



PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 30 OF 2026
DATE ISSUED 21 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.

AMENDMENTS

: **DEPARTMENT OF MINERAL AND PETROLEUM RESOURCES:** Kindly amend the salary notch of the post of Inspector: Occupational Medicine (Ref No: 088) from R744 255 per annum, (all-inclusive package) to first salary notch of (Level 11) R932 292 per annum, (all-inclusive package) as well as centre from Free State Region (Welkom) to Limpopo Regional Office (Polokwane) as advertised in the Public Service Vacancy Circular 29 dated 14 August 2026 with the closing date 28 August 2026.

DEPARTMENT OF ELECTRICITY & ENERGY: Kindly note that the following post is advertised in Public Service Vacancy Circular 28 dated 07 August 2026, Director: SOC Governance and Legal Assurance Ref No: DEE2026/015; the post has been withdrawn

PROVINCIAL ADMINISTRATION: KWAZULU NATAL: DEPARTMENT OF HEALTH: Kindly note that the following post was advertised in Public Service Vacancy Circular 28 dated 07 August 2026, The Requirements have been corrected as follows (1) Registrar (Medical): Orthopaedic Surgery with Ref No: REG. 12/2027; The wording 'uninterrupted

recent' in the minimum requirements has been removed. The closing date for this Discipline has been extended to 04 September 2026.

ANNEXURE A

DEPARTMENT OF AGRICULTURE (DOA)

CLOSING DATE
NOTE

: 04 September 2026 at 16:00

: To apply, submit a completed Z83 form and detailed Curriculum Vitae (PDF document to a maximum of 10 megabytes) via e-mail or hand delivery. The Department will not be held responsible for server delays. Late applications due to technical issues will not be considered. Shortlisted candidates must provide certified copies of required documents (Identity Document, qualifications, etc) where necessary and service certificates to support senior management experience to Human Resources before the interviews, including South African Qualifications Authority (SAQA) evaluation reports for foreign qualifications. Failure to comply will result in disqualification. To be appointed at Senior Management Service (SMS) level, you must complete the SMS Pre-entry programme offered by the National School of Government (NSG). Find course details here: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/> appointment is subject to successful competition of the Nyukela Programme: Pre-entry Certificate to SMS and submission of proof. All shortlisted candidates, including SMS shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. NB: Please note that false or fraudulent qualifications submitted by applicants will be reported to the South African Police Services (SAPS), and a criminal case shall be opened. Note Please submit your application before the closing date as late applications will not be considered. Do not submit duplicate applications. If applying for multiple posts, submit separate applications for each post. Due to high volumes, the Department will not acknowledge receipt of applications. Communication will be limited to shortlisted candidates only. If you have not heard from us within 3 months, please consider your application to be unsuccessful. Should, during any stage of the recruitment process, a moratorium be placed on the filling of posts or the Department is affected by any process such as, but not limited to, restructuring or reorganisation of posts, the Department reserves the right to cancel the recruitment process and re-advertise the post at any time in the future. Important: DOA is an equal opportunity employer committed to promoting representivity and affirmative action. We encourage applications from all qualified candidates. The Department reserves the right not to fill vacancies. By applying you consent to the collection and processing of your personal information for recruitment purposes. Shortlisted candidates will be required to be available for assessments and interviews at a date and time as determined by the Department. Shortlisted candidates will undergo personnel suitability checks, security vetting and reference checks (including social media profiles). Applications must declare any pending criminal, disciplinary or any other allegations or investigations. Successful candidates must pass security clearance, sign an employment contract, sign an annual performance agreement and disclose financial interests. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with. Failure to disclose relevant information may result in disqualification or termination.

OTHER POSTS

POST 30/01

: **SCIENTIFIC PRODUCTION REF NO: 3/3/1/73/2026**

: Directorate: Agricultural Inputs Control

: These are re-advertisements and all applicants who applied previously are encouraged re-apply.

SALARY

: R791 604 per annum, (OSD), (all-inclusive package to be structured in accordance with OSD)

CENTRE
REQUIREMENTS

: Gauteng: Pretoria

: Applicants must be in a possession of a Grade 12 Certificate and an appropriate 4-year BSc (Honours) or equivalent in Agriculture in Soil Science majoring in soil fertility and plant nutrition. Compulsory registration with South African Council for Natural Scientific Professions (SACNASP) as a Professional Natural Scientist. Minimum of 3 years post qualification regulatory

experience. Job Related Knowledge: Expertise and experience in the interpretation of Fertilizer, Farm Feeds, Agriculture Remedies and stock Remedies Act, 1947 (Act No: 36 of 1947) together with its regulations and guidelines. Job Related Skills: Programme & project management. Scientific methodologies and models. Ability to research and develop independently. Legal compliance. Data analysis (high level analytical skills). Ms Office Software (Word, Excel and PowerPoint). Technical report writing (the ability to prepare and present complex reports). Customer service skills. Communication skills. (verbal and written). Ability to work under pressure. Extended working hours/overtime may be required. Travelling. A valid driver's license.

DUTIES

: Develop and implement methodologies, systems and procedures. identify and consolidate needs for methodologies, policies, systems and procedures by developing administrative and compliance regulations and SOPs. Identify gaps and develop appropriate interventions by developing guidelines and conducting training workshops. Monitor and evaluate programme performance and perform scientific functions that require interpretation in the absence of an established framework by writing technical reports. Provide scientific support and advice through client advisory meetings and via emails. Develop working relations with client base during liaison meetings with clients. Create public awareness of the science system through liaison with stakeholders. Provide scientific data, information and advice as requested by responding to technical enquiries. Perform scientific analysis and regulatory functions. Conduct analysis of scientific data during the evaluation of applications to register fertilizers. Gather and interpret data, evaluate results and disseminate information by publishing information packages. Formulate proposals and compile reports by writing technical submissions when required. Develop and customise scientific models and techniques by contributing to the technical aspects of regulations. Compile technical reports. Research and Development. Continuous professional development to keep up with new technologies and procedures by attending technical workshops and conferences. Research/literature studies to improve expertise by reading technical publications. Publish and present research findings; and liaise with relevant bodies /councils, industries, government departments and other stakeholders on science and regulatory related matters. Human Capital and Development. Mentor, train and develop candidate scientist and others to promote skills/knowledge transfer and adherence to sound scientific principles and code of practice. Customer Service Management. Continuous professional development. To keep up with new technologies and procedures by attending technical workshops and conferences. Research /literature studies to improve expertise by reading publications. Liaise with relevant bodies/councils, industries, government departments and other stakeholders on science and regulatory related matters.

**ENQUIRIES
APPLICATIONS**

: Mr G. Moncho Tel No: (012) 319 7169
: Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email SPrecruit40@nda.gov.za

NOTE

: EE Targets: African Males and Females, and persons with disability.

POST 30/02

: **SCIENTIST PRODUCTION 2: REF NO:3/3/1/74/2026 (X2 POSTS)**
Directorate: Genetic Resources (Variety Control)

SALARY

: R791 604 per annum, (OSD), (all-inclusive package to be structure in accordance the OSD rules)

**CENTRE
REQUIREMENTS**

: Western Cape: Stellenbosch
: Applicant must be in possession of a Grade 12 certificate and BSc (Hon) or M Tech with Botany, Agronomy, Horticulture, Genetics and / or Plant Biotechnology as a major subject. Compulsory registration with South African Council for Natural Scientific Professions (SACNSP) as a Professional Natural Scientist. Job Related Work Experience: A minimum of three (3) years' post qualification in the field of botany, plant taxonomy, plant breeding or administration of legislation related to Agriculture. Plant Breeders' Rights Act. Plant Improvement Act. UPOV Convention. Plant Morphology and Physiology. Statistics. Job Related Skills: Computer skills (MS Office). Problem skills, Communication skills. Conflict management oral and written communication skills. Planning and organization skills. Knowledge and operation of laboratory apparatus. Numeracy, mathematical and statistical skills. Problem solving

	skills. Research, Plant variety evaluations, Analytical skills. Ability to work effectively and efficiently. Valid driver's license.
<u>DUTIES</u>	: Develop and implement relevant systems, and procedures. Verifying applications and technical questionnaires submitted by applicants in terms of the Plant Breeding's Rights Act and the Plant Improvement Act. Establishment of trials in collaboration with the directorate's farm Manager, applicant or their appointed agent as applicable. Identify location of all candidates and comparative varieties/ liaise with farm manager on field identification. Engage with clients on matters related to their applications and do site visits. Perform technical scientific analysis. Collect data on candidates and standard varieties according to prescribed guidelines. Observation and evaluation of candidates to the International Union for the Protection of New Varieties of Plants (UPOV) or National Test guidelines as applicable. Variety characterization and documentation. Data analysis on candidates and standard varieties. Compile variety descriptions and DUS reports for candidates' varieties. Confirm that candidates' varieties comply to prescribed DUS requirements in terms of the relevant legislation. Data processing. Provide technical support and advice. Collect and provide technical / scientific data, information and advice to Registrars and Plant Improvement organisations. Provide technical support and advice to applicants in relations to Technical Questionnaires submitted in terms of the Plant Breeder's Rights Act and the Plant Improvement Act. Research and development. Draft and/ or provide input to UPOV and / provide to UPOV and / or national test guidelines. Review and study scientific publications, including internet searches, relevant to received PBR/VL applications. Participate at national, regional and international for a. Liaise with relevant scientific bodies on technical /science related matters and exchange of knowledge thereof. Ensure management of reference collections. Ensure proper management of filling system and crop and seed registers. Conduct or participate in research pertaining to variety characters or ring tests as applicable.
<u>ENQUIRIES</u>	: Mr SJ Ndlazi Tel No: (012) 319 6086
<u>APPLICATIONS</u>	: Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email SPrecruit41@nda.gov.za .
<u>NOTE</u>	: EE Target: African, Indian, White Males and African, Indian Females and Persons with disability.
<u>POST 30/03</u>	: <u>ASSISTANT DIRECTOR: COMPLIANCE MANAGEMENT REF NO: 3/3/1/75/2026</u> Directorate: Compliance Management Services
<u>SALARY</u>	: R487 197 per annum (Level 09)
<u>CENTRE</u>	: Gauteng (Pretoria)
<u>REQUIREMENTS</u>	: Applicants must be in possession of a Grade 12 Certificate and National Diploma in Compliance Management / Law / Risk Management (NQF 6). Minimum of 3 years' supervisory experience in compliance management environment. Job related knowledge: knowledge of corporate governance issues, Compliance management, Public service environment, Public Financial Management Act (PFMA) and National Treasury Regulations. Relevant legislation and regulations, norms and standards. Job related skills: Dynamic leadership skills, Computer literacy in Microsoft Office Suite, Project management skills, Communications skills (verbal and written), Presentation and Facilitation skills. Problem solving and analysis. Extended working hours and ability to work under pressure. A valid driver's license.
<u>DUTIES</u>	: Implement a compliance management strategy. Implement compliance management process which includes compliance identification, compliance risk assessment, compliance risk management and reporting. Develop a training strategy and train employees in the Department on compliance awareness. Update the Departmental Compliance universe on an on-going basis. Provide assistance in compiling the annual compliance management implementation plan. Participate in committees that serve as advisory bodies in the area of compliance risk management. Provide assistance in all compliance report coordination and assist in any compliance related information required by Risk and Compliance Committee. Align compliance checklist with strategic and operational plans on an on-going basis. Identify strategic and operational plans of the Department in order to understand the Departmental business for the purpose of identifying regulatory requirements.

		Conduct compliance assessments in the department according to procedure. Conduct compliance monitoring in accordance with developed compliance monitoring tools and techniques. Communicate best practice methodologies and standards for compliance functionality. Research on what are the best compliance practice methodologies and contribute in improving the Departmental compliance management methodology.
<u>ENQUIRIES</u>	:	Mr M Setati at 071 878 9179
<u>APPLICATIONS</u>	:	Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email ASDCMrecruit75@nda.gov.za
<u>NOTE</u>	:	EE Target: African Male and Persons with disability.
<u>POST 30/04</u>	:	<u>SCIENTIFIC TECHNICIAN PRODCUTION GRADE A REF NO: 3/3/1/76/2026</u> Directorate: Genetic Resources
<u>SALARY</u>	:	R407 337 per annum, (OSD)
<u>CENTRE</u>	:	Gauteng: Pretoria: (Roodeplaas: Genebank)
<u>REQUIREMENTS</u>	:	Applicant must be in possession of a Grade 12 certificate and National Diploma in Science or relevant qualification. Compulsory registration with South African Council for Natural Scientific Professions (SACNASP) as a Certified Natural Scientist. Job Related Work Experience: Minimum of 3 years post qualification in the field of botany, horticulture, agronomy, agriculture or conservation of plant genetic resources. Job Related Knowledge: Programme and project management. Scientific methodologies. Research and development. Computer-aided scientific applications. Knowledge of legal compliance. Technical report writing. Creating high-performance culture. Professional judgment. Data analysis. Mentoring. Job Related Skills: Creativity. Self-management. Financial management. Customer focus and responsiveness. Communication. Computer literacy. Networking. People management. Planning and organising. Conflict management. Change management. Problem solving and analysis. Working extended working hours. Handling of hazardous chemicals. Valid Driver's license.
<u>DUTIES</u>	:	Develop and implement methodologies, policies, systems and procedures relevant to conservation and sustainable use of Plant Genetic Resources for Food and Agriculture (PGRFA). Perform technical scientific functions and tasks that require interpretation in the presence of an established framework. Apply operational standards and consolidate methodologies, policies, systems and procedures. Identify gaps and develop appropriate interventions. Preparation for and participation in research activities. Data collection through field surveys. Maintenance, calibration and operation of scientific equipment. Provide technical support and advise relevant to conservation and sustainable use of Plant Genetic Resources for Food and Agriculture (PGRFA). Develop working relations with client base. Promote public awareness of scientific activities. Provide technical / scientific data, information and advice. Perform technical scientific analysis and regulatory functions relevant to conservation and sustainable use of Plant Genetic Resources for Food and Agriculture (PGRFA). Preparation of data and routine interpretation. Database and data management. Analysis of technical scientific data. Dissemination of information. Apply the appropriate scientific and technical procedures/skills to generate information and knowledge. Formulate proposals and compile reports. Develop and customize operational procedures. Research and Development relevant to conservation and sustainable use of Plant Genetic Resources for Food and Agriculture (PGRFA). Continuous professional development to keep up with new technologies and procedures. Conceptualise and development of scientific equipment. Equipment review. Research/literature studies to improve expertise. Publish and present technical reports and research findings. Liaise with relevant bodies/councils on technology-related matters. Human Capital and Development relevant to conservation and sustainable use of Plant Genetic Resources for Food and Agriculture (PGRFA). Mentor, train and develop candidate research technicians and others to promote skills/knowledge transfer and adherence to sound scientific principles and code of practice. Supervise technical support and processes. Manage the performance management and development of staff.
<u>ENQUIRIES</u>	:	Ms ML Mokoena at (060) 972 9702

- APPLICATIONS** : Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email STPrecruit76@nda.gov.za.
- NOTE** : EE Target: Coloured and White Males and Persons with disability.

ANNEXURE B

DEPARTMENT OF DEFENCE

It is the Department's intention to promote equity (race, gender and disability) through the filling of this posts with candidates whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.



- CLOSING DATE** : 04 September 2026 at 16h00, (Applications received after the closing date and faxed copies will not be considered).
- NOTE** : Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service Department office i.e effective 01 January 2021 or on the DPSA web site link: <https://www.dpsa.gov.za/newsroom/psvc/>. Should an application be received using incorrect application employment form Z83, it will be disqualified, which must be originally signed and dated by the applicant and which must be accompanied by a detailed CV only (with full particulars of the applicants' training, qualifications, competencies, knowledge & experience). Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview which should not be older than six months. Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application, it must be done in writing. Should an application be received where an applicant applies for more than one post on the same applications form, the application will only be considered for the first post indicated on the application and not for any of the other posts. Under no circumstances will photostat copies or faxed copies of application documents be accepted. The successful candidates will be subjected to Personnel Suitability Checks (criminal record, citizenship & financial/asset record checks and qualification and employment verification). Successful candidates will also be subjected to security clearance processes. The level of appointments is dependent upon, qualifications, relevant experience and research output. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preference, emotional intelligence, and integrity. The competency assessment will be limited to successful candidates in the interview process only. Shortlisted candidates will be subjected to a personnel suitability checks (pre-employment screening) which may include social media profiles checks. A successful candidate will have to undergo a full security vetting while in the employ of the department and negative outcome shall nullify employment contract. Failure to submit the required documents will result in your application not being considered. Successful candidates will be required to disclose their financial interests within one (1) month of appointment. Applicants who do not receive confirmation or feedback within 3 (three) months after the closing date, please consider your application unsuccessful. Due to the large volume of responses anticipated, receipt of applications will not be acknowledged, and correspondence will be limited to short-listed candidates only. For more information on the job description(s) please contact the person indicated in the post details. Successful candidates will be appointed on probation for the period of twelve (12) months in terms of the prescribed rules.

OTHER POSTS

POST 30/05 : **DEPUTY DIRECTOR: PERMIT PROCESSING REF NO: DPSP/26/30/26/01**

SALARY : R1 101 468 – R1 297 476 per annum (Level 12)

CENTRE : Armscor Building, Erasmuskloof, Pretoria

<u>REQUIREMENTS</u>	:	A minimum of Grade 12 (NQF Level 4) or equivalent with a recognised Bachelor's Degree / Advanced Diploma in Law, Public Management, Public Administration or any relevant qualification at NQF Level 7. A minimum of three (3) years relevant experience as an Assistant Director within Arms Control or Administration. Special requirements (skills needed): Communication skills (Verbal and written communication), Leadership, Problem Solving Skills, Computer Skills, Management Skills, Policy Analysis and Programming. Personal attributes: Honesty, Integrity, Hard Working, Firm, Fair, High Ethical Standards, Personal Drive and Good interpersonal relations Knowledge of Government Policies, Operational Management. Public Finance Legislation, Extensive knowledge on National Conventional Arms Control, Understanding of the Defence Industry and Arms Control Practices.
<u>DUTIES</u>	:	Successful candidate will be responsible to manage the Processing of Permits applications for the movement of Conventional Arms through specific authorisations and perform the following key functions: Administer the processing of various permits (marketing, contracting, export, import and dual use goods and services) applications according to legislative prescripts, Administer company registration, Administer End-User Certificates on behalf of the South African Government, Management of IT system functionality, Management of Resources sub-directorate.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr S.P. Mashaba Tel No: (012) 355 6133
	:	Department of Defence, Defence Policy, Strategy and Planning Division, Directorate Conventional Arms Control, Private Bag X161, Pretoria, 0001, may be hand delivered during office hours to: Department of Defence, Armscor Building, cnr of Nossob and Boeing Street, Erasmuskloof, Pretoria, 0001 or email to Phumelele.Gabuza@dod.mil.za
<u>POST 30/06</u>	:	<u>ASSISTANT DIRECTOR: EXPORTS REF NO: DPSP/26/30/26/02</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R487 197 – R584 370 per annum (Level 09)
	:	Armscor Building, Erasmuskloof, Pretoria
	:	A minimum of Grade 12 (NQF Level 4) or equivalent with a recognised Bachelor's Degree/Advanced Diploma in Law, Public Management, Public Administration or relevant qualification at (NQF Level 7). A minimum of three (3) years' supervisory experience in Arms Control or Administration. Special requirements (skills needed): Knowledge of Public Service Act, Public Service Regulations and relevant prescripts. Departmental policies and procedures. Batho Pele principles. Minimum Information Security Standards. National Conventional Arms Control, Project Management and Financial Management. Communication skills (Verbal and written communication), Problem-solving and decision making. Analytical, innovative, sound organising and planning skills, computer literacy (applications such as MS Word, Excel, PowerPoint and Outlook). Ability to work individually and in a team, ability to collaborate effectively and communicate with stakeholders at various levels, ability to work under pressure, proactive approach to meeting deadlines and delivering results with limited supervision. Good interpersonal relations, service oriented and integrity, creative and innovative, objectiveness and professionalism. Confidentiality, reliability, flexibility, teamwork and ethical.
<u>DUTIES</u>	:	Successful candidate will be responsible to process permit applications according to legislation prescripts for the movement of Conventional Arms Control and perform the following key functions: Administer permit applications, obtain approval for issuing of permits, administer the processing of export permit applications, obtain validation of applications, furnish approved permits and monitor the re-submission of exports confirmation documents.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr S.P. Mashaba Tel No: (012) 355 6133
	:	Department of Defence, Defence Policy, Strategy and Planning Division, Directorate Conventional Arms Control, Private Bag X161 Pretoria, 0001, may be hand delivered during office hours to: Department of Defence, Armscor Building, cnr of Nossob and Boeing Street, Erasmuskloof, Pretoria, 0001 or email to Phumelele.Gabuza@dod.mil.za
<u>POST 30/07</u>	:	<u>ASSISTANT DIRECTOR: ADMINISTRATION (PERSONAL STAFF OFFICER) REF NO: DPSP/26/30/26/03</u>
<u>SALARY CENTRE</u>	:	R487 197 – R584 370 per annum (Level 09)
	:	Armscor Building, Erasmuskloof, Pretoria.

