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

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 29 OF 2026
DATE ISSUED 14 AUGUST 2026

1. **Introduction**

1.1 This Circular is, except during December, published on a weekly basis and contains the advertisements of vacant posts and jobs in Public Service departments.

1.2 Although the Circular is issued by the Department of Public Service and Administration, the Department is not responsible for the content of the advertisements. Enquiries about an advertisement must be addressed to the relevant advertising department.

2. **Directions to candidates**

2.1 Applications on form Z83 with full particulars of the applicants' training, qualifications, competencies, knowledge and experience (on a separate sheet if necessary or a CV) must be forwarded to the department in which the vacancy/vacancies exist(s). **NB: PROSPECTIVE APPLICANTS MUST PLEASE USE THE NEW Z83 WHICH IS EFFECTIVE AS AT 01 JANUARY 2021.**

2.2 Applicants must indicate the reference number of the vacancy in their applications.

2.3 Applicants requiring additional information regarding an advertised post must direct their enquiries to the department where the vacancy exists. The Department of Public Service and Administration must not be approached for such information.

2.4 It must be ensured that applications reach the relevant advertising departments on or before the applicable closing dates.

3. **Directions to departments**

3.1 The contents of this Circular must be brought to the attention of all employees.

3.2 It must be ensured that employees declared in excess are informed of the advertised vacancies. Potential candidates from the excess group must be assisted in applying timeously for vacancies and attending where applicable, interviews.

3.3 Where vacancies have been identified to promote representativeness, the provisions of sections 15 (affirmative action measures) and 20 (employment equity plan) of the Employment Equity Act, 1998 should be applied. Advertisements for such vacancies should state that it is intended to promote representativeness through the filling of the vacancy and that the candidature of persons whose transfer/appointment will promote representativeness, will receive preference.

3.4 Candidates must be assessed and selected in accordance with the relevant measures that apply to employment in the Public Service.

4 SMS pre-entry certificate

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

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

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ANNEXURE A

DEPARTMENT OF BASIC EDUCATION

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

APPLICATIONS	:	Submitted via post to: Private Bag X895, Pretoria, 0001 or hand-deliver to: The Department of Basic Education, 222 Struben Street, Pretoria or you can email your application Sechele.O@dbe.gov.za/Monyela.N@dbe.gov.za/Segowa.M@dbe.gov.za/Kumalo.N@dbe.gov.za. Please visit the Department of Education's website at www.education.gov.za
CLOSING DATE	:	28 August 2026
NOTE	:	Applications must be submitted on the most recently approved Z83 Application for Employment Form, obtainable from the DBE Website or any Public Service Department/Webpage. Use of the old Z83 Form will result in disqualification. The Z83 must be completed in full and page 2 duly signed. A clear indication of the post and reference number that is being applied for must be indicated on your Z83. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 with a detailed Curriculum Vitae (only). Certified copies of qualifications and other relevant documents will be requested from shortlisted candidates on or before the day of the interview. Successful candidates will be subjected to Personnel Suitability Checks (criminal record, citizenship & financial/asset record checks, qualification and employment verification including social media profiles). Appointment is subject to positive results of the security clearance process. The successful candidate will be required to sign an annual performance agreement and, where applicable, annually disclose his/her financial interests. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with. Applicants who do not comply with the requirements outlined above will not be considered. A Pre-entry Certificate for the Senior Management Service (SMS) (Nyukela Certificate) is required for all SMS appointments; the full details of the outlined requirements and course information can be sourced by following the link https://www.thensg.gov.za/training-course-SMS-pre-entry programme. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process

MANAGEMENT ECHELON

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

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

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

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

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

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

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

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

ANNEXURE B

DEPARTMENT OF CORRECTIONAL SERVICES

APPLICATIONS : **Eastern Cape Region**: The Regional Commissioner Eastern Cape. Recruitment Section, P/Bag X9013, East London OR hand deliver at: Moore Street, Block E Ocean Terrace Quigney, East London, 5211. Contact persons: Ms Myataza Z (043) 706 7866/Ms Mgugudo N (043) 706 7882.
Free State and Northern Cape Region: The Regional Commissioner Free State and Northern Cape, Recruitment Section, P/Bag X20530, Bloemfontein, 9300 OR hand deliver at: 103 Zastron Street, Agrimed Building, Bloemfontein, 9300. Contact persons: Ms Mokuni NJ / Ms Molutsoane N/ Ms Radebe T / Ms. Ramncwana B (082) 306 9027.
Gauteng Region: The Regional Commissioner Gauteng, Recruitment Section, P/Bag X393, Pretoria, 0001 OR hand deliver at: 1077 Forum East Building, Arcadia Street, Hatfield. Contact persons: Ms Monguai EN (012) 420 0174/Ms Feni SAP (012) 420 0173/ (012) 420 0179.
KwaZulu-Natal Region: The Regional Commissioner: KwaZulu-Natal, Recruitment Section, P/Bag X9126, Pietermaritzburg, 3201 OR hand deliver at: Correctional Services, Eugene Marais Road, Napierville, Pietermaritzburg, 3201. Contact persons: Ms Zuma NI (033)355 7386 / Ms Mbhele S (033) 345 7375 /Ms Mkhize AL (033) 345 7370 / Ms Sibisi NSP (033) 345 7369.
Applications for the below positions can also be submitted online at: https://careers.dcs.gov.za/. Candidates must comply with the minimum appointment requirements. CV's should be aligned to reflect one's degree of compliance with the advertisement requirements and responsibilities.

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

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

OTHER POSTS

POST 29/03 : **CHAIRPERSON**

SALARY : A member of the Board will be remunerated on monthly rates based on category D sub-category D1 of the remuneration of statutory boards as defined by National Treasury.

CENTRE : **Eastern Cape region:**
Amathole Ref No: EC 2026/08/01
East London Ref No: EC 2026/08/02
Cradock Ref No: EC 2026/08/03
Kirkwood Ref No: EC 2026/08/04
Mthatha Ref No: EC 2026/08/05
Sada Ref No: EC 2026/08/06
St Albans Ref No: EC 2026/08/07
Gauteng region:
Krugersdrop Ref No: GP 2026/08/01
Leeuwkop Ref No: GP 2026/08/02 (X2 Posts)
Johannesburg Ref No: GP 2026/08/03
KwaZulu-Natal region:
Durban Ref No: KZN 2026/08/01 (X2 Posts)
Kokstad Ref No: KZN 2026/08/ 02
Piermaritzburg Ref No: KZN 2026/08/03
Ncome Ref No: KZN 2026/08/04
Waterval Ref No: KZN 2026/08/05
Glencoe Ref No: KZN 2026/08/06
Empangeni Ref No: KZN 2026/08/07

REQUIREMENTS : A recognised and appropriate NQF level 7 qualification in any Criminal Justice field, Social Sciences or related. Previous 5 years' experience in management or decision-making position. Demonstrable experience of and ability to conduct effective evidence-based decision making, weighing facts and evidence, analysing and critically evaluating large volumes of complex information and identifying key issues, within tight deadlines and working on your own initiative. Demonstrable independence of mind and sound judgement, with the ability to make evidence-based decisions that are accurately documented. Excellent interpersonal skills: the ability to gain respect and maintain rapport through effective communication and influencing skills – with the confidence to challenge opinions where necessary, work collegiately and resolve differences to reach sound decisions. Excellent communication skills, both written and oral: the ability to communicate sensitively and effectively with a wide range of individuals, varying your approach as necessary and treating others with respect, to listen actively and evaluate replies in order to probe issues. Excellent written skills: the ability to draft well-formed written reports that summarise evidence in support of a decision or recommendation. Demonstrable high standards of corporate and personal integrity and conduct, such as a strong commitment to fairness, equality and the ethos of supporting the wider public or community good through your contributions. High levels of time management, organisational and administrative skills, together with strong personal motivation and commitment to professional self-development. Evidence of experience of any aspect of the criminal justice system and an understanding of the importance of the victim's perspective. Previous experience in management or decision-making position.

DUTIES : Responsibilities: Analyse and critically evaluate information in order to identify continuing risk/dangerous-ness in an individual offender's case, where information may come from a variety of sources including electronic and paper documents, electronic updates and evidence given at oral hearings. Apply knowledge and judgement to offenders' cases in order to decide whether they can safely be released into the community and to set conditions where release is appropriate. Oversee the hearing of cases in order to assess risk. Work collaboratively with other parole members in order to make judgments about the available evidence and to provide a concise and structured summary of relevant factors in reaching a decision or recommendation. Facilitate report writing, draft reasoned summaries and decisions. Be an effective ambassador for the Parole Board when representing it at hearings or any other event. Facilitate administrative roles associated with preparation for hearings, hearings and revocations/cancellations, public education on parole, and

facilitate the invitation of victims to hearings, including court attendance as a result of litigation by offenders.

ENQUIRIES : **Eastern Cape Region**: Ms Myataza Z Tel No: (043) 706 7866/Ms Mgugudo N Tel No: (043) 706 7882.
Gauteng Region: Ms Monguai EN (012) 420 0174/Ms Feni SAP Tel No: (012) 420 0173/ Tel No: (012) 420 0179.
KwaZulu-Natal Region: Ms Zuma NI (033)355 7386 / Ms Mbhele S (033) 345 7375 /Ms Mkhize AL (033) 345 7370 / Ms Sibisi NSP Tel No: (033) 3457369.

NOTE : Term of office will be for a period of five (5) years or as may be determined by the Minister in line with Section 74 (7) of the Correctional Services Act, Act 111 of 1998.

POST 29/04 : **VICE-CHAIRPERSON**

SALARY : A member of the Board will be remunerated on monthly rates based on category D sub-category D1 of the remuneration of statutory boards as defined by National Treasury.

CENTRE : **Eastern Cape region:**
Amathole Ref No: EC 2026/08/08
East London Ref No: EC 2026/08/09
Cradock Ref No: EC 2026/08/10
Kirkwood Ref No: EC 2026/08/11
Mthatha Ref No: EC 2026/08/12
Sada Ref No: EC 2026/08/13
St Albans Ref No: EC 2026/08/14
Free State and Northern Cape Region:
Upington Ref No: FSNC 2026/08/01
Gauteng region:
Krugersdrop Ref No: GP 2026/08/04
Leeuwkop Ref No: GP 2026/08/05 (X2 Posts)
KwaZulu Natal region:
Durban Ref No: KZN 2026/08/08 (X2 Posts)
Kokstad Ref No: KZN 2026/08/09
Piermaritzburg Ref No: KZN 2026/08/10
Ncome Ref No: KZN 2026/08/11
Waterval Ref No: KZN 2026/08/12
Glencoe Ref No: KZN 2026/08/13
Empangeni Ref No: KZN 2026/08/14

REQUIREMENTS : A recognized and appropriate NQF level 7 qualification in any Criminal Justice field, Social Sciences or related. Proven 3 years supervisory role or community leadership experience as well as active involvement in community-based structures. Commitment to a corruption free administration. A good standing with the community with extensive life experience. Proven special interest in the Criminal Justice System.

DUTIES : Responsibilities: Chair meetings in the absence of the Chairperson. Sign documents in the absence of the Chairperson. Participate in the analysis and evaluation of information in order to identify continuing risk/dangerousness in an individual offender's case, where information may come from a variety of sources, including electronic, paper documents, electronic updates and evidence given at oral hearings. Apply knowledge and judgement to offenders' cases in order to decide whether they can safely be released into the community and recommend appropriate conditions where release is appropriate. Participate in the hearing of cases in order to assess risk while working collaboratively in making judgements about the available evidence and formulate a concise and structured summary of relevant factors to aid in reaching a decision or recommendation. Participate in report writing, assist in drafting seasoned summaries and assist the Chairperson in recommending a decision. Be an effective ambassador for the Parole Board when representing it at hearings or any other event.

ENQUIRIES : **Eastern Cape Region**: Ms Myataza Z Tel No: (043) 706 7866/Ms Mgugudo N Tel No: (043) 706 7882.
Free State and Northern Cape Region: Ms Mokuni NJ / Ms Molutsoane N/ Ms Radebe T / Ms. Ramncwana B at (082) 306 9027.
Gauteng Region: Ms Monguai EN Tel No: (012) 420 0174/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179.

KwaZulu-Natal Region: Ms Zuma NI Tel No: (033) 355 7386 /Ms Mbhele S Tel No: (033) 345 7375 /Ms Mkhize AL Tel No: (033) 345 7370 / Ms Sibisi NSP Tel No: (033) 345 7369.

NOTE : Term of office will be for a period of five (5) years or as may be determined by the Minister in line with Section 74 (7) of the Correctional Services Act, Act 111 of 1998.

POST 29/05 : **COMMUNITY MEMBER**

SALARY : A member of the Board will be remunerated on monthly rates based on category D sub-category D1 of the remuneration of statutory boards as defined by National Treasury.

CENTRES : **Eastern Cape region:**
Amathole Ref No: EC 2026/08/15 (X2 Posts)
East London Ref No: EC 2026/08/16 (X2 Posts)
Cradock Ref No: EC 2026/08/17 (X2 Posts)
Kirkwood Ref No: EC 2026/08/18 (X2 Posts)
Mthatha Ref No: EC 2026/08/19 (X4 Posts)
Sada Ref No: EC 2026/08/20 (X2 Posts)
St Albans Ref No: EC 2026/08/21 (X2 Posts)
Gauteng region: Baviaanspoort Ref No: GP 2026/08/06 (X3 Posts)
Krugersdrop Ref No: GP 2026/07/07 (X2 Posts)
Johannesburg Ref No: GP 2026/08/08
KwaZulu Natal region:
Durban Ref No: KZN 2026/08/15 (X2 Posts)
Kokstad Ref No: KZN 2026/08/16 (X2 Posts)
Piermaritzburg Ref No: KZN 2026/08/17 (X2 Posts)
Ncome Ref No: KZN 2026/08/18 (X2 Posts)
Waterval Ref No: KZN 2026/08/19 (X2 Posts)
Glencoe Ref No: KZN 2026/08/20 (X2 Posts)
Empangeni Ref No: KZN 2026/08/21 (X2 Posts)

REQUIREMENTS : Recognized degree or national diploma in one of the following fields: Criminal Justice, Community Development, Social Science, Policing or Human Rights related field. 5 years' experience in community development work and/or Criminal Justice. Previous experience in a decision making capacity will be advantageous. Retired professionals are encouraged to apply. Competencies And Attributes: Communication. Client orientation and customer focus. Problem solving and analysis. Decision making. Integrity and honesty. Confidentiality. Good interpersonal relations. Understanding of the Parole Board System.

DUTIES : Responsibilities: The successful candidates will be responsible to attend and participate in the decision making role in Parole Board hearings. Act as a facilitator of community reintegration on the part of offenders. Protect the interest of the community, offenders and the state. Ensure objective and fair application of the release policy. Perform ad-hoc tasks as determined by the Board. Ensure confidentiality in terms of Parole Board meetings, decisions and documentation.

ENQUIRIES : **Eastern Cape Region**: Ms Myataza Z Tel No: (043) 706 7866/Ms Mgugudo N Tel No: (043) 706 7882.
Gauteng Region: Ms Monguai EN Tel No: (012) 420 0174/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179.
KwaZulu-Natal Region: Ms Zuma NI Tel No: (033)355 7386 / Ms Mbhele S Tel No: (033) 345 7375 /Ms Mkhize AL Tel No: (033) 345 7370 / Ms Sibisi NSP Tel No: (033) 345 7369.

NOTE : Term of office will be for a period of five (5) years or as may be determined by the Minister in line with Section 74 (7) of the Correctional Services Act, Act 111 of 1998.

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.

CLOSING DATE : 28 August 2026 at 16:00

NOTE : All attachments for online application must include an application form Z83 and CV only combined, in PDF and as one attachment. Zipped, IMG and JPEG documents will not be accepted. indicate the correct job title and the reference number of the post on the subject line of your email. Use the correct email address associated with the post. Failure to do so, your application will be disqualified. Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using the incorrect application for employment (old Z83) will not be considered. Each post(s) advert must be accompanied by its own application form for employment and must be fully completed, initialled and signed by the applicant as instructed below. Failure to fully complete, initial and sign the Z83 form will lead to disqualification of the application during the selection process. All fields of Section A, B, C and D of the Z83 must be completed in full. Section E, F, G (Due to the limited space on the Z83 it is acceptable for applicants to indicate refer to CV or see attached. However, the question related to conditions that prevent re-appointment under Part "F" must be answered and declaration signed. Only an updated comprehensive CV with detailed experience if any and a completed and signed new Z83 application form is required. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following the communication from Human Resources and such qualification(s) and other related document(s) will be in line with the requirements of the advert. Non-RSA Citizens/Permanent Resident Permit holders in possession of foreign qualifications must be accompanied by an evaluation report issued by the South African Qualification Authority (SAQA) (only when shortlisted). Applicants who do not comply with the abovementioned instructions/ requirements, as well as applications received late will not be considered. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Please note by responding to the advertisement, you consent to the collection, processing, and storing of your Personal Information in accordance with the Protection of Personal Information Act(POPIA) Your information will be used soley for the purpose of this promotion and will not be shared with third parties without prior consent unless required by law. The Department reserves the right not to make any appointment(s) to the below advertised post(s). The Department is an equal opportunity affirmative action employer. The Employment Equity Plan of the Department shall inform the employment decision. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s)

OTHER POSTS

POST 29/06 : **ASSISTANT DIRECTOR: LABOUR MARKET INFORMATION & STATISTICS REF NO: HR4/4/6/40**

SALARY : R605 749 per annum

CENTRE : Provincial Office: Limpopo

REQUIREMENTS : Three (3) year relevant qualification in Public Administration/Public Management/ Monitoring and Evaluation/ an Advance Diploma in Monitoring and Evaluation at NQF Level 6 as recognized by SAQA. Four (4) years functional experience in Performance Management/ Statistics Services/

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

NOTE	:	EE target- Priority will be given to African Males, Coloured Males, Coloured Females, Indian Males, White Males and White Females
POST 29/09	:	**HUMAN RESOURCE CLERK: HUMAN RESOURCE MANAGEMENT REF NO: HR4/4/8/5** (Three (3) Year Contract)
SALARY	:	R237 453 per annum, plus 37% in lieu of benefits
CENTRE	:	Provincial Office Free State
REQUIREMENTS	:	Grade 12 certificate or equivalent. No experience required. Knowledge: PERSAL, HR information management systems, knowledge of registry duties, practices as well as the ability to capture data and operate computer, working knowledge and understanding of the legislative framework governing the Public Service, knowledge of storage and retrieval procedures in terms of the working environment, understanding of the work in registry. Skills: Communication, Computer literacy, Innovative/Creative, Presentation, Report writing, Time management, Organizing and Planning, Problem Solving.
DUTIES	:	Implement human resource administration practices (Recruitment and Selection). Implement conditions of service (Leave, Housing, Medical, Injury on Duty, Long Service Recognition, Overtime, Relocation, Pension, Allowances, PILIR or etc.). Facilitate performance management function. Address human resource administration enquiries.
ENQUIRIES	:	Mr SZ Segalo Tel No: (051) 505 6206
APPLICATIONS	:	Chief Director: Provincial Operations: Private Bag X522, Bloemfontein, 9300 Or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein OR email: jobs-fs9@labour.gov.za
FOR ATTENTION	:	Sub-directorate: Human Resources Operations, Free State

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.

MANAGEMENT ECHELON

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

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

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

OTHER POSTS

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

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

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

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

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

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

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

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

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

POST 29/12 : **SENIOR SPECIALIST: GREEN HOUSE GAS REPORTING – ENERGY SECTOR REF NO: CCAQ08/2026**
(Fixed-term 3 Years contract)

SALARY : R1 317 384 per annum, (all-inclusive salary package)
CENTRE : Pretoria
REQUIREMENTS : Master's Degree (NQF 9) in Chemical Engineering, Natural or Environmental Sciences or relevant qualification as recognised by SAQA. Five (5) years' experience in the relevant field. Knowledge of environmental and development issues (globally, regionally, locally). Good understanding and knowledge of emission and sequestration processes, as well as sources and sinks in the respective sectors. Programme and Project Management. Knowledge of industrial processes and their related greenhouse gas emissions. Ability to conduct greenhouse gas emission reviews. Understanding of South Africa's greenhouse gas emission profile and climate change mitigation. Extensive knowledge of climate change mitigation issues, including legal and policy frameworks and other barriers, the economics and technical requirements of low carbon development. Ability to conduct research, gather and analyse information. Knowledge of atmospheric chemistry and industry process applications. Data collection and analysis. Modelling and coordination. Good communication (written and spoken), analytical, organisational and report writing skills. Information Management. Sense of responsibility and loyalty.

DUTIES : Conduct Report Verification for Carbon Tax. Conduct technical verification and review of company-level GHG reports to support carbon tax validation processes for the IPPU and Waste. Assess the completeness, accuracy, and methodological appropriateness of emissions data submitted by regulated entities. Evaluate verification statements and independent assessor reports to ensure compliance with regulatory requirements. Collaborate with relevant authorities to ensure alignment between reported emissions, carbon tax submissions, and national inventory data. Provide Technical Leadership and Inventory Management for the Energy Sectors. Lead the development, compilation, and enhancement of GHG inventories for the Energy in accordance with IPCC guidelines and UNFCCC reporting requirements. Oversee methodological selection, emission factor development, and activity data management to ensure scientific robustness. Support the allocation of carbon budgets for companies in the energy sector. Support the development of GHG emissions accounts. Conduct Green House Gas emissions scenario modelling and analysis. Support the development and application of emissions projection models for the Energy sectors to inform national mitigation pathways. Analyse baseline and alternative emissions scenarios to assess the potential impact of policies, regulations, and technological interventions. Collaborate with modelling teams, research institutions, and policy units to ensure consistency between inventory data and projections. Conduct research studies and implement funding initiatives. Guide and coordinate research studies aimed at improving emissions estimation, emission factors, mitigation options, and data systems for the Energy sectors. Identify priority research

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

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

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

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

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

POST 29/13 : **SENIOR SPECIALIST: LAND USE, LAND USE CHANGE AND FORESTRY INVENTORY REF NO: CCAQ09/2026**
(Fixed-term 3 Years contract)

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

CENTRE : Pretoria

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

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

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

POST 29/14 : **SENIOR SPECIALIST: CARBON TAX AND EMISSIONS TRADING REF NO: CCAQ10/2026**
(Fixed-term - 3 Years)

SALARY : R1 317 384 per annum, (all-inclusive salary package)
CENTRE : Pretoria
REQUIREMENTS : Master's Degree (NQF 9) in Chemical Engineering, Natural or Environmental Sciences or relevant qualification as recognized by SAQA. Five (5) years' experience in the relevant field. Knowledge of environmental and development issues (globally, regionally, locally). Good understanding of emissions estimation methodologies for industrial processes. Ability to conduct research. Knowledge of independent verification processes. Programme and Project Management. Knowledge of carbon tax legislation, GHG reporting. Data collection and analysis. Knowledge of corporate GHG reporting frameworks, GHG Protocol, Corporate Accounting and reporting standards, GRI Standards. Good analytical and mathematical competency. Knowledge of Climate change mitigation issues, including legal and policy frameworks, economics and technical aspects of low-carbon development, and carbon finance. Ability to gather and analyse information. Modelling and coordination. Good communication (written and spoken), analytical, organisational and report writing skills. Information Management. Sense of responsibility and loyalty.

DUTIES : Oversee the implementation and administration of the Carbon Tax. Coordinate with SARS for carbon tax verification processes. Work with SARS to ensure the Carbon Tax- Carbon Budget compliance accounting system is working efficiently and errors are avoided. Facilitate workshops and consultations to improve reporting quality and compliance. Represent the department in intergovernmental and technical forums on GHG reporting and carbon tax. Manage and implement data validation and verification procedures. Oversee the reviews of GHG emissions reports submitted by regulated entities. Validate data accuracy against prescribed methodologies under the Climate Change Act and Carbon Tax Act. Oversee the Identification discrepancies and initiate corrective actions with data providers. Prepare verification reports for internal use and for SARS to support carbon tax liability assessments. Prepare an annual report on the state of carbon tax/trading emissions accounting containing recommendations for continuous improvement. Implement Quality Assurance and Quality Control measures within data systems. Design and implement robust Quality Assurance/Quality Control protocols for emissions data. Conduct periodic audits of data systems and reporting processes. Train internal teams and external stakeholders on QA/QC standards. Develop Emission Methodologies. Guide the development, refinement, and implementation of emissions reporting methodologies, tools, and sector-specific approaches for regulated activities. Provide technical guidance and clarification to industry on emissions estimation methods, data quality requirements, and reporting obligations. Strengthen emissions reporting

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

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

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

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

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

POST 29/15 : **DEPUTY DIRECTOR: FORESTRY TRANSFER REF NO: FOM55/2026**

SALARY : R1 101 468 per annum

CENTRE : Pretoria

REQUIREMENTS : National Diploma (NQF6) in Forestry or relevant qualification within the related field as recognised by SAQA. A minimum of five (5) years' experience in Forestry or related field of which three (3) years should be at an entry/junior managerial level (Assistant Director level or equivalent). All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Extensive knowledge of National Forest Act 1998 (Act 84 of 1998), National Veld and Forest Fire Act 1998 (Act 101 0f 1998), NEMA, NEMBA, Protected Areas, Land Reform Legislations and other Environmental

		legislations including Public Finance Regulations, Public Service Regulations, and PFMA. Knowledge of Forestry and Environmental Management Sector. Knowledge of Enumeration for collection of data. Knowledge of Project Management and Financial Management. People Management and Leadership skills. Planning and Organizing skills. Facilitation and Negotiation skills. Excellent Communication skills (verbal, presentation, awareness raising and report writing). Ability to work with difficult persons and to resolve conflict. Ability to work independently and efficiently under pressure. A valid driving license and willing to travel.
DUTIES	:	Develop and review state forest transfer models, frameworks, guidelines and tools. Facilitate the implementation of the forest transfer framework. Facilitate post settlement support in terms of the transfer of state forest. Identify key stakeholders on the transfer agreement. Mobilise funding on behalf of beneficiaries Develop and negotiate the conclusion of forest transfer agreements. Consult internal and external stakeholders in terms of transfer matters. Obtain legal opinion on the transfer agreement. Develop frameworks and guidelines for post settlement support.
ENQUIRIES	:	Ms.T Dlungwana Tel No: (012) 309 5705
APPLICATIONS	:	All applications to be submitted online on the following link: https://erecruitment.environment.gov.za/
NOTE	:	Interested applicants must submit their applications via the above link. Applicant must ensure that they complete all sections on the online Z83 and attached a detailed CV with at least three (3) contactable references. Failure to complete or disclose all required information will automatically disqualify the applicant. No late applications will be accepted. Shortlisted candidates will be required to submit certified copies of qualifications, identity document and driver's license on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the Department's equity plan. Persons with disabilities are encouraged to apply. Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Short-listed candidates will be expected to avail themselves at the Department's convenience. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG) prior to appointment. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: https://www.thensg.gov.za/training-course/sms-pre-entryprogramme. Furthermore, Shortlisted candidates must provide proof of successful completion of the course. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Following the interview and technical passement for all SMS posts, the Selection Panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the implementation of competency-based assessments. Persons appointed will be subjected to a security clearance, the signing of performance agreement and employment contract. The Department reserves the right not to make an appointment. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful. By submitting the employment application form, you agree and consent in terms of Section 11(1) of the Protection of Personal Information Act (POPIA), 2013 (Act 4 of 2013), for your personal information which you provide to the DFFE to being processed by the department and its employees, agents, Cabinet committees, and subcontractors for recruitment purposes, in accordance with the POPIA of 2013.
CLOSING DATE	:	31 August 2026, 16:00. No late application will be accepted

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

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

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

POST 29/17 : **DEPUTY DIRECTOR: INTERNATIONAL COORDINATION SUPPORT REF NO: CCAQ11/2026**

SALARY : R932 292 per annum
CENTRE : Pretoria
REQUIREMENTS : National Diploma (NQF6) in Public Management/Administration/Business Administration or relevant qualification within the related field as recognized by SAQA. A minimum of five (5) years' experience in the related field of which three (3) years should be at an entry/junior managerial level (Assistant Director level or equivalent). Knowledge of international relations and diplomacy. Good command of written and oral English and any other official language. Knowledge of strategic coordination/planning, business planning, report, professional writing and policy development. Knowledge and understanding of business process management, organization, performance management, risk management and audit procedures. Understanding of project management. Good understanding of administrative procedures and quality control of documents. Knowledge of government policies and legislations such as PAJA, PAIA, PFMA and other Financial Management and associated prescripts. Planning and organizing skills, facilitation skills, communication skills, technical writing skills and interpersonal relations. Computer literacy. Ability to collaborate effectively with stakeholders at various levels. Ability to work independently and in a team. Proactive approach to meeting deadlines and delivering results with limited supervision. Sense of responsibility and loyalty.

DUTIES : Ensure provision of Departmental international focal point administration, international cooperation communication and information management and dissemination. Provide Departmental international focal point services for Multi-lateral Agreements and other international conventions. Ensure the management and dissemination of international cooperation information. Ensure provision of delegation support for international engagements. Oversee the logistical arrangements to support South African delegations to effectively participate in international engagements. Manage the coordination and administration of international travel programmes for the Department. Ensure provision of general support services for the Chief Directorate. Manage the Chief Directorate inputs into the development of the Branch APP. Facilitate the submission of PMDS documents of officials within the Chief Directorate and ensure compliance with PMDS. Monitor and provide oversight into the Chief Directorate financial expenditure. Provide procurement support services for the Chief Directorate. Coordinate and provide support for international projects and implementation.

ENQUIRIES : Mr. S Mangold Tel No: (012) 399 9243

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

organising, planning and presentation skills. Good communication (verbal and written) and interpersonal skills. Ability to work under pressure and long hours.

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

ENQUIRIES : Mr. M Mphahlele at 067 422 3734

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

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

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

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

POST 29/19 : **DEPUTY DIRECTOR: PERFORMANCE MANAGEMENT REF NO:CMS30/2026**

SALARY : R932 292 per annum
CENTRE : Pretoria
REQUIREMENTS : National Diploma (NQF6) in Human Resource Management or relevant qualification as recognized by SAQA. A minimum of five (5) years' experience in Human Resource Management with specific reference to Performance Management, of which three (3) years should be at an entry/junior managerial level (Assistant Director level or equivalent), PERSAL certificate and a valid Driver's license will serve as an added advantage. Computer literacy Skills that would include a good working knowledge of Microsoft Office products, especially Microsoft Excel, PowerPoint, Outlook, SharePoint, MS Forms, OneDrive, MS Teams and Word. Knowledge of SMS handbook, Public Service Regulation as amended, Public Service Act as amended, Collective Agreements, DPSA directives and other Human Resource Prescripts. Knowledge of administrative procedures, and project management. Good communication skills (verbal and written). Experience in PERSAL system. Knowledge of Financial Administration skills, Supervisory skills, Planning and organizing, Communication skills both verbal and written, and problem-solving skills, Presentation skills, Accuracy, thoroughness, and ability to detect errors, Ability to prioritize and meet deadlines, good working interpersonal skills, Customer service orientation, and flexibility. Ability to work under pressure, Ability to delegate, Ability to establish controls and monitor tasks. Ability to work with difficult persons and to resolve conflict. Willingness to travel. Sense of responsibility, loyalty and honesty.

DUTIES : Manage and facilitate the PMDS processes of submission of Performance Agreements, Mid-term assessments, Annual assessments and probation reports for both members of Senior Management Service (SMS) and non-SMS. Ensure quality assurance of SMS and non-SMS Performance Agreements, Mid-term assessments, Annual assessments and probation reports. Administer SMS and non-SMS moderation processes, manage databases, implementations on PERSAL, and appoint committees. Effective facilitation of the implementation of the incentive framework and collective agreements, including OSD and non-OSD. Ensure that awareness and training sessions on PMDS are conducted. Manage the administration of the PMDS online system and other digital platforms. Ensure accurate data capturing, reporting, and provide reports to Management. Manage dispute resolution or disagreement processes emanating from Performance Agreements, Mid-term assessment, Annual assessment, and probation reports. Provide technical advice to stakeholders and management.

ENQUIRIES : Ms I Qaqane Tel No: (012) 399 8850
APPLICATIONS : All applications to be submitted online on the following link: https://erecruitment.environment.gov.za/

NOTE : Interested applicants must submit their applications via the above link. Applicant must ensure that they complete all sections on the online Z83 and attached a detailed CV with at least three (3) contactable references. Failure to complete or disclose all required information will automatically disqualify the applicant. No late applications will be accepted. Shortlisted candidates will be required to submit certified copies of qualifications, identity document and driver's license on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the Department's equity plan. Persons with disabilities are encouraged to apply. Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Short-listed candidates will be expected to avail themselves at the

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

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

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

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

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

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

ENQUIRIES : Mr. L May Tel No: (012) 399 9245

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

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

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

POST 29/21 : **DEPUTY DIRECTOR: EMPLOYEE AND HEALTH WELLNESS REF NO:CMS32/2026**

SALARY : R932 292 per annum

CENTRE : Pretoria

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

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

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

ENQUIRIES : Mr S Nyathi Tel No: (012) 399 8693

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

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

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

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

POST 29/22 : **ASSISTANT DIRECTOR: SERVICE CONDITIONS AND BENEFITS REF NO: CMS33/2026**

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

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

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

POST 29/23 : **MEDICAL ORDERLY: GOUGH ISLAND REF NO: OC16/2026**
(Approximately Fifteen Months Contract)

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

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

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

POST 29/24 : **ASSISTANT DIRECTOR: GHG EMISSIONS MANAGEMENT SYSTEMS COORDINATION REF NO: CCAQ12/2026**
(Fixed-term 3 years contract)

SALARY : R487 197 per annum, (plus 37% in lieu of service benefits)
CENTRE : Pretoria
REQUIREMENTS : National Diploma (NQF6) in Information Technology or relevant qualification as recognised by SAQA. Three (3) years' experience in the relevant field. Knowledge of information management techniques, methodologies, systems and the latest technologies. Excellent understanding of data management principles. Project management. Experience in Google Apps, spatial databases, programming and mapping technology, and utilizing cloud-based servers (Amazon, Google). Ability to gather and analyse information.

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

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

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

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

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

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

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

POST 29/25 : **SENIOR ADMINISTRATIVE OFFICER REF NO: CCAQ13/2026**

SALARY : R413 001 per annum
CENTRE : Pretoria
REQUIREMENTS : National Diploma (NQF6) in Public Management/Office management or relevant qualification within the related field as recognized by SAQA. A minimum of two (2) years' experience in office management and administration. Knowledge of administrative and procurement procedures. Understanding of public Service procedures and prescripts such as Public Finance Management Act (PFMA), Treasury Regulations and other related prescripts. Knowledge of LOGIS and BAS. Computer literacy. Planning and organizing skills, communication skills, listening and writing skills and interpersonal relations skills. Excellent knowledge of MS Office, Word, Excel and PowerPoint. Ability to compile spreadsheets and prepare budget. Ability to compile reports. Ability to gather and analyse information. Ability to work individually and in team.

DUTIES : Render chief user services. Procure goods and services for the Chief Directorate and facilitate the procurement of the stationery. Compile requisition forms (Log2) for goods and services. Capture the requisition on LOGIS. Ensure that order numbers are followed up with supply chain management. Render logistical support services. Book venues for meetings and workshops. Administer travel arrangements and handle travel claims. Provide administration support services. Arrange meetings. Prepare documents for workshops /training sessions and meetings. Management of the filing system. Render financial support services. Compile budget spreadsheet. Obtain BAS report to determine monthly expenditure status. Prepare monthly expenditure report and submit it to management. Arrange petty cash when needed. Provide inventory support services. Maintain the directorate's asset register. Update the register when new office equipment is acquired.

ENQUIRIES : Ms J Kuhn Tel No: (012) 399 9149
APPLICATIONS : All applications to be submitted online on the following link: https://erecruitment.environment.gov.za/

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

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

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

POST 29/26 : **OFFICE ADMINISTRATOR III: REF NO: CCAQ14/2026**

SALARY : R413 001 per annum
CENTRE : Pretoria
REQUIREMENTS : National Diploma (NQF6) in Public Management / Office management or relevant qualification within the related field as recognized by SAQA. A minimum of two (2) years' experience in office management and administration. Knowledge of administrative and procurement procedures. Understanding of public Service procedures and prescripts such as Public Finance Management Act (PFMA), Treasury Regulations and other related prescripts. Knowledge of LOGIS and BAS. Computer literacy. Planning and organizing skills, communication skills, listening and writing skills and interpersonal relations skills. Ability to compile spreadsheets and prepare budget. Ability to compile reports. Ability to gather and analyse information. Ability to work individually and in team.

DUTIES : Render secretarial support to the DDG's office. Effectively manage the diary of the DDG. Provide administrative support to the DDG's Office. Provide support with consolidation and alignment of monthly reports, Parliamentary Questions, referrals, quarterly reports, or any ad-hoc requests for inputs. Receive and distribute documents. Consolidate and submit claims. Administer leave. Provide document management support in the DDG's Office. Provide support with distribution of documents to relevant destinations. Draft internal and external memos, submissions and presentations. Manage incoming and outgoing documents. Render logistical support services. Coordinate travelling arrangements for the DDG. Submit advance request to Finance when required. Coordinate logistical arrangements for the meetings/workshop. Provide client liaison support services. Undertake proper screening of calls and management of e-mails. Provide information regarding departmental policies/strategies.

ENQUIRIES : Mr M Kekana Tel No: (012) 399 9180
APPLICATIONS : All applications to be submitted online on the following link: https://erecruitment.environment.gov.za/

NOTE : Interested applicants must submit their applications via the above link. Applicant must ensure that they complete all sections on the online Z83 and attached a detailed CV with at least three (3) contactable references. Failure to complete or disclose all required information will automatically disqualify the applicant. No late applications will be accepted. Shortlisted candidates will be required to submit certified copies of qualifications, identity document and driver's license on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the Department's equity plan. Persons with disabilities are encouraged to apply. Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit worthiness; Previous employment (reference checks); and Qualification

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

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

POST 29/27 : **SENIOR LABOUR RELATIONS PRACTITIONER: CASE MANAGEMENT AND COMPLIANCE SUPPORT REF NO: CMS34/2026**

SALARY : R413 001 per annum
CENTRE : Pretoria
REQUIREMENTS : National Diploma (NQF6) in Labour Relations or relevant qualification as recognized by SAQA. A minimum of two (2) years' experience in case and compliance management or relevant field. PERSAL introduction certificate. Knowledge of employee relations. Knowledge of Public Service legislation and resolutions. Knowledge of disciplinary code and procedures, grievance procedure, mediation and arbitration. Knowledge and understanding of relevant policies and procedures. Communication skills (written and verbal), planning and organization skills, report writing skills, coordination skills, conflict resolution skills, interpretation and application of legislation, policies and resolutions, programme and project management skills and computer literacy. Good interpersonal relations skills. Ability to collect and interpret information and reports. Ability to gather and analyse information. Ability to interpret & apply relevant legislation, regulations, resolutions & policies. Ability to work under pressure and work under limited supervision. Ability to work independently and in a team.

DUTIES : Manage and track all Labour Relations cases. Develop and maintain the Labour Relations case management system. Screening of all received cases. Document preparation and distribution of case documents. Receive complaints and liaise with relevant stakeholders. Facilitate and manage Labour Relations inquiries. Provide administration and management reporting compliance. Work collaboratively with case workers to ensure efficient document management. Perform analysis on relevant metrics as defined by Management and prepare compliance monthly/quarterly/annual reports. Ensure that all grievance, misconduct and dispute cases are captured on PERSAL. Facilitate the implementation of grievance rules and procedures.

ENQUIRIES : Ms. I Qaqane Tel No. (012) 399 8850
APPLICATIONS : All applications to be submitted online on the following link: https://erecruitment.environment.gov.za/

NOTE : Interested applicants must submit their applications via the above link. Applicant must ensure that they complete all sections on the online Z83 and attached a detailed CV with at least three (3) contactable references. Failure

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

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

POST 29/28 : **SENIOR HUMAN RESOURCE PRACTITIONER: EXECUTIVE DEVELOPMENT REF NO: CMS38/2026**

SALARY : R413 001 per annum
CENTRE : Pretoria
REQUIREMENTS : National Diploma (NQF6) in Human Resource Management/Development or relevant qualification as recognized by SAQA. A minimum of two (2) years' proven experience in the field of Human Resources Management, with a specific focus on Human Resources Development. Experience in facilitating training and the development opportunities for staff. Good understanding and functional knowledge of the Public Service Act, Public Service Regulations, Public Finance Management Act and Treasury Regulations. Understanding of Human Resource Management legislation and regulatory frameworks. Good communication (verbal and written), stakeholder liaison, organising and planning skills. Good analytical thinking, innovation, and creative skills. Good computer literacy and use of standard packages. Ability to work long hours and under pressure. Ability to work independently and in a team. Ability to interpret policies and directives on HR matters. Skills in formulating and writing reports. Ability to plan and organise the activities of the division.
DUTIES : Coordinate and implement executive coaching for managers. Facilitate the development of coaching database. Coordinate Bid Evaluation Committee meetings. Communicate with service providers. Coordinate and implement

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

ENQUIRIES : Mr J Moepya Tel No: (012) 399 8682

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

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

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

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

SALARY : R338 106 per annum

CENTRE : Pretoria

REQUIREMENTS : National Diploma (NQF6) in Management Services/Operations Management/Industrial Psychology or relevant qualification as recognised by

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

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

ENQUIRIES : Ms Z Mahotle Tel No: (012) 399 8581

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

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

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

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

POST 29/30 : **OFFICE ADMINISTRATOR II: GOVERNANCE AND EXECUTIVE SUPPORT REF NO: ODG04/2026**

SALARY : R338 106 per annum
CENTRE : Pretoria
REQUIREMENTS : National Diploma (NQF6) in Public / Office Management, Business Management, or relevant qualification within related field as recognised by SAQA. A minimum of one (1) year of experience in executive support and office administration functions. Good interpersonal skills, good communication (written and verbal), decision making, analytical and organising skills. Good computer literacy with knowledge of MS Excel, MS PowerPoint, MS Word, Outlook, and the internet. Good administration, diary management, document management, email and telephone screening skills. An understanding of public service systems and procedures will also serve as an advantage. Ability to work under pressure and work independently with limited supervision. Willingness to work after hours, as and when required.

DUTIES : Render efficient secretarial support. Provide efficient and effective administrative support. Provide logistical support. Provide financial administration services management. Provide document management support. Provide Client Liaison support. Manage and maintain leave register. Perform any other administrative-related functions.

ENQUIRIES : Ms Z Maistry Tel No: (012) 399 9117
APPLICATIONS : All applications to be submitted online on the following link: https://erecruitment.environment.gov.za/

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

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

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

POST 29/31 : **HUMAN RESOURCE OFFICER REF NO: CMS40/2026**

SALARY : R237 453 per annum
CENTRE : Pretoria
REQUIREMENTS : Grade 12 Certificate. Post-matric qualification and experience in service conditions and benefits will be an added advantage. PERSAL introduction certificate will serve as an added advantage. Knowledge of Human Resource Management legislation and regulatory framework (Public Service Act, Public Service Regulations and HR policies and procedures) and Batho-Pele principles. Skills required: Good communication (verbal and written) and interpersonal relations, organising and planning skills. Ability to work individually and in a team.

DUTIES : Processing of service benefits transactions on leave of absence, allowances, medical assistance, long service recognition, pension, resettlement, service termination and injury on duty. Provide advice and guidance to clients regarding the above benefits. Compile and keep databases on all matters of service benefits and conditions. Respond to client's enquiries.

ENQUIRIES : Ms D Ndlovu Tel No: (012) 399 8643
APPLICATIONS : All applications to be submitted online on the following link: https://erecruitment.environment.gov.za/

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

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

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

POST 29/32 : **HOUSEKEEPING EXECUTIVE**

SALARY : R144 024 per annum

CENTRE : Pretoria Ref No: CMS37/2026 (X2 Posts)

: QwaQwa Ref No: CMS38/2026 (X1 Post)

REQUIREMENTS : Grade 9 or ABET Level 2 Certificate. Experience in rendering cleaning services will be an added advantage. Understanding one of the official languages used in the Department. Ability to work individually and in a team. Skills required: Good interpersonal relations, Communication, Sound organizing, and planning skills. Have a sense of responsibility and loyalty. Ability to work long hours voluntarily.

DUTIES : Provide cleaning service in the department, Cleaning of offices, boardrooms, kitchen, and passages, Clean the computer printer and cabinets, Provide support for meetings in the department, washing cups and filling up water bottles removing waste and disposing of the main dustbin, handling cleaning material, using the cleaning material and equipment in a prescribed manner, prepare tea and water for meetings, removing and washing cups after the meeting, maintain and update stock levels. Keep stock (cutlery, crockery, cleaning equipment, refill beverage) list and levels of cutlery and crockery. Receive and pack stock, and report faults, loss, and breakage of utensils/equipment.

ENQUIRIES : Ms. N Molepo Tel No: (012) 399 8886

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

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

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

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

ANNEXURE E

GOVERNMENT COMMUNICATIONS AND INFORMATION SYSTEM

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

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

MANAGEMENT ECHELON

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

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

ENQUIRIES : Mr Paul Kwerane Tel No: (012) 473 0407

APPLICATIONS : Applicants must submit their applications via the link http://erecruitment.gcis.gov.za or hand deliver applications to Tshedimosetso House, 1035 cnr Francis Baard & Festival streets, Hatfield, Pretoria.

NOTE : It is a prerequisite for candidates to have the Nyukela Public Service SMS Pre-Entry Programme certificate to be eligible for appointment. For further details, please click on the following link: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/. For more information regarding the course, visit the NSG website: www.thensg.gov.za. The successful candidate must disclose to the Minister particulars of all registrable financial interests and sign the employment contract within one month from the date of assumption of duty as well as sign a performance agreement with the Director-General within three months from the date of assumption of duty and obtain a Top-Secret security clearance. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. Please detail courses passed in the CV as per the academic transcript. Note: Suitably qualified People with disabilities will be given preference regardless of Race or Gender.

POST 29/34 : **PROVINCIAL DIRECTOR: WESTERN CAPE PROVINCIAL OFFICE REF NO: 3/1/5/1-26/16**
Chief Directorate: Provincial and Local Liaison

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

CENTRE : Bloemfontein

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

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

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

ENQUIRIES : Mr Ndlelantle Pinyana Tel No: (012) 473 0188

APPLICATIONS : Applicants must submit their applications via the link http://erecruitment.gcis.gov.za or hand deliver applications to Tshedimosetso House, 1035 cnr Francis Baard & Festival streets, Hatfield, Pretoria.

NOTE : It is a pre-requisite for candidates to have the Nyukela Public Service SMS Pre-Entry Programme certificate to be eligible for appointment. For further details, please click on the following link: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/. For more information regarding the course, visit the NSG website: www.thensg.gov.za. The successful candidate must disclose to the Minister particulars of all registrable financial interests and sign the employment contract within one month from the date of assumption of duty as well as sign a performance agreement with the relevant Chief Director within three months from the date of assumption of duty and obtain a Top-Secret security clearance. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. Please detail courses passed in the CV as per the academic transcript. Suitably qualified People with disabilities will be given preference regardless of Race or Gender.

ANNEXURE F

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

OTHER POSTS

POST 29/35	:	**ASSISTANT DIRECTOR: CURRICULUM IMPLEMENTATION REF NO: MTC/ 1/ 2026** (Permanent)
SALARY	:	R605 742 per annum (Level 10), plus actual benefits
CENTRE	:	Central Office, Vryheid
REQUIREMENTS	:	An appropriate Bachelors' Degree / National Diploma in Engineering and/or Business Studies augmented by qualification in Education (NQF Level 6) recognized by SAQA. A minimum of three (3) to five (5) years' supervisory experience as Senior Lecturer/ Head of Division in the relevant field is required. The candidate should have strong understanding of occupational curriculum development, implementation, and assessment strategies. A valid drivers' licence and willingness to drive long distances. Knowledge of PSET and CET Act. Knowledge of Teaching and Learning. Knowledge of Skills Development Act, Public Service Regulations and Public Service Act as well as Labour Relations Act. Knowledge of the Public TVET sector and its regulatory and legislative framework. Knowledge and understanding of the Higher Education sector. Skills: Administrative, planning and organizing, financial management, report writing, communication and interpersonal, problem solving, analytical, client oriented, project management, team leadership and computer Literacy and people management.
DUTIES	:	Oversee the implementation and monitoring of curriculum services by developing policy/ guidelines for management of curriculum (classroom management policy), monitoring the implementation of curriculum policies, leading the implementation of new programmes such as Occupational Programmes, coordinating review of the ICASS guidelines for all programmes in accordance with DHET guidelines, monitoring the conduct of assessments on all programmes, provide required report to senior management and other stakeholders, overseeing coordinated curriculum delivery at all college delivery sites, ensuring implementation of best practices teaching in collaboration with campus managers. Oversee Curriculum Services by facilitating new programme decisions and manage planning process, identifying learner material, equipment and other resources, distributing LTSMS (Learning, Teaching Support Materials) to all campuses. Ensure the provision of guidance for the improvement of curriculum content and delivery based on engagements with public and private industry stakeholders by analysing results and provide necessary intervention to critical subjects, planning class visits to improve quality teaching and learning. Provisioning of Assessment and Moderation by conducting workshops for academic staff
ENQUIRIES	:	Mr SC Hadebe/ Mr S Zulu / Mr LK Mthethwa/ Ms GL Sikhosana Tel No: (034) 980 1010
APPLICATIONS	:	Email Address: Academic.Applications@mthashana.edu.za
NOTE	:	All attachments must include an application form Z83 and CV only combined, in PDF and as one attachment. Zipped, IMG and JPEG documents will not be accepted. Indicate the correct job tittle and the reference number of the post on the subject line of your email. Use the correct email address associated with the post. Failure to do so will result in your application being disqualified. Applications quoting the relevant reference number must be submitted on the new Z83 form, obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using incorrect application for employment (old Z83) will not be considered. Each post(s) advert must be accompanied by its own application form for employment and must be fully completed, initialled and signed by the applicant as instructed below. Failure to fully complete, initial and sign the Z83 form will lead to disqualification of the application during the selection process. All fields of Section A, B, C and D of the Z83 must be completed in full. Section E, F, G (Due to the limited space on the Z83 it is acceptable for applicants to indicate refer to CV or see attached. However, the question related to conditions that prevent re-appointment under Part "F" must be answered and declaration

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

CLOSING DATE : 28 August 2026 at 23:59

POST 29/36 : **ASSISTANT DIRECTOR: INTERNAL AUDIT AND QUALITY ASSURANCE REF NO. MTC/2/2026**
(Permanent)

SALARY : R487 197 per annum (Level 09), plus actual benefits
CENTRE : Central Office, Vryheid
REQUIREMENTS : An appropriate Bachelors' Degree / National Diploma in Internal Audit / Accounting. A minimum three (3) to five (5) years' functional experience in Internal Audit environment two (2) years of which should be at managerial or supervisory level. Experience in the development of policies / implementation strategies. Proven computer literacy – MS Office: Word, Excel and PowerPoint. Unendorsed valid driver's licence. Recommendation: Registered member with professional body e,g. Institute of Internal Auditors (IIA). Understanding of TVET landscape. Knowledge: Public Finance Management Act (PFMA), Public Service Regulations (PSR), Public Service Act (PSA), Auditor General Processes and Procedures and Promotion of Access to Information Act (PAIA). Skills: Risk Assessment, Negotiation, Presentation, Problem Solving, Planning and Organizing, Policy analysis and Development, Communication and interpersonal, Financial Management and Report writing.
DUTIES : Preparation and execution of the internal audit Plan. Conduct pre-engagement meetings with college management prior to commencement of the audits. Obtain College Management approval of the audit scope -prior to commencements of the internal audits. Planning and drafting of detailed audit procedures for audits per the approved annual audit plan. Executing and performing of audit testing per annual audit plan. Establish a quality audit risk management function and monitor assessments to ensure compliance with formal systems. Conduct schedules and reactivates audits and inspections and produce reports on all audits, inspections and incidents. Provision of the secretarial support services to the Audit Committee. Conduct research on best practices and application of standards. Distribution and collection of audit clients' surveys for service rendered. Ensure that legislation and acts are implemented correctly in the college. Ensure that all audit findings are

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

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

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

NOTE : All attachments must include an application form Z83 and CV only combined, in PDF and as one attachment. Zipped, IMG and JPEG documents will not be accepted. Indicate the correct job tittle and the reference number of the post on the subject line of your email. Use the correct email address associated with the post. Failure to do so will result in your application being disqualified. Applications quoting the relevant reference number must be submitted on the new Z83 form, obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using incorrect application for employment (old Z83) will not be considered. Each post(s) advert must be accompanied by its own application form for employment and must be fully completed, initialled and signed by the applicant as instructed below. Failure to fully complete, initial and sign the Z83 form will lead to disqualification of the application during the selection process. All fields of Section A, B, C and D of the Z83 must be completed in full. Section E, F, G (Due to the limited space on the Z83 it is acceptable for applicants to indicate refer to CV or see attached. However, the question related to conditions that prevent re-appointment under Part “F” must be answered and declaration signed. Only an updated comprehensive CV (with detailed previous experience if any) and a completed and signed new Z83 application form is required. Only shortlisted candidates will be required to submit copies of qualifications and other related documents on or before the day of the interview following the communication from Human Resources and such qualification(s) and other related documents will be in line with the requirements of the advertisement. Non-RSA Citizens/ Permanent Resident Permit holders in possession of foreign qualifications must be accompanied by an evaluation report issued by the South African Qualifications Authority (SAQA) (only when shortlisted). The College does not accept hand delivered applications. Applications who do not comply with the abovementioned instructions/ requirements, as well as applications received late will not be considered. Failure to submit all the requested documents will result in the candidate not being considered. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. All shortlisted candidates, including the SMS, shall undertake two-entry assessments. One will be a practical exercise to determine a candidate’s suitability based on the post’s technical and generic requirements and other must be an integrity (ethical conduct) assessment. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit records checks, qualification(s) verification and employment verification). Please note that by responding to this advertisement, you consent to the collection, processing, and storing of your Protection of Personal Information Act (POPIA). Your information will be used solely for the purpose of this promotion and will not be shared with third parties without prior written consent unless required by law. The college reserves the right not to make any appointment(s) to the below advertised post(s). The successful candidate will be expected to sign a performance agreement. The College is an equal opportunity affirmative action employer. The Employment Equity Plan of the Department shall inform the employment decision. It is the College's intention to promote equity in terms of race, gender and disability, through the filling of this post(s)

CLOSING DATE : 28 August 2026 at 23:59

POST 29/37	:	**SENIOR STATE ACCOUNTANT: FINANCIAL ACCOUNTING REF NO: MTC/3/2026** (Permanent)
SALARY	:	R413 001 per annum (Level 08), plus actual benefits
CENTRE	:	Central Office, Vryheid
REQUIREMENTS	:	An appropriate Bachelors' degree / National Diploma in Financial Accounting/ Financial Management/Internal Auditing/ Cost and Management Accounting (NQF Level 6). A minimum of 3 - 5 years' experience two (2) years of which should be at supervisory level in the financial management environment. Knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Financial accounting procedure, methods and principles established for the processing of specific salary/financial transactions. Knowledge of Public Finance Management Act (PFMA), Treasury Regulations, National Treasury Asset Management Framework, General Recognised Accounting Practice (GRAP). Knowledge of financial operating systems (PERSAL, BAS, LOGIS, COLTECH, SAGE, etc.). Skills: Computer skills, planning and organising, good verbal and written communication, basic numeracy skills, ability to perform routine tasks, ability to operate office equipment, flexibility, interpersonal relations, accuracy. Values/attributes: Client service focus, integrity, committed, proactive, loyal.
DUTIES	:	Conduct asset verification for owned and leased assets. Regular update of the Asset register and lease register. Barcode newly acquired assets. Reconciliation of the asset verified against the asset register. Reconcile the asset expenditure against the assets register. Maintain the register for new asset additions. Update the lease register with newly concluded contracts or extended ones. Facilitate the disposal of unserviceable, redundant, obsolete, and lost assets. Maintain a register for all lost assets supported by relevant supporting documents. Assist in resolving audit queries and ensure completeness and accuracy of the asset register. Assist with leased asset & disposal-related inquiries. Ensure provision of expenditure and general payments services. Ensure cash and revenue management services. Ensure provision of asset liability and debt management. Ensuring provision of bookkeeping and financial accounting services. Management of the fixed asset registers.
ENQUIRIES	:	Mr SC Hadebe/ Mr S Zulu / Mr LK Mthethwa/ Ms GL Sikhosana Tel No: (034) 980 1010
APPLICATIONS	:	Email Address: Applications@mthashana.edu.za
NOTE	:	All attachments must include an application form Z83 and CV only combined, in PDF and as one attachment. Zipped, IMG and JPEG documents will not be accepted. Indicate the correct job tittle and the reference number of the post on the subject line of your email. Use the correct email address associated with the post. Failure to do so will result in your application being disqualified. Applications quoting the relevant reference number must be submitted on the new Z83 form, obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using incorrect application for employment (old Z83) will not be considered. Each post(s) advert must be accompanied by its own application form for employment and must be fully completed, initialled and signed by the applicant as instructed below. Failure to fully complete, initial and sign the Z83 form will lead to disqualification of the application during the selection process. All fields of Section A, B, C and D of the Z83 must be completed in full. Section E, F, G (Due to the limited space on the Z83 it is acceptable for applicants to indicate refer to CV or see attached. However, the question related to conditions that prevent re-appointment under Part "F" must be answered and declaration signed. Only an updated comprehensive CV (with detailed previous experience if any) and a completed and signed new Z83 application form is required. Only shortlisted candidates will be required to submit copies of qualifications and other related documents on or before the day of the interview following the communication from Human Resources and such qualification(s) and other related documents will be in line with the requirements of the advertisement. Non-RSA Citizens/ Permanent Resident Permit holders in possession of foreign qualifications must be accompanied by an evaluation report issued by the South African Qualifications Authority (SAQA) (only when shortlisted). The College does not accept hand delivered applications. Applications who do not comply with the abovementioned instructions/ requirements, as well as

applications received late will not be considered. Failure to submit all the requested documents will result in the candidate not being considered. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. All shortlisted candidates, including the SMS, shall undertake two-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and other must be an integrity (ethical conduct) assessment. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit records checks, qualification(s) verification and employment verification). Please note that by responding to this advertisement, you consent to the collection, processing, and storing of your Protection of Personal Information Act (POPIA). Your information will be used solely for the purpose of this promotion and will not be shared with third parties without prior written consent unless required by law. The college reserves the right not to make any appointment(s) to the below advertised post(s). The successful candidate will be expected to sign a performance agreement. The College is an equal opportunity affirmative action employer. The Employment Equity Plan of the Department shall inform the employment decision. It is the College's intention to promote equity in terms of race, gender and disability, through the filling of this post(s)

CLOSING DATE : 28 August 2026 at 23:59

POST 29/38 : **CHIEF PERSONNEL OFFICER: HUMAN RESOURCE MANAGEMENT AND ADMINISTRATION REF NO: MTC/4/2026**
(Council Appointment)

SALARY : R413 001 per annum (Level 08), plus actual benefits
CENTRE : Central Office, Vryheid
REQUIREMENTS : An appropriate Bachelors' degree/National Diploma in Human Resource Management. A minimum of three (3) to five (5) years' functional experience within human resources environment two (2) years of which should be at salary level 7. Sound knowledge of PERSAL System. Understanding of legislative framework governing the Public Service. Storage and retrieval procedures in terms of the working environment. Unendorsed valid driver's licence. Recommendation: Introduction to PERSAL Certificate. Skills: Planning and organising. Sound Verbal and written communication skills. Intermediate computer literacy – MS Office: Word, Excel and PowerPoint. Skills: Planning and organising. Flexibility, Customer care services, teamwork and report writing.
DUTIES : Supervise and administer the implementation of conditions of service and remuneration of employees by administering Pension, Housing Allowance and Long Service benefits etc. Ensuring that new employees complete assumptions duty forms. Administering employee leave. Ensure that staff files are maintained electronically. Administering all termination requests. Administering the payroll for all employees and deal with all administrative queries related to pension and medical aid. Submitting reports to management as required so that they are informed of HR related matters and can make informed decisions. Supervising and administering recruitment and selection by receiving requests for advertisement of vacant posts in the college. Developing a recruitment plan. Preparing advertisements and obtain approval to advertise posts in line with the delegations. Advertising all vacancies in line with delegations. Coordinating shortlisting and interviews. Ensuring all logistical arrangement for shortlisting and interviews are prepared on time (arrangements of interview dates, venues and invitations to panel members and candidates). Facilitating the verification of qualifications for all recommended candidates. Compiling submission for approval to appoint the suitable candidates in line with the delegations. Facilitating the appointments and placement. Administering recruitment database. Manage records for the college by developing, reviewing and ensuring implementation of records management processes and systems. Administering the opening, archiving, closing and filing of files for new and existing employees. Ensuring the updating of personnel files. Ensuring safekeeping of Human Resource records. Administering all records required for auditing purposes. Ensuring disposal of files in terms of the applicable legislations and approved college policy.

Administering all incoming and outgoing mail. Administering register of file index on filing system.

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

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

NOTE : All attachments must include an application form Z83 and CV only combined, in PDF and as one attachment. Zipped, IMG and JPEG documents will not be accepted. Indicate the correct job tittle and the reference number of the post on the subject line of your email. Use the correct email address associated with the post. Failure to do so will result in your application being disqualified. Applications quoting the relevant reference number must be submitted on the new Z83 form, obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using incorrect application for employment (old Z83) will not be considered. Each post(s) advert must be accompanied by its own application form for employment and must be fully completed, initialled and signed by the applicant as instructed below. Failure to fully complete, initial and sign the Z83 form will lead to disqualification of the application during the selection process. All fields of Section A, B, C and D of the Z83 must be completed in full. Section E, F, G (Due to the limited space on the Z83 it is acceptable for applicants to indicate refer to CV or see attached. However, the question related to conditions that prevent re-appointment under Part “F” must be answered and declaration signed. Only an updated comprehensive CV (with detailed previous experience if any) and a completed and signed new Z83 application form is required. Only shortlisted candidates will be required to submit copies of qualifications and other related documents on or before the day of the interview following the communication from Human Resources and such qualification(s) and other related documents will be in line with the requirements of the advertisement. Non-RSA Citizens/ Permanent Resident Permit holders in possession of foreign qualifications must be accompanied by an evaluation report issued by the South African Qualifications Authority (SAQA) (only when shortlisted). The College does not accept hand delivered applications. Applications who do not comply with the abovementioned instructions/ requirements, as well as applications received late will not be considered. Failure to submit all the requested documents will result in the candidate not being considered. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. All shortlisted candidates, including the SMS, shall undertake two-entry assessments. One will be a practical exercise to determine a candidate’s suitability based on the post’s technical and generic requirements and other must be an integrity (ethical conduct) assessment. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit records checks, qualification(s) verification and employment verification). Please note that by responding to this advertisement, you consent to the collection, processing, and storing of your Protection of Personal Information Act (POPIA). Your information will be used solely for the purpose of this promotion and will not be shared with third parties without prior written consent unless required by law. The college reserves the right not to make any appointment(s) to the below advertised post(s). The successful candidate will be expected to sign a performance agreement. The College is an equal opportunity affirmative action employer. The Employment Equity Plan of the Department shall inform the employment decision. It is the College's intention to promote equity in terms of race, gender and disability, through the filling of this post(s)

CLOSING DATE : 28 August 2026 at 23:59

POST 29/39 : **SENIOR ADMINISTRATION OFFICER (OHS) REF NO: GTC2026/04**
Duration: Permanent

SALARY : R413 001 per annum (Level 08), (plus benefits)

CENTRE : Central Office

REQUIREMENTS : Grade 12 or equivalent; a National Diploma or Degree in Environmental Health/Occupational Hygiene/Safety Management or relevant qualification. Two (2) to Three (3) years relevant functional experience in Occupational Health and Safety, Policy implementation, Compensation for Occupational Injuries and Diseases Act; Occupational Health and Safety Act; Public

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

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

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

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

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

CLOSING DATE : 31 August 2026 at 16:00

POST 29/40 : **SENIOR LABOUR RELATIONS OFFICER REF NO: GTC2026/05**
Duration: Permanent

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

CENTRE : Central Office

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

understanding of the TVET/ CET Administration Knowledge and understanding of the Higher Education sector.

DUTIES : The incumbent will be responsible for: Ensuring overall supervision and proper implementation of labour relations guidelines and processes. Ensure overall supervision and proper implementation on resolution of disciplinary cases, grievances and dispute processes Ensure overall supervision and proper implementation of misconduct case processes. Ensure overall supervision and proper implementation of collective bargaining and dispute resolutions. Ensure overall supervision and represent the employer and monitor the implementation of litigation outcomes. Ensure overall supervision and sound employment relationships. Ensure overall supervision and monitor PERSAL and database on grievance, disputes, misconduct and collective bargaining.

ENQUIRIES : Mr BP Sibiya Tel No: (057) 910 6000

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

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

CLOSING DATE : 31 August 2026 at 16:00

POST 29/41 : **PRACTITIONER: HUMAN RESOURCE DEVELOPMENT REF NO: MTC/5/2026**
(Permanent)

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

CENTRE : Central Office, Vryheid

REQUIREMENTS : An appropriate Bachelors' Degree /National Diploma in Human Resource Management / Development (NQF Level 6). Unendorsed valid driver's licence. Relevant PERSAL Certificates will be an added advantage. A minimum of two (2) to three (3) years relevant experience in Human Resource Development environment. Knowledge and understanding of the application of Public Service legislative framework (PSA, PFMA, PSR, etc.). Knowledge and understanding of coordination and facilitation of training. Knowledge and understanding of application of Employment Equity Act. Knowledge and understanding of PMDS and IQMS. Skills: Coordination and facilitation of training programmes, planning and organising, good verbal and written communication, computer literacy, flexibility, customer care services, report writing, flexibility, teamwork.

DUTIES : Implement all training and development programmes in line with approved plans. Process bursaries in line with the departmental policy. Coordinate the implementation of Performance Management Development System, Integrated Quality Management System and coordinate training for college staff. Facilitate the development of job descriptions. Provide assistance on the development, review and implementation of Employment Equity Plan for the College. Supervise employees.

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

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

NOTE : All attachments must include an application form Z83 and CV only combined, in PDF and as one attachment. Zipped, IMG and JPEG documents will not be accepted. Indicate the correct job tittle and the reference number of the post

on the subject line of your email. Use the correct email address associated with the post. Failure to do so will result in your application being disqualified. Applications quoting the relevant reference number must be submitted on the new Z83 form, obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using incorrect application for employment (old Z83) will not be considered. Each post(s) advert must be accompanied by its own application form for employment and must be fully completed, initialled and signed by the applicant as instructed below. Failure to fully complete, initial and sign the Z83 form will lead to disqualification of the application during the selection process. All fields of Section A, B, C and D of the Z83 must be completed in full. Section E, F, G (Due to the limited space on the Z83 it is acceptable for applicants to indicate refer to CV or see attached. However, the question related to conditions that prevent re-appointment under Part "F" must be answered and declaration signed. Only an updated comprehensive CV (with detailed previous experience if any) and a completed and signed new Z83 application form is required. Only shortlisted candidates will be required to submit copies of qualifications and other related documents on or before the day of the interview following the communication from Human Resources and such qualification(s) and other related documents will be in line with the requirements of the advertisement. Non-RSA Citizens/ Permanent Resident Permit holders in possession of foreign qualifications must be accompanied by an evaluation report issued by the South African Qualification Authority (SAQA) (only when shortlisted). The College does not accept hand delivered applications. Applications who do not comply with the abovementioned instructions/ requirements, as well as applications received late will not be considered. Failure to submit all the requested documents will result in the candidate not being considered. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. All shortlisted candidates, including the SMS, shall undertake two-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and other must be an integrity (ethical conduct) assessment. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit records checks, qualification(s) verification and employment verification). Please note that by responding to this advertisement, you consent to the collection, processing, and storing of your Protection of Personal Information Act (POPIA). Your information will be used solely for the purpose of this promotion and will not be shared with third parties without prior written consent unless required by law. The college reserves the right not to make any appointment(s) to the below advertised post(s). The successful candidate will be expected to sign a performance agreement. The College is an equal opportunity affirmative action employer. The Employment Equity Plan of the Department shall inform the employment decision. It is the College's intention to promote equity in terms of race, gender and disability, through the filling of this post(s)

CLOSING DATE : 28 August 2026 at 23:59

POST 29/42 : **CHIEF ADMINISTRATION CLERK: HUMAN RESOURCE MANAGEMENT AND ADMINISTRATION REF NO: MTC/6/2026**
(Permanent)

SALARY : R338 106 per annum (Level 07), plus actual benefits
CENTRE : Central Office, Vryheid
REQUIREMENTS : An appropriate Bachelors' degree/National Diploma in Human Resource Management. A minimum of two (2) to three (3) years' functional experience within human resources environment. Sound knowledge of PERSAL System. Understanding of legislative framework governing the Public Service. Storage and retrieval procedures in terms of the working environment. Unendorsed valid driver's licence. Recommendation Introduction to PERSAL Certificate. Skills: Planning and organizing. Sound Verbal and written communication skills. Intermediate computer literacy – MS Office: Word, Excel and PowerPoint. Skills: Planning and organizing. Flexibility, Customer care services, teamwork and report writing.
DUTIES : Provide conditions of services and remuneration of employees. Process Pension, Housing Allowance and Long Service benefits. Keep all signed

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

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

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

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

CLOSING DATE : 28 August 2026 at 23:59

POST 29/43 : **STATE ACCOUNTANT: PAYROLL/ FINANCIAL ACCOUNTING REF NO: MTC/7/2026**
(Permanent)

SALARY : R338 106 per annum (Level 07), plus actual benefits
CENTRE : Central Office, Vryheid
REQUIREMENTS : An appropriate Bachelors' degree/ National Diploma in Financial Accounting / Financial Management / Internal Auditing / Cost and Management Accounting (NQF Level 6). A minimum of two (2) to three (3) years' experience in the financial management environment. Knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Financial accounting procedure, methods and principles established for the processing of specific salary/financial transactions. Knowledge of the Public Service financial legislations, procedures and Treasury Regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Knowledge of financial operating systems (PERSAL, BAS, LOGIS, COLTECH, VIP, etc.). Skills: Computer skills, planning and organising, good verbal and written communication, basic numeracy skills, ability to perform routine tasks, ability to operate office equipment, flexibility, interpersonal relations, accuracy. Values/attributes: Client service focus, integrity, committed, proactive, loyal,

DUTIES : Provide salary administration service. Provide expenditure and general payments services. Provide cash and revenue management services. Provide asset liability and debt management. Provide bookkeeping and financial accounting services. Supervise staff.

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

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

NOTE : All attachments must include an application form Z83 and CV only combined, in PDF and as one attachment. Zipped, IMG and JPEG documents will not be accepted. Indicate the correct job tittle and the reference number of the post on the subject line of your email. Use the correct email address associated with the post. Failure to do so will result in your application being disqualified. Applications quoting the relevant reference number must be submitted on the new Z83 form, obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using incorrect application for employment (old Z83) will not be considered. Each post(s) advert must be accompanied by its own application form for employment and must be fully completed, initialled and signed by the applicant as instructed below. Failure to fully complete, initial and sign the Z83 form will lead to disqualification of the application during the selection process. All fields of Section A, B, C and D of the Z83 must be completed in full. Section E, F, G (Due to the limited space on the Z83 it is acceptable for applicants to indicate refer to CV or see attached. However, the question related to conditions that prevent re-appointment under Part "F" must be answered and declaration signed. Only an updated comprehensive CV (with detailed previous experience if any) and a completed and signed new Z83 application form is required. Only shortlisted candidates will be required to submit copies of qualifications and other related documents on or before the day of the interview following the communication from Human Resources and such qualification(s) and other related documents will be in line with the requirements of the advertisement. Non-RSA Citizens/ Permanent Resident Permit holders in possession of foreign qualifications must be accompanied by an evaluation report issued by the South African Qualification Authority (SAQA) (only when shortlisted). The College does not accept hand delivered applications. Applications who do not comply with the abovementioned instructions/ requirements, as well as applications received late will not be considered. Failure to submit all the

requested documents will result in the candidate not being considered. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. All shortlisted candidates, including the SMS, shall undertake two-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and other must be an integrity (ethical conduct) assessment. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit records checks, qualification(s) verification and employment verification). Please note that by responding to this advertisement, you consent to the collection, processing, and storing of your Protection of Personal Information Act (POPIA). Your information will be used solely for the purpose of this promotion and will not be shared with third parties without prior written consent unless required by law. The college reserves the right not to make any appointment(s) to the below advertised post(s). The successful candidate will be expected to sign a performance agreement. The College is an equal opportunity affirmative action employer. The Employment Equity Plan of the Department shall inform the employment decision. It is the College's intention to promote equity in terms of race, gender and disability, through the filling of this post(s)

CLOSING DATE : 28 August 2026 at 23:59

POST 29/44 : **STUDENT SUPPORT SERVICES OFFICER REF NO: MTC/8/2026**
(Council Appointment)

SALARY : R338 106 per annum (Level 07), plus actual benefits
CENTRE : Central Office, Vryheid
REQUIREMENTS : An appropriate Bachelors' degree/ National Diploma in Psychology/Social Work/Sports Management/ Education/ Social Science. A minimum of two (2) to three (3) years in Student Support Administration Education/Teaching and Learning environment or related field. Unendorsed valid driver's licence and willingness to drive long distances. Advanced experience in interpretation, development and implementation of policies Knowledge of PSET and CET Act. understanding of Student Support Services Act. understanding of electoral processes. of Teaching and Learning. Skills Development Act, Public Service Regulations and Public Service Act, Labour Relations Act. National Student Financial Aid Scheme and related legislation. Understanding of Public TVET sector and its regulatory and legislative framework. Understanding of Ethical regulatory and legislative framework. Knowledge and understanding of the Higher Education sector. Knowledge of Education Act. Skills: Administrative. Planning and organizing. Financial management. Report writing. Communication and interpersonal. Problem solving. Computer literacy. Analytical. Client oriented. Project management. Team leadership. People management. Values/attributes: Client service focus, integrity, committed, proactive, loyal, maturity.

DUTIES : Provide student support services. Provide student counselling or referral services. Implement student work placement and Work Integrated Learning (WIL) policies. Provide career guidance, counselling and academic support for students. Implement the sport, recreation, arts and culture programs for student in the campus. Facilitate student governance and student leadership development and exit support programme. Supervise staff.

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

APPLICATIONS : Email Address: Academic.Applications@mthashana.edu.za

NOTE : All attachments must include an application form Z83 and CV only combined, in PDF and as one attachment. Zipped, IMG and JPEG documents will not be accepted. Indicate the correct job tittle and the reference number of the post on the subject line of your email. Use the correct email address associated with the post. Failure to do so will result in your application being disqualified. Applications quoting the relevant reference number must be submitted on the new Z83 form, obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using incorrect application for employment (old Z83) will not be considered. Each post(s) advert must be accompanied by its own application form for employment and must be fully completed, initialled and signed by the applicant as instructed below. Failure to fully complete, initial and sign the Z83 form will lead to

disqualification of the application during the selection process. All fields of Section A, B, C and D of the Z83 must be completed in full. Section E, F, G (Due to the limited space on the Z83 it is acceptable for applicants to indicate refer to CV or see attached. However, the question related to conditions that prevent re-appointment under Part "F" must be answered and declaration signed. Only an updated comprehensive CV (with detailed previous experience if any) and a completed and signed new Z83 application form is required. Only shortlisted candidates will be required to submit copies of qualifications and other related documents on or before the day of the interview following the communication from Human Resources and such qualification(s) and other related documents will be in line with the requirements of the advertisement. Non-RSA Citizens/ Permanent Resident Permit holders in possession of foreign qualifications must be accompanied by an evaluation report issued by the South African Qualification Authority (SAQA) (only when shortlisted). The College does not accept hand delivered applications. Applications who do not comply with the abovementioned instructions/ requirements, as well as applications received late will not be considered. Failure to submit all the requested documents will result in the candidate not being considered. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. All shortlisted candidates, including the SMS, shall undertake two-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and other must be an integrity (ethical conduct) assessment. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit records checks, qualification(s) verification and employment verification). Please note that by responding to this advertisement, you consent to the collection, processing, and storing of your Protection of Personal Information Act (POPIA). Your information will be used solely for the purpose of this promotion and will not be shared with third parties without prior written consent unless required by law. The college reserves the right not to make any appointment(s) to the below advertised post(s). The successful candidate will be expected to sign a performance agreement. The College is an equal opportunity affirmative action employer. The Employment Equity Plan of the Department shall inform the employment decision. It is the College's intention to promote equity in terms of race, gender and disability, through the filling of this post(s)

CLOSING DATE : 28 August 2026 at 23:59

POST 29/45 : **EMPLOYEE HEALTH AND WELLNESS PRACTITIONER REF NO: GTC2026/06**
Duration: Permanent

SALARY : R338 106 per annum (Level 07), (Plus benefits)
CENTRE : Central Office
REQUIREMENTS : An appropriate Bachelor's Degree / National Diploma (NQF Level 6) in Psychology and/or Social Work majoring in psychology or equivalent qualification. A minimum of one (1) to two (2) years of working experience in the Employee Health and Wellness environment. Knowledge of Employee Health and Wellness Integrated Strategic Framework in the Public Service. Sound knowledge of all four EHW Pillars, in-depth knowledge in conducting counselling, psychoeducation, and trauma debriefing. EH&W candidates who are registered with the respective professional bodies will have an added advantage. Understanding of all Pillar processes and COID Act. Interpersonal relations skills. Communication skills (written and verbal), presentation and listening). Analytical thinking, problem-solving and decision-making skills, Innovative and creative, Project management skills, presentation skills, Strategic capability, Client orientation, change management skills, report writing skills, confidentiality, and code of ethics. Understanding of Public Service legislation, regulations, and policies. Computer literacy in MS Word, Excel, PowerPoint and Outlook, Good coordination and report writing skills. Willingness to travel and a valid driver's license.
DUTIES : Willingness to travel and a valid driver's license. Administer the Employee Health and Wellness Programme, Assist with the planning, coordination and implementation of all Health and Wellness interventions. Assist with the evaluation of the impact of employee health and wellness programmes.

