



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 32 OF 2026

DATE ISSUED 04 SEPTEMBER 2026

1. Introduction

- 1.1 This Circular is, except during December, published on a weekly basis and contains the advertisements of vacant posts and jobs in Public Service departments.
- 1.2 Although the Circular is issued by the Department of Public Service and Administration, the Department is not responsible for the content of the advertisements. Enquiries about an advertisement must be addressed to the relevant advertising department.

2. Directions to candidates

- 2.1 Applications on form Z83 with full particulars of the applicants' training, qualifications, competencies, knowledge and experience (on a separate sheet if necessary or a CV) must be forwarded to the department in which the vacancy/vacancies exist(s). **NB: PROSPECTIVE APPLICANTS MUST PLEASE USE THE NEW Z83 WHICH IS EFFECTIVE AS AT 01 JANUARY 2021.**
- 2.2 Applicants must indicate the reference number of the vacancy in their applications.
- 2.3 Applicants requiring additional information regarding an advertised post must direct their enquiries to the department where the vacancy exists. The Department of Public Service and Administration must not be approached for such information.
- 2.4 It must be ensured that applications reach the relevant advertising departments on or before the applicable closing dates.

3. Directions to departments

- 3.1 The contents of this Circular must be brought to the attention of all employees.
- 3.2 It must be ensured that employees declared in excess are informed of the advertised vacancies. Potential candidates from the excess group must be assisted in applying timeously for vacancies and attending where applicable, interviews.
- 3.3 Where vacancies have been identified to promote representativeness, the provisions of sections 15 (affirmative action measures) and 20 (employment equity plan) of the Employment Equity Act, 1998 should be applied. Advertisements for such vacancies should state that it is intended to promote representativeness through the filling of the vacancy and that the candidature of persons whose transfer/appointment will promote representativeness, will receive preference.
- 3.4 Candidates must be assessed and selected in accordance with the relevant measures that apply to employment in the Public Service.

4 SMS pre-entry certificate

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

AMENDMENTS

GOVERNMENT COMMUNICATIONS AND INFORMATION SYSTEM: The department hereby requests the extension of the closing date for the posts of Chief Financial Officer Ref No: 3/1/5/1-26/15 and Director: Western Cape Provincial Office advertised on circular 29 of 2026. The closing date for the above-mentioned posts is hereby extended from 04 September 2026 to 18 September 2026.

PROVINCIAL ADMINISTRATION: MPUMALANGA: DEPARTMENT OF SOCIAL DEVELOPMENT: Kindly note that the following posts Chief Director Social Development (Re-advert) with Ref No: DSD/AUG/PRO/SWS/26/0, Professional nurse (PN- A2) Nkangala Treatment Centre with Ref No: DSD/AUG/NKA/TRE/26/02(Re-advert) AND an erratum for CDP: Nkangala District: Emakhazeni: Belfast were advertised in Public Service Vacancy Circular 20 dated 28 August 2026, the closing date has been amended from the original date to 11 September 2026.

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DEPARTMENT OF AGRICULTURE (DOA)

<u>CLOSING DATE</u>	:	18 September 2026 at 16:00
<u>NOTE</u>	:	To apply, submit a completed Z83 form and detailed Curriculum Vitae (PDF document to a maximum of 10 megabytes) via e-mail or hand delivery. The Department will not be held responsible for server delays. Late applications due to technical issues will not be considered. Shortlisted candidates must provide certified copies of required documents (Identity Document, qualifications, etc) where necessary and service certificates to support senior management experience to Human Resources before the interviews, including South African Qualifications Authority (SAQA) evaluation reports for foreign qualifications. Failure to comply will result in disqualification. To be appointed at Senior Management Service (SMS) level, you must complete the SMS Pre-entry programme offered by the National School of Government (NSG). Find course details here: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ appointment is subject to successful competition of the Nyukela Programme: Pre-entry Certificate to SMS and submission of proof. All shortlisted candidates, for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. All shortlisted candidates, including SMS shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. NB: Please note that false or fraudulent qualifications submitted by applicants will be reported to the South African Police Services (SAPS), and a criminal case shall be opened. Applications: Please submit your application before the closing date as late applications will not be considered. Do not submit duplicate applications. If applying for multiple posts, submit separate applications for each post. Due to high volumes, the Department will not acknowledge receipt of applications. Communication will be limited to shortlisted candidates only. If you have not heard from us within 3 months, please consider your application to be unsuccessful. Should, during any stage of the recruitment process, a moratorium be placed on the filling of posts or the Department is affected by any process such as, but not limited to, restructuring or reorganisation of posts, the Department reserves the right to cancel the recruitment process and re-advertise the post at any time in the future. Important: DOA is an equal opportunity employer committed to promoting representivity and affirmative action. We encourage applications from all qualified candidates. The Department reserves the right not to fill vacancies. By applying you consent to the collection and processing of your personal information for recruitment purposes. Shortlisted candidates will be required to be available for assessments and interviews at a date and time as determined by the Department. Shortlisted candidates will undergo personnel suitability checks, security vetting and reference checks (including social media profiles). Applications must declare any pending criminal, disciplinary or any other allegations or investigations. Successful candidates must pass security clearance, sign an employment contract, sign an annual performance agreement and disclose financial interests. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with. Failure to disclose relevant information may result in disqualification or termination.

MANAGEMENT ECHELON

<u>POST 32/01</u>	:	<u>CHIEF AUDIT EXECUTIVE REF NO: 3/3/1/81/2026</u> Branch: Office of the Director-General
<u>SALARY</u>	:	R1 554 696 per annum (Level 14), (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS).
<u>CENTRE</u>	:	Gauteng: Pretoria

REQUIREMENTS

: Applicants must be in possession of a Grade 12 Certificate and a Bachelor's degree or Advanced Diploma in Internal Auditing / Risk Management / Financial Management / Law (LLB) / Forensic Investigation (NQF Level 7). Membership of the Institute of Internal Auditors South Africa (IIA SA). Successful completion of Pre-entry Certificate for SMS as endorsed by the National School of Government (NSG). Job related work experience: Minimum of five (5) years' experience at a senior managerial level (auditing, project management, financial and operational management. Project management. Membership of the Institute of Internal Auditors is recommended. Job related knowledge: Project Management best practice. The Standards of the Institute of Internal Auditors. Risk based Internal Audit methodologies and procedures and software. Job related skills: Written and verbal communication skills. Interviewing skills. Analytical and problem-solving ability. Staff and interpersonal skills. Project management skills. Computer skills. Business process analysis skills. Risk and Control assessment skills. A valid driver's licence. Ability to travel and work irregular hours.

DUTIES

: Manage the compilation of the Internal Audit and Forensic Investigations strategic and operational plans in line with the Chief Directorate's quality standards, methodologies, policies and procedures on an annual basis: Manage the development and updating of methodologies, policies and procedures in line with the best practise and the International Standards of the Institute of Internal Auditors (IIA) and the Association of Certified Fraud Examiners (ACFE) Professional Standards on an annual basis. Manage the compilation of the Chief Directorate's strategic plan and operational plan by April each year. Manage the compilation of the Chief Directorate's Internal Audit operational and process risk registers by April each year. Manage the compilation of the Internal Audit Strategic 3-year Rolling and Annual Internal Audit Plans by April each year. Coordinate with other internal and external service assurance providers to ensure proper risk coverage and to minimise duplication of effort. Manage the compilation of the Forensic Investigations Comprehensive and Annual Case Management Registers by April each year. Manage the implementation of the Internal Audit and Forensic Investigations strategic and operational plans in line with the Chief Directorate's quality standards, methodologies, policies and procedures on a continuous basis: Manage the achievement of the Chief Directorate's strategic and operational objectives on a continuous basis and report progress to the Director-General on a monthly basis. Manage the achievement of the Chief Directorate Internal Audit risk register action plans on a continuous basis and report progress to the Director-General on a monthly basis. Manage the achievement of the Internal Audit Strategic 3-year Rolling and Annual Internal Audit Plan's deliverables on a monthly basis and report progress to the Audit Committee and the Director-General on a quarterly basis. Manage the achievement of the Forensic Investigations Comprehensive and Annual Case Management Registers on a monthly basis and report progress to the Audit Committee and the Director-General on a quarterly basis. Manage the performance of Quality Assessment reviews on the annual internal audit plans projects on a continuous basis, the annual Internal Quality Assessment Review and the five yearly External Quality Assessment Review and report the results of the annual and five yearly reviews to the Audit Committee and Director-General. Manage the reliance of the Audit-General of Soth Africa on the work performed and reports issued by the Internal Audit and Forensic Investigations Directorates on a monthly basis and report progress to the Audit Committee and the Director-General on an annual basis. Manage the implementation of the Internal Audit Report's Action Plans and the Forensic Investigations Report's Recommendations by line management on a quarterly basis: Manage the requests for progress reports from line management on the implementation of action plans on all internal audit reports and implementation of recommendations on all forensic investigation reports on a quarterly basis. Manage the analysis of the line management's status of implementation of action plans of Internal Audit Reports and recommendations of Forensic Investigations Reports and clarification of statuses with line managers on a quarterly basis. Manage the preparation of progress reports on the implementation of management action plans and recommendations presentations to the Audit Committee and Director-General on a quarterly basis. Manage the co-ordination of the Audit Committee Meetings and Audit Committee In-committee Meetings on a continuous basis: Manage the contracts and payments of the Audit Committee Members on a continuous

basis. Manage the co-ordination and secretariat function of the Audit Committee meetings and Audit Committee In-committee meetings as per the Audit Committee annual work plan. Manage the co-ordination of the Audit Committee meetings with the Minister as per the Audit Committee annual work plan. Manage the Audit Committee In-committee meetings with the departmental management, the AGSA and the Chief Directorate Internal Audit as per the Audit Committee annual work plan. Manage the Chief Directorate Internal Audit's resources: Manage human, logistical and financial resources allocated to this position on an on-going basis in line with Departmental prescripts.

ENQUIRIES
APPLICATIONS

: Ms K Kgang Tel No: (012) 319 7331
: Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email CAErecruit81@nda.gov.za

OTHER POSTS

POST 32/02

: **DEPUTY DIRECTOR: HUMAN RESOURCE POLICY (REF NO: 3/3/1/82/2026)**
Directorate: Human Resource Administration

SALARY

: R896 436 per annum (Level 11), (all-inclusive remuneration package to be structured in accordance with the rules for MMS).

CENTRE
REQUIREMENTS

: Gauteng: Pretoria
: Applicants must be in possession of a Grade 12 certificate and a National Diploma (NQF 6) in Human Resource Management/ Public Management/ Public Administration. Minimum of 3 years' experience at junior management level in HR Policy environment. Job related knowledge: Knowledge of Human Resource Policies. Knowledge of Human Resource Prescripts. Job related skills: Communication skills (verbal and written). Strategic planning and leadership. Presentation and facilitation skills. Conceptual skills and human relations. Policy drafting (Report writing). Negotiations and consultation with relevant key stakeholders. Computer literacy skills. Problem solving skills. A valid driver's licence. Ability to travel and work irregular hours.

DUTIES

: Monitor HR Policies developed, reviewed, aligned, facilitated and implemented in the Department. Identify policies to be developed/ amended and aligned. Undertake gap analysis/ identify problems/ challenges/ research and best practices as and when required. Compile/ draft policies. Request inputs/ comment from stakeholders. Consider and consolidate inputs/ comment. Finalise draft policy. Consult policy at relevant forums (components, task teams, labour, DBC, management meetings). Finalise policy for consideration for approval from management (prepare memorandum/presentation). Assist and manage implementation of policy (communication). Monitor HR Delegations regarding PSA and PSR developed/ reviewed and implemented in Department. Identify HR functions to be delegated in accordance with prescripts/ legislation. Compile/ draft delegations. Request inputs/ comment from relevant stakeholders. Consider and consolidate inputs/ comment. Compile and finalise draft delegations (set of Delegations). Consult draft delegation at relevant forums if necessary. Finalise delegations for consideration for approval from management (prepare memorandum/ presentation). Assist and manage implementation of delegations (communication). HR Policies advocated to ensuring consistent implementation and application in the Department. Issue/ distribute approved policy. Arrange information sessions to advocate relevant policy (via Teams, Zoom or venue). Prepare/compile presentation on matter. Issue/distribute ICM with details of the session. Render/ assist/deal/advise on issues/matters and cases. HR Delegations advocated to ensure consistent implementation and application throughout the Department. Issue/ distribute approved/ amended delegations. Arrange information sessions to advocate relevant delegations (via Teams, Zoom or venue). Prepare/ compile presentation on matter. Issue/ distribute ICM with details of the session. Render/ assist/ deal/ advise on issues/ matters and cases. Manage and deal with HR related administrative functions/ activities/ tasks/ requests/ instructions as requested/ instructed by Management. Render/ assist/ deal/ advise on issues/ matters and cases as and when required. Analyse/ do research and obtain relevant prescripts. Consult relevant role players (Labour, legal, relevant Component). Compile

		response/ memorandum for consideration/ approval. Communicate approval/ advise/ outcome of decision.
<u>ENQUIRIES</u>	:	Mr C Mathebula Tel No: (012) 319 7322
<u>APPLICATIONS</u>	:	Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email DDHRPrecruit82@nda.gov.za
<u>NOTE</u>	:	EE Target: African Males and Persons with disability.
<u>POST 32/03</u>	:	<u>SENIOR SECURITY OFFICER REF NO: 3/3/1/83/2026</u> Directorate: Vetting, Screening and Special Investigations
<u>SALARY</u>	:	R237 453 annum (Level 05)
<u>CENTRE</u>	:	Gauteng: Pretoria
<u>REQUIREMENTS</u>	:	Applicants must be in possession of grade 12 certificate. Grade B Private Security Industry Regulatory Authority (PSIRA) Certificate. Must have a minimum of three (3) years security experience Job related knowledge: Knowledge of access control procedures. Knowledge of measures for the control and movement of equipment. Knowledge of security incident reporting and recording procedures. Knowledge of the powers, duties and responsibilities of security officers in terms of applicable legislation, policies, standards and procedures. Knowledge of prescribed security Legislation (e.g. Minimum Information Security Standard (MISS), Criminal Procedure Act, Minimum Physical Security Standard (MPSS), Protection of Information Act, Occupational Health and Safety Act, etc) and the authority of security officers under these documents. Knowledge on the relevant emergency procedures. Willingness to work 12 hours shifts, travel and work irregular hours (afterhours, weekends and public holidays). Valid driver's license.
<u>DUTIES</u>	:	Supervise the security functions performed by the security officers, ensuring adherence to department security policies. Allocate duties to security officers, monitor outcomes and institute the necessary corrective measures to address deviations from norms and standards. Develop and manage duty rosters, shift schedules and overtime arrangements in accordance with operational requirements and applicable prescripts. Monitor access control to prevent unauthorised entry in buildings and other premises. Authorisation of the equipment, documents and stores into or out of the building or premises. Inspect and report all none functioning of security measures (e.g., X-Ray machines, Walk-through metal detectors, security lights and etc.). Report faulty, damaged or non-functional security equipment and systems to the relevant supervisor or responsible unit. Supervise human resources/staff. Allocating work. Check, verify and update documentation/registers (leave forms, EPMDS, overtime). Updating work plans and performance standards. Performance assessment. Staff development. Manage export admin office to ensure effecting Wine Online support services. Ensure that incidents are properly recorded in occurrence books, incident registers and other prescribed records. Review security camera footage upon receipt of an authorised request and in accordance with approved procedures. Identify, respond to and report security breaches, incidents, and other irregularities. Monitor and provide support in case of emergencies. Inspect and verify occurrence books, registers and other prescribed security records to ensure that they are accurately and consistently maintained. Ensure that unauthorised persons and dangerous or prohibited objects do not enter departmental buildings or premises. Conduct security inspections and ensure that all access points and designated areas are properly secured and locked after hours. Ensure that the movement of equipment, assets, documents, and other items into and out of departmental premises is properly authorised and controlled. Administrative and related functions. Determining rosters, shift schedules and overtime. Monitor performance of employees and determine training needs. Control leaves and related personnel matters in line with HR procedures and prescripts. Provide security related services. Administer key control system. Identify risks and threats to the security of the department. Provide information regarding incidents to investigating officers. Report faulty equipment/systems. Ensure systems are functioning optimally through scheduled services. Conduct preliminary incident investigations and submit reports. Administer all control room operations to safeguard the department's assets. Supervise all control room activities. Ensure that control room personnel perform their duties in accordance with approved procedures and security prescripts. Report all incidents and any identified non-compliance relating to security prescripts.

ENQUIRIES
APPLICATIONS

Review of footages upon request through proper procedure. Update all registers for the incidents observed.

