



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 29 OF 2026
DATE ISSUED 14 AUGUST 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.

AMENDMENT

: **DEPARTMENT OF INTERNATIONAL RELATIONS AND COOPERATION:** Kindly note that the following post was advertised in Public Service Vacancy Circular 28 dated 07 August 2026, Deputy Director: Human Resources (Recruitment and Selection) with Ref No: 0731/02; the post was advertised with the incorrect email address. The correct Email address is: ddhr26@dirco.gov.za. Closing Date: 04 September 2026

DEPARTMENT OF BASIC EDUCATION

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

- APPLICATIONS** : Submitted via post to: Private Bag X895, Pretoria, 0001 or hand-deliver to: The Department of Basic Education, 222 Struben Street, Pretoria or you can email your application Sechele.O@dbe.gov.za/Monvela.N@dbe.gov.za/Segowa.M@dbe.gov.za/Kumalo.N@dbe.gov.za. Please visit the Department of Education's website at www.education.gov.za
- CLOSING DATE** : 28 August 2026
- NOTE** : Applications must be submitted on the most recently approved Z83 Application for Employment Form, obtainable from the DBE Website or any Public Service Department/Webpage. Use of the old Z83 Form will result in disqualification. The Z83 must be completed in full and page 2 duly signed. A clear indication of the post and reference number that is being applied for must be indicated on your Z83. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 with a detailed Curriculum Vitae (only). Certified copies of qualifications and other relevant documents will be requested from shortlisted candidates on or before the day of the interview. Successful candidates will be subjected to Personnel Suitability Checks (criminal record, citizenship & financial/asset record checks, qualification and employment verification including social media profiles). Appointment is subject to positive results of the security clearance process. The successful candidate will be required to sign an annual performance agreement and, where applicable, annually disclose his/her financial interests. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with. Applicants who do not comply with the requirements outlined above will not be considered. A Pre-entry Certificate for the Senior Management Service (SMS) (Nyukela Certificate) is required for all SMS appointments; the full details of the outlined requirements and course information can be sourced by following the link <https://www.thensg.gov.za/training-course-SMS-pre-entry-programme>. All shortlisted candidates for SMS posts will be subjected to a technical exercise 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.

MANAGEMENT ECHELON

- POST 29/01** : **CHIEF DIRECTOR: EDUCATION HUMAN RESOURCE MANAGEMENT REF NO: DBE/62/2026**
Branch: Teachers, Education Human Resources and Institutional Development
Chief Directorate: Education Human Resources Management
- SALARY CENTRE REQUIREMENTS** : R1 554 696 per annum
Pretoria
- : The applicants must be in a possession of a qualification at NQF Level 7 as recognised by SAQA in Education or Social Science; 5 years' experience at a senior managerial level; Experience in Education Planning, Education Human Resources or Education Labour Relations, which is supported by extensive knowledge of and experience in the education sector and training system planning, Policy funding and implementation in Education Human Resources System, Human Resource policy and Condition of Services Development; Understanding processes regarding Human Resources and in provincial education departments; Strong writing and communication skills as well as computer skills; Managing a team of people; A postgraduate qualification in the

fields mentioned above will be an added advantage. Core Competencies: Strategic Capacity and Leadership; People Management and Empowerment; Financial Management and Change Management. The candidate must be confident, trustworthy, accurate, adaptable and diplomatic.

DUTIES : The candidate will be in charge of the Chief Directorate, which comprises the Directorates: Education, Human Resource Planning, Provisioning and Monitoring; Education Performance Management and Development; Whole School Evaluation; Education Labour Relations Management and Conditions of Service; The successful candidate will be responsible for serving the entire sector and will be expected to lead and manage a team of people, working in close collaboration with other branches in the Department of Basic Education, other state departments, and the provincial departments; Ensuring effective and efficient labour relations; Analysing and reporting on human resources requirements and capacity; Developing a teacher recruitment strategy and system; Assessing the effective utilisation and teachers at schools, revamping the post allocation system by reducing class size at school; Developing and implementing the Human Resource Management Information System, as well as improving the effectiveness of the teacher performance system, as part of the integrated quality management performance evaluation and development of educators and improving the quality of teaching and learning in South African.

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

POST 29/02 : **DIRECTOR: PSYCHO-SOCIAL SUPPORT REF NO: DBE/63/2026**
Branch: Social Mobilisation and Support Services
Chief Directorate: Care and Support in School

SALARY : R1 317 384 per annum
CENTRE : Pretoria
REQUIREMENTS : The applicant must be in possession of a qualification at NQF Level 7 as recognised by SAQA in Psychology, Social Work and Health Science; 5 years of experience at a Middle or Senior Managerial level; Experience in the design and management of Psycho-social Support programmes; Experience in monitoring and evaluation; An understanding of current education and/or school health policies and trends; Strong communication skills (verbal and written communication); Strong interpersonal and networking skills; Self-starter who works well independently as well as in a team; Ability to liaise effectively with officials at all levels of government and key stakeholders; Ability to work independently and as part of a team; Strong conceptual and strategic leadership skills; Process Competencies: Knowledge Management competency; Service Delivery Innovation competency; Problem Solving and Analysis competency; Client Orientation and Customer Focus and Communication skills; Core Competency: Strategic Capability and Leadership competency; Programme and Project Management competency; Financial Management competency; People Management and Empowerment competency; Ability to promote communication, innovation and creativity; Valid driver's licence; Willingness to travel extensively.

DUTIES : The successful candidate will be responsible for the managing and supporting psycho-social support officials in the Department; Developing and maintaining policies and programmes aimed at ensuring the psycho-social wellbeing of learners and educators in schools and management of the Directorate budget; Managing and supporting psycho-social support officials at National, Provincial and District levels; Liaising and cooperating with Provincial Education Departments, National Government Department, Universities, Research Organisations as well as NGOs and Civic Organisations; Monitoring, managing and evaluating policies, strategies and programmes promoting and maintaining the psycho-social well-being of school communities; Representing the Directorate both internally and externally as required; Liaising with project funders where applicable; Managing internal and external partnerships.

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

DEPARTMENT OF CORRECTIONAL SERVICES

**APPLICATIONS**

: **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 (043) 706 7866/Ms Mgugudo N (043) 706 7882.

Free State and Northern Cape Region: The Regional Commissioner Free State and Northern Cape, Recruitment Section, P/Bag X20530, Bloemfontein, 9300 OR hand deliver at: 103 Zastron Street, Agrimed Building, Bloemfontein, 9300. Contact persons: Ms Mokuni NJ / Ms Molutsoane N/ Ms Radebe T / Ms. Ramncwana B (082) 306 9027.

Gauteng Region: The Regional Commissioner Gauteng, Recruitment Section, P/Bag X393, Pretoria, 0001 OR hand deliver at: 1077 Forum East Building, Arcadia Street, Hatfield. Contact persons: Ms Monguai EN (012) 420 0174/Ms Feni SAP (012) 420 0173/ (012) 420 0179.

KwaZulu-Natal Region: The Regional Commissioner: KwaZulu-Natal, Recruitment Section, P/Bag X9126, Pietermaritzburg, 3201 OR hand deliver at: Correctional Services, Eugene Marais Road, Napierville, Pietermaritzburg, 3201. Contact persons: Ms Zuma NI (033)355 7386 / Ms Mbhele S (033) 345 7375 /Ms Mkhize AL (033) 345 7370 / Ms Sibisi NSP (033) 345 7369.

Applications for the below 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 advertisement requirements and responsibilities.

Closing date

: 31 August 2026 @ 15h45. The Department of Correctional Services reserves the right not to fill these posts.

NOTE

: Call for applications to serve as members of the correctional supervision and parole board the Minister of Correctional Services in terms of Section 74 of the Correctional Services Act, Act 111 of 1998 invite interested and suitable candidates to apply for an opportunity to serve as members of the Correctional Supervision and Parole Board. The Parole Board is an independent body whose main aim is to protect the public by risk assessing offenders to decide whether they can be safely released into the community. The main role of a Chair (and Vice in the chairs absence) is decision making. Decision making in light of a number of factors, that is:- rights of the offender (as far as the right to be considered in light of relevant legislation), calculation of the minimum detention period, understanding of criminal justice value chain, court papers, sentencing remarks, copy of the judgment, copy of the warrant of detention, case law, SAP 69 and 62, understanding the various reports by the DCS professionals, understanding of the rehabilitation process, risk assessment, victim/community empathy, public safety etc. 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. Term of office will be for a period of five (5) years or as may be determined by the Minister in line with Section 74 (7) of the Correctional Services Act, Act 111 of 1998. Applications: Applications must be submitted on the Z83 form (Public Service application form) obtainable from any Public Service department and must be completed in full. Only a detailed CV should be attached to your application form. Only shortlisted candidates will be required to submit certified copies not older than 6 months of qualifications and other related documents on or before the day of the interview. 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. Interested candidates should submit complete applications clearly reflecting the designation and applicable reference number to the relevant addresses as reflected below:

OTHER POSTS

<u>POST 29/03</u>	:	<u>CHAIRPERSON</u>
<u>SALARY</u>	:	A member of the Board will be remunerated on monthly rates based on category D sub-category D1 of the remuneration of statutory boards as defined by National Treasury.
<u>CENTRE</u>	:	Eastern Cape region: Amathole Ref No: EC 2026/08/01 East London Ref No: EC 2026/08/02 Cradock Ref No: EC 2026/08/03 Kirkwood Ref No: EC 2026/08/04 Mthatha Ref No: EC 2026/08/05 Sada Ref No: EC 2026/08/06 St Albans Ref No: EC 2026/08/07 Gauteng region: Krugersdrop Ref No: GP 2026/08/01 Leeuwkop Ref No: GP 2026/08/02 (X2 Posts) Johannesburg Ref No: GP 2026/08/03 KwaZulu-Natal region: Durban Ref No: KZN 2026/08/01 (X2 Posts) Kokstad Ref No: KZN 2026/08/ 02 Pietermaritzburg Ref No: KZN 2026/08/03 Ncome Ref No: KZN 2026/08/04 Waterval Ref No: KZN 2026/08/05 Glencoe Ref No: KZN 2026/08/06 Empangeni Ref No: KZN 2026/08/07
<u>REQUIREMENTS</u>	:	A recognised and appropriate NQF level 7 qualification in any Criminal Justice field, Social Sciences or related. Previous 5 years' experience in management or decision-making position. Demonstrable experience of and ability to conduct effective evidence-based decision making, weighing facts and evidence, analysing and critically evaluating large volumes of complex information and identifying key issues, within tight deadlines and working on your own initiative. Demonstrable independence of mind and sound judgement, with the ability to make evidence-based decisions that are accurately documented. Excellent interpersonal skills: the ability to gain respect and maintain rapport through effective communication and influencing skills – with the confidence to challenge opinions where necessary, work collegially and resolve differences to reach sound decisions. Excellent communication skills, both written and oral: the ability to communicate sensitively and effectively with a wide range of individuals, varying your approach as necessary and treating others with respect, to listen actively and evaluate replies in order to probe issues. Excellent written skills: the ability to draft well-formed written reports that summarise evidence in support of a decision or recommendation. Demonstrable high standards of corporate and personal integrity and conduct, such as a strong commitment to fairness, equality and the ethos of supporting the wider public or community good through your contributions. High levels of time management, organisational and administrative skills, together with strong personal motivation and commitment to professional self-development. Evidence of experience of any aspect of the criminal justice system and an understanding of the importance of the victim's perspective. Previous experience in management or decision-making position.
<u>DUTIES</u>	:	Responsibilities: Analyse and critically evaluate information in order to identify continuing risk/dangerous-ness in an individual offender's case, where information may come from a variety of sources including electronic and paper documents, electronic updates and evidence given at oral hearings. Apply knowledge and judgement to offenders' cases in order to decide whether they can safely be released into the community and to set conditions where release is appropriate. Oversee the hearing of cases in order to assess risk. Work collaboratively with other parole members in order to make judgments about the available evidence and to provide a concise and structured summary of relevant factors in reaching a decision or recommendation. Facilitate report writing, draft reasoned summaries and decisions. Be an effective ambassador for the Parole Board when representing it at hearings or any other event. Facilitate administrative roles associated with preparation for hearings, hearings and revocations/cancellations, public education on parole, and

	facilitate the invitation of victims to hearings, including court attendance as a result of litigation by offenders.
<u>ENQUIRIES</u>	: Eastern Cape Region: Ms Myataza Z Tel No: (043) 706 7866/Ms Mgugudo N Tel No: (043) 706 7882. Gauteng Region: Ms Monguai EN (012) 420 0174/Ms Feni SAP Tel No: (012) 420 0173/ Tel No: (012) 420 0179. KwaZulu-Natal Region: Ms Zuma NI (033)355 7386 / Ms Mbhele S (033) 345 7375 /Ms Mkhize AL (033) 345 7370 / Ms Sibisi NSP Tel No: (033) 3457369.
<u>NOTE</u>	: Term of office will be for a period of five (5) years or as may be determined by the Minister in line with Section 74 (7) of the Correctional Services Act, Act 111 of 1998.
<u>POST 29/04</u>	: <u>VICE-CHAIRPERSON</u>
<u>SALARY</u>	: A member of the Board will be remunerated on monthly rates based on category D sub-category D1 of the remuneration of statutory boards as defined by National Treasury.
<u>CENTRE</u>	: Eastern Cape region: Amathole Ref No: EC 2026/08/08 East London Ref No: EC 2026/08/09 Cradock Ref No: EC 2026/08/10 Kirkwood Ref No: EC 2026/08/11 Mthatha Ref No: EC 2026/08/12 Sada Ref No: EC 2026/08/13 St Albans Ref No: EC 2026/08/14 Free State and Northern Cape Region: Upington Ref No: FSNC 2026/08/01 Gauteng region: Krugersdrop Ref No: GP 2026/08/04 Leeuwkop Ref No: GP 2026/08/05 (X2 Posts) KwaZulu Natal region: Durban Ref No: KZN 2026/08/08 (X2 Posts) Kokstad Ref No: KZN 2026/08/09 Piermaritzburg Ref No: KZN 2026/08/10 Ncome Ref No: KZN 2026/08/11 Waterval Ref No: KZN 2026/08/12 Glencoe Ref No: KZN 2026/08/13 Empangeni Ref No: KZN 2026/08/14
<u>REQUIREMENTS</u>	: A recognized and appropriate NQF level 7 qualification in any Criminal Justice field, Social Sciences or related. Proven 3 years supervisory role or community leadership experience as well as active involvement in community-based structures. Commitment to a corruption free administration. A good standing with the community with extensive life experience. Proven special interest in the Criminal Justice System.
<u>DUTIES</u>	: Responsibilities: Chair meetings in the absence of the Chairperson. Sign documents in the absence of the Chairperson. Participate in the analysis and evaluation of information in order to identify continuing risk/dangerousness in an individual offender's case, where information may come from a variety of sources, including electronic, paper documents, electronic updates and evidence given at oral hearings. Apply knowledge and judgement to offenders' cases in order to decide whether they can safely be released into the community and recommend appropriate conditions where release is appropriate. Participate in the hearing of cases in order to assess risk while working collaboratively in making judgements about the available evidence and formulate a concise and structured summary of relevant factors to aid in reaching a decision or recommendation. Participate in report writing, assist in drafting seasoned summaries and assist the Chairperson in recommending a decision. Be an effective ambassador for the Parole Board when representing it at hearings or any other event.
<u>ENQUIRIES</u>	: Eastern Cape Region: Ms Myataza Z Tel No: (043) 706 7866/Ms Mgugudo N Tel No: (043) 706 7882. Free State and Northern Cape Region: Ms Mokuni NJ / Ms Molutsoane N/ Ms Radebe T / Ms. Ramncwana B at (082) 306 9027. Gauteng Region: Ms Monguai EN Tel No: (012) 420 0174/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179.

		KwaZulu-Natal Region: Ms Zuma NI Tel No: (033) 355 7386 /Ms Mbhele S Tel No: (033) 345 7375 /Ms Mkhize AL Tel No: (033) 345 7370 / Ms Sibisi NSP Tel No: (033) 345 7369.
<u>NOTE</u>	:	Term of office will be for a period of five (5) years or as may be determined by the Minister in line with Section 74 (7) of the Correctional Services Act, Act 111 of 1998.
<u>POST 29/05</u>	:	<u>COMMUNITY MEMBER</u>
<u>SALARY</u>	:	A member of the Board will be remunerated on monthly rates based on category D sub-category D1 of the remuneration of statutory boards as defined by National Treasury.
<u>CENTRES</u>	:	Eastern Cape region: Amathole Ref No: EC 2026/08/15 (X2 Posts) East London Ref No: EC 2026/08/16 (X2 Posts) Cradock Ref No: EC 2026/08/17 (X2 Posts) Kirkwood Ref No: EC 2026/08/18 (X2 Posts) Mthatha Ref No: EC 2026/08/19 (X4 Posts) Sada Ref No: EC 2026/08/20 (X2 Posts) St Albans Ref No: EC 2026/08/21 (X2 Posts) Gauteng region: Baviaanspoort Ref No: GP 2026/08/06 (X3 Posts) Krugersdrop Ref No: GP 2026/07/07 (X2 Posts) Johannesburg Ref No: GP 2026/08/08 KwaZulu Natal region: Durban Ref No: KZN 2026/08/15 (X2 Posts) Kokstad Ref No: KZN 2026/08/16 (X2 Posts) Piermaritzburg Ref No: KZN 2026/08/17 (X2 Posts) Ncome Ref No: KZN 2026/08/18 (X2 Posts) Waterval Ref No: KZN 2026/08/19 (X2 Posts) Glencoe Ref No: KZN 2026/08/20 (X2 Posts) Empangeni Ref No: KZN 2026/08/21 (X2 Posts)
<u>REQUIREMENTS</u>	:	Recognized degree or national diploma in one of the following fields: Criminal Justice, Community Development, Social Science, Policing or Human Rights related field. 5 years' experience in community development work and/or Criminal Justice. Previous experience in a decision making capacity will be advantageous. Retired professionals are encouraged to apply. Competencies And Attributes: Communication. Client orientation and customer focus. Problem solving and analysis. Decision making. Integrity and honesty. Confidentiality. Good interpersonal relations. Understanding of the Parole Board System.
<u>DUTIES</u>	:	Responsibilities: The successful candidates will be responsible to attend and participate in the decision making role in Parole Board hearings. Act as a facilitator of community reintegration on the part of offenders. Protect the interest of the community, offenders and the state. Ensure objective and fair application of the release policy. Perform ad-hoc tasks as determined by the Board. Ensure confidentiality in terms of Parole Board meetings, decisions and documentation.
<u>ENQUIRIES</u>	:	Eastern Cape Region: Ms Myataza Z Tel No: (043) 706 7866/Ms Mgugudo N Tel No: (043) 706 7882. Gauteng Region: Ms Monguai EN Tel No: (012) 420 0174/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179. KwaZulu-Natal Region: Ms Zuma NI Tel No: (033)355 7386 / Ms Mbhele S Tel No: (033) 345 7375 /Ms Mkhize AL Tel No: (033) 345 7370 / Ms Sibisi NSP Tel No: (033) 345 7369.
<u>NOTE</u>	:	Term of office will be for a period of five (5) years or as may be determined by the Minister in line with Section 74 (7) of the Correctional Services Act, Act 111 of 1998.

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.

<u>CLOSING DATE</u>	:	28 August 2026 at 16:00
<u>NOTE</u>	:	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 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). Applicants who do not comply with the abovementioned instructions/ requirements, as well as applications received late will not be considered. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Please note by responding to the advertisement, you consent to the collection, processing, and storing of your Personal Information in accordance with the Protection of Personal Information Act(POPIA) Your information will be used solely for the purpose of this promotion and will not be shared with third parties without prior consent unless required by law. The Department reserves the right not to make any appointment(s) to the below advertised post(s). The 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

<u>POST 29/06</u>	:	<u>ASSISTANT DIRECTOR: LABOUR MARKET INFORMATION & STATISTICS</u> <u>REF NO: HR4/4/6/40</u>
<u>SALARY</u>	:	R605 749 per annum
<u>CENTRE</u>	:	Provincial Office: Limpopo
<u>REQUIREMENTS</u>	:	Three (3) year relevant qualification in Public Administration/Public Management/ Monitoring and Evaluation/ an Advance Diploma in Monitoring and Evaluation at NQF Level 6 as recognized by SAQA. Four (4) years functional experience in Performance Management/ Statistics Services/

		Monitoring and Evaluation of which three years (3) function at the Officer/ Senior Officer level. Valid driver's license. Knowledge: Public Service Act, Public Service Regulations and relevant prescripts, Labour Legislation and relevant policies, Batho Pele Principles, Statistics and Database software packages, Functioning of Del Labour Centres and Business Units and Labour market dynamics. Skills: General management, Project management, Communication, Computer Literacy, Interpersonal relations, Leadership, Data analysis, Analytical, Innovative.
<u>DUTIES</u>	:	Verify and align the National APP to the Provincial APP and Labour Centre work plan in respect of the Department's policy and planning purposes. Verify and develop the Provincial Information reports. Manage the analysis of the provincial performance information to determine the impact on the Labour market. Oversee the management of the provincial resource centre/library. Manage all the resources of the Sub-Unit.
<u>ENQUIRIES</u>	:	Mr. Makgobola MI Tel No: (015) 290 1723
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane or Jobs-LP@labour.gov.za
<u>NOTE</u>	:	EE target- Priority will be given to Coloured Male, Coloured Female, Indian Male, Indian Female, White Male, White Female.
<u>POST 29/07</u>	:	<u>PRINCIPAL INSPECTOR: ELECTRICAL ENGINEERING REF NO: HR 4/4/8/1</u>
<u>SALARY</u>	:	R605 742 per annum
<u>CENTRE</u>	:	Provincial Office: Free State
<u>REQUIREMENTS</u>	:	Three (3) year National Diploma (NQF6)/ undergraduate Bachelor Degree (NQF7) in Electrical Engineering. Four (4) years functional experience in Electrical services. Valid driver's licence (B). Knowledge: Departmental policies and procedures. Batho Pele Principles. Public Service Act and Regulations. OHS Act and Regulations. OHSAS. OHS standards. OHS Management System. Skills: Facilitation. Planning and Organising. Computer literacy. Interpersonal. Problem Solving. Communication (Verbal & Written). Innovative. Analytical. Research. Project management.
<u>DUTIES</u>	:	Provide inputs into the development of Electrical Engineering Policies and ensure the implementation of OHS Strategy for the Department of Employment and Labour (DoL) in terms of OHS Legislation. Conduct complex inspections for Electrical Engineering regularly as per OHS programme. Conduct technical research on the latest trends of Electrical Engineering in terms of Occupational health and safety. Provide support for enforcement action, including preparation of reports for legal proceedings.
<u>ENQUIRIES</u>	:	Mr. M Luxande Tel No: (051) 505 6325
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X522, Bloemfontein, 9300 Or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein OR Email: jobs-fs5@labour.gov.za
<u>NOTE</u>	:	EE targets -Priority will be given to African Males, African Females, African with Disabilities, Coloured Males, White Males and White Females.
<u>POST 29/08</u>	:	<u>PROVISIONING CLERK REF NO: HR4/4/6/41</u>
<u>SALARY</u>	:	R237 453 per annum
<u>CENTRE</u>	:	Provincial Office: Limpopo
<u>REQUIREMENTS</u>	:	Matriculation/Grade 12 with passed Commercial Subjects (Business Management, Economics and Accounting) or equivalent certificate. Knowledge: Public Service Financial Management, Supply Chain Framework, Logis System, Preferential Procurement Policy Framework Act, Departmental Policies and Procedures. Skills: Client Orientation and Customer Focus, Computer Literacy, Presentation, Analytical, Communication, Numeracy.
<u>DUTIES</u>	:	Provide contract and tender management support to be in line with developed relevant prescripts. Administer open and close tender processes in compliance with SCM policies and Treasury Regulations. Procure goods and services in line with relevant prescripts in the Province. Provide inventory management support to ensure effectiveness and efficient in the Province. Render assets management support to comply with Departmental policies.
<u>ENQUIRIES</u>	:	GJ Matlhakoane Tel No: (015) 290 1665
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane or Jobs-LP@labour.gov.za

<u>NOTE</u>	:	EE target- Priority will be given to African Males, Coloured Males, Coloured Females, Indian Males, White Males and White Females
<u>POST 29/09</u>	:	<u>HUMAN RESOURCE CLERK: HUMAN RESOURCE MANAGEMENT REF NO: HR4/4/8/5</u> (Three (3) Year Contract)
<u>SALARY</u>	:	R237 453 per annum, plus 37% in lieu of benefits
<u>CENTRE</u>	:	Provincial Office Free State
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Mr SZ Segalo Tel No: (051) 505 6206
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X522, Bloemfontein, 9300 Or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein OR email: jobs-fs9@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Operations, Free State

DEPARTMENT OF FORESTRY, FISHERIES AND THE ENVIRONMENT
The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer.

MANAGEMENT ECHELON

<u>POST 29/10</u>	:	<u>DIRECTOR: FORESTRY SCIENTIFIC & TECHNICAL SERVICES REF NO: FOM41/2026</u>
<u>SALARY</u>	:	R1 317 384 per annum, (all-inclusive salary package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An undergraduate qualification in Forestry or relevant qualification (NQF7) within the related field as recognised by SAQA. A minimum of five (5) years' experience at a middle/senior management level. Experience in Research and Forestry Management or related field. Successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government (NSG) must be submitted prior to appointment. 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. 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. Extensive knowledge of the National Forestry Act, 84 of 1998 (NFA), the National Veld & Forestry Fire Act, 101 of 1998 (NVFFA) and the Management of State Forests Act, 128 of 1992. Understanding of law enforcement legislation and relevant regulations. Understanding and knowledge of spatial and non-spatial information systems. Knowledge and understanding of relevant national legislation and international agreements and commitments including their impact. Knowledge and understanding of international laws, agreements, and commitments pertaining to Forestry Management. Leadership Management. Programme and Project Management. Knowledge Management. People Management and Empowerment. Financial Management. Sound Research, Analytical, Organising, Planning, and Presentation skills. Interpersonal Skills. Computer literacy. Good communication skills (Verbal and written). Ability to work with difficult persons and to resolve conflict. Ability to work under pressure and long hours.
<u>DUTIES</u>	:	Manage forestry research, development, and innovation in the sector. Ensure that the research function keeps up with the world trends. Manages the research function and funding. Manage the development of national norms and standards for sustainable forest management. Manage the development of principles, criteria, Indicators, and Standards for Sustainable Forest Management (SFM). Ensure provision of scientific forest management guidelines, best practices, and assistance to the Branch and broader forestry sector. Manage the provision of specialist technical advice and support to the Branch and other relevant stakeholders. Manage the provision of forestry subject inputs towards integrated environmental management. Facilitate and monitor the implementation, maintenance, and improvement of sustainable forestry management business processes. Provision of strategic forestry information and knowledge to support policy development and decision-making. Ensure compliance with the national and international forestry reporting requirements. Coordinate and manage spatial and non-spatial information gathering, processing, and analysis. Co-ordinate regional Geographical Information Systems (GIS) and processes for gathering data and mapping. Maintain a comprehensive GIS database for the region with maps and environmental data. Oversee the development of GIS reports, for further action.
<u>ENQUIRIES</u>	:	Mr. Sibonelo Mbanjwa at (066) 336 3397
<u>APPLICATIONS</u>	:	All applications to be submitted online on the following link: https://erecruitment.environment.gov.za/
<u>NOTE</u>	:	Interested applicants must submit their applications via the above link. Applicant must ensure that they complete all sections on the online Z83 and attached a detailed CV with at least three (3) contactable references. Failure to complete or disclose all required information will automatically disqualify the

applicant. No late applications will be accepted. Shortlisted candidates will be required to submit certified copies of qualifications, identity document and driver's license on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the Department's equity plan. Persons with disabilities are encouraged to apply. Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Short-listed candidates will be expected to avail themselves at the Department's convenience. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG) prior to appointment. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme>. Furthermore, Shortlisted candidates must provide proof of successful completion of the course. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Following the interview and technical assessment for all SMS posts, the Selection Panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the implementation of competency-based assessments. Persons appointed will be subjected to a security clearance, the signing of performance agreement and employment contract. The Department reserves the right not to make an appointment. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful. By submitting the employment application form, you agree and consent in terms of Section 11(1) of the Protection of Personal Information Act (POPIA), 2013 (Act 4 of 2013), for your personal information which you provide to the DFFE to being processed by the department and its employees, agents, Cabinet committees, and subcontractors for recruitment purposes, in accordance with the POPIA of 2013.

CLOSING DATE : 31 August 2026, 16:00. No late application will be accepted

OTHER POSTS

POST 29/11 : **SENIOR SPECIALIST: GREEN HOUSE GAS REPORTING - INDUSTRIAL PROCESSES PRODUCT USE AND WASTE REF NO: CCAQ07/2026**
(Fixed-term 3 years contract)

SALARY : R1 317 384 per annum, (all-inclusive salary package)
CENTRE : Pretoria
REQUIREMENTS : Master's Degree (NQF9) in Chemical Engineering, Natural or Environmental Sciences or relevant qualification as recognised by SAQA. Five (5) years' experience in the relevant field. Knowledge of environmental and development issues (globally, regionally, locally). Good understanding and knowledge of emission and sequestration processes, as well as sources and sinks in the respective sectors. Programme and Project Management. Knowledge of industrial processes and their related greenhouse gas emissions. Ability to conduct greenhouse gas emission reviews. Understanding of South Africa's greenhouse gas emission profile and climate change mitigation. Extensive knowledge of climate change mitigation issues, including legal and policy frameworks and other barriers, the economics and technical requirements of low carbon development. Ability to conduct research, gather and analyse information. Knowledge of atmospheric chemistry and industry process applications. Data collection and analysis. Modelling and coordination. Good

DUTIES

communication (written and spoken), analytical, organisational and report writing skills. Information Management. Sense of responsibility and loyalty.

- : Conduct Report Verification for Carbon Tax. Conduct technical verification and review of company-level GHG reports to support carbon tax validation processes for the IPPU and Waste. Assess the completeness, accuracy, and methodological appropriateness of emissions data submitted by regulated entities. Evaluate verification statements and independent assessor reports to ensure compliance with regulatory requirements. Collaborate with relevant authorities to ensure alignment between reported emissions, carbon tax submissions, and national inventory data. Provide Technical Leadership and Inventory Management for the Industrial Processes Product Use and Waste Sectors. Lead the development, compilation, and enhancement of Green House Gas inventories for the IPPU and Waste sectors in accordance with IPCC guidelines and UNFCCC reporting requirements. Oversee methodological selection, emission factor development, and activity data management to ensure scientific robustness. Support the allocation of carbon budgets for companies in the IPPU sector. Support the development of regulations for the management of synthetic greenhouse gases. Conduct Green House Gas emissions scenario modelling and analysis. Support the development and application of emissions projection models for the IPPU and Waste sectors to inform national mitigation pathways. Analyse baseline and alternative emissions scenarios to assess the potential impact of policies, regulations, and technological interventions. Collaborate with modelling teams, research institutions, and policy units to ensure consistency between inventory data and projections. Conduct research studies and implement funding initiatives. Guide and coordinate research studies aimed at improving emissions estimation, emission factors, mitigation options, and data systems for the IPPU and Waste sectors. Identify priority research needs to address inventory uncertainties, verification challenges, and modelling gaps. Support the mobilisation, allocation, and management of funding for sector-specific research and analytical studies. Review and integrate research outputs into national inventories, modelling frameworks, and policy processes. Enhance data systems and drive continuous improvement. Support the enhancement of GHG data management, reporting, and verification systems. Promote integration between inventory databases, modelling tools, and regulatory reporting platforms. Monitor international best practice and recommend innovations to strengthen inventory, verification, and modelling systems.

ENQUIRIES APPLICATIONS

- : Mr. J Witi, Tel No: (012) 399 9048
- : All applications to be submitted online on the following link:
<https://erecruitment.environment.gov.za/>

NOTE

- : Interested applicants must submit their applications via the above link. Applicant must ensure that they complete all sections on the online Z83 and attached a detailed CV with at least three (3) contactable references. Failure to complete or disclose all required information will automatically disqualify the applicant. No late applications will be accepted. Shortlisted candidates will be required to submit certified copies of qualifications, identity document and driver's license on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the Department's equity plan. Persons with disabilities are encouraged to apply. Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Short-listed candidates will be expected to avail themselves at the Department's convenience. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG) prior to appointment. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme>.

Furthermore, Shortlisted candidates must provide proof of successful completion of the course. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Following the interview and technical assessment for all SMS posts, the Selection Panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the implementation of competency-based assessments. Persons appointed will be subjected to a security clearance, the signing of performance agreement and employment contract. The Department reserves the right not to make an appointment. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful. By submitting the employment application form, you agree and consent in terms of Section 11(1) of the Protection of Personal Information Act (POPIA), 2013 (Act 4 of 2013), for your personal information which you provide to the DFFE to being processed by the department and its employees, agents, Cabinet committees, and subcontractors for recruitment purposes, in accordance with the POPIA of 2013.

<u>CLOSING DATE</u>	:	31 August 2026, 16:00. No late application will be accepted
<u>POST 29/12</u>	:	<u>SENIOR SPECIALIST: GREEN HOUSE GAS REPORTING – ENERGY</u> <u>SECTOR REF NO: CCAQ08/2026</u> (Fixed-term 3 Years contract)
<u>SALARY</u>	:	R1 317 384 per annum, (all-inclusive salary package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Master's Degree (NQF 9) in Chemical Engineering, Natural or Environmental Sciences or relevant qualification as recognised by SAQA. Five (5) years' experience in the relevant field. Knowledge of environmental and development issues (globally, regionally, locally). Good understanding and knowledge of emission and sequestration processes, as well as sources and sinks in the respective sectors. Programme and Project Management. Knowledge of industrial processes and their related greenhouse gas emissions. Ability to conduct greenhouse gas emission reviews. Understanding of South Africa's greenhouse gas emission profile and climate change mitigation. Extensive knowledge of climate change mitigation issues, including legal and policy frameworks and other barriers, the economics and technical requirements of low carbon development. Ability to conduct research, gather and analyse information. Knowledge of atmospheric chemistry and industry process applications. Data collection and analysis. Modelling and coordination. Good communication (written and spoken), analytical, organisational and report writing skills. Information Management. Sense of responsibility and loyalty.
<u>DUTIES</u>	:	Conduct Report Verification for Carbon Tax. Conduct technical verification and review of company-level GHG reports to support carbon tax validation processes for the IPPU and Waste. Assess the completeness, accuracy, and methodological appropriateness of emissions data submitted by regulated entities. Evaluate verification statements and independent assessor reports to ensure compliance with regulatory requirements. Collaborate with relevant authorities to ensure alignment between reported emissions, carbon tax submissions, and national inventory data. Provide Technical Leadership and Inventory Management for the Energy Sectors. Lead the development, compilation, and enhancement of GHG inventories for the Energy in accordance with IPCC guidelines and UNFCCC reporting requirements. Oversee methodological selection, emission factor development, and activity data management to ensure scientific robustness. Support the allocation of carbon budgets for companies in the energy sector. Support the development of GHG emissions accounts. Conduct Green House Gas emissions scenario modelling and analysis. Support the development and application of emissions projection models for the Energy sectors to inform national mitigation pathways. Analyse baseline and alternative emissions scenarios to assess the potential impact of policies, regulations, and technological interventions. Collaborate with modelling teams, research institutions, and policy units to ensure consistency between inventory data and projections. Conduct research studies and implement funding initiatives. Guide and coordinate research studies aimed at improving emissions estimation, emission factors, mitigation options, and data systems for the Energy sectors. Identify priority research

needs to address inventory uncertainties, verification challenges, and modelling gaps. Support the mobilisation, allocation, and management of funding for sector-specific research and analytical studies. Review and integrate research outputs into national inventories, modelling frameworks, and policy processes. Enhance data systems and drive continuous improvement. Support the enhancement of GHG data management, reporting, and verification systems for the energy sector. Promote integration between inventory databases, modelling tools, and regulatory reporting platforms. Monitor international best practice and recommend innovations to strengthen inventory, verification, and modelling systems.

**ENQUIRIES
APPLICATIONS**

NOTE

: Mr. J Witi Tel No: (012) 399 9048
 : All applications to be submitted online on the following link:
<https://erecruitment.environment.gov.za/>
 : Interested applicants must submit their applications via the above link. Applicant must ensure that they complete all sections on the online Z83 and attached a detailed CV with at least three (3) contactable references. Failure to complete or disclose all required information will automatically disqualify the applicant. No late applications will be accepted. Shortlisted candidates will be required to submit certified copies of qualifications, identity document and driver's license on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the Department's equity plan. Persons with disabilities are encouraged to apply. Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Short-listed candidates will be expected to avail themselves at the Department's convenience. Entry-level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG) prior to appointment. The course is available at the NSG under the name Certificate for entry into SMS, and the full details can be obtained by following the link below: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme>. Furthermore, Shortlisted candidates must provide proof of successful completion of the course. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements, and the other must be an integrity (ethical conduct) assessment. Following the interview and technical assessment for all SMS posts, the Selection Panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the implementation of competency-based assessments. Persons appointed will be subjected to a security clearance, the signing of a performance agreement and an employment contract. The Department reserves the right not to make an appointment. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful. By submitting the employment application form, you agree and consent in terms of Section 11(1) of the Protection of Personal Information Act (POPIA), 2013 (Act 4 of 2013), for your personal information which you provide to the DFFE to being processed by the department and its employees, agents, Cabinet committees, and subcontractors for recruitment purposes, in accordance with the POPIA of 2013.

CLOSING DATE

: 31 August 2026, 16:00. No late applications will be accepted

POST 29/13

: **SENIOR SPECIALIST: LAND USE, LAND USE CHANGE AND FORESTRY INVENTORY REF NO: CCAQ09/2026**
 (Fixed-term 3 Years contract)

**SALARY
CENTRE**

: R1 317 384 per annum, (all-inclusive salary package)
 : Pretoria

<u>REQUIREMENT</u>	:	Master's Degree (NQF 9) in Forestry or Natural Resource Sciences, Environmental Management or Sciences or relevant qualification as recognised by SAQA. Five (5) years' experience in the relevant field. Knowledge of environmental and development issues (globally, regionally, locally). Excellent understanding and knowledge of emission and sequestration processes, as well as sources and sinks in the respective sectors. Programme and Project Management. Knowledge of Land-use and land-cover platforms. Understanding of South Africa's greenhouse gas emission profile and climate change mitigation. Knowledge of Climate change mitigation issues, including legal and policy frameworks, economics and technical aspects of low-carbon development, and carbon finance. Ability to conduct research, gather and analyse information. Data collection and analysis. Modelling and coordination. Good communication (written and spoken), analytical, organisational and report writing skills. Information Management. Sense of responsibility and loyalty.
<u>DUTIES</u>	:	Compile Land Use, Land Use Change and Forestry Inventory. Lead the compilation and annual review of the LULUCF component of South Africa's National Greenhouse Gas (GHG) Inventory. Identify data and information requirements for LULUCF emissions estimation. Collect, collate, and validate data for the Forest and Other Land Use (FOLU) sector. Conduct QA/QC processes and ensure data integrity and methodological consistency. Compile LULUCF emission inventory reports and implement GHG improvement programmes. Review Carbon Sequestration. Review sequestration submissions from GHG reporting entities for Carbon Tax compliance. Conduct research to identify other activities that need to be subjected to carbon sequestration under the carbon tax. Oversee the independent verification scheme for carbon sequestration. Collaborate with the forestry and pulp and paper industry to improve transparency in reporting by third-party timber growers. Manage Land Mapping and Data Systems. Set up and operationalise a land-mapping platform to support sustainable LULUCF emissions compilation. Develop and maintain land-use change datasets and land-use change matrices. Analyse mitigation actions using geospatial and land-use data. Strengthen digital systems that support LULUCF monitoring, reporting and verification (MRV). Provide Governance and Reporting Support. Support implementation of the Climate Change Act, specifically as it relates to LULUCF and land-based emissions. Contribute to domestic and international reporting, including Biennial Transparency Reports (BTRs), National Communications, and other UNFCCC submissions. Support the development and operationalisation of standards and guidelines for the FOLU sector.
<u>ENQUIRIES</u>	:	Mr. J Witi Tel No: (012) 399 9048
<u>APPLICATIONS</u>	:	All applications to be submitted online on the following link: https://erecruitment.environment.gov.za/
<u>NOTE</u>	:	Interested applicants must submit their applications via the above link. Applicant must ensure that they complete all sections on the online Z83 and attached a detailed CV with at least three (3) contactable references. Failure to complete or disclose all required information will automatically disqualify the applicant. No late applications will be accepted. Shortlisted candidates will be required to submit certified copies of qualifications, identity document and driver's license on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the Department's equity plan. Persons with disabilities are encouraged to apply. Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Short-listed candidates will be expected to avail themselves at the Department's convenience. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG) prior to appointment. The course is available at the NSG under the name Certificate for entry into

SMS and the full details can be obtained by following the below link:
<https://www.thensg.gov.za/training-course/sms-pre-entryprogramme>.

Furthermore, Shortlisted candidates must provide proof of successful completion of the course. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Following the interview and technical assessment for all SMS posts, the Selection Panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the implementation of competency-based assessments. Persons appointed will be subjected to a security clearance, the signing of performance agreement and employment contract. The Department reserves the right not to make an appointment. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful. By submitting the employment application form, you agree and consent in terms of Section 11(1) of the Protection of Personal Information Act (POPIA), 2013 (Act 4 of 2013), for your personal information which you provide to the DFFE to being processed by the department and its employees, agents, Cabinet committees, and subcontractors for recruitment purposes, in accordance with the POPIA of 2013.

