic research on education providers and their activities at schools in the circuit. Compile memoranda and reports on validity and relevance of data received from project stakeholders. Track issues referred to and from the circuit office through Issue Management System (IMS). Coordinate projects development queries-related parliamentary/ ministerial enquiries referred to the circuit. Analyse reports and make notes and/or recommendations with regard to projects implemented by the circuit. Assist the circuit manager in the analysis of business reports. Draft progress reports on all plans. Keep detail records of teacher and school performance. Provide support to the circuit for supply chain management. Coordinate evidence/ supporting documents for the circuit. Manage and maintain an effective filing system. Screen documents to determine actions/information/documents required for meetings. Collect and compile information on project with regard to issues that needs to be discussed at meetings. Render secretariat services, arrange for the placement of project related items on the agenda of meetings chaired by the Circuit Manager, and ensure circulation of accompanying memoranda. Manage the procurement of standard items, like stationary, refreshments etc. for the circuit office. In terms of the project-related activities, obtain the necessary signatures on documents e.g. procurement advices and attendance records. Keep record of all procurement activities. Render advice and liaise w.r.t administrative matters. Keep updated on WCED school online systems including, but not limited to, LTSM online system, SAMI, CEMIS and Eduinfosearch. Studies the relevant public services and departmental prescripts/policies and other documents and ensure that the application thereof

is understood properly. Remain abreast with project procedures and processes that apply to the district office. Advise relevant stakeholders on departmental prescripts and policies regarding own KRAs. Compile reports and submissions on request.

ENQUIRIES : Ms C Meyer-Williams Tel No: (021) 703 3198

POST 25/556 : **ADMINISTRATION CLERK REF NO: 324**
Directorate: Teaching Practice Improvement

SALARY : R237 453 per annum (Level 05)
CENTRE : Kuils River
REQUIREMENTS : National Senior Certificate (or equivalent). A minimum of one year experience in an administrative environment. Knowledge: Knowledge of administration duties, practices as well as the ability to capture data, operate a computer and collect information. Knowledge and understanding of the legislative framework governing the Public Service; Knowledge of working procedures in terms of the working environment. Skills: Numeracy; Literacy: Typing; Computer Literacy; Attention to detail (Accuracy); Planning and organisation; Good verbal and written communication; Budgeting and finance; Flexibility and teamwork.

DUTIES : Assisting with pre-delivery administration management: Prepare and send confirmation and declaration letters to qualifying course participants. Follow-up on outstanding declaration letters from course participants; Prepare and administer bulk SMS and or e-mails to confirm and communicate with course participants regarding logistics for courses; Prepare Master Participant profile, create classrooms on LMS; Follow-up on incomplete information on the Master profile; Prepare attendance registers and data spreadsheets for pre-course confirmation; Follow-up on catering in consultation with Training Co-ordinator; Prepare and managing the links for online training sessions and prepare registers for online sessions, MS Teams and LMS; Ensure venues are set up for programme delivery, prepare registration tables, set up signage, etc; Prepare meeting packs/and or training material; Receive substitute documents and follow-up on incomplete documents. Assisting with post-delivery administration management: Record substitute documents, quality assure documents for submission for payment to Directorate: Service Benefits Multi-Functional Teams; Record and process subsistence and travel (S&T) claims for necessary authorisation. Prepare and quality assure the certificate. Lists for verification and necessary authorisation; finalise master participant profile for final auditing verification purposes; Dispatch e-Certificates to qualifying course participants. Preparing data for compliance reports: Verifying master participant profile with latest PERSAL data; Record, organise, store, capture and retrieve correspondence and data; Update registers and databases; Keep and maintain the filing system for the component by filing documents and record-keeping. Quality assuring audit data. Provide a general clerical support service: Type letters and/or other correspondence when required; Compile letters; Keep and maintain the incoming and outgoing document register of the component; Handle routine enquiries; Make photocopies; Distribute documents/packages to various stakeholders as required; Capture and update expenditure; Keep record of budget allocation; Check correctness of subsistence and travel claims of officials and submit for approval.

ENQUIRIES : Mr G De Bruyn Tel No: (021) 834 2800

POST 25/557 : **ADMINISTRATION CLERK REF NO: 314**
Directorate: Leadership Academy

SALARY : R237 453 per annum (Level 05)
CENTRE : Kuils River
REQUIREMENTS : National Senior Certificate (or equivalent). Knowledge: Knowledge of administration duties and practices as well as the ability to capture data, operate a computer and collect information; Knowledge and understanding of the legislative framework governing the Public Service; Knowledge of working procedures in terms of the working environment. Skills: Numeracy, literacy, typing, computer literacy, language skills; Attention to detail (accuracy), Planning and organisation; Good verbal and written communication; Budgeting and finance; Flexibility and teamwork.

DUTIES : Render course administration and logistical support for programme delivery: Logistical and secretarial support for meetings, workshops and functions; Booking of venues; Arranging for catering; Follow up and confirm course

attendance; Liaise with stakeholders; Prepare meeting packs and material; Setting up of venues/ Set up of participant profiles/Share links; Liaising with schools to host training sessions; Arrange for welcoming and thanking facilitators; Set up and prepare training venues; Handle course registration: online course registration; prepare registration tables, signage etc. Arrange travelling and accommodation; Administer subsistence and travel (S&T) claims. Provide general clerical support services: Record, organise, store, capture and retrieve correspondence and data; Update registers and databases; Handle routine enquiries; Make photocopies; Distribute documents/packages to various stakeholders as required; Keep and maintain the filing system for the component: Filing of documents; Record keeping. Type letters and/or other correspondence when required: Compile letters. Keep and maintain the incoming and outgoing document register of the component: Capture and update the IMS system for submissions and circulars; IMS number generation; Route submissions/circulars/documents; Track documents and submissions and correspondence. Provide supply chain clerical support services: Capture and update expenditure; Keep record of budget allocation; Check the correctness of subsistence and travel claims of officials and submit them for approval.

ENQUIRIES : Mr G De Bruyn Tel No: (021) 834 2800

POST 25/558 : **ADMINISTRATION CLERK: MANAGEMENT AND GOVERNANCE REF NO: 315**
District Circuit: Metro Central Education District

SALARY : R237 453 per annum (Level 05)
CENTRE : Maitland
REQUIREMENTS : National Senior Certificate (or equivalent). Knowledge of clerical duties, practices as well as the ability to capture data, taking minutes, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Skills: Computer skills. Planning and organisation. Language. Good verbal and written communication skills.
DUTIES : Render general clerical support services. Record, organise, store, capture and retrieve correspondence and data. Update registers and statistics. Keep and update databases of the management and governance projects. Handle routine enquiries and keep record of enquiries. Make photocopies and receive or send facsimiles and e-mails when necessary. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type letters, presentations, training material, minutes, business plans and/or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Assist with meeting arrangements. Render reception duties where applicable. Assist with office support duties within the component Management and Governance. Provide supply chain clerical support services within the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Assist the Admin Support Officer with procurement processes. Stock control for the component. Keep and maintain the asset register of 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. Keep and maintain the attendance register of the component. Arrange travelling and accommodation and claims. Keep detail records of the units visits and activities in schools. Provide financial administration support services in the component. Capture and update expenditure in the component. Check correctness of subsistence and travel claims and submit for approval. Handle telephone call record book, telephone accounts and petty cash for the component.
ENQUIRIES : Mr W Abrahams Tel No: (021) 514 6921

POST 25/559 : **OPERATOR REF NO: 316**
Directorate: Provincial Printing

SALARY : R201 093 per annum (Level 04)
CENTRE : Maitland
REQUIREMENTS : Grade 10 (or equivalent). Certificate in Digital and Analogical Copier. Knowledge: Operating specific equipment including digital printers, plastic

wrapping device, industrial guillotine and industrial shredder. Skills: Analytical skills. Excellent communication skills. Strong decision-making skills. Good verbal and non-verbal communication skills. Computer literacy skills. Numeracy skills. Cultural protocol. Public relations. Ability to keep attention to detail and accuracy under pressure with strong analytical and problem-solving skills.

DUTIES : Responsible for the digipath. Generate all printing jobs including sensitive and non-sensitive jobs. Composition and layout of print jobs. Sound digipath management including archiving and retrieving of print jobs. Back up of digipath. Responsible for print job format. Give advice to clients on printing format, layout and finishing requirements. Responsible for printing. Receiving and checking exam papers digitally. Ensuring that question papers and addendums run in sequence. Destroy all damaged and spoilt question papers. Responsible for exception reports. Report back on the error reports made from the plastic wrapping machine and give feedback to supervisor. Provide feedback to supervisor on status of completed work, work in progress, queue and developed status. Printing of documents. Finishing of printed documents. Check that the quality of the printing work is according to specifications. Check that the plastic wrapping of question papers and other sensitive material is according to specifications. Storage of printing material on printing server. Dispatch printed documentation including hand-over of non-sensitive documents. Security at access points in the printing room. Assist with the entrance and exits by the public. Open shutter door for delivery of stationery and equipment.

ENQUIRIES : Mr C Berry Tel No: (021) 467 2265

POST 25/560 : **OPERATOR REF NO: 317**
Directorate: Provincial Printing

SALARY : R201 093 per annum (Level 04)
CENTRE : Maitland
REQUIREMENTS : Grade 10 (or equivalent). Certificate in Digital and Analogical Copier. Knowledge: Operating specific equipment including digital printers, plastic wrapping device, industrial guillotine and industrial shredder. Skills: Analytical skills. Excellent communication skills. Strong decision-making skills. Good verbal and non-verbal communication skills. Computer literacy skills. Numeracy skills. Cultural protocol. Public relations. Ability to keep attention to detail and accuracy under pressure with strong analytical and problem-solving skills.

DUTIES : Responsible for the digipath. Generate all printing jobs including sensitive and non-sensitive jobs. Composition and layout of print jobs. Sound digipath management including archiving and retrieving of print jobs. Back up of digipath. Responsible for print job format. Give advice to clients on printing format, layout and finishing requirements. Responsible for printing. Receiving and checking exam papers digitally. Ensuring that question papers and addendums run in sequence. Destroy all damaged and spoilt question papers. Responsible for exception reports. Report back on the error reports made from the plastic wrapping machine and give feedback to supervisor. Provide feedback to supervisor on status of completed work, work in progress, queue and developed status. Printing of documents. Finishing of printed documents. Check that the quality of the printing work is according to specifications. Check that the plastic wrapping of question papers and other sensitive material is according to specifications. Storage of printing material on printing server. Dispatch printed documentation including hand-over of non-sensitive documents. Security at access points in the printing room. Assist with the entrance and exits by the public. Open shutter door for delivery of stationery and equipment.

ENQUIRIES : Mr C Berry Tel No: (021) 467 2265

POST 25/561 : **OPERATOR REF NO: 318**
Directorate: Provincial Printing

SALARY : R201 093 per annum (Level 04)
CENTRE : Maitland
REQUIREMENTS : Grade 10 (or equivalent). Certificate in Digital and Analogical Copier. Knowledge: Operating specific equipment including digital printers, plastic wrapping device, industrial guillotine and industrial shredder. Skills: Analytical

skills. Excellent communication skills. Strong decision-making skills. Good verbal and non-verbal communication skills. Computer literacy skills. Numeracy skills. Cultural protocol. Public relations. Ability to keep attention to detail and accuracy under pressure with strong analytical and problem-solving skills.

DUTIES : Responsible for the digipath. Generate all printing jobs including sensitive and non-sensitive jobs. Composition and layout of print jobs. Sound digipath management including archiving and retrieving of print jobs. Back up of digipath. Responsible for print job format. Give advice to clients on printing format, layout and finishing requirements. Responsible for printing. Receiving and checking exam papers digitally. Ensuring that question papers and addendums run in sequence. Destroy all damaged and spoilt question papers. Responsible for exception reports. Report back on the error reports made from the plastic wrapping machine and give feedback to supervisor. Provide feedback to supervisor on status of completed work, work in progress, queue and developed status. Printing of documents. Finishing of printed documents. Check that the quality of the printing work is according to specifications. Check that the plastic wrapping of question papers and other sensitive material is according to specifications. Storage of printing material on printing server. Dispatch printed documentation including hand-over of non-sensitive documents. Security at access points in the printing room. Assist with the entrance and exits by the public. Open shutter door for delivery of stationery and equipment.

ENQUIRIES : Mr C Berry Tel No: (021) 467 2265

POST 25/562 : **OPERATOR REF NO: 319**
Directorate: Provincial Printing

SALARY : R201 093 per annum (Level 04)
CENTRE : Maitland
REQUIREMENTS : Grade 10 (or equivalent). Certificate in Digital and Analogical Copier. Knowledge: Operating specific equipment including digital printers, plastic wrapping device, industrial guillotine and industrial shredder. Skills: Analytical skills. Excellent communication skills. Strong decision-making skills. Good verbal and non-verbal communication skills. Computer literacy skills. Numeracy skills. Cultural protocol. Public relations. Ability to keep attention to detail and accuracy under pressure with strong analytical and problem-solving skills.

DUTIES : Responsible for the digipath. Generate all printing jobs including sensitive and non-sensitive jobs. Composition and layout of print jobs. Sound digipath management including archiving and retrieving of print jobs. Back up of digipath. Responsible for print job format. Give advice to clients on printing format, layout and finishing requirements. Responsible for printing. Receiving and checking exam papers digitally. Ensuring that question papers and addendums run in sequence. Destroy all damaged and spoilt question papers. Responsible for exception reports. Report back on the error reports made from the plastic wrapping machine and give feedback to supervisor. Provide feedback to supervisor on status of completed work, work in progress, queue and developed status. Printing of documents. Finishing of printed documents. Check that the quality of the printing work is according to specifications. Check that the plastic wrapping of question papers and other sensitive material is according to specifications. Storage of printing material on printing server. Dispatch printed documentation including hand-over of non-sensitive documents. Security at access points in the printing room. Assist with the entrance and exits by the public. Open shutter door for delivery of stationery and equipment.