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

ENQUIRIES : Mr BP Sibiya Tel No: (057) 910 6000
APPLICATIONS : must be forwarded to: recruit@goldfieldstvet.edu.za
NOTE : Please Note: A completed NEW Z83 form should be accompanied by a recently updated comprehensive CV (inclusive of three contactable referees and contact details). Shortlisted candidates will be requested to bring certified copies of their qualifications and identity document on the day of the interviews Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date as well as faxed or e-mailed applications will not be considered. shortlisted candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks, qualification, and employment verification). All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment The College reserves the right not to make appointments, and correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after closing date of this advertisement, kindly accept that your application was unsuccessful. Note: All costs incurred due to your application and interviews will be at your own expense. Preference will be given to persons from designated groups, especially with regard to race, gender and disability.
CLOSING DATE : 31 August 2026 at 16:00

POST 29/46 : **TRANSPORT OFFICER REF NO: GTC2026/07**
Duration: Permanent

SALARY : R338 106 per annum (Level 07), (Plus benefits)
CENTRE : Central Office
REQUIREMENTS : An appropriate Bachelor's Degree/ National Diploma in Transport Management / Logistics / Public Management or related qualification. A minimum of one (1) year experience in fleet management, transport management or logistics services environment. Sound knowledge and understanding of pertinent policies related to PFMA, national Treasury Regulations, Government Motor transport Handbook Version 1 of 2019, the Subsidized Motor Transport Handbook, Version 1 of 2017 and Batho Pele Principles and Code of Conduct. Through knowledge and understanding of BAS. Excellent verbal and written communication skills, problem solving and analytical skills. Computer literacy, an ability to work in a team and independent. Ability to work effectively and efficiently under pressure. Clientele/ customer relation skills. Good interpersonal skills, decision making skills and presentation skills. A valid driver's license.
DUTIES : Ensuring day to day management and maintenance of fleet vehicles. Monitor daily kilometres before and after trips and ensure monthly closing of kilometres on the logbooks. Authorize trip itineraries/ trip authorization. Receive and certify invoices for processing of monthly payments. Maintain records of driver's licenses, trip authorization fines. Etc. Ensure service maintenance of vehicles. Redirect traffic fines. Pre and post inspections of vehicles. Quarterly inspections of subsidized vehicles and processing of new applications. Ensure compliance with the transport policies, processes and processes. Perform

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

ENQUIRIES : Mr MPW Pinkoane Tel No: (057) 910 6000
APPLICATIONS : must be forwarded to: recruit@goldfieldstvet.edu.za
NOTE : Please Note: A completed New Z83 form should be accompanied by a recently updated comprehensive CV (inclusive of three contactable referees and contact details). Shortlisted candidates will be requested to bring certified copies of their qualifications and identity document on the day of the interviews. Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date as well as faxed or e-mailed applications will not be considered. shortlisted candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks, qualification, and employment verification). All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment The College reserves the right not to make appointments, and correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after closing date of this advertisement, kindly accept that your application was unsuccessful. Note: All costs incurred due to your application and interviews will be at your own expense. Preference will be given to persons from designated groups, especially with regard to race, gender and disability.
CLOSING DATE : 31 August 2026 at 16:00

POST 29/47 : **SUPPLY CHAIN AND ASSET ADMINISTRATION CLERK REF NO: GTC2026/08**
Duration: Permanent

SALARY : R237 453 per annum, (Plus benefits)
CENTRE : Central Office
REQUIREMENTS : A minimum if National Senior Certificate / Grade 12 or equivalent qualification. No experience required. Knowledge in the following areas: Provisioning Administration / Supply Chain Management environment / Logistics or Facilitation of travel and accommodation arrangements; Knowledge of electronic administration of procurement system; Knowledge of LOGIS, BAS, SAGE, Reapatala invoice tracking and Archibus systems would be an added advantage; wide range of office management and administration tasks. Advanced communication, basic numeracy, interpersonal relations and general office administrative and organizational skills. Computer Literacy.
DUTIES : The successful candidate will provide the following services: facilitate and coordinate bookings for travel, accommodation or conference. Administrate office correspondence, documents and reports. Execute various LOGIS functions in relation to procurement of goods and services. Ensures timely capturing of invoice payments on LOGIS, BAS or SAGE and approving of calls on Archibus. Assist with ordering of material and equipment from suppliers; administer documentation for requisitions and reports; submit invoices for payment. Ability to work on applicable invoice tracking system. Updating of commitment registers and monthly reconciliation of accounts. Assist with provision of financial statements inputs. Perform transit duties and other related tasks as per supervisor's instruction.
ENQUIRIES : Mr ME Leteane Tel No: (057) 910 6000
APPLICATIONS : must be forwarded to: recruit@goldfieldstvet.edu.za
NOTE : Please Note: A completed NEW Z83 form should be accompanied by a recently updated comprehensive CV (inclusive of three contactable referees and contact details). Shortlisted candidates will be requested to bring certified copies of their qualifications and identity document on the day of the interviews Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date as well as faxed or e-mailed applications will not be considered. shortlisted candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks, qualification, and employment verification). All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an

integrity (ethical conduct) assessment The College reserves the right not to make appointments, and correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after closing date of this advertisement, kindly accept that your application was unsuccessful. Note: All costs incurred due to your application and interviews will be at your own expense. Preference will be given to persons from designated groups, especially with regard to race, gender and disability.

CLOSING DATE : 31 August 2026 at 16:00

ANNEXURE G

DEPARTMENT OF LAND REFORM AND RURAL DEVELOPMENT

CLOSING DATE : 28 August 2026 at 16:00

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

MANAEGEMENT ECHELON

POST 29/48 : **DISTRICT DIRECTOR REF NO: 3/1/1/1/2026/212**
Directorate: Ehlanzeni District Office

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

CENTRE : Mpumalanga

REQUIREMENTS : Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a Bachelor’s Degree or Advanced Diploma in Business

Administration / Public Management / Public Administration / Project Management / Bachelor of Arts in Sociology / Anthropology / Community Development Studies (NQF level 7) or related equivalent qualification and a Nyukela certificate (Pre-entry Certificate to the SMS) submitted prior to appointment. Minimum of 5 years of experience at middle / senior managerial level in the relevant environment. Experience in the implementation and management of projects. A valid driver's licence. Job related knowledge: A thorough understanding of project management. Understanding of corporate governance principles. Ability to implement performance management and monitoring systems. Knowledge of government systems. Ability to think conceptually when analysing data designing concepts to modify corporate policies, procedures and processes. Job related skills: Project management. Coaching and mentoring (though leadership). Analytical thinking. Adaptability and flexibility. Customer service. Initiative. Innovation and creativity. Communication (verbal and written). Computer literate. Willingness to travel. Ability to work under pressure. Willingness to work after hours.

DUTIES : Provide capacity building and National Rural Youth Service Corps (NARYSEC) services. Provide NARYSEC support services. Facilitate the establishment and support of participatory community development. Facilitate and coordinate NARYSEC project implementation. Facilitate youth programmes and skills development at provincial and district level. Reduce household poverty in accordance with comprehensive Rural Development Programme (CRDP). Provide strategic land acquisition services. Implement strategic land acquisition projects proposals. Procure service providers for development of project proposals. Coordinate the implementation process of land acquisition. Provide strategic land acquisition support services in the district. Facilitate poverty reduction, and the development of cooperatives, rural enterprises and industries. Promote rural businesses development and facilitate rural development financing. Facilitate establishment and support of primary cooperatives. Facilitate organisation of primary cooperatives into secondary and tertiary cooperative sand provide support. Facilitate the development of rural enterprises and industries. Provide land development support services. Manage the development of business plans for the development or agrarian development projects. Promote the participation of farmers through ownership and control across commodities value chains. Monitor the implementation of land development support projects and development business plans. Provide property management services. Administer and provide property leases administration. Administer and provide property holdings and disposable. Implement land rights and tenure reform programmes. Provide communal land tenure programmes. Provide land rights programmes. Establish, maintain, and support communal property institutions. Facilitate land dispute resolutions. Render corporate and financial support services. Provide legal advice. Provide telecommunications services. Provide administration and financial support services. Provide client relations services. Provide office services.

ENQUIRIES : Ms ZP Hadebe Tel No: (013) 754 8020

APPLICATIONS : Applications can be submitted by hand delivery during office hours to: 17 Van Rensburg Street, 7th Floor Bateleur Building, Mbombela, 1200 or by email to Post212@dlrrd.gov.za

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

POST 29/49 : **DIRECTOR: FINANCIAL AND SUPPLY CHAIN MANAGEMENT REF NO: 3/1/1/1/2026/213**
Directorate: Financial And Supply Chain Management Services

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

CENTRE : Mpumalanga (Mbombela)

REQUIREMENTS : Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a Bachelor's Degree or Advanced Diploma in Cost Management Accounting / Financial Management / Accounting / Public Finance / Auditing / Supply Chain Management / Logistics Management / Purchasing Management / Management (Logistics / Supply Chain Management) (NQF Level 7) or related equivalent qualification and a Nyukela certificate (Pre-entry Certificate to the SMS) submitted prior to appointment. Minimum of 5 years of experience at middle / senior managerial level in the

relevant environment. A valid driver's licence. Job related knowledge: Extensive knowledge of Generally Accepted Accounting Principles, Treasury Regulations Generally Reviewed Accounting Principles. Job related skills: Coaching and Mentoring (though leadership). Prepare and deliver presentations. Analytical thinking. Adaptability and Flexibility. Customer service. Initiative. Innovation and creativity. Process improvement. Communication (verbal and written). Project management. Computer literate. Willingness to travel.

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

ENQUIRIES : Ms ZP Hadebe Tel No: (013) 754 8020

APPLICATIONS : Applications can be submitted by hand delivery during office hours to: 17 Van Rensburg Street, 7th Floor Bateleur Building, Mbombela, 1200 or by email to Post213@dlrrd.gov.za

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

POST 29/50 : **DIRECTOR: PROVINCIAL OPERATIONS SUPPORT REF NO: 3/1/1/1/2026/214**
Directorate: Provincial Operations Support

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

CENTRE : Mpumalanga (Mbombela)

REQUIREMENTS : Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a Bachelor's Degree or Advanced Diploma in Public Administration / Business Administration / Public Management (NQF Level 7) or related equivalent qualification and a Nyukela certificate (Pre-entry Certificate to the SMS) submitted prior to appointment. Minimum of 5 years of experience at middle / senior managerial level in the operations support environment. A valid driver's licence. Job related knowledge: Understanding of corporate governance principle. Ability to implement performance management and monitoring systems. Knowledge of government systems. Job related skills: Ability to communicate effectively across a broad spectrum. A thorough understanding and practical experience of Project Management. Analytical and problem-solving. Facilitation and coordination. Experience in implementation of goals / plans, including monitoring, tracking and reporting status toward goal completion. Ability to think conceptually when analysing data and designing concepts to modify corporate policies, procedures and processes. Presentation and comfortable creating and communicating compelling arguments for modifying a course of action. Computer literacy. Willingness to travel. Ability to work under pressure and long hours.

DUTIES : Facilitate the integration of planning, resource allocation and performance management of outcomes of the Provincial Office through the Corporate Governance Framework. Facilitate the issuing of planning framework by the Directorate: Strategic Planning for all Provincial Offices and monitor Provincial Offices planning process. Analyse the District Integrated Operational Plans and ensure alignment with the DLRRD Annual Performance Plan. Analyse Provincial Integrated Operational Plans and ensure alignment to the District Operational Plans. Ensure approval (signing off) of all Districts and Provincial Integrated Operational Plans. Lead the development and implementation of consistent corporate performance monitoring and evaluation to focus on the delivery of Provincial Office Annual Performance Plan outcomes. Manage and implement evaluation and research frameworks. Monitor the initiating and

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

ENQUIRIES : Ms ZP Hadebe Tel No: (013) 754 8020

APPLICATIONS : Applications can be submitted by hand delivery during office hours to: 17 Van Rensburg Street, 7th Floor Bateleur Building, Mbombela, 1200 or by email to Post214@dlrrd.gov.za

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

OTHER POSTS

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

SALARY : R413 001 per annum (Level 08)

CENTRE : Western Cape (Cape Town)

REQUIREMENTS : Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Public Administration / Public Management / Business Administration / Business Management or relevant equivalent qualification. Minimum of 2 years' experience in administration environment. A valid driver's licence. Job related knowledge: Public Service Regulations, Financial procedures, Treasury Regulations and Basic Accounting System (BAS). Job related skills: Computer literacy, Interpersonal relations, Organising and Planning, Communication (verbal and written),

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

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

ENQUIRIES : Mr T Mtintsilana at (071) 302 1220

APPLICATIONS : Applications can be submitted by hand delivery during office hours to: 4th floor, No 2 Riebeeck Street, ABSA Building, Cape Town or by email to Post215@dlrrd.gov.za

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

POST 29/52 : **SENIOR ADMINISTRATIVE OFFICER REF NO: 3/1/1/1/2026/216**
Directorate: Tenure Reform Implementation

SALARY : R413 001 per annum (Level 08)

CENTRE : Western Cape (Cape Town)

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

DUTIES : Provide financial management services. Facilitate, plan, oversee, drive the timely and accurate preparation of the annual budget in line with Public Finance Management Act (PFMA), Treasury Regulations Strategic priorities weekly / monthly / quarterly. Compile Demand Management Plan (DMP), Medium Term Expenditure Framework (MTEF), adjustment estimates and Estimated National Expenditure (ENE). Oversee effective, efficient and economical utilisation of funds. Document and communicate procedures for accessing and shifting of funds. Coordinate budgeting, audit and financial functions. Verify Transport and Subsistence (T&S) and sundry and overtime payment. Administer the procurement of goods and services. Compile, manage and maintain of the Demand Management Plan. Facilitate Supply Chain Management (SCM) services. Facilitate monthly, quarterly and annual reporting on SCM related matters. Control over safekeeping, utilisation and maintenance of all assets. Ensure proper administration of sourcing and evaluation of quotations. Capture and authorise of goods/services on LOGIS system. Handle queries from internal and external clients relating to supply chain matters. Render general office support services. Supervise, motivate and develop staff through individual performance agreements. Provide assistance

		in the development / review of the operational plan. Compile various submissions / memoranda and responses. Attend to queries from Internal Audit. Administer leave forms / attend to queries. Make travel / conference bookings and confirmations. Provide secretariat services. Checking draft minutes for accuracy against recording of notes. Administer asset. Maintain asset register. Liaise with asset unit during asset verification. Manage outgoing and on-going assets. Allocate equipment to officials.
ENQUIRIES	:	Mr T Mtintsilana at (071) 302 1220
APPLICATIONS	:	Applications can be submitted by hand delivery during office hours to: 4th floor, No 2 Riebeeck Street, ABSA Building, Cape Town or by email to Post216@dlrrd.gov.za
NOTE	:	EE Target: African, Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with Disabilities.
POST 29/53	:	**SECRETARY REF NO: 3/1/1/1/2026/211** Directorate: Financial And Supply Chain Management Services
SALARY	:	R237 453 per annum (Level 05)
CENTRE	:	North West (Mmabatho)
REQUIREMENTS	:	Minimum requirements: Applicants must be in possession of a Grade 12 Certificate. Job related knowledge: Computer literacy (Microsoft Word, Microsoft Excel, PowerPoint, etc.) Job related skills: Good telephone etiquette. Sound organisational ability. Good people skills. Computer literacy. Ability to communicate well with people at different levels and from different backgrounds (both written and verbal). Ability to act with tact and discretion.
DUTIES	:	Provide a secretariat / receptionist support service to the Director. Receive telephone calls and refer the calls to the correct role players if not meant for the relevant senior manager. Record appointments and events in the diary. Type documents for the senior manager and other staff within the unit. Operate office equipment e.g. computers and photocopiers. Provide a clerical support service to the Senior Manager. Liaise with travel agencies to make travel arrangements. Check arrangements when relevant documents are received. Arrange meetings and events for the senior manager and the staff in the unit. Identifies venues, invite role players, organise refreshments and sets up schedules for meeting and events. Process the travel and subsistence claims for the unit. Process all invoices that emanate from the activities of the work of the senior manager. Records basic minutes of meetings of the senior manager where required. Draft routine correspondence and reports. Do filing of documents for the senior manager and the unit where necessary. Administer matters like leave registers and telephonic accounts. Receive, records and distributes all incoming and outgoing documents. Handle the procurement of standard items like stationary, refreshments etc. Collects all relevant documents to enable the Director to prepare for meetings. Remains up to date with regard to prescripts / policies and procedures applicable to her / his work environment to ensure efficient and effective support to the senior manager. Study the relevant public service and the departmental prescripts / policies and other documents to ensure that the application thereof is understood properly. Keep abreast with the procedures and process that apply in the office of the senior manager.
ENQUIRIES	:	Ms P Dipudi Tel No: (018) 388 7138
APPLICATIONS	:	Applications can be submitted by hand delivery during office hours to: Cnr James Moroka and Sekame Drive, West Gallery, Megacity, Mmabatho, 2735 or by email to Post211@dlrrd.gov.za
NOTE	:	EE Targets: African, Indian and White Males and African, Indian and White Females and Persons with Disabilities.

ANNEXURE H

DEPARTMENT OF MINERAL AND PETROLEUM RESOURCES

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

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

CLOSING DATE : 28 August 2026

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

OTHER POSTS

POST 29/54 : **MEDICAL INSPECTOR REF NO: 087**
Re-advertisement, candidates who applied previously need not to re-apply.

SALARY : R1 317 384 per annum (Level 13), (all-inclusive package)
CENTRE : Pretoria/ Head Office
REQUIREMENTS : An appropriate MBCHB Degree and a postgraduate qualification in Occupational Medicine (NQF 10). Registered with the HPCSA. Certificate for entry into SMS. Valid driver's license Plus minimum of 5 years senior/middle management level in Occupational Health/ Medicine and work as an OMP in the mines, Knowledge of: Knowledge of Mine Health and Safety Act and other occupational health related prescripts, knowledge of the mining sector in South Africa and internationally, Knowledge of policy development techniques, Knowledge of policy analysis processes, Knowledge of international legislation and local legislation and interface with mines' health regulations, Knowledge of research processes, knowledge of the Occupational Health trends and challenges, Knowledge of the public service legislation Skills: Management of people and finances, Strategic development and implementation, Policy development, Networking skills, presentation and report writing skills, Stakeholder management, Communication skills, Project management skills, General management skills Thinking Demand: Rigorous non-corruption thinking relating in the development and implementation of plans and strategy, Managerial mindset relating to economics, Ability to source or identify sources of credible information from local and international sources.
DUTIES : Resolve disputes on findings of medical unfitness of mine employees through the appeals process as provided for in the MHS Act. Collect and analyse statistics gathered from Medical Reports. Coordinate and ensure quality assurance of the process to receive and archive mine closure employee medical records. Participate /make inputs in mine health and safety accidents/ accident investigations (occupational medicine). Liaise/collaborate with relevant compensation houses with aspects related to compensation. Provide specialist advice/ information regarding HIV/AIDS/TB in the mining industry and liaise with the Department of Health and other relevant organisations dealing with TB/HIV. Manage the Directorate.
ENQUIRIES : Dr. D Mokoboto Tel No: (012) 444 3373
NOTE : No appointment shall be affected without the recommended candidate producing a Certificate of completion for the SMS Pre-Entry Programme (Nyukela) offered by the National School of Government, which can be accessed via this link: https://www.thensg.gov.za. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. The Candidate will have to disclose her/ his financial Interests.

POST 29/55 : **INSPECTOR: OCCUPATIONAL MEDICINE REF NO: 088**

SALARY : R744 255 per annum (Level 11), (all-inclusive package)
CENTRE : Free State Region, Welkom
REQUIREMENTS : An appropriate Bachelor of Nursing Science (B Cur)/ National Diploma, B Tech Occupational Health Nursing (NQF Level 6) registered with South African Nursing Council (SANC), coupled with minimum of 3 years' experience in Occupational Medicine/ Health and valid Driver's License Plus the following competencies Knowledge of: Sound knowledge of both occupational Medical and Nursing discipline, understanding of MHSA & Regulations and directives. Understanding general mining practices and occupational health risks associated with, knowledge of petrochemical industry, diving and equipment. Skills: Ability to apply knowledge, Researching skills, Good Communicator, Have good investigating skills, Must be computer literate. Thinking Demands: Health and Safety hazards/risks recognise and respond, be able to apply MHSA, dedicated, hard working, loyal and conscientious, well experienced in Occupational Health on mines and industry, knowledge of offshore oil exploration and diving industry and sound temperament.
DUTIES : Conduct and report on underground, and surface audits and inspections on matters relating to medical surveillance, and other matters relating to occupational medicine and take the necessary enforcement action where

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

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

ANNEXURE I

NATIONAL PROSECUTING AUTHORITY

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

APPLICATIONS : All applications must be submitted to the relevant Recruitment Response E mails stated below.

CLOSING DATE : 31 August 2026

NOTE : Applicants must apply by submitting applications on the most recent Z83 form obtainable from any Public Service Department or on the DPSA web site link: https://www.dpsa.gov.za/newsroom/psvc/ and a comprehensive CV ONLY (with detailed experience information). Failure to do so will result in your application being disqualified. Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA (only when shortlisted). It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation (only when shortlisted). All applications must reach the NPA on/or before the closing date. No late applications will be accepted/processed. Documents should not be password protected, and ZIP files will be blocked. The NPA cannot be held responsible for server delays. All applications must reach the NPA on/or before the closing date. No late applications will be accepted/processed. The applicant's attention is drawn to the fact that the NPA uses an Electronic Response Handling System in terms of e-mailed applications. Please do not contact the NPA directly after you have e-mailed your applications to enquire if your application(s) have been received. If you have not received an acknowledgement of receipt within one week after the closing date, then you can contact the NPA. The NPA reserves the right not to fill any particular position. If you do not hear from us within (6) six months from the closing date of the advert, please accept that your application was unsuccessful. Successful candidates will be subjected to a security clearance of at least confidential. Appointment to this position will be provisional, pending the issue of security clearance. Fingerprints will be taken on the day of the interview. The social media accounts of shortlisted applicants may be accessed as part of the verification process. A valid driver's license will be a requirement where applicable. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments which are, a practical exercise and an integrity (ethical conduct) assessment. All SMS posts will be subjected to a lifestyle audit. SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the NPA. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. A pre-entry certificate obtained from the National School of Government (NSG) is required for all SMS applicants for Public Service Act positions in the NPA (SMS pre-entry certificate to be submitted prior to appointment). NPA Act appointments are exempted from the pre-entry certificate requirement. This is a Public Service specific training programme. The name of the course is Certificate for entry into the SMS. The full details can be sourced from the link https://www.thensg.gov.za/training-course/sms-pre-entry-programme/..
Applicants are advised that from 1 January 2021 a new application form for employment (Z83) is in use. The new application for employment form can be downloaded at www.dpsa.gov.za-vacancies. From 1 January 2021 should an application be received using the incorrect (old) application for employment (Z83), it will not be considered. NB! Applicants who are successful must please note that the NPA is not in a position to pay resettlement costs.
ERRATUM: DPP: Pietermaritzburg - Deputy Director of Public Prosecutions with Recruit 2026/206; Strategy Management: Knowledge Information Officer with Recruit 2026/250 and OWP: Mpumalanga (Witbank) – Assistant Director:

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

MANAGEMENT ECHELON

POST 29/59 : **DIRECTOR: ADMINISTRATION REF NO: RECRUIT 2026/265**
National Prosecutions Services

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

OTHER POSTS

POST 29/60 : **DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS REF NO: RECRUIT 2026/261**
National Prosecutions Services
(Re-advert)

SALARY : R1 625 709 per annum (Level 14), (Total cost package)
CENTRE : DPP: Pietermaritzburg
REQUIREMENTS : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least ten (10) years' post-qualification experience in civil and/or criminal litigation. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Admission as an Attorney/Advocate will be an added advantage. Good advocacy and legal drafting skills. Strong organisational leadership skills. Strong interpersonal and communication skills. Ability to think strategically and innovatively and management. A Valid driver's license.
DUTIES : Manage the portfolio assigned by the Director. Manage, train and guide Advocates, Prosecutors and stakeholders in respect of all matters, including complex / high profile matters, in the high court, the highest court of appeal and the constitutional court. Investigate and prosecute cases. Provide legal oversight and guidance in investigation projects and legal casework. Study

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

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

POST 29/61 : **DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS (REGIONAL HEAD) REF NO: RECRUIT 2026/262**
Specialised Commercial Crime Unit

SALARY : R1 625 709 per annum (Level 14), (Total cost package)
CENTRE : Johannesburg
REQUIREMENTS : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least ten (10) years' post qualification experience in civil and/or criminal litigation. Knowledge and experience in Strategic and Operations Management. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Admission as an Attorney/Advocate will be an added advantage. Good advocacy, well developed skills in legal drafting skills. Good knowledge of civil and/or criminal procedure. Willing to travel and able to work extended hours. Strong organisational leadership skills. Strong interpersonal and communication skills. Ability to think strategically and innovatively and management. Strong computer skills will be required. Valid driver's license.
DUTIES : Manage and direct the activities of the regional office. Exercise oversight on any decisions to prosecute and to give any necessary advice and report to the DPP. Ensure that all decisions to prosecute comply with all relevant legal prescripts, the Constitution and all applicable policies, procedures and directives. Ensure that plans are in place to promote good stakeholder and partner engagement. Ensure that the regional office meets targets, to continuously analyse, review and monitor operational performance of the office in order, inter alia, to identify any operational deficiencies and to monitor the achievement of strategic objectives and annual targets. Develop any performance or delivery improvement plans or make such interventions as circumstances may require. Conduct specialised litigation of complex/high profile criminal and civil matters in the High Court, the Highest Court of Appeal and the Constitutional Court. Study case dockets and other documents relating to criminal cases, make and review decisions with regard to the institution of the criminal proceedings. Represent the States' case in court including examination and cross-examination of witnesses. Study appeals and reviews. Prepare opinions and heads of argument and argue cases in the appropriate court. Appear in the motion applications pertaining to criminal and civil matters. Conduct research and provide advice/legal opinion/case law relevant to specialised field of law. Deal with representations and complaints and ensure that a high standard of professional work is being carried out. Train and guide Advocates, Prosecutors and stakeholders in respect of all specialised matters. Oversee resources and align them to strategic objectives.

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

POST 29/62 : **DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS REF NO: RECRUIT 2026/263**
National Prosecutions Services

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

CENTRE : DPP: Bloemfontein (OCC)
REQUIREMENTS : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least ten (10) years' post qualification experience in civil and/or criminal litigation. At least five (5) years' experience in criminal procedure and the POCA legislation is key. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Admission as an Attorney/Advocate will be an added advantage. Good advocacy, well-developed skills in legal research and legal drafting skills. Knowledge of civil and /or criminal procedure. Good interpersonal, analytical, presentation and communication skills. The ability to act independently. Strong computer skills will be required. A valid driver's license.
DUTIES : To exercise oversight on any decision to prosecute, and to give any necessary advice and report to the Head of the Organised Crime Component. To read and interpret all documents that is developed by the FATF and give guidance / opinions to the NPS on the said documents. To provide high level and well researched opinions and reports to the Head of the Organised Crime Component. To manage and direct governance and operations in the Money Laundering Component. To continuously analyse, review and monitor operational performance of the regional offices in order, inter alia, to identify operational deficiencies and to monitor the achievement of strategic objectives and annual targets. To develop any performance or delivery improvement plans or make such interventions as circumstances may require. To monitor and review strategy and operations. To oversee the development and implementation of appropriate employee performance management systems. To ensure that action plans are in place to promote good stakeholder and partner engagement. To arrange and coordinate internal and external meetings. To participate in all stakeholder meetings. To meet with relevant stakeholders on a regular basis in order to effectively execute the mandate of Money Laundering Component. To prepare presentations for the Executive Committee and the Management Committee. To identify training gaps and communicate same to the head of the Training Component.
ENQUIRIES : Lemmer Ludwick Tel No: (051) 410 6001
APPLICATIONS : e mail: Recruit2026263@npa.gov.za

POST 29/63 : **DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS (REGIONAL HEAD) REF NO: RECRUIT 2026/264**
Specialised Commercial Crime Unit

SALARY : R1 625 709 per annum (Level 14), (Total cost package)
CENTRE : Pretoria
REQUIREMENTS : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least ten (10) years' post qualification experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Admission as an Attorney/Advocate will be an added advantage. Good advocacy and legal drafting skills. Knowledge of civil and/or criminal procedure. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Good interpersonal, analytical, presentation and communication skills. Computer skills. Able to work extended hours. Valid driver's license.
DUTIES : To guide investigations and conduct prosecutions of identified cases. To exercise oversight on any decision to prosecute, and to give any necessary advice and report to the Head of the SCCU. To ensure that decisions to prosecute or not prosecute comply with all relevant legal prescripts, the Constitution, and all applicable policies, procedures and directive. To provide high level and well researched opinions and reports to the Head of the SCCU. To manage and direct governance and operations in the SCCU. To monitor and review strategy and operations. To provide enterprise performance reports. To liaise with regional offices and arrange meetings in this regard. To render professional advice to the Head of the SCCU, as required. To ensure that plans are in place to promote good stakeholder and partner engagement. To ensure that the national strategy and annual plan of the SCCU are developed and implemented. To monitor delivery of the regional offices in line with the strategy and plan. In order to ensure that the regional offices meet targets, to continuously analyse, review and monitor operational performance of the offices in order, inter alia, to identify and operational deficiencies and to monitor the achievement of strategic objectives and annual targets. To develop any

performance or delivery improvement plans or make such interventions as circumstances may require. To oversee the development and implementation of appropriate employee performance management systems. To initiate and implement training initiative by establishing training needs both at national and regional levels. To meet with relevant stakeholders on a regular basis in order to effectively execute the mandate of SCCU

ENQUIRIES : Lerato Rakale Tel No: (012) 351 6756
APPLICATIONS : e mail: Recruit2026264@npa.gov.za

POST 29/64 : **SENIOR STATE ADVOCATE (TRC) REF NO: RECRUIT 2026/266**
National Prosecutions Services
(Re-advert)

SALARY : R1 242 915 – R1 934 208 per annum (LP-9), (Total cost package)
CENTRE : DPP: Makhanda (Grahamstown)
REQUIREMENTS : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least eight years' post qualification legal experience, in criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Proficiency in MS Word, Excel, and PowerPoint is required. Experience with MS Teams and Power BI will be an advantage. Ability to act independently without constant supervision. Must have good administrative skills. Able to work under pressure, which may involve long hours. Excellent analytical and problem-solving skills. Adaptability, communication and teamwork are also required in respect of working with other role-players. Knowledge and experience on TRC matters will be an added advantage. A valid driver's licence.
DUTIES : Study the recommendations of the TRC (including relevant volumes of the TRC and its final report, related articles, video clips and records and all exhibits and documents handed in at the hearings, trials, inquests, proceedings), pertaining to allocated TRC matters. Consider the recommendations of the TRC and related matters. Provide guidance to dedicated TRC investigating officers. Drafting documents pertaining to access to crime scenes, court documents, documents and exhibits in possession of other state departments, universities, non- governmental organisations and other assistance as may be required by investigators. Conduct research, drafting of legal documents and attend to representations arising out of TRC matters. Make legal decisions in accordance with the law, policies and justice. Assist with the preparation of charge sheets/indictments where applicable. Co-operate and engage with all relevant stakeholders and colleagues pertaining to TRC matters. Make legal decisions in accordance with the law, NPA prosecution policies and directives. Also conduct research, prepare reports, and draft legal opinions, policies, stakeholder engagements, meetings and projects. Monitor, analyse and report on performance information and statistics. Assist with the development of strategic, operational and implementation plans. Identify and resolve challenges affecting the performance of the NPA.
ENQUIRIES : Nomfuneko Ntapane Tel No: (046) 602 3000
APPLICATIONS : e mail: Recruit2026266@npa.gov.za

POST 29/65 : **SENIOR STATE ADVOCATE REF NO: RECRUIT 2026/300 (X4 POSTS)**
(2 Re-adverts)
Specialised Commercial Crime Unit

SALARY : R1 242 915 – R1 934 208 per annum (LP-9), (Total cost package)
CENTRE : DPP: Bloemfontein
REQUIREMENTS : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least eight years' post qualification legal experience, in criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Admission as advocate or attorney will be an added advantage. Good advocacy, well-developed skills in legal research and legal drafting skills. Good knowledge of civil and/or criminal procedure. Proficiency in prosecution, competency in guiding investigations, drafting charge sheets, indictments and court documents and dealing with representations. Good interpersonal, analytical, presentation and communication skills. Knowledge of asset forfeiture law. The ability to act independently. Strong computer skills will be required A valid driver's licence.

DUTIES	:	Conduct prosecution of serious, complex and organised commercial crime and corruption cases. Advise the DPCI on the investigation of serious, complex and organised commercial crime and corruption cases. Conduct legal research and keep-up to date with legal developments. Draft charge sheets and other court documents and represent the State in all courts. Present cases in court, lead witnesses, cross examine and address the court on conviction and sentence. Appear in motion proceedings and do appeals and reviews. Generally, conduct prosecution on behalf of the State, and perform all duties related thereto, including administrative duties; Deal with representations and complaints; Mentor, guide and/or conduct training of prosecutors and stakeholders. Engage with stakeholders on commercial crime related issues.
ENQUIRIES	:	Lemmer Ludwick Tel No: (051) 410 6001
APPLICATIONS	:	e mail: Recruit2026300@npa.gov.za
POST 29/66	:	**SENIOR PUBLIC PROSECUTOR REF NO: RECRUIT 2026/267** National Prosecutions Service
SALARY	:	R1 242 915 – R1 934 208 per annum (CM-1), (Total cost package)
CENTRE	:	CPP: Mthatha (Tsolo)
REQUIREMENTS	:	An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least eight (8) years post qualification legal experience. Five (5) years' experience in legal practice will be an added advantage. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Good management skills. Manage, give guidance to and train prosecutors. Proficiency in prosecuting, guiding investigations and giving instructions in reasonably complex or more difficult common law and statutory offences. Able to draft charge sheets and complex court documents. Ability to act independently without constant supervision. Must have good administrative skills. A valid driver's license.
DUTIES	:	Manage and supervise allocation of work and management of performance for lower-level prosecutors including trainee Prosecutor. Train and guide Prosecutors including trainee Prosecutors and stakeholders in preparation of case dockets and deciding on the institution and conduct criminal proceedings. Represent the State in all courts. Present and assist prosecutors including trainee Prosecutors in presentation of state's case court, lead and cross examination of witnesses and address court on inter alia conviction and the like. Attend to representations and complaints. Attend to instructions of the Chief Prosecutor and the Director of Public Prosecutions. Lead Prosecutors towards achieving strategic goals and operational targets set by NPA, DPP office and CPP. Perform all duties including administrative duties related thereto, in accordance with code of conduct, policy directives of NPA. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice.
ENQUIRIES	:	Ziyanda Mtwazi Tel No: (047) 501 2632
APPLICATIONS	:	e mail: Recruit2026267@npa.gov.za
POST 29/67	:	**REGIONAL COURT CONTROL PROSECUTOR REF NO: RECRUIT 2026/268** National Prosecutions Service (Re-advert)
SALARY	:	R1 074 222 - R1 742 772 per annum (Level SU-3), (Total cost package)
CENTRE	:	CPP: Ntuzuma (KwaDukuza)
REQUIREMENTS	:	An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least six (6) years post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Good management skills. Must have the ability to act independently or within minimum supervision. Proficiency in prosecuting, guiding investigation and giving instructions in complex or more difficult common law and statutory offences in Regional and District Court. Draft complex charge sheets and complex court documents. Good management skills. Must manage, give guidance and train prosecutors.
DUTIES	:	Manage, train and give guidance to and train prosecutors. Study case dockets, decide on the institution of and conduct criminal proceedings. Maintenance matters and inquest of a general and more advanced nature in the Regional and District Court. Prepare cases for court and draft charge sheets and other proceedings for court. Present and assist prosecutors to present the State's

case in court, to lead witnesses, cross examine and address the court on inter alia, conviction and sentence, and in general to conduct prosecutions on behalf of the State. Perform all duties related thereto in accordance with the code of conduct, policy and directives of the NPA. Assist the Senior Public Prosecutor with the performance assessment of staff. Perform general administrative duties of the office. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.

ENQUIRIES : Phiwayinkosi Nhlengethwa Tel No: (031) 334 5003
APPLICATIONS : e mail: Recruit2026268@npa.gov.za

POST 29/68 : **HEAD CONTROL PROSECUTOR 3**
National Prosecutions Service

SALARY : R1 074 222 - R1 742 772 per annum (SU- 3), (Total cost package)
CENTRE : CPP: Odi (Rustenburg) Ref No: Recruit 2026/269
CPP: Gqeberha (Humansdorp) Ref No: Recruit 2026/270
REQUIREMENTS : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least six (6) years' post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Proficiency in prosecuting, guiding investigation and giving instructions in reasonably complex or more difficult common law and statutory offences in the lower courts. Proficiently drafting complex charge sheets and other complex court documents. Must be able to act independently without constant supervision and manage court and case flow independently. Good management and administrative skills. General computer literacy with excellent knowledge of Ms Word, PowerPoint, Excel and Outlook ECMS system. High level of reliability. Ability to act with tact and discretion. Ability to identify and handle confidential matters. Knowledge of relevant legislations, policies, prescripts and procedures applicable in the public sector. A valid driver's license.
DUTIES : Manage, train, and give guidance to prosecutors. Study case dockets, decide on the institution of and conduct criminal proceedings. Maintenance matters and inquest of a general and more advanced nature in the Regional Court and District Court. Prepare cases for court and draft charge sheets and other proceedings for court, present and assist prosecutors to present the State's case in court, to lead witnesses, cross examine and address the court on inter alia, conviction, and sentence, and in general to conduct prosecutions on behalf of the State. Perform all duties related thereto in accordance with the Code of Conduct, Policy, and Directives of the National Prosecuting Authority. Assist the Senior Public Prosecutor with the performance assessment of staff. Manage, control and attend to the administration of the office of the District Court and Regional Court. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice.
ENQUIRIES : CPP: Odi (Rustenburg) Flora Kalakgosi Tel No: (018) 381 9041
CPP: Gqeberha (Humansdorp) Andiswa Tengile Tel No: (012) 842 1450
APPLICATIONS : CPP: Odi (Rustenburg) e mail: Recruit2026269@npa.gov.za
CPP: Gqeberha (Humansdorp) e mail: Recruit2026270@npa.gov.za

POST 29/69 : **STATE ADVOCATE REF NO: RECRUIT 2026/271**
National Prosecutions Services

SALARY : R970 221 - R1 600 893 per annum (Level LP- 7 to LP-8), (Total cost package)
CENTRE : DPP: Kimberley
REQUIREMENTS : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. At least five (5) years' post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Well-developed skills in legal research and legal drafting. Good knowledge of civil and/or criminal procedure. Proficiency in prosecution, competency in guiding investigations, drafting charge sheets, indictments and court documents and dealing with representations. Knowledge of and skills in general prosecution. High level of proficiency in prosecuting and presenting/arguing cases in court. Experience in guiding criminal investigations and giving instructions in law and statutory offences. Interpersonal skills. Written and verbal communication skills. Ability to work independently with minimum supervision.

DUTIES : Study and guide the investigations in case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets, indictments and other court documents. Represent the State in all courts. Prepare a case for court, including the acquisition of additional evidence and draft charge sheets and indictments. Present the State's case in court, lead and cross examine witnesses, address the court on, inter alia, conviction and sentence, study appeal and reviews. Attend to representations, prepare opinions and heads of arguments and argue cases in the appropriate court. Appear in court in motion application pertaining to criminal matters and in general conduct prosecution on behalf of the state. Perform all duties related thereto in accordance with the code of conduct policy and directives of the NPA. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.

ENQUIRIES : IL Mofokeng Tel No: (053) 807 4507

APPLICATIONS : e mail: Recruit2026271@npa.gov.za

POST 29/70 : **STATE ADVOCATE REF NO: RECRUIT 2026/272**
National Prosecutions Services

SALARY : R970 221 - R1 600 893 per annum (Level LP- 7 to LP-8), (Total cost package)

CENTRE : CPP: Pietermaritzburg

REQUIREMENTS : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. At least five (5) years' post qualification legal experience in prosecution/litigation of Sexual Offences, Criminal Procedure, Civil litigation and management of gender-based violence matters. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Experience in guiding criminal investigations and giving instructions in law and statutory offences. Drafting charge sheets and complex court documents. Ability to act independently without constant supervision. Strong interpersonal and communication skills. Decision making ability. Computer literacy and knowledge of programs in MS Office. A valid driver's licence.

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

ENQUIRIES : Ethel Mokgoko Tel No: (033) 392 8761

APPLICATIONS : e mail: Recruit2026272@npa.gov.za

POST 29/71 : **STATE ADVOCATE REF NO: RECRUIT 2026/273**
Sexual Offences and Community Affairs

SALARY : R970 221 - R1 600 893 per annum (Level LP- 7 to LP-8), (Total cost package)

CENTRE : CPP: Bloemfontein (Phuthadijhaba)

REQUIREMENTS : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. At least five (5) years' post qualification legal experience in prosecution/litigation of Sexual Offences, Criminal Procedure, Civil litigation and management of Gender based violence matters. Demonstrable

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

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

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

POST 29/72 : **REGIONAL COURT PROSECUTOR**
National Prosecutions Service

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

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

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

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

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

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

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

POST 29/73 : **REGIONAL COURT PROSECUTOR REF NO: RECRUIT 2026/280**
National Prosecutions Service

SALARY : R655 854 - R1 508 337 per annum (Level LP-5 to LP-6), (Total cost package), (excluding benefits)
CENTRE : CPP: Cape Town
REQUIREMENTS : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least four (4) years post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Experience in guiding investigations and giving instructions in law and statutory offences in regional court. Good interpersonal skills. Litigation in the regional court and management experience will be an added advantage. The incumbent will be required to perform relief prosecutorial duties at courts within the cluster. Valid driver's licence.
DUTIES : Study case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets and other documents and represent the State in all courts. Lead witnesses, cross-examine and address the court on inter alia, conviction and sentence and in general to conduct prosecutions on behalf of the state. Perform general administrative duties of the office. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system. Perform all duties related thereto in accordance with the Code of Conduct, Policy, and Directives of the National Prosecuting Authority.
ENQUIRIES : Phyllis Lujabe Tel No: (021) 487 7281
APPLICATIONS : e-mail: Recruit2026280@npa.gov.za

POST 29/74 : **DISTRICT COURT CONTROL PROSECUTOR**
National Prosecutions Service

SALARY : R655 854 - R1 508 337 per annum (Level SU-1 to SU-2), (Total cost package), (excluding benefits)
CENTRE : CPP: Gqeberha (New Brighton) Ref No: Recruit 2026/281
CPP: Butterworth Ref No: Recruit 2026/282
REQUIREMENTS : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least four (4) years post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. The incumbent must have the ability to act independently or with minimum supervision. Proficiency in prosecuting/litigation. Experience in guiding investigations and giving instructions in law and statutory offences in Regional court. Good interpersonal skills. Good analytical skills. Good presentation skills. Good project management skills. Valid driver's licence.
DUTIES : Study case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets and other documents and represent the State in all courts. Lead witnesses, cross-examine and address the court on inter alia, conviction and sentence and in general to conduct prosecutions on behalf of the state. Perform general administrative duties of the office. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system. Perform all duties related thereto in accordance with the Code of Conduct, Policy, and Directives of the National Prosecuting Authority.
ENQUIRIES : CPP: Gqeberha (New Brighton) Andiswa Tengile Tel No: (012) 842 1450
CPP: Butterworth Ziyanda Mthwazi Tel No: (047) 501 2632
APPLICATIONS : CPP: Gqeberha (New Brighton) e-mail: Recruit2026281@npa.gov.za
CPP: Butterworth e-mail: Recruit2026282@npa.gov.za

POST 29/75 : **CLOSE PROTECTOR REF NO: RECRUIT 2026/283 (X5 POSTS)**
Strategy, Operations and Compliance: Security Management Service

SALARY : R338 106 per annum (Level 07), (excluding benefits)
CENTRE : Pretoria: Head Office

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

POST 29/77 : **ADMINISTRATIVE CLERK: SUPERVISOR REF NO: RECRUIT 2026/285**
National Prosecutions Service
(Re-advert)

SALARY : R338 106 per annum (Level 07), (excluding benefits)
CENTRE : DPP: Bloemfontein
REQUIREMENTS : An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6). Minimum two (2) years' relevant experience in Administration Management. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Understanding of criminal court administration processes. Excellent communication and administrative skills. Report writing, good verbal and written communication skills. Ability to work independently without constant supervision. Excellent administrative skill and problem-solving skills. Strong organizational and management skills. Good analytical skills. Computer skills in MS Word, Excel (intermediate or Advanced) and Outlook. A valid driver's licence.
DUTIES : Manage and/or supervise the legal Admin and documents Management Sections. Manage and/or supervise the registry section. Manage all non-legal filing in the DPP document centre. Check and sign off electronic registers (Corporate services files, HR, Fleet and Finance etc) Check and sign off closed files. Perform monthly inspections. Manage case files. Compile and submit court statistics. Implement and ensure compliance with policies and procedures. Liaise with customers and stakeholders. Respond to audit queries. Manage and/or supervise human resource functions of staff in the Registry/Legal Admin and document management section. Perform any other duties as deemed necessary by the supervisor.
ENQUIRIES : Lemmer Ludwick Tel No: (051) 410 6001
APPLICATIONS : e mail: Recruit2026285@npa.gov.za

POST 29/78 : **COURT PREPARATION OFFICER REF NO: RECRUIT 2026/286**
National Prosecutions Service

SALARY : R338 106 per annum (Level 07), (excluding benefits)
CENTRE : CPP: Upington (Kathu Magistrate office)
REQUIREMENTS : An appropriate B Degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in Social Science / Behavioural Studies or equivalent. At least one (1) year working experience which includes experience gained during training. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Sound co-ordination and counselling experience. Ability to work well with children. Knowledge of the Criminal Justice System. Excellent administrative skills, good communication skills and problem-solving skills.
DUTIES : Provide holistic and integrated care for the victims of crime, customers and witnesses within the court environment. Prevent secondary traumatization by providing a safe and secure environment in which to testify. Implement court preparation for children and adult victims of crime, customers and witnesses and perform all other duties in relation thereto. Liaise with and report to the Prosecutor/Manager. Perform all duties in accordance with general accepted court preparation technique.
ENQUIRIES : IL Mofokeng Tel No: (053) 807 4500
APPLICATIONS : e mail: Recruit2026286@npa.gov.za

POST 29/79 : **PERSONAL ASSISTANT REF NO: RECRUIT 2026/287**
Office for Ethics and Accountability
(Re-advert)

SALARY : R338 106 per annum (Level 07), (excluding benefits)
CENTRE : Pretoria: Head Office
REQUIREMENTS : Grade 12 and Secretarial Diploma or equivalent qualification. Minimum three (3) years' experience in rendering support service to senior management. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of legislation and regulations pertaining to Public Service Administration, including the Public Service Act 103 of 1994, NPA Act, Basic Conditions of Employment Act, Public Service Regulations 2016. Public Finance Management Act No 1 of 1999, Public Administration Management Act 11 of 2014. General computer literacy. Language skills and ability to communicate well with people at different levels

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

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

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

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

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

REQUIREMENTS : An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6) in Information Management, Information Sciences. Knowledge Management or equivalent. Minimum two (2) years relevant experience in Information and Knowledge Management. Working knowledge of the public sector in general. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility Excellent report writing skills and attention to detail. Sound knowledge management skills. Sound electronic document management and/ or records management skills. Sound understanding of the DPSA Knowledge Management Framework, PAIA, POPIA, and NARSSA regulations. Sound working knowledge of SharePoint and Viva Engage platforms. Good communication, liaison and presentation skills. A good command of computer literacy, including MS Office suite (Word, Excel, PowerPoint, Outlook and Teams) Ability to work under pressure and multi-task. Able to work independently and in a team. Willingness to travel and work away from home. Working knowledge of conducting research/ and or data collection. Project management skills. A valid driver's licence.

DUTIES : Outline specific knowledge and expertise for harvest. Identify knowledge locations. Identify knowledge experts within the organisation. Schedule knowledge creation and harvest sessions. Conduct knowledge harvest sessions. Document lessons learned, publish knowledge products in different formats, maintain expert's database. Maintain knowledge management portals. Conduct Knowledge Management (KM) awareness and KM portal training. Perform any other duties deemed fit by management.

ENQUIRIES : Bongumusa Jalubane Tel No: (012) 845 6491
APPLICATIONS : DPP: Western Cape (Cape Town) e mail: Recruit2026288@npa.gov.za
DPP: Pietermaritzburg e mail: Recruit2026289@npa.gov.za
DPP: Limpopo (Polokwane) e mail: Recruit2026290@npa.gov.za
DPP: Mpumalanga (Nelspruit) e mail: Recruit2026291@npa.gov.za

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

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

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

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

POST 29/84 : **ADMINISTRATIVE CLERK REF NO: RECRUIT 2026/295**
National Prosecutions Service

SALARY : R237 453 per annum (Level 05), (excluding benefits)
CENTRE : DPP: Bloemfontein (OCC)
REQUIREMENTS : Grade 12 or equivalent. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Sound planning and organizing skills, written and verbal communication. General computer literacy skills and knowledge in programs MS Word; Excel; PowerPoint and Outlook. Good people skills. Strong interpersonal and communication skills. Ability to act independently.
DUTIES : Register incoming dockets and scanning thereof. Capturing information on the electronic case register (ECR). Daily updating of information from court. Provide dockets electronically and photocopies, where necessary, to Defence on request of Prosecutors. Liaise with Prosecutors in respect of matters dealt with. Verify what is happening in court. Write up information to be captured on access. Contact Prosecutors for information to reconcile to access. Generate reports from ECR for statistics purposes. Generate various Statistics Sheet. Draw up reports from Access, Power BI and PowerPoint tools. Draw up excel spreadsheets for case summaries. Draw reports from ECR for submission to Supervisors, DPP and National Office for monthly reporting. Update electronic case register as and when additional data becomes available. Attend to queries on case flow from Prosecutors and SAPS from the ECR. Provide case administration and document management. Prepare and maintain files. Release appropriate documents to any other interested party. Maintain E disclosure platform. Handle Prosecutor caseloads. Assist with other administrative functions and duties as required by the line manager.
ENQUIRIES : Lemmer Ludwick Tel No: (051) 410 6001
APPLICATIONS : e mail: Recruit2026295@npa.gov.za

POST 29/85 : **ADMINISTRATIVE CLERK REF NO: RECRUIT 2026/296 (X2 POSTS)**
Specialised Commercial Crime Unit

SALARY : R237 453 per annum (Level 05), (excluding benefits)
CENTRE : Bloemfontein
REQUIREMENTS : Grade 12 or equivalent qualification. Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Excellent communication and administrative skills. Report writing skills, good verbal and written communication skills. Customer focus and responsiveness. Excellent administrative skills and problem-solving skills. Good analytical skills. Computer skills such as MS word, Excel, Ms Office suite and Outlook. Flexibility. Document administration, writing skills and task time management skills.
DUTIES : Register incoming dockets and scanning thereof. Capturing information on the electronic case register (ECR). Daily updating of information from court. Provide dockets electronically and photocopies, where necessary, to Defence on request of Prosecutors. Liaise with Prosecutors in respect of matters dealt with. Verify what is happening in court. Write up information to be captured on access. Contact Prosecutors for information to reconcile to access. Generate reports from ECR for statistics purposes. Generate various Statistics Sheet. Draw up reports from Access, Power BI and PowerPoint tools. Draw up excel spreadsheets for case summaries. Draw reports from ECR for submission to Supervisors, DPP and National Office for monthly reporting. Update electronic case register as and when additional data becomes available. Attend to queries on case flow from Prosecutors and SAPS from the ECR. Provide case administration and document management. Prepare and maintain files. Release appropriate documents to any other interested party. Maintain E disclosure platform. Handle Prosecutor caseloads. Assist with other administrative functions and duties as required by the line manager.
ENQUIRIES : Lemmer Ludwick Tel No: (053) 410 6001
APPLICATIONS e mail: Recruit2026296@npa.gov.za

POST 29/86 : **FINANCE CLERK REF NO: RECRUIT 2026/297**
National Prosecutions Services

SALARY : R237 453 per annum (Level 05), (excluding benefits)
CENTRE : DPP: Bloemfontein

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

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

ENQUIRIES : Lemmer Ludwick Tel No: (053) 410 6001

APPLICATIONS : e mail: Recruit2026297@npa.gov.za

POST 29/87 : **CONTROL ROOM OPERATOR REF NO: RECRUIT 2026/298**
Strategy Operations and Compliance: Security Management Services

SALARY : R237 453 per annum (Level 05), (excluding benefits)

CENTRE : DPP: Johannesburg

REQUIREMENTS : Grade 12 or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Registration with the Private Security Regulation Authority (PSIRA) Grade C. Reliable, tolerant and determined. Able to act independently. High level of integrity. Willing to work shifts, after hours and over weekends. Good report writing skills and able to work under pressure. General computer literacy and knowledge of programs in MS Word, Excel, Outlook and Power Point. knowledge of security management in public sector administration (MISS &n MPSS documents). A valid driver's license.

DUTIES : Operate control room security and emergency system to ensure safety of the premises. Control cameras through CCTV system to monitor and safeguard the premises. Identify and record all suspicious incidents. Safekeeping of recorded information and back-up footage and access control records. Compile incident reports. Ensure proper use of control room systems. Identify and report faults and malfunctioning of the system. Monitor all scheduled and repair maintenance to ensure the effective working of all systems and equipment. Implement access control and key control for NPA building facilities and conduct key audits as and when required. Ensure access control of the control room. Control entry and exit of the control room. Ensure all relevant control room registers are complete. Respond to security emergencies. Activate the emergency systems and immediately report incidents. Liaise with internal and external stakeholders.

ENQUIRIES : Tshinyadzo Mudau Tel No: (012) 845 6298

APPLICATIONS : e mail: Recruit2026298@npa.gov.za

POST 29/88 : **FINANCE CLERK REF NO: RECRUIT 2026/299 (X2 POSTS)**
National Prosecutions Services
(Re-advert)

SALARY : R237 453 per annum (Level 05), (excluding benefits)

CENTRE : DPP: Grahamstown (Makhanda)

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

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

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

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

ANNEXURE J

OFFICE OF THE CHIEF JUSTICE

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

APPLICATIONS : **National Office: Midrand:** Quoting the relevant reference number, direct your application to: The Director: Human Resources, Office of the Chief Justice, Private Bag X10, Marshalltown, 2107 or hand deliver applications to the Office of the Chief Justice, Human Resource Management, 188, 14th Road, Noordwyk, Midrand,1685.

Free State: Bloemfontein: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X20612, Bloemfontein, 9300 or hand deliver applications to the Free State High Court, Corner President Brand and Fontein Street, Bloemfontein, 9301

Gauteng/Pretoria/Johannesburg: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X7, Johannesburg, 2000. Applications can also be hand delivered to the 12th floor, Cnr Pritchard and Kruis Street, Johannesburg.

North West/Mmabatho: Quoting the relevant reference number, direct your application to: The OCJ Provincial Head, Office of the Chief Justice, Private Bag X 2033, Mmabatho, 2735. Applications can also be hand delivered to 22 Molopo Road, Ayob Gardens, Mafikeng

Western Cape Provincial Service Centre/Cape Town: Quoting the relevant reference number, direct your application to: The provincial Head, Office of the Chief Justice, Postal Address: Private Bag X9020, Cape Town, 8000, or hand deliver applications to the Office of the Chief Justice, Provincial Service centre 30 Queen Victoria Street, Cape Town.

Eastern Cape/Gqeberha: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Postal Address: Private Bag X13012, Cambridge 5206, East London. Applications can also be hand delivered to 59 Western Avenue, Sanlam Park Building, 2nd Floor, Vincent 5242, East London.

CLOSING DATE : 28 August 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.

OTHER POSTS

POST 29/89 : **CHIEF REGISTRAR REF NO: 2026/96/OCJ**

SALARY : R610 434 – R1 442 451 per annum (MR6). The successful candidate will be required to sign a performance agreement. Salary will be in accordance with Occupation Specific Dispensation (Resolution 1 of 2008). Shortlisted candidates will be required to submit a service certificate/s for determination of their experience.

CENTRE : North West Division of The High Court: Mmabatho

REQUIREMENTS : Applicants should be in possession of an LLB Degree or a four (4) year legal qualification as recognised by SAQA. A minimum of eight (8) years' post qualification experience obtained as a Registrar. A valid driver's license. Knowledge and skills: Knowledge of registry duties, knowledge of legislative framework governing the public service, knowledge of storage and retrieval procedures in terms of the working environment, knowledge of Quasi-Judicial, knowledge of Case flow management, knowledge of court documentation management and Human Management and Batho Pele Principles. Skilled in planning, organising numeracy, problem solving, decision making, computer literacy (MS Office), communication (written and verbal), people skills/interpersonal relations, report writing and interviewing skills.

DUTIES : Manage the Information and case/court documentation Management System: Implement information desk in the court, develop and maintain a complaints management system, interface with external court stakeholders on a regular basis, ensure that the checking of relevant registers is done in terms of the codes. Provide support to court and case flow management / Quasi-Judicial functions: Develop & implement case management strategies, review and implement projects to improve court efficiency regularly, implement a case/ court documentation and information management system. Implement Service Level Agreements and Strategic Court projects: Ensure that all J33 requests to Service Providers are timeously returned, liaise with the service provider on a regular basis to ensure smooth service delivery, peruse proposed amendments received from the rules board and provide comments, if any to them. Provide leadership of the High Court: Develop annual institutional performance reports & other statutory reports, give direction and guidance to the court based on best court management practices and lead transformation in the High court. Supervise and develop staff: Ensure general supervision of employees, allocate duties and perform quality control on the work delivered by officials, manage leave of staff, advise and lead supervisees with regard to all aspects of the work, perform quality control on the work delivered by officials, manage

leave of staff, advise and lead supervisees with regard to all aspects of the work.

ENQUIRIES : Technical Related Enquiries: Mr OPS Sebapatso Tel No: (018) 397 7004
HR Related Enquiries: Ms L Makula Tel No: (018) 397 7064

APPLICATIONS : Applications can be sent via email to 2026/96/OCJ@judiciary.org.za

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

POST 29/90 : **SENIOR LAW RESEARCHER REF NO: 2026/97/OCJ**

SALARY : R605 742 – R713 535 per annum (Level 10). The successful candidate will be required to sign a performance agreement.

CENTRE : Gauteng Division of The High Court: Pretoria

REQUIREMENTS : Applicants should be in possession of an LLB Degree at (NQF level 8). A minimum of three (3) years' legal research experience of which two (2) years should be at supervisory level. A valid driver's license will serve as an added advantage. Knowledge and Skills: Knowledge of electronic information resources and the ability to access and utilise computer research programmes (Westlaw, LexisNexis, Jutastats), knowledge of operating DCRS/ CRT machine, Employment Equity Act, Practice Manual of the Court, sound understanding of South African law and Judicial system, interpretation and application of the law and Batho Pele Principles. Skilled in Microsoft Office Programs, research, problem solving, planning and organising, good judgment and decision-making, interpersonal relations, time management, effective communication (verbally and in writing) and supervisory skills. Along with the following attributes: Ability to multitask, able to work under pressure, telephone etiquette, professionalism, ability to meet strict deadlines and ability to maintain confidentiality with ability to take charge.

DUTIES : Provide legal research, consult with the judiciary in chambers and take instructions, peruse all the material lodged, identify the issue and initiate appropriate research, provide analytical summary of counsels' arguments or written evidence in the court, delegate instructions to the researcher, conduct research on electronic databases as per the Judge's request, ensure that all research provided to Judges is comprehensive and accurate, ensure that draft judgments, articles and speeches are clear, consistent and comprehensive, ensure there are no judgments conform to the accepted writing Style Guide of each court, ensure preparation of a comprehensive memorandum on the outcome of the research, double-check all references and footnotes in all judgements and legal articles against the original text to ensure correctness, assist the judges with other extra-judicial tasks, draft speeches, conferences papers and legal articles, ensure that all speeches, conference papers and articles are thoroughly researched, are accurate and of the highest quality, ensure secretarial functions including Provincial Efficiency Enhancement Committee (PEEC) meetings are being effectively performed, ensure the judiciary of the Division is up to date on recent developments min case law, practice directives and legislation, keep abreast of all the landmark judgments / recent developments in the law, changes in legislation and regulations, ensure researchers attend to publisher related queries (e.g Juta, Lexis and Saflii), supervise and develop staff, ensure general supervision of employees, allocate duties and perform quality control on the work delivered by officials, manage leave of staff, advise and lead supervisees with regards to all aspect of work, manage performance, conduct and discipline of employees, ensure that all employees are trained and developed to be able to deliver work of the required standard efficiently and effectively, develop, implement and monitor work systems and processes to ensure efficient and effective functioning, address enquiries and provide advice and guidance on asset allocations and control

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

APPLICATIONS : Applications can be sent via email to 2026/97/OCJ@judiciary.org.za

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

POST 29/91 : **ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: 2026/98/OCJ**

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

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

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

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

APPLICATIONS : Applications can be sent via email to 2026/99/OCJ@judiciary.org.za

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

POST 29/93 : **SENIOR COURT INTERPRETER REF NO: 2026/100/OCJ**

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

CENTRE : Eastern Cape Division of The High Court: Gqeberha

REQUIREMENTS : Applicants should be in possession of a National Diploma in Legal Interpreting or equivalent qualification at NQF level 6 with 360 credits as recognised by SAQA. A minimum of two (2) years' practical experience in court Interpreting or Grade twelve (12) certificate with at least ten (10) years' practical experience in court Interpreting. Proficiency in English, Afrikaans and isiXhosa. Proficiency in any other indigenous languages and a valid driver's license will serve as an added advantage. Knowledge and skills: Knowledge of relevant acts and regulations, knowledge of culture, knowledge of subject area, knowledge on how to translate and be able to keep to time frame. Skilled in computer literacy (MS Office), communication (written and verbal), time management, interpersonal relations, listening, customer service, problem solving, planning, organising, decision-making, analytical thinking, excellent English language along with the following attributes: flexible, motivational, able to work under pressure, meticulous, self-driven and people centric.

DUTIES : Render interpreting services: Interpret in Children's Act matters, criminal proceedings, Civil proceedings, Domestic Violence Act matters, Older Persons Act matters, Family, Protection from Harassment Act matters, Labour, Maintenance Act matters, Child Justice matters, Inquests, and quasi-judicial matters. Interpret in small claims courts, interpret in disciplinary hearing, interpret in Conciliation and Arbitration, interpret in confession, interpret in pre-trial proceedings and consultations, liaise with the supervisor for foreign language interpreters, interpret from source to target language during court proceedings, pre-trial, consultation, quasi, judicial. interpret non-verbal gestures, dramatization and confessions, engage with the judiciary to confer on the readiness and/or performance of a particular interpreter in court. Render legal and quasi-judicial and language service: Render audible and clear interpreting from source to target language without embellishment or omissions while preserving the language, convey the correct language in accordance with

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

ENQUIRIES : Technical Related Enquiries: Ms. P Boya-Nyhiba Tel No: (041) 502 6626
HR Related Enquiries: Ms. Z Sulo at (087) 086 6929

APPLICATIONS : Applications can be sent via email to 2026/100/OCJ@judiciary.org.za

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

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

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

CENTRE : Gauteng Division of The High Court: Johannesburg

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

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

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

APPLICATIONS : Applications can be sent via email to 2026/101/OCJ@judiciary.org.za

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

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

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

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

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

APPLICATIONS : Applications can be sent via email to 2026/103/OCJ@judiciary.org.za

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

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

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

CENTRE : Gauteng Division of The High Court: Pretoria

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

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

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

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

APPLICATIONS : Applications can be sent via email to 2026/104/OCJ@judiciary.org.za

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

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

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

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

REQUIREMENTS : Applicants should be in possession of an LLB Degree or a four (4) year Legal qualification at NQF level eight (8) as recognised by SAQA. A minimum of two (2) years' experience in legal environment. **MR3:** LLB Degree or equivalent plus a minimum of 2 years post graduate legal experience. **MR4:** LLB Degree or equivalent plus minimum of 8 years post graduate legal experience. **MR5:** LLB Degree or equivalent plus a minimum of 14 years post graduate legal experience. Superior Court of litigation experience and a driver's license will serve as an added advantage. Knowledge and Skills: Knowledge of Case Flow Management, knowledge of the legislative frameworks governing the public service. Skilled in communication (verbal and written), planning, organising, problem solving, numeracy, conflict management and time management. Along with the following attributes: ability to work under pressure, professionalism, strong work ethics and attention to details.

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

implement and monitor work systems and processes to ensure efficient and effective functioning, address enquiries, provide advice and guidance on asset allocation and control.

ENQUIRIES : Technical Related Enquiries: Ms. N Hanekom Tel No: (021) 480 2635
HR Related Enquiries: Mr SD Hlongwane Tel No: (021) 469 4032

APPLICATIONS : Applications can be sent via email to 2026/105/OCJ@judiciary.org.za

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

POST 29/99 : **REGISTRARS CLERK REF NO: 2026/106/OCJ**

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

CENTRE : Gauteng Division of The High Court: Johannesburg

REQUIREMENTS : Applicants should be in possession of a Grade 12 Certificate or equivalent qualification at NQF level four (4) as recognised by SAQA. No experience required. A valid driver's License will serve as an added advantage. Knowledge and Skills: Knowledge of working procedures in terms of the working environment, knowledge of registry processes and practice, knowledge of storage and retrieval procedures in terms of the working environment, knowledge and understanding of legislative frameworks governing the Public Service, knowledge of Filling system, Mail procedure manual, Promotion of access to information Act and National archives and Batho Pele Principles. Skilled in computer literacy (Microsoft Office), communication, numeracy, interpersonal relations, problem solving, analysis, time management and administration. Along with the following attributes: ability to work under pressure, self-motivated, accuracy, ability to work independently, attention to detail, teamwork and flexible.

DUTIES : Perform clerical and administrative work within the court: Register/ allocate case numbers to all pleadings and court documents received, ensure that the files have been served on all parties concerned, draw up files for the litigants/Attorney, update the file of return service/s proof services, safe-keep and dispose of case records, handle court's request files, retrieve the requested files and make the file available to the requester, attend to queries from parties and members of the public, record documents received, ensure systematically recording of court files, keep record of requests received from litigants, render case management duties, attend to case management and set down notice, implement case management practices (placing request forms in the space of a file that has been requested, complete and file the movement sheet), monitor files and records as per the case Management, provide support with administrative registrar, submit leave forms to HR for compliance, maintain and keep all registers for filing and archiving, comply with the telephone prescripts and leave policies, prepare and sign performance agreement timeously.

ENQUIRIES : Technical Related Enquiries: Mr T Musana Tel No: (010) 494 8403/8402
HR Related Enquiries: Ms T Mbalekwa Tel No: (010) 494 8515

APPLICATIONS : Applications can be sent via email to 2026/106/OCJ@judiciary.org.za

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

POST 29/100 : **ADMINISTRATION CLERK: LEGAL REF NO: 2026/107/OCJ**

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

CENTRE : Free State Provincial Service Centre: Bloemfontein

REQUIREMENTS : Applicants should be in possession of a Grade 12 or equivalent qualification at NQF level four (4) as recognised by SAQA. No experience required. A three-year National Diploma/Degree in Law at NQF level 6 with 360 credits as recognised by SAQA will serve as an added advantage. Knowledge and skills: Knowledge and understanding of the legislative frameworks, prescripts and regulations governing Public Service, library and information science matters, procedures and processes, knowledge of law subjects and legal phrases, knowledge of clerical duties, practices and ability to capture data, knowledge of clerical duties, practices and ability to capture data, knowledge and understanding of the legislative framework governing Public Service, knowledge of Batho Pele Principles. Skilled in communication (verbal &

written), problem solving, public relations, monitoring and analytical, computer literacy (MS Office), planning, organising, report writing and typing skills.

DUTIES : Conduct legal research for the Regional Court President/Chief Magistrate, compilation of statistics, case flow management, assisting Regional Registrar and members of the public, provide administrative support in general as requested by the manager and supervisor.

ENQUIRIES : Technical Related Enquiries: Mr S.P Mathibeli Tel No: (051) 4924523
HR Related Enquiries: Ms DSJ Peters: Tel No: (051) 492 4523

APPLICATIONS : Applications can be sent via email to 2026/107/OCJ@judiciary.org.za

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

POST 29/101 : **ADMINISTRATION CLERK: ASSET CONTROLLER REF NO: 2026/108/OCJ**

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

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

REQUIREMENTS : Applicants should be in possession of a Grade 12 certificate or equivalent qualification at NQF level four (4) as recognised by SAQA. No experience is required. A valid driver's license will serve as an added advantage. Knowledge and skills: Knowledge of Public Service Finance Management Act (PFMA), PPPFA, BBB_EE Act and Treasury Regulations, In-depth knowledge of financial systems, e.g. LOGIS. Skilled in planning, organising, interpersonal relations, communication (written and verbal) and computer literacy. Along with the following attributes: ability to work independently and meet deadlines, ability to work under pressure, work in a team and preparedness to work overtime when required.

DUTIES : Render efficient and effective support to the court, facilitate the maintenance of a complete, reliable, and accurate asset register for the Departmental owned assets, allocate assets as per purchasing request, conduct physical verification of assets in line with asset management policy and procedures to ensure the existence of assets as well as completeness of the asset register, identify and report stolen or lost assets and unserviceable, redundant, damaged, underperforming, and obsolete assets, monitor leased assets register and expiring contracts.

ENQUIRIES : Technical Related Enquiries: Mr SD Hlongwane Tel No: (012) 482 3809
HR Related Enquiries: Mr SD Hlongwane Tel No: (012) 482 3809

APPLICATIONS : Applications can be sent via email to 2026/108/OCJ@judiciary.org.za

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

POST 29/102 : **ADMINISTRATION CLERK: JUDICIAL REMUNERATION AND CONDITIONS OF SERVICE REF NO: 2026/109/OCJ**

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

CENTRE : Judicial Remuneration and Conditions of Service: Pretoria

REQUIREMENTS : Applicants should be in possession of a Grade 12 certificate or equivalent qualification at NQF level four (4) as recognised by SAQA. No experience required. A National Diploma in Public Administration, Public Management, Office Management and Technology, Human Resource Management, Business Administration, Communication or an equivalent relevant qualification at NQF Level 6 as recognised by SAQA will serve as an added advantage. Knowledge and Skills: Basic knowledge of administrative processes, records management and the Batho Pele Principles, knowledge of the government systems and relevant public service legislative framework. Skilled in computer literacy with proficiency in Microsoft Word, Excel, Outlook and PowerPoint, numerical literacy, verbal and written communication, interpersonal and customer service, organisational, planning and time management and problem-solving skills. Along with the following attributes: ability to maintain confidentiality, attention to detail, ability to work under pressure and meet deadlines, ability to work effectively as part of a team, ability to perform administration duties and secretariat duties.

DUTIES : Provide administrative support to the Judicial Remuneration and Conditions of Service Directorate, provide support in the administration of remuneration and service benefits for acting and permanently appointed Judges, discharged Judges and surviving spouses, assist with the administration of gratuities for

		Judges in active service, retiring Judges and surviving spouses, capture and update remuneration and service benefit information on the government system, assist with administrative processes relating to the procurement of official vehicles, receive, register, record, file and distribute documents and correspondence, maintain manual and electronic filing and records management systems, respond to routine enquiries from internal and external stakeholders, assist with the preparation of routine correspondence, reports and other administrative documents and perform general administrative duties as delegated by the supervisor.
ENQUIRIES	:	Technical Related Enquiries: Ms Cloudine Schubart Tel No: (081) 8286548 HR Related Enquiries: Mr K Mphela Tel No: (010) 493 2527
APPLICATIONS	:	Applications can be sent via email to 2026/109/OCJ@judiciary.org.za
NOTE	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
POST 29/103	:	**DATA CAPTURER REF NO: 2026/111/OCJ**
SALARY	:	R201 093 – R236 877 per annum (Level 04). The successful candidate will be required to sign a performance agreement.
CENTRE	:	Gauteng Division of The High Court: Johannesburg
REQUIREMENTS	:	Applicants should be in possession of a Grade 12 certificate or equivalent qualification at NQF level four (4) as recognised by SAQA. No experience required. A valid drivers' license will serve as an added advantage. Knowledge and skills: Knowledge of clerical duties, practices as well as the ability to capture data, Batho Pele principles, knowledge of working procedures in terms of the working environment. Skilled in communication (written and verbal), interpersonal relations, computer literacy, customer services, planning, organising, problem solving, analytical skills, numerary. Along with the following attributes: ability to work under pressure, flexible, be motivated, meticulous and be self-driven.
DUTIES	:	Capture data from available records into the required formats e.g. databases, table, spreadsheet, verify missing data and errors observed during data entry, review and validate all data from the records, submit data and make regular backups of data, update registers and statistics, keep and maintain records and files, ensure records and files are properly sorted and secured, provide information to components, provide support to the verification personnel with availing data sources required and files, collect correspondence from general office, distribute files and correspondence to Registrars, provide any other support as required by the judiciary, Court Manager and/or supervisor, provide information to responsible components, keep and maintain records and files in an organised method, ensure that all case records/court documents for data capturing are kept safely while in your possession, attend to Attorneys queries with respect to quasi-judicial matters, review and validate all data from the files, open files, sort and distribute incoming data to be captured equally, update registers and statistics.
ENQUIRIES	:	Technical Related Enquiries: Mr T Musana Tel No: (010) 494 8403 HR Related Enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
APPLICATIONS	:	Applications can be sent via email to 2026/111/OCJ@judiciary.org.za
NOTE	:	The Organisation will give preference to candidates in line with the Employment Equity goals.

ANNEXURE K

DEPARTMENT OF PLANNING, MONITORING AND EVALUATION

APPLICATIONS	:	Applications must be posted / or hand-delivered to: The Department of Planning, Monitoring and Evaluation (DPME) at Private Bag X944, Pretoria, 0028 or hand delivered to 330 Grosvenor Street, Hatfield, Pretoria, 0028 (please quote the relevant post and reference number).
FOR ATTENTION	:	Human Resource Admin & Recruitment
CLOSING DATE	:	28 August 2026 @ 16:30
WEBSITE	:	www.dpme.gov.za
NOTE	:	The relevant reference number must be quoted on all applications. The successful candidate will have to sign an annual performance agreement and will be required to undergo a security clearance. Applications must be submitted on a signed Z83 accompanied by a comprehensive CV only specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate. Certified copies of qualifications and other relevant documents will be requested from shortlisted candidates only. Applicants will be required to meet vetting requirements as prescribed by Minimum Information Security Standards. The DPME is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s) Failure to submit the above information will result in the application not being considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Reference checks will be done during the selection process. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. Shortlisted candidates must be available for interviews at a date and time determined by DPME. Applicants must note that pre-employment checks will be conducted once they are short-listed and the appointment is also subject to positive outcomes on these checks, which include security clearance, security vetting, qualification verification and criminal records. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. For salary levels 11 to 15, the inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employees Pension Fund and a flexible portion in terms of applicable rules. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. The DPME reserves the right to utilise practical exercises/tests for non-SMS positions during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). The DPME also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process. Prior to appointment, a candidate would be required to complete the Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course, endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/. Candidates are required to use the new Z83 (Application for employment) that is implemented with effect from 1 January 2021. A copy can be downloaded on the website of the Department of Public Service & Administration (DPSA) at www.dpsa.gov.za

OTHER POSTS

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

		Policy, delegations and SCM legislations. Monitor and facilitate requests for quotation (RFQ), RFP and tenders: Monitor and update the SCM tracking tool, Ensuring RFQ, RFP and bid processes timeframes are aligned with the approved SCM charter and ensuring all Bid committees are convened for RFP and Tender process. Update policies and respond to audit queries and risk management: Provide inputs into the review of the SCM policy and Provide inputs into Internal audit report and queries. Compilation of SCM Reports: Compile monthly reports on the status of RFQ, RFPs and Tenders and HR Management: Develop and manage the implementation of SCM operational plans, provide continuous training, mentoring and supporting to sub-ordinates and Ensure staff discipline is manged.
ENQUIRIES	:	Ms BX Sebuyana Tel No: (012) 312-0462
APPLICATIONS	:	can also be emailed to: Recruitment36@dpme.gov.za
POST 29/106	:	**FOOD SERVICE AID REF NO: 16 /2026** Branch: Corporate Services
SALARY	:	R144 024 – R169 656 per annum (Level 02), plus benefits
CENTRE	:	Pretoria
REQUIREMENTS	:	An NQF level 1 (below grade 10) or level 2 (grade 10). (Abet level 2 certificate or equivalent). No experience required. Basic food services experience will be an added advantage. Qualification/ certificate in the area of food preparation/services will be an added advantage. Competencies and skills: Should have good interpersonal relations skills and good communication skills. Basic Numeracy. Knowledge requirements: Basic knowledge of how to hygienically prepare food, Managing stock and store in the kitchen and storeroom. Ability to use a variety of cleaning equipment and products. Knowledge of Batho Pele Principles. Personal attributes: Must be a team player. Flexible and reliable. Ability to accept responsibility for own areas of work.
DUTIES	:	The successful candidate will be responsible for providing services relating to food preparation, the cleaning of kitchen and preparing of Boardrooms: Preparing of venues for meetings and functions. Maintain cleaning materials/ products and equipment: Monitor stock and request cleaning materials, report broken cleaning machines and equipment and safekeeping of catering equipment and stock. Filling of aqua coolers and applying hygiene and safety measures in the work-area that relates to duties.
ENQUIRIES	:	Ms BX Sebuyana Tel No: (012) 312-0471
APPLICATIONS	:	can also be emailed to: Recruitment37@dpme.gov.za

ANNEXURE L

DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

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

CLOSING DATE : 11 September 2026 at 16H00

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

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

MANAGEMENT ECHELON

POST 29/107 : **CHIEF DIRECTOR: CONSTRUCTION MANAGEMENT REF NO: 2026/304 (X2 POSTS)**

SALARY : R1 554 696 per annum, (Total package to be structured in accordance with the rules of the Senior Management Services)

CENTRE : Head Office (Pretoria)

REQUIREMENTS : A minimum of NQF 7 in Engineering/ Built Environment or related field of study as recognised by the SAQA. A minimum of 5 years' experience at a senior managerial level in built environment and or construction management. Registration as a Professional Construction Project Management with the SACPCMP. Knowledge: Construction best practice, Project Management, Extensive knowledge of all engineering aspects of the building and construction environment, Public Finance Management Act, Occupational Health and Safety Act, Supply Chain Management, Contract Management. Skills: Decision making, Team leadership, Analytical skills, Creativity, Self-management, financial management, Customer focus and responsiveness, Communication, Computer literacy, Planning and organising, Conflict management, People management, Negotiation skills, Problem solving and analysis, Change management, Innovation, Strategic capability and leadership. Personal Attributes: Project management skills, principles and methodologies, Project and professional judgement, Computer-aided engineering and project applications, Project design and analysis knowledge, Project operational communication, Process knowledge and skills, Maintenance skills and knowledge, Mobile equipment operating skills, Legal and operational compliance, Research and development, Creating high-performance culture, technical consulting. Willing to adapt work schedule in accordance with professional requirement.

DUTIES : Oversee the management of construction or refurbishment projects Construction Management Methodology: Oversee final review and approvals or audits on project designs according to design principles or theory. Ensure effective design efforts and integration across disciplines to ensure seamless integration with current technology. Manage the execution of project management strategy through the provision of appropriate structures, systems and resources. Ensure that project standards, specifications and service levels according are set to departmental objectives to ensure optimum operational availability. Monitor project management efficiencies according to organisational goals to direct or redirect project services for the attainment of organisational objectives. Manage and control project budget and expenditure. Oversee the management of construction management guidelines, processes, standards and strategies: Identify construction management trends and opportunities for businesses processes improvement. Approves recommendations for changes and improvements to existing construction management guidelines, standards, policies and procedures. Oversee the implementation of guidelines, standards, policies, procedures and strategies and related prescripts. Ensure the development and implementation of support tools. Monitor the implementation and ensure compliance with applicable policies and legislation. Ensure the implementation of sound effective and efficient internal control system. Ensure structuring of the project's delivery model along IDIP & IDMS methodologies: Business model definition and documentation. Develop new business process, standard operating procedures, new service level standards, and system automation. Re-arranging the resources to service the new processes adequately. Structuring of current professional teams into portfolio arrangements. Re-engineering of business processes and delegations and implementation of insourcing strategies. Develop sustainable design guidelines to form the basis for future design solutions and construction technology as informed by DPW Green Building Policy. Manage the Chief Directorate: Establish and maintain

appropriate internal controls and reporting systems in order to meet performance expectations. Develop and manage the operational plan of the Chief Directorate and report on progress as required. Manage performance and development of employees. Establish, implement and maintain efficient and effective communication arrangements. Compile and submit all required administrative reports. Quality control of work delivered by employees. Monitor the budget and expenditures for the Chief Directorate.

ENQUIRIES : Mr S Mdakane at (082) 929 9885

APPLICATIONS : Head Office Applications: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand deliver at 256 Madiba Street, CGO Building, Pretoria or email to: Recruitment26-65@dpw.gov.za

FOR ATTENTION : Ms NP Mudau

POST 29/108 : **DIRECTOR: MECHANICAL ENGINEERING REF NO: 2026/305**

SALARY : R1 317 384 per annum, (Total package to be structured in accordance with the rules of the Senior Management Services)

CENTRE : Head Office (Pretoria)

REQUIREMENTS : A minimum of NQF 7 in Mechanical Engineering as recognised by the SAQA. A minimum of 5 years' experience at a middle or Senior managerial level in mechanical engineering field. Registration as a Professional Engineer (Mechanical) with the Engineering Council of South Africa. Knowledge: Mechanical Engineering best practice. Extensive knowledge of all mechanical engineering aspects of the building and construction environment, Public Finance Management Act, Occupational Health and Safety Act, Supply Chain Management, Contract Management. Skills: Ability to undertake critical review/analysis and provide technical advice, Ability to maintain integrity of confidential information, financial administration, Effective verbal communication, Advanced technical report writing, Numeracy, Computer literacy, Organisation and planning, Relationship management, Programme and project management, Problem solving skills, Decision making skills, Motivational skills, Negotiation skills. Personal Attributes: Analytical thinking, Innovative, Creative, Solution orientated – ability to design ideas without direction, Ability to work under stressful situations, Ability to communicate at all levels, People orientated, Reliable, highly motivated. Willing to adapt work schedule in accordance with professional requirement.