<u>REQUIREMENTS</u>	:	A minimum of Grade 12 (NQF Level 4) or equivalent with a recognised Bachelor's Degree / Advanced Diploma in Public Management, Public Administration, Office Management or relevant qualification at (NQF Level 7). A minimum of three (3) years' supervisory experience in Administration Special requirements (skills needed): Knowledge of Public Service Act, Public Service Regulations and relevant prescripts. Departmental policies and procedures. Batho Pele principles. Financial Management, Project Management and have intermediate knowledge of Strategic Planning. Communication skills (Verbal and written communication), problem-solving and decision-making skills. Analytical, innovative, sound organising and planning skills. Computer literacy (applications such as MS Word, Excel, PowerPoint and Outlook. Ability to work individually and in a team, ability to collaborate effectively and communicate with stakeholders at various levels, ability to work under pressure, proactive approach to meeting deadlines and delivering results with limited supervision. Good interpersonal relations, service oriented and integrity, creative and innovative, objectiveness and professionalism. Confidentiality, reliability, flexibility, teamwork and ethical.
<u>DUTIES</u>	:	Successful candidate will be responsible to render an administrative support to the Chief Director Strategic Management (CDSM) within the Defence Policy, Strategy and Planning Division and perform the following key functions: Plan and arrange visits, meetings, functions and conferences. Act as liaison point between the Chief Director and the rest of the Chief Directorate. Ensure quality and control of all staff work submitted to the office of the Chief Director, control and manage the budget and business plan for the office of the Chief Director. Manage assets and resources in the office of the Chief Director.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr S.D. Dladla Tel No: (012) 355 5912
	:	Department of Defence, Defence Policy, Strategy and Planning Division, Directorate Conventional Arms Control, Private Bag X161, Pretoria, 0001, may be hand delivered during office hours to: Department of Defence, Armscor Building, cnr of Nossob and Boeing Street, Erasmuskloof, Pretoria, 0001 or email to Phumelele.Gabuza@dod.mil.za
<u>POST 30/08</u>	:	<u>ADMINISTRATION OFFICER REF NO: DPSP/26/30/26/04</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R413 001 – R486 501 per annum (Level 08)
	:	Armscor Building, Erasmuskloof, Pretoria.
	:	A Minimum of Grade 12 (NQF Level 4) or equivalent with a recognised National Diploma/Advanced Certificate in Public Administration, Public Management, Office Management or relevant qualification at (NQF Level 6). A minimum of three (3) years' experience in Arms Control or Administration. Special requirements (skills needed): Knowledge of relevant Public Sector Policies, Legislation, Regulations and Acts. Knowledge of Departmental policies and procedures. Knowledge of Departmental policies and procedures. General understanding of the Conventional Arms Control and the Defence Industry. Good interpersonal skills, organising and planning skills, communication skills (written and verbal). Understanding of financial management, problem solving and decision-making skills. Analytical thinking. Computer literacy. Honesty, Integrity, hardworking, ethical, intuitive perceptive and high level of professionalism. Highly reliable.
<u>DUTIES</u>	:	Successful candidate will be responsible to assist in the provision of Secretariat Service to the National Conventional Arms Control Committee (NCACC), Scrutiny Committee and other Committees/Sub Committees and perform the following key functions: Assist in dealing with all documentation from registry and determine the nature of applicants' requests, assist in the preparation of two sets of books to be considered by the NCACC and the Scrutiny Committee. Liaise with members of the NCACC and the Scrutiny Committee, support the maintenance of the NCACC decision records within the IT database.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr S.P. Mashaba Tel No: (012) 355 6133
	:	Department of Defence, Defence Policy, Strategy and Planning Division, Directorate Conventional Arms Control, Private Bag X161, Pretoria, 0001, may be hand delivered during office hours to: Department of Defence, Armscor Building, cnr of Nossob and Boeing Street, Erasmuskloof, Pretoria, 0001 or email to Phumelele.Gabuza@dod.mil.za

<u>POST 30/09</u>	:	<u>RISK MANAGEMENT COMMITTEE MEMBER REF NO: DPSP/26/30/26/05</u> (3 Years Fixed Term Contract)
<u>SALARY</u>	:	Member will be remunerated in accordance with the applicable statutory rates and guidelines as prescribed by National Treasury.
<u>CENTRE</u>	:	Armscor Building, Erasmuskloof, Pretoria.
<u>REQUIREMENTS</u>	:	A Minimum of Grade 12 (NQF Level 4) or equivalent with a recognised Bachelor's degree/Advanced Diploma in Risk Management / Accounting / Auditing / Financial Management or relevant qualification at (NQF Level 7). A postgraduate qualification would serve as an advantage. Prospective candidates should have more than ten (10) years executive management experience in Risk Management, Governance, Internal and External Auditing, Anti-Fraud and Corruption, Compliance Management and Business Continuity Management. Applicants must have previous experience in serving in oversight committees, e.g Risk Management and/or Audit Committees, preferably in the Public Service, will be an added advantage. Candidates must be affiliated with a professional recognised body for appointment as a member of the Risk Management Committee at the level of Practitioner (CRM PRAC/) / Certified Risk Management Professional (CRM PROF). Special requirements (skills needed): High level of integrity, independence, dedication, inquisitiveness and understanding of public sector business and controls. A good understanding of Risk Management, Ethical Leadership and Corporate Governance principles, Public Finance Management Act and Treasury Regulations, Committee of Sponsoring Organizations (COSO) model and Public Sector Risk Management Framework.
<u>DUTIES</u>	:	Operate in accordance with the approved DOD Strategic Management Risk Management Charter. Advise the Accounting Officer and management on risk management matters at an organisational level. Review and monitor implementation of the Risk Management Policy, Strategy and annual Risk Management Implementation Plan across the DOD. Advise on integration of Risk Management into strategy, planning, monitoring and reporting processes. Provide guidance and advice on the department's risk identification and assessment methodologies for reasonable assurance of completeness and accuracy of the risk register. Provide guidance on setting the Department of Defence's Risk Appetite Framework including tolerance levels across the department. Oversee the implementation of risk maturity mode. Regular interaction and coordination with the Audit Committee. Act as the chair of the Strategic Risk Management in the absence of the chairperson.
<u>ENQUIRIES</u>	:	Mr T.B. Khunou Tel No: (012) 355 5812
<u>APPLICATIONS</u>	:	Department of Defence, Defence Policy, Strategy and Planning Division, Directorate Risk Management, Private Bag X910, Pretoria, 0001 or hand delivered to Armscor Building, Defence Headquarters Unit, Corner Delmas and Nossob Street, Erasmuskloof, Pretoria, where it must be placed in the box at the reception or emailed to Tumelo.Khunou@dod.mil.za

ANNEXURE C

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>	:	04 September 2026 at 16:00 (walk-in) and 23:59 (online)
<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 previous experience if any) and a completed and signed new Z83 application form is required. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following the communication from Human Resources and such qualification(s) and other related document(s) will be in line with the requirements of the advert. The application will not be taken into consideration if all requested required documents are not submitted. Non-RSA Citizens / Permanent Resident Permit holders in possession of foreign qualifications must be accompanied by an evaluation report issued by the South African Qualification Authority (SAQA) (only when shortlisted). The Department does not accept applications via fax. Applicants who do not comply with the abovementioned instructions/ requirements, as well as applications received late will not be considered. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Please note by responding to the advertisement, you consent to the collection, processing, and storing of your Personal Information in accordance with the Protection of Personal Information Act (POPIA) Your information will be used solely for the purpose of this promotion and will not be shared with third parties without prior consent unless required by law. The Department reserves the right not to make any appointment(s) to the below advertised post(s). The successful candidate will be expected to sign a performance agreement. The Department is an equal opportunity affirmative action employer. The Employment Equity Plan of the Department shall inform the employment decision. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s)

OTHER POSTS

<u>POST 30/10</u>	:	<u>ASSISTANT DIRECTOR ADMINISTRATION SUPPORT SERVICES REF NO: HR4/4/3/2ASDASS/UIF</u> (Three (3) year contract)
<u>SALARY CENTRE</u>	:	R487 197 per annum, plus 37% in lieu of benefits Unemployment Insurance Fund, Pretoria

<u>REQUIREMENTS</u>	:	An undergraduate qualification in Public Administration /Public Management/ Business Administration/ Administrative Management /Government, Administration and Development/ Office Management at NQF Level 6 as recognized by SAQA. Four (4) years, of which two (2) years must be functional experience and two (2) years at the Practitioner level in an Administration environment. Knowledge: Financial Management. Research and Document Analysis. Programme Management. Basic Conditions of Employment Act (BCEA). Labour Relations (LRA) Skills: Decision making. Financial/ Budget Management. Communication (written and verbal). Conflict Management. Planning and organising. Problem solving. Project Management. Team leadership. Computer Literacy. Time Management. Analytical. Facilitation.
<u>DUTIES</u>	:	Coordinate all the parliamentary matters. Facilitate secretariat and executive administrative support to the office of the Commissioner. Coordinate stakeholder interface including meetings between the Commissioner and entity. Manage Resources (Human, Finance, Equipment/ Assets).
<u>ENQUIRIES APPLICATIONS</u>	:	Mr SW Nkosi Tel No: (012) 337 1962 email: Jobs-UIF7@labour.gov.za
<u>POST 30/11</u>	:	<u>ASSISTANT DIRECTOR PROJECT MANAGEMENT REF NO: HR4/4/3/2ASDPM/UIF</u> (Three (3) year contract)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R487 197 per annum, plus 37% in lieu of benefits Unemployment Insurance Fund, Pretoria
	:	An undergraduate qualification in Project Management/ Business Administration at NQF Level 6 as recognized by SAQA. Four (4) years of which two (2) years must be functional experience and two (2) years at Practitioner level in Project Management environment. Knowledge: Project Management principles and methodologies. Project Management Information Systems (PMBOK, MS projects etc.). Application of research methodology. Quality management principles and processes. Public Service Act (PSA). Public Finance Management Act (PFMA). Public Service Regulations (PSR). Labour Relation Act (LRA). Basic Conditions of Employment Act (BCEA). Unemployment Insurance Amendment Act (UIA). Unemployment Insurance Contribution Act (UICA). Promotion of Access to Information Act (PAIA). Promotion of Personal Information Act (POPIA). Skills: Financial/ Budget Management. Communication (Written and Verbal). Computer Literacy. Time Management Interpersonal. Project Management. Project monitoring and evaluation. Planning and Organizing. Analytical Creative. Facilitation. Negotiation.
<u>DUTIES</u>	:	Coordinate delivery of strategic and special projects in the Fund. Facilitate strategic and special project deliverables in line with the Fund strategic objectives, quality standards and expectation. Coordinate project quality management. Facilitate the implementation of strategic and special projects within the Fund. Manage Resources (Human, Finance, Equipment/ Assets) in the sub- directorate.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr SW Nkosi Tel No: (012) 337 1962 email: Jobs-UIF8@labour.gov.za
<u>POST 30/12</u>	:	<u>ASSISTANT DIRECTOR QUALITY MANAGEMENT AND BUSINESS PROCESS REENGINEERING REF NO: HR4/4/3/2ASDQMBPR/UIF (X2 POSTS)</u> (Three (3) year contract)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R487 197 per annum, plus 37% in lieu of benefits Unemployment Insurance Fund, Pretoria
	:	An undergraduate qualification in Management Services / Work Study/ Operations Management/ Production Management/ Industrial Engineering at NQF level 6 as recognized by SAQA. Four (4) years of which two (2) years must be functional experience in Quality Management and Business and Business Process Reengineering and two (2) years at a Supervisory level. Knowledge: Industrial engineering practices, Continuous improvement tools. LEAN methodology. Quality Management. Business Process Re-engineering. Continuous improvement techniques. UIF regulations, policies and procedures. Relevant stakeholder. Customer service (Batho Pele Principles). Technical Knowledge.ISO9001. Project Management. Risk Management and Fund Governance. External Environment Awareness. Skills: Business Writing.

		Decision making. Communication and Information Management. Customer focus and Responsiveness. People and Performance Management. Interpersonal. Problem solving. Project or programme Management. Team Leadership. Change Management.
<u>DUTIES</u>	:	Coordinate business process analysis and initiatives processes in the Fund. Develop Standard Operating Procedures (SOP's) for the Fund. Implement quality management systems and plan for the Fund. Implement business process re-engineering activities. Manage resources (Human, Assets, Equipment and Finance) in the sub-unit.
<u>ENQUIRIES</u>	:	Mr KK Maphopha Tel No: (012) 337 1763
<u>APPLICATIONS</u>	:	email: Jobs-UIF9@labour.gov.za
<u>POST 30/13</u>	:	<u>CHIEF PERSONNEL OFFICER: HUMAN RESOURCE MANAGEMENT REF NO: HR 4/4/6/42</u>
<u>SALARY</u>	:	R413 001 per annum
<u>CENTRE</u>	:	Provincial Office: Limpopo
<u>REQUIREMENTS</u>	:	A three (3) years relevant tertiary qualification in Human Resource Management. 1-2 years supervisory experience doing the Human Resource Management Services. Knowledge: All labour legislations, Departmental policies and procedures, HR related systems, Public service Act, Batho Pele Principles, Public service regulations. Skills: Communication, Presentation, Conflict management, Analytical, Report writing, Computer Literacy, Organizing and Planning, Supervisory, Time Management.
<u>DUTIES</u>	:	Monitor the Recruitment and Selection process. Facilitate the processing and approve service benefits. Provide and monitor termination of service at the province. Monitor establishment and implementation of HR policies. Monitor the payment of salaries.
<u>ENQUIRIES</u>	:	Ms. MS Lebogo Tel No: (015) 290 1662
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane or email: Jobs-LP@labour.gov.za
<u>NOTE</u>	:	EE target- Priority will be given to Coloured Male, Coloured Female, Indian Female, White Male, White Female.
<u>POST 30/14</u>	:	<u>ADMINISTRATION CLERK (X5 POSTS)</u> Three (3) year contract)
<u>SALARY</u>	:	R237 453 per annum, plus 37% in lieu of benefits
<u>CENTRE</u>	:	Unemployment Insurance Fund, Pretoria
		Ref No: HR4/4/3/1ADQMBPR/UIF (X1 Post)
		Ref No: HR4/4/3/1ADOUIC/UIF (X4 Posts)
<u>REQUIREMENTS</u>	:	Grade 12 certificate or equivalent. No experience required. Knowledge: Unemployment Insurance Act (UIA). Unemployment Insurance Contributions Act (UICA). Skills: Minutes writing. Report writing. Computer Literacy. Communication. Planning and Organizing.
<u>DUTIES</u>	:	Render general clerical support services. Provide personnel administration clerical support services. Provide supply chain clerical. Provide financial administration support services.
<u>ENQUIRIES</u>	:	Mr KK Maphopha Tel No: (012) 337 1763
		Mr SW Nkosi Tel No: (012) 337 1962
<u>APPLICATIONS</u>	:	email: Jobs-UIF10@labour.gov.za
		email: Jobs-UIF11@labour.gov.za

ANNEXURE D

DEPARTMENT OF FORESTRY, FISHERIES AND THE ENVIRONMENT

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

- APPLICATIONS** : All applications to be submitted online on the following link:
<https://erecruitment.environment.gov.za/>
- CLOSING DATE** : 07 September 2026, 16:00. No late application will be accepted
- 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>. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. 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.

MANAGEMENT ECHELON

- POST 30/15** : **DIRECTOR: MANAGEMENT ACCOUNTING REF NO: CFO23/2026**
- SALARY** : R1 317 384 per annum, (an all-inclusive salary package)
- CENTRE** : Pretoria
- REQUIREMENTS** : An undergraduate qualification (NQF7) in Financial Management or relevant qualification within the related field as recognized by SAQA. A minimum of five (5) years' experience at middle/senior management level in management accounting, budgeting or public sector financial management. Successful completion of the Senior Management Pre-entry Programme as endorsed by

the National School of Government (NSG) must be submitted prior to appointment. Knowledge of the Public Finance Management Act (PFMA) 1999 (Act No. 1 of 1999), as amended; Treasury Regulations and National Treasury Instructions; Public Service Act, 1994 and Public Service Regulations, 2016; Government planning and budgeting framework; Medium-Term Expenditure Framework (MTEF), Estimates of National Expenditure (ENE) and Adjusted Estimates of National Expenditure (AENE); Modified Cash Standard and financial reporting framework; Public sector budgeting, expenditure management and financial governance; risk management and internal control; corporate governance principles and audit processes;. Skills: Strategic leadership and management; financial management and management accounting; budget formulation and expenditure management; financial analysis, forecasting and reporting; strategic planning and policy implementation; project and programme implementation; problem solving and analytical thinking; people management and empowerment; communication (written and verbal); presentation and report writing skills; stakeholder engagement, negotiation and influencing skills; computer literacy, particular MS Excel and financial management systems.

DUTIES

- : Provide strategic leadership and manage the Management Accounting Directorate. Manage the Financial Planning, Budget and Reporting in compliance with PFMA requirements (i.e MTEF, ENE, AENE and Annual budget process. Manage the development and maintenance of accounting, reporting policies, strategies and procedures. Coordinate budget allocations, review, analyse and monitor budget implementations across all programmes. Monitor expenditure, analyse spending trends and recommend corrective interventions where necessary. Coordinate in-year expenditure monitoring, financial forecasting and cash flow management. Prepare and present monthly, quarterly and annual management accounting reports for executive management and oversight structures. Ensure facilitation of Public Entities reporting requirements including providing strategic oversight and financial governance over Transfers and Subsidies budgets, planning, expenditure monitoring, financial reporting and compliance with applicable National Treasury frameworks. Provide strategic financial support for donor-funded and conditional grant-funded programmes where applicable. Provide strategic financial advice and management accounting support to departmental programmes, including environmental and EPWP initiatives. Develop and maintain management accounting policies, frameworks and standard operating procedures. Ensure compliance with the PFMA, Treasury Regulations, National Treasury Instructions, Modified Cash Standard and other applicable legislation. Coordinate response to internal and external audit findings relating to management accounting. Identify and manage financial risks and strengthen internal financial controls. Manage the Directorate's human, financial and physical resources to ensure efficient service delivery.
- ENQUIRIES** : Ms V Steyn at (064) 860 9877

POST 30/16

- : **DIRECTOR: MEDIA RELATIONS REF NO: CMS28/2026**

**SALARY
CENTRE
REQUIREMENTS**

- : R1 317 384 per annum, (all-inclusive salary package)
- : Pretoria
- : An undergraduate qualification (NQF7) in Communication or relevant qualification within the related field as recognized by SAQA. A minimum of five (5) years' experience at a middle / senior managerial level in the 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. Extensive knowledge of media. Good understanding of communication. Strategic capability and leadership; people management and empowerment. Knowledge of public relations. Ability to develop and apply policies. Understanding of media liaison and monitoring. Ability to conduct online research. Project management and financial management (PFMA and Treasury regulations). Ability to lead a multidisciplinary team. Strategic planning management. Good coordination and stakeholder liaison. Sound research, analytical, organising, planning and presentation skills. Excellent communication skills (verbal and written). Sense of responsibility and loyalty. Ability to work long hours.

DUTIES

- : Manage media relations and inter-governmental communications functions aimed at proactively managing the reputation of the department and the Ministry in the media. Manage media liaison functions. Manage media briefings

information sessions and interviews with the media. Manage the drafting and issuing of media invitations and statements. Manage the media monitoring and analysis function. Manage legislative communication programme from a media perspective. Manage media research and speech writing. Manage the drafting and publishing of opinion pieces for the department. Manage the development and implementation of media strategies and implementation plans for the department. Manage support to Ministry and the Department. Manage effective and efficient media support to Ministry. Manage the drafting of forewords for Ministry and the departmental reports. Manage the facilitation of media training workshops for departmental officials. Manage the implementation of intergovernmental communication programme. Manage Intergovernmental Relation. Participate in GCIS/GCF and other intergovernmental fora. Manage the Working Group 11 on communication. Ensure good relations with the communicators from Entities and provincial Departments.

ENQUIRIES

: Dr N Mashiyi Tel No: (012) 399 9484

OTHER POSTS**POST 30/17**: **DEPUTY DIRECTOR: ADMINISTRATION AND COORDINATION SUPPORT
REF NO: EP18 /2026****SALARY**

: R932 292 per annum, (all-inclusive salary package)

CENTRE

: Pretoria

REQUIREMENTS

: National Diploma (NQF6) in Public Administration/Management, Office Management or relevant qualification within the related field as recognized by SAQA. Five (5) years' experience in administration or relevant field of which three (3) years should be at an entry/junior managerial level (Assistant Director level or equivalent). Knowledge of strategic coordination and planning and professional report writing. Understanding of Project management. Risk management and business planning. Knowledge of policy development and organization performance 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. Skills required: Planning, Organizing, Facilitation, Communication and technical writing skills. Advance office application such as Ms Package. Ability to collaborate effectively with stakeholders at various levels. Good interpersonal relations. Ability to work independently and in a team. Proactive approach to meeting deadlines and delivering results with limited supervision. Sense of responsibility and loyalty.

DUTIES

: Manage the budget and procurement administration process of the Branch. Ensure financial control including petty cash and procurement in office of DDG. Monitor and compile monthly branch reports (expenditure, procurement and contract management). Provide strategic planning and reporting support to the Branch Chief Directorates. Coordinate and consolidate Branch inputs into Strategic Plans and APPs. Monitor and report on the implementation of Strategic and Operational Plans. Provide document management support. Implement management decisions. Quality assures all documents before submitting to DDG. Ensure provision of secretariat support. Coordinate Parliamentary questions and queries, as well as stakeholder engagements. Manage and monitor referrals of the Branch. Provide office management services to the DDG. Ensure compliance and manage reporting for office of the DDG. Ensure logistical support to office of the DDG. Ensure provision of administration support services. Liaise and develop relationship within internal and external stakeholder. Develop stakeholder database. Ensure the preparation of stakeholder communications material, including presentations, documents, profiles etc.