ENQUIRIES : Mr C Berry Tel No: (021) 467 2265

POST 25/563 : **GENERAL ASSISTANT REF NO: 320**
Directorate: Provincial Printing

SALARY : R144 024 per annum (Level 02)
CENTRE : Maitland
REQUIREMENTS : Grade 10 (or equivalent). Knowledge: Education Department Service Delivery Charter (Batho Pele). Skills: Written and verbal communication in at least two official languages of the province. Ability to operate a strapping machine. Ability

to operate a staple gun. Ability to operate a photocopy and fax machine. Numerical skills relating to scripts and marksheets.

DUTIES : Assist with the transportation and storage of question papers. Transporting question papers from print room to Head Office. Cleaning of strong room from all old question papers. Make boxes with staple gun. Assist with packing question papers in boxes. Strap boxes. Make photocopies of question papers. Load, offload and store question papers at Head Office. Assist with the packaging and distribution of question papers, stationery and marksheets. Assist with counting stock during stocktaking. Sort question papers and marksheets in subject and centre order. Pack question papers and marksheets in centre order. Make boxes with staple gun. Strap boxes. Prepare boxes for despatch. Pack question papers and marksheets in boxes. Assist with collection of question papers from storage. Pack question papers in sorting area for scanning. Arrange question papers according to list for scanning. Pack question papers per session and seal boxes per centre. Paste way bills on boxes. Assist with weighing of boxes. Assist with transportation of question papers, stationery and marksheets to examination institutions. Assist with filing of all documents including question paper checklists and way bills. Assist with preparation of envelopes per centre per EMDC. Assist with preparation of way bills and batches per EMDC. Assist with packing of marksheets and relevant documentation in envelopes per centre per EMDC. Report to supervisors daily. Assist with removal of identified practical subject marksheets. Assist with packing practical subject marksheets for distribution to the Curriculum Advisors. Assist with dispatching of marksheets to relevant Curriculum Advisors. Assist with the manifesting of mark sheets and scripts. Assist with counting stock during stocktaking. Assist with the distribution of circulars. Make boxes with staple gun. Strap boxes. Assist with preparation of work area for receiving and storing scripts. Assist with receiving manifested consignments of mark sheets and scripts from couriers or individuals. Open consignments of scripts. Separate, file and distribute accompanying documents including seating plans, medical certificates and correspondence. Sort mark sheets and scripts in various subjects. Pack scripts in boxes. Batch identified subjects for pre-marking. Assist with processing loose mark sheets. Assist with processing specialised subjects including CAT and IT. Assist with processing external subjects including IEB. Assist with processing LSEN scripts including Braille. Assist with boxing and filing of mark sheets and scripts. Assist with boxing and filing of queried scripts. File attendance registers and way bills. Prepare boxed subjects for marking including strapping and labelling. Assist with marking and capturing processes. Assist with counting stock during stocktaking. Assist with transport of scripts and equipment to marking centres, venues and home markers. Prepare scripts for marking by unpacking boxes. Make boxes with staple gun. Strap boxes. Assist with arranging meal verification system for marking centres. Assist with preparation of marking venues including question papers and memoranda. Assist with arrangements for specialised subject marking. Assist with collection of scripts at marking venues and the return thereof to the centralised mark checking team. Assist with drawing of sample scripts for moderation. Assist with receipt, checking and distribution of marker reports, claims and invigilator claims. Assist with processes for loose scripts, unmarked scripts and mark checking for specialised subjects. Assist with flow of checked scripts for mark capturing. Box captured scripts per subject. Assist with transport of boxed scripts to Head Office and store boxed scripts in subject order. Assist with marking centre clean-up process including cleaning rooms and return of equipment. File and store all mark sheets. Assist with drawing scripts for remarking. Assist with specialised projects and disposal of previous years answer books. Render general assistance regarding training of Chief Markers, Markers, Moderators, Mark Capturers, Centre Managers and Invigilators. Assist with logistical arrangements for training. Assist with printing and distribution of training manuals. Assist with processing certificates and attendance registers.

ENQUIRIES : Mr C Berry Tel No: (021) 467 2265

POST 25/564 : **GENERAL ASSISTANT REF NO: 321**
Directorate: Provincial Printing

SALARY : R144 024 per annum (Level 02)
CENTRE : Maitland

REQUIREMENTS : Grade 10 (or equivalent). Knowledge: Education Department Service Delivery Charter (Batho Pele). Skills: Written and verbal communication in at least two official languages of the province. Ability to operate a strapping machine. Ability to operate a staple gun. Ability to operate a photocopy and fax machine. Numerical skills relating to scripts and marksheets.

DUTIES : Assist with the transportation and storage of question papers. Transporting question papers from print room to Head Office. Cleaning of strong room from all old question papers. Make boxes with staple gun. Assist with packing question papers in boxes. Strap boxes. Make photocopies of question papers. Load, offload and store question papers at Head Office. Assist with the packaging and distribution of question papers, stationery and marksheets. Assist with counting stock during stocktaking. Sort question papers and marksheets in subject and centre order. Pack question papers and marksheets in centre order. Make boxes with staple gun. Strap boxes. Prepare boxes for despatch. Pack question papers and marksheets in boxes. Assist with collection of question papers from storage. Pack question papers in sorting area for scanning. Arrange question papers according to list for scanning. Pack question papers per session and seal boxes per centre. Paste way bills on boxes. Assist with weighing of boxes. Assist with transportation of question papers, stationery and marksheets to examination institutions. Assist with filing of all documents including question paper checklists and way bills. Assist with preparation of envelopes per centre per EMDC. Assist with preparation of way bills and batches per EMDC. Assist with packing of marksheets and relevant documentation in envelopes per centre per EMDC. Report to supervisors daily. Assist with removal of identified practical subject marksheets. Assist with packing practical subject marksheets for distribution to the Curriculum Advisors. Assist with dispatching of marksheets to relevant Curriculum Advisors. Assist with the manifesting of mark sheets and scripts. Assist with counting stock during stocktaking. Assist with the distribution of circulars. Make boxes with staple gun. Strap boxes. Assist with preparation of work area for receiving and storing scripts. Assist with receiving manifested consignments of mark sheets and scripts from couriers or individuals. Open consignments of scripts. Separate, file and distribute accompanying documents including seating plans, medical certificates and correspondence. Sort mark sheets and scripts in various subjects. Pack scripts in boxes. Batch identified subjects for pre-marking. Assist with processing loose mark sheets. Assist with processing specialised subjects including CAT and IT. Assist with processing external subjects including IEB. Assist with processing LSEN scripts including Braille. Assist with boxing and filing of mark sheets and scripts. Assist with boxing and filing of queried scripts. File attendance registers and way bills. Prepare boxed subjects for marking including strapping and labelling. Assist with marking and capturing processes. Assist with counting stock during stocktaking. Assist with transport of scripts and equipment to marking centres, venues and home markers. Prepare scripts for marking by unpacking boxes. Make boxes with staple gun. Strap boxes. Assist with arranging meal verification system for marking centres. Assist with preparation of marking venues including question papers and memoranda. Assist with arrangements for specialised subject marking. Assist with collection of scripts at marking venues and the return thereof to the centralised mark checking team. Assist with drawing of sample scripts for moderation. Assist with receipt, checking and distribution of marker reports, claims and invigilator claims. Assist with processes for loose scripts, unmarked scripts and mark checking for specialised subjects. Assist with flow of checked scripts for mark capturing. Box captured scripts per subject. Assist with transport of boxed scripts to Head Office and store boxed scripts in subject order. Assist with marking centre clean-up process including cleaning rooms and return of equipment. File and store all mark sheets. Assist with drawing scripts for remarking. Assist with specialised projects and disposal of previous years answer books. Render general assistance regarding training of Chief Markers, Markers, Moderators, Mark Capturers, Centre Managers and Invigilators. Assist with logistical arrangements for training. Assist with printing and distribution of training manuals. Assist with processing certificates and attendance registers.

ENQUIRIES : Mr C Berry Tel No: (021) 467 2265

POST 25/565 : **GENERAL ASSISTANT REF NO: 322**
directorate: provincial printing

SALARY : R144 024 per annum (Level 02)
CENTRE : Maitland
REQUIREMENTS : Grade 10 (or equivalent). Knowledge: Education Department Service Delivery Charter (Batho Pele). Skills: Written and verbal communication in at least two official languages of the province. Ability to operate a strapping machine. Ability to operate a staple gun. Ability to operate a photocopy and fax machine. Numerical skills relating to scripts and marksheets.
DUTIES : Assist with the transportation and storage of question papers. Transporting question papers from print room to Head Office. Cleaning of strong room from all old question papers. Make boxes with staple gun. Assist with packing question papers in boxes. Strap boxes. Make photocopies of question papers. Load, offload and store question papers at Head Office. Assist with the packaging and distribution of question papers, stationery and marksheets. Assist with counting stock during stocktaking. Sort question papers and marksheets in subject and centre order. Pack question papers and marksheets in centre order. Make boxes with staple gun. Strap boxes. Prepare boxes for despatch. Pack question papers and marksheets in boxes. Assist with collection of question papers from storage. Pack question papers in sorting area for scanning. Arrange question papers according to list for scanning. Pack question papers per session and seal boxes per centre. Paste way bills on boxes. Assist with weighing of boxes. Assist with transportation of question papers, stationery and marksheets to examination institutions. Assist with filing of all documents including question paper checklists and way bills. Assist with preparation of envelopes per centre per EMDC. Assist with preparation of way bills and batches per EMDC. Assist with packing of marksheets and relevant documentation in envelopes per centre per EMDC. Report to supervisors daily. Assist with removal of identified practical subject marksheets. Assist with packing practical subject marksheets for distribution to the Curriculum Advisors. Assist with dispatching of marksheets to relevant Curriculum Advisors. Assist with the manifesting of mark sheets and scripts. Assist with counting stock during stocktaking. Assist with the distribution of circulars. Make boxes with staple gun. Strap boxes. Assist with preparation of work area for receiving and storing scripts. Assist with receiving manifested consignments of mark sheets and scripts from couriers or individuals. Open consignments of scripts. Separate, file and distribute accompanying documents including seating plans, medical certificates and correspondence. Sort mark sheets and scripts in various subjects. Pack scripts in boxes. Batch identified subjects for pre-marking. Assist with processing loose mark sheets. Assist with processing specialised subjects including CAT and IT. Assist with processing external subjects including IEB. Assist with processing LSEN scripts including Braille. Assist with boxing and filing of mark sheets and scripts. Assist with boxing and filing of queried scripts. File attendance registers and way bills. Prepare boxed subjects for marking including strapping and labelling. Assist with marking and capturing processes. Assist with counting stock during stocktaking. Assist with transport of scripts and equipment to marking centres, venues and home markers. Prepare scripts for marking by unpacking boxes. Make boxes with staple gun. Strap boxes. Assist with arranging meal verification system for marking centres. Assist with preparation of marking venues including question papers and memoranda. Assist with arrangements for specialised subject marking. Assist with collection of scripts at marking venues and the return thereof to the centralised mark checking team. Assist with drawing of sample scripts for moderation. Assist with receipt, checking and distribution of marker reports, claims and invigilator claims. Assist with processes for loose scripts, unmarked scripts and mark checking for specialised subjects. Assist with flow of checked scripts for mark capturing. Box captured scripts per subject. Assist with transport of boxed scripts to Head Office and store boxed scripts in subject order. Assist with marking centre clean-up process including cleaning rooms and return of equipment. File and store all mark sheets. Assist with drawing scripts for remarking. Assist with specialised projects and disposal of previous years answer books. Render general assistance regarding training of Chief Markers, Markers, Moderators, Mark Capturers, Centre Managers and Invigilators. Assist with logistical arrangements for training. Assist with printing and distribution of training manuals. Assist with processing certificates and attendance registers.

ENQUIRIES : Mr C Berry Tel No: (021) 467 2265

DEPARTMENT OF HEALTH AND WELLNESS

In line with the Employment Equity Plan of the Department of Health it is our intention with this advertisement to achieve equity in the workplace by promoting equal opportunities and fair treatment in employment through the elimination of unfair discrimination.

APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications")

CLOSING DATE : 31 July 2026, 17:00PM

NOTE : It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. Kindly note that excess personnel will receive preference. 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 25/566 : **MEDICAL SPECIALIST GRADE 1 TO 3 (FAMILY MEDICINE) (MEDICAL AND MEDICAL ANCILLARY)**
West Coast District

SALARY : Grade 1: R1 395 528 per annum
Grade 2: R1 592 274 per annum
Grade 3: R1 844 151 per annum
(A portion of the package can be structured according to the individual's personal needs.)

CENTRE : Clanwilliam Hospital, Cederberg Sub-district

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Family Physician. Registration with a professional council: Registration with the Health Professions Council of South Africa as a Medical Specialist in Family Medicine. Experience: **Grade 1**: None after registration with the HPCSA as a Medical Specialist. **Grade 2**: A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign health professional council in respect of a foreign qualified employee) as a Medical Specialist, Family Physician. **Grade 3**: A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or a recognized foreign health professional council in respect of a foreign qualified employee) as a Medical Specialist, Family Physician. Inherent requirement of the job: Valid driver's license (Code B/EB). Willing to render Commuted Overtime duties at the Hospital. Willingness to work at the PHC Clinics in the Sub-district. Must be willing to do on-site second call overtime. Competencies (knowledge/skills): Ability to work within and lead a multi-disciplinary team to provide service delivery to clients in a Primary Health Care setting and on Hospital level. Knowledge of Community Orientated Primary Care approach and ability to engage all relevant stakeholders in the Ecosystem. Good communication, interpersonal relationships, exceptional leadership and conflict resolution skills and the ability to work in a high stress environment. Basic computer skills in MS Word, Excel, and Outlook

DUTIES : Clinical Governance and clinical guidance to facility managers at the Hospital and Clinics. Clinical service provision and clinical managerial tasks with regards to medical and allied health staff. Clinical service provision at Specialist level in Family Medicine, sub-speacial and Emergencies. Training of students, community service staff, Medical Officers and Allied Health staff and appropriate research in Family Medicine. Assist Manager: Medical Services with HR and financial resource management duties.