DUTIES : Manage the development, implementation and maintenance of mechanical engineering related policies, guideline and professional standards: Develop evaluation criteria that will serve to measure progress and effectiveness of departmental mechanical engineering operations. Develop and maintain professional best practice parameters and quality standards and manuals and guideline on professional standards. Monitor and ensure the implementation and continuous adherence to policies and procedures, as well as professional and industry-specific standards and regulations. Provide technical consulting services for the operation on engineering related matters to minimize possible engineering risks. Manage the design, planning and implementation of engineering projects: Perform audits on engineering designs and approve according to design principles or theory. Manage design efforts and integration across disciplines to ensure seamless integration with current technology. Analyse technology, resources and market demand, to plan and assess the feasibility of projects. Oversee production, quality assurance, quality control, testing and maintenance as required. Verify compliance with plans, industry and project standards, building codes, legal requirements and more. Monitor progress against project schedules and budgets and recommend allocation of resources as required to accomplish goals. Manage the maintenance of engineering operational effectiveness: Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources. Set engineering maintenance standards, specifications and service levels to ensure optimum operational availability. Monitor maintenance efficiencies according to departmental goals to direct or redirect engineering services. Manage mechanical engineering operations budget: Ensure the availability and management of funds to meet the MTEF objectives within the engineering environment. Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organisational needs and objectives. Manage the commercial value add of the discipline-related programmes and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organizational principles. Allocate, control

and monitor expenditure according to budget to ensure efficient cash flow management. Manage the Directorate: Establish and maintain appropriate internal controls and reporting systems in order to meet performance expectations. Develop and manage the operational plan of the Directorate and report on progress as required. Manage performance and development of employees. Establish, implement and maintain efficient and effective communication arrangements. Compile and submit all required administrative reports. Quality control of work delivered by employees. Monitor the budget and expenditures for the Directorate.

ENQUIRIES : Mr S Mdakane at (082) 929 9885

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

FOR ATTENTION : Ms NP Mudau

POST 29/109 : **DIRECTOR: MARKETING AND PUBLIC RELATIONS REF NO: 2026/306**

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

CENTRE : Head Office: Pretoria

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

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

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

ENQUIRIES : Mr S Mdakane at (082) 929 9885

APPLICATIONS : Head Office Applications: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand deliver at 256 Madiba Street, CGO Building, Pretoria or email to: Recruitment26-67@dpw.gov.za

FOR ATTENTION : Ms NP Mudau

POST 29/110 : **DIRECTOR: REAL ESTATE MANAGEMENT SERVICES REF NO: 2026/307**

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

CENTRE : Kimberly Regional Office

REQUIREMENTS : A Minimum of NQF 7 degree in Real Estate/Property Studies, Immovable Asset Management or Built Environment (e.g., Urban/Town Planning, Quantity Surveying, Construction Management) as recognised by SAQA. A minimum of 5 years' experience at a middle or Senior managerial level in Real Estate Management. (An NQF 8 qualification or higher in the above fields will serve as an added advantage). Knowledge: Knowledge of Public Finance Management Act, Government Budget systems and procedures, Government Financial Systems, Financial administration; Procurement directives and procedures; Programme and project planning; Real Estate Management; State Land Disposal Act; Market research; Property economics; Reporting procedures. Skills: Planning and organizing; Problem solving; Interpersonal and diplomacy; Ability to conduct research and gathering of information; Ability to work on specific timeframes; Report writing; Management skills; Numeric skills; Decision making; Project management skills; Effective communication. Personal Attributes: Creative; Dedicated; Approachable; Hard-working; Trustworthy; Ability to communicate at all levels. Analytical thinking. Willing to adapt work schedule in accordance with professional requirements and compelling circumstances.

DUTIES : Manage the implementation and monitoring of real estate management guidelines, processes, standards and strategies-: Undertake research on the latest developments in professional guidelines, legislations and standards. Identify real estate management trends and opportunities for businesses processes improvement. Make recommendations for changes and improvements to existing immovable asset management guidelines, standards, policies and procedures. Manage the implementation of guidelines, standards, policies, procedures and strategies and related prescripts. Ensure the development and implementation of support tools. Monitor the implementation and ensure compliance with applicable policies and legislation. Ensure the implementation of sound effective and efficient internal control system. Manage and ensure administration of leased property-: Manage the maintenance process and function ability of leased properties. Ensure effective administration and performance of buildings for client satisfaction. Manage property portfolios. Ensure that buildings are user-friendly and accessible. Establish and maintain sound client relationships. Manage acquisition and the disposal of states` fixed assets-: Establish availability of funds for client departments. Ensure optimal procurement practices for all properties Make findings regarding offices and procured accommodation. Manage and facilitate the process of identifying superfluous properties to be disposed. Manage the prioritisation of assets to be disposed. Develop and implement strategies to guide the disposal of state immovable properties. Establish the ownership of properties to be disposed. Ensure that all property disposals do not infringe with the National Land Reform Programme. Manage the transfer of ownership of immovable assets disposed. Ensure compliance to departmental policies on

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

ENQUIRIES : Mr S Mdakane at (082) 929 9885

APPLICATIONS : Head Office Applications: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand deliver at 256 Madiba Street, CGO Building, Pretoria or email to: Recruitment26-68@dpw.gov.za

FOR ATTENTION : Ms NP Mudau

POST 29/111 : **DIRECTOR: USER DEMAND MANAGEMENT (X2 POSTS)**

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

CENTRE : Head Office (Pretoria):
Defence And Military Veterans Ref No: 2026/308A (X1 Post)
Defence Ref No: 2026/308B (X1 Post)

REQUIREMENTS : A minimum of NQF 7 in Public Administration/Management, Business Administration, Law, Real Estate Management and Town and Regional Planning) as recognised by SAQA. A minimum of 5 years' experience at a middle or Senior managerial level in the relevant field. Committed to designated tasks. Knowledge: DPWI Asset Management Policies, Government Immovable Asset Management Act (GIAMA), Program and Project Management, Property Charter, Expropriation Bill, Land Development Act, Supply Chain Management Framework, Circulars, and Directives, Public Finance Management Act (PFMA), Treasury Regulations, referential Procurement Policy Framework Act, Broad-Based Black Economic Empowerment Act (B-BBEE), Occupational Health and Safety Act (OHSA), Public Service Act and Public Service Regulations and other relevant legislation, Real Estate Management. Skills: Strategic capability and leadership, People management and empowerment, Program and project management, Financial management, Change management, Client Orientation and Customer focus, Advanced interpersonal and diplomacy skills, Advanced report writing, Advanced communication, Language proficiency, Advanced Computer skills, Analytical thinking, Strategic planning, Conflict management, Problem identification and solving ability, Organising and planning, Decision making abilities, Motivational skills, Policy formulation. Personal Attributes: Ability to interact with clients and stakeholders in professional and knowledgeable manner, High ethical standards, Able to conduct operations with integrity and in a fair and reasonable manner, Ability to promote mutual trust and respect, Innovative and creative, Solution orientated – ability to design ideas without direction, People orientated, Hard-working and highly motivated, Ability to work effectively and efficiently under sustained pressure, Ability to meet tight deadlines whilst delivering excellent results. Willing to adapt work schedule in accordance with office requirements.

DUTIES : Manage the development, review and maintenance of User Demand Management policies, strategies and procedures: Manage the development, review, and maintenance of User Demand Management policies, strategies, and procedures, ensuring alignment with legislative prescripts and departmental strategic objectives. Contribute to the review and development

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

ENQUIRIES : Mr S Mdakane at (082) 929 9885

APPLICATIONS : Head Office Applications: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand deliver at 256 Madiba Street, CGO Building, Pretoria or mail to: Recruitment26-69@dpw.gov.za

FOR ATTENTION : Ms NP Mudau

POST 29/112 : **DIRECTOR: CONSTRUCTION PROJECT MANAGEMENT (REGIONS) REF NO: 2026/309**

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

CENTRE : Pretoria Regional Office

REQUIREMENTS : A minimum of NQF Level 7 qualification in Built Environment or related field of study as recognised by SAQA. A minimum of 5 years' experience at a middle or Senior managerial level in built environment. Registration as a Professional Construction Project Management with the SACPCMP. Knowledge: Financial management, Contract management, Programme and project management, Information management, Public Finance Management Act, Technical knowledge of the built environment, Construction regulations, Political Environment, Procurement processes and systems, Occupational health and safety, financial administration processes and systems (WCS), PMBOK Guidelines. Skills: Management skills, Advanced report writing, Advanced communication, Analytical thinking, Strategic planning, influencing skills, Time management, Negotiation skills, Programme and project management skills, Organising and planning, Policy formulation, Decision making skills, Motivational skills, Advanced interpersonal and diplomacy skills. Personal Attributes: Ability to work effectively and efficiently under pressure, Ability to meet tight deadline whilst delivering excellent results, Ability to communicate at all levels, participate at an executive level, Able to establish and maintain personal networks, Ability to work independently. Willing to adapt work schedule in accordance with professional requirement.

DUTIES	:	Manage the implementation and monitoring of construction management guidelines, processes, standards and strategies: Identify construction management trends and opportunities for businesses processes improvement. Make recommendations for changes and improvements to existing construction management guidelines, standards, policies and procedures. Ensure compliance with project progresses approved programs and relevant framework. Ensure the development and implementation of support tools. Ensure the implementation of sound effective and efficient internal control system. Design and ensure implementation of project management methodologies for the projects` life cycle. Manage the implementation and compliance of projects-Provide inputs to client departments on conceptualisation of special major projects. Manage the project change management process. Manage service level agreements. Ensure the final design conforms to the departmental quality standards and client requirements. Provide technical advice on special projects and other related matters and maintain relations with stakeholders. Manage the process of appointment of service providers/contractors. Oversee the contract management services for construction projects. Manage the implementation and coordination of RAMP projects-Manage the design, planning, documentation processes and milestones of the projects. Provide strategic and technical support to RAMP activities. Ensure the implementation of RAMP in Regional Offices. Manage the co-ordination of special projects in Regional Offices. Develop a holistic maintenance on RAMP programmes. Manage construction projects operations budget: Ensure the availability and management of funds to meet the MTEF objectives within the engineering environment. Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organisational needs and objectives. Manage the commercial value add of the discipline-related programmes and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organizational principles. Allocate, control and monitor expenditure according to budget to ensure efficient cash flow management. Manage the Directorate: Establish and maintain appropriate internal controls and reporting systems in order to meet performance expectations; Develop and manage the operational plan of the Directorate and report on progress as required; Manage performance and development of employees; Establish, implement and maintain efficient and effective communication arrangements; Compile and submit all required administrative reports; Quality control of work delivered by employees; Monitor the budget and expenditures for the Directorate.
ENQUIRIES	:	Mr S Mdakane at (082) 929 9885
APPLICATIONS	:	Head Office Applications: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand deliver at 256 Madiba Street, CGO Building, Pretoria or email to: Recruitment26-70@dpw.gov.za
FOR ATTENTION	:	Ms NP Mudau

OTHER POSTS

POST 29/113	:	**DEPUTY DIRECTOR: REAL ESTATE MANAGEMENT SERVICES REF NO: 2026/310**
SALARY	:	R1 101 468 per annum, (all-inclusive salary package to be structured in accordance with the rules of the middle management service)
CENTRE	:	Polokwane Regional Office
REQUIREMENTS	:	A minimum of three-year tertiary qualification (NQF Level 06) / National Diploma in Property Valuations, Property Management, Real Estate, LLB, Town & Regional Planning. Appropriate experience in property industry at a Junior Management /Assistant Director equivalent level in Real Estate Management. Knowledge and understanding of PFMA, Property related Acts and other property laws and local regulations. Town planning experience or knowledge. Good financial skills, proven budgeting ability. Knowledge of building inspections and valuation methods and the real estate market and its trends. Analytical ability. Strong written and verbal communication skills and good interpersonal skills. Computer literacy. Valid driver's licence.
DUTIES	:	Implement and maintain acquisitions and leasing; utilisation and contract and property disposals policies, procedures, frameworks, delegations and ensure compliance thereof. Coordinate the property acquisition process in line with the approved acquisition framework. Facilitate and manage the lease administration process for private and leasehold portfolios. Ensure the optimal

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

		Compile and communicate training needs identified for NYS learners. Develop and maintain accurate database of beneficiaries' records. Prepare status reports on project information received. Prepare minutes of meetings held with internal and external stakeholders. Conduct project site visits for monitoring and data collection. Prepare logistics for EPWP workshops and graduation ceremonies. Participate in capacity building workshops to ensure compliance to EPWP requirements. Manage and continuously improve EPWP reporting and data integrity. Compile project data according to reporting standards for capturing on the EPWP Reporting System. Submit monthly progress reports. Maintain Files records for audit purposes. Provide financial administration support services. General supervision of employees.
ENQUIRIES	:	Mr S Simelane Tel No: (031) 3147357
APPLICATIONS	:	Durban Regional Office: Durban Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X54315, Durban, 4000. Hand Deliver at Corner Dr Pixley Kasem and Samora Machel Streets Durban or email to: RecruitDBN26-12@dpw.gov.za
FOR ATTENTION	:	Mrs NS Nxumalo
POST 29/116	:	**CLEANER REF NO: 2026/313**
SALARY	:	R144 024 per annum
CENTRE	:	Bloemfontein Regional Office (Brandfort Magistrate Court)
REQUIREMENTS	:	A minimum of ABET level 4. No experience required. Ability to read and write. Good interpersonal skills. Basic communication and literacy skills. Ability to perform routine cleaning tasks. Knowledge of cleaning materials and equipment will be an advantage. Previous practical cleaning services activities knowledge will be an added advantage.
DUTIES	:	Clean toilets, basins, and wall tiles. Empty and wash dustbins. Sweep passages, offices, and floors. Scrub, mop, and polish floors. Dust and polish furniture. Clean windows, doors, and walls. Vacuum and wash carpets. Keep storerooms clean and tidy.
ENQUIRIES	:	Ms. L. Molelekoa Tel No: (051) 408 7314 / Ms. N Nkonyana Tel No: (051) 408 7353
APPLICATIONS	:	Bloemfontein Regional Office: The Regional Manager: Department of Public Works, P/Bag X20605, Bloemfontein, 9300 or Hand delivered 18 President Brand Street, Bloemfontein 9300 or email to: RecruitBLOEM26-30@dpw.gov.za
FOR ATTENTION	:	Mr T Mosia or Mr. T Mofokeng

ANNEXURE M

DEPARTMENT OF SMALL BUSINESS DEVELOPMENT

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

APPLICATIONS	:	Applications can be submitted by email to the relevant email and by quoting the relevant reference number provided on the subject line. Acceptable formats for submission of documents are limited to MS Word, PDF. Candidates must submit applications to recruitment8@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying, i.e. "REF NO: ASD IMBD
CLOSING DATE	:	29 August 2026 at 16h00. Applications received after the closing date will not be considered.
NOTE	:	Applications must quote the relevant reference number and consist of: A fully completed and signed Z83 form and a recent comprehensive CV. Submission of copies of qualifications, Identity document, and any other relevant documents will be limited to shortlisted candidates only. All non-SA citizens will be required to submit proof of permanent residence in South Africa when shortlisted. Personnel suitability checks will be done during the selection process. Applicants could be required to provide consent for access to their social media accounts. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 1 month of the closing date of this advertisement, please accept that your application was unsuccessful. In the pursuit of diversity and redress, appointments will be made in line with the DSBD EE Plan. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The successful candidate will be required to sign a performance agreement within three months of appointment, as well as complete a financial interest declaration form within one month of appointment and annually thereafter. The Department reserves the right not to fill or withdraw any advertised post. Note: a new application for employment (Z83) form is applicable from 01 January 2021. The new form can be downloaded online at http://www.dpsa.gov.za/dpsa2g/vacancies.asp

OTHER POST

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

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

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

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

ANNEXURE N

NATIONAL TREASURY

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

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

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

MANAGEMENT ECHELON

POST 29/118 : **DEPUTY DIRECTOR-GENERAL: BUDGET OFFICE REF NO: S086/2026**
Division: Budget Office (BO)
Purpose: To Oversee preparation of the national budget and coordinate the allocation of resources to meet the priorities set by government, including the provision of fiscal policy advice, overseeing expenditure planning, leading the budget reform process, providing inputs into the public wage bargaining process, coordinating donor finance, and compiling public finance statistics.

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

OTHER POSTS

POST 29/119 : **DEPUTY DIRECTOR: EDITING AND RESEARCH REF NO: S095/2026**
Division: Office of The Director-General (ODG)
Purpose: To assist the Editor in Chief with the editing of Budget and related publications and the implementation of an editorial strategy for the National Treasury, as well as to research, edit, review and draft strategic content for the Director General.

SALARY : R1 101 468 per annum, (Incl. benefits)
CENTRE : Pretoria
REQUIREMENTS : A Grade 12 is required, coupled with a minimum Honours Degree (equivalent to NQF level 8) in Economics, Finance or Journalism. A minimum 5 years' experience in a business journalism, economic research, professional editing or financial communications environment. In-depth knowledge of macroeconomic and fiscal issues and financial markets. Detailed knowledge of the South African public finance landscape, the budget process and government policy processes. Knowledge of digital media platforms.
DUTIES : Manage editing of the Budget Review and Medium-Term Budget Policy Statement: Assist the Editor in Chief and external service providers to review chapters and annexures for clarity, quality, flow, style, consistency and tone. Work with chapter and annexure authors to fact-check and verify the accuracy of content and ensure alignment with National Treasury editorial guidelines. Work with the Budget Office and editors to manage the editing, copy editing and sign-off processes for the Budget Review and Medium Term Budget Policy Statement and ensure deadlines are met, Co-ordinate writer training for chapter authors and budget analysts in order to improve the quality of the budget documents and expand the National Treasury's pool of authors. Monitor the use of artificial intelligence in the drafting of National Treasury documents and other content to prevent the inappropriate use of AI. Assist with strategic messaging and reputation management for the Director General: Research, draft, review presentations, speaking notes and other content. Coordinate the implementation of regular monitoring and analysis of social media and other media coverage, to identify opportunities for public engagement. Monitor media and social media coverage to assist reputation management for the Office of the Director General and support the National Treasury to stay ahead of emerging reputational risks and opinion changes. Coordinate, research and create content for the Director General's social media pages and for other senior officials.
ENQUIRIES : enquiries only (No applications): Recruitment.Enquries@treasury.gov.za

POST 29/120 : **DEPUTY DIRECTOR: FISCAL OUTREACH REF NO: S097/2026**
Division: Office of The Director-General (ODG)
Purpose: To co-ordinate the Fiscal Outreach campaign, including content creation, event management, partnership building and progress tracking, and assist with the Budget editing process to ensure alignment with the campaign.

SALARY : R1 101 468 per annum, (Incl. benefits)
CENTRE : Pretoria
REQUIREMENTS : A Grade 12 is required, coupled with a minimum Honours Degree (equivalent to NQF level 8) in Economics, Sciences or Finance or Journalism or Development Studies. A minimum 5 years' experience in financial communications, business journalism, economic research or financial education. In-depth knowledge of policy development and implementation. Experience of project management or public outreach programmes. Detailed knowledge of the South African public finance landscape, the budget process and government policy processes.
DUTIES : Co-ordinate fiscal outreach campaign: Work with the Budget Office, project partners and the communications division to co-ordinate the rollout of the Fiscal Outreach campaign to the targeted stakeholder groups. Co-ordinate public and targeted media engagements and events to support the campaign strategy, working with the Budget Office, Communications and external service providers. Coordinate media training for senior National Treasury officials to support the campaign strategy. Coordinate the development and strategic distribution of content for the campaign. Maintain sound relationships with key external and internal stakeholders and build appropriate project partnerships to support the campaign. Track the progress of the campaign and compile

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

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

POST 29/121 : **PROGRAMME COORDINATOR REF NO: S094/2026**
Division: Asset And Liability Management (ALM)
Purpose: To coordinate and render an administrative support service to the business unit striving towards the attainment of a cohesive and broader integrated working environment.

SALARY : R413 001 per annum, (excl. benefits)
CENTRE : Pretoria
REQUIREMENTS : A Grade 12 is required coupled with a minimum National Diploma or Bachelor's. degree (equivalent to NQF Level 6 or 7) in Office Administration or Public Administration or Business Management or Project Management. A minimum of 2 years' experience obtained in an administrative environment. Knowledge of the legislative framework on administration management within government. Knowledge and exposure to the coordination of budget coordination processes. Knowledge of the analysis and interpretation of internal policies for the correct application thereof.

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

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

POST 29/122 : **FINANCIAL ANALYST: BANKING SERVICES REF NO: S096/2026**
Division: Office of The Accountant-General (OAG)
PURPOSE: To assist and support the Banking Services in an administrative capacity in the provision of a banking service to stakeholders.

SALARY : R280 278 per annum, (excl. benefits)
CENTRE : Pretoria
REQUIREMENTS : A Grade 12 is required coupled with a minimum National Diploma (equivalent to NQF level 6) in Accounting. A Bachelor's Degree (equivalent to NQF level 7) in any of the above disciplines will be an added advantage. A minimum 2 years' experience obtained in a financial management environment; and basic knowledge of Accounting.

DUTIES : Initiate Payments: Initiate the authorisation of local and foreign payments on Safety Web banking System as per SWIFT Requirements, Process cancellation of payments on the system. Assist with grant payments to municipal primary account as prescribed in the Division of Revenue Act (DORA). Verify payments to municipalities excluded from the DORA schedule as set out per the agreed rules and regulations. Process any cancellation of foreign payments. Confirm local and foreign payments settled with SARB and Commercial Banks and verify against SWIFT messages and SARB report. Process cancellation of payments on the system. Assist with grant payments to municipal primary account as prescribed in the Division of Revenue Act (DORA). Verify payments to municipalities excluded from the DORA schedule as set out per the agreed rules and regulations. Process any cancellation of foreign payments. Confirm local and foreign payments settled with SARB and Commercial Banks and verify against SWIFT messages and SARB report. Verification of Banking Details: Upload and submit verification of Bank Details (AVS) to respective banks received from Central Supplier Database (CSD) system, SASSA grants, Assets and Liability Management, Pension and other Departments. Extract data files from banks and transfer to Central Supplier Database (CSD) system, SASSA grants, Assets and Liability Management, Pension and other Departments. Reconcile daily number of AVS requests received from PMG account holders against data stakeholder banks. End-of-Business Process Clearence: Verify unmatched EBT Bank detail reports. Process deposits statements emanating from banking systems. Reconcile end-of-business processes suspense accounts and submit bank statements and monthly revenue reports to National Revenue Fund and financial systems. Order deposit books on request of a department. Admin support: Prepare documents for processing bank charges. Follow up on outstanding departmental bank reconciliations. Obtain banking details of public entities and departments in terms of Section 7(2) of PFMA and Treasury regulations. Distribute documents and departmental queries per cluster. System maintenance, upgrade & enhancement testing: Assist with the testing of new releases of the Safety Web Banking system and updating manuals. Assist with departmental training and preparation of procedure manuals.

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

ANNEXURE O

DEPARTMENT OF WATER AND SANITATION

APPLICATIONS : Interested applicants must submit their applications via the online link https://erecruitment.dws.gov.za

CLOSING DATE : 28 August 2026

NOTE : Other related documentation such as copies of qualifications, identity documents, driver's license etc need not to accompany the application when applying for a post as such documentation must only be produced by shortlisted candidates during the interview date in line with DPSA circular 19 of 2022. With reference to applicants bearing professional or occupational registration, fields provided in Part B on the online Z83 must be completed as these fields are regarded as compulsory. Failure to complete or disclose all required information will automatically disqualify the applicant. No late applications will be accepted. Shortlisted candidates will be subjected to suitability checks (SAQA verification, reference checks criminal and credit checks). SAQA evaluation certificate must accompany foreign qualifications (only when shortlisted). Applications that do not comply with the above-mentioned requirements will not be considered. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Candidates will be required to complete a financial disclosure form and undergo security clearance. Foreigners or dual citizenship holders must provide a police clearance certificate from country of origin (only when shortlisted). The Vaal-Orange Catchment Management Agency is a Public Water Resource Management Agency, established in line with the provisions of the National Water Act, 1998 (Act no 36 of 1998) (NWA) and National Water Policy for South Africa. It is an entity of the National Department of Water and Sanitation. Employees appointed in the CMA have similar employment terms and conditions as those of employees appointed in terms of the Public Service Act, though not employed in terms of the Public Service Act. If you do not hear from us within three (3) months of this advertisement, please accept that your application has been unsuccessful. Faxed applications will not be considered. The agency reserves the right not to fill these positions. Women and persons with disabilities are encouraged to apply and preference will be given to the EE Targets.

OTHER POSTS

POST 29/123 : **SCIENTIST PRODUCTION GRADE A – C (X3 POSTS)**
Branch: Vaal-Orange Catchment Management Agency
Division: Water Resource Planning and Management

SALARY : R791 604 – R1 144 008 per annum, (all-inclusive OSD salary package), (Offer will be based on proven years of experience)

CENTRE : Bloemfontein Ref No: VOCMA 24
Kimberly Ref No: VOCMA 25
Upington Ref No: VOCMA 26

REQUIREMENTS : A Science degree (BSc) (Hon) in Chemistry, Biochemistry or Microbiology. or relevant qualification. Three (3) years post qualification experience. Compulsory registration with SACNASP as a Professional Natural Scientist. The disclosure of a valid unexpired driver's license. Sound knowledge of integrated water resource management and water resource protection. Understanding of the water resource classification system and its application thereof. Knowledge and experience in Project management is essential. Understanding and knowledge of water quality management. Implement principles of national water act in terms of protection, development, use, control and management of water resources of the National Water Act, 1998 and related legislation. Knowledge and understanding of the water sector: relevant legislations (NWA, CARA and NEMA, MPRDA) together with the related policies, regulations, principles, guidelines, tools and procedures; policy development, implementation and monitoring. Excellent communication skills including verbal, report writing, presentation skills. Sound interpersonal skills as well as the ability to work in a multi-disciplinary team. Willingness to work abnormal hours and under pressure as well as travel country wide. Proven

liaison and networking skills especially as they relate to Corporative Governance and stakeholder engagement.

DUTIES : The successful candidate will join a team of professionals responsible for strategic water resource planning, focusing on water quality through the development and maintenance of integrated water quality planning solutions. This requires conducting assessment studies to address data and information gaps and needs for water quality planning. Responsible for forward planning utilising predictive modelling tools, among other methods. Implement National Water Act with focus on classifying water resources and determining associated resource quality objectives for current and future needs of significant water resources in the Vaal-Orange Water Management Area; Review and recommend scientific projects; Give input on water use license applications for mining, industries, municipalities, urban development and agriculture activities as they relate to resources water quality. Process water use license applications. Conduct site inspections and attend meetings for various water uses. Promote surface and groundwater protection and management through the water use authorisation process and implement DWA's role and function with respect to water resource protection and management. Management of waste discharge charge system and surface water data management. Provide assistance in drafting of specific water quality license conditions. Collection and interpretation an analysis of surface water data and monitoring of the surface water resources.

ENQUIRIES : Mr V Magwala Tel No: (012) 392 1300

POST 29/124 : **CONTROL ENVIRONMENTAL OFFICER GRADE A (X2 POSTS)**
Branch: Vaal-Orange Catchment Management Agency
Division: Compliance Monitoring and Enforcement

SALARY : R636 978 per annum, (OSD)
CENTRE : Kimberley Ref No: VOCMA 27
Pretoria Ref No: VOCMA 28

REQUIREMENTS : A four-year degree in Natural Science / Environmental science or relevant qualification. Six (6) years post qualification experience in compliance monitoring and enforcement environment. The disclosure of a valid unexpired driver's licence. Extensive experience in the environmental and water management field, waste management, industries, urban development and mining. A clear understanding of the VOCMAs role and policies about water resource management. Knowledge of the National Water Act 36 of 1998, other applicable laws and related policies, strategies and guidelines. Understanding the principles of Integrated Water Resource Management. Knowledge of Human Resources and Financial Management policies. Innovative thinking, negotiating, networking, managerial and good communication (verbal and written) skills. The willingness to travel extensively and work irregular hours. Technical report writing, Professional judgement and Data analysis skills. Mentoring and decision-making skills. Financial and team leadership management skills. Creativity and Problem solving. Computer literacy. People management and Conflict Management skills.

DUTIES : Implement and enforce the National Water Act and other relevant legislation, policies and regulations. Assist in the development of policies and regulations. Assist with the implementation of the Compliance Monitoring and Enforcement Strategy. Implement compliance monitoring systems, inspection guidelines or protocols. Audit compliance with water use licences, legislation, policies, and regulations. Conduct routine inspections to ascertain compliance with relevant water and environmental prescripts. Conduct investigations, audits and prepare investigation and audit reports, implement enforcement action in the form of formal or informal warnings, administrative enforcement such as statutory notices, compliance notices and directives, and court applications to enforce notices, as well as criminal enforcement. Prepare necessary information, reports and evidence for court applications. Advise relevant sector bodies on policies and strategies relevant to the Directorate and ensure compliance promotion. Ensure liaison, cooperation and coordination with other enforcement agencies and government institutions involved in compliance and enforcement. Ensure adherence to deadlines on submissions as per the Standard Operating Procedures. Supervise staff in accordance with VOCMA policies and procedures.

ENQUIRIES : Mr V Blair Tel No: (051) 405 9000

POST 29/125 : **CONTROL ENVIRONMENTAL OFFICER GRADE A (X2 POSTS)**
Branch: Vaal-Orange Catchment Management Agency
Division: Water Resource Planning and Management

SALARY : R636 978 per annum, (OSD)
CENTRE : Bloemfontein Ref No: VOCMA 29
Pretoria Ref No: VOCMA 30
REQUIREMENTS : A 4-year Degree or equivalent qualification in Natural or Environmental Sciences Six (6) years post-qualification experience. The disclosure of a valid unexpired driver's license. Knowledge of the National Water Act and all water-related and relevant Environmental Management legislation and policies. Sound knowledge of all aspects and processes related to Resource Directed Measures and Integrated Water Resource Management. Knowledge and experience on River Health Monitoring and indices. Knowledge and understanding of the tools developed for Reserve determination. Proven ability and experience to write and interpret technical and scientific reports and documents and assist with the management of projects. Proven management and negotiation skills. Ability to work productively in an environment consisting of multidisciplinary internal and external VOCMA staff and stakeholders. Computer literacy. Good written and verbal communication, presentation and report writing skills. Able to provide technical and scientific support to other VOCMA functions as well as the ability to capacitate and act as a mentor and supervisor to junior staff. Good interpersonal skills. Ability to interact with communities and stakeholder groups.
DUTIES : Implementation of the National Water Act 36 of 1998 with the focus on Resource Directed Measures (RDM). The implementation of the Reserve in the WMA. Implementation and co-ordination of the Adopt-a-River Initiative (ARI). River Health Monitoring in the Vaal-Orange Water Management Area, Conduct low confidence reserves, including running hydrological and other relevant models where necessary. Organize field trips and assist with the preparation of the required supportive technical information as well as the writing of technical and other reports. Liaise with the Department Water and Sanitation on Adopt-a-River initiatives, reserve determination and implementation, River Health Programme and other programmes. Liaise with internal and external stakeholders regarding RDM initiatives, especially ARI. Integrate reserve determinations with other VOCMA functions such as water use license applications and provide general technical and scientific support and comments. Develop ToR's and manage PSPs. Participate in capacity building programmes and mentorship programmes for junior staff. Prepare monthly reports and quarterly reports. Ensure adherence to deadlines on submissions as per the Standard Operating Procedures. Manage and ensure effective financial planning for water resource management. Supervise staff in accordance with VOCMA policies and procedures.
ENQUIRIES : Mr V Magwala Tel No: (012) 392 1300

POST 29/126 : **ASSISTANT DIRECTOR: INSTITUTIONS, STAKEHOLDER ENGAGEMENT AND GOVERNANCE REF NO: VOCMA 31**
Branch: Vaal-Orange Catchment Management Agency
Division: Institutions, Stakeholder Engagement and Governance

SALARY : R605 742 per annum (Level 10)
CENTRE : Bloemfontein
REQUIREMENTS : A bachelor's degree or equivalent in Social Sciences or related environment. Four (4) to six (6) years relevant experience. Proven ability to interpret and implement policy and strategy. Experience in terms of intergovernmental relations, co-operative governance, institutional structures management, regulation and marketing. Experience in project and programme management. Proven ability to solve problems and demonstrated decision-making ability. Ability to communicate with a range of stakeholders inclusive of communities. Experience in establishment of Water Management Institutions (Water Users Association, Catchment Management Agencies and Catchment Management Forums). Ability to forge partnerships between governments, non-government stakeholders and good interpersonal skills. Excellent verbal and written communication skills. Knowledge of the National Water Act (1998). A valid unexpired driver's license and willingness to travel extensively.
DUTIES : Ensure effective development and implementation of VOCMA policies and strategies. Ensure integration of marginalised and previously disadvantaged

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

ENQUIRIES : Mr V Dywili Tel No: (051) 405 9000

POST 29/127 : **LEGAL ADMINISTRATIVE OFFICER (MR5) REF NO: VOCMA 32**
Branch: Vaal-Orange Catchment Management Agency
Division: Office of The Chief Executive Officer

SALARY : R483 219 per annum (MR5)
CENTRE : Bloemfontein
REQUIREMENTS : LLB or relevant qualification. At least eight (8) years of appropriate post qualification legal experience. Competencies required: Knowledge and experience of policy development and implementation, public sector legal processes, legislation and contracts, PAIA, PAJA, the Constitution and all the relevant legislation. Knowledge of Treasury regulations. Ability to negotiate and draft contracts and international instruments. Ability to interpret specific environmental legislation, issues affecting the environment and general environmental law is required. Knowledge of Public Finance Management Act. Legal research and interpretation. Analytical skills. Report-writing. Programme and project management. Computer literacy. Good planning and decision-making skills. Language proficiency. Confidentially. Excellent communication skills (written and verbal). Strategic capability and leadership skills. Accountability and Ethical Conduct.

DUTIES : Provide legal support to ensure compliance with relevant legislation. Develop standard operating procedures. Advise on and draft legal opinions and documents to support criminal prosecutions for contraventions of the National Water Act. Draft legal documents, memoranda, reports and submissions. Draft, vet and review contracts on behalf of the entity. Advise, negotiate and draft multilateral and bilateral agreements. Handle litigation matters and appeals on behalf of the CMA. Render legal support on all litigation matters. Develop interventions where challenges are experienced. Monitor the implementation of the Promotion of Access to Information Act, 2000 and the Promotion of Administrative Justice Act, 2000 in the CMA. Handle PAIA and PAJA matters on behalf of the CMA.

ENQUIRIES : Ms Lerato Morake Tel No: (051) 405 9000

POST 29/128 : **SENIOR HUMAN RESOURCE PRACTITIONER REF NO: VOCMA 33**
Branch: Vaal-Orange Catchment Management Agency
Division: Human Resource Management

SALARY : R413 001 per annum (Level 08)
CENTRE : Bloemfontein
REQUIREMENTS : A National Diploma at (NQF) level 6 in Human Resources Management or relevant qualification with majors in Human Resource Management. Three (3) to four (4) years' experience in specialisation in Recruitment and Selection and OSD appointment procedures. Experience in developing and managing data tracking systems and reporting on progress of filling of posts. Knowledge and experience in drafting reports and submissions. Knowledge and experience of administrative, clerical procedures and systems. Knowledge and understanding of Human Resource Management legislation, policies, practices, procedures and Human Resource Planning. Knowledge of equal opportunities and affirmative action guidelines and laws. Understanding of socio-economic and development issues. Extensive exposure to OSD recruitment processes, verifications and knowledge and understanding of the OSD Framework. Problem solving and decision-making skills. Good

communication and presentation skills (written and verbal). Strong negotiation and conflict management skills.

DUTIES : Facilitate Recruitment and Selection processes. Prepare detailed schedules (long list), score sheets and applications from the Z83 application system. Supply statistics regarding employment equity. Facilitate the shortlisting and interview processes. Draft appointment submissions and route for approval. Render a human resource advisory service to line managers on recruitment and selection. Ensure that OSD appointments are done in compliance with the OSD Framework. Ensure personal suitability checks. Ensure the promotion of effective human resource management. Ensure that policies / legislations / prescripts are followed and complied with during the recruitment and selection process. Monitoring and evaluation of all HR processes, supervision, training and motivation of staff. Co-ordinate and conduct investigations of human resource related problems and advise management accordingly. Management of Human Resources which include, staff and work allocation to subordinates. Management of the recruitment and selection database.

ENQUIRIES : Mr N Smouse Tel No: (051) 405 9000

POST 29/129 : **SENIOR ADMINISTRATIVE OFFICER (WARMS) REF NO: VOCMA 34**
Brach: Vaal-Orange Catchment Management Agency
Division: WARMS

SALARY : R413 001 per annum (Level 08)
CENTRE : Kimberley
REQUIREMENTS : A National Diploma or Degree in Administration or relevant qualification. Two (2) to Three (3) years' data management and quality control experience. The candidate must be computer literate and have appropriate experience especially in word processing and spreadsheets. The disclosure of a valid unexpired driver's license. Sound experience in WARMS. Proven organisational, interpersonal, conflict resolution, problem solving and analytical skills. Good verbal and written communication skills. Practical experience in a client service environment, letter and report writing. Knowledge of the National Water Act, (Act 36 of 1998) and other relevant legislations. Knowledge of the following will serve as recommendations: Ability to work under pressure. Working experience in working with spatial data.

DUTIES : Oversee all data capturing and general office administration of registration of water use. Undertake the overall planning of workflow. Authorise transections in WARMS. Implement and interpret procedures in terms of the National Water Act, (Act 36 of 1998) for the registration of water use. Ensure that the standard operating procedures of VOCMA for WARMS are adhered to by date capturers. Provide training on water use registration. Produce statistical reports and ensure that file maintenance systems are maintained. Maintain discipline within the section. Supervise staff in accordance with VOCMA policies and procedures.

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

POST 29/130 : **INFORMATION TECHNOLOGY TECHNICIAN REF NO: VOCMA 35**
Branch: Vaal-Orange Catchment Management Agency
Division: Management Support Services

SALARY : R413 001 per annum (Level 08)
CENTRE : Bloemfontein
REQUIREMENTS : A National Diploma or Degree in Information Technology. Three (3) years appropriate experience in IT. The disclosure of a valid unexpired driver's license. Certification in the following will be an added advantage: Certified Microsoft Engineer, Microsoft Certified Solutions Associate (MCSA) or Microsoft Certified Solutions Expert (MCSE). A+ and Network+ certification is required. Knowledge of Windows 7; Windows 8; Window 10; MS Office 2010, 2013 and Office 365; Symantec Ant-virus; Microsoft MS; Transversal systems (PERSAL, SAP and LOGIS) and ITIL will serve as an advantage. Willingness to travel to various remote sites and offices Competences: An in-depth knowledge of client server IT environment. Leadership qualities as well as strong customer service and interpersonal skills. Good computer knowledge and skills (Ms Word, Excel and PowerPoint). Ability to work under pressure. Good communication skills both verbal and written. Exposure to different business application platforms.

DUTIES : Manage calls logged on the call management systems. Provision of end-user support with regards to hardware, software and network connectivity. Ensure that all IT policies, norms and standards are enforced. Perform quality control for the Local Area Network (LAN). Perform installation, maintenance and upgrading of computer hardware as second fault-finding identification. Install and upgrade software applications not performed by resources from the outsourced partner. Provide and maintain internet and e-mail client services. Ensure that antivirus software signature and operating systems patches are up to date. Initiate and co-ordinate the change control procedures. Provide technical input for training and development of computer end-user skills. Perform routine back-ups for all the available servers. Compile monthly performance reports. The appointees will be expected to perform overtime and standby duties when necessary as well as assist the Deputy Director: Regional Information Systems Support with all IT related tasks.

ENQUIRIES : Mr N Smouse Tel No: (051) 405 9000

POST 29/131 : **ENVIRONMENTAL OFFICER PRODUCTION GRADE A – C (X3 POSTS)**
Branch: Vaal-Orange Catchment Management Agency
Division: Water Use Authorisation and Registration

SALARY : R357 597 – R610 131 per annum, (OSD)
CENTRE : Bloemfontein Ref No: VOCMA 36 (X2 Posts)
Kimberley Ref No: VOCMA 37

REQUIREMENTS : A National Diploma in Environmental Management or Natural Science in anyone (1) of the following fields: Agriculture, Agricultural, Integrated Water Resource Management, Hydrology (Surface or Ground); Chemistry, Biochemistry, Microbiology, Water Utilization, Water Resource Engineering and or Geohydrology. The disclosure of a valid unexpired driver's license. Two (2) years appropriate / recognizable experience in an area after obtaining the relevant qualification will be an added advantage. Sound knowledge of integrated water resource management and water resource protection. Knowledge and understanding of the water sector including relevant legislation (NWA, CARA and NEMA, MPRDA) together with the related policies, regulations, principles, guidelines, tools and procedures; policy development, implementation and monitoring. Excellent communication skills including verbal, report writing, presentation skills. Sound interpersonal skills as well as the ability to work in a multidisciplinary team. Willingness to work abnormal hours and under pressure as well as travel country wide. Proven liaison and networking skills especially as they relate to Corporative Governance and stakeholder engagement.

DUTIES : Assess completeness of WULAs and conduct site inspections. Liaise with clients and other stakeholders to obtain outstanding information during WULA assessments. Request scientific inputs within the VOCMA as well as the Department Water and Sanitation using the specified templates. Access and evaluate Hydrological, Environmental and Technical information regarding license applications. Assist in development of policies and guidelines for the implementation of National Water Act (NWA), 36 of 1998 regarding the water use sector. Final assessment of information submitted by Water Use License Applicants and input from internal specialists. Drafting record of recommendations (RoRs) and resultant decision documents. Draft license conditions to control / mitigate the negative impacts of water uses. Assist on responding to queries from clients within and outside the department.

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

POST 29/132 : **ENVIRONMENTAL OFFICER PRODUCTION GRADE A – C REF NO: VOCMA 38 (X2 POSTS)**
Branch: Vaal-Orange Catchment Management Agency
Division: Compliance Monitoring and Enforcement

SALARY : R357 597 – R610 131 per annum, (OSD)
CENTRE : Bloemfontein
REQUIREMENTS : A National Diploma in Environmental Management or Natural Science in any one of the following fields: Agriculture, Agricultural, Integrated Water Resource Management, Hydrology (Surface or Ground); Chemistry, Biochemistry, Microbiology, Water Utilization, Water Resource Engineering and or Geohydrology. Practical experience in the field of compliance monitoring and enforcement will be an added advantage. The disclosure of a valid unexpired

driver's license. Good computer literacy and writing skills. Good communication skills both written and verbal. Knowledge and understanding of water sector relevant legislation (National Water Act 1998, Water Services Act 1997 and related Environmental legislation e.g. NEMA, Waste Act). Knowledge of Industrial, agricultural, afforestation, municipal and mining processes. Knowledge of compliance monitoring and enforcement with an understanding of prevailing principles of Integrated Water Resource Management, water resource protection and Catchment Management. Knowledge of GIS. Willingness to travel extensively and work irregular hours.

DUTIES : Compliance monitoring of water users across all sectors (Mines, Afforestation, Municipal, Industry, Agro processing) against issued authorizations and other regulatory requirements. Notification of audit to water user. Compilation of audit report through NCIMS. Communicate audit findings to water users. Investigation of non-compliant cases (Queries, complaints, pollution incidents, etc). Ensure administrative enforcement by issuing Notices/ Directives/ Follow-ups on notices/ directives issued. Monitor compliance on sites issued with notices/ directives by conducting follow-up site inspections. – Institute legal actions where legal notices do not achieve the desired outcome. Compilation of investigation reports through the ECMS. Facilitate representation / action plan review on non-compliant cases / sites and attend Representation committee meetings. Adherence to deadlines on submissions as per the Standard Operating Procedures.

ENQUIRIES : Mr V Blair Tel No: (051) 405 9000

POST 29/133 : **ENVIRONMENTAL OFFICER PRODUCTION GRADE A – C REF NO: VOCMA 39 (X2 POSTS)**
Branch: Vaal-Orange Catchment Management Agency
Division: Water Resource Planning and Management

SALARY : R357 597 – R610 131 per annum, (OSD)
CENTRE : Bloemfontein
REQUIREMENTS A National Diploma in Environmental Management in Natural Sciences. Practical experience in the field of Water Quality Management will serve as an added advantage. The disclosure of a valid unexpired driver's license. Understanding of WMS operating system will serve an advantage. Good computer literacy and writing skills. Good communication skills (both verbal and written). Understanding of the National Water Act 1998, the Water Services Act 1997, and related environmental legislation e.g. NEMA. Knowledge of industrial, agricultural and mining processes. Practical knowledge on wastewater treatment processes and related technologies will serve as an advantage. Knowledge of Water Quality Management with an understanding of prevailing principles of integrated Water Resource Management and catchment management. Willing to travel extensively and work irregular hours and days. Presentation skills. Policy development and analysis. Programme and project management. Technical report writing skills. Data analysis.

DUTIES : The promotion of water resource awareness in order to maintain water quality policies, legislation, protocols, regulations and guidelines. Catchment management, providing comments on scientific reports. Process environmental authorisation applications for development and utilization of areas in terms of environmental legislation. Conduct catchment monitoring and draft water quality reports. Attend to pollution incidents. Management of water quality within specific catchment areas. Co-ordinate the promotion of strategies for cleaner production technologies. Ensure enforcement of statutory obligations regarding water quality. Participate on water resource management.

ENQUIRIES : Mr V Magwala Tel No: (012) 392 1300

POST 29/134 : **COMMUNITY DEVELOPMENT OFFICER (X2 POSTS)**
Branch: Vaal-Orange Catchment Management Agency
Division: Institutions, Stakeholder Engagement and Governance

SALARY : R338 106 per annum (Level 07)
CENTRE : Kimberley Ref No: VOCMA 40
Pretoria Ref No: VOCMA 41

REQUIREMENTS : A Senior/Grade 12 certificate. Two (2) to four (4) years' experience in the field of Community Development, Development Studies, Economic, Human or Social Science will be an added advantage. The appropriate candidate must

have the knowledge of water related legislation, policies and practice. Computer literacy. Understand water resources programmes. Excellent verbal and written communication skills are essential. The candidate must be able to work independently or in a team. Must have proven experience in community or rural development as well as interacting with other spheres of Government. Must have the ability to manage conflict through a transparent and participatory approach, solve complex project related problems, interpret and apply legislation, policy and strategy. Have a sound understanding of integrated water resource management. A valid unexpired drivers license and willingness to travel extensively. The candidate will be expected to possess excellent presentation, research, time management and project management skills.

DUTIES : Liaise closely and provide support to water stakeholders including, farmers (both commercial and emerging), all spheres of government, industries, local communities and other external institutions. Providing advice and support to the institutional development function of water resource management. Assist in the establishment, co-ordination and management of Catchment Forms and Water User Associations. Facilitate and arrange stakeholder consultation sessions for the tariff determinations process, the development of the Catchment Management Strategy and other VOCMA stakeholder initiatives.

ENQUIRIES : Mr V Dywili Tel No: (051) 405 9000

POST 29/135 : **ADMINISTRATION CLERK (SUPERVISOR) REF NO: VOCMA 42**
Branch: Vaal-Orange Catchment Management Agency
Division: Institutions, Stakeholder Engagement and Governance

SALARY : R338 106 per annum (Level 07)
CENTRE : Bloemfontein
REQUIREMENTS : A Senior/Grade 12 certificate or equivalent. Four (4) to (5) Five years' experience in clerical and administrative duties. Good knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the VOCMA. Knowledge of working procedures in terms of the working environment. Good planning, organising and reporting skills. Good financial management skills. Ability to have good interpersonal relations, flexibility and teamwork. Good verbal and written communication skills. Computer literacy (Word, Excel and Power Point). Ability to work independently and to work under pressure.

DUTIES : The purpose of this post is to render administrative support services in the Institutions, Stakeholder Engagement and Governance component. The incumbent is expected to render general clerical support services by recording, organising, storing, capturing and retrieving correspondence and data. Update registers and statistics. Handle routine enquiries. Distribute documents / packages to various stakeholders as required. Keep and maintain the filing system for the component. Type letters and / or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Provide supply chain clerical support within the component. Provide financial administration support services in the component. Capture and update expenditure in component. Supervise staff in accordance with VOCMA policies and procedures.

ENQUIRIES : Mr V Dywili Tel No: (051) 405 9000

POST 29/136 : **ADMINISTRATIVE CLERK (WARMS) (X8 POSTS)**
Branch: Vaal-Orange Catchment Management Agency
Division: WARMS

SALARY : R237 453 per annum (Level 05)
CENTRE : Pretoria Ref No: VOCMA 43 (X2 Posts)
Bloemfontein Ref No: VOCMA 44 (X2 Posts)
Kimberley Ref No: VOCMA 45 (X2 Posts)
Upington Ref No: VOCMA 46 (X2 Posts)
REQUIREMENTS : A Senior/Grade 12 certificate plus appropriate experience in general office administration and data capturing. Candidate must be computer literate with a sound knowledge of word processing and spread sheets. Good verbal and written communication skills. Practical experience in client services, letter and report writing. Experience in the national water use registration process. Knowledge of the National Water Act, (Act 36 of 1998) and other relevant legislations. Ability to work under pressure.

DUTIES	:	Issuing relevant registration forms to users. Assist users in completing application forms. Check completion of application forms. Capturing applications forms for new users. Amend information of registered users as per approved outcome. Generate confirmation documents. Prepare registration certificate for approval. Copy and send out registration certificates to registered users. Keep records of correspondences received from the clients and decision documents in official property files. Fulfil help desk functions.
ENQUIRIES	:	Dr. Mmachaka Tel No: (012) 392 1300

ANNEXURE P

PROVINCIAL ADMINISTRATION: FREE STATE
DEPARTMENT OF TREASURY

The Free State Provincial Government is an equal opportunity affirmative action employer. It is our intention to promote representativity (race, gender and disability) in the province through the filling of these posts and candidates whose appointment/promotion/transfer will promote representativity will receive preference.

APPLICATIONS : Effective from 1 April 2026, the Free State Provincial Treasury now utilises an e-Recruitment System (applicants must submit their applications via the online link https://www.erecruitment.fs.gov.za

CLOSING DATE : 04 September 2026

NOTE : all applicants must login/register to apply for positions, we only accept hand delivered/posted applications should an applicant prove that he/she tried to apply via e-Recruitment with no success and the Free State Provincial Treasury Information Technology Sub-directorate was unable to assist. The Department will not be responsible for server delays. Late applications due to technical issues will not be considered. The applicant's profile on the e-Recruitment is equivalent to the newly approved Z83, and it is the responsibility of applicants to ensure their profiles are fully completed or their applications will not be considered, as per the DPSA Practice Note. Applicants should upload their curriculum vitea (CV), qualification(s) and other related document(s) as one (1) document attachment on the e-Recruitment system. (Please ensure that document is in PDF format & maximum size 3MB). The Curriculum Vitae should be specific regarding previous positions occupied and the start date and end date of the position(s) should be indicated. Accompanying relevant documentation required to be uploaded on the system such as copies of all qualifications including National Senior Certificate/Matric certificate, Driver's license, ID, etc., such documents need not be certified at point of application, however, certification will be required prior to attending the interview. Only short-listed candidates will be required to submit certified copies of qualifications and other related documents on, or before the day of the interview following an invitation from the Department to attend an interview, and such qualification(s) and other related document(s) should be in line with the requirements of the advertisement. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other will be an integrity (ethical conduct) assessment. Applications received after the closing date and those that do not comply with these instructions will not be considered. The onus is on the applicants to ensure that their applications are submitted online timeously. Candidates who possess foreign qualifications and/or short courses certificates must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority (SAQA). The highest relevant qualification should be captured/listed as the first qualification on the e-recruitment profile. Applicants are respectfully informed that if no notification of appointment is received within 4 months of the closing date, they must accept that their applications were unsuccessful. Communication will be limited to short-listed candidates only. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, financial assets check, qualification verification and reference checks). Applications must declare any pending criminal, disciplinary or any other allegations or investigations and/or record. The Department reserves the right not to make appointments on the advertised post(s). All queries must be submitted via email addressed to the Human Resources Recruitment Support Team on: recruitment@treasury.fs.gov.za (no applications, strictly for enquiries purposes). Free State Provincial Treasury is compliant with the requirements of POPIA.

OTHER POSTS

POST 29/137 : **DEPUTY DIRECTOR: MUNICIPAL ACCOUNTING AND ASSET MANAGEMENT REF NO: FSPT 011/26 (X2 POSTS)**
Re-Advertisement: Applicants that previously applied for the post, are encouraged to apply again.

SALARY : R932 292 per annum (Level 11), an all-inclusive salary package. (This all-inclusive flexible remuneration package consists of a basic salary, the Government's contribution to the Government Employees Pension Fund and a flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13th cheque, motor car allowance, housing allowance and medical aid assistance)

CENTRE : Bloemfontein

REQUIREMENTS : An appropriate degree or advanced diploma (NQF level 7) majoring in Financial Accounting with a minimum of five (5) years' experience in an accounting environment of which three (3) years should have been on an Assistant Director / supervisory level. Knowledge of the Municipal Finance Management Act (MFMA), Public Finance Management Act (PFMA), Municipal Structures Act (MSA), Division of Revenue Act (DORA), Treasury Regulations, Municipal Standard Chart of Accounts (mSCOA) and other relevant local government legislation. Must possess the following skills: Leadership, report writing, analytical, communication, presentation, project management, and conflict management. Computer literacy. Valid driver's license.

DUTIES : Promote adherence to Generally Recognized Accounting Practice (GRAP) standards and timeous submission of credible financial statements. Report on compliance with National/Provincial Treasury reforms. Report on the readiness of municipalities to compile annual financial statements (AFS). Review and report on the quality of annual financial statements submitted. Promote the improvement of audit outcomes in municipalities. Provide support and monitor internal controls in municipalities, which involves reporting on the assessed Financial Management Capability Maturity Model (FMCMM), e-Monitor Portal and submitted 5 Key Controls. Support and monitor compliance with accounting and asset management. Manage the resources of the Sub-directorate to ensure effective and efficient operations.

ENQUIRIES : Mr. R M Nkomonde: (recruitment@treasury.fs.gov.za)

POST 29/138 : **DEPUTY DIRECTOR: PROVINCIAL RISK MANAGEMENT REF NO: FSPT 012/26**

SALARY : R932 292 per annum (Level 11), (an all-inclusive salary package), (This all-inclusive flexible remuneration package consists of a basic salary, the Government's contribution to the Government Employees Pension Fund and a flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13th cheque, motor car allowance, housing allowance and medical aid assistance)

CENTRE : Bloemfontein

REQUIREMENTS An appropriate degree or equivalent qualification (NQF level 7) in the field of Risk Management/Internal Audit/Financial Management or equivalent qualification with Risk Management as a major subject. Membership of the Institute of Risk Management of South Africa (IRMSA). A minimum of five (5) years' relevant experience in the development, implementation and/or monitoring of risk management systems/strategies, risk management services and the management of risk management services environment of which at least three (3) years should have been on an Assistant Director/supervisory level. Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations. Public Service Risk Management Framework (PSRMF) and King IV report. Membership of the institute of Risk Management South Africa. Must possess the following skills: communication, presentation, leadership, project management, analytical, and problem solving. Computer literacy. Valid driver's license.

DUTIES : Monitor and enforce compliance and effective implementation of risk management in the allocated Departments. Draft Bi-annual Assessment Reports. Facilitate accredited risk management training within the province. Facilitate anti-fraud awareness seminars/conferences and maintain ACFE Corporate Membership for the Province. Provide support to Departments and entities on Risk Management and Risk Management Committee activities.

		Promote and report on the Key Control Matrix of allocated Departments. Manage resources of the Sub-directorate to ensure the smooth running of the sub-directorate.
ENQUIRIES	:	Ms. K F Makepe: (recruitment@treasury.fs.gov.za)
NOTE	:	Completed risk management e-learning course and certification as a Risk Management Practitioner will be an added advantage.
POST 29/139	:	**ASSISTANT DIRECTOR: MUNICIPAL ACCOUNTING AND ASSET MANAGEMENT REF NO: FSPT 013/26 (X2 POSTS)**
SALARY	:	R487 197 per annum (Level 09), (A basic salary)
CENTRE	:	Bloemfontein
REQUIREMENTS	:	An appropriate degree or advanced diploma (NQF level 7) majoring in Financial Accounting with a minimum of three (3) years' experience in an accounting environment. Knowledge of the Municipal Finance Management Act (MFMA), Public Finance Management Act (PFMA), Municipal Structures Act (MSA), Division of Revenue Act (DORA), Treasury Regulations, Municipal Standard Chart of Accounts (mSCOA) and other relevant local government legislation. Must possess the following skills: Report writing, analytical, communication, presentation, project management, and conflict management. Computer literate. A valid driver's license.
DUTIES	:	Promote adherence to Generally Recognized Accounting Practice (GRAP) standards and timeous submission of credible annual financial statements. Support the monitoring and compliance with the financial accounting reporting requirements. Support monitoring and compliance with accounting and asset management. Support municipalities to improve audit outcomes for all delegated municipalities. Provide support and monitor internal controls in municipalities.
ENQUIRIES	:	Mr. R M Nkomonde: (recruitment@treasury.fs.gov.za)
POST 29/140	:	**ASSISTANT DIRECTOR: MUNICIPAL REVENUE AND DEBT MANAGEMENT REF NO: FSPT 014/26**
SALARY	:	R487 197 per annum (Level 09), (A basic salary)
CENTRE	:	Bloemfontein
REQUIREMENTS	:	A relevant degree/advanced diploma (NQF level 7) in Financial Management/Financial Accounting/Management Accounting or equivalent qualification with a minimum of three (3) years' experience in an accounting environment. Knowledge of the Municipal Finance Management Act (MFMA), Municipal Property Rates Act (MPRA), Municipal budgets and reporting regulations, Treasury Regulations and Municipal Finance Management Circulars. Must possess the following skills: analytical, basic numerical, negotiating, reporting, presentation, communication, and action oriented. Computer literate. A valid driver's license.
DUTIES	:	Support the implementation of revenue management by targeted municipalities. Support the implementation of debt management by municipalities. Provide advice and technical guidance on revenue related tariffs, policies, and tariff setting related to the revenue management cycle. Provide advice and technical guidance on revenue and debt management. Support and assist with the co-ordination of training to build capacity in municipalities.
ENQUIRIES	:	Ms. S Marokane: (recruitment@treasury.fs.gov.za)
POST 29/141	:	**ASSISTANT DIRECTOR: ECONOMIC ANALYSIS REF NO: FSPT 016/26 (X2 POSTS)**
SALARY	:	R487 197 per annum (Level 09), (A basic salary)
CENTRE	:	Bloemfontein
REQUIREMENTS	:	An Honors Degree/Postgraduate Diploma (NQF Level 8 qualification) in Economics/Econometrics/Statistics/Mathematical Statistics or equivalent qualification with a minimum of three years' working experience in a research or economic policy analysis environment. Knowledge of the Division of Revenue Act, Public Finance Management Act (PFMA), Public Service Regulations, Treasury Regulations, research methods, Macro-Economics, Socio-Economics and policy interpretation/formulation. Must possess the following skills: Analytical, mathematical, publication writing, research, problem

		solving, interpersonal, ability to work independently, decision making, presentation and report writing. Computer literacy. Valid driver's license.
DUTIES	:	Contribute to the annual Provincial Economic Review and Outlook (PERO) publication and the Municipal Economic Review and Outlook (MERO) publication. Contribute to Section 3 of the Provincial Budget Statement 1 on economy, social and labour issues. Contribute to the annual financial statements or Quarterly Labour Market Review. Conduct and provide support in socio economic research analysis and development. Analyse key economic variables their interrelations and relevance for the budget. Perform periodic collection, maintenance and update Provincial Socio Economic indicators in database. Conduct research and contribute to Departmental publications.
ENQUIRIES	:	Mr. P Chomane: (recruitment@treasury.fs.gov.za)
POST 29/142	:	**LEGAL ADMINISTRATION OFFICER REF NO: FSPT 015/26**
SALARY	:	R337 563 – R685 812 per annum, (A basic salary), Salary will be determined according to the number of years post qualification legal experience in accordance with the OSD Determination).
CENTRE	:	Bloemfontein
REQUIREMENTS	:	A LLB degree or an equivalent/recognized four-year law degree. At least two (2) years post qualification legal experience. Knowledge of the Public Finance Management Act, Municipal Finance Management Act, Treasury Regulations, Public Service Regulations, and other relevant legislation related to the Public Sector environment. Computer literate. Good business communication, interpersonal and analytical skills. A valid driver's license.
DUTIES	:	Identify legal capacity gaps within the Department. Market the Legal Management Framework. Provide continuous support and guidance on the implementation of the Legal Management Framework and guidelines within the Department. Liaise with different stakeholders of the Department regarding legal matters. Analyze documents and provide legal advice. Monitor the application of legal matters. Act as a presiding officer during disciplinary hearings. Draft legal service level agreements. Monitor compliance to service level agreements. Create awareness on legal matters. Manage the human resource of the Division to ensure the smooth functioning of the Division.
ENQUIRIES	:	Mr. S Mhlambi: (recruitment@treasury.fs.gov.za)
POST 29/143	:	**SECURITY OFFICER SUPERVISOR REF NO: FSPT 017/26**
SALARY	:	R237 453 per annum (Level 05), (A basic salary)
CENTRE	:	Bloemfontein
REQUIREMENTS	:	A grade 10 qualification. Completed basic Security Officer's training course with at least two years' relevant experience. Proof of registration with the Private Security Industry Regulatory Authority (PSIRA). Knowledge of access control procedures, measures for the control and movement of equipment and store content, prescribed security procedures, authority of a Security Officer and emergency procedures.
DUTIES	:	Supervise the security functions performed by the Security Officers to ensure adherence to and implementation of Departmental security policies. Perform administrative functions. Monitor and maintain effective security systems. Provide support during investigations.
ENQUIRIES	:	Mr. T P Petersen: (recruitment@treasury.fs.gov.za)

ANNEXURE Q

PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF ENVIRONMENT

Department of Environment is an equal opportunity employer and intends to promote equity through filling of these posts. Candidates whose appointment / promotion will promote the achievement of employment equity within the department will receive preference, in particular designated groups (coloured's, Indians, whites and persons with disability.)

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

CLOSING DATE : 28 August 2026

NOTE : Quoting the relevant reference number applications must be submitted on the New Z83 form obtainable from any Public Service Department or on the internet at www.gov.za/documents. Applications with the Old Z83 form will not be considered. A New Z83 form must be fully completed, duly signed and initialed by the applicant. A recent, comprehensive CV, specifying all qualifications and experience, with respective dates must accompany the application form. Applicants are not required to submit copies of qualifications and other relevant documents on application. Applications received after the closing date will not be considered. Only shortlisted candidates will be required to submit certified copies of qualifications obtained and other related documents on or before the day of the interview, following communication from Human Resources and will be subjected to verification by the South African Qualifications Authority. Candidates in possession of a foreign qualification must also provide an evaluation certificate issued by the South African Qualifications Authority (SAQA), at own expense. Failure to submit the requested documents will result in the application not being considered further. Due to the anticipated large volume of responses, correspondence will be limited to shortlisted candidates only. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other will be an integrity (ethical conduct) assessment. After the pre-entry assessments, an oral interview will be conducted. Suitable candidates will be subjected to personnel suitability checks (criminal record, citizenship, credit record checks, qualification verification and employment verification). By responding to the advertisement, applicants consent to the collection, processing and storing of their Personal Information in accordance with the Protection of Personal Information Act (POPIA) Act No. 4 of 2013. Candidates will therefore be required to give consent in terms of the POPI Act in order for the Department to conduct the verifications. Information will be used for the purpose of recruitment only and more specifically for the purpose of the position/vacancy you have applied for and will not be shared with third parties without prior consent, unless required by law. All applicants must declare any conflict or perceived conflict of interest and must disclose membership on Boards and directorships associated with. If you have not been contacted within six (6) months of the closing date, please accept that your application was unsuccessful. The submitted CVs will be destroyed as legislated in the National Archives Act. In the event that your application is unsuccessful, the Department will retain your personal information only for audit purposes as required by policies. All the information requested now or during the process is required for recruitment purposes. Failure to provide the requested information will result in your application not being considered further. The Department reserves the right not to make an appointment to the advertised post(s). The successful candidate must disclose particulars of all registrable financial interests and sign an employment contract within one month from the date of assumption of duty. A Performance Agreement must be concluded and signed within three months from the date of assumption of duty. Notes for applicants of SMS posts: Successful completion of the Nyukela Public Service SMS Pre-entry Programme as endorsed by the National School of Government, available as an online course on https://thensg.gov.za/trainingcourse/sms-pre-entry-programme/, prior to the finalisation of the appointment, is a requirement for all SMS positions. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric

assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity.

OTHER POST

POST 29/144 : **CONTROL ENVIRONMENTAL OFFICER GRADE A: REF NO: REFS/REF/056060**

SALARY : R636 978 per annum, (plus benefits), offer will be based on appropriate and recognizable experience in line with the OSD requirements).

CENTRE : Johannesburg (Head Office)

REQUIREMENTS : Grade 12 plus Honours Degree (NQF Level 8) in Environmental Management/Sciences, Natural Sciences, Engineering and Chemistry as recognised by SAQA. Minimum of 6 years' relevant experience within environmental Field. Valid drivers' license. Competencies: Computer Literacy. Good writing skills. Good communication skills (listening, explanation, influencing, motivating, negotiation). Good admin skills, organising skills. Good chairing skills/ability to manage meetings. Management of people. Management of finances (budgeting, controls, reporting) Strategic Planning and project management; including contingency planning Understanding Public Service and Departmental acts and policies (e.g. HR/ Finance/ tender regulations).

DUTIES : Manage a unit or region within the Directorate (Provide strategic direction and leadership). Ensure Unit work is in line with the strategic direction of the Directorate and for the Department. Provide technical input on environmental issues in the province (i.e. EIA decision, and making recommendations on policies, guidelines, GPEMF standard and legislative options) Sign off work (content and quality) as delegated by the Department. Hold regular team meetings and facilitate cooperation and coordination and ensure ongoing information sharing between Units or Regions. Coordinate and collaborate with other Units and with rest of departments on joint work. Assist staff to plan their work, provide support by giving advice and by taking on work when there are capacity constraints. Conduct all aspects of the PMDS. Fulfil financial reporting requirements as set out and ensure that the Unit can answer audit queries. Ensure that there is proper control and administration of procurement and purchasing when required.

ENQUIRIES : Ms. Iris Thanjekwayo at 072 788 2364– Recruitment

DEPARTMENT OF HEALTH

OTHER POSTS

POST 29/145 : **CLINICAL MANAGER REF NO: SDHS 2026/08/03 – 01 (X1 POST)**

SALARY : R1 479 723 per annum, (all-inclusive package)

CENTRE : Sedibeng District Health Services – Family Medicine

REQUIREMENTS : Grade 12/Senior Certificate. MBChB Degree that allows registration with HPCSA as a Medical Officer. Registration with HPCSA as a Medical Practitioner. A minimum of 4 years appropriate experience as Medical Officer after registration with the HPCSA as Medical Practitioner. A valid code 8/10 driver's license. Experience in PHC, with the ability to lead, manage as well as transfer skills is essential. Must be prepared to perform commuted overtime.

DUTIES : Management of district Family Medicine unit. Provide management and clinical support in the provision of normal and after-hours service coverage by medical officers and interns. Render clinical services to patients in the district Primary Health Care clinics and rotate through service points as directed by service needs. Support and co-ordinate with management and clinical teams at district health facilities for the provision of quality health services and management. Provide clinical expertise to the district PILIR, quality assurance and patient safety programs. Interpret, disseminate and implement Department policies related to core clinical standards and support the Family Medicine Unit in the development of clinical audits, protocols, guidelines and referral support. Liaise and co-ordinate with District Hospital, Regional Hospital and Emergency Medical Services to ensure appropriate inter-facility patient referrals and clinical care. Represent and support the Family Medicine Unit in various district clinical and management forums, PHC Reengineering and development of sub-districts.

ENQUIERIES	:	Dr. A. Kalain at 073 235 1762
APPLICATIONS	:	Should be submitted strictly online at the following E-Recruitment portal: http://jobs.gauteng.gov.za. No hand-delivered, faxed, or emailed applications will be accepted. For assistance with online applications please email your query to healthjobqueries@gauteng.gov.za
NOTE	:	Only online applications will be considered. Applicants must utilise the most recent Z83 application form for employment, issued by the Minister for the Public Service and Administration in line with Regulation 10 of the Public Service Regulations, 2016. All fields in the New Z83 form must be completed, initialled and signed. Furthermore, a comprehensive Curriculum Vitae (CV) 108 must also be attached. Failure to attach the completed Z83 and Comprehensive Curriculum Vitae (CV) will result in disqualification. The New Z83 form is obtainable from any Public Service Department or the DPSA website www.dpsa.gov.za/documents. Only shortlisted candidates who meet all the requirements of the post will be requested to submit certified copies of qualifications, identity document and valid driver's license (where driving/travelling is an inherent requirement of the job) not older than six (06) months. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. It is our intention to promote representation (race, gender and disability) in the Public Service through the filling of posts and candidates whose transfer/promotion/appointment will promote representation will receive preference. It is the Department's intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). The Department reserves the right not to appoint. If you do not receive any response from us within 3 months, please accept your application was unsuccessful.
CLOSING DATE	:	28 August 2026
POST 29/146	:	**MEDICAL SPECIALIST: PSYCHIATRY REF NO: SDHS 2026/08/03 – 03 (X1 POST)**
SALARY	:	Grade 1: R1 395 528 per annum, (all-inclusive package) Grade 2: R1 592 274 per annum, (all-inclusive package) Grade 3: R1 844 151 per annum, (all-inclusive package)
CENTRE	:	Sedibeng District Health Services – Mental Health
REQUIREMENTS	:	Grade 12/Matric Certificate. MBCHB. FC Psych / MMed (Psychiatry) or equivalent qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) in Psychiatry. Current registration with HPCSA. **Grade 1:** no experience after registration with the HPCSA as Medical Specialist in a recognised Specialty, **Grade 2:** a minimum of 5 years appropriate experience as a Medical Specialist after registration with the HPCSA in Psychiatry and Grade 3 a minimum of 10 years appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist in a Psychiatry. Sound knowledge and skills associated with the practice of Psychiatry. Ability to diagnose and manage common medical problems including emergencies. Good communication, leadership, interpersonal and decision-making qualities. Knowledge of current Health Legislation and policies as it relates to Public Institutions.
DUTIES	:	This is a position which is jointly appointed with the University of the Witwatersrand and therefore incorporates academic and research duties as well as service provision and administrative obligations. Support and implement community psychiatry and integrated primary mental health care in the Sedibeng Health District. Provide community-based specialist psychiatric care, treatment, and rehabilitation as part of the community psychiatry team. Provide academic teaching and supervision to the Psychiatric Registrars and Medical Officers in the district psychiatric clinics. Provide in-service training and clinical support to the district Family Physicians and primary health care practitioners towards the provision of integrated mental health care. Collaborate with non-health sectors within the district regarding the recognition and care of people with mental illness. Participate in community level mental health outreach education and awareness activities. Promote and conduct research in the fields of community psychiatry and integrated primary mental

health care. This includes supervision of Master's Research Reports by Psychiatric Registrars, participation in collaborative projects and own research studies. Work with the district mental health team with respect to administrative duties, clinical audits, and quality improvement of the Sedibeng mental health services.

ENQUIRIES : Dr. M. Thoka at 071 904 4124

APPLICATIONS : Should be submitted strictly online at the following E-Recruitment portal: http://jobs.gauteng.gov.za. No hand-delivered, faxed, or emailed applications will be accepted. For assistance with online applications, please email your query to healthjobqueries@gauteng.gov.za

NOTE : Only online applications will be considered. Applicants must utilise the most recent Z83 application form for employment, issued by the Minister for the Public Service and Administration in line with Regulation 10 of the Public Service Regulations, 2016. All fields in the New Z83 form must be completed, initialled and signed. Furthermore, a comprehensive Curriculum Vitae (CV) 108 must also be attached. Failure to attach the completed Z83 and Comprehensive Curriculum Vitae (CV) will result in disqualification. The New Z83 form is obtainable from any Public Service Department or the DPSA website www.dpsa.gov.za/documents. Only shortlisted candidates who meet all the requirements of the post will be requested to submit certified copies of qualifications, identity document and valid driver's license (where driving/travelling is an inherent requirement of the job) not older than six (06) months. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. It is our intention to promote representation (race, gender and disability) in the Public Service through the filling of posts and candidates whose transfer/promotion/appointment will promote representation will receive preference. It is the Department's intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). The Department reserves the right not to appoint. If you do not receive any response from us within 3 months, please accept your application was unsuccessful.

CLOSING DATE : 28 August 2026

POST 29/147 : **MEDICAL SPECIALIST GRADE 1-3 REF NO: REFS/056108**
Directorate: Clinical

SALARY : Grade 1: R1 395 528 – R1 459 275.per annum, (all-inclusive salary package)
Grade 2: R1 592 274 – R1 688 553.per annum, (all-inclusive salary package)
Grade 3: R1 844 151 – R2 301 186.per annum, (all-inclusive salary package)

CENTRE : Tara the H. Moross Centre, Sandton

REQUIREMENTS : A medical MBBCh or equivalent degree with an appropriate qualification in psychiatry (FC Psych (SA), MMed (Psych) or equivalent qualification recognised by the HPCSA), which allows registration as a specialist psychiatrist with the Health Professions Council of South Africa (HPCSA). Sound clinical knowledge and skills in psychiatry and child psychiatry. Ability to work in a multi-disciplinary team. Ability to fulfil the required teaching and training requirements. Knowledge of legislation, policies and procedures about mental health care users. Adequate interpersonal skills as well as professional and ethical conduct always. A valid driver's license.

DUTIES : Provide a direct clinical service and manage a psychiatric biological male inpatient unit. And a weekly outpatient clinic. The provision of care, treatment, and rehabilitation to mental health care users within the framework of the Mental Health Care Act (No 17 of 2002); involvement in other general psychiatry work as needed. Provide outreach services to District Health Services and District/ Regional hospitals. Teaching and training of medical students, medical officers and psychiatry registrars, as well as other personnel (e.g. nurses, etc.). To stimulate, assist with and conduct research relevant to the Gauteng Department of Health and Department of Psychiatry. To supervise and manage junior staff, which would include disciplinary responsibilities, when necessary. Administrative duties. Active participation in hospital management committees. To assist with the development of policies and protocols of the hospital. Active participation in quality improvement programs, including clinical

audits, morbidity and mortality meetings and continuous professional development activities. To liaise with external stakeholders when appropriate. To always maintain professional and ethical conduct. This post is a joint appointment with the Department of Psychiatry, University of the Witwatersrand. The incumbent will be expected to participate in the teaching program of the department and to provide training to a range of students and healthcare workers.

ENQUIRIES : Ms. M.A Ngobeni – Ngobeni.mixo@gauteng.gov.za
Ms S. Naidoo - Sheryl.naidoo@gauteng.gov.za

APPLICATIONS : should be submitted strictly online at the following E-Recruitment portal: http://jobs.gauteng.gov.za. No hand-delivered, faxed, or emailed applications will be accepted. For assistance with online applications, please email your query to healthjobqueries@gauteng.gov.za

NOTE : Kindly note that no payment of any kind is required when applying for posts advertised by the Gauteng Department of Health. The Department reserves the right not to fill any advertised posts. Applications should be accompanied by a fully completed and signed new Z83 form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The new Z83 form must be fully completed and signed by the applicant. The following must be considered in relation to the completion of the Z83 by applicants: All the fields in Part A, Part C and Part D must be completed. Leave the following question blank if they do not have such: "If your profession or occupation requires official registration, provide date and particulars of registration. Applications without proof of a new Z83 application form and a detailed CV will be disqualified. Applicants must indicate the post reference number on their applications. Shortlisted candidates will receive communication from the HR unit to submit certified copies of educational qualifications and other relevant documents not older than 6 months on or before the day of the interview. Personnel Suitability Checks (criminal checks, citizenship checks, qualification verification, company directorship, social media, financial record checks, reference checks) must be conducted before appointment. The recommended candidate will be subjected to Medical Surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA). Preference will be given to South African citizens. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment.

CLOSING DATE : 28 August 2026

POST 29/148 : **PRINCIPAL PSYCHOLOGIST REF NO: REFS/056109**
Directorate: Clinical Support and Therapeutic services

SALARY : Grade 1: R1 295 388 - R1 436 913 per annum, (all-inclusive salary package)
Grade 2: R1 477 776 - R1 689 672 per annum, (all-inclusive salary package)

CENTRE : Tara the H. Moross Centre, Sandton

REQUIREMENTS : A Master's Degree in Clinical Psychology that allows registration with the Health Professional Council of South Africa (HPCSA) as a psychologist in a relevant registration category, i.e., Clinical. A minimum of 5 years' appropriate clinical experience as a Clinical Psychologist after community service and registration with the HPCSA as an independent clinical psychologist. The candidate must be able to provide and oversee the provision of psychological services and be adept at working with multi-disciplinary teams and using different therapeutic modalities. Must be experienced in the use and supervision of various psychometric assessments. Must be knowledgeable, skilled, and experienced in supervising intern psychologists, other psychologists, clinical and didactic teaching, the Mental Health Care Act, and other relevant laws and regulations. Must possess good communication skills and administration and leadership skills. Must be computer literate and in possession of a valid driver's license. Experience working in a Specialized Psychiatry Hospital or Specialized Psychiatry Unit will be an added advantage. Experience with any of the following will be an added advantage: Psychodynamic Therapy, Dialectical Behavioural Therapy, Cognitive Behavioural Therapy and Family Therapy.

DUTIES	:	The candidate will be responsible for planning, managing and overseeing psychological services in the institution. Provide clinical services within one of the hospital's treatment units. The candidate will be a joint appointee with WITS within the Division of Psychology, Department of Psychiatry, WITS. Coordinate and participate in the training and supervision of psychology interns, junior psychologists, psychiatric registrars, medical students, nurses and other clinical support and therapeutic service personnel, in addition to teaching undergraduate and postgraduate students at the University. Involved in promoting, conducting and supervising research projects. The candidate will serve on the Extended Management Team of the organisation and participate in some of the hospital's committees. Collaborate with various relevant external organisations and stakeholders.
ENQUIRIES	:	Ms. M.A Ngobeni – Ngobeni.mixo@gauteng.gov.za Ms. S. Naidoo - Sheryl.naidoo@gauteng.gov.za
APPLICATIONS	:	should be submitted strictly online at the following E-Recruitment portal: http://jobs.gauteng.gov.za. No hand-delivered, faxed, or emailed applications will be accepted. For assistance with online applications, please email your query to healthjobqueries@gauteng.gov.za
NOTE	:	Kindly note that no payment of any kind is required when applying for posts advertised by the Gauteng Department of Health. The Department reserves the right not to fill any advertised posts. Applications should be accompanied by a fully completed and signed new Z83 form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The new Z83 form must be fully completed and signed by the applicant. The following must be considered in relation to the completion of the Z83 by applicants: All the fields in Part A, Part C and Part D must be completed. Leave the following question blank if they do not have such: "If your profession or occupation requires official registration, provide date and particulars of registration. Applications without proof of a new Z83 application form and a detailed CV will be disqualified. Applicants must indicate the post reference number on their applications. Shortlisted candidates will receive communication from the HR unit to submit certified copies of educational qualifications and other relevant documents not older than 6 months on or before the day of the interview. Personnel Suitability Checks (criminal checks, citizenship checks, qualification verification, company directorship, social media, financial record checks, reference checks) must be conducted before appointment. The recommended candidate will be subjected to Medical Surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA). Preference will be given to South African citizens. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment.
CLOSING DATE	:	28 August 2026
POST 29/149	:	**ASSISTANT MANAGER NURSING AREA (NIGHT DUTY) REF NO: REFS/TMH/2026/08/01 (X1 POST)** Directorate: Nursing Services
SALARY	:	R720 819 – R846 282 per annum, plus benefits
CENTRE	:	Tambo Memorial Hospital
REQUIREMENTS	:	Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A minimum of eight (08) years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. A diploma / Degree in Nursing Administration or Health Service Management. At least three (3) years of the period referred to above must be appropriate/ recognizable experience at Management level. Strong leadership skills, good communication and writing skills. Problem solving, conflict resolution skills, able to work above under pressure. Sound interrelationship is necessary in understanding of National Core Standards and Ideal Hospital Framework, Nursing Strategy, PFMA, Labour relations and other related legislative framework. Basic computer skill or qualification.