ENQUIRIES

: Ms P Diphaha Tel No: (012) 399 9602

POST 30/18: **CONTROL ENVIRONMENTAL OFFICER GRADE A: ADAPTATION
NATURAL RESOURCE SECTORS REF NO: CCAQ15/2026**

(Re-advertisement, applicants who previously applied are encouraged to re-apply)

SALARY

: R636 978 per annum

CENTRE

: Pretoria

REQUIREMENTS

: A four-year Degree (NQF8) in Natural / Environmental Sciences or relevant qualification as recognized by SAQA plus six (6) years' post qualification

		experience in the relevant field. Knowledge of environmental, international governance and development issues (globally, regionally, locally). Knowledge of Climate Change and environmental management and related policies. Financial Management and associated prescripts. Ability to manage and plan activities, including projects and policy matters. Policy formulation skills, presentation skills, negotiation skills, planning and organizing skills, communication skills (written and spoken), Programme and Project Management skills; Writing skills, decision-making skills, report writing skills. Computer Literacy. Innovative and proactive. Ability to work long hours voluntarily. Ability to gather and analyze information. Proven leadership skills. Ability to develop and apply policies. Ability to work independently and in a team. Ability to lead multidisciplinary team. Good interpersonal relations skills. Ability to work under extreme pressure. Conflict management and resolution. Ability to collect and interpret information and reports. Interpersonal relations.
<u>DUTIES</u>	:	Support strategic partnerships with international and national stakeholders, including government departments, non-governmental organizations, private sector entities, and academic institutions. Support the United Framework Convention on Climate Change (UNFCCC) with a strong focus on the Loss and Damage (L&D) programme of work. Provide technical support on the development, resourcing and implementation of climate-related projects. Coordinate the implementation, monitoring, and review of the National Climate Change Adaptation Strategy (NCCAS) to build the nation's resilience to climate change impacts. Support the implementation and operationalization of the National Framework for Climate Services (NFCS) to ensure the provision of climate information and services to key sectors. Facilitate and support adaptation initiatives within critical natural resource sectors (Agriculture, Water, Biodiversity, Oceans & Coast) to enhance their resilience to climate change.
<u>ENQUIRIES</u>	:	Mr. T Phago Tel No: (012) 399 9172
<u>POST 30/19</u>	:	<u>ASSISTANT DIRECTOR: ACQUISITION MANAGEMENT REF NO: CFO28/2026</u>
<u>SALARY</u>	:	R487 197 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	National Diploma (NQF6) in Supply Chain Management/Logistics Management or relevant qualification within the related field as recognized by SAQA. A minimum of three (3) years' experience in Acquisition Management or a relevant field. Knowledge of: Acquisition management, procurement and business practices; strategic planning and budgeting. Ability to establish acquisition management systems and controls. Ability to control and manage assets of the department. Ability to develop and apply policies. Ability to gather and analyze information. Ability to control and manage assets of the department. Problem identification and solving skills. organization and presentation skills. Interpersonal and diplomacy skills; decision-making skills; negotiation and conflict management.
<u>DUTIES</u>	:	Implementation of Chapter 16A OF Treasury Regulations. Check and verify approval for outsourcing of goods/services. Publish all bids received on the departmental website and Government Tender Bulletin. Receive specifications/TOR for advertisement of projects. Provide technical support on Bid Specification Committee and Bid Evaluation Committee for procurement of goods/services and profession services. Ensure terms of references or specifications are in line with Treasury Regulations. Render secretariat services to the Departmental Adjudication Committee (DAC).
<u>ENQUIRIES</u>	:	Mr H Muthabo Tel No: (012) 399 9055
<u>POST 30/20</u>	:	<u>ASSISTANT DIRECTOR: SCM PERFORMANCE AND COMPLIANCE REVIEW REF NO: CFO29/2026</u>
<u>SALARY</u>	:	R487 197 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	National Diploma (NQF6) in Finance/Accounting/Auditing/Supply Chain Management/ Commerce or relevant qualification within the related field as recognized by SAQA. A minimum of three (3) in reviewing or auditing Demand and Acquisition Management within Supply Chain Management in the Public Service. Knowledge of: Acquisition and contract management, procurement and business practices; Knowledge of administration and coordination of the governance meetings. Ability to establish Demand and acquisition

		management systems and controls. Ability to develop, interpret and apply policies, strategies and legislation. Problem identification and solving skills. organization and presentation skills. Interpersonal and diplomacy skills; decision-making skills; negotiation and conflict management.
<u>DUTIES</u>	:	Review all procurement documentation related to the RFP/RFQ process prior to finalizing awards decisions to ensure full compliance with SCM legislation and prescripts. Ensure detailed documentation and verification reviews at all stages of supply chain from need identification to need satisfactions. Monitor compliance to Supply Chain Policy and Procedures, PFMA and its Regulations. Verify compliance to norms and standards, National treasury, circulars and instruction notice. Verify compliance to norms and standards, National treasury, circulars and instruction notice. Assess the contract management process and conduct spot checks to detect non-compliance for corrective action plans. Ensure sound corporate governance and improved compliance with SCM reporting requirements (Internal and external reporting).
<u>ENQUIRIES</u>	:	Mr B Matshotshi Tel No: (012) 399 9079
<u>POST 30/21</u>	:	<u>OFFICE ADMINISTRATOR II CHIEF DIRECTORATE: PROTECTED AREAS SYSTEMS MANAGEMENT REF NO: BC17/2026</u>
<u>SALARY</u>	:	R338 106 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	National Diploma (NQF6) in Office Management/Public Management or relevant qualification within the related field as recognized by SAQA. A minimum of one (1) year experience in executive support and office administration function. Good Understanding of administration. Knowledge of diary management and minutes taking. Experience in document management. Skills require: Good interpersonal relation, Communication (written and verbal), Coordination and organising skills. Good computer literacy (MS Word, Excel, PowerPoint, Outlook and internet). Ability to screen telephone. 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. Manage the Chief Director's diary accordingly. Provide efficient and effective administrative support. Distribution of any correspondence to the officials in the directorate. Provide logistical arrangements for meetings in the office of the Chief Director. Provide logistical support. Make travel and accommodation arrangements for the Chief Director and for the chief directorate. Receive internal and external stakeholders for the Chief Director. Provide financial administration services management. Provide support on the management of the entertainment budget for the office
<u>ENQUIRIES</u>	:	Ms T Tshabalala Tel No: (012) 399 9519/9545
<u>POST 30/22</u>	:	<u>PROVISIONING ADMINISTRATIVE CLERK: ASSET MANAGEMENT REF NO: CFO25/2026</u>
<u>SALARY</u>	:	R237 453 per annum
<u>CENTRE</u>	:	Limpopo (Makhado)
<u>REQUIREMENTS</u>	:	Grade 12 certificate. Post matric qualification and experience in asset management will be an added advantage. Knowledge of; Procurement procedures, administrative procedures, Financial Management, Public Service procedures and prescripts and Departmental policies and procedures. Good communication skills and Computer literacy. Ability to apply policies, Ability to communicate with people at different levels and Ability to work individually and in team.
<u>DUTIES</u>	:	Maintenance of asset register and allocation of barcodes. Check correctness of all documentation against the inventory received and receive assets on RCRI. Ensure correctness of all documentation against received inventory. Conduct Annual Asset Verification and quarterly Spot Checks. Disposal and donation of redundant/obsolete furniture and equipment. Capturing of movement of assets and maintenance of official Notebooks.
<u>ENQUIRIES</u>	:	Mr T Molokwane Tel No: (012) 399 8811

ANNEXURE E

DEPARTMENT OF HEALTH

It is the Department's intension to promote equity (race, gender and disability) through the filing of this post with a candidate whose transfer /promotion / appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.

- APPLICATIONS** : The Director-General, National Department of Health, Private Bag X399, Pretoria, 0001. Hand delivered application may be submitted at Reception (Brown Application Box), Dr AB Xuma Building, 1112 Voortrekker Rd, Pretoria Townlands 351-JR or should be forwarded to recruitment@health.gov.za quoting the reference number on the subject e-mail.
- FOR ATTENTION** : Ms M Shitiba
- CLOSING DATE** : 07 September 2026
- NOTE** : All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements, and the other must be an integrity (ethical conduct) assessment. Following the interview and technical exercise for SMS posts, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment batteries. Applications should be submitted on the new Z83 form obtainable from any Public Service department and should be accompanied by a CV only (previous experience must be comprehensively detailed). The Z83 must be fully completed (in line with DPSA Practice note), failure to comply will automatically disqualify the applicant. Applicants are not required to submit copies of qualification and other relevant documents on application. Certified copies of qualifications and other relevant documents will be requested prior to the final selection phase. Applications should be on one PDF format (If emailed). Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). Please note by responding to the advertisement, you consent to the collection, processing, and storing of your Personal Information in accordance with the Protection of Personal Information Act (POPIA). Your information will be used solely for the purpose of this promotion and will not be shared with third parties without prior consent unless required by law. The Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications.

MANAGEMENT ECHELON

- POST 30/23** : **DIRECTOR: NURSING STAKEHOLDER MANAGEMENT & COMPLIANCE**
REF NO: NDOH 67/2026
Chief Directorate: Office of Nursing Services
- SALARY** : R1 317 384 per annum, (an all-inclusive remuneration package), (basic salary consists of 70% of total package, the State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion]. The flexible portion of the package can be structured according to the Senior Management Service guidelines.
- CENTRE** : Pretoria
- REQUIREMENTS** : Grade 12 certificate and an appropriate NQF 7 in Nursing as recognised by SAQA. Postgraduate qualification in Health Science Management and Nursing Education will be an advantage. Honours / Master's qualification in nursing will

be an added advantage. Registration with South African Nursing Council. At least five (5) years' experience at a middle/senior managerial level in nursing environment. Deep contextual understanding knowledge and understanding of the health care system and understanding nursing profession nationally, regionally and internationally. Knowledge in stakeholder management, in-depth knowledge and understanding of nursing and midwifery research-related issues, i.e. key research priorities. Knowledge of key institutions and stakeholders as well as Nursing Act. Good communication (verbal and written), strategic capability and leadership, programme and project management, financial, change and knowledge management, managerial and analytic, problem-solving and analysis, people management and empowerment, and computer skills (MS Office package). A valid driver's license. SMS pre-entry Certificate is required for appointment finalization.

DUTIES

: Develop and implement plans and priorities for liaison with, and coordination and management of intra and inter professional stakeholders, including health sector workforce professional bodies; regulators organised labour. Revive forums for inter-sectoral collaboration, liaison and networking communities to discuss issues of common concern regarding service rendered by nurses. Identify and ensure the provision of solutions for nursing and midwifery issues based on the research findings. Support cluster directorates in the translation of research findings into nursing education and practice to improve patient outcomes and service delivery. Promote nursing as the career of choice. Develop a marketing and communication strategy for the nursing profession. Provide overall management of the directorate: nursing stakeholder management & compliance. Mobilize resources/support from development partners for the strategic programmes of the Directorate.

ENQUIRIES

: Dr Matandela Tel No: (012) 395 9671

POST 30/24

: **DIRECTOR: COMPLIANCE AND FORENSIC AUDIT REF NO: NDOH 70/2026**

Chief Directorate: Internal Audit and Risk Management

SALARY

: R1 317 384 per annum, (an all-inclusive remuneration package), (basic salary consists of 70% of total package, the State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion]. The flexible portion of the package can be structured according to the Senior Management Service guidelines.

**CENTRE
REQUIREMENTS**

: Pretoria
: Grade 12 certificate and an appropriate NQF 7 in Auditing/ Accounting/ Forensic Accounting / Forensic Investigation Law/ Risk Management/ Internal Auditing / Forensic Investigation / Law / Forensic Auditing. At least five (5) years' experience at a middle/senior managerial level in compliance management, forensic auditing, risk management, internal auditing, conducting compliance reviews, investigations, and regulatory reporting, fraud detection, forensic investigations, and evidence analysis. Experience in stakeholder engagement, including working with oversight bodies, law enforcement, and internal governance structures as well as experience in policy development, implementation, and monitoring. Demonstrated experience in report writing, case management, and presenting findings to senior management. Sound knowledge of applicable legislation and regulatory frameworks, particularly in the public sector (e.g. Public Finance Management Act (PFMA), Treasury Regulations, Public Service Regulations). Knowledge of governance, risk management, and compliance frameworks. Knowledge of fraud prevention, detection, and investigation methodologies and understanding of forensic audit principles, techniques, and standards. Knowledge of internal control systems and risk management practices and understanding of disciplinary processes, labour relations, and legal procedures related to misconduct. Knowledge of evidence collection, handling, and chain of custody requirements. Knowledge of data analysis techniques and tools used in compliance monitoring and forensic investigations and understanding of ethical standards and codes of conduct in the public service. Good communication (verbal and written), strong analytical and investigative, strategic capability and leadership, programme and project management, financial management, problem-solving and analysis, people management and empowerment, interpersonal and stakeholder engagement, project management and organizational, conflict resolution and interviewing (especially for forensic investigations) and computer skills (MS Office

		package). Ability to handle sensitive and confidential information with discretion. Ability to interpret and apply legislation, policies, and regulatory frameworks. A valid driver's license. SMS pre-entry Certificate is required for appointment finalization.
<u>DUTIES</u>	:	Ensure the organisation adheres to applicable legislation, regulations, policies, and ethical standards, thereby preventing risk and misconduct. Conduct compliance risk assessments and maintain a compliance risk register. Detect, investigate, and respond to allegations of fraud, corruption, and financial misconduct, and support consequence management. Conduct preliminary assessments of reported allegations or irregularities. Plan and execute forensic investigations. Stakeholder engagement on compliance and forensic services. Support consequence management and legal processes. Promote awareness and understanding of regulatory requirements. Management of resources and finance. Monitor the financial resources and assets allocated to the Unit. Oversee and approve the planned audit scope, coverage plans, and work schedules for both Compliance and Forensic Audits, ensuring cohesion and optimal resource deployment across audit functions.
<u>ENQUIRIES</u>	:	Ms Q Gambu Tel No: (012) 395 8314
<u>POST 30/25</u>	:	<u>DIRECTOR: ETHICS AND RISK MANAGEMENT REF NO: NDOH 71/2026</u> Office of the Director-General
<u>SALARY</u>	:	R1 317 384 per annum, (an all-inclusive remuneration package), (basic salary consists of 70% of total package, the State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion]. The flexible portion of the package can be structured according to the Senior Management Service guidelines
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Grade 12 certificate and an appropriate NQF 7 in Auditing/ Accounting/ Forensic Accounting / Forensic Investigation Law/ Risk Management/ Internal Auditing/ Forensic Investigation/ Law/Forensic Auditing. At least five (5) years' experience at a middle/senior managerial level in ethics, risk management, compliance, auditing, developing and implementing risk management and ethics frameworks. Experience in public sector environment will be an advantage. Professional registration with a recognised body (e.g., IRMSA, IIA, or equivalent) will be advantageous. Sound knowledge of applicable legislation and regulatory frameworks, particularly in the public sector (e.g. Public Finance Management Act (PFMA), Treasury Regulations, Public Service Regulations). Knowledge of Public Services ethics and corruption. Knowledge of governance, risk management, and compliance frameworks. Good communication (verbal and written), strategic planning and leadership, risk analysis and mitigation planning, policy development and implementation, research and analytical thinking, project and programme management, presentation and facilitation, conflict management and problem-solving, decision-making, strategic capability and leadership, programme and project management, financial management, problem-solving and analysis, people management and empowerment and computer skills (MS Office package). A valid driver's license. SMS pre-entry Certificate is required for appointment finalization.
<u>DUTIES</u>	:	Manage and render ethics management services. Develop and implement ethics management policies, strategies, and plans. Coordinate ethics awareness campaigns and training. Manage and render risk management. Develop and maintain the risk management framework and policies. Facilitate strategic and operational risk assessments. Ensures compliance with applicable legislation, policies, and frameworks while embedding a culture of accountability, transparency, and sound risk practices. Develop and implement ethics and risk management strategies aligned with organisational objectives. Establish and maintain an Enterprise Risk Management (ERM) framework. Provide strategic advice for stakeholder relationships and promote a culture of ethical conduct and effective risk management across the department and with external partners. Create and maintain effective relationships with internal stakeholders (Executive Management, Senior Management, Audit and Risk Committees). Ensure that requests for Remunerative Work Outside the Public Service (RWOPS) are processed for approval in accordance with applicable policies and procedures. Provide overall management of the directorate. Monitor the financial resources and assets allocated to the directorate.
<u>ENQUIRIES</u>	:	Ms Q Gambu Tel No: (012) 395 8314

OTHER POSTS

<u>POST 30/26</u>	:	<u>PHARMACEUTICAL POLICY SPECIALIST REF NO: NDOH 68/2026</u> Chief Directorate: Affordable Medicines
<u>SALARY</u>	:	Grade 1: R1 137 354 per annum Grade 2: R1 241 454 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Grade 1: A A-Pharm degree, current registration as a Pharmacist plus a minimum of five (5) years' appropriate experience after registration as a Pharmacist with the SAPC. Grade 2: B-Pharm degree, current registration as a pharmacist plus thirteen (13) years appropriate experience after registration as a Pharmacist with the SAPC. Salary grade will be determined in accordance with the above requirements as per the OSD. Qualifications and years of experience required are indicated above. Knowledge of evidence-based medicine, clinical pharmacology, rational medicine use, basic health financing and pharmaco-economics. Knowledge and understanding of the National Drug Policy, National Health Policy, Medicine and Related Substances Control Act 101, Pharmacy Act 53, NHI Act 20, as amended and Public Finance Management Act. Good communication (verbal and written), interpersonal, planning, organizing, analytical, critical thinking, clinical research, presentation, problem solving abilities, strategy and policy development, supervisory and computer skills (MS Office package). Ability to work independently and self-motivated. A valid driver's license.
<u>DUTIES</u>	:	Management of pharmaceutical products item specifications. Review item specifications list based on previous applicable contract and ensure that all proposed changes previously recommended by the BEC are considered. Oversee all matters pertaining to the compilation of the items' specifications, ensuring that each specification is clear, unbiased, unequivocal and not brand specific. Management of Bid advertisement and closure. Oversee the bid advertisement ensuring that: item specification list is finalised, SRCC is signed off, all relevant documents are published via Government Printing Works (GPW). Prepare the presentation pack for the briefing sessions. Management of Bid evaluations. Perform technical evaluation of bids, which will include but not limited to: analysis of security of supply inclusive of API source, manufacturing sites and production capacity, Validation of products compliance with legislative requirements and specifications. Prepare the technical evaluation report for tabling at the Bid Evaluation Committee (BEC) meeting. Management of the adjudication of the bids. Quality assurance of the Departmental Bid Adjudication Committee (DBAC) submissions. Ensure DBAC submissions are done within project plan timelines. Management of tender award and contracted items. Quality assurance the DG submissions for awards, the drafted letter of acceptance and rejection as well as the contract circular. Risk management. Develop, maintain and review identified SOPs on an annual basis. Respond to audit queries that pertain to the administrative aspects of the tender process ensuring appropriate drafting on request.
<u>ENQUIRIES</u>	:	Ms R Sonne Tel No: (012) 935 8458
<u>POST 30/27</u>	:	<u>DEPUTY DIRECTOR: FINANCIAL ACCOUNTING REF NO: NDOH 69/2026</u> Chief Directorate: Financial and Management Accounting Please note that this is a re-advert, applicants who previously applied need to re-apply.
<u>SALARY</u>	:	R932 292 per annum, (an all-inclusive remuneration package), (basic salary consists of 70% or 75% of total package). The flexible portion of the package can be structured according to Middle Management Service guidelines.
<u>CENTRE</u>	:	Pretoria.
<u>REQUIREMENTS</u>	:	Grade 12 certificate and an appropriate NQF 7 in Financial Accounting / Public Finance / Auditing as recognised by SAQA. NQF 8 on any of the above-mentioned qualification will be an advantage. At least three (3) years' experience in Financial Accounting at middle management (ASD) level in financial accounting or auditing field. Knowledge of effective financial administration within the Public Service including Government banking procedures, PFMA, Treasury Regulations, Safety Net, PERSAL, SAGE system, Financial Delegations, Departmental policies and procedures and the Basic Accounting System (BAS). Knowledge of suspense/control accounts

used by the Division: Bookkeeping. Knowledge of the Personnel Staff Codes as well as PSCBC Resolution 3 of 1999. Good communication (verbal and written), management, analytical, financial, auditing, problem solving and computer skills (MS Office package). A valid driver's license.

DUTIES

: Produce complete and accurate quarterly, Interims and annual financial statements report, including coordination of RFIS and communication of audit findings and liaise with AGSA on audit related matters. Collect inputs from various business units for the compilation of Financial Statements. Report fraud, irregular, unauthorized, fruitless & wasteful expenditure after it is detected. Manage accurate processing of financial transactions in respect of salaries and S&T claims. Monitor payroll certification process and ensure complies to National Treasury deadlines. Monitor monthly reconciliation of tax, SARS payment processed prior the 7th of each month. Bi-Annual and annual reconciliation finalized on a set due date. Ensure complete and accurate processing of sundry payment efficient bookkeeping and banking. Guide subordinates on clearing control accounts to ensure efficient accounting month and year end closure. Enforce adherence to Treasury requirements in relation to revenue management and bank reconciliation. Ensure effective movement of debtors and loss control (I,R,O irregular expenditure, fruitless and wasteful expenditure and unauthorized expenditure). Ensure that debt files, that is departmental debts and COVID 19 vaccination debts from public and private sites are followed up in writing monthly. Ensure movement of debts in respect of departmental debts and COVID 19 vaccination debts (accrued departmental revenue) from public and private sites. Manage personnel and risk management. Submit all inputs for operational plan and progress reports (including statistics) by internal due dates. Submit all performance agreements, appraisals and reviews by due dates stipulated by Human Resource.

ENQUIRIES

: Ms G Mawela Tel No: (012) 395 8695

POST 30/28

: **DEPUTY DIRECTOR: DATABASE MANAGEMENT REF NO: NDOH 72/2026**
Chief Directorate: Digital Health Information Systems

SALARY

: R932 292 per annum, (an all-inclusive remuneration package), (basic salary consists of 70% or 75% of total package, salary package will be structured according to Middle Management Service guidelines.

CENTRE

: Pretoria

REQUIREMENTS

: A Grade 12 certificate and NQF 7 qualification in one of the following: Computer Science, Information Technology, Information Systems, Database Administration, Data Science, Health Informatics or Health Information Management. A postgraduate qualification (NQF 8) in Health Informatics, Data Science, Information Systems, or Public Health will be an advantage. Certification in any of the following: Microsoft SQL Server certification, Oracle Database certification, PostgreSQL/MySQL administration, Cloud database platforms (Azure, AWS, or Google Cloud), and Data management and governance certifications. At least five (5) years of experience post-qualification in health-related database management and analytical data queries at a middle management level. Knowledge of data management and governance, Relational Database and Programming, Legal and operational compliance, Process knowledge and skills, database design and analysis knowledge, research and development, Web-based services, Technical report writing. Knowledge of DHIS2 (District Health Information System), Electronic Medical Record (EMR) systems, National Health Laboratory information systems, National health data reporting requirements, POPIA compliance and health data confidentiality, Data integration and interoperability. Excellent communication (written and verbal) with all stakeholders. Effective organisational and time management, resilience, assertiveness, ethical behaviour, and self-management skills. Ability to work independently and within a diverse multidisciplinary team. A valid driver's license.