: Mr Thabo Maila Tel No: (012) 312 8627

: Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email SSOrecruit83@nda.gov.za

NOTE

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

DEPARTMENT OF DEFENCE



- CLOSING DATE** : 18 September 2026 at 16h00 (Applications received after the closing date and faxed copies will not be considered).
- NOTE** : It is the Department's intention to promote equity (race, gender and disability) through the filling of this posts with candidates whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan. Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service Department office i.e effective 01 January 2021 or on the DPSA web site link: <https://www.dpsa.gov.za/newsroom/psvc/>. Should an application be received using incorrect application employment form Z83, it will be disqualified, which must be originally signed and dated by the applicant and which must be accompanied by a detailed CV only (with full particulars of the applicants' training, qualifications, competencies, knowledge & experience). Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview which should not be older than six months. Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application, it must be done in writing. Should an application be received where an applicant applies for more than one post on the same applications form, the application will only be considered for the first post indicated on the application and not for any of the other posts. Under no circumstances will photostat copies or faxed copies of application documents be accepted. The successful candidates will be subjected to Personnel Suitability Checks (criminal record, citizenship & financial/asset record checks and qualification and employment verification). Successful candidates will also be subjected to security clearance processes. The level of appointments is dependent upon, qualifications, relevant experience and research output. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. The competency assessment will be limited to successful candidates in the interview process only. Shortlisted candidates will be subjected to a personnel suitability checks (pre-employment screening) which may include social media profiles checks. A successful candidate will have to undergo a full security vetting while in the employ of the department and negative outcome shall nullify employment contract. Failure to submit the required documents will result in your application not being considered. Successful candidates will be required to disclose their financial interests within one (1) month of appointment. Applicants who do not receive confirmation or feedback within 3 (three) months after the closing date, please consider your application unsuccessful. Due to the large volume of responses anticipated, receipt of applications will not be acknowledged, and correspondence will be limited to short-listed candidates only. For more information on the job description(s) please contact the person indicated in the post details. Successful candidates will be appointed on probation for the period of twelve (12) months in terms of the prescribed rules.

OTHER POSTS

- POST 32/04** : **ASSISTANT DIRECTOR: MEDICAL ADMINISTRATION: COMPENSATION OCCUPATION INJURIES AND DISEASES ACT (COIDA): REF NO: DHRMAINT/28/32/26**
 Chief Directorate: Human Resource Management
 Directorate: Human Resource Maintenance-Medical Administration)
 This is re-advertised, applicants who previously applied may also re-apply
- SALARY CENTRE** : R487 197 – R584 370 per annum (Level 09)
 : Bank of Lisbon Building, Pretoria, 0001

<u>REQUIREMENTS</u>	:	Grade 12 (NQF 4) or equivalent with National Diploma NQF 6 in HRM/Public Administration with a minimum of three (3) years' experience in administration and supervisory roles. Special Requirements (skills needed): COIDA, Computer literate (MS Word, PowerPoint, how to access Internet, MS Excel and mainframe). Good communication skills (verbal and written) and customer orientation. Have supervisor's experience. Have excellent interpersonal and problem solving skills. Possession of valid driver's licence is recommended. The knowledge and understanding of Compensation Occupation Injuries and Diseases Act (COIDA), Group Life Insurance Scheme (GLIS) Policies and Medical administration process for the regular force. Excellent telephone etiquette. Ability to obtain a confidential security clearance within 12 months of being appointed.
<u>DUTIES</u>	:	A successful candidate will be required to perform the following duties: Administration of injuries and disease cases sustained by Defence Act Personnel (DAP) and Public Service Act Personnel (PSAP) whilst on duty. Administration of personnel losses and funerals and Group Life Insurance Scheme (GLIS). Administration/ Approval of inclusion/re-inclusion of dependants of Defence Act Personnel (DAP) for medical privileges. Attend meetings as required. Inspection of all registers maintained by the clerks. Compile and update post profiles and duty sheets for all post incumbents on the structure of Medical Section. Assess and supervise sub-ordinates' performance with regard to strength and weaknesses in order to recognize and reward good, and manage poor performance by identifying relevant courses. Assist with career management with regard to supporting and encouraging sub-ordinates to seek opportunities for development and promotion and their nomination for courses. Nominate all Medical Section's staff for outstanding courses. Personal investigation of critical enquiries and the drafting of draft replies for higher authority signature. Complete bi-annual performance assessment for all subordinates together with relevant reports.
<u>ENQUIRIES APPLICATIONS</u>	:	Lt Col (Adv) E.S. Longa Tel No: (012) 339 533
	:	Department of Defence, Human Resources Management, Chief Directorate HR Maintenance Medical section, Private Bag X976, Pretoria, 0001 or hand delivered at Department of Defence, Bank of Lisbon Building, 400 Paul Kruger Street, Pretoria or email to Elia.Longa@dod.mil.za
<u>POST 32/05</u>	:	<u>ACCOUNTING CLERK: PRODUCTION (X25 POSTS)</u> Financial Management Division Directorate: Stores, Services and Related Payments (DSSRP)
<u>SALARY CENTRE</u>	:	R237 453 - R279 708 per annum (Level 05)
	:	FASC Durban Ref No: FMD/31/32/26/01 (X3 Posts)
	:	FASO Ladysmith Ref No: FMD/31/32/26/02
	:	FASC Mtubatuba Ref No: FMD/31/32/26/03
	:	FASC Lohathla Ref No: FMD/31/32/26/04
	:	FASC Polokwane Ref No: FMD/31/32/26/05 (X3 Posts)
	:	FASC Makhado Ref No: FMD/31/32/26/06
	:	FASC Thohoyandou, Ref No: FMD/31/32/26/07
	:	FASC Port Elizabeth Ref No: FMD/31/32/26/08
	:	FASC Umtata Ref No: FMD/31/32/36/09
	:	FASC Garrison Ref No: FMD/31/32/26/10 (X4 Posts)
	:	FASC Hoedspruit Ref No: FMD/31/32/26/11
	:	FASC Potchefstroom Ref No: FMD/31/32/26/12
	:	FASC Klipdrift Ref No: FMD/31/32/26/13
	:	FASC Wonderboom Ref No: FMD/31/32/26/14
	:	FASC Kimberley Ref No: FMD/31/32/26/15
	:	FASC Youngsfield Ref No: FMD/31/32/26/16
	:	FASC MOD Ref No: FMD/31/32/26/17 (X2 Posts)
<u>REQUIREMENTS</u>	:	A minimum of Grade 12 (NQF Level 4) or equivalent with Accounting or Mathematics as subjects. No experience. Valid Driver's License. Special requirements / Skills needed: Basic knowledge of financial and accounting processes. Computer literate in MS Office software packages (Word, Excel and PowerPoint). Ability in understanding, interpreting and correctly applying financial policies and prescripts. Ability to effectively liaise and communicate with clients. Decisive and persevering in terms of task finalisation. Willing to be detached to Satellite Offices across geographical boundaries. Perform cash administration duties as cashier, in Rand and Foreign currency. Perform general administrative functions and archiving / filing / safekeeping of all

DUTIES

accounting documentation. Basic knowledge of contract management and supply chain management process. Sound Knowledge and understanding of PFMA, Treasury Regulations, National Treasury practice notes on supply chain processes (PFMA, DORA, PSA, PPPFA, Financial Manual). Knowledge of basic financial operating systems (FMS, PERSOL, PERSAL, BAS, LOGIS etc)

: Strictly apply policies, prescriptions and regulation. Performing of cashier duties by paying out of cash advances. Receipt of State monies into the paymaster General Account (PMG). Receive cash from client and verify or correctness in terms of the purpose of the payment. Issue an official receipt. Accurate allocation of Revenue. Timely preparation and capturing of deposits on FMS and securely dispatching of deposits to the bank. Safekeeping and issuing of Face Value Documents (FVD). Archiving of Accounting documents, Safekeeping of payment and other accounting documentation for audit purposes. Utilise the Financial Management System (FMS) to regularly record all accounting transactions and do enquiries, administering of claims on the central Advance System and capturing of all related accounting transactions on FMS. Confirmation of Telkom accounts and assisting with general administration and accounting functions at the FASC. Scrutinise, verify, register and couple medical and supplier invoices for payment.

ENQUIRIES **APPLICATIONS**

: Ms C.L. Cele Tel No: (012) 392 2892

: Applications must be submitted through the post to: Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001 or email to Recruit2FMD@dod.mil.za or Recruit3FMD@dod.mil.za In case where applicants are stationed in the Pretoria area, applications may be hand-delivered to: Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception. Please use reference number not post number.

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

: 18 September 2026 at 16:00 (walk-in) and 23:59 (online)

NOTE

: Online application must include an application form Z83 and CV as one attachment, indicate the correct job title and correct reference number of the post on the email. Use the correct email address associated with the post. Applications quoting the relevant reference number, correct job title and correct name of the Department 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 old Z83 application form will not be considered. Each application for each post (s) must have its own application form. 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 and a completed, initialled and signed 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). Failure to submit all the requested documents will result in the application not being considered. Applicants who do not comply with the application instructions/requirements, as well as applications received late 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. The requirements for application of Senior Management Services (SMS) include the successful completion of an SMS Pre-entry programme (Nyukela) as endorsed by the National School Government (NSG). Prior to appointment, a candidate should therefore have proof that they have registered for the Pre-Entry Certificate and have completed the course. The cost for Nyukela is at the applicant's own expense. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>. All shortlisted candidates 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 note by responding to the advertisement, you consent to the collection, processing, and storing of your Personal Information in accordance with the Protection of Personal Information Act (POPIA) Your information will be used solely for the purpose of this promotion and will not be shared with third parties without prior consent unless required by law. Successful candidates will be required to enter into an employment contract and a performance agreement. The Department reserves the right not to make any appointment(s) to the below advertised post(s). 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. The Department is an equal opportunity affirmative action employer. The Employment Equity targets will be taken into consideration during the selection process. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s).

MANAGEMENT ECHELON

<u>POST 32/06</u>	:	<u>DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: HR5/1/2/3/19</u> Re-advertisement candidates who previously applied are encouraged to re-apply
<u>SALARY</u>	:	R1 317 384 per annum, (all- inclusive)
<u>CENTRE</u>	:	Compensation Fund, Pretoria
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF Level 7) as recognized by SAQA in Human Resources Management, Industrial Psychology / Organisational Psychology / Industrial and Organisational Psychology / Labour Relations / Human Resources Development / Labour Law/Public Administration / Public Management / Business Administration / Business Management / Business Management / Business Management. 5 years' functional experience at a middle / Senior Managerial level in Human Resource Management / Human Resource Development / Performance Management / Employee Health and Wellness Programmes / Employee Relations / Human Resources Planning Practices and Administration environment. Knowledge: Constitutional Act 108 of 1996 (amended). Compensation Fund policies, policies, procedures and processes. Talent Management and Succession Planning. Remuneration and Benefits. Human Resource Management Practices and principles. Human Resources across broad range of functional areas. COIDA. Customer service principles (Batho –Pele Principles). Technical knowledge. Customer Relationship Management. Budgeting and Financial Management. Labour Relations Act. Employment Equity Act. Skill Development Act. Basic Conditions of Employment Act. Public Finance Management Act (PFMA). National Treasury regulations. Preferential Procurement Policy Framework. Promotion of Access to Information Act. Promotion of Administrative Justice Act (PAJA). Minimum Information Security Standards (MISS). Protection of Personal Information Act (POPIA). Legislative Requirements: Public Service Act. Public Service Regulations. Skills: Communication (Verbal and Written). Business Writing Skills. Problem Solving and Decision making. People Management and Empowerment. Client Orientation and Customer Focus. Change Management. Work Ethic and Self-management. Business Acumen and leadership. Environmental Awareness.
<u>DUTIES</u>	:	Manage Human Resource Management services for the Fund. Manage the implementation of integrated Performance Management, training and development management in the Fund. Manage Employee Relations services in the Fund. Oversee HR Administration in the Provinces. Manage all resources of the Directorate.
<u>ENQUIRIES</u>	:	Dr MJ Ledwaba Cell: 072 591 9784
<u>APPLICATIONS</u>	:	Direct Your Applications to: Jobs-CF2@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Planning Practices and Administration
<u>NOTE</u>	:	Priority will be given to Persons with disability, Indians and Whites.

OTHER POSTS

<u>POST 32/07</u>	:	<u>DEPUTY DIRECTOR: ADMIN SERVICES REF NO: HR5/1/2/3/20</u>
<u>SALARY</u>	:	R932 292 per annum, (all -inclusive)
<u>CENTRE</u>	:	Compensation Fund, Pretoria
<u>REQUIREMENTS</u>	:	Three-year tertiary qualification (NQF Level 6) as recognized by SAQA in Public / Office / Business Administration / Management. 5 years' functional experience in executive support / administration services environment of which 2 years at Assistant Director or entry management level. Knowledge: Compensation Fund regulations, policies and procedures. COIDA. Relevant stakeholders. Customer Service (Batho Pele principles). Technical knowledge. Administration procedures, techniques. Fund Governance and Risk Management. Budgeting and Financial Management. Legislative requirements: Public service Act. PFMA. National Treasury Regulations. Public Service Regulations. Skills: Planning and Organising. Communication (verbal and written). People and Performance management. Business Writing. Problem solving and analysis. Decision making. Analytical. Conflict Management. Team leadership.
<u>DUTIES</u>	:	Manage and monitor effective implementation of CF improvement initiatives plans. Manage and strengthen sound relations between CF, the Ministry,

		Parliament and stakeholders. Monitor mutual association licence performance. Manage of resources in the sub-directorate.
<u>ENQUIRIES</u>	:	Ms F Fakir Cell: 060 989 8326
<u>APPLICATIONS</u>	:	Direct your applications to: Jobs-CF3@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Planning Practices and Administration
<u>NOTE</u>	:	Priority will be given to Persons with disability, Indians and Whites.
<u>POST 32/08</u>	:	<u>DEPUTY DIRECTOR: MEDICAL PAYMENTS REF NO: HR5/1/2/3/21</u>
<u>SALARY</u>	:	R932 292 per annum, (all- inclusive)
<u>CENTRE</u>	:	Compensation Fund, Pretoria
<u>REQUIREMENTS</u>	:	Undergraduate qualification (NQF Level 6) as recognized by SAQA in Accounting / Finance / Informatics / Auditing / Internal Auditing / Business Management (or Administration) / Operations Management / Health related qualification (Nursing / Occupational Therapy / Physiotherapy). 5 years' functional experience in financial services / medical payments / claims processing environment of which 3 years should be at an Assistant Director/Junior management level. Knowledge: Compensation Fund business strategies and goals. COIDA. Technical knowledge. Operations systems. Fund Governance and Risk Management. Budgeting and Financial Management. Customer service (Batho Pele Principles). Relevant stakeholders. Medical related Legislation & Regulatory knowledge & implementation. Legislative requirements: COIDA.PFMA. National Treasury Regulations. Skills: Communication (verbal and written). Business Report Writing. Decision making. Conflict Management. Financial Management. Management Skills (e.g., People and performance management, Team leadership etc). Analyzing and interpreting information. Medical bill reviewing. Medical Policy Management. Medical aid knowledge (case management). Project Management and Planning. Information Analysis and interpretation. Clinical coding. Quality Assurance and improvement. Stakeholder Development and Management.
<u>DUTIES</u>	:	Manage the processing of finalizing medical invoices and litigations. Develop and review policies, strategies, guidelines and operational plans. Manage and monitor medical payments to prevent wasteful expenditure. Monitor and provide technical support to Provinces and medical service providers. Manage all the resources in the sub-directorate.
<u>ENQUIRIES</u>	:	Ms N Morrison Cell: 066 475 7000
<u>APPLICATIONS</u>	:	Direct your applications to: Jobs-CF4@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Planning Practices and Administration
<u>NOTE</u>	:	Priority will be given to Persons with disability, Indians and Whites.
<u>POST 32/09</u>	:	<u>DEPUTY DIRECTOR: BOARD SERVICES AND CASE MANAGEMENT REF NO: HR4/4/3/2DDBSCM/UIF (X2 POSTS)</u> (3-Year Contract)
<u>SALARY</u>	:	R932 292 per annum, (all inclusive)
<u>CENTRE</u>	:	Unemployment Insurance Fund, Pretoria
<u>REQUIREMENTS</u>	:	An undergraduate qualification Business Management/ Business Administration / Auditing / Law / Corporate Governance at NQF Level 6 as recognized by SAQA. Five (5) years' experience of which three (3) years must be functional experience in Board Services environment and two (2) years at junior management level. Knowledge: Public Finance Management Act (PFMA). Promotion of Access to Information Act (PAIA). Protected Disclosure Act. Unemployment Insurance Act (UIA). Labour Relations Act (LRA). Public Service Act (PSA). Public Service Regulations (PSR). Appeal Processes and Procedures. Board Services Charter. DPSA: Handbook of Board Members. King report. Protection of Personal Information Act (POPIA). Skills: Minutes and Reports Writing. Independence Problem Solving. Strong Analytical Skills. Planning and Organizing. Communication Skills- Both Written and Verbal. Ability to influence. Presentation. Computer Literacy. Time Management. Analytical. Numeracy.
<u>DUTIES</u>	:	Provide secretariat and support services to the Board. Coordinate the implementation of resolutions taken by the Board. Provide traveling logistics for board members. Review the overall production and performance Manage Resources in the sub- directorate.
<u>ENQUIRIES</u>	:	Ms LJ Van Wyk Tel No: (012) 337 1950
<u>APPLICATIONS</u>	:	email: Jobs-UIF12@labour.gov.za