<u>CLOSING DATE</u>	:	31 August 2026, 16:00. No late application will be accepted
<u>POST 29/14</u>	:	<u>SENIOR SPECIALIST: CARBON TAX AND EMISSIONS TRADING REF NO: CCAQ10/2026</u> (Fixed-term - 3 Years)
<u>SALARY</u>	:	R1 317 384 per annum, (all-inclusive salary package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Master's Degree (NQF 9) in Chemical Engineering, Natural or Environmental Sciences or relevant qualification as recognized by SAQA. Five (5) years' experience in the relevant field. Knowledge of environmental and development issues (globally, regionally, locally). Good understanding of emissions estimation methodologies for industrial processes. Ability to conduct research. Knowledge of independent verification processes. Programme and Project Management. Knowledge of carbon tax legislation, GHG reporting. Data collection and analysis. Knowledge of corporate GHG reporting frameworks, GHG Protocol, Corporate Accounting and reporting standards, GRI Standards. Good analytical and mathematical competency. Knowledge of Climate change mitigation issues, including legal and policy frameworks, economics and technical aspects of low-carbon development, and carbon finance. Ability to gather and analyse information. Modelling and coordination. Good communication (written and spoken), analytical, organisational and report writing skills. Information Management. Sense of responsibility and loyalty.
<u>DUTIES</u>	:	Oversee the implementation and administration of the Carbon Tax. Coordinate with SARS for carbon tax verification processes. Work with SARS to ensure the Carbon Tax- Carbon Budget compliance accounting system is working efficiently and errors are avoided. Facilitate workshops and consultations to improve reporting quality and compliance. Represent the department in intergovernmental and technical forums on GHG reporting and carbon tax. Manage and implement data validation and verification procedures. Oversee the reviews of GHG emissions reports submitted by regulated entities. Validate data accuracy against prescribed methodologies under the Climate Change Act and Carbon Tax Act. Oversee the Identification discrepancies and initiate corrective actions with data providers. Prepare verification reports for internal use and for SARS to support carbon tax liability assessments. Prepare an annual report on the state of carbon tax/trading emissions accounting containing recommendations for continuous improvement. Implement Quality Assurance and Quality Control measures within data systems. Design and implement robust Quality Assurance/Quality Control protocols for emissions data. Conduct periodic audits of data systems and reporting processes. Train internal teams and external stakeholders on QA/QC standards. Develop Emission Methodologies. Guide the development, refinement, and implementation of emissions reporting methodologies, tools, and sector-specific approaches for regulated activities. Provide technical guidance and clarification to industry on emissions estimation methods, data quality requirements, and reporting obligations. Strengthen emissions reporting

ENQUIRIES
APPLICATIONS

NOTE

frameworks while maintaining regulatory integrity. Periodically review the validation and verification guidelines for GHG emissions reporting, carbon budgets and mitigation plans.

Mr. J Witi Tel No: (012) 399 9048

All applications to be submitted online on the following link:
<https://erecruitment.environment.gov.za/>

Interested applicants must submit their applications via the above link. Applicant must ensure that they complete all sections on the online Z83 and attached a detailed CV with at least three (3) contactable references. Failure to complete or disclose all required information will automatically disqualify the applicant. No late applications will be accepted. Shortlisted candidates will be required to submit certified copies of qualifications, identity document and driver's license on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the Department's equity plan. Persons with disabilities are encouraged to apply. Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Short-listed candidates will be expected to avail themselves at the Department's convenience. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG) prior to appointment. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme>.

Furthermore, Shortlisted candidates must provide proof of successful completion of the course. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Following the interview and technical assessment for all SMS posts, the Selection Panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the implementation of competency-based assessments. Persons appointed will be subjected to a security clearance, the signing of performance agreement and employment contract. The Department reserves the right not to make an appointment. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful. By submitting the employment application form, you agree and consent in terms of Section 11(1) of the Protection of Personal Information Act (POPIA), 2013 (Act 4 of 2013), for your personal information which you provide to the DFFE to being processed by the department and its employees, agents, Cabinet committees, and subcontractors for recruitment purposes, in accordance with the POPIA of 2013.

CLOSING DATE

31 August 2026, 16:00. No late application will be accepted

POST 29/15

DEPUTY DIRECTOR: FORESTRY TRANSFER REF NO: FOM55/2026

SALARY
CENTRE
REQUIREMENTS

R1 101 468 per annum

Pretoria

National Diploma (NQF6) in Forestry or relevant qualification within the related field as recognised by SAQA. A minimum of five (5) years' experience in Forestry or related field of which three (3) years should be at an entry/junior managerial level (Assistant Director level or equivalent). 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. Extensive knowledge of National Forest Act 1998 (Act 84 of 1998), National Veld and Forest Fire Act 1998 (Act 101 Of 1998), NEMA, NEMBA, Protected Areas, Land Reform Legislations and other Environmental

legislations including Public Finance Regulations, Public Service Regulations, and PFMA. Knowledge of Forestry and Environmental Management Sector. Knowledge of Enumeration for collection of data. Knowledge of Project Management and Financial Management. People Management and Leadership skills. Planning and Organizing skills. Facilitation and Negotiation skills. Excellent Communication skills (verbal, presentation, awareness raising and report writing). Ability to work with difficult persons and to resolve conflict. Ability to work independently and efficiently under pressure. A valid driving license and willing to travel.

DUTIES : Develop and review state forest transfer models, frameworks, guidelines and tools. Facilitate the implementation of the forest transfer framework. Facilitate post settlement support in terms of the transfer of state forest. Identify key stakeholders on the transfer agreement. Mobilise funding on behalf of beneficiaries. Develop and negotiate the conclusion of forest transfer agreements. Consult internal and external stakeholders in terms of transfer matters. Obtain legal opinion on the transfer agreement. Develop frameworks and guidelines for post settlement support.

ENQUIRIES : Ms.T Dlungwana Tel No: (012) 309 5705
APPLICATIONS : All applications to be submitted online on the following link:
<https://erecruitment.environment.gov.za/>

NOTE : Interested applicants must submit their applications via the above link. Applicant must ensure that they complete all sections on the online Z83 and attached a detailed CV with at least three (3) contactable references. Failure to complete or disclose all required information will automatically disqualify the applicant. No late applications will be accepted. Shortlisted candidates will be required to submit certified copies of qualifications, identity document and driver's license on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the Department's equity plan. Persons with disabilities are encouraged to apply. Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Short-listed candidates will be expected to avail themselves at the Department's convenience. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG) prior to appointment. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme>. Furthermore, Shortlisted candidates must provide proof of successful completion of the course. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Following the interview and technical assessment for all SMS posts, the Selection Panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the implementation of competency-based assessments. Persons appointed will be subjected to a security clearance, the signing of performance agreement and employment contract. The Department reserves the right not to make an appointment. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful. By submitting the employment application form, you agree and consent in terms of Section 11(1) of the Protection of Personal Information Act (POPIA), 2013 (Act 4 of 2013), for your personal information which you provide to the DFFE to being processed by the department and its employees, agents, Cabinet committees, and subcontractors for recruitment purposes, in accordance with the POPIA of 2013.

CLOSING DATE : 31 August 2026, 16:00. No late application will be accepted

<u>POST 29/16</u>	:	<u>DEPUTY DIRECTOR: ETHICS AND FRAUD PREVENTION REF NO: ODG03/2026</u>
<u>SALARY</u>	:	R932 292 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	National Diploma (NQF 6) in Forensic Investigations, Auditing, Law, Risk Management or relevant qualification as recognised by SAQA. Accreditation or Membership with Association of Certified Fraud Examiners (ACFE) or Institute of Commercial Forensic Practitioner (ICFP). Five (5) years' experience in Forensic Investigation and Fraud Prevention or relevant field of which three (3) years should be at an entry/ junior managerial level (Assistant Director level or equivalent). Technical knowledge in the application of fraud risk management concepts and principles. Knowledge and Understanding of the concepts of Control and Corporate Governance. Knowledge and understanding of Anti-Fraud and corruption standards and procedures. Risk management standards (Fraud risk) and procedures. Financial policies and related legislation: PFMA and Treasury Regulations; Fraud prevention policies and related legislation: Public Service Anti-Corruption Strategy; Prevention and Combating of Corrupt Activities Act, 2004; Protected Disclosure Act, 2000. In-depth knowledge of the business of the institution and government operations. Good understanding of business processes as well as previous experience in the initiation, development and implementation thereof on fraud risk management. Good understanding and working knowledge of IT systems. Prior experience in workshop facilitation and the ability to liaise at various levels of an organisation. Able to analyse, compare and interpret information and make appropriate recommendations. Methodical and logical when analysing information. Public Service and Departmental procedures and prescripts. Investigative skills, ability to apply fraud prevention, detection and consequence management skills. Computer Literacy. Excellent written, inclusive of report writing and verbal skill, excellent facilitation, presentation and communication skill. Able to negotiate in a spirit of co-operation and collaboration, problem-solving skill and people management. Ability to gather and analyse information. Ability to develop and apply policies ability to work individually and in team. Good interpersonal relations skills. Creativity and initiative, ability to work under extreme pressure and ability to work long hours voluntarily. Ability to work with difficult persons and to resolve conflict. Character beyond reproach, articulate, sense of responsibility and loyalty.
<u>DUTIES</u>	:	Conduct investigations on fraud and corruption allegations. Effective and efficient development and review of fraud management frameworks: Fraud risk management, ethics Management, provide a compliance, advisory and facilitation role in the Department's management of ethics.
<u>ENQUIRIES</u>	:	Mr J Ngapo Tel No: (012) 399 9357
<u>APPLICATIONS</u>	:	All applications to be submitted online on the following link: https://erecruitment.environment.gov.za/
<u>NOTE</u>	:	Interested applicants must submit their applications via the above link. Applicant must ensure that they complete all sections on the online Z83 and attached a detailed CV with at least three (3) contactable references. Failure to complete or disclose all required information will automatically disqualify the applicant. No late applications will be accepted. Shortlisted candidates will be required to submit certified copies of qualifications, identity document and driver's license on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the Department's equity plan. Persons with disabilities are encouraged to apply. Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Short-listed candidates will be expected to avail themselves at the Department's convenience. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is a

successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG) prior to appointment. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme>.

Furthermore, Shortlisted candidates must provide proof of successful completion of the course. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Following the interview and technical assessment for all SMS posts, the Selection Panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the implementation of competency-based assessments. Persons appointed will be subjected to a security clearance, the signing of performance agreement and employment contract. The Department reserves the right not to make an appointment. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful. By submitting the employment application form, you agree and consent in terms of Section 11(1) of the Protection of Personal Information Act (POPIA), 2013 (Act 4 of 2013), for your personal information which you provide to the DFFE to being processed by the department and its employees, agents, Cabinet committees, and subcontractors for recruitment purposes, in accordance with the POPIA of 2013.

<u>CLOSING DATE</u>	:	31 August 2026, 16:00. No late application will be accepted
<u>POST 29/17</u>	:	<u>DEPUTY DIRECTOR: INTERNATIONAL COORDINATION SUPPORT REF NO: CCAQ11/2026</u>
<u>SALARY</u>	:	R932 292 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	National Diploma (NQF6) in Public Management/Administration/Business Administration or relevant qualification within the related field as recognized by SAQA. A minimum of five (5) years' experience in the related field of which three (3) years should be at an entry/junior managerial level (Assistant Director level or equivalent). Knowledge of international relations and diplomacy. Good command of written and oral English and any other official language. Knowledge of strategic coordination/planning, business planning, report, professional writing and policy development. Knowledge and understanding of business process management, organization, performance management, risk management and audit procedures. Understanding of project management. Good understanding of administrative procedures and quality control of documents. Knowledge of government policies and legislations such as PAJA, PAIA, PFMA and other Financial Management and associated prescripts. Planning and organizing skills, facilitation skills, communication skills, technical writing skills and interpersonal relations. Computer literacy. Ability to collaborate effectively with stakeholders at various levels. Ability to work independently and in a team. Proactive approach to meeting deadlines and delivering results with limited supervision. Sense of responsibility and loyalty.
<u>DUTIES</u>	:	Ensure provision of Departmental international focal point administration, international cooperation communication and information management and dissemination. Provide Departmental international focal point services for Multi-lateral Agreements and other international conventions. Ensure the management and dissemination of international cooperation information. Ensure provision of delegation support for international engagements. Oversee the logistical arrangements to support South African delegations to effectively participate in international engagements. Manage the coordination and administration of international travel programmes for the Department. Ensure provision of general support services for the Chief Directorate. Manage the Chief Directorate inputs into the development of the Branch APP. Facilitate the submission of PMDS documents of officials within the Chief Directorate and ensure compliance with PMDS. Monitor and provide oversight into the Chief Directorate financial expenditure. Provide procurement support services for the Chief Directorate. Coordinate and provide support for international projects and implementation.
<u>ENQUIRIES</u>	:	Mr. S Mangold Tel No: (012) 399 9243

<u>APPLICATIONS</u>	:	All applications to be submitted online on the following link: https://erecruitment.environment.gov.za/
<u>NOTE</u>	:	Interested applicants must submit their applications via the above link. Applicant must ensure that they complete all sections on the online Z83 and attached a detailed CV with at least three (3) contactable references. Failure to complete or disclose all required information will automatically disqualify the applicant. No late applications will be accepted. Shortlisted candidates will be required to submit certified copies of qualifications, identity document and driver's license on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the Department's equity plan. Persons with disabilities are encouraged to apply. Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Short-listed candidates will be expected to avail themselves at the Department's convenience. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG) prior to appointment. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: https://www.thensg.gov.za/training-course/sms-pre-entryprogramme . Furthermore, Shortlisted candidates must provide proof of successful completion of the course. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Following the interview and technical passment for all SMS posts, the Selection Panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSSA Directive on the implementation of competency-based assessments. Persons appointed will be subjected to a security clearance, the signing of performance agreement and employment contract. The Department reserves the right not to make an appointment. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful. By submitting the employment application form, you agree and consent in terms of Section 11(1) of the Protection of Personal Information Act (POPIA), 2013 (Act 4 of 2013), for your personal information which you provide to the DFFE to being processed by the department and its employees, agents, Cabinet committees, and subcontractors for recruitment purposes, in accordance with the POPIA of 2013.
<u>CLOSING DATE</u>	:	31 August 2026, 16:00. No late application will be accepted
<u>POST 29/18</u>	:	<u>DEPUTY DIRECTOR: ORGANISATIONAL DEVELOPMENT REF NO: CMS29/2026</u>
<u>SALARY</u>	:	R932 292 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	National Diploma (NQF6) in Management Services/Operations Management/Industrial Psychology or relevant qualification as recognized by SAQA. A minimum of five (5) years' experience in organizational development or relevant field of which three (3) years should be at an entry/junior managerial level (Assistant Director level or equivalent). Knowledge of organizational development principles and procedures. Strategic planning management. Understanding of Human Resource Management and OD legislations and regulatory frameworks. Knowledge of job evaluation grading system and job evaluation process. Public Finance Management Act and Treasury Regulations. Ability to develop and apply policies. Project and change management. Operational Management framework and business process mapping. Ability to gather and analyse information. Sound research, analytical,

DUTIES

: organising, planning and presentation skills. Good communication (verbal and written) and interpersonal skills. Ability to work under pressure and long hours.
: Manage organizational alignment and maintenance of the establishment and structure. Review and develop a detailed organisational structure. Conduct research and study all relevant statutory documents to inform amendments on the organizational structure. Manage and monitor the job evaluation and job descriptions processes. Facilitate and coordinate job evaluation of posts in line with the Directorate's Annual and Operation Plan. Facilitate the appointment and training of JE panel members. Develop and align JE plan and ensure prioritizations for grading of posts (vacant, newly created). Facilitate the development of job descriptions. Develop and review JE policy whenever necessary. Research, interviews and benchmarking with other Departments. Ensure facilitation and coordination of business process mapping and standard operating procedure. Manage the mapping of business processes for all services. Develop standard operating procedures for all services. Facilitate and coordinate the change management interventions. Facilitate change management workshops for all affected stakeholders. Facilitate the migration, matching and placing of staff as a result of structural changes. Facilitate the implementation of Organizational Functionality Assessment and the implementation of the action plan. Facilitate information sharing to all relevant stakeholders.

ENQUIRIES

: Mr. M Mphahlele at 067 422 3734

APPLICATIONS

: All applications to be submitted online on the following link:
<https://erecruitment.environment.gov.za/>

NOTE

: Interested applicants must submit their applications via the above link. Applicant must ensure that they complete all sections on the online Z83 and attached a detailed CV with at least three (3) contactable references. Failure to complete or disclose all required information will automatically disqualify the applicant. No late applications will be accepted. Shortlisted candidates will be required to submit certified copies of qualifications, identity document and driver's license on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the Department's equity plan. Persons with disabilities are encouraged to apply. Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Short-listed candidates will be expected to avail themselves at the Department's convenience. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG) prior to appointment. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme>. Furthermore, Shortlisted candidates must provide proof of successful completion of the course. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Following the interview and technical passment for all SMS posts, the Selection Panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the implementation of competency-based assessments. Persons appointed will be subjected to a security clearance, the signing of performance agreement and employment contract. The Department reserves the right not to make an appointment. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful. By submitting the employment application form, you agree and consent in terms of Section 11(1) of the Protection of Personal Information Act (POPIA), 2013 (Act 4 of 2013), for your personal information which you provide

to the DFFE to being processed by the department and its employees, agents, Cabinet committees, and subcontractors for recruitment purposes, in accordance with the POPIA of 2013.

<u>CLOSING DATE</u>	:	31 August 2026, 16:00. No late application will be accepted.
<u>POST 29/19</u>	:	<u>DEPUTY DIRECTOR: PERFORMANCE MANAGEMENT REF NO:CMS30/2026</u>
<u>SALARY</u>	:	R932 292 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	National Diploma (NQF6) in Human Resource Management or relevant qualification as recognized by SAQA. A minimum of five (5) years' experience in Human Resource Management with specific reference to Performance Management, of which three (3) years should be at an entry/junior managerial level (Assistant Director level or equivalent), PERSAL certificate and a valid Driver's license will serve as an added advantage. Computer literacy Skills that would include a good working knowledge of Microsoft Office products, especially Microsoft Excel, PowerPoint, Outlook, SharePoint, MS Forms, OneDrive, MS Teams and Word. Knowledge of SMS handbook, Public Service Regulation as amended, Public Service Act as amended, Collective Agreements, DPSA directives and other Human Resource Prescripts. Knowledge of administrative procedures, and project management. Good communication skills (verbal and written). Experience in PERSAL system. Knowledge of Financial Administration skills, Supervisory skills, Planning and organizing, Communication skills both verbal and written, and problem-solving skills, Presentation skills, Accuracy, thoroughness, and ability to detect errors, Ability to prioritize and meet deadlines, good working interpersonal skills, Customer service orientation, and flexibility. Ability to work under pressure, Ability to delegate, Ability to establish controls and monitor tasks. Ability to work with difficult persons and to resolve conflict. Willingness to travel. Sense of responsibility, loyalty and honesty.
<u>DUTIES</u>	:	Manage and facilitate the PMDS processes of submission of Performance Agreements, Mid-term assessments, Annual assessments and probation reports for both members of Senior Management Service (SMS) and non-SMS. Ensure quality assurance of SMS and non-SMS Performance Agreements, Mid-term assessments, Annual assessments and probation reports. Administer SMS and non-SMS moderation processes, manage databases, implementations on PERSAL, and appoint committees. Effective facilitation of the implementation of the incentive framework and collective agreements, including OSD and non-OSD. Ensure that awareness and training sessions on PMDS are conducted. Manage the administration of the PMDS online system and other digital platforms. Ensure accurate data capturing, reporting, and provide reports to Management. Manage dispute resolution or disagreement processes emanating from Performance Agreements, Mid-term assessment, Annual assessment, and probation reports. Provide technical advice to stakeholders and management.
<u>ENQUIRIES</u>	:	Ms I Qaqane Tel No: (012) 399 8850
<u>APPLICATIONS</u>	:	All applications to be submitted online on the following link: https://erecruitment.environment.gov.za/
<u>NOTE</u>	:	Interested applicants must submit their applications via the above link. Applicant must ensure that they complete all sections on the online Z83 and attached a detailed CV with at least three (3) contactable references. Failure to complete or disclose all required information will automatically disqualify the applicant. No late applications will be accepted. Shortlisted candidates will be required to submit certified copies of qualifications, identity document and driver's license on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the Department's equity plan. Persons with disabilities are encouraged to apply. Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Short-listed candidates will be expected to avail themselves at the

Department's convenience. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG) prior to appointment. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme>.

Furthermore, Shortlisted candidates must provide proof of successful completion of the course. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Following the interview and technical assessment for all SMS posts, the Selection Panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the implementation of competency-based assessments. Persons appointed will be subjected to a security clearance, the signing of performance agreement and employment contract. The Department reserves the right not to make an appointment. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful. By submitting the employment application form, you agree and consent in terms of Section 11(1) of the Protection of Personal Information Act (POPIA), 2013 (Act 4 of 2013), for your personal information which you provide to the DFFE to being processed by the department and its employees, agents, Cabinet committees, and subcontractors for recruitment purposes, in accordance with the POPIA of 2013.

CLOSING DATE : 31 August 2026, 16:00. No late application will be accepted.

POST 29/20 : **DEPUTY DIRECTOR: COLLECTIVE BARGAINING, NEGOTIATION AND EMPLOYEE ENGAGEMENT REF NO: CMS31/2026**

SALARY : R932 292 per annum
CENTRE : Pretoria
REQUIREMENTS : National Diploma (NQF6) in Labour Relations or relevant qualification as recognized by SAQA. A minimum of five (5) years' experience in collective bargaining / labour relations of which three (3) years should be at an entry / junior managerial level (Assistant Director level or equivalent). Knowledge of Labour Relations Act. Knowledge and understanding of project management, financial management and change management. People management and empowerment. Understanding HR policies, processes and procedures. Knowledge of Labour Relations processes. Good interpersonal relations, stakeholder engagement and research skills. Problem Solving and analysis. Good interpersonal relations skills. Ability to gather and analyse information. Ability to collect and interpret information and reports. Ability to develop, interpret, and apply policies. Ability to work with difficult people and to resolve conflicts Ability to work individually and in team.

DUTIES : Manage and represent at the Departmental Bargaining Chamber and provide support. Manage and coordinate collective bargaining processes. Coordinate DBC meetings and represent the department. Ensure participation of Unions on Departmental committees. Facilitate negotiations on behalf of the Department to ensure effective and compliant outcomes. Presenting proposals and establishing ground rules. Bargaining by exchanging offers and counteroffers, often involving "good faith" negotiations. Ensure implementation of agreements emerging from bargaining structures. Manage and facilitate capacity-building (workshops and training) initiatives on employee relations matters to enhance organizational capability and ensure effective application of Labour relations policies and practice. Identify gaps and provide advice on the required development. Manage the coordination of workshops on employee relations processes and ensure stakeholders are engaged on course content. Provide employee relations advisory services to management and staff, ensuring informed decision-making and compliance with relevant policies, procedures, and Labour legislation. Support and advise managers in the drafting and issuance of intention and warning letters, ensuring compliance with labour legislation, policies, and procedural fairness. Advise Managers and supervisors on management of discipline in the workplace especially

progressive discipline. Provide guidance on disciplinary, grievance, incapacity, and dispute resolution processes. Review and recommend appropriate actions in complex employee relations cases. Provide expert input on organizational policies to ensure compliance with labour laws and best practices.

**ENQUIRIES
APPLICATIONS**

: Mr. L May Tel No: (012) 399 9245
: All applications to be submitted online on the following link:
<https://erecruitment.environment.gov.za/>

NOTE

: Interested applicants must submit their applications via the above link. Applicant must ensure that they complete all sections on the online Z83 and attached a detailed CV with at least three (3) contactable references. Failure to complete or disclose all required information will automatically disqualify the applicant. No late applications will be accepted. Shortlisted candidates will be required to submit certified copies of qualifications, identity document and driver's license on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the Department's equity plan. Persons with disabilities are encouraged to apply. Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Short-listed candidates will be expected to avail themselves at the Department's convenience. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG) prior to appointment. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme>. Furthermore, Shortlisted candidates must provide proof of successful completion of the course. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Following the interview and technical assessment for all SMS posts, the Selection Panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the implementation of competency-based assessments. Persons appointed will be subjected to a security clearance, the signing of performance agreement and employment contract. The Department reserves the right not to make an appointment. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful. By submitting the employment application form, you agree and consent in terms of Section 11(1) of the Protection of Personal Information Act (POPIA), 2013 (Act 4 of 2013), for your personal information which you provide to the DFFE to being processed by the department and its employees, agents, Cabinet committees, and subcontractors for recruitment purposes, in accordance with the POPIA of 2013.

CLOSING DATE

: 31 August 2026, 16:00. No late application will be accepted

POST 29/21

: **DEPUTY DIRECTOR: EMPLOYEE AND HEALTH WELLNESS REF
NO:CMS32/2026**

**SALARY
CENTRE**

: R932 292 per annum
: Pretoria

REQUIREMENTS

: A Bachelor's Degree in Psychology / Social Sciences (NQF7) or relevant qualification as recognized by SAQA. Registration with Health Professions Council of South Africa (HPCSA) as Counsellor or Psychologist or South African Council for Social Service Professions (SACSSP) as a Social Worker. A minimum of five (5) years' experience in Employee health and wellness of which three (3) years should be at an entry/junior managerial level (Assistant Director Level or equivalent). Knowledge and understanding of Project

Management. Knowledge of EAPA SA standards, DPSA EHW framework and policies, Health and behavioural risks in the workplace, HIV/AIDS National Strategic Plan, HR practices and procedures. Knowledge of Public Finance Management Act and Treasury Regulations. Knowledge of Public Service and Departmental procedures and prescripts. Sound planning and organizing skills, good communication skills, interpersonal skills, leadership and management Skills, Coordinating skills, Advanced counselling skills and advanced EAP skills. Computer literate. Ability to gather and analyse information. Ability to develop and apply policies. Ability to work with difficult people and to resolve conflicts. Sense of responsibility and loyalty. Initiative and creativity.

DUTIES

: Coordinate the implementation of wellness management programmes. Implement the Health and Wellness strategic framework. Coordinate the implementation of assessment, counselling and referral services to all vulnerable employees. Analyse individual and group needs to identify psycho-social risks and recommend interventions and action plans. Coordinate the implementation of managerial training and other related life skills training for employees. Coordinate the annual review of wellness management policies. Coordinate the implementation of HIV and TB management programmes. Coordinate the implementation of Health and Productivity Management programmes. Coordinate the implementation of Health screens of employees. Coordinate the implementation of various health awareness and education activities according to the wellness schedule and health calendar. Coordinate the compilation of Employee Health and Wellness reports, manage the appointment, a of the and management and all processes relating to external EHW service providers.

ENQUIRIES APPLICATIONS

: Mr S Nyathi Tel No: (012) 399 8693
: All applications to be submitted online on the following link:
<https://erecruitment.environment.gov.za/>

NOTE

: Interested applicants must submit their applications via the above link. Applicant must ensure that they complete all sections on the online Z83 and attached a detailed CV with at least three (3) contactable references. Failure to complete or disclose all required information will automatically disqualify the applicant. No late applications will be accepted. Shortlisted candidates will be required to submit certified copies of qualifications, identity document and driver's license on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the Department's equity plan. Persons with disabilities are encouraged to apply. Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Short-listed candidates will be expected to avail themselves at the Department's convenience. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG) prior to appointment. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme>. Furthermore, Shortlisted candidates must provide proof of successful completion of the course. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Following the interview and technical assessment for all SMS posts, the Selection Panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the implementation of competency-based assessments. Persons appointed will be subjected to a security clearance, the signing of performance agreement and employment contract. The Department reserves the right not to make an appointment. If you have not been contacted within three 3 months after the

closing date of the advertisement, please accept that your application was unsuccessful. By submitting the employment application form, you agree and consent in terms of Section 11(1) of the Protection of Personal Information Act (POPIA), 2013 (Act 4 of 2013), for your personal information which you provide to the DFFE to being processed by the department and its employees, agents, Cabinet committees, and subcontractors for recruitment purposes, in accordance with the POPIA of 2013.

<u>CLOSING DATE</u>	:	31 August 2026, 16:00. No late application will be accepted
<u>POST 29/22</u>	:	<u>ASSISTANT DIRECTOR: SERVICE CONDITIONS AND BENEFITS REF NO: CMS33/2026</u>
<u>SALARY</u>	:	R487 197 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	National Diploma/Degree (NQF6) in Human Resources Management or equivalent qualification within the relevant field. A minimum of three (3) years' experience in Service Conditions and Benefits. Experience in managing Policy on Incapacity Leave and ill - Health Retirement (PILIR) and experience in managing service termination process. Understanding of the Human Resource Management Legislations and regulatory framework. Knowledge and understanding of Public Service procedures and prescripts. Knowledge of Public Finance Management Act and Treasury Regulations. Knowledge of HR practice & procedures. Knowledge of administrative procedures, project management and personnel management. Good communication skills (verbal and written). Good interpersonal skills, Supervisory and change management skills. Knowledge of policy development and implementation. Sound research, analytical, organising, planning, presentation coordination and stakeholder liaison skills. Experience in PERSAL system (certificates will be an added advantage). Ability to work under pressure and adhere to strict deadlines.
<u>DUTIES</u>	:	Manage and monitor the implementation of service benefits and conditions such as leave allowances, resettlement, medical assistance, and long service recognition in line with relevant prescripts. Ensure the successful implementation of policies on matters related to human resource management to adhere to the relevant prescripts/legislation. Conduct information sharing sessions on service benefits and conditions. Manage the performance of other remunerative work outside the public service and financial disclosures. Manage Policy on Incapacity Leave and Ill- Health Retirement (PILIR). Manage the implementation service termination process and exit interviews.
<u>ENQUIRIES</u>	:	Mr P Mpati Tel No: (012) 399 8653
<u>APPLICATIONS</u>	:	All applications to be submitted online on the following link: https://erecruitment.environment.gov.za/
<u>NOTE</u>	:	Interested applicants must submit their applications via the above link. Applicant must ensure that they complete all sections on the online Z83 and attached a detailed CV with at least three (3) contactable references. Failure to complete or disclose all required information will automatically disqualify the applicant. No late applications will be accepted. Shortlisted candidates will be required to submit certified copies of qualifications, identity document and driver's license on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the Department's equity plan. Persons with disabilities are encouraged to apply. Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Short-listed candidates will be expected to avail themselves at the Department's convenience. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG) prior to appointment. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link:

<https://www.thensg.gov.za/training-course/sms-pre-entryprogramme>. Furthermore, Shortlisted candidates must provide proof of successful completion of the course. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Following the interview and technical assessment for all SMS posts, the Selection Panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the implementation of competency-based assessments. Persons appointed will be subjected to a security clearance, the signing of performance agreement and employment contract. The Department reserves the right not to make an appointment. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful. By submitting the employment application form, you agree and consent in terms of Section 11(1) of the Protection of Personal Information Act (POPIA), 2013 (Act 4 of 2013), for your personal information which you provide to the DFFE to being processed by the department and its employees, agents, Cabinet committees, and subcontractors for recruitment purposes, in accordance with the POPIA of 2013.

<u>CLOSING DATE</u>	:	31 August 2026, 16:00. No late application will be accepted
<u>POST 29/23</u>	:	<u>MEDICAL ORDERLY: GOUGH ISLAND REF NO: OC16/2026</u> (Approximately Fifteen Months Contract)
<u>SALARY</u>	:	R487 197 per annum, (plus 37% in lieu of service benefits)
<u>CENTRE</u>	:	Gough Island
<u>REQUIREMENTS</u>	:	National Diploma / Degree in Nursing/ Certificate in Operational Emergency Care Practitioner or equivalent relevant qualification. Applicants must be registered with the HPCSA (Health Professions Council of South Africa) or SANC (South African Nursing Council.) 3-5 years relevant experience required. Experience in rural or remote medicine. Knowledge of Acute Trauma Life Support and ACLS Acute Cardiac Life Support. Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal framework such as the Nursing Act, Health Act, Occupational Health & Safety Act, Patient Rights Charter Act, Public Service Regulations Act and Labour Relations Act. Must have leadership skills, decision making, problem solving, interpersonal skills and computer skills in basic programmes. The incumbent has to be able to work independently with minimal support under extreme pressure and without supervision. The incumbent must have good verbal and written communication skills and the ability to work in a team.
<u>DUTIES</u>	:	The incumbent will be responsible for providing medical treatment to all team members during the expedition and ensure the work is according to the scope of practise regulations. Undertake minor dental and x-rays when needed. Prepare reports, do stock-takes of food and medicines. Order spares and equipment and do other common non-technical duties performed by expedition members. Ensure the food is stored according to the medical acts by maintaining high standards of food/ hygiene/ housekeeper/ linen and tailoring roles. Provide support to team leader for coordinating and training for the rescue and evacuation/ emergency procedures for the island as well as in a social role to motivate and encourage fellow team members.
<u>ENQUIRIES</u>	:	Mr R Hlophe Tel No: (021) 4937067
<u>APPLICATIONS</u>	:	Must be submitted to the Director-General, Department of Forestry, Fisheries and the Environment, The Director: Integrated Human Resource Management, Private Bag X4390, Cape Town, 8000 or hand-deliver to No 63 Strand Street, Cape Town or email to: Recruitmentcoastal@dffe.gov.za
<u>NOTE</u>	:	Application must be submitted on a New signed Z83 form obtainable from any Public Service Department accompanied by a recent detailed Curriculum Vitae only, to be considered. All attachments for online application must include an application form Z83 and CV only, in PDF and as one (1) document or attachment, indicate the correct job title and the reference number of the post on the subject line of your email. Use the correct email address associated with the post. JPEG (picture/snapshot) application will not be accepted. Shortlisted candidates will be required to submit certified copies of qualifications, Senior Certificate, identity document and driver's license on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The National

Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the Department's equity plan. Persons with disabilities are encouraged to apply. Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Short-listed candidates will be expected to avail themselves at the Department's convenience. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG) prior to appointment. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme>. Furthermore, Shortlisted candidates must provide proof of successful completion of the course. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Following the interview and the technical exercise of all SMS posts, the Selection Panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the implementation of competency-based assessments. Persons appointed will be subjected to a security clearance, the signing of performance agreement and employment contract. The Department reserves the right not to make an appointment. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful. By submitting the employment application form, you agree and consent in terms of Section 11(1) of the Protection of Personal Information Act (POPIA), 2013 (Act 4 of 2013), for your personal information which you provide to the DFFE to being processed by the department and its employees, agents, Cabinet committees, and subcontractors for recruitment purposes, in accordance with the POPIA of 2013. NB: The incumbent will execute duties at a Sub/Antarctic Base and adhere to the health, safety and environmental requirements. The successful applicant will spend a full year (September 2026 to October 2027) at Gough Island. There is no option to return to South Africa before October 2027. The ability to work and live with small groups of people is thus essential. Although the base is well-equipped with e-mail, fax and satellite telephone facilities, the applicant has to be self-sufficient and self-motivated. The location may affect both the physical and mental well-being of the incumbent, their family and close relationships. Candidates must be physically fit, mentally strong and prepared for physically challenging and satisfying work. In addition, the successful candidates may often be called upon to work long hours in extreme conditions on duties unrelated to their function. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment. Appointment to these positions is subject to a rigorous medical examination as well as psychometric assessment, which will be arranged for at no cost to the applicants.

CLOSING DATE

: 31 August 2026, 16:00. No late applications will be accepted

POST 29/24

: **ASSISTANT DIRECTOR: GHG EMISSIONS MANAGEMENT SYSTEMS**
COORDINATION REF NO: CCAQ12/2026
(Fixed-term 3 years contract)

SALARY
CENTRE

: R487 197 per annum, (plus 37% in lieu of service benefits)
: Pretoria

REQUIREMENTS

: National Diploma (NQF6) in Information Technology or relevant qualification as recognised by SAQA. Three (3) years' experience in the relevant field. Knowledge of information management techniques, methodologies, systems and the latest technologies. Excellent understanding of data management principles. Project management. Experience in Google Apps, spatial databases, programming and mapping technology, and utilizing cloud-based servers (Amazon, Google). Ability to gather and analyse information.

Knowledge of scientific, engineering and IT fields. Strong analytical and problem-solving skills. Ability to work under pressure. Good IT skills in networking (internet connection, routing and switching) SQL Databases, and XML/ JSON. Good communication (written and spoken), analytical, organisational and report writing skills. Information Management. Sense of responsibility and loyalty.

DUTIES

: Provide End User Support and Training. Troubleshoot and resolve hardware and software issues. Create and maintain documentation for systems, configurations, and procedures. Develop and implement incident response plans. Ensure System Availability and Reliability. Implement and maintain monitoring solutions to detect and address potential issues proactively. Respond promptly to system outages and other critical incidents. Collaborate with the IT security team to establish and enforce information security measures. Provide system Development and Maintenance Support. Engage with service providers for support, and maintenance of systems. Implement and maintain automation tools and scripts to streamline repetitive tasks. Identify and address system performance bottlenecks. Provide Information Management services and Data Analysis. Establish and maintain a records management system. Ensure proper documentation, retention, and archiving of records. Collaborate with climate change or GHG inventory experts to derive insights from organizational data. Develop and generate reports to support decision-making processes.

ENQUIRIES APPLICATIONS

: Mr. J Witi Tel No: (012) 399 9048
: All applications to be submitted online on the following link:
<https://erecruitment.environment.gov.za/>

NOTE

: Interested applicants must submit their applications via the above link. Applicant must ensure that they complete all sections on the online Z83 and attached a detailed CV with at least three (3) contactable references. Failure to complete or disclose all required information will automatically disqualify the applicant. No late applications will be accepted. Shortlisted candidates will be required to submit certified copies of qualifications, identity document and driver's license on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the Department's equity plan. Persons with disabilities are encouraged to apply. Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Short-listed candidates will be expected to avail themselves at the Department's convenience. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG) prior to appointment. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme>. Furthermore, Shortlisted candidates must provide proof of successful completion of the course. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Following the interview and technical assessment for all SMS posts, the Selection Panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the implementation of competency-based assessments. Persons appointed will be subjected to a security clearance, the signing of performance agreement and employment contract. The Department reserves the right not to make an appointment. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful. By submitting the employment application form, you agree and consent in terms of Section 11(1) of the Protection of Personal Information Act

(POPIA), 2013 (Act 4 of 2013), for your personal information which you provide to the DFFE to being processed by the department and its employees, agents, Cabinet committees, and subcontractors for recruitment purposes, in accordance with the POPIA of 2013.

<u>CLOSING DATE</u>	:	31 August 2026, 16:00. No late application will be accepted
<u>POST 29/25</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER REF NO: CCAQ13/2026</u>
<u>SALARY</u>	:	R413 001 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	National Diploma (NQF6) in Public Management/Office management or relevant qualification within the related field as recognized by SAQA. A minimum of two (2) years' experience in office management and administration. Knowledge of administrative and procurement procedures. Understanding of public Service procedures and prescripts such as Public Finance Management Act (PFMA), Treasury Regulations and other related prescripts. Knowledge of LOGIS and BAS. Computer literacy. Planning and organizing skills, communication skills, listening and writing skills and interpersonal relations skills. Excellent knowledge of MS Office, Word, Excel and PowerPoint. Ability to compile spreadsheets and prepare budget. Ability to compile reports. Ability to gather and analyse information. Ability to work individually and in team.
<u>DUTIES</u>	:	Render chief user services. Procure goods and services for the Chief Directorate and facilitate the procurement of the stationery. Compile requisition forms (Log2) for goods and services. Capture the requisition on LOGIS. Ensure that order numbers are followed up with supply chain management. Render logistical support services. Book venues for meetings and workshops. Administer travel arrangements and handle travel claims. Provide administration support services. Arrange meetings. Prepare documents for workshops /training sessions and meetings. Management of the filing system. Render financial support services. Compile budget spreadsheet. Obtain BAS report to determine monthly expenditure status. Prepare monthly expenditure report and submit it to management. Arrange petty cash when needed. Provide inventory support services. Maintain the directorate's asset register. Update the register when new office equipment is acquired.
<u>ENQUIRIES</u>	:	Ms J Kuhn Tel No: (012) 399 9149
<u>APPLICATIONS</u>	:	All applications to be submitted online on the following link: https://erecruitment.environment.gov.za/
<u>NOTE</u>	:	Interested applicants must submit their applications via the above link. Applicant must ensure that they complete all sections on the online Z83 and attached a detailed CV with at least three (3) contactable references. Failure to complete or disclose all required information will automatically disqualify the applicant. No late applications will be accepted. Shortlisted candidates will be required to submit certified copies of qualifications, identity document and driver's license on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the Department's equity plan. Persons with disabilities are encouraged to apply. Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Creditworthiness; Previous employment (reference checks); and Qualification verification. Short-listed candidates will be expected to avail themselves at the Department's convenience. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG) prior to appointment. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: https://www.thensg.gov.za/training-course/sms-pre-entryprogramme . Furthermore, Shortlisted candidates must provide proof of successful completion of the course. All shortlisted candidates, including the SMS, shall

undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Following the interview and technical assessment for all SMS posts, the Selection Panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the implementation of competency-based assessments. Persons appointed will be subjected to a security clearance, the signing of performance agreement and employment contract. The Department reserves the right not to make an appointment. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful. By submitting the employment application form, you agree and consent in terms of Section 11(1) of the Protection of Personal Information Act (POPIA), 2013 (Act 4 of 2013), for your personal information which you provide to the DFFE to being processed by the department and its employees, agents, Cabinet committees, and subcontractors for recruitment purposes, in accordance with the POPIA of 2013.