ENQUIRIES : Dr C Adams Tel No: (022) 921-2153 /(027) 482-2166

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidate's will be subjected to a practical test. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview." This concession is only

applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status).

POST 25/567 : **MEDICAL SPECIALIST GRADE 1 TO 3 (PSYCHIATRY)**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R1 395 528 per annum
Grade 2: R1 592 274 per annum
Grade 3: R1 844 151 per annum
(A portion of the package can be structured according to the individual's personal needs.)

CENTRE : Karl Bremer Hospital

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa as Medical Specialist in Psychiatry. Registration with a professional council: Registration with the Health Professional Council of South Africa (HPCSA) as a Medical Specialist in Psychiatry. Experience: **Grade 1:** None after registration with the HPCSA as a Medical Specialist in Psychiatry**. Grade 2:** A minimum of 5 years' appropriate experience as Medical Specialist in Psychiatry, after registration with the HPCSA (or a recognized foreign Health Professional Council in respect of a foreign qualified employee). **Grade 3:** A minimum of 10 years' appropriate experience as Medical Specialist in Psychiatry, after registration with the HPCSA (or a recognized foreign Health Professional Council in respect of a foreign-qualified employee). Inherent requirement of the job: Valid driver's license and willingness to travel. Competencies (knowledge/skills): Clinical experience in Psychiatry, at a specialist level, with a focus on district level services. Ability to render high quality clinical care in the in- and out-patient setting, including good legislative & policy knowledge, medical record keeping, report writing and computer literate. Ability to balance the outputs of a large clinical workload with the teaching and supervisory requirements of the position. Strong administrative, managerial, communication and conflict resolution skills.

DUTIES : Clinical service delivery at specialist level across the full spectrum of district level Psychiatry, including wards, outpatients, Emergency Centre and specialised clinics at both Karl Bremer Hospital and Eerste River Hospital (4 days / 1 day). Administrative & clinical governance including leadership, People Management processes, OPD management, data analysis, and quality improvement. Teaching, training and supervision of junior medical staff and students with participation in the hospital academic program as well as outreach supervision to primary health care nurse practitioners. Domain specific ouputs and participation within the Metro East ecosystem, including participation in and alignment with district-hospital-level services at two district hospitals in the Metro East ecosystem, and Mental Health Care Review Board liaison.

ENQUIRIES : Dr S le Roux Tel No: (021) 918-1990

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with their relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). Candidates will be subjected to a written/practical and oral assessment.

POST 25/568 : **DEPUTY MANAGER NURSING (LEVEL 1 AND 2 HOSPITAL)**
Chief Directorate: Metro Health Services

SALARY : R1 069 215 per annum, (A portion of the package can be structured according to the individual's personal needs.)

CENTRE : Stikland Hospital

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R880) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with

the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 4 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Willingness to perform standby after hours and over weekends/public holidays when required. Competencies (knowledge/skills): Knowledge of Nursing administration, Nursing Education, Quality Improvement, Infection Prevention and Control and Occupational Health strategies in health. Computer literacy in MS Office packages. Excellent verbal and written communication skills.

DUTIES : Provide strategic management and leadership to the nursing department. Oversee clinical governance and service delivery of nursing department. Effective people management of nursing services which include nursing personnel, HR matters, Staff development and staff support. Manage allocated budgets which include, Nursing Personnel, Agency, and Overtime, Budget, Equipment, Vetting and Asset Management.

ENQUIRIES : Ms L van der Berg Tel No: (021) 940-4402

NOTE : No payment of any kind is required when applying for this post.

POST 25/569 : **REGISTRAR (PSYCHIATRY) (X8 POSTS)**
Chief Directorate: Metro Health Services
(4-Year Contract)

SALARY : R1 041 402 per annum, (A portion of the package can be structured according to the individual's personal needs.)

CENTRE : Stikland Hospital, Lentegeur Hospital and Tygerberg Hospital

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with a professional council: Registration with the HPCSA as Medical Practitioner: Independent Practice. Inherent requirement of the job: A valid (code B/EB) driver's licence. It will be expected of the successful candidate to participate in a system of remunerated commuted overtime. It will be expected of the successful candidate to perform emergency and after-hour call cover. Completed FC Psych Part I Colleges of Medicine South Africa qualification. Competencies (knowledge/skills): Appropriate experience in Psychiatry with appropriate supervised medical officer experience. Excellent clinical assessment and management skills. Good leadership and interpersonal skills. Knowledge and practical skills in psychiatry. Communication skills.

DUTIES : Provision of safe and comprehensive psychiatric care to inpatients and outpatients at Tygerberg Hospital, Stikland Hospital, Lentegeur Hospital and associated training sites. Provision of clinical support to other medical and surgical disciplines at Tygerberg Hospital. Performing onsite after-hours duties as per call roster. Supervision and support of medical interns and medical officers providing psychiatric care on the service platform. Attending teaching program activities, tutorials and assessments as part of the registrar training program at the designated university as required to achieve the FCPsych and MMed(Psych) qualifications. Assisting with the training of interns, medical students, nursing staff and multidisciplinary team members.

ENQUIRIES : Prof L Koen Tel No: (021) 940-8718 or email: liezle.koen@westerncape.gov.za

NOTE : No payment of any kind is required when applying for this post. Candidates will have to undergo profiling assessments prior to appointment. Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personal. As such they are entitled to receive pay progression. Appointment as Registrar will be for a maximum contract period of 4 years. Employees in service who opt to continue with their pension benefits as Registrar, will be required to resign after completion of their registrarship should they not be successful for advertised Specialist positions. Registrars will be required to register as post-graduates with the applicable University in the Western Cape according to the requirements for the discipline in the yearbook and guidelines. -Should registration with the HEI as a student be discontinued for any reason the appointment of Registrar also discontinues. Applicants must indicate whether they have bursary obligations. Preference will be begiven to SA citizens/permanent residents with a valid identity document. Candidates who are not in possession of the stipulated registration requirements may also apply. -Such candidates will only be considered for

appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status. Each registrar will be appointed in a specific training complex and will be expected to rotate through the various institutions in the complex. It may become necessary to second/transfer staff to another hospital/institution during their period of training, in which case affected staff will be consulted prior to any decision being implemented.

POST 25/570 : **REGISTRAR (MEDICAL) (ORTHOPAEDIC SURGERY) (X3 POSTS)**
(5-Year Contract), (1 January 2027 to 31 December 2031)

SALARY : Grade 1: R1 041 402 per annum
Grade 2: R1 188 255 per annum
Grade 3: R1 375 245 per annum
(A portion of the package can be structured according to the individual's personal needs).

CENTRE : Tygerberg Hospital, Parow Valley

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with a Professional Council: Registration with the HPCSA as Medical Practitioner (Independent Practice). Inherent requirements of the job: Be part of after-hours roster. Competencies (knowledge/skills): Knowledge of medicine at the level of a medical practitioner with FCS primary and Intermediate or equivalent. Comprehensive surgical competencies in primary, secondary and some tertiary trauma orthopaedic procedures with an appropriate logbook. Commitment and dedication to patient care. Physical, mental and psychological ability to ensure demands of routine and emergency care are met. Ability to work as a team and lead effectively when required. Good communication with staff, colleagues and patients. Integrity. Strong ethical principles and relevant clinical and counselling skills. Computer literacy. FCS (SA) Part 1 and FCOrth (SA) Intermediate exam. Appropriate experience as an Orthopaedic Medical Officer, in a fully functional Orthopaedic Unit, under direct supervision of at least one full time Orthopaedic Specialist. ATLS and Basic Surgical Principles. Proven research output on an orthopaedic topic or research methodology courses.

DUTIES : Provision of clinical service delivery at registrar level for Orthopaedic Surgery. Pre-operative work-up of patients. Intra-operative management of patients. Post-operative patient care including ICU. Administrative duties. Accurate and neat record keeping. Active participation in training and research. Effective supervision of all personnel and subordinates. Function within departmental norms and standards.

ENQUIRIES : Prof J Du Toit Tel No: (021) 938-9266

NOTE : No payment of any kind is required when applying for this post. Appointment as Registrar will be for a maximum contract period of 5 years. It may become necessary to second/transfer staff to another hospital/institution during their period of training, in which case affected staff will be consulted prior to any decision being implemented. Registrars will function across health facilities, as per an agreed programme. Should registration with the HEI as a student be discontinued for any reason the appointment as a Registrar also discontinues. Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personal. As such they are entitled to receive pay progression. Appointment as Registrar will be on contract. Employees in service who opt to continue with their pension benefits as Registrar, will be required to resign after completion of their registrarship should they not be successful for advertised Specialist positions. The Department of Health is guided by the principles of Employment Equity. Candidates with disability are encouraged to apply and an indication in this regard will be appreciated. Specific Registrar posts within the Department will be identified as part of the Affirmative Action programme to create a representative Specialist cadre in line with applicable procedures. Preference will be given to SA citizens/permanent residents with a valid identity document. Registrars will be required to register as post-graduates with Stelllenbosch University according to the yearbook and guidelines." Candidates who are not

in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status)".

POST 25/571 : **REGISTRAR (MEDICAL) (OBSTETRICS AND GYNAECOLOGY) (X4 POSTS)**
(5-Year Contract)

SALARY : R1 041 402 per annum, (A portion of the package can be structured according to the individual's personal needs.)

CENTRE : Tygerberg Hospital, Parow Valley

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner (Independent Practice). Inherent requirement of the job: Participation in commuted overtime (after-hours emergency services) is compulsory. A valid driver's license is required. Registrars may be rotated through affiliated departments across various training sites, including facilities within outreach programmes such as Paarl and Worcester Regional Hospitals, as well as Khayelitsha, Helderberg, Eerste River, and Karl Bremer District Hospitals, in line with training programme requirements. Candidates must be willing to participate in the Termination of Pregnancy services according to the relevant act. Applicants must have a valid CMSA (College of Obstetricians and Gynaecologists) FCOG part 1. Competencies (knowledge/skills): Appropriate post-community service experience in obstetrics and gynaecology (under onsite supervision of a registered obstetrician gynaecologist). Clinical experience with adult as well as neonatal intubation and resuscitation is required. Ability to do a Caesarean section independently and to work in a professional team. Computer literacy in MS Word and Excel or similar, including the ability to use online resources relevant to the discipline. Appropriate supervised experience in Obstetrics and Gynaecology at a regional, tertiary, or large district hospital in South Africa, obtained after HPCSA registration as a Medical Practitioner (excluding community service). Proven surgical experience, including a logbook demonstrating at least 250 Caesarean sections performed as the primary operator. Basic obstetric ultrasound certification, or a letter from a specialist confirming competence in obstetric ultrasound, supported by a logbook of cases performed.

DUTIES : Deliver a high-quality clinical service to patients and their families. Supervise junior medical staff to ensure optimal standards of care and clinical outcomes. Provide ongoing clinical teaching and mentoring of junior staff during routine service delivery. Participate in both formal and informal teaching of undergraduate medical students. Successfully complete the CMSA FCOG Intermediate examination within 18 months of appointment. Pass the CMSA FCOG Part II examination before completion of the five-year contract. Obtain an MMed (Obstetrics and Gynaecology) degree before the end of the five-year training period, including completion of the required research project.

ENQUIRIES : Prof GS Gebhardt Tel No: (021) 938-4638 or email: gsgeb@sun.ac.za or Nicole.Samuels@westerncape.gov.za

NOTE : No payment of any kind is required when applying for this post. Appointment as Registrar will be for a maximum contract period of 5 years. It may become necessary to second/transfer staff to another hospital/institution during their period of training, in which case affected staff will be consulted prior to any decision being implemented. Registrars will function across health facilities, as per an agreed programme. Should registration with the HEI as a student be discontinued for any reason the appointment as a Registrar also discontinues. Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personal. As such they are entitled to receive pay progression. Appointment as Registrar will be on contract. Employees in service who opt to continue with their pension benefits as Registrar, will be required to resign after completion of their registrarship should they not be successful for advertised Specialist positions.

The Department of Health is guided by the principles of Employment Equity. Candidates with disability are encouraged to apply and an indication in this regard will be appreciated. Specific Registrar posts within the Department will be identified as part of the Affirmative Action programme to create a representative Specialist cadre in line with applicable procedures. Preference will be given to SA citizens/permanent residents with a valid identity document. Registrars will be required to register as post-graduates with Stellenbosch University according to the yearbook and guidelines. “Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status)”.

POST 25/572 : **MEDICAL OFFICER GRADE 1 TO 3**

SALARY : Grade 1: R1 041 402 per annum
Grade 2: R1 188 255 per annum
Grade 3: R1 375 245 per annum
(A portion of the package can be structured according to the individual's personal needs.)

CENTRE : Vredenburg Hospital, Saldanha Bay Sub-district

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with a professional council: Registration with the HPCSA as Medical Practitioner. Experience: **Grade 1:** None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 2:** A minimum of 5 years’ appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3**: A minimum of 10 years’ appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirement of the job: Valid (Code B/EB) driver’s licence. Willingness to assist in the clinics within Saldanha Sub-District. Competencies (knowledge/skills): Ability to function/make decisions independently and as part of a multi-disciplinary team. Good communication, interpersonal relationships, exceptional leadership and conflict resolution skills. Basic computer skills in MS Word, Excel, and Outlook. Knowledge of relevant legislation, policies and protocols of the Department of Health, Western Cape. Good interpersonal, communication and computer skills. Knowledge of costs to ensure cost-effective quality service. Sound knowledge of basic surgical and anaesthetic procedures.