<u>POST 32/10</u>	:	<u>DEPUTY DIRECTOR: CORPORATE GOVERNANCE REF NO:HR4/4/3/2DDCG/UIF</u> (3-Year Contract)
<u>SALARY</u>	:	R932 292 per annum, (all inclusive)
<u>CENTRE</u>	:	Unemployment Insurance Fund, Pretoria
<u>REQUIREMENTS</u>	:	Three (3) years tertiary qualification (NQF Level 6) in Corporate Governance/ Business Management or Administration / Auditing / Law. Five (5) years' experience of which three (3) years must be functional experience in Corporate Governance/ Business Management or Administration/ Auditing/ Law and two (2) years' experience at a management level. Knowledge: Public Finance Management Act (PFMA). Public Service Regulations (PSR). Public Service Act (PSA). Unemployment Insurance Act and Regulations (UIAR). Unemployment Insurance Contributions Act (UICA). Skills: Problem Solving. Presentation. Planning and Organizing. Strong Analytic Skill. Communication Skills- Both Written and Verbal. Ability to influence. Computer Literacy. Time Management. Analytical. Numeracy.
<u>DUTIES</u>	:	Develop and implement corporate governance charter to all Committees in the Fund. Conduct research on the best practices to ensure provision of word class corporate governance. Maintain effectiveness of all corporate governance structures in the Fund. Develop and implement legislation compliance process Manage Resources in the sub- directorate.
<u>ENQUIRIES</u>	:	Ms LJ Van Wyk Tel No: (012) 337 1950
<u>APPLICATIONS</u>	:	email: Jobs-UIF13@labour.gov.za
<u>POST 32/11</u>	:	<u>SENIOR LEGAL ADMINISTRATIVE OFFICER GRADE: MR-6 REF NO: HR5/1/2/3/22</u>
<u>SALARY</u>	:	R610 434 – R1 442 451 per annum, (OSD)
<u>CENTRE</u>	:	Compensation Fund, Pretoria
<u>REQUIREMENTS</u>	:	Undergraduate qualification (NQF Level 6) as recognized by SAQA in LLB/BPROC/BCOM LAW/BA LAW. 8 years' appropriate post qualification in legal experience. Admission as an Advocate or Attorney of the High Court of South Africa. Knowledge: Data Gathering, Analysis and Strategic Reporting. Stakeholder Development and Management. Litigation Management. Internal Remedy. Compliance and Governance. Del and Compensation Fund Business strategies and goals. COIDA Act. Public Service Regulation. Labour Law. Constitution Act 108 of 1996 (amended). Promotion of Access to Information Act. Promotion of Administrative Justice Act (PAJA). Minimum Information security standard (MISS). Protection of Personal Information Act (POPI). Public service Act. Public Finance Management Act (PFMA). Labour Relation Act, Employment Equity Act, SDA & BCEA. Legislative requirements COID Legislation and Law Enforcement. Council Policy. Skills: Conflict Management and Resolution. Legislative and Contract development. Negotiation, Consensus and Coalition Building. Investigation and Critical Evaluation. Coaching and Mentoring. Critical and Innovative Thinking. Direction Setting. Inspire Commitment. People Management. Performance and oversight. Programme/Project Management. Quality Assurance. Risk Management. Service Delivery Innovation. Stakeholder Development & Relations. Vision & Strategy.
<u>DUTIES</u>	:	Draft and vet contract for the Fund. Manage and handle litigation for and on behalf of the Fund. Manage and process the section 56 applications and 91 objections. Provide legal opinions to the Fund. Management of resources in the sub directorate.
<u>ENQUIRIES</u>	:	Adv NLA Shokane Cell: 067 415 4027
<u>APPLICATIONS</u>	:	Direct your applications to: Jobs-CF5@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Planning Practices and Administration
<u>NOTE</u>	:	Priority will be given to Persons with disability, Indians and Whites.
<u>POST 32/12</u>	:	<u>ASSISTANT DIRECTOR: TREASURY & INVESTMENTS MANAGEMENT REF NO: HR5/1/2/3/23</u>
<u>SALARY</u>	:	R605 742 per annum
<u>CENTRE</u>	:	Compensation Fund, Pretoria
<u>REQUIREMENTS</u>	:	Undergraduate qualification (NQF Level 6) as recognized by SAQA in Finance/Investment Management/Financial Economics/Financial Accounting.

4 Years functional experience in a Treasury / Finance / Investment Management / Financial Accounting environment of which 2 years should be at a senior state accountant level or a supervisory level. Knowledge: Policy Conceptualisation and Formulation (Compensation Fund policies, procedures and process). Knowledge of relevant regulations, laws and legislation (COIDA, PAIA, PSA, PSR, POPIA). Investment strategy & Planning. Professional Accounting Standards (GRAP/GAAP/IFRS). Treasury Policies and PFMA Regulations (Legislative Framework). Forecasting & Projections. Financial Risk Management and Control. Financial Compliance. Information Processing. Financial Markets and Instrument (Financial Analysis). Digital Acumen (Financial Systems, Tools). GRI (Global Reporting Initiative) and King IV Requirements (Corporate Governance). Legislative Requirements: COIDA. Skills: Reconciliation. Application of professional accounting standards. Portfolio risk optimization. Investment management. Financial accounts management. Coaching and Mentoring. Conflict Management. Critical and Innovative Thinking. Direction Setting. Inspire Commitment. People Management. Performance and Oversight. Quality Assurance. Risk Management. Service Delivery Innovation. Stakeholder Development & Relations. Vision & Strategy.

DUTIES : Review the reports on the position and performance of the investment portfolios. Perform the investment accounting review functions of the portfolios. Monitor the daily cash flow of the Fund. Manage resources of the sub-directorate

ENQUIRIES : Mr L Moni at 063 689 4157
APPLICATIONS : Direct Your Applications to: Jobs-CF6@labour.gov.za
FOR ATTENTION : Sub-directorate: Human Resources Planning Practices and Administration
NOTE : Priority will be given to Persons with disability, Indians and Whites

POST 32/13 : **ASSITANT DIRECTOR: MEDICAL PAYMENTS REF NO: HR5/1/2/3/24**

SALARY : R487 197 per annum
CENTRE : Compensation Fund, Pretoria
REQUIREMENTS : Undergraduate qualification (NQF Level 6) as recognized by SAQA in Accounting / Finance / Internal Audit / Informatics / Business Management (or Administration) / Operations Management / Public Administration / Health related qualification (Nursing/Occupational Therapy/Physiotherapy). Four 4 years' functional experience in financial services/medical aid/claims processing environment of which 2 years should be at a Senior Practitioner/Senior Administrative. Knowledge: Compensation Fund business strategies and goals. Public Service regulations, policies and procedures. Compensation Fund value chain and business process. COIDA, procedures and processes. Customer service (Batho Pele Principles). Operations systems. Risk awareness. Technical knowledge. General knowledge of the Public Service Regulation. Medical related Legislation & Regulatory Knowledge & Implementation. Legislative Requirements: COIDA, PFMA and National Treasury Regulations. Skills: Communication (verbal and written). Business Report Writing. Decision making. Conflict Management. Financial Management. Management Skills (e.g. Team leadership, Planning and Organising, Problem solving and analyst etc). Analysing and Interpreting information. Medical bill reviewing. Medical Policy Management. Medical aid knowledge (case management). Project Management and Planning. Information Analysis and Interpretation. Clinical risk mitigation Clinical coding. Quality Assurance and Improvement. Stakeholder Development and Management.

DUTIES : Coordinate the finalization of medical invoices for Head Office and Provinces. Provide input in the development of policies and operational plans for Provinces. Monitor medical payments to prevent wasteful expenditure for Head office and Provinces. Provide technical support to provincial offices and medical service providers. Management of all resources in the sub-directorate.

ENQUIRIES : Ms R Hariparsad Cell: 076 228 8306
APPLICATIONS : Direct Your Applications to: Jobs-CF7@labour.gov.za
FOR ATTENTION : Sub-directorate: Human Resources Planning Practices and Administration
NOTE : Priority will be given to Persons with disability, Indians and Whites

POST 32/14 : **ASSISTANT DIRECTOR: HR PLANNING AND EMPLOYMENT EQUITY REF NO: HR5/1/2/3/25**

SALARY : R487 197 per annum
CENTRE : Compensation Fund, Pretoria
REQUIREMENTS : Undergraduate qualification (NQF Level 6) as recognized by SAQA in Human Resource Management/Personnel Management. PERSAL certificate in Establishment. 4 years' functional experience in Human Resource Administration (Employment Equity, Management of Establishment and HR Planning). 2 years at a supervisory level. Knowledge: Human Resource Management Methodology, Principles and Strategies. Digital Acumen/Relevant HRM systems/Learning Systems/Performance Systems etc. Del and Compensation Fund business strategies and goals. COIDA/DPSA Directives. Customer Service Principles (Batho Pele Principles). Technical knowledge. Budgeting and Financial Management. Labour Relations Act. Employment Equity Act. Basic Conditions of Employment Act. Public Finance Management Act (PFMA). National Treasury regulations. Preferential Procurement Policy Framework. Promotion of Access to Information Act. Promotion of Administrative Justice Act (PAJA). Minimum Information security standard (MISS). Legislative Requirement: Public Service Act. Public Service Regulation. Skills: Coaching and Mentoring. Conflict Management. Critical and Innovation Thinking. Inspire Commitment. People Management. Performance and Oversight. Programme/Project Management. Quality Assurance. Risk Management. Service Delivery Innovation. Stakeholder Development & Relations. Vision & strategy.

DUTIES : Coordinate and manage Human Resource Operations Planning and Controls. Coordinate Human Resource Audits and Perform Human Resource reconciliation. Coordinate and facilitate the collection of data for Employment Equity (EE). Coordinate and maintain PERSAL establishment within the Fund. Manage of HR Records. Manage resources in the Sub-directorate.

ENQUIRIES : Mr B Mthombeni Cell: (060) 989 8301
APPLICATIONS : Direct Your Applications to: Jobs-CF8@labour.gov.za
FOR ATTENTION : Sub-directorate: Human Resources Planning Practices and Administration
NOTE : Priority will be given to Persons with disability, Indians and Whites

POST 32/15 : **ASSISTANT DIRECTOR: TRADE CREDITORS REF NO: HR4/4/3/2ASDTC/UIF**

SALARY : R487 197 per annum
CENTRE : Unemployment Insurance Fund, Pretoria
REQUIREMENTS : An undergraduate qualification in Accounting /Auditing / Business Information Systems and Economics at NQF Level 6 as recognized by SAQA. Four (4) years of experience of which two (2) years must be functional experience in Finance environment and two (2) years at a supervisory level. Knowledge: Unemployment Insurance Act (UIA). Unemployment Insurance Contributions Act (UICA). Public Finance Management Act (PFMA). Treasury Regulations. Public Service Act (PSA). Basic Conditions of Employment Act (BCEA). Labour Relations Act (LRA). Generally Recognized Accounting Principles (GRAP). Generally Accepted Accounting Principles (GAAP). Relevant Financial Systems (AX-One, BAS, etc.). HR System (PERSAL). Financial Systems Skills: Accounting. Communication (Verbal and written). Computer Literacy. Time Management. Interpersonal. Report Writing. Planning and Organizing. Analytical. Creative. Financial Management.

DUTIES : Internal and External invoices paid within 30 days of receipt by the Fund. Monthly DEL Claim process and paid. Approved weekly and monthly reconciliations. Improved financial Management and accounting through planning, tracking, monitoring and reporting of achievements against set targets. Review of Financial Statements and Annual Report information. Improve Governance. Manage resources (Human, Financial, Equipment / Assets) in the sub-directorate.

ENQUIRIES : Mr V Nefale Tel No: (012) 337 1450
APPLICATIONS : email: Jobs-UIF14@labour.gov.za
FOR ATTENTION : Sub-directorate: Human Resources Planning Practices and Administration
NOTE : EE targets- Priority will be given to White Males, Females and Persons with disabilities are encouraged to apply.

<u>POST 32/16</u>	:	<u>ASSISTANT DIRECTOR: LABOUR CENTRE OPERATIONS (UIF) (X16 POSTS)</u> (3-Year Contract)
<u>SALARY CENTRE</u>	:	R605 742 per annum, plus 37% in lie benefits
	:	Labour Centre: Butterworth Ref No: HR 4/4/6/01 (X1 Post)
	:	Labour Centre: KuGompo Ref No: HR 4/4/6/02 (X1 Post)
	:	Labour Centre: eMaxesibeni Ref No: HR 4/4/6/03 (X1 Post)
	:	Labour Centre: Gqeberha Ref No: HR 4/4/6/04 (X1 Post)
	:	Labour Centre: Graaff-Reinet Ref No: HR4/4/6/05 (X1 Post)
	:	Labour Centre: Kariega Ref No: HR4/4/6/06 (X1 Post)
	:	Labour Centre: Komani Ref No: HR/4/4/6/07 (X1 Post)
	:	Labour Centre: KwaMaqoma Ref No: HR4/4/6/08 (X1 Post)
	:	Labour Centre: Lusikisiki Ref No: HR/4/4/6/09 (X1 Post)
	:	Labour Centre: Makhanda Ref No: HR/4/4/6/10 (X 1 Post)
	:	Labour Centre: Maletswai Ref No: HR 4/4/6/11 (X1 Post)
	:	Labour Centre: Mdantsane Ref No: HR 4/4/6/12 (X1 Post)
	:	Labour Centre: Mthatha Ref: HR 4/4/6/13 (X1 Post)
	:	Labour Centre: Nqanqarhu Ref No: HR 4/4/6/14 (X1 Post)
	:	Labour Centre: Nxuba Ref No: HR 4/4/6/15/ (X1 Post)
	:	Qonce Labour Centre Ref No: HR/4/4/6/16 (X1 Post)
<u>REQUIREMENTS</u>	:	An undergraduate qualification in Operations Management or Research/ Public Management or Administration/ Business Administration or Management/ Administrative Management/ Management/ Financial Accounting/ Finance at NQF Level 6 or 7 as recognized by SAQA. Four (4) years' experience of which two (2) years must be functional experience in Operations environment and two (2) years must be at a supervisory level. Valid driver's licence will be an added advantage. Knowledge: Treasury Regulations, Public Service Act (PSA), Public Service Regulation (PSR), Basic Condition of Employment Act, Public Financial Management Act, Protection of Personal Information Act. Skills: Driving skills, Computer, Report writing, People Management, Time Management, Communication (both verbal & written), Management, Customer Relations, Supervisory skills, Presentation skills, Numeracy skills, Analytic skills.
<u>DUTIES</u>	:	Facilitate the provision of UI claims and processing at a Labour Centre. Coordinate the quality assurance of UI applications, registrations and declarations, and follow-up with clients. Facilitate the provision of UI services to walk-in and online customers. Coordinate the administration of governance, compliance and risk matters for UI at the Labour Centre. Manage resources in the Division.
<u>ENQUIRIES</u>	:	Ms N Getyeza Tel No: (047) 491 0656 Mr M Njamela Tel No: (043) 702 7500 Ms L Nongena Tel No: (039) 254 7201 Mr V Sityana Tel No: (041) 506 5000 Mr S Mshumpela Tel: 049 892 2142 Ms W Koba Tel No: (041) 260 0606 Mr T Mgudane Tel No: (046) 645 7700 Ms N Ntlokwana Tel No: (046) 622 2104 Ms N Mtwa Tel No: (039) 253 1996 Ms N Tetyana Tel No: (045) 807 5477 Mr R Mbali Tel No: (051) 633 2633 Mr L Mduduma Tel No: (043) 761 3151 Ms S Zaula Tel No: (047) 501 5600 Ms N Mvanyashe Tel No: (045) 932 1077 Ms N Mkonto Tel No: (048) 881 3010 Mr LB Mduduma Tel No: (043) 718 8380
<u>APPLICATIONS</u>	:	Deputy Director: Labour Centre Operations, Private Bag X3081, Butterworth, 4960, Hand deliver at ERF 9369 Blyth and Robison Streets, Butterworth, 4960. Email: Jobs-ECBTW@labour.gov.za Deputy Director: Labour Centre Operations IG Building Enesco House NR Hill and Church Streets, East London, 5201. Email: Jobs-ECELN@labour.gov.za Deputy Director: Labour Centre Operations, Private Bag X530, eMaXesibeni, 4735, Hand deliver at No 52 Church Street eMaXesibeni. Email: Jobs-ECMTA@labour.gov.za Deputy Director: Labour Centre Operations, Private Bag X6045, Gqeberha, 6000. Hand deliver at 116-134 Govan Mbeki Street, Central, VSN Building Gqeberha, 6000. Email: Jobs-ECPLZ@labour.gov.za

Deputy Director: Labour Centre Operations, PO Box 342, Graaff-Reinet, 6280, Hand deliver at 63 Church Street, Graaff-Reinet. Email: Jobs-ECGRN@labour.gov.za

Deputy Director: Labour Centre Operations, PO Box 562, Uitenhage, 6230. Hand deliver at 15A Chase Street, Kariega. Email: Jobs-ECUHG@labour.gov.za

Deputy Director: Labour Centre Operations, PO Box 5320, Komani, 5320, Hand deliver at 10 Robinson Road, Komani. Email: Jobs-ECQTN@labour.gov.za