<u>CLOSING DATE</u>	:	31 August 2026, 16:00. No late application will be accepted
<u>POST 29/26</u>	:	<u>OFFICE ADMINISTRATOR III: REF NO: CCAQ14/2026</u>
<u>SALARY</u>	:	R413 001 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	National Diploma (NQF6) in Public Management / Office management or relevant qualification within the related field as recognized by SAQA. A minimum of two (2) years' experience in office management and administration. Knowledge of administrative and procurement procedures. Understanding of public Service procedures and prescripts such as Public Finance Management Act (PFMA), Treasury Regulations and other related prescripts. Knowledge of LOGIS and BAS. Computer literacy. Planning and organizing skills, communication skills, listening and writing skills and interpersonal relations skills. Ability to compile spreadsheets and prepare budget. Ability to compile reports. Ability to gather and analyse information. Ability to work individually and in team.
<u>DUTIES</u>	:	Render secretarial support to the DDG's office. Effectively manage the diary of the DDG. Provide administrative support to the DDG's Office. Provide support with consolidation and alignment of monthly reports, Parliamentary Questions, referrals, quarterly reports, or any ad-hoc requests for inputs. Receive and distribute documents. Consolidate and submit claims. Administer leave. Provide document management support in the DDG's Office. Provide support with distribution of documents to relevant destinations. Draft internal and external memos, submissions and presentations. Manage incoming and outgoing documents. Render logistical support services. Coordinate travelling arrangements for the DDG. Submit advance request to Finance when required. Coordinate logistical arrangements for the meetings/workshop. Provide client liaison support services. Undertake proper screening of calls and management of e-mails. Provide information regarding departmental policies/strategies.
<u>ENQUIRIES</u>	:	Mr M Kekana Tel No: (012) 399 9180
<u>APPLICATIONS</u>	:	All applications to be submitted online on the following link: https://erecruitment.environment.gov.za/
<u>NOTE</u>	:	Interested applicants must submit their applications via the above link. Applicant must ensure that they complete all sections on the online Z83 and attached a detailed CV with at least three (3) contactable references. Failure to complete or disclose all required information will automatically disqualify the applicant. No late applications will be accepted. Shortlisted candidates will be required to submit certified copies of qualifications, identity document and driver's license on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the Department's equity plan. Persons with disabilities are encouraged to apply. Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit worthiness; Previous employment (reference checks); and Qualification

verification. Short-listed candidates will be expected to avail themselves at the Department's convenience. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG) prior to appointment. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme>. Furthermore, Shortlisted candidates must provide proof of successful completion of the course. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Following the interview and technical assessment for all SMS posts, the Selection Panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the implementation of competency-based assessments. Persons appointed will be subjected to a security clearance, the signing of performance agreement and employment contract. The Department reserves the right not to make an appointment. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful. By submitting the employment application form, you agree and consent in terms of Section 11(1) of the Protection of Personal Information Act (POPIA), 2013 (Act 4 of 2013), for your personal information which you provide to the DFFE to being processed by the department and its employees, agents, Cabinet committees, and subcontractors for recruitment purposes, in accordance with the POPIA of 2013.

<u>CLOSING DATE</u>	:	31 August 2026, 16:00. No late application will be accepted
<u>POST 29/27</u>	:	<u>SENIOR LABOUR RELATIONS PRACTITIONER: CASE MANAGEMENT AND COMPLIANCE SUPPORT REF NO: CMS34/2026</u>
<u>SALARY</u>	:	R413 001 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	National Diploma (NQF6) in Labour Relations or relevant qualification as recognized by SAQA. A minimum of two (2) years' experience in case and compliance management or relevant field. PERSAL introduction certificate. Knowledge of employee relations. Knowledge of Public Service legislation and resolutions. Knowledge of disciplinary code and procedures, grievance procedure, mediation and arbitration. Knowledge and understanding of relevant policies and procedures. Communication skills (written and verbal), planning and organization skills, report writing skills, coordination skills, conflict resolution skills, interpretation and application of legislation, policies and resolutions, programme and project management skills and computer literacy. Good interpersonal relations skills. Ability to collect and interpret information and reports. Ability to gather and analyse information. Ability to interpret & apply relevant legislation, regulations, resolutions & policies. Ability to work under pressure and work under limited supervision. Ability to work independently and in a team.
<u>DUTIES</u>	:	Manage and track all Labour Relations cases. Develop and maintain the Labour Relations case management system. Screening of all received cases. Document preparation and distribution of case documents. Receive complaints and liaise with relevant stakeholders. Facilitate and manage Labour Relations inquiries. Provide administration and management reporting compliance. Work collaboratively with case workers to ensure efficient document management. Perform analysis on relevant metrics as defined by Management and prepare compliance monthly/quarterly/annual reports. Ensure that all grievance, misconduct and dispute cases are captured on PERSAL. Facilitate the implementation of grievance rules and procedures.
<u>ENQUIRIES</u>	:	Ms. I Qaqane Tel No. (012) 399 8850
<u>APPLICATIONS</u>	:	All applications to be submitted online on the following link: https://erecruitment.environment.gov.za/
<u>NOTE</u>	:	Interested applicants must submit their applications via the above link. Applicant must ensure that they complete all sections on the online Z83 and attached a detailed CV with at least three (3) contactable references. Failure

to complete or disclose all required information will automatically disqualify the applicant. No late applications will be accepted. Shortlisted candidates will be required to submit certified copies of qualifications, identity document and driver's license on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the Department's equity plan. Persons with disabilities are encouraged to apply. Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Short-listed candidates will be expected to avail themselves at the Department's convenience. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG) prior to appointment. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme>.

Furthermore, Shortlisted candidates must provide proof of successful completion of the course. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Following the interview and technical assessment for all SMS posts, the Selection Panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the implementation of competency-based assessments. Persons appointed will be subjected to a security clearance, the signing of performance agreement and employment contract. The Department reserves the right not to make an appointment. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful. By submitting the employment application form, you agree and consent in terms of Section 11(1) of the Protection of Personal Information Act (POPIA), 2013 (Act 4 of 2013), for your personal information which you provide to the DFFE to being processed by the department and its employees, agents, Cabinet committees, and subcontractors for recruitment purposes, in accordance with the POPIA of 2013.

<u>CLOSING DATE</u>	:	31 August 2026, 16:00. No late application will be accepted
<u>POST 29/28</u>	:	<u>SENIOR HUMAN RESOURCE PRACTITIONER: EXECUTIVE DEVELOPMENT REF NO: CMS38/2026</u>
<u>SALARY</u>	:	R413 001 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	National Diploma (NQF6) in Human Resource Management/Development or relevant qualification as recognized by SAQA. A minimum of two (2) years' proven experience in the field of Human Resources Management, with a specific focus on Human Resources Development. Experience in facilitating training and the development opportunities for staff. Good understanding and functional knowledge of the Public Service Act, Public Service Regulations, Public Finance Management Act and Treasury Regulations. Understanding of Human Resource Management legislation and regulatory frameworks. Good communication (verbal and written), stakeholder liaison, organising and planning skills. Good analytical thinking, innovation, and creative skills. Good computer literacy and use of standard packages. Ability to work long hours and under pressure. Ability to work independently and in a team. Ability to interpret policies and directives on HR matters. Skills in formulating and writing reports. Ability to plan and organise the activities of the division.
<u>DUTIES</u>	:	Coordinate and implement executive coaching for managers. Facilitate the development of coaching database. Coordinate Bid Evaluation Committee meetings. Communicate with service providers. Coordinate and implement

executive development learning interventions for senior manager. Coordinate and implement executive development programmes and ad-hoc training for senior managers. Coordinate and implement learning network sessions for MMS & SMS and for level 4-10. Coordinate the Departments learning network sessions for MMS and SMS members and for level 8 and below. Coordinate and implement the induction for SMS. Coordinate and facilitate the orientation of the department. Coordinate the registration of new entrants with School of Governments. Coordinate the research requests from stakeholders (Internal and external).

ENQUIRIES : Mr J Moepya Tel No: (012) 399 8682
APPLICATIONS : All applications to be submitted online on the following link:
<https://erecruitment.environment.gov.za/>

NOTE : Interested applicants must submit their applications via the above link. Applicant must ensure that they complete all sections on the online Z83 and attached a detailed CV with at least three (3) contactable references. Failure to complete or disclose all required information will automatically disqualify the applicant. No late applications will be accepted. Shortlisted candidates will be required to submit certified copies of qualifications, identity document and driver's license on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the Department's equity plan. Persons with disabilities are encouraged to apply. Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Short-listed candidates will be expected to avail themselves at the Department's convenience. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG) prior to appointment. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme>. Furthermore, Shortlisted candidates must provide proof of successful completion of the course. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Following the interview and technical assessment for all SMS posts, the Selection Panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the implementation of competency-based assessments. Persons appointed will be subjected to a security clearance, the signing of performance agreement and employment contract. The Department reserves the right not to make an appointment. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful. By submitting the employment application form, you agree and consent in terms of Section 11(1) of the Protection of Personal Information Act (POPIA), 2013 (Act 4 of 2013), for your personal information which you provide to the DFFE to being processed by the department and its employees, agents, Cabinet committees, and subcontractors for recruitment purposes, in accordance with the POPIA of 2013.

CLOSING DATE : 31 August 2026, 16:00. No late applications will be accepted

POST 29/29 : **ORGANIZATIONAL DEVELOPMENT PRACTITIONER REF NO: CMS39/2026**

SALARY : R338 106 per annum
CENTRE : Pretoria
REQUIREMENTS : National Diploma (NQF6) in Management Services/Operations Management/Industrial Psychology or relevant qualification as recognised by

SAQA. One (1) year experience in Organisational Development or relevant field. PERSAL introduction certificate and the Compensate-Evaluate system will be an added advantage. Knowledge of and ability to interpret Human Resources directives, guidelines and prescripts specifically around organisational design and job evaluation. Understanding of the work-study/organisational design, job evaluation processes, business process mapping, and change management. Good communication skills (verbal and written). Good interpersonal, sound research, analytical, organising, planning, presentation, coordination, and stakeholder liaison skills. Computer literacy on packages such as Microsoft Word, Excel and PowerPoint is essential. Ability to work long hours and under pressure. Ability to work independently and in a team.

DUTIES

: Provide support on organisational development investigations. Conduct preliminary analysis on existing functions. Coordinate meetings with stakeholders. Provide job evaluation support and compile job descriptions. Conduct job evaluation investigations. Develop and facilitate the review of job descriptions. Maintain the job description database. Provide support for business process mapping. Provide support in the development of standard operating procedures. Render support in change management interventions in line with OD investigations. Render support on the coordination of change management workshops for all affected stakeholders. Render support on the migration, matching and placing of staff as a result of structure and job evaluation changes. Provide administrative support for the JE and OD functions. Facilitate logistical arrangements to meetings. Provide secretariat support to meetings.

ENQUIRIES APPLICATIONS

: Ms Z Mahotle Tel No: (012) 399 8581
: All applications to be submitted online on the following link:
<https://erecruitment.environment.gov.za/>

NOTE

: Interested applicants must submit their applications via the above link. Applicant must ensure that they complete all sections on the online Z83 and attached a detailed CV with at least three (3) contactable references. Failure to complete or disclose all required information will automatically disqualify the applicant. No late applications will be accepted. Shortlisted candidates will be required to submit certified copies of qualifications, identity document and driver's license on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the Department's equity plan. Persons with disabilities are encouraged to apply. Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Short-listed candidates will be expected to avail themselves at the Department's convenience. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG) prior to appointment. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme>. Furthermore, Shortlisted candidates must provide proof of successful completion of the course. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Following the interview and technical assessment for all SMS posts, the Selection Panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the implementation of competency-based assessments. Persons appointed will be subjected to a security clearance, the signing of performance agreement and employment contract. The Department reserves the right not to make an appointment. If you have not been contacted within three 3 months after the

closing date of the advertisement, please accept that your application was unsuccessful. By submitting the employment application form, you agree and consent in terms of Section 11(1) of the Protection of Personal Information Act (POPIA), 2013 (Act 4 of 2013), for your personal information which you provide to the DFFE to being processed by the department and its employees, agents, Cabinet committees, and subcontractors for recruitment purposes, in accordance with the POPIA of 2013.

<u>CLOSING DATE</u>	:	31 August 2026, 16:00. No late application will be accepted
<u>POST 29/30</u>	:	<u>OFFICE ADMINISTRATOR II: GOVERNANCE AND EXECUTIVE SUPPORT</u> <u>REF NO: ODG04/2026</u>
<u>SALARY</u>	:	R338 106 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	National Diploma (NQF6) in Public / Office Management, Business Management, or relevant qualification within related field as recognised by SAQA. A minimum of one (1) year of experience in executive support and office administration functions. Good interpersonal skills, good communication (written and verbal), decision making, analytical and organising skills. Good computer literacy with knowledge of MS Excel, MS PowerPoint, MS Word, Outlook, and the internet. Good administration, diary management, document management, email and telephone screening skills. An understanding of public service systems and procedures will also serve as an advantage. Ability to work under pressure and work independently with limited supervision. Willingness to work after hours, as and when required.
<u>DUTIES</u>	:	Render efficient secretarial support. Provide efficient and effective administrative support. Provide logistical support. Provide financial administration services management. Provide document management support. Provide Client Liaison support. Manage and maintain leave register. Perform any other administrative-related functions.
<u>ENQUIRIES</u>	:	Ms Z Maistry Tel No: (012) 399 9117
<u>APPLICATIONS</u>	:	All applications to be submitted online on the following link: https://erecruitment.environment.gov.za/
<u>NOTE</u>	:	Interested applicants must submit their applications via the above link. Applicants must ensure that they complete all sections on the online Z83 and attach a detailed CV with at least three (3) contactable references. Failure to complete or disclose all required information will automatically disqualify the applicant. No late applications will be accepted. Shortlisted candidates will be required to submit certified copies of qualifications, identity document and driver's license on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the Department's equity plan. Persons with disabilities are encouraged to apply. Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Creditworthiness; Previous employment (reference checks); and Qualification verification. Short-listed candidates will be expected to avail themselves at the Department's convenience. Entry-level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG) prior to appointment. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: https://www.thensg.gov.za/training-course/sms-pre-entryprogramme . Furthermore, Shortlisted candidates must provide proof of successful completion of the course. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Following the interview and technical assessment for all SMS posts, the Selection Panel will recommend candidates to attend a generic managerial

competency assessment in compliance with the DPSA Directive on the implementation of competency-based assessments. Persons appointed will be subjected to a security clearance, the signing of a performance agreement and an employment contract. The Department reserves the right not to make an appointment. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful. By submitting the employment application form, you agree and consent in terms of Section 11(1) of the Protection of Personal Information Act (POPIA), 2013 (Act 4 of 2013), for your personal information which you provide to the DFFE to being processed by the department and its employees, agents, Cabinet committees, and subcontractors for recruitment purposes, in accordance with the POPIA of 2013.

<u>CLOSING DATE</u>	:	31 August 2026, 16:00. No late applications will be accepted
<u>POST 29/31</u>	:	<u>HUMAN RESOURCE OFFICER REF NO: CMS40/2026</u>
<u>SALARY</u>	:	R237 453 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Grade 12 Certificate. Post-matric qualification and experience in service conditions and benefits will be an added advantage. PERSAL introduction certificate will serve as an added advantage. Knowledge of Human Resource Management legislation and regulatory framework (Public Service Act, Public Service Regulations and HR policies and procedures) and Batho-Pele principles. Skills required: Good communication (verbal and written) and interpersonal relations, organising and planning skills. Ability to work individually and in a team.
<u>DUTIES</u>	:	Processing of service benefits transactions on leave of absence, allowances, medical assistance, long service recognition, pension, resettlement, service termination and injury on duty. Provide advice and guidance to clients regarding the above benefits. Compile and keep databases on all matters of service benefits and conditions. Respond to client's enquiries.
<u>ENQUIRIES</u>	:	Ms D Ndlovu Tel No: (012) 399 8643
<u>APPLICATIONS</u>	:	All applications to be submitted online on the following link: https://erecruitment.environment.gov.za/
<u>NOTE</u>	:	Interested applicants must submit their applications via the above link. Applicants must ensure that they complete all sections on the online Z83 and attach a detailed CV with at least three (3) contactable references. Failure to complete or disclose all required information will automatically disqualify the applicant. No late applications will be accepted. Shortlisted candidates will be required to submit certified copies of qualifications, identity document and driver's license on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the Department's equity plan. Persons with disabilities are encouraged to apply. Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Short-listed candidates will be expected to avail themselves at the Department's convenience. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG) prior to appointment. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: https://www.thensg.gov.za/training-course/sms-pre-entryprogramme . Furthermore, Shortlisted candidates must provide proof of successful completion of the course. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Following the interview and technical assessment for all SMS posts, the

Selection Panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the implementation of competency-based assessments. Persons appointed will be subjected to a security clearance, the signing of a performance agreement and an employment contract. The Department reserves the right not to make an appointment. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful. By submitting the employment application form, you agree and consent in terms of Section 11(1) of the Protection of Personal Information Act (POPIA), 2013 (Act 4 of 2013), for your personal information which you provide to the DFFE to being processed by the department and its employees, agents, Cabinet committees, and subcontractors for recruitment purposes, in accordance with the POPIA of 2013.

<u>CLOSING DATE</u>	:	31 August 2026, 16:00. No late applications will be accepted
<u>POST 29/32</u>	:	<u>HOUSEKEEPING EXECUTIVE</u>
<u>SALARY CENTRE</u>	:	R144 024 per annum Pretoria Ref No: CMS37/2026 (X2 Posts) QwaQwa Ref No: CMS38/2026 (X1 Post)
<u>REQUIREMENTS</u>	:	Grade 9 or ABET Level 2 Certificate. Experience in rendering cleaning services will be an added advantage. Understanding one of the official languages used in the Department. Ability to work individually and in a team. Skills required: Good interpersonal relations, Communication, Sound organizing, and planning skills. Have a sense of responsibility and loyalty. Ability to work long hours voluntarily.
<u>DUTIES</u>	:	Provide cleaning service in the department, Cleaning of offices, boardrooms, kitchen, and passages, Clean the computer printer and cabinets, Provide support for meetings in the department, washing cups and filling up water bottles removing waste and disposing of the main dustbin, handling cleaning material, using the cleaning material and equipment in a prescribed manner, prepare tea and water for meetings, removing and washing cups after the meeting, maintain and update stock levels. Keep stock (cutlery, crockery, cleaning equipment, refill beverage) list and levels of cutlery and crockery. Receive and pack stock, and report faults, loss, and breakage of utensils/equipment.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. N Molepo Tel No: (012) 399 8886 All applications to be submitted online on the following link: https://erecruitment.environment.gov.za/
<u>NOTE</u>	:	Interested applicants must submit their applications via the above link. Applicant must ensure that they complete all sections on the online Z83 and attached a detailed CV with at least three (3) contactable references. Failure to complete or disclose all required information will automatically disqualify the applicant. No late applications will be accepted. Shortlisted candidates will be required to submit certified copies of qualifications, identity document and driver's license on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the Department's equity plan. Persons with disabilities are encouraged to apply. Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Short-listed candidates will be expected to avail themselves at the Department's convenience. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG) prior to appointment. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: https://www.thensg.gov.za/training-course/sms-pre-entryprogramme . Furthermore, Shortlisted candidates must provide proof of successful

completion of the course. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Following the interview and technical assessment for all SMS posts, the Selection Panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the implementation of competency-based assessments. Persons appointed will be subjected to a security clearance, the signing of a performance agreement and an employment contract. The Department reserves the right not to make an appointment. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful. By submitting the employment application form, you agree and consent in terms of Section 11(1) of the Protection of Personal Information Act (POPIA), 2013 (Act 4 of 2013), for your personal information which you provide to the DFFE to being processed by the department and its employees, agents, Cabinet committees, and subcontractors for recruitment purposes, in accordance with the POPIA of 2013.

CLOSING DATE

: 31 August 2026, 16:00. No late application will be accepted

GOVERNMENT COMMUNICATIONS AND INFORMATION SYSTEM

The GCIS is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. People with Disabilities will be accommodated within reasonable limits. Therefore, preference will be given to candidates whose appointment will assist the department in achieving its Employment Equity targets in terms of the Department's Employment Equity Plan. Suitably qualified People with disabilities will be given preference regardless of Race or Gender.

<u>APPLICATIONS</u>	:	Applicants must submit their applications via the link http://erecruitment.gcis.gov.za or hand deliver applications to Tshedimosetso House, 1035 cnr Francis Baard & Festival streets, Hatfield, Pretoria.
<u>FOR ATTENTION</u>	:	Ms P Kgopyane
<u>CLOSING DATE</u>	:	04 September 2026
<u>NOTE</u>	:	Applicants with disabilities are encouraged to apply. The old prescribed application or employment form Z83 was withdrawn with effect from 31 December 2020. As per the Government Gazette No: 43872, any applicant who submits an application on or after 1 January 2021 must do so on the new prescribed Z83 form, obtainable from any Public Service Department or on the internet at www.gov.za/documents . Failure to submit an application on the new prescribed Z83 form will lead to disqualification. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the fully completed and signed Z83 form and a detailed curriculum vitae. Communication regarding submission of certified copies of qualifications and other relevant documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates will be required to submit certified documents on or before the day of the interview, following communication from the department. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Correspondence will be limited to short-listed candidates. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The successful candidate must disclose to the DG particulars of all registrable financial interests, sign a performance agreement and employment contract with the DG within three months from the date of assumption of duty and obtain a top-secret security clearance. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. The department reserves the right to fill or not to fill the vacant post. The successful candidates will enter into an employment contract with the GCIS that will be reviewed based on performance expiration. By submitting the employment application form, you agree and consent in terms of section 11 (1) of the Protection of Personal Information Act, 2013 (POPIA), for your personal information which you provide to the Government Communication and Information System ("GCIS") being processed by the GCIS and its employees, agents, cabinet committees, and sub-contractors for recruitment purposes, in accordance with the Protection of Personal Information Act.

MANAGEMENT ECHELON

<u>POST 29/33</u>	:	<u>CHIEF FINANCIAL OFFICER REF NO: 3/1/5/1-26/15</u>
<u>SALARY</u>	:	R1 554 696 per annum (Level 14), (an all-inclusive package), of which 70% will be basic salary and 30% may be structured according to an individual's needs.
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate bachelor's degree NQF level 7 as recognised by SAQA in the field of Financial Management with a minimum of Five (5) years' experience at Senior Management Service level in financial management environment. Advanced financial analytical skills and innovativeness. Strong financial management, asset management and supply chain management acumen (SCM). Strong managerial and communication skills (written and verbal). Thorough knowledge of Financial Management and Supply Chain Management Prescripts in the Public Service.

DUTIES

: The successful candidate will be responsible for the provision of sound financial, supply chain management to enable Departmental Management to make informed decisions. He/she will ensure an effective budget (MTEF adjusted and compiled), and the preparation of interim financial and unaudited annual financial statements. Maintaining an effective Supply Management System. Ensuring proper maintenance of systems of internal control, cash management, liabilities management and expenditure and revenue management. Identifying, managing and implementing risk and risk mitigation plans for the achievement of GCIS objectives. Furthermore, the incumbent will ensure overall management and control of the Chief-Directorate, Financial Management. Providing strategic advice to the Department in respect of Financial Management. Overseeing the budgeting and expenditure monitoring processes. Presenting the monthly financial reports to the Budget Committee and the Executive Committee. Ensuring the timely submission of the Government Communication and Information System's financial documentation to the National Treasury. Providing professional financial advice to the line function managers. Ensuring full compliance to the PFMA, SCM Regulations, Treasury Regulations and all the relevant Acts relating to Auxiliary Services. The applicant must have Strong Financial and Human Resource Management skills. Ability to identify and review strategic risks, oversee and manage the implementation of mitigation plans. Participate in the audit planning process and manage responses to audit queries. Ensure implementation of audit recommendations as outlined in the intervention/action plans. In-depth knowledge of policy formulation, implementation and monitoring. Process Competencies: Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Competencies: Strategic leadership and capability; Financial management; Risk management; Corporate governance; Extensive knowledge of the Government Communication Policy; the Constitution of the Republic of South Africa of 1996; the Public Service Act of 1994 and Regulations; Public Administration Management Act of 2014; the Public Finance Management Act of 1999; and other relevant prescripts applicable in the communication sector, in the Public Service and for the entities reporting to the GCIS. Must have a valid driver's license.

**ENQUIRIES
APPLICATIONS**

: Mr Paul Kwerane Tel No: (012) 473 0407
: Applicants must submit their applications via the link <http://erecruitment.gcis.gov.za> or hand deliver applications to Tshedimosetso House, 1035 cnr Francis Baard & Festival streets, Hatfield, Pretoria.

NOTE

: It is a prerequisite for candidates to have the Nyukela Public Service SMS Pre-Entry Programme certificate to be eligible for appointment. For further details, please click on the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. For more information regarding the course, visit the NSG website: www.thensg.gov.za. The successful candidate must disclose to the Minister particulars of all registrable financial interests and sign the employment contract within one month from the date of assumption of duty as well as sign a performance agreement with the Director-General within three months from the date of assumption of duty and obtain a Top-Secret security clearance. 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. Please detail courses passed in the CV as per the academic transcript. Note: Suitably qualified People with disabilities will be given preference regardless of Race or Gender.

POST 29/34

: **PROVINCIAL DIRECTOR: WESTERN CAPE PROVINCIAL OFFICE REF NO: 3/1/5/1-26/16**
Chief Directorate: Provincial and Local Liaison

SALARY

: R1 317 384 per annum (Level 13), (an all-inclusive package), of which 70% will be basic salary and 30% may be structured according to an individual's needs.

**CENTRE
REQUIREMENTS**

: Bloemfontein
: An appropriate Bachelor's Degree (NQF level 7 as recognised by SAQA) in Communication / Media Studies / Journalism / Public Relations / Development Communication or related (NQF Level 7) qualification, majoring in Communication / Media Studies/ Journalism/ Public Relations / Development Communication. Successful completion of the Public Service Senior

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

DUTIES

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

ENQUIRIES APPLICATIONS

: Mr Ndlelantle Pinyana Tel No: (012) 473 0188
: Applicants must submit their applications via the link <http://erecruitment.gcis.gov.za> or hand deliver applications to Tshedimosetso House, 1035 cnr Francis Baard & Festival streets, Hatfield, Pretoria.

NOTE

: It is a pre-requisite for candidates to have the Nyukela Public Service SMS Pre-Entry Programme certificate to be eligible for appointment. For further details, please click on the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. For more information regarding the course, visit the NSG website: www.thensg.gov.za. The successful candidate must disclose to the Minister particulars of all registrable financial interests and sign the employment contract within one month from the date of assumption of duty as well as sign a performance agreement with the relevant Chief Director within three months from the date of assumption of duty and obtain a Top-Secret security clearance. 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. Please detail courses passed in the CV as per the academic transcript. Suitably qualified People with disabilities will be given preference regardless of Race or Gender.

DEPARTMENT OF HIGHER EDUCATION AND TRAINING
(Mthashana TVET College)
(Goldfields TVET College)

OTHER POSTS

<u>POST 29/35</u>	:	<u>ASSISTANT DIRECTOR: CURRICULUM IMPLEMENTATION REF NO: MTC/1/ 2026</u> (Permanent)
<u>SALARY</u>	:	R605 742 per annum (Level 10), plus actual benefits
<u>CENTRE</u>	:	Central Office, Vryheid
<u>REQUIREMENTS</u>	:	An appropriate Bachelors' Degree / National Diploma in Engineering and/or Business Studies augmented by qualification in Education (NQF Level 6) recognized by SAQA. A minimum of three (3) to five (5) years' supervisory experience as Senior Lecturer/ Head of Division in the relevant field is required. The candidate should have strong understanding of occupational curriculum development, implementation, and assessment strategies. A valid drivers' licence and willingness to drive long distances. Knowledge of PSET and CET Act. Knowledge of Teaching and Learning. Knowledge of Skills Development Act, Public Service Regulations and Public Service Act as well as Labour Relations Act. Knowledge of the Public TVET sector and its regulatory and legislative framework. Knowledge and understanding of the Higher Education sector. Skills: Administrative, planning and organizing, financial management, report writing, communication and interpersonal, problem solving, analytical, client oriented, project management, team leadership and computer Literacy and people management.
<u>DUTIES</u>	:	Oversee the implementation and monitoring of curriculum services by developing policy/ guidelines for management of curriculum (classroom management policy), monitoring the implementation of curriculum policies, leading the implementation of new programmes such as Occupational Programmes, coordinating review of the ICASS guidelines for all programmes in accordance with DHET guidelines, monitoring the conduct of assessments on all programmes, provide required report to senior management and other stakeholders, overseeing coordinated curriculum delivery at all college delivery sites, ensuring implementation of best practices teaching in collaboration with campus managers. Oversee Curriculum Services by facilitating new programme decisions and manage planning process, identifying learner material, equipment and other resources, distributing LTSMS (Learning, Teaching Support Materials) to all campuses. Ensure the provision of guidance for the improvement of curriculum content and delivery based on engagements with public and private industry stakeholders by analysing results and provide necessary intervention to critical subjects, planning class visits to improve quality teaching and learning. Provisioning of Assessment and Moderation by conducting workshops for academic staff
<u>ENQUIRIES</u>	:	Mr SC Hadebe/ Mr S Zulu / Mr LK Mthethwa/ Ms GL Sikhosana Tel No: (034) 980 1010
<u>APPLICATIONS</u>	:	Email Address: Academic.Applications@mthashana.edu.za
<u>NOTE</u>	:	All attachments 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 will result in your application being disqualified. Applications quoting the relevant reference number must be submitted on the new Z83 form, obtainable from any Public Service Department or on the internet at www.gov.za/documents . Received applications using 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 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 documents will be in line with the requirements of the advertisement. 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 College does not accept hand delivered applications. Applications 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 candidate 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-entry assessments. One will be a 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. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit records checks, qualification(s) verification and employment verification). Please note that by responding to this advertisement, you consent to the collection, processing, and storing of your Protection of Personal Information Act (POPIA). Your information will be used solely for the purpose of this promotion and will not be shared with third parties without prior written consent unless required by law. The college 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 College is an equal opportunity affirmative action employer. The Employment Equity Plan of the Department shall inform the employment decision. It is the College's intention to promote equity in terms of race, gender and disability, through the filling of this post(s)

<u>CLOSING DATE</u>	:	28 August 2026 at 23:59
<u>POST 29/36</u>	:	<u>ASSISTANT DIRECTOR: INTERNAL AUDIT AND QUALITY ASSURANCE</u> <u>REF NO. MTC/2/2026</u> (Permanent)
<u>SALARY</u>	:	R487 197 per annum (Level 09), plus actual benefits
<u>CENTRE</u>	:	Central Office, Vryheid
<u>REQUIREMENTS</u>	:	An appropriate Bachelors' Degree / National Diploma in Internal Audit / Accounting. A minimum three (3) to five (5) years' functional experience in Internal Audit environment two (2) years of which should be at managerial or supervisory level. Experience in the development of policies / implementation strategies. Proven computer literacy – MS Office: Word, Excel and PowerPoint. Unendorsed valid driver's licence. Recommendation: Registered member with professional body e.g. Institute of Internal Auditors (IIA). Understanding of TVET landscape. Knowledge: Public Finance Management Act (PFMA), Public Service Regulations (PSR), Public Service Act (PSA), Auditor General Processes and Procedures and Promotion of Access to Information Act (PAIA). Skills: Risk Assessment, Negotiation, Presentation, Problem Solving, Planning and Organizing, Policy analysis and Development, Communication and interpersonal, Financial Management and Report writing.
<u>DUTIES</u>	:	Preparation and execution of the internal audit Plan. Conduct pre-engagement meetings with college management prior to commencement of the audits. Obtain College Management approval of the audit scope -prior to commencements of the internal audits. Planning and drafting of detailed audit procedures for audits per the approved annual audit plan. Executing and performing of audit testing per annual audit plan. Establish a quality audit risk management function and monitor assessments to ensure compliance with formal systems. Conduct schedules and reactivates audits and inspections and produce reports on all audits, inspections and incidents. Provision of the secretarial support services to the Audit Committee. Conduct research on best practices and application of standards. Distribution and collection of audit clients' surveys for service rendered. Ensure that legislation and acts are implemented correctly in the college. Ensure that all audit findings are

supported by required audit evidence. Ensure that processes needed for quality management systems are established, implemented and maintained. Develop quality management system policies and procedures for the college. Report to college management on the performance of the QMS and the need for improvement. Ensure the promotion of awareness of customer requirements throughout the college. Provide information and reports to the executive and committees to make final decisions. Liaise with external assessment body on all matters related to the external accreditation process. Ensure that all suppliers used by the college are selected, re-evaluated and that records of this assessment are maintained. Oversee the development, implementation and monitoring of policies. Conduct institutional performance assessment and evaluation of the implementation of policies, programs and systems Management of staff development.

ENQUIRIES

: Mr SC Hadebe/ Mr S Zulu / Mr LK Mthethwa/ Ms GL Sikhosana Tel No: (034) 980 1010

APPLICATIONS

: Email Address: Applications@mthashana.edu.za

NOTE

: All attachments 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 will result in your application being disqualified. Applications quoting the relevant reference number must be submitted on the new Z83 form, obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using 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 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 documents will be in line with the requirements of the advertisement. 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). The College does not accept hand delivered applications. Applications 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 candidate 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-entry assessments. One will be a 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. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit records checks, qualification(s) verification and employment verification). Please note that by responding to this advertisement, you consent to the collection, processing, and storing of your Protection of Personal Information Act (POPIA). Your information will be used solely for the purpose of this promotion and will not be shared with third parties without prior written consent unless required by law. The college 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 College is an equal opportunity affirmative action employer. The Employment Equity Plan of the Department shall inform the employment decision. It is the College's intention to promote equity in terms of race, gender and disability, through the filling of this post(s)

CLOSING DATE

: 28 August 2026 at 23:59

<u>POST 29/37</u>	:	<u>SENIOR STATE ACCOUNTANT: FINANCIAL ACCOUNTING REF NO:</u> <u>MTC/3/2026</u> (Permanent)
<u>SALARY</u>	:	R413 001 per annum (Level 08), plus actual benefits
<u>CENTRE</u>	:	Central Office, Vryheid
<u>REQUIREMENTS</u>	:	An appropriate Bachelors' degree / National Diploma in Financial Accounting/ Financial Management/Internal Auditing/ Cost and Management Accounting (NQF Level 6). A minimum of 3 - 5 years' experience two (2) years of which should be at supervisory level in the financial management environment. Knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Financial accounting procedure, methods and principles established for the processing of specific salary/financial transactions. Knowledge of Public Finance Management Act (PFMA), Treasury Regulations, National Treasury Asset Management Framework, General Recognised Accounting Practice (GRAP). Knowledge of financial operating systems (PERSAL, BAS, LOGIS, COLTECH, SAGE, etc.). Skills: Computer skills, planning and organising, good verbal and written communication, basic numeracy skills, ability to perform routine tasks, ability to operate office equipment, flexibility, interpersonal relations, accuracy. Values/attributes: Client service focus, integrity, committed, proactive, loyal.
<u>DUTIES</u>	:	Conduct asset verification for owned and leased assets. Regular update of the Asset register and lease register. Barcode newly acquired assets. Reconciliation of the asset verified against the asset register. Reconcile the asset expenditure against the assets register. Maintain the register for new asset additions. Update the lease register with newly concluded contracts or extended ones. Facilitate the disposal of unserviceable, redundant, obsolete, and lost assets. Maintain a register for all lost assets supported by relevant supporting documents. Assist in resolving audit queries and ensure completeness and accuracy of the asset register. Assist with leased asset & disposal-related inquiries. Ensure provision of expenditure and general payments services. Ensure cash and revenue management services. Ensure provision of asset liability and debt management. Ensuring provision of bookkeeping and financial accounting services. Management of the fixed asset registers.
<u>ENQUIRIES</u>	:	Mr SC Hadebe/ Mr S Zulu / Mr LK Mthethwa/ Ms GL Sikhosana Tel No: (034) 980 1010
<u>APPLICATIONS</u>	:	Email Address: Applications@mthashana.edu.za
<u>NOTE</u>	:	All attachments 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 will result in your application being disqualified. Applications quoting the relevant reference number must be submitted on the new Z83 form, obtainable from any Public Service Department or on the internet at www.gov.za/documents . Received applications using 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 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 documents will be in line with the requirements of the advertisement. 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). The College does not accept hand delivered applications. Applications 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 candidate 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-entry assessments. One will be a 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. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit records checks, qualification(s) verification and employment verification). Please note that by responding to this advertisement, you consent to the collection, processing, and storing of your Protection of Personal Information Act (POPIA). Your information will be used solely for the purpose of this promotion and will not be shared with third parties without prior written consent unless required by law. The college 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 College is an equal opportunity affirmative action employer. The Employment Equity Plan of the Department shall inform the employment decision. It is the College's intention to promote equity in terms of race, gender and disability, through the filling of this post(s)

<u>CLOSING DATE</u>	:	28 August 2026 at 23:59
<u>POST 29/38</u>	:	<u>CHIEF PERSONNEL OFFICER: HUMAN RESOURCE MANAGEMENT AND ADMINISTRATION REF NO: MTC/4/2026</u> (Council Appointment)
<u>SALARY</u>	:	R413 001 per annum (Level 08), plus actual benefits
<u>CENTRE</u>	:	Central Office, Vryheid
<u>REQUIREMENTS</u>	:	An appropriate Bachelors' degree/National Diploma in Human Resource Management. A minimum of three (3) to five (5) years' functional experience within human resources environment two (2) years of which should be at salary level 7. Sound knowledge of PERSAL System. Understanding of legislative framework governing the Public Service. Storage and retrieval procedures in terms of the working environment. Unendorsed valid driver's licence. Recommendation: Introduction to PERSAL Certificate. Skills: Planning and organising. Sound Verbal and written communication skills. Intermediate computer literacy – MS Office: Word, Excel and PowerPoint. Skills: Planning and organising. Flexibility, Customer care services, teamwork and report writing.
<u>DUTIES</u>	:	Supervise and administer the implementation of conditions of service and remuneration of employees by administering Pension, Housing Allowance and Long Service benefits etc. Ensuring that new employees complete assumptions duty forms. Administering employee leave. Ensure that staff files are maintained electronically. Administering all termination requests. Administering the payroll for all employees and deal with all administrative queries related to pension and medical aid. Submitting reports to management as required so that they are informed of HR related matters and can make informed decisions. Supervising and administering recruitment and selection by receiving requests for advertisement of vacant posts in the college. Developing a recruitment plan. Preparing advertisements and obtain approval to advertise posts in line with the delegations. Advertising all vacancies in line with delegations. Coordinating shortlisting and interviews. Ensuring all logistical arrangement for shortlisting and interviews are prepared on time (arrangements of interview dates, venues and invitations to panel members and candidates). Facilitating the verification of qualifications for all recommended candidates. Compiling submission for approval to appoint the suitable candidates in line with the delegations. Facilitating the appointments and placement. Administering recruitment database. Manage records for the college by developing, reviewing and ensuring implementation of records management processes and systems. Administering the opening, archiving, closing and filing of files for new and existing employees. Ensuring the updating of personnel files. Ensuring safekeeping of Human Resource records. Administering all records required for auditing purposes. Ensuring disposal of files in terms of the applicable legislations and approved college policy.

ENQUIRIES

: Administering all incoming and outgoing mail. Administering register of file index on filing system.
: Mr SC Hadebe/ Mr S Zulu / Mr LK Mthethwa/ Ms GL Sikhosana Tel No: (034) 980 1010

APPLICATIONS
NOTE

: Email Address: Corporate.Applications@mthashana.edu.za
: All attachments 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 will result in your application being disqualified. Applications quoting the relevant reference number must be submitted on the new Z83 form, obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using 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 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 documents will be in line with the requirements of the advertisement. 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). The College does not accept hand delivered applications. Applications 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 candidate 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-entry assessments. One will be a 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. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit records checks, qualification(s) verification and employment verification). Please note that by responding to this advertisement, you consent to the collection, processing, and storing of your Protection of Personal Information Act (POPIA). Your information will be used solely for the purpose of this promotion and will not be shared with third parties without prior written consent unless required by law. The college 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 College is an equal opportunity affirmative action employer. The Employment Equity Plan of the Department shall inform the employment decision. It is the College's intention to promote equity in terms of race, gender and disability, through the filling of this post(s)

CLOSING DATE

: 28 August 2026 at 23:59

POST 29/39

: **SENIOR ADMINISTRATION OFFICER (OHS) REF NO: GTC2026/04**
Duration: Permanent

SALARY
CENTRE
REQUIREMENTS

: R413 001 per annum (Level 08), (plus benefits)
: Central Office
: Grade 12 or equivalent; a National Diploma or Degree in Environmental Health/Occupational Hygiene/Safety Management or relevant qualification. Two (2) to Three (3) years relevant functional experience in Occupational Health and Safety, Policy implementation, Compensation for Occupational Injuries and Diseases Act; Occupational Health and Safety Act; Public

DUTIES

Finances Management Act; Public Service Act and Regulations; Basic Conditions of Employment Act; Knowledge of research procedures and techniques; Knowledge of design principles; techniques and tools and an understanding of Government legislation. A valid driver's license. Skills and Competencies: Computer literacy (Microsoft Office). Candidates should display good communication, liaison, Planning and decision-making skills.

: Conduct safety audits; Compile statistics of all Occupational Health and Safety related matters; Implement all SHERQ related activities and ensure proper integration of the EHWP framework and supporting SHERQ policies; Facilitate hazard and risk identification; Implementing risk mitigation and monitor Implementation of corrective measures to prevent occupational injuries/illness; Implementing and promoting ergonomics standard, fire prevention, safety evacuations procedures, standards of operation for medical surveillance and worker compensation; Champion investigation of incidents and monitor non-compliance pertaining to SHERQ policies, OHS legislation and report to relevant stakeholders. Assist with operational planning and identify objectives to further enhance and improve the SHERQ function within the department; Co-ordinate safety training and awareness programmes; Implement Occupational Health and Safety within the entire department; interpret and co-ordinate recommendations from external audits; reports. Develop quarterly reports on fatalities, serious injuries and all related issues described on the incidents reporting matrix; report all defects of OHS and Facilities to relevant managers and perform other administrative related duties.

**ENQUIRIES
APPLICATIONS
NOTE**

: Mr MPW Pinkoane Tel No: (057) 910 6000

: must be forwarded to: recruit@goldfieldstvet.edu.za

: goldfields college is an equal opportunity employer Please Note: A completed New Z83 form should be accompanied by a recently updated comprehensive CV (inclusive of three contactable referees and contact details). Shortlisted candidates will be requested to bring certified copies of their qualifications and identity document on the day of the interviews Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date as well as faxed or e-mailed applications will not be considered. shortlisted candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks, qualification, and 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 College reserves the right not to make appointments, and correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after closing date of this advertisement, kindly accept that your application was unsuccessful. Note: All costs incurred due to your application and interviews will be at your own expense. Preference will be given to persons from designated groups, especially with regard to race, gender and disability.