DUTIES	:	Delegate, supervise and coordinate the provision of effective and efficient Patient care through adequate nursing care. Initiate and participate in health promotion to ensure consistence communication of relevant, accurate and comprehensive information on health care. Develop / establish and maintain constructive working relationship with nursing and other stakeholders (i.e. inter-sectoral and multidisciplinary teamwork). Participate in the analysis, formulation and implementation of nursing guidelines, practices, policies and standard operating procedures. Manage effective utilization and supervision of human, financial and material resources. Coordination of provision of effective training and research. Maintain professional growth / ethical standards and development of self and subordinates.
ENQUIRIES	:	Mrs. N.R Prince Tel No: (011) 898 8311
APPLICATIONS	:	Applications must be submitted on a (PDF Format only) to the following E-Recruitment Email: TMH.RecruitmentHR@gauteng.gov.za. Applications can be forwarded to the Human Resource Department, Tambo Memorial Hospital, Private Bag X2, Boksburg, 1459. Physical Address: Railway Street, Boksburg, 1459.
NOTE	:	Applications must include only completed and signed new Form Z83, obtainable from any Public Service Department or on (www.dpsa.gov.za/documents) accompanied by a comprehensive CV highlighting or stating the requirements mentioned above. Only the shortlisted candidates will be required to submit certified copies of Identity document, Senior Certificate and highest required qualification as well as a driver's licence where necessary on or before interviews. Applicants must indicate the post reference number on their applications. Qualifications of candidates recommended for appointment will be verified. Foreign qualifications will only be submitted by shortlisted candidates. Applications received after closing date and time will not be considered. Whites, coloured and people with disability are encouraged to apply. The candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. NB: All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements other must be an integrity (ethical conduct) assessment.
CLOSING DATE	:	28 August 2026
POST 29/150	:	**CLINICAL NURSE PRACTITIONER (PNB1) FORENSIC NURSE REF NO: SDHS 2026/08/03 – 04 (X4 POSTS)**
SALARY	:	Grade 1: R495 423 per annum, (with benefits)
	:	Grade 2: R607 350 per annum, (with benefits)
CENTRE	:	Sedibeng District Health Services – Clinical Medical Forensic Services
REQUIREMENTS	:	A basic R425 qualification (i.e. Diploma / Degree in nursing or equivalent qualification that allows registration with SANC as professional nurse. Current registration with SANC. A post basic nursing qualification, with duration of at least one year in Forensic Nursing, specializing in the application of forensic science and Clinical Nursing Practice as accredited with SANC. **Grade 1:** A minimum of 4 years' appropriate /recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years' appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific speciality after obtaining the 1-year post-basic qualification in the relevant speciality.
DUTIES	:	Coordination of optimal, holistic specialised nursing care provided for survivors of gender-based violence within set standards and professional/legal framework. Manage effectively the utilisation and supervision of resources including human and financial resources. Promote stakeholders collaboration, Provision of administrative and educational services through completion of statistics, ensuring safe keeping of records, health promotion and awareness campaigns relating to gender-based violence. Maintain professional growth/ethical standards and self-development and development of staff members. Generate weekly and monthly reports.
ENQUIRIES	:	Mr. Matsunyane at 073 701 1845
APPLICATIONS	:	Should be submitted strictly online at the following E-Recruitment portal: http://jobs.gauteng.gov.za. No hand-delivered, faxed, or emailed applications

will be accepted. For assistance with online applications please email your query to healthjobqueries@gauteng.gov.za

NOTE : Only online applications will be considered. Applicants must utilise the most recent Z83 application form for employment, issued by the Minister for the Public Service and Administration in line with Regulation 10 of the Public Service Regulations, 2016. All fields in the New Z83 form must be completed, initialled and signed. Furthermore, a comprehensive Curriculum Vitae (CV) 108 must also be attached. Failure to attach the completed Z83 and Comprehensive Curriculum Vitae (CV) will result in disqualification. The New Z83 form is obtainable from any Public Service Department or the DPSA website www.dpsa.gov.za/documents. Only shortlisted candidates who meet all the requirements of the post will be requested to submit certified copies of qualifications, identity document and valid driver's license (where driving/travelling is an inherent requirement of the job) not older than six (06) months. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. It is our intention to promote representation (race, gender and disability) in the Public Service through the filling of posts and candidates whose transfer/promotion/appointment will promote representation will receive preference. It is the Department's intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). The Department reserves the right not to appoint. If you do not receive any response from us within 3 months, please accept your application was unsuccessful.

CLOSING DATE : 28 August 2026

DEPARTMENT OF INFRASTRUCTURE DEVELOPMENT

The Department of Infrastructure Development is an equal opportunity, affirmative action employer. It is intended to promote representivity through the filling of these posts. The candidature of persons whose appointment/transfer/promotion will promote representivity will receive preference.

APPLICATIONS : To apply for the below position, please apply online at https://jobs.gauteng.gov.za

CLOSING DATE : 28 August 2026

NOTE : In line with the Department's Employment Equity Plan, People with Disabilities are encouraged to apply. Only online applications will be considered and for general enquiries please contact Human Resource on 076 521 4118. Applicants must complete the online Z83 and attach a comprehensive Curriculum Vitae (CV). All other documents are submitted by shortlisted candidates). 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. Only shortlisted candidates will be requested to submit certified copies of qualifications not older than six (06) months, identity document and valid driver's license (where driving/travelling is an inherent requirement of the job). It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of this post and candidates whose transfer/promotion/appointment will promote representivity will receive preference. It is the Department's intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). The Department reserves the right not to appoint. If you do not receive any response from us within 3 months, please accept your application was unsuccessful. All shortlisted candidates for SMS posts will be subjected to technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity.

MANAGEMENT ECHELON

POST 29/151 : **CHIEF DIRECTOR: INFRASTRUCTURE RESEARCH, PLANNING AND SYSTEMS REF NO: REFS/056040**
Chef Directorate: Infrastructure Research Planning and Systems

SALARY : R1 554 696 per annum, (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary). The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.

CENTRE : Head Office (Johannesburg)

REQUIREMENTS : An undergraduate qualification at NQF level 7 Economics/ Management Sciences (Informatics)/ Built Environment/ Industrial Engineering/ Quality/ Operations Management as recognized by SAQA. A minimum of 5 years' experience at senior managerial level in the research environment. A valid driver's license. A Pre-Entry SMS Certificate (Nyukela) submitted prior to appointment. Competencies: Knowledge of PFMA/DORA/Treasury Regulations. All different contract options for infrastructure projects. Provincial/Departmental Supply Chain Management Policies. Promotion of Access to Information Act of 2000. Promotion of Administrative Justice Act of 2000. Broad Based Black Empowerment Act of 2003. Infrastructure Delivery Management System (IDMS). Project Management. People Management. Financial Management. Conflict Management. Skills: Presentation. Communication. Computer literacy. Project management. Report writing. Analytical. Problem solving. Planning and organising. Leadership. Negotiation. Influencing. Attributes- Responsive. Credible. Quality-oriented Innovative. Strategic thinker. Decisive. Credible. Motivating.

DUTIES : Oversee the development, coordination, facilitation, and execution of infrastructure-related research across a range of disciplines, including construction and infrastructure, environmental management, energy, sustainability, water, property management, business process management, project management, and continuous improvement. Oversee the development of the research agenda for the Department. Oversee the incorporation of the research agenda into the infrastructure planning of the Department. Oversee the incorporation and implementation of research findings into the Departmental delivery processes. Oversee and direct the establishment, roll-out, and continuous improvement of project and programme management systems in infrastructure delivery. Oversee and direct relevant research pertaining to various areas of speciality and perspectives relating to infrastructure delivery. Oversee and direct research into appropriate best-practice property management, facilities management, and portfolio management systems and processes. Oversee and direct the setting of standards in line with legislative requirements and international standards. Oversee and analyse property management rates, market-related rates, and trends. Oversee, review, and sign off on research. Oversee and analyse industry trends for infrastructure delivery. Oversee and direct research into appropriate best practice for construction methodologies, alternative built solutions, and site management. Oversee and direct relevant aspects related to the use of Professional Service Providers, including appropriate fee structures. Oversee and direct research on market-related trends regarding construction and Professional Service Providers' fee rates. Oversee and direct the sharing of knowledge regarding changes made to construction procurement contracts. Oversee and direct the establishment, updating, and continuous improvement of the built environment-specific documentation system. Oversee interaction at different intergovernmental and intragovernmental forums. Oversee the development of inputs for long-term infrastructure and property planning from the perspective of the Department of Infrastructure Development (DID). Oversee best-practice tools, norms, instruments, guidelines, prototypes, policies, and technologies to improve the implementation of infrastructure delivery. Oversee the facilitation of internal departmental capacity to ensure the effective utilisation of developed best-practice tools, norms, instruments, guidelines, prototypes, policies, and technologies. Oversee the development of core and support reporting tools. Oversee the incorporation of best-practice tools, norms, instruments, guidelines, prototypes, policies, and technologies into departmental

operations. Oversee and direct the utilisation of infrastructure-related technology. Oversee the development and modelling of infrastructure delivery and property management processes, standard operating procedures, and related service catalogues. Oversee and direct the gathering, analysis, and documentation of business requirements using appropriate methodologies and tools for effective system implementation. Oversee the translation of business requirements into functional and non-functional specifications. Oversee verification that requirements are traceable, validated, prioritised, and aligned with strategic objectives. Oversee the provision of strategic advice at national and provincial levels. Oversee the implementation and support of systems and programmes relevant to project management. Oversee and direct the analysis of protocols and policies to determine specific green technology projects and programmes. Oversee research into worldwide developments in green technology. Oversee and direct the planning and design of green technology projects. Oversee and direct the implementation of green technology projects. Oversee and direct the reporting on and monitoring of green technology projects. Oversee and direct the implementation of post-project evaluations to inform the future design of green technology projects. Oversee and direct the cost-effectiveness of proposed green technology projects and programmes. Oversee project and programme implementation of client departments' green technology objectives. Oversee the development of infrastructure research, programme, and project systems policies, strategies, and plans for the unit. Oversee the alignment of the unit's strategic priorities and work plans with those of DID. Oversee the preparation of the annual operational plan. Oversee the implementation of risk and mitigation plans. Oversee the preparation and presentation of management reports for the unit. Oversee written contributions to departmental quarterly progress reports, the Annual Report, SCOPA, Budget Speeches, the Annual Performance Plan, and related reports. Sign performance agreements for subordinates based on approved job descriptions and the Department's Strategic and Annual Performance Plans. Manage subordinates and maintain discipline. Manage the training and development of subordinates in accordance with agreed training interventions. Develop and update service delivery and work plans for subordinates. Manage funds within the unit in compliance with the Public Finance Management Act and Treasury Regulations. Ensure the unit operates within departmental budget allocations by preventing underspending and overspending.

ENQUIRIES : Ms. Sikelelwa Mboto at 076 942 4090

OTHER POST

POST 29/152 : **ENGINEER PRODUCTION: ELECTRICAL GRADE A-C REF NO: REFS/056042**
Chief Directorate: Infrastructure Research, planning and Systems

SALARY : R914 517 – R1 376 199 per annum, (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary). The offer is based on recognition of experience after obtaining registration. (Proof of recognized experience will be requested from the shortlisted candidates).

CENTRE : Head Office (Johannesburg)

REQUIREMENTS : An Engineering Degree in Electrical (B Eng / BSC (Eng) or equivalent qualification. A minimum of 3 years' post qualification experience in Engineering is required. Must be a registered as a Professional Engineer with ECSA. Must have a valid driver's license. Competencies: Public Service Act of 1994. Public Service Regulations, 2016. PFMA and Treasury Regulations. Provincial/Departmental SCM policies. Government Immovable Asset Management Act of 2007. National Building Standards Act of 1977 and Regulations. Occupational Health and Safety Act of 1993 and Regulations. Health Act, Regulations and Guidelines. National Environmental Management Act of 1998. Engineering Profession Act of 2000. Engineering design and analysis Programme and project management. Computer-aided engineering applications. Knowledge of legal compliance. Skills- Decision making, Team leadership, Analytical, Creativity, Self-management, Financial management, Customer focus and responsiveness, Communication, Computer literacy

Conflict management, Problem solving, Research, Technical report writing and Networking.

DUTIES : Plan, design, operate and maintain engineering projects. Develop cost effective solutions according to standards. Evaluate existing technical manuals, standard drawings and procedures to corporate new technology. Develop tender specifications. Ensure through evaluation that planning and design by others is done according to sound engineering works according to norms and standards and code of practice and approve engineering works according to prescribed norms and standards. Ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice. Supervise the engineering work and process and administer performance management and development. Manage resources and prepare and consolidate inputs for the facilitation of resource utilization. Ensure adherence to regulations and procedures for procurement and personnel administration. Monitor, control expenditure and service report on expenditure and service delivery.

ENQUIRIES : Ms. Sikelelwa Mboto at 076 521 4118

ANNEXURE R

PROVINCIAL ADMINISTRATION: KWAZULU-NATAL
DEPARTMENT OF HEALTH
(We strive to create an environment that brings the power of diversity to life and as such, this Department is an equal opportunity, affirmative action employer, whose aim is to promote inclusiveness in all occupational levels in the Department.)

MANAGEMENT ECHELON

POST 29/153	:	**CHIEF DIRECTOR REF NO: G41/2026** Cluster: Human Resources Management Services Components: Human Resource Practices, Labour Relations And Employee Health and Wellness
SALARY	:	R1 554 696 per annum (Level 14), (an all-inclusive SMS salary package)
CENTRE	:	Head Office: Pietermaritzburg
REQUIREMENTS	:	An appropriate Bachelor's Degree in Human Resources Management / Public Management (NQF Level 7). A minimum of Five (5) years' Senior Management experience in Human Resource environment. Unendorsed valid Code B driver's license (Code 08) NB: For the Pre-Entry Certificate for SMS, any individual may register for the course and complete such in anticipation of wishing to apply for an SMS post in future. The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by following the link: https://www.thensg.gov.za/training-courses/sms-pre-entry-programme/.Individuals who have completed the course already, and who are therefore in possession of a certificate are welcome to submit such, however it is not required that an applicant submit such when applying for the post prior to the closing date. However, prior to an appointment being made to any SMS post, the appointee to such a post must have completed the pre-entry certificate and must be in possession of such prior to taking up the post. NB: All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s prior to the date of the interview. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. Additional Requirements: Postgraduate qualification in Management will serve as recommendation for this post. Competencies: Knowledge, Skills, Training and Competencies Required: Competencies: Knowledge: The incumbent of this post will report to the Deputy Director General: Corporate Services and will be responsible for providing overall direction and management of the entire chief directorate to ensure that strategic goals are met. The ideal candidate must: Have through knowledge of the legislative framework regulating the Public Service, HRM Practices inclusive of Recruitment, Selection, Retention and Career Management Strategies within the sector. Possess knowledge of National Strategy on Integrated Employee Health and Wellness Framework and Employee Health and Wellness policies. Have the ability to work independently and under pressure. Have the ability to develop policies and understanding of HR Practices and Staff Relations. Have the ability to inspire actions in order to translate strategy into desired outcomes and outputs. Have the ability to develop a vision and inspire staff to achieve this. Have the ability to liaise at a senior level with a view to provide decision makers with clearly defined options. Have the ability to timeously identify transversal problem areas o the HR terrain and to develop innovative HRM strategies, action plans and policies. Have the ability to capitalise on human potential and to build a strong HR Team at Head Office, Regional, District and institutional levels. Have the ability to maintain levels of discretion. Have the ability to identify "best practices" and to facilitate through learning arrangements the mainstreaming thereof. Be able to lead and motivate staff. The candidate must have the following skills: Leadership and Decision Making, Problem Solving, Financial Management, Project Management, Planning and Organizing, Excellent Negotiation, High level of communication (both written and verbal) and People Management Skills. Be proficient in the application of computer software packages (MS Word, Excel and PowerPoint, amongst others.

DUTIES	:	Job Purpose The successful candidate will be responsible for, amongst others Provide strategic leadership of the following directorates i.e. Human Resource Practices, Service Conditions, Labour Relations, Employee Health and Wellness, Human Resource Development, HR Planning, KZN College of Nursing and the College of Emergency Care (COEC), Organisational Efficiency Services and PERSAL and HRMIS. Oversee Human Resource Management, Development, Policy Development, HR System and Policy Monitoring and Evaluation Unit and System Maintenance Unit of the Department to ensure that it provides high quality and accessible services. Provide strategic HR leadership as part of a strategic planning process. Provide high level technical advice to the MEC, HOD and Senior Management regarding policy and strategic inputs for consideration at national level. Monitor and evaluate the implementation of the Department HR Policy Framework by Institutions with a view to identify implementation barriers and provide early warning and timeous technical assistance to Institutions to minimise the impact of such barriers. Manage special projects associated with HR as directed by the MEC and HOD. Provision of a supportive and enabling work environment for creating human competence through human resource development initiatives. Ensure existence and management of sound labour relations in the Department. Ensure effective and efficient human resource administration processes. Coordinate the implementation of the Performance Management and Development System in the Department. Provide strategic leadership and guidance on matters relating to Human Resources and translate strategic decisions taken by Top Management into actionable Human Resource projects and activities. Manage change management strategies to deal with Public Service Transformation and Restructuring processes; Ensure Departmental compliance with Government legislation. Give strategic direction in the development and implementation of policies regarding personnel administration. Adopt a strategic approach towards the development and training of Human Resources. Consult on Human Resource matters with the relevant line functionaries and stakeholders. Manage resources of the Chief Directorate inclusive of the development of staff.
ENQUIRIES	:	Mrs T.P Msimango Tel No: (033) 395 2589
APPLICATIONS	:	All applications should be forwarded to: The District Manager: Harry Gwala District Office: KZN Department of Health, Private Bag X502, Ixopo, 3969 OR Hand delivered to: 111 Margaret Street, Ixopo 3279 Interested applicants can visit the following website at www.kznonline.gov.za/kznjobs for full posts details. “Applicants are encouraged to apply for posts through the online e-Recruitment system at www.kznonline.gov.za/kznjobs or submit their Z83 and CV directly to the following email address Headoffice.Jobapplication@kznhealth.gov.za. Applicants may also visit any one of our Designated Online Application Centre’s (DOACS) where our friendly staff will assist you with applying online or receiving your hardcopy application. You can find the list of Designated Online Application Centre’s (DOACS) at www.kznonline.gov.za/kznjobs
FOR ATTENTION	:	Miss N.S Buthelezi Tel No: (033) 395 2896
NOTE	:	Applications must be submitted on the new prescribed Application for Employment form (Z83) which must be originally signed, initialed and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV (with detailed experience). Persons with disabilities are encouraged to apply for the post. Only shortlisted candidates will be required to submit certified 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. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants with foreign qualifications are requested to have their qualifications evaluated by SAQA and to provide proof of such evaluation (only when shortlisted). Applicants: Please ensure that you submit your application before the closing date as no late

applications will be considered. If you apply for more than 1 post, submit separate applications for each post that you apply for quoting the relevant reference number. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful.

CLOSING DATE : 28 August 2026

OTHER POSTS

POST 29/154 : **HEAD CLINICAL UNIT (ORTHOPEADICS) REF NO: MAD 01/2026 (X1 POST)**

SALARY : Grade 1: R2 168 145 – R2 301 186 per annum
Grade 2: R2 370 741 – R2 592 273 per annum
The all-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, 18% inhospitable of basic salary plus fixed commuted overtime.

CENTRE : Madadeni Provincial Hospital

REQUIREMENTS : An appropriate qualification in the appropriate Health Science (MBCHB); Plus, Current registration with the Health Professionals Council of South Africa as a Specialist in the category of Orthopaedics. Plus At least Five (5) years appropriate experience as a Medical Specialist after registration with HPCSA as a medical specialist in the category of Orthopaedics. Knowledge, Skills and Competencies required: Sound Clinical knowledge and expertise in the relevant discipline. Knowledge of current health and Public Service Legislation, regulations and policy including medical ethics, epidemiology and statistics. Good communication, leadership, decision-making and clinical skills. Ability to teach junior doctors and participate in continuing professional development.

DUTIES : Planning and implementation of Specialist Orthopaedic services (Outpatient, Inpatient and Operating Theatre lists). Participate/provision if after-hour service. Co-ordination and equitable rationalization of Specialist Orthopaedic service Amajuba District and outlying drainage areas. Liaison with institutional management of hospitals in the district and drainage areas to improve quality of care. Facilitation of staff training and development. Participate /support the outreach programme to the referring Hospitals and Clinics. Liaison with the relevant Chief Specialist regarding service development. Develop a training program for medical, nursing and allied services. Develop policies and guidelines facilitating service delivery. Participate in quality improvement projects and clinical auditing. Participate and facilitate clinical research. Cost effective utilization of scarce resources. Participate in Senior Management and strategic activities. Perform commuted overtime in line with hospital needs. Manage EPMDS of the General Surgery department.

ENQURIES : Dr. X.F Nene Tel No: (034) 328 8007

APPLICATIONS : All applications can be submitted through hand delivery /courier to: The HR Recruitment Office no:3, Madadeni Hospital, f0001, section 6, Madadeni, 2951. Applications can also be emailed to: sibongiseni.kheswa@kznhealth.gov.za

FOR ATTENTION : The Recruitment Officer

NOTE : This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Note: The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, Certified copies of ID, Highest educational qualification and other relevant documents will be requested for submission only from shortlisted candidates. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. MAD 01/2016. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification,

citizenship and previous experience employment verification). Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview.

CLOSING DATE : 28 August 2026

POST 29/155 : **MEDICAL SPECIALIST (SURGERY) (GRADE 1-3) REF NO: MAD 02/2026 (X2 POSTS)**

SALARY : Grade 1: R1 395 528 – R1 479 723 per annum
Grade 2: R1 592 274 – R1 688 553 per annum
Grade 3: R1 844 151 – R2 301 186 per annum
The all-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, 18% inhospitable of basic salary plus fixed commuted overtime.

CENTRE : Madadeni Provincial Hospital

REQUIREMENTS : MBChB degree or equivalent qualification Plus. Certificate of current registration with the HPCSA as a Medical specialist in Surgery. Knowledge, Skills and Competencies required: Knowledge and skills in adult and Paediatric Emergency Resuscitative intervention. Clinical Knowledge in Acute and Chronic Surgical Management of patients. Good interpersonal and supervisory skills. Supervision of students, interns, doctors, auxiliary staff and registrars. Accomplished in management of surgical trauma. Knowledge and capability of performing and teaching laparoscopic surgery.

DUTIES : Provision of quality centered medical care to all patients in the Surgical Unit. Maintain accurate medical record in accordance with legal and ethical guideline. Supervision of interns, doctors, auxiliary staff. Participation after-hours duties are compulsory. Provision to assist in the outreach programs.

ENQURIES : Dr. X.F Nene Tel No: (034) 328 8007

APPLICATIONS : All applications can be submitted through hand delivery /courier to: The HR Recruitment Office no:3, Madadeni Hospital, f0001, section 6, Madadeni, 2951. Applications can also be emailed to: sibongiseni.kheswa@kznhealth.gov.za

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CLOSING DATE : 28 August 2026

POST 29/156 : **DEPUTY DIRECTOR: FACILITIES MANAGEMENT REF NO: MAD 8/2026**

SALARY : R932 292 – R1 098 195 per annum. 13th cheque, Plus Medical Aid (Optional), Plus Housing Allowance (Employee must meet prescribed condition)

CENTRE : Madadeni Provincial Hospital

REQUIREMENTS	:	Degree / National Diploma in Public Management/Public Administration/ Health service Management. 3 years Managerial experience at Assistant Director Level in Facilities Management. A Valid Driver's license. Knowledge, Skills and Competencies required: Knowledge of Public Service Act, Labour Relations Act, Public Service Regulations, National Health Act, Skills Development Act, Employment Equity Act. People management, financial management, Planning and organising. Time management. Leadership, Organizational, decision making and problem-solving abilities. Financial and budgetary knowledge. Human Resource Management and Communication skills. Self-discipline and ability to work under pressure with minimum supervision. Independent, Patience, Commitment, Trustworthiness, Honesty, Accountability, Commitment to excellence, Continuous learning, Amenable to change, Cultural awareness and Project Management.
DUTIES	:	Ensure effective co-ordination, management and quality of work all the functional components of the systems department within the Hospital i.e. Cleaning, Portering, Linen management, Mortuary, Transport, Messengers, Registry, Food Service, accommodation, Safety & Security, IT and Patient Administration. Ensure the effective, efficient and economical utilisation of resources allocated to the institution including the development of staff. Manage Contracts of all out-sourced services provided by private companies to ensure compliance with service level agreement. Ensure that risk management, safety programs and Ideal Hospital Norms and Standards requirements are adhered to by all staff. Ensure the effective, efficient and economical management of allocated resources of the Division. Ensure that staff wear proper PPE and Uniform in line with KZN Health Uniform code. Develop policies and strategies aimed at improving service delivery. Perform regular walk abouts in the institution. Present reports at management meetings about the state of the institution. Ensure the effective, efficient and economical management of allocated resources of the Division. Ensure utilities and critical systems reliability with zero downtime for life support systems e.g. generators, medical, gases, HVAC, water and sewer boilers. Ensure delivery of services within budget, PFMA, Treasury Regulations and improve efficiency. Compile leave plan and update leave registers. Implement performance management and development system for staff support clinical services to deliver patient care. Ensure adherence to health, safety standards and safe environment for patients, staff and visitors. Actively support the implementation of revenue enhancement strategy. Provide facilities leadership to support planning, implementation and maintenance of infrastructure in line with operational requirements. Liaise with internal and external stakeholders. Enforce disciplinary code and procedure. Ensure compliance to quality standards.
ENQURIES	:	Mr. T.D Ndaba Tel No: (034) 328 8014
APPLICATIONS		All applications can be submitted through hand delivery /courier to: The HR Recruitment Office no:3, Madadeni Hospital, f0001. Section 6, Madadeni, 2951. Applications can also be emailed to: sibongiseni.kheswa@kznhealth.gov.za
FOR ATTENTION	:	The Recruitment Officer
NOTE	:	This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Note: The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, Certified copies of ID, Highest educational qualification and other relevant documents will be requested for submission only from shortlisted candidates. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. MAD 01/2016. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification,

citizenship and previous experience employment verification). Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview. EE Targets: African Male.

CLOSING DATE : 28 August 2026

POST 29/157 : **HEAD OF DEPARTMENT REF NO: GS 2/26 (X1 POST)**
Component: KwaZulu Natal College of Nursing - Grey's Campus

SALARY : Grade 1: R741 783 per annum. Plus 13th cheque, medical-aid (optional) homeowners allowance (employee must meet the prescribed requirements)

CENTRE : Grey's Hospital- Pietermaritzburg

REQUIREMENTS : Senior Certificate / Grade 12 Plus A Diploma /Degree in Nursing, and Midwifery that allows registration with the South African Nursing Council (SANC) as a Professional Nurse Plus A Post Basic Qualification in Nursing Education registered with SANC Plus Current Registration with the South African Nursing Council (SANC) 2026 Plus A minimum of 9 (nine) years appropriate / recognizable nursing experience after registration as a Professional nurse with SANC in General Nursing At least 5 (five) years of the period referred to above must be appropriate/recognisable experience in Nursing Education after obtaining 1year post-basic qualification in Nursing Education. Only shortlisted candidates will be required to submit proof of work experience/certificate of service endorsed and stamped by HR Department Additional Qualifications: A post registration qualification in Nursing Management / Nursing Administration / Health Services Management Masters Degree in Nursing. Knowledge, Skills and Experience: The incumbent of this post will report to the Principal of Grey's Campus and will be responsible to coordinate, implement and monitor an effective and efficient clinical training system. The ideal candidate must: Possess knowledge of Public Service Administration Acts and Legislation such as Health Act, Higher Education Act, SAQA Act, NQF, Nursing Act, Rules and Regulations, Council on Higher Education Policies, College Policies, PSR, Disciplinary Code and Procedure, Labour Relations Act, etc. Have in-depth knowledge of procedures and processes related to nursing and nursing education and training. Possess sound knowledge and understanding of nursing code of ethics and professional practice of the South African Nursing Council. Thorough knowledge and understanding of Nursing Standard of Practice and Scope of Practice. Possess knowledge of curriculum development and review. Knowledge of procedures and processes related to coordination of undergraduate and postgraduate Nursing Possess proficiency in teaching and assessment in Nursing Education. Possess sound knowledge of planning, scheduling, implementation of Nurse training programmes. Possess sound conflict and decision-making/problem solving skills. Have good research and analytical skills. Have excellent communication and presentation skills (both verbal and written). Computer literacy with proficiency in MS Office package, Excel, Power Point and Outlook. Good interpersonal relations. Ability to work within set deadlines.

DUTIES : Coordinates the provision of education and training of Student Nurses. Manages clinical learning exposure of students between college and clinical areas. Coordinates and ensure clinical accompaniment of students. Coordinates the implementation of Diploma in Nursing Develop and ensure implementation of quality assurance programmes. Collaborates with other internal and external stakeholders to build a sound relationship within the Department. Supervision and management of performance and development of staff under your discipline in accordance with EPMDS policy. Oversees the supervision of students. Policy analysis and development. Development and review of nursing curricula for all categories of training. Implements the new nursing programmes in line with SANC and CHE regulations. Participates in the provisioning of Continuous Professional Development (CPD) activities at the Campus. Participates in all governance structures of the College.

ENQUIRIES : Mrs. B.E Shezi- Grey's Campus Principal Tel No: (033) 8973508

APPLICATIONS : Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag X9001, Pietermaritzburg, 3200 or Email Applications to khazimula.goba@kznhealth.gov.za or malinee.chandul@kznhealth.gov.za

FOR ATTENTION : Mrs M. Chandulal

NOTE : This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the department. Directions to Candidates: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the new Z83 form and a detailed curriculum vitae only. Additionally: The new Application for Employment Form (Z83) is obtainable from any Government Department OR from the website – www.kznhealth.gov.za. Applicants must utilize the most recent Application for Employment Form (Form Z83) as issued by the Minister for DPSA (gazetted on 06 November 2020) in line with regulation of 10 of the Public Service Regulations, 2016 and failure to do so will result in disqualification. Applicants are required to complete and sign Z83 and also submit a detailed curriculum vitae (CV). All sections of the new Application for Employment Form (Z83) (except those sections that are not relevant to the applicant) must be completely, accurately and legibly filled in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form. Applicants are required to reflect information even if the same information is provided on the detailed CV. 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. NB: The Employment Equity Target for this post is: African Male and African Female

CLOSING DATE : 28 August 2026

POST 29/158 : **HEAD OF DEPARTMENT: CLINICAL COORDINATOR REF NO: ADD CAM 01/2026 (X1 POST)**

SALARY : Grade 1: R741 783 per annum
CENTRE : Addington Campus: KwaZulu Natal
REQUIREMENTS : Grade 12 (Senior Certificate) PLUS. Degree/ diploma in General Nursing, Midwifery, Psychiatric and Community Nursing Science that allows registration with the South African Nursing Council (SANC). A Degree/Diploma in Nursing Education registered with the SANC. A Degree/Diploma Health Service Management/Nursing Administration registered with the SANC. A minimum of nine (9) years appropriate/recognizable experience after registration as a Professional Nurse with the South African Nursing Council. A minimum of five (5) years of the above period must be appropriate/recognizable experience in the Nursing Education as a Lecturer in a recognizable Nursing Education Institution. Applicants must submit a fully completed Z83 form and a detailed CV only, all other documents including any proof is submitted by shortlisted candidates. Certificate of service endorsed by Human Resource Department. In possession of an unendorsed valid RSA Drivers Licence (Code EB). Knowledge, Skills, Training and Competence Required: In depth knowledge of Nursing Education programmes within the College. Possess knowledge of the relevant legislation Acts, Prescripts and Policy framework within the area of operation. Have excellent communication skills (written & verbal) and presentation skills. In depth knowledge of nursing education programmers and curriculum. Proficiency in teaching and assessment in nursing education including evaluation approaches. Knowledge of policy development, interpretation, implementation, monitoring and evaluation. Sound conflict and decision making/problem solving skills. Willingness to travel. Good research and analytical skills. Good managerial and interpersonal skills.

DUTIES : Co-ordinate provision of education and training of student nurses. Manage clinical learning exposure of students between college and clinical area. Oversee supervision of students. Collaboration with other stake holders and build a sound relationship within the department. Supervise and Coordinate the clinical supervision of student including teaching, learning and assessment Nursing Education programmes in the Campus. Develop and ensure implementation of quality assurance programmes. Collaborate with other internal and external stakeholders and build a sound relationship within the Department. Participate in policy development and analysis. Development and review of nursing curricula for all categories of training. Implements the new nursing programs in line with SANC and CHE regulations. Participate in the provisioning of Continuous Professional Development (CPD) activities at the Campus. Participate in all governance structures of the College. Support the mission and promote the image of the College. Exercise control over students.

		Implement employee management and development systems. Maintain all clinical records and reports for students and staff.
ENQUIRIES	:	Principal M.T. Chiliza Tel No: (031) 327 2103
APPLICATIONS	:	All applications to be handed delivered or email to Mthobeni.Ndlovu@kznhealth.gov.za Addington Campus, 16 Erskine Terrace, South Beach, Durban, 4001.
FOR ATTENTION	:	Mr. M Ndlovu (Academic Registrar)
NOTE	:	Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. Applications are not required to submit copies of qualifications and other relevant documents on application. Certified copies of qualifications, proof of registration and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed applications will not be accepted. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Please note that due to the large financial constraints no S &T and settlement claims will be considered for payment to candidates that are invited for the interview. 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.
CLOSING DATE	:	31 August 2026
POST 29/159	:	**OPERATIONAL MANAGER NURSING SPECIALTY (HAST) REF NO: MAD 10/ 2026**
SALARY	:	Grade 1: R720 819 - R821 454 per annum, plus 8% Inhospitable Allowance, 13th cheque, medical Aid (Optional) and housing allowance (employee must meet prescribed requirements)
CENTRE	:	Madadeni Provincial Hospital
REQUIREMENTS	:	Basic R425 qualification (i.e., Degree/Diploma) in general nursing, 1 year Post basic diploma in Clinical assessment, treatment and care. Minimum of 9 years appropriate recognizable nursing experience after registration as a professional nurse with SANC in General Nursing. At least five (5) years of the period referred to above must be appropriate/ recognizable experience in PHC after obtaining one (1) year post basic qualification in PHC. Knowledge, Skills, Training and Competencies Required: strong interpersonal, communication and presentation skills. Ability to make independent decisions, problem solving and conflict resolution. Understanding of the challenges facing the public health sector. Ability to prioritise issues and other work-related matters and to comply with time frames. Knowledge on nursing care processes and procedures, nursing statuses and other relevant legal framework.
DUTIES	:	Oversee HIV management, ARV roll out, TB management STI services. Develop and implement quality assurance programmes, policies and operational plan for HAST unit to ensure compliance with National Core Standards. Promote quality of nursing care as directed by the professional scope of practise and standards as determined by the institution, District office and provincial office. Ensure provision of a safe therapeutic environment that allows for the practice of safe nursing care as laid by the nursing Act, Occupational Health and Safety Act and all other applicable prescripts. Exercise control over discipline, grievances and all labour relations issues. Develop/ establish and maintain constructive working relationship with staff and other stakeholders. Effective utilisation of all resources e.g human, financial, equipment and supplies. Monitor the management/ prevention and control infection within HAST unit. Develop, monitor and evaluate staff performance in terms of EPMDS policy. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring

that the unit adhere to the principles of Batho Pele. Perform other functions assigned by the supervisor.

ENQURIES : Mr. R.M Sithole Tel No: (034) 328 8137

APPLICATIONS : All applications can be submitted through hand delivery /courier to: The HR Recruitment Office no:3, Madadeni Hospital, f0001. Section 6, Madadeni 2951. Applications can also be emailed to: sibongiseni.kheswa@kznhealth.gov.za

FOR ATTENTION : The Recruitment Officer

NOTE : This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Note: The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, Certified copies of ID, Highest educational qualification and other relevant documents will be requested for submission only from shortlisted candidates. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. MAD 01/2016. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview. EE Targets: African Male.

CLOSING DATE : 28 August 2026

POST 29/160 : **OPERATIONAL MANAGER NURSING (PHC) REF NO: VRH 03/2026 (X1 POST)**
Component: Khambi Clinic

SALARY : R720 819 - R809 313 per annum. Other Benefits: Medical Aid – Optional, Housing Allowance - Employee must meet prescribed requirements, 13th Cheque and 12% rural allowance.

CENTRE : Vryheid District Hospital

REQUIREMENTS : Degree / Diploma in General Nursing and Midwifery. One year post basic qualification in Primary Health Care. Registration with SANC as Professional Nurse and Midwifery. A minimum of (9) nine years recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing and Midwifery, of which five (5) years must be recognizable experience after obtaining one (1) year post basic qualification in Primary Health Care Current SANC receipt. A valid driver's license. Recommendations: HIV and AIDS Training. Community Health Nursing. Knowledge, Skills, Training & Competencies Required: Knowledge and insight into nursing process and procedures. Knowledge of nursing statutes and other relevant Public Services Act/ legislations. Decision making and problem-solving skills. Interpersonal skills in dealing with conflict management. Knowledge and implement Batho Pele principles. Supervisory and analytical thinking skills. Stress tolerance, flexibility, empathy and ability to communicate constructively. Disaster management skills. Team building and supervisory skills.

DUTIES : Provide effective management and professional leadership ensuring that facility is organized and covered with professional staff. Co-ordinate provision of quality patient care. Provide effective supervision of staff in the facility. Ensuring implementation of nursing standard, policies and procedures. Manage and direct efficient utilization of resources to enhance service delivery. Exercise control of discipline, grievance and any other Labour related issues in terms of laid down procedures. Maintain client satisfaction through monitoring and setting of service standards. Implement and monitor Norms and

Standards, Ideal clinic priorities and procurement processes. Monitoring and Implementation of EPMDS. Advocate for patients in facilitating proper treatment care, and adherence to Patient Rights Charter and Batho Pele Principles. Ensure to keep accurate records. Compile unit statistics monthly.

ENQUIRIES : Ms. ATS Sibiya Tel No: (034) 9822111, Ext. 4692

APPLICATIONS : All applications should be forwarded to: Assistant Director: HRM, Private Bag X9371, Vryheid, 3100 or be hand delivered at Coswald Brown Street, Vryheid, 3100, HR office No: 09 or email to VryheidHospital.HRJobApplication@kznhealth.gov.za

NOTE : This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. The contents of this circular minute must be brought to the notice of all eligible employees on the establishment of all institutions without delay. It must be ensured that all employees who meet the requirements of the post are made aware on this circular minute even if they are absent from their normal places of work. Directions To Candidates: The following documents must be submitted: Application for employment form (Form Z83), which is obtainable at any Government Department OR from the website (www.kznhealth.gov.za) issued by Minister of DPSA in line with regulation 10 of the Public Service Regulations 2016. Applicant must utilize the most recent Z83 form. The Z83 must be fully completed: Failure to do so will result in disqualification. A detailed Curriculum Vitae (CV) and please note that it is no longer a requirement to submit any qualification or supporting documents, only shortlisted candidate will be required to produce certified copies of documents on or before the day of the interview. The Reference Number and the position for which you are applying (as stated in the advert) must be clearly indicated in the columns provided on the Z83 form. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The appointments are subject to positive outcome obtained from the NIA to the following checks (Security clearance, credit records, qualifications, citizenship and previous experience verifications) It is the applicant's responsibility to have a foreign qualification which is the inherent requirement of the job evaluated by the South African Qualifications Authority (SAQA) and to provide proof when shortlisted. Failure to comply will result in the application not being considered. Applicants are respectfully informed that if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. People living with disabilities are encouraged to apply for the post. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview. The department reserves the right not to fill the post. Failure to comply with the above instructions will disqualify your application. The post will be filled in terms of the Employment Equity Target. NB: Sending applications using courier service/email is encouraged as we have challenges with the post office.

CLOSING DATE : 28 August 2026

POST 29/161 : **CLINICAL LECTERER REF NO: ADD CAMP 02/2026 (X1 POST)**

SALARY : Grade 1: R495 423 per annum

CENTRE : Addington Campus: KwaZulu Natal

REQUIREMENTS : Senior Certificate/Grade 12. A Diploma / Degree in Nursing: General, Midwifery / Psychiatric and Community Health and Nursing Education. Post Basic qualification in Nursing Education registered with SANC. **Grade 1:** A minimum of four (4) years appropriate / recognizable experience after registration as a Professional Nurse with the South African Nursing Council. **Grade 2:** A minimum of fourteen (14) years appropriate/ recognizable experience after registration as a Professional Nurse with the South African Nursing Council of which 10 years of the period must be in Clinical Nursing and/ or Nursing Education after obtaining the 1 year post qualification. Applicants must submit a fully completed Z83 form and a detailed CV only, all other documents including any proof is submitted by shortlisted candidates. In possession of an unendorsed valid RSA Drivers licence (EB). Knowledge, Skills, Training and Competence Required: Possess knowledge of relevant Legislation, Acts, Prescripts and Policy frameworks informing the area of operation. Have in-depth knowledge of procedures and processes related to nursing and nursing

education. Possess sound knowledge and understanding of nursing code of ethics and professional practice. Possess in-depth knowledge of teaching and clinical approaches. Have good research and analytical skills. Competence in conflict management and problem-solving skills. Possess good communication and interpersonal skills. Willingness to travel.

DUTIES : Provide effective and efficient clinical training of nurse learners. Develop/design, review and evaluate clinical evaluation tools. Coordinate clinical learning exposure of nurse learners between the Campus and the clinical area. Implement assessment strategies to determine nurse learner's competencies. Exercise control over nurse leaners and maintain accurate records. Implement the quality management system for the Nursing Education Institution.

ENQUIRIES : Principal M.T. Chiliza Tel No: (031) 327 2103

APPLICATIONS : All applications to be handed delivered or email to Mthobeni.Ndlovu@kznhealth.gov.za
Addington Campus, 16 Erskine Terrace, South Beach, Durban, 4001.

FOR ATTENTION : Mr. M Ndlovu (Academic Registrar)

NOTE : Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. Applications are not required to submit copies of qualifications and other relevant documents on application. Certified copies of qualifications, proof of registration and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed applications will not be accepted. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Please note that due to the large financial constraints no S &T and settlement claims will be considered for payment to candidates that are invited for the interview. 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.

CLOSING DATE : 31 August 2026

POST 29/162 : **LECTURER (GRADE 1, GRADE 2) CLINICAL FACILITATOR REF NO: GS 3/26 (X2 POSTS)**
Component: KwaZulu Natal College of Nursing - Grey's Campus

SALARY : Grade 1: R495 423 per annum
Grade 2: R607 350 per annum
plus 13th cheque, medical-aid (optional) homeowners allowance (employee must meet the prescribed requirements)

CENTRE : Grey's Hospital- Pietermaritzburg

REQUIREMENTS : Senior Certificate/Grade 12 Plus A Diploma/Degree in Nursing and Midwifery Plus A post registration qualification in Nursing Education registered with the South African Nursing Council (SANC) Plus Current Registration with the South African Nursing Council (SANC) 2026 Plus A minimum of four (4) years appropriate/ recognizable experience after registration as a Professional Nurse with the South African Nursing Council in General Nursing (in the case of grade 1 PND 1) or A minimum of fourteen (14) years appropriate/recognizable experience after registration as a Professional Nurse with the South African Nursing Council in General Nursing of which ten (10) years of the period referred to above must be appropriate / recognizable experience in Nursing Education after obtaining the 1 year post-basic qualification (in the case of grade 2 PND 2) NB (Only shortlisted candidates will be required to submit proof of all documents and certificate of Service endorsed by Human Resources) Additional Qualifications: Master's degree in Nursing Postgraduate Nursing qualification Knowledge, Skills and Experience: Possess knowledge of relevant Legislation, Acts, Prescripts and Policy frameworks informing the area

of operation. Have in-depth knowledge of procedures and process related to nursing practice and nursing education. Knowledge of nursing education programmes and curriculum Possess sound knowledge and understanding of nursing code of ethics and professional practice. Possess in depth knowledge of teaching and clinical approaches. Have good research and analytical skills. Competence in conflict management. Possess good communication and interpersonal skills. Willingness to travel. Computer Literacy.

DUTIES : Provide an effective and efficient clinical training of student nurses in both undergraduate and postgraduate nursing programmes Develop/design, review and evaluate clinical evaluation tools. Co-ordinate clinical learning exposure of student nurses between the Campus and Clinical areas. Implement assessment strategies to determine student nurses' competencies. Exercise control over student nurses Implement the quality management system for Nursing Education Institution. Participate in the provisioning of Continuous Professional Development (CPD) activities at the Campus. Participate in all governance structures of the College. Support the mission and promote the image of the college.

ENQUIRIES : Mrs. B.E Shezi- Grey's Campus Principal Tel No: (033) 897 3508

APPLICATIONS : Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag X9001, Pietermaritzburg, 3200 or Email Applications to khazimula.goba@kznhealth.gov.za or malinee.chandul@kznhealth.gov.za

FOR ATTENTION : Mrs M. Chandulal.

NOTE : This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the department. Directions to Candidates: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the new Z83 form and a detailed curriculum vitae only. Additionally: The new Application for Employment Form (Z83) is obtainable from any Government Department OR from the website – www.kznhealth.gov.za. Applicants must utilize the most recent Application for Employment Form (Form Z83) as issued by the Minister for DPSA (gazetted on 06 November 2020) in line with regulation of 10 of the Public Service Regulations, 2016 and failure to do so will result in disqualification. Applicants are required to complete and sign Z83 and also submit a detailed curriculum vitae (CV). All sections of the new Application for Employment Form (Z83) (except those sections that are not relevant to the applicant) must be completely, accurately and legibly filled in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form. Applicants are required to reflect information even if the same information is provided on the detailed CV. 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. NB: The Employment Equity target for this post is: African Male, Indian Male, White Male, Coloured Male

CLOSING DATE : 28th August 2026

POST 29/163 : **LECTURER (GRADE 1, GRADE 2) (NEPHROLOGY NURSING SCIENCE) REF NO: GS 4/26**
Component: KwaZulu Natal College of Nursing - Grey's Campus

SALARY : Grade 1: R495 423 per annum
Grade 2: R607 350 per annum
plus 13th cheque, medical-aid (optional) homeowners allowance (employee must meet the prescribed requirements)

CENTRE : Grey's Hospital- Pietermaritzburg

REQUIREMENTS : Senior Certificate/Grade 12 Plus A Diploma/Degree in Nursing and Midwifery that allows registration with the South African Nursing Council(SANC) as a Professional Nurse Plus A post registration qualification in Nursing Education registered with the South African Nursing Council (SANC) Plus A Bost Basic Qualification in Nephrology Nursing Science registered with SANC. Current Registration with the South African Nursing Council (SANC) 2026 Plus A minimum of four (4) years appropriate/recognizable experience after registration as a Professional Nurse with the South African Nursing Council in General Nursing (in the case of grade 1 PND 1) or A minimum of fourteen (14) years appropriate/recognizable experience after registration as a Professional Nurse with the South African Nursing Council in General Nursing of which ten

		(10) years of the period referred to above must be appropriate / recognizable experience in Nursing Education after obtaining the 1 year post-basic qualification (in the case of grade 2 PND 2) NB (Only shortlisted candidates will be required to submit proof of all documents and certificate of Service endorsed by Human Resources) Additional Qualifications: Master's degree in Nursing Knowledge, Skills and Experience: Computer Literacy Possess knowledge of Public Service Administration Acts and Legislation such as Health Act, Higher Education Act, SAQA Act, NQF, Nursing Act, Rules and Regulations, Council on Higher Education Policies, College Policies, PSR, Disciplinary Code and Procedure, Labour Relations Act, etc. Possess sound knowledge and understanding of nursing code of ethics and professional practice of the South African Nursing Council. Thorough knowledge and understanding of Nursing Standard of Practice and Scope of Practice. Possess knowledge of curriculum development and review. Knowledge of procedures and processes related to co-ordination of Post Graduate Diploma in Critical Care Nursing Science. Possess proficiency in teaching and assessment in Nursing Education. Possess sound knowledge of planning, scheduling, implementation of Critical Care training programs. Possess sound conflict and decision-making/problem solving skills. Have good research and analytical skills. Have excellent communication and presentation skills (both verbal and written). Computer literacy with proficiency in MS Office package, Excel, Power Point and Outlook. Good interpersonal relations. Ability to work within set deadlines. Proficiency in teaching and assessment of Post Graduate Diploma in Adult Critical Care evaluation approaches. Possess good communication (written & verbal) and presentation skills.
DUTIES	:	Provide education and training to student nurses. Coordinate clinical learning exposure of student nurses between campus and clinical areas. Support the mission and promote the image of the college. Implement assessment strategies to determine student nurses' competencies Exercise control over student nurses Participate in quality assurance programs Participate in policy analysis, development and implementation. Development and review of nursing curricula for Nephrology Nursing Implement the new nursing programs in line with SANC and CHE regulations Participates in the provisioning of continuous Professional Development activities at the Campus Participates in all government structures of the College
ENQUIRIES	:	Mrs. B.E Shezi- Grey's Campus Principal Tel No: (033) 8973508
APPLICATIONS	:	Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag X9001, Pietermaritzburg, 3200 or Email Applications to khazimula.goba@kznhealth.gov.za or malinee.chandul@kznhealth.gov.za
FOR ATTENTION	:	Mrs M. Chandulal.
NOTE	:	This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the department. Directions to Candidates: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the new Z83 form and a detailed curriculum vitae only. Additionally: The new Application for Employment Form (Z83) is obtainable from any Government Department OR from the website – www.kznhealth.gov.za. Applicants must utilize the most recent Application for Employment Form (Form Z83) as issued by the Minister for DPSA (gazetted on 06 November 2020) in line with regulation of 10 of the Public Service Regulations, 2016 and failure to do so will result in disqualification. Applicants are required to complete and sign Z83 and also submit a detailed curriculum vitae (CV). All sections of the new Application for Employment Form (Z83) (except those sections that are not relevant to the applicant) must be completely, accurately and legibly filled in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form. Applicants are required to reflect information even if the same information is provided on the detailed CV. 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. NB: The Employment Equity target for this post is: African Male, Indian Male, White Male, Coloured Male.
CLOSING DATE	:	28 August 2026

POST 29/164	:	**LECTURER REF NO: ADD CAMP 03/2026 (X4 POSTS)**
SALARY	:	Grade 1: R495 423 per annum
CENTRE	:	Addington Campus: KwaZulu Natal
REQUIREMENTS	:	Grade 12 (Senior Certificate) Plus. Degree/ diploma in General Nursing, Midwifery, Psychiatric Nursing, Community Health and Nursing Education Plus. Current Registration with South African Nursing Council for the year 2026 Plus. A minimum of four (4) years (PN-D1) appropriate/recognizable experience after registration as a Professional Nurse with the South African Nursing Council in General Nursing. A minimum of fourteen (14) years (PN-D2) appropriate / recognizable experience after registration as a Professional Nurse with the South African Nursing Council of which 10 years of the period must be appropriate recognizable experience in Nursing Education Institution after obtaining the 1year post qualification in Nursing Education. In possession of an unendorsed valid RSA Drivers Licence (Code EB). Knowledge, Skills, Training and Competence Required: Possess knowledge of relevant Legislation, Acts, Prescripts and Policy frameworks. informing the area of operation. Have in- dept. knowledge of procedures and processes related to nursing and nursing education. Possess sound knowledge and understanding of nursing code of ethics and professional practice. Possess in-depth knowledge of teaching and clinical approaches in General Nursing/ Midwifery. Have good research and analytical skills. Competence in conflict management and problem-solving skills. Possess good communication and interpersonal skills. Willingness to travel.
DUTIES	:	Provide education and training of nurse learner. Coordinate Clinical Learning exposure of students between College and Clinical areas. Support the mission and promote the image of the College. Implement assessment strategies to determine nurse learner's competencies. Exercise control over nurse learners. Implement the quality management system for the Nursing Education Institution.
ENQUIRIES	:	Principal M.T. Chiliza Tel No: (031) 327 2103
APPLICATIONS	:	All applications to be handed delivered or email to Mthobeni.Ndlovu@kznhealth.gov.za Addington Campus, 16 Erskine Terrace, South Beach, Durban, 4001.
FOR ATTENTION	:	Mr. M Ndlovu (Academic Registrar)
NOTE	:	Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. Applications are not required to submit copies of qualifications and other relevant documents on application. Certified copies of qualifications, proof of registration and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed applications will not be accepted. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Please note that due to the large financial constraints no S &T and settlement claims will be considered for payment to candidates that are invited for the interview. 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.
CLOSING DATE	:	31 August 2026
POST 29/165	:	**PROFESIONAL NURSE SPECIALTY (ADVANCED MIDWIFERY) REF NO: VRH 04/2026 (X1 POST)** Component: Mondlo 2 Clinic
SALARY	:	Grade 1: R495 423 - R571 161 per annum Grade 2: R607 350 - R741 783 per annum

Other Benefits: Medical Aid – Optional, Housing Allowance - Employee must meet prescribed requirements, 13th Cheque and 12% rural allowance.

CENTRE : Vryheid District Hospital

REQUIREMENTS : Diploma / B Degree in nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse with Midwifery. Relevant post basic qualification (Diploma in Advanced Midwifery and Neonatal Nursing Science). Registration with SANC as Professional Nurse (General) and Advanced Midwifery. Current SANC receipt. **Grade 1:** A minimum of 04 years appropriate /recognizable experience in nursing after registration as Professional Nurse with SANC in general nursing. **Grade 2:** A minimum of 14 years appropriate /recognizable experience in nursing after registration as Professional Nurse with SANC in general nursing. At least 10 years of the period referred above must be appropriate/recognizable experience in specific speciality after obtaining the 1 year post basic qualification in the relevant speciality. Knowledge, Skills, Training and Competences Required: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks. Good communication skills. Report writing skills. Facilitation skills. Coordination skills. Liaison skills. Networking skills. Problem solving skills. Information Management. Knowledge Management. Planning and organizing. Computer Literacy.

DUTIES : Provide comprehensive antenatal, intrapartum and postnatal care including normal deliveries and management of obstetric emergencies. Conduct risk assessments, early detection and management of complications in pregnancy, labour and puerperium. Perform newborn resuscitation, essential newborn care and Kangaroo Mother Care. Implement and monitor Maternal, Child and Women's Health programmes in line with provincial and national guidelines. Ensure safe, quality maternity services to support reduction of maternal and neonatal mortality. Provide PHC services: HIV testing, initiation, retention to care, VL monitoring and suppression as per Siyeza and Operation Phuthuma requirements. Manage TB, STI, NCD, Family Planning and EPI programmes. Triage patients, diagnose, treat and refer in accordance with scope of practice and clinical protocols. Trace defaulters, missed appointments and loss to follow-up TROA. Monitor and reduce PSIs, complaints and waiting times. Ensure compliance with Ideal Clinic standards and infection prevention/control. Participate in audits, data validation and reporting for MCWH and HIV/TB indicators. Promote patient-centered care and professionalism. Maintain accurate clinical records, registers and statistics. Supervise and mentor PN, EN, ENA and CHWs on duty. Ensure cost-effective use of maternity equipment, drugs and stock. Report losses/damages. Participate in the 24/7 shift to ensure continuity of care in a busy township facility. Adhere to SANC regulations and Public Service Code of Conduct. Contribute to reducing risks. Provide health education to patients and community on maternal health, HIV/TB prevention.

ENQUIRIES : Ms. ATS Sibiya Tel No: (034) 9822111, Ext, 4692

APPLICATIONS : All applications should be forwarded to: Assistant Director: HRM, Private Bag X9371, Vryheid, 3100 or be hand delivered at Coswald Brown Street, Vryheid, 3100, HR office No: 09 or email to VryheidHospital.HRJobApplication@kznhealth.gov.za

NOTE : This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. The contents of this circular minute must be brought to the notice of all eligible employees on the establishment of all institutions without delay. It must be ensured that all employees who meet the requirements of the post are made aware on this circular minute even if they are absent from their normal places of work. Directions To Candidates: The following documents must be submitted: Application for employment form (Form Z83), which is obtainable at any Government Department OR from the website (www.kznhealth.gov.za) issued by Minister of DPSA in line with regulation 10 of the Public Service Regulations 2016. Applicant must utilize the most recent Z83 form. The Z83 must be fully completed: Failure to do so will result in disqualification. A detailed Curriculum Vitae (CV) and please note that it is no longer a requirement to submit any qualification or supporting documents, only shortlisted candidate will be required to produce certified copies of documents on or before the day of the interview. The Reference Number and the position for which you are applying (as stated in the advert) must be clearly indicated in the columns provided on the Z83 form. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic

requirements and the other must be an integrity (ethical conduct) assessment. The appointments are subject to positive outcome obtained from the NIA to the following checks (Security clearance, credit records, qualifications, citizenship and previous experience verifications) It is the applicant's responsibility to have a foreign qualification which is the inherent requirement of the job evaluated by the South African Qualifications Authority (SAQA) and to provide proof when shortlisted. Failure to comply will result in the application not being considered. Applicants are respectfully informed that if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. People living with disabilities are encouraged to apply for the post. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview. The department reserves the right not to fill the post. Failure to comply with the above instructions will disqualify your application. The post will be filled in terms of the Employment Equity Target. NB: Sending applications using courier service/email is encouraged as we have challenges with the post office.

CLOSING DATE : 28 August 2026

POST 29/166 : **PROFESSIONAL NURSE (SPECIALTY) (THEATRE) REF NO: MAD 04/2026 (X1 POST)**

SALARY : Grade 1: R495 423 – R581 931 per annum
Grade 2: R607 350 – R752 913 per annum
Plus 8% Inhospitable Allowance, 13th cheque, medical Aid (Optional) and housing allowance (employee must meet prescribed requirements)

CENTRE : Madadeni Provincial Hospital

REQUIREMENTS : Diploma / Degree in General Nursing. A post basic qualification in Operating Theatre Nursing Science. Registration with the SANC as a Professional Nurse. A minimum of 4 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Knowledge, Skills, Training and Competencies Required: Strong interpersonal, communication and presentation skills. Ability to make independent decisions. An understanding of the challenges facing the public health sector. Ability to prioritize issues and other work-related matters and to comply with time frames. High level of accuracy. Depth knowledge of Acts, Policies, Procedures, Prescripts and Legislations.

DUTIES : Render an optimal holistic specialized nursing care to patients as member of the Multidisciplinary team. Train and supervise junior staff and student nurses Maintain accreditation standards by ensuring compliance with National Norma and Standards. Co-ordinate clinical activities of the unit. Participate in the formulation, analysis, implementation and monitoring of unit objectives, policies, and procedures. Participate in nursing audits and maintain accurate records. Display a concern for patients, promoting advocating, and facilitating proper treatment and care Ensure the unit complies with Infection Prevention and Control as well as Occupational Health and Safety policies. Strengthen ethics and professionalism. Provide safe and therapeutic environment for patients, staff and public. Maintain a constructive working relationship with nursing and other stakeholders. Participate in staff development using EPMDS System and other work-related programmes and training. Ensure that equipment and machinery is available and functional at all time. Attend to meetings, workshops and training programs as assigned by the supervisor.

ENQURIES : Ms R. M Sithole Tel No: (034) 328 8137

APPLICATIONS : All applications can be submitted through hand delivery /courier to: The HR Recruitment Office no:3, Madadeni Hospital, f0001. Section 6, Madadeni, 2951. Applications can also be emailed to: sibongiseni.kheswa@kznhealth.gov.za

FOR ATTENTION : The Recruitment Officer

NOTE : This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Note: The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The

application form (Z83) must be accompanied by a detailed Curriculum Vitae, Certified copies of ID, Highest educational qualification and other relevant documents will be requested for submission only from shortlisted candidates. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. MAD 01/2016. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview. EE Target: African Male.

CLOSING DATE : 28 August 2026

POST 29/167 : **PROFESSIONAL NURSE SPECIALTY (ICU) REF NO: MAD 06/ 2026**

SALARY : Grade 1: R495 423 - R581 931.per annum
Grade 2: R607 350 – R752 913 per annum
Plus 8% Inhospitable Allowance, 13th cheque, medical Aid (Optional) and housing allowance (employee must meet prescribed requirements)

CENTRE : Madadeni Provincial Hospital

REQUIREMENTS : Basic R425 Degree/Diploma in Nursing or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse. One (1) year post basic qualification in Critical Care Nursing Science. Registration with the SANC as a Professional Nurse. A minimum of 4 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing Knowledge, Skills, Training and Competencies Required: Strong interpersonal, communication and presentation skills. Ability to make independent decisions. An understanding of the challenges facing the public health sector. Ability to prioritize issues and other work-related matters and to comply with time frames. High level of accuracy. Depth knowledge of Acts, Policies, Procedures, Prescripts and Legislations.

DUTIES : Render an optimal holistic specialized nursing care to patients as member of the Multidisciplinary team. Train and supervise junior staff and student nurses. Maintain accreditation standards by ensuring compliance with National Core Standards. Co-ordinate clinical activities of the unit. Participate in the formulation, analysis, implementation and monitoring of unit objectives, policies, and procedures. Participate in nursing audits and maintain accurate records. Display a concern for patients, promoting advocating, and facilitating proper treatment and care. Ensure the unit complies with Infection Prevention and Control as well as Occupational Health and Safety policies. Strengthen ethics and professionalism. Provide safe and therapeutic environment for patients, staff and public. Participate in staff development using EPMDS System and other work-related programmes and training.

ENQURIES : Ms. R.M Sithole Tel No: (034) 328 8137

APPLICATIONS : All applications can be submitted through hand delivery /courier to: The HR Recruitment Office no:3, Madadeni Hospital, f0001. Section 6, Madadeni, 2951. Applications can also be emailed to: sibongiseni.kheswa@kznhealth.gov.za

FOR ATTENTION : The Recruitment Officer

NOTE : This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Note: The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae,

Certified copies of ID, Highest educational qualification and other relevant documents will be requested for submission only from shortlisted candidates. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. MAD 01/2016. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview. Post: EE Targets (African Male)

CLOSING DATE : 28 August 2026

POST 29/168 : **PROFESSIONAL NURSE SPECIALTY (OCCUPATIONAL HEALTH) REF NO: MAD 05/ 2026**

SALARY : Grade 1: R495 423 - R581 931 per annum
Grade 2: R607 350 – R752 913 per annum
Plus 8% Inhospitable Allowance, 13th cheque, medical Aid (Optional) and housing allowance (employee must meet prescribed requirements)

CENTRE : Madadeni Provincial Hospital

REQUIREMENTS : Basic R425 Degree/Diploma in Nursing or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse. One (1) year post basic qualification with a duration of at least 1 year in Occupational Health. Registration with the SANC as a Professional Nurse. A minimum of 4 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing Knowledge, Skills, Training and Competencies Required: Knowledge of nursing care processes and procedures. Primary Health Care and Occupational Health Care, knowledge on nursing processes and procedure, nursing status and other relevant legal framework. Good and sound knowledge of compensation for Health and Safety Act No.85 of 1983. Good communication, team building and interpersonal skills. Coordination and liaison, problem solving and report writing. Batho Pele Principles. Computer literacy. Understanding of health programs VIZ, HIV, TB, Communicable and non-communicable diseases.

DUTIES : Provide support and assistance to ensure optimal health status for all employees in the institution and clinics. Roll out occupational health programmes for the hospital and clinics. Conduct medical surveillance programme to employees. Execute all duties, functions and responsibilities in compliance with the OHS Act 85 of 1993, COID Act 130 of 1993 and relevant legislation. Administering and practical implementation of relevant Human Resource Management policies including those related to covid 19. Manage occupational health statistics and report. Develop occupational health and safety training programmes for employees (involving stakeholders with relevant experience).

ENQURIES : Ms. R.M Sithole Tel No: (034) 328 8137

APPLICATIONS : All applications can be submitted through hand delivery /courier to: The HR Recruitment Office no:3, Madadeni Hospital, f0001. Section 6, Madadeni, 2951. Applications can also be emailed to: sibongiseni.kheswa@kznhealth.gov.za

FOR ATTENTION : The Recruitment Officer

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application form (Z83) must be accompanied by a detailed Curriculum Vitae, Certified copies of ID, Highest educational qualification and other relevant documents will be requested for submission only from shortlisted candidates. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. MAD 01/2016. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview. Post: EE Targets (African Male)

CLOSING DATE : 28 August 2026

POST 29/169 : **CLINICAL TECHNOLOGIST (GRADE 1-3) (ECHO CARDIO) REF NO: MAD 03/2026 (X1 POST)**

SALARY : Grade 1: R413 121 - R472 359 per annum
Grade 2: R482 499 - R550 389 per annum
Grade 3: R564 822 - R683 808 per annum
12% In-Hospitable allowance, 13th cheque, Plus Medical Aid (Optional), Plus Housing Allowance, (Employee must meet prescribed conditions)

CENTRE : Madadeni Provincial Hospital

REQUIREMENTS : Diploma/Degree in Clinical Technology (Echo Cardio), Current registration with HPCSA as Clinical Technologists as Echo Cardio. Clinical Technologist **Grade 1**: None after registration with HPCSA in respect of RSA qualify employees who performed community service, as required in South Africa. (1) year relevant experience after registration with the health Profession Council of South Africa in the relevant profession (where Applicable) in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa. Clinical Technologists **Grade 2:** Minimum of ten (10) year relevant experience after registration with HPCSA in the relevant profession (where applicable) in the respect of RSA qualified employees who performed community service, as required in South Africa. Minimum of 11 years relevant experience after registration with the Health Professional Council of South Africa (HPCSA) in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is perform Community Service as required South Africa. Clinical Technologists **Grade 3:** Minimum of twenty (20) years relevant experience after registration with HPCSA in Relevant profession (where applicable) in respect of RSA qualifies employees who performed Community of South Africa. Minimum of 21 years relevant experience after registration with Health Professional Council of South Africa (HPCSA) in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Knowledge, Skills and Competencies required: -1-2 years relevant working experience. Experience in haemodialysis. Good organization skills. Good communication skills. Good interpersonal skills. Experience in working in echo Cardio unit. Experience with working with ICU and Theatre equipment.

DUTIES : Execute duties and function with proficiency, in support of the vision, mission. Inform patients about nature of procedure and reason for performing the test. Maintain accurate records and statistics of patients attended to. Liaise with doctors and nursing staff with regards patients test results. Ensure that the department is clean, regularly serviced and well maintained. Participate in the teaching programme for all personnel within the department. Perform any other duties as instructed by the head of department. Exercise patient care and expertise when performing procedures. Uphold the principles of Batho-Pele, the patient's rights and responsibilities. Provide training and support in renal unit, critical care and anaesthesiology.

ENQURIES : Dr. X.F Nene Tel No: (034) 328 8007

APPLICATIONS	:	All applications can be submitted through hand delivery /courier to: The HR Recruitment Office no:3, Madadeni Hospital, f0001. Section 6, Madadeni, 2951. Applications can also be emailed to: sibongiseni.kheswa@kznhealth.gov.za
FOR ATTENTION	:	The Recruitment Officer
NOTE	:	This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Note: The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, Certified copies of ID, Highest educational qualification and other relevant documents will be requested for submission only from shortlisted candidates. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. MAD 01/2016. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview.
CLOSING DATE	:	28 August 2026
POST 29/170	:	**HEALTH AND SAFETY OFFICER REF NO: MAD 09/2026 (X1 POST)**
SALARY	:	R413 001 – R486 501 per annum. 13th cheque, Plus Medical Aid (Optional), Plus Housing Allowance (Employee must meet prescribed condition)
CENTRE	:	Madadeni Provincial Hospital
REQUIREMENTS	:	Degree / National Diploma in Environmental Health or Safety Management. Minimum of 3-5 years' experience in Safety. Knowledge, Skills and Competencies required: Knowledge of relevant legislations pertaining to Occupational Health and Safety. Identification, control, elimination and monitoring of hazards. Health education and administration of the services. Knowledge of computer literacy. Accident investigation. Disaster management.
DUTIES	:	Identification of potential situation that could lead to injury/disability/death of staff member/visitor. Proper damage or loss, internal disaster, medico-legal claim and reporting thereof to the Occupational health and safety manager. Ensuring the delegate management and administrative functions are carried out timely and correctly in order for health and safety to function in the institution. Assisting in development and compilation of manuals, policies and protocol that will be included in the rolling out of the health and safety training, orientation and induction programmes. Participate in safety audits for the institution in compliance with the occupational health and safety Act,85 of 1993. Assisting the occupational health and safety manager in ensuring that buildings, construction, plants, and machinery meet and maintain compliance certificates that are regulated by the occupational health and safety Act, 85 of 1993 and its regulation. Organise and record the Disaster drills. Ensure that all employees and service providers within the hospital complies with the required safety protocols. Ensure that people, patients, staff and the building are safe and Hospital is legally compliant, OHSD, norms and standards, DOH requirements, conduct workplace inspections, PPE management, ergonomics and staff safety. Liaise with occupational Health team on T.B, Hep B radiation monitoring etc. Ensure fire safety and emergency preparedness. Ensure Infection Control and patient safety support, i.e heater qudity, ventilation, waste management, contractor safety. Conduct training and awareness on Health and Safety. Implement monitoring and quality improvement.
ENQUIRIES	:	Mr. T.D Ndaba Tel No: (034) 328 8014

APPLICATIONS	:	All applications can be submitted through hand delivery /courier to: The HR Recruitment Office no:3, Madadeni Hospital, f0001. Section 6, Madadeni, 2951. Applications can also be emailed to: sibongiseni.kheswa@kznhealth.gov.za
FOR ATTENTION	:	The Recruitment Officer
NOTE	:	This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Note: The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, Certified copies of ID, Highest educational qualification and other relevant documents will be requested for submission only from shortlisted candidates. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. MAD 01/2016. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview.
CLOSING DATE	:	28 August 2026
POST 29/171	:	**PROFESIONAL NURSE (GENERAL STREAM) WITH MIDWIFERY REF NO: VRH 05/2026 (X1 POST)** Component: Qalukubheka Clinic
SALARY	:	Grade 1: R337 359 - R391 515 per annum Grade 2: R411 978 - R478 116 per annum Grade 3: R495 423 - R625 704 per annum Other Benefits: Medical Aid – Optional, Housing Allowance - Employee must meet prescribed requirements, 13th Cheque and 12% rural allowance.
CENTRE	:	Vryheid District Hospital
REQUIREMENTS	:	Diploma / B Degree in nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse with Midwifery. Registration with SANC as Professional Nurse with Midwifery. Current SANC receipt. **Grade 1**: No experience. **Grade 2**: A minimum of 10 years appropriate /recognisable experience in nursing after registration as a Professional Nurse with SANC in general nursing. **Grade 3**: A minimum of 20 years appropriate /recognizable experience in nursing after registration as Professional Nurse with SANC in general nursing. Knowledge, Skills, Training and Competences Required: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks. Good communication skills. Report writing skills. Facilitation skills. Coordination skills. Liaison skills. Networking skills. Problem-solving skills. Information Management. Knowledge Management. Planning and organising. Computer Literacy.
DUTIES	:	Provide directions and supervision for the implementation of the nursing plan (clinical practice/quality patient care. Implement standards, practices, criteria and indicators for quality nursing (quality of practice). Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilise human, material and physical resources efficiently and effectively. Provide comprehensive, antenatal, intrapartum and postnatal care including deliveries and management of obstetric emergencies. Perform physical assessments, diagnose and treat common health problems in line with scope of practice and PHC guidelines. Manage Maternal, Child and Women's Health programmes, EPI, Family Planning. Provide HIV, TB, STI and NCD

management and ensure adherence to 95/95/95 targets. Triage patients, refer appropriately, and follow up on defaulters and untraceable clients. Maintain patient hygiene, nutrition, mobility and elimination needs. Measure, interpret and record vital signs accurately. Ensure infection prevention and control measures are implemented. Promote patient-centered care to reduce complaints, PSIs and waiting times. Participate in outreach services and community health education. Support NHI and PHC re-engineering initiatives in the rural community. Work with CHWs and other stakeholders to improve access in rural areas. Maintain accurate patient records, registers and data capturing. Ensure cost-effective use of equipment, stock and resources. Report losses/damages. Supervise and mentor Enrolled Nurses, Staff Nurses and CHWs. Implement and monitor priority programmes as per Ideal Clinic standards. Reduce risk of litigation by applying correct clinical protocols. Contribute to achieving Ideal Clinic Realisation Status. Participate in on-call system to ensure 24/7 service delivery.

ENQUIRIES : Ms. ATS Sibiya Tel No: (034) 9822111, Ext. 4692

APPLICATIONS : All applications should be forwarded to: Assistant Director: HRM, Private Bag X9371, Vryheid, 3100 or be hand delivered at Coswald Brown Street, Vryheid 3100, HR office No: 09 or email to VryheidHospital.HRJobApplication@kznhealth.gov.za

NOTE : This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. The contents of this circular minute must be brought to the notice of all eligible employees on the establishment of all institutions without delay. It must be ensured that all employees who meet the requirements of the post are made aware on this circular minute even if they are absent from their normal places of work. Directions To Candidates: The following documents must be submitted: Application for employment form (Form Z83), which is obtainable at any Government Department OR from the website (www.kznhealth.gov.za) issued by Minister of DPSA in line with regulation 10 of the Public Service Regulations 2016. Applicant must utilize the most recent Z83 form. The Z83 must be fully completed: Failure to do so will result in disqualification. A detailed Curriculum Vitae (CV) and please note that it is no longer a requirement to submit any qualification or supporting documents, only shortlisted candidate will be required to produce certified copies of documents on or before the day of the interview. The Reference Number and the position for which you are applying (as stated in the advert) must be clearly indicated in the columns provided on the Z83 form. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The appointments are subject to positive outcome obtained from the NIA to the following checks (Security clearance, credit records, qualifications, citizenship and previous experience verifications) It is the applicant's responsibility to have a foreign qualification which is the inherent requirement of the job evaluated by the South African Qualifications Authority (SAQA) and to provide proof when shortlisted. Failure to comply will result in the application not being considered. Applicants are respectfully informed that if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. People living with disabilities are encouraged to apply for the post. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview. The department reserves the right not to fill the post. Failure to comply with the above instructions will disqualify your application. The post will be filled in terms of the Employment Equity Target. NB: Sending applications using courier service/email is encouraged as we have challenges with the post office.

CLOSING DATE : 28 August 2026

POST 29/172 : **PROFESIONAL NURSE (GENERAL STREAM) WITH MIDWIFERY REF NO: VRH 06/2026 (X1 POST)**
Component: Thembumusa Clinic

SALARY : Grade 1: R337 359 - R391 515 per annum
Grade 2: R411 978 - R478 116 per annum
Grade 3: R495 423 - R625 704 per annum

		Other Benefits: Medical Aid – Optional, Housing Allowance - Employee must meet prescribed requirements, 13th Cheque and 12% rural allowance.
CENTRE	:	Vryheid District Hospital
REQUIREMENTS	:	Diploma / B Degree in nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse with Midwifery. Registration with SANC as Professional Nurse with Midwifery. Current SANC receipt. **Grade 1**: No experience. **Grade 2**: A minimum of 10 years appropriate /recognisable experience in nursing after registration as a Professional Nurse with SANC in general nursing. **Grade 3**: A minimum of 20 years appropriate /recognizable experience in nursing after registration as Professional Nurse with SANC in general nursing. Knowledge, Skills, Training and Competences Required: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks. Good communication skills. Report writing skills. Facilitation skills. Coordination skills. Liaison skills. Networking skills. Problem solving skills. Information Management. Knowledge Management. Planning and organising. Computer Literacy.
DUTIES	:	Provide directions and supervision for the implementation of the nursing plan (clinical practice/quality patient care. Implement standards, practices, criteria and indicators for quality nursing (quality of practice). Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilise human, material and physical resources efficiently and effectively. Provide comprehensive, antenatal, intrapartum and postnatal care including deliveries and management of obstetric emergencies. Perform physical assessments, diagnose and treat common health problems in line with scope of practice and PHC guidelines. Manage Maternal, Child and Women's Health programmes, EPI, Family Planning. Provide HIV, TB, STI and NCD management and ensure adherence to 95/95/95 targets. Triage patients, refer appropriately, and follow up on defaulters and untraceable clients. Maintain patient hygiene, nutrition, mobility and elimination needs. Measure, interpret and record vital signs accurately. Ensure infection prevention and control measures are implemented. Promote patient-centered care to reduce complaints, PSIs and waiting times. Participate in outreach services and community health education. Support NHI and PHC re-engineering initiatives in the rural community. Work with CHWs and other stakeholders to improve access in rural areas. Maintain accurate patient records, registers and data capturing. Ensure cost-effective use of equipment, stock and resources. Report losses/damages. Supervise and mentor Enrolled Nurses, Staff Nurses and CHWs. Implement and monitor priority programmes as per Ideal Clinic standards. Reduce risk of litigation by applying correct clinical protocols. Contribute to achieving Ideal Clinic Realization Status.
ENQUIRIES	:	Ms. ATS Sibiya Tel No: (034) 9822111, Ext. 4692
APPLICATIONS	:	All applications should be forwarded to: Assistant Director: HRM, Private Bag X9371, Vryheid, 3100 or be hand delivered at Coswald Brown Street, Vryheid 3100, HR office No: 09 or email to VryheidHospital.HRJobApplication@kznhealth.gov.za
NOTE	:	This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. The contents of this circular minute must be brought to the notice of all eligible employees on the establishment of all institutions without delay. It must be ensured that all employees who meet the requirements of the post are made aware on this circular minute even if they are absent from their normal places of work. Directions To Candidates: The following documents must be submitted: Application for employment form (Form Z83), which is obtainable at any Government Department OR from the website (www.kznhealth.gov.za) issued by Minister of DPSA in line with regulation 10 of the Public Service Regulations 2016. Applicant must utilize the most recent Z83 form. The Z83 must be fully completed: Failure to do so will result in disqualification. A detailed Curriculum Vitae (CV) and please note that it is no longer a requirement to submit any qualification or supporting documents, only shortlisted candidate will be required to produce certified copies of documents on or before the day of the interview. The Reference Number and the position for which you are applying (as stated in the advert) must be clearly indicated in the columns provided on the Z83 form. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment.

The appointments are subject to positive outcome obtained from the NIA to the following checks (Security clearance, credit records, qualifications, citizenship and previous experience verifications) It is the applicant's responsibility to have a foreign qualification which is the inherent requirement of the job evaluated by the South African Qualifications Authority (SAQA) and to provide proof when shortlisted. Failure to comply will result in the application not being considered. Applicants are respectfully informed that if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. People living with disabilities are encouraged to apply for the post. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview. The department reserves the right not to fill the post. Failure to comply with the above instructions will disqualify your application. The post will be filled in terms of the Employment Equity Target. NB: Sending applications using courier service/email is encouraged as we have challenges with the post office.

CLOSING DATE : 28 August 2026

POST 29/173 : **PROFESIONAL NURSE (GENERAL STREAM) WITH MIDWIFERY REF NO: VRH 07/2026 (X1 POST)**
Component: Mondlo 2 Clinic

SALARY : Grade 1: R337 359 - R391 515 per annum
Grade 2: R411 978 - R478 116 per annum
Grade 3: R495 423 - R625 704 per annum
Other Benefits: Medical Aid – Optional, Housing Allowance - Employee must meet prescribed requirements, 13th Cheque and 12% rural allowance.

CENTRE : Vryheid District Hospital

REQUIREMENTS : Diploma / B Degree in nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse with Midwifery. Registration with SANC as Professional Nurse with Midwifery. Current SANC receipt. **Grade 1**: No experience. **Grade 2**: A minimum of 10 years appropriate /recognizable experience in nursing after registration as Professional Nurse with SANC in general nursing. **Grade 3**: A minimum of 20 years appropriate /recognizable experience in nursing after registration as Professional Nurse with SANC in general nursing. Knowledge, Skills, Training and Competences Required: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks. Good communication skills. Report writing skills. Facilitation skills. Coordination skills. Liaison skills. Networking skills. Problem solving skills. Information Management. Knowledge Management. Planning and organizing. Computer Literacy.

DUTIES : Provide directions and supervision for the implementation of the nursing plan (clinical practice/quality patient care. Implement standards, practices, criteria and indicators for quality nursing (quality of practice). Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilise human, material and physical resources efficiently and effectively. Provide comprehensive, antenatal, intrapartum and postnatal care including deliveries and management of obstetric emergencies. Perform physical assessments, diagnose and treat common health problems in line with scope of practice and PHC guidelines. Manage Maternal, Child and Women's Health programmes, EPI, Family Planning. Provide HIV, TB, STI and NCD management and ensure adherence to 95/95/95 targets. Triage patients, refer appropriately, and follow up on defaulters and untraceable clients. Maintain patient hygiene, nutrition, mobility and elimination needs. Measure, interpret and record vital signs accurately. Ensure infection prevention and control measures are implemented. Promote patient-centered care to reduce complaints, PSIs and waiting times. Participate in outreach services and community health education. Support NHI and PHC re-engineering initiatives in the rural community. Work with CHWs and other stakeholders to improve access in rural areas. Maintain accurate patient records, registers and data capturing. Ensure cost-effective use of equipment, stock and resources. Report losses/damages. Supervise and mentor Enrolled Nurses, Staff Nurses and CHWs. Implement and monitor priority programmes as per Ideal Clinic standards. Reduce risk of litigation by applying correct clinical protocols. Contribute to achieving Ideal Clinic Realization Status.