DUTIES

: Ensure reliable and efficient operation of all digital health databases. Protect sensitive patient and healthcare information with reference to benchmark data governance practices and related legislative frameworks. Maintain integrity, consistency, and quality of health data. Coordinate new data development, ensuring consistency and integration with the existing data warehouse structure. Ensure continuity and recoverability of critical healthcare data. Participate in continuous improvement efforts in enhancing performance and providing increased functionality of the databases. Ensure databases support growing digital health demands. Analyse and determine information needs and

		elements, data relationships and attributes, data flow and storage requirements, and data output and reporting capabilities. Enable seamless operation of health information systems. Provide reliable data environments for analytics and decision-making. Review business requests for data and data usage, research data sources for new and better data feeds.
<u>ENQUIRIES</u>	:	Ms E Vosloo e-mail: Elbie.Vosloo@Health.gov.za
<u>POST 30/29</u>	:	<u>DEPUTY DIRECTOR: DATA SCIENTIST REF NO: NDOH 73/2026 (X2 POSTS)</u> Chief Directorate: Digital Health Information Systems
<u>SALARY</u>	:	R932 292 per annum, (an all-inclusive remuneration package), (basic salary consists of 70% or 75% of total package, salary package will be structured according to Middle Management Service guidelines
<u>CENTRE REQUIREMENTS</u>	:	Pretoria A Grade 12 certificate and NQF 7 qualification in one of the following sciences: Data Science, Statistics, Computer Science, Mathematics, Applied Mathematics, Information Systems, Health Informatics, Epidemiology, Biostatistics, Actuarial Science, Engineering (with a data analytics focus). A postgraduate qualification (NQF 8) in Data Science, Biostatistics, Epidemiology, Public Health, or Health Informatics will be an advantage. Proven work experience of 3–5 years in data analysis, analytics, statistics, machine learning, or health data management. This experience may be in the fields of: Health information systems, Clinical data, Public health programmes, Research datasets, Monitoring and evaluation systems or Disease surveillance systems. Experience related to building ETL processes will be an advantage. Proven competencies in: Epidemiology and disease surveillance, Health systems and service delivery, Health indicators and reporting frameworks, Health information systems, Data quality management, Health data interoperability standards, Research methods and biostatistics, Protection of Personal Information Act (POPIA), Ethical use of health data during the handling and manipulation of large health datasets using enterprise database technologies. Key technical skills required include: Programming Languages such as Python and SQL. Data Science and Analytical skills related to: Machine learning, Statistical modelling, Predictive analytics, Data mining and Natural language processing will be advantageous. Data visualisation skills required include: Power BI, Tableau or Python visualisation libraries. Database Technology proven experience includes: MS SQL Server and PostgreSQL. A valid driver's license.
<u>DUTIES</u>	:	Plan, coordinate and execute data science project activities that transform health data into actionable insights in support of decision-making. Develop and maintain advanced analytical solutions. Ensure the integrity and reliability of health data. Enable evidence-based digital health products and services. Advance digital health knowledge and innovation. Ensure analytical work supports organisational objectives. Ensure responsible use of health data that relates to regulatory compliance, privacy (POPIA) and ethics in health data, including ethical use of AI, ML and DL in the digital health ecosystem. Enhance the analytical maturity of Data Science in the Digital Health Unit. Contribute towards solutions for solving analytic problems that can be incorporated into the Business Intelligence (BI) solutions for the NHI Fund Design. Participate and contribute to Data Governance and ensure compliance with relevant legislation.
<u>ENQUIRIES</u>	:	Ms E Vosloo e-mail: Elbie.Vosloo@Health.gov.za
<u>POST 30/30</u>	:	<u>DEPUTY DIRECTOR: RECRUTMENT, HR POLICY AND PLANNING REF NO: NDOH 74/2026</u> Directorate: Human Resource Administration
<u>SALARY</u>	:	R932 292 per annum, (an all-inclusive remuneration package), (basic salary consists of 70% or 75% of total package, salary package will be structured according to Middle Management Service guidelines.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria A Grade 12 certificate and NQF 7 qualification in Human Resource Management or related qualification. Certificate in PERSAL (Personnel Administration). At least three (3) years of experience at Assistant Director level in Recruitment, Selection, Appointments, Policy Development and HR Planning. Knowledge of Public Service Regulations 2016, Public Service Act

1994, Employment Equity Act 1998, Basic Condition of Employment Act 1997, Public Finance Management Act and Treasury Regulations. Knowledge and understating of DPSA policies, directives and frameworks relating to recruitment, HR planning and policy management. Knowledge and understanding of policy development and policy analysis. Good communication (verbal and written), planning, organizing, interpretation, facilitation, people management, negotiation, conflict resolution, problem solving, decision making and computer skills (MS Office package and PERSAL). Ability to maintain confidentiality and handle sensitive human resource information. Ability to engage effectively with senior management, organized labour and external stakeholders. Ability to work extended hours to meet operational deadlines. A valid driver's license.

DUTIES

: Manage and facilitate the advertisement and response handling in the department. Manage and oversee the implementation of recruitment and selection process to ensure timely filling of vacant posts in accordance with approved policies, procedures and legislative requirement. Manage appointments and employee mobility on the PERSAL system. Manage and oversee the implementation of appointments, transfer, promotions, translations, deployments, secondments, and other personnel movements on the PERSAL system. Verify and authorize appointment and transfer transactions on PERSAL system. Develop, review, monitor and implement human resources policies and planning. Develop the Human Resource Plan and Human Resource Implementation Report for submission to DPSA. Manage risk, audit and resources. Coordinate responses to audit findings. Evaluate and monitor performances and appraisal of employees.

ENQUIRIES

: Ms E Shibambo Tel No: (012) 395 8154

POST 30/31

: **ASSISTANT DIRECTOR: ADMINISTRATION REF NO: NDOH 75/2026**
Chief Directorate: Health Sector Bargaining

**SALARY
CENTRE
REQUIREMENTS**

: R487 197 per annum, (plus competitive benefits)
: Pretoria
: Grade 12 (NQF 4) certificate and NQF 6 qualification in Office Administration/ Office Management/ Public Management/ Public Administration/ Business Management or Business Administration as recognized by SAQA. At least three (3) years' experience in office administration and financial management at Senior Administrative Officer or equivalent level (Salary level 8). Knowledge of the Public Service Regulations and Public Service Act. Sound understanding of financial policies as guided by Treasury Regulations. Good communication (verbal and written), planning, organizing, interpersonal, problem solving and decision making, liaison and coordination, analytical, project management and computer skills (MS Office package). Ability to work independently and under pressure. Ability to co-ordinate with other units of the Department. A valid driver's license.

DUTIES

: Provide administrative support to the Chief Directorate. Plan, organise and control administrative activities pertaining to the Chief Directorate. Manage the flow of documents within the Chief Directorate. Ensure efficient flow of information between the Chief Directorate and the entire department. Administer the finances of the Chief Directorate. Co-ordinate procurement activities and assist with MTEF submissions. Provide secretariat support to the Chief Directorate. Ensure proper co-ordination of meetings and ensure timeous submission of minutes and agenda. Management of human and physical resources. Ensure proper control of leave records, asset register, procurement of assets/equipment etc.

ENQUIRIES

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

POST 30/32

: **ASSISTANT DIRECTOR: CHILD HEALTH REF NO: NDOH 76/2026**
Directorate: Child and Youth Health

**SALARY
CENTRE
REQUIREMENTS**

: R487 197 per annum, (plus competitive benefits)
: Pretoria
: Grade 12 (NQF Level 4) Certificate and an NQF Level 6 qualification in Health Sciences or a related field, recognised by the South African Qualifications Authority (SAQA). A minimum of three (3) years' experience in a health-related environment, with knowledge and experience in the implementation of the Integrated Management of Childhood Illness (IMCI) strategy. Knowledge of child health programmes, basic financial management, policy development

processes, and the relevant health policies and legislative framework. Knowledge and experience in IMCI training methodologies, including online and distance IMCI (DIMCI), and proven skills in facilitation and presentation. Good communication (written and verbal), interpersonal, stakeholder engagement, organisational, management, and computer skills. A valid driver's licence, willingness to travel, and the ability to work effectively both independently and as part of a team.

DUTIES

: Coordinate the development, review and implementation of child health policies, strategies, guidelines, protocols, norms and standards to strengthen child health services; Facilitate stakeholder consultations, technical working groups and intersectoral engagements to inform child health policy, programme planning and implementation. Provide technical support and oversight to provinces on the implementation, monitoring and strengthening of IMCI. and other child health Programmes. Lead initiatives to promote the updating, distribution, utilization and quality improvement of the RTHB. Lead the development and dissemination of advocacy, information, education and communication (IEC) materials, including the design, production and distribution of child health promotional resources. Collaborate with national and international partners, including agencies involved in child health and Early Childhood Development (ECD), and coordinate with relevant directorates and stakeholders to promote an integrated approach to child health service delivery. Monitor and evaluate child health programme performance, including tracking key indicators such as under-five mortality, diarrhoea case fatality rates and pneumonia case fatality rates, and support quality improvement initiatives. Identify, monitor and mitigate programme risks, respond to audit findings and queries, and support the implementation of governance, accountability and risk management measures within the child health programme.

ENQUIRIES

: Mr PI Mudau Tel No: (012) 395 9453

POST 30/33

: **SENIOR ADMINISTRATIVE OFFICER REF NO: NDOH 77/2026**
Directorate: Affordable Medicine

**SALARY
CENTRE
REQUIREMENTS**

: R413 001 per annum, (plus competitive benefits)
: Pretoria
: A Grade 12 certificate and National Diploma (NQF 6) in Office Administration/ Office Management/ Public Management/ Public Administration/ Business Management/Business Administration. At least two (2) years' experience at supervisory level in the field of administration and working with tender documents. Sound and in-depth knowledge of relevant prescripts, and application of human resources policies as well as understanding of the legislative framework governing the Public Service. Knowledge of departmental procedures regarding finances, budgeting and procurement. Knowledge of the Public Finance Management Act and Treasury Regulations. Knowledge on the use of LOGIS system. Good communication (verbal and written), problem solving, analytical, planning, organizing and computer skills (MS Office package).

DUTIES

: Management of pharmaceutical bid process. Review and test pharmaceutical bid documents and bid packs for pharmaceutical bids. Management of bid evaluation process of pharmaceutical tenders. Perform administrative evaluation including evaluation and allocation of preference points for each pharmaceutical tender, in accordance with the project plan. Oversee the preparation for the adjudication process of pharmaceutical tender. Draft DBAC submissions. Management of the tender award process. Ensure publication of awards on the e-tender portals. Management of risk and audit queries of the tender award process. Draft and maintain contract register.

ENQUIRIES

: Ms R Sonne Tel No: (012) 395 8130/8530

POST 30/34

: **PHYSICAL CONTROL SECURITY OFFICER REF NO: NDOH 78/2026**
Directorate: Security Services

Please note that this is a re-advertisement. Applicants who have previously applied need to re-apply.

**SALARY
CENTRE
REQUIREMENTS**

: R413 001 per annum, (plus competitive benefits)
: Pretoria
: Grade 12 certificate (NQF4) and National Diploma (NQF 6) qualification in Security Management/ Policing or Security Risk Management as recognized

		by SAQA. Grade A PSIRA certificates. At least three (3) years' experience in security services at a supervisory level. Knowledge of Minimum Information Security Standard and other departmental policies/guidelines and procedural. Knowledge of Financial Management for Managers and departmental computerized ordering system (LOGIS and Doctrack System). Knowledge of general investigation functions and security policy. Knowledge of contingency plan with regards to emergency. Knowledge of Occupational Health and Safety Act 85 of 1993, Criminal Procedure Act and government legislation. Good communication (verbal and written), planning, organization, decision making, people management, investigation, presentation, interpersonal relations, conflict management and computer skills (MS Office package). Ability to work independently and under pressure, as well as in a team. A valid driver's license.
<u>DUTIES</u>	:	Conduct preliminary investigation before registering a file/case docket. Gather, verify, and coordinate information and documentation required for security investigations. Coordinate and liaise with internal and external stakeholders. Liaise with internal stakeholders on criminal cases, security breaches, losses, fraud, corruption, and misconduct within the Department. Coordinate and monitor operational and physical security. Maintain and safeguard confidential security files, reports, and case dockets in accordance with approved security protocols. Supervise the implementation of key control measures and ensure compliance with departmental key control procedures. Manage resources and audit queries. Creating of security registers for operational and physical security for access control measures. Administration of human resources matters and other tasks assigned by supervisor. Coordinate leave management processes and maintain leave plans for security personnel.
<u>ENQUIRIES</u>	:	Dr T Nghonyama Tel No: (012) 395 8746
<u>POST 30/35</u>	:	<u>ADMINISTRATIVE OFFICER REF NO: NDOH 79/2026</u> Directorate: Development Cooperation
<u>SALARY</u>	:	R338 106 per annum, (plus competitive benefits)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Grade 12 certificate (NQF4) and a qualification at NQF level 6 in Office Administration or Public Administration or Business Administration or Office Management or Public Management or Business Management. At least one (1) to two (2) years' experience in the field of administration. Sound and in-depth knowledge of relevant prescripts, and application of human resources as well as understanding of the legislative framework governing the Public Service. Knowledge of the PFMA and treasury Regulation. Good communication (verbal and written), planning, organization, problem solving and computer skills (MS Office package).
<u>DUTIES</u>	:	Control of documentation within the directorate. Manages the mail register, receive, register and disseminate documents to relevant people and between directorates. Administer human resource management function. Manage, update and control all personnel records on leave, training, assessments and promotions. Assist in administering the directorate's budget and conditional grant. Compile expenditure reports and assist in the allocation of budget to activities in the operational plan. Ensure the maintenance of filing system. Ensure safekeeping of information and documentation. Ensure the arrangement of meetings, workshops, functions, accommodation and travel for officials. Placing of orders and administer payments for workshops, catering, conferences and departmental entertainment.
<u>ENQUIRIES</u>	:	Ms K Britz Tel No: (012) 395 9681

DEPARTMENT OF HIGHER EDUCATION AND TRAINING
(Umfolozzi TVET College)
(Ingwe TVET College Eastern Cape)

OTHER POSTS

<u>POST 30/36</u>	:	<u>ASSISTANT DIRECTOR: PARTNERSHIP AND LINKAGES - ADMIN</u> <u>CENTRE REF NO: ING/2026/08/02</u>
<u>SALARY</u>	:	R605 742 per annum (Level 10), (plus benefits)
<u>CENTRE</u>	:	Ingwe TVET College (Central Office)
<u>REQUIREMENTS</u>	:	A recognised National Diploma (NQF Level 6/7) in Project Management or Marketing. A minimum of 3-5 years' experience in a Project Management or Business Development environment. A valid driver's license. Knowledge and understanding of partnership development, marketing and entrepreneurial insight, financial management, Public Service Act, PFMA, Treasury Regulations, business planning, feasibility analysis, administrative reporting processes and computer skills. Advanced skills in negotiation, communication, project management, planning, organising, analytical thinking and client orientation.
<u>DUTIES</u>	:	Building and maintaining a database of potential partners, stakeholders and local businesses. Participate in business forums and identify project and collaboration opportunities. Develop project proposals, business cases and implementation plans for joint initiatives. Facilitate the establishment and strengthening of partnerships with industry, government and relevant organizations. Identify opportunities for income generation and work-integrated learning. Coordinate the submission of tenders, funding proposals and reports to DHET and other stakeholders. Manage local and provincial government relations and maintain a schedule of related projects. Conduct feasibility studies, develop project budgets and negotiate service level agreements. Support SETA and accreditation processes, including new programme approvals. Oversee student work placements and Work-Integrated Learning (WIL) initiatives. Ensure effective management of human, financial and other resources within the unit.
<u>ENQUIRIES</u>	:	Mrs Cikizwa Philis Manto-Mati / Mr. Siseko Jama Tel No: (039) 940 2142, EXT. 152
<u>APPLICATIONS</u>	:	Please hand-deliver your application, quoting the reference number to: The Office of the Assistant Director: Human Resource Management and Development: Ingwe TVET College; Admin Centre Office, Badibanise A/A, Mt Frere 5090, or email to: cmanto-mati@ingwecollege.edu.za
<u>NOTE</u>	:	All applications must be submitted on the new approved Z83 Application Form (dated 1 January 2021) obtainable from the DPSA Website or any Public Service Department website. The new Z83 Application Form must be fully completed and duly signed. The Z83 Application Form must be accompanied by a detailed, recently updated, comprehensive CV with three (3) contactable references (provide their contact number and email addresses). Only shortlisted candidates will be contacted to submit the required certified documents. Incomplete applications or applications received after the closing date will not be considered. A complete set of application documents should be submitted separately for every post you wish to apply for. Applicants with foreign qualifications would be required to submit an evaluation certificate from the South African Qualifications Authority (SAQA) on or before the day of the interview. The college reserves the right to withdraw the posts at any time. Communication will only be entered into with the shortlisted and successful candidates. All shortlisted candidates may be subjected to personnel suitability checks (criminal records, citizenship, and qualification verification). The suitable candidates will be required to annually disclose their financial interests and declare any conflict or perceived conflict of interest. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical generic requirements, and the other must be an integrity (ethical conduct) assessment. People with disabilities are encouraged to apply. All applicants must consider their applications to be unsuccessful if not contacted within 60 days after the closing date.
<u>CLOSING DATE</u>	:	04 September 2026

<u>POST 30/37</u>	:	<u>ASSISTANT DIRECTOR: SUPPLY CHAIN AND ASSET MANAGEMENT REF NO: ING/2026/08/01</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R487 197 per annum (Level 09), (plus benefits)
	:	Ingwe TVET College (Central Office)
	:	Incumbent should have a relevant Senior Certificate / Grade 12/ NCV Certificate (Level 4). Applicants must have a recognised National Diploma (NQF Level 6)/ Degree recognised by SAQA in Supply Chain Management, Logistics Management or a related field. Three (3) to Five (5) years' experience at supervisory level on a salary level 7 or 8 in Supply Chain Management, specifically in tender processes and logistics management, is required. The candidate must have in-depth knowledge of the Public Finance Management Act (PFMA), Preferential Procurement Policy Framework Act (PPPPA), Treasury Regulations, the Broad-Based Black Economic Empowerment (BBBEE) Act, and the Supply Chain Management Framework. A comprehensive understanding of the entire supply chain cycle, including demand planning, acquisition, logistics, asset disposal, and supplier relationship management, is essential, along with knowledge of asset management practices and National Treasury guidelines. The ideal candidate must demonstrate advanced administrative, planning, and organisational skills, as well as competencies in financial management, report writing, and project coordination. Strong analytical thinking, problem-solving abilities, and excellent communication and interpersonal skills are critical. Proficiency in relevant computer applications, client-focused service delivery, leadership, and effective team and people management are expected. High levels of integrity, professionalism, technical expertise, and a commitment to service excellence are key attributes required for this role.
<u>DUTIES</u>	:	The successful candidate will be responsible for the development, implementation, review, and monitoring of Supply Chain Management (SCM) policies in line with relevant legislation and regulations. This includes ensuring effective provisioning, procurement, stock control, and reporting processes, while conducting policy awareness across the College. The incumbent will oversee the procurement of goods and services, ensuring compliance with SCM procedures, timely authorisation of official orders, alignment of procurement plans with the College's budget, and proper documentation of all purchasing activities. The role also includes the administration of demand and acquisition management, coordinating tender processes, supporting bid specification, evaluation, and adjudication committees, and ensuring that procurement is aligned with preferential procurement objectives. The candidate will further be responsible for managing the College's asset portfolio by maintaining an accurate and up-to-date asset register, ensuring the barcoding of assets, verifying asset movement, and facilitating asset disposals in line with policies. In addition, the incumbent will oversee the development and maintenance of a secure and current supplier database, monitor supplier compliance, and ensure records are properly maintained. The role also entails the management and supervision of staff within the unit, ensuring performance agreements are in place, and supporting staff development in accordance with institutional performance management systems.
<u>ENQUIRIES</u>	:	Mrs Cikizwa Philis Manto-Mati / Mr. Siseko Jama Tel No: (039) 940 2142, EX.T 152
<u>APPLICATIONS</u>	:	Please hand-deliver your application, quoting the reference number, To: The Office of the Assistant Director: Human Resource Management and Development: Ingwe TVET College; Admin Centre Office, Badibanise A/A, Mt Frere 5090, or email to: cmanto-mati@ingwecollege.edu.za
<u>NOTE</u>	:	All applications must be submitted on the new approved Z83 Application Form (dated 1 January 2021) obtainable from the DPSS Website or any Public Service Department website. The new Z83 Application Form must be fully completed and duly signed. The Z83 Application Form must be accompanied by a detailed, recently updated, comprehensive CV with three (3) contactable references (provide their contact number and email addresses). Only shortlisted candidates will be contacted to submit the required certified documents. Incomplete applications or applications received after the closing date will not be considered. A complete set of application documents should be submitted separately for every post you wish to apply for. Applicants with foreign qualifications would be required to submit an evaluation certificate from the South African Qualifications Authority (SAQA) on or before the day of the

interview. The college reserves the right to withdraw the posts at any time. Communication will only be entered into with the shortlisted and successful candidates. All shortlisted candidates may be subjected to personnel suitability checks (criminal records, citizenship, and qualification verification). The suitable candidates will be required to annually disclose their financial interests and declare any conflict or perceived conflict of interest. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. People with disabilities are encouraged to apply. All applicants must consider their applications to be unsuccessful if not contacted within 60 days after the closing date.