Deputy Director: Labour Centre Operations, Private Bag X530, Fort Beaufort, 4735, Hand deliver at No 528 Alice Road Old Teba Building, Fort Beaufort, 5720. Email: Jobs-ECFOB@labour.gov.za

Deputy Director: Labour Centre Operations, Private Bag X1002, Lusikisiki, 4820, Hand deliver at Stanford and Jacaranda Streets, Lusikisiki, 4820. Email: Jobs-ECLSS@labour.gov.za

Deputy Director: Labour Centre Operations, PO Box 342, Makhanda, 6140, Hand deliver at 20 High Street Makhanda. Email: Jobs-ECGTN@labour.gov.za

Deputy Director: Labour Centre Operations, PO Box 148, Maletswai, 9750, Hand deliver at 80b Somerset Street, Maletswai. Email: Jobs-ECALN@labour.gov.za

Deputy Director: Labour Centre Operations Mzaule Street NU1 Mdantsane, 5219. Email: Jobs-ECMDS@labour.gov.za

Deputy Director: Labour Centre Operations Manpower Building CNR Elliot and Madeira Streets, Umthatha. Email Jobs-ECUTT@labour.gov.za

Deputy Director: Labour Centre Operations, PO Box 397, Nqanqarhu, 5780, Hand deliver at 1 Royal Road Nqanqarhu, 5480. Email: Jobs-ECMCR@labour.gov.za

Deputy Director: Labour Centre Operations, PO Box 38 Cradock, 5880, Hand deliver at 73 Frere Street Centre. Email: Jobs-ECCRD@labour.gov.za

Deputy Director: Labour Centre Operations, PO Box 260 Qonce 5600, Hand deliver at 41 Arthur Street Qonce. Email: Jobs-ECKWT@labour.gov.za

<u>POST 32/17</u>	:	<u>SENIOR ADMIN OFFICER: ADMIN SERVICES REF NO: HR 5/1/2/3/26</u>
<u>SALARY</u>	:	R413 001 per annum
<u>CENTRE</u>	:	Compensation Fund, Pretoria
<u>REQUIREMENTS</u>	:	Undergraduate qualification (NQF Level 6) as recognised by SAQA in Public Management / Public Administration / Office Administration / Business Administration / Business Management. Chartered Secretariat Certificate will be an added advantage. 2 years' functional experience in Executive Support / Administration Support within Support Services environment. Knowledge: Public Service Regulations. Governance / Monitoring and Assurance. COIDA. Batho Pele Principles. Technical knowledge. Administration procedures, techniques. Skills Development. Fund Governance and Risk Management. Budgeting and Financial Management. National Treasury Regulations. Legislative Requirements: Public service Act. Public Service Regulations. Skills: Report Writing. Project Management. Planning and Coordination. Communication Skills. Computer Literacy. Customer Services. Stakeholder Coordination. Recording and Scribing. Facilitation. Conflict Management. Planning & Organising. Interpersonal Relationship. Decision Making.
<u>DUTIES</u>	:	Coordinate the effective implementation of Compensation Fund (CF) improvement initiatives plans. Provide Secretariat Support and Liaise with all relevant stakeholders for sound relations between CF, the Ministry, Parliament. Coordinate licensee performance reporting. Supervision of Staff.
<u>ENQUIRIES</u>	:	Ms F Fakir Cell: 060 989 8326
<u>APPLICATIONS</u>	:	Direct your applications to: Jobs-CF9@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Planning Practices and Administration.
<u>NOTE</u>	:	Priority will be given to Persons with disability, Indians and Whites.
<u>POST 32/18</u>	:	<u>SUPERVISOR: INBOUND REF NO: HR5/1/2/3/27</u>
<u>SALARY</u>	:	R413 001 per annum
<u>CENTRE</u>	:	Compensation Fund, Pretoria
<u>REQUIREMENTS</u>	:	An Undergraduate qualification (NQF Level 6) as recognized by SAQA in Communications / Marketing Management / Business Administration / Management / Public Management / Administration / Contact Centre Management / Administrative Management. 2 years' functional experience in

		customer care environment. Knowledge: Knowledge of relevant Regulations, Law and Legislation (PFMA, COIDA, POPIA, Promotion of access of Information Access, Public Service Act, Labour Relation Act, National Treasury Regulations). Digital Acumen/Call Centre Functionalities. Call Management. Query Management. Stakeholder Development and Management. Compensation Fund, policies, procedures, processes. Contact Centre vision and objectives. Contact Centre performance requirements. Customer service (Batho Pele Principles). Customer Care Processes and Procedures. Legislative Requirements: Public Service Regulation. Skills: Call management. Data Collection/Capturing. Coaching and Mentoring. Critical and Innovative Thinking. Direction Setting. Performance and oversight. Programme / Project Management. Quality Assurance. Knowledge Management. Risk Management. Service Delivery Innovation. Stakeholder Development & Relations.
<u>DUTIES</u>	:	Facilitate customer driven quality workflow processes for inbound services. Coordinate and ensure quality resolution of queries for inbound. Attend to all COID services queries and provide feedback. Supervise staff in the unit.
<u>ENQUIRIES APPLICATIONS FOR ATTENTION NOTE</u>	:	Mr K Shaku Cell: 064 966 0224
	:	Direct Your Applications to: Jobs-CF15@labour.gov.za
	:	Sub-directorate: Human Resources Planning Practices and Administration
	:	Priority will be given to Persons with disability, Indians and Whites
<u>POST 32/19</u>	:	<u>SENIOR PRACTITIONER: ORGANIZATIONAL DEVELOPMENT REF NO: HR4/4/3/ISPOD/UIF (X3 POSTS)</u> (3-Year Contract)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R413 001 per annum, plus 37% in lieu of benefits
	:	Unemployment Insurance Fund, Pretoria
	:	An undergraduate qualification in Management Services / Operations Management / Production Management / Industrial Engineering / Work Study / Industrial and Organizational Psychology at NQF Level 6 as recognized by SAQA. Two (2) years' experience in Organizational Development (OD) environment. Knowledge: Public Service Act (PSA). Public Finance Management Act (PFMA). Public Service Regulations (PSR). Labour Relations Act (LRA). Basic Conditions of Employment Act (BCEA). Unemployment Insurance Amendments Act (UIA). Unemployment Insurance Contributions Act (UICA). Employment Equity Act (EEA). Organizational Design Job Evaluation/grading System. Work Study Techniques. DPSA Job Profile Guide. Skills: Financial Management. Communication. Computer Literacy. Time Management. Interpersonal. Report writing. Planning and Organizing. Analytical. Creative. Facilitation. Presentation.
<u>DUTIES</u>	:	Design and review the Organisational Structure. Conduct Job Evaluation Process within the fund. Implement Organisational structure, Legislations/Directives. Develop and facilitate signing of job profiles. Supervise resources in the Sub-Directorate.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr TF Makhanya Tel No: (012) 337 1545
	:	email: Jobs-UIF15@labour.gov.za
<u>POST 32/20</u>	:	<u>CHIEF SECURITY OFFICER REF NO: HR4/4/08/11</u> (One-Year Contract)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R338 106 per annum, plus 37% in lieu of benefits
	:	Mmabatho Provincial Office
	:	Three (3) year National Diploma 9NQF6) / Undergraduate Bachelor Degree (NQF7) in Security/ security Risk Management. Grade B Security Certificate and PSIRA. One-year functional clerical / administrative experience in Security Training Services or Security Management Services. Knowledge: Departmental Policies and Procedures. Criminal Procedure Act. Tender Procedures. Safety and Security. Damage and Loss control. Supply Chain Management. Accommodation procedures. National Strategic Intelligence Act. National Key points Act. Firearms control Act. OHS Act. Access to Public premises and Vehicle Act. Public Finance Management Act. Labour Relations Act. Basic Conditions of Employment Act. Skills: Management Skills. Computer Literacy. Project Management. Innovative. Conflict Resolution and Negotiation. Diversity facilitation. Communication Skills.
<u>DUTIES</u>	:	Monitor the safety of officials and assets in the Department. Administer access control to the building. Manage control room and key control. Provide

		administration support services for the sub-directorate. Security standby and after-hours inspection. Manage resources within the division.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms N Litheko Tel No: (018) 387 8128
	:	Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at Provident House, University Drive, Mmabatho or email: Jobs-ASDHRM-NW@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Deputy Director: Human Resources Management
<u>POST 32/21</u>	:	<u>INBOUND AGENTS REF NO: HR 5/1/2/3/28</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R280 278 per annum
	:	Compensation Fund, Pretoria
	:	Grade 12 Certificate. (NQF Level 4). No experience required. Knowledge: Knowledge of relevant Regulations, Law and Legislation (PFMA, COIDA, POPIA, Promotion of access of Information Access, Public Service Act, Labour Relation Act, National Treasury Regulations). Digital Acumen/Call Centre Functionalities. Call Management. Query Management. Stakeholder Development and Management. Compensation Fund, policies, procedures, processes. Contact Centre vision and objectives. Contact Centre Performance requirements. Customer services (Batho Pele Principles). Customer Care Processes and Procedures. Legislative Requirements: None. Skills: Data Collection/Capturing. Call Management. Active listening. Critical and innovative Thinking. Quality Assurance. Service Delivery Innovation.
<u>DUTIES</u>	:	Attend to customer queries for Inbound services. Register and capture COID claims on the operational system. Perform continuous process improvements.
<u>ENQUIRIES APPLICATIONS FOR ATTENTION NOTE</u>	:	Ms W Semahla, Cell: 064 965 8737
	:	Direct Your Applications to: Jobs-CF16@labour.gov.za
	:	Sub-directorate: Human Resources Planning Practices and Administration
	:	Priority will be given to Persons with disability, Indians and Whites
<u>POST 32/22</u>	:	<u>CLAIM PROCESSOR EXEMPTED EMPLOYERS REF NO: HR 5/1/2/3/29</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R280 278 per annum
	:	Compensation Fund, Pretoria
	:	Grade 12 Senior Certificate. Undergraduate qualification (NQF level 6) as recognized by SAQA in Operations Management / Social Science / Public Administration / Public Management / Business Management / Business Administration / Administrative Management / Management / Financial Accounting / Cost and Management Accounting / Production Management / Internal Auditing / Human Resources Management / Nursing). None. Experience in a claims adjudication / social security / Insurance environment would be advantageous. Knowledge: Claims Administration. Claims Registration. Claims Investigations. Claims Management and Legal assessment and settlement. Claims Litigation. Claims Finalisation. Knowledge of Relevant Legislation (Constitution, PFMA, PSRs, NTRs, ILO Conventions, PAIA, POPIA, OHSA, RAFA, Marriage Act, estate Law, UIA, Recognition of Customary Marriages Act, COIDA). Customer Service (Batho-Pele). COIDA Tariffs. Human Anatomy/Biology. Medical terminology. Risk Awareness. Legislative Requirements: COIDA. Skills: Claims/Assessment /Settlement. Post claims management and settlement. Claims handling. Claim verification and validation. Conflict Management. Critical and Innovative Thinking. Communication. Quality Assurance. Service Delivery Innovation. Stakeholder Development & Relations.
<u>DUTIES</u>	:	Provide Register and acknowledge claims. Prepare Compensation claims benefits. Handle claims enquiries. Render administrative duties
<u>ENQUIRIES APPLICATIONS FOR ATTENTION NOTE</u>	:	Mr M Rakgoadi, Cell: 082 314 1994
	:	Direct your applications to: Jobs-CF17@labour.gov.za
	:	Sub-directorate: Human Resources Planning Practices and Administration
	:	Priority will be given to Persons with disability, Indians and Whites
<u>POST 32/23</u>	:	<u>SENIOR SECURITY OFFICER REF NO: HR4/4/08/10</u> (One-Year Contract)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R280 278 per annum, plus 37% in lieu of benefits
	:	Mmabatho Provincial Office
	:	Matriculation/ Grade 12 / Senior Certificate plus Grade C Security Certificate and PSIRA. One-year functional experience in Security Services environment.

		Knowledge: Evacuation procedures. Minimum Information Security Standards. Batho Pele Principles. Public Service Regulations Act. Departmental Policies and Procedures. Criminal Procedure Act. Control of Access to Public Premises and Vehicle Act. Protection of Information Act. Disaster Management Act. Skills: Verbal and written communication. Interpersonal. Relations. Problem Solving. Conflict Management. Computer Literacy.
<u>DUTIES</u>	:	Ensure support of help desk information services. Monitor control room services. Monitor access control measures and procedures. Ensure delivered orders are accounted for and distributed to relevant recipients. Ensure safety of the building and assets in the building. Monitor and maintain key control system.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr UT Qambata Tel No: (018) 387 8195
	:	Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at Provident House, University Drive, Mmabatho or email: Jobs-SPHRM-NW@labour.gov.za
<u>POST 32/24</u>	:	<u>PERSONNEL OFFICER: HR OPERATIONS REF NO: HR5/1/2/3/30</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R237 453 per annum
	:	Compensation Fund, Pretoria
	:	Matric/Grade 12 Certificate. A three-year qualification (NQF Level 6) as recognized by SAQA in Human Resource Management/Personnel Management and Certificate in introduction to PERSAL system will be added as advantage. Knowledge: Human Resource Management Methodology, Principles and Strategies. Digital Acumen/ Relevant HRM systems/Learning Systems/Performance Systems etc. Del and Compensation Fund business strategies and goals. Customer Service (Batho Pele Principles). (MS Office package). DPSA guidelines on COIDA). PAJA. COIDA Act, Regulations and Policies. Legislative Requirements: Public Service Regulations. Public service Act. Employment Equity Act. Labour Relations Act. Promotion of Access to Information Act. Skills: Data integrity & Management. Data Gathering, Analysis. Data/Record Management. Computer Literacy. Interpersonal Relations. Communication (Written & Verbal).
<u>DUTIES</u>	:	Administer the filling of vacancies for the Fund. Administer HR Information system. Administer recruitment and selection activities. Safe keep HR records
<u>ENQUIRIES APPLICATIONS FOR ATTENTION NOTE</u>	:	Mr SV Radzuma/Ms CL Mashishi, Cell: 083 510 7469 & 066 473 3913
	:	Direct Your Applications to: Jobs-CF18@labour.gov.za
	:	Sub-directorate: Human Resources Planning Practices and Administration
	:	Priority will be given to Persons with disability, Indians and Whites
<u>POST 32/25</u>	:	<u>SENIOR ACCOUNTING CLERK: TRADE CREDITORS REF NO: HR4/4/3/1SACTC/UIF (X2 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R237 453 per annum
	:	Unemployment Insurance Fund, Pretoria
	:	Matric/ Grade 12 certificate. 0 to 6 months experience. Knowledge: Public Finance Management Act (PFMA). Financial Management. Public Service Regulations (PSR). Public Service Act (PSA). Treasury Regulations. Generally Recognized Accounting Principles (GRAP). General Accepted Accounting Principles (GAAP). Relevant Financial Systems (Ax-One, BAS, etc.). HR System (PERSAL). Unemployment Insurance Act (UIA). Unemployment Insurance Contributions Act (UICA). Skills: Accounting. Communication (Verbal and written). Computer Literacy. Time Management. Interpersonal. Report Writing. Planning and Organizing. Analytical. Creative. Financial Management.
<u>DUTIES</u>	:	Compilation and processing of accurate payment vouchers within set and allocated timeframes. Monthly DeL claim process processed and paid. Compile weekly and monthly reconciliations. Improved financial Management and accounting through planning, tracking, monitoring and reporting of achievements against set targets. Review of Financial Statements and Annual Report information.
<u>ENQUIRIES APPLICATIONS NOTE</u>	:	Ms AN Rabothata Tel No: (012) 337 1753
	:	email: Jobs-UIF16@labour.gov.za
	:	EE targets- Priority will be given to Indian Males and Females, White Males and Females as well as persons with Disabilities are encouraged to apply