ENQUIRIES : Ms. ATS Sibiya Tel No: (034) 982 2111, Ext. 4692

APPLICATIONS	:	All applications should be forwarded to: Assistant Director: HRM, Private Bag X9371, Vryheid, 3100 or be hand delivered at Coswald Brown Street, Vryheid 3100, HR office No: 09 or email to VryheidHospital.HRJobApplication@kznhealth.gov.za
NOTE	:	This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. The contents of this circular minute must be brought to the notice of all eligible employees on the establishment of all institutions without delay. It must be ensured that all employees who meet the requirements of the post are made aware on this circular minute even if they are absent from their normal places of work. Directions To Candidates: The following documents must be submitted: Application for employment form (Form Z83), which is obtainable at any Government Department OR from the website (www.kznhealth.gov.za) issued by Minister of DPSA in line with regulation 10 of the Public Service Regulations 2016. Applicant must utilize the most recent Z83 form. The Z83 must be fully completed: Failure to do so will result in disqualification. A detailed Curriculum Vitae (CV) and please note that it is no longer a requirement to submit any qualification or supporting documents, only shortlisted candidate will be required to produce certified copies of documents on or before the day of the interview. The Reference Number and the position for which you are applying (as stated in the advert) must be clearly indicated in the columns provided on the Z83 form. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The appointments are subject to positive outcome obtained from the NIA to the following checks (Security clearance, credit records, qualifications, citizenship and previous experience verifications) It is the applicant's responsibility to have a foreign qualification which is the inherent requirement of the job evaluated by the South African Qualifications Authority (SAQA) and to provide proof when shortlisted. Failure to comply will result in the application not being considered. Applicants are respectfully informed that if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. People living with disabilities are encouraged to apply for the post. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview. The department reserves the right not to fill the post. Failure to comply with the above instructions will disqualify your application. The post will be filled in terms of the Employment Equity Target. NB: Sending applications using courier service/email is encouraged as we have challenges with the post office.
CLOSING DATE	:	28 August 2026
POST 29/174	:	**PHARMACIST ASSISTANT POST BASIC REF NO: NMH/PHARS/2026 (X1 POST)**
SALARY	:	Grade 1: R275 340 – R310 422 per annum Grade 2: R318 666 – R337 083 per annum Grade 3: R343 761 – R390 396 per annum Other Benefits:13th Cheque/ Service Bonus Medical Aid (Optional) Homeowners Allowance: Employee must meet prescribed requirements.
CENTRE	:	Niemeyer Memorial Hospital
REQUIREMENTS	:	Grade 12 (Senior Certificate) or equivalent. Registration with the South African Pharmacy Council (SAPC) as a Pharmacist Assistant (Post Basic).Current registration with the South African Pharmacy Council (SAPC) **Grade1**: Experience: No experience **Grade 2**: Experience: A minimum of 5 years appropriate/recognisable as a Pharmacist Assistant (Post Basic) after registration with the South African Pharmacy Council (SAPC) as a Pharmacist Assistant (Post Basic) Experience: A minimum of 12 years appropriate /recognisable experience Pharmacist Assistant (Post Basic) after registration with the South African Pharmacy Council (SAPC) as a Pharmacist Assistant (Post Basic) Knowledge, Skills, Training And Competencies Required Knowledge of the Pharmacy Act and Good Pharmacy Practice. Knowledge of pharmaceutical legislation and policies. Understanding of medicine supply management. Knowledge of stock control. Good communication and interpersonal skills. Computer literacy. Ability to maintain confidentiality. Problem-solving and reporting-writing skills.

DUTIES : Assist in the provision of an efficient pharmaceutical service under the supervision of a pharmacist. Dispense medicine according to approved Standard Operating Procedures and within the scope of practice of a Pharmacist Assistant (Post Basic) Receive, store, issue and control pharmaceutical stock. Perform stock counts and assist with the inventory management. Pack and distribute medicine to wards, clinics and department. Maintain accurate pharmaceutical records and documentations. Ensure compliance with Good Pharmacy Practice and pharmaceutical legislation. Participate in quality improvement programmes and medicine management initiatives. Maintain cleanliness and organization of the pharmacy storage areas. Provide medicine information to healthcare professionals and patients within the scope of practice. Perform any other duties delegated by the Pharmacy Manager or supervising pharmacist.

ENQUIRIES : Mr. VB Dlamini Tel No: (034) 331 3011

APPLICATIONS : Please forward applications quoting reference number to: Human Resource Management, Niemeyer Memorial Hospital, Private Bag X1004, Utrecht, 2980 or email: Niemeyer.Intern@kznhealth.gov.za

NOTE : Directions to Candidates: The following documents must be submitted: Applications are not required to submit copies of qualification and other relevant document on application but must submit the Employment Form (Z83) and the detailed Curriculum Vitae. Certified copies of certificates and other relevant documents will only be requested from shortlisted candidate on or before the interviews. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview, following communication from HR. It will be expected candidate(s) to be available for interview process on a day, all shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The reference number must be indicated in the column provided on form Z83 e.g. Reference Number (NMH/THRT2026) Persons with disabilities should feel free to apply for the post Failure to comply with the above instructions will disqualify the applicants. The appointment is subject to positive outcome obtained from the State Security Agency (SAA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers. Please note that due to a large number of applications received, applications will not be acknowledged, however, only the short-listed applicants will be advised of the outcome. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Please note that no S&T payments will be considered for payment to candidates that are Invited for interview. (This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity at all levels of different Occupational Categories in the Department). Employment Equity Target for both posts African Male.

CLOSING DATE : 28 August 2026

POST 29/175 : **STAFF NURSE REF NO: NMH/SN/2026 (X1 POST)**

SALARY : Grade 1: R229 440 – R260 520 per annum
Grade 2: R272 778 – R310 890 per annum
Grade 3: R319 071 – R397 392 per annum
Other Benefits: 13th Cheque/ Service Bonus Medical Aid (Optional) Homeowners Allowance: Employee must meet prescribed requirements.

CENTRE : Niemeyer Memorial Hospital

REQUIREMENTS : **Grade 1**: Experience: None **Grade 2:** Experience: A minimum of 10 years appropriate/recognisable experience in nursing after registration as an Enrolled Nurse with the SANC. **Grad 3:** Experience: A minimum of 20 years appropriate/recognisable experience in nursing after registration as an Enrolled Nurse with the SANC. Matric Certificate or Grade 12 (Senior Certificate). 2 years Staff Nurse Certificate that allows registration with South African Nursing Council. Current registration with the South African Nursing Council (SANC 2026) as a Staff Nurse. Knowledge, Skills, Training and Competencies Required: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks such as: Nursing Act; Health Act; Occupational Health and Safety Act; Patients Right

Charter; Batho Pele principles; Public Service Regulations; Labour Relations Act; Disciplinary Code and Procedure. Grievance Procedure, etc. Basic communication skills Basic writing skills Ability to function part of a team Basic interpersonal skills. Elementary facilitation skills.

DUTIES : Provide safe, Compassionate and quality nursing care monitor patients' health status and report changes promptly assist with activities of daily living where required Administer medication within scope of practice Monitor side effects and document medication given accurately. Adhere to infection policies and standard precautions. Maintain a clean and safe environment for patients. Keep accurate, complete, and timely patient records. Document nursing interventions and patient responses. Communicate effectively with patients, families and the multidisciplinary health care team. Participate in handovers and team meetings. Identity and risks, incidents and adverse events. Follow safety protocols and contribute to qualify improvement initiatives. Maintain patient confidentiality and ethical standards. Demonstrate professionalism, Punctuality and Accountability. Attend training sessions and in-service training.

ENQUIRIES : Mrs G.N Nkosi Tel No: (034) 331 3011

APPLICATIONS : Please forward applications quoting reference number to: Human Resource Management, Niemeyer Memorial Hospital, Private Bag X1004, Utrecht, 2980 or email: Niemeyer.Intern@kznhealth.gov.za

NOTE : Directions to Candidates: The following documents must be submitted: Applications are not required to submit copies of qualification and other relevant document on application but must submit the Employment Form (Z83) and the detailed Curriculum Vitae. Certified copies of certificates and other relevant documents will only be requested from shortlisted candidate on or before the interviews. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. It will be expected candidate(s) to be available for interview process on a day, all shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The reference number must be indicated in the column provided on form Z83 e.g. Reference Number (NMH/THRT2026) Persons with disabilities should feel free to apply for the post Failure to comply with the above instructions will disqualify the applicants. The appointment is subject to positive outcome obtained from the State Security Agency (SAA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers. Please note that due to a large number of applications received, applications will not be acknowledged, however, only the short-listed applicants will be advised of the outcome. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Please note that no S&T payments will be considered for payment to candidates that are Invited for interview. (This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity at all levels of different Occupational Categories in the Department). Employment Equity Target for both posts African Male.

CLOSING DATE : 28 August 2026

POST 29/176 : **NURSING ASSISTANT REF NO: NMH/ENA/2026 (X1 POST)**

SALARY : Grade 1: R181 230 – R207 225 per annum
Grade 2: R211 401 – R239 922 per annum
Grade 3: R249 141 – R310 890 per annum
Other Benefits: 13th Cheque/ Service Bonus Medical Aid (Optional) Homeowners Allowance: Employee must meet prescribed requirements.

CENTRE : Niemeyer Memorial Hospital

REQUIREMENTS : **Grade 1**: Experience: None **Grade 2**: Experience: A minimum of 10 years appropriate/ recognisable experience in nursing after registration as Enrolled Assistant with SANC. **Grade 3:** Experience A minimum of 20 years appropriate/ recognisable experience in nursing after registration as Enrolled Nursing Assistant with SANC. Grade12 or equivalent qualification, plus 01 year Nursing Assistant certificate that allows registration with South African Nursing Council (SANC 2026). Current registration with the South African Nursing Council (SANC 2026) as a Nursing Assistant. Knowledge, Skills, Training and

Competencies Required: Nursing Act. Health Act Occupational Health and Safety Act. Patients' Rights Charter. Batho Pele principles. Public Service Regulations Labour Relations Acts. Disciplinary Code and Procedure Grievance Procedure, etc. Basic communication skills Basic writing skills. Ability to function part of a team. Basic interpersonal skills. Elementary facilitation skills.

DUTIES : Ensure maintenance of patient hygiene. Facilitate nutritional status of patients. Facilitate the mobility of patients. Facilitate the elimination process. Measure, interpret and record vital signs. Operate all relevant apparatus and equipment. Assist professional nurses with clinical procedures (i.e. administering intramuscular injections). Preparation of patients for diagnostic and surgical procedures. Order stock and equipment in a cost effective manner. Report loss or damage immediately. To maintain the code of conduct as required in the Public Service and by the Professional Body. Seek learning opportunities, i.e. in-service training, courses. Assist patients with bathing, dressing, feeding and toileting. Help patient with mobility, positioning, and transferring safely. Ensure patients are comfortable and maintain their dignity. Observe and record changes in patient's physical/ emotional condition to the supervisor. Measure and record vital signs. Follow infection prevention and control procedures. Practice proper hand hygiene and personal protective equipment. Maintain cleanliness of patient care areas and equipment (PPE) Ensure a safe environment by preventing falls and reporting hazards. Respond promptly to patient requests and emergencies. Record care provided accurately and promptly. Participate in shift handover and follow up instructions from supervisors. Maintain patient confidentiality. Demonstrate punctuality, reliability and professional behaviour. Report faulty equipment and ensure supplies are adequately.

ENQUIRIES : Mrs. G.N Nkosi Tel No: (034) 331 3011

APPLICATIONS : Please forward applications quoting reference number to: Human Resource Management, Niemeyer Memorial Hospital, Private Bag X1004, Utrecht, 2980 or email: Niemeyer.Intern@kznhealth.gov.za

NOTE : Directions to Candidates: The following documents must be submitted: Applications are not required to submit copies of qualification and other relevant document on application but must submit the Employment Form (Z83) and the detailed Curriculum Vitae. Certified copies of certificates and other relevant documents will only be requested from shortlisted candidate on or before the interviews. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. It will be expected candidate(s) to be available for interview process on a day, all shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The reference number must be indicated in the column provided on form Z83, e.g. Reference Number (NMH/THRT2026). Persons with disabilities should feel free to apply for the post. Failure to comply with the above instructions will disqualify the applicants. The appointment is subject to positive outcome obtained from the State Security Agency (SAA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers. Please note that due to a large number of applications received, applications will not be acknowledged, however, only the short-listed applicants will be advised of the outcome. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Please note that no S&T payments will be considered for payment to candidates that are Invited for interview. (This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity at all levels of different Occupational Categories in the Department). Employment Equity Target for both posts African Male.

CLOSING DATE : 28 August 2026

DEPARTMENT OF TRANSPORT

The Provincial Administration of KwaZulu-Natal is an equal opportunity affirmative action employer

APPLICATIONS : Applications/Address: Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at www.kznonline.gov.za/kznjobs

Applicants may also visit any one of our Designated Online Application Centres (DOACs) where our friendly staff will assist you with applying for jobs on the KZN online e-Recruitment system or receiving your hardcopy application. You can find the list of Designated Online Application Centres (DOACS) at www.kznonline.gov.za/kznjobs. Please note that applicants should only use one of the following methods when applying for a post: either through the online e-Recruitment system or submit a hardcopy application as directed.
Forward your application, quoting the relevant reference number to: Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X9043, Pietermaritzburg, 3200. Applications may alternatively be hand-delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg.

FOR ATTENTION : Mr B Hornsby

CLOSING DATE : 28 August 2026 (at 16h00). Applications received after the closing date and time will not be considered.

NOTE : Applications must be submitted on the NEW Application for Employment Form, Z83 (obtainable on the internet at www.dpsa.gov.za-vacancies). The Z83 form must be completed in terms of DPSA circular 03 of 2025. The completed and signed Z83 must be accompanied by a detailed CV. Dates of starting and leaving employment must be given as DD/MM/YYYY. Kindly take note that only shortlisted candidates will be required to provide certified copies of required documents (Where a Senior Certificate is a requirement for the post, kindly note that a statement of results will not be accepted. Where a tertiary qualification is required, kindly note that certificates are required, however, if a certificate is only to be issued at a graduation in the future, the statement of results, together with a letter from the educational institution, indicating the date of the graduation, will be accepted) on or before the date of the interviews following communication from Human Resources. Failure to comply with these instructions will lead to applications being disqualified. hould an applicant wish to apply for more than one post, separate applications must be submitted for each post applied for. Non-RSA Citizens/Permanent Resident Permit holders must provide a copy of their Permanent Residence Permits if shortlisted for an interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such if shortlisted for an interview. Under no circumstances will faxed applications be accepted. Receipt of applications will not be acknowledged due to the volume of applications, and should you not receive an invitation to attend an interview within three (3) months of the closing date applicants should assume that their application was unsuccessful. Please note that where experience is a requirement for the post, the successful candidate will be required to submit documentary proof of such work experience prior to assuming duty. A personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification) will be conducted prior to employment. Prior to appointment being made to an SMS post, the appointee must have completed the pre-entry certificate and must be in possession of such prior to taking up the post. The Senior Management Pre-Entry Programme, which is a public service specific training programme applicable to all applicants who aspire to join the SMS, is to ensure that potential SMS members have a background on processes and procedures linked to the SMS. The duration of the online Pre-Entry Programme is 120 notional hours. Full details may be sourced by the following link: https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, 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 tools. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. The Department of Transport reserves the right not to fill the advertised post(s) at any stage of the recruitment process. Persons with Disabilities (PWDs) and other designated groups are encouraged to apply. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's

suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment.

OTHER POSTS

POST 29/177 : **CONTROL PROVINCIAL INSPECTOR**
Kindly note that this is a re-advertisement. Applicants who applied previously and who still wish to be considered are at liberty to re-apply.

SALARY : R932 292 per annum (Level 11), (all-inclusive remuneration package)
CENTRE : Road Traffic Inspectorate: Ladysmith Region Ref No: DOT 134/2026
REQUIREMENTS : A relevant tertiary qualification (3 year Diploma/Degree in a Traffic / Management / Law field – NQF 6 or higher); plus A Basic Traffic Officer's Diploma; plus Registered as a Traffic Officer; plus 3-5 years' management experience in a Traffic Law Enforcement field; plus 7-10 years' working experience in a Traffic Law Enforcement field; plus A valid driving licence (minimum code B); plus No criminal record. Knowledge, Skills and Competencies Required: Knowledge on how to manage the implementation of Public Transport and Traffic Law Enforcement policies and regulations. Knowledge of driver fitness inspections. Knowledge of vehicle fitness inspections. Knowledge on the completion of Law Enforcement documents. Knowledge of operator fitness inspections. Knowledge of investigations. Working knowledge of applicable legislations – Public transport and traffic environment. Records, resource and customer relationship management skills. Performance, finance and conflict management skills. Projects, time and self-management skills. Risk, change and public information management skills. Planning, organising and people management skills. Service delivery, communication and decision-making skills. Results and quality management skills. Problem solving, report writing and workplace relations skills. Conflict management, monitoring and evaluation and management skills. Results/quality management skills. Innovation/continuous improvement skills. Analytical, negotiation and innovative skills. Computer literacy.
DUTIES : Provide effective and efficient leadership: Co-ordinate stakeholder relations with other state departments and Law Enforcement Agencies (LEAs). Provide strategic guidance and leadership to law enforcement officials. Evaluate the activities of the Regional/District Operational plans to ensure strategic alignment with the Strategic plan, budget statements and national and provincial strategies: Co-ordinate the development of standardised operational plans. Monitor and evaluate operational performance of the region to ensure continuous alignment and development. Develop and maintain corrective action on identified problem areas. Research and capture national and international traffic law enforcement best practice. Promote a holistic integrated management approach in terms of support and other functions. Create and facilitate an enabling environment between provincial and local government in respect of traffic law enforcement and ensure alignment across these spheres. Co-ordinate the collection and analysis of regional law enforcement statistics, conduct research, formulate policy and develop new strategies and models to improve service delivery: Ensure that environmental analysis of each centre is updated on an annual basis and reviewed on a quarterly basis. Develop a monitoring mechanism to co-ordinate law enforcement operations and statistics. Develop provincial policies in terms of operations, public transport, legislation, equipment and prosecutions. Provide strategic leadership and mentoring to regional/district role-players regarding strategies, developments and trends. Manage and co-ordinate human resource processes in the region/district. Manage and co-ordinate the budget process and utilisation of facilities, vehicles and equipment of the region/district: Monitor the budget of the region to prevent over/under spending on a monthly basis. Monitor the procurement and utilisation of equipment of and services provided to the centre. Ensure appropriate use of all facilities.
ENQUIRIES : Mr VK Chetty Tel No: (033) 355 8880
NOTE : It is the intention of this Department to consider equity targets when filling this position. Kindly Note That The 24/7 Shift System Will Be Applicable.

POST 29/178 : **CHIEF PROVINCIAL INSPECTOR (X3 POSTS)**

SALARY : R605 742 per annum (Level 10)
CENTRE : **Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg:**

Traffic Compliance & Monitoring (RTI) Ref No: DOT 135/2026 (X2 Posts)
Traffic Training College:
Refresher Course Ref No: DOT 136/2026 (X1 Post)

REQUIREMENTS : A Senior Certificate / National Certificate (Vocational) NQF Level 4; plus A relevant tertiary qualification (3 year Diploma/Degree in a Traffic / Management / Law field – NQF 6); plus a Basic Traffic Officer's Diploma; plus Registered as a Traffic Officer; plus 3-5 years' supervisory experience in a Traffic Law Enforcement field; plus 7-10 years' working experience in Traffic Law Enforcement field; plus All valid relevant driving licences (A and EC); plus No criminal record. Knowledge, Skills and Competencies Required: Extensive knowledge of Traffic Management policies and regulations. Knowledge of relevant legislations and traffic management regulations. Knowledge of vehicle inspections/impoundment. Knowledge of driving skills. Records and resource management skills. Customer relationship management skills. Planning, organising, leadership, controlling and monitoring skills. People Management skills. Service delivery, communication and decision-making skills. Results and quality management skills. Problem solving skills. Innovation/continuous improvement skills. Analytical skills. Computer literacy. Negotiation and initiative skills. Project management, mentoring and coaching skills.

DUTIES : Manage the implementation of operational law enforcement plan: Complete and update environmental analysis to ensure that it is used as a base line for planning. Develop operational plan for station/centre based on provincial annual performance plan and ensure successful implementation. Plan and monitor the execution of projects relating to the implementation of the strategy/plan. Monthly monitoring of the annual performance plan targets. Communicate regularly with station/centre management and facilitate the development of and participation in a centre strategic/operational plan. Participate in integrated partnerships with local authorities. Ensure effective and efficient leadership: Co-ordinate stakeholder relations with other state departments and Law Enforcement Agencies (LEAs). Management of service delivery improvement: Manage administration systems. Implement administrative processes to ensure registers are inspected weekly. Ensure that statistics kept are correct, current and forwarded by due dates and monitored and made available at centres. Manage and ensure effective external community communication and liaise with local Community Police Forums. Ensure that Testing Centre Stations (TCS) are operating optimally. Ensure that prescribed Acts, Policies and Procedures of the Department are implemented and adhered to. Ensure that all the relevant records and registers thereof are filed properly and kept up to date at all times. Management of Human Resources: Manage grievances according to prescribed procedures. Facilitate at least one team building activity per quarter for the centre. Ensure that leave is utilized and managed according to the relevant policies and instructions. Develop and implement in-service training program and monitor formal training needs of the unit. Manage performance of staff. Financial Management: Monitor monthly expenditure and inspection reports from the Province and implement corrective action in problem areas. Regular budget control and management discussions as part of management meetings. Document overtime planning based on priorities. Participate in budget planning as required by the Province. Respond to requests from head office regarding outstanding financial queries within provided time limit. Ensure effective and efficient Asset Management: Monitor vehicle costs for station/centre vehicles (as per worksheet) and identify and monitor members involved in accidents and ensure that motor vehicle fleet is managed properly and that vehicles are in good running order. Ensure effective loss control measures are in place to address loss of firearms and other related equipment i.e. the relevant equipment that gets lost and put measures in place to deal with it. Manage assets as per inventories of station/centre.

ENQUIRIES : Mr VK Chetty Tel No: (033) 355 8880

NOTE : It is the intention of this Department to consider equity targets when filling these positions. Kindly note that the 24/7 Shift System will be applicable.

POST 29/179 : **CONTROL GISC TECHNICIAN GRADE A: ROAD DECLARATION & MAPPING REF NO: DOT 137/2026**

SALARY : R573 552 per annum, (level OSD)

CENTRE : Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg

REQUIREMENTS : A National Diploma in GISc Cartography or relevant qualification (NQF level 6), plus 6 (Six) years post qualification technical experience; plus Compulsory Registration with Engineering Council of South African Geomatics Council (SAGC) as a Professional GISc Technician; plus A valid driver's licence (minimum code B). Knowledge, Skills and Competencies Required: Knowledge of project management. Technical design and analysis knowledge. Knowledge of research and development. Knowledge of computer-aided engineering applications. Knowledge of legal GIconsulting. Problem solving and analysis skills. Decision making skills. Teamwork skills. Creativity skills. Financial management skills. Customer focus and responsiveness skills. Communication skills. Computer skills. People management skills. Planning and organizing skills. Change management skills. The ideal candidate should be innovative, independent, timeframe driven, meticulous, proactive and maintain confidentiality. He/she should also be honest, have integrity, be reliable, patient, show commitment and professionalism, perseverance and be punctual.

DUTIES : Manage technical services. Manage administrative and related functions. Research and development.

ENQUIRIES : Mr N Zondo Tel No: (033) 355 0543

NOTE : It is the intention of this Department to consider equity targets when filling this position.

POST 29/180 : **CHIEF ARTISAN GRADE A (MECHANICAL) (X3 POSTS)**

SALARY : R499 470 per annum, (OSD)

CENTRE : **Ladysmith Region (X1 Post):**
Mechanical, Ladysmith Ref No: DOT 140/2026
Durban Region (X1 Post):
Mechanical, Metro Ref No: DOT 141/2026
Empangeni Region (X1 Post):
Mechanical, Vryheid Ref No: DOT 142/2026

REQUIREMENTS : An appropriate Trade Test Certificate in Earth Moving Equipment Mechanic / Construction Plant Mechanic / Diesel Mechanic / Tractor Mechanic; plus Ten (10) years post qualification experience as an Artisan / Artisan Foreman; plus A valid driver's licence (minimum Code C1). Knowledge, Skills and Competencies Required: Project management knowledge. Technical design and analysis knowledge. Knowledge of computer-aided technical applications. Knowledge of legal compliance. Knowledge of technical report writing. Knowledge of technical consulting. Production, process knowledge and skills. Decision making and team work skills. Creativity and change-management skills. Financial management skills. Customer focus and responsiveness skills. Communication skills. Planning and organizing skills. Computer literacy. Problem solving and analysis skills.

DUTIES : Manage technical services: Manage technical services and support in conjunction with Technicians / Artisans and associates in field, workshop and technical office activities. Ensure the promotion of safety in line with statutory and regulatory requirements. Provide inputs into existing technical manuals, standard drawings and procedures to incorporate new technology. Ensure quality assurance in line with specifications. Manage administrative and related functions: Provide inputs into the budgeting process. Compile and submit reports as required. Provide and consolidate inputs to the technical operational plan. Update databases. Manage artisans and related personnel and assets. Financial Management: Control and monitor expenditure according to budget to ensure efficient cash flow management. Manage the commercial value add of the discipline-related activities and services. People management: Manage the development, motivation and utilisation of human resources for the discipline to ensure competent knowledge base for the continued success of technical services according to organizational needs and requirements. Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives. Maintain and advance expertise: Continuous individual development to keep up with new technologies and procedures. Research / literature studies on technical / engineering technology to improve expertise. Liaise with relevant bodies / councils on technical / engineering-related matters.

ENQUIRIES : Mr J Thabethe (Ladysmith) Tel No: (034) 299 8600
Mr SS Shabalala (Durban) Tel No: (031) 700 2222

Ms S Hlela (Empangeni) Tel No: (035) 787 1442

NOTE : It is the intention of this Department to consider equity targets when filling these positions.

POST 29/181 : **ASSISTANT DIRECTOR: DATABASE MANAGEMENT REF NO: DOT 143/2026**

(Transformation Interventions)

Kindly note that this is a re-advertisement. Applicants who applied previously and who still wish to be considered are at liberty to re-apply.

(Empowerment Programmes Directorate) ()

SALARY : R487 197 per annum (Level 09)

CENTRE : Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg

REQUIREMENTS : An undergraduate qualification in Public Management or Commerce (NQF Level 6 or higher); plus A minimum of 3 years supervisory experience in a BBBEE/ transformation environment; plus A valid drivers' licence (minimum code B). Knowledge, Skills and Competencies Required: Knowledge of Admin procedures and control. Understanding of Public Service and Departmental legislation, procedures and standards. Knowledge of transformation policies. Understanding of organisational objectives and values. Knowledge of departmental budget and expenditure processes. Leadership skills. Motivation skills. Decision-making skills. Ability to interpret and apply legislation/policy/standards. Ability to assess quality of services delivered. Computer literacy skills. Interpersonal skills. Written and verbal communication skills. Facilitation skills. Training skills. Report Writing Skills. Policy Development Skills. Monitoring and Evaluation Skills. The ideal candidate should be dedicated, loyal, committed, adhere to the Code of Conduct i.e. ethics, morals, commitment to Departmental objectives and programs and adherence to Departmental policies, procedures and standards. He/ she should also be able to work with accuracy and quality, be people orientated, a team player, reliable, honest, punctual and self-motivated.

DUTIES : Develop and manage the Empowerment programmes including Departmental areas of participation, skills development programmes, and other integrated empowerment information. Conduct analysis of statistical information with a view to identifying new development programs in line with value chain principles. Ensure compliances in terms of BEE Transformation interventions across the Department. Report monthly on the status of the BBBEE performance. Provide advice, guidance and input to transformation policy development. Manage and supervise staff within the component.

ENQUIRIES : Mr N Sithole Tel No: (033) 355 8788

NOTE : It is the intention of this Department to consider equity targets when filling these positions.

POST 29/182 : **ASSISTANT DIRECTOR: EXPENDITURE, REVENUE AND DEBT CONTROL REF NO: DOT 144/2026**

SALARY : R487 197 per annum (Level 09)

CENTRE : Motor Transport Services, Pietermaritzburg

REQUIREMENTS : An undergraduate qualification in Accounting/ Financial Management (NQF Level 6) as recognised by SAQA; plus A minimum of 3 years' supervisory experience in a revenue, expenditure and e-NaTIS environment; plus A valid driver's licence (minimum Code B). Knowledge, Skills and Competencies Required. Knowledge of Public Finance Management Act (Act 1 of 1999). Knowledge of National Road Traffic Act (Act 93 of 1996). Knowledge of Provincial Road Traffic Act (Act 7 of 1997). Knowledge of Labour Relations Act, Employment Equity Act, Basic conditions of employment Act. Knowledge of Skills development Act. Knowledge of Delegations of Authority pertaining to the Department of Transport. Knowledge of Financial Audit procedure. Knowledge of Human Resource Management Principles. Knowledge of National Traffic Information System (e-NaTIS). Basic knowledge of accounting system (BAS). Knowledge of PERSAL. Computer literacy. Good Verbal and written Communication skills. Good interpersonal relations skills. Problem solving skills. Policy development and analysis skills. Management and supervisory skills. Planning and co-ordinating skills. Leadership and Team Development skills. Accounting and arithmetic skills. Decision Making skills. Negotiation Team Development skills. Report writing skills. Innovative thinking skills. The ideal candidate must be reliable, honest, innovative, decisive, culturally

sensitive, have integrity, maintain confidentiality, ensure fairness, have respect, and be trustworthy. He/She must have the ability to Interpret and apply legislation and policies and have the ability to use training aids.

DUTIES : Facilitate the provision of budgetary and expenditure control services. Ensure the effective provision of revenue control services. Co-ordinate effective debt control management services. Provide advice and guidance and input to policy. Manage resources of the Division.

ENQUIRIES : Mr B Ngubane Tel No: (033) 395 1800

NOTE : It is the intention of this Department to consider equity targets when filling these positions.

POST 29/183 : **ROAD WORK SUPERINTENDENT REF NO: DOT 145/2026**
Technology Transfer Centre Directorate, Maintenance Training

SALARY : R413 001 per annum (Level 08)

CENTRE : Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg

REQUIREMENTS : A Senior Certificate / National Certificate (Vocational) NQF Level 4; plus An undergraduate qualification (NQF Level 6 or higher) in Civil Engineering or Construction Management; plus A minimum of six (6) years' experience in a road maintenance/construction environment; plus A valid driver's licence (minimum code B). Knowledge, Skills and Competencies Required: Job Knowledge. Communication skills. Interpersonal relation skills. Flexibility skills. Team-work skills. Accuracy. Aptitude of figures. Computer Literacy. Planning and organisation skills. Good verbal and written communication skills.

DUTIES : Monitor the maintenance and repair of road surfaces on all surfaced roads such as resurfacing interval, culvert/bridge replacement, line painting, replacement of sign, grade and resurfaced gravel on loose top roads. Develop maintenance schedules for assets (roads, plant, equipment, etc). Plan and prepare a weekly/monthly site programme. Manage contracted services, project management and final inspection for capital projects. Provide technical advice on claims against the Department. Monitor and check the quality of work done by contractors/maintenance teams. Manage staff.

ENQUIRIES : Ms S Mngomezulu Tel No: (033) 355 8609

NOTE : It is the intention of this Department to consider equity targets when filling these positions.

POST 29/184 : **PRINCIPAL PROVINCIAL INSPECTOR (X4 POSTS)**

SALARY : R413 001 per annum (Level 08)

CENTRE : **Durban Region (X3 Posts):**
Road Traffic Inspectorate, Port Shepstone Ref No: DOT 158/2026 (X1 Post)
Road Traffic Inspectorate, Pinetown Ref No: DOT 159/2026 (X1 Post)
Road Traffic Inspectorate, Park Rynie Ref No: DOT 160/2026 (X1 Post)
Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg (X1 Post):
Public Transport Enforcement Unit Ref No: DOT 161/2026 (X1 Post)

REQUIREMENTS : A Senior Certificate; plus Traffic Officer's Diploma; plus Registered as a Traffic Officer; plus A minimum of 6 - 10 years Traffic Law Enforcement experience; plus All valid relevant driving licences (A and EC); plus Applicants must possess no criminal record. Knowledge, Skills and Competencies Required: Extensive experience in road traffic and Public Transport policies and regulations. Law enforcement knowledge on traffic and Public Transport, vehicle inspections, vehicle impoundment and completion of law Enforcement Documents. Records, resource and customer relationship management skills. Planning and organising skills. Leading, controlling and monitoring skills. People management skills. Service delivery, communication and decision-making skills. Results and quality management skills. Problem solving, writing & reporting and Labour Relations skills. Driving, investigation and motivational skills. Innovation/continuous improvement skills. Analytical skills. Computer literacy. Operations/projects management skills.

DUTIES : Manage and enforce Road Traffic, Public Passenger, Transport Legislation and other relevant legislations. Manage joint law enforcement activities and projects (co-operative governance). Manage resources and provide leadership and direction to all subordinates. Identify and manage risks. Manage the performance of all administrative activities and related duties.

ENQUIRIES : Mr VK Chetty Tel No: (033) 355 8880
Mr S Sithole (PTEU) Tel No: (033) 355 8826

NOTE : It is the intention of this Department to consider equity targets when filling these positions. Kindly note that the 24/7 Shift System will be applicable.

POST 29/185 : **ENGINEERING TECHNICIAN PRODUCTION GRADE A-C (X22 POSTS)**

SALARY : Grade A: R407 337 per annum, (OSD)
Grade B: R460 086 per annum, (OSD)
Grade C: R518 769 per annum, (OSD)
(Salary will be determined according to post registration experience as per OSD prescripts)

CENTRE : **Pietermaritzburg Region (X13 Posts):**
Road Control & Project Documentation (Pmburg): Cost Centre, Pietermaritzburg Ref No: DOT 146/2026 (X1 Post)
KZ222/223/224 & 225 Project Implementation (In-house) - Vulindlela: Cost Centre, Pietermaritzburg Ref No: DOT 147/2026 (X8 Posts)
KZ5A1/5A2 Project Implementation (External) Underberg: Cost Centre, Ixopo Ref No: DOT 148/2026 (X3 Posts)
Materials Testing (Pietermaritzburg) Ref No: DOT 149/2026 (X1 Post)
Ladysmith Region (X8 Posts):
Project information (Ladysmith): Regional Office, Ladysmith Ref No: DOT 150/2026 (X1 Post)
Road / Pavement & Traffic Engineering (Ladysmith): Regional Office, Ladysmith (Ref No: DOT 151/2026 (X3 Posts)
Material Testing (Estcourt): Cost Centre, Estcourt Ref No: DOT 152/2026 (X1 Post)
KZ234/236 Project Implementation (External): Cost Centre, Estcourt Ref No: DOT 153/2026 (X1 Post)
Ground Survey (Estcourt): Cost Centre, Estcourt Ref No: DOT 154/2026 (X1 Post)
Material Testing (Dundee): Cost Centre, Dundee Ref No: DOT 155/2026 (X1 Post)
Empangeni Region (X1 Post):
Ground Survey Empangeni Ref No: DOT 156/2026 (X1 Post)

REQUIREMENTS : An appropriate recognised Bachelor's Degree / National Diploma in Civil Engineering; plus A minimum of 3 (three) years post qualification technical experience in a roads environment (Experience: **Grade A** is 0 to12 years post registration and **Grade B** is 14 years to 24 years post registration and **Grade C** is 26 years and over); plus Compulsory registration with Engineering Council of South Africa as a "Professional Engineering Technician"; plus A valid driver's licence (minimum code B). Knowledge, Skills and Competencies Required: Knowledge of Project Management. Knowledge of Technical design and analysis. Knowledge of Research and Development. Knowledge of computer-aided engineering applications. Knowledge of legal compliance. Knowledge of Technical report writing. Knowledge of Technical consulting. Problem solving and analysis skills. Decision making skills. Team work skills. Creativity skills. Customer focus and responsiveness skills. Communication skills. Computer skills. People management skills. Planning and organizing skills. Change management skills. The ideal candidate should be innovative, receptive to suggestions and ideas, accurate, honest, have integrity and be open and transparent. She/He must also be reliable, co-operative, courteous, professional, have a positive attitude and be able to work in a team.

DUTIES : Render technical services. Perform administrative and related functions. Research and Development. Supervise and control technical and related personnel and assets.

ENQUIRIES : Ms SM Ngcobo Tel No: (033) 355 8023

NOTE : It is the intention of this Department to consider equity targets when filling these positions.

POST 29/186 : **SURVEY TECHNICIAN PRODUCTION GRADE A-C REF NO: DOT 157/2026**
Ground Survey, Eshowe
Kindly note that this is a re-advertisement. Applicants who applied previously and who still wish to be considered are at liberty to re-apply.

SALARY : Grade A: R407 337 per annum, (OSD)
Grade B: R460 086 per annum, (OSD)
Grade C: R518 769 per annum, (OSD)

(Salary will be determined according to post registration experience as per OSD prescripts)

CENTRE : Empangeni Region

REQUIREMENTS : A National Diploma in Survey or Cartography or relevant qualification; plus A minimum of 3 (three) years post qualification technical experience. (Experience: **Grade A** is 0 to 12 years post registration and **Grade B** is 14 years to 24 years post registration and **Grade C** is 26 years and over); plus Compulsory registration with PLATO / SAGC as a Survey Technician; plus A valid driver's licence (minimum code B). Knowledge, Skills and Competencies Required: Knowledge of programme and project management. Knowledge of Survey design and analysis. Knowledge of research and development. Knowledge of computer aided survey applications. Knowledge of legal compliance. Knowledge of Technical report writing. Analytical skills. Decision making skills. Teamwork skills. Analytical skills. Creativity skills. Self-management skills. Financial Management skills. Customer focus and responsive skills. Communication skills (verbal, written and networking). Computer Literacy. Planning and organizing skills. Conflict management. Problem solving skills. People management skills. Innovation skills.

DUTIES : Provide technical survey services and support. Perform administrative and related functions. Research and development.

ENQUIRIES : Ms T Nkosi Tel No: (036) 638 4400

NOTE : It is the intention of this Department to consider equity targets when filling these positions.

POST 29/187 : **CANDIDATE ENGINEERING TECHNICIAN (CIVIL) REF NO: DOT 138/2026 (X25 POSTS)**
(4-year fixed contract)
Technology Transfer Centre

SALARY : R352 299 per annum, (OSD), plus 37% in lieu of benefits

CENTRE : Inkosi Mhlabunzima Maphumulo House

REQUIREMENTS : A Senior Certificate/ National Certificate (Vocational) NQF level 4; plus An appropriate recognised National Diploma in Civil Engineering or relevant qualification: plus Compulsory registration with Engineering Council of South Africa as a "Candidate Engineering Technician"; plus A valid driver's licence (minimum code B). Knowledge, Skills and Competencies Required: Knowledge of Project Management. Knowledge of Technical design and analysis. Knowledge of Research and Development. Knowledge of computer-aided engineering applications. Knowledge of legal compliance. Knowledge of Technical report writing. Problem solving and analysis skills. Decision making skills. Team work skills. Creativity skills. Self-management skills. Customer focus and responsiveness skills. Communication skills. Computer skills. People management skills. Planning and organizing skills. Change management skills.

DUTIES : Render technical services under supervision. Perform administrative and related functions. Research and Development.

ENQUIRIES : Ms SN Mngomezulu Tel No: (033) 355 8609

NOTE : It is the intention of this Department to consider equity targets when filling these positions. The successful candidates will be deployed in any office/ district across the province of KwaZulu Natal

POST 29/188 : **CANDIDATE SURVEY TECHNICIAN (LAND SURVEYING) REF NO: DOT 139/2026 (X12 POSTS)**
Technology Transfer Centre
4-year fixed contract

SALARY : R352 299 per annum, (OSD), plus 37% in lieu of benefits

CENTRE : Inkosi Mhlabunzima Maphumulo House:

REQUIREMENTS : A Senior Certificate/ National Certificate (Vocational) NQF level 4; plus An appropriate recognised National Diploma in Survey or Cartography or relevant qualification. Compulsory registration with PLATO / SAGC as a "Candidate Survey Technician"; plus A valid driver's licence (minimum code B). Knowledge, Skills and Competencies Required: Knowledge of programme and project management. Knowledge of Survey design and analysis. Knowledge of research and development. Knowledge of computer aided survey applications. Knowledge of legal compliance. Knowledge of Technical report writing. Analytical skills. Decision making skills. Teamwork skills. Analytical

skills. Creativity skills. Self-management skills. Financial Management skills. Customer focus and responsive skills. Communication skills (verbal, written and networking). Computer Literacy. Planning and organizing skills. Conflict management. Problem solving skills. People management skills. Innovation skills.

DUTIES : Render technical services under supervision. Perform administrative and related functions. Research and Development.

ENQUIRIES : Ms SN Mngomezulu Tel No: (033) 355 8609

NOTE : It is the intention of this Department to consider equity targets when filling these positions. The successful candidates will be deployed in any office/ district across the province of KwaZulu Natal

POST 29/189 : **SENIOR PROVINCIAL INSPECTOR (X8 POSTS)**

SALARY : R338 106 per annum (Level 07)

CENTRE : **Durban Region (X6 Posts):**
Road Traffic Inspectorate, Umdloti Ref No: DOT 162/2026 (X3 Posts)
Road Traffic Inspectorate, Pinetown Ref No: DOT 163/2026 (X2 Posts)
Road Traffic Inspectorate, Park Rynie Ref No: DOT 164/2026 (X1 Post)
Ladysmith Region (X2 Posts):
Road Traffic Inspectorate, Nqutu Ref No. DOT 165/2026 (X2 Posts)

REQUIREMENTS : A Senior Certificate; plus Basic Traffic Officer's Diploma; plus Registered as a Traffic Officer; plus A minimum of 3 - 5 years practical experience as a Provincial Inspector; plus A valid driving licence (minimum code B); plus Applicants must possess no criminal record. Knowledge, Skills and Competencies Required: Knowledge and understanding of road traffic and Public Transport legislation, policies and regulations. Knowledge of vehicle inspections, vehicle impoundment and completion of Law Enforcement documents. Knowledge of Firearm and Ammunition Act 60/2000, code of conduct, dangerous goods and Departmental policies. Knowledge of guidelines from Director of Public Prosecutions, departmental guidelines on overload control and escort duties Transport Handbook (TRH) 11. Knowledge of operational guidelines on law enforcement equipment. Records, resource and customer relationship management skills. Literacy skills (written and verbal communication skills in at least two of the provincial languages). Conflict resolution and driving skills. Negotiation, interpretation and legal evidential skills. Observation skills (moving violations/defects). Ability to work under pressure. Mentoring and coaching skills.

DUTIES : Management and supervision of subordinates (people management). Enforce Road Traffic, Public Passenger, Transport and other relevant legislation. Examine Driver's Licences and Motor Vehicles and monitor compliance at Driver Licence Testing Centres (DLTC) and Vehicle Testing Stations (VTS). Provide visible Traffic Control/Policing and promote/ensure crime prevention activities. Perform all administrative activities and related duties. Assess road conditions. Mentor and coach Provincial Inspectors (PIs) on probation and appointed PIs.

ENQUIRIES : Mr VK Chetty Tel No: (033) 355 8880

NOTE : It is the intention of this Department to consider equity targets when filling these positions. Kindly note that the 24/7 Shift System will be applicable.

POST 29/190 : **ADMINISTRATIVE OFFICER: FINANCIAL SYSTEMS & REVENUE CONTROL: DEBTS MANAGEMENT REF NO: DOT 169/2026**
Financial Accounting Directorate

SALARY : R338 106 per annum (Level 07)

CENTRE : Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg

REQUIREMENTS : A Senior Certificate / National Certificate (Vocational) NQF Level 4); plus, A minimum of 3 years 'appropriate experience in Debt Management; plus, A valid driver's licence (Code B or higher). Knowledge, Skills and Competencies Required: Understanding of legislation, policies, instructions, delegations, regulations and procedures. Understanding the departmental vision, objectives, structures, functions, communication channels and reporting procedures. Knowledge of SCOA. Knowledge of systems: PERSAL and BAS systems. Knowledge of internal and external codes of conduct. Knowledge of Labour Relations/ Grievance Procedures. Knowledge of financial processes and procedures. Knowledge of PFMA, Treasury Regulations, Practice notes, Income Tax Act, Policies and Procedures. Ability to interpret and apply

legislation and policy. Analytical and innovative thinking skills. Communication skills (Written and verbal). Computer literacy (Microsoft Excel and Word). Interpersonal relations skills. Organizing and planning skills. Accountancy skills. The ideal candidate should be reliable, honest, innovative, decisive, culturally sensitive, should have integrity and maintain confidentiality.

DUTIES : Provide management of debts owing to the department. Maintain effective and efficient records of debt owing to the department. Manage and control all debt suspense accounts. Facilitate the submission of irrecoverable debts cases to the Chief Financial Officer for approval of write-off. Management of human resources and development of staff.

ENQUIRIES : Mrs N Zwane / Mrs Z Mzobe Tel No: (033) 355 8801 / 8741

NOTE : It is the intention of this Department to consider equity targets when filling these positions.

POST 29/191 : **ADMINISTRATIVE CLERK (SUPERVISOR): ROAD TRAFFIC LAW AND ADMINISTRATION REF NO: DOT 170/2026 (X3 POSTS)**
Road Traffic Inspectorate Directorate

SALARY : R338 106 per annum (Level 07)

CENTRE : Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg

REQUIREMENTS : A Senior Certificate / National Certificate (Vocational) NQF level 4, A minimum of 3 years' experience in an administration environment; plus A valid driver's licence (minimum Code B). Knowledge, Skills and Competencies Required: Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collect statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Computer skills. Planning and organisation skills. Language skills. Good verbal and written communication skills. Interpersonal relations skills. Flexibility skills. Teamwork. The ideal candidate should be honest, reliable, innovative/ creative and be able to work under pressure and to work individually and as part of a team and be able to be confidential. He/she should have good interpersonal relations, be trustworthy, loyal, have a friendly disposition and be efficient and responsible.

DUTIES : Supervise and render general clerical support service. Supervise and provide supply chain clerical support services within the component. Supervise and provide personnel administration clerical support services within the component. Supervise and provide financial administration support services in the component. Supervise human resources/staff.

ENQUIRIES : Mr V Chetty Tel No: (033) 355 8880

NOTE : It is the intention of this Department to consider equity targets when filling these positions.

POST 29/192 : **SUPPLY CHAIN CLERK (SUPERVISOR): SUPPLY CHAIN MANAGEMENT AND PROCUREMENT SUPPORT REF NO: DOT 171/2026**
Road Traffic Inspectorate Directorate
Kindly note that this is a re-advertisement. Applicants who applied previously and who still wish to be considered are at liberty to re-apply.

SALARY : R338 106 per annum (Level 07)

CENTRE : Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg

REQUIREMENTS : A Senior Certificate / National Certificate (Vocational) NQF Level 4; plus A minimum of 3 years' experience in a Logistics/Stores environment. Knowledge, Skills and Competencies Required: Knowledge of the Public Service Act / Regulations, Skills Development policies and strategies. Knowledge of Departmental / Provincial policies. Understanding HRM practices in Public Service. Knowledge of Public Service reporting procedures and work environment. Knowledge of the Labour Relations Act. Understanding of research and policy development processes. Knowledge of research and gathering of information. Knowledge on interpretation of legislation, policies and statistics. Understanding of all prescripts, practices and procedures. Knowledge of all Public Service and related legislation. Knowledge of PFMA 1999, SCM policies and guidelines. Knowledge of Treasury Regulations, Government budget processes and Generally Accepted Accounting Practice. Research, policy formulation and supervisory skills. Problem solving skills. Strategic planning and co-ordination skills. Computer literacy (MS Word, MS Excel, MS PowerPoint, MS Outlook, MS Teams, Internet & Email). Team building skills. Excellent communication skills (verbal, written and networking).

Motivation / leadership skills. Negotiation skills. Analytical, creative and innovative thinking skills. The ideal candidate should have honesty, confidentiality, integrity and objectivity. He/she should also be innovative, loyal, responsible, reliable, punctual and accountable.

DUTIES : Supervise and render general clerical support services. Supervise and provide supply chain clerical support services within the component. Supervise and provide personnel administration clerical support services within the component. Supervise and provide assets and inventory management for RTI equipment and consumables. Supervise human resources / staff.

ENQUIRIES : Mr V Chetty Tel No: (033) 355 8880

NOTE : It is the intention of this Department to consider equity targets when filling these positions.

POST 29/193 : **SUPPLY CHAIN CLERK (SUPERVISOR): EXPENDITURE CONTROL AND PROCUREMENT REF NO: DOT 172/2026**

Kindly note that this is a re-advertisement. Applicants who applied previously and who still wish to be considered are at liberty to re-apply.

SALARY : R338 106 per annum (Level 07)

CENTRE : Regional Office, Empangeni

REQUIREMENTS : A Senior Certificate / National Certificate (Vocational) NQF Level 4; plus, A minimum of 3-5 years' experience, plus A valid drivers licence (minimum code B). Knowledge, Skills and Competencies Required: Job Knowledge. Knowledge of Supply Chain Practices and legislative frameworks governing the Public Service. Knowledge of Treasury Regulations. Knowledge of Public Finance Management Act. Knowledge of Broad-Based Black Economic Empowerment. Good interpersonal relations. Computer skills. Planning and organisation skills. Language skills. Good verbal and written communication skills. The ideal candidate should be innovative, flexible, independent, timeframe driven, meticulous, believe in confidentiality, be proactive, honest, reliable, patient, committed, professional, have perseverance, have integrity and be punctual. He/she should also be teamwork orientated.

DUTIES : Supervise and render asset management clerical services. Supervise and render demand and acquisition clerical services. Supervise and undertake logistical support services. Supervise Human Resource/staff.

ENQUIRIES : Mr S Stimela Tel No: (035) 787 1442

NOTE : It is the intention of this Department to consider equity targets when filling these positions.

POST 29/194 : **ADMINISTRATIVE CLERK (SUPERVISOR): POLICY: PUBLIC TRANSPORTATION REF NO: DOT 173/2026**

Public Transportation Directorate

SALARY : R338 106 per annum (Level 07)

CENTRE : Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg

REQUIREMENTS : A Senior Certificate / National Certificate (Vocational) NQF level 4, A minimum of 3 years' experience in an administration environment; plus A valid driver's licence (minimum Code B). Knowledge, Skills and Competencies Required: Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collect statistics. Knowledge of PERSAL and BAS systems. Knowledge of Batho Pele principles. Knowledge of registry duties, practices as well as the ability to capture data, and operate a computer. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Computer literacy. Office management skills. Planning and organisation skills. Language skills. Good verbal and written communication skills. Interpersonal relations skills. Flexibility skills. Teamwork. The ideal candidate should be honest, reliable, innovative/ creative and be able to work under pressure and to work individually and as part of a team and be able to be confidential. He/she should have good interpersonal relations, be trustworthy, loyal, have a friendly disposition and be efficient and responsible.

DUTIES : Supervise and render general clerical support service. Supervise and provide policy implementation support and communication link for the component. Supervise and provide personnel administration support services within the component. Provide financial administration support services in the component. Supervise human resources/staff.

ENQUIRIES : Mr S.E Mdlalose Tel No: (033) 355 8894

NOTE : It is the intention of this Department to consider equity targets when filling these positions.

POST 29/195 : **ADMINISTRATIVE OFFICER: PROVINCIAL TRANSPORT MANAGEMENT REF NO: DOT 174/2026**

SALARY : R338 106 per annum (Level 07)
CENTRE : Motor Transport Services, Pietermaritzburg
REQUIREMENTS : A Senior Certificate/National Certificate (Vocational) NQF Level 4; plus a minimum of 3 years fleet administrative experience; plus a valid driver's licence (minimum code B). Knowledge, Skills and Competencies Required: In depth knowledge of Fleet Management principles. Knowledge of procurement legislation. In depth knowledge of contract management. Above average knowledge of PFMA. General knowledge of labour legislation and agreements. General knowledge of human resource prescripts within the Public Service. In depth knowledge of Service providers databases. Ability to be analytical. Ability to apply Policy & Legislation. Ability to work accurately. Above average written and verbal communication skills. Computer literacy. Ability to compile meaningful reports and minutes. The ideal candidate should have an analytical and innovative approach to tasks, ability to work in teams and individually, assertiveness and self-confidence in dealing with peers, seniors and the public, must have conscientiousness to timeframes (deadlines), be decisive under pressure, have impeccable integrity and be committed to service delivery. He/she should also be accountable, have perseverance and have the ability to adapt to changed circumstances.
DUTIES : Identify possible generic risks to the Administration and officials in respect of finance, maintenance and insurance of subsidized vehicles. Preparation of complex correspondence and presentations in respect of fleet management. Co-ordinate the activities involved in the monitoring of non-compliance with policy (vehicle abuse) within the Provincial Fleet in conjunction with RTI. Co-ordinate meetings/workshops between MTS, User Departments and Service Providers.
ENQUIRIES : Ms N Manana Tel No: (033) 395 1840
NOTE : It is the intention of this Department to consider equity targets when filling these positions.

POST 29/196 : **ADMINISTRATIVE OFFICER: AGENCY SUPPORT SERVICES REF NO: DOT 175/2026**

SALARY : R338 106 per annum (Level 07)
CENTRE : Motor Transport Services, Pietermaritzburg
REQUIREMENTS : A Senior Certificate/ National Certificate (Vocational) NQF level 4; plus a minimum of 3 years experience in an administrative environment. Knowledge of the National Road Traffic Act (Act No 93 of 1996) and its relevant regulations and all amended regulations. Knowledge of NATIS. Knowledge and the ability to apply the new Public Services Regulations Labour Relations Act. Knowledge on Employment Act, Employment Equity Act, Development Act, Public Service Act and Financial Management Act. Knowledge of Public Service reporting procedures. Knowledge of relevant policies and procedures. Computer skills. Problem solving skills. Decision making skills. Planning and organizing skills. Teamwork skills. Interpersonal skills. Leadership skills. Motivation skills. Written and verbal communication skills. The ideal candidate must be accurate, produce quality, be people orientated, be a team player, be reliable, honest, deliver punctuality and be self-motivated. He/she must have the ability to interpret and policy and have the ability to assess quality of services delivered.
DUTIES : Provide training to NaTIS users throughout KwaZulu-Natal to ensure the integrity, accuracy and effective utilisation of the NaTIS. Provide administration, control, reconciliation of motor vehicle registration and licensing forms and face-value documents. Provide effective dissemination and implementation of road traffic legislation, policies, procedures and NaTIS updates. Provide relief support and perform auxiliary services. Supervise human resources/ staff.
ENQUIRIES : Mr SM Mdlalose Tel No: (033) 395 1985
NOTE : It is the intention of this Department to consider equity targets when filling these positions.

POST 29/197 : **ADMINISTRATIVE OFFICER: REVENUE EXPENDITURE CONTROL AND PROCUREMENT REF NO: DOT 232/2026**
PRE-Regulation and Support Directorate

SALARY : R338 106 per annum (Level 07)
CENTRE : Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg
REQUIREMENTS : A Senior Certificate/ National Certificate (Vocational) NQF level 4; plus A minimum of 3 years' experience in a Finance environment. Knowledge, Skills and Competencies Required: Basic knowledge of financial functions, practices as well as the ability to capture data, operate a computer and collate financial statistics. Basic knowledge and insight of the public service financial legislations, procedures and Treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Basic Knowledge of financial operating systems (PERSAL, BAS, LOGIS etc). Knowledge of legislative framework. Basic Knowledge of Work Procedures. Job knowledge. Good verbal and written communication skills. Interpersonal relations skills. Flexibility skills. Teamwork. Computer Literacy. Planning and organisation skills. Language skills. The ideal candidate must be innovative, independent, time frame driven, meticulous, have the ability to maintain confidentiality and be proactive. He/she must be honest, have integrity, be reliable, patient, committed, professional, have perseverance and be punctal.
DUTIES : Render financial accounting transactions. Facilitate procurement of goods and services for the Chief Directorate. Render budget support service. Perform bookkeeping support services and preparations of reports and submissions. Supervise human resources/staff.
ENQUIRIES : Ms S Makhathini Tel No: (033) 355 0471
NOTE : It is the intention of this Department to consider equity targets when filling these positions.

POST 29/198 : **ADMINISTRATIVE CLERK (SUPERVISOR): INFORMATION TECHNOLOGY SYSTEMS REF NO: DOT 233/2026**

SALARY : R338 106 per annum (Level 07)
CENTRE : Motor Transport Services, Pietermaritzburg
REQUIREMENTS : A Senior Certificate/ National Certificate (Vocational) NQF level 4 plus a minimum of three (3) years' experience in Information Technology Systems. Knowledge, Skills and Competencies Required: of Knowledge Public Service Regulations. Knowledge of Labor Relations Act. Knowledge of NaTIS. Knowledge of Human Resource Management and Labour Relations. Knowledge of Training Developments. Knowledge of Road Traffic Legislation. Knowledge of Traffic Management System. Knowledge of delegation of Authority pertaining to the Directorate. Knowledge of Skills Development Act. Knowledge of Provincial Growth and Development Plan. Knowledge of the Public Service Act. Knowledge of Batho Pele Principles. Facilitation Skills. Decision-making Skills. Computer Skills. Analytical Skills. Time Management Skills. Teamwork Skills. Problem Solving skills. Leadership Skills. Communication Skills. The ideal candidate must be proactive, innovative, honest, have integrity, be reliable, committed, professional and punctual. He/she must be an innovative thinker and have the ability to negotiate and interpret and apply policy and legislation.
DUTIES : Ensure that calls are logged for NaTIS and eye test system calls for the province. Maintain NaTIS templates for users in the province. Update user records and maintain a filing system. Provide consistent provision of high-quality service, maintaining effective and efficient service delivery. Render supervision services to staff.
ENQUIRIES : Ms C Reddy Tel No: (033) 395 1800
NOTE : It is the intention of this Department to consider equity targets when filling these positions.

POST 29/199 : **DESKTOP PUBLISHER REF NO: DOT 176/2026**
Communications Support Directorate

SALARY : R338 106 per annum (Level 07)
CENTRE : Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg
REQUIREMENTS : NQF Level 6 in Graphic Design/Art and Design; plus 1 year experience in a Graphic Design environment or related field; plus A valid driver's licence (minimum code B). Knowledge, Skills and Competencies Required:

Knowledge of Apple Mac computers and software. Knowledge of Desktop Publishing and Graphic Design. Knowledge of Microsoft package. Knowledge of Protection of Personal Information Act. Knowledge of Corporate Identity and Branding Guidelines. Knowledge of Advanced printing and publishing. Knowledge of Public Finance Management Act and Treasury Regulations. Knowledge of layout and typography. Knowledge of Digital Marketing, social media, intranet and internet. Knowledge of Communication Policy and internet communication. Knowledge of Branding guidelines/manual. Ability to conceptualize from brief to final artwork. Communication skills (verbal and written). Organising skills. Interpersonal relations skills. Report writing skills. Problem solving skills. Computer literacy. Project management skills. Inspection and analytical skills. Adobe creative suite skills (inDesign, Photoshop, Illustrator, Microsoft word, etc.). The ideal candidate must be honest, have integrity, commitment, and be professional. He/she should have the ability to maintain confidentiality, be creative and innovative and be a team player.

DUTIES : Plan and design exhibitions for all Departmental and interdepartmental events and functions. Prepare and develop graphic design items for the Department. Develop and maintain the department's brand identity. Provide advice and technical support to regional offices and other departmental offices/facilities. Conduct research on the latest developments in relation to graphic design and branding.

ENQUIRIES : Mr H. Gunpath Tel No: (033) 355 0628

NOTE : It is the intention of this Department to consider equity targets when filling these positions.

POST 29/200 : **COMPLIANCE OFFICER: MONITORING & EVALUATION REF NO: DOT 177/2026 (X4 POSTS)**
Monitoring & Evaluation Directorate

SALARY : R338 106 per annum (Level 07)

CENTRE : Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg

REQUIREMENTS : A National Diploma (NQF Level 6) in Public/ Business Administration, Public/ Business Management/ Monitoring & Evaluation; plus, A minimum of 1 year experience in Monitoring & Evaluation/ Strategic Planning Environment; plus, A valid driver's licence (Code B or higher). Knowledge, Skills and Competencies Required: Knowledge of medium-term strategic framework. Knowledge of medium-term development plan. Department of Planning Monitoring and Evaluation (DPME) guidelines knowledge. Knowledge of National Policy Evaluation Framework. Knowledge of the constitution for the Republic of South Africa. Knowledge of Public Service Act. Knowledge of Government-Wide monitoring and evaluation system. Knowledge of Framework for strategic planning and annual performance plan. Knowledge of policy analysis and development. Knowledge of Public Service Regulation. Knowledge of Employee Performance Management and Development System. Knowledge of Labour Act and relevant regulations. Knowledge of Public Finance Management Act. Knowledge of Organizational Behaviour Analysis. Knowledge of Strategic business management. Research skills. Report writing skills. Analytical thinking skills. Facilitation skills. Communication skills. Communication skills (Written and verbal). Computer literacy. Change management skills. Strategic planning skills. Team building skills. Presentation skills. Policy analysis and development skills. Project management skills. The ideal candidate should be reliable, honest, innovative, decisive, culturally sensitive, should have integrity and maintain confidentiality.

DUTIES : Conduct compliance as per approved business plan. Undertake monitoring and reporting on performance in relation to the departmental service deliverables. Examine compliance with standards and the relevance of such to the operations of the Department. Facilitate the Development of monitoring tools to ensure compliance. Ensure compliance and provide effective support services.

ENQUIRIES : Ms Tharuna Pillay Tel No: (033) 355 8685

NOTE : It is the intention of this Department to consider equity targets when filling these positions.

POST 29/201 : **PERSONAL ASSISTANT (X2 POSTS)**

SALARY : R338 106 per annum (level 07)

CENTRE	:	**Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg:** Personal Assistant (to the Director: Empowerment Programmes) Ref No: DOT 178/2026 Ladysmith Region: Personal Assistant (to the Chief Director: Ladysmith Region) Ref No: DOT 179/2026
REQUIREMENTS	:	A Secretarial Diploma or equivalent qualification related to secretarial; plus a minimum of 3 years' experience in rendering a support service to senior management. Knowledge, Skills and Competencies Required: Knowledge of the relevant legislation/policies/prescripts and procedures. Basic knowledge of financial administration. Language skills and the ability to communicate well with people at different levels and from different backgrounds. Good telephone etiquette. Computer Literacy. Sound organizational skills. Good management skills. High level of reliability. Written communication skills. Ability to act with tact and discretion. Ability to do research and analyze documents and situations. Good grooming and presentation skills. Self-management and motivation skills. Able to work under pressure.
DUTIES	:	Provide a secretarial/receptionist support service to the Director/Chief Director. Render administrative support services. Provide support to the Director/ Chief Director regarding meetings. Support the Director/Chief Director with the administration of the budget. Study the relevant Public Service and Departmental prescripts/policies and other documents and ensure that the application thereof is understood properly. Proofread and analyse submissions/ documents and advise the Director/Chief Director accordingly.
ENQUIRIES	:	Ms T Nkosi (Ladysmith) Tel No: (036) 638 4400 Ms VL Mdletshe (PMB) Tel No: (033) 355 8707
NOTE	:	It is the intention of this Department to consider equity targets when filling these positions.
POST 29/202	:	**PROVINCIAL INSPECTOR (X6 POSTS)** These posts are for qualified Traffic Officers
SALARY	:	R280 278 per annum (Level 06)
CENTRE	:	**Durban Region (X4 Posts):** Road Traffic Inspectorate, Pinetown Ref No: DOT 166/2026 (X3 Posts) Road Traffic Inspectorate, Port Shepstone Ref No: DOT 167/2026 (X1 Post) **Pietermaritzburg Region (X2 Posts):** Road Traffic Inspectorate, Ixopo Ref No: DOT 168/2026 (X2 Posts)
REQUIREMENTS	:	A Senior Certificate; plus A valid Driving Licence (minimum Code B); plus Basic Traffic Officers Diploma; plus One year practical experience in law enforcement; plus Applicants must possess no criminal record. Knowledge, Skills and Competencies Required: Knowledge and understanding of Road Traffic and Public Transport legislation, policies and regulations. Knowledge of vehicle inspections and vehicle impoundment. Knowledge of completion of Law Enforcement documents. Knowledge of Firearm and Ammunition Act 60/2000. Knowledge of code of conduct. Knowledge of dangerous goods. Knowledge of Departmental policies. Knowledge of guidelines from Director of Public Prosecutions. Knowledge of Departmental guidelines on overload control and escort duties Transport Handbook (TRH) 11. Knowledge of operational guidelines on law enforcement equipment. Records and resource management skills. Customer relationship management skills. Literacy skills (Written and verbal communication skills in at least two of the provincial languages). Negotiation and conflict resolution skills. Driving skills. Interpretation skills. Legal evidential skills. Observation skills (moving violations / defects). Ability to work under pressure.
DUTIES	:	Enforce Road Traffic, Public Passenger and Transport Legislation. Examine Drivers' Licences and Motor Vehicles and monitor compliance at Driver Licence Testing Centres (DLTC) and Vehicle Testing Stations (VTS). Provide visible Traffic Control/Policing and promote/ensure crime prevention activities. Perform all administrative activities and related duties.
ENQUIRIES	:	Mr V Chetty Tel No: (033) 355 8880
NOTE	:	It is the intention of this Department to consider equity targets when filling these positions. Kindly note that the 24/7 Shift System will be applicable.
POST 29/203	:	**ARTISAN PRODUCTION GRADE A-C (MECHANICAL) (X5 POSTS)**
SALARY	:	Grade A: R253 341 per annum, (dependent on experience), (OSD) Grade B: R297 249 per annum, (dependent on experience), (OSD)

Grade C: R345 342 per annum, (dependent on experience), (OSD)
(Salary will be determined according to post registration experience as per OSD prescripts)

CENTRE : **Ladysmith Region:**
Mechanical, Dundee Ref No: DOT 180/2026 (X1 Post)
Pietermaritzburg Region:
Mechanical (Mountain Rise) Ref No: DOT 181/2026 (X1 Post)
Empangeni Region:
Mechanical (Vryheid) Ref No: DOT 182/2026 (X2 Posts)
Mechanical (Empangeni) Ref No: DOT 183/2026 (X1 Post

REQUIREMENTS : **Grade A:** No experience required **Grade B**: At least 18 years' experience **Grade C**: At least 34 years' experience An appropriate Trade Test Certificate in Earth moving equipment mechanic/Construction plant mechanic/ Tractor Mechanic/Diesel mechanic; plus A valid driver's licence (minimum code C1). Knowledge, Skills and Competencies Required: Technical analysis knowledge. Technical Report writing knowledge. Knowledge of Computer Aided technical applications. Knowledge of legal compliance. Knowledge of production process and skills. Knowledge of technical consulting. Problem solving and analysis skills. Decision making skills. Teamwork skills. Creativity skills. Self – management skills. Customer focus and responsiveness skills. Communication skills. Computer skills. Planning and organising skills. The ideal candidate must be analytical, reliable, accurate, open, transparent, innovative and have integrity.

DUTIES : Design: Produce designs according to client specifications and within limits of production capability. Production: Produce objects with material and equipment according to job specifications and recognised standards. Quality assurance of produced objects. Maintenance: Inspect equipment and plant for technical faults. Repair equipment and facilities according to standards. Test repaired equipment and plant against specifications. Service equipment and plant according to schedule. Quality assure serviced and maintained equipment and/or facilities. Perform administrative and related functions: Compile and submit reports. Provide inputs to the operational plan. Keep and maintain job record/register, and supervise and mentor staff. Maintain and advance expertise: Continuous individual development to keep up with new technologies and procedures. Research/literature studies on technical /engineering technology to improve expertise.

ENQUIRIES : Ms T Nkosi (Ladysmith) Tel No: (036) 638 4400
Ms G Hlabisa (Pietermaritzburg) Tel No: (033) 392 6600
Ms S Hlela (Empangeni) Tel No: (035) 787 1442

NOTE : It is the intention of this Department to consider equity targets when filling these positions.

POST 29/204 : **ARTISAN PRODUCTION GRADE A-C (MECHANICAL) REF NO: DOT 184/2026**
Mechanical, Structure Shop
Kindly note that this is a re-advertisement. Applicants who applied previously and who still wish to be considered are at liberty to re-apply.

SALARY : Grade A: R253 341 per annum, (dependent on experience), (OSD)
Grade B: R297 249 per annum, (dependent on experience), (OSD)
Grade C: R345 342 per annum, (dependent on experience), (OSD)
(Salary will be determined according to post registration experience as per OSD prescripts)

CENTRE : Pietermaritzburg Region

REQUIREMENTS : **Grade A**: No experience required **Grade B**: At least 18 years' experience **Grade C**: At least 34 years' experience. An appropriate Trade Test Certificate in a Building Related Field; plus A valid driver's licence (minimum code C1). Knowledge, Skills and Competencies Required: Technical analysis knowledge. Technical Report writing knowledge. Knowledge of Computer Aided technical applications. Knowledge of legal compliance. Knowledge of production process and skills. Knowledge of technical consulting. Problem solving and analysis skills. Decision making skills. Teamwork skills. Creativity skills. Self – management skills. Customer focus and responsiveness skills. Communication skills. Computer skills. Planning and organizing skills. The ideal candidate must be analytical, reliable, accurate, open, transparent, innovative and have integrity.

DUTIES	:	Design: Produce designs according to client specifications and within limits of production capability. Production: Produce objects with material and equipment according to job specifications and recognised standards. Quality assurance of produced objects. Maintenance: Inspect equipment and plant for technical faults. Repair equipment and facilities according to standards. Test repaired equipment and plant against specifications. Service equipment and plant according to schedule. Quality assure serviced and maintained equipment and/or facilities. Perform administrative and related functions: Compile and submit reports. Provide inputs to the operational plan. Keep and maintain job record/register, and supervise and mentor staff. Maintain and advance expertise: Continuous individual development to keep up with new technologies and procedures. Research/literature studies on technical /engineering technology to improve expertise.
ENQUIRIES	:	Mr L Songca Tel No: (033) 392 6600
NOTE	:	It is the intention of this Department to consider equity targets when filling these positions.

POST 29/205	:	**SUPPLY CHAIN CLERK (PRODUCTION): PROCUREMENT & PROVISIONING REF NO: DOT 185/2026**
SALARY	:	R237 453 per annum (Level 05)
CENTRE	:	Cost Centre, Ulundi: Empangeni Region
REQUIREMENTS	:	A Senior Certificate / National Certificate (Vocational) NQF Level 4. Knowledge, Skills and Competencies Required: Knowledge of legislation, policies, procedures pertaining to the public sector. Knowledge of service delivery programmes. Computer Literacy. Knowledge of departmental reporting structures. Knowledge of procurement procedures and processes. Knowledge of Delegation of Authority. Knowledge of the Public Finance Management Act and Financial regulations. Knowledge of BAS. Knowledge of practice notes. Knowledge of voucher control procedures. Knowledge of general admin procedures. Knowledge of Asset Management. Knowledge of Losses/ theft procedures. Knowledge of HARDCAT system. Basic knowledge of supply chain duties, practices as well as the ability to capture data and collect statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of work procedures in terms of the working environment. Ability to interpret and apply legislation and policy. Good communication skills (verbal and written). Innovation and creativity skills. Problem solving skills. Negotiation skills. Numeracy skills. Literacy skills. Planning, organising, and coordinating skills. The ideal candidate should have good interpersonal relations, be honest and have integrity, be reliable, open and transparent. He/she should be respective to ideas and suggestions.
DUTIES	:	Render asset management clerical support. Render demand and acquisition clerical support. Render logistical support services.
ENQUIRIES	:	Mrs ZJN Nene Tel No: (035) 879 8109
NOTE	:	It is the intention of this Department to consider equity targets when filling these positions.

POST 29/206	:	**ADMINISTRATIVE CLERK (PRODUCTION): SOCIAL DEVELOPMENT REF NO: DOT 186/2026** Development Directorate
SALARY	:	R237 453 per annum (Level 05)
CENTRE	:	Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg
REQUIREMENTS	:	A Senior Certificate / National Certificate (Vocational) NQF Level 4. Knowledge, Skills and Competencies Required: Knowledge of Clerical duties and practices. Ability to capture data. Knowledge of collecting statistics. Understanding of customer care basis. Understanding of administrative office practices. Computer literacy (Microsoft Word, Excel, PowerPoint). Planning skills. Communication skills (verbal and written). Organisational skills. Interpretation skills. Time management skills. The ideal candidate should be able to work in a team, be diplomatic, innovative, creative, resilient and reliable.
DUTIES	:	Render general clerical support services. Provide supply chain clerical support services within the component. Provide personnel administration clerical support services within the component. Provide financial administration support services in the component.
ENQUIRIES	:	Ms T Ncayiyane Tel No: (033) 355 8082

NOTE : It is the intention of this Department to consider equity targets when filling these positions.

POST 29/207 : **ADMINISTRATIVE CLERK (PRODUCTION): PUBLIC COUNTER REF NO: DOT 187/2026**

SALARY : R237 453 per annum (Level 05)
CENTRE : Motor Transport Services, Pietermaritzburg
REQUIREMENTS : A Senior Certificate/ National Certificate (Vocational) NQF level 4: Knowledge, Skills and Competencies Required: Thorough knowledge of all relevant Road Traffic legislation and all relevant regulations. Knowledge of the National Road Traffic Act 93 of 1966. Knowledge of Public Finance Management Act 1999, Provincial Practice Notes and Treasury Instructions. Knowledge of Public Service Act and Regulations 1999, Labour Relations Act 1995, Employment Equity Act 1998, Basic Conditions of Employment Act 1997 and Skills Development Act 1997. Knowledge of Human Resource Management and its principles, Good Governance principles, Service Delivery, Batho Pele principles and code of remuneration (CORE). Knowledge of the National Road Traffic Information System (NaTIS) and its applications. Knowledge of delegations of authority and Financial Audit procedures. Understanding of departmental vision, objectives, structures, communication channels and reporting procedures. Procedural knowledge relating to general office administration. Knowledge of reporting procedures and work environment. Labour Relations/grievance procedure knowledge. Knowledge of code of conduct. Computer literary. Financial and related matters skills. Administrative systems and procedures skills. Any relevant and applicable legislation skills. Basic accounting skills. Communication skills. Report writing skills. Problem solving, analytical and interpretive skills. Sound Human relations skills. Planning, co-ordination and organizing skills. The ideal candidate should be committed to organizational goals, comply with performance agreement, service delivery and value for money, must be an innovative thinker, teamwork oriented and able to work independently, must have an interest in development, be professional, accurate, maintain confidentiality, must be punctual, courteous and have tact. He/she must be responsible, self-motived, reliable, honest, loyal, trustworthy, diplomatic and have integrity.
DUTIES : Render motor vehicle registration and licensing cash office services in accordance with National Road traffic Act. Perform daily banking and financial related transactions and balancing of revenue collected in terms of PFMA and Treasury Regulations. Perform all eNatis/cashier functions relating to Taxi Recap and Verify documentation and applications received and capture transactions. Attend to general public enquiries in relation to motor vehicle registration and licensing. Provide Supply Chain clerical support service within the component.
ENQUIRIES : Ms T Ximba Tel No: (033) 395 1800
NOTE : It is the intention of this Department to consider equity targets when filling these positions.

POST 29/208 : **ADMINISTRATIVE CLERK (PRODUCTION) REF NO: DOT 188/2026**

SALARY : R237 453 annum (Level 05)
CENTRE : Road Traffic Inspectorate, Pietermaritzburg
REQUIREMENTS : A Senior Certificate / National Certificate (Vocational) NQF Level 4. Knowledge, Skills and Competencies Required: Knowledge of eNaTIS. Knowledge of Road Traffic Act 93 of 1996. Knowledge of Public Finance Management Act. Knowledge of Provincial Treasury Practice Notes. Knowledge of Public Service Act. Knowledge of Public Service Code of Conduct. Knowledge of Departmental vision, objectives, commitment charters. Knowledge of good governance principles, service delivery, Batho Pele principles. Knowledge of policies and procedures. Knowledge of administrative office practices. Good communication skills (verbal and written). Computer literacy. Ability to comprehend. Good human relations skills. Skills in eNaTIS procedures. Ability to accurately handle cash and other methods of payment. Basic accounting skills. The ideal candidate should be committed to organizational goals, comply with performance agreement, believe in service delivery, be an innovative thicker, teamwork-orientated and able to work independently. He/she should show interest in development, be accurate, confident, punctual, courteous, have tact, be responsible, self-motivated, reliable, honest, loyal, trustworthy,

diplomatic, have integrity, adhere to rules and regulations and have the ability to comprehend.

DUTIES : Provide an effective and efficient customer service to the public. Ensure correct monies in keeping with PFMA Regulations. Provide accurate information at all times to the public. Timeous delivery to the public.

ENQUIRIES : Mr VK Chetty Tel No: (033) 355 8880

NOTE : It is the intention of this Department to consider equity targets when filling these positions.

POST 29/209 : **ADMINISTRATIVE CLERK (PRODUCTION): RECORD VERIFICATION SECTION REF NO: DOT 189/2026**

SALARY : R237 453 annum (Level 05)

CENTRE : Motor Transport Services, Pietermaritzburg

REQUIREMENTS : A Senior Certificate/ National Certificate (Vocational) NQF level 4. Knowledge, Skills and Competencies Required: Knowledge of National Road Traffic Act and its relevant regulation. Knowledge of the Public Financial Management Act. Knowledge of Treasury Regulations. Extensive knowledge of eNaTIS and its applications in terms of the Road Traffic Acts. Knowledge of the Public service reporting procedures. Knowledge of Batho Pele principles. Ability to interpret and apply policy. Problem solving and decision-making skills. Report writing skills. Good interpersonal relations skills. Ability to deal with a variation of functions at any given time without losing control. Ability to motivate and inspire colleagues, the public and agents. Analytical thinker and spontaneity skills. Good communication skills. Ability to competently utilize the eNaTIS system. Computer Literacy. The ideal candidate must be able to work independently, must be loyal and reliable, be conscientious, friendly, trustworthy, innovative and pragmatic disposition, He/she should also be able to work under pressure, have the ability to motivate, must be accurate and responsible, committed to promoting service delivery and be team orientated.

DUTIES : Process high-risk transactions on eNaTIS and Task Management System. Communicate with all role players in order to finalize applications. Process duplicated/cloned motor vehicles and ownership disputes. Undertake sound record keeping for the Records Verification Section.

ENQUIRIES : Ms S Mteshane Tel No: (033) 395 1828

NOTE : It is the intention of this Department to consider equity targets when filling these positions.

POST 29/210 : **ADMINISTRATIVE CLERK (PRODUCTION): POLICY AND LEGISLATION: VEHICLE REGISTRATION AND LICENSING REF NO: DOT 190/2026**

SALARY : R237 453 annum (Level 05)

CENTRE : Motor Transport Services, Pietermaritzburg

REQUIREMENTS : A Senior Certificate/ National Certificate (Vocational) NQF level 4. Knowledge, Skills and Competencies Required: Knowledge of the National Traffic Information System (NaTIS). Knowledge of Batho Pele Principles. Knowledge of Road Traffic Act 1996 (Act no. 93 of 1996). Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of Public Service Regulations. Knowledge of working with NaTIS and NRTA. Knowledge of clerical duties, practices as well as the ability to capture data and collect statistics. Knowledge of working procedures in terms of the working environment. Computer literacy. Good verbal and written communication skills. Ability to work as part of a team as well as independently. Flexible and interpersonal skills. The ideal candidate must be committed to organisational objectives/projects and programmes, be responsible, punctual, conscientious and receptive to suggestions and ideas. He/she should also be loyal and honest, accurate, comply with code of conduct and must be neat and tidy.

DUTIES : Render clerical support services. Process applications for registration of Manufacturers, Importers and Builders, the Number Plate and Microdot Industries and Weighbridge Facilities, in terms of Road Traffic Legislation. Provide personnel administrative support services. Maintain an accurate filing system for the Policy and Legislation component.

ENQUIRIES : Ms S van Wyk Tel No: (033) 395 1808

NOTE : It is the intention of this Department to consider equity targets when filling these positions.