DUTIES : Ensure an effective and appropriate health service for all patients at a District Level Hospital. Assist the Clinical Manager with effective clinical administration and including all completion of administrative of forensic tasks (J88 / Rape kits / DUI). Provide comprehensive clinical services in the wards, Casualty/OPD, theatre and clinics. Supervise and assist with the training of under- and postgraduate medical personnel and continuous updating of own knowledge and skills. Assist Primary Health Care with Community Orientated Primary Care (COPC) and partake in compulsory commuted overtime services on a rotational basis.

ENQUIRIES : Dr TV Zimri Tel No: (022) 709-7208

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test. Candidates who are not in

possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).

POST 25/573 : **MEDICAL OFFICER GRADE 1 TO 3**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R1 041 402 per annum
Grade 2: R1 188 255 per annum
Grade 3: R1 375 245 per annum
(A portion of the package can be structured according to the individual's personal needs.)

CENTRE : Delft Community Health Centre

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Experience: **Grade 1:** None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirement of the job: A Valid driver's license. Willingness to travel and perform relief duties when required. A Valid Basic Life Support certificate and Advance Cardiac Life Support certificate. Competencies (knowledge/skills): Experience in general medical and surgical conditions on PHC level. Experience of South African TB and HIV care guidelines (including drug resistant TB and HIV in children). Computer literacy (MS Excel, Word, Outlook etc.) and good interpersonal, organizational and teamwork skills. Ability and willingness to do outreach services to clinics throughout the Northern/Tygerberg Sub-District, guiding health care colleagues in managing difficult PHC cases.

DUTIES : Practicing cost-effective holistic patient care. Forensic and social service provision. Effective management and utilization of physical and financial resources and Clinical governance. Training and development. Effective data management. Quality of Care and Code of Conduct.

ENQUIRIES : Dr C Richards Tel No: (021) 954-2237

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status) Shortlisted candidates will be subjected to a written/practical and oral assessment.

POST 25/574 : **MEDICAL OFFICER GRADE 1 TO 3 (TRAUMA AND EMERGENCY)**

SALARY : Grade 1: R1 041 402 per annum
Grade 2: R1 188 255 per annum
Grade 3: R1 375 245 per annum
(A portion of the package can be structured according to the individual's personal needs). (It will be expected of the successful candidate to participate in a system of remunerated commuted overtime).

CENTRE : Tygerberg Hospital, Parow Valley

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with a professional council: Registration with the HPCSA as Medical Practitioner. Experience: **Grade 1**: None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the job: Willingness to work commuted overtime (compulsory). Competencies (knowledge/skills): Ability to render high quality emergency care for Primary Tertiary and Secondary trauma adult and paediatric patients. Ability to render high quality teaching and training in emergency medicine and trauma to junior (community service) medical officers, interns and medical students. Ability to communicate effectively. Able to work in an integrated multi-disciplinary team under pressure in a high-volume high stress environment. Basic computer literacy, administrative and IT skills. Completion of community service, and appropriate and sufficient experience in the evidence-based emergency management of acutely unwell and injured patients. Evidence of completion of Basic Life Support (BLS) and Advanced Cardiovascular Life Support (ACLS)/ Advanced Trauma Life Support (ATLS), or DipPEC.

DUTIES : Clinical services: effective and efficient patient management, clear documentation, evidence-based approach to patient management. Leadership: teaching undergraduate students, interns and community service medical officers, team management, floor management. Willingness to participate in audits, research and quality improvement projects. Professionalism: administration, work ethic, communication (written and verbal).

ENQUIRIES : Dr H Lategan, email: hendrickjlategan@sun.ac.za or Dr E Erasmus, email: elaine.erasmus@westerncape.gov.za

NOTE : No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)".

POST 25/575 : **MEDICAL SPECIALIST GRADE 1 TO 3 (SURGERY)**
Chief Directorate: Rural Health Services

SALARY : Grade 1: R1 395 528 per annum
Grade 2: R1 592 274 per annum
Grade 3: R1 844 151 per annum

(A portion of the package can be structured according to the individual's personal needs.) (It will be expected of the successful candidate to participate in a system of remunerated commuted overtime).

CENTRE : George Regional Hospital

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in General Surgery. Registration with a Professional Council: Registration with the HPCSA as a Medical Specialist in General Surgery. Experience: **Grade 1**: None after registration with the HPCSA as Medical Specialist in General Surgery. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in General Surgery. **Grade 3:** A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in General Surgery. Inherent requirements of the job: Commuted overtime contract is compulsory, as well as ability to work flexible and after-hours. Valid (Code B/EB) driver's license, as well as willingness and ability to travel. Competencies (knowledge/skills): Expertise in evidence-based surgical practice and patient safety principles despite the ever-changing healthcare landscape and its impact on a limited resource environment. Strong clinical decision-making, leadership and teaching abilities. Commitment to teamwork, ethical practice, and continuous professional development. Competence in clinical governance, audit, and quality improvement processes – proof of at least a local publication strongly encouraged. Effective interpersonal, organizational, and problem-solving skills. Computer Skills: Proficiency in MS Office and clinical platforms (ECM, NHLS, HECTIS, PACS). Communication: Excellent writing and verbal skills with ability to prepare and interpret complex reports.

DUTIES : Deliver comprehensive, high-quality surgical care at George Hospital and outreach facilities across Eden and Central Karoo. Perform and supervise surgical procedures within the wide scope of practice inherent to a General Surgeon working in the public sector. Support teaching and mentoring of medical officers, registrars, and students. Ensure accurate clinical documentation, patient referrals, and discharge planning. Participate in clinical governance, audits, M&M meetings, and patient safety initiatives. Complete medico-legal documentation accurately and on time. Contribute to responsible HR and financial management, ensuring prudent use of resources. Promote patient education, counselling, and community engagement.

ENQUIRIES : Dr T Koen Tel No: (044) 802-4535

NOTE : No payment of any kind is required when applying for this post. Candidates are subjects to a practical. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).

POST 25/576 : **MEDICAL SPECIALIST GRADE 1 TO 3 (ANAESTHETICS) (6/8TH POST)**
Chief Directorate: Rural Health Services

SALARY : Grade 1: R1 046 646 per annum
Grade 2: R1 194 207 per annum
Grade 3: R1 383 114 per annum
(A portion of the package can be structured according to the individual's personal needs.)

CENTRE : Paarl Regional Hospital

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the HPCSA as Medical Specialist in Anaesthesia. Registration with a professional council: Registration with the HPCSA as Medical Specialist in Anaesthesia. Experience: **Grade 1**: None after registration with the HPCSA as Medical Specialist in Anaesthesiology. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign

qualified employees) as Medical Specialist in Anaesthesiology. **Grade 3**: A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in Anaesthesiology. Inherent requirements of the job: Valid SA driver's licence. Participate in the after-hours call system. Competencies (knowledge/skills): Proven leadership abilities and experience in supervision of staff Proven experience in principles of planning, organizing and implementation Proven knowledge of Public health policies, guidelines and related prescript to manage resources effectively. Computer literacy.

DUTIES : Financial management by effective and efficient use of resources. Adhere to requirements for all HR matters. Create a learning environment for junior staff, and students, both under- and postgraduate as required. Do appropriate clinical audits and research within the department to stay abreast of clinical development. Ensure an efficient and cost-effective Anaesthesia service of high quality with a patient centered focus and addressing the burden of disease in the Paarl Geographical Service area (GSA). Support to major referral centers in the Drainage area of Paarl hospital by doing Outreach and support and improving competencies in the District Health System to manage patients appropriately and impact on wellness in the Geographic area.

ENQUIRIES : Dr G Davies Tel No: (021) 860-2510 or email: Gareth.Davies@westerncape.gov.za

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. Candidate will be subjected to a practical/written and oral assessment.

POST 25/577 : **CLINICAL PSYCHOLOGIST GRADE 1 TO 3 (PSYCHOLOGY SERVICES)**
Chief Directorate: Metro Health Service

SALARY : Grade 1: R907 617 per annum
Grade 2: R1 055 292 per annum
Grade 3: R1 221 843 per annum
(A portion of the package can be structured according to the individual's personal needs.)

CENTRE : Lentegeur Hospital

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows for the required registration with the Health Professions Council of South Africa as a Clinical Psychologist. Registration with a professional council: Registration with the HPCSA as a Clinical Psychologist. Experience: **Grade 1:** None after registration as with the HPCSA as a Psychologist in respect of RSA qualified employees. 1 Year relevant experience after registration with the HPCSA as a Psychologist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** A minimum of 8 years relevant experience after registration with the HPCSA as Psychologist in respect of RSA qualified employees. Minimum of 9 years relevant experience after registration with the HPCSA as Psychologist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** A minimum of 16 years relevant experience after registration with the HPCSA as Psychologist in respect of RSA qualified employees. A minimum of 17 years relevant experience after registration with the HPCSA as Psychologist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirement of the job: Willingness to perform after hour duties, including weekends and Public Holidays as operational needs so demand. Competencies (knowledge/skills): Appropriate experience with mental health care users in both in and outpatient clinical settings and management of such services. Design and conduct research, academic teaching, training and supervision of interns and community service clinical psychologists. The ability to assess, diagnose, and treat psychological disorders, communicate effectively, work ethically, think critically, and provide culturally sensitive care.

DUTIES : Assess, diagnose, and treat psychological disorders, communicate effectively, work ethically, think critically, and provide culturally sensitive care. Deliver and

evaluate a comprehensive psychological service to mental health care users at Lentegeur Hospital. Train and supervise intern clinical psychologists in line with HPCSA guidelines. Provide consultation to other health professionals. Provide outreach to strengthening the health system with the catchment area. -Fully participate in and attend academic activities of the associated department of psychiatry and mental health (including research, teaching and social responsiveness activities related to joint appointments).

ENQUIRIES : Dr M Lappeman Tel No: (021) 370-1326

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)".

POST 25/578 : **PHARMACIST GRADE 1 TO 3**
Overberg District

SALARY : Grade 1: R882 816 per annum
Grade 2: R954 339 per annum
Grade 3: R1 041 402 per annum
(A portion of the package can be structured according to the individual's personal needs).

CENTRE : Grabouw CHC, Theewaterskloof Sub-district

REQUIREMENTS : Minimum educational qualification: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registration with a professional council: Registration with the SAPC as a Pharmacist. Experience: **Grade 1:** None after registration as Pharmacist with the SAPC in respect of SA qualified employees. 1-year relevant experience after registration as Pharmacist with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 2**: A minimum of 5 years' appropriate experience after registration as a Pharmacist with the SAPC in respect of SA qualified employees. 6 years' relevant experience after registration as Pharmacist with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3**: A minimum of 13 years' relevant experience after registration as Pharmacist with the SAPC in respect of SA qualified employees. 14 years' relevant experience after registration as Pharmacist with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirement of the job: Willingness to perform pharmacist duties in the Theewaterskloof sub-district pharmacies and dispensaries. Valid (Code B/EB/CI) driver's licence. Competencies (knowledge/skills): Knowledge of National and Provincial Health Policies and Pharmaceutical Acts and Laws. Ability to work accurately under pressure and maintain a high standard of professionalism. Ability and willingness to train staff. Good communication and interpersonal skills. Computer literacy.

DUTIES : Perform relief duties in the substructure to provide quality pharmaceutical care to patients by monitoring work procedures, ensuring compliance to provincial code list and ensuring clinical service delivery. Assist with ensuring quality of care of pharmacy services by doing with audits in areas where medicine is kept. Assist with medicine management in the sub-structure by ensuring safe and reliable procurement, storage, control and distribution of quality pharmaceuticals. Assist with managing pharmaceutical expenditure which includes monitoring, evaluation and analysis of expenditure trends and implement strategies to control expenditure within financial prescripts. Assist with collating and interpreting pharmaceutical data for the sub-structure and ensure representation of pharmacy services at all relevant meetings.

ENQUIRIES : Ms. S Mbodla Tel No: (021) 814-3649

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to do a practical/ written and oral assessment. Candidates who are not in possession of the stipulated registration

requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)".

POST 25/579 : **ASSISTANT MANAGER NURSING (SPECIALTY: NIGHT DUTY)**

SALARY : R785 568 per annum
CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e Diploma / Degree in Nursing) or equivalent qualification (R683) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post basic nursing qualification in one of the R212 qualifications, with a duration of at least1 year, accredited with the SANC. Or a 4 year Bachelor Degree in Nursing (R174) or equivalent qualification (R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post graduate diploma in one of the qualifications(R635) accredited with the SANC. The following R635 qualifications are excluded, i.e Post Graduate Diploma in Health Service Management and a Post Graduate Diploma in Nursing Education. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 10 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Competencies (knowledge/skills): In-depth knowledge and understanding of nursing legislation, related legal and ethical practices and guidelines, relevant public sector legislation, People Management and Finance policies and procedures. Excellent problem solving, conflict resolution and leadership skills. Ability to work independently and under pressure.
DUTIES : Provide innovative leadership, management and guidance in the provision of Services on Night Duty. Coordinate the provision of person-centered care by setting standards, as well as involvement in policy and guideline development. Monitor the standard of nursing care, as well as guidance and participation in improvement projects with regards to quality of care. Effective management of human and financial resources on Night Duty. Coordinate the provision of effective training and research to ensure professional growth and adhere to ethical standards.
ENQUIRIES : Ms L De Palo Tel No: (021) 404-2105
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical assessment.