<u>POST 32/26</u>	:	<u>SENIOR ACCOUNTING CLERK: TRADE CREDITORS REF NO: HR4/4/3/1SACTC/UIF (X10 POSTS)</u> (3-Year Contract)
<u>SALARY</u>	:	R237 453 per annum, plus 37% in lieu of benefits
<u>CENTRE</u>	:	Unemployment Insurance Fund, Pretoria
<u>REQUIREMENTS</u>	:	Matric/ Grade 12 certificate. 0 to 6 months experience. Knowledge: Public Finance Management Act (PFMA). Financial Management. Public Service Regulations (PSR). Public Service Act (PSA). Treasury Regulations. Generally Recognized Accounting Principles (GRAP). General Accepted Accounting Principles (GAAP). Relevant Financial Systems (Ax-One, BAS, etc.). HR System (Persal). Unemployment Insurance Act (UIA). Unemployment Insurance Contributions Act (UICA). Skills: Accounting. Communication (Verbal and written). Computer Literacy. Time Management. Interpersonal. Report Writing. Planning and Organizing. Analytical. Creative. Financial Management.
<u>DUTIES</u>	:	Compilation and processing of accurate payment vouchers within set and allocated timeframes. Monthly DeL claim process processed and paid. Compile weekly and monthly reconciliations. Improved financial Management and accounting through planning, tracking, monitoring and reporting of achievements against set targets. Review of Financial Statements and Annual Report information.
<u>ENQUIRIES</u>	:	Ms AN Rabothata Tel No: (012) 337 1753
<u>APPLICATIONS</u>	:	email: Jobs-UIF17@labour.gov.za
<u>POST 32/27</u>	:	<u>REGISRTY CLERK: UIF REF NO: HR/4/4/2/50 (X2 POSTS)</u> (Three (3) year Contract)
<u>SALARY</u>	:	R237 453 per annum, plus 37% in lieu benefits
<u>CENTRE</u>	:	Provincial Office: Eastern Cape
<u>REQUIREMENTS</u>	:	Grade 12/ Senior Certificate. No experience required. Valid driver's licence will be an added advantage. Knowledge: National Archives Act, Public Service Regulations, Public Service Act, Public Finance Management Act, Batho Pele Principles, Record Management. Skills: Communication, Listening, Computer literacy, Time Management, Interpersonal, Planning Organizing.
<u>DUTIES</u>	:	Provide counter services. Handle incoming and outgoing correspondence. Render an effective filing and record management services. Process documents for archiving and/or disposal.
<u>ENQUIRIES</u>	:	Mr. TM Ramatsetse Tel No: (043) 701 3000
<u>APPLICATIONS</u>	:	Acting Chief Director: Provincial Operations: Private Bag 9005, East London, 0001 or hand deliver at No 3 Hill Street, East London. Email: Jobs-EC9@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management
<u>POST 32/28</u>	:	<u>SECURITY OFFICER REF NO: HR5/1/2/3/31</u>
<u>SALARY</u>	:	R201 093 per annum
<u>CENTRE</u>	:	Compensation Fund, Pretoria
<u>REQUIREMENTS</u>	:	Grade 12 (NQF Level 4). Private Security Industry Regulatory Authority Grade C certificate is required. Knowledge: Knowledge of relevant Regulations, Law and Legislation (PSIRA, PFMA, MPSS, OHS, MISS, Firearm Control Act, Occupational Health and Safety Act (OHS), Criminal Procedure Act). Data and Records Management. Physical Investigations. Ethics and Governance. Risk & Control. Policy and Compliance. Compensation Fund objectives. Fund policies, procedure and processes. Customer Services (Batho Pele Principles). Security Risk Awareness. Security Operations. Legislative Requirement: Control of Access to Public Premises and Vehicle Act (Act 53 of 1985). Minimum Information Security Standard. Minimum Physical Security Standard. Skills: Security operations. Investigation skills. Conflict Management. Communication. Quality Assurance. Risk Management. Service Delivery Innovation.
<u>DUTIES</u>	:	Conduct security control in accordance to policy and procedure. Provide security for equipment, building and premises. Adhere to patrolling procedure
<u>ENQUIRIES</u>	:	Ms CF Mnguni Cell: 082 379 9348
<u>APPLICATIONS</u>	:	Direct your applications to: Jobs-CF19@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Planning Practices and Administration
<u>NOTE</u>	:	Priority will be given to Persons with disability, Indians and Whites

<u>POST 32/29</u>	:	<u>SECURITY OFFICER REF NO: HR4/4/3/1SO/UIF</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R201 093 per annum Unemployment Insurance Fund, Pretoria Grade 12. Grade C. No experience. Registered with Private Security Industry Regulatory Authority (PSIRA). Knowledge: Access to Public premises and vehicles Act. Private Security Industry Regulatory Authority Procedures. Evacuation Procedures. Minimum Information Security Standard (MISS). Minimum Physical Security Standards (MPSS). Batho Pele Principles. Public Service Regulation Act (PSR). Departmental policies and procedures. Skills: Verbal and written communication. Problem solving skills. Analytical skills. Computer skills. Good Interpersonal relations skills. Communication skills. Customer Care skills.
<u>DUTIES</u>	:	Provide Physical security services. Render information security services. Render access to the building and key control.
<u>ENQUIRIES APPLICATIONS NOTE</u>	:	Ms KM Thobejane Tel No: (012) 337 1651 email: Jobs-UIF18@labour.gov.za EE targets- Priority will be given to Indian Males and Females, White Males and Females as well as persons with Disabilities are encouraged to apply
<u>POST 32/30</u>	:	<u>SECURITY OFFICER (X103 POSTS)</u> (One-Year Contract)
<u>SALARY CENTRE</u>	:	R201 093 per annum, plus 37% in lieu of benefits Labour Centre: Provincial Office Ref No. HR4/4/08/1 (X13 Posts) Labour Centre: Brits Ref No. HR4/4/08/02 (X13 Posts) Labour Centre: Mafikeng Ref No: HR4/4/08/03 (X13 Posts) Labour Centre: Rustenburg Ref No: HR4/4/08/04 (X13 Posts) Labour Centre: Lichtenburg Ref No: HR4/4/08/05 (X11 Posts) Labour Centre: Klerksdorp Ref No: HR4/4/08/06 (X10 Posts) Labour Centre: Taung Ref No: HR4/4/08/07 (X10 Posts) Labour Centre: Mogwase Ref No: HR4/4/08/08 (X10 Posts) Labour Centre: Potchefstroom Ref No: HR4/4/08/09 (X10 Posts)
<u>REQUIREMENTS</u>	:	Grade 12 / Senior Certificate and Grade C Security Certificate (PSIRA). Twelve (12) months security experience. Knowledge: Access to Public Premises and Vehicles Act. Evacuation procedures. Minimum Information Security Standards. Private Security Industry Regulatory Authority (PSIRA) Procedures. Batho Pele Principles. Public Service Regulations Act. Departmental Policies and Procedures. Skills: Verbal and written communication. Interpersonal Relations. Problem Solving. Listening. Computer Literacy. Planning and Organising. Analytical.
<u>DUTIES</u>	:	Control access in and out of the Labour Centre and Provincial Office. Secure the flow of information and assets within the Labour Centre and Provincial Office. Conduct security patrols of the building and offices to ensure the safety of employees and clients. Conduct internal investigations and enforce security rules and regulations.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr A Viljoen Tel No: (018) 387 8195 Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at Provident House, University Drive, Mmabatho Email: Jobs-SPER-NW@labour.gov.za (Provincial Office) Email: Jobs-SPHRD-NW@labour.gov.za (Brits) Email: Jobs-NW3@labour.gov.za (Mafikeng) Email: Jobs-NW011@labour.gov.za (Rustenburg) Email: Jobs-NW013@labour.gov.za (Lichtenburg) Email: Jobs-NW015@labour.gov.za (Klerksdorp) Email: Jobs-NW8@labour.gov.za (Taung) Email: Jobs-NW@labour.gov.za (Mogwase) Email: Jobs-NW9@labour.gov.za (Potchefstroom)
<u>FOR ATTENTION</u>	:	Sub-directorate: Deputy Director: Human Resources Management

DEPARTMENT OF FORESTRY, FISHERIES AND THE ENVIRONMENT

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

<u>APPLICATIONS</u>	:	All applications to be submitted online on the following link: https://erecruitment.environment.gov.za/
<u>CLOSING DATE</u>	:	21 September 2026, 16:00. No late applications will be accepted
<u>NOTE</u>	:	Interested applicants must submit their applications via the above link. Applicant must ensure that they complete all sections on the online Z83 and attached a detailed CV with at least three (3) contactable references. Failure to complete or disclose all required information will automatically disqualify the applicant. No late applications will be accepted. Shortlisted candidates will be required to submit certified copies of qualifications, 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.

OTHER POSTS

<u>POST 32/31</u>	:	<u>SCIENTIST SPECIALIST: SMALL PELAGIC FISH AND FISHERIES REF NO: FIM 24/2026</u>
<u>SALARY</u>	:	R1 570 212 per annum, (OSD)
<u>CENTRE</u>	:	Cape Town (Foretrust Building)
<u>REQUIREMENTS</u>	:	PhD (NQF Level 10) in Science /Natural or relevant qualification within the related field as recognized by SAQA. A minimum of ten (10) years relevant scientific experience after BSc qualification and Compulsory registration with SACNASP as a Professional Natural Scientist. Theoretical and/or practical

knowledge of fisheries and biological research activities. Small pelagic fish and fisheries resources and sustainable management thereof. Scientific methodologies and models. Scientific research and development. Data analysis and statistics with a strong quantitative focus. Marine biology, fish biology, aquatic vertebrate or invertebrate reproductive biology. Research and development. Knowledge of current states and trends in fisheries research and management (globally). Statistical analysis of data and statistical programming languages. Knowledge of legal compliance. Scientific presentation. Recognized level of expertise. Mentoring, Research and development. Programme and project management. Strategic capability and leadership. Planning, organising and execution. Financial management. Conflict management and People management. Ability to identify research gaps and develop an appropriate research programme. Ability to gather and analyse information. Ability to develop and apply policies. Ability to work under pressure and submit documents to local and international fora within required timeframes. Ability to work long hours voluntarily, under extreme pressure, individually and in a team. Good interpersonal relations skills. Ability to work with difficult persons and to resolve conflict. Ability and willingness to work at sea.

<u>DUTIES</u>	:	Perform scientific analysis and regulatory functions: lead, oversee, perform scientific functions and provide strategic research direction that results in knowledge accumulation, progress in scientific applications and technology, relating to small pelagic fish and fisheries. analysis of scientific data (statistical analysis and modelling) fisheries stock assessment on a broad range of fisheries resources; Apply Operational Management Procedures to generate information and scientific advice for sustainable fisheries management. Develop and implement methodologies, policies, systems and procedures: Identify gaps and develop appropriate interventions; Develop working relations with fisheries industry, small scale fisheries, all fisheries right holders. Research and development: Conduct basic and applied research on fisheries stock assessment and management procedures; Perform research/literature studies to improve expertise; Publish and present research findings. Provide scientific support and advice: Provide scientific data, information and advice when required; Develop scientific advice and documentation for sustainable fisheries management. Human capital development: Train, mentor and develop junior personnel on data-analysis related queries; Supervise scientific work and processes. Supervise scientific data archiving and retrieval as appropriate.
<u>ENQUIRIES</u>	:	Ms Zimasa Jika at 082 332 7943
<u>POST 32/32</u>	:	<u>ASSISTANT DIRECTOR: FORESTRY DEVELOPMENT (GREENING AND LIVELIHOODS IMPLEMENTATION SUPPORT) (X3 POSTS)</u>
<u>SALARY CENTRE</u>	:	R605 742 per annum
	:	Northern Cape, Kimberley Ref No: FOM56/2026
	:	Western Cape, Bellville Ref No: FOM57/2026
	:	Mpumalanga, Nelspruit Ref No: FOM58/2026
<u>REQUIREMENTS</u>	:	National Diploma (NQ6) in Forestry or Developmental Studies or relevant qualification within the related field as recognized by SAQA. A minimum of three (3) years' experience in Forestry or related field. Knowledge of the National Forests Act, 1998 (Act No 84 of 1998) (NFA) and the National Veld and Forest Fire Act, 1998 (Act No 101 of 1998) (NVFFA). Knowledge of the function of different departments and levels of government. Government business practices and policies. Project Management and strategic planning. Stakeholder Engagement. Strategic Capability and Leadership. Financial Management. People Management and Empowerment. Good interpersonal relations skills. Good Communication skills. Ability to work under pressure and handle criticism. Ability to gather and analyse information. Ability to negotiate in difficult situations and to resolve conflict. A valid Driving license and willingness to travel.
<u>DUTIES</u>	:	Provide technical advice and support in terms of greening programmes or initiatives. Promote partnerships between government, Non-Government Organisations (NGOs) and private individuals and communities to ensure long term commitment to land under forestry programmes. Promote sustainable use of natural resources on indigenous forest areas on both communal and privately owned land through partnerships with interested and affected parties. Coordinate and facilitate forestry greening and livelihood programmes and

		projects. Facilitate the implementation of greening initiatives (Ten Million Trees) programmes. Provide technical support in the development of business plans and source funding for enterprise and livelihoods projects. Facilitate the integration of Forestry Development into Local, Provincial and National Government Development spheres. Participate in the Comprehensive Rural Development and Urban Renewal Programmes. Render support in the coordination of forestry greening campaigns. Provide support for the Arbor Month and Arbor City Awards Programme.
<u>ENQUIRIES</u>	:	Western Cape: Mr M Falitenjwa, Cell No: 082 537 5090 Northern Cape: Ms S Lubanga, Cell No: 060 973 1792 Mpumalanga: Ms T Lithole, Cell No: 072 211 7272
<u>POST 32/33</u>	:	<u>ENVIRONMENTAL OFFICER SPECIALISED PRODUCTION: PRIORITISED INFRASTRUCTURE PROJECTS 1 REF NO: RCSM25/2026</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R518 769 per annum, (OSD) Pretoria Honours Degree (NQF Level 8) in Environmental Management/Natural Sciences or relevant qualification within the related field as recognised by SAQA. Must have a minimum of three (3) years' relevant working experience. Experience in processing EIA decisions and is currently involved in the EIA sector. Thorough knowledge and experience of the National Environmental Management Act, as amended and National Environmental Management: Waste Act. Thorough knowledge and experience of GN Regulation 982, 983, 984, 985 and 994 and its proposed amendments. Thorough knowledge of S24 of NEMA. Thorough knowledge of integrated environmental management and its application. Knowledge of sustainable development ideals and objectives. Working experience in the administration and review of EIA's and the dynamics of EIA administration systems. Advanced computer literacy skills will serve as an added advantage. EAPASA registration, attendance of environmental management or EIA courses, and GIS skills will serve as an added advantage. Good communication skills (written, oral and graphic). Good organising, planning and reporting skills. Problem solver and strategic thinker. Ability to work individually and in a team. Ability to work under pressure as well as willingness to travel long distances. Must have a valid Driving license.
<u>DUTIES</u>	:	Review and evaluate EIA Applications. Review and evaluate applications for Integrated Environmental Authorisations. Review and evaluate S24G applications. Conduct site inspections and compile site visit reports. Coordinate with Enforcement & Licensing sections unit within the department. Assist in administration and monitoring compliance with environmental authorisations issues. Provide professional advice in respect of EIA decision-making. Draft submissions and recommend for EIA decisions. Assist in the development of relevant Standard Operating Procedures (SOPs). Implement approved systems, tools and SOPs related to environmental impact management. Internal and external liaison regarding applications for Environmental Authorisations (communication with stakeholders and clients). Provide a support function and technical inputs into appeals lodged with the Minister in terms of the NEMA and NEMA Regulations. Provide assistance in the administration and monitoring of compliance with environmental authorisations issued. Provide inputs into environmental related legislation and policies.
<u>ENQUIRIES</u>	:	Mr C Agenbach Tel No: (012) 399 9403
<u>POST 32/34</u>	:	<u>ENVIRONMENTAL OFFICER SPECIALISED PRODUCTION: SUSTAINABLE AQUACULTURE MANAGEMENT REF NO: FIM22/2026</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R518 769 per annum, (OSD) Cape Town (Sea Point Aquarium) Honours Degree (NQF Level 8) in Environmental Management or relevant qualification as recognized by SAQA. Must have a minimum of three (3) years' experience in the relevant field. Knowledge of the Marine Living Resource Act ,1998, South African food and consumer safety legislations related to aquaculture. Knowledge and experience in laboratory audit procedures. Experience in laboratory instrumentation and techniques, sample collection and data analysis. Understanding of aquaculture and food safety controls. Experience in policy and legislation development. Experience in administrative procedures and database development and management. Skills in project and contract management.

DUTIES

: Monitor compliance in terms of aquaculture enabling legislation related to food safety. Ensure compliance of authorised marine aquaculture farms with the Aquaculture Marine Fish Food Safety Programme through the ongoing monitoring of shellfish biotoxins, microbiological quality and phytoplankton levels. Monitor and ensure full compliance with relevant laboratories with AMFFSP shellfish monitoring requirements. Render technical advice in drafting and implementation of aquaculture enabling legislation, regulations, policies, food safety programmes and permit conditions. Provide industry stakeholders with technical guidance relating to AMFFSP. Contribute to the drafting of standards/ guidelines and AMFFSP related documents. Finalise and distribute National Regulator for Compulsory Specifications (NRCS) sampling schedule. Contribute to the drafting of MoUs, agreements and contracts in terms of the AMFFSP, as required and manage their implementation, including participation in relevant Project Management Committee meetings. Promote environmental education and awareness related to the Aquaculture Marine Fish Food Safety Programme. Draft food safety reports. Provide inputs into the Aquaculture Yearbook. Organize and undertake site visits to operational marine aquaculture farms and compile reports. Represent the Department and the Food Safety Unit in meetings related to the AMFFSP and related workshops and conference including SPS-TBT meetings and the Aquaculture Industry liaison meetings. Perform administrative and related functions for the Aquaculture Marine Fish Food Safety Programme. Ensure that food safety officials are trained on the job and are being mentored in terms of the AMFFSP requirements.