POST 29/211 : **ADMINISTRATIVE CLERK (PRODUCTION): ADMINISTRATIVE SUPPORT SERVICES REF NO: DOT 191/2026**

SALARY : R237 453 annum (Level 05)
CENTRE : Motor Transport Services, Pietermaritzburg
REQUIREMENTS : A Senior Certificate/ National Certificate (Vocational) NQF level 4. Knowledge, Skills and Competencies Required: Knowledge of clerical duties, practices as well as the ability to capture data, operate a computer and collect statistics. Knowledge and understanding of the legislative framework governing the public service. Knowledge of working procedures in terms of the working environment. Job Knowledge. Computer Literacy. Planning and organisation skills. Language skills. Good verbal and written communication skills. Interpersonal relations skills. The ideal candidate must be honest, have integrity, be reliable, accurate, responsible, accountable, innovative/ creative, trustworthy, flexible, loyal, professional and have a friendly disposition. He/she must have the ability to work individually and as part of a team and have the ability to maintain confidentiality.
DUTIES : Provide general administrative support services. Co-ordinate travel arrangements including flight arrangements, accommodation and hire of vehicles. Provide personnel administration support services within the component. Maintain an effective filing system for MTS.
ENQUIRIES : Mr M Lutchman Tel No: (033) 395 1800
NOTE : It is the intention of this Department to consider equity targets when filling these positions.

POST 29/212 : **ADMINISTRATIVE CLERK (PRODUCTION): VEHICLE INSPECTORATE SUPPORT SERVICES REF NO: DOT 192/2026**

SALARY : R237 453 per annum (Level 05)
CENTRE : Motor Transport Services, Pietermaritzburg
REQUIREMENTS : A Senior Certificate/ National Certificate (Vocational) NQF level 4. Knowledge, Skills and Competencies Required: Basic understanding of NaTIS transaction environments. Basic understanding of the National Road Traffic Act (NRTA) and its regulations. Knowledge of clerical duties, practices as well as the ability to capture data and collect statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Knowledge of Labour Relations. Computer Literacy (Excel, Word and Outlook). Planning and organisation skills. Good verbal and written communication skills. Language skills. Interpersonal relations skills. Flexibility skills. Teamwork skills. The ideal candidate must be honest, reliable, trustworthy and loyal. He/she must have the ability to accept responsibility, have the ability to work under pressure, produce quality work, have the ability to maintain confidentiality and have job knowledge.
DUTIES : Provide general administrative support. Maintain task management system in respect of the applications received. Process high sensitivity NaTIS 121 transactions in compliance with regulatory and system requirements. Co-ordinate travel arrangements including flight arrangements, accommodation and hire of vehicles.
ENQUIRIES : Ms SI Khumalo Tel No: (033) 395 1954
NOTE : It is the intention of this Department to consider equity targets when filling these positions.

POST 29/213 : **ADMINISTRATIVE CLERK (PRODUCTION): ADMINISTRATIVE COMPLIANCE REF NO: DOT 193/2026**

SALARY : R237 453 per annum (Level 05)
CENTRE : Motor Transport Services, Pietermaritzburg
REQUIREMENTS : A Senior Certificate/ National Certificate (Vocational) NQF level 4. Knowledge, Skills and Competencies Required: Knowledge of clerical duties, practices as well as the ability to capture data and collect statistics. Knowledge and understanding of legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Computer Literacy (Excel, Word and PowerPoint). Planning and organisation skills. Good verbal and written communication skills. Language skills. Interpersonal relations skills. Flexibility skills. Teamwork skills. The ideal candidate must be honest, reliable, trustworthy and loyal. He/she must have

the ability to accept responsibility, have the ability to work under pressure, produce quality work, have the ability to maintain confidentiality and have Job Knowledge.

DUTIES : Provide general administrative support services. Provide supply chain clerical services within the component. Provide personnel administration support services within the component. Provide financial administration clerical support services within the component. Perform eNaTIS administration and maintain accurate record-keeping systems, including workflow registers and all related documentation.

ENQUIRIES : Ms S Mteshane Tel No: (033) 395 1828

NOTE : It is the intention of this Department to consider equity targets when filling these positions.

POST 29/214 : **ADMINISTRATIVE CLERK (PRODUCTION): AGENCY SUPPORT SERVICES REF NO: DOT 194/2026**

SALARY : R237 453 per annum (Level 05)

CENTRE : Motor Transport Services, Pietermaritzburg

REQUIREMENTS : A Senior Certificate/ National Certificate (Vocational) NQF level 4. Knowledge of the National Road Traffic Act (Act No 93 of 1996) and its relevant regulations and all amended regulations. Knowledge and the ability to apply the new Public Services Regulations and Labour Relations Act. Extensive knowledge of the eNaTIS and its application in terms of the National Road Traffic Act. Knowledge of internal and external codes of conduct. Knowledge of Public Service reporting procedures. Knowledge of internal procedures (Circulars). Problem solving skills. Interpersonal skills. Time management skills. Good written and verbal communication skills. Computer literacy. NaTIS skills. Communication skills in both IsiZulu and English. Organising and planning skills. The ideal candidate must be reliable, honest, innovative, decisive, culturally sensitive and have Integrity. He/ she must have the ability to work independently, maintain confidentiality, be conscientious, innovative, committed in promoting service delivery, team orientated and accurate. He/she must have the ability to interpret and apply legislation and policy, be analytical and innovative thinker and have the ability to deal with a variation of functions at any given time without losing control.

DUTIES : Provide extensive and in-depth telephonic guidance to provide office assistance to Provincial offices, Agencies/Post Offices throughout KZN in respect of legislation, procedures, eNaTIS, new software releases etc. Perform Auxiliary duties in respect of preparing and typing of official correspondence. Distribution of Circulars and Maintenance of Filing System. Perform general admin duties e.g. Stationery requisition and submit S&T and sub vehicle claims. Keep record & open files for each individual at Agencies throughout KZN.

ENQUIRIES : Mr SM Mdlalose Tel No: (033) 395 1985

NOTE : It is the intention of this Department to consider equity targets when filling these positions.

POST 29/215 : **ADMINISTRATIVE CLERK (PRODUCTION) REF NO: DOT 195/2026 (X2 POSTS)**

SALARY : R237 453 per annum (Level 05)

CENTRE : Road Traffic Inspectorate, Park Rynie

REQUIREMENTS : A Senior Certificate / National Certificate (Vocational) NQF Level 4. Knowledge, Skills and Competencies Required: Knowledge of clerical duties, practices as well as the ability to capture data, operate a computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Computer skills. Planning and organization skills. Language skills. Good verbal and written communication skills. The ideal candidate should be honest, trustworthy, reliable, innovative, creative, self-disciplined, hardworking, friendly, courteous and have the ability to work as part of a team.

DUTIES : Render general clerical support services. Provide supply chain clerical support services within the component. Provide personnel administration clerical support services within the component. Provide financial administration support services in the component.

ENQUIRIES : Ms PR Shangase Tel No: (031) 682 4293

NOTE : It is the intention of this Department to consider equity targets when filling these positions.

POST 29/216 : **SENIOR PERSONNEL OFFICER: ESTABLISHMENT CONTROL REF NO: DOT 196/2026**
Human Resource Administration Directorate

SALARY : R237 453 per annum (Level 05)
CENTRE : Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg
REQUIREMENTS : A Senior Certificate/ National Certificate (Vocational) NQF level 4. Knowledge, Skills and Competencies Required: Broad knowledge of Human Resource Management legislation, policies and procedures, specifically those relating to establishment control. Knowledge of Public Services reporting procedures and work environment. Knowledge of computer-based information system (eg. PERSAL, MS Office etc). Knowledge of Research, information gathering and co-ordination. Well-developed verbal and written communication skills. Computer literacy. The ideal candidate must be analytical, logical and observant, attentive, reliable, dedicated, accessible, customer friendly and responsible. He/she must have the ability to learn, interpret and apply policy, have a demonstrated interest in Human Resource Management and related fields and the ability to work as an individual or part of the team.
DUTIES : Analyse, implement and record post establishment variations. Creation and maintenance of manual records database. Attend to additional functions relevant to post establishment matters. Audit and reconcile establishment records. Provide advice, guidance, information and statistics relevant to post establishment matters.
ENQUIRIES : Mr M Nxumalo Tel No: (033) 355 8738
NOTE : It is the intention of this Department to consider equity targets when filling these positions.

POST 29/217 : **ADMINISTRATIVE CLERK (PRODUCTION): INFORMATION TECHNOLOGY SYSTEMS REF NO: DOT 234/2026**

SALARY : R237 453 per annum (Level 05)
CENTRE : Motor Transport Services, Pietermaritzburg
REQUIREMENTS : A Senior Certificate/ National Certificate (Vocational) NQF level 4. Knowledge, Skills and Competencies Required: Knowledge of Public Service Regulations. Knowledge of Labor Relations Act. Knowledge of Human Resource Management and Labour Relations. Knowledge of Training Developments. Knowledge of Road Traffic Legislation. Knowledge of Electronic National Administration Traffic Information System. Knowledge of Traffic Management System. Knowledge of delegation of Authority pertaining to the Directorate. Knowledge of Skills Development Act. Knowledge of Provincial Growth and Development Plan. Knowledge of the Public Service Act. Knowledge of Batho Pele Principles. Knowledge of legislative framework governing the Public Service. Knowledge of working procedures. Knowledge on capturing data., collecting statistics and operating a computer. Facilitation Skills. Decision-making Skills. Computer Literacy. Analytical Skills. Time Management Skills. Teamwork Skills. Problem Solving skills. Leadership Skills. Communication Skills. The ideal candidate must be proactive, innovative, honest, have integrity, be reliable, committed, professional and punctual. He/she must be an innovative thinker and have the ability to negotiate and interpret and apply policy and legislation.
DUTIES : Log NaTIS and eye test system calls for the province. Maintain NaTIS templates for users in the province. Update user records and maintain a filing system. Provide general administration support services within the component.
ENQUIRIES : Ms C Reddy Tel No: (033) 395 1800
NOTE : It is the intention of this Department to consider equity targets when filling these positions.

POST 29/218 : **ROAD WORK FOREMAN (X8 POSTS)**

SALARY : R237 453 per annum (Level 05)
CENTRE : Pietermaritzburg Region:
Cost Centre, Ixopo:
KZ5a1/5a2 Team 5 Ref No: DOT 197/2026) (X1 Post)
Ladysmith Region:

Cost Centre, Newcastle Ref No: DOT 198/2026 (X3 Posts)
Cost Centre, Estcourt Ref No: DOT 199/2026 (X4 Posts)

REQUIREMENTS : NQF Level 3 (Grade 11) / A National Certificate in Construction; plus A minimum of 3 years road work maintenance experience, plus A valid driver's licence (Minimum Code B). Knowledge, Skills and Competencies Required: Knowledge of maintenance manuals, safety regulations and the costing system. Knowledge of general procedures. Knowledge of weekly work and plant returns. Knowledge of the service delivery programme. Knowledge of departmental reporting structure including transportation committees. Knowledge of legislation/policies and procedures pertaining to Public Sector. Knowledge of disciplinary procedures. Knowledge of EPMDS. Planning and organisational skills. Ability to learn, understand and apply. Problem solving skills. Supervisory skills. Communication skills. Numeracy skills. Computer literacy. The ideal candidate should be responsible, punctual, conscientious and receptive to suggestions and ideas. He/she should be efficient have empathy, cultural awareness and also be able to comply to code of conduct and to work as part of a team.

DUTIES : Support road construction and/or maintenance work through, inter alia, the following: Construction of culvert and side drains. Erect and maintain steel guardrails and gabions. Construction of road earth and layer works. Clean and maintain roads, sidewalks and resting areas (verge maintenance). Surfacing and pothole patching. Road fencing and pipe laying. Setting of rod markings/signs. Install roads signs and barricade the work area. Supervise activities in respect of road construction and/or maintenance work through inter alia the following: Application of safety and precautionary measures. Conduct Inspections. Exercise control over tools, supplies and other equipment. Allocate tasks and oversee work performance. Maintenance of equipment. Co-ordinate the blading program. Exercise control over traffic accommodation.

ENQUIRIES : Ms G Hlabisa (Pietermaritzburg) Tel No: (033) 392 6600
Ms TP Nkosi (Ladysmith) Tel No: (036) 638 4400

NOTE : It is the intention of this Department to consider equity targets when filling these positions.

POST 29/219 : **DATA CAPTURER: SOCIAL DEVELOPMENT REF NO: DOT 200/2026**
(Development Directorate)

SALARY : R201 093 per annum (Level 04)
CENTRE : Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg
REQUIREMENTS : A Senior Certificate / National Certificate (Vocational) NQF Level 4. Knowledge, Skills and Competencies Required: Ability to capture data. Knowledge of collecting statistics. Understanding of customer care basis. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Understanding of administrative office practices. Knowledge of clerical duties and practices. Computer literacy (Microsoft Word, Excel, PowerPoint). Planning skills. Communication skills (verbal and written). Organizational skills. Interpretation skills. Time management skills. The ideal candidate should be able to work in a team, be diplomatic, innovative, creative, resilient and reliable.

DUTIES : Render data capturing services to the Development Directorate. Update registers and statistics. Keep and maintain records and files. Provide information to components.

ENQUIRIES : Ms T Ncayiyane Tel No: (033) 355 8082
NOTE : It is the intention of this Department to consider equity targets when filling this position.

POST 29/220 : **TRADESMAN AID REF NO: DOT 201/2026**

SALARY : R170 226 per annum (Level 03)
CENTRE : **Durban Region:**
Regional Office, Durban Ground Survey, Durban

REQUIREMENTS : Grade 10 / Junior Certificate; plus A minimum of 6 months trade related experience. Knowledge, Skills and Competencies Required: Ability to use electrical and hand tools. Good interpersonal, communication and organizational skills. Ability to work independently.

DUTIES : Provide assistance in the maintenance of facilities, grounds, vehicles and equipment. Repair, clean, service and safe keeping of equipment and tools according to standards.

ENQUIRIES : Ms S Mthethwa Tel No: (031) 700 2222
NOTE : It is the intention of this Department to consider equity targets when filling these positions.

POST 29/221 : **HANDYMAN REF. NO. DOT 202/2026 (X5 POSTS)**

SALARY : R170 226 per annum (Level 03)
CENTRE : Ladysmith Region: Cost Centre, Estcourt
REQUIREMENTS : ABET; plus, A valid driver's licence (Minimum code B). Knowledge, Skills and Competencies Required: Knowledge of clerical duties, switchboard duties, registry duties, practices as well as the ability to capture data, operate computer and collecting statistics, Knowledge and understanding of the legislative framework governing the Public Service, Knowledge of working, storage and retrieval procedures in terms of the working environment, Understanding of work in registry, Ability to interpret legislation / policies, Computer skills, Interpersonal skills, Ability to work in a team, Ability to learn and apply, Planning and organisational skills, Analytical and innovative thinking skills, Problem solving skills, Verbal and written communication skills, The ideal candidate should be responsible, punctual, honest, accurate, reliable, loyal, innovative, be neat and tidy, adhere to Batho Pele principles and comply with code of conduct.
DUTIES : Building maintenance. Administrative processors. Operation of tools and equipment. Safety and training.
ENQUIRIES : Ms T Nkosi Tel No: (036) 638 4400
NOTE : It is the intention of this Department to consider equity targets when filling this position.

POST 29/222 : **DRIVER OPERATOR (EARTHMOVING AND NON-EARTHMOVING EQUIPMENT) (X35 POSTS)**

SALARY : R170 226 per annum (Level 03)
CENTRE : Pietermaritzburg Region:
Cost Centre: Ixopo:
Blacktop Team (Underberg) Ref No: DOT 203/2026 (X1 Post)
Betterment Team (Umzimkhulu) Ref No: DOT 204/2026 (X1 Post)
Maintenance Team (Matatiele) Ref No: DOT 205/2026 (X1 Post)
Grader Team (Umzimkhulu) Ref No: DOT 206/2026 (X1 Post)
Cost Centre, Pietermaritzburg:
Drainage/betterment Team (Cedara) Ref No: DOT 207/2026 (X1 Post)
Betterment Team (New Hanover)) Ref No: DOT 208/2026 (X1 Post)
Durban Region:
Cost Centre, Metro:
Grader Team (Inanda) Ref No: DOT 209/2026 (X1 Post)
Grader Team (Mount Edgecombe) Ref No: DOT 210/2026 (X1 Post)
Ladysmith Region:
Cost Centre, Estcourt Ref No: DOT 211/2026 (X14 Posts)
Cost Centre, Dundee Ref No: DOT 212/2026 (X11 Posts)
Cost Centre, Newcastle Ref No: DOT 213/2026 (X2 Posts)
REQUIREMENTS : Grade 10 certificate (NQF level 2); plus a valid Driver's Licence Code EC with PrDP and Operating Certificate / Departmental Competency Pink card for specialised equipment; plus Five (5) years' driving and operating specialized equipment experience. Knowledge, Skills and Competencies Required: Communication skills. Ability to read and write. Good eyesight. Teamwork. Skills in the operation of the equipment. Physical inspection of vehicles and the ability to interpret instructions for proper use of all controls for safe operation of vehicles. Interpret and follow operating manuals, maintenance manuals and service charts.
DUTIES : Perform activities in respect of operation through inter alia the following: Operating specialized equipment; Load and offload goods/ equipment; Inspection and maintenance of equipment and report defects; Keep log sheets of vehicles and machineries; Application of safety and precautionary measures; Cleaning and lubrication of machinery equipment; Grading of gravel roads and re-ravelling/ shoulder maintenance. Render driving services, perform activities in respect of operation through inter alia the following: Transportation of work teams and materials / equipment; Detect and repair minor mechanical problems on the vehicles and take steps to have it repaired (check level and condition of oil, fuel, tyres and water); Inspection of the

vehicle/ equipment and report defects; Complete vehicle logbook, trip authorization for the vehicle.

ENQUIRIES : Ms T Nkosi (Ladysmith) Tel No: (036) 638 4400
Ms G Hlabisa (Pietermaritzburg) Tel No: (033) 392 6600
Ms S Mthethwa (Durban) Tel No: (031) 700 2222

NOTE : It is the intention of this Department to consider equity targets when filling these positions. Candidates will be subjected to practical assessment.

POST 29/223 : **ROAD WORKER (X99 POSTS)**

SALARY : R170 226 per annum (Level 03)

CENTRE : Durban Region:
Cost Centre, Metro:
Blacktop Team (St Helier) Ref No: DOT 214/2026 (X1 Post)
Drainage Team (Northdene) Ref No: DOT 215/2026 (X1 Post)
Periodical Maintenance Gravel Team (Northdene) Ref No: DOT 216/2026 (X1 Post)
Cost Centre, Port Shepstone:
Grader Team (Port Shepstone South) Ref No: DOT 217/2026 (X1 Post)
Pietermaritzburg Region:
Cost Centre, Ixopo:
Grader Team 2 (Ixopo) Ref No: DOT 218/2026) (X1 Post)
Signs Team (Umzimkhulu) Ref No: DOT 219/2026) (X1 Post)
Maintenance Team (Matatiele) Ref No: DOT 220/2026) (X1 Post)
Ladysmith Region:
Regional Office, Ladysmith Ref No: DOT 221/2026 (X1 Post)
Cost Centre, Estcourt Ref No: DOT 222/2026 (X70 Posts)
Cost Centre, Dundee Ref No: DOT 223/2026 (X19 Posts)
Cost Centre, Newcastle Ref No: DOT 224/2026 (X2 Posts)

REQUIREMENTS : NQF Level 1 or 2 (Abet level 2 certificate or equivalent). Knowledge, Skills and Competencies Required: Job knowledge. Communication skills. Interpersonal relation skills. Flexibility. Teamwork. Accuracy. Skills in the aptitude of figures. Computer literacy. Planning and organising skills. Good verbal and written communication skills.

DUTIES : Perform routine activities in respect of road maintenance and/or construction through inter alia the following: Construction of culvert and side drains. Erect and maintain steel guardrails and gabions. Construction of road earth and layer works. Clean and maintain roads, sidewalks and resting areas. Surfacing and porthole patching. Read fencing and pipe laying. Setting of road markings and studs. Install road signs, distance markers, and barricade the work area. Crushing of road material. Brush clearing and grass cutting.

ENQUIRIES : Ms T Nkosi (Ladysmith) Tel No: (036) 638 4400
Ms G Hlabisa (Pietermaritzburg) Tel No: (033) 392 6600
Ms S Mthethwa (Durban) Tel No: (031) 700 2222

NOTE : It is the intention of this Department to consider equity targets when filling these positions.

POST 29/224 : **CLEANER (X11 POSTS)**

SALARY : R144 024 per annum (Level 02)

CENTRE : **Ladysmith Region:**
Cost Centre, Newcastle Ref No: DOT 225/2026 (X1 Post)
Cost Centre, Estcourt Ref No: DOT 226/2026 (X8 Posts)
Cost Centre, Dundee Ref No: DOT 227/2026 (X1 Post)
Durban Region:
Depot Team (Mount Edgecombe) Ref No: DOT 228/2026 (X1 Post)

REQUIREMENTS : AET Level 4 / Grade 9. Knowledge, Skills and Competencies Required: Knowledge of cleaning procedures. Knowledge of refreshment provision. Knowledge of safety requirements attached to the duties of the post. Knowledge of service delivery programs. Knowledge of operating appliances. Ability to interpret and act on instructions. Ability to perform routine tasks. Ability to operate domestic appliances. Basic literacy and numeracy skills. The ideal candidate should be reliable, responsible, receptive to suggestions and ideas, polite and believe in honesty and integrity.

DUTIES : Preparing, serving tea & washing up after tea breaks. Vacuum/ sweep offices, empty and clean appliances. Clean toilets, lecture room block, windows and

glass door. Mopping floors, wipe /dust walls & surfaces, empty rubbish bins. Polish floor.

ENQUIRIES : Ms XG Nxumalo (Ladysmith) Tel No: (036) 638 4400
Ms S Mthethwa (Durban) Tel No: (031) 700 2222

NOTE : It is the intention of this Department to consider equity targets when filling these positions.

POST 29/225 : **GROUNDSMAN (X8 POSTS)**

SALARY : R144 024 per annum (Level 02)

CENTRE : Ladysmith Region:
Cost Centre, Newcastle Ref No: DOT 229/2026 (X1 Post)
Ladysmith Regional Office Ref No: DOT 230/2026 (X1 Post)
Cost Centre, Estcourt Ref No: DOT 231/2026 (X6 Posts)

REQUIREMENTS : AET Level 4 / Grade 9. Knowledge, Skills and Competencies Required: Knowledge of plants and gardening techniques. Knowledge of health and safety rules and regulations. Ability to handle a range of horticultural machinery, powered hand tools and appliances. Good communication skills, both written and verbal. Basic literacy and numeracy skills. Friendly personality with excellent interpersonal skills. The ideal candidate should be punctual, reliable, responsible, teamwork orientated, honest and have integrity.

DUTIES : Maintain premises and surroundings: Clean premises and surroundings. Empty dirt bins. Maintain the garden: Watering the garden. Prune and trim flowers and trees. Mow the grass. Remove weeds and garden refuse. Apply insecticides. Cultivate the soil for trees and flowers. Maintain gardening equipment and tools: Detect and report malfunctioning of garden equipment and tools. Repair minor defects of gardening equipment and tools.

ENQUIRIES : Ms XG Nxumalo Tel No: (036) 638 4400

NOTE : It is the intention of this Department to consider equity targets when filling these positions.

ANNEXURE S

PROVINCIAL ADMINISTRATION: LIMPOPO
PROVINCIAL TREASURY

The Limpopo Provincial Treasury is an equal opportunity and affirmative action Employer and is committed to the promotion of equity in terms of the race, gender, and disability through filling of post(s) with candidates whose transfer / promotion / appointment will promote representativity in line with numerical targets as contained in the Employment Equity Plan.

APPLICATIONS : Applicants may apply through the following website: https://erecruitment.limpopo.gov.za or Applicants should be submitted to: Director: Human Resource Management, Private Bag X 9486, Polokwane, 0700 OR Hand delivered to: ISMINI Towers Building, Office No. GOO2 (Ground Floor) Registry, 46 Hans van Ransburg Street, Polokwane, 0700. All General enquiries should be directed to Mesdames, Kotze Elizba, Chaka Pearl, Kgadima Conny, Moremi Hilda & Mr. Nduli J.S. Tel No: (015) 298 7000.

CLOSING DATE : 18 September 2026 @ 16H00. Late applications will not be considered. Failure to comply with the above requirements will result in the disqualification of the application.

NOTE : The advert will be posted on the following websites www.limtreasury.gov.za / www.limpopo.gov.za and www.dpsa.gov.za and Provincial Departments social media Applications must be submitted on new Z83 forms obtainable from all Government Departments or can be downloaded from www.dpsa.gov.za or www.gov.za. The new Z83 form must be completed in manner that provides sufficient information about the candidate and the post he or she applies for by completing all relevant fields. The following must be considered in relation to the completion of the Z83 by applicants. All the fields in Part A, Part C and Part D should be completed. In Part B, all fields should be completed in full except the following: South African applicants need not to provide passport numbers. If an applicant responds “no” to the question “Are you conducting business with the State or are you a Director of a Public or Private Company conducting business with the State?” then the answer to the next question “In the event that you are employed in the Public Service, you immediately relinquish such business interests?” can be left blank or indicated as not applicable. A “not applicable” or blank response will be allowed on the question “If your profession or occupation requires official registration, provide date and particulars of registration”; if you are not in possession of such registration. Noting there is limited space provided for Part E, F & G, applicants often indicate “refer to Curriculum Vitae (CV) or see attached”, this is acceptable as long as the CV has been attached and provides the required information. If the information is not provided in the CV, the applicant may be disqualified. It must be noted that a CV is an extension of the application of employment Z83, and applicants are accountable for the information that is provided therein. Applicants currently employed by the public service do not need to complete Part F as the section is intended for those seeking re-employment, as their prior employment can be verified through their CV. The declaration should be completed and signed. Applicants must utilize the most recent Z83 application for employment form as issued by the Minister of Public Service and Administration in line with Regulation 10 of the Public Service Regulations, 2016, failure to do so results in disqualifications. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and detailed Curriculum Vitae. It must be noted that the CV is an extension of an application of an employment Z83, and applicants are accountable for the information that is provided therein. The Z83 form must be completed in the manner that allows the selection committee to assess the quality of the candidate based on the information that is contained in the form. The Department will require shortlisted candidates to provide certified copies of their qualifications and any other relevant document, which must be submitted to HR on or before the interview date. A specific reference number for the post applied for must be quoted in the space provided on the new form Z83. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA) and therefore must submit the copies of certificates and evidence of evaluation by the SAQA for foreign qualification if they are invited to attend

interviews. Successful incumbents will be expected to sign a performance agreement within one month after assumption of duty. All shortlisted candidates will be subjected to a security clearance and verification of qualifications. Shortlisted applicants will be required to provide their original qualification certificates and ID on the day of the interview for other relevant verification purposes. The recommended candidate will further be subjected to Personnel Suitability Checks, including financial disclosure requirements, social media screening, and other relevant verification processes. All successful candidates will be subjected to the applicable security clearance processes. All shortlisted candidates will be subjected to pre-entry assessments prior to the interview process. All shortlisted candidates for SMS posts, will be subjected to a technical exercise and Interview. Following technical exercise and interview, a maximum of three (3) candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. To ensure that potential SMS members have a background on processes and procedures linked to the SMS, a further requirement for appointment at SMS level will be the successful completion of the Senior Management Pre-entry Programme (Nyukela) as endorsed by the National School of Government with effect from 1st April 2020. This is a Public Service specific training programme which will be applicable for appointments at SMS level. The link for the completion of the pre-entry certificate is as follows: www.thensg.gov.za/training-course/sms-pre-entry-programme. Individuals who have completed the course already, and who are therefore in possession of a certificate are welcome to submit such. However, all SMS short-listed candidates will be required to have completed certificate and submit such upon appointment. All shortlisted candidates for other posts 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. Correspondence will be limited to short-listed candidates only, due to the large number of applications we envisage to receive and if you have not heard from the Department within 90 days of the closing date, please accept that your application has been unsuccessful. However, should there be any dissatisfaction, applicants are hereby advised to, within 90 days, request reasons from the Department for any administrative action which has adversely affected them in terms of section 5, sub-section 1 and 2 of the Promotion of Administrative Justice Act 3 of 2000. The Department reserves the right not to make any appointment to the post advertised. The employment decision shall be informed by the Employment Equity Plan of the Department. NB! Candidates who applied before for the re-advertised vacant post are encouraged to re-apply.

MANAGEMENT ECHELON

POST 29/226 : **DIRECTOR: RISK BASED & INFORMATION SYSTEM AUDIT REF NO: LPT/527**
Branch Shared Internal Audit Services
(Re-advertisement)

SALARY : R1 317 384 per annum (Level 13), all-inclusive package which can be structured according to the individual's needs as guided by the Department of Public Service and Administration (DPSA) prescripts)

CENTRE : Head Office - Polokwane

REQUIREMENTS : NQF Level 7 qualification in Auditing / Accounting or related field as recognized by the SAQA. PIA / CIA / CISA / AGA (SA) / Government Auditors / RA / CA(SA) will be an added advantage. 5 years' working experience at a middle / senior managerial level in Auditing. Experience in Information Systems Audits will be an added advantage. Valid vehicle driver's license (with exception of persons with disabilities). Core & Processes Competencies: Strategic Capability and Leadership. People Management and Empowerment. Programme and Project Management. Financial Management. Change Management. Knowledge Management. Service Delivery Innovation (SDI). Problem-solving and Analysis. Client orientation and Customer focus. Communication. Honesty and Integrity. Ability to Manage and oversee project implementation processes and activities. Knowledge of variety of work ranges and procedures: Managerial functions. Finance. Human Resource matters. Planning and organizing. Compilation of reports. Research \ analysing. Computer Technical / standards

/ procedures. Needs and priorities of the Department. Ability to interpret and apply policy. Analytical and innovative thinking. Research. Report writing Workshop presentation and facilitation. Ability to operate computer. Stakeholder relationship and management.

DUTIES : Manage Information Systems and Cluster 4 (ARD, EDET & TCS) directorate of the Shared Internal Audit Function efficiently and effectively, including ensuring that there is effective financial management and risk management. Manage the implementation of Combined Assurance Plans of Governance, Risk, Control and Compliance of processes in the Cluster 4 Provincial Departments. Ensure delivery of efficient and value adding assurance services in the Directorate. Manage Cluster 4 to foster continuous improvement, innovation, and adherence to the Institute of Internal Auditor's International Professional Practice Framework. Manage ethical conduct and anti-fraud practices on the staff allocated to Cluster 4 in Shared Internal Audit.

ENQUIRIES : Ms Elizba Kotze Tel No: (015) 298 7000

OTHER POSTS

POST 29/227 : **DEPUTY DIRECTOR: EMPLOYEE HEALTH & WELLNESS REF NO: LPT/81**
Directorate: Transformation Services

SALARY : R932 292 per annum (Level 11), (all-inclusive package which can be structured according to the individual's needs as guided by the Department of Public Service and Administration (DPSA) prescripts)

CENTRE : Head Office - Polokwane

REQUIREMENTS : NQF level 6 qualification in Social Work / Psychology or related field as recognized by SAQA. Registration with HPCSA will be an added advantage. Five (5) years' experience within the field of which three (3) years' functional experience at junior managerial level / Assistant Director level in Employee Health and Wellness Programme. Valid vehicle driver's license (with exception of persons with disabilities). Knowledge & Skills: Sound and in-depth knowledge of relevant prescripts, and applications of DPSA EHW Strategic Framework, 2008 as amended as well as understanding of the legislative framework governing the Public Service such as; Children's Act no 38 of 2005. Skills Development Act. Basic Conditions of Employment Act. Labour Relations Act. Public Service Act. Administrative Justice Act. Promotion of Access of Information Act. Promotion of Access of Information Act. Public Service Regulations and various Bargaining Council Resolutions. National Strategic Plan on HIV, STIs and TB. Mental Health Act, OHS Act. Negotiation skills. Report writing skills. People management. Financial solving. Planning & organizing. Time management. Strategic planning. Policy analysis and development. Good communication skills. Group dynamics. Facilitation skills. Co-ordination skills. Leadership skills. Conflict Management.

DUTIES : Manage and monitor the implementation of HIV AND AIDS, STI's and TB (HAST) Progamme. Ensure the maximation of opportunities for all employees to participate in HIV testing services. Manage and monitor the implementation of HIV, STI's and TB prevention to reduce new infections in the department. Ensure the provision of educational sessions to protect and promote the human rights and access to Justine of all employees. Develop, monitor and evaluate the implementation of peer educator's programme. Develop and monitor HAST costed operational plans. Manage and monitor the implementation of health and productivity management (HPM) program. Manage communicable and non-communicable diseases. Manage and monitor the provision of wellness screening. Manage and monitor the provision of disease management activities. Analyse, interpret, report chronic disease and related health risk in the department. Management the provision of mental health programmes. Develop and monitor HPM costed operational plan. Manage and monitor the implementation of safety health environment risk and Quality (SHERQ) assurance in line with the Occupational Health & Safety Act. Ensure the provision and promotion of occupational health and safety educational sessions. Ensure Occupational Health Safety administrative compliance. Manage and monitor the implementation of SHERQ risk assessment. Manage and monitor OHS Audits. Analyse workplace reports and advise management. Manage and monitor Occupational Injuries and Diseases in line with Compensation of Occupational Injuries and Diseases Act (COIDA). Manage and monitor the implementation of wellness management programmes. Manage and monitor the implementation of individual wellness physical

interventions. Analyse the utilization of physical wellness activities. Manage and provide supervision on individual wellness psychosocial interventions. Manage implementation of organisational wellness. Manage and monitor the implementation of work-life balance programmes. Co-ordinate the implementation of spiritual wellness. Develop, implement, and monitor the EH&W policies. Develop / review policies, systems operating procedures and strategies related to EH&W. Coordinate consultative processes on the development and review of EH&W policies. Manage and monitor implement and monitor policies, procedures, systems and strategies related to EHW. Manage and utilise resources (Human, Physical and Financial) in accordance with relevant directives and legislation. Provide effective supervision and mentorship to the EH&W coordinators. Manage performance and appraisal of the staff as required by regulations. Consolidate and conduct quality assurance of EH&W monthly, quarterly and annual evaluation reports. Ensure capacity and development of staff. Enhance and maintain employee motivation and cultivate a culture of performance management. Manage allocated budget for implementation of EH&W programmes. Executive administrative functions (attend stakeholders engagement meetings and ensure DPSA compliance reports are compiled and submitted timeously).

ENQUIRIES : Mesdames Elizba Kotze / B.P. Chaka / Conny Kgadima / K.H. Moremi / Mr. J.S. Nduli Tel No: (015) 298 7000

POST 29/228 : **DEPUTY DIRECTOR'S: SCM GOVERNANCE & COMPLIANCE REF NO'S: LPT/342 & LPT/344 (X2 POSTS)**
Directorate: SCM Governance & Compliance

SALARY : R932 292 per annum (Level 11), (all-inclusive package which can be structured according to the individual's needs as guided by the Department of Public Service and Administration (DPSA) prescripts)

CENTRE : Head Office - Polokwane

REQUIREMENTS : NQF level 7 qualification in Supply Chain Management / Financial Management / Accounting or related as recognized by SAQA. Certificate in Supply Chain Management will be an added advantage. Five (5) years' experience within the field of which three (3) years' experience at junior managerial level / Assistant Director level in the broader Supply Chain Management Environment. Valid vehicle driver's license (with exception of persons with disabilities). Knowledge & Skills: Knowledge of the Public Finance Management Act, (PFMA). PPPFA. Treasury Regulations. National & Provincial SCM Policies. Relevant case law. Knowledge of Public sector Fraud &Corruption prevention frameworks. Skills. Leadership. Ability to translate legislative requirements into practical, risk-based compliance strategies. Analytical Thinking. High proficiency in data analysis, identifying red flags and interpreting complex procurement scenarios. Legal drafting. Skill in drafting policies circulars and legal opinions on SCM matters. Stakeholder Management. Excellent ability to engage and influence Senior Officials and Auditors.

DUTIES : Manage the implementation of SCM Compliance monitoring systems. Conduct sample-based reviews or assessment of bid committees (specifications, evaluation adjudication), contract awards, deviations, expansions, and emergency procurements. Monitor the assigned departments to ensure that SCM processes (planning, procurement, contract management, and disposal) adhere to the Public Finance Management Act (PFMA). Treasury Regulations, PPPFA, and other relevant prescripts. Review and validate compliance reports, ensuring accuracy, evidence-based findings and alignment with Treasury Regulations and relevant case law. Monitor and evaluate the performance of the SCM monitoring system. Implement a system for the monitoring and evaluation of the performance of the SCM monitoring framework. Monitor the implementation and progress of the SCM monitoring framework through site visits to the assigned institutions. Analyse data and compile reports on the analysis of compliance with established SCM measured and prescribed parameters for: procurement plans quarterly and annually), bid processes specifications and tender procedures, contract terms, supplier / service provider delivery standards, procurement by other means and changes to procurement standards. Propose updates to provincial SCM policies, standards operating procedures, (SOPs) and checklist based recurring compliance gaps identified during monitoring activities. Manage the implementation of SCM Capacity Building programmes / initiatives. Develop

and deliver targeted training sessions for SCM Practitioners and Bid Committee Members within the assigned departments. Monitor and support the implementation of the CSD RFQ Functionality within the institutions assigned. Assist assigned departments with Root Cause Analysis for their SCM Audit Findings and monitor the implementation of their Audit Action Plans. Coordinate the implementation of the SCM Compliance Risk Assessment and Monitoring (SCM CRAM). Evaluate the current Provincial SCM Compliance Risk environment maturity levels and risks. Identify areas for improvement. Develop improvement plans and ensure the implementation of these plans.

ENQUIRIES : Mesdames Elizba Kotze / B.P. Chaka / Conny Kgadima / K.H. Moremi / Mr. J.S. Nduli Tel No: (015) 298 7000

POST 29/229 : **DEPUTY DIRECTOR: GOVERNANCE MONITORING AND COMPLIANCE (DEPARTMENTS) REF NO: LPT/394**
Directorate: Governance Monitoring and Compliance

SALARY : R932 292 per annum (Level 11), (all-inclusive package which can be structured according to the individual's needs as guided by the Department of Public Service and Administration (DPSA) prescripts)

CENTRE : Head Office - Polokwane

REQUIREMENTS : NQF level 7 qualification in Commerce / Accounting / Financial Management / Internal Auditing as recognized by SAQA. Five (5) years' experience within the field of which three (3) years' functional experience at junior managerial level / Assistant Director level in Governance, Monitoring & Compliance, or related field. Valid vehicle driver's license (with exception of persons with disabilities). Knowledge & Skills: Planning, Coordinating, and organizing, Managerial functions, Secretarial functions, Projects Coordination. Finance. Compilation of reports. Research / analysing. Ability to operate Computer Software Programs (Word, Excel and PowerPoint). Standards/procedures. Needs and priorities of the Department. Competencies: Ability to interpret and apply Treasury Directives, PFMA and Treasury Regulations. Analytical and innovative thinking. Report writing and presentation. Leadership. Organizing. Project Management. Conflict Management. Financial Management. Strategic Management. Policy formulation. Adaptability during changes to meet the goals. Diversity Management. Minutes taking. Meeting Coordination. Communication Skills.

DUTIES : Manage the implementation of compliance to norms, standards, policies and guideline. Facilitate the research and quality assure the drafted policies and guidelines for the province. Facilitate the process of drafting new policies and guidelines in terms of Section 18 of the PFMA. Identify cutting edge monitoring and evaluation methodologies to ensure effective monitoring of financial management. Manage compliance with the applicable legislation. Coordinate the process of issuing directives on the management of unwanted expenditure (irregular, fruitless and wasteful and unauthorized expenditures). Develop a reporting template, evaluation, advising and ensuring correct disclosure of the unwanted expenditure in the Financial Statement. Review audited AFS to confirm the unwanted expenditure identified by Audit General. Review irregular expenditure applications for condonement by IECC. Do follow ups on unwanted expenditures on quarterly. Draft IECC minutes and resolutions. Draft feedback letters to departments as per IECC recommendations. Facilitate listing/delisting of public entities (including subsidiaries) to National Treasury. Facilitate the review of governance compliance (Companies Act and King V) by Provincial Public Entities (including subsidiaries). Manage the attendance of Audit Steering Committees' meetings to provide technical assistant to both Office of the Auditor General, Departments and Public Entities (including Subsidiaries). Assess 30 days payments in line with NT Instruction Note number 34. Provide support to governance and oversight structure. Audit Committees: Facilitate the appointment of Provincial Audit Committee by Provincial Executive Committee in terms of section 3.1 and 27.1 of Treasury Regulations. Facilitate logistical arrangements for Audit Committee and Provincial Technical Committee. Manage the availability of secretariat functions for governance forums. Receive and analyse reports from Provincial Legislature. SCOPA: Conduct monthly follow up with departments and public entities on the implementation of Scopa resolutions. Set up the meetings with the various stakeholders. Visits departments and public entities monthly to ensure the implementation of the resolutions. Provide assistance / technical advice on how to resolve some of the resolutions. Prepare the register for all the resolutions taken to be signed by both the departments and public entities

and Treasury. Attend all SCOPA public hearings. Take minutes during the public hearings for support of draft resolutions. Review audited AFS of departments for correct disclosure of unauthorised expenditure. Motivate to Legislature whether identified unauthorised expenditure should be approved with funding or not. Upon the receipt of SCOPA resolutions inform the Legal Services (OTP) to draft Finance Bill. Manage provincial internal control framework. Develop and amend Provincial Internal Control Framework. Develop monitoring tool to monitor implementation of the Framework by Institutions. Facilitate review and amendment of the Provincial Internal Control Framework. Produce Provincial Report to inform Oversight structures about the status of Internal Control in the Institutions. Coordinate provincial forensic investigations in the province. Develop and amend Provincial Investigation Steering Framework for approval by the Committee. Serve as a Secretariat for the Provincial Investigation Steering Committee. Develop Terms of References as requested by the Investigation Steering Committee for Investigations. Liaise and provide support to Forensic Investigation Firms appointed. Follow-up with Institutions on implementation of Forensic Investigations Recommendations. Manage the sub-directorate's resources in line with application legislation. Develop and review the Sub-Directorate's plans. Manage performance of employees within the Sub-Directorate. Develop MOUS for supervisees and monitor implementation throughout the year. Motivate employees and ensure discipline within the Sub-Directorate. Ensure capacity and development of staff. Participate in the directorate's budget planning processes and ensure proper utilization of resources in accordance with applicable prescripts. Ensure proper management and accountability for assets within the Sub-Directorate.

ENQUIRIES : Mesdames Elizba Kotze / B.P. Chaka / Conny Kgadima / K.H. Moremi / Mr. J.S. Nduli Tel No: (015) 298 7000

POST 29/230 : **DEPUTY DIRECTOR: GOVERNANCE MONITORING AND COMPLIANCE (PUBLIC ENTITY SUPPORT) REF NO: LPT/395**
Directorate: Governance Monitoring and Compliance

SALARY : R932 292 per annum (Level 11), (all-inclusive package which can be structured according to the individual's needs as guided by the Department of Public Service and Administration (DPSA) prescripts)

CENTRE : Head Office - Polokwane

REQUIREMENTS : NQF level 7 qualification in Commerce / Accounting / Financial Management / Internal Auditing or related field as recognized by SAQA. Five (5) years' experience within the field of which three (3) years' functional experience at junior managerial level / Assistant Director level in Governance / Compliance / Internal Control / Finance / Auditing Environment (External & Internal Audit) or related field. Valid vehicle driver's license (with exception of persons with disabilities). Knowledge & Skills: Planning, Coordinating, and organizing, Managerial functions, Secretarial functions, Projects Coordination. Finance. Compilation of reports. Research / analysing. Computer software programs (word, excel and power point). Standards/procedures. Needs and priorities of the Department. Competencies: Ability to interpret and apply Treasury Directives, PFMA and Treasury Regulations. Analytical and innovative thinking. Report writing. Workshop presentation and facilitation. Ability to operate computer. Leadership. Organizing. Project Management. Conflict Management. Financial Management. Strategic Management. Policy formulation. Adaptability during changes to meet the goals. Diversity Management. Minutes taking. Meeting Coordination. Communication Skills.

DUTIES : Monitor implementation of action plan on auditor general audit findings by public entities. Coordinate and monitor consistent application of the Action Plan Template by Public Entities. Coordinate workshops and information sharing session with all Public Entities to ensure common understanding of the Action Plan Template on the implementation of Auditor General Audit Findings. Coordinate and monitor implementation of AG Audit findings through Action Plan by Public Entities. Analyse progress report for oversight structures on the implementation of AG Action Plans, House or SCOPA Resolutions, Unwanted Expenditures and Internal audit Findings. Analyse the Action Plan populated template with AG Audit findings from Public Entities and recommend corrective measures where necessary. Meet with Public Entities Action Plan Coordinators on a quarterly basis to discuss compliance outcomes. Attend Audit Committees and Audit Steering Committee meetings to discuss audit issues and other transversal matters. Identify innovative monitoring and evaluation

methodologies to ensure effective monitoring of financial management. Manage compliance with the applicable legislation. Analyse and monitor the application of the PFMA and Treasury Regulations Compliance checklists / Template. Attend Audit and Risk Committee Meetings of Public Entities to track compliance universe. Coordinate workshops and information sharing session with all public entities to ensure common understanding of the PFMA compliance template, companies ACT, King III and other relevant policies. Coordinate and monitor PFMA compliance by public entities through sending compliance template and receive feedback from entities on a quarterly basis. Analyse PFMA populated template with information from public entities and recommend corrective measures where necessary. Meet with entities PFMA compliance coordinators on a quarterly basis to discuss compliance outcomes. Develop a reporting template, evaluation, advising and ensuring correct disclosure of the unwanted expenditure in the financial statements. Facilitate listing/delisting of public entities (including subsidiaries) to National Treasury. Facilitate the review of governance compliance (Companies Act and King V) by Provincial Public Entities (including Subsidiaries). Manage the attendance of Audit Steering Committees' meetings to provide technical assistant to both Office of the Auditor General, Departments and Public Entities (including Subsidiaries). Develop template for reporting on implementation of corrective action emanating from exceptions reported by Office of the Auditor General. Provide support to governance and oversight structure. Coordinate and monitor the functioning of oversight structures such as Audit & Risk Committees and Audit Steering Committees within Public Entities. Ensure the existence of the Central Inter-Departmental Remunerative Committee for Public Entities. Coordinate and monitor the development of Annual Schedule for Central Inter Departmental Remunerative Committee and make sure it is aligned with the Provincial Corporate Calendar. Obtain annual schedules for Audit Committees and Audit Steering Committee meetings for Public Entities. Attend and provide support to Public Entities Audit Committee as well as Audit Steering Committee meetings. Provide secretariat services to the Central Inter-Departmental Remunerative Committee. Facilitate the appointment of Provincial Audit Committee by Provincial Executive Committee in terms of section 3.1 of Treasury Regulations. Conduct analysis on delegation of authority. Coordinate and monitor the implementation of SCOPA or House Resolutions. Attend SCOPA meetings with the relevant Public Entity as and when required. Coordinate and monitor the implementation of all investigations including Forensic Investigation and report to Oversight Structures. Coordinate and monitor the delegation of authority template by public entities. Coordinate and monitor implementation delegation of authority by Public Entities. Analyse progress report for oversight structures on the implementation of delegation of authority by Public Entities. Meet with Public Entities Action Plan Coordinators on a quarterly basis to discuss compliance outcomes.

ENQUIRIES : Mesdames Elizba Kotze / B.P. Chaka / Conny Kgadima / K.H. Moremi / Mr. J.S. Nduli Tel No: (015) 298 7000

POST 29/231 : **DEPUTY DIRECTOR: FINANCIAL MANAGEMENT CAPACITY BUILDING (PERSAL TRAINING) REF NO: LPT/424**
Directorate: Financial Management Capacity Building

SALARY : R932 292 per annum (Level 11), (all-inclusive package which can be structured according to the individual's needs as guided by the Department of Public Service and Administration (DPSA) prescripts)

CENTRE : Head Office - Polokwane

REQUIREMENTS : NQF level 7 qualification in Financial Management / Public Finance as recognized by SAQA. Five (5) years' experience within the field of which three (3) years' experience at junior managerial level / Assistant Director level in Financial Management / Financial Systems Training Environment. Valid vehicle driver's license (with exception of persons with disabilities). Knowledge & Skills: Knowledge of variety of work ranges, procedures, and legislative frameworks as, Public Finance Management Act, (PFMA). Treasury Regulations. Public Service Act. Public Service Regulations. Batho Pele Principles. Personnel and Salary Administration System (PERSAL). Ability to operate a computer. Organising. Adaptability during changes to meet the goals. Innovation and problem solving.

DUTIES : Conduct and manage PERSAL Training in Limpopo Province. Conduct Quality assurance during Regional Training. Report back on training observations.

Analyse and evaluate questionnaires (course and trainer), compile course reports and submit to Director: Financial Management Capacity Building. Compile reports (course, monthly, quarterly) and submit to Director. Clarify Financial systems training related information with subordinates as and when needed. Manage financial systems training at National Treasury for courses not offered in Limpopo Province. Attend various Financial Management System forums. Develop PERSAL Provincial Training Schedules in consultation with stakeholders and trainer's as per the APP. Submit training schedules to the HoD for approval via the Director's Office. Distribute provincial training schedules to all departmental CFO's and system controllers as well as upload on TMS. Monitor training centres. Visit training centres at Head Office and the regions as and when required. Report any challenges / problems at the training centres to the relevant Directorates for resolution. Monitor trainers for the contents taught. Moderation of scripts. Supervise subordinate's (Assistant Directors and Trainers). Oversee that trainers train as per approved provincial training schedules. Monitor the marking and assessment done by trainers. Consolidate trainers reports as after each course. Supervise Assistant Directors performance as per job description to meet the given targets. Manage Leave. Database management and reports. Import data file to the training database on TMS. Extract reports in MS-Excel format as required. Monitor the regular updating of the systems training database on TMS and the printing of certificates. Customise excel reports as and when required. Submit reports as and when required.

ENQUIRIES : Mesdames Elizba Kotze / B.P. Chaka / Conny Kgadima / K.H. Moremi / Mr. J.S. Nduli Tel No: (015) 298 7000

POST 29/232 : **DEPUTY DIRECTOR: FINANCIAL MANAGEMENT CAPACITY BUILDING (BAS & LOGIS TRAINING) REF NO: LPT/426**
Directorate: Financial Management Capacity Building

SALARY : R932 292 per annum (Level 11), (all-inclusive package which can be structured according to the individual's needs as guided by the Department of Public Service and Administration (DPSA) prescripts)

CENTRE : Head Office - Polokwane

REQUIREMENTS : NQF level 7 qualification in Financial Management / Public Finance as recognized by SAQA. Five (5) years' experience within the field of which three (3) years' experience at junior managerial level / Assistant Director level in Financial Management / Financial Systems Training Environment. Valid vehicle driver's license (with exception of persons with disabilities). KNOWLEDGE & SKILLS: - Knowledge of variety of work ranges, procedures, and legislative frameworks as, Public Finance Management Act, (PFMA). Treasury Regulations. Public Service Act. Public Service Regulations. Batho Pele Principles. Basic Accounting System (BAS) and Logistical Information System (LOGIS). Ability to operate a computer. Organising. Adaptability during changes to meet the goals. Innovation and problem solving.

DUTIES : Conduct and manage BAS & LOGIS Training in Limpopo Province. Conduct Quality assurance during Regional Training. Report back on training observations. Analyse and evaluate questionnaires (course and trainer), compile course reports and submit to Director: Financial Management Capacity Building. Compile reports (course, monthly, quarterly) and submit to Director. Clarify Financial systems training related information with subordinates as and when needed. Manage financial systems training at National Treasury for courses not offered in Limpopo Province. Attend various Financial Management System forums. Develop BAS & LOGIS Provincial Training Schedules in consultation with stakeholders and trainer's as per the APP. Submit training schedules to the HoD for approval via the Director's Office. Distribute provincial training schedules to all departmental CFO's and system controllers as well as upload on TMS. Monitor training centres. Visit training centres at Head Office and the regions as and when required. Report any challenges / problems at the training centres to the relevant Directorates for resolution. Monitor trainers for the contents taught. Moderation of scripts. Supervise subordinate's (Assistant Directors and Trainers). Oversee that trainers train as per approved provincial training schedules. Monitor the marking and assessment done by trainers. Consolidate trainers reports as after each course. Supervise Assistant Directors performance as per job description to meet the given targets. Manage Leave. Database management and reports. Import data file to the training database on TMS. Extract reports in MS-Excel

format as required. Monitor the regular updating of the systems training database on TMS and the printing of certificates. Customise excel reports as and when required. Submit reports as and when required.

ENQUIRIES : Mesdames Elizba Kotze / B.P. Chaka / Conny Kgadima / K.H. Moremi / Mr. J.S. Nduli Tel No: (015) 298 7000

POST 29/233 : **DEPUTY DIRECTOR: FINANCIAL ACCOUNTING & REPORTING REF NO: LPT/414**
Directorate: Financial Accounting & Reporting

SALARY : R932 292 per annum (Level 11), (all-inclusive package which can be structured according to the individual's needs as guided by the Department of Public Service and Administration (DPSA) prescripts)

CENTRE : Head Office - Polokwane

REQUIREMENTS : NQF level 7 qualification in Financial Accounting or related field as recognized by SAQA. Five (5) years' experience within the field of which three (3) years' functional experience at junior managerial level / Assistant Director level in Financial Accounting or related field. Valid vehicle driver's license (with exception of persons with disabilities). Knowledge & Skills: Knowledge of variety of work ranges and procedure such as Managerial functions; Finance. Planning & organising. Compilation of reports. Research / analysing. Computer. Ability to interpret and apply Treasury Directives. PFMA. GAAP & GRAP. Treasury Regulations. Needs and priorities of the Departments and Public Entities. Skills: Interpretation of accounts. Analytical and Innovative thinking. Financial accounting skills. Report Writing skills. Advance Excel. Leadership. Organising & Planning. Conflict Management. Financial management. Strategic Management. Policy Formulation.

DUTIES : Develop and implement systems and processes to improve sound financial management and Audit outcomes. Compile provincial standards operating procedure to ensure implementation and adherence by all public entities and subsidiaries. Implement National Treasury prescripts and approved accounting standards. Review and report on the quality of interim and annual financial statements. Manage the clearance of monthly suspense accounts for public entities and subsidiaries. Manage the clearance of monthly inter-department accounts for public entities and subsidiaries. Review the implementation of National Treasury Instruction notes by public entities and subsidiaries. Manage consolidated annual financial statements. Review the consolidated annual financial statements. Review Accounting Officers report. Review an audit file to support the consolidated Annual Financial Statements (AFS). Liaison with external stakeholders. Manage the component. Perform strategic and operational planning. Manage stakeholder relationships. Oversee the administrative support functions. Perform people management and financial management functions.

ENQUIRIES : Mesdames Elizba Kotze / B.P. Chaka / Conny Kgadima / K.H. Moremi / Mr. J.S. Nduli Tel No: (015) 298 7000

POST 29/234 : **ASSISTANT DIRECTOR: ENTERPRISE RISK MANAGEMENT REF NO: LPT/15**
Directorate: Enterprise Risk Management

SALARY : R487 197 per annum (Level 09)

CENTRE : Head Office - Polokwane

REQUIREMENTS : NQF level 7 qualification in Risk Management or related field as recognized by SAQA. Three (3) years' functional experience at supervisory level / Senior /Risk Officer/ Senior / Risk Practitioner within Risk Management. Valid vehicle driver's license (with exception of persons with disabilities). Knowledge & Skills: Knowledge of variety of work ranges and procedures such as: Planning & Organising. Public Administration knowledge and experience. Risk Management and Audit knowledge and experience. Effective presentation and reporting skills. Research / analysing. Ability to operate computer. Ability to interpret and apply policy. Problem solving. Analytical and innovative thinking. Research. Report writing and workshop presentation and facilitation. Ability to operate Risk Management Software. Organising. Project Management. Conflict Management.

DUTIES : Assist with the development and implementation of the Enterprise Risk Management strategy. Assist the Deputy Director to initiate, coordinate and implement an Enterprise Risk Management Strategy and plan within the

department. Initiate and implement an Enterprise Risk Management strategy and plan within the department. Ensure implementation appropriate risk responses. Implement the Risk Register for the department. Implement education and awareness on risk management within the department. Examine prompt implementation of the developed risk responses to remedy any significant weaknesses. Examine the effectiveness of risk management within the department. Integrate Risk Management with all management activities at all levels. Implement functioning of Risk Committee's for the branches. Identifying of risks on an ongoing basis. Assist the Deputy Director to advise executive management on the alignment of the departmental strategy and budget to provincial and national objectives. Assist branches within the department in managing their risks. Continuously monitor and review risks and controls to cater for internal and external changes. Provide guidelines on risk management methodology and reporting channels. Apply the responsibility of physical management of risks at the most appropriate level as well as accountability for achieving positive results. Assess compliance with related Risk Management matters as contained in the applicable Legislation. Assist in conducting yearly risk assessments according to the PFMA.

ENQUIRIES : Mesdames Elizba Kotze / B.P. Chaka / Conny Kgadima / K.H. Moremi / Mr. J.S. Nduli Tel No: (015) 298 7000

POST 29/235 : **ASSISTANT DIRECTOR: TRAINING & DEVELOPMENT REF NO: LPT/48**
Directorate: Employee Utilization & Capacity Building

SALARY : R487 197 per annum (Level 09)
CENTRE : Head Office - Polokwane
REQUIREMENTS : NQF level 6 qualification in Human Resource Management / Public Administration / Public Management as recognized by SAQA. Three (3) years' functional experience at Supervisory level / Senior / Training Officer / Senior / Training Practitioner in Human Resource Development. Valid vehicle driver's license (with exception of persons with disabilities). Knowledge & Skills: Sound and in-depth knowledge of relevant prescripts, application of human resources as well as understanding of the legislative framework governing the Public Service such as: Employment Equity Act, Skills Development Act, Basic Conditions of Employment Act, Labour Relations Act, Public Service Act, Administrative Justice Act, Promotion of Access of Information Act, Public Service Regulations, and various Bargaining Council Resolutions. Negotiation skills. People management. Financial solving. Planning & organizing. Time management. Strategic planning. Policy analysis and development. Good communication skills. Group dynamics. Diversity management. Facilitation skills. Co-ordination skills. Leadership skills. Change and knowledge.

DUTIES : Coordinate workshop learning programs. Ensure that Performance Plan, Key Performance Areas of staff to be incorporated in WSP. Ensure that training provided to be in line with the WSP. Determine training needs, opportunities and requests from staff and management and make recommendations. Coordinate development of programs in the department. Compile an Annual Training Report according to the SETA required standards. Facilitate administration of bursaries. Identify bursary needs in consultation with line managers. Coordinate awarding of full-time and part-time bursaries. Oversee payment of study fees to academic institutions. Develop and ensure implementation of bursary strategy. Monitor bursary contractual obligations. Monitor progress and compliance. Implement leadership strategy. Monitor the HR strategy in relation to the HR planning process. Provide leadership courses, workshops, and educational programs to build specific skills. Regular monitoring and assessing the impact of training and development initiatives within the department with the support of the line manager/reports. Coordinate workshop skills. A summary of all training and development initiatives as well as institutions required for the development of competencies are detailed. Revise training and development requirements are linked to change in service delivery. Use the current Skill Audit Information as part of the gap identification process. Supervise employees and undertake administrative functions in the unit. General supervision of employees. Allocate duties and perform quality control on the work delivered by supervisees. Advice and lead supervisees regarding all aspects of the work. Manage performance, conduct and discipline of supervisees. Ensure supervisees receive the relevant training to perform their duties effectively and efficiently.

ENQUIRIES : Mesdames Elizba Kotze / B.P. Chaka / Conny Kgadima / K.H. Moremi / Mr. J.S. Nduli Tel No: (015) 298 7000

POST 29/236 : **ASSISTANT DIRECTOR: GENDER FOCAL POINT & DIVERSITY MANAGEMENT REF NO: LPT/67**
Directorate Transformation Services

SALARY : R487 197 per annum (Level 09)
CENTRE : Head Office - Polokwane
REQUIREMENTS : NQF level 6 qualification in Public Administration / Human Resource Management / Public Management as recognized by SAQA. Three (3) years' functional experience at Supervisory level / Senior / Admin Officer within Special Programmes / Employment Equity or related field. Valid vehicle driver's license (with exception of persons with disabilities). Knowledge & Skills: Sound and in-depth knowledge of relevant prescripts, application of human resources as well as understanding of the legislative framework governing the Public Services. Children's Act no 38 of 2005. Technical Assistance guidelines on the employment of people with disabilities. Job Access Implementation guidelines and plan on the recruitment, Empowerment and Retention of persons with disabilities. Code of practice of managing disability in the workplace. Gender Equality Strategic Framework for the Public Service. NYDA Act 2008. African Youth Charter. Employment Equity Act. Skills Development Act. Basic Conditions of Employment Act. Labour Relations Act. Public Service Act. Administrative Justice Act. Promotion of Access of Information Act. Public Service Regulations and various Bargaining Council Resolutions. Negotiation skills. Report writing skills. People management. Financial solving. Planning & organizing. Time management. Strategic planning. Policy analysis and development. Good communication skills. Group dynamics. Diversity management. Facilitation skills. Co-ordination skills. Leadership skills. Change and knowledge management.

DUTIES : Coordinate diversity management. Facilitate the identification of barriers to Employment Equity. Conduct information and sharing sessions. Coordinate the compilation of Employment and Equity targets and ensure incorporation into the equity plan. Manage compliance prevails to Employment Equity Acts in the department. Facilitate the completion declaration form by employees and ensure exit interviews. Provide secretarial services to the employment equity forums. Monitor commitment register. Control capturing of data on the system. Monitor popularization of employment equity plan in the department. Ensure mainstreaming of programmes pertaining to gender and woman, disability, youth, and older person as well as human rights. Ensure the establishment of Special Program Forums. Coordinate meetings of the different forums namely youth, disability, women, men, and gender forums. Facilitate the forums dialogue sessions, information sharing sessions and workshops. Monitor the participation of youth in all departmental projects. Monitor and evaluate adherence to mainstream and policy prescripts (tendering process, employment). Conducting of workshops / awareness programmes. Co-ordinate annual internal and external stakeholders performing various ministerial activities / events. Facilitate the development of employment equity plan. Manage circulation of the draft on Employment Equity Annual report in the department for inputs. Coordinate consolidation of the Employment Equity inputs. Coordinate development of Employment Equity Annual report and submission for approval. Coordinate submission of Employment Equity reports to the Office of the Premier and Department of Labour. Drafts of reference for Employment Equity consultative forum. Request and receive inputs from stakeholders. Facilitation and consolidation of the received inputs and submit for decision making. Coordinate the establishment of Employment Equity committee. Perform duties of scriber during EE committee meetings. Coordinate monitoring of the implementation to international and national instruments for women development and gender equality. Ensure the coordination, planning, development, and implementation of EE plan. Coordinate the establishment or functioning of EE forum. Coordinate the development of equity plan for all Branches. Provide guidelines and support to line managers in drafting their EE plans. Coordinate diversity management programmes. Conduct the annual EE review and reporting processes. Coordinate the compilation of the departmental EE profile. Render EE advisory role and coordinate approved recommendations. Coordinate research and analysis of the Departmental Policies and procedures on EE. Coordinate the

evaluation of impact on the implementation of EE Plans. Coordinate and monitor the alignment of National framework on gender with EE plans. Analyse trend, challenges and gaps identified on various gender audit process. Manage the coordination of annual internal and external stakeholders performing various ministerial activities / events. Compile monitoring of the gender equality issues within the departmental strategies. Coordinate the development of action plan for gender mainstreaming. Compile qualitative and quantitative reports for the Head of the Department and Office of the Premier.

ENQUIRIES : Mesdames Elizba Kotze / B.P. Chaka / Conny Kgadima / K.H. Moremi / Mr. J.S. Nduli Tel No: (015) 298 7000

POST 29/237 : **ASSISTANT DIRECTOR: MUNICIPAL INFRASTRUCTURE PERFORMANCE & PUBLIC PRIVATE & PARTNERSHIP REF NO: LPT/267**
Directorate: Municipal Infrastructure Performance & Public Private & Partnership

SALARY : R487 197 per annum (Level 09)
CENTRE : Head Office - Polokwane
REQUIREMENTS : NQF level 7 qualification in Public Administration / Finance / Economics / Infrastructure Planning / Civil Engineering / Build Environment / Development Studies / Commerce or related field as recognized by SAQA. Three (3) years' functional experience at Supervisory level / Senior / Admin Officer within Monitoring Infrastructure Projects / Programmes. Experience in Budget processes will be an added advantage. Valid vehicle driver's license (with exception of persons with disabilities). Knowledge & Skills: Knowledge of MFMA and PFMA. Municipal Infrastructure Grant (MIG) PPP Regulations and Treasury Guidelines. Infrastructure delivery management systems. Government planning & reporting processes. Project Management skills. Financial analysis and reporting. Stakeholder management. Communication and presentation skills. Policy analysis and interpretation. Research and analytical skills. Computer literacy (MS Office.

DUTIES : Provide assistance to infrastructure funding frameworks, long term planning & expenditure in the province. Develop the infrastructure budget against work in progress, commitments, and cost norms if applicable. Develop the pre-feasibility studies. Develop the business plans for municipal Infrastructure Grands in collaboration with National Treasury and relevant National Sector Departments. Develop the financial roll in line with sector specific criteria. Facilitate the review of a minimum of 50% of all Infrastructure projects where spending exceeded 20% of the contract value and express on option on whether the spending was justified. Assess Provincial Infrastructure plans, budgets and provide expects inputs to Provincial Departments and Public Entities. Develop the integrated development and sector plans. Develop the infrastructure procurement strategies / plans prepared by Municipalities Public Entities. Develop the infrastructure procurement delivery management arrangement including capacity of implementing agents, contracts, professional service providers and municipalities to implement their own projects and make recommendation. Consolidate the proof projects / programmes of Infrastructure Plans, SDBIPs and related information sources. Provide support to enforce the optimal utilization and maintenance of Infrastructure by Provincial and Municipal custodians. Develop the maintenance plans and budget for immovable assets by Municipalities in collaboration with Provincial Local Government Departments. Assess the immovable assets transferred to Municipalities are budgeted for and operated effect and efficiently. Provide promotion of alternative services delivery options for Infrastructure for Provincial Departments generic objectives. Conduct studies / research benchmark of service delivery with other institution within the public and private sector. Conduct preliminary evaluations on models to identify the most suitable model for Limpopo Provincial Government. Provide support on projects. Provide assistance with projects inception register. Assess capacity at institutions. Identify develop OOO's projects. Develop the procurement documents of RFQ's, RFP's and PPP's agreements. Provide assistance in line with Departments and Municipalities regarding implementation of contract management.

ENQUIRIES : Mesdames Elizba Kotze / B.P. Chaka / Conny Kgadima / K.H. Moremi / Mr. J.S. Nduli Tel No: (015) 298 7000

POST 29/238 : **ASSISTANT DIRECTORS: PROVINCIAL ASSET MANAGEMENT REF NO: LPT/321 & LPT/322 (X2 POSTS)**
Directorate Provincial Asset Management

SALARY : R487 197 per annum (Level 09)
CENTRE : Head Office - Polokwane
REQUIREMENTS : NQF level 7 qualification in Financial Management / Supply Chain Management or related field as recognized by SAQA. Three (3) years' functional experience at supervisory level / Senior / Admin Officer within Assets Management. Valid vehicle driver's license (with exception of persons with disabilities). Knowledge & Skills: Knowledge of variety of work ranges; procedures and legislative frameworks such as, Knowledge and experience of LOGIS and BAS. Knowledge of government policies, procurement, expenditure and budget practices and related Acts and regulations such as PFMA. Good communication skill. Liaison skill. Networking. Interpersonal skill. Analytical skills. Planning and organizing skill. Change and knowledge management.
DUTIES : Conduct assessment on maintenance of assets register. Draw the monitoring scheduled of visits. Communicate the schedule. Request reconciliation packs. Analyse reconciliations. Verify in verification of supporting documents. Compile the maintenance of Asset Register Assessment Tool. Submission of maintenance of Asset Register Assessment Tool to the Deputy Director. Conduct Assessment on Asset Verification. Request asset verification plan. Receive the asset verification plan. Monitor the progress of asset verification. Verify the supporting documents. Compile Asset verification assessment Tool. Submission of the Asset verification assessment Tool to the Deputy Director. Conduct assessments on Disposal of Assets. Request asset disposal plan. Receive the asset disposal plan. Monitor the disposal activities. Verify the supporting documents. Analyse reconciliation of the disposal proceeds. Compile the Asset Disposal Assessment Tool. Submission of the Asset Disposal Assessment Tool to the Deputy Director. Conduct Assessments on the safeguarding of Assets. Draw the monitoring schedule of visit. Communicate the schedule. Conduct the inspection. Compile the safeguarding of Asset Assessment Tool. Submission of safeguarding of asset assessment tool to the Deputy Director. Conduct assessments on inventory management. Draw the monitoring schedule of visit. Communicate the schedule. Conduct site inspection. Verify the supporting documents. Compile the Inventory Management Assessment Tool. Submission of Inventory Management Assessment Tool to the Deputy Director.
ENQUIRIES : Mesdames Elizba Kotze / B.P. Chaka / Conny Kgadima / K.H. Moremi / Mr. J.S. Nduli Tel No: (015) 298 7000

POST 29/239 : **ASSISTANT DIRECTOR: SCM GOVERNANCE & COMPLIANCE REF NO: LPT/346**
Directorate: SCM Governance & Compliance

SALARY : R487 197 per annum (Level 09)
CENTRE : Head Office - Polokwane
REQUIREMENTS : NQF level 7 qualification in Supply Chain Management / Financial Management as recognized by SAQA. Three (3) years' functional experience at Supervisory level / Senior / Admin Officer within Supply Chain Management or related field. Valid vehicle driver's license (with exception of persons with disabilities). Knowledge & Skills: Knowledge of variety of work ranges and procedures such as Knowledge of Public Sector SCM policies and procedures. Technical / standards / procedures. Finance. Planning and organising. Needs and priorities of the department. Legal background. Ability to interpret and apply policy. Analytical and communication. Ability to operate computer. Adaptability during changes to meet the goals. Financial Management. Policy formulation. Leadership. Research. Strategic Management.
DUTIES : Management of tender bulletin. Receive tender advertisement request from departments. Analyses the request submitted by departments. Assess bid documents and liaise with institutions on enquiries. Capture the submitted draft for verification. Distribute bulletin of various stakeholders for publication. Management of procurement plans and reporting. Facilitate and co-ordinate submission of the Procurement Plans reports by institutions. Facilitate and co-ordinate analysis and consolidation of Procurement Plans reports. Facilitate and co-ordinate communication with departments / entities with regard to non-

submission of Procurement Plans report. Facilitate end co -ordinate generation of quarterly Procurement Plan reports. Facilitate and co-ordinate record keeping of the Procurement Plans reports. Arrange SCM forum and capacity building. Arrange SCM capacity building. Invite members. Prepare SCM forum documentations. Prepare the attendance register Minutes taking. Filling of SCM Forum proceedings. Management of deviation and variations/ extensions expansions. Recording of Deviation/ variations/ extensions /expansions Reporting two days after the reporting to Treasury. Capture deviation / variations / extensions / expansions. Analysis of deviation reporting variations / extensions / expansions. Reporting on quarterly basis.

ENQUIRIES : Mesdames Elizba Kotze / B.P. Chaka / Conny Kgadima / K.H. Moremi / Mr. J.S. Nduli Tel No: (015) 298 7000

POST 29/240 : **ASSISTANT DIRECTOR: SCM CLIENT SUPPORT (VHEMBE) REF NO: LPT/374**
Directorate SCM Client Support

SALARY : R487 197 per annum (Level 09)
CENTRE : Vhembe SCM Client Support
REQUIREMENTS : NQF level 7 qualification in Supply Chain Management / Commerce as recognized by SAQA. Three (3) years' functional experience at Supervisory level / Senior / Admin Officer / SCM Practitioner in Public Sector Supply Chain Management. Valid vehicle driver's license (with exception of persons with disabilities). Knowledge & Skills: Knowledge of variety of work ranges and procedures such as: Knowledge of public sector SCM policies and procedures. Technical/standards/procedures. Finance. Planning and organising. Computer. Needs and priorities of the department. Legal background. and apply policy. Analytical and communication. Ability to operate computer. Adaptability during changes to meet the goals. Financial Management. Policy formulation. Leadership. Research. Strategic Management.
DUTIES : Provide SCM capacity building for suppliers. Participate in the development of SMME Capacity Building Programme for SMMEs on public sector procurement for the district. Mobilization of SMMEs for the Capacity Building workshops / roadshows. Conduct workshops and awareness roadshow with suppliers and communities on public sector SCM policies and procedures updates. Provide support to suppliers on completion of Standard Bidding Documents. Provide support to supplier on access to central supplier database and other procurement platforms (SCM ICT). Provide walk-ins and online support to suppliers on new registration into the National Central Supplier database. Provide walk-ins and online support to suppliers on update of their information into the CSD. Provide support and capacitate suppliers on accessing government tender opportunities on e-tender Portal. Provide support and capacitate suppliers on accessing SCM Policy information from government departments and OCPO website. Provide capacity to suppliers on state procurement systems (CSD RFQ Functionality, E- Submissions). Provide walk-in and online support to suppliers with uploading of quotation submissions through the CSD RFQ Functionality. Capacitate suppliers through workshops on the process of the CSD RFQ to upload and check progress on the system. Provide walk-in and online support to suppliers for the e-submissions of tenders. Capacitate suppliers through workshops on the process of e-submissions. Manage resources allocated including HRM within the sub-directorate. Sign performance agreements with the subordinates. Assess the bi-annual and annual performance of the sub-ordinates. Manage the leaves of staff members. Transport management – usage of GG vehicles allocated to the district. Stores management issues.
ENQUIRIES : Mesdames Elizba Kotze / B.P. Chaka / Conny Kgadima / K.H. Moremi / Mr. J.S. Nduli Tel No: (015) 298 7000

POST 29/241 : **ASSISTANT DIRECTORS: GOVERNANCE, MONITORING & COMPLIANCE (DEPARTMENTS) REF NOS: LPT/398 & LPT/403 (X2 POSTS)**
Directorate: Governance, Monitoring & Compliance

SALARY : R487 197 per annum (Level 09)
CENTRE : Head Office - Polokwane
REQUIREMENTS : NQF level 7 qualification in Commerce / Accounting / Financial Management / Internal Auditing as recognized by SAQA. Three (3) years' functional experience at Supervisory level / Senior / Admin Officer within Internal Control

or related field. Valid vehicle driver's license (with exception of persons with disabilities). Knowledge & Skills: Knowledge of variety of work ranges and procedures such as: - Planning, Coordinating and Organizing. Managerial functions. Secretarial Function. Ability to interpret Treasury Directives / PFMA and Treasury Regulations. Compilation of reports. Analysing / Research. Computer Literacy. Standards/procedures. Needs and priorities of the Department. Ability to interpret and apply policy. Analytical and innovative thinking. Report writing. Workshop presentation and facilitation. Leadership. Project Management. Conflict Management. Financial Management. Strategic Management. Policy formulation. Adaptability during changes to meet the goals. Change / diversity.

DUTIES : Coordinate implementation of compliance to norms, standards, policies and guidelines in provincial departments. Draft new policies and guidelines in terms of Section 18 of the PFMA. Coordinate PFMA and Treasury Regulations Compliance checklist or template. Facilitate the financial management capacity maturity model in the departments and ensure that an action plan is developed to address all the gaps identified. Facilitate and support departments and the IECC to address the unwanted expenditures (irregular, fruitless and wasteful and unauthorized expenditures). Monitor implementation and draft reports on the Provincial Audit Steering Committee's framework. Support departments in the development of AGSA audit action plans, monitor and report on implementation of the plan. Analyse and report on 30 days payments compliance in line with NT Instruction Note number 34. Analyse and report on the implementation of resolutions of oversight structures (Audit Committees, SCOPA, etc). Monitor implementation and draft reports Provincial Internal Control Framework. Monitor and draft reports on implementation delegation of authority in departments. Coordinate the process of registration and de-registration of public entities and subsidiaries. Analyse and draft reports on section 54 applications. Prepare and submit consolidated monthly and quarterly reports. Provide support to departments on implementation of house (SCOPA) Resolutions. Visits departments and public entities monthly to ensure the implementation of the resolutions. Provide technical advice on how to resolve some of the resolutions. Prepare and submit monthly & quarterly reports on progress of resolving resolutions by relevant departments. Assist in coordination of PAG's Bilateral sessions with departments in terms of all logistics i.e., issuing meetings invites, agenda, minute, resolutions drafting and attending for engagement.

ENQUIRIES : Mesdames Elizba Kotze / B.P. Chaka / Conny Kgadima / K.H. Moremi / Mr. J.S. Nduli Tel No: (015) 298 7000

POST 29/242 : **ASSISTANT DIRECTOR: GOVERNANCE, MONITORING & COMPLIANCE (PUBLIC ENTITIES) REF NO: LPT/407**
Directorate: Governance, Monitoring & Compliance

SALARY : R487 197 per annum (Level 09)
CENTRE : Head Office - Polokwane
REQUIREMENTS : NQF level 7 qualification in Commerce / Accounting / Financial Management / Internal Auditing as recognized by SAQA. Three (3) years' functional experience at Supervisory level / Senior / Admin Officer within Internal Control or related field. Valid vehicle driver's license (with exception of persons with disabilities). Knowledge & Skills: Knowledge of variety of work ranges and procedures such as: Planning, Coordinating and Organizing. Managerial functions. Secretarial Function. Ability to interpret Treasury Directives / PFMA and Treasury Regulations. Compilation of reports. Analysing / Research. Computer Literacy. Standards/procedures. Needs and priorities of the Department. Ability to interpret and apply policy. Analytical and innovative thinking. Report writing. Workshop presentation and facilitation. Leadership. Project Management. Conflict Management. Financial Management. Strategic Management. Policy formulation. Adaptability during changes to meet the goals. Change / diversity.

DUTIES : Coordinate implementation of compliance to norms, standards, policies and guidelines in provincial public entities including subsidiaries. Draft new policies and guidelines in terms of Section 18 of the PFMA. Coordinate PFMA and Treasury Regulations Compliance checklist or template. Facilitate the financial management capacity maturity model in provincial public entities including subsidiaries and ensure that an action plan is developed to address all the gaps identified. Facilitate and support provincial public entities including subsidiaries

and the IECC to address the unwanted expenditures (irregular, fruitless and wasteful and unauthorized expenditures). Support and monitor governance compliance by provincial public entities (including subsidiaries). Monitor implementation and draft reports on the Provincial Audit Steering Committee's framework. Support provincial public entities including subsidiaries in the development of AGSA audit action plans, monitor and report on implementation of the plan. Analyse and report on 30 days payments compliance in line with NT Instruction Note number 34. Analyse and report on the implementation of resolutions of oversight structures (Audit and Risk Committees, SCOPA, etc). Monitor implementation and draft reports Provincial Internal Control Framework. Monitor and draft reports on implementation delegation of authority in public entities including subsidiaries. Monitor the implementation of delegation of authority by Public Entities. Prepare and submit monthly and quarterly reports. Monitor implementation of unwanted expenditures within departments and public entities. Coordinate and facilitate review of monthly and quarterly registers on unauthorised irregular, fruitless and wasteful expenditures by all public entities. Coordinate Irregular Expenditure Condonement Committee (IECC) meetings in terms of Logistics i.e., attendance registers, preparation and sending of packs, drafting of minutes, and issuing out invites. Receive applications for condonement from public entities and conduct assessment and advise the committee in terms of compliance to PFMA compliance and reporting framework.

ENQUIRIES : Mesdames Elizba Kotze / B.P. Chaka / Conny Kgadima / K.H. Moremi / Mr. J.S. Nduli Tel No: (015) 298 7000

POST 29/243 : **ASSISTANT DIRECTOR: FINANCIAL SYSTEMS IMPLEMENTATION REF NO: LPT/443**
Directorate: Financial Systems Implementation

SALARY : R487 197 per annum (Level 09)
CENTRE : Head Office - Polokwane
REQUIREMENTS : NQF level 6 qualification in Financial Information Systems / Business Analysis / System Development / Information Technology (IT) or related field as recognized by SAQA. Three (3) years' functional experience at Supervisory level / Senior / State Accountant in Business Analysis / Financial Information Systems / System Development. Valid vehicle driver's license (with exception of persons with disabilities). Knowledge & Skills: Sound and in-depth knowledge of ICT operations, Systems development, ICT Governance and Programme / Project Management and relevant ICT regulations and Prescripts. Ability to convert business requirements into ICT technical requirements as well as system development using relevant technology, Promotion of Access of Information Act, Negotiation skills. People Management. Financial solving. Planning & organising. Time management. Strategic Planning. Policy analysis and development. Good communication skills. Computer software programs (Word, Excel and PowerPoint). Facilitation skills. Co-ordination skills. Leadership skills. Change and Knowledge Management. Group dynamics. Diversity Management.