<u>CLOSING DATE</u>	:	04 September 2026
<u>POST 30/38</u>	:	<u>SENIOR RISK MANAGEMENT OFFICER REF NO: UMF50/08/2026 (X1 POST)</u> (Permanent)
<u>SALARY</u>	:	R413 001 per annum (Level 08), plus benefits as applicable in the Public Sector
<u>CENTRE</u>	:	Central Office
<u>REQUIREMENTS</u>	:	Recognised National Diploma (NQF 6) in Risk Management / Internal Audit or equivalent qualification. 3-5 years' experience in Risk fraud, Ethics and integrity Management or related field. Knowledge of relevant prescripts, legislation and regulations. Knowledge and understanding of the Risk Fraud, Ethics and Integrity Management environment. Skills: Planning and organising, Financial management, Report writing, Communication and interpersonal, Problem Solving, Computer literacy, Analytical, Client Oriented, Project Management, Team Leadership and people management. Values and Attributes: Client service focus, Integrity, Committed, Proactive and loyal.
<u>DUTIES</u>	:	Ensure overall supervision and facilitate the provision of risk management services. Ensure overall supervision and facilitate the provision of the fraud and anticorruption services. Ensure overall supervision and facilitate the provision of ethics and integrity management services. Ensure overall supervision and facilitate risk, fraud and integrity management awareness and training. Supervise human, physical and financial resources.
<u>ENQUIRIES</u>	:	Ms NA Sibiya Tel No: (035) 902 9501
<u>APPLICATIONS</u>	:	All applications should be emailed to the specified email address. Email: Applications@umfolozi.edu.za The name of the post and reference number must be indicated in the email subject line. Applications should be sent as one PDF document, without any qualifications. No Faxed applications will be accepted. Applications that do not comply with the above specifications will be disqualified.
<u>NOTE</u>	:	A fully completed new Z83 form (in line with DPSA circular 19 of 2022), obtainable from any Public Service Department or on the internet at www.dpsa.gov.za , and a detailed Curriculum Vitae. Copies of qualifications and other relevant documents must not be included in the application. Only shortlisted candidates will be required to submit certified copies of qualifications on the day of the interview. Communication will be limited to shortlisted candidates. A separate application must be submitted for each post that you are applying for. Late applications (received after closing date and time) and incomplete applications will not be considered. 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). The Employer reserves the right not to make an appointment. Where applicable, candidates will be subjected to a skills test. Correspondence will be limited to short-listed candidates. All short-listed candidates will be subjected to a qualifications and citizen verification; criminal record and financial/asset record checks. 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. Applicants who have not been invited for an interview within 60 days of the closing date should consider their application unsuccessful.
<u>CLOSING DATE</u>	:	04 September 2026 at 16:00

<u>POST 30/39</u>	:	<u>SENIOR LABOUR RELATIONS OFFICER REF NO: UMF51/08/2026 (X1 POST)</u> Permanent)
<u>SALARY</u>	:	R413 001 per annum (Level 08), plus benefits as applicable in the Public Sector
<u>CENTRE</u>	:	Central Office
<u>REQUIREMENTS</u>	:	Recognised National Diploma (NQF 6) in Labour Relations, Employee Relations / Human Resource Management or equivalent qualification. 3-5 years' experience in Labour Relations or Human Resource Management environment or related field. Divers licence. Computer literacy. Added advantage: PERSAL Certificate. Knowledge of Labour Relations Act, Public Services legislations and policies and related to Human Resource Management (HRM). Knowledge of implementing PSSCBC resolutions. Knowledge and understanding of process, grievance and dispute resolutions process. Sound knowledge of Labour Relations statutes. Sound knowledge of International Labour Organization (ILO). Knowledge and understanding of the TVET/ CET administration. Knowledge and understanding of Higher Education sector (PSET and CET). Knowledge of PERSAL. Skills: Investigations and negotiations. Administration. Planning and organising. Financial management. Report writing. Communication and interpersonal. Problem solving. Analytical. Client oriented. Project management. Team leadership. People management. Conducting investigations and presentation skills. Values/ attributes. Clients service focus. Integrity. Committed. Proactive. Loyal and Ethics.
<u>DUTIES</u>	:	Ensure 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 resolution. 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, misconducts and collective bargaining. Supervise human, physical, financial and other resources.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms NA Sibiya Tel No: (035) 902 9501 All applications should be emailed to the specified email address. Email: Applications.central@umfolozi.edu.za The name of the post and reference number must be indicated in the email subject line. Applications should be sent as one PDF document, without any qualifications. No Faxed applications will be accepted. Applications that do not comply with the above specifications will be disqualified.
<u>NOTE</u>	:	A fully completed new Z83 form (in line with DPSA circular 19 of 2022), obtainable from any Public Service Department or on the internet at www.dpsa.gov.za , and a detailed Curriculum Vitae. Copies of qualifications and other relevant documents must not be included in the application. Only shortlisted candidates will be required to submit certified copies of qualifications on the day of the interview. Communication will be limited to shortlisted candidates. A separate application must be submitted for each post that you are applying for. Late applications (received after closing date and time) and incomplete applications will not be considered. 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). The Employer reserves the right not to make an appointment. Where applicable, candidates will be subjected to a skills test. Correspondence will be limited to short-listed candidates. All short-listed candidates will be subjected to a qualifications and citizen verification; criminal record and financial/asset record checks. 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. Applicants who have not been invited for an interview within 60 days of the closing date should consider their application unsuccessful.
<u>CLOSING DATE</u>	:	04 September 2026 at 16:00

<u>POST 30/40</u>	:	<u>EMPLOYEE HEALTH AND WELLNESS PRACTITIONER REF NO: UMF52/08/2026 (X1 POST)</u> (Permanent)
<u>SALARY</u>	:	R338 106 per annum (Level 07), plus benefits as applicable in the Public Sector
<u>CENTRE</u>	:	Central Office
<u>REQUIREMENTS</u>	:	Appropriate recognised Bachelor's Degree (NQF7) in Psychology or BA Social Work (Major in Psychology) or Sports Science, or equivalent qualification Valid driver's license. Computer proficiency (MS office Suits). 1-2 years in Employee Health and Wellness environment or related field. Knowledge of integrated Employee and Wellness strategic framework. Understanding of Wellness Management including psychosocial, physical, financial and organisational wellness. Understanding of HIV/AIDS and TB Management. Understanding Health and Productivity, including PILLIR, Understanding Safety Health Environment, and Risk Quality Management including processes of COIDA. In depth knowledge in conducting counselling. Understanding of special programmes such as Gender and Disability. Knowledge and understanding of research methods. Knowledge of PERSAL. Personal Administration Standard and CORE. Public Service regulations and PFMA. Public Service Act. Knowledge of Recruitment, Training, PMDS and IQMS procedures and processes. Knowledge of Labour Relations Act and understanding of bargaining process and dispute resolutions. Basic Knowledge of Health and Wellness policies, processes system. Knowledge and understanding of the TVET/ CET Administration. Knowledge and understanding of the Higher Education Sector. Skills: Human Resource Administration and Development. Investigations and negotiations. Administrative. Planning and Organising. Financial Management. Report writing. Communication and Interpersonal. Problem solving. Computer literacy. Analytical. Client oriented. Project management. Team leadership. People management and Presentation. Values/ attributes: Client focus; integrity; Committed; Proactive; Loyal and Ethics.
<u>DUTIES</u>	:	Provide Effective and efficient administrative support in the implementation of Employee Health and Wellness strategic framework. Provide support in the implementation of Employee Wellness programme service. Provide effective and efficient administrative support in the mitigation of the impact on HIV/ AIDS, TB and STI epidemic in the college. Provide logistical support in commemoration of HIV/ AIDS, STI and TB events in accordance with the nation strategic plan. Provide effective and efficient administrative support.
<u>ENQUIRIES</u>	:	Ms NA Sibiyi Tel No: (035) 902 9501
<u>APPLICATIONS</u>	:	All applications should be emailed to the specified email address. Email: Applications.central@umfolozi.edu.za The name of the post and reference number must be indicated in the email subject line. Applications should be sent as one PDF document, without any qualifications. No Faxed applications will be accepted. Applications that do not comply with the above specifications will be disqualified.
<u>NOTE</u>	:	A fully completed new Z83 form (in line with DPSA circular 19 of 2022), obtainable from any Public Service Department or on the internet at www.dpsa.gov.za , and a detailed Curriculum Vitae. Copies of qualifications and other relevant documents must not be included in the application. Only shortlisted candidates will be required to submit certified copies of qualifications on the day of the interview. Communication will be limited to shortlisted candidates. A separate application must be submitted for each post that you are applying for. Late applications (received after closing date and time) and incomplete applications will not be considered. 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). The Employer reserves the right not to make an appointment. Where applicable, candidates will be subjected to a skills test. Correspondence will be limited to short-listed candidates. All short-listed candidates will be subjected to a qualifications and citizen verification; criminal record and financial/asset record checks. 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. Applicants who have not been invited for an interview within 60 days of the closing date should consider their application unsuccessful.

CLOSING DATE : 04 September 2026 at 16:00

JUDICIAL INSPECTORATE FOR CORRECTIONAL SERVICES

The Judicial Inspectorate for Correctional Services (JICS) is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of JICS will be taken into consideration. Women and people with disabilities are encouraged to apply and preference will be given to the EE Target. JICS reserves the rights to fill these positions.

CLOSING DATE

: 04 September 2026 at 16:00 (walk-in) and 20:00 (online)

NOTE: All attachments for online application must include an application form Z83 and CV only, in PDF and as one (1) document or attachment and saved with surname and initials. JPEG (picture/snapshot) applications will not be accepted. Failure to do so will result in your application being disqualified. Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using the incorrect application for employment (old Z83) will not be considered. Each post(s) advert must be accompanied by its own application form for employment and must be fully completed, initialled and signed by the applicant as instructed below. Failure to fully complete, initial and sign the Z83 form will lead to disqualification of the application during the selection process. All applications must reach the Judicial Inspectorate for Correctional Services (JICS) on/or before the closing date and time. JICS cannot be held responsible for server delays. Applications submitted in any other way other than the published link or hand delivery will be treated as invalid. All fields of Section A, B, C and D of the Z83 must be completed in full. Section E, F, G (Due to the limited space on the Z83, it is acceptable for applicants to indicate "refer to CV" or "see attached". However, the question related to conditions that prevent re-appointment under Part "F" must be answered and the declaration signed. Only an updated comprehensive CV (with detailed previous experience, if any) and a completed and signed new Z83 application form is required. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following the communication from Human Resources and such qualification(s) and other related document(s) will be in line with the requirements of the advert. Non-RSA Citizens / Permanent Resident Permit holders in possession of foreign qualifications must be accompanied by an evaluation report issued by the South African Qualification Authority (SAQA) (only when shortlisted). Applicants who do not comply with the above mentioned instructions/requirements, as well as applications received late will not be considered. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to shortlisted candidates only. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the posts' technical and generic requirements. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Please note by responding to the advertisement, you consent to the collection, processing, and storing of your Personal Information in accordance with the Protection of Personal Information Act (POPIA). Your information will be used for the sole purpose of this application and will not be shared with third parties without prior consent unless required by law. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful. The JICS reserves the right not to make any appointment(s) to the below advertised post(s). The successful candidate will be required to enter into an employment contract and a performance agreement. All costs associated with an application will be borne by the applicant. The appointment will be made according to the Public Service Act of 1994. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment.

OTHER POSTS

<u>POST 30/41</u>	:	<u>DEPUTY DIRECTOR: MANAGEMENT ACCOUNTING REF NO: JI 36/2026</u> Office of the CFO
<u>SALARY</u>	:	R932 292 per annum (Level 11), (all-inclusive package that needs to be structured)
<u>CENTRE</u>	:	Centurion
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Grade 12 (Senior Certificate), Bachelor's degree (NQF 7) in Financial Management / Accounting / Cost and Management Accounting / Commerce / Financial Accounting / Public Finance or an equivalent financial qualification recognised by SAQA. Minimum 5 years' experience in Management Accounting, Financial Accounting or Financial Management environment. At least 3 years' experience at Assistant Director level or equivalent supervisory/junior management level. Experience managing budgeting processes. Experience in expenditure analysis and reporting. Experience in public sector financial accounting and financial planning. Skills and competencies: financial management, strategic planning, budget management, financial analysis, report writing, project management, leadership and people management, problem solving, communication skills, analytical thinking, change management, presentation skills, stakeholder management, computer literacy and the ability to work independently and as part of a team.
<u>DUTIES</u>	:	The successful candidate will be responsible for managing the Management Accounting Sub-directorate and providing strategic financial management support through the coordination and management of budgeting, planning, expenditure monitoring, cash flow management, financial reporting, adjustments budgeting, virement processes and financial analysis in support of JICS. Coordinate the annual budget process, Medium-Term Expenditure Framework submissions and adjusted estimates; analyse expenditure trends and budget pressures; prepare monthly and quarterly financial reports; monitor cash flow requirements and commitments; advise programme managers on budget utilisation and corrective measures; manage virements, rollovers and shifting of funds; To provide financial accounting services through the preparation of interim and annual financial statements. Ensure compliance with the PFMA, Treasury Regulations, Modified Cash Standards (MCS) and departmental financial prescripts; Participate in internal and external audit processes, provide information required by auditors, support the implementation of audit recommendations, and maintain adequate financial records and supporting documentation for audit and compliance purposes. Supervise staff, manage performance and ensure accurate records, audit files and financial information are maintained for decision and reporting.
<u>ENQUIRIES</u>	:	Ms. T Sibanyoni Tel No: (012) 321 0303 / Ms. R Thompson Tel No: (021) 421 1012
<u>APPLICATIONS</u>	:	Applications to be submitted through following link: https://forms.gle/t3vx3AR1sRSXWar97 or hand delivered to Block C3, Eco Origins Office Park, Witch-hazel Street, Centurion, 0046.
<u>FOR ATTENTION</u>	:	Human Resources
<u>POST 30/42</u>	:	<u>DEPUTY DIRECTOR: INFORMATION AND COMMUNICATION TECHNOLOGY REF NO: JI 37/2026</u> Directorate: Corporate Services
<u>SALARY</u>	:	R932 292 per annum (Level 11), (all-inclusive package that needs to be structured)
<u>CENTRE</u>	:	Centurion
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Grade 12 (Senior Certificate), National Diploma / Bachelor's degree (NQF 6) in Information Technology / Computer Science / Information Systems / Informatics / Information Management/ICT Management / Software Development / Network Engineering or an equivalent ICT-related qualification recognised by SAQA. Certifications in ITIL and/or COBIT will serve as an advantage. 3 to 5 years' experience in an ICT environment. At least 3 years' experience at Assistant Director level or equivalent supervisory / junior management level. Experience managing ICT projects, supervising ICT personnel, managing ICT service providers and contracts, and administering ICT infrastructure and information systems. Experience in Public Service ICT environment, SITA-related processes,

cybersecurity management, Microsoft 365 administration, ICT governance and compliance, and digital transformation initiatives will be advantageous. Skills and competencies: contract management, leadership and people management, negotiation skills, policy interpretation, report writing, communication skills, project management, analytical thinking, problem solving, stakeholder management, presentation skills, computer literacy and the ability to work independently and as part of a team. Knowledge of the Public Finance Management Act (PFMA) and State Information Technology Agency (SITA) Act.

DUTIES

: The successful candidate will be responsible for managing and maintaining the Information and Communication Technology (ICT) environment of JICS through the implementation of ICT policies, systems, infrastructure, cybersecurity controls, user support services and digital solutions in support of the organisational mandate. Manage ICT governance, operational planning, ICT risk and compliance reporting; oversee network, server, end-user and Microsoft 365 administration; coordinate ICT procurement, asset management, service provider performance and contract management; manage user support and helpdesk services; implement cybersecurity awareness, backup, business continuity and access-control measures; coordinate ICT projects and digital transformation initiatives; ensure compliance with SITA processes, government ICT prescripts and information security requirements; supervise ICT staff, monitor performance and compile management reports for decision-making.

**ENQUIRIES
APPLICATIONS**

: Mr E L Brewis Tel No: (012) 321 0303
: Applications to be submitted through following link:
<https://forms.gle/podhaCCHTvtXwMRZ9> or hand delivered to Block C3, Eco
Origins Office Park, Witch-hazel Street, Centurion, 0046.

FOR ATTENTION

: Human Resources

POST 30/43

: **DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: JI 38/2026**
Office of the Chief Financial Officer

SALARY

: R932 292 per annum (Level 11), (all-inclusive package that needs to be structured)

**CENTRE
REQUIREMENTS**

: Centurion
: Applicants must be in possession of a Grade 12 (Senior Certificate), Bachelor's degree (NQF 7) or Advanced Diploma (NQF 7) in Supply Chain Management / Logistics Management / Procurement Management / Public Administration / Public Management / Financial Management / Commerce / Business Management / Purchasing Management or an equivalent qualification recognised by SAQA. Public Sector SCM qualifications and LOGIS certification will serve as an advantage. Minimum 5 years' experience in Supply Chain Management. Minimum 3 years' experience at Assistant Director level or equivalent supervisory level. Experience in public sector procurement processes, management of bids and quotations, contract management, asset management and SCM governance and compliance matters. Skills and competencies: supply chain management, procurement planning, contract management, financial management, leadership and people management, negotiation skills, policy interpretation, report writing, communication skills, project management, analytical thinking, problem solving, stakeholder management, presentation skills, computer literacy and the ability to work independently and as part of a team.

DUTIES

: The successful candidate will be responsible for managing and coordinating the Supply Chain Management (SCM) function of JICS through the provision of demand management, acquisition management, contract management, logistics management, asset management, disposal management and SCM compliance services in accordance with applicable legislation and prescripts. Manage procurement planning and bid administration, quotations, purchase orders and supplier performance; oversee contract administration, asset verification, inventory control, disposal processes and logistics services; ensure accurate SCM records, registers and reporting; monitor compliance with the PFMA, Treasury Regulations, Preferential Procurement prescripts and internal delegations; identify SCM risks and implement corrective measures; provide advice to end users and management on SCM processes; Participate in internal and external audit processes, provide information required by auditors, support the implementation of audit recommendations and maintain adequate financial records and supporting documentation for audit and

		compliance purposes. Supervise staff, manage performance and coordinate audit responses and implementation of audit recommendations.
<u>ENQUIRIES</u>	:	Mr S Chiliza Tel No: (012) 321 0303
<u>APPLICATIONS</u>	:	Applications to be submitted through following link: https://forms.gle/stG11FP16LRWQVSk9 or hand delivered to Block C3, Eco Origins Office Park, Witch-hazel Street, Centurion, 0046.
<u>FOR ATTENTION</u>	:	Human Resources
<u>POST 30/44</u>	:	<u>REGIONAL MANAGER: KWA-ZULU NATAL MANAGEMENT REGION REF NO: JI 39/2026</u> Directorate: Regional Coordination and Oversight
<u>SALARY</u>	:	R932 292 per annum (Level 11), (all-inclusive package that needs to be structured)
<u>CENTRE</u>	:	Durban
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Grade 12 (Senior Certificate), bachelor's degree (NQF 7) in Criminology/Penology/Public Administration/Public Management/Corrections Management or an equivalent qualification recognised by SAQA. Will serve as an advantage: Postgraduate qualification in Public Management, Corrections, Criminology or Governance, Management Development Programme. Minimum 5 years' relevant experience in corrections, criminal justice, oversight, inspections, investigations, compliance monitoring or related environment. Minimum 3 years' experience at Assistant Director level or equivalent supervisory/management level. A valid driver's licence. Experience managing personnel, coordinating operational activities, producing management reports and engaging stakeholders at management level. Strong recommendation experience in correctional services, human rights monitoring, inspections and investigations, complaints management and compliance monitoring. Skills and competencies: strategic capability, leadership and people management, programme and project management, financial management, change management, stakeholder management, report writing, conflict resolution, investigation and analytical skills, decision making, communication skills, policy interpretation, public sector administration, computer literacy and the ability to work independently and as part of a team.
<u>DUTIES</u>	:	Manage and coordinate regional oversight, inspection, investigation, complaints and mandatory reporting programmes. Manage and monitor the performance of Independent Correctional Centre Visitors (ICCVs) and Visitors' Committees within the region. Coordinate stakeholder engagement and represent JICS in regional forums and structures. Monitor compliance with the Correctional Services Act, JICS policies and relevant legislative frameworks. Manage the implementation of corrective actions arising from inspections, investigations, complaints and mandatory reporting processes. Manage the human, financial, asset and administrative resources of the region. Compile and submit regional performance, oversight and management reports. Provide strategic and operational support to the Director: Regional Coordination and Oversight.
<u>ENQUIRIES</u>	:	Mr P Mxizeleli Tel No: (012) 321 0303
<u>APPLICATIONS</u>	:	Applications to be submitted through following link: https://forms.gle/JBXNvGE8XmCUmyky7 or hand delivered to Block C3, Eco Origins Office Park, Witch-hazel Street, Centurion, 0046.
<u>FOR ATTENTION</u>	:	Human Resources
<u>POST 30/45</u>	:	<u>ASSISTANT DIRECTOR: HUMAN RESOURCES: SKILLS DEVELOPMENT FACILITATOR REF NO: JI 40/2026</u> Directorate: Corporate Services
<u>SALARY</u>	:	R487 197 per annum (Level 09)
<u>CENTRE</u>	:	Centurion
<u>REQUIREMENTS</u>	:	Applicants should be in possession of a Grade 12 (Senior Certificate), National Diploma in Human Resource Management/ Human Resource Development/ Training and Development or equivalent qualification at NQF Level 6 with 360 credits as recognised by SAQA. A minimum of three (3) years' experience in Skills Development and Training coordination, of which one (01) year should be at a supervisory level. A valid driver's license, Skills Development Facilitator certificate and Train the Trainer certificate will serve as an added advantage. Knowledge and skills: Good interpretation and knowledge of the National Skills Development Strategy, Public Finance Management Act, Skills Development

Act, Skills Development Levy Act, Public Service Regulations, compulsory training programmes in the Public Service, PERSAL system, planning, coordination, organising, analytical and people management skills, sound verbal and written communication skills, presentation skills, high sense of responsibility and accountability, interpersonal skills, time management, attention to detail, experience in managing long-term training programmes, experience in developing and submitting Workplace Skills Plans and SETA reports, project management skills, computer literacy in Microsoft Word, Excel and PowerPoint, ability to work under pressure and independently and as part of a team.

DUTIES : Implement the Human Resource Development strategies, conduct skills audit and training need analysis, develop Workplace Skills Plan (WSP) and Annual Training Report (ATR), participate in skills development planning and identify critical and scarce skills within the department, provide inputs to the Departmental Human Resource Plan and other skills development plan initiatives, implement Human Resource Management projects, coordination and facilitation of Orientation and Induction programmes, promote Career Development and Talent Management. Stakeholder Liaison and Coordination, coordinate and provide secretariat and technical advice to the Skills Development Committee (SDC), manage Skills Development Compliance, conduct pre and post training evaluations and measure training effectiveness and impact, coordinate Learning and Development Programmes including facilitation and implementation of mandatory training, bursaries, internships, learnerships, and leadership development programmes, manage the training records, compile governance reports and ensure training and empowerment of subordinates.

ENQUIRIES : Ms S Bezuidenhout Tel No: (012) 321 0303
APPLICATIONS : Applications to be submitted through following link: <https://forms.gle/GnteJiXogk5mLFSg5> or hand delivered to Block C3, Eco Origins Office Park, Witch-hazel Street, Centurion, 0046.

FOR ATTENTION : Human Resources

POST 30/46 : **ASSISTANT DIRECTOR: RISK & INTEGRITY MANAGEMENT REF NO: JI 41/2026**
 Office of the CEO

SALARY : R487 197 per annum (Level 09)
CENTRE : Centurion
REQUIREMENTS : Applicants must be in possession of a Grade 12 (Senior Certificate), Bachelor's degree / Advanced Diploma (NQF 7) in Risk Management/Internal Audit / Accounting or equivalent related qualification as recognised by SAQA. Postgraduate diploma in risk management and/or compliance will be an added advantage. Minimum of 3 years relevant experience within a risk management or related environment. Skills and competencies: communication skills (verbal and written), analytical and problem-solving skills, attention to detail, customer service orientation, planning and organising skills, honesty and integrity, report writing skills, computer literacy and the ability to work independently and as part of a team.

DUTIES : Implement the risk management framework, business continuity and compliance management which includes development and implementation of the risk management plan, a risk management philosophy and culture in the organisation through awareness and capacity building, maintaining stakeholder and client relationships, continuous monitoring and capturing of data and maintenance of databases on risk management information. Supervise and undertake studies and analysis for identifying risks to establish the internal and external organisation context. Facilitate and advise on the risk management assessment process such as identification, analysis, evaluation, compiling risk profiles and reports. Monitor and review the progress of activities to address risks and revising risk response activities. Ensure an effective risk and integrity management service. Coordinate and implement Ethics Management Strategy, Policies and Programmes in JICS inclusive of but not limited to; financial disclosure, other remunerative work, etc. Communicate with stakeholders, clients, management & colleagues: Written, Verbal and formal presentations/workshops / awareness sessions. Prepare quarterly risk management reports and present to the Audit and Risk Committee.