CLOSING DATE

: 31 August 2026 at 16:00

POST 29/40

: **SENIOR LABOUR RELATIONS OFFICER REF NO: GTC2026/05**

Duration: Permanent

**SALARY
CENTRE
REQUIREMENTS**

: R413 001 per annum (Level 08), (Plus benefits)

: Central Office

: National Senior Certificate/level 4 or equivalent, Degree or Diploma (NQF Level 6), in Labour Relations, Employment Relations/Human Resource Management or equivalent qualification. At least 3 years in Labour Relations or Human Resource Management environment or related field. Must be computer literate and a valid driver's license. Good verbal and written communication skills, including presentation and report writing skills. Ability to work under pressure, meet deadlines and maintain confidentiality. Ability to work independently and in a team with good report writing skills. Added advantages: PERSAL Certificate, Knowledge of Labour Relations Act, Public Services legislations, Knowledge of implementing PSCBC and GPSSBC resolutions Knowledge and understanding of bargaining process, grievance and dispute resolutions process Sound knowledge of Labour Relation Statutes Sound knowledge of International Labour Organization (ILO) Knowledge and

		understanding of the TVET/ CET Administration Knowledge and understanding of the Higher Education sector.
<u>DUTIES</u>	:	The incumbent will be responsible for: Ensuring overall supervision and proper implementation of labour relations guidelines and processes. Ensure overall supervision and proper implementation on resolution of disciplinary cases, grievances and dispute processes. Ensure overall supervision and proper implementation of misconduct case processes. Ensure overall supervision and proper implementation of collective bargaining and dispute resolutions. Ensure overall supervision and represent the employer and monitor the implementation of litigation outcomes. Ensure overall supervision and sound employment relationships. Ensure overall supervision and monitor PERSAL and database on grievance, disputes, misconduct and collective bargaining.
<u>ENQUIRIES</u>	:	Mr BP Sibiyi Tel No: (057) 910 6000
<u>APPLICATIONS</u>	:	must be forwarded to: recruit@goldfieldstvet.edu.za
<u>NOTE</u>	:	Please Note: A completed NEW Z83 form should be accompanied by a recently updated comprehensive CV (inclusive of three contactable referees and contact details). Shortlisted candidates will be requested to bring certified copies of their qualifications and identity document on the day of the interviews. Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date as well as faxed or e-mailed applications will not be considered. Shortlisted candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks, qualification, and 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 College reserves the right not to make appointments, and correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after closing date of this advertisement, kindly accept that your application was unsuccessful. Note: All costs incurred due to your application and interviews will be at your own expense. Preference will be given to persons from designated groups, especially with regard to race, gender and disability.
<u>CLOSING DATE</u>	:	31 August 2026 at 16:00
<u>POST 29/41</u>	:	<u>PRACTITIONER: HUMAN RESOURCE DEVELOPMENT REF NO: MTC/5/2026</u> (Permanent)
<u>SALARY</u>	:	R338 106 per annum (Level 07), plus actual benefits
<u>CENTRE</u>	:	Central Office, Vryheid
<u>REQUIREMENTS</u>	:	An appropriate Bachelors' Degree /National Diploma in Human Resource Management / Development (NQF Level 6). Unendorsed valid driver's licence. Relevant PERSAL Certificates will be an added advantage. A minimum of two (2) to three (3) years relevant experience in Human Resource Development environment. Knowledge and understanding of the application of Public Service legislative framework (PSA, PFMA, PSR, etc.). Knowledge and understanding of coordination and facilitation of training. Knowledge and understanding of application of Employment Equity Act. Knowledge and understanding of PMDS and IQMS. Skills: Coordination and facilitation of training programmes, planning and organising, good verbal and written communication, computer literacy, flexibility, customer care services, report writing, flexibility, teamwork.
<u>DUTIES</u>	:	Implement all training and development programmes in line with approved plans. Process bursaries in line with the departmental policy. Coordinate the implementation of Performance Management Development System, Integrated Quality Management System and coordinate training for college staff. Facilitate the development of job descriptions. Provide assistance on the development, review and implementation of Employment Equity Plan for the College. Supervise employees.
<u>ENQUIRIES</u>	:	Mr SC Hadebe / Mr LK Mthethwa/ Mr S Zulu/ Ms GL Sikhosana Tel No: (034) 980 1010
<u>APPLICATIONS</u>	:	Email Address: Corporate.Applications@mthashana.edu.za
<u>NOTE</u>	:	All attachments 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 will result in your application being disqualified. Applications quoting the relevant reference number must be submitted on the new Z83 form, obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using 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 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 documents will be in line with the requirements of the advertisement. 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 College does not accept hand delivered applications. Applications 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 candidate 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-entry assessments. One will be a 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. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit records checks, qualification(s) verification and employment verification). Please note that by responding to this advertisement, you consent to the collection, processing, and storing of your Protection of Personal Information Act (POPIA). Your information will be used solely for the purpose of this promotion and will not be shared with third parties without prior written consent unless required by law. The college 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 College is an equal opportunity affirmative action employer. The Employment Equity Plan of the Department shall inform the employment decision. It is the College's intention to promote equity in terms of race, gender and disability, through the filling of this post(s)

<u>CLOSING DATE</u>	:	28 August 2026 at 23:59
<u>POST 29/42</u>	:	<u>CHIEF ADMINISTRATION CLERK: HUMAN RESOURCE MANAGEMENT AND ADMINISTRATION REF NO: MTC/6/2026</u> (Permanent)
<u>SALARY</u>	:	R338 106 per annum (Level 07), plus actual benefits
<u>CENTRE</u>	:	Central Office, Vryheid
<u>REQUIREMENTS</u>	:	An appropriate Bachelors' degree/National Diploma in Human Resource Management. A minimum of two (2) to three (3) years' functional experience within human resources environment. Sound knowledge of PERSAL System. Understanding of legislative framework governing the Public Service. Storage and retrieval procedures in terms of the working environment. Unendorsed valid driver's licence. Recommendation Introduction to PERSAL Certificate. Skills: Planning and organizing. Sound Verbal and written communication skills. Intermediate computer literacy – MS Office: Word, Excel and PowerPoint. Skills: Planning and organizing. Flexibility, Customer care services, teamwork and report writing.
<u>DUTIES</u>	:	Provide conditions of services and remuneration of employees. Process Pension, Housing Allowance and Long Service benefits. Keep all signed

contract of employment forms. employees by administering Pension, Housing Allowance and Long Service benefits etc. Ensuring that new employees complete assumptions duty forms. Administering employee leave. Ensure that staff files are maintained electronically. Administering all termination requests and develop a database of terminations. Administering the payroll for all employees and deal with all administrative queries related to pension and medical aid. Provide information as and when required so that authorities are informed of HR related matters and can make informed decisions. Administering recruitment and selection by receiving requests for advertisement of vacant posts in the college. Developing a recruitment plan. Keep a database of all vacant posts. Coordinating shortlisting and interviews. Ensuring all logistical arrangement for shortlisting and interviews are prepared on time (arrangements of interview dates, venues and invitations to panel members and candidates). Facilitating the verification of qualifications for all recommended candidates. Compiling submission for support by the supervisor to appoint the suitable candidates in line with the delegations. Administering recruitment database. Administering the opening, archiving, closing and filing of files for new and existing employees. Ensuring the updating of personnel files. Ensuring safekeeping of Human Resource records. Administering all records required for auditing purposes. Ensuring disposal of files in terms of the applicable legislations and approved college policy. Administering all incoming and outgoing mail. Administering register of file index on filing system. Administer Employee Health and Wellness programmes.

ENQUIRIES

: Mr SC Hadebe/ Mr S Zulu / Mr LK Mthethwa/ Ms GL Sikhosana Tel No: (034) 980 1010

APPLICATIONS

: Email Address: Corporate.Applications@mthashana.edu.za

NOTE

: All attachments 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 will result in your application being disqualified. Applications quoting the relevant reference number must be submitted on the new Z83 form, obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using 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 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 documents will be in line with the requirements of the advertisement. 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 College does not accept hand delivered applications. Applications 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 candidate 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-entry assessments. One will be a 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. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit records checks, qualification(s) verification and employment verification). Please note that by responding to this advertisement, you consent to the collection, processing, and storing of your Protection of Personal Information

Act (POPIA). Your information will be used solely for the purpose of this promotion and will not be shared with third parties without prior written consent unless required by law. The college 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 College is an equal opportunity affirmative action employer. The Employment Equity Plan of the Department shall inform the employment decision. It is the College's intention to promote equity in terms of race, gender and disability, through the filling of this post(s)

<u>CLOSING DATE</u>	:	28 August 2026 at 23:59
<u>POST 29/43</u>	:	<u>STATE ACCOUNTANT: PAYROLL/ FINANCIAL ACCOUNTING REF NO: MTC/7/2026</u> (Permanent)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R338 106 per annum (Level 07), plus actual benefits Central Office, Vryheid An appropriate Bachelors' degree/ National Diploma in Financial Accounting / Financial Management / Internal Auditing / Cost and Management Accounting (NQF Level 6). A minimum of two (2) to three (3) years' experience in the financial management environment. Knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Financial accounting procedure, methods and principles established for the processing of specific salary/financial transactions. Knowledge of the Public Service financial legislations, procedures and Treasury Regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Knowledge of financial operating systems (PERSAL, BAS, LOGIS, COLTECH, VIP, etc.). Skills: Computer skills, planning and organising, good verbal and written communication, basic numeracy skills, ability to perform routine tasks, ability to operate office equipment, flexibility, interpersonal relations, accuracy. Values/attributes: Client service focus, integrity, committed, proactive, loyal,
<u>DUTIES</u>	:	Provide salary administration service. Provide expenditure and general payments services. Provide cash and revenue management services. Provide asset liability and debt management. Provide bookkeeping and financial accounting services. Supervise staff.
<u>ENQUIRIES</u>	:	Mr SC Hadebe/ Mr S Zulu / Mr LK Mthethwa/ Ms GL Sikhosana Tel No: (034) 980 1010
<u>APPLICATIONS NOTE</u>	:	Email Address: Applications@mthashana.edu.za All attachments 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 will result in your application being disqualified. Applications quoting the relevant reference number must be submitted on the new Z83 form, obtainable from any Public Service Department or on the internet at www.gov.za/documents . Received applications using 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 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 documents will be in line with the requirements of the advertisement. 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 College does not accept hand delivered applications. Applications 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 candidate 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-entry assessments. One will be a 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. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit records checks, qualification(s) verification and employment verification). Please note that by responding to this advertisement, you consent to the collection, processing, and storing of your Protection of Personal Information Act (POPIA). Your information will be used solely for the purpose of this promotion and will not be shared with third parties without prior written consent unless required by law. The college 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 College is an equal opportunity affirmative action employer. The Employment Equity Plan of the Department shall inform the employment decision. It is the College's intention to promote equity in terms of race, gender and disability, through the filling of this post(s)

<u>CLOSING DATE</u>	:	28 August 2026 at 23:59
<u>POST 29/44</u>	:	<u>STUDENT SUPPORT SERVICES OFFICER REF NO: MTC/8/2026</u> (Council Appointment)
<u>SALARY</u>	:	R338 106 per annum (Level 07), plus actual benefits
<u>CENTRE</u>	:	Central Office, Vryheid
<u>REQUIREMENTS</u>	:	An appropriate Bachelors' degree/ National Diploma in Psychology/Social Work/Sports Management/ Education/ Social Science. A minimum of two (2) to three (3) years in Student Support Administration Education/Teaching and Learning environment or related field. Unendorsed valid driver's licence and willingness to drive long distances. Advanced experience in interpretation, development and implementation of policies Knowledge of PSET and CET Act. understanding of Student Support Services Act. understanding of electoral processes. of Teaching and Learning. Skills Development Act, Public Service Regulations and Public Service Act, Labour Relations Act. National Student Financial Aid Scheme and related legislation. Understanding of Public TVET sector and its regulatory and legislative framework. Understanding of Ethical regulatory and legislative framework. Knowledge and understanding of the Higher Education sector. Knowledge of Education Act. Skills: Administrative. Planning and organizing. Financial management. Report writing. Communication and interpersonal. Problem solving. Computer literacy. Analytical. Client oriented. Project management. Team leadership. People management. Values/attributes: Client service focus, integrity, committed, proactive, loyal, maturity.
<u>DUTIES</u>	:	Provide student support services. Provide student counselling or referral services. Implement student work placement and Work Integrated Learning (WIL) policies. Provide career guidance, counselling and academic support for students. Implement the sport, recreation, arts and culture programs for student in the campus. Facilitate student governance and student leadership development and exit support programme. Supervise staff.
<u>ENQUIRIES</u>	:	Mr SC Hadebe/ Mr S Zulu / Mr LK Mthethwa/ Ms GL Sikhosana Tel No: (034) 980 1010
<u>APPLICATIONS</u>	:	Email Address: Academic.Applications@mthashana.edu.za
<u>NOTE</u>	:	All attachments 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 will result in your application being disqualified. Applications quoting the relevant reference number must be submitted on the new Z83 form, obtainable from any Public Service Department or on the internet at www.gov.za/documents . Received applications using 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 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 documents will be in line with the requirements of the advertisement. 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 College does not accept hand delivered applications. Applications 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 candidate 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-entry assessments. One will be a 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. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit records checks, qualification(s) verification and employment verification). Please note that by responding to this advertisement, you consent to the collection, processing, and storing of your Protection of Personal Information Act (POPIA). Your information will be used solely for the purpose of this promotion and will not be shared with third parties without prior written consent unless required by law. The college 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 College is an equal opportunity affirmative action employer. The Employment Equity Plan of the Department shall inform the employment decision. It is the College's intention to promote equity in terms of race, gender and disability, through the filling of this post(s)

<u>CLOSING DATE</u>	:	28 August 2026 at 23:59
<u>POST 29/45</u>	:	<u>EMPLOYEE HEALTH AND WELLNESS PRACTITIONER REF NO: GTC2026/06</u> Duration: Permanent
<u>SALARY</u>	:	R338 106 per annum (Level 07), (Plus benefits)
<u>CENTRE</u>	:	Central Office
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's Degree / National Diploma (NQF Level 6) in Psychology and/or Social Work majoring in psychology or equivalent qualification. A minimum of one (1) to two (2) years of working experience in the Employee Health and Wellness environment. Knowledge of Employee Health and Wellness Integrated Strategic Framework in the Public Service. Sound knowledge of all four EHW Pillars, in-depth knowledge in conducting counselling, psychoeducation, and trauma debriefing. EH&W candidates who are registered with the respective professional bodies will have an added advantage. Understanding of all Pillar processes and COIDA Act. Interpersonal relations skills. Communication skills (written and verbal), presentation and listening). Analytical thinking, problem-solving and decision-making skills, Innovative and creative, Project management skills, presentation skills, Strategic capability, Client orientation, change management skills, report writing skills, confidentiality, and code of ethics. Understanding of Public Service legislation, regulations, and policies. Computer literacy in MS Word, Excel, PowerPoint and Outlook, Good coordination and report writing skills. Willingness to travel and a valid driver's license.
<u>DUTIES</u>	:	Willingness to travel and a valid driver's license. Administer the Employee Health and Wellness Programme, Assist with the planning, coordination and implementation of all Health and Wellness interventions. Assist with the evaluation of the impact of employee health and wellness programmes.

Provide education and awareness on health and wellness-related issues. Provide advice and guidance to management and staff on EH&W-related matters, Ensure the monitoring and evaluation of the EH&W. Benchmark EH&W practices to ensure best practice in all EH&W programmes for Regional Office, CET and TVET Colleges staff, Promote health awareness and the facilitation of health-related events, activities, and interventions (Wellness Day, HIV/AIDS, etc.). Conduct counselling, psycho education, and trauma debriefing. Facilitate and monitor the implementation of any required recommendations made by the service providers. Ability to unpack and analyse the implementation of incapacity leaves and the management of sick leave trends, compiling submissions on ill-health Retirement for the employees. Managing wellness centre, providing First-Aid to employees and management administration of Injury on duty. Active case management. Effective record management. Compiling and writing EH&W reports, system monitoring tools and submissions/internal and external memorandums. Perform any other related tasks.

ENQUIRIES
APPLICATIONS
NOTE

: Mr BP Sibiya Tel No: (057) 910 6000
: must be forwarded to: recruit@goldfieldstvet.edu.za
: Please Note: A completed NEW Z83 form should be accompanied by a recently updated comprehensive CV (inclusive of three contactable referees and contact details). Shortlisted candidates will be requested to bring certified copies of their qualifications and identity document on the day of the interviews. Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date as well as faxed or e-mailed applications will not be considered. Shortlisted candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks, qualification, and 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 College reserves the right not to make appointments, and correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after closing date of this advertisement, kindly accept that your application was unsuccessful. Note: All costs incurred due to your application and interviews will be at your own expense. Preference will be given to persons from designated groups, especially with regard to race, gender and disability.

CLOSING DATE

: 31 August 2026 at 16:00

POST 29/46

: **TRANSPORT OFFICER REF NO: GTC2026/07**
Duration: Permanent

SALARY
CENTRE
REQUIREMENTS

: R338 106 per annum (Level 07), (Plus benefits)
: Central Office
: An appropriate Bachelor's Degree/ National Diploma in Transport Management / Logistics / Public Management or related qualification. A minimum of one (1) year experience in fleet management, transport management or logistics services environment. Sound knowledge and understanding of pertinent policies related to PFMA, national Treasury Regulations, Government Motor transport Handbook Version 1 of 2019, the Subsidized Motor Transport Handbook, Version 1 of 2017 and Batho Pele Principles and Code of Conduct. Through knowledge and understanding of BAS. Excellent verbal and written communication skills, problem solving and analytical skills. Computer literacy, an ability to work in a team and independent. Ability to work effectively and efficiently under pressure. Clientele/ customer relation skills. Good interpersonal skills, decision making skills and presentation skills. A valid driver's license.

DUTIES

: Ensuring day to day management and maintenance of fleet vehicles. Monitor daily kilometres before and after trips and ensure monthly closing of kilometres on the logbooks. Authorize trip itineraries/ trip authorization. Receive and certify invoices for processing of monthly payments. Maintain records of driver's licenses, trip authorization fines. Etc. Ensure service maintenance of vehicles. Redirect traffic fines. Pre and post inspections of vehicles. Quarterly inspections of subsidized vehicles and processing of new applications. Ensure compliance with the transport policies, processes and procedures. Perform

ENQUIRIES
APPLICATIONS
NOTE

other related tasks as per supervisor's instructions and willingness to adapt to work schedule in accordance with office requirements.

Mr MPW Pinkoane Tel No: (057) 910 6000

must be forwarded to: recruit@goldfieldstvet.edu.za

Please Note: A completed New Z83 form should be accompanied by a recently updated comprehensive CV (inclusive of three contactable referees and contact details). Shortlisted candidates will be requested to bring certified copies of their qualifications and identity document on the day of the interviews. Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date as well as faxed or e-mailed applications will not be considered. Shortlisted candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks, qualification, and 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 College reserves the right not to make appointments, and correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after closing date of this advertisement, kindly accept that your application was unsuccessful. Note: All costs incurred due to your application and interviews will be at your own expense. Preference will be given to persons from designated groups, especially with regard to race, gender and disability.

CLOSING DATE

31 August 2026 at 16:00

POST 29/47

SUPPLY CHAIN AND ASSET ADMINISTRATION CLERK REF NO: GTC2026/08

Duration: Permanent

SALARY
CENTRE
REQUIREMENTS

R237 453 per annum, (Plus benefits)

Central Office

A minimum of National Senior Certificate / Grade 12 or equivalent qualification. No experience required. Knowledge in the following areas: Provisioning Administration / Supply Chain Management environment / Logistics or Facilitation of travel and accommodation arrangements; Knowledge of electronic administration of procurement system; Knowledge of LOGIS, BAS, SAGE, Reapata invoice tracking and Archibus systems would be an added advantage; wide range of office management and administration tasks. Advanced communication, basic numeracy, interpersonal relations and general office administrative and organizational skills. Computer Literacy.

DUTIES

The successful candidate will provide the following services: facilitate and coordinate bookings for travel, accommodation or conference. Administrate office correspondence, documents and reports. Execute various LOGIS functions in relation to procurement of goods and services. Ensures timely capturing of invoice payments on LOGIS, BAS or SAGE and approving of calls on Archibus. Assist with ordering of material and equipment from suppliers; administer documentation for requisitions and reports; submit invoices for payment. Ability to work on applicable invoice tracking system. Updating of commitment registers and monthly reconciliation of accounts. Assist with provision of financial statements inputs. Perform transit duties and other related tasks as per supervisor's instruction.

ENQUIRIES
APPLICATIONS
NOTE

Mr ME Leteane Tel No: (057) 910 6000

must be forwarded to: recruit@goldfieldstvet.edu.za

Please Note: A completed NEW Z83 form should be accompanied by a recently updated comprehensive CV (inclusive of three contactable referees and contact details). Shortlisted candidates will be requested to bring certified copies of their qualifications and identity document on the day of the interviews. Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date as well as faxed or e-mailed applications will not be considered. Shortlisted candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks, qualification, and 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 College reserves the right not to make appointments, and correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after closing date of this advertisement, kindly accept that your application was unsuccessful. Note: All costs incurred due to your application and interviews will be at your own expense. Preference will be given to persons from designated groups, especially with regard to race, gender and disability.

CLOSING DATE

:

31 August 2026 at 16:00

DEPARTMENT OF LAND REFORM AND RURAL DEVELOPMENT

CLOSING DATE
NOTE

- : 28 August 2026 at 16:00
- : To apply, submit a completed Z83 form and detailed Curriculum Vitae (PDF document to a maximum of 10 megabytes) via e-mail or hand delivery. The Department will not be held responsible for server delays. Late applications due to technical issues will not be considered. Shortlisted candidates must provide certified copies of required documents (Identity Document, qualifications, etc) where necessary and service certificates to support senior management experience to Human Resources before the interviews, including South African Qualifications Authority (SAQA) evaluation reports for foreign qualifications. Failure to comply will result in disqualification. To be appointed at Senior Management Service (SMS) level, you must complete the SMS Pre-entry programme offered by the National School of Government (NSG). Find course details here: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/> appointment is subject to successful 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.

MANAEGEMENT ECHELON**POST 29/48**

- : **DISTRICT DIRECTOR REF NO: 3/1/1/2026/212**
Directorate: Ehlanzeni District Office

SALARY

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

CENTRE
REQUIREMENTS

- : Mpumalanga
- : 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 (through 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.
<u>DUTIES</u>	: 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.
<u>ENQUIRIES</u>	: Ms ZP Hadebe Tel No: (013) 754 8020
<u>APPLICATIONS</u>	: Applications can be submitted by hand delivery during office hours to: 17 Van Rensburg Street, 7th Floor Bateleur Building, Mbombela, 1200 or by email to Post212@dlrrd.gov.za
<u>NOTE</u>	: EE Targets: Coloured and White Males and African, Coloured and Indian Females and Persons with disabilities.
<u>POST 29/49</u>	: <u>DIRECTOR: FINANCIAL AND SUPPLY CHAIN MANAGEMENT REF NO: 3/1/1/2026/213</u> Directorate: Financial And Supply Chain Management Services
<u>SALARY</u>	: R1 317 384 per annum (Level 13), (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS)
<u>CENTRE</u>	: Mpumalanga (Mbombela)
<u>REQUIREMENTS</u>	: Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a Bachelor's Degree or Advanced Diploma in Cost Management Accounting / Financial Management / Accounting / Public Finance / Auditing / Supply Chain Management / Logistics Management / Purchasing Management / Management (Logistics / Supply Chain Management) (NQF Level 7) or related equivalent qualification and a Nyukela certificate (Pre-entry Certificate to the SMS) submitted prior to appointment. Minimum of 5 years of experience at middle / senior managerial level in the

		relevant environment. A valid driver's licence. Job related knowledge: Extensive knowledge of Generally Accepted Accounting Principles, Treasury Regulations Generally Reviewed Accounting Principles. Job related skills: Coaching and Mentoring (though leadership). Prepare and deliver presentations. Analytical thinking. Adaptability and Flexibility. Customer service. Initiative. Innovation and creativity. Process improvement. Communication (verbal and written). Project management. Computer literate. Willingness to travel.
<u>DUTIES</u>	:	Ensure compliance to financial management standards by adhering to policies and guidelines. Ensure compliance with Public Finance Management Act, Treasury Regulations and other related legislation and instructions. Ensure implementation of policies, systems, procedures, and processes to ensure sound financial management. Oversee financial support services within the provincial shared service centres. Manage financial accounting processes. Manage the departmental budget. Manage salaries and payroll. Maintenance of finance systems. Oversee supply chain, facilities and office administration. Manage the demand management plan and acquisition of goods, services and assets. Provide logistics, travel and transport services. Provide assets and facilities management. Oversee financial management support services. Provide internal control and reporting services. Develop and maintain budget and reporting. Provide payment services. Provide asset revenue management. Provide lease revenue management.
<u>ENQUIRIES</u>	:	Ms ZP Hadebe Tel No: (013) 754 8020
<u>APPLICATIONS</u>	:	Applications can be submitted by hand delivery during office hours to: 17 Van Rensburg Street, 7th Floor Bateleur Building, Mbombela, 1200 or by email to Post213@dlrrd.gov.za
<u>NOTE</u>	:	EE Targets: Coloured and White Males and African, Coloured and Indian Females and Persons with disabilities.
<u>POST 29/50</u>	:	<u>DIRECTOR: PROVINCIAL OPERATIONS SUPPORT REF NO: 3/1/1/2026/214</u> Directorate: Provincial Operations Support
<u>SALARY</u>	:	R1 317 384 per annum (Level 13), (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS)
<u>CENTRE</u>	:	Mpumalanga (Mbombela)
<u>REQUIREMENTS</u>	:	Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a Bachelor's Degree or Advanced Diploma in Public Administration / 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. Experience in implementation of goals / plans, including monitoring, tracking and reporting status toward goal completion. Ability to think conceptually when analysing data and designing concepts to modify corporate policies, procedures and processes. Presentation and comfortable creating and communicating compelling arguments for modifying a course of action. Computer literacy. Willingness to travel. Ability to work under pressure and long hours.
<u>DUTIES</u>	:	Facilitate the integration of planning, resource allocation and performance management of outcomes of the Provincial Office through the Corporate Governance Framework. Facilitate the issuing of planning framework by the Directorate: Strategic Planning for all Provincial Offices and monitor Provincial Offices planning process. Analyse the District Integrated Operational Plans and ensure alignment with the DLRRD Annual Performance Plan. Analyse Provincial Integrated Operational Plans and ensure alignment to the District Operational Plans. Ensure approval (signing off) of all Districts and Provincial Integrated Operational Plans. Lead the development and implementation of consistent corporate performance monitoring and evaluation to focus on the delivery of Provincial Office Annual Performance Plan outcomes. Manage and implement evaluation and research frameworks. Monitor the initiating and

conducting research and evaluation. Coordinate the integration of all monitoring and evaluation systems within the province. Manage reporting instruments and tools on monitoring and evaluation. Ensure robust governance, effective decision making, value for money and appropriate benefits are achieved through corporate activity, policy and strategy frameworks. Monitor monthly and provide written reports on functionality of provincial governance structures. Randomly attend the provincial governance structures as part of monitoring functionality. Provide professional advice and support to the Chief Director: Provincial Office in community participation, community planning, corporate and operational planning, program performance reporting, corporate project, policy, strategy and infrastructure development and implementation, and corporate governance development and implementation. Provide quarterly reports identifying performance risks and recommending intervention plans and improvements for operational efficiency and performance improvements. Prepare bi-annual integrated operational plan performance reports clearly identifying trends, areas requiring policy and systems improvements. Provide professional advice as when the need arise and especially when risks are identified. Provide assistance with the initiation, management, coordination and the implementation of strategic corporate projects. Integrate strategic, operational and performance management functions, frameworks and systems, including recommendations for strategic resource allocation at provincial level. Provide assistance to the Chief Director: Provincial Office Coordination to initiate and coordinate the implementation of strategic corporate (cross-provincial service centres) projects to improve the Provincial Office ability to meet strategic outcomes and service delivery objectives exercising appropriate discretion to achieve required outcomes. Monitor the performance of the identified DLRRD key programmes and facilitate sharing of the best practices and lessons learnt by provinces through the existing departmental governance structures. Monitor implementation of Standard Operating Procedures in implementation of the departmental key programmes (obtain reports from Directors, analyse and produce bi-monthly reports). Establish and maintain internal and external networks to monitor trends and best 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 : Ms ZP Hadebe Tel No: (013) 754 8020
APPLICATIONS : Applications can be submitted by hand delivery during office hours to: 17 Van Rensburg Street, 7th Floor Bateleur Building, Mbombela, 1200 or by email to Post214@dlrrd.gov.za
NOTE : EE Targets: Coloured and White Males and African, Coloured and Indian Females and Persons with disabilities.

OTHER POSTS

POST 29/51 : **SENIOR ADMINISTRATIVE OFFICER REF NO: 3/1/1/2026/215**
 Directorate: Corporate Services

SALARY : R413 001 per annum (Level 08)
CENTRE : Western Cape (Cape Town)
REQUIREMENTS : Minimum requirements: Applicants must be in a possession of a 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),

DUTIES

: Analytical thinking, Problem solving ability, Financial management and report writing. Work under pressure, Teamwork and willingness to work extra hours.
: 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 APPLICATIONS

: Mr T Mtintsilana at (071) 302 1220
: 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 Post215@dlrrd.gov.za

NOTE

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

POST 29/52

: **SENIOR ADMINISTRATIVE OFFICER REF NO: 3/1/1/2026/216**
Directorate: Tenure Reform Implementation

SALARY CENTRE REQUIREMENTS

: R413 001 per annum (Level 08)
: Western Cape (Cape Town)
: Minimum requirements: Applicants must be in a possession of a 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 development / review of the 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.
<u>ENQUIRIES</u>	:	Mr T Mtintsilana at (071) 302 1220
<u>APPLICATIONS</u>	:	Applications can be submitted by hand delivery during office hours to: 4th floor, No 2 Riebeeck Street, ABSA Building, Cape Town or by email to Post216@dlrrd.gov.za
<u>NOTE</u>	:	EE Target: African, Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with Disabilities.
<u>POST 29/53</u>	:	<u>SECRETARY REF NO: 3/1/1/1/2026/211</u> Directorate: Financial And Supply Chain Management Services
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	North West (Mmabatho)
<u>REQUIREMENTS</u>	:	Minimum requirements: Applicants must be in possession of a Grade 12 Certificate. Job related knowledge: Computer literacy (Microsoft Word, Microsoft Excel, PowerPoint, etc.) Job related skills: Good telephone etiquette. Sound organisational ability. Good people skills. Computer literacy. Ability to communicate well with people at different levels and from different backgrounds (both written and verbal). Ability to act with tact and discretion.
<u>DUTIES</u>	:	Provide a secretariat / receptionist support service to the Director. Receive telephone calls and refer the calls to the correct role players if not meant for the relevant senior manager. Record appointments and events in the diary. Type documents for the senior manager and other staff within the unit. Operate office equipment e.g. computers and photocopiers. Provide a clerical support service to the Senior Manager. Liaise with travel agencies to make travel arrangements. Check arrangements when relevant documents are received. Arrange meetings and events for the senior manager and the staff in the unit. Identifies venues, invite role players, organise refreshments and sets up schedules for meeting and events. Process the travel and subsistence claims for the unit. Process all invoices that emanate from the activities of the work of the senior manager. Records basic minutes of meetings of the senior manager where required. Draft routine correspondence and reports. Do filing of documents for the senior manager and the unit where necessary. Administer matters like leave registers and telephonic accounts. Receive, records and distributes all incoming and outgoing documents. Handle the procurement of standard items like stationary, refreshments etc. Collects all relevant documents to enable the Director to prepare for meetings. Remains up to date with regard to prescripts / policies and procedures applicable to her / his work environment to ensure efficient and effective support to the senior manager. Study the relevant public service and the departmental prescripts / policies and other documents to ensure that the application thereof is understood properly. Keep abreast with the procedures and process that apply in the office of the senior manager.
<u>ENQUIRIES</u>	:	Ms P Dipudi Tel No: (018) 388 7138
<u>APPLICATIONS</u>	:	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 Post211@dlrrd.gov.za
<u>NOTE</u>	:	EE Targets: African, Indian and White Males and African, Indian and White Females and Persons with Disabilities.

DEPARTMENT OF MINERAL AND PETROLEUM RESOURCES

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

APPLICATIONS

- : Applicants must be submitted via DMPR E-Recruitment System accessible using the following link: <https://erecruitment.dmpr.gov.za>
Applications must create a user profile by completing all required personal information and setting up your login credential on DMPR E-Recruitment System. Once registration is complete and logged in to the system, you may browse all vacant positions.
Another option is to submit application by post or courier, quoting relevant reference, addressed to: The Director-General, Department of Mineral and Petroleum Resources, Private Bag X59, Pretoria, 0001. Alternatively, applications may also be hand delivered to Trevenna Campus, corner Meintjies and Francis Baard Street, former Schoeman. General enquiries may be brought to the attention of Ms T Gumede Tel No: (012) 444- 3319.

CLOSING DATE
NOTE

- : 28 August 2026
: Applications are strongly advised to complete and attach recent Z83 application form which came into effect from 01 January 2021 as issued by the Minister of Public Service Administration in line with regulation 10 of the Public Service Regulations, 2016 as amended, which is obtainable online from www.dpsa.gov.za and detailed Curriculum Vitae when submitting applications on DMPR E-Recruitment System. Applications must be submitted on the recent Z83 application form which came into effect from 01 January 2021 as issued by the Minister of Public Service Administration in line with regulation 10 of the Public Service Regulations, 2016 as amended, which is obtainable online from www.gov.za and www.dpsa.gov.za. All sections of the Z83 must be completed (In full, accurately, legibly, honestly, initialled, signed and dated), and accompanied by a comprehensive/ detailed Curriculum Vitae only. 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. Certified copies of qualifications and other relevant documents will be required from shortlisted candidates only on or before the day of the interview. The Curriculum Vitae must have at least three (3) reference persons and their contacts. Failure to provide accurate information on a job application as well as incomplete information will result in a disqualification. Job applicants in possession of a foreign qualification(s), must also provide an evaluation certificate obtainable from the South African Qualification 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. If an invitation for an interview is not received within three (3) months after the closing date, please regard your application as unsuccessful. Requirements stated on the advertised posts are minimum inherent requirements; therefore, criteria for shortlisting will depend on the proficiency of the applications received. Shortlisted candidates will be assessed through practical exercise and an oral interview. Applicants must note that personnel suitability checks (PSC) will be conducted on the short-listed applicants, therefore will be required to give consent in terms of the POPI Act in order for the Department to conduct this exercise. PSC includes security screening and vetting, qualification verification, criminal records, financial records checks. Applicants who do not comply with the above-mentioned requirements, as well as application received after the closing date will not be considered. If an applicant wishes to withdraw an application, He/ She must do so in writing. It is also important to note that the Department reserves the right not to fill any advertised post at any stage of the recruitment process.

OTHER POSTS

<u>POST 29/54</u>	:	<u>MEDICAL INSPECTOR REF NO: 087</u>
		Re-advertisement, candidates who applied previously need not to re-apply.
<u>SALARY</u>	:	R1 317 384 per annum (Level 13), (all-inclusive package)
<u>CENTRE</u>	:	Pretoria/ Head Office
<u>REQUIREMENTS</u>	:	An appropriate MBCHB Degree and a postgraduate qualification in Occupational Medicine (NQF 10). Registered with the HPCSA. Certificate for entry into SMS. Valid driver's license Plus minimum of 5 years senior/middle management level in Occupational Health/ Medicine and work as an OMP in the mines, Knowledge of: Knowledge of Mine Health and Safety Act and other occupational health related prescripts, knowledge of the mining sector in South Africa and internationally, Knowledge of policy development techniques, Knowledge of policy analysis processes, Knowledge of international legislation and local legislation and interface with mines' health regulations, Knowledge of research processes, knowledge of the Occupational Health trends and challenges, Knowledge of the public service legislation Skills: Management of people and finances, Strategic development and implementation, Policy development, Networking skills, presentation and report writing skills, Stakeholder management, Communication skills, Project management skills, General management skills Thinking Demand: Rigorous non-corruption thinking relating in the development and implementation of plans and strategy, Managerial mindset relating to economics, Ability to source or identify sources of credible information from local and international sources.
<u>DUTIES</u>	:	Resolve disputes on findings of medical unfitness of mine employees through the appeals process as provided for in the MHS Act. Collect and analyse statistics gathered from Medical Reports. Coordinate and ensure quality assurance of the process to receive and archive mine closure employee medical records. Participate /make inputs in mine health and safety accidents/ accident investigations (occupational medicine). Liaise/collaborate with relevant compensation houses with aspects related to compensation. Provide specialist advice/ information regarding HIV/AIDS/TB in the mining industry and liaise with the Department of Health and other relevant organisations dealing with TB/HIV. Manage the Directorate.
<u>ENQUIRIES</u>	:	Dr. D Mokoboto Tel No: (012) 444 3373
<u>NOTE</u>	:	No appointment shall be affected without the recommended candidate producing a Certificate of completion for the SMS Pre-Entry Programme (Nyukela) offered by the National School of Government, which can be accessed via this link: https://www.thensg.gov.za . 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 Candidate will have to disclose her/ his financial Interests.
<u>POST 29/55</u>	:	<u>INSPECTOR: OCCUPATIONAL MEDICINE REF NO: 088</u>
<u>SALARY</u>	:	R744 255 per annum (Level 11), (all-inclusive package)
<u>CENTRE</u>	:	Free State Region, Welkom
<u>REQUIREMENTS</u>	:	An appropriate Bachelor of Nursing Science (B Cur)/ National Diploma, B Tech Occupational Health Nursing (NQF Level 6) registered with South African Nursing Council (SANC), coupled with minimum of 3 years' experience in Occupational Medicine/ Health and valid Driver's License Plus the following competencies Knowledge of: Sound knowledge of both occupational Medical and Nursing discipline, understanding of MHSA & Regulations and directives. Understanding general mining practices and occupational health risks associated with, knowledge of petrochemical industry, diving and equipment. Skills: Ability to apply knowledge, Researching skills, Good Communicator, Have good investigating skills, Must be computer literate. Thinking Demands: Health and Safety hazards/risks recognise and respond, be able to apply MHSA, dedicated, hard working, loyal and conscientious, well experienced in Occupational Health on mines and industry, knowledge of offshore oil exploration and diving industry and sound temperament.
<u>DUTIES</u>	:	Conduct and report on underground, and surface audits and inspections on matters relating to medical surveillance, and other matters relating to occupational medicine and take the necessary enforcement action where

		necessary. Ensure the investigation of and reporting of mine related diseases, contraventions and complaints as well as analyse regional disease trends to determine high risk mining operations and take appropriate action. Investigate, consult and provide input on Mine Closures, Prospecting Rights, Mining Rights and permits, EMPS's and township development. Provide inputs to regional reports, revision of medical regulations, guidelines and standards and applications of exemptions, permissions and approvals related to occupational medicine.
<u>ENQUIRIES</u>	:	Mr S Jivhuho Tel No: (015) 287 4705
<u>NOTE</u>	:	Indian/ Coloured or white female are encouraged to apply.
<u>POST 29/56</u>	:	<u>ASSISTANT DIRECTOR: MINERAL LAWS AND REMDEC REF NO: 089</u>
<u>SALARY</u>	:	R605 740 per annum (Level 10)
<u>CENTRE</u>	:	Mpumalanga Region, Witbank
<u>REQUIREMENTS</u>	:	A Bachelor's Degree/BTech Degree/Advanced Diploma in Law or LLB (NQF7) minimum of 3 years experience in the industry Plus, Knowledge of: Basic knowledge of previous minerals legislation\, Basic knowledge of MPRDA, Basic knowledge of administration procedures, Basic knowledge of Departmental policy i.r.o. Mineral Regulation Skills: Ability to write reports, Ability to write submission, Ability to conduct meetings and inspections, Ability to communicate written and oral, Ability to act as mediator between (aggressive) parties Thinking demand: Able to think when exposed to demanding situations, Creative thinker.
<u>DUTIES</u>	:	Administer the administrative process for each rights or permits application in compliance with the Law. Research potential conflict between prior rights and land usage. Advice in the decision making process. Ensure the arrangement for the payments of royalties and prospecting fees to the state in accordance with the Law. Identify illegal prospecting and mining operations and take appropriate corrective action where required. Ensure/process surface usage applications and evaluate surface utilisation in relation to the exploitation (only where economic development sub directorate has not been established. Provide support to the Regional Mining Development and environmental committee (RMDEC).
<u>ENQUIRIES</u>	:	Ms N Dlamini at 082 418 9782
<u>NOTE</u>	:	Indian /Coloured or white male including persons with disability.
<u>POST 29/57</u>	:	<u>ASSISTANT DIRECTOR: BENEFICIATION STRATEGY DEVELOPMENT REF NO: 090</u>
<u>SALARY</u>	:	R605 740 per annum (Level 10)
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	A B Comm (Econometrics) degree (NQF 7), valid driver's licence, 3 years' experience economics/mining / statistics or strategy development, Knowledge of: Understanding of the Mineral and Petroleum Resources Development Act (MPRDA), National Environmental, Knowledge of mineral commodities and the beneficiation sector, Advanced knowledge of government policies applicable to mining and mineral industries Skills: Well-developed skills in strategy development and implementation skills, Experience in strategy and policy development processes, including conducting socio-economic research and environmental scans, Strong problem solving, time management, interpersonal and organisational skills, Well -developed research and presentation skills, Proficient communication including public speaking and, report writing effectively and concisely, Strong analytical capabilities and stakeholder management, Data analysis. Thinking demand: Able to independently identify problems/challenges and take appropriate corrective measures, The ability to analyse complex socio-economic research, global market trends and mineral commodity data of identity strategic opportunities for value addition, developing "out-of-the-box" interventions to bypass " binding constraints.
<u>DUTIES</u>	:	Conduct research to identify constraints affecting mineral beneficiation and propose solutions. Provide support in the development of policy and strategy interventions to overcome constraints to promote further local processing of mineral commodities. Encourage local processing of mineral commodities through local and international promotional activities. Provide logistical support in planning and executing local and international events.
<u>ENQUIRIES</u>	:	Mr K Menoe Tel No: (012) 444 3816
<u>NOTE</u>	:	Indian /Coloured or white male including persons with disability.