DUTIES : Mapping of business processes to maximise effectiveness and efficiencies in the province. Lay BPM foundation engage on stakeholder analysis and manage BPM projects and formulate future shaping force. Compile process inventory. Establish performance measures, measure process performance, analyse performance gaps, determine process vision and design principle for new processes. Determine improvement approach. Develop high level process alternative and conduct details process design. Develop implementation plan. Monitor process performance. Document all necessary documents. Implement new financial systems and enhance existing. Assess new system requests. Conduct research and benchmark on financial systems. Develop an assessment report. Develop a business case. Prepare / develop implementation plan. Conduct post implementation analysis and support on newly implemented systems. Draft a post implementation and support report. Review and improve on current business processes. Consult with clients (Government Departments) management and personnel to identify, define, and document business needs and objectives, current operational procedures, problems, input requirements, and levels of systems access. Identify opportunities for improving business process through information systems and / or non-system driver changes. Assist in the preparation of proposals to develop new systems and / or operational changes. Identify and document

gaps between current and desired state for systems and process. Develop and maintain project documentation including business requirements, functional specification, and test plans. Participate in project planning and estimation activities. Serve as liaison between business stakeholders and technical teams to ensure that business requirements are accurately translated into technical solutions. Conduct user acceptance testing (UAT) and ensure that solutions meet business requirements. Conduct on job training for end-users. Improve and reengineer existing business processes. Map current business that incorporates financial systems according to Toolkit on Public Service Business Process Mapping. Assist with the development of a business case, scope and requirements documents. Conduct research on implementation approached strategies. Develop assessment reports. Prepare / develop implementation plans. Conduct benchmark exercise on financial systems. Ensure effective participation in administering specific ADHOC projects. Organize meetings with implementing Departments. Scribe meeting discussions. Document minutes and resolution registers. Analyse and document business processes. Conduct readiness assessment for implementation of new systems. Develop assessment reports with recommendation. Develop implementation plans.

ENQUIRIES : Mesdames Elizba Kotze / B.P. Chaka / Conny Kgadima / K.H. Moremi / Mr. J.S. Nduli Tel No: (015) 298 7000

POST 29/244 : **NETWORK CONTROLLER REF NO: LPT/97**
Directorate: Information Communication Technology

SALARY : R413 001 per annum (Level 08)
CENTRE : Head Office - Polokwane
REQUIREMENTS : NQF level 6 qualification in Information Technology (IT) or related field as recognized by SAQA. Two (2) years' functional experience in Information Technology or related field. Valid vehicle driver's license (with exception of persons with disabilities). Knowledge & Skills: 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. Managerial Functions. Finance. Human Resources Matters. Planning and organizing. Compilation of reports. Research/ Analysing. Computer Literate. Negotiation skills; People Management. Financial Management. Problem Solving. Planning & organizing. Time Management. Strategic Planning. Policy analysis and development. Good Communication skills. Group dynamic. Diversity management. Facilitation skills. Co-ordination skills. Leadership skills. Change and knowledge management. Planning and organization skills.

DUTIES : Provide end user technical support. Provide first- and second-line technical support to end users by diagnosing and resolving hardware, software, network, and application-related issues. Assist users with the installation, configuration, and troubleshooting of ICT equipment and standard business applications to ensure effective system usage. Offer guidance, and user assistance to improve ICT literacy and ensure efficient and productive use of organisational systems and services. Administer a secure windows domain and server application environment infrastructure. Manage and maintain the Windows domain environment, including Active Directory, Group Policy, user accounts, and access controls to ensure secure and efficient identity and access management. Administer Windows Server infrastructure and related services, including configuration, patching, performance monitoring, and backup and recovery to ensure system availability and stability. Implement and enforce security controls across the server and domain environment, including access permissions, audit policies, antivirus/endpoint protection integration, and compliance with ICT security standards. Provide and manage LAN services. Design, configure, and maintain Local Area Network (LAN) infrastructure, including switches, routers, cabling, and wireless access points to ensure reliable connectivity. Monitor LAN performance and availability, troubleshoot network issues, and implement corrective actions to minimise downtime and ensure optimal network performance. Implement and enforce network security controls, including VLAN configuration, access control lists, and segmentation to protect organisational data and resources. Provide capacity monitor and planning. Monitor ICT infrastructure and application resource usage (including servers, storage, and network) to identify performance trends and potential capacity constraints. Analyse system performance data and generate capacity reports to support proactive planning and informed decision-making for future ICT requirements. Develop and implement capacity planning strategies to

ensure scalable, efficient, and cost-effective ICT infrastructure aligned with organisational growth and service demand. Implement ICT infrastructure change request. Receive, log, and assess ICT infrastructure change requests to determine impact, feasibility, risks, and alignment with organisational standards and architecture. Plan, schedule, and coordinate the implementation of approved changes to ICT infrastructure, ensuring minimal disruption to operational services. Test, document, and validate implemented changes, including updating configuration records and ensuring successful handover into the production.

ENQUIRIES : Mesdames Elizba Kotze / B.P. Chaka / Conny Kgadima / K.H. Moremi / Mr. J.S. Nduli Tel No: (015) 298 7000

POST 29/245 : **LOGISTIC PRACTITIONER'S REF NO'S LPT/202 & LPT/203 (X2 POSTS)**
Directorate Supply Chain Management

SALARY : R338 106 per annum (Level 07)
CENTRE : Head Office - Polokwane
REQUIREMENTS : NQF level 6 qualification in Supply Chain Management / Financial Management / Logistics Management or related field as recognised by SAQA. Two (2) years' working experience in Logistics / Supply Chain Management or related field. LOGIS Certificate / Results. Knowledge & Skills: Knowledge of variety of work ranges and procedures such as, Managerial functions. Finance. Human Resource matters; Planning and organizing. Compilation of reports. Research \ analysing. Technical / standards / procedures. Needs and priorities of the Department. Ability to interpret and apply policy. Analytical and innovative thinking. Ability to operate computer. Conflict Management. Financial Management. Adaptability during changes to meet the goals. Change / diversity management.
DUTIES : Capture information on the memorandum of goods and services. Check three quotations or letter of award attached to the memorandum of goods and services. Check supporting documents attached to the memorandum before capturing. Check budget allocation. Check specimen signatures. Capturing and committing orders on the LOGIS and BAS systems. Capturing of orders. Capture information from the requisition on the LOGIS system. Verify captured information and modify quotation. Link quotation on the LOGIS system. Capture procurements advise. Approve procurements advise. Administrative duties, Fax entity forms to suppliers, Fax orders to service providers and ensure that they been received. Confirm services with the service providers. Enter accounts copies in the prescribed register and submit to accounts division. File copies of orders in the relevant files. Clearing of outstanding commitments. Cancel orders. Modify orders. Make enquires on outstanding orders.
ENQUIRIES : Mesdames Elizba Kotze / B.P. Chaka / Conny Kgadima / K.H. Moremi / Mr. J.S. Nduli Tel No: (015) 298 7000

POST 29/246 : **SENIOR ADMIN OFFICER: SCM CLIENT SUPPORT (MOPANI) REF NO: LPT/368**
Directorate SCM Client Support

SALARY : R338 106 per annum (Level 07)
CENTRE : Mopani SCM Client Support
REQUIREMENTS : NQF level 6 qualification in Financial Management / Supply Chain Management or related field as recognized by SAQA. Two (2) years' functional experience in Supply Chain Management or related field. Knowledge & Skills: Knowledge of variety of work ranges and procedures such as knowledge of public sector. SCM Policies and procedures. Technical / standards / procedures. Finance. Planning & organising. Computer. Needs and priorities of department. Legal background. Ability to interpret and apply policy. Communication skill. Adaptability during changes to meet the goals. Financial management. Policy formulation. Leadership. Research. Strategic Management.
DUTIES : Provide tendering advisory support services to SMME's. Provision of information, advise training and assistance to all suppliers on CSD during Provincial Events. Facilitation of business information access to suppliers with other government institutions for supplier's empowerment purposes in the district. Assist in walk-ins' with completion of tender documents on daily basis. Mobilize stakeholders for community outreach tendering workshops and

roadshows. Assist with logistical during tendering workshop. Record keeping. Provide support on on-line registration of suppliers on the NCSD. Assist walk – ins suppliers with new online registration onto the National Central Supplier Database (NCSD). Assist walk – in suppliers with the update of their profile on NCSD. Handling of CSD registration queries from suppliers through the District NCSD Call Centre. Keep and maintain internal controls registers. Keep and maintain stores control registers. Keep and maintain equipment's usage control registers. Maintain registry control filing system. Keep and maintain transport control registry. Implement the departmental PMDS. Signing of MOU with supervisor. Quarterly and annual performance reviews with supervisor.

ENQUIRIES : Mesdames Elizba Kotze / B.P. Chaka / Conny Kgadima / K.H. Moremi / Mr. J.S. Nduli Tel No: (015) 298 7000

POST 29/247 : **GENERAL WORKER REF NO: LPT/127**
Directorate Records Management & Auxiliary Services

SALARY : R144 024 per annum (Level 02)
CENTRE : Head Office - Polokwane
REQUIREMENTS : AET /ABET or Grade 10. Knowledge & Skills: Sound and in-depth knowledge of providing housekeeping.
DUTIES : Provisioning of general worker services in the Department. Cut and maintain trees. Maintain departmental yard. Perform cleaning task of the building exterior / surrounding. Ensure proper handling of garden tools and products. Load and off-load furniture, equipment, and any other goods to relevant destination. Move materials from storage areas to designated workspaces. Label and store material as instructed. Perform general duties as allocated by the supervisor. Administer efficient working of all industrial truck and electric hoist to assist to load and move all materials.
ENQUIRIES : Mesdames Elizba Kotze / B.P. Chaka / Conny Kgadima / K.H. Moremi / Mr. J.S. Nduli Tel No: (015) 298 7000

ANNEXURE T

PROVINCIAL ADMINISTRATION: MPUMALANGA
DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM
It is the strategic intent of the Department to promote employment equity in terms of race, gender and disability through the filling of these Graduate Internship Programme with candidates whose appointment will promote equitable representativity in line with the numeric targets as contained in the departmental Employment Equity plan.

APPLICATIONS	:	Applications must be submitted online through the Provincial e-Recruitment Portal at https://erecruitment.mpg.gov.za Applicants are required to register and create a profile on the system before submitting their applications. A comprehensive, recently updated Curriculum Vitae (CV) including three (3) contactable references and all mandatory documents must be uploaded on the portal to apply for these opportunities. No manual, emailed or faxed applications will be accepted.
CLOSING DATE	:	28 August 2026 @ 16h00
NOTE	:	Applications received after the closing date and time will not be considered. Only shortlisted candidates will be required to submit certified copies of qualifications, identity document and any other relevant documents on or before the day of the interview. Shortlisted candidates will be notified of the date, time and venue of the interview. Shortlisted candidate(s) will also be subjected to pre-entry and integrity/ethics assessments. The successful candidates will be subjected to personnel suitability checks that will consist of: criminal record checks, citizenship, financial record checks, qualifications, and verification of any dismissal for misconduct. Applicants are required to disclose whether they are directors or shareholders of companies, whether they conduct business with any organ of state, and whether they perform any remunerative work outside their normal duties, in accordance with applicable legislation and prescripts. Correspondence will be limited to shortlisted candidates only. If applicants have not been contacted within three (3) months after the closing date, they should consider their applications unsuccessful. The Department reserves the right not to make any appointment to the advertised posts. The 24-month Internship Programme is intended to provide graduates with practical workplace experience relevant to their qualifications. Applicants must be unemployed South African citizens who have not previously participated in an internship programme within any National or Provincial Government Department or State Institution. Failure to disclose previous participation in a government internship programme may result in the immediate termination of the internship contract. Applicants must submit proof of residence issued by the relevant Local Municipality or Traditional Authority. Enquiries regarding the advertised internship opportunities should be directed to the contact person indicated in the relevant advertisement.

GRADUATE INTERNSHIP PROGRAMME
24-month Internship Programme

OTHER POSTS

POST 29/248	:	**GRADUATE INTERNSHIP PROGRAMME: COMMUNICATION REF NO: DEDT 2026/27/01**
STIPEND	:	R8 174.75 per month
CENTRE	:	Head Office, Mbombela
REQUIREMENTS	:	An appropriate SAQA recognized three (03) years National Diploma / Degree in Communication / Journalism / Marketing / Public Relations / Media Studies.
DUTIES	:	Successful interns will receive structured work exposure and training relevant to their field of study, in line with the placement area. Interns are expected to actively participate in workplace activities, projects, and capacity-building initiatives under supervision of experienced professionals.
ENQUIRIES	:	Ms. FP Sibiya Tel No: (013) 766 4490
POST 29/249	:	**DEDT 2026/27/02GRADUATE INTERNSHIP PROGRAMME: FINANCIAL MANAGEMENT REF NO: DEDT 2026/27/02**
STIPEND	:	R8 174.75 per month
CENTRE	:	Head Office, Mbombela

REQUIREMENTS	:	An appropriate SAQA recognized three (03) years National Diploma/Degree in Accounting/Financial Management/Financial Accounting/Cost Management.
DUTIES	:	Successful interns will receive structured work exposure and training relevant to their field of study, in line with the placement area. Interns are expected to actively participate in workplace activities, projects, and capacity-building initiatives under supervision of experienced professionals.
ENQUIRIES	:	Ms. FP Sibiya Tel No: (013) 766 4490
POST 29/250	:	**GRADUATE INTERNSHIP PROGRAMME: INTERNAL AUDIT REF NO: DEDT 2026/27/03**
STIPEND	:	R8 174.75 per month
CENTRE	:	Head Office, Mbombela
REQUIREMENTS	:	An appropriate SAQA recognized three (03) years Diploma: Internal Audit/ Auditing /B Com: Auditing/ Bachelor of Accounting Sciences: Internal Auditing.
DUTIES	:	Successful interns will receive structured work exposure and training relevant to their field of study, in line with the placement area. Interns are expected to actively participate in workplace activities, projects, and capacity-building initiatives under supervision of experienced professionals.
ENQUIRIES	:	Ms. NC Ndlala Tel No: (013) 766 4370
POST 29/251	:	**GRADUATE INTERNSHIP PROGRAMME: INFORMATION AND COMMUNICATION REF NO: DEDT 2026/27/04**
STIPEND	:	R8 174.75 per month
CENTRE	:	Head Office, Mbombela
REQUIREMENTS	:	An appropriate SAQA recognized three (03) years National Diploma/Degree in Information and Communication Technology.
DUTIES	:	Successful interns will receive structured work exposure and training relevant to their field of study, in line with the placement area. Interns are expected to actively participate in workplace activities, projects, and capacity-building initiatives under supervision of experienced professionals.
ENQUIRIES	:	Ms. MS Mahlangu at 066 245 9720
POST 29/252	:	**GRADUATE INTERNSHIP PROGRAMME: ENTERPRISE DEVELOPMENT REF NO: DEDT 2026/27/05**
STIPEND	:	R8 174.75 per month
CENTRE	:	Ehlanzeni District, Bushbuckridge
REQUIREMENTS	:	An appropriate SAQA recognized three (03) years National Diploma/Degree in Business Management / Economics.
DUTIES	:	Successful interns will receive structured work exposure and training relevant to their field of study, in line with the placement area. Interns are expected to actively participate in workplace activities, projects, and capacity-building initiatives under supervision of experienced professionals.
ENQUIRIES	:	Ms. MS Mahlangu at 066 245 9720
POST 29/253	:	**GRADUATE INTERNSHIP PROGRAMME: REGIONAL ECONOMIC DEVELOPMENT PROGRAM REF NO: DEDT 2026/27/06**
STIPEND	:	R8 174.75 per month
CENTRE	:	Nkangala District, Witbank
REQUIREMENTS	:	An appropriate SAQA recognized three (03) years National Diploma/Degree in Economics.
DUTIES	:	Successful interns will receive structured work exposure and training relevant to their field of study, in line with the placement area. Interns are expected to actively participate in workplace activities, projects, and capacity-building initiatives under supervision of experienced professionals.
ENQUIRIES	:	Ms. P Madlala Tel No: (013) 692 6300/083 996 7031
POST 29/254	:	**GRADUATE INTERNSHIP PROGRAMME: TRADE AND INVESTMENT PROMOTION REF NO: DEDT 2026/27/07**
STIPEND	:	R8 174.75 per month
CENTRE	:	Ehlanzeni District, Mbombela
REQUIREMENTS	:	An appropriate SAQA recognized three (03) years National Diploma/Degree in Business Management / Economics.

DUTIES	:	Successful interns will receive structured work exposure and training relevant to their field of study, in line with the placement area. Interns are expected to actively participate in workplace activities, projects, and capacity-building initiatives under supervision of experienced professionals.
ENQUIRIES	:	Ms. MS Mahlangu at 066 245 9720
POST 29/255	:	**GRADUATE INTERNSHIP PROGRAMME: TRADE AND INVESTMENT PROMOTION REF NO: DEDT 2026/27/08**
STIPEND	:	R8 174.75 per month
CENTRE	:	Nkangala District, KwaMhlanga
REQUIREMENTS	:	An appropriate SAQA recognized three (03) years National Diploma/Degree in Economics.
DUTIES	:	Successful interns will receive structured work exposure and training relevant to their field of study, in line with the placement area. Interns are expected to actively participate in workplace activities, projects, and capacity-building initiatives under supervision of experienced professionals.
ENQUIRIES	:	Ms. P Madlala Tel No: (013) 692 6300/083 996 7031
POST 29/256	:	**GRADUATE INTERNSHIP PROGRAMME: BUSINESS REGULATIONS REF NO: DEDT 2026/27/09**
STIPEND	:	R8 174.75 per month
CENTRE	:	Ehlanzeni District, Mbombela
REQUIREMENTS	:	An appropriate SAQA recognized LLB
DUTIES	:	Successful interns will receive structured work exposure and training relevant to their field of study, in line with the placement area. Interns are expected to actively participate in workplace activities, projects, and capacity-building initiatives under supervision of experienced professionals.
ENQUIRIES	:	Ms. FP Sibiya Tel No: (013) 766 4490
POST 29/257	:	**GRADUATE INTERNSHIP PROGRAMME: CONSUMER PROTECTION REF NO: DEDT 2026/27/10**
STIPEND		R8 174.75 per month
CENTRE	:	Nkangala District, KwaMhlanga
REQUIREMENTS	:	An appropriate SAQA recognized LLB
DUTIES	:	Successful interns will receive structured work exposure and training relevant to their field of study, in line with the placement area. Interns are expected to actively participate in workplace activities, projects, and capacity-building initiatives under supervision of experienced professionals.
ENQUIRIES	:	Ms. P Madlala Tel No: (013) 692 6300/083 996 7031
POST 29/258	:	**GRADUATE INTERNSHIP PROGRAMME: ECONOMIC PLANNING REF NO: DEDT 2026/27/11**
STIPEND	:	R8 174.75 per month
CENTRE	:	Head Office, Mbombela
REQUIREMENTS	:	An appropriate SAQA recognized three (03) years National Diploma/Degree in Economics.
DUTIES	:	Successful interns will receive structured work exposure and training relevant to their field of study, in line with the placement area. Interns are expected to actively participate in workplace activities, projects, and capacity-building initiatives under supervision of experienced professionals.
ENQUIRIES	:	Ms. NC Ndlala Tel No: (013) 766 4370
POST 29/259	:	**GRADUATE INTERNSHIP PROGRAMME: TOURISM REF NO: DEDT 2026/27/12**
STIPEND	:	R8 174.75 per month
CENTRE	:	Ehlanzeni District, Mbombela
REQUIREMENTS	:	An appropriate SAQA recognized three (03) years National Diploma/Degree in Tourism Management/ Development.
DUTIES	:	Successful interns will receive structured work exposure and training relevant to their field of study, in line with the placement area. Interns are expected to actively participate in workplace activities, projects, and capacity-building initiatives under supervision of experienced professionals.

ENQUIRIES : Ms. NC Ndlala Tel No: (013) 766 4370

DEPARTMENT OF HEALTH

The Department of Health is an equal opportunity, affirmative action employer. It is our intention to promote representivity in respect of race, gender and disability through the filling of these positions. Candidates whose transfer / promotion / appointment will promote representivity will receive preference.

APPLICATIONS : Departmental Online Application System: www.mpuhealth.gov.za
CLOSING DATE : 28 August 2026
NOTE : N.B. Applicants are advised to apply as early as possible to avoid disappointments. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. In order to alleviate administration burden on HR Sections as well as considering the cost for applicants, Departments are encouraged to request certified copies of qualifications and other relevant documents from shortlisted candidates only which may be submitted to HR on or before the day of the interview following communication from the relevant HR section of the Department. All posts health/engineering posts that are advertised within the Department professional registration will be required from various statutory council for shortlisted candidates. A complete set of application documents should be submitted separately for every post that you wish to apply for. Please ensure that you clearly state the full post description and the relevant Post Reference Number on your application. No fax applications will be considered. Applicants must ensure that they fully complete and sign form Z 83, even if they are attaching a CV. Incomplete and/or unsigned applications will not be considered. If you are currently in service, please indicate your PERSAL number at the top of form Z83. Due to ongoing internal processes, the Department reserves the right to withdraw any post at any time. The Department reserves the right to verify the qualifications of every recommended candidate prior to the issuing of an offer of appointment. All short listed candidates will be subject to a vetting process prior to appointment. If no response is received from Mpumalanga Department of Health within 90 days after the closing date of the advertisement, applicants must assume that their application was not successful. Please quote the Correct references when applying and where possible the station / centre where the post is. www.mpuhealth.gov.za Only Online Applications will be accepted. NB: Candidates who are not contacted within 90 DAYS after the closing date must consider their applications as having been unsuccessful. Please Note The Department reserves the right to amend / review / withdraw the advertised posts if by so doing, the best interest of the department will be well served. (People with disabilities are also requested to apply and indicate such in their applications). All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment.
ERRATUM: Kindly note that the following posts were advertised in the Public Service Vacancy Circular 18 dated 29 May 2026, the posts of State Accountant: Revenue Management (3 Posts) (Provincial Office, Mbombela, Nelspruit) with Ref No: MPDoH/May/26/931, the posts were posted in the Public Service Vacancy Circular 27 dated 31 July 2026, the posts of an Assistant Director: Revenue Management (X5 Posts) (Mapulaneng Hospital, Rob Ferreira Hospital, Themba Hospital, Ehlanzeni District), Assistant Director: Revenue Management (Ermelo Hospital, Gert Sibande District) and Assistant Director: Revenue Management (Witbank Hospital, Nkangala District) with Ref No: MPDoH/July/26/1182, State Accountant: Revenue Management (X14 Posts) with Ref No: MPDoH/July/26/1197, Barberton Hospital, Lydenburg Hospital, Matibidi Hospital, Matikwana Hospital, Mapulaneng Hospital (2), Rob Ferreira Hospital (2), Sabie Hospital, Shongwe Hospital, Themba Hospital (2), Tintswalo Hospital Tonga Hospital (Ehlanzeni District), State Accountant: Revenue Management (X8 Posts) with Ref No: MPDoH/July/26/1205, Bernice Samuel Hospital, H A Grove Hospital, Impungwe Hospital, Middelburg Hospital, Mmametlhake Hospital, KwaMhlanga Hospital, Waterval Boven Hospital, Witbank Hospital (Nkangala District) and State Accountant: Revenue Management (X10 Posts) with Ref No: MPDoH/July/26/1215, Amajuba Memorial Hospital, Bethal Hospital, Carolina Hospital, Elsie Ballot Hospital, Embhuleni Hospital, Ermelo Hospital (2), Evander Hospital, Piet Retief Hospital

and Standerton Hospital (Gert Sibande District), its closing date of 12 June 2026 and 17 August 2026, respectively, the posts has been withdrawn.

OTHER POSTS

POST 29/260 : **MEDICAL SPECIALIST GRADE 1 - 3: OBSTETRIC & GYNAECOLOGY REF NO: MPDOH/AUG/26/1221**

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

CENTRE : **Nkangala District:**
Witbank Hospital

REQUIREMENTS : Appropriate qualifications that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Anesthesiology (2026). A valid work permit will be required from non-South Africans. Sound knowledge of medical ethics. Multidisciplinary management and teamwork and experience in the respective medical discipline. Knowledge of current Health and Public Service regulations and policies. Skills in terms of consultations, history taking, examination, clinical assessment and clinical management. **Grade 1:** None after registration with the HPCSA as Medical Specialist (Independent Practice). Minimum of one 1-year relevant experience after registration with a recognized Foreign Professions and / or the HPCSA as a Medical Specialist (Anesthesiology) for foreign qualified employees. **Grade: 2:** A minimum of five (5) years' experience after registration with the HPCSA as Medical Specialist (Independent Practice). A minimum of six (6) years' relevant experience after registration with a recognized foreign health profession council and / or the HPCSA as a Medical Specialist (Anesthesiology) for qualified foreign employees. **Grade 3:** A minimum of ten (10) years' experience after registration with the HPCSA as Medical Specialist (Independent Practice). Minimum of eleven (11) years' relevant experience after registration with a recognized foreign health profession council and / or the HPCSA as a Medical Specialist (Anesthesiology) for qualified foreign employees. Knowledge, skills, Training and Competences required. Sound knowledge of medical ethics. Multidisciplinary management and teamwork and experience in the respective medical discipline. Sound clinical knowledge. Competency and skills in general clinical domains. The ability to work independently and under pressure and beyond normal working hours and work with diverse team. Good communication, leadership, interpersonal, and engage when necessary. Knowledge of current health policies, legislation, programs and priorities within the domain. Ability to teach and guide junior staff within the department. Behavioural Attributes: Stress tolerance, to work within a team, self-confidence and the ability to build and maintain good relationship.

DUTIES : Supervising the management of and managing Anesthesiology and coordinate services. To execute duties and functions with proficiency, to support the aims and objectives of the institution that consistent with standards of patient care. Accept responsibility for the management of patients admitted in a level 2/3 package of service facility. Assist in the preparation and implementation of guidelines and protocols. Participate in academic and training programs. Assist with clinical audits actively participate in continuous professional development. Provide support to hospital management towards an efficient standard of patient care and services maintained. Comply with the performance Management and Development System (conducting quarterly reviews and final assessment).

ENQUIRIES : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 29/261 : **OPERATIONAL MANAGER NURSING (PN-B3): PHC REF NO: MPDOH/AUG/26/1222**

SALARY : R720 819 – R821 484 per annum

CENTRE : Nelspruit CHC (Ehlanzeni District)

REQUIREMENTS : Senior Certificate / Grade 12 or equivalent qualification plus Basic qualification accredited with the South African Nursing Council in Terms of Government Notice 425, (i.e. Diploma / Degree in Nursing) that allows registration with the

SANC as a Professional Nurse (2026) plus a post basic nursing qualification, with duration of at least 1 year, accredited with the SANC in terms of Government Notice No R212 in Primary Health Care. A minimum of nine (09) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with South African Nursing Council (SANC) in General Nursing. At least five (05) years of period referred to above must be appropriate/recognizable in the specific specialty after obtaining the one (01) year post basic qualification in Primary Health Care Nursing Science. A post basic qualification in Nursing Administration/Health service management. Experience and knowledge of the District Health System. Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practices and how these impact on service delivery. Demonstrate a basic understanding of HR and finance and practices. Knowledge of relevant legal framework such as Nursing Act, Health Occupational and Safety Act, Patients Right Charter, Batho Pele Principles, Operational Management Skills. Problem Solving, planning and Organizing Skills. Expected to work under pressure and on night duty. Leadership. Supervisory, problem-solving, conflict resolution, inter-personal and communication and communication skills. Demonstrate an in-depth understanding of legislation and related ethical nursing practices and how this impact on service delivery. Computer literacy will be an added advantage (MS Word, Excel, PowerPoint and Outlook). Computer literacy.

DUTIES : Manage and provide PHC facility supervisory in line with the PHC Supervision Guideline. Ensure clinical nursing practice by the nursing team in the facility in accordance with the scope and practice and nursing standard as determined by the relevant health facility. Promote quality nursing care as directed by the professional scope of practice and standard in accordance with the PHC delivery package. Ensure the implementation on National Core Norms and Standards including Six Priority Areas. Advocate for patients through ensuring adherence to Batho Pele Principles. Coordinate community involvement and participation. Manage and monitor effective use and maintenance of assets and infrastructure of the facility. Monitor information management and documentation.

ENQUIRIES : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 29/262 : **ASSISTANT DIRECTOR: REVENUE MANAGEMENT REF NO: MPDOH/AUG/26/1227 (X5 POSTS)**
(Re-advertisement)

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

CENTRE : **Ehlanzeni District:**
Mapulaneng Hospital (X1 Post)
Rob Ferreira Hospital (X1 Post)
Themba Hospital (X1 Post)
Gert Sibande District:
Ermelo Hospital (X1 Post)
Nkangala District:
Witbank Hospital (X1 Post)

REQUIREMENTS : Senior Certificate / Grade 12 plus Diploma / Degree (NQF Level 6/7) in Accounting, Financial Management, Public Finance, Cost and Management Accounting, Commerce as recognized by SAQA. A minimum of three (3) years relevant experience in Revenue Management, Patient Administration, Financial Management at supervisory / management (Level 7/8). Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations, Revenue Management policies, National Health Act, and relevant departmental prescripts. Knowledge of BAS, PEIS and other relevant systems. Computer literacy in Microsoft Office (Excel, Word and PowerPoint). Valid driver's license will be an added advantage.

DUTIES : Manage and coordinate all revenue management functions within the institution. Monitor patient registration, classification and billing processes to ensure accurate revenue generation. Ensure timely collection of outstanding revenue from patients, medical schemes, Road Accident Fund (RAF) and other debtors. Monitor debtor age analysis and implement debt collection strategies to improve revenue collection. Ensure correct application of the Uniform Patient Fee Schedule (UPFS) and relevant billing policies. Monitor and improve data

quality relating to patient administration and billing. Supervise and develop Revenue Management personnel. Coordinate revenue enhancement initiatives and identify opportunities to increase revenue collection. Conduct regular revenue audits and implement corrective measures. Investigate revenue leakages, billing discrepancies and fraud risks. Compile monthly, quarterly and annual revenue reports. Monitor compliance with PFMA, Treasury Regulations and departmental policies. Liaise with internal and external stakeholders including, Patient Administration, Internal Audit, Medical Schemes, RAF etc. Provide training and mentoring to Revenue Management staff. Perform any other duties delegated by management.

ENQUIRIES : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 29/263 : **ARTISAN FOREMAN GRADE A: ELECTRICAL REF NO: MPDOH/AUG/26/1228**

SALARY : R397 329 - R450 504 per annum
CENTRE : Mapulaneng Hospital (Ehlanzeni District)
REQUIREMENTS : Appropriate Trade Test Certificate plus five (5) post qualification experience as an Artisan either in the following: carpentry / bricklaying / painting / plumbing / mechanical and electrical. Knowledge in technical and maintenance matters. Knowledge of the PFMA and the OHSA. Strong Leadership and Management ability. Ability to communicate affectively at operational level. Must be computer literate. A valid driver's licence.

DUTIES : Effective supervision and management of day to day activities of the workshop staff in the built environment, conduct regular site inspections and ensure that all sites comply with the relevant statutory regulations. Receive, Attend to and follow up on outstanding job cards, supervise the maintenance of government properties, safeguard and oversee the maintenance of workshop equipment, monitor the removal of refuse and office furniture at state buildings, attend maintenance related meetings with client departments. Assist with financial and procurement, administration processes of workshops. Manage staff and yearly allocated budgets according to the PMDS and PFMA. Identify training needs. Leave management and personnel performance management. Compile reports on Workshop activities and related inputs when required.

ENQUIRIES : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 29/264 : **STATE ACCOUNTANT: REVENUE MANAGEMENT REF NO: MPDOH/AUG/26/1231 (X3 POSTS)**
(Three (3) Year Contract: Unemployed Graduate)
(Re-advertisement)

SALARY : R338 106 per annum (Level 07), (plus service benefits)
CENTRE : Provincial Office, Mbombela (Nelspruit)
REQUIREMENTS : Senior Certificate / Grade 12 or equivalent qualification. Diploma / Degree (NQF Level 6/7) in Accounting / Finance / Financial Management / Management Accounting as recognised by SAQA. Knowledge and experience of provisioning administration, focus in the following areas: Public Finance Management Act (PFMA) and Treasury Regulations. Computer literacy. Sound interpersonal and communication skills (written and verbal). Good management and supervisory skills. Ability to work independently and tight deadlines. Valid driver's license will be an added advantage.

DUTIES : Capturing of receipts and journals on BAS. Process debtor's accounts. Monitoring of PEIS accounts. Billing of PAIA accounts. Administer sectional logistics. Collect cash and deposit. Prepare reconciliation and financial reports. Request reports on BAS for submission to Treasury. Consolidate revenue information as received from various facilities.

ENQUIRIES : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 29/265 : **STATE ACCOUNTANT: REVENUE MANAGEMENT REF NO: MPDOH/AUG/26/1245 (X14 POSTS)**
(Three (3) Year Contract: Unemployed Graduate)
(Re-advertisement)

SALARY : R338 106 per annum. (Level 07), (plus service benefits)
CENTRE : **Ehlanzeni District:**
Barberton Hospital (X1 Post)
Lydenburg Hospital (X1 Post)
Matibidi Hospital (X1 Post)
Matikwana Hospital (X1 Post)
Mapulaneng Hospital (X2 Posts)
Rob Ferreira Hospital (X2 Posts)
Sabie Hospital (X1 Post)
Shongwe Hospital (X1 Post)
Themba Hospital (X2 Posts)
Tintswalo Hospital (X1 Post)
Tonga Hospital (X1 Post)

REQUIREMENTS : Senior Certificate / Grade 12 or equivalent qualification. Diploma / Degree (NQF Level 6/7) in Accounting / Finance / Financial Management / Management Accounting as recognized by SAQA. Knowledge and experience of provisioning administration, focus in the following areas: Public Finance Management Act (PFMA) and Treasury Regulations. Computer literacy. Sound interpersonal and communication skills (written and verbal). Good management and supervisory skills. Ability to work independently and tight deadlines. Valid driver's license will be an added advantage.

DUTIES : Capturing of receipts and journals on BAS. Process debtor's accounts. Monitoring of PEIS accounts. Billing of PAIA accounts. Administer sectional logistics. Collect cash and deposit. Prepare reconciliation and financial reports. Request reports on BAS for submission to Treasury. Consolidate revenue information as received from various facilities.

ENQUIRIES : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 29/266 : **STATE ACCOUNTANT: REVENUE MANAGEMENT REF NO: MPDOH/AUG/26/1253 (X8 POSTS)**
(Three (3) Year Contract: Unemployed Graduate)
(Re-advertisement)

SALARY : R338 106 per annum. (Level 07), (plus service benefits)
CENTRE : **Nkangala District:**
Bernice Samuel Hospital (X1 Post)
H A Grove Hospital (X1 Post)
Impungwe Hospital (X1 Post)
Middelburg Hospital (X1 Post)
Mmametlhake Hospital (X1 Post)
KwaMhlanga Hospital (X1 Post)
Waterval Boven Hospital (X1 Post)
Witbank Hospital (X1 Post)

REQUIREMENTS : Senior Certificate / Grade 12 or equivalent qualification. Diploma / Degree (NQF Level 6/7) in Accounting / Finance / Financial Management / Management Accounting as recognized by SAQA. Knowledge and experience of provisioning administration, focus in the following areas: Public Finance Management Act (PFMA) and Treasury Regulations. Computer literacy. Sound interpersonal and communication skills (written and verbal). Good management and supervisory skills. Ability to work independently and tight deadlines. Valid driver's license will be an added advantage.

DUTIES : Capturing of receipts and journals on BAS. Process debtor's accounts. Monitoring of PEIS accounts. Billing of PAIA accounts. Administer sectional logistics. Collect cash and deposit. Prepare reconciliation and financial reports. Request reports on BAS for submission to Treasury. Consolidate revenue information as received from various facilities.

ENQUIRIES : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi

Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 29/267 : **STATE ACCOUNTANT: REVENUE MANAGEMENT REF NO: MPDOH/AUG/26/1263 (X10 POSTS)**
(Three (3) Year Contract: Unemployed Graduate)
(Re-advertisement)

SALARY : R338 106 per annum. (Level 07), (plus service benefits)
CENTRE : **Gert Sibande District:**
Amajuba Memorial Hospital (X1 Post)
Bethal Hospital (X1Post)
Carolina Hospital (X1 Post)
Elsie Ballot Hospital (X1Post)
Embhuleni Hospital (X1 Post)
Ermelo Hospital (X2 Posts)
Evander Hospital (X1 Post)
Piet Retief Hospital (X1 Post)
Standerton Hospital (X1 Post)

REQUIREMENTS : Senior Certificate / Grade 12 or equivalent qualification. Diploma / Degree (NQF Level 6/7) in Accounting / Finance / Financial Management / Management Accounting as recognized by SAQA. Knowledge and experience of provisioning administration, focus in the following areas: Public Finance Management Act (PFMA) and Treasury Regulations. Computer literacy. Sound interpersonal and communication skills (written and verbal). Good management and supervisory skills. Ability to work independently and tight deadlines. Valid driver's license will be an added advantage.

DUTIES : Capturing of receipts and journals on BAS. Process debtor's accounts. Monitoring of PEIS accounts. Billing of PAIA accounts. Administer sectional logistics. Collect cash and deposit. Prepare reconciliation and financial reports. Request reports on BAS for submission to Treasury. Consolidate revenue information as received from various facilities.

ENQUIRIES : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 29/268 : **PROFESSIONAL NURSE GRADE 1 (PN-A2): GENERAL NURSING REF NO: MPDOH/AUG/26/1265 (X3 POSTS)**

SALARY : R337 359 – R397 392 per annum
CENTRE : **Nkangala District:**
Witbank Hospital (X2 Posts)
Ehlanzeni District:
Mapulaneng Hospital (X1 Post)

REQUIREMENTS : Senior Certificate / Grade 12 plus Basic qualification accredited with the SANC in terms of Government Notice (i.e. Diploma / Degree in General Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse (2026). Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision-making skills.

DUTIES : Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the health facility. Promote quality of nursing care as directed by the professional scope of practice and standards. Participate in the implementation of the National Core Standards and Ideal Hospital Realization Framework. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multi-disciplinary team to ensure quality nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient needs, requirements and expectations (Batho- Pele). Effectively manage resources allocated in your unit.

ENQUIRIES : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi

		Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
POST 29/269	:	**ARTISAN (PRODUCTION) GRADE A: PLUMBER REF NO: MPDOH/AUG/26/1266**
SALARY	:	R253 341 – R281 172 per annum
CENTRE	:	Gert Sibande District Office, Ermelo
REQUIREMENTS	:	Minimum of Grade 10-12 or equivalent qualifications plus an appropriate completed apprenticeship and trade test certificate in Plumbing. Must have basic computer knowledge for time entry, preventative maintenance and work orders. Valid driver's Licence. Willingness to work irregular hours and attend to emergencies when required. Ability to communicate in two of the three official languages of the Mpumalanga Province (read & write) Ability to work under pressure Must be willing to work in adverse weather conditions In physical sound and healthy condition Prepared to perform overtime and standby duties, including weekends and public as well as over peak periods, as and when needed.
DUTIES	:	Responsible to monitor reservoir levels and sewer pumps Responsible for repairs and maintenance of water & sewer pipelines (mains) and fittings. Installation and maintenance of sewer connections and new mains. Responsible for materials and sores requisitions. Recordkeeping of daily work. Responsible for on-site Occupational Health & Safety. Responsible for Municipal assets and equipment. Responsible for supervision of staff.
ENQUIRIES	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
NOTE	:	All applications will be considered, but in terms of its Employment Equity Target, the Department would prefer to appoint a Females candidates in that category can be identified.

OFFICE OF THE PREMIER

The Office of the Premier is looking for a dynamic, innovative, experienced and suitable candidate to fill the post of Head of Department (Superintendent-General): Co-operative Governance, Human Settlements and Traditional Affairs.

APPLICATIONS	:	applications should only be submitted online through the link: erecruitment.mpg.gov.za
CLOSING DATE	:	31 August 2026
NOTE	:	The Office of the Premier is an equal opportunity employer. It is our intention to promote representativity in respect of race, youth, gender and disability through the filling of this position and that the candidature of persons, whose transfer/promotion/appointment will promote representativeness, will receive preference. The minimum entry requirement for this post, i.e. Senior Management Services (SMS) posts is a Pre-entry Certificate that is obtainable through a course named Certificate for entry into SMS to be submitted to the Internal HRM and Development before appointment, and the full details can be sourced by following the link: https://www.thensg.gov.za/training-course/sms-pre-entry-programme on the new Z83 form and should be accompanied by a comprehensive CV. Only short-listed candidates will be required to submit certified copies of qualifications. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. The appointment is subject to security clearance, security vetting, employment reference checks, qualifications' verification and signing of an employment contract and a performance agreement. The successful candidate will be required to disclose his/her financial interests.

MANAGEMENT ECHELON

POST 29/270	:	**HEAD OF DEPARTMENT (SUPERINTENDENT-GENERAL): CO-OPERATIVE GOVERNANCE, HUMAN SETTLEMENTS AND TRADITIONAL AFFAIRS REF NO: HOD/COGHSTA/2026** (Five-years' employment contract) (Re- advertisement)
SALARY	:	R2 446 749 per annum (Level 16), (all-inclusive package). In addition, a 10% Allowance is payable as Head of Department
CENTRE	:	Mbombela
REQUIREMENTS	:	An appropriate postgraduate qualification (NQF level 8), as recognised by SAQA. 10 years' experience at a senior management level. Core and Process Competencies include: Strategic Capability and Leadership, People Management and Empowerment, Programme Management and Empowerment, Financial Management, Change Management, Knowledge Management, Service Delivery Innovations, Client Orientation and Customer Focus and Communication. In addition, the incumbent will have to be sensitive to the political and strategic objectives of government. The ideal candidate should have the following qualities: Strong thinking capability. Ability to lead and align teams of senior professionals and analysts. Strong research, sound networking and interpersonal skills. Sound people management capabilities. Good exposure to knowledge management ethos and practices. Proven record of honesty and integrity as a professional/ manager. Good exposure to project management practices and systems. Sensitivity to the political-administrative interface, and appreciation of the policy support role within a politically led executive decision-making process.
DUTIES	:	As an Accounting Officer for the Department of Co-operative Governance, Human Settlements and Traditional Affairs, the incumbent will be responsible to perform the following functions: Ensuring the efficient and effective management of co-operative governance, human settlements and traditional affairs matters. Providing strategic leadership to the delivery of co-operative governance, human settlements and traditional affairs programmes in the province. Facilitate all tasks related to the development, stability and viability of local government as well as the housing sector in the Province. Promote effective and mutually beneficial intergovernmental relations in the Province. Promote integrated development planning by local government. Co-ordinate disaster management support and disaster-related relief. Managing the provision of internal audit services. Ensuring compliance with the provisions of the Public Service Act and Regulations, collective agreements and other statutory obligations by the staff of the Department. Managing the financial, human and physical resources of the Department efficiently and in accordance with government policies. This is a contract post and the successful candidate will be required to enter into a five-years' employment contract and a performance agreement with the Executive Authority. Short-listed candidates will be subjected to a competency assessment and security clearance.
ENQUIRIES	:	should be directed to the Deputy Director: Internal HRM & D: Ms. SS Monareng Tel No: (013) 766 2004.
NOTE	:	Please forward your applications, quoting the relevant reference number to: E-recruitment Mpumalanga If no correspondence is received within two months of the closing date, applicants must accept that their applications have been unsuccessful.

ANNEXURE U

PROVINCIAL ADMINISTRATION: NORTHERN CAPE
DEPARTMENT OF TRANSPORT SAFETY AND LIAISON
This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the Department

APPLICATIONS	:	Applications stating the relevant reference number must be sent to: Head of Department: Department of Transport, Safety and Liaison, Ocean Echo Building, Cnr Sidney and Lennox Street, P.O.Box 1368, Kimberley, 8300. All applications should be submitted using the link below: https://form.jotform.com/262162131067549
FOR ATTENTION	:	Ms.J.J.Jafta
CLOSING DATE	:	28 August 2026
NOTE	:	Note" in line with DPSA Circular 19 of 2022, applicants are required to submit the new employment Z83 form which can be downloaded at www.dpsa.gov.za-vacancies or obtained at any government. A recently updated, comprehensive CV, with at least two (2) contactable references should accompany the fully completed and signed new (Z83) form. "Note" in line with DPSA Circular 19 of 2022, applicants are submitting Z83 and CV Only. The provision of certified copies of qualifications will only be required from shortlisted candidates for submission on or before the day of the interview. Shortlisted applicants will be subjected to qualification verification, reference checking, security screening and vetting. Shortlisted candidates will be required to submit proof of RSA Citizenship/Permanent Resident permit. Should you be in possession of a foreign qualification, it is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation only when shortlisted. Correspondence will be limited to successful candidates only. Short-listed candidates will be expected to avail themselves at the Department's convenience. The department reserves the right not to make appointments to the advertised posts. Incomplete applications, applications received after the closing date or applications without SAQA verification reports for foreign qualifications will not be considered. It is important to note that it is the applicant's responsibility to ensure that all information and attachments in support of the application are submitted by the due date. Each application for employment form (Z83) must be duly signed and initialled by the applicant. Failure to sign this form may lead to disqualification during the selection process. Applications submitted using the old Z83, as well as not submitting the required documents will result in the application not being considered. All shortlisted candidates shall undertake two pre-entry assessments. One of which shall be a practical exercise, and the other shall be an Integrity (Ethical Conduct) Assessment. All applications, including those submitted via registered mail must reach the department before 16:00 on the day of the closing date; late applications will not be considered.

OTHER POST

POST 29/271	:	**PROVINCIAL INSPECTORS (X14 POSTS)** Directorate: Transport Regulations
SALARY	:	R280 278 - R330 162 per annum (Level 06)
CENTRE	:	Kimberley Ref No: S4.1/08/01 (X3 Posts) Mothibistad Ref No: S4.1/08/02 (X1 Post) Olifantshoek Ref No: S4.1/08/03 (X2 Posts) Richmond Ref No: S4.1/08/04 (X1 Post) Springbok Ref No: S4.1/08/05 (X1 Post) Upington Ref No: S4.1/08/06 (X2 Posts) Britstown Ref No: S4.1/08/07 (X4 Posts)
REQUIREMENTS	:	Matric Certificate or Grade 12 Valid code B driving Licence with manual transmission Traffic Officer Diploma accredited by a Traffic Training Institution approved by the Road Traffic Management Corporation. Computer Literate. Be medically fit and be able to work under strenuous conditions SAPS Clearance Certificate- No criminal record or pending case. Be willing to be vetted. Knowledge and Skills: Good record and resource management. Good customer relationship management abilities. Completion of law enforcement documents Knowledge and understanding of road traffic and public transport legislation, policies and guidelines. Knowledge of vehicle inspections and

vehicle impoundment. Knowledge of firearm and ammunition Act 60/2000 Code of conduct within the Public Service Knowledge of overload control and escort duties. Knowledge of operational guidelines on law enforcement equipment. Ability to work under pressure. Good observation skills (moving violations/defects). Good driving and negotiation skills. Sound interpersonal and conflict resolution skills. Good written and verbal communication skills in at least two of the provincial official languages.

DUTIES : Enforce Road Traffic, Public Passenger and Transport legislations. Examine driver licences and motor vehicles and vehicle testing stations. Provide visible Traffic Control/ Policing and promote crime prevention activities. Perform all administrative activities and related duties

ENQUIRIES : Ms N. Joka at 076 521 4735

NOTE : NB: Applicant may be transferred/ deployed to any station within the province where the need is identify, at the discretion of the department Note: Youth and Woman are encouraged to apply

PROVINCIAL ADMINISTRATION: WESTERN CAPE
DEPARTMENT OF AGRICULTURE

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

CLOSING DATE : 07 September 2026

NOTE : Shortlisted candidates will be required to attend interviews on a date and time determined by the department and submit documentation for verification purposes and criminal record vetting. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POST

POST 29/272 : **ASSISTANT AGRICULTURAL PRACTITIONER REF NO: AGR 57/2025 R1 (X2 POSTS)**
3 Year Contract Position at Various Locations

SALARY : R201 093 - R236 877 per annum (Level 04), plus 37% in lieu of benefits.

CENTRE : Department of Agriculture, Western Cape Government

REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A valid driving licence (Code B or higher). NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of extension methodologies; Good communication skills; Job Related Skills; Ability to communicate with clients and farmers; Basic reporting skills; Basic level of public speaking; Group dynamics understanding.

DUTIES : Assist in rendering general agricultural advice to internal and external clients so as to ensure sustainable development; Assist in providing technical support on all agricultural projects, food security initiatives, and land development support programmes and also assist with planning, advice, facilitation of training and after care; Assist in promoting a pluralistic approach and partnerships with relevant agricultural stakeholders and organised agriculture; Assist in promotion of sustainable production of agricultural products; Perform administrative and related functions.

ENQUIRIES : Mr J Aries Tel No: (021) 808 5103

DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

CLOSING DATE : 07 September 2026

NOTE : Shortlisted candidates will be required to attend interviews on a date and time determined by the department and submit documentation for verification purposes and criminal record vetting. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records

and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 29/273 : **DEPUTY DIRECTOR: AGRI-PROCESSING REF NO: DEDAT 25/2025 R1**

SALARY : R932 292 per annum (Level 11), (all-inclusive salary package)
CENTRE : Department of Economic Development and Tourism, Western Cape Government.
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Economics; A minimum of 3 years management experience. Competencies: Knowledge of the following: Human resource management processes. Knowledge of labour relations; Financial management; Project management and administration; Public service procedures; Applicable policies and procedures. Knowledge of economic sectors; Relationship management. Knowledge of monitoring and evaluation. Knowledge of basic research methodology. Knowledge of economic sectors. Skills in the following: Numeracy; Computer Literacy; Language skills; Project Management; Accounting Finance and Audit; Information Technology; Formal Training; Economics, financial analysis; Legal Administration; Strategic Planning; Communication; Interpersonal; Analytical; Negotiation; Planning and organising; Conceptualisation; Motivational; Financial management; People management; Presentation, facilitation, coaching and mentoring; Stakeholder management; Research skills.
DUTIES : Develop operational primary sector programmes; Develop and maintain networks with stakeholders; Build and strengthen market growth and promotion of the primary sector; Identify sector specific blockages; Render project management and administration for primary sector programmes emanating from government policy; Provide Human Resource and Financial Management.
ENQUIRIES : Mr G Dingaan at Goodwell.Dingaan@westerncape.gov.za

POST 29/274 : **STATE ACCOUNTANT: MANAGEMENT ACCOUNTING REF NO: DEDAT 25/2026**

SALARY : R413 001 - R486 501 per annum (Level 08)
CENTRE : Department of Economic Development and Tourism, Western Cape Government.
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) with Accounting or Economics as majors; A minimum of 1-year relevant experience in a financial management or similar environment; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Management; Customer service; Project Management; Accounting Finance and Audit; Information Technology; Financial analysis; People Management. Skills in the following: Numeracy; Computer Literacy in MS Office; Language skills; Presentation; Research; Excellent verbal and written communication skills; Interpersonal relations; Flexibility; Innovation; Organising; Delivering Results and Meeting Customer Expectations; Adhering to Principles and Values; Writing and Reporting; Presenting and Communicating Information; Working with People; Ability to work under pressure.
DUTIES : Assist in the co-ordination of the Budgeting and Planning portfolio; Assist in the co-ordination Revenue and Expenditure Portfolio; Assist in the co-ordination of the Reporting portfolio.
ENQUIRIES : Mr R Le Breton at Robert.lebreton@westerncape.gov.za or Tel No: (021) 829 9158

DEPARTMENT OF HEALTH AND WELLNESS

In line with the Employment Equity Plan of the Department of Health it is our intention with this advertisement to achieve equity in the workplace by promoting equal opportunities and fair treatment in employment through the elimination of unfair discrimination.

APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

CLOSING DATE : 28 August 2026, 17:00PM

NOTE : It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. Kindly note that excess personnel will receive preference. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment.

ERRATUM: Kindly note that the advert for the Post 28/215: Assistant Director: Expenditure Analysis and Management Reporting, Salary R487 197 per annum, Centre: Head Office (Cape Town) advertised in the Public Service Vacancy 28 dated 07 August 2026 with Ref No: 28/215. Kindly note that the post has been cancelled.

OTHER POSTS

POST 29/275 : **CLINICAL MANAGER (MEDICAL) GRADE 1**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R1 479 723 per annum, (A portion of the package can be structured according to the individual's personal needs).

CENTRE : Northern/Tygerberg Sub-Structure Office

REQUIREMENTS : Minimum educational qualification: Appropriate Qualification that allows for registration with the Health Professions Council of South Africa as a Medical Practitioner. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner. Experience: Minimum of 3 years appropriate experience as Medical Officer after registration with the HPCSA as Medical Practitioner. Inherent requirements of the job: Valid driver's licence (Code B/EB) and willingness to travel. Competencies (knowledge/skills): Strong leadership, organisational operational and contingency planning skills. Independent decision-making and problem-solving skills. Good knowledge of applicable legislation, regulations and provincial policies. Proven management competencies in a public health environment. Appropriate experience of managing health services. Supervisory experience and experience in dealing with different stakeholders.

DUTIES : Develop and nurture stakeholder relations in the Metro East Ecosystem. Oversee all clinical services within Northern Tygerberg Substructure. Ensure Quality Assurance and Medico Legal services for the Sub-structure. Clinical Governance systems design to support service improvement initiatives/innovation. Ensure implementation of service re-design and support within the Metro East Ecosystem. Ensure compliance with finance and supply chain processes with a focus on efficient service provision. Training/tutoring of junior Medical Officers. Act as custodian of the clinical governance (internal and external) and mentoring of clinical staff in the Sub-structure. Co-ordinate and facilitate outreach and support within the ecosystem.

ENQUIRIES : Dr M Phillips Tel No: (021) 815-8854

NOTE : No payment of any kind is required when applying for this post.

POST 29/276 : **MEDICAL OFFICER GRADE 1 TO 3 (EMERGENCY MEDICINE) (X5 POSTS)**
(1-Year Contract)

SALARY : Grade 1: R1 041 402 per annum
Grade 2: R1 188 255 per annum
Grade 3: R1 375 245 per annum
(A portion of the package can be structured according to the individual's personal needs). (It will be expected of the successful candidate to participate in a system of remunerated commuted overtime)

CENTRE : Groote Schuur Hospital, Observatory

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a

Medical Practitioner. Registration with the Professional Council: Registration with the HPCSA as a Medical Practitioner. Experience: **Grade 1**: None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 2**: A minimum of 5 years' appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the job: Commuted overtime is compulsory. Advanced Cardiac Life Support (ACLS) certified. Competencies (knowledge/skills): Ability to communicate effectively (verbal and written). Desire to conduct research. Completion of Community Service and prior Emergency Centre experience. Appropriate and sufficient clinical experience in the emergency environment seeing trauma and non-trauma patients. Additional course, ultrasound. Ability to work as part of a multidisciplinary team.

DUTIES : Contribute to the teaching sessions for the department. Partake in the clinical governance for the department including medicolegal matters. Provision of quality clinical and non-clinical patient care in the trauma and non-trauma environment. Involvement in innovation projects and research activities within the department.

ENQUIRIES : Ms S Ndwebi Tel No: (021) 404-4157 or email: sinazo.ndwebi@westerncape.gov.za

NOTE : No payment of any kind is required when applying for this post. Please ensure that you attached an updated CV. Groote Schuur Hospital has adopted the department's ecosystem framing of its training platform. Accordingly, all Medical Officer appointments may be called upon to work across this platform and may include rotations at Metro West and Rural East hospitals. This includes Red Cross War Memorial Children's Hospital, New Somerset Hospital, Mitchells Plein District Hospital, Victoria Hospital and George Provincial Hospital. Candidates will be subjected to a practical test. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).

CLOSING DATE : 28 August 2026, 17:00 PM

POST 29/277 : **REGISTRAR (MEDICAL)**
Chief Directorate: Emergency and Clinical Support Services
(4-Year Contact)

SALARY : R1 041 402 per annum, (A portion of the package can be structured according to the individual's personal needs.)

CENTRE : Forensic Pathology Service

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as an Independent Medical Practitioner. Registration with a professional council: Registration with the HPCSA as an Independent Medical Practitioner. Inherent requirement of the job: Valid Code B/EB driver's license. Willingness to perform work outside normal working hours and away from base of employment according to an after hours duty roster. Competencies (knowledge/skills): Display knowledge and all other prescripts that concerns the functioning of a Forensic Medicine Department and continuous learning and improvement of knowledge and skills. Willingness to complete the Diploma in Forensic

Pathology with the CMSA within 12 months of employment of this post. Ability to adhere to health and safety standards. Ability to adhere to requests, follow advice and instructions from consultants and conform to divisional protocols and professional ethical and behavioural code. Problem solving abilities, as can be expected from a Registrar in FPS. Continuous academic input and contribution, including case and topic presentations, conference participation, research and participation in all academic activities in the Division. Ability to successfully complete at least one research project and submit such research manuscript for publication in a peer-reviewed journal. Above-average ability to communicate clearly and discreetly in person and in writing. Ability to travel to peripheral FPS facilities should it be required to render a supportive function at other facilities in terms of service delivery requirements. Ability to work well within a group at all levels of authority. Ability to consult with the responsible consultant, HCU or HOD when unsure of how to proceed with a case or related problem and inform a consultant whenever any work-related complication arises. Ability to work under pressure. Organisational skills and ability to plan. Rendering effective and efficient service under consultant supervision. Above-average computer and software literacy. Medical Research capabilities. Ability to contribute to the Division's teaching program by assisting in the instruction of Medical, Biomedical Science and Law students, Forensic Pathology Officers and Medical staff. Ability to perform medicolegal autopsies in the examination of unnatural death admissions. Exposure to Post-mortems, autopsy work and dissection. -Good interpersonal skills including effective service delivery within a group situation at all levels of authority.

DUTIES : To render effective and efficient service delivery to all stakeholders as per the standard of the Division. To compile reports as per the standards of the UCT Forensic Medicine and Toxicology. OFPI Division and Courts. Learning, Teaching and Training. To provide after- hour Forensic Medicine Service.

ENQUIRIES : Dr TL Cook, email: Tracy.Cook@uct.ac.za

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. Candidates who are deemed "registrable" may also apply. The appointment of successful applicants will only be effected once proof of application for registration or the proof of registration is provided. Other: Registrars will be required to register as post-graduate students with the University of Cape Town of the Western Cape as applicable according to the requirements for the discipline in the yearbook and guidelines. All applicants must be South African citizens or permanent residents. It will be expected of the successful candidate to participate in a system of Remunerated Commuted Overtime. Employees in service who opt to continue with their pension benefits as Registrar, will be required to resign after completion of their Registrarship should they not be successful for advertised Specialist positions. Appointment conditions and rotation: Appointment of Registrars will be for a maximum contract period of 4 years (or 5 years dependent on the minimum requirements of the post). It may become necessary to second/ transfer staff to another hospital/ institution during their period of training, in which case affected staff will be consulted prior to any decision being implemented. -Registrars will function across health facilities, as per an agreed programme. Should the registration with the HEI as a student be discontinued for any reason, the appointment as Registrar also discontinues. Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personal. As such they are entitled to receive pay progression.

POST 29/278 : **MEDICAL OFFICER GRADE 1 TO 3 (CARDIOTHORACIC SURGERY)**
(1-Year Contract)

SALARY : Grade 1: R1 041 402 per annum
Grade 2: R1 188 255 per annum
Grade 3: R1 375 245 per annum
A portion of the package can be structured according to the individual's personal needs). (It will be expected of the successful candidate to participate in a system of remunerated commuted overtime)

CENTRE : Groote Schuur Hospital, Observatory

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner. Experience: **Grade 1:** None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 2**: A minimum of 5 years' appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3**: A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the job: Commuted overtime is compulsory. Participate in after-hours call roster for the general cardiothoracic surgery service. Competencies (knowledge/skills): Proven ability to manage cardiothoracic surgical patients. Sound clinical judgement in the peri operative and post-operative management of adult cardiac and thoracic surgery patients. Competence in ward-based patient care, emergency assessment, escalation of care, and coordination with ICU and theatre teams. Ability to work independently under senior supervision and to contribute effectively to a consultant led service. Capacity to manage service demands, including after hours emergencies and time critical referrals. Computer literacy, with the ability to maintain accurate clinical records and contribute to service audits. Understanding of the operational challenges of public health care delivery, transformation, equity, and service sustainability. Ability to function effectively in a high-pressure clinical environment is essential. Completion of Internship and Community Service. Previous experience in General Surgery and ICU.

DUTIES : Delivery of day to day clinical services within the Cardiothoracic Surgery service of the Chris Barnard Division of Cardiothoracic Surgery. Comprehensive inpatient ward management, including admissions, daily reviews, discharges, and coordination of care. Participation in theatre lists and assistance with operative procedures as required by service demands. Management of emergency cardiothoracic referrals and after hours clinical responsibilities. Participation in outpatient clinics and pre operative patient assessment. Contribution to morbidity and mortality meetings and service audits as required. Upholding professional, ethical, and patient centered standards of care. Clinical workload includes ward management, peri operative care, emergency consultations, outpatient clinics, and assistance in theatre. High service burden with exposure to complex adult cardiac and thoracic pathology typical of a tertiary referral centre.

ENQUIRIES : Prof Timothy Pennel, Email: tim.pennel@uct.ac.za

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)". Groote Schuur Hospital has adopted the department's ecosystem framing of its training platform. Accordingly, all medical officer appointments may be called upon to work across this platform and may include rotations at Metro West and Rural East hospitals. This includes Red Cross War Memorial Children's Hospital, New Somerset Hospital, Mitchells Plein District Hospital, Victoria Hospital and George Provincial Hospital. Please ensure that you attach an updated CV. The post is primarily service delivery orientated, with limited protected time for academic or research activities.

POST 29/279 : **DEPUTY DIRECTOR: FINANCIAL MANAGER**
Chief Directorate: Rural Health Services

SALARY : R932 292 per annum, (A portion of the package can be structured according to the individual's personal needs).

CENTRE : Paarl Hospital

REQUIREMENTS : Minimum educational qualification: Appropriate qualification at NQF level 7 (Degree) or equivalent. Experience: Appropriate experience in Supply Chain Management. Appropriate experience in Finance Management. Appropriate experience in preparation and reporting of financial statements. Appropriate and proven management experience, showing strong leadership, strategic and operational management skills. Appropriate experience Contract Management. Inherent requirements of the job: A valid (code B/EB) driver's licence and willingness to travel. Competencies (knowledge/skills): Generally recognized accounting practice, cost and management accounting. Knowledge of relevant legislation and regulations, including PFMA, Accounting Officer's system, National and Provincial Treasury Regulations and Finance Instructions. Advanced computer skills using MS Excel, Word, and PowerPoint with the ability to understand and analyses statistical and financial information. Proven leadership skills, together with the ability to influence and motivate others to achieve targets and deadlines. Critical and innovative thinking, to solve problems to improve organisational performance. Ability to lead, innovate and drive improved Finance and Supply Chain Management. Good communicate skills (verbal and in written).

DUTIES : Effective and efficient management of SCM. Management of revenue and patient administration. Financial and Management Accounting. Plan and manage the work of and account for the overall performance of the Sub directorate. Handle all aspects of financial management including audit compliance, budget, assets, procurement, monitoring and evaluation. Handle all aspects of People Management.

ENQUIRIES : Mr F M Van der Watt, email: Francois.vanderWatt@westerncape.gov.za

NOTE : No payment of any kind is required when applying for this post.

POST 29/280 : **OPERATIONAL MANAGER NURSING GRADE 1 (GENERAL NURSING)**
Chief Directorate: Metro Health Services

SALARY : R571 161 per annum

CENTRE : Brackengate Transitional Care Facility

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent (R683) qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. OR A 4 year Bachelor Degree in Nursing (R174) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. OR A 3 year Diploma in Nursing (R171) that allows registration with the South African Nursing Council (SANC) as a General Nurse. Registration with a professional council: Registration with the SANC as Professional Nurse or General Nurse. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirement of the job: Valid Code B/EB driver's license. Will be required to deliver standby duties for the Hospital. Competencies (knowledge/skills): Computer literacy (MS Word, Excel, and Power Point.) - Good interpersonal skills, leadership and communication skills. Demonstrate an in-dept knowledge of nursing and public service legislation, regulation, and Departmental Policies. Knowledge of Human resource and financial guidelines, policies, and protocols.

DUTIES : Supervise and ensure the provision of effective and efficient patient care through adequate nursing care. Coordinate and monitor the implementation of nursing care plan and evaluation thereof. Provide relevant health information to health care users to assist in achieving optimal health care and rehabilitation of patients.

ENQUIRIES : Ms S Abrahams Tel No: (021) 834-5826

NOTE : No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment.

POST 29/281 : **OPERATIONAL MANAGER GRADE 1 (GENERAL: NIGHT DUTY) (X2 POSTS)**
Chief Directorate: Metro Health Services

SALARY : R571 161 per annum
CENTRE : Brackengate Transitional Care Facility
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent (R683) qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. OR A 4 year Bachelor Degree in Nursing (R174) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. OR A 3 year Diploma in Nursing (R171) that allows registration with the South African Nursing Council (SANC) as a General Nurse. Registration with a professional council: Registration with the SANC as Professional Nurse or General Nurse. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirement of the job: Will be required to work shifts, weekends and public holidays. Valid Code B/EB driver's licence. Will be required to deliver standby duties for the Hospital. Will be required to relief the Operational manager day shift/Nurse Manager. Competencies (knowledge/skills): Basic computer literacy. Knowledge and insight of relevant legislation and policy related to this nursing speciality within the public sector. Be able to function independent and as part of the multidisciplinary team. Ability to promote quality patient care through the setting, implementation, and monitoring of standards. Effective communication, interpersonal, leadership, organizational skills, decision making, and conflict resolution skills.
DUTIES : Manage, supervise and coordinating patient care and human resources on night duty for all departments within the hospital. Provide strategic leadership and guidance towards realization of strategic goals and objectives of the organization through the implementation of policies and regulations, and professional practices. Collect, verify and submit accurate midnight reports and handover of activities on night shift. Quality assurance management by auditing clinical records, doing ward rounds, managing patient safety incidents and complaints, coordinating and provide in-service training on night duty. Utilize the information management systems to enhance patient care and service delivery.
ENQUIRIES : Ms S Abrahams Tel No: (021) 834-5826
NOTE : No payment of any kind is required when applying for this post. click "online applications").

POST 29/282 : **RADIOGRAPHER GRADE 1 TO 3 (NUCLEAR MEDICINE)**

SALARY : Grade 1: R510 906 per annum
Grade 2: R598 260 per annum
Grade 3: R703 785 per annum
CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Radiographer in Nuclear Medicine. Registration with a professional council: Registration with the HPCSA as a Radiographer in Nuclear Medicine. Experience: **Grade 1:** None after registration with the HPCSA in Radiography (Nuclear Medicine) in respect of RSA qualified employees. One-year relevant experience after registration with the HPCSA in Radiography (Nuclear Medicine) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** Minimum of 10 years relevant experience after registration with the HPCSA in Radiography (Nuclear Medicine) in respect of RSA qualified employees. 11 years relevant experience after registration with the HPCSA in Radiography (Nuclear Medicine) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3**: Minimum of 20 years relevant experience after registration with the HPCSA in Radiography (Nuclear Medicine) in respect of RSA qualified employees. 21 years relevant experience after registration with the HPCSA in Radiography (Nuclear Medicine) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirements of the job: Will be required to be on standby and work overtime when required. Must be able to lift, move and assist patients when required.

Competencies (knowledge/skills): Appropriate experience in a general department with knowledge of radiation protection, quality assurance and equipment safety pertaining to Nuclear Medicine radiography. Strong interpersonal and communication skills. Knowledge and skills required to perform various Nuclear Medicine investigations. Ability to work effectively in a team environment and independently.

DUTIES : Be responsible for the provision of a patient-centred radiographic imaging service. Performing high-quality nuclear medicine imaging procedures using advanced imaging equipment. Preparing, dispensing, and administering radiopharmaceuticals in accordance with clinical protocols and regulatory requirements. Ensuring patient safety, comfort, and care by effectively communicating with and preparing patients for all procedures performed. Conducting daily quality control checks on nuclear medicine equipment to ensure optimal performance and compliance. Maintaining accurate patient records, imaging data, and procedural documentation. Adhering to radiation protection principles, safety protocols, and all relevant legislative and organizational requirements. Collaborating effectively with Nuclear Medicine Physicians and the multidisciplinary healthcare team to deliver high-quality patient care. Supporting the education and development of radiography students, Community Service Radiographers, and other healthcare students, registrars, and interns through in-service training and mentorship. Should be willing to participate in research initiatives and continuous quality improvement activities within the department.

ENQUIRIES : Mr L Africa Tel No: (021) 404-4022 or Mr G Malan Tel No: (021) 404-4103

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)".

POST 29/283 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: HIGH CARE)**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R495 423 per annum
Grade 2: R607 350 per annum

CENTRE : Victoria Hospital

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification, with duration of at least 1 year accredited with the SANC in Medical and Surgical Nursing Science: Critical Care Nursing: General. Or 4 year Bachelor Degree in Nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post graduate diploma (R635) accredited with the SANC in Critical Care Nursing (Adult). Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: **Grade 1**: A minimum of 4 years' appropriate/recognizable experience in nursing after registration as professional Nurse with SANC in General Nursing. **Grade 2**: A minimum of 14 years' appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of this period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining the one-year post-basic qualification or post-graduate diploma in the relevant specialty. Inherent requirements of the job: Willingness to work shifts, overtime, day and night duty, weekends and public holidays to meet the operational requirements. Competencies (knowledge/skills): Ability to maintain professionalism and the display of core values of the Department of Health WCG in the execution of duties, while practising within the legislation, regulations and protocols applicable to the public service. Skills to plan, organise & coordinate the service by analysing, problem solving & decision making. Leadership towards the realisation of strategic goals and objectives of the Intensive and High care unit. Knowledge

of practices or regimes within the relevant disciplines. Ability to work effectively within a multi-disciplinary team.

DUTIES : Provide an optimal, holistic, specialised Nursing Care within set standards and within a professional, legal framework as a Professional Nurse in an Intensive and High care unit. Effective utilisation of Human and Material Resources. Participate in training, development and research. Supervise and assist Staff Nurses & Nursing Assistants. Deliver a support service to the Nursing Service and the institution. Practice Nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Order medication and stock control.

ENQUIRIES : Ms JJ Phillips, email: Jessica.phillips@westerncape.gov.za

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for the appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification or post-graduate diploma in the relevant specialty.

POST 29/284 : **RADIOGRAPHER GRADE 1 TO 3 (DIAGNOSTIC) (X2 POSTS)**

SALARY : Grade 1: R413 121 per annum
Grade 2: R482 499 per annum
Grade 3: R564 822 per annum

CENTRE : Tygerberg Hospital, Parow Valley

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as a Radiographer in Diagnostic Radiography. Registration with a professional council: Registration with the HPCSA as a Diagnostic Radiographer. Experience: **Grade 1:** None after registration with the HPCSA as Diagnostic Radiographer in respect of RSA-qualified employees. 1-year relevant experience after registration with the HPCSA as Diagnostic Radiographer in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** A minimum of 10 years relevant experience after registration with the HPCSA as Diagnostic Radiographer in respect of RSA-qualified employees. A Minimum of 11 years relevant experience after registration with the HPCSA as Diagnostic Radiographer in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. -**Grade 3:** A minimum of 20 years relevant experience after registration with the HPCSA as Diagnostic Radiographer in respect of RSA-qualified employees. A minimum of 21 years relevant experience after registration with the HPCSA as Diagnostic Radiographer in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirement of the job: Render an after-hour service as part of your 40- hour work week as determined by the department. Competencies (knowledge/skills): Knowledge of protocols, radiation protection, quality assurance and equipment safety. Good interpersonal skills and perform effectively as part of a multidisciplinary team. Knowledge of Patient Archiving and Communication Systems and Radiology Information Systems. Good communication skills.

DUTIES : Provide a Radiographic service. Produce diagnostic images of high quality. Optimal patient care. Safe use and care of equipment. Accurate record keeping. Assist with training of community service Radiographers and students. Participate in continuing professional development activities.

ENQUIRIES : Ms B Dreyer Tel No: (021) 938-5918

NOTE : No payment of any kind is required when applying for this post. “Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration as Diagnostic Radiographer with the relevant council (including individuals who must apply for change in registration status)”.

POST 29/285 : **OCCUPATIONAL THERAPIST GRADE 1 TO 3**
West Coast District
(4-Year Contract)

SALARY : Grade 1: R413 121 per annum
Grade 2: R482 499 per annum
Grade 3: R564 822 per annum

CENTRE : Saldanha Bay Sub-district (based at Vredenburg Hospital)

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. Registration with a professional council: Registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. Experience: **Grade 1**: None after registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. 1-year relevant experience after registration with the HPCSA as an Occupational Therapist in respect of foreign qualified employees, of whom it is not required to perform community service as required in South Africa. **Grade 2**: A minimum of 10 years' appropriate experience after registration with the Health Professions Council of South African (HPCSA) as an Occupational Therapist. A minimum of 11 years relevant experience after registration with the Health Professions Council of South Africa as an Occupational Therapist in respect of foreign qualified employees, of whom it is not required to perform community service as required in South Africa. **Grade 3:** A minimum of 20 years' appropriate experience after registration with the Health Professions Council of South African (HPCSA) as an Occupational Therapist. A minimum of 21 years relevant experience after registration with the Health Professions Council of South Africa as an Occupational Therapist in respect of foreign qualified employees, of whom it is not required to perform community service as required in South Africa. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to travel. Competencies (knowledge/skills): Excellent communication skills (verbal and written). Ability to work in integrated multi-disciplinary teams across all platforms. Sound knowledge of occupational therapy care and treatment.

DUTIES : Provisions of Occupational Therapy services in the specialist field of occupation-based group, community development-rehabilitation, health promotion and prevention services. Work within a community orientated primary care approach to enhance community capacity to care for all persons within the Sub District. Creation and support of supervisory structures and enabling platforms for student practice learning. Participate in training and development.

ENQUIRIES : Dr L Profit Tel No: (022) 709-7208

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).

POST 29/286 : **CASE MANAGER**
Chief Directorate: Metro Health Services

SALARY : R413 001 per annum

CENTRE : Khayelitsha District Hospital

REQUIREMENTS : Minimum educational qualification: Appropriate three-year health related National Diploma/ Degree registrable with the Health Professions Council of South Africa (HPCSA) or South African Nursing Council (SANC). Experience: Appropriate experience in the Managed Health Care sector i.e. Case Management or Medical Aid environment and Revenue Generation. Competencies (knowledge/skills): Knowledge of the Medical Schemes Act 131 of 1998, regulations and annexures as amended. Knowledge of prescribed minimum benefits i.e. the chronic disease list and diagnostic treatment pairs. Basic knowledge of the uniform patient fees schedule and patient billing. Knowledge of and experience in ICD 10 Codes assignment and the ability to link patient diagnosis with procedure codes. Knowledge of Clinicom and EDI

(Electronic Data Interchange). Ability to work with Excel spread sheets, Microsoft Word and web based programs (medical aids). Excellent communication, conflict management, interpersonal and leadership skills. Excellent written and verbal communication in at least two of the three official languages of the western cape.

DUTIES : Perform Case Management functions, i.e. obtaining pre-authorization and verification of benefits as needed, concurrent, retrospective review, discharge planning and provide quotations to H2, H3 and foreign patients. Assist with Medikredit EDI rejection reports and ensure corrections are completed timeously and resubmitted to Medikredit. Liaise with the various role-players e.g. clinicians, managed care organizations and medical scheme case managers to monitor utilisation and update patient's clinical information while in hospital. Manage and implement case management policies, protocols and procedures in the hospital. Conduct clinical audits of patient accounts inclusive of medical aids, state departments e.g. RAF and COIDA to ensure accuracy of invoices with regard to ICD 10 codes, UPFS procedure codes and resource utilization. Manage and supervise Case Management and Revenue departments.

ENQUIRIES : Ms C.Swartz Tel No: (021) 360-4281

NOTE : No payment of any kind is required when applying for this post.

POST 29/287 : **CASE MANAGER**
Directorate: Management Accounting

SALARY : R413 001 per annum

CENTRE : Head Office, Cape Town (Metropole Managed Healthcare)

REQUIREMENTS : Minimum educational qualification: An Appropriate three-year health related National Diploma/Degree or equivalent registrable with the Health Professions Council of South Africa (HPCSA) or South African Nursing Council (SANC). Experience: Appropriate experience in Case Management/Medical Aid Environment or Revenue Generation. Appropriate experience in ICD-10 Code assignment and the ability to link patient diagnosis with procedural codes. Inherent requirements: Willingness to travel and spend long periods away from the office. A valid Code 08 Driver's Licence. Competencies (knowledge/skills): Good knowledge of the Uniform Patient Fees Schedule (UPFS)and or other tariff structures, Managed Health Care or Hospital Information Systems and EDI (Electronic Data Interchange). Knowledge of the Medical Schemes Act 131 of 1998 and the application of Prescribed Minimum Benefit (PMB) legislation i.e. the Chronic Disease List (CDL) and Diagnostic Treatment Pairs (DTP). Ability to work with Excel spread sheets, Microsoft Word and web-based programs (medical aids).

DUTIES : Assist various institutions with clearing of externally funded revenue back logs related to ICD-10 code assignment, UPFS assignment and the management of PMB conditions. Assist various Hospital Fees Departments with follow-up of outstanding medical scheme and state department balances and account queries. Conduct clinical audits of patient accounts to ensure accuracy of invoices for submission to medical aids and state departments. Perform operational Case Management functions at various institutions inclusive of pre-authorisation and clinical review to ensure compliance with Case Management policies and procedures. Assist with EDI rejections to ensure timeous submission of medical scheme invoices. Provide quotations to H2, H3 and Foreign patients. Assist with the implementation of departmental case management policies and procedures by providing onsite skills development and training of relevant role players in matters relating to Case management. Supervision and development of staff to ensure fully functional effective staff able to meet performance targets.

ENQUIRIES : Ms L Ismail at (069) 245-5927

NOTE : No payment of any kind is required when applying for this post. This post will not be linked to any of the Occupational Specific Dispensations.

POST 29/288 : **SENIOR ADMINISTRATIVE OFFICER: SUPPORT SERVICES (GENERAL ADMINISTRATIVE SUPPORT SERVICES)**
Chief Directorate: Emergency Clinical and Services Support

SALARY : R413 001 per annum

CENTRE : Observatory Forensic Pathology Institute

REQUIREMENTS : Minimum educational qualification: Appropriate three-year National Diploma or Degree. Experience: Appropriate Supervisory experience. Appropriate experience in Administration, Finance, Supply Chain and Contract Management. Appropriate experience in LOGIS and EPS (Electronic Procurement System). Inherent requirement of the job: Will be required to wear a uniform. Valid (Code B/EB) driver's license (manual transmission). Must be able to perform overtime duties. Competencies (knowledge/skills): Ability to work under pressure and meet deadlines. Knowledge in asset management, human resource management and labour relations. Above average Computer and Software literacy. Ability to work independently as well as in a team. Ability to communicate clearly and discreetly in person and in writing. Knowledge of BAS, CSD, SEB and ECM (Electronic Content Management).

DUTIES : An effective People Management (Support). Effective Finance Management in support of the OFPI. Effective supervision of the SCM, Stores and Assets in support of the OFPI. Effective and efficient Contract Management. Liaison between Service provider, Staff, Contract Manager, Facility Manager and Section Heads.

ENQUIRIES : Mr A White Tel No: (021) 836-0966 email: Andrew.White@westerncape.gov.za

NOTE : No payment of any kind is required when applying for this post. Candidates must comply with the advertised appointment requirements of the post by the closing date and time of the advert. Candidates may be subjected to a competency test.

POST 29/289 : **PRINCIPAL PERSONNEL OFFICER: EMPLOYEE BENEFITS**
Chief Directorate: Metro Health Services

SALARY : R338 106 per annum

CENTRE : Klipfontein / Mitchells Plain Sub-structure Office

REQUIREMENTS : Minimum educational qualification: Senior certificate or equivalent qualification. Experience: Appropriate experience in Human Resource Management. Inherent requirement of the job: A valid driver's licence (Code B/EB) and willingness to travel to institutions within the Western Cape. Competencies (knowledge/skills): Communication skills. Advanced interpersonal skills. Ability to work independently and part of a team. Advanced leadership and management skills.