ENQUIRIES : Mr E L Brewis Tel No: (012) 321 0303

<u>APPLICATIONS</u>	:	Applications to be submitted through following link: https://forms.gle/hmnzUEZ8CEfyoGqZ7 or hand delivered to Block C3, Eco Origins Office Park, Witch-hazel Street, Centurion, 0046.
<u>FOR ATTENTION</u>	:	Human Resources
<u>POST 30/47</u>	:	<u>WEBMASTER REF NO: JI 42/2026</u> Directorate: Corporate Services
<u>SALARY</u>	:	R413 001 per annum (Level 08)
<u>CENTRE</u>	:	Centurion
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Grade 12 (Senior Certificate), National Diploma (NQF 6) or Bachelor's Degree (NQF 7) in any of the following: Information Technology, Information Systems, Web Development, Multimedia Design, Digital Communications, Computer Science, Graphic Design, Journalism, Communication Science, Digital Media or an equivalent qualification recognised by SAQA. Added advantage: training or certification in HTML5, CSS, JavaScript, Content Management Systems (CMS), WordPress, SharePoint, Adobe Creative Suite, Search Engine Optimisation (SEO), Google Analytics or User Experience (UX). Minimum 3 to 5 years' experience in website administration and content management, managing organisational websites, publishing content on Content Management Systems, producing web performance reports and analytics and coordinating digital communication initiatives. Added advantage experience in government websites, public sector communications, SharePoint administration, social media management, basic web development, graphic design and multimedia editing, accessibility compliance and digital records management. Skills and competencies: website administration, content editing, web publishing, graphic design, analytical thinking, report writing, communication skills, proofreading and editing, photography and multimedia skills, problem solving, planning and organising, attention to detail, stakeholder liaison, computer literacy and the ability to work independently and as part of a team.
<u>DUTIES</u>	:	Manage, maintain and continuously improve the JICS website and digital platforms through website administration, content publishing, user experience enhancement, analytics reporting, digital communications support and compliance with government communication and information management standards. Upload, edit and publish approved content; ensure information is current, accurate, accessible and aligned to organisational branding; monitor website functionality, links, accessibility and performance; compile analytics and usage reports; coordinate digital communication campaigns and web updates with internal stakeholders; support social media and multimedia content where required; maintain digital records and content libraries; assist with basic troubleshooting, CMS administration and user support; liaise with service providers and ICT officials on technical enhancements and ensure compliance with POPIA, records management requirements and applicable communication standards.
<u>ENQUIRIES</u>	:	Mr M Madikizela Tel No: (012) 321 0303
<u>APPLICATIONS</u>	:	Applications to be submitted through following link: https://forms.gle/61eVr9aUdmKBn3yYA or hand delivered to Block C3, Eco Origins Office Park, Witch-hazel Street, Centurion, 0046.
<u>FOR ATTENTION</u>	:	Human Resources
<u>POST 30/48</u>	:	<u>SENIOR STATE ACCOUNTANT: MANAGEMENT ACCOUNTING & BAS CONTROL REF NO: JI 43/2026</u> Office of the Chief Financial Officer
<u>SALARY</u>	:	R413 001 per annum (Level 08)
<u>CENTRE</u>	:	Centurion
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Grade 12 (Senior Certificate), National Diploma (NQF 6) or Bachelor's degree (NQF 7) in Financial Management / Accounting / Cost and Management Accounting / Public Finance/Commerce / Financial Accounting or an equivalent qualification recognised by SAQA. BAS Controller Certification, PERSAL certification, advanced Excel training and public sector financial management courses will serve as an advantage. Minimum 3 to 5 years' experience in a management accounting, budgeting or financial management environment. Experience in public sector financial management, working with BAS, expenditure monitoring and reporting, compiling budget information and financial reports and performing BAS

	Controller functions. Skills and competencies: financial management, management accounting, BAS administration, budget monitoring, expenditure analysis, report writing, communication skills, planning and organising, analytical thinking, problem solving, attention to detail, computer literacy and the ability to work independently and as part of a team.
<u>DUTIES</u>	: Provide management accounting services through the coordination and administration of budget planning, expenditure management, financial reporting and cash flow management processes. Assist with the preparation and consolidation of annual, Medium-Term Expenditure Framework (MTEF) and adjusted budgets, monitor expenditure trends and budget utilisation, conduct variance analysis, and provide financial information and advice to management and programme managers. Support the implementation of budget reallocations, virements, rollovers and adjustment estimate processes and ensure compliance with relevant Treasury prescripts. Prepare and coordinate monthly, quarterly and annual management accounting reports, including In-Year Monitoring (IYM) reports, expenditure projections, cash flow forecasts and other financial management information required for decision-making and reporting purposes. Monitor cash flow performance, analyse financial and expenditure trends, and provide recommendations aimed at improving financial management and budget performance. Perform Basic Accounting System (BAS) Controller functions, including the administration of user profiles and access rights, maintenance of system controls, management of user accounts, performance of month-end and year-end processes, monitoring of system security and segregation of duties controls, and ensuring the integrity and reliability of information recorded on BAS. Provide user support and training, resolve system-related queries, maintain audit trails and supporting documentation, and liaise with National Treasury and other relevant support structures on BAS-related matters. Ensure compliance with the Public Finance Management Act (PFMA), Treasury Regulations and other applicable financial prescripts. Participate in internal and external audit processes, provide information required by auditors, support the implementation of audit recommendations and maintain adequate financial records and supporting documentation for audit and compliance purposes. Provide financial systems administration support through the maintenance and monitoring of financial systems, reconciliation of information between BAS and other financial systems, testing of system enhancements and implementation of improvements aimed at strengthening financial management, reporting and internal control processes.
<u>ENQUIRIES</u>	: Ms T Sibanyoni Tel No: (012) 321 0303
<u>APPLICATIONS</u>	: Applications to be submitted through following link: https://forms.gle/N7h6w4KzSzBANEAj8 or hand delivered to Block C3, Eco Origins Office Park, Witch-hazel Street, Centurion, 0046.
<u>FOR ATTENTION</u>	: Human Resources
<u>POST 30/49</u>	: <u>SENIOR CASE OFFICER: COMPLAINTS REF NO: JI 44/2026</u> Directorate Compliance Monitoring
<u>SALARY</u>	: R413 001 per annum
<u>CENTRE</u>	: Cape Town
<u>REQUIREMENTS</u>	: Applicants must be in possession of a Grade 12/Senior Certificate, BProc/LLB Degree or recognised legal qualification on NQF 7 as recognised by SAQA. 1–3 years' relevant working experience of which 1 year must be in a supervisory capacity. In-depth knowledge and understanding of the Constitution, Correctional Services Act, PAJA, POPIA, Criminal Procedure Act, Law of Evidence, interpretation of Statute and other legal frameworks governing the correctional environment and public service. Proficiency in English and at least one other official language. Ability to write analytically. A valid driver's licence is essential, and a willingness to travel. Skills and competencies: computer literacy, legal research and analysis, report writing, communication skills, stakeholder liaison, planning and organising, problem solving, attention to detail, supervisory skills and the ability to work independently and as part of a team.
<u>DUTIES</u>	: The successful candidate will be responsible to receive, assess and adjudicate inmate complaints and maintain proper records with a view to identifying trends, systemic practices and matters requiring intervention. Register and screen complaints, assess supporting documentation, request additional information where required and prepare recommendations for consideration.

Monitor timeframes, ensure proper case-file management and compile statistics and management reports for the Manager: Complaints Unit. Liaise with the Department of Correctional Services, Visitors' Committees, Independent Correctional Centre Visitors and other stakeholders to facilitate the resolution of complaints and escalation of urgent matters. Conduct legal and factual analysis, draft correspondence, memoranda and submissions, support investigations where required and supervise administrative staff within the Complaints Unit to ensure quality, accuracy and compliance with JICS procedures.

ENQUIRIES : Ms S Wesson Tel No: (021) 421 1012
APPLICATIONS : Applications to be submitted through following link: <https://forms.gle/6DKsSeXAXmRtZ89T7> or hand delivered Standard Bank Building, No. 1 Thibault Square, 9th Floor, Cnr Long Street & Hans Strijdom Avenue, Cape Town, 8001.

POST 30/50 : **SENIOR CASE OFFICER: MANDATORY REPORTING REF NO: JI 45/2026**
 Directorate Compliance Monitoring

SALARY : R413 001 per annum
CENTRE : Cape Town
REQUIREMENTS : Applicants must be in possession of Grade 12 (Senior Certificate), an LLB, BProc or recognised legal qualification at NQF Level 7 recognised by SAQA. 1 – 3 years relevant working experience of which one (1) year must be in a supervisory experience. In-depth knowledge and understanding of the Constitution, Correctional Services Act, PAJA, POPIA, Criminal Procedure Act, Law of Evidence, interpretation of Statute and other legal frameworks governing the correctional environment and public service. Proficiency in English and at least one other official language. Ability to write analytically. Valid driver's licence is essential and willingness to travel. Skills and competencies: computer literacy, legal research and analysis, report writing, communication skills, stakeholder liaison, planning and organising, problem solving, attention to detail, supervisory skills and the ability to work independently and as part of a team

DUTIES : The successful candidate will be responsible to Monitor, enquire and evaluate reports received on all inmates in terms of section 95D of the Correctional Services Act. Write reports and make recommendations on systemic problems and practices, ensuring a good administration of mandatory reports by DCS. Monitor timeframes, ensure proper case-file management and compile statistics and management reports for the Assistant Director: Mandatory Unit. Manage, coordinate and foster relationships with external stakeholders. Conduct legal and factual analysis, draft correspondence, memoranda and submissions, support investigations where required and supervise administrative staff within the Mandatory Unit to ensure quality, accuracy and compliance with JICS procedures.

ENQUIRIES : Mr R Mohlaba Tel No: (012) 321 0303
APPLICATIONS : Applications to be submitted through following link: <https://forms.gle/M7WdWEbyDDvgK4NH6> or Standard Bank Building, No. 1 Thibault Square, 9th Floor, Cnr Long Street & Hans Strijdom Avenue, Cape Town, 8001.

FOR ATTENTION : Human Resources

POST 30/51 : **REGIONAL INSPECTOR & INVESTIGATIONS (X2 POSTS)**
 Directorate: Inspections and Compliance Monitoring

SALARY : R413 001 per annum (Level 08)
CENTRE : Centurion (Limpopo, Mpumalanga and North West Management Region) Ref No: JI 46/2026 (X1 Post)
 East London (Eastern Cape Management Region) Ref No: JI 47/2026 (X1 Post)

REQUIREMENTS : Applicants must be in possession of a Grade 12/Senior certificate. 3-year relevant tertiary qualification in Criminal Justice or relevant field on NQF 6 as recognised by SAQA. 1-3 years relevant working experience (interviewing, taking of statements and collecting evidence). Assertive and able to adhere to deadlines. Attention to detail and excellent report writing skills. Ability to work effectively without supervision, but also in a team. An unendorsed driver's license is essential, as well as a willingness to travel extensively at short notice

		(including weekends). Proficiency in English and at least one other official language.
<u>DUTIES</u>	:	The successful candidate will be responsible for inspections and investigations at correctional centres in the regions. Compile reports of completed inspections and investigations and refer it to the Manager: Inspections/investigations. Administrative tasks related to inspections and investigations in the regions. Profiling of correctional centres and perusing reports received from Independent Correctional Centre Visitors (ICCV's) in the region. Liaise with DCS regarding findings and recommendations on JICS inspections and investigations.
<u>ENQUIRIES</u>	:	Mr. L De Souza Tel No: (012) 321 0303
<u>APPLICATIONS</u>	:	Applications to be submitted through the following links: LMN Management Region: https://forms.gle/GHCpDstS7q7gkbnK9 or delivered to Block C3, Eco Origins Office Park, Witch-hazel Street, Centurion, 0046. marked Attention: Human Resources. Eastern Cape Management Region: https://forms.gle/SwqwXgrQkyWqnEgPA or delivered to East London Magistrates Court, 3 rd Floor, Room 407, Buffalo Street, East London, 5200.
<u>POST 30/52</u>	:	<u>SENIOR INTERNAL AUDITOR REF NO: JI 48/2026 (X2 POSTS)</u> Internal Audit (36-month contract)
<u>SALARY</u>	:	R413 001 per annum (Level 08)
<u>CENTRE</u>	:	Centurion
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Grade 12 (Senior Certificate), National Diploma (NQF 6) or Bachelor's Degree (NQF 7) at 3rd year level in Internal Auditing / Auditing / Accounting / Financial Management / Commerce/Risk Management or an equivalent related qualification recognised by SAQA. Added advantage: IIA membership; and CIA, CISA, CRMA studies or certification, etc. Minimum of 3 years' experience in an Internal Audit, External Auditing, Risk Management or Compliance environment. Experience conducting audit assignments, preparing audit working papers and reports, performing risk and control assessments and developing audit findings and recommendations. Added advantage experience in public sector internal auditing, Public Finance Management Act (PFMA), compliance audits, performance information audits, information technology audits, risk management, audit committee support or audits within oversight. Knowledge of the PFMA, Treasury Regulations, Public Service Act and Regulations, risk management frameworks, corporate governance principles, fraud risk management, internal control systems, audit methodologies, performance information frameworks and Internal Audit Charter requirements. Skills and competencies: audit planning, risk analysis, report writing, analytical thinking, communication skills, financial analysis, data analysis, interviewing skills, problem solving, attention to detail, stakeholder engagement, presentation skills, computer literacy and the ability to work independently and as part of a team.
<u>DUTIES</u>	:	The successful candidate will be responsible for providing independent and objective assurance and consulting services through the execution of risk-based internal audit assignments, evaluation of governance processes, internal controls and risk management systems, and the provision of recommendations aimed at improving efficiency, effectiveness and compliance within JICS. Conduct risk-based internal audits in accordance with approved audit project plans; prepare preliminary surveys; process flows; risk assessments; audit programmes. Conduct fieldwork and testing procedures; gather and analyse audit evidence; compile audit working papers; evaluate the adequacy and effectiveness of controls; assess compliance with legislation and policies; review financial and operational processes; identify control weaknesses and risks; draft audit findings and recommendations. Compile audit reports; communicate audit outcomes to management; conduct follow-up audits and monitor implementation of audit recommendations. Provide risk management support, conduct governance and compliance reviews, support investigations into irregularities where required, assist with internal audit planning, contribute to risk-based planning processes, provide input into audit universe reviews and assist with preparation of Audit Committee documentation and progress reports. Manage the human, logistical and resources allocated to this position on an ongoing basis in line with

		organisational prescripts. Promote teamwork and manage conflict effectively to ensure delivery of project objectives.
<u>ENQUIRIES</u>	:	Ms M Mothelesi Tel No: (012) 321 0303
<u>APPLICATIONS</u>	:	Applications to be submitted through following link: https://forms.gle/DNKYNADCVCbBz7PH6 or hand delivered to Block C3, Eco Origins Office Park, Witch-hazel Street, Centurion, 0046.
<u>FOR ATTENTION</u>	:	Human Resources
<u>POST 30/53</u>	:	<u>VISITORS COMMITTEE COORDINATING OFFICER – VCCO REF NO: JI 49/2026</u> Directorate: Regional Coordination & Oversight
<u>SALARY</u>	:	R338 106 per annum (Level 07)
<u>CENTRE</u>	:	Centurion - Limpopo, Mpumalanga & Northwest (LMN) Management Region
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Senior Certificate / Grade 12, Degree / National Diploma in Public Administration / Public Management at NQF 6 as recognised by SAQA. Three-year Degree / National Diploma in Office Management or Administration or relevant qualification on NQF 6 or equivalent qualification. A minimum of 5 years' experience in the Justice Cluster or a minimum of 2 years' supervisory experience. Knowledge of the Public Finance Management Act, Public Service Act and Regulations and National Treasury Regulations. A valid driver's licence. Skills and competencies: computer literacy (MS Office, Excel and PowerPoint), sound interpersonal relations, communication skills (verbal and written), planning and organisational skills, ability to work under pressure and independently and as part of a team, willingness to work extra hours, problem solving and leadership skills, attention to detail and good conflict resolution skills.
<u>DUTIES</u>	:	The successful candidate will be responsible for providing management, supervision and control of Independent Correctional Centre Visitors within the region. Coordinate and monitor ICCV activities, allocate work, review reports, monitor attendance and performance and facilitate induction and training arrangements. Manage complaints, including general, urgent and mandatory complaints, ensure proper recording and escalation of matters and follow up on outstanding responses. Coordinate Visitors' Committee and stakeholder engagement meetings, prepare agendas, compile minutes and track implementation of resolutions. Conduct performance evaluations, compile statistical and management reports, maintain records and registers, provide administrative support to regional oversight activities and liaise with correctional centres, ICCVs, Visitors' Committees and internal stakeholders to support effective oversight.
<u>ENQUIRIES</u>	:	Ms G Thabethe Tel No: (012) 663 7521
<u>APPLICATIONS</u>	:	Applications to be submitted through following link: https://forms.gle/nTe2MXYrnnvNTpCfJ8 or hand delivered to Block C3, Eco Origins Office Park, Witch-hazel Street, Centurion, 0046
<u>FOR ATTENTION</u>	:	Human Resources
<u>POST 30/54</u>	:	<u>ADMINISTRATIVE ASSISTANT: OFFICE OF THE CHIEF FINANCIAL OFFICER REF NO: JI 50/2026</u> Office of the Chief Financial Officer
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	Centurion
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Grade 12 (Senior Certificate), National Diploma (NQF 6) in Financial Management, Accounting, Public Finance, Office Management and Technology, Management Assistant, Public Administration or an equivalent related qualification recognised by SAQA. A minimum of 2 to 3 years' experience in executive support, office administration, secretarial support or financial administration environment. Knowledge of office administration, financial administration processes, document management, records management, procurement and logistics processes, meeting coordination, diary management and public sector administrative prescripts. Skills and competencies: computer literacy, communication skills, interpersonal relations, planning and organising, minute taking, report writing, problem solving, attention to detail, client orientation, confidentiality, time management, ability to work under pressure and ability to work independently and as part of a team.

DUTIES

: The successful candidate will be responsible for providing administrative, secretarial, executive support and financial administration support to the Office of the Chief Financial Officer. Provide secretarial support to the Chief Financial Officer, manage the CFO's diary and appointments, receive and screen visitors and telephone enquiries, draft correspondence and memoranda, coordinate meetings and workshops, prepare agendas and meeting packs, record and distribute minutes and manage incoming and outgoing correspondence. Coordinate budget and expenditure submissions for the CFO, track progress of financial reports and submissions, assist with processing invoices and payment documentation, maintain expenditure and commitment registers, monitor submission deadlines relating to finance, supply chain management and audit matters, assist with compilation of financial management reports and maintain filing systems for financial records and supporting documentation. Coordinate logistics for Audit Committee and Risk Committee meetings, maintain audit action-plan registers, follow up on outstanding audit and finance matters, compile supporting documentation required during audits and maintain confidential financial records. Develop and maintain electronic and manual filing systems, ensure safe keeping of CFO records, process travel and accommodation arrangements, coordinate procurement requests for the CFO Office, track supply chain management submissions and approval processes and maintain asset records for the CFO Office.

ENQUIRIES

: Ms D Malibe Tel No: (012) 321 0303

APPLICATIONS

: Applications to be submitted through following link: <https://forms.gle/xYY2qvKhHR254nQq7> or hand delivered to Block C3, Eco Origins Office Park, Witch-hazel Street, Centurion, 0046.

FOR ATTENTION

: Human Resources

POST 30/55

: **DATA CAPTURER: COMPLAINTS AND MANDATORY REPORTING REF NO: JI 51/2026**

Directorate: Compliance Monitoring

SALARY

: R201 093 per annum (Level 04)

CENTRE

: Centurion

REQUIREMENTS

: Applicants must be in possession of a Grade 12 (Senior Certificate). A Certificate in Office Administration, Information Management, Public Administration, Records Management, Computer Studies or Data Management will be an added advantage. Minimum 1 to 2 years' experience in data capturing, administration, records management or information management environment. Added advantage: experience in case management systems, complaints management systems, statistical reporting, database administration, public sector administration and legal, correctional services or oversight environments. Knowledge of records management principles, information management practices, data capturing procedures, Microsoft Excel, Microsoft Word, electronic document management systems, Protection of Personal Information Act (POPIA) and Public Service administrative procedures. Skills and competencies: computer literacy, data capturing, accuracy, attention to detail, record keeping, report writing, communication skills, planning and organising, confidentiality, client orientation, problem solving, ability to work under pressure and ability to work independently and as part of a team.

DUTIES

: The successful candidate will be responsible for providing data capturing and records management services to the Complaints and Mandatory Reporting Units by capturing, updating, verifying and maintaining complaint and incident information, generating statistical reports and ensuring the accuracy, integrity and availability of oversight information. Capture complaints and mandatory reporting information on approved databases and systems, update existing records, process data timeously and verify captured information against source documents. Identify incomplete information, detect and correct data errors, verify accuracy of captured records, monitor data quality standards and ensure consistency of information across systems. Maintain electronic and physical records, file complaint and incident reports, track movement of documents, maintain registers and ensure safekeeping of confidential information. Generate daily, weekly and monthly statistics, compile data for management reports, assist with trend analysis reports, produce information required by Senior Case Officers and support reporting for quarterly and annual reports. Support Senior Case Officers with data retrieval, prepare information required for investigations, monitor outstanding records, assist in updating case status

		information and provide administrative support to the Complaints and Mandatory Reporting Units. Maintain complaint and mandatory reporting databases, monitor completeness of electronic records, generate reports from databases, assist users with information retrieval and report system defects or data discrepancies.
<u>ENQUIRIES</u>	:	Ms S Wesson Tel No: (021) 421 1012
<u>APPLICATIONS</u>	:	Applications to be submitted through following link: https://forms.gle/LZsSvYwYhZo9vG6D8 or hand delivered to Block C3, Eco Origins Office Park, Witch-hazel Street, Centurion, 0046.
<u>FOR ATTENTION</u>	:	Human Resources
<u>POST 30/56</u>	:	<u>INDEPENDENT CORRECTIONAL CENTRE VISITOR REF NO: JI 52/2026</u> Directorate: Regional Coordination & Oversight (36-month contract appointment)
<u>SALARY</u>	:	R89 046 per annum (Level 05 - 3/8th), plus 37% in lieu of benefits
<u>CENTRE</u>	:	Van Rhynsdorp Correctional Centre
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Grade 12/Senior Certificate. Computer literate and accurate. A recommendation of nomination as an ICCV by a community organization (not older than six (6) months). Ability to work independently and as a team. Public spirited and sound knowledge of the Batho Pele principles. Assertiveness and ability to work under pressure. Ability to communicate (verbally and in writing). Driver's licence will be an added advantage. Preference will be given to qualifying applications received from individuals residing in communities which are in the vicinity of the correctional centre where the post needs to be filled.
<u>DUTIES</u>	:	The incumbent will be responsible for conducting site visits and reporting on urgent matters. To conduct regular interviews and consultations with inmates and DCS officials regarding complaints and mandatory matters. Receiving and capturing all complaints/requests on the database. Opening and maintenance of case files. Make follow-ups on outstanding complaints. Submission of monthly reports. Provide statistical analysis of all complaints received. Attend to enquiries. Carry out all reasonable instructions by the supervisor/ Regional Manager.
<u>ENQUIRIES</u>	:	Ms N Sifesani Tel No: (043) 722 2729
<u>APPLICATIONS</u>	:	Applications to be submitted through the following link https://forms.gle/MrSokBJ2pWT4CEkh6 or hand delivered Standard Bank Building, No. 1 Thibault Square, 9th Floor, Cnr Long Street & Hans Strijdom Avenue, Cape Town, 8001.