<u>POST 29/58</u>	:	<u>COMMUNICATION OFFICER (DIGITAL PLATFORM AND CONTENT DEVELOPMENT REF NO: 091)</u>
<u>SALARY</u>	:	R338 106 per annum (Level 07)
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	National Diploma in Communication / Public Relations / Journalism / Multimedia, (NQF 6) Plus a minimum of 2 years' experience in communication environment, Knowledge of: Knowledge and understanding of DMPR policies, functions, programme and be able to articulate and communicate its mission, vision , values and legislative mandate Skills: Knowledge of layout and design, Knowledge of publications, Knowledge and understanding of DMPR policies, functions, projects etc Government policies, Projects/programs in DMPR, Skills: Communication skills(verbal and written), Management and organisational skills, Computer skills, interpersonal skills, Analytical skills, Organising and Coordination Facilitation and implementation, Well-developed interpersonal relationships at all levels, Creativity and innovation Thinking demand: Problem solving and analysis, Creative / Innovative thinker, Objective, Accurate.
<u>DUTIES</u>	:	Maintain web content on the website and intranet. Provide web content support. Cultivate the department's online profile and administer its digital reputation. Perform the activities pertain to content development.
<u>ENQUIRIES</u>	:	Ms L Ntsoko Tel No: (012) 444 3835
<u>NOTE</u>	:	Indian /Coloured or white male including persons with disability.

NATIONAL PROSECUTING AUTHORITY

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

- APPLICATIONS** : All applications must be submitted to the relevant Recruitment Response E mails stated below.
- CLOSING DATE** : 31 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. All SMS posts will be subjected to a lifestyle audit. 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:** DPP: Pietermaritzburg - Deputy Director of Public Prosecutions with Recruit 2026/206; Strategy Management: Knowledge Information Officer with Recruit 2026/250 and OWP: Mpumalanga (Witbank) – Assistant Director:

Asset; Fleet and Facilities with Recruit 2026/244 advertised in circular 25 of 2026 on 17 July 2026 are hereby withdrawn.

MANAGEMENT ECHELON

<u>POST 29/59</u>	:	<u>DIRECTOR: ADMINISTRATION REF NO: RECRUIT 2026/265</u> National Prosecutions Services
<u>SALARY</u>	:	R1 317 384 per annum (Level 13), (Total cost package)
<u>CENTRE</u>	:	DPP: Kimberley
<u>REQUIREMENTS</u>	:	A qualification at NQF level 7 as recognized by SAQA in Finance/Public Administration/Management or relevant equivalent qualification. Nyukela Certificate (Certificate for entry into the senior management service from the National School of Government). At least five (5) years relevant experience at middle/senior managerial level. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of legislation and regulations pertaining to Public Service Administration. Knowledge and understanding of PFMA Act. Basic Conditions of Employment Act. Skills Development Act. Labour Relations Act. Ability to use PERSAL and BAS. General computer literacy skills and knowledge in programs such as MS Word, MS Excel, Ms outlook and MS PowerPoint. Good presentation skills. Written and verbal communication skills. Research skills and interpersonal skills. Good administration skills. People management and empowerment. Strategic capability and leadership. Planning and prioritizing skills. Customer focus and responsiveness. Problem solving and Decision Making. Valid driver's license.
<u>DUTIES</u>	:	Manage Finance and Supply Chain. Manage Human Resources. Manage Information. Manage Security. Ensure the provision of general administration. Provide administrative leadership on the finances of the unit through developing the budget of the unit. Manage and monitor expenditure of the unit and report as required. Ensure compliance of the unit with financial management framework and applicable legislation and prescripts. Monitor suppliers/vendor to ensure the development of an HR plan for the unit in conjunction with the national HR plan. Manage and facilitation of skills development plan. Ensure the compliance with the performance management development system. Manage the provision of an effective HR administration (leave and recruitment). Ensure the co-ordination of Employment Equity Forum. Ensure effectiveness of document management system. Facilitate the development of annual operational plans and strategy for the unit. Ensure the overall compliance of the unit with all applicable legislation and policies. Ensure the implementation of information and knowledge management.
<u>ENQUIRIES</u>	:	I L Mofokeng Tel No: (053) 807 4507
<u>APPLICATIONS</u>	:	e mail: Recruit2026265@npa.gov.za

OTHER POSTS

<u>POST 29/60</u>	:	<u>DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS REF NO: RECRUIT 2026/261</u> National Prosecutions Services (Re-advert)
<u>SALARY</u>	:	R1 625 709 per annum (Level 14), (Total cost package)
<u>CENTRE</u>	:	DPP: Pietermaritzburg
<u>REQUIREMENTS</u>	:	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 and legal drafting skills. Strong organisational leadership skills. Strong interpersonal and communication skills. Ability to think strategically and innovatively and management. A Valid driver's license.
<u>DUTIES</u>	:	Manage the portfolio assigned by the Director. Manage, train and guide Advocates, Prosecutors and stakeholders in respect of all matters, including complex / high profile matters, in the high court, the highest court of appeal and the constitutional court. Investigate and prosecute cases. Provide legal oversight and guidance in investigation projects and legal casework. Study

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

**ENQUIRIES
APPLICATIONS**

: Thabsile Radebe Tel No: (033) 392 8753
: e mail: Recruit2026261@npa.gov.za

POST 29/61

: **DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS (REGIONAL HEAD)**
REF NO: RECRUIT 2026/262
Specialised Commercial Crime Unit

**SALARY
CENTRE
REQUIREMENTS**

: R1 625 709 per annum (Level 14), (Total cost package)
: Johannesburg
: 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 drafting skills. Good knowledge of civil and/or criminal procedure. Willing to travel and able to work extended hours. Strong organisational leadership skills. Strong interpersonal and communication skills. Ability to think strategically and innovatively and management. Strong computer skills will be required. Valid driver's license.

DUTIES

: Manage and direct the activities of the regional office. Exercise oversight on any decisions to prosecute and to give any necessary advice and report to the DPP. Ensure that all decisions to prosecute comply with all relevant legal prescripts, the Constitution and all applicable policies, procedures and directives. Ensure that plans are in place to promote good stakeholder and partner engagement. Ensure that the regional office meets targets, to continuously analyse, review and monitor operational performance of the office in order, inter alia, to identify any operational deficiencies and to monitor the achievement of strategic objectives and annual targets. Develop any performance or delivery improvement plans or make such interventions as circumstances may require. Conduct specialised litigation of complex/high profile criminal and civil matters in the High Court, the Highest Court of Appeal and the Constitutional Court. Study case dockets and other documents relating to criminal cases, make and review decisions with regard to the institution of the criminal proceedings. Represent the States' case in court including examination and cross-examination of witnesses. Study appeals and reviews. Prepare opinions and heads of argument and argue cases in the appropriate court. Appear in the motion applications pertaining to criminal and civil matters. Conduct research and provide advice/legal opinion/case law relevant to specialised field of law. Deal with representations and complaints and ensure that a high standard of professional work is being carried out. Train and guide Advocates, Prosecutors and stakeholders in respect of all specialised matters. Oversee resources and align them to strategic objectives.

**ENQUIRIES
APPLICATIONS**

: Charity Matika Tel No: (011) 220 4235
: e mail: Recruit2026262@npa.gov.za

POST 29/62

: **DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS REF NO: RECRUIT
2026/263**
National Prosecutions Services

SALARY

: R1 625 709 per annum (Level 14), (Total cost package)

<u>CENTRE REQUIREMENTS</u>	:	DPP: Bloemfontein (OCC)
	:	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. At least five (5) years' experience in criminal procedure and the POCA legislation is key. 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. Good interpersonal, analytical, presentation and communication skills. The ability to act independently. Strong computer skills will be required. A valid driver's license.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES APPLICATIONS</u>	:	Lemmer Ludwick Tel No: (051) 410 6001
	:	e mail: Recruit2026263@npa.gov.za
<u>POST 29/63</u>	:	<u>DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS (REGIONAL HEAD)</u> <u>REF NO: RECRUIT 2026/264</u> Specialised Commercial Crime Unit
<u>SALARY</u>	:	R1 625 709 per annum (Level 14), (Total cost package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least ten (10) years' post qualification experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Admission as an Attorney/Advocate will be an added advantage. Good advocacy and legal drafting skills. Knowledge of civil and/or criminal procedure. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Good interpersonal, analytical, presentation and communication skills. Computer skills. Able to work extended hours. Valid driver's license.
<u>DUTIES</u>	:	To guide investigations and conduct prosecutions of identified cases. To exercise oversight on any decision to prosecute, and to give any necessary advice and report to the Head of the SCCU. To ensure that decisions to prosecute or not prosecute comply with all relevant legal prescripts, the Constitution, and all applicable policies, procedures and directive. To provide high level and well researched opinions and reports to the Head of the SCCU. To manage and direct governance and operations in the SCCU. To monitor and review strategy and operations. To provide enterprise performance reports. To liaise with regional offices and arrange meetings in this regard. To render professional advice to the Head of the SCCU, as required. To ensure that plans are in place to promote good stakeholder and partner engagement. To ensure that the national strategy and annual plan of the SCCU are developed and implemented. To monitor delivery of the regional offices in line with the strategy and plan. In order to ensure that the regional offices meet targets, to continuously analyse, review and monitor operational performance of the offices in order, inter alia, to identify and 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 oversee the development and implementation of appropriate employee performance management systems. To initiate and implement training initiative by establishing training needs both at national and regional levels. To meet with relevant stakeholders on a regular basis in order to effectively execute the mandate of SCCU
<u>ENQUIRIES</u>	:	Lerato Rakale Tel No: (012) 351 6756
<u>APPLICATIONS</u>	:	e mail: Recruit2026264@npa.gov.za
<u>POST 29/64</u>	:	<u>SENIOR STATE ADVOCATE (TRC) REF NO: RECRUIT 2026/266</u> National Prosecutions Services (Re-advert)
<u>SALARY</u>	:	R1 242 915 – R1 934 208 per annum (LP-9), (Total cost package)
<u>CENTRE</u>	:	DPP: Makhanda (Grahamstown)
<u>REQUIREMENTS</u>	:	An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least eight years' post qualification legal experience, in criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Proficiency in MS Word, Excel, and PowerPoint is required. Experience with MS Teams and Power BI will be an advantage. Ability to act independently without constant supervision. Must have good administrative skills. Able to work under pressure, which may involve long hours. Excellent analytical and problem-solving skills. Adaptability, communication and teamwork are also required in respect of working with other role-players. Knowledge and experience on TRC matters will be an added advantage. A valid driver's licence.
<u>DUTIES</u>	:	Study the recommendations of the TRC (including relevant volumes of the TRC and its final report, related articles, video clips and records and all exhibits and documents handed in at the hearings, trials, inquests, proceedings), pertaining to allocated TRC matters. Consider the recommendations of the TRC and related matters. Provide guidance to dedicated TRC investigating officers. Drafting documents pertaining to access to crime scenes, court documents, documents and exhibits in possession of other state departments, universities, non- governmental organisations and other assistance as may be required by investigators. Conduct research, drafting of legal documents and attend to representations arising out of TRC matters. Make legal decisions in accordance with the law, policies and justice. Assist with the preparation of charge sheets/indictments where applicable. Co-operate and engage with all relevant stakeholders and colleagues pertaining to TRC matters. Make legal decisions in accordance with the law, NPA prosecution policies and directives. Also conduct research, prepare reports, and draft legal opinions, policies, stakeholder engagements, meetings and projects. Monitor, analyse and report on performance information and statistics. Assist with the development of strategic, operational and implementation plans. Identify and resolve challenges affecting the performance of the NPA.
<u>ENQUIRIES</u>	:	Nomfuneko Ntapane Tel No: (046) 602 3000
<u>APPLICATIONS</u>	:	e mail: Recruit2026266@npa.gov.za
<u>POST 29/65</u>	:	<u>SENIOR STATE ADVOCATE REF NO: RECRUIT 2026/300 (X4 POSTS)</u> (2 Re-adverts) Specialised Commercial Crime Unit
<u>SALARY</u>	:	R1 242 915 – R1 934 208 per annum (LP-9), (Total cost package)
<u>CENTRE</u>	:	DPP: Bloemfontein
<u>REQUIREMENTS</u>	:	An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least eight years' post qualification legal experience, in criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Admission as advocate or attorney will be an added advantage. Good advocacy, well-developed skills in legal research and legal drafting skills. Good knowledge of civil and/or criminal procedure. Proficiency in prosecution, competency in guiding investigations, drafting charge sheets, indictments and court documents and dealing with representations. Good interpersonal, analytical, presentation and communication skills. Knowledge of asset forfeiture law. The ability to act independently. Strong computer skills will be required A valid driver's licence.

<u>DUTIES</u>	:	Conduct prosecution of serious, complex and organised commercial crime and corruption cases. Advise the DPCI on the investigation of serious, complex and organised commercial crime and corruption cases. 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. Present cases in court, lead witnesses, cross examine and address the court on conviction and sentence. Appear in motion proceedings and do appeals and reviews. Generally, conduct prosecution on behalf of the State, and perform all duties related thereto, including administrative duties; Deal with representations and complaints; Mentor, guide and/or conduct training of prosecutors and stakeholders. Engage with stakeholders on commercial crime related issues.
<u>ENQUIRIES APPLICATIONS</u>	:	Lemmer Ludwick Tel No: (051) 410 6001
	:	e mail: Recruit2026300@npa.gov.za
<u>POST 29/66</u>	:	<u>SENIOR PUBLIC PROSECUTOR REF NO: RECRUIT 2026/267</u> National Prosecutions Service
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 242 915 – R1 934 208 per annum (CM-1), (Total cost package)
	:	CPP: Mthatha (Tsolo)
	:	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.
<u>DUTIES</u>	:	Manage and supervise allocation of work and management of performance for lower-level prosecutors including trainee Prosecutor. Train and guide Prosecutors including trainee Prosecutors and stakeholders in preparation of case dockets and deciding on the institution and conduct criminal proceedings. Represent the State in all courts. Present and assist prosecutors including trainee Prosecutors in presentation of state's case court, lead and cross examination of witnesses and address court on inter alia conviction and the like. Attend to representations and complaints. Attend to instructions of the Chief Prosecutor and the Director of Public Prosecutions. Lead Prosecutors towards achieving strategic goals and operational targets set by NPA, DPP office and CPP. Perform all duties including administrative duties related thereto, in accordance with code of conduct, policy directives of NPA. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice.
<u>ENQUIRIES APPLICATIONS</u>	:	Ziyanda Mtwazi Tel No: (047) 501 2632
	:	e mail: Recruit2026267@npa.gov.za
<u>POST 29/67</u>	:	<u>REGIONAL COURT CONTROL PROSECUTOR REF NO: RECRUIT 2026/268</u> National Prosecutions Service (Re-advert)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 074 222 - R1 742 772 per annum (Level SU-3), (Total cost package)
	:	CPP: Ntuzuma (KwaDukuza)
	:	An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least six (6) years post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Good management skills. Must have the ability to act independently or within minimum supervision. Proficiency in prosecuting, guiding investigation and giving instructions in complex or more difficult common law and statutory offences in Regional and District Court. Draft complex charge sheets and complex court documents. Good management skills. Must manage, give guidance and train prosecutors.
<u>DUTIES</u>	:	Manage, train and give guidance to and train prosecutors. Study case dockets, decide on the institution of and conduct criminal proceedings. Maintenance matters and inquest of a general and more advanced nature in the Regional and District Court. Prepare cases for court and draft charge sheets and other proceedings for court. Present and assist prosecutors to present the State's

		case in court, to lead witnesses, cross examine and address the court on inter alia, conviction and sentence, and in general to conduct prosecutions on behalf of the State. Perform all duties related thereto in accordance with the code of conduct, policy and directives of the NPA. Assist the Senior Public Prosecutor with the performance assessment of staff. Perform general administrative duties of the office. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.
<u>ENQUIRIES</u>	:	Phiwayinkosi Nhlengethwa Tel No: (031) 334 5003
<u>APPLICATIONS</u>	:	e mail: Recruit2026268@npa.gov.za
<u>POST 29/68</u>	:	<u>HEAD CONTROL PROSECUTOR 3</u> National Prosecutions Service
<u>SALARY</u>	:	R1 074 222 - R1 742 772 per annum (SU- 3), (Total cost package)
<u>CENTRE</u>	:	CPP: Odi (Rustenburg) Ref No: Recruit 2026/269 CPP: Gqeberha (Humansdorp) Ref No: Recruit 2026/270
<u>REQUIREMENTS</u>	:	An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least six (6) years' post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Proficiency in prosecuting, guiding investigation and giving instructions in reasonably complex or more difficult common law and statutory offences in the lower courts. Proficiently drafting complex charge sheets and other complex court documents. Must be able to act independently without constant supervision and manage court and case flow independently. Good management and administrative skills. General computer literacy with excellent knowledge of Ms Word, PowerPoint, Excel and Outlook ECMS system. High level of reliability. Ability to act with tact and discretion. Ability to identify and handle confidential matters. Knowledge of relevant legislations, policies, prescripts and procedures applicable in the public sector. A valid driver's license.
<u>DUTIES</u>	:	Manage, train, and give guidance to prosecutors. Study case dockets, decide on the institution of and conduct criminal proceedings. Maintenance matters and inquest of a general and more advanced nature in the Regional Court and District Court. Prepare cases for court and draft charge sheets and other proceedings for court, present and assist prosecutors to present the State's case in court, to lead witnesses, cross examine and address the court on inter alia, conviction, and sentence, and in general to conduct prosecutions on behalf of the State. Perform all duties related thereto in accordance with the Code of Conduct, Policy, and Directives of the National Prosecuting Authority. Assist the Senior Public Prosecutor with the performance assessment of staff. Manage, control and attend to the administration of the office of the District Court and Regional Court. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice.
<u>ENQUIRIES</u>	:	CPP: Odi (Rustenburg) Flora Kalakgosi Tel No: (018) 381 9041
<u>APPLICATIONS</u>	:	CPP: Gqeberha (Humansdorp) Andiswa Tengile Tel No: (012) 842 1450 CPP: Odi (Rustenburg) e mail: Recruit2026269@npa.gov.za CPP: Gqeberha (Humansdorp) e mail: Recruit2026270@npa.gov.za
<u>POST 29/69</u>	:	<u>STATE ADVOCATE REF NO: RECRUIT 2026/271</u> National Prosecutions Services
<u>SALARY</u>	:	R970 221 - R1 600 893 per annum (Level LP- 7 to LP-8), (Total cost package)
<u>CENTRE</u>	:	DPP: Kimberley
<u>REQUIREMENTS</u>	:	An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. At least five (5) years' post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Well-developed skills in legal research and legal drafting. Good knowledge of civil and/or criminal procedure. Proficiency in prosecution, competency in guiding investigations, drafting charge sheets, indictments and court documents and dealing with representations. Knowledge of and skills in general prosecution. High level of proficiency in prosecuting and presenting/arguing cases in court. Experience in guiding criminal investigations and giving instructions in law and statutory offences. Interpersonal skills. Written and verbal communication skills. Ability to work independently with minimum supervision.

<u>DUTIES</u>	:	Study and guide the investigations in case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets, indictments and other court documents. Represent the State in all courts. Prepare a case for court, including the acquisition of additional evidence and draft charge sheets and indictments. Present the State's case in court, lead and cross examine witnesses, address the court on, inter alia, conviction and sentence, study appeal and reviews. Attend to representations, prepare opinions and heads of arguments and argue cases in the appropriate court. Appear in court in motion application pertaining to criminal matters and in general conduct prosecution on behalf of the state. Perform all duties related thereto in accordance with the code of conduct policy and directives of the NPA. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.
<u>ENQUIRIES</u>	:	IL Mofokeng Tel No: (053) 807 4507
<u>APPLICATIONS</u>	:	e mail: Recruit2026271@npa.gov.za
<u>POST 29/70</u>	:	<u>STATE ADVOCATE REF NO: RECRUIT 2026/272</u> National Prosecutions Services
<u>SALARY</u>	:	R970 221 - R1 600 893 per annum (Level LP- 7 to LP-8), (Total cost package)
<u>CENTRE</u>	:	CPP: Pietermaritzburg
<u>REQUIREMENTS</u>	:	An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. At least five (5) years' post qualification legal experience in prosecution/litigation of Sexual Offences, Criminal Procedure, Civil litigation and management of gender-based violence matters. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Experience in guiding criminal investigations and giving instructions in law and statutory offences. Drafting charge sheets and complex court documents. Ability to act independently without constant supervision. Strong interpersonal and communication skills. Decision making ability. Computer literacy and knowledge of programs in MS Office. A valid driver's licence.
<u>DUTIES</u>	:	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 other directives inter alia, study case dockets, decide on the institution of and conduct criminal proceedings, including proceedings of an advanced or complex nature in the dedicated Sexual Offences Courts. Prepare cases for court, guide investigations and consult with witnesses, draft charge sheets and other court documents including documents that are more complex in nature. Present the States' case in court. Present evidence, cross-examine and address the court on, inter alia, conviction and sentence. To ensure criminal and civil litigation in compliance with requirements legally imposed upon the State regarding aspects of criminal and civil activities relevant to the mandate of the National Prosecuting Authority on the management of Gender based violence and all matters incidental thereto. To track, monitor and facilitate cases through the Criminal Justice System, manage the court rolls at dedicated Sexual Offences Courts. Securing the attendance of witnesses, investigating officers' and accused in custody at court. Ensuring a reduction of turnaround time in the finalization of cases in line with the mandate of NPA. Assist to improve functional relationships with stakeholders. Constant follow up with the relevant stakeholders. Assist to improve the conviction rate. Supervise, train and develop relevant role-players where required. Submit monthly reports (including statistics) regarding performance management.
<u>ENQUIRIES</u>	:	Ethel Mokgoko Tel No: (033) 392 8761
<u>APPLICATIONS</u>	:	e mail: Recruit2026272@npa.gov.za
<u>POST 29/71</u>	:	<u>STATE ADVOCATE REF NO: RECRUIT 2026/273</u> Sexual Offences and Community Affairs
<u>SALARY</u>	:	R970 221 - R1 600 893 per annum (Level LP- 7 to LP-8), (Total cost package)
<u>CENTRE</u>	:	CPP: Bloemfontein (Phuthadijhaba)
<u>REQUIREMENTS</u>	:	An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. At least five (5) years' post qualification legal experience in prosecution/litigation of Sexual Offences, Criminal Procedure, Civil litigation and management of Gender based violence matters. Demonstrable

DUTIES

competency in acting Independently, Professionally, Accountable and with Credibility. Experience in guiding criminal investigations and giving instructions in law and statutory offences. Drafting charge sheets and complex court documents. Ability to act independently without constant supervision. Strong interpersonal and communication skills. Decision making ability. Computer literacy and knowledge of programs in MS Office. A valid driver's licence.

: 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 other directives inter alia, study case dockets, decide on the institution of and conduct criminal proceedings, including proceedings of an advanced or complex nature in the dedicated Sexual Offences Courts. Prepare cases for court, guide investigations and consult with witnesses, draft charge sheets and other court documents including documents that are more complex in nature. Present the States' case in court. Present evidence, cross-examine and address the court on, inter alia, conviction and sentence. To ensure criminal and civil litigation in compliance with requirements legally imposed upon the State regarding aspects of criminal and civil activities relevant to the mandate of the National Prosecuting Authority on the management of Gender based violence and all matters incidental thereto. To track, monitor and facilitate cases through the Criminal Justice System, manage the court rolls at dedicated Sexual Offences Courts. Securing the attendance of witnesses, investigating officers' and accused in custody at court. Ensuring a reduction of turnaround time in the finalization of cases in line with the mandate of NPA. Assist to improve functional relationships with stakeholders. Constant follow up with the relevant stakeholders. Assist to improve the conviction rate. Supervise, train and develop relevant role-players where required. Submit monthly reports (including statistics) regarding performance management.

**ENQUIRIES
APPLICATIONS**

: Lemmer Ludwick Tel No: (051) 410 6001
: e mail: Recruit2026273@npa.gov.za

POST 29/72

: **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: Durban Ref No: Recruit 2026/274 (X3 Posts)
CPP: Ladysmith (Madadeni) Ref No: Recruit 2026/275
CPP: Nelspruit (Mhala) Ref No: Recruit 2026/276
CPP: Gqeberha Ref No: Recruit 2026/277
CPP: Welkom (Bethlehem) Ref No: Recruit 2026/278
CPP: Mthatha Ref No: Recruit 2026/279 (X2 Posts) (Re-adverts)

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: Durban Phiwa Nhlengethwa Tel No: 031 334 5003
CPP: Ladysmith (Madadeni) Ethel Mokgoko Tel No: (033) 392 8761
CPP: Nelspruit (Mhala) Tebogo Mashile Tel No: (013) 045 0686
CPP: Gqeberha Andiswa Tengile Tel No: (012) 842 1450
CPP: Welkom (Bethlehem) Lemmer Ludwick Tel No: (051) 410 6001
CPP: Mthatha Tulisa Sibindlana Tel No: (047) 501 2669

APPLICATIONS

: CPP: Durban e-mail: Recruit2026274@npa.gov.za
CPP: Ladysmith (Madadeni) e-mail: Recruit2026275@npa.gov.za

CPP: Nelspruit (Mhala) e-mail: Recruit2026276@npa.gov.za
 CPP: Gqeberha e-mail: Recruit2026277@npa.gov.za
 CPP: Welkom (Bethlehem) e-mail: Recruit2026278@npa.gov.za
 CPP: Mthatha e-mail: Recruit2026279@npa.gov.za

<u>POST 29/73</u>	:	<u>REGIONAL COURT PROSECUTOR REF NO: RECRUIT 2026/280</u> National Prosecutions Service
<u>SALARY</u>	:	R655 854 - R1 508 337 per annum (Level LP-5 to LP-6), (Total cost package), (excluding benefits)
<u>CENTRE</u>	:	CPP: Cape Town
<u>REQUIREMENTS</u>	:	An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least four (4) years post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Experience in guiding investigations and giving instructions in law and statutory offences in regional court. Good interpersonal skills. Litigation in the regional court and management experience will be an added advantage. The incumbent will be required to perform relief prosecutorial duties at courts within the cluster. Valid driver's licence.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Phyllis Lujabe Tel No: (021) 487 7281
<u>APPLICATIONS</u>	:	e-mail: Recruit2026280@npa.gov.za
<u>POST 29/74</u>	:	<u>DISTRICT COURT CONTROL PROSECUTOR</u> National Prosecutions Service
<u>SALARY</u>	:	R655 854 - R1 508 337 per annum (Level SU-1 to SU-2), (Total cost package), (excluding benefits)
<u>CENTRE</u>	:	CPP: Gqeberha (New Brighton) Ref No: Recruit 2026/281 CPP: Butterworth Ref No: Recruit 2026/282
<u>REQUIREMENTS</u>	:	An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least four (4) years post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. The incumbent must have the ability to act independently or with minimum supervision. Proficiency in prosecuting/litigation. 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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	CPP: Gqeberha (New Brighton) Andiswa Tengile Tel No: (012) 842 1450 CPP: Butterworth Ziyanda Mthwazi Tel No: (047) 501 2632
<u>APPLICATIONS</u>	:	CPP: Gqeberha (New Brighton) e-mail: Recruit2026281@npa.gov.za CPP: Butterworth e-mail: Recruit2026282@npa.gov.za
<u>POST 29/75</u>	:	<u>CLOSE PROTECTOR REF NO: RECRUIT 2026/283 (X5 POSTS)</u> Strategy, Operations and Compliance: Security Management Service
<u>SALARY</u>	:	R338 106 per annum (Level 07), (excluding benefits)
<u>CENTRE</u>	:	Pretoria: Head Office

<u>REQUIREMENTS</u>	:	An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6) in Security Management / Policing or equivalent. At least three (3) years' experience in VIP close protection either in public and/or private sector. VIP close protection training from any accredited institution (Firearm Training Certificate) Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Advanced close protection. Valid competency certificate in the handling of the firearm (Valid for a year). Grade C PSIRA registration. Minimum three (3) years relevant experience in personnel security and operational planning. Should be able to conduct threat & profiling investigations. good planning and organizational skills. Problem-solving and communication skills. The candidate must be able to work independently. The candidate must be willing to travel and work extended hours. Good interpersonal skills. The candidate must have the ability to work under pressure and meet deadlines. Valid driver's license and have an advanced driving certificate.
<u>DUTIES</u>	:	Provide protection to the assigned threatened NPA employees. Conduct threat and risk assessment on the identified NPA employees. Conduct safety route plan before each operation. Engage with the threatened NPA employees at the venue before the commencement of any assignment. Driving threatened NPA employees to and from various venues. Conduct security appraisals for threatened NPA officials. Protect threatened NPA employees from threats of physical violence. Ensure that the routes used by the threatened NPA employee and the places where the vehicle is parked are safe and secured all the times. Build and maintain working relations with stakeholders. Coordinate security with all security stakeholders for the safety of the protected NPA employees (South African Police Service (SAPS), State Security Agency (SSA). Participate in security coordination for the organisation during NPA events and court proceedings. Liaison with both public and private institutions including law enforcement agencies. Monitor the provision and utilization of government and operational fleet. Ensure that the vehicle used by the threatened NPA employee is clean, roadworthy and in good condition all the times. Ensure that the vehicle used by the threatened NPA employee is not exposed to the placing or attaching of harmful devices rendering the vehicle unsafe. Prepare operation plan for approval by the head.
<u>ENQUIRIES APPLICATIONS</u>	:	Sikhumbuzo Sibiya Tel No: (012) 845 6753
	:	e mail: Recruit2026283@npa.gov.za
<u>POST 29/76</u>	:	<u>ADMINISTRATIVE OFFICER REF NO: RECRUIT 2026/284</u> Strategy, Operations and Compliance: Security Management Service
<u>SALARY CENTRE REQUIREMENTS</u>	:	R338 106 per annum (Level 07), (excluding benefits)
	:	DPP: Mthatha
	:	An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6) in Security, Public Administration / Public management or equivalent. At least two (2) years relevant experience in the field of Security. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Ability to identify and handle confidential matters. Sound planning and organising skills, written and verbal communication. General computer literacy skills and knowledge in programs MS Word, Excel, PowerPoint and Outlook. Good People skills. Strong interpersonal and communication skills. Ability to act independently. Valid driver's license.
<u>DUTIES</u>	:	Provide security vetting services in the region. Maintain and update data base with regard to vetting and court case classification. Conduct personal suitability checks. Collect non-disclosure forms and maintain a register thereof. Act as a Key control officer according to Service Level Agreement. Conduct inspection on guarding activities, key control and provide report. Submit information to National Office. Compile reports and submit to Regional Manager. Conduct OHS Inspections and maintain OHS file. Request information on high profile cases from Prosecutors. Attend to any queries with regard to physical and information security services. Attend to OHS meetings quarterly.
<u>ENQUIRIES APPLICATIONS</u>	:	Tshinyadzo Mudau Tel No: (012) 845 6298
	:	e mail: Recruit2026284@npa.gov.za

<u>POST 29/77</u>	:	<u>ADMINISTRATIVE CLERK: SUPERVISOR REF NO: RECRUIT 2026/285</u> National Prosecutions Service (Re-advert)
<u>SALARY</u>	:	R338 106 per annum (Level 07), (excluding benefits)
<u>CENTRE</u>	:	DPP: Bloemfontein
<u>REQUIREMENTS</u>	:	An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6). Minimum two (2) years' relevant experience in Administration Management. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Understanding of criminal court administration processes. Excellent communication and administrative skills. Report writing, good verbal and written communication skills. Ability to work independently without constant supervision. Excellent administrative skill and problem-solving skills. Strong organizational and management skills. Good analytical skills. Computer skills in MS Word, Excel (intermediate or Advanced) and Outlook. A valid driver's licence.
<u>DUTIES</u>	:	Manage and/or supervise the legal Admin and documents Management Sections. Manage and/or supervise the registry section. Manage all non-legal filing in the DPP document centre. Check and sign off electronic registers (Corporate services files, HR, Fleet and Finance etc) Check and sign off closed files. Perform monthly inspections. Manage case files. Compile and submit court statistics. Implement and ensure compliance with policies and procedures. Liaise with customers and stakeholders. Respond to audit queries. Manage and/or supervise human resource functions of staff in the Registry/Legal Admin and document management section. Perform any other duties as deemed necessary by the supervisor.
<u>ENQUIRIES</u>	:	Lemmer Ludwick Tel No: (051) 410 6001
<u>APPLICATIONS</u>	:	e mail: Recruit2026285@npa.gov.za
<u>POST 29/78</u>	:	<u>COURT PREPARATION OFFICER REF NO: RECRUIT 2026/286</u> National Prosecutions Service
<u>SALARY</u>	:	R338 106 per annum (Level 07), (excluding benefits)
<u>CENTRE</u>	:	CPP: Upington (Kathu Magistrate office)
<u>REQUIREMENTS</u>	:	An appropriate B Degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in Social Science / Behavioural Studies or equivalent. At least one (1) year working experience which includes experience gained during training. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Sound co-ordination and counselling experience. Ability to work well with children. Knowledge of the Criminal Justice System. Excellent administrative skills, good communication skills and problem-solving skills.
<u>DUTIES</u>	:	Provide holistic and integrated care for the victims of crime, customers and witnesses within the court environment. Prevent secondary traumatization by providing a safe and secure environment in which to testify. Implement court preparation for children and adult victims of crime, customers and witnesses and perform all other duties in relation thereto. Liaise with and report to the Prosecutor/Manager. Perform all duties in accordance with general accepted court preparation technique.
<u>ENQUIRIES</u>	:	IL Mofokeng Tel No: (053) 807 4500
<u>APPLICATIONS</u>	:	e mail: Recruit2026286@npa.gov.za
<u>POST 29/79</u>	:	<u>PERSONAL ASSISTANT REF NO: RECRUIT 2026/287</u> Office for Ethics and Accountability (Re-advert)
<u>SALARY</u>	:	R338 106 per annum (Level 07), (excluding benefits)
<u>CENTRE</u>	:	Pretoria: Head Office
<u>REQUIREMENTS</u>	:	Grade 12 and Secretarial Diploma or equivalent qualification. Minimum three (3) years' experience in rendering support service to senior management. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of legislation and regulations pertaining to Public Service Administration, including the Public Service Act 103 of 1994, NPA Act, Basic Conditions of Employment Act, Public Service Regulations 2016. Public Finance Management Act No 1 of 1999, Public Administration Management Act 11 of 2014. General computer literacy. Language skills and ability to communicate well with people at different levels

and from different background. Good telephone etiquette and sound organisational skills. Good people skills. High level of reliability. Written communication skills. Ability to do research and analyse documents. Ability to act with tact and discretion. Willingness to travel extensively. Candidates to be appointed in or assigned to the OEA must disclose to the office particularly of all registrable financial interests. Obtain security clearance following a vetting conducted in terms of National Strategic Intelligence Act 1994 as well as Lifestyle review conducted. No previous convictions or pending cases. A valid driver's licence.

DUTIES : Provide comprehensive administrative support including document tracking, assets management and procurement for the office. Provide comprehensive support for the meetings. Manage the diaries and incoming telephone calls for the Office for Ethics and Accountability. Support budget management within the OEA. Manage travel arrangements and claims for the office. Supervise staff.

ENQUIRIES : Karen Van Rensburg Tel No: (012) 845 6871
APPLICATIONS : e mail: Recruit2026287@npa.gov.za

POST 29/80 : **KNOWLEDGE INFORMATION OFFICER**
 Strategy, Operations and Compliance: Strategy Management Office

SALARY : R338 106 per annum (Level 07), (excluding benefits)
CENTRE : DPP: Western Cape (Cape Town) Ref No: Recruit 2026/288
 DPP: Pietermaritzburg Ref No: Recruit 2026/289
 DPP: Limpopo (Polokwane) Ref No: Recruit 2026/290
 DPP: Mpumalanga (Nelspruit) Ref No: Recruit 2026/291

REQUIREMENTS : An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6) in Information Management, Information Sciences. Knowledge Management or equivalent. Minimum two (2) years relevant experience in Information and Knowledge Management. Working knowledge of the public sector in general. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility Excellent report writing skills and attention to detail. Sound knowledge management skills. Sound electronic document management and/ or records management skills. Sound understanding of the DPSA Knowledge Management Framework, PAIA, POPIA, and NARSSA regulations. Sound working knowledge of SharePoint and Viva Engage platforms. 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 licence.

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 lessons learned, publish knowledge products in different formats, maintain expert's 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 : DPP: Western Cape (Cape Town) e mail: Recruit2026288@npa.gov.za
 DPP: Pietermaritzburg e mail: Recruit2026289@npa.gov.za
 DPP: Limpopo (Polokwane) e mail: Recruit2026290@npa.gov.za
 DPP: Mpumalanga (Nelspruit) e mail: Recruit2026291@npa.gov.za

POST 29/81 : **HUMAN RESOURCES CLERK**
 National Prosecutions Services

SALARY : R237 453 per annum (Level 05), (excluding benefits)
CENTRE : DDPP: Bhisho Ref No: Recruit 2026/292
 DPP: Mmabatho Ref No: Recruit 2026/293

REQUIREMENTS : Grade 12 or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Good interpersonal relations. Good administrative skills. Planning and organizing. General computer literacy skills and knowledge in programs MS Word, Excel, PowerPoint and Outlook. Good people skills. Strong interpersonal and communication skills. Ability to work independently and as part of a team.