ENQUIRIES

: Mr. A Njobeni at (082) 924 0101

POST 32/35

: **ASSISTANT DIRECTOR: FOREST MANAGEMENT PLANNING REF NO: FOM46/2026**

**SALARY
CENTRE**

: R487 197 per annum
: Pretoria

REQUIREMENTS

: National Diploma (NQF Level 6) in Forestry or relevant qualification within the related field as recognized by SAQA. A Minimum of three (3) years' experience in Forestry or related field. Knowledge of the National Forests Act, 1998 (Act 84 of 1998) (NFA) and the National Veld and Forest Fires Act, 1998 (Act 101 of 1998) (NVFFA) including other relevant Environmental legislations such as NEMBA and NEMA. Knowledge of Principle, Criteria, Indicators and Standards (PCIS). Knowledge of silviculture and harvesting operation. Knowledge in collection of enumeration data, Forestry planning system, forestry management in the forestry finance/economics. knowledge of Modified Cash Standard. Good Knowledge of governmental administrative procedures (Public Service regulation, Public Service Act, PFMA and National Treasury Regulations, Labour Relations). Sound knowledge of policy development. Intergovernmental and stakeholder relations. Project and programme management. Financial Management. Ability to plan, organize and execute under pressure. Good Communication skill and interpersonal skill. Ability to lead multidisciplinary teams. facilitation and negotiation skills. Computer literacy. A valid Driving license and willingness to travel.

DUTIES

: Maintain forest central master growing stock database using Microforest system. Create, modify and disable user account on the Microforest system. Monitor user account activities and report unusual activities to management. Perform a quarterly review of user account for validity. Compile and review Audit Trail Reports. Compile tactical harvesting plans for all plantations in the region by using Microforest tactical planning system. Conduct site visits and coordinate re-mapping of plantations through Geographic Information System (GIS) support services. Supply geographic information to management for annual production planning. Compile forest growing stock management plan. Coordinate and updating of plantation maps and alpha numeric data. Collect and analyse data from regions. Conduct valuation of biological assets. Compile valuation working document and disclose note to submit to Directorate: Financial Management. Calculate cost value and standing value of biological assets (age class and volume summaries). Prepare and provide all documentation (biological assets valuation pack) used for compiling Asset Valuation report to the office of the Auditor General (AG). Analyse and follow up on AG's finding during field verification audits. Develop action plan with regions to address AG recommendations or outcome. Procure the Forestry Detailed Analysis and Cost Benchmark Report document from Forest Economic Services. Conduct technical forest audits. Conduct stock

		enumerations. Schedule enumeration training and train the enumeration teams. Manage processing and auditing of enumerations according to the policy. Analyse and correct processed enumeration data.
<u>ENQUIRIES</u>	:	Ms. T Dlungwana Tel No: (012) 309 5705
<u>POST 32/36</u>	:	<u>ASSISTANT DIRECTOR: DEMAND MANAGEMENT REF NO: CFO27/2026</u>
<u>SALARY</u>	:	R487 197 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	National Diploma (NQF Level 6) in Supply Chain Management or relevant qualification within the related field as recognized by SAQA. A minimum of three (3) years' experience in Supply Chain Management or relevant field. Knowledge of Procurement and business practices, strategic planning and budgeting. Ability to control and manage the acquisition of services and Demand Plan of the department. Ability to develop, interpret and apply policies, strategies and legislation. Ability to gather and analyse information. Ability to work individually and in a team. Problem identification and solving skills. Organisation and presentation skills. Interpersonal and diplomacy skills, decision-making skills, negotiation and conflict management.
<u>DUTIES</u>	:	Ensure proper administration and coordination of approved Procurement Plan. Facilitate the submission of procurement plan to National Treasury by 31 March each year. Ensure proper coordination of drafting terms of reference/specification. Provide support to line function for the approved initiation of the procurement process. Manage the nominations of suppliers from CSD for RFQ for all compliant user request within 3 working days receipt. Consolidate and submit the quarterly reports of procurement plan Execution. Facilitate the submission of inputs for MPAT. Conduct Suppliers and chief user's workshop.
<u>ENQUIRIES</u>	:	Ms Felicia Maleho Tel No: (012) 399 8577
<u>POST 32/37</u>	:	<u>ASSISTANT DIRECTOR: NURSERY MANAGEMENT (GREENING AND LIVELIHOODS IMPLEMENTATION SUPPORT REF NO: FOM60/2026</u>
<u>SALARY</u>	:	R487 197 per annum
<u>CENTRE</u>	:	Limpopo (Rusplaas)
<u>REQUIREMENTS</u>	:	National Diploma (NQF Level 6) in Forestry/ Environmental Science/ Natural Resources Management or relevant qualification within the related field as recognized by SAQA. A minimum of three (3) years' experience in Forestry or related field. Knowledge of the National Forests Act, 1998 (Act No 84 of 1998) (NFA) and the National Veld and Forest Fire Act, 1998 (Act No 101 of 1998) (NVFFA). Knowledge of Housing Management, and Operations Management. Knowledge of the function of different departments and levels of government. Government business practices and policies. Project Management and strategic planning. Stakeholder Engagement. Strategic Capability and Leadership. Financial Management. Client Orientation and Customer Focus. Good interpersonal relations skills. Good Communication skills. Ability to work under pressure and handle criticism. Ability to gather and analyse information. Ability to negotiate in difficult situations and to resolve conflict. A valid Driving license and willingness to travel.
<u>DUTIES</u>	:	Manage plant production activities. Develop and implement annual plan of operation. Ensure seed collection, treatment and storage. Ensure propagation of good quality seedlings. Ensure tendering and watering of plants. Oversee continuous production and maintenance of the Nursery. Ensure maintenance of the infrastructure, transplanting of seedlings and fertilising and watering plants. Manage the implementation of control programs for weeds, insects, pests and diseases. Render support on the implementation of greening programme. Provide support for the coordination of activities on Forestry Awareness Campaign and Empowerment. Conduct awareness campaigns and greening information sessions. Distribute trees and promotional materials. Coordinate and monitor tree planting and monitor survival of trees. Provide general administration support services. Name, tag and count all the plants. Ensure revenue collection in line with Standard Operating Procedures. Provide support during stocktaking at the Nurseries. Provide information to the Public. Ensure that production materials are procured. Compile reports as required. Develop and maintain database for trees inventory.
<u>ENQUIRIES</u>	:	Ms T Lithole, Cell No: 072 211 7272

<u>POST 32/38</u>	:	<u>SENIOR PROVISIONING ADMIN OFFICER: DEMAND MANAGEMENT REF NO: CFO26/2026 (X2 POSTS)</u>
<u>SALARY</u>	:	R413 001 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	National Diploma (NQF Level 6) in Supply Chain Management or relevant qualification within the related field as recognized by SAQA. A minimum of two (2) years' experience in Supply Chain Management or relevant field. Knowledge of demand management process, procurement and business practices. Ability to control and administer database of the department. Ability to work individually and in a team. Ability to work with difficult people and problem identification to resolve conflicts. Organisation and presentation skills. Interpersonal and diplomacy skills, decision-making skills, negotiation and conflict management.
<u>DUTIES</u>	:	Coordinate the administration of the Approved Procurement Plan. Facilitate the submission of procurement plan to National Treasury. Administer and coordinate the drafting of terms of reference/specification. Administer and coordinate the drafting of terms of reference/specification. Administer and coordinate an effective and compliant quotation administration to ensure efficient service delivery. Facilitate the administration and conducting of price negotiations with service providers. Report on the procurement plan execution submitted on time. Report on execution of the procurement plan to National Treasury. Coordinate and conduct supplier workshops.
<u>ENQUIRIES</u>	:	Ms Felicia Maleho Tel No: (012) 399 8577
<u>POST 32/39</u>	:	<u>SENIOR FORESTRY REGULATION OFFICER (X2 POSTS)</u>
<u>SALARY</u>	:	R413 001 per annum
<u>CENTRE</u>	:	Mpumalanga / Limpopo Ref No: FOM68/2026 Eastern Cape Ref No: FOM67/2026
<u>REQUIREMENTS</u>	:	National Diploma (NQF Level 6) in Forestry or Environmental Management/Sciences or relevant qualification within the related field recognised by SAQA. A minimum of two (2) years' experience in Forestry or relevant field dealing with natural vegetation. Knowledge of National Forests Act, 1998 (Act 84 of 1998) and the National Veld and Forest Fires Act, 1998 (Act 101 of 1998). Computer Literacy. Excellent communication skills (verbal, presentation and report writing). Interpersonal relations skills. Ability to apply policies. Ability to work independently and in a team. Ability to work under pressure, and conflict management and resolution. Ability to collect and interpret information and reports. A valid Driving License and willingness to travel.
<u>DUTIES</u>	:	Implementation of National Forests Act (NFA). Processing and administration of NFA licenses for all forms of forest resources and protected trees. Monitor compliance. Ensure enforcement of the Acts. Evaluation of Environmental Impact Assessments (EIA) affecting natural forests and protected trees. Implementation of National Veld and Forest Fires Act (NVFFA). Establish and coordinate processes for formation and amalgamation of Fire Protection Associations (FPAs). Promote the well-being of FPA's. Implementation of integrated veld fire management plans. Ensure effective planning and support of relevant operations. Organize, facilitate, and coordinate stakeholder participation. Implementation of awareness campaigns on the NFA and NVFFA and provide information services. Provide administration support services within the Unit. Compile and submit monthly and quarterly reports.
<u>ENQUIRIES</u>	:	Mpumalanga/Limpopo: Ms. N Mudau, Cell No: 0665660640 Eastern Cape: Mr. T Vetsheza, Cell No: 0663750153
<u>POST 32/40</u>	:	<u>OFFICE ADMINISTRATOR III REF NO: FOM72/2026</u>
<u>SALARY</u>	:	R413 001 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	National Diploma (NQF level 6) in Office Management / Public Management or relevant qualification within related field as recognised by SAQA. A minimum of two (2) years' experience in Administration/Office environment or related field. Knowledge of administration procedures. Knowledge of financial and project management. Knowledge of Public Service and departmental procedures and prescripts. Knowledge of Batho Pele Principles. Knowledge of

		minutes taking. Computer literacy. Sound organising and planning skills. Presentation and facilitation skills. Communication skills (written and verbal). Interpersonal skills. Ability to work long hours voluntarily. Ability to work individually and in a team. Ability to work under extreme pressure. Ability to work with difficult persons and to resolve conflict. Ability to work with limited supervision. Ability to share knowledge.
<u>DUTIES</u>	:	Render secretarial support to the DDG's office. Ensure no clashes of dates and confirm all appointments prior to the appointment. Diarise all appointments for the DDG's. compile minute during the DDG's meetings and ensure distribution thereof. Provide administrative support to the DDG's Office. Administer leave. Provide support with consolidation and alignment of monthly reports, Parliamentary Questions, EDMS Referrals, Quarterly reports, or any ad-hoc requests for inputs. Receive and distributing confidential documents. Provide document management support in the DDG's Office. Draft correspondence Record all incoming and outgoing correspondence from the DDG in the register book. Drafting and amending of submissions where required and compiling of reports. Render and coordinate logistical arrangement support services for the DDG. Coordinate logistical arrangements for the meetings/workshop (confirm the date, time, and venue for the meeting). Obtain petty cash for purchasing of refreshments. Provide Client Liaison support services. Undertake proper screening of calls and management of e-mails. Provide response to the queries and handle classified documents according to the security regulations. Internal liaising with officials to provide good response to the queries.
<u>ENQUIRIES</u>	:	Ms. B Shibambo, Cell No: 060 973 2176
<u>POST 32/41</u>	:	<u>ENVIRONMENTAL OFFICER PRODUCTION GRADE A: SUSTAINABLE AQUACULTURE MANAGEMENT REF NO FIM23/2026</u>
<u>SALARY</u>	:	R357 597 per annum, (OSD)
<u>CENTRE</u>	:	Cape Town (Sea Point Aquarium)
<u>REQUIREMENTS</u>	:	Bachelor's degree (NQF Level 7) or National Diploma (NQF Level 6) in Environmental Management/ Natural Science as recognized by SAQA. Must have a minimum of one (1) year experience in Natural Science or related field. Knowledge of the Marine Living Resource Act ,1998, and Public Finance Management Act. Knowledge of environmental management principles, laboratory procedures and data analysis. Understanding of environmental impact assessment and environmental monitoring for aquaculture. Experience and knowledge of policy and legislation development. Knowledge of project management. Skills in planning and execution.
<u>DUTIES</u>	:	Implement integrated coastal and inland fisheries management by providing input into the process of developing guidelines, risk assessments and designating aquaculture development zones. Contribute to bid processes for aquaculture development and monitoring projects. Provide inputs into programmes and guidelines for sustainable aquaculture development and environmental monitoring. Provide technical advice for aquaculture development zone aquaculture management committees and consultative forum in terms of environmental management and monitoring of the environment. Provide technical inputs and advisory for integrated environmental management relate to aquaculture. Contribute to the amendment and development of legislation in the context of environmental management pertaining to aquaculture. deliver presentations on aquaculture and create posters for awareness purposes. Provide support to facilitate integrated pollution and waste management for finfish farms. Provide advice to existing/new entrants into aquaculture. provide inputs into the development of awareness and educational materials for aquaculture and dissemination of information as required. Perform administrative and related functions. Contribute to monthly technical reports for the sub-ordinate in terms of environmental monitoring, including challenges/blockages where applicable to be addressed. Obtain, validate farm data related to environmental carrying capacity for aquaculture zones and assist with data capturing.
<u>ENQUIRIES</u>	:	Mr. A Njobeni at (082) 924 0101
<u>POST 32/42</u>	:	<u>ADMINISTRATIVE OFFICER REF NO: FOM07/2026</u>
<u>SALARY</u>	:	R338 106 per annum
<u>CENTRE</u>	:	Pretoria

<u>REQUIREMENTS</u>	:	National Diploma (NQF Level 6) in Public Management / Office Management or relevant qualification within related field as recognised by SAQA. A minimum of one (1) year of experience in Administration / Office Environment or a related field. Knowledge of administrative/clerical procedures. Knowledge of Logis and BAS. Financial and Procurement Procedures. Knowledge of departmental procedures and prescript/policies. Computer literacy. Sound organising and planning skills. Good communication skills (Verbal and Written). Ability to prioritise workload. Ability to work long hours voluntarily and under extreme pressure. Good interpersonal relations skills. Ability to work with difficult persons and to resolve conflict.
<u>DUTIES</u>	:	Provide administrative and logistical support to the Directorate. Arrange meetings and make bookings for conferences and workshops. Make travel arrangements for the Director. Maintain and oversee the filing system of the Directorate. Provide financial administration support to the Directorate. Procure goods and services using approved procedures. Ensure that orders are created, and invoices are paid timeously. Provide administration support to the Directorate. Compile documents in preparation for quality assurance visits to projects. Prepare files for submission approval. Provide inventory support to the Directorate. Maintain and update the Directorate's asset register.
<u>ENQUIRIES</u>	:	Ms M Phaahle, Cell No: 066 487 7030
<u>POST 32/43</u>	:	<u>ADMINISTRATION CLERK REF NO: ODG05/2026 (X2 POSTS)</u>
<u>SALARY</u>	:	R237 453 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Grade 12 certificate. A post-matric qualification and relevant experience in administration will be an added advantage. Knowledge of administrative procedure. Knowledge of public service prescripts and procedures. Knowledge of procurement policies and procedures. Thorough knowledge of financial management and supply chain management procedures. Computer literacy. Good communication skills (written and spoken). Report writing skills. Good interpersonal relations skills. Sound organising and planning skills. Ability to work long hours voluntarily and plan under pressure. Ability to gather and analyse information. Ability to adhere to policies, work independently, and work in a team.
<u>DUTIES</u>	:	Provide administrative and logistical support to the Directorate: receive and register incoming and outgoing correspondence. Liaise with public entities in relation to the submission of Strategic Plans, Annual Performance Plans, and Shareholder Compact. Conduct the preliminary analysis of the draft performance plans against the guidelines. Arrange monthly and quarterly meetings for the Directorate. Assist with the draft minutes of the Directorate meetings and follow-up on the action list. Send out reminders to public entities for the submission of the quarterly performance reports and the Portfolio Committee presentations. Distribution of the Portfolio Committee presentation and Parliamentary questions to the public entities. Sent correspondence to the public entities and follow up on outstanding matters. Assist with petty cash requests and procurement of goods and services. Distribution of documents in a prompt and confidential manner. Make travel arrangements for the officials. Consolidate and facilitate travel claims for the Directorate. Maintain and oversee the filing system of the Directorate. Assist with the management of finances within the Directorate. Procurement of goods and services using the correct procedures. Prepare quarterly financial and non-financial performance reports for the Directorate.
<u>ENQUIRIES</u>	:	Ms K Lephogole Tel No: (012) 399 9893 / Mr M Madingwane Tel No: (012) 399 9880
<u>POST 32/44</u>	:	<u>ADMINISTRATION CLERK: GREENING AND LIVELIHOODS REF NO: FOM50/2026)</u>
<u>SALARY</u>	:	R237 453 per annum
<u>CENTRE</u>	:	Northern Cape (Upington)
<u>REQUIREMENTS</u>	:	Grade 12 (NQF Level 4) certificate. No experience required. Basic Knowledge of Public Services Regulation and PFMA. knowledge of procurement processes. Organizing and planning skills. Record keeping skills. Computer skills and communication skills. Good interpersonal relations skills. Ability to communicate with people at different levels. Ability to apply policies. Ability to work individually and in a team. Ability to work under extreme pressure. Ability