POST 25/580 : **ASSISTANT MANAGER NURSING: (AREA)**
Chief Directorate: Metro Health Services

SALARY : R720 819 per annum
CENTRE : Metro TB Hospital Complex, Brooklyn Chest Hospital
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. OR - A 4 year Bachelor Degree in Nursing (R174) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. OR - A 3 year Diploma in Nursing (R171) that allows registration with the South African Nursing Council (SANC) AS A General Nurse. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 8 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirements of the job: A valid driver's licence. Willingness to work overtime and standby duties. Willingness to travel. Competencies (knowledge/skills): Good interpersonal and leadership skills. The ability to function independently

in a multi-disciplinary team and the ability to direct the team to ensure good nursing care. Ability to manage own work and that of the units reporting to the post. Demonstrate in-depth knowledge of nursing and public service legislation. Knowledge of human resource and financial policies. Computer literacy (MS Office).

DUTIES : Management of service delivery in the specialized TB Hospital (Brooklyn Chest Hospital). Resource Management of the nursing department. Control and monitor resources and consumables. Ensure a well-managed and capacitated work force by determining staff development needs and co-ordinate staff development in collaboration with Human Resource component. Improved Quality of Care. Support the Deputy Manager: Nursing as Top Management, with strategic and operational management functions.

ENQUIRIES : Ms G. Mashaba Tel No: (021) 508-7406

NOTE : No payment of any kind is required when applying for this post.

POST 25/581 : **OPERATIONAL MANAGER NURSING (SPECIALTY: INTENSIVE CARE UNIT) (RECOVERY ROOM/PACU)**

SALARY : R720 819 per annum

CENTRE : Tygerberg Hospital, Parow Valley

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Medical and Surgical Nursing Science: Critical Care Nursing: General. OR A 4 year Bachelor Degree in Nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post graduate diploma (R635) accredited with the SANC in Critical Care Nursing (Adult). Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/ recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of the period above must be appropriate/ recognisable experience in the specific speciality after obtaining the 1 year post-basic qualification or a post graduate diploma in the relevant speciality. Inherent requirements of the job: Ability and willingness to assist with shifts and after-hours hospital cover including weekends, public holidays, night duty relief and overtime as the need arises. Competencies (knowledge/skills): Basic computer literacy. Ability to function independently as well as part of a multi-disciplinary team. Effective communication, interpersonal, leadership, decision-making and conflict resolution skills. Good organisational skills and the ability to function under pressure. Knowledge and insight of relevant legislation and policy related to this nursing speciality within the public sector. Ability to promote quality patient care through the setting, implementation and monitoring of standards.

DUTIES : The candidate will be responsible for planning, managing, co-ordinating and maintaining an optimal, specialized Nursing service as an Operational Manager. Effective management and utilization of Human and Financial Resources to ensure optimal operational function in the area. Initiate and participate in training, development and research within the nursing department. Deliver a support service to the nursing service and the institution. To maintain ethical standards and promote professional growth and self-development.

ENQUIRIES : Ms V Dubase Tel No: (021) 938-4000

NOTE : No payment of any kind is required when applying for this post. Candidates will be subjected to a practical/ competency assessment.

POST 25/582 : **OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)**
Overberg District

SALARY : R720 819 per annum

CENTRE : Napier Clinic, Cape Agulhas Sub-district

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year Diploma in Clinical Nursing Science: Health Assessment, Treatment and

Care, accredited with the SANC (R48) OR A 4 year bachelor's degree in nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post graduate diploma (R635) accredited with the SANC in Primary Health Care Nursing. Registration with a Professional Council: Registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the one-year post basic qualification or post-graduate diploma in the relevant specialty. Inherent requirements of the job: Valid code 8/EB driver's licence. Willingness to work overtime when necessary. It will be expected of the candidate to perform clinical functions within the Primary Health Care setting and do relieve work at the other clinics in the sub district when needed. Competencies (knowledge/skills): Computer literacy (MS Word and Excel). Demonstrate an in-depth knowledge of nursing and public service legislation. Knowledge of Human Resource and Financial policies. Ability to function/make decisions independently and as part of a multi-disciplinary team. Good communication, interpersonal relationships, exceptional leadership and conflict resolution skills.

DUTIES : Responsible for the management and coordination of PHC services and delivery of person-centered quality nursing care in accordance with the scope of practice and nursing standards at the Primary Health Care Plan to practice a holistic health service on a short-/medium-/long term basis including the provision of effective mobile Primary Health Care services attached to the fixed facility. Manage Personnel matters including supervision and performance management, the utilization and supervision of staff, finances and procuring as well as implementing of policies, prescripts and protocols regarding the mentioned facets. Manage Health Programmes (CBS, COPC, Comprehensive Health, HAST, School Health) and Quality assurance program of the facility. Manage control and act in facet of Health, Support, Data collection and timeous submission of accurate PHC, CBS and HAST data, including Security, Cleaning, Infection control and Ground services reports monthly. Organize a cost-effective service on a daily basis and participate in community involvement including attending community engagements as required.

ENQUIRIES : Mr J Apollis Tel No: (028) 424-1167

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test.

POST 25/583 : **CANDIDATE ARCHITECT**
Directorate: Infrastructure Programme Delivery
(2-Year Contract)

SALARY : R687 036 per annum, (A portion of the package can be structured according to the individual's personal needs)

CENTRE : Head Office, Cape Town (9 Lower Burg Street, Cape Town CDB)

REQUIREMENTS : Minimum educational qualification: B Degree in Architecture or relevant qualification. Registration with a professional council: Registered as a Candidate Architect with the South African Council for Architectural Profession (SACAP). Experience: No experience required. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Willingness to travel within the Western Cape and carry out site inspections, and if necessary overnight. Access to internet data at home and adequate working space and environment (should hybrid working continue), (otherwise office space is available full time). Expectation to use this opportunity to complete candidate requirements toward qualifying to write the South African Council for the Architectural Profession (SACAP) Professional registration exam. Competencies (knowledge/skills): Computer literacy (MS Office, MS Excel, MS SharePoint and MS Teams). Experience in designing, contract management and monitoring the construction of building services for healthcare facilities or similar buildings. Experience in the preparation of reports, submissions and presentations in English. Sound interpersonal and good verbal and written communication skills. Familiarisation with relevant Built Environment and government legislation, including but not limited to: Construction Industry Development Board Act of 2000 and Regulations. Public Financial Management Act /Division of Revenue Act. Construction Procurement System. Promotion of Access to Information Act of 2000. Promotion of Administrative Justice Act of 2000.

Expanded Public Works Programme. Architectural Profession Act of 2000. National Building Standards Act of 1977 and Regulations. Government Immovable Asset Management Act of 2007. Occupational Health and Safety Act and Regulations of 1993. National Environmental Management Act of 1998. Various types and forms of construction contracts. Particularly the New Engineering Contract (NEC). Construction Procurement Standard as Issued by Contractor Industry Development Board (CIDB).

DUTIES : Infrastructure Programme and Project Planning in line with Infrastructure Delivery Management System (IDMS). Infrastructure Programme and Project Implementation and Monitoring. Infrastructure Project Commissioning. Infrastructure Programme and Project Evaluation. Research/literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the Department including interaction with relevant professional development boards/councils.

ENQUIRIES : Mr G Graham, email: Gavin.Graham@westerncape.gov.za

NOTE : No payment of any kind is required when applying for this post.

POST 25/584 : **CLINICAL PROGRAMME COORDINATOR GRADE 1 (COMPREHENSIVE HEALTH SERVICES: FBS)**
Cape Winelands Health District

SALARY : R571 161 per annum

CENTRE : Cape Winelands District Office

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. OR A 4-year bachelor's degree in nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. (This dispensation is only applicable for posts of Clinical Programme Coordinator where it is an inherent requirement of the post, incumbent to maintain registration with the SANC). Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 7 years appropriate or recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirement of the job: Valid (Code B/EB) driver's licence, willing to travel, willingness to work overtime when required. Ability to work independently. Competencies (knowledge/skills): Knowledge of the departmental programs and policies. Computer literacy (MS Word, Excel, power Point and Outlook). Good communication, facilitating, and interpersonal skills. Ability to work independently and in a multi-disciplinary team.

DUTIES : Plan, coordinate and support the implementation of the 1st 1000 days which include the Start Well strategy, Vertical Transmission Prevention (VTP), adolescent health, school health, Communicable Diseases and all relevant campaigns, women's, and men's health services. Stakeholder Engagement and COPC Implementation: Strengthen internal and external stakeholder collaboration and ensure effective implementation of integrated health services. -Involvement in skills development and training to support integrated health service eg. IMCI, PACK Child. Strengthen and coordinate internal and external interface management with stakeholders, including NGO`S to enhance implementation of the COPC principles. Establish health services linkages on all service platforms at District level.

ENQUIRIES : Ms RC Balie Tel No: (023) 348-8122.

NOTE : No payment of any kind is required when applying for this post.

POST 25/585 : **PARAMEDIC GRADE 3 TO 4 (EMS CRITICAL CARE TEAM) (X2 POSTS)**
Chief Directorate: Emergency and Clinical Support Service

SALARY : Grade 3: R506 496 per annum
Grade 4: R593 079 per annum

CENTRE : Emergency Medical Services

REQUIREMENTS : Minimum educational qualification: **Grade 3:** Successful completion of the Critical Care Assistant (CCA) programme or a Recognized National Diploma that allows registration with the HPCSA as Paramedic or B Tech Degree that allows registration with the HPCSA as Emergency Care Practitioner. **Grade 4:** Successful completion of the Critical Care Assistant (CCA) programme or a Recognized National Diploma that allows registration with the HPCSA as

Paramedic or B Tech Degree that allows registration with the HPCSA as Emergency Care Practitioner. Registration with a professional council: **Grade 3**: Registration with the HPCSA as Paramedic with CCA or National Diploma or ECP. Grade 4: Registration with the HPCSA as Paramedic with CCA or National Diploma or ECP. Experience: Grade 3: Registered Paramedic (CCA) - 14 years after registration with the HPCSA as Paramedic. Registered Paramedic (NDip) - 7 years after registration with the HPCSA as a Paramedic. Registered ECP– None -Grade 4: Registered Paramedic (CCA) - 24 years after registration with the HPCSA as Paramedic. Registered Paramedic (NDip) - 17 years after registration with the HPCSA as Paramedic. Registered ECP's -10 years after registration with the HPCSA as an ECP. Inherent requirement of the job: Appropriate experience in operational frontline work, with Critical Care Inter hospital transfer experience. Valid code C1 driver's license. Valid professional driver's permit (PrDP). Physical and mental fitness. Competencies (knowledge/skills): Excellent knowledge of all levels of emergency care protocols within the scope of registration category. Good communication and interpersonal skills. Computer literacy and skills. ACLS and PALS certifications required. Previous Critical Care retrieval required.

DUTIES : To perform advanced medical interventions, manage complex medical emergencies, and provide interfacility transport for critically ill or injured patients. Provide quality and efficient roadside to bedside definitive emergency care within defined emergency time frames within and across geographic and clinical service platforms. Make use of all communication tools as provided by the Employer to facilitate safe communication in relation to patient care protocols. Effectively maintaining Admin Function: Maintained accurate patient records using electronic patient care report (EPCR) and comply with all CCT regulatory unit standards. -Patient Care Excellence - Maintain consistently high-quality patient care standards across the entire service by delivering continuous, effective, and holistic pre-hospital emergency care to the Western Cape public. Clinical Leadership & Development - Participate in 50% CCT CME sessions. Participate in 50% of CCT clinical practical sessions. Participate in 50% of CCT Clinical discussion and review/ M&M sessions. Uphold your CCT Portfolio of Evidence (POE). Pass CCT Annual written exam (1x remedial). Pass CCT Annual practical exam (1x remedial). -Strategic Implementation - Promote patient-centred practices across the full spectrum of EMS within WCGHW. Collaborated with various stakeholders within the health ecosystem to deliver effective evidence-based patient care. Provide strong clinical leadership throughout the organisation to drive continuous improvement. Performance Management. Monitor service delivery against established emergency timeframes and quality benchmarks. Evaluate and enhance clinical practices through systematic oversight and feedback mechanisms. Drive organisational excellence through strategic leadership and clinical governance.

ENQUIRIES : Mr B Klein Tel No: (021) 508-4523- or email: Bradley.klein@westerncape.gov.za

NOTE : No payment of any kind is required when applying for this post.

POST 25/586 : **PROFESSIONAL NURSE GRADE 1 OR 2 (SPECIALTY: MATERNITY)**
Cape Winelands Health District

SALARY : Grade 1: R495 423 per annum
Grade 2: R607 350 per annum

CENTRE : Stellenbosch Hospital

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Advanced Midwifery and Neonatal Nursing Science (R212). OR A 4-year bachelor's degree in nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post graduate diploma (R635) accredited Midwifery. Registration with a professional council: Registration with the South African Nursing Council as Professional Nurse. Experience: **Grade 1:** A minimum of 4 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years' appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC

in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience in Advanced Midwifery and Neonatology Nursing Science, after obtaining the 1-year post-basic qualification or post-graduate diploma in the relevant specialty. Inherent requirement of the job: Willingness to work shifts, public holidays, after-hours, night duty and weekend cover for nursing. Deputizing for the Operational Manager: Obstetrics. Competencies (knowledge/skills): Knowledge of relevant legislation and policies of the Department of Health Western Cape. Computer literacy (MS Word, Excel, Power point and Outlook). Implement skills to plan and organize the service by problem solving and decision making. Leadership towards the realization of strategic goals and objectives in the Obstetrics Department. Ability to function independently, as well as in a multi-disciplinary team to ensure good patient care. Ability to communicate effectively (both written and verbal).

DUTIES : Ensure quality patient care regarding the identification of nursing needs, the planning & implementation of nursing care plans and the education of nursing personnel as Professional Nurse in the Obstetric department Utilize human, material and physical resources efficiently and effectively. Render and supervise specialized clinical nursing care and support staff with surgical and medical procedures. Maintain &promote professional growth/ethical standards and development of self and others. Display of core values of the Department of Health & Wellness in the WCH. In the execution of duties, while practicing within the legislation, regulations and protocols applicable to public service.