<u>DUTIES</u>	:	Provide high level HRM&D administration to the region. Facilitate the recruitment process. Provide HR advice to staff in the region. PERSAL Administration. Compile and submit monthly statistics on HR related functions. Maintain and administer PERSAL information including leave applications. Assist in the training and development programs in the region. Assist in the performance assessment process.
<u>ENQUIRIES</u>	:	DDPP: Bhisho Mawande Ntsondwa Tel No: (040) 608 6800
	:	DPP: Mmabatho Flora Kalakgosi Tel No: (018) 381 9041
<u>APPLICATIONS</u>	:	DDPP: Bhisho e mail: Recruit2026292@npa.gov.za
	:	DPP: Mmabatho e mail: Recruit2026293@npa.gov.za
<u>POST 29/82</u>	:	<u>ADMINISTRATIVE CLERK REF NO: RECRUIT 2026/294</u> National Prosecutions Services
<u>SALARY</u>	:	R237 453 per annum (Level 05), (excluding benefits)
<u>CENTRE</u>	:	CPP: Mmabatho (Lichtenburg)
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification. Knowledge of clerical duties practices as well as the ability to capture data, operate computer and collect statistics. Knowledge and understanding of the legislative framework governing the public service. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Excellent communication and administrative skills. Good verbal and written communication skills. Excellent administrative skills and problem-solving skills. Computer skills such as MS word, Excel, Ms Office suite and Outlook. Flexibility. Document administration, planning and organizing skills.
<u>DUTIES</u>	:	Provide high level administrative support to the office of the Senior Public Prosecutor and Prosecutors in the cluster and provide logistical services thereof. Management of correspondence. Liaise and communicate with a range of stakeholders in the Justice Sector. Plan organize and co-ordinate events, meetings or other arrangements. Manage information and ensure an appropriate filing system. Make travel and accommodation arrangements when necessary. Diary management. Receive correspondence for the section. Collect information. Execute a wide variety of administrative tasks. Provide administrative support to the legal staff, pertaining to finance, logistical and human resources. Deliver mails, and faxes within the office and render general administrative support such as filing, photocopying, faxing, receiving, and dispatching documents. Collect and capture statistics.
<u>ENQUIRIES</u>	:	Flora Kalakgosi Tel No: (018) 381 9041
<u>APPLICATIONS</u>	:	e mail: Recruit2026294@npa.gov.za
<u>POST 29/83</u>	:	<u>SUPPLY CHAIN CLERK REF NO: RECRUIT 2026/301</u> National Prosecutions Services
<u>SALARY</u>	:	R237 453 per annum (Level 05), (excluding benefits)
<u>CENTRE</u>	:	CPP: Mmabatho
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification. Sound knowledge of the PFMA, Treasury Regulations and supply chain management Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Able to work extended hours where necessary. Excellent communication and administrative skills Computer literacy in Ms Excel, Word (Intermediate) and Outlook. Able to work under pressure. Be Reliable, tolerant and determined. Excellent communication and administrative skills. Good verbal and written communication skills. Excellent administrative skills and problem-solving skills.
<u>DUTIES</u>	:	Provide administrative and specialized procurement support to the NPA. Capture and compile requests for procurement for approval. Request quotations for goods and services. Liaise with internal and external clients. Maintain comprehensive database to ensure capturing accurate and relevant information for work within your area of responsibility. Ensure compliance with Treasury regulations, PFMA and internal prescripts. Respond to all queries. (Internal and External). Perform any other duties as deemed necessary by your supervisor. Staff may be rotated to other sections within Supply Chain Management.
<u>ENQUIRIES</u>	:	Flora Kalakgosi Tel No: (018) 381 9041
<u>APPLICATIONS</u>	:	e mail: Recruit2026301@npa.gov.za

<u>POST 29/84</u>	:	<u>ADMINISTRATIVE CLERK REF NO: RECRUIT 2026/295</u> National Prosecutions Service
<u>SALARY</u>	:	R237 453 per annum (Level 05), (excluding benefits)
<u>CENTRE</u>	:	DPP: Bloemfontein (OCC)
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Sound planning and organizing skills, written and verbal communication. General computer literacy skills and knowledge in programs MS Word; Excel; PowerPoint and Outlook. Good people skills. Strong interpersonal and communication skills. Ability to act independently.
<u>DUTIES</u>	:	Register incoming dockets and scanning thereof. Capturing information on the electronic case register (ECR). Daily updating of information from court. Provide dockets electronically and photocopies, where necessary, 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 Prosecutors 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 Supervisors, DPP and National Office for monthly reporting. Update electronic case register as and when additional data becomes available. Attend to queries on case flow from Prosecutors and SAPS from the ECR. Provide case administration and document 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.
<u>ENQUIRIES</u>	:	Lemmer Ludwick Tel No: (051) 410 6001
<u>APPLICATIONS</u>	:	e mail: Recruit2026295@npa.gov.za
<u>POST 29/85</u>	:	<u>ADMINISTRATIVE CLERK REF NO: RECRUIT 2026/296 (X2 POSTS)</u> Specialised Commercial Crime Unit
<u>SALARY</u>	:	R237 453 per annum (Level 05), (excluding benefits)
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification. Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Excellent communication and administrative skills. Report writing skills, good verbal and written communication skills. Customer focus and responsiveness. Excellent administrative skills and problem-solving skills. Good analytical skills. Computer skills such as MS word, Excel, Ms Office suite and Outlook. Flexibility. Document administration, writing skills and task time management skills.
<u>DUTIES</u>	:	Register incoming dockets and scanning thereof. Capturing information on the electronic case register (ECR). Daily updating of information from court. Provide dockets electronically and photocopies, where necessary, 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 Prosecutors 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 Supervisors, DPP and National Office for monthly reporting. Update electronic case register as and when additional data becomes available. Attend to queries on case flow from Prosecutors and SAPS from the ECR. Provide case administration and document 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.
<u>ENQUIRIES</u>	:	Lemmer Ludwick Tel No: (053) 410 6001
<u>APPLICATIONS</u>	:	e mail: Recruit2026296@npa.gov.za
<u>POST 29/86</u>	:	<u>FINANCE CLERK REF NO: RECRUIT 2026/297</u> National Prosecutions Services
<u>SALARY</u>	:	R237 453 per annum (Level 05), (excluding benefits)
<u>CENTRE</u>	:	DPP: Bloemfontein

<u>REQUIREMENTS</u>	:	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 cellphone 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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Lemmer Ludwick Tel No: (053) 410 6001
<u>APPLICATIONS</u>	:	e mail: Recruit2026297@npa.gov.za
<u>POST 29/87</u>	:	<u>CONTROL ROOM OPERATOR REF NO: RECRUIT 2026/298</u> Strategy Operations and Compliance: Security Management Services
<u>SALARY</u>	:	R237 453 per annum (Level 05), (excluding benefits)
<u>CENTRE</u>	:	DPP: Johannesburg
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Registration with the Private Security Regulation Authority (PSIRA) Grade C. Reliable, tolerant and determined. Able to act independently. High level of integrity. Willing to work shifts, after hours and over weekends. Good report writing skills and able to work under pressure. General computer literacy and knowledge of programs in MS Word, Excel, Outlook and Power Point. knowledge of security management in public sector administration (MISS & n MPSS documents). A valid driver's license.
<u>DUTIES</u>	:	Operate control room security and emergency system to ensure safety of the premises. Control cameras through CCTV system to monitor and safeguard the premises. Identify and record all suspicious incidents. Safekeeping of recorded information and back-up footage and access control records. Compile incident reports. Ensure proper use of control room systems. Identify and report faults and malfunctioning of the system. Monitor all scheduled and repair maintenance to ensure the effective working of all systems and equipment. Implement access control and key control for NPA building facilities and conduct key audits as and when required. Ensure access control of the control room. Control entry and exit of the control room. Ensure all relevant control room registers are complete. Respond to security emergencies. Activate the emergency systems and immediately report incidents. Liaise with internal and external stakeholders.
<u>ENQUIRIES</u>	:	Tshinyadzo Mudau Tel No: (012) 845 6298
<u>APPLICATIONS</u>	:	e mail: Recruit2026298@npa.gov.za
<u>POST 29/88</u>	:	<u>FINANCE CLERK REF NO: RECRUIT 2026/299 (X2 POSTS)</u> National Prosecutions Services (Re-advert)
<u>SALARY</u>	:	R237 453 per annum (Level 05), (excluding benefits)
<u>CENTRE</u>	:	DPP: Grahamstown (Makhanda)
<u>REQUIREMENTS</u>	:	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 cellphone 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.
<u>DUTIES</u>	:	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
APPLICATIONS

: Chwayita Zwelibanzi Tel No: (046) 602 3000
: mail: Recruit2026299@npa.gov.za

OFFICE OF THE CHIEF JUSTICE

The Office of the Chief Justice is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1)(i) of the Constitution of South Africa, 1996, the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act 55) 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.
- Free State: Bloemfontein:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X20612, Bloemfontein, 9300 or hand deliver applications to the Free State High Court, Corner President Brand and Fontein Street, Bloemfontein, 9301
- Gauteng/Pretoria/Johannesburg:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X7, Johannesburg, 2000. Applications can also be hand delivered to the 12th floor, Cnr Pritchard and Kruis Street, Johannesburg.
- North West/Mmabatho:** Quoting the relevant reference number, direct your application to: The OCJ Provincial Head, Office of the Chief Justice, Private Bag X 2033, Mmabatho, 2735. Applications can also be hand delivered to 22 Molopo Road, Ayob Gardens, Mafikeng
- Western Cape Provincial Service Centre/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.
- Eastern Cape/Gqeberha:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Postal Address: Private Bag X13012, Cambridge 5206, East London. Applications can also be hand delivered to 59 Western Avenue, Sanlam Park Building, 2nd Floor, Vincent 5242, East London.

CLOSING DATE
NOTE

- : 28 August 2026
- : 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 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. 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

<u>POST 29/89</u>	:	<u>CHIEF REGISTRAR REF NO: 2026/96/OCJ</u>
<u>SALARY</u>	:	R610 434 – R1 442 451 per annum (MR6). The successful candidate will be required to sign a performance agreement. Salary will be in accordance with Occupation Specific Dispensation (Resolution 1 of 2008). Shortlisted candidates will be required to submit a service certificate/s for determination of their experience.
<u>CENTRE REQUIREMENTS</u>	:	North West Division of The High Court: Mmabatho
	:	Applicants should be in possession of an LLB Degree or a four (4) year legal qualification as recognised by SAQA. A minimum of eight (8) years' post qualification experience obtained as a Registrar. A valid driver's license. Knowledge and skills: Knowledge of registry duties, knowledge of legislative framework governing the public service, knowledge of storage and retrieval procedures in terms of the working environment, knowledge of Quasi-Judicial, knowledge of Case flow management, knowledge of court documentation management and Human Management and Batho Pele Principles. Skilled in planning, organising numeracy, problem solving, decision making, computer literacy (MS Office), communication (written and verbal), people skills/interpersonal relations, report writing and interviewing skills.
<u>DUTIES</u>	:	Manage the Information and case/court documentation Management System: Implement information desk in the court, develop and maintain a complaints management system, interface with external court stakeholders on a regular basis, ensure that the checking of relevant registers is done in terms of the codes. Provide support to court and case flow management / Quasi-Judicial functions: Develop & implement case management strategies, review and implement projects to improve court efficiency regularly, implement a case/ court documentation and information management system. Implement Service Level Agreements and Strategic Court projects: Ensure that all J33 requests to Service Providers are timeously returned, liaise with the service provider on a regular basis to ensure smooth service delivery, peruse proposed amendments received from the rules board and provide comments, if any to them. Provide leadership of the High Court: Develop annual institutional performance reports & other statutory reports, give direction and guidance to the court based on best court management practices and lead transformation in the High court. Supervise and develop staff: Ensure general supervision of employees, allocate duties and perform quality control on the work delivered by officials, manage leave of staff, advise and lead supervisees with regard to all aspects of the work, perform quality control on the work delivered by officials, manage

		leave of staff, advise and lead supervisees with regard to all aspects of the work.
<u>ENQUIRIES</u>	:	Technical Related Enquiries: Mr OPS Sebatatso Tel No: (018) 397 7004 HR Related Enquiries: Ms L Makula Tel No: (018) 397 7064
<u>APPLICATIONS</u>	:	Applications can be sent via email to 2026/96/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 29/90</u>	:	<u>SENIOR LAW RESEARCHER REF NO: 2026/97/OCJ</u>
<u>SALARY</u>	:	R605 742 – R713 535 per annum (Level 10). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Gauteng Division of The High Court: Pretoria
<u>REQUIREMENTS</u>	:	Applicants should be in possession of an LLB Degree at (NQF level 8). A minimum of three (3) years' legal research experience of which two (2) years should be at supervisory level. A valid driver's license will serve as an added advantage. Knowledge and Skills: Knowledge of electronic information resources and the ability to access and utilise computer research programmes (Westlaw, LexisNexis, Jutastats), knowledge of operating DCRS/ CRT machine, Employment Equity Act, Practice Manual of the Court, sound understanding of South African law and Judicial system, interpretation and application of the law and Batho Pele Principles. Skilled in Microsoft Office Programs, research, problem solving, planning and organising, good judgment and decision-making, interpersonal relations, time management, effective communication (verbally and in writing) and supervisory skills. Along with the following attributes: Ability to multitask, able to work under pressure, telephone etiquette, professionalism, ability to meet strict deadlines and ability to maintain confidentiality with ability to take charge.
<u>DUTIES</u>	:	Provide legal research, consult with the judiciary in chambers and take instructions, peruse all the material lodged, identify the issue and initiate appropriate research, provide analytical summary of counsels' arguments or written evidence in the court, delegate instructions to the researcher, conduct research on electronic databases as per the Judge's request, ensure that all research provided to Judges is comprehensive and accurate, ensure that draft judgments, articles and speeches are clear, consistent and comprehensive, ensure there are no judgments conform to the accepted writing Style Guide of each court, ensure preparation of a comprehensive memorandum on the outcome of the research, double-check all references and footnotes in all judgements and legal articles against the original text to ensure correctness, assist the judges with other extra-judicial tasks, draft speeches, conferences papers and legal articles, ensure that all speeches, conference papers and articles are thoroughly researched, are accurate and of the highest quality, ensure secretarial functions including Provincial Efficiency Enhancement Committee (PEEC) meetings are being effectively performed, ensure the judiciary of the Division is up to date on recent developments min case law, practice directives and legislation, keep abreast of all the landmark judgments / recent developments in the law, changes in legislation and regulations, ensure researchers attend to publisher related queries (e.g Juta, Lexis and Saffli), supervise and develop staff, ensure general supervision of employees, allocate duties and perform quality control on the work delivered by officials, manage leave of staff, advise and lead supervisees with regards to all aspect of work, manage performance, conduct and discipline of employees, ensure that all employees are trained and developed to be able to deliver work of the required standard efficiently and effectively, develop, implement and monitor work systems and processes to ensure efficient and effective functioning, address enquiries and provide advice and guidance on asset allocations and control
<u>ENQUIRIES</u>	:	Technical Related Enquiries: Mr. PA Nkone Tel No: (012) 492 7606 HR Related Enquiries: Ms. T Mbalekwa Tel No: (010) 494 8515
<u>APPLICATIONS</u>	:	Applications can be sent via email to 2026/97/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 29/91</u>	:	<u>ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: 2026/98/OCJ</u>
<u>SALARY</u>	:	R487 197 – R573 897 per annum (Level 09). The successful candidate will be required to sign a performance agreement.

<u>CENTRE REQUIREMENTS</u>	: Western Cape Division Provincial service centre
	: Applicants should be in possession of a three-year National Diploma in Human Resources Management/Public Administration/Public Management/Personnel Management or equivalent qualification at NQF Level 6 with 360 credits as recognised by SAQA. A minimum of three (3) years relevant experience in Human Resources Management environment of which one (1) should be at supervisory level. Formal PERSAL training. A valid driver's license will serve as an added advantage. Knowledge and skills: Knowledge and understanding of relevant Human Resources Management Legislation/Directives and Policies, must be able to understand/interpret policies and implement strategies, extensive, knowledge of the PERSAL system, knowledge in Training and Development processes. Skilled in computer literacy (MS Office), communication (written and verbal), people management/interpersonal relations, report writing and problem solving. Along with the following attributes: Ability to work long hours when required, commitment and integrity, ability to work under pressure and adhere to deadlines, be self motivated, pay attention to detail, maintaining discipline, confidentiality and professionalism.
<u>DUTIES</u>	: Manage and coordinate HRM administration matters within the Department, contribute to the rendering of a professional Human Resource Management services with respect to conditions of service and benefits, leave, housing, medical aid, injury on duty, termination, long service recognition, overtime, relocation, pension, allowances. HR provisioning (Recruitment and selection, appointment, transfers, verification of qualifications, secretariat functions at interviews etc). Implement and manage the Performance Management and Development system in the province. Responsible for the facilitation and coordination of Labour Relations, Employee Wellness and Learning and Development in the Province. Address Human Resources Administration enquiries and manage all PERSAL transactions. Ensure the correct implementation of Departmental/Public Service policies on matters related to Human Resources Management and adherence to the relevant prescripts/legislations. Inform, guide and advice relevant stakeholders on Human Resources administration matters to enhance the correct implementation of Personnel administration practices/policies. Manage and administer policy and procedures on incapacity leave and ill-health retirement (PILIR) in the Department. Manage the HRM Registry services and records management. Prepare and consolidate reports. Human resources management administration issues.
<u>ENQUIRIES</u>	: Technical Related Enquiries: Mr SD Hlongwane Tel No: (021) 469 4032 HR Related Enquiries: Mr SD Hlongwane Tel No: (021) 469 4032
<u>APPLICATIONS</u>	: Applications can be sent via email to 2026/98/OCJ@judiciary.org.za
<u>NOTE</u>	: The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 29/92</u>	: <u>ASSISTANT DIRECTOR: JUDICIAL SUPPORT REF NO: 2026/99/OCJ</u>
<u>SALARY</u>	: R487 197 - R573 897.per annum (Level 09). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	: Gauteng Division of The High Court: Pretoria
	: Applicants should be in possession of a National Diploma in Office Management/ Business Administration/ relevant qualification at NQF level 6 as recognised by SAQA. A minimum of three (03) years' relevant experience in an administrative office management environment of which one (1) year should be at supervisory level. A driver's license/LLB degree will serve as an added advantage. Knowledge and Skills: Knowledge of relevant legislatives and regulations, knowledge of case lines, knowledge of office management responsibilities, systems and procedures, knowledge of Supervisory Facets, knowledge of Electronic Information Resource and online retrieval. Skilled in communication (written and verbal), facilitation, report writing, people management and empowerment, strategic and leadership, problem solving, presentation, decision-making, interpersonal relations. Along with the following attributes: Ability to multitask, professional telephone manners, able to work under pressure and meticulous.
<u>DUTIES</u>	: Manage the administration in the Office of the Judge President, arrange and diarise meetings and appointments involving the Judge President, coordinate all engagements between Judges and Divisional Senior Officials with the Judge President, ensure attendance on all queries addressed to the office of the Judge President, attend to general correspondence in the Office of the

Judge President, including but not limited to drafting and compiling all memos, letters, reports and presentations, by the Judge President, coordinate and administer leave management of the Office of the Judge President, attend to correspondence in relation to reserved Judgements as well as complaints arising from reserved Judgements, attend to arrangements for the Judge President to preside in the administering of oaths of office to members of the Provincial Executive and other office bearers, coordinate arrangements for the reconstruction of delayed appeals records involving retired and deceased Judges, facilitate the monthly reserved judgements statistics for the division, coordinate correspondence and statistics regarding reserved Judgements and updating the reserved Judgements register, collect and co-ordinate inputs from Judges including all necessary documentation to inform the budgetary processes, provide support to the Judge President in determining funding requirements for budgeting process, check and verify financial reports in support of the Judge President's office, source and certify the correctness of invoices and statements, regarding expenditure in the Judge President's office, coordinate all logistics for meetings and other engagements of the Judge President, locally and internationally, including the submission of reports and presentations as well as the implementation of resolutions emanating from such meetings, attend to the Judge President's actionable items from the Heads of Court committees he chairs, ensure necessary secretariat support in meetings chaired by the Judge President, including but not limited to Divisional Leadership meetings, Divisional operational meetings as well as Divisional Judges meetings and Divisional stakeholder meetings, manage travel arrangements and complete documentation for approval. facilitate maintenance of Judge President's vehicle and submit logbook. Submit S&T claims, cell phone and 3G data claims, provide a record management function, including collection, distribution, retrieval and filling of records.

<u>ENQUIRIES</u>	:	Technical Related Enquiries: Mr. PA Nkone Tel No: (012) 492 7606 HR Related Enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
<u>APPLICATIONS</u>	:	Applications can be sent via email to 2026/99/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 29/93</u>	:	<u>SENIOR COURT INTERPRETER REF NO: 2026/100/OCJ</u>
<u>SALARY</u>	:	R338 106 - R398 277 per annum (Level 07). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Eastern Cape Division of The High Court: Gqeberha
<u>REQUIREMENTS</u>	:	Applicants should be in possession of a National Diploma in Legal Interpreting or equivalent qualification at NQF level 6 with 360 credits as recognised by SAQA. A minimum of two (2) years' practical experience in court Interpreting or Grade twelve (12) certificate with at least ten (10) years' practical experience in court Interpreting. Proficiency in English, Afrikaans and isiXhosa. Proficiency in any other indigenous languages and a valid driver's license will serve as an added advantage. Knowledge and skills: Knowledge of relevant acts and regulations, knowledge of culture, knowledge of subject area, knowledge on how to translate and be able to keep to time frame. Skilled in computer literacy (MS Office), communication (written and verbal), time management, interpersonal relations, listening, customer service, problem solving, planning, organising, decision-making, analytical thinking, excellent English language along with the following attributes: flexible, motivational, able to work under pressure, meticulous, self-driven and people centric.
<u>DUTIES</u>	:	Render interpreting services: Interpret in Children's Act matters, criminal proceedings, Civil proceedings, Domestic Violence Act matters, Older Persons Act matters, Family, Protection from Harassment Act matters, Labour, Maintenance Act matters, Child Justice matters, Inquests, and quasi-judicial matters. Interpret in small claims courts, interpret in disciplinary hearing, interpret in Conciliation and Arbitration, interpret in confession, interpret in pre-trial proceedings and consultations, liaise with the supervisor for foreign language interpreters, interpret from source to target language during court proceedings, pre-trial, consultation, quasi, judicial. interpret non-verbal gestures, dramatization and confessions, engage with the judiciary to confer on the readiness and/or performance of a particular interpreter in court. Render legal and quasi-judicial and language service: Render audible and clear interpreting from source to target language without embellishment or omissions while preserving the language, convey the correct language in accordance with

language usage of the speaker, control the speaker and ensure that the citations are interpreted correctly, Translate legal documents and exhibits: Study and analyse the source document, conduct the necessary research and consult with the relevant parties, ensure accurate cite translation documents, check, edit and revise the translated document, translate mechanically recorded audio material. Develop terminology and provide support in the reconstruction of records: Accumulate terminology and develop database, populate the terms and respective meaning in the glossary register, gather all trial documents, attend to mechanical recordings, compare notes of the Presiding Officer, State and Defence.

ENQUIRIES : Technical Related Enquiries: Ms. P Boya-Nyhiba Tel No: (041) 502 6626
HR Related Enquiries: Ms. Z Sulo at (087) 086 6929
APPLICATIONS : Applications can be sent via email to 2026/100/OCJ@judiciary.org.za
NOTE : The Organisation will give preference to candidates in line with the Employment Equity goals.

POST 29/94 : **JUDGES SECRETARY REF NO: 2026/101/OCJ (X2 POSTS)**

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

CENTRE : Gauteng Division of The High Court: Johannesburg
REQUIREMENTS : Applicants should be in possession of Grade 12 Certificate. A minimum of 20 modules completed towards an LLB, BA/BCOM Law degree. A minimum of one (01) year secretarial experience, a valid drivers' license will serve as an added advantage. To pass typing test. Knowledge and skills: Knowledge of departmental policies, prescripts and procedures or guidelines, research capabilities including signing of payroll. Skilled in communication (verbal and written), administration, customer service, excellent typing skills including Dictaphone typing, computer literacy (MS Word), interpersonal skills and time management. Along with the following attributes: ability to meet strict deadlines, work under pressure, confidentiality and attention to detail.

DUTIES : Render secretarial support to the Judiciary: Diarise the appointments and meetings of the Judge. Type and file the judgments, ensure the Judgments that are handed down (delivered), signed draft orders granted in court or virtually are sent to the Typist for scanning, upload unto Case-lines/Court-Online and the Library, ensure that all visitors are received, screened and their queries are attended to, record all incoming and outgoing documents, order and collect stationery for the Judge. Provide support functions to Civil, Criminal and review matters/courts and case allocations in chambers: Collect the files before the commencement of a Criminal matter from the Registrar's office at the Criminal section, keep update on the register of reviews and sign on receipt to return the reviews to the Clerk, ensure that the register/template of the reserved judgement is updated and notify the Statistics Officer and the office of the Judge President when judgment has been handed down, ensure that the transcribed judgements from transcribers reach the Judges for approval and signature, prepare court rolls for Opposed Motion and Urgent court and distribute to stakeholders. Provide support functions to civil / criminal courts: Administer the correct Oath ID or declaration in court when required, ensure that the bench book of the Judge is prepared and files are taken by Ushers to court before the commencement of the proceedings, ensure that all stakeholders involved are present in court before commencement of proceedings, ensure that all cases are called on record as per the court roll by means of calling the case number and the parties' names, before a Judge can allow parties to start with their matters. Provide general administrative support to the Judiciary: Ensure that all the travel, accommodation arrangements are in order and attend to sign the documents for approval, ensure that the Judge's logbook is submitted on or before the 5th of every month to the Transport Officer, ensure that the car is booked for either maintenance and service, receive the pre-authorisation for the Judge's vehicle, remind Judge of the invoices so that the submission of the S&T claims can be processed, ensure the submissions of Cell phone and 3G data claims for process purposes and ensure that all updates on the loose leafs in the Judges library are attended to.

ENQUIRIES : Technical Related Enquiries: Ms S Kajee Tel No: (010) 494 8486
HR Related Enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
APPLICATIONS : Applications can be sent via email to 2026/101/OCJ@judiciary.org.za
NOTE : The Organisation will give preference to candidates in line with the Employment Equity goals.

<u>POST 29/95</u>	:	<u>PROVISIONING ADMINISTRATIVE OFFICER: DEMAND AND TENDER MANAGEMENT REF NO: 2026/102/OCJ</u>
<u>SALARY</u>	:	R338 106 - R 398 277 per annum (Level 07). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	National Office: Midrand
	:	Applicants should be in possession of a National Diploma in Supply Chain Management / Economics / Finance / Financial Management / Procurement/ Logistic/Public Administration or relevant qualification at (NQF level 6) as recognised by SAQA. A minimum of two (2) years' experience Demand Management and Tender Administration environment. A valid driver's license. Knowledge and skills: Knowledge and understanding of administrative and procurement procedure, knowledge of the Public Financial Management Act, knowledge of supply chain management frameworks, policies and procedures, knowledge of budgeting and financial management, knowledge of procurement policies and relevant legislation prior to awarding contracts, knowledge of PPPFA regulations, Public Service Act 1994, Public Service Regulations 2016, National Treasury Regulations, good understanding of departmental prescripts and frameworks (e.g. departmental codes: COIDA and BBBEE and Batho Pele Principles. Skilled in computer literacy MS Office, MS Power Point, MS Word, MS Excel, presentation, conceptual orientation, planning, organising, problem-solving, financial management, interpersonal relations, decision making, time management, communication and report writing skills.
<u>DUTIES</u>	:	Coordinate the compilation of tender/quotation specifications as required: Conduct briefing sessions. Coordinate the Development of sourcing strategy. Development of specifications/Terms of Reference. Compilation of Demand Management Plans and Procurement Plans. Coordinate the amendment of the procurement plan. Serve as a secretariat of Bid Specification and Bid Evaluation and Adjudication Committee. Maintaining of filing system for awarded bids. Compile bid documents, Publish bid documents and bid invitations. Coordinate the development of sourcing strategy document. Verify alignment of the acquisition of goods and services with the Demand Management Plans and provide support with information for Audit queries. Conduct proper filing system for all the records, schedule and organise meetings, render secretarial services to the meetings within the unit, update and maintain the project dashboard for the unit, facilitate the subsistence and facilitate procurement of stationary and all other petty cash purchases and handle incoming and outgoing office correspondence. Collate and compile monthly progress reports on the procurement plan and quarterly report to the National Treasury.
<u>ENQUIRIES</u>	:	Technical Related Enquiries: HR Related Enquiries: Ms N Ntimane Tel No: (010) 493 2601
<u>APPLICATIONS</u>	:	Applications can be sent via email to 2026/102/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 29/96</u>	:	<u>REGISTRAR REF NO: 2026/103/OCJ</u>
<u>SALARY</u>	:	R337 563 - R1 155 777 per annum (MR3 - MR5). Salary will be in accordance with Occupation Specific Dispensation (Resolution 1 of 2008). Shortlisted candidates will be required to submit a service certificate/s for determination of their experience. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Northern Cape High Court: Kimberley
	:	Applicant should be in possession of an LLB Degree or a four (4) year Legal qualification at NQF level eight (8) as recognised by SAQA. A minimum of two (2) years post graduate legal experience. MR3: LLB Degree or equivalent plus a minimum of 2 years post graduate legal experience. MR4: LLB Degree or equivalent plus minimum of 8 years post graduate legal experience. MR5: LLB Degree or equivalent plus a minimum of 14 years post graduate legal experience. Superior Court of litigation experience and a driver's license will serve as an added advantage. Skills and Competencies: Knowledge of registrar's duties, Case Flow Management, legislative framework governing the public service and Batho Pele Principles. Skilled in communication (verbal and written), computer literacy, numeracy, planning, organising, controlling, problem solving, decision making, customer service orientation, interpersonal

skills and conflict management. Along with the following attributes: Attention to detail, strong work ethics, professionalism, ability to work under pressure and meeting of deadlines, results driven, honesty/trustworthy and observance of confidentiality.

DUTIES : Process default judgements to enhance efficiency of the court in handling of quasi-judicial functions: Determine whether pleadings/processes comply with the court rules, consider applications for default judgement (Rule 31(5) – by applying court rules and regulations, case law, discretion and knowledge, capture accurate outcome to the relevant litigating party, capture and update accurate Default applications register and data tool on percentage of default judgements granted by Registrars to the Statistician, execute taxations to enhance efficiency of the court in handling of quasi-judicial functions, Tax bills of cost-by hearing arguments from the parties and apply discretion and knowledge to the reasonable litigation costs, process and finalise Opposed and Unopposed Taxations in accordance with SOP, deal with and finalise taxation reviews (Rule 48) through the drafting of stated cases, replies, and submission to the Judiciary, capture and update accurate Bills of costs registered and data tools in the office, submit reporting tool on Taxations to the Statistician, manage criminal /civil process to enhance efficiency of the court: Analyse statistical data to assess trends and devise strategies to address identified risk factors, resolve Presidential Hotline queries and chapter 9 institution enquiries, coordinate and report on the provision of support staff in Court Rooms and Registrars supporting offices, manage the collation of performance information /data/ Statistics for purpose of reporting as per Reporting Tools, maintain and update manual registers for Audit of reported Performance information, supervise, develop staff and ensure general supervision employees.

ENQUIRIES : Technical Related Enquiries: Ms L Wymers: Tel No: (053) 492 3533
HR Related Enquiries: Ms P Netshivhale: Tel No: (053) 492 3535

APPLICATIONS : Applications can be sent via email to 2026/103/OCJ@judiciary.org.za
NOTE : The Organisation will give preference to candidates in line with the Employment Equity goals.

POST 29/97 : **REGISTRAR: REF NO: 2026/104/OCJ**

SALARY : R337 563 - R1 155 777 per annum (MR3 - MR5), Salary will be in accordance with Occupation Specific Dispensation (Resolution 1 of 2008). Shortlisted candidates will be required to submit a service certificate/s for determination of their experience. The successful candidate will be required to sign a performance agreement.

CENTRE : Gauteng Division of The High Court: Pretoria
REQUIREMENTS : Applicants should be in possession of an LLB Degree or a four (4) year Legal qualification at NQF level eight (8) as recognised by SAQA. A minimum of two (2) years' experience in legal environment. **MR3:** LLB Degree or equivalent plus a minimum of 2 years post graduate legal experience. **MR4:** LLB Degree or equivalent plus minimum of 8 years post graduate legal experience. **MR5:** LLB Degree or equivalent plus a minimum of 14 years post graduate legal experience. Superior Court of litigation experience and a driver's license will serve as an added advantage. Knowledge and Skills: Knowledge of registry duties, Case Flow Management, legislative framework governing the public service, knowledge of storage and retrieval procedures in terms of the working environment, Batho Pele Principles. Skilled in communication (verbal and written), computer literacy, numeracy, planning, organising, problem solving, decision-making, interpersonal skills, conflict management, time management, analytical skills. Along with the following attributes: strong work ethics and professionalism, time bound, meticulous, honesty/trustworthy and observance of confidentiality.

DUTIES : Determine whether pleadings/ processes comply with the Court rules, consider applications for default judgment (Rule 31[5]) – by applying Court rules and regulations, case law, discretion and knowledge, capture accurate outcome of discretion applied on the file cover, ensure circulation of the outcome to the relevant litigating party, capture and update accurate Default applications register and data tool registered in the office daily, verify data and submit reporting tool on percentage of default judgments granted by Registrars to the Statistician, analyse statistical data to assess trends and devise strategies to address identified risk factors, resolve Presidential Hotline queries and chapter 9 institution enquiries, coordinate and report on the provision of support staff in Court Rooms and Registrars supporting offices, manage the collation of

performance information/ data/ Statistics for purpose of reporting as per Reporting Tools, maintain and update manual registers for Audit reported Performance information, supervise, develop staff and ensure general supervision of employees. Allocate duties and perform quality control on the work delivered by officials, manage leave of staff, advise and lead supervisees with regard to all aspects of the work, manage performance, conduct and discipline of employees, ensure that all employees are trained and developed to be able to deliver work of the required standard efficiently and effectively, develop, implement and monitor work systems and processes to ensure efficient and effective functioning, address enquiries and provide advice and guidance on asset allocations and control.

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 2026/104/OCJ@judiciary.org.za

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

POST 29/98 : **REGISTRAR REF NO: 2026/105/OCJ**

SALARY : R337 563 - R1 155 777 per annum (MR3 - MR5), Salary will be in accordance with Occupation Specific Dispensation (Resolution 1 of 2008). Shortlisted candidates will be required to submit a service certificate/s for determination of their experience. 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 an LLB Degree or a four (4) year Legal qualification at NQF level eight (8) as recognised by SAQA. A minimum of two (2) years' experience in legal environment. **MR3:** LLB Degree or equivalent plus a minimum of 2 years post graduate legal experience. **MR4:** LLB Degree or equivalent plus minimum of 8 years post graduate legal experience. **MR5:** LLB Degree or equivalent plus a minimum of 14 years post graduate legal experience. Superior Court of litigation experience and a driver's license will serve as an added advantage. Knowledge and Skills: Knowledge of Case Flow Management, knowledge of the legislative frameworks governing the public service. Skilled in communication (verbal and written), planning, organising, problem solving, numeracy, conflict management and time management. Along with the following attributes: ability to work under pressure, professionalism, strong work ethics and attention to details.

DUTIES : Process default judgments to enhance efficiency of the court in handling of quasi-judicial functions, consider applications for default judgment (Rule 31[5]) by applying court rules and regulations, case law, discretion and knowledge, ensure circulation of the outcome to the relevant litigating party, capture and update accurate Default applications register and data tool registered in the Office daily, verify data and submit reporting tool on percentage of default judgments granted by Registrars to the Statistician, execute taxations to enhance efficiency of the court in handling of quasi-judicial functions, determine whether pleadings/ processes comply with the court rules, Tax bills of cost by hearing arguments from the parties and apply discretion and knowledge to the reasonable litigation costs, process and finalise opposed and Unopposed Taxations in accordance with SOP, deal with and finalise taxation reviews (Rule 48) through the drafting of stated cases, replies, and submission to the Judiciary, capture and update accurate Bills of costs registered and data tools in the Office, submit reporting Tool on Taxations to the Statistician, verify data and submit reporting taxations dealt with by Registrars to the Statistician, manage criminal/civil process to enhance efficiency of the court, analyse statistical data to assess trends and devise strategies to address identified risk factors, resolve Presidential Hotline queries and chapter 9 institution enquiries, coordinate and report on the provision of support staff in Court Rooms and Registrars supporting offices, manage the allocation of performance information/ data/ Statistics for purpose of reporting as per Reporting Tools, maintain and update manual registers for Audit of reported Performance information, supervise and develop staff, ensure general supervision of employees, allocate duties and perform quality control on the work delivered by officials, manage leave of staff, advise and lead supervisees with regard to all aspects of the work, manage performance, conduct and discipline of employees, ensure that all employees are trained and developed to be able to deliver work of the required standard efficiently and effectively, develop,

		implement and monitor work systems and processes to ensure efficient and effective functioning, address enquiries, provide advice and guidance on asset allocation and control.
<u>ENQUIRIES</u>	:	Technical Related Enquiries: Ms. N Hanekom Tel No: (021) 480 2635
	:	HR Related Enquiries: Mr SD Hlongwane Tel No: (021) 469 4032
<u>APPLICATIONS</u>	:	Applications can be sent via email to 2026/105/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 29/99</u>	:	<u>REGISTRARS CLERK REF NO: 2026/106/OCJ</u>
<u>SALARY</u>	:	R237 453 - R279 708 per annum (Level 05). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Gauteng Division of The High Court: Johannesburg
<u>REQUIREMENTS</u>	:	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. A valid driver's 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 and Batho Pele Principles. Skilled in computer literacy (Microsoft Office), communication, numeracy, interpersonal relations, problem solving, analysis, time management and administration. Along with the following attributes: ability to work under pressure, self-motivated, accuracy, ability to work independently, attention to detail, teamwork and flexible.
<u>DUTIES</u>	:	Perform clerical and administrative work within the court: Register/ allocate case numbers to all pleadings and court documents received, ensure that the files have been served on all parties concerned, draw up files for the litigants/Attorney, update the file of return service/s proof services, safe-keep and dispose of case records, handle court's request files, retrieve the requested files and make the file available to the requester, attend to queries from parties and members of the public, record documents received, ensure systematically recording of court files, keep record of requests received from litigants, render case management duties, attend to case management and set down notice, implement case management practices (placing request forms in the space of a file that has been requested, complete and file the movement sheet), monitor files and records as per the case Management, provide support with administrative registrar, submit leave forms to HR for compliance, maintain and keep all registers for filing and archiving, comply with the telephone prescripts and leave policies, prepare and sign performance agreement timeously.
<u>ENQUIRIES</u>	:	Technical Related Enquiries: Mr T Musana Tel No: (010) 494 8403/8402
	:	HR Related Enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
<u>APPLICATIONS</u>	:	Applications can be sent via email to 2026/106/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organization will give preference to candidates in line with the Employment Equity goals.
<u>POST 29/100</u>	:	<u>ADMINISTRATION CLERK: LEGAL REF NO: 2026/107/OCJ</u>
<u>SALARY</u>	:	R237 453 - R279 708 per annum (Level 05). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Free State Provincial Service Centre: Bloemfontein
<u>REQUIREMENTS</u>	:	Applicants should be in possession of a Grade 12 or equivalent qualification at NQF level four (4) as recognised by SAQA. No experience required. A three-year National Diploma/Degree in Law at NQF level 6 with 360 credits as recognised by SAQA will serve as an added advantage. Knowledge and skills: Knowledge and understanding of the legislative frameworks, prescripts and regulations governing Public Service, library and information science matters, procedures and processes, knowledge of law subjects and legal phrases, knowledge of clerical duties, practices and ability to capture data, knowledge of clerical duties, practices and ability to capture data, knowledge and understanding of the legislative framework governing Public Service, knowledge of Batho Pele Principles. Skilled in communication (verbal &

		written), problem solving, public relations, monitoring and analytical, computer literacy (MS Office), planning, organising, report writing and typing skills.
<u>DUTIES</u>	:	Conduct legal research for the Regional Court President/Chief Magistrate, compilation of statistics, case flow management, assisting Regional Registrar and members of the public, provide administrative support in general as requested by the manager and supervisor.
<u>ENQUIRIES</u>	:	Technical Related Enquiries: Mr S.P Mathibeli Tel No: (051) 4924523 HR Related Enquiries: Ms DSJ Peters: Tel No: (051) 492 4523
<u>APPLICATIONS</u>	:	Applications can be sent via email to 2026/107/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 29/101</u>	:	<u>ADMINISTRATION CLERK: ASSET CONTROLLER REF NO: 2026/108/OCJ</u>
<u>SALARY</u>	:	R237 453 - R279 708 per annum (Level 05). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Western Cape Division of The High Court: Cape Town
<u>REQUIREMENTS</u>	:	Applicants should be in possession of a Grade 12 certificate or equivalent qualification at NQF level four (4) as recognised by SAQA. No experience is required. A valid driver's license will serve as an added advantage. Knowledge and skills: Knowledge of Public Service Finance Management Act (PFMA), PPPFA, BBB_EE Act and Treasury Regulations, In-depth knowledge of financial systems, e.g. LOGIS. Skilled in planning, organising, interpersonal relations, communication (written and verbal) and computer literacy. Along with the following attributes: ability to work independently and meet deadlines, ability to work under pressure, work in a team and preparedness to work overtime when required.
<u>DUTIES</u>	:	Render efficient and effective support to the court, facilitate the maintenance of a complete, reliable, and accurate asset register for the Departmental owned assets, allocate assets as per purchasing request, conduct physical verification of assets in line with asset management policy and procedures to ensure the existence of assets as well as completeness of the asset register, identify and report stolen or lost assets and unserviceable, redundant, damaged, underperforming, and obsolete assets, monitor leased assets register and expiring contracts.
<u>ENQUIRIES</u>	:	Technical Related Enquiries: Mr SD Hlongwane Tel No: (012) 482 3809 HR Related Enquiries: Mr SD Hlongwane Tel No: (012) 482 3809
<u>APPLICATIONS</u>	:	Applications can be sent via email to 2026/108/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 29/102</u>	:	<u>ADMINISTRATION CLERK: JUDICIAL REMUNERATION AND CONDITIONS OF SERVICE REF NO: 2026/109/OCJ</u>
<u>SALARY</u>	:	R237 453 - R279 708 per annum (Level 05). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Judicial Remuneration and Conditions of Service: Pretoria
<u>REQUIREMENTS</u>	:	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. A National Diploma in Public Administration, Public Management, Office Management and Technology, Human Resource Management, Business Administration, Communication or an equivalent relevant qualification at NQF Level 6 as recognised by SAQA will serve as an added advantage. Knowledge and Skills: Basic knowledge of administrative processes, records management and the Batho Pele Principles, knowledge of the government systems and relevant public service legislative framework. Skilled in computer literacy with proficiency in Microsoft Word, Excel, Outlook and PowerPoint, numerical literacy, verbal and written communication, interpersonal and customer service, organisational, planning and time management and problem-solving skills. Along with the following attributes: ability to maintain confidentiality, attention to detail, ability to work under pressure and meet deadlines, ability to work effectively as part of a team, ability to perform administration duties and secretariat duties.
<u>DUTIES</u>	:	Provide administrative support to the Judicial Remuneration and Conditions of Service Directorate, provide support in the administration of remuneration and service benefits for acting and permanently appointed Judges, discharged Judges and surviving spouses, assist with the administration of gratuities for

Judges in active service, retiring Judges and surviving spouses, capture and update remuneration and service benefit information on the government system, assist with administrative processes relating to the procurement of official vehicles, receive, register, record, file and distribute documents and correspondence, maintain manual and electronic filing and records management systems, respond to routine enquiries from internal and external stakeholders, assist with the preparation of routine correspondence, reports and other administrative documents and perform general administrative duties as delegated by the supervisor.

ENQUIRIES : Technical Related Enquiries: Ms Cloudine Schubart Tel No: (081) 8286548
APPLICATIONS : HR Related Enquiries: Mr K Mphela Tel No: (010) 493 2527
NOTE : Applications can be sent via email to 2026/109/OCJ@judiciary.org.za
 : The Organisation will give preference to candidates in line with the Employment Equity goals.

POST 29/103 : **DATA CAPTURER REF NO: 2026/111/OCJ**

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

CENTRE : Gauteng Division of The High Court: Johannesburg
REQUIREMENTS : Applicants should be in possession of a Grade 12 certificate or equivalent qualification at NQF level four (4) as recognised by SAQA. No experience required. A valid drivers' license will serve as an added advantage. Knowledge and skills: Knowledge of clerical duties, practices as well as the ability to capture data, Batho Pele principles, knowledge of working procedures in terms of the working environment. Skilled in communication (written and verbal), interpersonal relations, computer literacy, customer services, planning, organising, problem solving, analytical skills, numerary. Along with the following attributes: ability to work under pressure, flexible, be motivated, meticulous and be self-driven.

DUTIES : Capture data from available records into the required formats e.g. databases, table, spreadsheet, verify missing data and errors observed during data entry, review and validate all data from the records, submit data and make regular backups of data, update registers and statistics, keep and maintain records and files, ensure records and files are properly sorted and secured, provide information to components, provide support to the verification personnel with availing data sources required and files, collect correspondence from general office, distribute files and correspondence to Registrars, provide any other support as required by the judiciary, Court Manager and/or supervisor, provide information to responsible components, keep and maintain records and files in an organised method, ensure that all case records/court documents for data capturing are kept safely while in your possession, attend to Attorneys queries with respect to quasi-judicial matters, review and validate all data from the files, open files, sort and distribute incoming data to be captured equally, update registers and statistics.

ENQUIRIES : Technical Related Enquiries: Mr T Musana Tel No: (010) 494 8403
APPLICATIONS : HR Related Enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
NOTE : Applications can be sent via email to 2026/111/OCJ@judiciary.org.za
 : The Organisation will give preference to candidates in line with the Employment Equity goals.