		to work with difficult people and ability to resolve conflicts. Be responsible and have sound work ethics.
<u>DUTIES</u>	:	Render general clerical support services. Record, organize, store, capture and retrieve correspondence and information. Update registers and render administrative services. Handle routine enquiries, make photocopies, receive, or send emails. Distribute documents / packages to different stakeholders as a need arises. Maintain the filing system for the office. Type documents and / or other correspondence when required. Keep and maintain the incoming and outgoing document register of the office. Provide supply Chain Clerical support services within the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotation, complete procurement forms for the purchasing of standard office items. Keep and maintain asset register of the component. Provide logistical support services. Keep and maintain leave registers, personnel records and attendance register for the office. Facilitate bookings for travelling and accommodation. Provide financial administration support services in the component. Capture and update expenditure. Verify correctness of subsistence and travel claims of officials, vehicle documents and submit to managers for approval. Handle telephone accounts and petty cash for the State Nursery and Regional Office.
<u>ENQUIRIES</u>	:	Mr. S Vutha, Cell: 063 750 3771
<u>POST 32/45</u>	:	<u>FORESTY SERVICE AID: WOODLANDS INDIGENIOUS FORESTMANAGEMENT REF NO: BC16/2026</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R144 024 per annum
	:	KwaZulu Natal (Mzimkhulu Estate)
	:	Grade 09 (NQF level 1) or equivalent qualification. No experience required. Knowledge of planting, firefighting, coppice reduction Communication skills, interpersonal skills and listening skills. Planning and execution, Interpersonal relations, acceptance of responsibility, teamwork and self-discipline.
<u>DUTIES</u>	:	Render Silviculture functions within plantations and indigenous forests. Rehabilitate degraded sites. Conduct the marking of plots, counting and marking of trees, coppice reduction. Update the variety of registers regarding the aspects of work, planting, weeding/manual/chemical, maintain conservation zones, removal of alien species. Perform fire protection and suppression duties. Control pest/ weed infection, protect infrastructure. Infrastructure maintenance. Render harvesting services: conduct log marking and pole measuring. Propagate plants and trees: conduct record keeping of plants/trees. Produce and process poles, cutting/drying/treatment of poles, provide support in selling poles.
<u>ENQUIRIES</u>	:	Mr GW Mnguni at 066 165 6908
<u>POST 32/46</u>	:	<u>GROUNDSMAN: GREENING AND LIVELIHOODS IMPLEMENTATION SUPPORT LIMPOPO REF NO: FOM53/2026</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R144 024 per annum
	:	Limpopo (Rusplaas Nursery, Lebowa kgomo)
	:	Grade 09 (NQF level 1) or equivalent qualification. No experience required. Knowledge of National Forestry Act 84 of 1998, National Veld, Fire Forestry Act 101 of 1998 (NVFFA) and Occupational Health and Safety Act. Problem solving skills. Interpersonal skills. Ability to work long hours voluntarily, work individually and in a team. Good interpersonal relations skills, creativity, and ability to work under extreme pressure. Ability to work with difficult persons and to resolve conflict.
<u>DUTIES</u>	:	Perform routine activities in respect of grounds, irrigate and water plants lawns. Conduct weeding and weed control. Prune and trim plants, performance cutting, seeding and transplanting of plants. Mow lawns, dispose of organic waste, dig compost, dig, spray and maintain seedling beds and edges. Perform general routine activities in respect of infrastructure support. Seeds collection. Cleaning of seeds. Seed pre-sowing treatment. Preparation of seedling trays. Sowing of seed. Preparation and sowing of cuttings. Ensure planting and transplanting of seedlings and trees. Filling of planting bags with soil. Prepare space in beds for transplanting. Transplanting of seedling from trays to bags. Transplanting of trees from small to bigger bags. Packing of transplanted trees. Provide general labour in the nursery. Mixing of sand and compost. Manual and chemical weed control. Irrigation of seedlings and trees. Assist with stocktaking. Tagging of plants correctly. Check seedlings and plants for pests

and diseases. Assist the customers coming to buy trees. Responsible for the tools allocated. Report any damage in the nursery to the Foreman. Ensure the use, cleaning and basic maintenance of tractor and dumper. Move sand and compost to the tables or beds. Move seedlings, crates and tree. Keep equipment and machinery clean after use.

ENQUIRIES

: Ms. Tshepo Ramasobana at 066 282 5094

GOVERNMENT TECHNICAL ADVISORY CENTRE (GTAC)

The GTAC is an equal-opportunity employer and encourages applications from women and people with disabilities. Our buildings are accessible to people with disabilities and reasonable accommodation is provided for persons with disabilities.

- APPLICATIONS** : Please register, or if you are already registered, sign in and apply for this position on the GTAC eRecruitment website <https://erecruitment.gtac.gov.za/erecruitment/>
- CLOSING DATE** : 18 September 2026
- NOTE** : Only online applications will be accepted. Applications not accompanied by a comprehensive CV and a fully completed Z83 form will not be considered. Only South African Citizens, and Permanent Residents need apply as per PSR 2016. Applications should be accompanied by a duly completed and signed Z83 form (obtainable from any Public Service department). The post title and reference number must be clearly indicated on the Z83 form. A recent comprehensive CV should be submitted. Certified copies of qualifications and other relevant documents will be required to be submitted to HR on or before the day of the interview from shortlisted candidates. All short-listed candidates must make themselves available for a panel interview on the date determined by the GTAC. All short-listed candidates will be subjected to personnel suitability checks, and the successful candidate will undergo security vetting in order to confirm employment. 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. Late applications, and those not meeting the requirements, will not be considered. If you have not received feedback from the GTAC within 2 months of the closing date, please regard your application as unsuccessful. Note: The GTAC reserves the right to fill or not fill the advertised posts.

OTHER POSTS

- POST 32/47** : **PROJECT MANAGER: JOBS FUND PMU REF NO: G15/2026**
Term: 24 Months Fixed Term Contract
- SALARY** : R932 292 - R1 098 195 per annum (Level 11), (all-inclusive)
- CENTRE** : Pretoria
- REQUIREMENTS** : Bachelor Degree / Advanced Diploma / BTech Degree (NQF 7) in Development Finance, Economics, Business Management, Project Management, Project Finance, or a related field. A postgraduate qualification (NQF 8) in Development Finance, Economics, Business Management, Project Management, or Project Finance would be advantageous. Minimum 5 years' experience in a project management or programme management position, at least 2 of which at a management level.
- DUTIES** : The purpose of this role is to lead the planning, management, organisation and monitoring of project implementation within the Jobs Fund (JF). The role also contributes to the Jobs Fund's knowledge and learning agenda by supporting evidence-based insights, continuous improvement and shared learning across projects. Project Management: Manage project plans, deliverables, financials, dependencies and outcomes of assigned projects, to ensure that the project goals and objectives are achieved within the project timeframe and guidelines by the relevant stakeholders and management committees. Manage overall project risk through identified mitigation processes proactively with project stakeholders to avoid project delivery, problems and delays. Manage the successful implementation of projects for the full cycle of each project, including quality maintenance of project records and documentation; guidance and direction in terms of Fund objectives and operations; analysis and reporting on project products (e.g. business plans and project plans); support data population and manage information; monitoring and evaluation of projects; project cash flows and expenditure reporting; and conduct commercial analysis, financial modelling and analysis, risk analysis and institutional analysis. Ensure Project documentation conforms to agreed standards and procedures, and review progress against milestones and targets. Do a qualitative analysis of documents. Compile and present project status reports to provide project updates on activities and deliverables. Assist

with ensuring that governance requirements of professional project management and those applicable to the National Treasury are adhered to. Make recommendations aligned with the project specifications, ensuring that the specifics of the project are being adhered to. Strategic Management and Planning: Manage projects and portfolio activities in line with strategies and policies. Design and implement strategic management and planning activities as directed. Financial Management: Contribute to the efficient financial and technical management of Jobs Fund projects. Ensure project deliverables stay on time, on-target and in-budget. Coordinate with other members of the JF to review financial information and forecasts. Compare and analyse actual results with plans and forecasts to identify financial status and monitor variances. Analyse current and past financial data and performance, identify trends in financial performance and provide recommendations for improvement. Assist with the compilation of data, financial reports and interpretation of legislated financial reporting requirements and regulations. Stakeholder Engagement: Establish and maintain an effective relationship with the National Treasury and other government departments, the private investor community, official development agencies and other stakeholders. Identify and liaise with relevant project stakeholders. Competencies required: Administrative Operations: Knowledge, capabilities and practices associated with the support of administrative and management activities to facilitate organisational and mission goals and objectives. This competency requires knowledge of the appropriate rules, regulations, processes and associated systems within various enabling functions, which may include human resources management, resource management, employee support services, documentation, procurement and financial management. Client Service Orientation: The ability to interact with and respond to internal and external client needs and expectations in a manner that puts into practice the Batho Pele spirit and meets and exceeds service delivery standards, with priority given to client satisfaction. Commitment to Learning: Actively pursue learning and development in order to achieve results and contribute to continuous improvement. Supports and encourages the learning and development of others. Computer Literacy: Knowledge and ability to use computers and technology efficiently. Refers to the comfort level someone has with using computer programs and other applications associated with computers (MS Office, Internet, email). Includes the ability to learn new applications associated with the business. Concern for Quality and Order: The desire to see things done logically, clearly and well. It takes various forms: monitoring and checking work and information, insisting on the clarity of roles and duties, and setting up and maintaining an information system. Development Financing: Knowledge of development financing approaches and methods, including the financing of long-term projects and public services based upon a non-recourse or limited recourse financial structure, in which project debt and equity used to finance the project are paid back from the cash flow generated by the project. Effective Communication: The ability to transmit and receive information clearly and communicate effectively to others by considering their points of view to respond appropriately. This may involve listening, interpreting, formulating and delivering verbal, non-verbal, written, and/or electronic messages. It includes the ability to convey ideas and information in a way that brings understanding to the target audience. Emotional Intelligence: The capacity for recognising their own feelings and those of others, for motivating themselves and others as a result of this awareness, and for managing emotions within themselves and in others. Financial Analysis: Knowledge of financial data analysis, including the ability to collect and monitor data, analyse results, monitor variances, identify trends, recommend actions and assist with annual and quarterly forecasting. Grant Management: Knowledge of grant funding (non-repayable funds) approaches and methods and the regulatory environment governing the management of public funds. This includes knowledge of the South African grant funding reforms initiative and grant management systems. Information Sharing: Both the motivation to expand and use one's knowledge and the willingness to share this knowledge with others. Integrity/Honesty: Contributes to maintaining the integrity of the organisation; displays high standards of ethical conduct and understands the impact of violating these standards on an organisation, self, and others; is trustworthy. Labour Markets: Knowledge of how labour markets work and the current active labour market policy interventions, with an emphasis on youth employment. Legislative Knowledge: Knowledge of the regulatory environment and processes regarding the implementation of

policies, legislation and service delivery programmes, and knowledge of the NT and/or DPSA and/or other regulatory prescripts regarding procurement, contract management and services payment; Jobs Fund and grants management; and labour management and employment in South Africa.

Problem Solving and Analysis: The ability to understand a situation, issue, problem, etc., by breaking it into smaller pieces, or tracing the implications of a situation in a step-by-step way. It includes organising the parts of a problem, situation, etc., systematically; making systematic comparisons of different features or aspects; setting priorities on a rational basis; and identifying time sequences, causal relationships, or if-then relationships. Create timely and well-developed solutions by examining alternatives, risks and consequences.

Project Budget Management: Knowledge of regulations regarding the management of public finances, and the methodologies, processes and tools for managing project budgets, including the forecasting, implementing, monitoring, evaluating and reporting on expenditure activities and schedules.

Project Governance: Knowledge of project risk management analysis and risk controls design, and conducting of due diligence exercises and project audits.

Project Management: Knowledge of project management principles, methods, or tools for appraising, conceptualising, structuring, scheduling, coordinating, and managing projects and resources, including monitoring, evaluating and reporting on project impact, costs, work, and contractor performance.

Resources Planning: Organises work, sets priorities and determines resource requirements; determines short- or long-term goals and strategies to achieve them; coordinates with other organisations or parts of the organisation to accomplish goals; monitors progress and evaluates outcomes.

Results Orientation: Concern for holding yourself and others accountable for achieving results or for surpassing a standard of excellence. It includes the process of setting measurable objectives, implementing change and then checking back to determine the effect of your efforts. The standard may be one's own past performance (striving for improvement); an objective measure (results orientation); outperforming others (competitiveness); or challenging goals one has set, or even what anyone has ever done (innovation).

Systems Thinking: Orientation to think in system-wide terms with regard to functions or divisions within the organisation. This includes spotting opportunities to connect the initiatives underway in other areas or proactively sharing information or resources that can be seen to have relevance and impact on others.

Team Participation: The ability to work cooperatively with others, to work together as opposed to working separately or competitively.

Valuing Diversity: The ability to understand and respect the practices, customs, values and norms of other individuals, groups and cultures. It goes beyond what is required by governmental employment equity regulations to include the ability to respect and value different points of view and to be open to others of different backgrounds or perspectives. It includes seeing others' differences as a positive part of the work environment. It also means being able to work well with a wide variety of people representing different backgrounds, cultures and socio-economic levels.

Vision and Purpose: Modelling and promoting high personal and professional standards that support the organisation's vision, mandate and values. Sharing goals, objectives and ideas to encourage others to commit to and be enthusiastic about realising the vision.

ENQUIRIES

:

HR Kaizer Malakoane at 066 250 7072

Technical Job Enquiries: jobsfund@treasury.gov.za

DEPARTMENT OF HIGHER EDUCATION AND TRAINING

MANAGEMENT ECHELON

<u>POST 32/48</u>	:	<u>DIRECTOR REF NO: DHET 02/09/2026</u> Branch: Skills Development Chief Directorate: Indlela Directorate: Training And Assessment Centre
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 317 384 per annum (Level 13), (all-inclusive remuneration package) Olifantsfontein An appropriate Bachelor's Degree/ Advanced National Diploma (NQF level 7) in Management or Engineering related qualification. An artisan trade qualification and experience as an artisan assessor, trainer and moderator would be an advantage. Five to ten years' work experience in the skills development sector. A minimum of five years at middle/senior management experience with artisan development. 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. Excellent computer skills and the ability to develop basic online applications for general use. A valid driver's license and willingness to travel. Successful completion of the Nyukela Public Service SMS Pre-entry Programmed as endorsed by NSG. Knowledge: Knowledge of the Skills Development Act, 1998. Knowledge of Skills Development Levies Act (SDLA), Treasury Regulation, National Skills Development Strategy (NSDS), Skills Accord and Artisan Training and Development Regulation. Knowledge of Public Finance Management Act, 1999 (PFMA). Knowledge of Occupational Health and Safety (OHS). Skills: Leadership inclusive of Management skills. Communication inclusive of Presentation skills. ICT Management inclusive of Systems Development Planning. Human Resource Development inclusive of Supervisory Management. Policy development inclusive of relevant Legislation.
<u>DUTIES</u>	:	will include: Develop, implement, and maintain a recapitalization and modernization project for INDLELA through a User Asset Management Plan (UAMP) in collaboration with Department: Public Works.· Develop, implement, and maintain policies, procedures and guidelines that ensures that INDLELA is accredited by Quality Council for Trades and Occupations for a range of relevant occupational qualifications and part qualifications.· Develop, implement, and maintain policies, procedures and guidelines that ensures that INDLELA achieves and maintains ISO Standards for Quality (ISO 9001), Occupational Health and Safety (ISO 9018) and Environmental Control (ISO 9014).· Develop and implement processes to ensure that there is continuous development of relevant INDLELA staff to maintain quality standards of training and assessment.· Collaborate with public TVET College system and processes to ensure that INDLELA is aligned and supports the TVET System nationally.· Manage at a senior management level the efficient, effective, and economic collaboration between INDLELA and the centralized services located at DHET in Pretoria. N.B. All shortlisted candidates will be required to complete a relevant competency exercise.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr R Kgare/Ms XE Rikhotso/Ms P Morota Tel No: (012) 312 5165/5513/6389 DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or http://z83.ngnscan.co.za/apply and follow the easy prompts/instructions.
<u>NOTE</u>	:	Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. Only shortlist ted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability 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. 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. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation". Employment Equity principles will be applied in accordance with the Departmental Employment Equity Policy, taking into consideration the applicable equity targets, representativity, and legislative requirements.