ENQUIRIES : Ms M Manus Tel No: (021) 833-9201

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Candidates who are not in possession of the required qualification will be appointed into the general stream, and they will be required to obtain the necessary qualification within the predetermined period of time. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification in: A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Advanced Midwifery and Neonatal Nursing Science (R212) OR A post graduate diploma (R635) accredited Midwifery.

POST 25/587 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: PSYCHIATRY)**
Chief Directorate: Rural Health Services

SALARY : Grade 1: R495 423 per annum
Grade 2: R607 350 per annum

CENTRE : George Regional Hospital

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R880) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Advanced Psychiatric Nursing Science (R212) OR A 4-year Bachelor degree in nursing (R174) or equivalent qualification (R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post graduate diploma (R635) accredited with the SANC in Mental Health Nursing. Registration with a professional council: Registration with the South African Nursing Council (SANC) as Professional Nurse. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 2**: A minimum of 14 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in Psychiatric Nursing science after obtaining the 1-year post-basic qualification in the relevant specialty. Inherent requirements of the job: Willingness to work shifts, day and night duty, weekends, and public holidays to meet the operational requirements. Competencies (knowledge/skills): Good verbal and written communication skills. Knowledge of relevant legislation and policies of the Department of Health Western Cape. Skills to plan, organise & coordinate

the service by analysing, problem solving & decision making. Leadership towards the realisation of strategic goals and objectives of the Psychiatric Department.

DUTIES : Use expert knowledge and skills to ensure quality appropriate patient care are met and delivered by the nursing and clinical team including identification and prevention of risks. Participate in quality improvement implementation by providing effective direction, supervision and education of nursing personnel as a Professional Nurse in a Psychiatric unit, according to audits and appropriate data. Support the unit manager/Operational manager (OPM) in the co-ordination, organising and control over the activities, personnel, equipment, and stores in the unit to utilize human, material and physical resources efficiently and effectively. Maintain professionalism and the display of core values of the Department of Health WCG in the execution of duties, while practising within the legislation, regulations and protocols applicable to the public service.

ENQUIRIES : Ms LK De Goede Tel No: (044) 802-4352

NOTE : No payment of any kind is required when applying for this post. Candidates may be subject to a practical test. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)"

POST 25/588 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: PSYCHIATRY)**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R495 423 per annum
Grade 2: R607 350 per annum

CENTRE : Klipfontein/Mitchells Plain Sub-structure Office

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R880) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Advanced Psychiatric Nursing Science (R212). OR A 4 year Bachelor Degree in Nursing (R174) or equivalent qualification (R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post graduate diploma (R635) accredited with the SANC in Mental Health Nursing. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: **Grade 1**: A minimum of 4 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience in Psychiatry after obtaining the 1-year post-basic qualification as mentioned above or a post graduate diploma (R635) accredited with the SANC in Mental Health Nursing. Inherent requirement of the job: Valid (Code B/EB) driver's license. Willingness to assist at other clinics within the Sub-structure when there is a need. Competencies (knowledge/skills): Good interpersonal and communication skills. Computer literate (Microsoft Office). Knowledge of and insight into relevant legislation and policies related to mental illness.

DUTIES : Provision of optimal, holistic specialized client care with set standards and within a professional/legal framework. Provide specialist mental health advice and supervision for colleagues managing CMD patients at community settings. Effective management of human resources and assist with supervisory functions. Participate in training, research, mortality and morbidity meetings and clinical governance meetings. Administration tasks related to clinical work.

ENQUIRIES : Ms S Patel-Abrahams Tel No: (021)370-5000

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of

payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post-basic qualification or post-graduate diploma in the relevant specialty.

POST 25/589 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: MENTAL HEALTH) (X3 POSTS)**
Chief Directorate; Metro Health Services

SALARY : Grade 1: R 495 423 per annum
Grade 2: R 607 350 per annum

CENTRE : Southern Western Sub-structure (X2 Posts)
Kensington CDC (X1 Post)

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R880) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Advanced Psychiatric Nursing Science (R212). OR A 4-year Bachelor Degree in Nursing (R174) or equivalent qualification (R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post graduate diploma (R635) accredited with the SANC in Mental Health Nursing. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: **Grade 1**: A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2**: A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in Psychiatry after obtaining the one-year post-basic qualification or post graduate diploma in the relevant specialty. Inherent requirement of the job: Valid (Code B/EB) driver's licence. To perform relief duties within the Southern Western Sub-Structure. Competencies (knowledge/skills): Good interpersonal and communication skills. Computer literate (Microsoft Office). Knowledge of and insight into relevant legislation and policies related to mental illness.

DUTIES : Actively participate in the clinical management and nursing care to patients with Mental Health problems within the Sub-district. Provide support and capacity development to PHC personnel for Sub-district level services and students and peers. Promote community development and participation in mental health care delivery. Liaise with other role players. Conduct research related to mental health and service delivery.

ENQUIRIES : Dr L Fillis Tel No: (021) 202-0933 or Ms M Dubru Tel No: (021) 202- 0833 (SWSS), Ms M De Louw Tel No: (021) 593-1150 (Kensington CDC)

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subject to a practical/written and oral assessment. "Candidates who are not in possession of the required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period of time. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification post graduate diploma the relevant specialty.

POST 25/590 : **CLINICAL TECHNOLOGIST GRADE 1 TO 3: REPRODUCTIVE BIOLOGY (RMU)**

SALARY : Grade 1: R413 121 per annum
Grade 2: R482 499 per annum
Grade 3: R564 822 per annum

CENTRE : Groote Schuur Hospital, Observatory

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Clinical Technologist in Reproductive Biology. Registration with a professional council: Registration with the HPCSA as a Clinical Technologist in

Reproductive Biology. Experience: **Grade 1**: None after registration with the HPCSA in Clinical Technology in respect of RSA qualified employees. One-year relevant experience after registration with the HPCSA in Clinical Technology in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2**: Minimum of 10 years' relevant experience after registration with HPCSA in Clinical Technology in respect of SA qualified employees. Minimum of 11 years' relevant experience after registration with the HPCSA in Clinical Technology in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** Minimum of 20 years' relevant experience after registration with the HPCSA in Clinical Technology in respect of RSA qualified employees. Minimum of 21 years' relevant experience after registration with the HPCSA in Clinical Technology in respect of foreign qualified employees, of whom it is not required to perform community service as required in South Africa. Competencies (knowledge/skills): Computer literacy. Data management. Evidence of administrative and management systems. Academic development of self and others. Appropriate clinical experience in assisted reproductive techniques. Knowledge and appropriate clinical experience in Clinical Reproductive Biology.

DUTIES : Clinical service provision in the Andrology and Embryology laboratories. Academic teaching, training and supervision of junior colleagues and other staff. Participation in academic activities within the laboratory. Administration and audit of clinical data and laboratory services in the Reproductive Medicine Unit. Laboratory management.

ENQUIRIES : Ms M Vienings Tel No: (021) 404-6026 or email. marlize.vienings@uct.ac.za

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).

POST 25/591 : **OCCUPATIONAL THERAPIST GRADE 1 TO 3**

SALARY : Grade 1: R413 121 per annum
Grade 2: R482 499 per annum
Grade 3: R564 822 per annum

CENTRE : Groote Schuur Hospital, Observatory

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. Registration with a professional council: Registration with the HPCSA as an Occupational Therapist. Experience: **Grade 1**: None after registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. One-year relevant experience after registration with the HPCSA as an Occupational Therapist in respect of foreign-qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2**: A minimum of 10 years relevant experience after registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. A minimum of 11 years relevant experience after registration with the Health Professions Council of South Africa as an Occupational Therapist in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa. **Grade 3**: A Minimum of 20 years relevant experience after registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. A minimum of 21 years relevant experience after registration with the HPCSA as an Occupational Therapist in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa. Inherent requirement of the job: Good physical ability to lift and transfer disabled patients for all levels of wheelchair seating. Valid (Code B/EB) driver's licence. Willingness to cover in- and out-patient OT physical services and work under extreme pressure. Competencies (knowledge/skills): Knowledge of applicable health legislation, relevant Acts and Public Service Policies and Procedures, including WCDoHW Ecosystem Framework. Relevant skills in

assessing, developing and implementing OT interventions in an acute, specialist/tertiary hospital setting; and prioritising patient treatment/discharge plans. Ability in assessing, prescribing and issuing Mobility Assistive and Functional Devices, intermediate and advanced seating training would be advantageous. Good interpersonal, communication (written and verbal), conflict resolution, problem solving, leadership and organizational skills. Good computer literacy skills (MS Office: Excel, Word, Power point and Outlook). Ability to function within a multi-disciplinary team setting, to be flexible and to work independently.

DUTIES : Assess and treat patients with varying and multiple medical conditions using appropriate OT techniques and approaches, including family/carer training and education. Be responsible for personal, departmental and administration related to patient care. Management of assets and consumables in allocated work area/s. Participate in the clinical supervision of undergraduate OT students.

ENQUIRIES : Ms R Pillay Tel No: (021) 404-4390

NOTE : No payment of any kind is required when applying for this post. “Candidates, who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)”.

POST 25/592 : **RADIOGRAPHER GRADE 1 TO 3 (DIAGNOSTIC)**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R413 121 per annum
Grade 2: R482 499 per annum
Grade 3: R564 822 per annum

CENTRE : Mitchells Plain District Hospital

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Radiographer in Diagnostic Radiography. Registration with a professional council: Registration with the HPCSA as a Diagnostic Radiographer. Experience**: Grade 1:** None after registration with the HPCSA as Radiographer in Diagnostic Radiography in respect of RSA qualified employees. 1-year relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2**: A minimum of 10 years relevant experience after registration with the HPCSA as Radiographer in Diagnostic Radiography in respect of SA qualified employees. A Minimum of 11 years relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** A minimum of 20 years relevant experience after registration with the HPCSA as Radiographer in Diagnostic Radiography in respect of SA qualified employees. A minimum of 21 years relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirements of the job: Render a 24-hour service as determined by the department. Competencies (knowledge/skills): Knowledge of protocols, radiation protection, quality assurance and equipment safety. Good interpersonal skills and perform effectively as part of a multidisciplinary team. Knowledge of Patient Archiving and Communication Systems and Radiology Information Systems. Computed Tomography experience will be an added advantage.

DUTIES : Produce radiographs of optimum quality with good patient care. Assist with administrative duties in radiology. Support of supervisor and teambuilding. Maintain professional growth/ethical standards and self-development. Participate in continuing professional development activities. Safe use and care of equipment. Assist with training of community service Radiographers and students. Participate in a after hour service of the department.

ENQUIRIES : Ms M Samuels Tel No: (021) 377-4799

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).

POST 25/593 : **ADMINISTRATIVE OFFICER: SUPPORT SERVICES**
Chief Directorate: Metro Health Services

SALARY : R338 106 per annum
CENTRE : Klipfontein/Mitchells Plain Sub-Structure Office
REQUIREMENTS : Minimum educational qualification: Senior Certificate with Mathematics or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience in Support service, Supply chain management, reporting, transport management, reprographic service, cleaning service and Contract Management. Inherent requirements of the job: Valid (Code B/EB) drivers' licence. Competencies (knowledge/skills): Computer literacy and thorough knowledge of computer systems (LOGIS and MS Office). Knowledge of the Public Finance Management Act (PFMA), National and Provincial Treasury Regulations, Departmental delegations, AO System and financial reporting. Knowledge of GMT prescripts and policies, OHSA and contract management.
DUTIES : Ensure effective management of all maintenance activities for the Sub-structure office and facilities. Ensure the effective and efficient management of all contractual agreements. Responsible for effective supervision of GG fleet vehicles and maintenance within Sub district. Responsible for the effective delivery of support services, including switchboard operations, reprographic services, and cleaning services. Effective and efficient management of Human Resources, General Management, and administrative support within the component.
ENQUIRIES : Ms S Mc Quire Tel No: (021) 370-5071
NOTE : No payment of any kind is required when applying for this post. Candidates may be subjected to practical assessment.

POST 25/594 : **INDUSTRIAL TECHNICIAN PRODUCTION (ANAESTHETICS AND RESPIRATORY UNIT)**

SALARY : R338 106 per annum
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: B-Tech or National Diploma or equivalent (T- or N- or S- Stream) in Experience: Appropriate practical experience with the repair and maintenance of anaesthetic and respiratory life support equipment (preferred) or proven experience in medical equipment maintenance. Mechanical/ Mechatronic Engineering. Inherent requirements of the job: Valid driver's license (Code B) and own reliable transport in order to handle call-out duty. Willing to work overtime. Willing to work within any Clinical Engineering discipline should it be necessary. Do standby duties and handle after hour calls. Competencies (knowledge/skills): Knowledge of medical equipment maintenance is essential. Ability to read circuit diagrams, fault-find and repair electronic medical equipment. Practical experience with the repair and maintenance of anaesthetic and respiratory life support medical equipment or have an interest in the maintenance of mentioned equipment. Good written and verbal communication skills. Ability to manage, plan and organize maintenance schedules. Good inter-personal relations. Possess accurate technical ability and insight in order to solve problems. Computer literacy. Understand the functions of Clinical engineering. Active interest in life support equipment in a hospital environment.
DUTIES : Carry out maintenance, repairs, calibrations, routine inspections and evaluation of anaesthetic and respiratory life support equipment and all equipment maintained by the Clinical Engineering Department and allocated to the workshop. General administrative duties as required by Clinical Engineering i.e. Write reports, specifications and record keeping of equipment

and departmental activities. Liaise with hospital staff and private sector employees. Train various staff and hospital personnel. Ensure compliance with the Occupational Health and Safety Act. Adhere to all legal requirements, protocols and procedures.