DEPARTMENT OF PLANNING, MONITORING AND EVALUATION



- APPLICATIONS** : Applications must be posted / or hand-delivered to: The Department of Planning, Monitoring and Evaluation (DPME) at Private Bag X944, Pretoria, 0028 or hand delivered to 330 Grosvenor Street, Hatfield, Pretoria, 0028 (please quote the relevant post and reference number).
- FOR ATTENTION** : Human Resource Admin & Recruitment
- CLOSING DATE** : 28 August 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

<u>POST 29/104</u>	:	<u>DEPUTY DIRECTOR: PROCUREMENT REF NO: 14/2025</u> Sub-Directorate: Procurement Services
<u>SALARY</u>	:	R932 292 – R1 098 195 per annum (Level 11), all-inclusive salary package. The remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to personal needs within the relevant framework.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria A relevant Bachelor's Degree / Advanced Diploma (NQF level 7) in Supply Chain Management, or Finance with at least 6 years' experience in Supply Chain Management of which 3 years must be at Middle Management (ASD) level. Competencies & Skills: Excellent financial skills, supervisory and operational management skills. Problem solving skills. Good communication & report writing skills. Computer literacy skills. Knowledge requirements: Working knowledge of LOGIS and sound knowledge of Microsoft Office applications (especially Microsoft Excel) are essential. In-depth knowledge of the legislative environment applicable to government supply chain management process and the development, implementation and monitoring of related policies and procedures. Personal Attributes: Must be client orientated and customer focused, solution orientated and able to work under stressful situations. The ability to maintain a high level of confidentiality and to prioritize work in a high-pressure environment.
<u>DUTIES</u>	:	The successful candidate will be responsible to manage the Sub-directorate, Demand and Acquisition Management, Logistics Management and Contract Administration in support of providing procurement services to the Department. This entails managing the functional operation of the Sub-directorate: Demand and Acquisition Management. Oversee RFQ and the bidding processes: Compilation of bid documents and advertisements. Publishing of bid documents. Contribute to compilation of Interim and Annual Financial Statements. Attend and respond to SCM related audit findings, and develop an Audit Action Plans and ensure its implementation. Ensure effective Contract Administration, Logistics and Warehouse Management, and Payment of suppliers within 30 days of receipt of invoice. Manage and supervise employees to ensure an effective acquisition management service and undertake all administrative functions required with regard to financial and HR administration: Develop, implement and maintain processes to ensure proper control of work. Maintenance of discipline and Management of performance and development of Sub-directorate staff.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms BX Sebuyana Tel No: (012) 312-0462 can also be emailed to: Recruitment35@dpme.gov.za
<u>POST 29/105</u>	:	<u>ASSISTANT DIRECTOR: DEMAND AND ACQUISITION MANAGEMENT REF NO: 15/2025</u> Sub-Directorate: Procurement Services
<u>SALARY</u>	:	R487 197 – R573 897 per annum (Level 09), plus benefits
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A National Diploma (NQF 6) in Supply Chain Management with at least 5 years' experience in Demand and Acquisition of which 3 years should be at Senior Officer level in Demand and Acquisition Management. An NQF level 7 in Supply Chain Management will be an added advantage. Knowledge requirements: Should have extensive knowledge Public Finance Management Act, Public Service Act and regulations. Knowledge of National Treasury SCM instruction notes and Circulars. Preferential Procurement Policy Framework Act (PPPFA) and its regulations. Competencies and skills: Must have good Presentation and problem-solving Skills. Must have good verbal and written communication skills. High level of analytical skills. Be able to engage with stakeholders. Personal Attributes: Ability to accept responsibility, and produce good quality of work. Must be a team player, flexible and reliable.
<u>DUTIES</u>	:	The successful candidate will be responsible to provide effective and efficient demand and acquisition management system within the Department. This entails ensuring approval and authorization of quotations, Request for Proposal (RFP) and tenders: Compile and submit monthly SCM reports to Deputy Director and ensure all quotations, RFP and tenders comply with SCM

Policy, delegations and SCM legislations. Monitor and facilitate requests for quotation (RFQ), RFP and tenders: Monitor and update the SCM tracking tool, Ensuring RFQ, RFP and bid processes timeframes are aligned with the approved SCM charter and ensuring all Bid committees are convened for RFP and Tender process. Update policies and respond to audit queries and risk management: Provide inputs into the review of the SCM policy and Provide inputs into Internal audit report and queries. Compilation of SCM Reports: Compile monthly reports on the status of RFQ, RFPs and Tenders and HR Management: Develop and manage the implementation of SCM operational plans, provide continuous training, mentoring and supporting to sub-ordinates and Ensure staff discipline is managed.

**ENQUIRIES
APPLICATIONS**

: Ms BX Sebuyana Tel No: (012) 312-0462
: can also be emailed to: Recruitment36@dpme.gov.za

POST 29/106

: **FOOD SERVICE AID REF NO: 16 /2026**
Branch: Corporate Services

**SALARY
CENTRE
REQUIREMENTS**

: R144 024 – R169 656 per annum (Level 02), plus benefits
: Pretoria
: An NQF level 1 (below grade 10) or level 2 (grade 10). (Abet level 2 certificate or equivalent). No experience required. Basic food services experience will be an added advantage. Qualification/ certificate in the area of food preparation/services will be an added advantage. Competencies and skills: Should have good interpersonal relations skills and good communication skills. Basic Numeracy. Knowledge requirements: Basic knowledge of how to hygienically prepare food, Managing stock and store in the kitchen and storeroom. Ability to use a variety of cleaning equipment and products. Knowledge of Batho Pele Principles. Personal attributes: Must be a team player. Flexible and reliable. Ability to accept responsibility for own areas of work.

DUTIES

: The successful candidate will be responsible for providing services relating to food preparation, the cleaning of kitchen and preparing of Boardrooms: Preparing of venues for meetings and functions. Maintain cleaning materials/ products and equipment: Monitor stock and request cleaning materials, report broken cleaning machines and equipment and safekeeping of catering equipment and stock. Filling of aqua coolers and applying hygiene and safety measures in the work-area that relates to duties.

**ENQUIRIES
APPLICATIONS**

: Ms BX Sebuyana Tel No: (012) 312-0471
: can also be emailed to: Recruitment37@dpme.gov.za

DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

The Department of Public Works and Infrastructure is a merit based and equal opportunity employer. The intention is to embed excellence and diversity in the Public Service through the filling of these posts and with persons whose appointment will drive the vision of the department to turn South Africa into a construction site, and to use public assets for public good. Women and People with disabilities are encouraged to apply.

**CLOSING DATE**

: 11 September 2026 at 16H00

NOTE

: Applications must be submitted on the prescribed Z83 application form (obtainable from any Public Service Department or on the DPSA website link: <https://www.dpsa.gov.za/newsroom/psvc/>, which must be signed, initialled and dated by the applicant, and must be accompanied by a detailed curriculum vitae (CV) only. Candidates are not required to submit certified copies of qualifications and related documents on application. Only shortlisted candidates will be required to submit certified copies of qualification and other related documents on or before the date of interview, which should not be older than six months. Should an application be submitted using incorrect/old Z83 application form, such an application will be disqualified. Further take note of the following on completion of Z83 application form: PART A and PART B must be fully completed. PART C - PART G: Noting that there is a limited space provided applicants may refer to CV or indicate. This will be acceptable as long as the CV has been attached and provides the required information. Page 1 of the Z83 application form must be initialled and page 2 signed and dated by the applicant. Failure to comply with the above instructions may result in an application being disqualified. Applicants applying for more than one advertised post must submit separate Z83 application forms and CVs in respect to each post being applied for. Should an application be received where an applicant has applied for more than one posts on the same Z83 application form, the applicant will be considered for the first post indicated on the Z83 application form only. Applications will be received via post/courier services, hand deliveries or email. Late applications will not be considered. Regulation 57 (c) and 67 (9) of the Public Service Regulations 2016, as amended, requires the executive authority to ensure that he or she is fully satisfied of the claims being made and the finalisation of Personnel Suitability Checks in order to verify claims and check the candidate for purpose of being fit and proper for employment, respectively. Shortlisted candidates must be willing to undergo normal vetting and verification processes. Note: It is the responsibility of all applicants to ensure that foreign qualifications are evaluated by SAQA. Due to large volume of responses anticipated, receipt of applications will not be acknowledged, and correspondence will be limited to shortlisted candidates only. Should you not have heard from us within three months from the closing date, please regard your application as unsuccessful. Entry level requirements for SMS posts: in terms of the Directive on Human Resource Management and Development on Public Service Professionalisation Volume 1 a requirement for appointment into SMS posts is the successful completion of the Senior Management Pre-Entry programme as endorsed by the National School of Governance (NSG). The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. Note: For emailed applications, please submit a single PDF document or one attachment per application to the email address designated on the specific position. Kindly note that the emailed applications and attachments should not exceed 15MB. It remains the candidate's responsibility to ensure that their application is successfully submitted using the required single pdf

document. Encrypted document will not be accepted. All though an email application option is available, applicants are encouraged to hand deliver their application. IMPORTANT: Applicants must submit a separate application for each post applied for, clearly indicating the correct reference number and post title on each application. Applicants who apply for more than one post must submit a separate application for each post. Failure to comply with this requirement may result in the application not being considered.

MANAGEMENT ECHELON

<u>POST 29/107</u>	:	<u>CHIEF DIRECTOR: CONSTRUCTION MANAGEMENT REF NO: 2026/304 (X2 POSTS)</u>
<u>SALARY</u>	:	R1 554 696 per annum, (Total package to be structured in accordance with the rules of the Senior Management Services)
<u>CENTRE</u>	:	Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	A minimum of NQF 7 in Engineering/ Built Environment or related field of study as recognised by the SAQA. A minimum of 5 years' experience at a senior managerial level in built environment and or construction management. Registration as a Professional Construction Project Management with the SACPCMP. Knowledge: Construction best practice, Project Management, Extensive knowledge of all engineering aspects of the building and construction environment, Public Finance Management Act, Occupational Health and Safety Act, Supply Chain Management, Contract Management. Skills: Decision making, Team leadership, Analytical skills, Creativity, Self-management, financial management, Customer focus and responsiveness, Communication, Computer literacy, Planning and organising, Conflict management, People management, Negotiation skills, Problem solving and analysis, Change management, Innovation, Strategic capability and leadership. Personal Attributes: 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. Willing to adapt work schedule in accordance with professional requirement.
<u>DUTIES</u>	:	Oversee the management of construction or refurbishment projects Construction Management Methodology: Oversee final review and approvals or audits on project designs according to design principles or theory. Ensure effective design efforts and integration across disciplines to ensure seamless integration with current technology. Manage the execution of project management strategy through the provision of appropriate structures, systems and resources. Ensure that project standards, specifications and service levels according are set to departmental objectives to ensure optimum operational availability. Monitor project management efficiencies according to organisational goals to direct or redirect project services for the attainment of organisational objectives. Manage and control project budget and expenditure. Oversee the management of construction management guidelines, processes, standards and strategies: Identify construction management trends and opportunities for businesses processes improvement. Approves recommendations for changes and improvements to existing construction management guidelines, standards, policies and procedures. Oversee the implementation of guidelines, standards, policies, procedures and strategies and related prescripts. Ensure the development and implementation of support tools. Monitor the implementation and ensure compliance with applicable policies and legislation. Ensure the implementation of sound effective and efficient internal control system. Ensure structuring of the project's delivery model along IDIP & IDMS methodologies: Business model definition and documentation. Develop new business process, standard operating procedures, new service level standards, and system automation. Re-arranging the resources to service the new processes adequately. Structuring of current professional teams into portfolio arrangements. Re-engineering of business processes and delegations and implementation of insourcing strategies. Develop sustainable design guidelines to form the basis for future design solutions and construction technology as informed by DPW Green Building Policy. Manage the Chief Directorate: Establish and maintain

		appropriate internal controls and reporting systems in order to meet performance expectations. Develop and manage the operational plan of the Chief Directorate and report on progress as required. Manage performance and development of employees. Establish, implement and maintain efficient and effective communication arrangements. Compile and submit all required administrative reports. Quality control of work delivered by employees. Monitor the budget and expenditures for the Chief Directorate.
<u>ENQUIRIES</u>	:	Mr S Mdakane at (082) 929 9885
<u>APPLICATIONS</u>	:	Head Office Applications: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand deliver at 256 Madiba Street, CGO Building, Pretoria or email to: Recruitment26-65@dpw.gov.za
<u>FOR ATTENTION</u>	:	Ms NP Mudau
<u>POST 29/108</u>	:	<u>DIRECTOR: MECHANICAL ENGINEERING REF NO: 2026/305</u>
<u>SALARY</u>	:	R1 317 384 per annum, (Total package to be structured in accordance with the rules of the Senior Management Services)
<u>CENTRE</u>	:	Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	A minimum of NQF 7 in Mechanical Engineering as recognised by the SAQA. A minimum of 5 years' experience at a middle or Senior managerial level in mechanical engineering field. Registration as a Professional Engineer (Mechanical) with the Engineering Council of South Africa. Knowledge: Mechanical Engineering best practice. Extensive knowledge of all mechanical engineering aspects of the building and construction environment, Public Finance Management Act, Occupational Health and Safety Act, Supply Chain Management, Contract Management. Skills: Ability to undertake critical review/analysis and provide technical advice, Ability to maintain integrity of confidential information, financial administration, Effective verbal communication, Advanced technical report writing, Numeracy, Computer literacy, Organisation and planning, Relationship management, Programme and project management, Problem solving skills, Decision making skills, Motivational skills, Negotiation skills. Personal Attributes: Analytical thinking, Innovative, Creative, Solution orientated – ability to design ideas without direction, Ability to work under stressful situations, Ability to communicate at all levels, People orientated, Reliable, highly motivated. Willing to adapt work schedule in accordance with professional requirement.
<u>DUTIES</u>	:	Manage the development, implementation and maintenance of mechanical engineering related policies, guideline and professional standards: Develop evaluation criteria that will serve to measure progress and effectiveness of departmental mechanical engineering operations. Develop and maintain professional best practice parameters and quality standards and manuals and guideline on professional standards. Monitor and ensure the implementation and continuous adherence to policies and procedures, as well as professional and industry-specific standards and regulations. Provide technical consulting services for the operation on engineering related matters to minimize possible engineering risks. Manage the design, planning and implementation of engineering projects: Perform audits on engineering designs and approve according to design principles or theory. Manage design efforts and integration across disciplines to ensure seamless integration with current technology. Analyse technology, resources and market demand, to plan and assess the feasibility of projects. Oversee production, quality assurance, quality control, testing and maintenance as required. Verify compliance with plans, industry and project standards, building codes, legal requirements and more. Monitor progress against project schedules and budgets and recommend allocation of resources as required to accomplish goals. Manage the maintenance of 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 to ensure optimum operational availability. Monitor maintenance efficiencies according to departmental goals to direct or redirect engineering services. Manage mechanical engineering operations budget: Ensure the availability and management of funds to meet the MTEF objectives within the engineering environment. Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organisational 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 Directorate: Establish and maintain appropriate internal controls and reporting systems in order to meet performance expectations. Develop and manage the operational plan of the Directorate and report on progress as required. Manage performance and development of employees. Establish, implement and maintain efficient and effective communication arrangements. Compile and submit all required administrative reports. Quality control of work delivered by employees. Monitor the budget and expenditures for the Directorate.

**ENQUIRIES
APPLICATIONS**

: Mr S Mdakane at (082) 929 9885
: Head Office Applications: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand deliver at 256 Madiba Street, CGO Building, Pretoria or email to: Recruitment26-66@dpw.gov.za

FOR ATTENTION

: Ms NP Mudau

POST 29/109

: **DIRECTOR: MARKETING AND PUBLIC RELATIONS REF NO: 2026/306**

SALARY

: R1 317 384 per annum, (all-inclusive package), (total package to be structured in accordance with the rules of the Senior Management Services).

**CENTRE
REQUIREMENTS**

: Head Office: Pretoria
: A minimum of NQF 7 in Journalism, Public Relations, Marketing or related field of study as recognised by the SAQA. A minimum of 5 years' experience at a middle or Senior managerial level in the relevant field. Knowledge: Marketing and communications, Extensive knowledge of department strategic objective, In-depth knowledge of Government Communication processes, Extensive knowledge of Departments Communication processes and policies, Extensive knowledge about the dynamics of South African media, In-depth knowledge of government protocol processes, Development and implementation of strategies, Public Finance Management Act, Supply Chain Management, Office Management, Structure and functioning of the Department. Skills: Advanced marketing skills, Language proficiency, Advanced report writing, Organising and planning, Computer utilisation, Policy formulation, Planning and organising, Negotiation skills, Advanced communication (verbal and written), Advanced interpersonal and diplomacy skills, Time management, Decision making skills, Conflict management, Motivational skills, Influencing skills, Programme and management skills. Personal Attributes: Team player, Innovative, Creative, Resourceful, Energetic, Ability to meet tight deadlines whilst delivering excellent results, Ability to communicate at all levels, particularly at an executive level, Able to establish and maintain personal networks, Trustworthy, Assertive, Hardworking, highly motivated, Ability to work independently. Willing to adapt work schedule in accordance with professional requirement; Willing to travel.

DUTIES

: Manage the development and implementation of marketing and public relations policies and strategies: Undertake research on the latest developments in professional guidelines, legislations and standards. Manage benchmarks with various institutions for marketing and public relations best practices. Lead the development and execution of comprehensive marketing and public relations strategies. Ensure that all marketing and public relations policies, guidelines and standards are developed in line with applicable prescripts and are aligned to the Department's strategic objective. Monitor the implementation and ensure compliance with applicable policies and Directives. Evaluate marketing and public relations strategies and processes in order to continually improve them. Oversee the coordination of the departments marketing to enhance awareness and public relations: Oversee the planning of marketing and public relations campaigns. Manage the coordination of marketing and public relations surveys and analysis of the department's public image and reputation. Manage the use of corporate advertising to establish maintain departments' corporate identity in the public domain. Oversee the production of marketing and public relations written and visual communication material. Ensure documents and marketing materials are current, accurate and properly reflect the department's brand and desired message. Manage the coordination of all departmental and Ministers Public Participation Programmes (MPPP). Manage the building of the department's corporate identity and work on maintaining a positive image: Establish and maintain sound stakeholder relations. Respond to requests for information release with regard to marketing and public relations. Oversee the promotion the department's image through public participation at special publicity events and exhibitions. Manage the development of programs to

maintain positive public and stockholder views of the department's agenda and accomplishments. Ensure brand compliance as per the corporate identity guidelines. Manage the corporate identity promotional materials. Provide advice to stakeholders on corporate identity guidelines. Manage the Directorate: Establish and maintain appropriate internal controls and reporting systems in order to meet performance expectations. Management of performance and development. Establish, implement and maintain efficient and effective communication arrangements. Develop and manage the operational plan of the directorate and report on progress as required. Compile and submit all required administrative reports. Serve on transverse task teams as required. Quality control of work delivered by employees. Manage and monitor the budget and expenditure for the directorate. Quality control of work delivered by employees.

<u>ENQUIRIES</u>	:	Mr S Mdakane at (082) 929 9885
<u>APPLICATIONS</u>	:	Head Office Applications: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand deliver at 256 Madiba Street, CGO Building, Pretoria or email to: Recruitment26-67@dpw.gov.za
<u>FOR ATTENTION</u>	:	Ms NP Mudau
<u>POST 29/110</u>	:	<u>DIRECTOR: REAL ESTATE MANAGEMENT SERVICES REF NO: 2026/307</u>
<u>SALARY</u>	:	R1 317 384 per annum, (all-inclusive package), (total package to be structured in accordance with the rules of the Senior Management Services).
<u>CENTRE</u>	:	Kimberly Regional Office
<u>REQUIREMENTS</u>	:	A Minimum of NQF 7 degree in Real Estate/Property Studies, Immovable Asset Management or Built Environment (e.g., Urban/Town Planning, Quantity Surveying, Construction Management) as recognised by SAQA. A minimum of 5 years' experience at a middle or Senior managerial level in Real Estate Management. (An NQF 8 qualification or higher in the above fields will serve as an added advantage). Knowledge: Knowledge of Public Finance Management Act, Government Budget systems and procedures, Government Financial Systems, Financial administration; Procurement directives and procedures; Programme and project planning; Real Estate Management; State Land Disposal Act; Market research; Property economics; Reporting procedures. Skills: Planning and organizing; Problem solving; Interpersonal and diplomacy; Ability to conduct research and gathering of information; Ability to work on specific timeframes; Report writing; Management skills; Numeric skills; Decision making; Project management skills; Effective communication. Personal Attributes: Creative; Dedicated; Approachable; Hard-working; Trustworthy; Ability to communicate at all levels. Analytical thinking. Willing to adapt work schedule in accordance with professional requirements and compelling circumstances.
<u>DUTIES</u>	:	Manage the implementation and monitoring of real estate management guidelines, processes, standards and strategies:- Undertake research on the latest developments in professional guidelines, legislations and standards. Identify real estate management trends and opportunities for businesses processes improvement. Make recommendations for changes and improvements to existing immovable asset management guidelines, standards, policies and procedures. Manage the implementation of guidelines, standards, policies, procedures and strategies and related prescripts. Ensure the development and implementation of support tools. Monitor the implementation and ensure compliance with applicable policies and legislation. Ensure the implementation of sound effective and efficient internal control system. Manage and ensure administration of leased property:- Manage the maintenance process and function ability of leased properties. Ensure effective administration and performance of buildings for client satisfaction. Manage property portfolios. Ensure that buildings are user-friendly and accessible. Establish and maintain sound client relationships. Manage acquisition and the disposal of states' fixed assets:- Establish availability of funds for client departments. Ensure optimal procurement practices for all properties Make findings regarding offices and procured accommodation. Manage and facilitate the process of identifying superfluous properties to be disposed. Manage the prioritisation of assets to be disposed. Develop and implement strategies to guide the disposal of state immovable properties. Establish the ownership of properties to be disposed. Ensure that all property disposals do not infringe with the National Land Reform Programme. Manage the transfer of ownership of immovable assets disposed. Ensure compliance to departmental policies on

disposal. Manage state properties (Including vacant land)-: Ensure effective and efficient utilisation of State property. Ensure proper maintenance of State property. Direct preparation of financial reports on status of property (e.g. occupancy rates). Monitor maintenance of vacant and unimproved state property. Ensure security for vacant properties. Supervise property maintenance operations. Ensure the implementation of reconditioning of unimproved properties. Manage the periodic inventory of building contents and property condition. Ensure completeness of contractual documentation for contractors. Monitor and ensure property compliance with local regulations and laws. Management of private tenants-: Manage private tenants occupying State-owned property. Supervise preparation processes of rental agreements. Ensure timeous collection of rates. Manage grievances related to rentals. Management of the Directorate-: Establish and maintain appropriate internal controls and reporting systems in order to meet performance expectations. Maintenance of discipline. Management of performance and development. Establish implement and maintain efficient and effective communication arrangements. Develop and manage the operational plan of the directorate and report on progress as required. Compile and submit all required administrative reports. Serve on transverse task teams as required. Quality control of work delivered by employees. Monitor the budget and expenditures on financial accounting directorate.

<u>ENQUIRIES</u>	:	Mr S Mdakane at (082) 929 9885
<u>APPLICATIONS</u>	:	Head Office Applications: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand deliver at 256 Madiba Street, CGO Building, Pretoria or email to: Recruitment26-68@dpw.gov.za
<u>FOR ATTENTION</u>	:	Ms NP Mudau
<u>POST 29/111</u>	:	<u>DIRECTOR: USER DEMAND MANAGEMENT (X2 POSTS)</u>
<u>SALARY</u>	:	R1 317 384 per annum, (all-inclusive package), (total package to be structured in accordance with the rules of the Senior Management Services).
<u>CENTRE</u>	:	Head Office (Pretoria): Defence And Military Veterans Ref No: 2026/308A (X1 Post) Defence Ref No: 2026/308B (X1 Post)
<u>REQUIREMENTS</u>	:	A minimum of NQF 7 in Public Administration/Management, Business Administration, Law, Real Estate Management and Town and Regional Planning) as recognised by SAQA. A minimum of 5 years' experience at a middle or Senior managerial level in the relevant field. Committed to designated tasks. Knowledge: DPWI Asset Management Policies, Government Immovable Asset Management Act (GIAMA), Program and Project Management, Property Charter, Expropriation Bill, Land Development Act, Supply Chain Management Framework, Circulars, and Directives, Public Finance Management Act (PFMA), Treasury Regulations, referential Procurement Policy Framework Act, Broad-Based Black Economic Empowerment Act (B-BBEE), Occupational Health and Safety Act (OHSA), Public Service Act and Public Service Regulations and other relevant legislation, Real Estate Management. Skills: Strategic capability and leadership, People management and empowerment, Program and project management, Financial management, Change management, Client Orientation and Customer focus, Advanced interpersonal and diplomacy skills, Advanced report writing, Advanced communication, Language proficiency, Advanced Computer skills, Analytical thinking, Strategic planning, Conflict management, Problem identification and solving ability, Organising and planning, Decision making abilities, Motivational skills, Policy formulation. Personal Attributes: Ability to interact with clients and stakeholders in professional and knowledgeable manner, High ethical standards, Able to conduct operations with integrity and in a fair and reasonable manner, Ability to promote mutual trust and respect, Innovative and creative, Solution orientated – ability to design ideas without direction, People orientated, Hard-working and highly motivated, Ability to work effectively and efficiently under sustained pressure, Ability to meet tight deadlines whilst delivering excellent results. Willing to adapt work schedule in accordance with office requirements.
<u>DUTIES</u>	:	Manage the development, review and maintenance of User Demand Management policies, strategies and procedures: Manage the development, review, and maintenance of User Demand Management policies, strategies, and procedures, ensuring alignment with legislative prescripts and departmental strategic objectives. Contribute to the review and development

of policies, procedures, and governance frameworks, where necessary. Lead strategic interventions to address challenges in uniform policy implementation. Ensure that the Users Asset Management Plans (UAMPs) are developed in line with GIAMA and other relevant prescripts: Supervise the development, review, and submission of User Asset Management Plans (UAMPs) by User Departments to ensure compliance, while delivering ongoing support and technical guidance. Facilitate UAMP training, compilation of portfolio report to inform feasibility studies, property trend research, and risk mitigation measures. Escalate non-compliance in UAMP submission through formal executive channels. Manage the oversight of infrastructure planning and budgeting: Oversee user engagement in infrastructure budget meetings, re-allocations and allocation processes for current and upcoming financial years. Align infrastructure initiatives with client needs and departmental priorities through coordinated feasibility studies, trend research and risk mitigation plans. Ensure the timely processing and recommendation of Procurement Instructions (PIs) and Pre-Design Information Requests (PDIRs) based on Demand Management Plans, to support project feasibility and implementation. Analyse and resolve user demand issues promptly while monitoring and implementing measures to ensure efficient and effective service delivery. Manage client relationships and integrated planning and co-ordination: Lead the development and finalisation of service delivery standards and Service Level Agreements (SLAs) with client departments to formalize service commitments. Manage client engagement through portfolio reporting, bilateral forums, task teams, and oversight meetings, fostering strong collaborative relationships. Facilitate and direct accommodation needs assessments and feasibility studies, promoting alignment with government precinct development and Smart City principles to enhance client satisfaction and operational efficiencies. Manage the Directorate: Manage the Directorate's business plan deliverables, administrative budget monitoring, performance management of officials and quality assurance to ensure compliance with departmental and legislative requirements. Address audit and parliamentary queries, maintain risk registers, certify payments, and ensure timely submission of administrative documentation. Establish and maintain robust internal controls, reporting, and communication systems to meet performance expectations. Lead staff development and serve on transversal task teams.

<u>ENQUIRIES</u>	:	Mr S Mdakane at (082) 929 9885
<u>APPLICATIONS</u>	:	Head Office Applications: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand deliver at 256 Madiba Street, CGO Building, Pretoria or mail to: Recruitment26-69@dpw.gov.za
<u>FOR ATTENTION</u>	:	Ms NP Mudau
<u>POST 29/112</u>	:	<u>DIRECTOR: CONSTRUCTION PROJECT MANAGEMENT (REGIONS) REF NO: 2026/309</u>
<u>SALARY</u>	:	R1 317 384 per annum, (all-inclusive package), (total package to be structured in accordance with the rules of the Senior Management Services).
<u>CENTRE</u>	:	Pretoria Regional Office
<u>REQUIREMENTS</u>	:	A minimum of NQF Level 7 qualification in Built Environment or related field of study as recognised by SAQA. A minimum of 5 years' experience at a middle or Senior managerial level in built environment. Registration as a Professional Construction Project Management with the SACPCMP. Knowledge: Financial management, Contract management, Programme and project management, Information management, Public Finance Management Act, Technical knowledge of the built environment, Construction regulations, Political Environment, Procurement processes and systems, Occupational health and safety, financial administration processes and systems (WCS), PMBOK Guidelines. Skills: Management skills, Advanced report writing, Advanced communication, Analytical thinking, Strategic planning, influencing skills, Time management, Negotiation skills, Programme and project management skills, Organising and planning, Policy formulation, Decision making skills, Motivational skills, Advanced interpersonal and diplomacy skills. Personal Attributes: Ability to work effectively and efficiently under pressure, Ability to meet tight deadline whilst delivering excellent results, Ability to communicate at all levels, participate at an executive level, Able to establish and maintain personal networks, Ability to work independently. Willing to adapt work schedule in accordance with professional requirement.

DUTIES

: Manage the implementation and monitoring of construction management guidelines, processes, standards and strategies: Identify construction management trends and opportunities for businesses processes improvement. Make recommendations for changes and improvements to existing construction management guidelines, standards, policies and procedures. Ensure compliance with project progresses approved programs and relevant framework. Ensure the development and implementation of support tools. Ensure the implementation of sound effective and efficient internal control system. Design and ensure implementation of project management methodologies for the projects' life cycle. Manage the implementation and compliance of projects-Provide inputs to client departments on conceptualisation of special major projects. Manage the project change management process. Manage service level agreements. Ensure the final design conforms to the departmental quality standards and client requirements. Provide technical advice on special projects and other related matters and maintain relations with stakeholders. Manage the process of appointment of service providers/contractors. Oversee the contract management services for construction projects. Manage the implementation and coordination of RAMP projects-Manage the design, planning, documentation processes and milestones of the projects. Provide strategic and technical support to RAMP activities. Ensure the implementation of RAMP in Regional Offices. Manage the co-ordination of special projects in Regional Offices. Develop a holistic maintenance on RAMP programmes. Manage construction projects operations budget: Ensure the availability and management of funds to meet the MTEF objectives within the engineering environment. Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organisational 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 Directorate: Establish and maintain appropriate internal controls and reporting systems in order to meet performance expectations; Develop and manage the operational plan of the Directorate and report on progress as required; Manage performance and development of employees; Establish, implement and maintain efficient and effective communication arrangements; Compile and submit all required administrative reports; Quality control of work delivered by employees; Monitor the budget and expenditures for the Directorate.

**ENQUIRIES
APPLICATIONS**

: Mr S Mdakane at (082) 929 9885
: Head Office Applications: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand deliver at 256 Madiba Street, CGO Building, Pretoria or email to: Recruitment26-70@dpw.gov.za
: Ms NP Mudau

FOR ATTENTION**OTHER POSTS****POST 29/113**

: **DEPUTY DIRECTOR: REAL ESTATE MANAGEMENT SERVICES REF NO: 2026/310**

SALARY

: R1 101 468 per annum, (all-inclusive salary package to be structured in accordance with the rules of the middle management service)

CENTRE

: Polokwane Regional Office

REQUIREMENTS

: A minimum of three-year tertiary qualification (NQF Level 06) / National Diploma in Property Valuations, Property Management, Real Estate, LLB, Town & Regional Planning. Appropriate experience in property industry at a Junior Management /Assistant Director equivalent level in Real Estate Management. Knowledge and understanding of PFMA, Property related Acts and other property laws and local regulations. Town planning experience or knowledge. Good financial skills, proven budgeting ability. Knowledge of building inspections and valuation methods and the real estate market and its trends. Analytical ability. Strong written and verbal communication skills and good interpersonal skills. Computer literacy. Valid driver's licence.

DUTIES

: Implement and maintain acquisitions and leasing; utilisation and contract and property disposals policies, procedures, frameworks, delegations and ensure compliance thereof. Coordinate the property acquisition process in line with the approved acquisition framework. Facilitate and manage the lease administration process for private and leasehold portfolios. Ensure the optimal

		utilisation of state properties. Manage the release process of surplus land parcels to achieve Government Land Reform objectives. Ensure effective and efficient state property information management. Management of the component:- Establish and maintain appropriate internal controls and reporting systems in order to meet performance expectations; Maintenance of discipline; Management of performance and development; Establish and maintain stakeholder relations. Develop and manage the operational plan of the directorate and report on progress as required; Compile and submit all required administrative reports; Serve on transverse task teams as required; Quality control on reports submitted by other sub-directorates; Provide financial management support. Participate and co-ordinate financial inputs to the departmental Annual Financial Statements.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. Tlou Manamela Tel No: (015) 293 8024
	:	Polokwane Regional Office: Polokwane Regional Office Applications: The Regional Manager, Department of Public Works Private Bag X9469, Polokwane, 0700 or Hand deliver at 78 Hans van Rensburg Street, Old Mutual Building, 1st Floor, Polokwane or email to: RecruitPLK26-24@dpw.gov.za
<u>FOR ATTENTION</u>	:	Mr. NJ Khotsa
<u>POST 29/114</u>	:	<u>JUNIOR DEVELOPER ICT REF NO: 2026/311</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R413 001 per annum
	:	Head Office (Pretoria)
	:	A minimum of three-year tertiary qualification (NQF Level 06) / National Diploma in Information Technology or equivalent qualifications. Relevant years of experience in systems analysis, software development, and software testing. Database knowledge of Oracle, MS SQL, MySQL and Spring boot Java framework. Desirable knowledge and understanding of two or more of the following programming languages are required: C/C++, Visual Basic, C#, Java, XML, Angular and any BI reporting tool. Computer literate. Ability to think innovatively and adapt to different approaches to systems/applications. Ability to work under pressure. Analytical and problem-solving skills. Good verbal and written communication. Interpersonal, Planning and organizational skills. Integrity and honesty.
<u>DUTIES</u>	:	Analyse and implement new requirements. Develop future application systems. Ensuring quality of delivered solution. Troubleshooting, debugging, maintain and customize existing application systems. Provide technical support. Compiling and assessing user feedback to improve software performance. Developing technical documentation to guide future software development projects. Participate in ICT projects, system upgrades, and digital transformation initiatives. Apply the legislative requirement of the directorate on updating the applications as per required guidelines.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. K Nekhumbe Tel No: (012) 406 1738
	:	Head Office: The Director-General, Department of Public Works Private Bag X65, Pretoria, 0001 or Hand delivered at, Corner Madiba (Vermeulen) and Bosman Street, Central Government Offices Building, Pretoria or email to: Recruitment26-71@dpw.gov.za
<u>FOR ATTENTION</u>	:	Ms N.P Mudau
<u>POST 29/115</u>	:	<u>ADMIN OFFICER: NATIONAL YOUTH SERVICE (EPWP) REF NO: 2026/312</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R338 106 per annum
	:	Durban Regional Office
	:	A minimum of three-year tertiary qualification (NQF Level 06) / National Diploma in Public Administration or related qualification. Appropriate years of working experience in the administration field. Valid driver's license. Knowledge: labour Intensive Construction Methods. Labour-intensive construction methods. National Youth Service. Skills: Analytical thinking. Computer literacy. Effective communication (verbal and written). Project Administration. Programme & Programme Management skills. Problem solving skills. People Management. Personal Attributes: Resourceful. Creative. People orientated. Trustworthy. Assertive. Hard-working. Self-motivated. Ability to work independently.
<u>DUTIES</u>	:	Provide Administrative support system for internal and external stakeholder management in the Unit. Participate in regional bid specification and evaluation committees to provide guidance and ensure adherence to EPWP compliance requirements. Prepare logistics for the recruitment and exit of NYS learners.

		Compile and communicate training needs identified for NYS learners. Develop and maintain accurate database of beneficiaries' records. Prepare status reports on project information received. Prepare minutes of meetings held with internal and external stakeholders. Conduct project site visits for monitoring and data collection. Prepare logistics for EPWP workshops and graduation ceremonies. Participate in capacity building workshops to ensure compliance to EPWP requirements. Manage and continuously improve EPWP reporting and data integrity. Compile project data according to reporting standards for capturing on the EPWP Reporting System. Submit monthly progress reports. Maintain Files records for audit purposes. Provide financial administration support services. General supervision of employees.
<u>ENQUIRIES</u>	:	Mr S Simelane Tel No: (031) 3147357
<u>APPLICATIONS</u>	:	Durban Regional Office: 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 or email to: RecruitDBN26-12@dpw.gov.za
<u>FOR ATTENTION</u>	:	Mrs NS Nxumalo
<u>POST 29/116</u>	:	<u>CLEANER REF NO: 2026/313</u>
<u>SALARY</u>	:	R144 024 per annum
<u>CENTRE</u>	:	Bloemfontein Regional Office (Brandfort Magistrate Court)
<u>REQUIREMENTS</u>	:	A minimum of ABET level 4. No experience required. Ability to read and write. Good interpersonal skills. Basic communication and literacy skills. Ability to perform routine cleaning tasks. Knowledge of cleaning materials and equipment will be an advantage. Previous practical cleaning services activities knowledge will be an added advantage.
<u>DUTIES</u>	:	Clean toilets, basins, and wall tiles. Empty and wash dustbins. Sweep passages, offices, and floors. Scrub, mop, and polish floors. Dust and polish furniture. Clean windows, doors, and walls. Vacuum and wash carpets. Keep storerooms clean and tidy.
<u>ENQUIRIES</u>	:	Ms. L. Molelekoa Tel No: (051) 408 7314 / Ms. N Nkonyana Tel No: (051) 408 7353
<u>APPLICATIONS</u>	:	Bloemfontein Regional Office: The Regional Manager: Department of Public Works, P/Bag X20605, Bloemfontein, 9300 or Hand delivered 18 President Brand Street, Bloemfontein 9300 or email to: RecruitBLOEM26-30@dpw.gov.za
<u>FOR ATTENTION</u>	:	Mr T Mosia or Mr. T Mofokeng

DEPARTMENT OF SMALL BUSINESS DEVELOPMENT

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

- APPLICATIONS** : Applications can be submitted by email to the relevant email and by quoting the relevant reference number provided on the subject line. Acceptable formats for submission of documents are limited to MS Word, PDF. Candidates must submit applications to recruitment8@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying, i.e. "REF NO: ASD IMBD"
- CLOSING DATE** : 29 August 2026 at 16h00. Applications received after the closing date will not be considered.
- NOTE** : Applications must quote the relevant reference number and consist of: A fully completed and signed Z83 form and a recent comprehensive CV. Submission of copies of qualifications, Identity document, and any other relevant documents will be limited to shortlisted candidates only. All non-SA citizens will be required to submit proof of permanent residence in South Africa when shortlisted. Personnel suitability checks will be done during the selection process. Applicants could be required to provide consent for access to their social media accounts. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 1 month of the closing date of this advertisement, please accept that your application was unsuccessful. In the pursuit of diversity and redress, appointments will be made in line with the DSBD EE Plan. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The successful candidate will be required to sign a performance agreement within three months of appointment, as well as complete a financial interest declaration form within one month of appointment and annually thereafter. The Department reserves the right not to fill or withdraw any advertised post. Note: a new application for employment (Z83) form is applicable from 01 January 2021. The new form can be downloaded online at <http://www.dpsa.gov.za/dpsa2q/vacancies.asp>

OTHER POST

- POST 29/117** : **ASD: INFORMAL & MICRO BUSINESS DEVELOPMENT REF NO: ASD IMBD**
- SALARY** : R487 197 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : A Bachelor's degree (NQF 7) in Public Administration / Business Management / Development Studies / Project Management / Economics / Development Finance or an equivalent / related as recognised by SAQA. A minimum of three (3) years' experience at a functional specialist level in the Informal Sector, Local Economic Development, Project Management, and Micro Business Support environment, including proven experience in the development, drafting, and implementation of policies, frameworks, strategies, guidelines, and related governance instruments. Knowledge of the National Development Plan, Understanding of the National Integrated Small Enterprise Development framework, Knowledge of the National Informal Business Upliftment Strategy, Understanding of the Informal and Micro Enterprise Development Programme and Knowledge of Public Finance Management Act. The candidate must possess the following skills and competencies: Incentive processing, Policy development, Data management, Problem Solving, Planning and Organising, Analytical Thinking, Interpersonal Skills, Client Orientation and Customer Focus, Stakeholder Relations, Service Delivery and Innovation and Networking. Additional requirements include computer literacy (MS Office 365 Packages), a valid Code B/EB driver's licence and security clearance.
- DUTIES** : Conduct research and comparative analyses to identify best practices and emerging trends, and contribute to the design, review, enhancement, and piloting of programmes, models, instruments, and interventions that support the development and growth of informal and micro businesses. Support the

implementation of the National Informal Business Upliftment Strategy (NIBUS) and Informal and Micro Enterprise Development Programme (IMEDP) through application assessment and processing, due diligence, funding recommendations, beneficiary support, stakeholder linkages, and the administration of approved claims and disbursements in accordance with programme requirements and financial controls. Coordinate stakeholder engagements and capacity-building initiatives with municipalities, government entities, associations, and sector partners, while providing advisory support on policies, procedures, and strategies to promote compliance, collaboration, and effective programme delivery. Monitor and evaluate programme performance through post-disbursement assessments, compliance monitoring, performance tracking and reporting, while supporting internal and external audit processes to ensure accountability, policy alignment, and effective programme outcomes. Develop and maintain beneficiary and programme information systems, and ensure accurate data management to support reporting, informed decision-making, and effective stakeholder coordination. Draft and manage a range of correspondence, reports, presentations, memoranda, and submissions, and maintain effective communication with internal and external stakeholders on programme, policy, and operational matters.