DUTIES : Supervision of staff. Process service exits/early retirements without penalisation/pension applications/enquiries. Provide advice and support to institutions, including development and training of own staff and HR staff within the Sub-structure. Manage leave administration/PILIR and incapacity matters. Administer applications for overseas trips, applications of foreign health workers, ORW's normal and Commuted overtime. Administer approvals for payment of allowances, conditions of service for PHC employees and transfer of employees. Structure MMS Packages and implementation of appointments on PERSAL.

ENQUIRIES : Ms F Lee Tel No: (021) 370-5109

NOTE : No payment of any kind is required when applying for this post.

POST 29/290 : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL) (VARIOUS COMPONENTS) (X5 POSTS)**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R337 359 per annum
Grade 2: R411 978 per annum
Grade 3: R495 423 per annum

CENTRE : Valkenberg Hospital

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R880) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: **Grade 1**: None. **Grade 2**: A minimum of 10 years' appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 3**: A minimum of 20 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirement of the job: Willingness to perform shift work, rotation in night duty and over weekends/public holidays. Willingness to work in all departments/wards according to the operational needs of the hospital.

Competencies (knowledge/skills): Good interpersonal, planning, and organisational skills. Computer literacy in MS Office and Outlook. Knowledge of the Mental Health Care Act, Child Care Act, Nursing Act and other relevant legislation.

DUTIES : Provision of optimal, holistic nursing care to mental users with set standards within a professional/legal framework. Effective utilization of resources. Maintain professional growth/ethical standards and self-development. Provision of Support to Nursing Services. Participation in training and research.

ENQUIRIES : Mr T Yusi Tel No: (021) 440-3348

NOTE : No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview." This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status)".

POST 29/291 : **SENIOR EMERGENCY CONTROL CENTRE AGENT (DISPATCHER) (X14 POSTS)**
Chief Directorate: Emergency and Clinical Support Services

SALARY : R280 278 per annum

CENTRE : Emergency Communication Centre, Metropole and Rural

REQUIREMENTS : Minimum educational qualification: Senior certificate (Grade 12 or equivalent). Experience: Appropriate Emergency/ Medical Call-Centre experience. Inherent requirement of the job: Ability to work shifts as per roster. Competencies (knowledge/skills): Basic knowledge of the topographical layout of the Western Cape. Good listening, work organization and prioritization skills. Computer literacy (MS office).

DUTIES : Accurately record information in order to ensure data integrity and subsequent appropriate management intervention. Alert supervisors to recurrent incidents, as well as exceptional incidents of a critical life threatening in nature, particularly in the mass casualty context. Mobilise vehicle resources, control the deployment of resources and react to delays in the individual status of the deployed vehicles. Training and supervision of Emergency Communications students during their elective. Implement any instructions as per the identified medical dispatch protocol reference system (MDPRS). Manage Major Incidents according to plan Delta and MIMMS, and mobilize other emergency services incl. Traffic, Fire SAPS and Disaster Management when required. Manage caller anxiety and stress and provide life-saving telephonic interventions.

ENQUIRIES : Ms P Masitho Tel No: (021) 932-1966 (Metropole)
Ms B Dees Tel No: (023) 346-6032 (Cape Winelands/Overberg)
Ms M Arries Tel No: (044) 805-5070 (Garden Route/Central Karoo)
Mr A Titus Tel No: (022) 433- 8700 (West Coast)

NOTE : No payment of any kind is required when applying for this post.

POST 29/292 : **PHARMACIST ASSISTANT GRADE 1 TO 3 (POST-BASIC) (WAREHOUSING) (X2 POSTS)**
Chief Directorate: Emergency and Clinical Services Support

SALARY : Grade 1: R275 340 per annum
Grade 2: R318 666 per annum
Grade 3: R343 761 per annum

CENTRE : Cape Medical Depot, Directorate: Medicine Management, Laboratory and Bloods Services Support

REQUIREMENTS : Minimum educational qualification: As required by the training facility and the South African Pharmacy Council (SAPC) plus Post-Basic Pharmacist Assistant qualification that allows registration with SAPC as a Pharmacist Assistant (Post-Basic). Registration with a professional council: Registration with the SAPC as a Pharmacist Assistant Post Basic or Pharmacist Assistant Post Basic (Warehousing). Experience: **Grade 1**: None after registration with the SAPC as Pharmacist Assistant (Post-Basic). **Grade 2**: A minimum of 5 years appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post-Basic) with the SAPC. **Grade 3**: A minimum of 13

years appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post-Basic) with the SAPC. Inherent requirement of the job: Willingness to undergo competency training to operate a hyster/ forklift. Willingness to work overtime when required. Competencies (knowledge/skills): Knowledge and/or experience in handling pharmaceutical supplies particularly in a warehouse environment, including Cold Chain Practices. Knowledge of Drug Supply Management Principles. Good knowledge of wholesale warehouse practices and procedures. Good literacy and numeric skills. The ability to work in a warehouse type situation and have the physical dexterity. Computer literacy (MS Word, Excel, Outlook, and Teams). Ability to lift heavy objects and operate heavy machinery- stackers, pallet jacks, Hyster/ Forklift. Good interpersonal and communication skills. Ability to work independently as well as in a team. Ability to comply with applicable legislation. Ability to work accurately under pressure and maintain a high work ethic.

DUTIES : Assist with the receiving and storage of pharmaceutical products from suppliers. Assist with the control of pharmaceutical stock. Assist with the Issuing of stock against orders from health facilities within the scope of practice of a Post Basic Pharmacist Assistant. Assist with the efficient and secure packaging of pharmaceutical products for delivery. Assist with the effective control and distribution of completed pharmaceutical orders to facilities. Compliance with good pharmacy practice and good warehouse practice. Support and assist the Pharmacy Supervisor with collating statistics.

ENQUIRIES : Ms C Buthelezi Tel No: (021) 483-8804

NOTE : No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment, on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)".

POST 29/293 : **ADMINISTRATION CLERK: ADMISSIONS**
Overberg District

SALARY : R237 453 per annum

CENTRE : Otto Du Plessis Hospital

REQUIREMENTS : Minimum educational qualification: Senior Certificate or equivalent qualification. Experience: Appropriate administrative experience in a health environment with experience with HECTIS and CLINICOM System. Inherent requirement of the job: Willingness to work 12-hour shifts (which include night duty, weekends and public holidays) and work overtime on short notice. Competencies (knowledge/skills): Knowledge of HECTIS & Clinicom. Knowledge of Hospital Fees Memorandum 18 and UPFS. Computer literacy (MS Word and Excel) and knowledge of record keeping procedures. Good communication skills. Ability to accept accountability and responsibility and to work independently and unsupervised.

DUTIES : Registration and capturing of patient information. Responsible for revenue control which includes receipt of money, issue of accounts and safekeeping of patient's valuables. Reception tasks attend patient queries and folder management. Medical records functions: Keep record, file, retrieve folders, trace old folders, destruct folders and compile new folders. Effective assistance and support to supervisor, colleagues and other institutions.

ENQUIRIES : Ms S Laubscher Tel No: (028) 424-1167

NOTE : No payment of any kind is required when applying for this post. Candidates will be required to undergo a practical assessment.

POST 29/294 : **ADMINISTRATION CLERK: SUPPORT (WASTE MANAGEMENT)**
Chief Directorate: Metro Health Services

SALARY : R237 453 per annum

CENTRE : Valkenberg Hospital

REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in segregation, packaging, storage, transportation, disposal and treatment of health care risk waste in a hospital

environment. Appropriate experience in segregation, packaging, storage, transportation, disposal and treatment of domestic waste in a hospital environment. Inherent requirement of the job: Ability to do physical work. Valid (Code B/EB) drivers' licence. Ability to lift heavy objects. Willingness to work overtime if required. Competencies (knowledge/skills): Knowledge of domestic and health care risk waste regulations and protocols. Knowledge of cleaning materials and agents. Computer literate.

DUTIES : Effectively manage of domestic and health care risk waste departments processes and adhere to infection control as well as health and safety regulations. Ensure compliance to service level agreement and deal with outsourced services. Manage the procurement of consumables, as well as the packing, supply, delivery of readily prepared items to the various hospital departments. Manage the collection, reprocessing, decontaminating and or disposal of dirty, used or expired items. Provide optimal support to supervisor and colleagues.

ENQUIRIES : Ms M Froneman Tel No: (021) 826-5864

NOTE : No payment of any kind is required when applying for this post.

POST 29/295 : **ADMINISTRATION CLERK: FINANCE/ADMIN**
West Coast District

SALARY : R237 453 per annum

CENTRE : Clanwilliam Hospital, Cederberg Sub-district

REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accounting as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas of the post. Experience: Appropriate experience in a Hospital Fees-related environment. Competencies (knowledge/skills): Computer literacy (Microsoft Office). Knowledge of Hospital Fees Memorandum Chapter 18, UPFS, BAS, HIS, Clinicom, Accounts Receivable (AR) System, JAC and Finance instructions. Ability to cope with a high work volume. Ability to deal with information in a confidential manner. Good interpersonal relations and organizational skills.

DUTIES : Follow up on medical aid and non-medical aid outstanding invoices in line with Hospital Fees Manual Chapter 18 and related Finance Instructions. General fees, administration and account-related duties/enquiries, including filing. Manage foreign patients. Check, debit/credit invoices as per UPFS and billing requirements. Cashier duties. Control the JAC Information and JAC Error Report. Complete all BAS transactions, including deposits, day ends, journals and special journals. Complete the balancing and reconciliation process between BAS and the AR System. Finalize all EDI processes. Allocation of medical aid and debtor payments.

ENQUIRIES : Ms. R van den Berg Tel No: (027) 482-2166

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test.

POST 29/296 : **ADMINISTRATION CLERK: HRM (PERSONNEL ADMINISTRATION: PAYROLL AND SERVICE BENEFITS) (X2 POSTS)**

SALARY : R237 453 per annum

CENTRE : Groote Schuur Hospital, Observatory

REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in People Management Administration and PERSAL. Competencies (knowledge/skills): Good communication skills (verbal and written). Computer literacy (MS Word, Excel, PowerPoint, Outlook), numeracy and mathematical skills. Good interpersonal and organisational skills and the ability to function under pressure under pressure and meet deadlines. Knowledge of the People Management prescripts in the Public Service.

DUTIES : Perform all administrative duties and PERSAL functions pertaining to personnel administration, e.g. appointments, service terminations, transfers, salary administration, leave, injury on duty, distribution of payslips, debt management. Auditing and filling of personnel data and leave records. Administer probation reviews on PERSAL. Handle all personnel enquiries and correspondence (written and verbal). File personnel data, policies, regulations and circulars. Application of general administration, office correspondence,

enquiries and supervisor support and implementation and application of People management policies.

ENQUIRIES : Ms J Kammies Tel No: (021) 404-2042
NOTE : No payment of any kind is required when applying for these posts. Shortlisted candidates may be subjected to a practical assessment.

POST 29/297 : **ADMINISTRATION CLERK: HRM (RECRUITMENT AND SELECTION)**

SALARY : R237 453 per annum
CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualifications: Senior Certificate (or equivalent). Experience: Appropriate experience in Recruitment and Selection. Competencies (knowledge/skills): Computer literacy. Attention to detail, relationship building skills, multi-tasking, time management, critical and analytical thinking. Knowledge of the Western cape Government Recruitment and Selection policy.
DUTIES : Filing of documents and maintenance of various HR databases. Support Selection Panel as HR Advisor. Process and facilitate paid/unpaid job offers and contracts of employment. Hosting of fingerprints and sending documents to external service provider for verification.
ENQUIRIES : Ms D Bailey Tel No: (021) 404-2362
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test.

POST 29/298 : **ADMINISTRATION CLERK: SUPPORT (TECHNICAL SERVICES)**
Chief Directorate: Metro Health Services

SALARY : R237 453 per annum
CENTRE : Stikland Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in a store environment. Appropriate experience of procurement processes. Inherent requirements of the job: Valid (Code B/EB) drivers' licence. Willingness to perform overtime when required. Competencies (knowledge/skills): Good interpersonal skills. Computer literacy (MS Outlook, MS Word, MS Excel, MS PowerPoint). Good written, verbal, listening and typing skills. Effective organising and record keeping skills. Ability to work well independently and in a team and be able to work under pressure. Must be self-motivated and reliable.
DUTIES : Perform tasks related to procurement administration, such as inviting of quotes on ePS, placing of orders, preparing quotes for Quotation Committee and follow-up with suppliers. Provide an office administrative support function. Events, workshop, project and meeting management. Warehouse management which includes the issuing and receiving of stock, maintaining and managing stock levels, ensuring proper warehouse control, capturing of all relevant documentation on LOGIS and keeping updated filing of all documentation. Ensure compliance to all relevant prescripts related to the stores. Handle telephonic and written queries from Vendors and End Users. Support to Supervisor including responding to basic queries, scheduling appointments, diary management, taking of messages & minutes, copying, office administration, emailing and sending out notices.
ENQUIRIES : Mr L Williams Tel No: (021) 940-4452
NOTE : No payment of any kind is required when applying for this post.

POST 29/299 : **ADMINISTRATION CLERK: FINANCE/ADMIN**
Directorate: Management Accounting

SALARY : R237 453 per annum
CENTRE : Head Office, Cape Town (based at Stikland, E Block Naomi Huis, Revenue Administration office, within the province)
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accounting as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA's) of the post. Experience: Appropriate experience in a Hospital patient fees or a health related claims environment. Appropriate experience with medical aid/scheme claims. Appropriate working experience in a HIS (Health Information system)/Accounts Receivable System. Inherent requirements of the job: A valid (Code B/EB) drivers' licence (persons with a

valid Learner's Licence may also apply). Willingness to travel and spend long periods away from the office. Competencies (knowledge/skills): Knowledge of In-Hospital Patient fees or in a health-related claims environment, medical aid/scheme claims, HIS (Health Information system)/Accounts Receivable System. Knowledge of the Hospital Fees policies and procedures. Knowledge of UPFS tariff structures. Ability to perform Medical Aid/EDI (Electronic Data Interchange) related transactions in the billing systems. Ability to perform billing related transactions for State Departments i.e. RAF (Road Accident Fund), SANDF (South African National Defence Force), SAPS (South African Police Services), DCS (Department of Correctional Services) and COID (Compensation for Occupational Injury on Duty). Computer literacy in Microsoft Office applications (Word, and Excel).

DUTIES : Assist various facilities with billing of account backlogs, raising and releasing of invoices and debiting of charge entries to invoices as per UPFS (Uniformed Patient Fee Schedule) billing procedures. Assist facilities fees departments with relevant reports for follow up of outstanding patient accounts and invoices. Assist with submissions of EDI (Electronic Data Interchange) claims, rejections and resubmissions. Liaise with debtors, Medical Aids, and other relevant stakeholders regarding queries; stale claims and outstanding balances. Ensure submission of invoices to State Departments and assist hospitals to clear backlogs in terms of outstanding invoices. Assist with the clean-up of outstanding medical aid balances through the provision of support i.e investigation and follow-up, or escalation, of outstanding accounts. Assist with the clean-up of outstanding medical aid balances by providing the relevant reports i.e distribute reports (BD006) to hospitals, or similar reports to medical schemes.

ENQUIRIES : Ms L Ismail Tel No: (069) 245-5927

NOTE : No payment of any kind is required when applying for this post. Candidates must be prepared to complete a competency test as part of the evaluation process.

POST 29/300 : **STAFF NURSE GRADE 1 TO 3 (CHILDREN'S WARD)**
Garden Route District

SALARY : Grade 1: R229 440 per annum
Grade 2: R272 778 per annum
Grade 3: R319 071 per annum

CENTRE : Oudtshoorn Hospital

REQUIREMENTS : Minimum educational qualification: Qualification that allows registration with the SANC as a Staff Nurse. Registration with a professional council: Registration with the SANC as a Staff Nurse. Experience: **Grade 1**: None **Grade 2:** A minimum of 10 years' appropriate/recognisable experience in nursing after registration as Staff Nurse with the SANC. **Grade 3**: A minimum of 20 years' appropriate/recognisable experience in nursing after registration as Staff Nurse with the SANC. Inherent requirement of the job: Willingness to work shifts, night duty, including weekends, public holidays as well as overtime. Willingness to assists in the other wards in the hospital and at the clinics in the Sub-district when needed. Competencies (knowledge/skills): Good communication and interpersonal relationships. Self- discipline and motivation. Ability to work in a team across the service platforms.

DUTIES : Development and implementation of basic patient care plans. Provide basic clinical nursing care. Effective utilization of physical and financial resources. Maintain professional growth/ethical standards and self- development. Take actions to improve quality of nursing care. Participate in infection prevention and control.

ENQUIRIES : Ms WR Abrahams Tel No: (044) 203 - 7203

NOTE : No payment of any kind is required when applying for this post. Candidates will be required to undergo a practical assessment. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).

POST 29/301 : **LAUNDRY SUPERVISOR (FOLDERS/IRONING) (X8 POSTS)**
Directorate: Facilities Management (Laundry Services)

SALARY : R201 903 per annum
CENTRE : Head Office, Cape Town (Tygerberg and Lentegeur Central Laundry)
REQUIREMENTS : Minimum educational qualification: General education and Training Certificate (GETC) Grade 9 (Std 7). Experience: Appropriate experience in laundry and linen environment. Inherent requirement of the job: The ability to work public holidays and overtime when required. The ability to deal with diversity in culture and attitudes. Ability to work under pressure, perform physically demanding tasks and to handle heavy objects. Competencies (knowledge/skills): Good numerical skills. Knowledge of and the ability to interpret the Western Cape Government Linen Management Policy. Ability to maintain confidentiality. Knowledge and understanding of laundry and linen policies and Hygiene and Safety standards. Good communication skills.
DUTIES : Supervision and control of the daily operations of the laundry section. Supervise and record of dispatched linen from the linen bank to the hospital wards. Supervision of laundry processing and maintenance services. Check and monitor condition of laundry machine equipment. Supervise and monitor cleaning of laundry equipment in line with environmental health and safety standards. Supervision of human and physical resources. Guide and mentor staff on the provision of laundry services. Conduct performance reviews of staff on the Staff Performance system (PERMIS). Assist with in service training of staff. Effective quality control and supervision of the laundry services. Perform pre-condemning of linen and report irregularities to the Line Manager. Implementation of infection control and waste management in the laundry unit. Ensure effective control and effective management of data/stats in the laundry unit. Ensuring high standards of cleanliness and- proper linen handling.
ENQUIRIES : Mr J Roberts Tel No: (021) 933-0834
NOTE : No payment of any kind is required when applying for this post.

POST 29/302 : **PORTER (X6 POSTS)**

SALARY : R144 024 per annum
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience in a healthcare environment. Inherent requirement of the job: Willingness to work shifts and ability to report for duty at 6:30 (weekends included). Willingness to handle bodies (corpses). Ability to handle heavy objects. Willingness to work irregular hours as required. Competencies (knowledge/skills): Good communication skills. Ability to adhere to safety standards, infection control, prevention of cross contamination.
DUTIES : Transport patients and corpses. Transport blood specimens from various wards to various laboratories and vice versa. Assist with loading of patients in and out of ambulances, vehicles, to & from, beds, trolleys, or wheelchairs and vice versa. Responsible for collecting and cleaning of wheelchairs, trolleys and blood hampers.
ENQUIRIES : Ms B Kluyts Tel No: (021) 938-5961
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical assessment.

POST 29/303 : **GENERAL WORKER: STORES**
Chief Directorate: Rural Health Services

SALARY : R144 024 per annum
CENTRE : Paarl Hospital
REQUIREMENTS : Minimum requirement: Basic literacy and numeracy skills. Experience: Appropriate experience in a stores/warehouse environment. Inherent requirements of the job: Incumbent must be able and strong enough to lift heavy boxes. Do filing and general assisting in other departments. Work after hours and weekends when required. Competencies (knowledge/skills): Ability to communicate effectively (verbal and written). Ability to work independently and in a team. Good interpersonal and communication skills.
DUTIES : Deliver stock to wards, theatres, administration building and any other department. Ensure issue vouchers are returned to relevant clerk to capture and file. Assist clerk with checking, receiving, packing, unpacking, storage and issuing of stock according to standards. Safe keeping of equipment and stock

(consumables and inventory) in the stores. Assist to ensure effective Stock Control procedures are maintained and enforced. Assist clerk with stock take and general duties. Keep the store neat, tidy and clean in order to comply with safety regulations. Perform other duties as assigned by the supervisor.

ENQUIRIES : Ms R Van Renen, email: Rolene.VanRenen@westerncape.gov.za
NOTE : No payment of any kind is required when applying for this post.

POST 29/304 : **HOUSEHOLD AID**
West Coast District

SALARY : R144 024 per annum
CENTRE : Radie Kotze Hospital, Bergriver Sub-district
REQUIREMENTS : Minimum requirement: Basic literacy and numeracy. Experience: Appropriate cleaning experience in a hospital environment. Inherent requirements of the job: Willingness to work overtime, shifts including night shift, weekends and on public holidays. Willingness to handle buff machine, etc. Ability to handle heavy objects. Willingness to work in a team and rotate around the hospital. Competencies (knowledge/skills): Good interpersonal skills. Good verbal, as well as written communication skills. Appropriate knowledge with the use of the cleaning equipment, cleaning materials and cleaning detergents and stock.
DUTIES : Deliver an effective, efficient and safe hygiene and domestic services in a hospital environment. Contribute to effective management of domestic responsibilities. Effective and efficient Waste Management. Participates in linen management. Contributes to effective utilization and functioning of consumables, apparatus and equipment. Renders optimal support service to Household supervisor.
ENQUIRIES : Ms TJ Fredericks Tel No: (021) (022) 814-0460
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test.

POST 29/305 : **CLEANER (X2 POSTS)**
Chief Directorate: Metro Health Services

SALARY : R144 024 per annum
CENTRE : Bothasig CDC (X1 Post)
Elsies River CHC (X1 Post)
REQUIREMENTS : Minimum requirement: Basic reading and writing skills. Experience: Appropriate cleaning experience in a Health Facility. Inherent requirements of the job: Willingness to work 12-hour shifts and after hours (night duty, weekends and public holidays). Willingness to work overtime on short notice when required. Ability to perform physical tasks e.g. utilization of cleaning equipment etc. Willingness to work in the geographical PHC facilities within the Northern/Tygerberg Sub-Structure when operationally required. Competencies (knowledge/skills): Good interpersonal skills. Appropriate knowledge with the use of cleaning equipment and cleaning materials.
DUTIES : Provide a clean and hygienic environment to prevent the spread of infection. General cleaning and maintenance (dusting, sweeping, vacuuming, polishing, scrubbing and mopping). Effective utilization of cleaning materials and equipment. Ensure that cleaning equipment is clean after usage and securely stored. Effective use of cleaning agents and stock as well as elementary stock control. Responsible for general hygiene and safe environment in terms of standard and procedures. Optimal support to supervisor and colleagues.
ENQUIRIES : Ms C Lloyd Tel No: (021) (021) 818-0940 for Bothasig CDC, Ms. J Isaacs Tel No: (021) 931-0211 for Elsies River CHC
NOTE : No payment of any kind is required when applying for this post. Candidates may be subjected to a practical assessment/oral assessment.

POST 29/306 : **MEDICAL SPECIALIST GRADE 1 TO 3 (INTERNAL MEDICINE) (20 SESSIONS)**
Chief Directorate: Metro Health Services
(12-Month Contract)

SALARY : Grade 1: R671 per hour
Grade 2: R766 per hour
Grade 3: R887 per hour
CENTRE : Karl Bremer Hospital

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa as Medical Specialist in Internal Medicine. Registration with a professional council: Registration with the Health Professional Council of South Africa (HPCSA) as a Medical Specialist in Internal Medicine. Experience: **Grade 1**: None after registration with the HPCSA as a Medical Specialist in Internal Medicine. **Grade 2**: A minimum of 5 years' appropriate experience as Medical Specialist in Internal Medicine, after registration with the HPCSA (or a recognized foreign Health Professional Council in respect of a foreign qualified employee). **Grade 3:** A minimum of 10 years' appropriate experience as Medical Specialist in Internal Medicine, after registration with the HPCSA (or a recognized foreign Health Professional Council in respect of a foreign qualified employee). Inherent requirements of the job: Valid driver's license and willingness to travel. Competencies (knowledge/skills): Clinical experience in Internal Medicine with competence in echocardiography. Ability to render high quality clinical care in the in- and out-patient setting, including excellent medical record keeping. Ability to balance the outputs of a large clinical workload with the teaching and supervisory requirements of the position. Be computer literate, have strong administrative, managerial, communication and conflict resolution skills.

DUTIES : Clinical service delivery at specialist level across the full spectrum of Internal Medicine services, including wards, outpatients, emergency centre and specialised clinics. Administrative & clinical governance including OPD management, medical record keeping, data analysis, quality improvement and equipment management. Teaching, training and supervision of junior medical staff and students with participation in the hospital academic program. Domain specific outputs and participation within the Metro East ecosystem, including alignment with all aspects of district-hospital-level Internal / General Medicine – both within the hospital and the Metro East ecosystem.

ENQUIRIES : Dr S le Roux Tel No: (021) (021) 918-1990

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with their levant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).

POST 29/307 : **MEDICAL SPECIALIST GRADE 1 TO 3 (ORTHOPAEDICS) (SESSIONAL) (5 TO 20 SESSIONS PER WEEK)**
Chief Directorate: Metro Health Services
(Contract Till 31 March 2029)

SALARY : Grade 1: R671 per hour
Grade 2: R766 per hour
Grade 3: R887 per hour

CENTRE : New Somerset Hospital

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as a Medical Specialist in Orthopaedics. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Orthopaedics. Experience: **Grade 1**: None after registration with the HPCSA as a Medical Specialist in Orthopaedics. **Grade 2:** A minimum of 5 years appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Orthopaedics. **Grade 3**: A minimum of 10 years appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Orthopaedics. Inherent requirements of the job: Valid Driver's licence. Willingness to perform after hour calls when necessary. Competencies (knowledge/skills): Ability to successfully participate in an extremely busy orthopaedic service on a district level. Strong ethical principles and relevant clinical and counselling skills. Computer literacy. Leadership-, interpersonal- and organisational skills. Tertiary knowledge and skills in the field of Trauma and Emergency Orthopaedic Surgery as well as district level elective orthopaedics. Appropriate and relevant experience in

orthopaedics as a Medical Specialist. Appropriate experience in trauma and emergency orthopaedic surgery as a primary surgeon. Appropriate experience in hip arthroplasty as the primary surgeon on district level.

DUTIES : Provision of clinical service delivery at specialist level across the full spectrum of general Orthopaedic Surgery. The primary responsibility would be trauma and emergency Orthopaedics at district level. Trauma and orthopaedic after hours calls at hospitals within the regions as specified by the employer. Provision of clinical service delivery at specialist level of elective Orthopaedic Surgery (district level). Participation in appropriate outreach programmes. Supervision of clinical and operative activities of orthopaedic surgeons- in-training. Active participation in the postgraduate and undergraduate teaching programmes of the Department. Effective management and administration of a wide range of "Portfolios" and develop, conduct and supervise research projects. Training and Teaching of medical officers and orthopaedic registrars and relevant burden of disease Research and Audits.

ENQUIRIES : Dr J Hendricks Tel No: (021) (021) 64-08 or email: Jacques.Hendricks@westerncape.gov.za

NOTE : No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview." This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status)".

POST 29/308 : **MEDICAL SPECIALIST GRADE 1 TO 3 (PAEDIATRICS AND CHILD HEALTH) (20 SESSIONS)**
Chief Directorate: Metro Health Services
(12-Month Contract)

SALARY : Grade 1: R671 per hour
Grade 2: R766 per hour
Grade 3: R887 per hour

CENTRE : Karl Bremer Hospital

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa as Medical Specialist in Paediatrics. Registration with a professional council: Registration with the Health Professional Council of South Africa (HPCSA) as a Medical Specialist in Paediatrics. Experience: **Grade 1**: None after registration with the HPCSA as a Medical Specialist in Paediatrics. **Grade 2**: A minimum of 5 years' appropriate experience as Medical Specialist in Paecdiatrics, after registration with the HPCSA (or a recognized foreign Health Professional Council in respect of a foreign qualified employee). **Grade 3**: A minimum of 10 years' appropriate experience as Medical Specialist in Paediatrics, after registration with the HPCSA (or a recognized foreign Health Professional Council in respect of a foreign qualified employee). Inherent requirements of the job: Valid driver's licence. Willingness to travel. Competencies (knowledge/skills): Ability to render high quality clinical care in the in- and out-patient setting, including excellent medical record keeping. Ability to balance the outputs of a large clinical workload with the teaching and supervisory requirements of the position. Be computer literate, have strong administrative, managerial, communication and conflict resolution skills.

DUTIES : Clinical service delivery at specialist level across the full spectrum of Paediatrics / Child Health services, focused on OPD & specialised clinics but including wards and emergency centre. Administrative & clinical governance including oversight and management in OPD, medical record keeping, data analysis, quality improvement and equipment management. Teaching, training and supervision of junior medical staff and students with participation in the hospital academic program. Domain specific outputs and participation within the Metro East ecosystem, including promotion of child health and alignment with all aspects of district-level Child Health – within the hospital and the Metro East ecosystem.

ENQUIRIES : Dr S le Roux Tel No: (021) 918-1990

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also

apply. Such candidates will only be considered for appointment on condition that proof of application for registration with their relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).

DEPARTMENT OF INFRASTRUCTURE

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

CLOSING DATE : 07 September 2026

NOTE : Shortlisted candidates will be required to attend interviews on a date and time determined by the department and submit documentation for verification purposes and criminal record vetting. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 29/309 : **DEPUTY DIRECTOR: BUDGET IMMOVABLE ASSET REF NO: DOI 68/2026**

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

CENTRE : Department of Infrastructure, Western Cape Government

REQUIREMENTS : An appropriate 3-year B-Degree (equivalent or higher qualification) in Financial Management; A minimum of 3 years relevant experience in management accounting at supervisory/management level (Assistant Director). Competencies: Knowledge of the following: Public Finance Management Act (PFMA), Treasury Regulations, NT Instructions/Practice Notes applicable to budgeting and financial management; Provincial budgeting processes (MTEF, ENE/AENE, Rollovers, virements, shifting of funds); Management accounting principles, cash-flow planning, expenditure analysis, and cost-driver modelling; Revenue and expenditure control processes within the public sector; Public finance, human resources (HR) and records management processes; Functioning of the province and the activities of sister departments/related functional areas; Government policies; Labour Relations legislation and regulations; Performance management in general. Skills in the following: Advanced numeracy, analytical and financial modelling skills; Strong report-writing, presentation and communication skills; Computer literacy (Advanced Microsoft Excel, Microsoft Word (report writing), Presentation tools); Project management, problem-solving, and stakeholder engagement; Accounting/Finance skills relating to budgeting and in-year financial reporting; Team leadership & people management; Problem solving & decision-making; Planning & organising; Attention to detail.

DUTIES : Undertake financial planning, budgeting processes by analysing project lists for infrastructure programmes; Manage the roll-over, Adjustment Estimates of National Expenditure (AENE), and virement process; Manage reporting of Immovable Assets sub-directorate including inputs to the Infrastructure Reporting Model (IRM); Manage administrative and operational functions of the Immovable Asset Sub-directorate.

ENQUIRIES : Ms S Andrews Tel No: (021) 483 483 5180

POST 29/310	:	**PROFESSIONAL ENGINEER (PRODUCTION LEVEL): REGIONAL ROADS MANAGEMENT (OUDTSHOORN) REF NO: DOI 95/2025 R2**
SALARY	:	Grade A: R914 517 - Grade C: R1 376 199 per annum, (Salary will be determined based on post registration experience as per OSD prescript)
CENTRE	:	Department of Infrastructure, Western Cape Government.
REQUIREMENTS	:	Civil Engineering Degree (B Eng/ BSC(Eng)) or relevant qualification; Three years post-qualification engineering experience required; Compulsory registration with ECSA as a Professional Engineer; A valid code B or higher driving licence. Competencies: Knowledge of the following: Land use planning, economics, relevant legislation, regulations, policies and acts; Road design and construction; Project management; Strategic capability and leadership; Professional judgement; Networking. Skills needed: Financial management; Written and verbal communication; Analytical; Computer-aided engineering applications; Research and development; Technical report writing; Problem solving.
DUTIES	:	Provide comment and recommendations on development applications affecting the proclaimed road network; Develop mechanisms and procedures to counteract illegal activity effecting the proclaimed road network; Identify road safety problems, develop and implement remedial measures; Coordinate and manage in-house road construction, reseal, regravel and specialised routine road maintenance activities conducted at the Regional Office and District Municipalities; Develop procedures and methods to improve on productivity and quality of inhouse projects; Manage acceptance and quality control procedures and compile design standard specifications for inhouse projects; Compile tender documentation and technical specifications for the acquisition of road building and maintenance material as well as other road services; Undertake other duties in support of the District Road Engineer; Extensive relevant experience and working knowledge of the following will be advantageous: Road-built environment; Management of road construction and maintenance projects; Road planning, design and financial management; Project management; Construction equipment and effective implementation thereof; Supply chain and procurement processes, Environmental legislation and Occupational Health and Safety regulations.
ENQUIRIES	:	Mr X Smuts Tel No: (044) 272 6071
POST 29/311	:	**ARCHITECTURAL TECHNOLOGIST (PRODUCTION): ARCHITECTURAL SERVICES REF NO: DOI 69/2026**
SALARY	:	Grade A: R471 720 - Grade C: R717 846 per annum, (Salary will be determined based on post registration experience as per OSD prescript)
CENTRE	:	Department of Infrastructure, Western Cape Government.
REQUIREMENTS	:	Bachelor of Technology in Architecture (B. Tech) or relevant qualification; Three years post qualification Senior Architectural Technologist experience required; Compulsory registration with SACAP as a Senior Architectural Technologist; A valid driving licence. Competencies: Knowledge of the following: Technical: Project management; Architectural planning; Research and development; Computer-aided architectural applications; Knowledge of legal compliance; Technical report writing; Networking; Professional judgement. Generic: Problem solving and analysis; Decision making; Team leadership; Creativity; Self-management; Customer focus and responsiveness; Communication; Computer skills; Planning and organising; People management.
DUTIES	:	Provide technological advisory services: Support Architects and associates in site surveying, preparing measured drawings of existing buildings, collecting of practical information relating to the proposed project and prepare presentation drawings and models of the design; Detail design, landscape design and preparation of working drawings that will serve as legal instructions to the building contractor and in the process supervise building to ensure that the building is built according to the working drawings and other legal documents; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology; Solve broadly defined technological challenges through application of proven techniques and procedures; Develop, maintain and manage current technologies; and Identify and optimize technical solutions by applying architectural principles; Perform administrative and related functions: Compile and submit monthly and quarterly reports; Provide inputs to the operational plan; and Develop, implement and maintain databases; Research and development: Keep up with new technologies and procedures;

Research/literature studies on technical architectural technology to improve expertise and liaise with relevant boards/councils on architectural-related matters.

ENQUIRIES : Ms E van den berg Tel No: (021) 483 9972

POST 29/312 : **ADMINISTRATIVE OFFICER: ECONOMIC HUB REF NO: DOI 67/2026**

SALARY : R338 106 – R398 277 per annum (Level 07)
CENTRE : Department of Infrastructure, Western Cape Government.
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 1-year relevant experience. Competencies: Knowledge of the following: Legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Record management; Information systems that aid in the management of knowledge and information pertaining to the line function; Project management; Operational management practices; Procurement and tendering processes; Modern systems of governance and administration; Public service procedures, processes and systems; Constitutional, legal and institutional arrangements governing the South African public sector; Public finance, human resources and discourse management processes; Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements; Functioning of the Province and the activities of sister departments/related functional areas; Policies of the government of the day; Labour Relations legislation and regulations; Performance management in general. Skills in the following: Computer Literacy in Ms Office (Word, Excel and PowerPoint); Excellent Communication (written and verbal skills); Ability to work in a team; Ability to work under pressure and meets deadlines; Reliable; Self-motivated.
DUTIES : Render administrative support services; Provide support to Project Officer regarding meetings; Support the Project Officer with the administration of the budget; Analyse the relevant Public Service and departmental prescripts / policies and other documents and ensure that the application thereof is understood properly.
ENQUIRIES : Ms S Abdurahman Tel No: (021) 483 5019

POST 29/313 : **ACCOUNTING CLERK: BANKING AND CASH REF NO: DOI 70/2026**

SALARY : R237 453 - R279 708 per annum (Level 05)
CENTRE : Department of Infrastructure, Western Cape Government.
REQUIREMENTS : Senior Certificate (Grade 12 or equivalent qualification) with Mathematics and/or Accounting as subjects passed; A valid driving license (Code B or higher). Competencies: A good understanding of the following: Financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics; Public Service financial legislations, procedures and processes, National Treasury Regulations, Provincial Treasury Instructions, Public Finance Management Act (PFMA), 1999,(DORA, PSA, PSR, PPPFA, Financial Manual); Financial operating systems and data base management; Skills needed: Computer literacy (MS Office); Planning and organising; Good verbal and written communication; Basic Numeracy; Ability to capture data and collate financial statistics; Ability to operate office equipment and Ability to work under pressure.
DUTIES : Render Financial Accounting transactions: Process financial claims in accordance with applicable prescripts and ensure all supporting documentation is complete and accurate; Maintain and reconcile ledger accounts to ensure accurate recording of all financial transactions; Perform Bookkeeping support services: Accurately capture all financial transactions into the relevant financial operating systems; Clear suspense and ledger accounts timeously by investigating and resolving reconciling items.
ENQUIRIES : Mr G Friester Tel No: (021) 483 5277

DEPARTMENT OF LOCAL GOVERNMENT

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
CLOSING DATE : 07 September 2026

NOTE : Shortlisted candidates will be required to attend interviews on a date and time determined by the department and submit documentation for verification purposes and criminal record vetting. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 29/314 : **DEPUTY DIRECTOR: LEGISLATION DEVELOPMENT REF NO: LG 20/2026**

SALARY : R932 292 per annum (Level 11), (all-inclusive salary package)
CENTRE : Department of Local Government, Western Cape Government.
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Public Administration or Law; A minimum of 3 years middle management experience. Competencies: Knowledge of the following: The Constitution and Local Government suite of Legislations-ie. Municipal Systems Act 32 of 2000, Municipal Structures Act, 117 of 1998; Political Environment; Drafting legislation; Human Resource Management; Financial Management. Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint); Communication (written and verbal); Good interpersonal and decision-making; Supervising staff; Planning and Organising; Language; Research; Ability to work independently and as part of a team.
DUTIES : Support Municipalities with the development, review and/or implementation of Local Government legislation and legal instruments; Develop comments on National Bills, Provincial Bills, Policies and/or Draft Regulations; Development and Amendment of Provincial Legislation, coordinating procedural matters pertaining to councils; Provide advice on Legislation and facilitate execution of statutory mandates of MEC for Local Government; Capacitation and training to councilors and/or municipal officials; Monitor implementation of financial recovery plans; Plan and manage the work of and account for the overall performance of the sub-directorate; People Management; Financial Management; Strategic Management.
ENQUIRIES : Mr K Makan Tel No: (021) 483 4365

POST 29/315 : **DEPUTY DIRECTOR: DISASTER INSTITUTIONAL CAPACITY (TYGERBERG) REF NO: LG 21/2026**

SALARY : R932 292 per annum (Level 11), (all-inclusive salary package)
CENTRE : Department of Local Government, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Disaster Management or relevant field; A minimum of 3 years middle management experience. Competencies: Knowledge of the following: Disaster Management Act (Act 57 of 2002) as amended; Sound stakeholder forum management; Best practice regarding disaster management and fire rescue services; Knowledge of and working experience with the legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Information systems that aid in the management of knowledge and information pertaining to the line function; Project management, labour practices and performance management; Operational management practices; Procurement and tendering processes; Policy development, and operational management, monitoring and review processes; Modern systems of governance and administration; Public service procedures, processes and systems; Regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Constitutional, legal and institutional arrangements governing the South African public sector; Public finance, human resources management processes; Public Finance

Management Act, National and Provincial Treasury; Regulations, other financial policies, prescripts, directives and collective agreements; Functioning of the Province and the activities of sister departments/related functional areas; Policies of the government of the day; Labour Relations legislation and regulations; Performance management in general. Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint); Communication (written and verbal); Crises Management; Project Management; Emotional resilience and stress management; Financial Management including Contract Management; People Management and Empowerment; Ability to work independently and as part of a team and collaboration.

DUTIES : To assist with the coordination and facilitation of the institutionalisation disaster management in the province: Establish the functioning of IGR Disaster Management structures in the province, including workgroups; Co-ordinate special events in the province; Develop disaster management (DM) legislation and frameworks; Collate, compile and submit Disaster Management Annual Report, perform disaster response team leader function while on standby and during disaster activation; Responsible for Monitoring and Evaluation and related reporting; People and Financial Management; Plan and manage the work of and account for the overall performance of the Sub-directorate; Develop and support capacity building initiatives.

ENQUIRIES : Ms Sonja Chinnian Tel No: (021) 937 6306

POST 29/316 : **REGIONAL COORDINATOR: CDW MANAGEMENT: REGION B (CENTRAL KAROO) REF NO: LG 10/2026**

SALARY : R487 197 - R573 897 per annum (Level 09)
CENTRE : Department of Local Government, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years relevant experience; A valid (Code B or higher) driving license. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Working knowledge and understanding of the following: Legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Information systems that aid in the management of knowledge and information pertaining to the line function; Project management; Operational management practices; Procurement and tendering processes; Policy development, and operational management, monitoring and review processes; Modern systems of governance and administration; Public service procedures, processes and systems; Knowledge and understanding of the regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Constitutional, legal and institutional arrangements governing the South African public sector; Public finance, human resources and discourse management processes; Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements; Province and the activities of sister departments/related functional areas; Policies of the government of the day; Labour Relations legislation and regulations; Performance management in general. Skills in the following: Numeracy; Literacy; Computer Literacy; Language skills; Project Management; Accounting, Finance and Audit; People Management; Intergovernmental Relations; Stakeholder Management.

DUTIES : Develop and maintain sound inter-governmental relations; Monitor and maintain regular contact and supervision of CDW Supervisor and contact with CDWs; Co-ordinate, monitor and manage the required information; Inform the CDWP Manager of all issues; Gather relevant information and co-ordinate appropriate actions relevant information and co-ordinate appropriate actions; Undertake Any Other Tasks or Interventions in the Regions; Managerial functions.

ENQUIRIES : Ms M Petro Tel No: (021) 483 2864

POST 29/317 : **ASSISTANT DIRECTOR: RECOVERY (TYGERBERG) REF NO: LG 24/2026**

SALARY : R487 197 - R573 897 per annum (Level 09)
CENTRE : Department of Local Government, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years relevant experience in the disaster

management or relevant field. Competencies: Knowledge of the following: Disaster Management Act (Act 57 of 2002) as amended; Sound stakeholder forum management; Best practice regarding disaster management and fire rescue services; Legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Information systems that aid in the management of knowledge and information pertaining to the line function; Project management, labour practices and performance management; Operational management practices; Procurement and tendering processes; Policy development, and operational management, monitoring and review processes; Modern systems of governance and administration; Public service procedures, processes and systems; Regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Constitutional, legal and institutional arrangements governing the South African public sector; Public finance, human resources management processes; Public Finance Management Act, National and Provincial Treasury; Regulations, other financial policies, prescripts, directives and collective agreements; Province and the activities of sister departments/related functional areas; Labour Relations legislation and regulations; Performance management in general; Policies of the government of the day. Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint); Communication (written and verbal); Crises Management; Project Management; Ability to work independently and as part of a team.

DUTIES : To assist with the coordination and facilitate: Coordinate the disaster assessment and verification processes; Coordinate declaration processes; Conduct the disaster debriefings / post event analysis studies per declared disaster; Facilitate and coordinate the disaster relief, rehabilitation, reconstruction; Facilitate funding expenditure processes and procedures; Responsible for report writing; Perform disaster response team member function while on standby and during disaster activation; Assist with the management of human resources, performance management, financial management, leadership & strategic management in the Sub-directorate.

ENQUIRIES : Ms S Chinnian Tel No: (021) 937 6306

POST 29/318 : **ADMINISTRATION CLERK: DISASTER INSTITUTIONAL CAPACITY REF NO: LG 23/2026**

SALARY : R237 453 - R279 708 per annum (Level 05)
CENTRE : Department of Local Government, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification). Competencies: Knowledge and understanding of the following: Administrative processes; Clerical duties, practices as well as the ability to capture data; Government knowledge, including financial processes and Batho Pele Principles; Procedures in terms of the working environment; The understanding of social dynamics of communities; Skills needed: Computer literacy in MS Office Package (Word, Excel, PowerPoint); Ability to work independently and as part of a team; Record keeping and Communication skills (written and verbal).

DUTIES : Render general administrative support services; Provide supply chain clerical support services within the component; Provide personnel administration clerical support services within the component and provide financial administration support services in the component.

ENQUIRIES : Ms S Chinnian Tel No: (021) 937 6306

DEPARTMENT OF POLICE OVERSIGHT AND COMMUNITY SAFETY

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

CLOSING DATE : 07 September 2026
NOTE : Shortlisted candidates will be required to attend interviews on a date and time determined by the department and submit documentation for verification purposes and criminal record vetting. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference.

Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 29/319 : **DEPUTY DIRECTOR: PHYSICAL PROTECTION REF NO: POCS 08/2026**

SALARY : R932 292 per annum (Level 11), (all-inclusive salary package)
CENTRE : Department of Police Oversight and Community Safety, Western Cape Government.
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); PSIRA registration minimum Grade B; A minimum of 3 years middle management experience in a security environment; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Working knowledge of the following: Legislation, regulatory frameworks, policies and best practices in relation to safety and security; Information systems that aid in the management of knowledge and information pertaining to the line function; Project management; Operational management practices; Procurement and tendering processes; Policy development, and operational management, monitoring and review processes; Modern systems of governance and administration; Public service procedures, processes and systems; Regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Constitutional, legal and institutional arrangements governing the South African public sector; Public finance, human resources and discourse management processes. Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint); People Management; Project Management; Conflict Management; Analytical; communication skills (written and verbal); Contract management; Problem solving; Investigation; Numeracy; Literacy; Computer Literacy; Language skills; Project Management; Accounting / Finance / Audit.
DUTIES : Facilitate the provisioning of security to safeguard the assets of the provincial government (employees/property/visitors); Facilitate the provisioning of outsourced security service providers to departments; Plan and manage the work of and account for the overall performance of the Sub-directorate; Financial Management; People Management.
ENQUIRIES : Mr Fred Watkins at Fred.Watkins@westerncape.gov.za

POST 29/320 : **ASSISTANT DIRECTOR: CORPORATE SERVICES RELATIONSHIP MANAGEMENT REF NO: POCS 06/2026**

SALARY : R487 197 - R573 897 per annum (Level 09)
CENTRE : Department of Police Oversight and Community Safety, Western Cape Government.
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 5 years relevant experience. Competencies: Knowledge and working experience of the following: Legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Information systems that aid in the management of knowledge and information pertaining to the line function; Project management; Operational management practices; Procurement and tendering processes; Policy development, and operational management, monitoring and review processes; Modern systems of governance and administration; Public service procedures, processes and systems; Regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Constitutional, legal and institutional arrangements governing the South African public sector; Public finance, human resources and discourse management processes; Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements; Functioning of the province and the activities of sister departments/related functional areas; Policies of the government of the day; Labour Relations legislation and regulations; Performance management

in general; Skills in the following: Numeracy; Computer Literacy; Language; Project Management; Accounting / Finance / Audit; Budgeting and Financial Management; Communication and Information Management; Continuous Improvement; Citizen Focus and Responsiveness; Diversity Management; Impact and Influence; Planning and Organising; Problem Solving and Decision Making.

DUTIES : Implement, monitor, assess and report on the service delivery of the Corporate Service Centre to the department in terms of the service level agreement; Implement and coordinate the periodic internal review of the Corporate Service Centre service level agreement to ensure alignment with the department's service delivery requirements; Oversee the implementation of departmental operational service delivery obligations as required by the Corporate Services Centre service level agreement; Perform managerial functions.

ENQUIRIES : Ms Leandré Barends at Leandre.Barends@westerncape.gov.za

POST 29/321 : **ASSISTANT DIRECTOR: PHYSICAL PROTECTION REF NO: POCS 07/2026**

SALARY : R487 197 - R573 897 per annum (Level 09)

CENTRE : Department of Police Oversight and Community Safety, Western Cape Government.

REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher); PSIRA registration minimum Grade B; A minimum of 3 years relevant experience; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Working knowledge and understanding of the following: Legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Information systems that aid in the management of knowledge and information pertaining to the line function; Project management; Operational management practices; Procurement and tendering processes; Policy development, and operational management, monitoring and review processes; Modern systems of governance and administration; Public service procedures, processes and systems; Regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Constitutional, legal and institutional arrangements governing the South African public sector; Public finance, human resources and discourse management processes; Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements. Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint); People Management; Project Management; Conflict Management; Communication skills (written and verbal); Contract management; Problem solving; Numeracy; Literacy; Accounting / Finance / Audit.

DUTIES : Coordinate the provisioning of security services to safeguard Provincial Government assets, including employees, property and visitors; Manage and oversee the performance of outsourced security service providers across departments; Coordinate planning, reporting and performance management activities for physical protection; Managerial functions.

ENQUIRIES : Mr Denzil Samuels at Denzil.Samuels@westerncape.gov.za

POST 29/322 : **ADMINISTRATION CLERK: STRATEGIC PLANNING AND COORDINATION REF NO: POCS 05/2026**

SALARY : R237 453 – R279 708 per annum (Level 05)

CENTRE : Department of Police Oversight and Community Safety, Western Cape Government.

REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification). Competencies: Knowledge of the following: Clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics; Understanding of the legislative framework governing the Public Service; Working procedures in terms of the working environment. Skills needed: Planning and Organising; Writing and Reporting; Working with People; Adhering to Principles and Values; Relating and Networking; Problem Solving and Decision Making; Project Management; Accounting / Finance / Audit; Communication (written and verbal); Budgeting and Financial Management.

DUTIES : Provide personnel administration clerical support services within the component; Render general clerical support services; Provide supply chain

clerical support services within the component; Provide financial administration support services in the component.

ENQUIRIES : Ms N Gallant Tel No: (021) 483 6954

DEPARTMENT OF THE PREMIER

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

CLOSING DATE : 07 September 2026

NOTE : Only applications submitted online will be submitted. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00. Should you experience any difficulties with your online application you may contact the helpline on 0861 370 214. Please ensure that you submit your application on or before the closing date as no late applications will be considered. The selection process will be guided by the EE targets of the employing department. By applying for this post, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by the selection panel. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to assess relevant functional elements of the job and an interview. Following the technical exercise and interview, a maximum of (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. The successful candidate will be required to complete the Senior Management Pre-Entry Programme (Nyukela) and submit the certificate before he/she can be appointed to this post. The purpose of the Senior Management Pre-Entry Programme, which is a public service specific training programme applicable to all applicants who aspire to join the SMS, is to ensure that the potential SMS members have a background in process and procedures linked to the SMS. The duration of the online Pre-Entry Programme is 120 national hours (15 days). Full details may be sourced by the following link: https://www.thensg.gov.za/training-course/sms-preentryprogramme. The successful candidate shall be subjected to a leadership assessment, within on (1) month of appointment, to assess the managerial competencies required for SMS members in the Public Service as specified under Chapter Five (5) of the SMS handbook. This assessment shall be conducted to determine an individual's ability to lead, manage, and direct others and to identify development gaps in core generic leadership and management competencies. The successful candidate will be required to enter into an employment contact and performance agreement. The successful candidate will be subject to security vetting; and the candidate will have to disclose her/his financial interest. Furthermore, thank you, to the huge public interest, we receive many applications for our posts, and as such will not be able to respond personally to all applications. Therefore, should you no hear from us within 10 weeks from close of the advert please consider your application unsuccessful.

MANAGEMENT ECHELON

POST 29/323 : **DIRECTOR: POLICY RESEARCH AND ANALYSIS REF NO: DOTP 87/2026**

SALARY : R1 317 384 per annum (Level 13), (all-inclusive salary package)

CENTRE : Department of the Premier, Western Cape Government.

REQUIREMENTS : An appropriate qualification at NQF level 7 as recognised by SAQA; A minimum of 5 years' experience at a middle/senior managerial level. Competencies: Knowledge of the following: Proven senior management expertise and practical experience in: Legislation and Governance: Deep understanding of modern systems of governance and public administration, including a thorough understanding of the constitutional, legal and institutional frameworks governing the South African public sector, and the application thereof in the Western Cape Government spatial information priorities; Regulatory Frameworks: The Public Finance Management Act (PFMA), National and Provincial Treasury Regulations, Labour Relations legislation, and related financial prescripts, directives and collective agreements, with demonstrated ability to ensure compliance, risk management, and sound governance and

Data Governance Frameworks; Strategic Management: Policy development, strategic planning, monitoring, and evaluation and review of processes aligned with provincial priorities and government outcomes; Financial Management: Public finance management, procurement and tendering processes, and human resource and discourse management; People and Performance Management: Comprehensive experience in human resource management, team leadership and performance systems to drive accountability and results; Operational Systems: Public service procedures, performance management systems, and information and knowledge management systems, enabling efficient operations, evidence-based decision-making and continuous improvement; Programme and Project Management: End-to-end programme and project management, including planning, implementation, oversight, reporting and risk mitigation to achieve strategic and operational targets; Contextual Awareness: Strong understanding of global, regional and local political, socio-economic and political dynamics, impacting the functioning of Western Cape and activities of provincial government departments, translating insights into informed strategic advice; Service Delivery and Innovation: Skilled in operational and knowledge management systems supporting evidence-based decision-making, efficient operations, and continuous improvement. Skills in the following: Effective communication skills; Strong ability to conceptualise, formulate and demonstrate thought leadership in complex applications; Persuasion and influencing abilities; Leadership, team-building and interpersonal skills; Planning, organising, and people management skills; Proven ability to multi-task, manage ambiguity, and perform efficiently in rapidly changing environments.

DUTIES : Line Management: Lead, transform, and manage the Western Cape Government's transversal policy, strategy and strategic planning functional areas. Lead research, analysis, and monitoring of the provincial policy environment to identify "whole of government and whole of society interventions" and drive a transversal response that is reflected in departments' policy, strategy, and strategic plans; Analyse the three spheres of government's policies, strategies, and laws (e.g., regulation, legislation, and bylaws) to evaluate their implications for the strategic agenda, operations, and service delivery models of the WCG and transversal structures, such as Portfolios; Analyse on-going national policy and strategy developments, and sensitise Cabinet, Sector Committees and departments on its implications for the province; Facilitate the development of transversal provincial policies as may be required (including stakeholder consultation as required); Ensure that WCG legislation, policies and strategies align with the Provincial Strategic Plan and long-term plans; Facilitate the periodic review of the Provincial Strategic Plan in line with prescribed strategic planning and budgetary processes; Institutionalise foresight (e.g. environmental scanning and scenario planning) in the development of strategy, policy, and strategic planning at various levels within the organisation (i.e., WCG, Portfolios, and departments) to ensure strategic decisions are calibrated against current and emerging external factors; Lead the development of transversal strategy, policy, and strategic planning processes and deliverables to generate intelligence that informs executive decisions and feeds into performance management systems; Ensure that WCG legislation, policies and strategies align and comply with human rights principles and with international, constitutional and national human rights obligations, policies and strategies; Provide thought leadership and engage in cross-cutting innovation initiatives that fall under the work of the Innovation, Culture, and Governance Portfolio, as well as Policy and Strategy-led innovation initiatives. Strategic Management (including change management): Define and review on a continual basis the purpose, objectives, priorities and activities of the Directorate; Drive the Directorate's strategic planning process; Drive the development and management of the strategic and business plans for the Directorate; Continuously evaluate the Directorate's performance, proactively report on delivery and emerging risks, adapt plans, and reallocate resources; Report to the Chief Director on a regular basis on the activities of the Directorate and on matters of substantial importance relating to operational management support; Monitor and ensure compliance with relevant legislation and prescripts in respect of adequate and appropriate record keeping of the activities of the Directorate, and of the resources (people, finances and assets) employed by it; Foster and promote a culture of innovation within the Directorate, and the Department; Diligently perform all duties assigned to the post of Director. People Management and Empowerment: Recruit, develop,

and retain staff in appropriate numbers and grades to achieve the Directorate's objectives; Motivate, train, and guide employees to achieve excellence in service delivery; Manage performance, evaluation, and development of staff; Oversee workforce planning, capacity building, and service delivery improvement initiatives; Promote sound labour relations and maintain discipline within the Directorate. Financial Management: Manage participation in the Directorate budgeting process, including Annual and Adjustment Budgets; Assume accountability for efficient, economic, and effective management of the Directorate's budget and expenditure; Ensure adherence to procurement, tender, and contract management requirements; Ensure alignment of expenditure with departmental and strategic objectives; Report on financial matters to the Chief Director and relevant oversight structures; Ensure appropriate risk management controls, asset management, and record-keeping are in place and adhered to.

ENQUIRIES : Ms. A Goldstuck; Alison.Goldstuck@westerncape.gov.za

OTHER POSTS

POST 29/324 : **DEPUTY DIRECTOR: SKILLS DEVELOPMENT FACILITATION REF NO: DOTP 32/2026**

SALARY : R932 292 - R1 098 195 per annum (Level 11), (all-inclusive salary package)
CENTRE : Department of the Premier, Western Cape Government.
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years middle management experience. Competencies: Knowledge of the following: Policy development and implementation; National and Provincial legislation and instruments pertaining to human resource management; Human Resource Development Legislation, prescripts and directives. Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint); Ability to work independently and as part of a team; Communication skills (written and verbal); Analytical skills; Strategic thinking; Ability to analyse, conceptualise and implement policy; Monitoring, evaluation and reporting; Presentation skills; Problem solving; Research; Conflict resolution.
DUTIES : Manage the sub-directorate responsible for the following for 11 WCG departments: Skills needs analysis, human resource development compliance reports (e.g. the Workplace Skills Plans), liaison with SETA's and other statutory agencies, facilitation and establishment of Skills Development and Bursary committees (HRD Committees), assess the impact of skills development interventions, fostering of people development partnerships and the administration of the Provincial Human Resource Development Forum; Perform managerial functions regarding the sub-directorate e.g. recruitment and selection of employees, motivate, train and guide employees, performance management of employees, monitor information capacity building, promote sound labour practices; Operational management of team – allocate duties, monitor outcomes and institute corrective measures to address deviations from standards and determine workflow; Give strategic direction to and manage policy issues.
ENQUIRIES : Ms F Jordaan Tel No: (021) 483 5508
NOTE : Shortlisted candidates will be required to attend interviews on a date and time determined by the department and submit documentation for verification purposes and criminal record vetting. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

POST 29/325 : **ASSISTANT DIRECTOR: INTERNATIONAL RELATIONS REF NO: DOTP 86/2026**

SALARY : R487 196 - R573 897 per annum (Level 09)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B Degree or higher qualification); A minimum of 3 years relevant experience. Competencies: Knowledge of international relations and diplomacy; Knowledge of protocol; Knowledge of South Africa's foreign policy; Knowledge of and working experience with the legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Knowledge and understanding of information systems that aid in the management of knowledge and information pertaining to the line function; Knowledge and understanding of policy development, monitoring and review processes; Knowledge and understanding of modern systems of governance and administration; Knowledge and understanding of public service procedures, processes and systems; Knowledge and understanding of the regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Knowledge and understanding of Constitutional, legal and institutional arrangements governing the South African public sector; Knowledge and understanding of public finance, human resources and discourse management processes; Knowledge and understanding of the Public Finance Management Act, National and Provincial Treasury; Regulations, other financial policies, prescripts, directives and collective agreements; Knowledge and understanding of the functioning of the province and the activities of sister departments/related functional areas; Knowledge and understanding of the policies of the government of the day; Knowledge and understanding of Labour Relations legislation and regulations; Knowledge and understanding of performance management in general; Skills: Numeracy; Literacy; Computer Literacy; Language skills; Project Management.
DUTIES : Maintain and manage sound International Relations; Provide strategic guidance and advice regarding International Relations; Support stakeholders management and networking; Provide administrative support to the component.
ENQUIRIES : Mr R Thyssen @ Roderick.Thyssen@westerncape.gov.za Tel No: (021) 483 4256
NOTE : Shortlisted candidates will be required to attend interviews on a date and time determined by the department and submit documentation for verification purposes and criminal record vetting. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

POST 29/326 : **LABOUR RELATIONS OFFICER: MISCONDUCT DISPUTES AND GRIEVANCES REF NO: DOTP 01/2026 R1**

SALARY : R413 001- R486 501 per annum (Level 08)
CENTRE : Department of the Premier, Western Cape Government.
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Labour Relations, Human Resource Management or Law; A minimum of 1-year experience within employee relations; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Public Service Act, Public Service Regulations, Labour Relations, Human Resource Management and Conflict Management; Appropriate labour legislation; Relevant discipline, grievance and dispute procedures. Skills needed: Proven computer literacy in MS Office Package

(Word, Excel, PowerPoint etc); Ability to work independently and as part of a team; Written and verbal communication skills.

DUTIES : Handle misconduct matters; Handle grievances matter; Handle disputes; Render advice on misconduct and grievance matters; Implement measures in order prevent labour unrest; Render a support service; Conduct investigations (misconduct, grievances and disputes); Draft submissions for mandates; Represent the employer in dispute (conciliation and arbitration) matters and disciplinary hearings.

ENQUIRIES : Ms Ilse Sinclair Tel No: (021) 483 3520

NOTE : Shortlisted candidates will be required to attend interviews on a date and time determined by the department and submit documentation for verification purposes and criminal record vetting. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

PROVINCIAL TREASURY

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

CLOSING DATE : 07 September 2026

NOTE : Shortlisted candidates will be required to attend interviews on a date and time determined by the department and submit documentation for verification purposes and criminal record vetting. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 29/327 : **ASSISTANT DIRECTOR: STRATEGIC MANAGEMENT SUPPORT SERVICES REF NO: PT 18/2026**

SALARY : R487 197 - R573 897 per annum (Level 09)

CENTRE : Provincial Treasury, Western Cape Government

REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (or equivalent or higher qualification); A minimum of 3 years relevant experience. Competencies: Knowledge of the following: government strategic planning, monitoring, reporting, processes; departmental operation; policies of the government of the day; with specific reference to the provincial growth and development strategy of the Western Cape; global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; experience with the legislation, regulatory frameworks, policies and best practices that have a bearing on the line function; understanding of project management; understanding of policy development, and operational management, monitoring and review processes; understanding of public

finance, human resources and discourse management processes; and understanding of performance management in general.

DUTIES : Coordinate and facilitate the Departmental participation in developing strategic and operational planning processes. Coordinate and facilitate the Department's performance and reporting processes. Coordinate and compile the departmental service delivery improvement initiatives, including DPSA and Public Service Commission compliance. Managerial Functions: Operational management; People Management.

ENQUIRIES : Mr B Damons Tel No: (021) 483 6127

POST 29/328 : **ASSISTANT DIRECTOR: PROVINCIAL GOVERNMENT ACCOUNTING GROUP 1 REF NO: PT 19/2026**

SALARY : R487 197 - R573 897 per annum (Level 09)

CENTRE : Provincial Treasury, Western Cape Government

REQUIREMENTS : An appropriate 3-year B-Degree (equivalent or higher qualification); a minimum of 3 years' relevant accounting experience. Competencies: Knowledge of the following: Legislation, the PFMA accounting frameworks GRAP, MCS, any other applicable accounting frameworks, policies and best practices that have a bearing on the line functions; Strong financial accounting background specifically in GRAP and MCS accounting frameworks; Ability to work under pressure and meet deadlines; Attention to detail and good interpretation of numbers; Written and verbal communication skills; Good report writing skills; It will be advantageous to have a Post graduate qualification in accounting.

DUTIES : Provide support to departments and entities on the application of accounting frameworks; Compile, consolidate and table the Annual Consolidated Financial Statements (ACFS); Provide training regarding accounting standards and compilation of financial statements; Monitor compliance to accounting norms and standards, financial reporting guidelines in the provincial departments and entities; Performing Managerial functions.

ENQUIRIES : Ms. I Jurams at (082) 590 5241

DEPARTMENT OF SOCIAL DEVELOPMENT

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

CLOSING DATE : 07 September 2026

NOTE : Shortlisted candidates will be required to attend interviews on a date and time determined by the department and submit documentation for verification purposes and criminal record vetting. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 29/329 : **COMMUNICATIONS OFFICER: COMMUNICATION AND CUSTOMER CARE DIVISION COMMUNICATION REF NO: DSD 61/2026**

SALARY : R413 001 - R486 501 per annum (Level 08)

CENTRE : Department of Social Development, Western Cape Government.

REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree or higher qualification; A minimum of 1-year relevant experience. Competencies: Knowledge and understanding of the following: The ability to execute design trends; ability to use design software including Adobe Creative Suite; social media marketing trends and principles; working experience with the legislation, regulatory

frameworks, policies and best practices that have a bearing on the line functions; information systems that aid in the management of knowledge and information pertaining to the line function; project management; operational management practices; modern systems of governance and administration; public service procedures, processes and systems; understanding of the regional and local political, economic, and social affairs impacting the provincial government of the Western Cape; constitutional and legal arrangements governing the South African public sector; public finance and human resources discourse management processes; understanding of Communication policies and guidelines; functioning of the Province and the activities of sister departments/related functional areas; policies of the government of the day; labour relations legislation and regulations; performance management in general.

DUTIES : Develop and implement internal and external communication campaigns and products in support of departmental strategic priorities. Updating the departmental website. Develop, monitor and enhance the Department's corporate identity and brand. Media Liaison and Public Relations Support. Communication Strategy and Stakeholder Relations.

ENQUIRIES : Ms E Lewis at Ester.Lewis@westerncape.gov.za

POST 29/330 : **STATE ACCOUNTANT: GOVERNANCE REF NO: DSD 64/2026**

SALARY : R413 001 - R486 501 per annum (Level 08)

CENTRE : Department of Social Development, Western Cape Government.

REQUIREMENTS : An appropriate 3-year National Diploma (equivalent or higher qualification); A minimum of 1-year relevant experience. Competencies: Knowledge of and working experience with the legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; information systems that aid in the management of knowledge and information pertaining to the line function; K procurement and tendering processes; policy development, and operational management, monitoring and review processes; modern systems of governance and administration; public service procedures, processes and systems. Commented; Constitutional, legal and institutional arrangements governing the South African public sector; public finance, human resources and discourse management processes; Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements; province and the activities of sister departments/related functional areas; policies of the government of the day; performance management system in general. Skills: Numeracy, Literacy, Computer Literacy, Language skills, Project Management.

DUTIES : Provide proper governance services; Provide fraud and loss management services; Provide fraud and loss management services; Render Assurance Services; Review and maintain financial information and knowledge management.

ENQUIRIES : Ms Telo Siwundla @ Telo.Siwundla@westerncape.gov.za

POST 29/331 : **SOCIAL WORKER: OLDER PERSONS REF NO: DSD 59/2026**

SALARY : Grade 1: R338 206 - R397 668 per annum, (OSD as prescribed).
Grade 2: R413 004 – R478 395 per annum, (OSD as prescribed).
Grade 3: R496 668 - R583 833 per annum, (OSD as prescribed).
Grade 4: R608 859 – R754 785 per annum, (OSD as prescribed).

CENTRE : Department of Social Development, Western Cape Government.

REQUIREMENTS : A relevant tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; **Grade 1**: No experience; **Grade 2**: A minimum of 10 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 3**: A minimum of 20 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 4**: A minimum of 30 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Competencies: Knowledge of the following: Supervision Framework for Social Workers; Human behaviour and social systems and skills to intervene at the points where people interact with their environments in order to promote social

well-being; Social work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Relevant legislations, policies and prescripts (norms and standards); Social dynamics, work values and principles; Developing and empowering others. Skills in the following: Challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; Written and verbal communication; Report-writing; Self-management; Motivation; Good planning and organizing; Problem solving and analytical; Computer literacy; Presentation and facilitation; Client orientation and customer focus; Ability and competence to assist, develop, advocate for, and empower individuals, families, groups, organisations and communities to enhance their social functioning and their problem-solving capabilities; Ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities by enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves; Ability to mentor and coach Social Workers Grade 1; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply.

DUTIES : Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families, communities and organisations through the relevant programmes; Attend to any other matters that could result in, or stem from, social instability in any form; This would include the following actions; New application (Pre funding): On-Site Monitoring; Monitoring NPOs compliance against signed Transfer Payment Agreement (TPA); Evaluate NPOs compliance against Legislative, Programme Specific and Generic Norms and Standards; Case Work, Telephonic, Ministerial complaints process (Not appliable to ECD); Group Work (Not applicable to ECD); Community Work, Organisation; Monitoring of the implementation of the Service Delivery Improvement Plan where progress is unsatisfactory (including Foster Care Management); Rapid response following complaint/enquiries about NPOs, or a concern raised by a programme (including Foster Care Management); Ensure compliance with registration requirements of NPO's (regulatory frameworks); Continuous Professional Development; Keep up to date with new developments in the social work and social welfare fields; Perform all the administrative functions required of the job.

ENQUIRIES : Ms V Damon Tel No: (021) 483 4935

POST 29/332 : **SOCIAL WORKER: SERVICES TO PEOPLE WITH DISABILITIES REF NO: DSD 60/2026 (X2 POSTS)**

SALARY : Grade 1: R338 206 - R397 668 per annum, (OSD as prescribed)
Grade 2: R413 004 – R478 395 per annum, (OSD as prescribed)
Grade 3: R496 668 - R583 833 per annum, (OSD as prescribed)
Grade 4: R608 859 – R754 785 per annum, (OSD as prescribed)

CENTRE : Department of Social Development, Western Cape Government

REQUIREMENTS : A relevant tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; **Grade 1**: No experience; **Grade 2:** A minimum of 10 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 3:** A minimum of 20 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 4**: A minimum of 30 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Competencies: Knowledge of the following: Supervision Framework for Social Workers; Human behaviour and social systems and skills to intervene at the points where people interact with their environments in order to promote social well-being; Social work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Relevant legislations, policies and prescripts (norms and standards); Social dynamics, work values and principles; Developing and empowering others. Skills in the following: Challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; Written and verbal communication; Report-writing; Self-

management; Motivation; Good planning and organizing; Problem solving and analytical; Computer literacy; Presentation and facilitation; Client orientation and customer focus; Ability and competence to assist, develop, advocate for, and empower individuals, families, groups, organisations and communities to enhance their social functioning and their problem-solving capabilities; Ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities by enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves; Ability to mentor and coach Social Workers Grade 1; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply.

DUTIES : Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families, communities and organisations through the relevant programmes; Attend to any other matters that could result in, or stem from, social instability in any form; This would include the following actions; New application (Pre funding): On-Site Monitoring; Monitoring NPOs compliance against signed Transfer Payment Agreement (TPA); Evaluate NPOs compliance against Legislative, Programme Specific and Generic Norms and Standards; Case Work, Telephonic, Ministerial complaints process (Not appliable to ECD); Group Work (Not applicable to ECD); Community Work, Organisation; Monitoring of the implementation of the Service Delivery Improvement Plan where progress is unsatisfactory (including Foster Care Management); Rapid response following complaint/enquiries about NPOs, or a concern raised by a programme (including Foster Care Management); Ensure compliance with registration requirements of NPO's (regulatory frameworks); Continuous Professional Development; Keep up to date with new developments in the social work and social welfare fields; Perform all the administrative functions required of the job.

ENQUIRIES : Ms P Dyabhaze Tel No: (021) 483 8047

POST 29/333 : **ADMINISTRATION CLERK: CHILDREN AND FAMILIES REF NO: DSD 62/2026**

SALARY : R237 453 - R279 708 per annum (Level 05)

CENTRE : Department of Social Development, Western Cape Government.

REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification). Competencies: Knowledge of the following: Clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics; Understanding of the legislative framework governing the Public Service; Working procedures in terms of the working environment. Skills in the following: Numeracy; Literacy; Presentation; Decision-Making; Computer Literacy; Good written and communication; Interpersonal; Flexibility; Planning and Organising.

DUTIES : Render general administration support services: Record, organise, store, capture and retrieve correspondence and data(Line function); Update registers and statistics; Handle routine enquiries; Make photocopies and receive or send correspondence; Distribute documents/packages to various stakeholders as required; Keep and maintain the filing system for the component; Type letters and/or other correspondence when required; Keep and maintain the incoming and outgoing document register of the component; Receive, document and distribute of all incoming mail and documents. Provide supply chain clerical support services within the Chief Directorate: Liaise with internal and external stakeholders in relation to procurement of goods and service; Obtain quotations, complete procurement forms for the purchasing of standard office items; Stock control of office stationery; Keep and maintain the asset register of the component. Provide personnel administration clerical support services: Maintain a leave register for the Chief Directorate; Keep and maintain personnel records in the Chief Directorate; Keep and maintain the attendance register of the Chief Directorate; Arrange travel and accommodation. Provide financial administration support service in the Component: Capture and update expenditure; Check correctness of subsistence and travel claims of the officials and submit to the management for approval; Handle telephone accounts and petty cash for the component.

ENQUIRIES : Jessica Payne Tel No: (021) 483 5798

POST 29/334 : **SOCIAL AUXILIARY WORKER: SOCIAL WORK SERVICES (ATHLONE: - VARIOUS POSTS AVAILABLE); REF NO: DSD 63/2026**

SALARY : Grade 1: R200 691 – R227 145 per annum, (as prescribed by OSD)
Grade 2: R236 385 – R269 742 per annum, (as prescribed by OSD)
Grade 3: R280 809 – R353 016 per annum, (as prescribed by OSD)

CENTRE : Department of Social Development, Western Cape Government.

REQUIREMENTS : Grade 1: Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the SACSSP as Social Auxiliary Worker; A valid code B driving licence. Competencies: Knowledge and basic understanding of the following: Human behaviour, relationship system and social issues; South African social welfare context: the policy and practice of developmental social welfare services; South African judicial system and the legislation governing and impacting of social auxiliary work; Basic knowledge of financial matters related to social auxiliary work; Uses appropriate resources in service delivery to client systems; Implement appropriate social auxiliary work methods and techniques to address the social needs of client systems; Information and knowledge management: keep precise records and compile accurate reports on social needs and social auxiliary work activities and file them appropriately; protocol and professional ethics. Job-related skills: Organising and planning; Work effectively with social workers and members of multi-sectoral teams in social service delivery; Verbal and Written Communication; interpersonal; report-writing). Computer literacy, presentation and facilitation, problem-solving and analytical skills, and client orientation and customer focus.

DUTIES : Provide assistance and support to social workers with the rendering of a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant departmental programs; Assist social workers to attend to any other matters that could result in, or stem from, social instability in any form; Continuous professional development; Perform administrative support functions in support of social workers as required of the job.

ENQUIRIES : Ms E Siljeur Tel No: (021) 763-6204

WESTERN CAPE MOBILITY DEPARTMENT

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

CLOSING DATE : 07 September 2026

NOTE : Shortlisted candidates will be required to attend interviews on a date and time determined by the department and submit documentation for verification purposes and criminal record vetting. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 29/335 : **DEPUTY DIRECTOR: FREIGHT RAIL: FREIGHT AND LOGISTICS REF NO: WCMD 19/2026**
(3-Year Contract Position)

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

CENTRE : Western Cape Mobility Department, Western Cape Government.

REQUIREMENTS	:	An appropriate 3-year tertiary qualification (National Diploma/B-Degree); A minimum of 3 years' management experience in Freight, Logistics, or Rail Planning or Operations. Competencies: Knowledge of and working experience with the legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Knowledge and understanding of; Information Systems that aid in the management of knowledge and information pertaining to the line function; Project Management; Operational Management practices Knowledge and understanding of procurement and tendering processes; policy development; and operational management, monitoring and review processes; modern systems of governance and administration; public service procedures, processes and systems; the regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Constitutional, legal and institutional arrangements governing the South African public sector; public finance, human resources and discourse management processes; the Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements; the functioning of the province and the activities of sister departments/related functional areas; the policies of the government of the day; of Labour Relations legislation and regulations; of performance management in general. Multimodal freight, transport logistics, or sub-sector specific knowledge. Skills: Numeracy; Literacy; Computer Literacy; Language skills; Project Management; Budgeting and Financial Management; Intergovernmental coordination and stakeholder engagement.
DUTIES	:	Development and implementation of freight rail strategies and projects; Manage engagement, coordination and collaboration with freight stakeholders; Manage freight rail data, information, and systems; Plan and manage the work of and account for the overall performance of the Sub-Directorate; People Management; Financial Management.
ENQUIRIES	:	Ms CE Gallant at Katleho.Matsabisa@westerncape.gov.za / Tel No: (021) 483 6906
POST 29/336	:	**DEPUTY DIRECTOR: MARITIME AND INTERMODAL LOGISTICS: FREIGHT AND LOGISTICS REF NO: WCMD 20/2026** (3-Year Contract Post)
SALARY	:	R932 292 - R1 098 195 per annum (Level 11), (all-inclusive salary package)
CENTRE	:	Western Cape Mobility Department, Western Cape Government.
REQUIREMENTS	:	An appropriate 3-year National Diploma (equivalent or higher qualification); A minimum of 3 years management experience in Freight, logistics or Maritime Planning or Operations. Competencies: Knowledge of and working experience with the legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Multimodal freight, transport logistics, or sub-sector specific knowledge; information systems that aid in the management of knowledge and information pertaining to the line function; project management; operational management practices; procurement and tendering processes; policy development, and operational management, monitoring and review processes; modern systems of governance and administration; public service procedures, processes and systems. Skills: Numeracy, Literacy, Computer Literacy, Language, Project Management, Budgeting and Financial Management, Intergovernmental Coordination, and Stakeholder Engagement.
DUTIES	:	Develop and implement maritime and port strategic frameworks and projects; Manage coordination and collaboration with freight stakeholders; Manage port performance data, information systems and digital tools; Plan and manage the work of and account for the overall performance of the Sub-Directorate; People Management; Financial Management.
ENQUIRIES	:	Ms CE Gallant / Corrine.Gallant@westerncape.gov.za or (Tel No: 021) 483 6906
POST 29/337	:	**ADMINISTRATIVE OFFICER: FREIGHT AND LOGISTICS REF NO: WCMD 18/2026** (3-Year Contract Position)
SALARY	:	R338 106 - R398 277 per annum (Level 07), plus 37% in lieu of service benefits.
CENTRE	:	Western Cape Mobility Department, Western Cape Government.

REQUIREMENTS	:	An appropriate NQF level 6 qualification (equivalent or higher); A minimum of 1–year Project Administration experience. A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: experience with the legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; information systems that aid in the management of knowledge and information pertaining to the line function; project management; operational management practices; procurement and tendering processes; modern systems of governance and administration; public service procedures, processes and systems; Public Finance Management Act, 1999, National Treasury Regulations, Provincial Treasury Instructions, other financial policies, prescripts, directives and collective agreements; of the functioning of the Province and the activities of sister departments/related functional areas; Labour Relations legislation and regulations; performance management in general. Skills: Numeracy; Literacy; Computer Literacy; Language; Data Analysis. Other: Supervisory; Research and Report Writing; Presentation; Creative Thinking; Applying Technology.
DUTIES	:	Project support; high-level administrative support; Data and information management; Staff supervision; Research.
ENQUIRIES	:	Mr K Matsabisa Tel No: (021) 483 4887
POST 29/338	:	**SUPPLY CHAIN MANAGEMENT CLERK: ACQUISITION AND CONTRACT MANAGEMENT REF NO: WCMD 17/2026**
SALARY	:	R237 453 - R279 708 per annum (Level 05)
CENTRE	:	Western Cape Mobility Department, Western Cape Government.
REQUIREMENTS	:	Grade 12 (Senior Certificate or equivalent qualification). Competencies: Basic knowledge of the following: Supply Chain Management duties, practices as well as the ability to capture data, operate computer and collecting statistics; Understanding of the legislative framework governing the Public Service; Work procedures in terms of the working environment; insight of the Public Service financial legislations, processes and procedures, National Treasury Regulations, Provincial Treasury Instructions; Basic operating systems such as Personnel and Salary System (PERSAL), Basic Accounting System (BAS), Logistical Information System (LOGIS). Skills in the following: Good Verbal and Written Communication; Planning and Organising; Customer Care; Reporting; Problem-solving; Creative Thinking; Decision Making; Willingness to work irregular hours and meet tight deadlines; Ability to work under pressure.
DUTIES	:	Render acquisition clerical support services; Render clerical support with the coordination, review and compilation of a list of prospective providers for quotations; Render clerical support with the coordination, review and source of quotations from database according to the threshold values determined by National Treasury; Provide personnel administration and clerical support services within the component.
ENQUIRIES	:	Ms S Moodley Tel No: (021) 483 8970