ENQUIRIES : Ms M Rossouw Tel No: (021) 938-4634
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical assessment on day of interview.

POST 25/595 : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING) (X3 POSTS)**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R337 359 per annum
Grade 2: R411 978 per annum
Grade 3: R495 423 per annum
CENTRE : Helderberg District Hospital, Khayelitsha/Eastern Sub-structure Office
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse or 4 year Bachelor Degree in Nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a General Nurse. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. **Grade 3:** A minimum of 20 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Inherent requirements of the job: Willingness to work shifts, public holidays, after-hours, night duty and weekends cover for nursing. Must be willing to rotate within the facility. Competencies (knowledge/skills): Knowledge of Nursing Care processes and procedures Nursing Act. Problem solving, decision-making, good interpersonal skills. Report writing skills. Health promotion and team building.
DUTIES : Provide direction and supervision for the implementation of the nursing plan (Clinical practice/quality patient care). Implement standards, practices, criteria, and indicators for quality nursing (quality of practice). Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material, and physical resources efficiently and effectively.
ENQUIRIES : Sr T Khumalo Tel No: (021) 850-4796
NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).

POST 25/596 : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL: NURSING RELIEF)**
Cape Winelands Health District

SALARY : Grade 1: R337 359 per annum
Grade 2: R411 978 per annum
Grade 3: R495 423 per annum
CENTRE : Stellenbosch Hospital
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. OR A 4-year bachelor's degree in nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with the South African Nursing Council (SANC) as a Professional Nurse. Experience: **Grade 1**: None after registration as Professional Nurse with the SANC in General

Nursing. **Grade 2**: A minimum of 10 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 3**: A minimum of 20 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Willingness to work shifts, night duty, overtime, public holidays, weekends and rotate within the wards of the hospital. Competencies (knowledge/skills): Basic Computer literacy (MS Office). Ability to function independently, as well as in a multi-disciplinary team to ensure good patient care. Excellent communication skills (both written and verbal).

DUTIES : Provision of quality basic nursing patient centered care in a hospital setting. Provision of optimal, holistic clinical and elementary nursing care with set standards and within a professional/legal framework. Effective utilisation of human and financial resources, Information management and support services. Improving quality of health services. Maintain professional growth/ethical standards and self-development.

ENQUIRIES : Ms RZ De Silva Tel No: (021) 808-6153

NOTE : No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview." This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)"

POST 25/597 : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING) (X6 POSTS)**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R337 359 per annum
Grade 2: R411 978 per annum
Grade 3: R495 423 per annum

CENTRE : Mitchell's Plain District Hospital

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Or a 4 year Bachelor Degree in Nursing (R174) or equivalent qualification (R683 or R171) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with SANC as a Professional Nurse or General Nurse. Experience: **Grade 1**: None. **Grade 2**: A minimum of 10 years appropriate/recognisable nursing experience after registration with the SANC as Professional Nurse in General Nursing. **Grade 3:** A minimum of 20 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Inherent requirements of the job: Willingness to work shifts, day and night duty, weekends, and public holidays should the need arises. Ability to work under pressure and in a multi - disciplinary team context. Willingness to rotate to other departments due to operational requirements excluding maternity. Competencies (knowledge/skills): Computer literacy (MS Word, Excel). Ability to work independently and in a multi-disciplinary team. Knowledge of Community Oriented Primary care. Conflict management, problem solving and decision-making skills. Ability to facilitate training.

DUTIES : Provide direction and supervision for the implementation of quality comprehensive nursing care in a hospital setting. Maintain ethical practice within legal and regulatory frameworks. Maintain a constructive working relationship with all relevant stakeholders. Utilize human, material and physical resources efficiently and effectively. Participate in training programmes and research activities. Maintain workplace disciplinary of sub-ordinates.

ENQUIRIES : Mr R Geswindt Tel No: (021) 377-4410

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only

applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).

POST 25/598 : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT**
West Coast District

SALARY : R237 453 per annum
CENTRE : Swartland Hospital, Swartland Sub-district
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with mathematics and/or Accounting as a passed subject and/or Senior certificate (or equivalent) with experience/competencies that focus on the key performance areas of the post. Experience: Appropriate experience of Asset Management and Warehousing within the public or private environment. Working experience in Procurement (Electronic Procurement System). Inherent requirement of the job: Willingness to rotate within Supply Chain environment. Valid driver's licence. Competencies (knowledge/skills): Computer literacy (MS Office: Word, Excel, Outlook (e-mail). Knowledge of the AOS, PFMA, Finance Instructions, Provincial Treasury Instructions and National Treasury Regulations. Knowledge and experience of LOGIS (Logistical Information System).
DUTIES : Responsible for demand and acquisition management functions. Perform duties related to Electronic Procurement System processes and compliance. Prepare bidding templates and relevant documentation to present at Quotation Evaluation Committee. Perform various tasks related to procurement processes and compliance. Effective maintenance of assets and systems of the asset register. Regular follow-up on outstanding orders. Perform and assist with Interim and Annual Financial statement reporting and financial year end tasks. Ensure compliance to all relevant laws and prescripts related to the Supply Chain Asset and Warehouse Management duties.
ENQUIRIES : Mr M Leander Tel No: (022) 487-9249
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test

POST 25/599 : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (WAREHOUSE)**
West Coast District

SALARY : R237 453 per annum
CENTRE : Swartland PHC, Swartland Sub-district
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with mathematics and/or Accounting as a passed subject and/or Senior certificate (or equivalent) with experience/competencies that focus on the key performance areas of the post. Experience: Appropriate experience in Supply Chain Management, focusing on Procurement and warehousing on a computerised system. Inherent requirement of the job: Valid B/EB driver's licence. Physically fit and able to lift heavy items. Competencies (knowledge/skills): Knowledge and or practical experience of the LOGIS System, Warehouse and Asset Management functions and functional experience in obtaining quotations on an electronic purchasing system (IPS). Computer literacy (MS Excel and Word). Good communication skills (written and verbal). Ability to work in a physically demanding environment.
DUTIES : Perform all Warehouse Management duties. Capture various documentation on the Supply Chain Systems (LOGIS) and filing of source documents. Conduct stock-taking and ad-hoc inspections. Complete and submit monthly Inventory Reporting. Ensure compliance to all relevant laws and prescripts related to Supply Chain Management. Handle telephonic and written queries from suppliers and End Users. Assist colleagues in Supply Chain Management component.
ENQUIRIES : Mr M Leander Tel No: (022) 487-9249
NOTE : No payment of any kind is required when applying for this post. Candidates will be subjected to a practical test.

POST 25/600 : **ADMINISTRATION CLERK: SUPPORT (NURSING)**
Chief Directorate: Metro Health Services

SALARY : R237 453 per annum

CENTRE : Western Cape Rehabilitation Centre
REQUIREMENTS : Minimum educational qualification: Senior certificate (Grade 12 or equivalent). Experience: Appropriate experience in Secretarial Administrative Support in a Nursing component. Competencies (knowledge/skills): Computer literacy (MS Word, Excel). Ability to function as a team player, with or without supervision. Ability to function under stressful environment and cope with a heavy workload. Proven ability to produce and organize formal documents, spreadsheets as well as manage e-mails. e mail responses and electronic calendar. Appropriate planning and administration skills, time management and good telephone etiquette.
DUTIES : Provide administrative support to Nursing Management. Provide effective communication via telephone and by interacting with Nursing Management and staff. Handle all incoming and outgoing correspondence. Ensure efficient record keeping of all nursing information and gather nursing statistics. Assist staff from clinical areas with enquiries. Co-ordinate training and development logistics by preparing training venues and ensure that all equipment and tools are readily available.
ENQUIRIES : Ms H Brenton Tel No: (021) 370-2314
NOTE : No payment of any kind is required when applying for this post.

POST 25/601 : **ADMINISTRATION CLERK: HRD (PEOPLE DEVELOPMENT)**
Chief Directorate: Rural Health Services

SALARY : R237 453 per annum
CENTRE : George Regional Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate administrative experience in a Human Resources, Employee Relations, Human Resource Development, Employee Health and Wellness, or office administration environment. Inherent requirements of the job: Ability to maintain strict confidentiality when dealing with sensitive employee information. Competencies (knowledge/skills): Good knowledge of general office administration and records management practices. Sound computer literacy, with proficiency in Microsoft Office (Word, Excel, Outlook and PowerPoint). Good verbal and written communication skills. Knowledge of the Public Service Act, Labour Relations Act, Basic Conditions of Employment Act, Employment Equity Act, Skills Development Act and relevant departmental policies will be an advantage. Ability to work independently and as part of a multidisciplinary team. Good interpersonal skills with a strong customer service orientation. Ability to maintain confidentiality and exercise discretion when dealing with employee information. Ability to work under pressure, prioritise competing tasks and meet deadlines.
DUTIES : Provide administrative support to the Employee Relations function, including scheduling meetings, maintaining confidential records, preparing documentation and taking minutes. Coordinate administrative activities relating to Human Resource Development, including training administration, induction, maintaining training records and compiling reports. Provide administrative support for Employee Health and Wellness programmes, including coordinating wellness activities, maintaining attendance registers, statistics and confidential records. Maintain manual and electronic filing systems, registers, databases and tracking tools. Prepare routine correspondence, reports, procurement requests and meeting arrangements. Provide reception, telephonic and administrative support to the People Management component. Provide administrative relief support within the broader People Management component when required.
ENQUIRIES : Mr R Cajada Tel No: (044) 802-4358 or e-mail: Ricardo.Cajada@westerncape.gov.za
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical.

POST 25/602 : **ADMINISTRATION CLERK: SUPPORT (REHABILITATION)**
Chief Directorate: Rural Health Services

SALARY : R237 453 per annum
CENTRE : George Regional Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate or equivalent. Experience: Appropriate administrative or clerical experience in a multidisciplinary allied health department setting. Appropriate experience in

using health information systems. Inherent requirements of the job: Physically able to perform frontline support functions within the rehabilitation department. Availability to work flexible hours if necessary. Competencies (knowledge/skills): Computer literacy (MS Office: Word, Excel, Outlook). Knowledge of appointment scheduling and maintaining diaries. Knowledge of maintaining filing systems for respective allied health departments. Good verbal and written communication skills to facilitate communication between multidisciplinary team members. Knowledge of supply chain processes. Knowledge of relevant legislation and policies of the Department of Health Western Cape.

DUTIES : Provide effective frontline service to patients, members of public, and stakeholders within the rehabilitation department. Effectively manage appointment diaries for the respective departments in the rehabilitation department, including scheduling of appointments. Ensure that patient records are managed confidentially and in accordance with health information regulations. Maintain an efficient filing system for the respective departments within the rehabilitation department. Ensure sufficient administrative and consumable supplies for respective departments to ensure efficient service delivery. Report malfunctioning therapeutic and office equipment.

ENQUIRIES : Ms EV Goliath Tel No: (044) 802-4389

NOTE : No payment of any kind is required when applying for this post. Candidates may be subjected to a practical test.

POST 25/603 : **ADMINISTRATION CLERK: SUPPORT**
Chief Directorate: Metro Health Services

SALARY : R237 453 per annum

CENTRE : Khayelitsha/Eastern Sub-structure Office

REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in general office administration and management. Inherent requirements of the job: Valid Code B/EB driver's licence. Competencies (knowledge/skills): Computer proficiency in MS Word, Excel and MS Office. Ability to think analytically and logically and ability to work under pressure. Good interpersonal relations, communication and organizational skills. Good human relations.

DUTIES : Provide effective and efficient general office administration support to the Deputy Director: Professional Support Service (PPS), Programme managers and Facility on-site support as required. Handling of the diary of the Deputy Director: Professional Support Services in the Khayelitsha/Eastern Sub-Structure. Co-ordinate and organise meetings, agendas, visits, minute taking and compile and typing of quarterly reports. Maintain filing system and coordinating training. Overall logistical Support to the PSS and Procurement of consumables. Support to the Quality Assurance and Information Management programmes. Good financial record keeping. Monitor and follow up on complaints for Khayelitsha/Eastern Sub-structure.

ENQUIRIES : Mr R Manesen Tel No: (021) 360-4636

NOTE : No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment.

POST 25/604 : **ADMINISTRATION CLERK: SUPPORT (THEATRE) (X2 POSTS)**

SALARY : R237 453 per annum

CENTRE : Groote Schuur Hospital, Observatory

REQUIREMENTS : Minimum educational qualification: National Senior Certificate (Grade 12) or equivalent. Experience: Appropriate Administrative Experience. Competencies (knowledge/skills): Ability to work under pressure and meet deadlines. Excellent typing skills, minute taking and Computer literacy in MS Office Suite (Work, Excel, Power point, Access, Teams) and Zoom. Good planning, organizational and interpersonal skills. Soft skills in a health care setting – Discretion and Confidentiality, Emotional Intelligence, adaptability in a fast-paced environment.

DUTIES : Ensure an effective and efficient office administration and management within the Nursing Management office. Deliver an effective and efficient office administration, reception services and support to the Nurse Manager and affiliated managers and support services. Manage and maintain an effective and efficient Nursing data filing, record keeping services, which includes provision of accurate / effective typing and data capturing of human resource

documentation, nursing agency timesheets, attendance of agency bookings and incident reports. Co-ordinate and assist with preparation and processes of interviews and meetings and new nursing staff appointments in the department. Provide administrative support to Nursing personnel, assist with queries and ensure effective and efficient communication.

ENQUIRIES : Ms J Watson Tel No: (021) 404-5161
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a compulsory practical test.