ANNEXURE H

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

CLOSING DATE
NOTE

- : 07 September 2026
- : Applicants are invited to submit applications, quoting the relevant reference number to the link and or address indicated in each specific advertisement. Applications should be accompanied by a fully completed and signed Application for Employment Form (New Z83, effective from 1 January 2021, obtainable at www.dpsa.gov.za), citing the correct post number and job title; a comprehensive CV (citing the start and end date (dd/mm/yy), job title, detailed duties performed and exit reason for each employment period to be considered, as well as the details of three contactable employment references and copies of educational qualifications. Applicants who possess foreign qualification(s), are furthermore required to submit the evaluated results of such qualifications as received from the South African Qualifications Authority (SAQA). All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. These assessments are aimed at assessing candidate's professional and technical competency against the job requirements and duties, general job fit, integrity and digital literacy). All shortlisted candidates for SMS positions will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) candidates will undergo psychometric assessment to assess cognitive capabilities, behavioural, emotional intelligence and integrity. All suitable candidates will be subjected to mandatory pre-employment screening/ suitability checks/ verification (credit, criminal, citizenship, qualifications, employment pending disciplinary action and professional registration. Suitable candidates for Senior Management Service positions will also be required to successfully complete the online Nyukela Pre-entry Certificate to Senior Management Services course, which can be accessed via: <http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Candidates wishing to be considered for appointment are encouraged to enroll for the course as soon as possible. Due to high volumes anticipated, communication will be limited to shortlisted candidates. The Department reserves the right not to make an appointment. The Department of Justice and Constitutional Development (DOJ&CD) seeks to appoint exceptional, ethical and visionary leaders to join its executive leadership team in advancing constitutional democracy. Applications received after the closing date will not be considered. The Department is committed to providing equal opportunities and affirmative action employment. It is our intention to promote representativity in terms of (race, gender, and disability).

MANAGEMENT ECHELON**POST 30/57**

- : **CHIEF DIRECTOR: INTEGRATED CRIMINAL JUSTICE SYSTEM REF NO: 10/08/2026**

SALARY

- : R1 554 696 – R1 858 821 per annum (Level 14), (all-inclusive remuneration package)

CENTRE

- : National Office: Pretoria

REQUIREMENTS

- : An NQF level 7 legal qualification / LLB Degree as recognised by SAQA. A minimum of 5 years' experience at a senior managerial level in a criminal justice system. Knowledge and understanding of the legislative framework governing the Public Service: Public Service Act, Public Service Regulations, Treasury Regulations, Public Finance Management Act; Knowledge of policy design, implementation, monitoring and evaluation and interpretation of statutes; Skills and Competencies: Interpretation of statutes. Strategic capability and leadership; Programme and project management; Financial management; Change management. Service Delivery Innovation (SDI); Problem solving and analysis; People management and empowerment; Client orientation and customer focus; Communication skills; Honesty and integrity; Computer literacy.

DUTIES

- : Facilitate the Integrated Criminal Justice Services strategy; Facilitate Legislative reform; Use the 7-point plan to coordinate and manage Domestic Stability; Facilitate communication and Public Awareness sessions; Coordinate

		implementation of a victim centric Justice System; Coordinate Integrated Criminal Justice System activities; Facilitate modernization of the criminal justice system; Monitor and evaluate various ICJS initiatives; Conduct research on criminal justice system matters. Provide strategic management of human. financial and physical resources.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms D Magampa at 060 9721 178
	:	Quoting the relevant reference number, direct your application to https://forms.office.com/r/X2XaVPasWu : Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001.OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria
<u>POST 30/58</u>	:	<u>DIRECTOR: TRIBUNAL AND QUASI JUDICIARY REF NO: 11/08/2026</u>
<u>SALARY</u>	:	R1 317 384 – R1 551 807 per annum (Level 13), (all-inclusive remuneration package)
<u>CENTRE REQUIREMENTS</u>	:	National Office: Pretoria
	:	An NQF level 7 legal qualification / LLB Degree as recognised by SAQA.; A minimum of 5 years of experience at middle / senior managerial level. Knowledge and understanding of the legislative framework governing the Public Service: Public Service Act, Public Service Regulations, Treasury Regulations, the Public Finance Management Act. Knowledge of Criminal, Civil, family cases, Constitutional law cases, courts operations and Interpretation of statutes; Skills and Competencies: Interpretation of statutes. Strategic capability and leadership; Programme and project management; Financial management; Change management. Service Delivery Innovation (SDI); Problem solving and analysis; People management and empowerment; Client orientation and customer focus; Communication skills; Honesty and integrity; Computer literacy.
<u>DUTIES</u>	:	Manage the provision of processes and systems for the establishment and management of quasi judiciary. Manage the provision of processes and systems for the establishment of special courts and tribunals. Provide strategic management of human. financial and physical resources.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. Q Masemola Tel No: (012) 315 1152
	:	Quoting the relevant reference number, direct your application to https://forms.office.com/r/X2XaVPasWu : Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001.OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
<u>POST 30/59</u>	:	<u>DIRECTOR: REGIONAL COURT OPERATIONS SUPPORT REF NO: 12/08/2026</u>
<u>SALARY</u>	:	R1 317 384 – R1 551 807 per annum (Level 13), (all-inclusive remuneration package)
<u>CENTRE REQUIREMENTS</u>	:	National Office, Pretoria
	:	An NQF level 7 legal qualification / LLB Degree as recognised by SAQA; 5 years of experience at middle/senior managerial. Public Service Act, the Public Service Regulations, Treasury Regulations, the Public Finance Management Act; Interpretation of statutes; Knowledge of Criminal, Civil and family cases; Knowledge of Constitutional law cases; Knowledge of courts operations. Skills and Competencies: Interpretation of statutes. Strategic capability and leadership; Programme and project management; Financial management; Change management. Service Delivery Innovation (SDI); Problem solving and analysis; People management and empowerment; Client orientation and customer focus; Communication skills; Honesty and integrity; Computer literacy.
<u>DUTIES</u>	:	Facilitate the implementation of policy framework and programmes in support of lower courts; Develop and monitor Regional Court processes and standard operating systems and procedures; Develop and monitor Regional Court and Small Claims Courts efficiency programmes and projects; Develop and monitor transcription support services for the Regional Courts; Provide strategic management of human. financial and physical resources.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. Q Masemola Tel No: (012) 315 1152
	:	Quoting the relevant reference number, direct your application to https://forms.office.com/r/X2XaVPasWu : Postal address: The Human Resources: Department of Justice and Constitutional Development, Private

Bag X81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.

OTHER POSTS

<u>POST 30/60</u>	:	<u>STATE LAW ADVISER: CONSTITUTIONAL AND LEGISLATIVE IMPLEMENTATION (LP7-LP8) REF NO: 13/08/2026</u>
<u>SALARY</u>	:	R970 221 – R1 600 893 per annum. The all-inclusive remuneration package will be structured in accordance with OSD requirements
<u>CENTRE REQUIREMENTS</u>	:	National Office: Pretoria An NQF level 7 legal qualification / LLB Degree as recognised by SAQA; Admission as an Attorney or Advocate; At least 5 years appropriate post qualification litigation/ advisory experience. Experience in Legal research or other appropriate experience. Knowledge of Public Finance Act; Knowledge of relevant prescripts, Act and regulations within the Justice and constitutional Development Area; Knowledge of Human Rights developments, frameworks and policies; Knowledge of the Constitution of South Africa; Skills and Competencies: Applied strategic thinking applying technology, budget and financial management, communication and Information Management, continuous improvement, citizen focus and responsiveness, developing others, diversity Management; impact and influence, Managing Interpersonal Conflict and resolving problems, networking and building bonds, planning and organizing, project Management.
<u>DUTIES</u>	:	Conduct research and provide information relating to the implementation of Constitutional Programmes and legislative reform. Monitor and evaluate the impact of key constitutional legislations: promotion of access to information act 2 of 2000, the promotion of equality and prevention of unfair discrimination Act 4 of 2000 and the promotion of Administrative Justice Act 3 of 2000. Collect data and information, analyze and translate information into knowledge for planning and decision making to support the management of secretarial, legal and administrative duties for the Equality Review Committee (ERC). Generic management function.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms C Zana Tel No: (012) 357 8185 Quoting the relevant reference number, direct your application to https://forms.office.com/r/X2XaVPasWu ; Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
<u>POST 30/61</u>	:	<u>DEPUTY MASTER: MASTER OF HIGH COURT (MR 6) (X3 POSTS)</u>
<u>SALARY</u>	:	R610 434 – R1 442 451 per annum. The all-inclusive remuneration package will be structured in accordance with OSD requirements.
<u>CENTRE</u>	:	Pretoria Ref No: 14/08/2026 (X1 Post) Polokwane Ref No: 15/08/2026 (X1 Post) Thohoyandou Ref No: 16/08/2026 (X1 Post)
<u>REQUIREMENTS</u>	:	An NQF level 7 legal qualification / LLB Degree as recognised by SAQA; 8 years appropriate post qualification legal experience; A Valid driver's licence. Knowledge of the Administration of Estates Act, Mental Health Act, Insolvency Act, Companies Act, Close Corporations Act, Trust Property Control Act and other relevant legislations; Experience in the functional fields of the services provided by the Masters of the High Court and master's environment including Guardian's Fund; Understanding of Administration of Deceased & Insolvent Estates, Curatorship's and Trusts. Skills and Competencies: Legal research and drafting; Dispute resolution; Planning, organizing and analytical skills; People development and empowerment; Strategic and conceptual orientation; Problem solving and decision-making skills; Communication skills (verbal and written); Computer literacy.
<u>DUTIES</u>	:	Supervise and manage the administration of guardian funds, administration of deceased estate, insolvent estates, trust and curatorship as well as service points operations. Monitor and review all legal and administrative operations at the Office of the Master of the High Court; Monitor all the functions within the office and contribute towards the strategic objectives of both the master's Branch as well as the Department; Provide effective and efficient delivery of services, financial and human resource management within the Office of the

		Master; Draft legal documents that provide clear justification; Mediate and conciliate disputes by advising on the outcome of its resolution.
<u>ENQUIRIES</u>	:	Limpopo: Ms MF Mathosa Tel No (015) 287 2035
	:	Gauteng: Ms. P Raadt Tel No: (011) 332 9000
<u>APPLICATIONS</u>	:	Gauteng: Quoting the relevant reference number, direct your application to: https://forms.office.com/r/X2XaVPasWupsv OR The Provincial Office, Private Bag X6, Johannesburg, 2000 OR Physical address: Department of Justice and Constitutional Development; 7th floor Schreiner Chambers, 94 Pritchard Street; Johannesburg.
	:	Limpopo: Quoting the relevant reference number, direct your application to: https://forms.office.com/r/X2XaVPasWu OR Postal address: The Provincial Head, Department of Justice & Constitutional Development, Private Bag X9526, Polokwane 0700 or Physical address: Reception area, Limpopo Provincial Office, 92 Bok Street, Polokwane, 0699.
<u>POST 30/62</u>	:	<u>LEGAL ADMINISTRATION OFFICER: CONSTITUTIONAL DEVELOPMENT (MR1-MR5) REF NO: 17/08/2026 (X4 POSTS)</u>
<u>SALARY</u>	:	R262 968 – R1 155 777 per annum. The salary and all-inclusive package will be structured in accordance with OSD requirements.
<u>CENTRE REQUIREMENTS</u>	:	National Office: Pretoria
	:	An NQF level 7 legal qualification / LLB Degree as recognised by SAQA. At least 2 years' appropriate post qualification legal experience. Knowledge of South African Legal System, Legal practices and related spheres within specific reference to civil litigation and the Law of Contract. Knowledge of the Constitution, 1996, The Institution of Legal proceedings against certain organs of State Act, 2002, The Prescription Act, 1969, The State Attorney Act, 1957, The Public Finance Management Act, The Treasury Regulations, and the State Liability Act, 1957. Skills and Competencies: Legal research and drafting; Dispute resolution; Case flow management; Computer literacy; Planning and decision-making skills; Interpersonal relations; Communication skills (written and verbal).
<u>DUTIES</u>	:	Conduct research that will provide information and case law relevant to the legal matter at hand. Draft legal opinions on departmental matters. Facilitate the implementation of legislation. Monitor and evaluate the implementation of legislation.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms N Joseph Tel No: (012) 357 8646
	:	Quoting the relevant reference number, direct your application to https://forms.office.com/r/X2XaVPasWu Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001 OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
<u>POST 30/63</u>	:	<u>LEGAL ADMINISTRATION OFFICER (MR1-MR5): DISTRICT COURT MANAGEMENT AND SYSTEMS REF NO: 18/08/2026</u>
<u>SALARY</u>	:	R262 968 – R1 155 777 per annum, (Salary will be in accordance with OSD determination).
<u>CENTRE REQUIREMENTS</u>	:	National Office: Pretoria
	:	An LLB Degree; Knowledge of South African Legal system, legal practices and related spheres with specific reference to civil litigation and the law of contract; Knowledge of the Constitution of South Africa, the Institution of Legal Proceedings Against Certain Organ of State Act, the Prescription Act, the State Attorney Act; Knowledge and understanding of Public Finance Management Act, Treasury Regulations, and State Liability Act. Skills and Competencies: Legal research and drafting; Dispute resolution; Case flow management; Computer literacy; Planning and decision-making skills; Interpersonal relations; Communication skills (written and verbal).
<u>DUTIES</u>	:	Implementation of national policy framework and regulations on District Court Management System; Conduct research on District Court Management System, collate and analyse information and report on findings; Implement initiatives and programmes on District Court Management System; Provide effective people management.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms D Modibane Tel No: (012) 315 1668
	:	Quoting the relevant reference number, direct your application to https://forms.office.com/r/X2XaVPasWu Postal address: The Human Resources: Department of Justice and Constitutional Development, Private

Bag X81, Pretoria, 0001.OR Physical address: Application Box, First Floor
Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria

ANNEXURE I

DEPARTMENT OF LAND REFORM AND RURAL DEVELOPMENT

CLOSING DATE
NOTE

- : 04 September 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. 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. 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.

OTHER POSTS

POST 30/64

- : **ASSISTANT DIRECTOR: PLAS MANAGEMENT ACCOUNTING SYSTEMS**
REF NO: 3/1/1/1/2026/217
Directorate: Proactive Land Acquisition Strategy (Plas) Trading Account
Financial Management

SALARY
CENTRE
REQUIREMENTS

- : R487 197 per annum (Level 09)
- : Gauteng (Pretoria)
- : Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Financial Information Systems / Informatics or related equivalent qualification (NQF Level 6). Minimum of 3 years' supervisory experience working in system administration or management environment. A valid driver's licence. Job related knowledge: Public Service Act. Public Finance Management Act. Preferential Procurement Policy Framework Act. Treasury Regulations. Financial Systems. Job related skills: Ability to supervise. Communication (verbal and written). Interpersonal relations. Computer literacy. Report writing ability. Problem solving.

DUTIES

- : Provide operational access, system improvements, user and support. Provide 1st level end user support. Maintain master data e.g. Project set-up, master chart of accounts maintenance. Ensure effective and efficient management of

all financial and operational systems in accordance within Agricultural Land Holding Account (ALHA) Trading Account. Maintain Chart of Accounts on an ongoing basis. Log calls with services provider, coordinate work done by third parties technical resources and developments. Oversee that correct change control procedures are adhered to. Maintain systems and provide or facilitate support and training to users. Approve all modification to securities, e.g. new users, termination of users, access control. Develop and maintain reports specifications, design, deliver to end user on time. Manage systems development and enhancements. Manage and coordinate the implementation of new project related to enhancements on all ALHA systems. Ensure monitoring of developer/system provider's account in line with the approved contract and Service Level Agreements.

**ENQUIRIES
APPLICATIONS**

: Mr OC Nyamandi Tel No: (012) 312 9215
: Applications can be submitted by hand delivery during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or by email to Post217@dlrrd.gov.za

NOTE

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

POST 30/65

: **DRIVER / MESSENGER REF NO: 3/1/1/1/2026/218**
Chief Directorate: Land Restitution Support

**SALARY
CENTRE
REQUIREMENTS**

: R201 093 per annum (Level 04)
: KwaZulu Natal (Pietermaritzburg)
: Minimum requirements: Applicants must be in possession of a Grade 10 Certificate / Adult Basic Education and Training (ABET) qualification or related equivalent qualification and a valid driver's licence. Job related knowledge: Knowledge of the city in which the function will be performed. Job related skills: Organising, Good communication (written and verbal), Interpersonal relations and Basic literacy. A reliable and creative individual who is prepared to work under pressure and as part of a team.

DUTIES

: Drive light and medium vehicles to transport passengers and deliver other items (mail, documents, office equipment). Collect, distribute and control movement of documents. Do routine maintenance on the allocated vehicle and report defects timely. Perform daily pre and post trip vehicle inspection to ensure that the vehicle is always in the best condition. Complete all the required and prescribed records and logbooks with regard to the vehicle and the goods handled. Maintain accurate and up to date schedule trip sheets i.e. log official trips, daily mileage. Collect and deliver documentation and related items in the Departmental / Branch or any other component within the Departmental-related external parties. Ensure proper and secure control over movement of documents. Assist in registry functions. File incoming correspondence and help trace the file. Copy and fax documents.

**ENQUIRIES
APPLICATIONS**

: Ms NP Mazibuko Tel No: (033) 341 2679
: Applications can be submitted by hand delivery during office hours to: 1st Floor, 270 Jabu Ndlovu Street (formerly known as Loop Street), Pietermaritzburg, 3200 or by email to Post218@dlrrd.gov.za

NOTE

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

OFFICE OF THE CHIEF JUSTICE

The Office of the Chief Justice is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1)(i) of the Constitution of South Africa, 1996, the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act55) of 1998) and the relevant Human Resources policies of the Department will be taken into consideration and preference will be given to Women, Persons with Disabilities and youth.



- APPLICATIONS** : **Supreme Court of Appeal/Electoral Court/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.
- Mpumalanga/Mbombela:** Quoting the relevant reference number, direct your application to: The Provincial Head: Office of the Chief Justice, Private Bag X20051, Mbombela, 1211. Applications can also be hand delivered to, Mpumalanga Division of the High Court, Office of the Chief Justice Provincial Service Centre, 311 Samora Machel Drive, Mbombela, 1200.
- CLOSING DATE** : 04 September 2026
- NOTE** : All applications must be submitted on a New Z83 form, which can be downloaded on internet at www.judiciary.org.za / www.dpsa.gov.za/dpsa2g/vacancies.asp or obtainable from any Public Service Department and should be accompanied by a recent comprehensive CV only; contactable referees (telephone numbers and email addresses must be indicated). Please send your documents in a PDF and put them in one folder. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. All shortlisted candidates, including 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.

ERRATUM: Kindly take note that the posts of Judge's Secretary (X2 posts) at the Gauteng Division of the High Court: Johannesburg, Ref No: 2026/101/OCJ advertised on Public Service Vacancy Circular 29 dated 13 August 2026 has been withdrawn. The Registrar post, Ref No: 2026/103/OCJ at the Northern Cape High Court: Kimberley advertised on Public Service Vacancy Circular 29 dated 13 August 2026, the applications should be directed to The Provincial Head, Office of the Chief Justice, Private Bag X5043, Kimberley, 8300 or hand deliver applications to the Northern cape division of the High Court, Corner Sol Plaatjie Drive, Kimberly. The closing date has been extended to 04 September 2026.

OTHER POSTS

<u>POST 30/66</u>	:	<u>ASSISTANT DIRECTOR: JUDICIAL SUPPORT REF NO: 2026/112/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</u>	:	Electoral Court: Bloemfontein
<u>REQUIREMENTS</u>	:	Applicants should be in possession of an LLB Degree or equivalent legal qualification at NQF level 8 as recognised by SAQA. A minimum of three (3) years' relevant experience in a legal fraternity/law research services/judicial support services of which one (1) year should be at supervisory level. A valid driver's license. Electoral Court or Superior Court experience will be an added advantage. Knowledge and Skills: Knowledge of relevant legislation, policies and prescripts, knowledge of Electoral Court Rules and Practice Manual, knowledge of information resources and online retrieval of information, sound understanding of South African law and judicial system. Skilled in communication (verbal and written), problem solving and decision-making, report writing, speech writing, editing, financial management, presentation, planning and organising, computer literacy (MS Office), excellent research capabilities, strategic and analytical.
<u>DUTIES</u>	:	Provide judiciary administrative and personal assistance support services, arrange and diarise meetings and appointments involving the chairperson, ensure attendance on all queries addressed to the office of the chairperson, draft and compile all complex legal memoranda, letters, reports and presentations. Prepare and draft speeches, prepare and draft minutes of meetings, assist the chairperson with drafting official statements or clarifications to the public/media, manage urgent electoral matters. Conduct legal research and provide research support in the preparation of hearings and trials, analyse and apply complex legal principles and provide summaries to the chairperson, monitor electoral disputes from filing to resolution, ensuring timelines are met in line with statutory requirements, proofread all judgments, articles, speeches and conference notes. Quality assure all references and footnotes in all judgments and legal articles, attend to correspondence in relation to reserved judgments as well as complaints arising from reserved judgments, coordinate arrangements for the reconstruction of delayed appeal records, facilitate the monthly reserved judgments statistics and updating the reserved judgments register, compile reports on electoral dispute trends, outcomes and recommendations for judicial or legislative improvements. Provide logistical support services for the chairperson, coordinate all logistics for meetings and other engagements of the chairperson, locally and internationally, including the submission of reports and presentations as well as the implementation of resolutions emanating from such meetings. Attend to actionable items and provide necessary secretariat support in all meetings chaired by the chairperson, manage travel arrangements and complete documentation for approval, facilitate maintenance of chairperson's vehicle and logbook, coordinate with the IEC, political parties and observers to ensure smooth communication and compliance with court directives. Provide a record management function, including collection, distribution, retrieval and filing of

records. Must be prepared to travel with the chairperson to meetings and conferences and perform any other function directed by the chairperson as and when required.