EENQUIRIES

: Enquiries for all advertised posts should be directed to the recruitment office on Tel No: (012) 394-5286/43097

APPLICATIONS

: The Department of Small Business Development is committed to the pursuit of diversity and redress.

NATIONAL TREASURY

The National Treasury is an equal opportunity employer and encourages applications from persons living with disabilities. It is the department's intention to promote representivity through filling these posts in line with the department's approved Employment Equity Plan. Our buildings are accessible to persons living with disabilities.



APPLICATIONS
CLOSING DATE
NOTE

: To apply visit: <https://erecruitment.treasury.gov.za/eRecruitment>
 : 31 August 2026 at 12:00 pm (Midday)
 : Effective from 7 April 2021, the National Treasury now utilises an e-Recruitment System which means all applicants must login/register to apply for positions, we only accept hand delivered/posted applications should an applicant prove that he/she tried to apply via e-Recruitment with no success and the National Treasury ICT unit was unable to assist. The applicant's profile on the e-Recruitment is equivalent to the newly approved Z83, and it is the responsibility of applicants to ensure their profiles are fully completed or their applications will not be considered, as per the DPSA Practice Note. Certain documentation will still be required to be uploaded on the system such as copies of all qualifications including National Senior Certificate/Matric certificate, ID, etc., however these documents need not be certified at point of application, however certification will be required prior to attending the interview. Please note: All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. It should be noted that the National Treasury does not support the use of Artificial Intelligence (AI) in any of its recruitment and selection processes and will disqualify an application if it picks up the use of AI when completing assessments without acknowledging the source of information. Successful completion of the Nyukela Public Service SMS Pre-entry Programme as endorsed by the National School of Government, available as an online course on <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>, prior to finalisation of appointment, is a requirement for all SMS positions. All shortlisted candidates for SMS posts will be subjected to technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. All qualifications, criminal and SA citizenship checks will be conducted on all short-listed candidates and, where applicable, additional checks will be conducted in line with the new DPSA Directive effective 01 April 2024. Please note that by responding to our advertisement/s, you consent to the collection, processing, and storing of your Personal Information for internal HR processes in accordance with the Protection of Personal Information Act (POPIA), Act No. 4 of 2013. In the event that your application is unsuccessful, the Department will retain your personal information only for audit purposes as required by policies, only for a specific period, of which the submitted documents will then be destroyed as legislated in the National Archives Act. It is the applicant's responsibility to have all their foreign qualifications (this includes O and A level certificates) evaluated by the South African Qualifications Authority (SAQA), at your own expense. Upon appointment, successful candidates will be required to disclose particulars of all registrable financial interests and to sign a Performance Agreement within 3 months from date of appointment and for candidates whose appointment exceeds 12 calendar months will be appointed on probation for the period of twelve (12) calendar months excluding leave taken as prescribed by Public Service Regulation 68. The status of your application will be visible on the e-Recruitment system. However, if you have not received feedback from the National Treasury within 3 months of the closing date, please regard your application as unsuccessful. Note: The National Treasury reserves the right not to fill the below-mentioned posts, withdraw or to put on hold a position and/or to re-advertise a post. All queries must be submitted via email addressed to the Human Resources Recruitment Support Team on Recruitment.Enquiries@treasury.gov.za. Kindly note that all National Treasury adverts published/LIVE on the eRecruitment System have a

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

MANAGEMENT ECHELON

<u>POST 29/118</u>	:	<u>DEPUTY DIRECTOR-GENERAL: BUDGET OFFICE REF NO: S086/2026</u> Division: Budget Office (BO) Purpose: To Oversee preparation of the national budget and coordinate the allocation of resources to meet the priorities set by government, including the provision of fiscal policy advice, overseeing expenditure planning, leading the budget reform process, providing inputs into the public wage bargaining process, coordinating donor finance, and compiling public finance statistics.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 885 710 – R2 124 237 per annum, (Incl. benefits) Pretoria A Grade 12 is required coupled with a minimum post graduate qualification at NQF level 8 in Finance or Economics. A Master's degree is an added advantage, A minimum of 8 years' experience is required at a senior managerial level obtained in public finance, economics, budgeting or fiscal management, Knowledge and experience of donor funding principles and related. A practical demonstration of skills and knowledge will be required, Knowledge of strategic management, policy analysis and development, Knowledge and experience of publications of budget documents and the editing process, Knowledge of the PFMA, Treasury Regulations and the SOC's policy framework, Ability to gather and analyse information for policy development and application of policies, Successful completion of the Nyukela Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ , prior to finalisation of an appointment.
<u>DUTIES</u>	:	Budget Process and Budget Reform Programme: Manage the national budget process. Coordinate the Ministers' Committee on the Budget process. Provide strategic advice on a range of issues relating to the budget, fiscal policy, infrastructure delivery and budget reform. Public Finance Statistics: Produce the Medium-Term Budget Policy Statement and Budget review. Produce the Estimates of National Expenditure and appropriate legislation. Coordinate the process of advising the Minister on the Budget Speech, Present public finance statistics according to function and economic classification. Fiscal and Budget Framework: Align the division of revenue between national, provincial and local government with the budget framework and medium-term expenditure priorities. Ensure a budget framework consistent with government's fiscal policy guidelines and public expenditure priorities. Infrastructure Regulation and Assessment: Oversee Public Private Partnership (PPP) Infrastructure procurement in compliance with PFMA and MFMA regulations and guidelines. Oversee compliance with the capital projects approval and evaluation framework. Official Development Assistance (ODA): Align ODA funding decisions with the budget process. Support departments and donors to facilitate international development cooperation agreements. Public Sector Remuneration Analysis and Forecasting: Improve stakeholder understanding of the implications of changes in remuneration policy and wage settlements on public sector wage bill. Communicate policy analysis and forecasting results. Generate accurate and timeous insight into changes in government compensation and its trends.
<u>ENQUIRIES</u>	:	enquiries only (No applications): Recruitment.Enquiries@treasury.gov.za

OTHER POSTS

<u>POST 29/119</u>	:	<u>DEPUTY DIRECTOR: EDITING AND RESEARCH REF NO: S095/2026</u> Division: Office of The Director-General (ODG) Purpose: To assist the Editor in Chief with the editing of Budget and related publications and the implementation of an editorial strategy for the National Treasury, as well as to research, edit, review and draft strategic content for the Director General.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 101 468 per annum, (Incl. benefits) Pretoria A Grade 12 is required, coupled with a minimum Honours Degree (equivalent to NQF level 8) in Economics, Finance or Journalism. A minimum 5 years' experience in a business journalism, economic research, professional editing or financial communications environment. In-depth knowledge of macroeconomic and fiscal issues and financial markets. Detailed knowledge of the South African public finance landscape, the budget process and government policy processes. Knowledge of digital media platforms.
<u>DUTIES</u>	:	Manage editing of the Budget Review and Medium-Term Budget Policy Statement: Assist the Editor in Chief and external service providers to review chapters and annexures for clarity, quality, flow, style, consistency and tone. Work with chapter and annexure authors to fact-check and verify the accuracy of content and ensure alignment with National Treasury editorial guidelines. Work with the Budget Office and editors to manage the editing, copy editing and sign-off processes for the Budget Review and Medium Term Budget Policy Statement and ensure deadlines are met, Co-ordinate writer training for chapter authors and budget analysts in order to improve the quality of the budget documents and expand the National Treasury's pool of authors. Monitor the use of artificial intelligence in the drafting of National Treasury documents and other content to prevent the inappropriate use of AI. Assist with strategic messaging and reputation management for the Director General: Research, draft, review presentations, speaking notes and other content. Coordinate the implementation of regular monitoring and analysis of social media and other media coverage, to identify opportunities for public engagement. Monitor media and social media coverage to assist reputation management for the Office of the Director General and support the National Treasury to stay ahead of emerging reputational risks and opinion changes. Coordinate, research and create content for the Director General's social media pages and for other senior officials.
<u>ENQUIRIES</u>	:	enquiries only (No applications): Recruitment.Enquiries@treasury.gov.za
<u>POST 29/120</u>	:	<u>DEPUTY DIRECTOR: FISCAL OUTREACH REF NO: S097/2026</u> Division: Office of The Director-General (ODG) Purpose: To co-ordinate the Fiscal Outreach campaign, including content creation, event management, partnership building and progress tracking, and assist with the Budget editing process to ensure alignment with the campaign.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 101 468 per annum, (Incl. benefits) Pretoria A Grade 12 is required, coupled with a minimum Honours Degree (equivalent to NQF level 8) in Economics, Sciences or Finance or Journalism or Development Studies. A minimum 5 years' experience in financial communications, business journalism, economic research or financial education. In-depth knowledge of policy development and implementation. Experience of project management or public outreach programmes. Detailed knowledge of the South African public finance landscape, the budget process and government policy processes.
<u>DUTIES</u>	:	Co-ordinate fiscal outreach campaign: Work with the Budget Office, project partners and the communications division to co-ordinate the rollout of the Fiscal Outreach campaign to the targeted stakeholder groups. Co-ordinate public and targeted media engagements and events to support the campaign strategy, working with the Budget Office, Communications and external service providers. Coordinate media training for senior National Treasury officials to support the campaign strategy. Coordinate the development and strategic distribution of content for the campaign. Maintain sound relationships with key external and internal stakeholders and build appropriate project partnerships to support the campaign. Track the progress of the campaign and compile

quarterly reports. Oversee external service providers to ensure project targets are met. Assist the Editor in Chief to manage the editing of the Budget Review and Medium-Term Budget Policy Statement to with the Fiscal Outreach campaign. Edit and socialise the Budget Review and Medium-Term Budget Policy Statement: Assist the Editor in Chief to manage the editing of the Budget Review and Medium-Term Budget Policy Statement for clarity, consistency, tone and flow. Work with Budget Office to coordinate the Budget calendar and content and incorporate the Fiscal Outreach campaign into the process. Monitor the impact and effectiveness of National Treasury's efforts to socialise the Budget and Medium Term Budget Policy Statement and to engage with stakeholders to improve fiscal literacy. Monitor the effectiveness of fiscal outreach consultation and engagement initiatives and identify potential risks and opportunities for the fiscal outreach campaign. Manage surveys to assess budget and fiscal literacy among the targeted stakeholder groups. Social Media monitoring and engagement: Implement regular monitoring and analysis of social media to identify gaps in fiscal literacy and opportunities to address these. Evaluate existing National Treasury social media platforms to identify opportunities to improve or expand to support the Fiscal Outreach campaign. Work with Communications and Budget Office and service providers to refine Budget related content for social media.

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

POST 29/121 : **PROGRAMME COORDINATOR REF NO: S094/2026**

Division: Asset And Liability Management (ALM)

Purpose: To coordinate and render an administrative support service to the business unit striving towards the attainment of a cohesive and broader integrated working environment.

**SALARY
CENTRE**

: R413 001 per annum, (excl. benefits)

: Pretoria

REQUIREMENTS

: A Grade 12 is required coupled with a minimum National Diploma or Bachelor's. degree (equivalent to NQF Level 6 or 7) in Office Administration or Public Administration or Business Management or Project Management. A minimum of 2 years' experience obtained in an administrative environment. Knowledge of the legislative framework on administration management within government. Knowledge and exposure to the coordination of budget coordination processes. Knowledge of the analysis and interpretation of internal policies for the correct application thereof.

DUTIES

: Integrated Business Support: Co-ordinate and perform quality assurance on processes pertaining to all in-coming and out-going memoranda for service enhancement and standardisation. Develop and maintain a filing system for record and audit purposes within the Office of the Chief Director. Monitor the effectiveness of service delivery within the Office of the Chief Director and propose 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. Business Support: Acknowledge and confirm meetings, invitations to workshops on behalf of the Office of the Chief Director. Provide inputs to the compilation of agendas, initiating the taking minutes for the Office of the Chief Director, and follow-up on outstanding commitments from stakeholders. Administer all duties with utmost discretion in the execution of confidential matters and converse with clients in utmost diplomacy. Stakeholder Relations and Engagement: Engage internal clients on the coordination and enhancement of the integration of dual processes for execution within the unit. Attend to clients' needs, address concerns and complaints timeously, improve relations with stakeholders, and obtain their trust. Analyse quotations for the attainment of the most effective and efficient procurement of goods and services and advise accordingly. Budget Co-ordination: Assist and prepare relevant documentation pertaining to the consolidated budgetary inputs in compliance with the MTEF requirements and cycle. Monitor expenditure against commitments and sensitise on possible overspending. Initiate the movement of funds between items after consultation with relevant stakeholders and compile relevant papers for execution.

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

<u>POST 29/122</u>	:	<u>FINANCIAL ANALYST: BANKING SERVICES REF NO: S096/2026</u> Division: Office of The Accountant-General (OAG) PURPOSE: To assist and support the Banking Services in an administrative capacity in the provision of a banking service to stakeholders.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R280 278 per annum, (excl. benefits) Pretoria A Grade 12 is required coupled with a minimum National Diploma (equivalent to NQF level 6) in Accounting. A Bachelor's Degree (equivalent to NQF level 7) in any of the above disciplines will be an added advantage. A minimum 2 years' experience obtained in a financial management environment; and basic knowledge of Accounting.
<u>DUTIES</u>	:	Initiate Payments: Initiate the authorisation of local and foreign payments on Safety Web banking System as per SWIFT Requirements, Process cancellation of payments on the system. Assist with grant payments to municipal primary account as prescribed in the Division of Revenue Act (DORA). Verify payments to municipalities excluded from the DORA schedule as set out per the agreed rules and regulations. Process any cancellation of foreign payments. Confirm local and foreign payments settled with SARB and Commercial Banks and verify against SWIFT messages and SARB report. Process cancellation of payments on the system. Assist with grant payments to municipal primary account as prescribed in the Division of Revenue Act (DORA). Verify payments to municipalities excluded from the DORA schedule as set out per the agreed rules and regulations. Process any cancellation of foreign payments. Confirm local and foreign payments settled with SARB and Commercial Banks and verify against SWIFT messages and SARB report. Verification of Banking Details: Upload and submit verification of Bank Details (AVS) to respective banks received from Central Supplier Database (CSD) system, SASSA grants, Assets and Liability Management, Pension and other Departments. Extract data files from banks and transfer to Central Supplier Database (CSD) system, SASSA grants, Assets and Liability Management, Pension and other Departments. Reconcile daily number of AVS requests received from PMG account holders against data stakeholder banks. End-of-Business Process Clearance: Verify unmatched EBT Bank detail reports. Process deposits statements emanating from banking systems. Reconcile end-of-business processes suspense accounts and submit bank statements and monthly revenue reports to National Revenue Fund and financial systems. Order deposit books on request of a department. Admin support: Prepare documents for processing bank charges. Follow up on outstanding departmental bank reconciliations. Obtain banking details of public entities and departments in terms of Section 7(2) of PFMA and Treasury regulations. Distribute documents and departmental queries per cluster. System maintenance, upgrade & enhancement testing: Assist with the testing of new releases of the Safety Web Banking system and updating manuals. Assist with departmental training and preparation of procedure manuals.
<u>ENQUIRIES</u>	:	enquiries only (No applications): Recruitment.Enquiries@treasury.gov.za

DEPARTMENT OF WATER AND SANITATION

<u>APPLICATIONS</u>	:	Interested applicants must submit their applications via the online link https://erecruitment.dws.gov.za
<u>CLOSING DATE</u>	:	28 August 2026
<u>NOTE</u>	:	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 DPSS 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 Vaal-Orange 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

<u>POST 29/123</u>	:	<u>SCIENTIST PRODUCTION GRADE A – C (X3 POSTS)</u> Branch: Vaal-Orange Catchment Management Agency Division: Water Resource Planning and Management
<u>SALARY</u>	:	R791 604 – R1 144 008 per annum, (all-inclusive OSD salary package), (Offer will be based on proven years of experience)
<u>CENTRE</u>	:	Bloemfontein Ref No: VOCMA 24 Kimberly Ref No: VOCMA 25 Upington Ref No: VOCMA 26
<u>REQUIREMENTS</u>	:	A Science degree (BSc) (Hon) in Chemistry, Biochemistry or Microbiology. or relevant qualification. Three (3) years post qualification experience. Compulsory registration with SACNASP as a Professional Natural Scientist. The disclosure of a valid unexpired driver's license. Sound knowledge of integrated water resource management and water resource protection. Understanding of the water resource classification system and its application thereof. Knowledge and experience in Project management is essential. Understanding and knowledge of water quality management. Implement principles of national water act in terms of protection, development, use, control and management of water resources of the National Water Act, 1998 and related legislation. Knowledge and understanding of the water sector: relevant legislations (NWA, CARA and NEMA, MPRDA) together with the related policies, regulations, principles, guidelines, tools and procedures; policy development, implementation and monitoring. Excellent communication skills including verbal, report writing, presentation skills. Sound interpersonal skills as well as the ability to work in a multi-disciplinary team. Willingness to work abnormal hours and under pressure as well as travel country wide. Proven

		liaison and networking skills especially as they relate to Corporative Governance and stakeholder engagement.
<u>DUTIES</u>	:	The successful candidate will join a team of professionals responsible for strategic water resource planning, focusing on water quality through the development and maintenance of integrated water quality planning solutions. This requires conducting assessment studies to address data and information gaps and needs for water quality planning. Responsible for forward planning utilising predictive modelling tools, among other methods. Implement National Water Act with focus on classifying water resources and determining associated resource quality objectives for current and future needs of significant water resources in the Vaal-Orange Water Management Area; Review and recommend scientific projects; Give input on water use license applications for mining, industries, municipalities, urban development and agriculture activities as they relate to resources water quality. Process water use license applications. Conduct site inspections and attend meetings for various water uses. Promote surface and groundwater protection and management through the water use authorisation process and implement DWA's role and function with respect to water resource protection and management. Management of waste discharge charge system and surface water data management. Provide assistance in drafting of specific water quality license conditions. Collection and interpretation an analysis of surface water data and monitoring of the surface water resources.
<u>ENQUIRIES</u>	:	Mr V Magwala Tel No: (012) 392 1300
<u>POST 29/124</u>	:	<u>CONTROL ENVIRONMENTAL OFFICER GRADE A (X2 POSTS)</u> Branch: Vaal-Orange Catchment Management Agency Division: Compliance Monitoring and Enforcement
<u>SALARY CENTRE</u>	:	R636 978 per annum, (OSD)
	:	Kimberley Ref No: VOCMA 27
	:	Pretoria Ref No: VOCMA 28
<u>REQUIREMENTS</u>	:	A four-year degree in Natural Science / Environmental science or relevant qualification. Six (6) years post qualification experience in compliance monitoring and enforcement environment. The disclosure of a valid unexpired driver's licence. Extensive experience in the environmental and water management field, waste management, industries, urban development and mining. A clear understanding of the VOCMA's role and policies about water resource management. Knowledge of the National Water Act 36 of 1998, other applicable laws and related policies, strategies and guidelines. Understanding the principles of Integrated Water Resource Management. Knowledge of Human Resources and Financial Management policies. Innovative thinking, negotiating, networking, managerial and good communication (verbal and written) skills. The willingness to travel extensively and work irregular hours. Technical report writing, Professional judgement and Data analysis skills. Mentoring and decision-making skills. Financial and team leadership management skills. Creativity and Problem solving. Computer literacy. People management and Conflict Management skills.
<u>DUTIES</u>	:	Implement and enforce the National Water Act and other relevant legislation, policies and regulations. Assist in the development of policies and regulations. Assist with the implementation of the Compliance Monitoring and Enforcement Strategy. Implement compliance monitoring systems, inspection guidelines or protocols. Audit compliance with water use licences, legislation, policies, and regulations. Conduct routine inspections to ascertain compliance with relevant water and environmental prescripts. Conduct investigations, audits and prepare investigation and audit reports, implement enforcement action in the form of formal or informal warnings, administrative enforcement such as statutory notices, compliance notices and directives, and court applications to enforce notices, as well as criminal enforcement. Prepare necessary information, reports and evidence for court applications. Advise relevant sector bodies on policies and strategies relevant to the Directorate and ensure compliance promotion. Ensure liaison, cooperation and coordination with other enforcement agencies and government institutions involved in compliance and enforcement. Ensure adherence to deadlines on submissions as per the Standard Operating Procedures. Supervise staff in accordance with VOCMA policies and procedures.
<u>ENQUIRIES</u>	:	Mr V Blair Tel No: (051) 405 9000

<u>POST 29/125</u>	:	<u>CONTROL ENVIRONMENTAL OFFICER GRADE A (X2 POSTS)</u> Branch: Vaal-Orange Catchment Management Agency Division: Water Resource Planning and Management
<u>SALARY CENTRE</u>	:	R636 978 per annum, (OSD) Bloemfontein Ref No: VOCMA 29 Pretoria Ref No: VOCMA 30
<u>REQUIREMENTS</u>	:	A 4-year Degree or equivalent qualification in Natural or Environmental Sciences Six (6) years post-qualification experience. The disclosure of a valid unexpired driver's license. Knowledge of the National Water Act and all water-related and relevant Environmental Management legislation and policies. Sound knowledge of all aspects and processes related to Resource Directed Measures and Integrated Water Resource Management. Knowledge and experience on River Health Monitoring and indices. Knowledge and understanding of the tools developed for Reserve determination. Proven ability and experience to write and interpret technical and scientific reports and documents and assist with the management of projects. Proven management and negotiation skills. Ability to work productively in an environment consisting of multidisciplinary internal and external VOCMA staff and stakeholders. Computer literacy. Good written and verbal communication, presentation and report writing skills. Able to provide technical and scientific support to other VOCMA functions as well as the ability to capacitate and act as a mentor and supervisor to junior staff. Good interpersonal skills. Ability to interact with communities and stakeholder groups.
<u>DUTIES</u>	:	Implementation of the National Water Act 36 of 1998 with the focus on Resource Directed Measures (RDM). The implementation of the Reserve in the WMA. Implementation and co-ordination of the Adopt-a-River Initiative (ARI). River Health Monitoring in the Vaal-Orange Water Management Area, Conduct low confidence reserves, including running hydrological and other relevant models where necessary. Organize field trips and assist with the preparation of the required supportive technical information as well as the writing of technical and other reports. Liaise with the Department Water and Sanitation on Adopt-a-River initiatives, reserve determination and implementation, River Health Programme and other programmes. Liaise with internal and external stakeholders regarding RDM initiatives, especially ARI. Integrate reserve determinations with other VOCMA functions such as water use license applications and provide general technical and scientific support and comments. Develop ToR's and manage PSPs. Participate in capacity building programmes and mentorship programmes for junior staff. Prepare monthly reports and quarterly reports. Ensure adherence to deadlines on submissions as per the Standard Operating Procedures. Manage and ensure effective financial planning for water resource management. Supervise staff in accordance with VOCMA policies and procedures.
<u>ENQUIRIES</u>	:	Mr V Magwala Tel No: (012) 392 1300
<u>POST 29/126</u>	:	<u>ASSISTANT DIRECTOR: INSTITUTIONS, STAKEHOLDER ENGAGEMENT AND GOVERNANCE REF NO: VOCMA 31</u> Branch: Vaal-Orange Catchment Management Agency Division: Institutions, Stakeholder Engagement and Governance
<u>SALARY CENTRE</u>	:	R605 742 per annum (Level 10) Bloemfontein
<u>REQUIREMENTS</u>	:	A bachelor's degree or equivalent in Social Sciences or related environment. Four (4) to six (6) years relevant experience. Proven ability to interpret and implement policy and strategy. Experience in terms of intergovernmental relations, co-operative governance, institutional structures management, regulation and marketing. Experience in project and programme management. Proven ability to solve problems and demonstrated decision-making ability. Ability to communicate with a range of stakeholders inclusive of communities. Experience in establishment of Water Management Institutions (Water Users Association, Catchment Management Agencies and Catchment Management Forums). Ability to forge partnerships between governments, non-government stakeholders and good interpersonal skills. Excellent verbal and written communication skills. Knowledge of the National Water Act (1998). A valid unexpired driver's license and willingness to travel extensively.
<u>DUTIES</u>	:	Ensure effective development and implementation of VOCMA policies and strategies. Ensure integration of marginalised and previously disadvantaged

water users / stakeholders in water tariff determination, water allocation and reform processes. Establishment of water resource management structures led by VOCMA and / or in partnership with National, provincial and local government to ensure integration and participation of all affected and interested parties. Ensure effective establishment and operation of Water Management Institutions. Develop the requirements and guidelines for water management institutions functioning and perform the institutional regulation and oversight. Reviewing and approving water management institutions' business plans as well as oversight of water management institutions' operations against annual reports and business plans. Support the transformation agenda of VOCMA and facilitate access to VOCMA programmes designed for water users and historically disadvantaged groups. Support strategic and business planning. Supervise staff in accordance with VOCMA policies and procedures.

<u>ENQUIRIES</u>	:	Mr V Dywili Tel No: (051) 405 9000
<u>POST 29/127</u>	:	<u>LEGAL ADMINISTRATIVE OFFICER (MR5) REF NO: VOCMA 32</u> Branch: Vaal-Orange Catchment Management Agency Division: Office of The Chief Executive Officer
<u>SALARY</u>	:	R483 219 per annum (MR5)
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	LLB or relevant qualification. At least eight (8) years of appropriate post qualification legal experience. Competencies required: Knowledge and experience of policy development and implementation, public sector legal processes, legislation and contracts, PAIA, PAJA, the Constitution and all the relevant legislation. Knowledge of Treasury regulations. Ability to negotiate and draft contracts and international instruments. Ability to interpret specific environmental legislation, issues affecting the environment and general environmental law is required. Knowledge of Public Finance Management Act. Legal research and interpretation. Analytical skills. Report-writing. Programme and project management. Computer literacy. Good planning and decision-making skills. Language proficiency. Confidentiality. Excellent communication skills (written and verbal). Strategic capability and leadership skills. Accountability and Ethical Conduct.
<u>DUTIES</u>	:	Provide legal support to ensure compliance with relevant legislation. Develop standard operating procedures. Advise on and draft legal opinions and documents to support criminal prosecutions for contraventions of the National Water Act. Draft legal documents, memoranda, reports and submissions. Draft, vet and review contracts on behalf of the entity. Advise, negotiate and draft multilateral and bilateral agreements. Handle litigation matters and appeals on behalf of the CMA. Render legal support on all litigation matters. Develop interventions where challenges are experienced. Monitor the implementation of the Promotion of Access to Information Act, 2000 and the Promotion of Administrative Justice Act, 2000 in the CMA. Handle PAIA and PAJA matters on behalf of the CMA.
<u>ENQUIRIES</u>	:	Ms Lerato Morake Tel No: (051) 405 9000
<u>POST 29/128</u>	:	<u>SENIOR HUMAN RESOURCE PRACTITIONER REF NO: VOCMA 33</u> Branch: Vaal-Orange Catchment Management Agency Division: Human Resource Management
<u>SALARY</u>	:	R413 001 per annum (Level 08)
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	A National Diploma at (NQF) level 6 in Human Resources Management or relevant qualification with majors in Human Resource Management. Three (3) to four (4) years' experience in specialisation in Recruitment and Selection and OSD appointment procedures. Experience in developing and managing data tracking systems and reporting on progress of filling of posts. Knowledge and experience in drafting reports and submissions. Knowledge and experience of administrative, clerical procedures and systems. Knowledge and understanding of Human Resource Management legislation, policies, practices, procedures and Human Resource Planning. Knowledge of equal opportunities and affirmative action guidelines and laws. Understanding of socio-economic and development issues. Extensive exposure to OSD recruitment processes, verifications and knowledge and understanding of the OSD Framework. Problem solving and decision-making skills. Good

		communication and presentation skills (written and verbal). Strong negotiation and conflict management skills.
<u>DUTIES</u>	:	Facilitate Recruitment and Selection processes. Prepare detailed schedules (long list), score sheets and applications from the Z83 application system. Supply statistics regarding employment equity. Facilitate the shortlisting and interview processes. Draft appointment submissions and route for approval. Render a human resource advisory service to line managers on recruitment and selection. Ensure that OSD appointments are done in compliance with the OSD Framework. Ensure personal suitability checks. Ensure the promotion of effective human resource management. Ensure that policies / legislations / prescripts are followed and complied with during the recruitment and selection process. Monitoring and evaluation of all HR processes, supervision, training and motivation of staff. Co-ordinate and conduct investigations of human resource related problems and advise management accordingly. Management of Human Resources which include, staff and work allocation to subordinates. Management of the recruitment and selection database.
<u>ENQUIRIES</u>	:	Mr N Smouse Tel No: (051) 405 9000
<u>POST 29/129</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER (WARMS) REF NO: VOCMA 34</u> Branch: Vaal-Orange Catchment Management Agency Division: WARMS
<u>SALARY</u>	:	R413 001 per annum (Level 08)
<u>CENTRE</u>	:	Kimberley
<u>REQUIREMENTS</u>	:	A National Diploma or Degree in Administration or relevant qualification. Two (2) to Three (3) years' data management and quality control experience. The candidate must be computer literate and have appropriate experience especially in word processing and spreadsheets. The disclosure of a valid unexpired driver's license. Sound experience in WARMS. Proven organisational, interpersonal, conflict resolution, problem solving and analytical skills. Good verbal and written communication skills. Practical experience in a client service environment, letter and report writing. Knowledge of the National Water Act, (Act 36 of 1998) and other relevant legislations. Knowledge of the following will serve as recommendations: Ability to work under pressure. Working experience in working with spatial data.
<u>DUTIES</u>	:	Oversee all data capturing and general office administration of registration of water use. Undertake the overall planning of workflow. Authorise transactions in WARMS. Implement and interpret procedures in terms of the National Water Act, (Act 36 of 1998) for the registration of water use. Ensure that the standard operating procedures of VOCMA for WARMS are adhered to by date capturers. Provide training on water use registration. Produce statistical reports and ensure that file maintenance systems are maintained. Maintain discipline within the section. Supervise staff in accordance with VOCMA policies and procedures.
<u>ENQUIRIES</u>	:	Dr. Mmachaka Tel No: (012) 392 1300
<u>POST 29/130</u>	:	<u>INFORMATION TECHNOLOGY TECHNICIAN REF NO: VOCMA 35</u> Branch: Vaal-Orange Catchment Management Agency Division: Management Support Services
<u>SALARY</u>	:	R413 001 per annum (Level 08)
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	A National Diploma or Degree in Information Technology. Three (3) years appropriate experience in IT. The disclosure of a valid unexpired driver's license. Certification in the following will be an added advantage: Certified Microsoft Engineer, Microsoft Certified Solutions Associate (MCSA) or Microsoft Certified Solutions Expert (MCSE). A+ and Network+ certification is required. Knowledge of Windows 7; Windows 8; Window 10; MS Office 2010, 2013 and Office 365; Symantec Ant-virus; Microsoft MS; Transversal systems (PERSAL, SAP and LOGIS) and ITIL will serve as an advantage. Willingness to travel to various remote sites and offices Competences: An in-depth knowledge of client server IT environment. Leadership qualities as well as strong customer service and interpersonal skills. Good computer knowledge and skills (Ms Word, Excel and PowerPoint). Ability to work under pressure. Good communication skills both verbal and written. Exposure to different business application platforms.

<u>DUTIES</u>	:	Manage calls logged on the call management systems. Provision of end-user support with regards to hardware, software and network connectivity. Ensure that all IT policies, norms and standards are enforced. Perform quality control for the Local Area Network (LAN). Perform installation, maintenance and upgrading of computer hardware as second fault-finding identification. Install and upgrade software applications not performed by resources from the outsourced partner. Provide and maintain internet and e-mail client services. Ensure that antivirus software signature and operating systems patches are up to date. Initiate and co-ordinate the change control procedures. Provide technical input for training and development of computer end-user skills. Perform routine back-ups for all the available servers. Compile monthly performance reports. The appointees will be expected to perform overtime and standby duties when necessary as well as assist the Deputy Director: Regional Information Systems Support with all IT related tasks.
<u>ENQUIRIES</u>	:	Mr N Smouse Tel No: (051) 405 9000
<u>POST 29/131</u>	:	<u>ENVIRONMENTAL OFFICER PRODUCTION GRADE A – C (X3 POSTS)</u> Branch: Vaal-Orange Catchment Management Agency Division: Water Use Authorisation and Registration
<u>SALARY CENTRE</u>	:	R357 597 – R610 131 per annum, (OSD)
	:	Bloemfontein Ref No: VOCMA 36 (X2 Posts)
	:	Kimberley Ref No: VOCMA 37
<u>REQUIREMENTS</u>	:	A National Diploma in Environmental Management or Natural Science in anyone (1) of the following fields: Agriculture, Agricultural, Integrated Water Resource Management, Hydrology (Surface or Ground); Chemistry, Biochemistry, Microbiology, Water Utilization, Water Resource Engineering and or Geohydrology. The disclosure of a valid unexpired driver's license. Two (2) years appropriate / recognizable experience in an area after obtaining the relevant qualification will be an added advantage. Sound knowledge of integrated water resource management and water resource protection. Knowledge and understanding of the water sector including relevant legislation (NWA, CARA and NEMA, MPRDA) together with the related policies, regulations, principles, guidelines, tools and procedures; policy development, implementation and monitoring. Excellent communication skills including verbal, report writing, presentation skills. Sound interpersonal skills as well as the ability to work in a multidisciplinary team. Willingness to work abnormal hours and under pressure as well as travel country wide. Proven liaison and networking skills especially as they relate to Corporate Governance and stakeholder engagement.
<u>DUTIES</u>	:	Assess completeness of WULAs and conduct site inspections. Liaise with clients and other stakeholders to obtain outstanding information during WULA assessments. Request scientific inputs within the VOCMA as well as the Department Water and Sanitation using the specified templates. Access and evaluate Hydrological, Environmental and Technical information regarding license applications. Assist in development of policies and guidelines for the implementation of National Water Act (NWA), 36 of 1998 regarding the water use sector. Final assessment of information submitted by Water Use License Applicants and input from internal specialists. Drafting record of recommendations (RoRs) and resultant decision documents. Draft license conditions to control / mitigate the negative impacts of water uses. Assist on responding to queries from clients within and outside the department.
<u>ENQUIRIES</u>	:	Dr. Mmachaka Tel No: (012) 392 1300
<u>POST 29/132</u>	:	<u>ENVIRONMENTAL OFFICER PRODUCTION GRADE A – C REF NO: VOCMA 38 (X2 POSTS)</u> Branch: Vaal-Orange Catchment Management Agency Division: Compliance Monitoring and Enforcement
<u>SALARY CENTRE</u>	:	R357 597 – R610 131 per annum, (OSD)
	:	Bloemfontein
<u>REQUIREMENTS</u>	:	A National Diploma in Environmental Management or Natural Science in any one of the following fields: Agriculture, Agricultural, Integrated Water Resource Management, Hydrology (Surface or Ground); Chemistry, Biochemistry, Microbiology, Water Utilization, Water Resource Engineering and or Geohydrology. Practical experience in the field of compliance monitoring and enforcement will be an added advantage. The disclosure of a valid unexpired

		driver's license. Good computer literacy and writing skills. Good communication skills both written and verbal. Knowledge and understanding of water sector relevant legislation (National Water Act 1998, Water Services Act 1997 and related Environmental legislation e.g. NEMA, Waste Act). Knowledge of Industrial, agricultural, afforestation, municipal and mining processes. Knowledge of compliance monitoring and enforcement with an understanding of prevailing principles of Integrated Water Resource Management, water resource protection and Catchment Management. Knowledge of GIS. Willingness to travel extensively and work irregular hours.
<u>DUTIES</u>	:	Compliance monitoring of water users across all sectors (Mines, Afforestation, Municipal, Industry, Agro processing) against issued authorizations and other regulatory requirements. Notification of audit to water user. Compilation of audit report through NCIMS. Communicate audit findings to water users. Investigation of non-compliant cases (Queries, complaints, pollution incidents, etc). Ensure administrative enforcement by issuing Notices/ Directives/ Follow-ups on notices/ directives issued. Monitor compliance on sites issued with notices/ directives by conducting follow-up site inspections. – Institute legal actions where legal notices do not achieve the desired outcome. Compilation of investigation reports through the ECMS. Facilitate representation / action plan review on non-compliant cases / sites and attend Representation committee meetings. Adherence to deadlines on submissions as per the Standard Operating Procedures.
<u>ENQUIRIES</u>	:	Mr V Blair Tel No: (051) 405 9000
<u>POST 29/133</u>	:	<u>ENVIRONMENTAL OFFICER PRODUCTION GRADE A – C REF NO: VOCMA 39 (X2 POSTS)</u> Branch: Vaal-Orange Catchment Management Agency Division: Water Resource Planning and Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R357 597 – R610 131 per annum, (OSD) Bloemfontein A National Diploma in Environmental Management in Natural Sciences. Practical experience in the field of Water Quality Management will serve as an added advantage. The disclosure of a valid unexpired driver's license. Understanding of WMS operating system will serve an advantage. Good computer literacy and writing skills. Good communication skills (both verbal and written). Understanding of the National Water Act 1998, the Water Services Act 1997, and related environmental legislation e.g. NEMA. Knowledge of industrial, agricultural and mining processes. Practical knowledge on wastewater treatment processes and related technologies will serve as an advantage. Knowledge of Water Quality Management with an understanding of prevailing principles of integrated Water Resource Management and catchment management. Willing to travel extensively and work irregular hours and days. Presentation skills. Policy development and analysis. Programme and project management. Technical report writing skills. Data analysis.
<u>DUTIES</u>	:	The promotion of water resource awareness in order to maintain water quality policies, legislation, protocols, regulations and guidelines. Catchment management, providing comments on scientific reports. Process environmental authorisation applications for development and utilization of areas in terms of environmental legislation. Conduct catchment monitoring and draft water quality reports. Attend to pollution incidents. Management of water quality within specific catchment areas. Co-ordinate the promotion of strategies for cleaner production technologies. Ensure enforcement of statutory obligations regarding water quality. Participate on water resource management.
<u>ENQUIRIES</u>	:	Mr V Magwala Tel No: (012) 392 1300
<u>POST 29/134</u>	:	<u>COMMUNITY DEVELOPMENT OFFICER (X2 POSTS)</u> Branch: Vaal-Orange Catchment Management Agency Division: Institutions, Stakeholder Engagement and Governance
<u>SALARY CENTRE REQUIREMENTS</u>	:	R338 106 per annum (Level 07) Kimberley Ref No: VOCMA 40 Pretoria Ref No: VOCMA 41 A Senior/Grade 12 certificate. Two (2) to four (4) years' experience in the field of Community Development, Development Studies, Economic, Human or Social Science will be an added advantage. The appropriate candidate must

		have the knowledge of water related legislation, policies and practice. Computer literacy. Understand water resources programmes. Excellent verbal and written communication skills are essential. The candidate must be able to work independently or in a team. Must have proven experience in community or rural development as well as interacting with other spheres of Government. Must have the ability to manage conflict through a transparent and participatory approach, solve complex project related problems, interpret and apply legislation, policy and strategy. Have a sound understanding of integrated water resource management. A valid unexpired drivers license and willingness to travel extensively. The candidate will be expected to possess excellent presentation, research, time management and project management skills.
<u>DUTIES</u>	:	Liaise closely and provide support to water stakeholders including, farmers (both commercial and emerging), all spheres of government, industries, local communities and other external institutions. Providing advice and support to the institutional development function of water resource management. Assist in the establishment, co-ordination and management of Catchment Forms and Water User Associations. Facilitate and arrange stakeholder consultation sessions for the tariff determinations process, the development of the Catchment Management Strategy and other VOCMA stakeholder initiatives.
<u>ENQUIRIES</u>	:	Mr V Dywili Tel No: (051) 405 9000
<u>POST 29/135</u>	:	<u>ADMINISTRATION CLERK (SUPERVISOR) REF NO: VOCMA 42</u> Branch: Vaal-Orange Catchment Management Agency Division: Institutions, Stakeholder Engagement and Governance
<u>SALARY</u>	:	R338 106 per annum (Level 07)
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	A Senior/Grade 12 certificate or equivalent. Four (4) to (5) Five years' experience in clerical and administrative duties. Good knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the VOCMA. Knowledge of working procedures in terms of the working environment. Good planning, organising and reporting skills. Good financial management skills. Ability to have good interpersonal relations, flexibility and teamwork. Good verbal and written communication skills. Computer literacy (Word, Excel and Power Point). Ability to work independently and to work under pressure.
<u>DUTIES</u>	:	The purpose of this post is to render administrative support services in the Institutions, Stakeholder Engagement and Governance component. The incumbent is expected to render general clerical support services by recording, organising, storing, capturing and retrieving correspondence and data. Update registers and statistics. Handle routine enquiries. 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 within the component. Provide financial administration support services in the component. Capture and update expenditure in component. Supervise staff in accordance with VOCMA policies and procedures.
<u>ENQUIRIES</u>	:	Mr V Dywili Tel No: (051) 405 9000
<u>POST 29/136</u>	:	<u>ADMINISTRATIVE CLERK (WARMS) (X8 POSTS)</u> Branch: Vaal-Orange Catchment Management Agency Division: WARMS
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	Pretoria Ref No: VOCMA 43 (X2 Posts) Bloemfontein Ref No: VOCMA 44 (X2 Posts) Kimberley Ref No: VOCMA 45 (X2 Posts) Upington Ref No: VOCMA 46 (X2 Posts)
<u>REQUIREMENTS</u>	:	A Senior/Grade 12 certificate plus appropriate experience in general office administration and data capturing. Candidate must be computer literate with a sound knowledge of word processing and spread sheets. Good verbal and written communication skills. Practical experience in client services, letter and report writing. Experience in the national water use registration process. Knowledge of the National Water Act, (Act 36 of 1998) and other relevant legislations. Ability to work under pressure.

DUTIES

: Issuing relevant registration forms to users. Assist users in completing application forms. Check completion of application forms. Capturing applications forms for new users. Amend information of registered users as per approved outcome. Generate confirmation documents. Prepare registration certificate for approval. Copy and send out registration certificates to registered users. Keep records of correspondences received from the clients and decision documents in official property files. Fulfil help desk functions.

ENQUIRIES

: Dr. Mmachaka Tel No: (012) 392 1300