POST 25/605 : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (ASSETS)**
Chief Directorate: Rural Health Services

SALARY : R237 453 per annum
CENTRE : George Regional Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics, Maths Literacy and/or Accounting as passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience in LOGIS and the Electronic Procurement System. Appropriate experience in Supply Chain Management. Appropriate experience in Asset Management, Disposal management & Stocktaking. Competencies (knowledge/skills): Applied knowledge of the Accounting Officer System, SCM delegation, PFMA, PTI and NTR. Applied knowledge of Western Cape Supplier Database & Centralized Supplier Database. Ability to handle a high work volume and meet strict deadlines. Ability to function independently, as well as part of a multi-disciplinary team. Computer literacy (MS Office: Word, Excel, Outlook). Knowledge of LOGIS procurement system.
DUTIES : Acquisition, Receive and issue assets and to end-users. Advertising of quotations according to the Procurement Plan. Preparing of orders and follow-ups. Management of Assets: Disposal process, movements, asset verification and compliance. Sub-system controller – assist System controller with all LOGIS system related tasks & enquiries. Handle queries in all aspects within the Supply Chain Management Department and provide effective support service to supervisor.
ENQUIRIES : Ms XM Sonandi Tel No: (044) 802-4432
NOTE : No payment of any kind is required is required when applying for this post. Shortlisted candidates may be subjected to a practical test.

POST 25/606 : **ADMINISTRATION CLERK: FINANCE/ ADMIN (REVENUE) (X2 POSTS)**

SALARY : R237 453 per annum
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as passed subject or Senior Certificate (or equivalent) with appropriate experience that focuses on the Key Performance Area's (KRA's) of post. Experience: Appropriate experience in Revenue Department. Competencies (knowledge/skills): Ability to work under pressure with set deadlines. Excellent interpersonal skills. Ability to execute duties accurately and thoroughly. Must be able to work independently or in a team and under supervision. Knowledge of how to operate computer hardware. Excellent written and verbal communication skills. Computer literacy (Word, Excel) in terms of collating, interpreting and inserting data into a spreadsheet.
DUTIES : Handling of patient account enquiries. Perform all duties associated with the follow up and collection of outstanding accounts. Ensure correctness of patient invoices. Clearing of Inter-responsibility Account and Medscheme accounts. Billing of patient accounts and allocate payments. Handling of state monies.
ENQUIRIES : Mr LI Kitshini Tel No: (021) 938-4387
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical assessment.

POST 25/607 : **FORENSIC PATHOLOGY OFFICER GRADE 1 TO 2**
Chief Directorate: Emergency And Clinical Services Support

SALARY : Grade 1: R225 777 per annum
Grade 2: R262 953 per annum
CENTRE : Forensic Pathology Laboratory, Mossel Bay

REQUIREMENTS : Minimum educational qualification: Senior Certificate with having achieved Mathematics, Life Science and/ or Biology as passed subjects. Experience: **Grade 1**: None. **Grade 2:** 10 year's appropriate experience. Inherent requirements of the job: Valid Code B/EB driver's license. Ability to interpret and apply policies. Ability to work under pressure. Ability to work with and lift corpses, (mutilated, decomposed, infectious viruses, obese). Be willing on travelling long distances and working standby duties/overtime. Competencies (knowledge/skills): Ability to communicate clearly and discreetly in person and writing. Ability to be trained in 4x4 Vehicle handling. Ability to be trained in photography. Willingness to assist with duties in X-ray room. Willingness to be trained in Forensic Investigation and Dissection. Willingness to be trained in Forensic Pathology Business Processes. Ability to achieve and maintain good interpersonal and working relations with staff and clients. Computer and software literacy in MS Word and Excel. Will be required to deliver testimony in court proceedings.

DUTIES : Effective and efficient recovery, storage and processing of deceased. An effective identification process and release of the deceased, including management of property. Optimal control of reports and statements during and after the Forensic Mortuary process. An efficient support service to the Manager with regard to Corporate and Clinical Governance functions of the Forensic Pathology Laboratory. An effective Forensic autopsy process and specimen management rendered in accordance with set standards and guidelines.

ENQUIRIES : Mr. L Smith Tel No: (044) 813-1890 or email: Lester.Smith@westerncape.gov.za

NOTE : No payment of any kind is required when applying for this post. The candidates will be subjected to an interview and competency test. Candidates will be subjected to a security clearance prior to appointment.

POST 25/608 : **FORENSIC PATHOLOGY OFFICER GRADE 1 TO 2**
Chief Directorate: Emergency And Clinical Services Support

SALARY : Grade 1: R225 777 per annum
Grade 2: R262 953 per annum

CENTRE : Forensic Pathology Laboratory, Vredenburg

REQUIREMENTS : Minimum educational qualification: Senior Certificate with having achieved Mathematics, Life Science and/ or Biology as passed subjects. Experience: **Grade 1:** None. **Grade 2**: 10 year's appropriate experience. Inherent requirements of the job: Valid Code B/EB driver's license. Ability to interpret and apply polices. Ability to work under pressure. Ability to work with and lift corpses, (mutilated, decomposed, infectious viruses, obese). Be willing on travelling long distances and working standby duties/overtime. Competencies (knowledge/skills): Ability to communicate clearly and discreetly in person and in writing. Ability to be trained in 4X4 Vehicle handling. Ability to be trained in photography. Willingness to assist with duties in an X-ray room. Willingness to be trained in Forensic Investigation and Dissection. Willingness to be trained in Forensic Business Processes. Ability to achieve and maintain good interpersonal and working relations with staff and clients. Computer and software literacy in at least MS Word and Excel. Will be required to deliver testimony in court proceedings.

DUTIES : Effective and efficient recovery, storage and processing of deceased. An effective identification process and release of the deceased, including management of property. An effective Forensic autopsy process and specimen management rendered in accordance with set standards and guidelines. Optimal control of reports and statements during and after forensic mortuary process. An efficient support service to the Manager with regard to Corporate and Clinical Governance functions of the Forensic Pathology Laboratory.

ENQUIRIES : Mr L Julies, email: Lyndon.Julies@westerncape.gov.za

NOTE : No payment of any kind is required when applying for this post. The candidate will be subjected to an interview and competency test. Candidates will be subjected to a security clearance prior to appointment.

POST 25/609 : **NURSING ASSISTANT GRADE 1 TO 3**
Garden Route District

SALARY : Grade 1: R181 230 per annum
Grade 2: R211 401 per annum

Grade 3: R249 141 per annum

CENTRE : Mossel Bay Hospital

REQUIREMENTS : Minimum educational qualification: Qualification that allows registration with the SANC as a Nursing Assistant. Registration with a professional council: Registration with the SANC as a Nursing Assistant. Experience: **Grade 1**: None **Grade 2**: A minimum of 10 years' appropriate/recognisable experience in nursing after registration as Nursing Assistant with the SANC. **Grade 3**: A minimum of 20 years appropriate/recognisable experience in nursing after registration as Nursing Assistant with the SANC. Inherent requirement of the job: Willingness to work shifts, public holidays, after-hours, night duty and weekend. Willingness to rotate to other wards in the hospital and to assist at the clinics in the Sub-district when needed. Competencies (knowledge/skills): Good communication skills (written and verbal) Self- discipline and motivation.

DUTIES : Provide quality basic nursing care. Provide elementary clinical nursing care. Assist patients with activities of daily living which include patient hygiene, nutritional status, mobility and elimination needs. -Effective utilization of physical and financial resources Maintain professional growth, ethical standards and self-development. Record keeping.

ENQUIRIES : Ms JA Mahlangu Tel No: (044) 604 - 6104

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. -This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).

POST 25/610 : **STERILIZATION OPERATOR PRODUCTION**
Cape Winelands Health District

SALARY : R170 226 per annum

CENTRE : Robertson Hospital, Langeberg Sub-district

REQUIREMENTS : Minimum educational qualification: GETC/Grade 9 (Std 7). Experience: Appropriate experience in Central Sterile Services Department (CSSD) within a hospital environment. Inherent requirement of the job: Willingness to work overtime when needed. Competencies (knowledge/skills): Knowledge of decontamination, cleaning and packing and sterilization of surgical instruments. Understanding of infection prevention and control principles. Ability to cooperate sterilization equipment (e.g. Autoclaves, washer disinfectors). Good communication and interpersonal skills. Ability to work independently and under pressure. Commitment to Batho Ple Principles.

DUTIES : Decontaminate, clean, inspect, assemble, pack and sterilize surgical instruments and equipment. Operate and monitor sterilization equipment according to prescribed procedures. Ensure correct labelling, storage, distribution of sterile items and maintain accurate documentation and sterilization records. Receiving and sorting of Linen and Distribution and Stock control. Linnen control and processing clean linen and quality Control and Storage and Ensure cleanliness CCSD environment. Comply with Occupational Health and Safety and Infection and prevention and Safety policies in CSSD. Adhering to Documentation and Communication protocols in CSSD.

ENQUIRIES : Ms SM Kortje Tel No: (023) 626-8503

NOTE : No payment of any kind is required when applying for this post.

POST 25/611 : **DRIVER (HEAVY DUTY VEHICLE)**
Chief Directorate: Metro Health Services

SALARY : R170 226 per annum

CENTRE : Stikland Hospital

REQUIREMENTS : Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate experience as a Driver, after licence obtained. Inherent requirement of the job: Valid code 10 driver's licence. Valid Public Driving Permit (PDP). Ability to do physical work, etc. load heavy objects, daily. Willingness to work overtime and perform standby duties as operationally required. Willingness to work weekends and public holidays as operationally

required. Competencies (knowledge/skills): Knowledge of Transport Circular no 4 of 2000 and U2 33-2009. Ability to accept accountability and responsibility and to work independently.

DUTIES : Ensure accurate and detailed completion of logbooks & all vehicles are kept clean and tidy. Conduct routine maintenance, inspecting vehicles and timely reporting of defects. Transport official passengers, patients, and equipment. Collect, deliver, post and parcels daily in a hospital capacity. Perform administrative and relief duties when required or necessary.

ENQUIRIES : Mr N De Wet Tel No: (021) 940-4415

NOTE : No payment of any kind is required when applying for this post.

POST 25/612 : **MEDICAL SPECIALIST GRADE 1 TO 3 (PAEDIATRIC RHEUMATOLOGY) (3 SESSIONS)**
(3-Year Contract)

SALARY : Grade 1: R671 per hour
Grade 3: R766 per hour
Grade 3: R887 per hour

CENTRE : Tygerberg Hospital, Parow Valley

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Paediatrics. Registration with a professional council: Registration with the HPCSA as Medical Specialist in Paediatrics. Experience: **Grade 1**: None after registration with the HPCSA as a Medical Specialist in Paediatrics. **Grade 2**: A minimum of 5 years appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Paediatrics. **Grade 3**: A minimum of 10 years appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Paediatrics. Inherent requirements of the job: A valid (code B/EB) driver's license. Competencies (knowledge/skills): Experience in Paediatric Rheumatology. Good communication skills (written and verbal). Ability to function independently at a level of medical specialist in paediatrics. Demonstrated interest in Paediatric research. Working with multi-disciplinary teams.

DUTIES : To render a clinical in and outpatient service in Paediatric Rheumatology as the service requires, including clinical teaching and research. Administration and management.

ENQUIRIES : Dr D Abraham Tel No: (021) 938-9616

NOTE : No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration as Medical Specialist in Paediatrics with the relevant council (including individuals who must apply for change in registration status)".

POST 25/613 : **MEDICAL OFFICER GRADE 1 TO 3 (SESSIONS: 8 HOURS PER WEEK)**
Chief Directorate: Metro Health Service
(3-Year Contract)

SALARY : Grade 1: R501 per hour
Grade 2: R572 per hour
Grade 3: R662 per hour

CENTRE : New Somerset Hospital

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the Health Professions Council of South Africa as a Medical Practitioner. Experience: **Grade 1**: None after registration with the HPCSA as a Medical Practitioner in respect of South African qualified employees. One-year relevant experience after registration as a Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa.

Grade 2: A minimum of five years appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of South African qualified employees. A minimum of six years relevant experience after registration as a Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3**: A minimum of ten years appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of South African qualified employees. A minimum of eleven years relevant experience after registration as a Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirement of the job: Applicants must have a valid APLS/PALS/NLS certificate. Provision of clinical outpatient and in-patient paediatric and HIV services at New Somerset Hospital. Provision of neonatal outreach and support to MOU's ARV services for children and adults, and paediatric ward and ambulatory care. Ability to be on call and availability for Emergency situations. Willing and able to work shifts when required. Willing and able to participate in after-hours duties when required. Willing and able to work with patients with infectious diseases. A valid (code B/EB) driver's license. Competencies (knowledge/skills): Post-internship experience in general paediatrics and neonatology under on-site supervision of a registered paediatrician. Completion of / exemption from South African Community Service. Ability to achieve and maintain good interpersonal relations with staff, patients and their families. Must be competent in provision of paediatric and neonatal resuscitation. Must be capable of providing comprehensive paediatric and neonatal emergency care in ambulatory and in-patient settings. Provision of high-standard paediatric and neonatal in-patient, out-patient and outreach services. Must be independent yet capable of teamwork, planning, organisation and coordination. Must have excellent clinical note keeping, writing of referral letters and complex medical reports. Excellent interpersonal, communication, analytical, problem-solving, time management and administrative skills. Display empathy for patients, promote advocacy, and facilitate a biopsychosocial management framework. Appropriate experience managing patients living with HIV.

DUTIES : Provide high-quality clinical service to patients and their families, adhering to evidence-based management protocols. Clinical leadership in the workplace. Administration of patient statistics collection, ECCR patient management system and other WCG health applications. Effective and efficient administration of clinical services. Supervision of junior medical staff to ensure high quality of care and good clinical outcomes. Working and communicating well with nursing staff, allied professionals and all students rotating at the facility. Clinically based formal and informal teaching and training of junior staff and undergraduate medical students.

ENQUIRIES : Dr S Chippendale Tel No: (021) 402 6431 or email: saeeda.chippendale@westerncape.gov.za

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).