ENQUIRIES : Technical Related Enquiries: Mr. V.Z.J Zwane Tel No: (051) 492 4623
APPLICATIONS : HR Related Enquiries: Ms. N de la Rey Tel No: (051) 492 4523
NOTE : Applications can be sent via email to 2026/112/OCJ@judiciary.org.za
 : The Organisation will give preference to candidates in line with the Employment Equity goals.

POST 30/67 : **OFFICE MANAGER REF NO: 2026/113/OCJ**

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

CENTRE : Mpumalanga Division of The High Court: Mbombela
REQUIREMENTS : Applicants should be in possession of a three (3) year's National Diploma in Office Administration / Public Management or equivalent qualification at NQF level 6 with 360 credits as recognised by SAQA/ A minimum of three (3) years' relevant experience in an Office Administration environment of which one (1) year should be at supervisory level. A valid driver's license/LLB Degree will be an added advantage. Knowledge and skills: Knowledge of office management responsibilities, systems and procedures and knowledge of electronic information resources and online retrieval. Skilled in communication (verbal and written), ability to interpret the law, legal writing/drafting /legislative drafting, strong leadership, management capabilities, computer literacy (MS Office), report writing, presentation, problem solving, decision-making, interpersonal relations, organisational skills. Along with the following attributes: ability to multitask, ability to work long hours, under pressure and meticulousness.

DUTIES : Manage the office of the Judge President, support the Judge President in communication with all stakeholders, management and supervision of Judges' support staff and operations, oversee the administration within the Office of the Judge President and follow up on the Judge President's instructions to ensure prompt execution by relevant operational units at the court, liaise with all stakeholders in the department, Heads of Court, Senior Managers, Judges, National office, Legal Professional bodies and other stakeholders with regard to matters emanating from the Office of the Judge President and channel communication to both internal and external stakeholders. Prepare presentations and briefing notes for the Judge President and disseminate complex information to all relevant stakeholders, compile, analyse and report progress on a monthly/quarterly basis. Compile all letters, reports, memoranda and presentations. Ensure tracking of timeframes to enable compliance with various deadlines, manage all the logistical arrangements for the Judge President's meetings, coordinate the submission of meeting reports and circulate thereafter, provide secretariat support in meetings chaired by the Judge President, ensure the correct application of regulations, resolutions, policies or any other legal source and execute any duties assigned by the Judge President or a Judge designated by the Judge President.

ENQUIRIES : Technical Related Enquiries: Ms. RS Ledwaba Tel No: (013) 758 0000
 : HR Related Enquiries: Mr SJ Zwane/ Mr MV Maeko Tel No: (013) 758 0000
APPLICATIONS : Applications can be sent via email to 2026/113/OCJ@judiciary.org.za
NOTE : The Organisation will give preference to candidates in line with the Employment Equity goals.

POST 30/68 : **STATISTICAL OFFICER REF NO: 2026/114/OCJ**

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

CENTRE : Supreme Court of Appeal: Bloemfontein
REQUIREMENTS : National Diploma in Statistics/Mathematics/Economics/Econometrics or equivalent qualification at NQF level 6 as recognised by SAQA. A minimum of two (2) years' relevant experience in a statistical environment. Experience in a court environment will be an added advantage. Knowledge and skills: Knowledge and understanding of the legislative framework governing the Public Service and knowledge of relevant policies and strategies. Skilled in computer literacy (MS Office – especially Excel), communication (verbal and written), planning, organising, presentation/facilitation, problem solving, numerical, analytical, interpersonal skills, report writing, attention to detail and time management along with the following attributes: professionalism, strong

		work ethics, time management, ability to work under pressure, flexible, creative and innovative.
<u>DUTIES</u>	:	Manage and administer data collection on court processes, identify data required, collate data on a uniform tool as requested, ensure accurate data is collected and checked, analyse data information into the format required, maintain databases with datasets, enter data into the reporting tools, liaise with sources of information, identify training needs and offer information sessions and training, follow-up, verify and clean the data before processing, keep/check and analyse the court's monthly, quarterly and annual statistics and the submission thereof, deal with the files in terms of the relevant codes and legislation, prepare and present cases for audit purposes and manage the staff component and related functions.
<u>ENQUIRIES</u>	:	Technical Related Enquiries: Mr. V.Z.J Zwane Tel No: (051) 492 4623 HR Related Enquiries: Ms. D.S.J Peters Tel No: (051) 492 4523
<u>APPLICATIONS</u>	:	Applications can be sent via email to 2026/114/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 30/69</u>	:	<u>REGISTRAR'S CLERK REF NO: 2026/115/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>	:	Mpumalanga Division of The High Court: Middelburg
<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 three (3) year's National Diploma in Legal qualification or equivalent at NQF 6 with 360 credits as recognised by SAQA. A valid driver's license will serve as an added advantage. Knowledge and skills: Knowledge of working procedures in terms of the working environment, registry processes and practice, storage and retrieval procedures in terms of the working environment, knowledge and understanding of legislative frameworks governing the Public Service, filing system, Mail procedure manual, Promotion of access to information Act and National archives. Batho Pele Principles. Skilled in computer literacy (MS Office), communication, numeracy, interpersonal, problem solving and analysis, time management and administrative skills.
<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 and safe-keep and dispose of case records. Handle court's request files: Retrieve the requested file and make the file available to the requester, attend to queries from parties and members of the public, record documents received, ensure systematic recording of court files and keep a 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), render case management duties and 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 and prepare and sign performance agreement timeously.
<u>ENQUIRIES</u>	:	Technical Related Enquiries: Ms DY Seswene Tel No: (013) 492 2213 HR Related Enquiries: Mr. SJ Zwane/ Mr. MV Maeko Tel No: (013) 758 0000
<u>APPLICATIONS</u>	:	Applications can be sent via email to 2026/115/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity goals.

DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

The Department of Public Works and Infrastructure is 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.



<u>APPLICATIONS</u>	:	Cape Town Regional Office Applications: The Regional Manager, Department of Public Works and Infrastructure, Private Bag X9027, Cape Town, 8000 or hand deliver at Ground floor, Customs House, Lower Heerengracht Street, Foreshore, Cape Town. For Attention: Ms C Rossouw Nelspruit Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X11280, Nelspruit, 1200 or Hand Deliver to 30 Brown Street Nedbank Building, 9th floor Nelspruit, 1200. For Attention: E.K Nguyuzza Port Elizabeth (Gqeberha) Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X3913, North End, Port Elizabeth, 6056. Hand delivery: Room 430, Corner. Hancock & Robert Street, North End, Port Elizabeth, 6056. For attention: Ms P Buwa
<u>CLOSING DATE</u>	:	11 September 2026 at 16H00
<u>NOTE</u>	:	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.

OTHER POSTS

<u>POST 30/70</u>	:	<u>CHIEF CONSTRUCTION PROJECT MANAGER (GRADE A) REF NO: 2026/314</u>
<u>SALARY</u>	:	R1 317 108 per annum, (all-inclusive salary package), Total package to be structured in accordance with the rules of the OSD
<u>CENTRE REQUIREMENTS</u>	:	Gqeberha Regional Office
	:	A minimum Engineering Degree (Built Environment field) or Equivalent qualification, with a minimum of 6 years' post qualification experience and registration with the relevant council (SACPCMP) as a Professional Construction Project Manager. Valid driver's license. Knowledge of Programme and Project Management. Project design and analyse, legal and operational compliance as well as the creation of a high-performance culture. Communication skills, problem solving skills, decision making skills, and conflict management skills. Research and development. Strategic capability and leadership. Financial management and computer skills. Negotiation skills.
<u>DUTIES</u>	:	Monitor the performance of project managers under his/her supervision. Mentor, develop and offer technical support to improve performance. Manage construction projects on his/her own, ranging from large scale capital projects to maintenance projects and service contracts. Ensure that the needs of the clients are well interpreted into manageable scopes of work. Procure the services of built environment professionals through stipulated supply chain management process. Coordinate the work of various professionals to ensure the required design and 14 documentation quality as well as delivery is in accordance with project execution plans. Coordinate all internal resources required to ensure the bidding process for appointment of contractors. Ensure that appointed consultants manage the quality of work within their professional scope and responsibility. Ensure that contractors timeously receive all relevant specifications and details to construct. Adjudicate all applications of variation orders and extensions of time and make recommendations to the approving authority within the Department. Process all interim monthly payments as per the conditions of contract and in line with the Government's commitment to pay invoices timeously. Prepare and submit project information to be filled to the Head of Directorate. Secure all required funding for the projects through internal set processes. Ensure that project information is filed appropriately for easy access during audit. Cultivate a culture for good working relationships with fellow colleagues within the Department.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. S. Jikeka Tel No: (041) 408 2074
	:	For Port Elizabeth Regional Office: email to: RecruitPE26-34@dpw.gov.za
<u>POST 30/71</u>	:	<u>CHIEF QUANTITY SURVEYOR (GRADE A): PROFESSIONAL SERVICES REF NO: 2026/315</u>
<u>SALARY</u>	:	R1 143 468 per annum, (all-inclusive salary package), Total package to be structured in accordance with the rules of the OSD
<u>CENTRE</u>	:	Gqeberha Regional Office

<u>REQUIREMENTS</u>	:	A Minimum Degree in Quantity Surveying or relevant qualifications with six (6) years post qualification quantity surveying experience required. A valid driver's licence. Compulsory registration with SA Council for Quantity Surveyors (SACQSP) as a Professional Quantity Surveyor. Must be prepared to travel. Willing to adapt work schedule in accordance with professional requirements. Extensive knowledge of all quantity surveying aspects of the building and construction environment. Knowledge of contract and building law to the extent applied in the quantity surveying profession. Ability to work with consultants, project managers, work managers, professionals and staff at various levels. Financial administration, programme and project management skills. Computer literacy, budgeting, numeracy skills. The ability to apply professional knowledge and experience. Planning, organizing, problem solving and decision-making skills. Good interpersonal relationships, analytical thinking and conflict management skills. Effective verbal and written communication skills. Cost Management skills. Must be highly motivated and able to work under stressful situations. Must be hardworking and solution orientated ability to design ideas without direction.
<u>DUTIES</u>	:	Provide standard in-house quantity surveying service in the regional service. To liaise and co-operate with the Directorate: Quantity surveying services in the professional services component in head Office. The standardization of quantity surveying matters. The provision of quantity surveying –related support and advice to project managers and work managers in the regional office and professional bodies. The auditing and verification of norms, variation orders as well as fee and final accounts on all projects executed by the region. The development and maintenance of the building cost database. The provision of budgetary and administrative support to the component. To visit building sites to review consultants' cash-flow projections and to assist and monitor progress on documented projects and services. The effective management of subordinates.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. S. L. Jikeka Tel No: (041) 408 2074
	:	For Port Elizabeth Regional Office: email to: RecruitPE26-35@dpw.gov.za
<u>POST 30/72</u>	:	<u>CONSTRUCTION PROJECT MANAGER REF NO: 2026/316 (X3 POSTS)</u>
<u>SALARY</u>	:	R914 517 per annum, (all-inclusive salary package), Total package to be structured in accordance with the rules of the OSD
<u>CENTRE REQUIREMENTS</u>	:	Gqeberha Regional Office
	:	A minimum National higher diploma (Built Environment field) with a minimum of 4 years and six months certified experience. B-Tech (Built Environment field) with a minimum of 4 years certified managerial experience. Honours degree in any Built Environment field with a minimum of 3 years' experience. Valid driver's license. Compulsory registration with the SACPCMP as a Professional Construction Project Manager on appointment. Computer literacy, Knowledge and understanding of the following Acts: Public Finance Management Act, Occupational Health and Safety Act as well as Building Regulations and Environmental Conservation Act, Knowledge and understanding of the Government Procurement System, Good planning, financial and budget skills, Sound analytical and good written and verbal communication skills; Knowledge and understanding of the JBCC and GCC form of contract.
<u>DUTIES</u>	:	Contribute to project initiation, scope definition and scope change control for envisaged projects. Full project management function, cost, quality and time control. Manage project cost estimates and control changes in line with allocated budgets. Plan and attend project meetings during the project phases. Assist with the compilation of projects documentation to support project processes. Implement project administration processes according to Government requirements. Ensure implementation of procurement activities and adherence thereof to Government policies. Provide assistance in implementing and assuring that project execution is in accordance with the approved project norms and time schedules. Support the project environment and activities to ensure that project objectives are delivered timeously. Manage and engage in multi-disciplinary construction teams regarding the construction/maintenance of facilities; Ensure that construction projects are implemented and executed as envisaged in the acquisition/procurement plan and that high-quality projects are delivered within time, cost and quality framework.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. S. Jikeka Tel No: (041) 408 2074
	:	For Port Elizabeth Regional Office: email to: RecruitPE26-36@dpw.gov.za

POST 30/73 : **ASSISTANT DIRECTOR: PROVISIONING AND LOGISTICS (SCM) REF NO: 2026/317**

SALARY
CENTRE
REQUIREMENTS

: R487 197 per annum
: Cape Town Regional Office
: A minimum of three-year tertiary qualification (NQF Level 06)/ National Diploma in Supply Chain Management, Procurement or related. Extensive years of experience in Supply Chain Management at a supervisor level, in particular Provisioning and Logistics Management, coupled with supervisory experience. A valid driver's license. Knowledge: Knowledge and understanding of Standard Charts of Accounts (SCOA), Basic Accounting System, Logis, Sage and Archibus. Knowledge and understanding of Public Finance Management Act (PFMA); Framework for Supply Chain Management, Treasury Regulations; Transport Policies and Procedures, Preferential Procurement Policy and Code of conduct for Supply Chain Management practitioners. Skills: Computer literacy; good interpersonal skills; decision making skills; presentations; communication skills (including report writing), Financial Management, relationship management. Personal Attributes: Ability to interact with clients and stakeholders; high ethical standards; able to conduct business with integrity and in a fair and reasonable manner; hard-working; highly motivated; ability to work effectively and efficiently under pressure; willing to adapt to work schedule in accordance with directorate's requirements.

DUTIES

: Ensuring effective operation of Provisioning and Logistics Unit. Ensure effective management of Fleet, subsidies vehicles, vehicle damages, substance travel and claim Mobile telecommunication devices, Labour savings devices machines – photo copiers machines, courier services. Ensure compliance with National Treasury Framework for travel and accommodation. Manage the maintenance of a proper invoice tracking system and payment process thereof. Ensure effective placement of procurement orders for miscellaneous goods and services. Assist with preparation of Interim and Annual Financial Statements. Assist with maintenance and registration of new supplier's banking details on LOGIS/ SAGE systems. Tracking and monitoring of directorate's budget. Ensure compliance with applicable National Treasury prescripts with regards to procurement of goods and services, Travel and Accommodation management. Ensure that all invoices are paid within 30 days. Assist with management of Transversal Contracts for Fleet Vehicles, Mobile telecommunication devices, Labour saving devices- photo copier machines, Courier Services. Management of Archives, Messenger services, and Switchboard operations. Ensure adherence to prescripts/ policies and provide advice to all Regional Units with regards to provisioning of goods and services as well as logistics services. Manage the sub directorate's office administration, respond to audit queries and as well as human resources.

ENQUIRIES
APPLICATIONS

: Ms. K Moko Tel No: (021) 402 2296
: For Cape Town Regional Office: email to: RecruitCPT26-59@dpw.gov.za

POST 30/74 : **SENIOR PERSONNEL PRACTITIONER: HUMAN RESOURCE DEVELOPMENT REF NO: 2026/318**

SALARY
CENTRE
REQUIREMENTS

: R413 001 per annum
: Nelspruit Regional Office
: A minimum of three-year tertiary qualification (NQF Level 06) / National Diploma in Human Resources Management, Human Resources Development, Public Management, Human Resource Training or equivalent qualification. Relevant years of experience in training and development practices. A Valid Driver's License. Knowledge of standards, practices, processes and procedures related to HR development; structure and functioning of the Department; Employment Equity Plan of the Department; regulatory framework related to HR development, including the Skills Development Act; Constitution of the RSA, Public Service Act and Regulations, Collective Agreements, Codes of Remuneration and the Public Finance Management Act; Basic numeracy; interpersonal and diplomacy skills; general administration and organizational skills; interpretation of policies; ability to undertake basic research/gather information; computer utilization; financial administration; change/diversity management; analytical thinking; problem solving skills; motivational skills; influencing skills; presentation skills; advanced negotiation skills; conflict management; communication and report writing abilities. Innovative; creative;

DUTIES

resourceful; ability to work under stressful situations; ability to communicate at all levels; people orientated; trustworthy; assertive; hard-working; self-motivated; ability to work independently.

: Support the skills development process with regard to; compliance with legislative requirements, the skills facilitation process, skills audit of regional competencies, development of individual development plans, development and implementation of the workplace skills plan, developing training plans and reports. Support the provisioning of education, development and training; support learnership and internship processes, ensure access to skills development opportunities on the basis of individual development plans, support the development and participation of mentors and coaches, facilitate induction programmes, facilitate the certification of successful learners, support the utilization of related service providers, maintain the skills development database, compile data on training statistics, perform nodal point activities related to skills development administrative functions, provide secretarial support to regional education, development and training committees. Assist in the administration of study support; facilitate and market the allocation of study support, administrate the allocation and management of bursaries. Support personnel performance management processes; facilitate and monitor respective performance management processes, provide support and advice to supervisors and managers on the administration of the performance management process in general, and particularly during performance reviews, appraisals and processing of performance bonuses and rewards, determine and analyse trends on performance management, including data/statistics on employment equity, support integration of performance management processes with related HR processes; facilitate the award of incentives for good performance and monitor the management of poor performance.

ENQUIRIES

: Mr. EK Nguyuza Tel No: (013) 753 6319

APPLICATIONS

: For Nelspruit Regional Office: email to: RecruitNEL26-18@dpw.gov.za

POST 30/75

: **ADMINISTRATION OFFICER: NYS & BUILDING MAINTENANCE REF NO:2026/319**

SALARY

: R338 106 per annum

CENTRE

: Nelspruit Regional Office

REQUIREMENTS

: A minimum of three-year tertiary qualification (NQF Level 06)/ National Diploma in Public Administration, Public Management, Business Management, Management Science or related. Appropriate relevant years of experience in office administration. Valid Driver's license. Skills & Competencies: Project Management skills, Communication and Facilitation skills. Language Proficiency: Report Writing, Financial Administration, Computer skills, Negotiation skills and Time Management. Knowledge: project management, construction industry, construction contracting, EPWP programme, structure and functioning of the department. Resourceful, energetic, flexible, helpful, ability to work effectively and efficiently under sustained pressure. Ability to meet tight deadlines whilst delivering excellent results, assertive, hard-working, highly motivated and ability to work independently.

DUTIES

: Provide administrative support in the recruitment and planning of EPWP infrastructure sector programmes: - Participate in regional bid specification and evaluation committees to provide guidance and ensure adherence to EPWP compliance requirements. Prepare logistics for the recruitment of NYS learners. Compile and communicate training needs identified for NYS learners. Develop and maintain accurate database of learner records. Provide projects administrative support services to all spheres of government and SOE's: - Prepare status reports on project information received. Prepare minutes of meetings held with internal and external stakeholders. Prepare NYS documentation and liaise with stakeholders to ensure learner stipends are paid. Conduct public body visits and project site visits for monitoring and data collection and prepare site visit reports. Prepare logistics for EPWP workshops and graduation ceremonies. Participate in capacity building workshops to ensure compliance to EPWP requirements. Attend to and resolve learners' queries timeously. Manage and continuously improve EPWP reporting and data integrity: - Create and maintain an accurate record management system. Compile project data according to reporting standards for capturing on the EPWP Reporting System. Monitor and analyse NDPWI projects captured on ERS. Submit monthly status reports. Assist in audit matters. Render general

administrative and clerical support services to the component: - Provide supply chain clerical support services. Monitor the communication and administer the flow of information and documents in the office. Maintain the filing system and records keeping for projects documents and the unit where required. Maintain a leave register for the component. Provide financial administration support services. Capture and update component expenditure. Handle telephone accounts and petty cash for the component. Manage and coordinate travel arrangements.

<u>ENQUIRIES</u>	:	Ms KM Mkansi Tel No: (013) 753 6351
<u>APPLICATIONS</u>	:	For Nelspruit Regional Office: email to: RecruitNEL26-19@dpw.gov.za
<u>POST 30/76</u>	:	<u>ADMINISTRATIVE CLERK: HELPDESK AND COMPLAINTS REF NO: 2026/320</u>
<u>SALARY</u>	:	R237 453 per annum
<u>CENTRE</u>	:	Gqeberha Regional Office
<u>REQUIREMENTS</u>	:	A minimum of Grade 12 or equivalent qualification. No experience required. Willing to adapt work schedule in accordance with office requirements and must be committed to designated tasks. Must have Computer Literacy, Communication, Organizing, Interpersonal, Numeracy, Accounting, Diplomacy and the ability to follow Pro-active and creative Problem-solving approach skills. Knowledge of the PFMA and Treasury Regulations. Must be self-motivated, hardworking, ability to work independently, assertive, punctual, people orientated, ability to work under pressure, be resourceful, a team player, trustworthy and patient. Knowledge of Works Control Systems (WCS) / Logis / Archibus will serve as an advantage.
<u>DUTIES</u>	:	Follow up on of outstanding complaints and address enquiries to ensure service delivery is being maintained. Provide a meeting management service by assisting with the planning of the diary for the unit and managers, facilitating the booking of venue(s), taking and distributing minutes of meetings. Perform travel arrangements for managers in line with directives. Prepare S&T's for approval by relevant sections. Administer the procurement of goods and services for the sub-directorate. Liaise with internal executing units on accommodation related services as required. Updating and filing of record systems for Human Resources of the unit and accommodation Procurement Instructions. Furnish information for reports for internal and external clients. Assist the region in the administration of the Archibus system as and when required.
<u>ENQUIRIES</u>	:	Ms. N. Ncapayi Tel No: (041) 408 2374
<u>APPLICATIONS</u>	:	For Port Elizabeth Regional Office: email to: RecruitPE26-37@dpw.gov.za