CLOSING DATE

:

18 September 2026

POST 32/49

:

DIRECTOR: TEACHER EDUCATION REF NO: DHET 03/09/2026

Branch: University Education

Chief Directorate: Teaching, Learning and Research Development

**SALARY
CENTRE**

:

R1 317 384 per annum (Level 13), (all-inclusive remuneration package)

:

Pretoria

REQUIREMENTS

:

An appropriate Bachelor's Degree/Advanced Diploma (NQF Level 7) in Education and Training Development / Teaching / or a related qualification. A minimum of five (5) years relevant experience at middle / senior management level in Education Management/ Higher Education environment; Successful completion of the Nyukela Public Service SMS Pre-entry Programmed as endorsed by NSG. Knowledge and understanding of policies and regulatory frameworks governing the basic and higher education sector; Advanced experience in interpretation, development, and implementation of teacher education and development policies; An extensive knowledge of, and insight into initial teacher education (ITE) and continuing professional development (CPD) of early childhood and schooling teachers, community education and technical and vocational lecturer education practices, policies, qualifications, and programmes; Extensive knowledge of quality assurance processes and mechanisms in higher education; The ability to develop, support and monitor the implementation of policies and programmes; The ability to work in collaboration with other government departments, with quality councils, universities, and other relevant role-players; Good computer skills. This position requires a dynamic individual with proven management, leadership, change management and people management capabilities. Experience in budgeting, financial management, and project management is essential. High level of accuracy and analytical capability, including presentation and report writing skills. Good problem-solving skills; client orientation and customer focus. Excellent communication both in writing and verbal and good computer skills. A valid driver's license.

DUTIES

:

Lead and manage the Department of Higher Education and Training's responsibilities with respect to developing, maintaining, supporting, and monitoring the implementation of policies for initial teacher education and continuing professional development of education professionals. Conceptualise and implement programmes and projects to strengthen early childhood, schooling, community education and training (CET) and technical and vocational training (TVET) college lecturers' teacher education programmes and qualifications at universities. Contribute to the implementation of the Integrated Strategic Planning Framework for Teacher Education and Development (ISPFTED) and the National Policy Framework for Teacher Education and Development (NPFTED). Provide strategic support

to the sector through the Provincial Teacher Education Development Committee (PTEDC). Monitor teacher supply and demand patterns, teacher education enrolments, graduation and graduate employment patterns and using information to inform teacher production planning. Have constant engagements with the Department of Basic Education (DBE) and universities on various matters of interest in the sector. Draft speeches, briefing notes and replies to parliamentary and media questions. Collate inputs for Medium Term Development Plan (MTDP). Prepare and make presentations to different stakeholders. Travel extensively and attend meetings with universities, stakeholders, and partners for various purposes. Manage and monitor the Directorate, the Teaching and Learning Development Capacity Improvement Programme (TLDCIP) and partner- and donor-funded projects' budget and expenditure. Prepare quarterly reports as per annual performance plan (APP) and ensure the compilation of annual report and strategic plan of the Directorate. N.B. All shortlisted candidates will be required to complete a relevant competency exercise.

**ENQUIRIES
APPLICATIONS**

: Mr R Kgare/Ms XE Rikhotso/Ms P Morota Tel No: (012) 312 5165/5513/6389
: DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or <http://z83.ngnscan.co.za/apply> and follow the easy prompts/instructions.

NOTE

: Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form, and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. Only shortlist ted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability 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. 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. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation". Employment Equity principles will be applied in accordance with the Departmental Employment Equity Policy, taking into consideration the applicable equity targets, representativity, and legislative requirements.

CLOSING DATE

: 18 September 2026

POST 32/50

: **DIRECTOR: CET CURRICULUM AND INSTITUTIONAL SUPPORT REF NO:
DHET 04/09/2026**
Branch: Community Education And Training

**SALARY
CENTRE
REQUIREMENTS**

: R1 317 384 per annum (Level 13), (all-inclusive remuneration package)
: Northern and Western Cape Regional Office
: An appropriate Bachelor's Degree/Advanced Diploma (NQF level 7) in Education or a related qualification. A relevant postgraduate degree in Education or related qualification (NQF level 8) will be an added advantage. A minimum of five (5) to ten (10 years of experience in the Post-School Education

and Training sector and five (5) years' experience at middle/senior managerial level. In PSET consideration will be given to candidates with proven management experience working in PSET. Understanding and knowledge of prescripts and legal frameworks applicable to the PSET sector will be an added advantage. Successful completion of the Nyukela Public Service SMS Pre-entry Programmed as endorsed by NSG. Further requirements are excellent and proven project management capabilities, problem-solving and financial management skills, proposal, and report writing and computer skills. Ability to work under pressure and willingness to work extended hours. Skills required: Ability to work in a team, good interpersonal and communication skills, computer literacy, financial management, strategic planning, and leadership. Willingness to work irregular hours and travel extensively. A valid driver's license is essential.

DUTIES

: Ensure effective leadership and management of the strategic planning process, institutional governance, and management support in the Region. Provide proper and effective curriculum development and support in the region. Manage lecturer development and support, including the effective support of the governance (council, SRC, Academic Board) in the Region. Manage and support teaching and learning in the colleges. Oversee the management of examinations and assessments. Coordinate monitoring and evaluation functions of the programmes in the Colleges. Provide overall monitoring and evaluation, including reporting in line with the departmental frameworks. Liaise with industry, SETAs, and other government institutions to create a conducive environment for partnerships and stakeholder relations. Manage the delegated administrative and financial responsibilities. Manage the compensation of employees' budget in the unit including the recruitment processes and provide support to the public CET College on matters relating to labour relations, change management, and implementation of IQMS and PMDS. Ensure compliance with public Service Regulations and all administrative matters. N.B. All shortlisted candidates will be required to complete a relevant competency exercise.

ENQUIRIES APPLICATIONS

: Mr R Kgare/Ms XE Rikhotso/Ms P Morota Tel No: (012) 312 5165/5513/6389
: DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or <http://z83.ngnscan.co.za/apply> and follow the easy prompts/instructions.

NOTE

: Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form, and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. Only shortlist ted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability 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. 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. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered." DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation".

		Employment Equity principles will be applied in accordance with the Departmental Employment Equity Policy, taking into consideration the applicable equity targets, representativity, and legislative requirements
<u>CLOSING DATE</u>	:	18 September 2026
<u>POST 32/51</u>	:	<u>PRINCIPAL: FALSE BAY TVET COLLEGE REF NO: DHET 05/09/2026</u> Branch: Technical And Vocational Education And Training
<u>SALARY</u>	:	R1 317 384 per annum (Level 13), (all-inclusive remuneration package)
<u>CENTRE</u>	:	False Bay TVET College, Cape Town
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's Degree/Advanced Diploma (NQF Level 7) in Education/Public/Business Administration or related qualification. A relevant postgraduate qualification in the Post Schooling Education and Training sector will be an added advantage. A minimum of eight (8) years' experience within the Post School Education and Training sector and five (5) years' experience at middle/ senior managerial level. Successful completion of the Nyukela Public Service SMS Pre-entry Programmed as endorsed by NSG. Extensive experience in any or all the following general management spheres: college/education institution management, strategy management, education management, human resource management, and development. Proven management skills and a track record in the preparation, implementation, and management of strategic, operational, and financial management plans and projects. Must have relevant work experience in training and development or a related environment. Ability to design internal systems and controls to ensure sound organizational governance, financial management, and control. Proven computer literacy, including advanced MS Word, MS Excel, and MS PowerPoint. Proven report writing and presentation skills. Sound knowledge of the public TVET college sector and its regulatory and legislative framework. Knowledge of education and institutional management principles, methodologies, and procedures. Knowledge of governance and public sector management reporting requirements. Strategic capability and leadership, client orientation and customer focus, financial management, people management and empowerment, communication, and stakeholder management. Knowledge of and/or experience in the private sector/industry will also be treated as an added advantage. A willingness to work irregular hours and travel extensively. A valid driver's license.
<u>DUTIES</u>	:	To drive the efficient and effective implementation of college governance frameworks and systems; and the functioning of governance structures, including the college council and the academic board. To build and foster an effective management team that plans and executes the college mandate in an integrated, compliant, and performance-focused manner. To fulfil the role of accounting officer of the college by establishing and monitoring college financial and supply chain management systems towards the achievement of strategic goals and compliance with all relevant legislation and regulations. To establish and monitor effective human resource management and stakeholder engagement systems incorporating both marketing and communication. To create a platform for effective management decision-making through the establishment of an accurate and accessible information management platform. To lead the development and delivery of responsive vocational and occupational curricula and programmes and monitor the associated quality assurance programme and impact on student performance and placement. To operationalize business partnerships and linkages that translate into student placements, workplace-based learning, and articulation. To establish and manage a student management framework and system that facilitates student support and governance and provides all enrolled students with holistic academic and social support. To establish and lead a college infrastructure and estate management system that assures the acquisition, maintenance, management, disposal of physical resources that facilitate the achievement of strategic and operational objectives. Facilitate programme articulation and upward progression. N.B. All shortlisted candidates will be required to complete a relevant competency exercise.
<u>ENQUIRIES</u>	:	Mr R Kgare/Ms XE Rikhotso/Ms P Morota Tel No: (012) 312 5165/5513/6389
<u>APPLICATIONS</u>	:	DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or http://z83.ngnscan.co.za/apply and follow the easy prompts/instructions.
<u>NOTE</u>	:	Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and

a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. Only shortlist ted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability 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. 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. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered." DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation". Employment Equity principles will be applied in accordance with the Departmental Employment Equity Policy, taking into consideration the applicable equity targets, representativity, and legislative requirements.

CLOSING DATE

: 18 September 2026

OTHER POSTS

POST 32/52

: **DEPUTY PRINCIPAL: CORPORATE SERVICES REF NO: DHET 06/09/2026**
Branch: Community Education And Training
Gauteng Cet College

SALARY
CENTRE
REQUIREMENTS

: R1 101 468 per annum (Level 12), (all-inclusive remuneration package)
: This post is based in Community Education and Training (CET) Colleges
: An appropriate bachelor's degree (NQF Level 7) in Human Resource Management/ Development or related qualification. A minimum of three (3) to five (5) years' relevant work experience of which three (3) years' experience at a junior management level in corporate services environment. An understanding of the Department of Higher Education and Training's strategic vision and priorities. Knowledge of Public Service Act, Employment of Educators Act, Labour Relations Act and Public Financial Management Act. Knowledge of policies and legislative frameworks governing education and training as well as the Public Service and Employment Service in South Africa. Experience in managing people and projects with the ability to plan strategically. An ability to develop, support and monitor the implementation of policies and the ability to work in a team environment, good project management and computer skills. Willingness to work irregular hours and travel extensively. Computer literacy (Ms Word, Ms PowerPoint, Ms Excel, Ms Excess and Ms Outlook). A valid driver's license.

DUTIES

: Provide strategic leadership in the areas of Human Resource, IT, Marketing, Facilities Management, Records Management, Labour Relations and Governance. Oversee the entire day to day operational requirement of the HR, Marketing and IT functions including those activities in the campus. Render communication and information technology services to meet the specific needs of the college. Accountable for the effective delivery of service in each of these areas. Facilitate and drive the timely and accurate preparation of the college's annual budget in line with Strategic priorities. Coordinate and driver the preparation for the annual review of the college's strategic plan. Prepare

quarterly reports as per annual performance plan and ensure the compilation of the annual report and strategic plan of the college. Encourage and build an organisational climate conducive to optimal performance through implementing change management. Develop and implement best practice policies, procedure, and internal control systems to ensure effective corporate governance. Ensure the provision of appropriate and cost-effective service. Oversee the proper and effective management of the college's assets and facilities. Ensure the provision of appropriate and cost-effective services. Manage human resources and corporate management service affairs in the college. Provide guidance and adequate support and development of the staff. Ensure compliance with all administrative requirements, regulations, rules and regulations pertaining to Corporate Services. Responsible for IT and information management solutions to meet the specific needs of the Region. Responsible for communication and marketing for the Regional Office. Ensure development of PMDS of staff. Monitor quality control of work and develop annual performance plan. Monitor the planning, organisation, and delegation of work. N.B. All shortlisted candidates will be required to complete a relevant competency exercise.

**ENQUIRIES
APPLICATIONS**

: Mr R Kgare/Ms XE Rikhotso/Ms P Morota Tel No: (012) 312 5165/5513/6389
: DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or <http://z83.ngnscan.co.za/apply> and follow the easy prompts/instructions.

NOTE

: Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability 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. 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. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered." DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation". Employment Equity principles will be applied in accordance with the Departmental Employment Equity Policy, taking into consideration the applicable equity targets, representativity, and legislative requirements

CLOSING DATE

: 18 September 2026

POST 32/53

: **DEPUTY DIRECTOR: CET CURRICULUM AND INSTITUTIONAL SUPPORT
(X2 POSTS)**
Branch: Community Education And Training

**SALARY
CENTRE**

: R1 101 468 per annum (Level 12), (all-inclusive remuneration package)
: Johannesburg Ref No: DHET 07/09/2026
Bloemfontein Ref No: DHET 08/09/2026

REQUIREMENTS

: An appropriate Bachelor's Degree/Advanced Diploma (NQF level 7) in Education or a related qualification. A minimum of five (5) years of working experience in Technical and Vocational Education and Training (TVET) or PSET Sector environment with at least three (3) to five (5) years 'of relevant experience at the junior management level is required. Sound Knowledge of Curriculum Development and Institutional Support in line with the strategic objectives of the Department of Higher Education and Training. Understanding and knowledge of prescripts and legal frameworks applicable to the TVET sector. Advanced experience in the interpretation, development, and implementation of policies. Skills requirements are good and proven project management capabilities, problem-solving and financial management skills, proposal, and report writing and computer skills. Good project management and communication skills, including proposal and report writing and understanding of basic financial management systems. The ability to work with a team; the ability to develop, support and monitor the implementation of policies. The ability to work in collaboration with lecturers at TVET Colleges and with other government departments and relevant role-players, and good computer skills. willingness to travel and a valid driver's licence.

DUTIES

: The successful candidate will be reporting to the Director: Curriculum and Institutional Support: will be responsible for implementing curriculum and institutional support in the Region; Ensuring the TVET curriculum development and support for the TVET Colleges; Providing TVET institutional Planning; Providing advice and guidance on formal non-and formal programmes; Monitor and evaluate the implementation of developed frameworks for TVET Colleges; Support monitor and verify college systems and sub-systems in relations to student admission and enrolment management, as well as data reporting; Ensure Supporting and monitoring the implementation of the National Improvement Plan for teaching and learning in TVET Colleges. Ensure monitoring and evaluation of appropriate data collection and management; Provide oversight functions on governance and management areas in TVET Colleges Conducting monitoring visits to pilot centres, give advice to the department on matters related to programmes; curriculum and assessment in TVET Colleges. Be a member of the National Coordinating Curriculum Committee. Provide support to the public CET College on matters relating to labour relations, change management, and implementation of IQMS and PMDS. Ensure compliance with Public Service Regulations and all administrative matters. Support the Director in managing the Directorate including assisting with planning, budgeting, and management of staff within the line function. N.B. All shortlisted candidates will be required to complete a relevant competency exercise.

ENQUIRIES APPLICATIONS

: Mr R Kgare/Ms XE Rikhotso/Ms P Morota Tel No: (012) 312 5165/5513/6389
: DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or <http://z83.ngnscan.co.za/apply> and follow the easy prompts/instructions.

NOTE

: Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. Only shortlist ted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability 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. 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. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate(s) will be required to sign an annual performance agreement,

disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered." DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation". Employment Equity principles will be applied in accordance with the Departmental Employment Equity Policy, taking into consideration the applicable equity targets, representativity, and legislative requirements

CLOSING DATE

:

18 September 2026

POST 32/54

:

DEPUTY DIRECTOR: TVET CURRICULUM AND INSTITUTIONAL SUPPORT (X2 POSTS)

Branch: Technical Vocational Education And Training

SALARY CENTRE

:

R1 101 468 per annum Level 12), (all-inclusive remuneration package)

:

Limpopo Regional Office Ref No: DHET 09/09/2026

Northern And Western Cape Regional Office Ref No: DHET 10/09/2026

REQUIREMENTS

:

An appropriate Bachelor's Degree/Advanced Diploma (NQF level 7) in Education or a related qualification. A minimum of three (3) to five (5) years of working experience in Technical and Vocational Education and Training (TVET) or PSET Sector environment with at least three (3) to five (5) years 'of relevant experience at the junior management level is required. Sound Knowledge of Curriculum Development and Institutional Support in line with the strategic objectives of the Department of Higher Education and Training. Understanding and knowledge of prescripts and legal frameworks applicable to the TVET sector. Advanced experience in the interpretation, development, and implementation of policies. Skills requirements are good and proven project management capabilities, problem-solving and financial management skills, proposal, and report writing and computer skills. Good project management and communication skills, including proposal and report writing and understanding of basic financial management systems. The ability to work with a team; the ability to develop, support and monitor the implementation of policies. The ability to work in collaboration with lecturers at TVET Colleges and with other government departments and relevant role-players, and good computer skills. willingness to travel and a valid driver's licence. DUTIES: The successful candidate will be reporting to the Director: Curriculum and Institutional Support: will be responsible for implementing curriculum and institutional support in the Region; Ensuring the TVET curriculum development and support for the TVET Colleges; Providing TVET institutional Planning; Providing advice and guidance on formal non-and formal programmes; Monitor and evaluate the implementation of developed frameworks for TVET Colleges; Support monitor and verify college systems and sub-systems in relations to student admission and enrolment management, as well as data reporting; Ensure Supporting and monitoring the implementation of the National Improvement Plan for teaching and learning in TVET Colleges. Ensure monitoring and evaluation of appropriate data collection and management; Provide oversight functions on governance and management areas in TVET Colleges Conducting monitoring visits to pilot centres, give advice to the department on matters related to programmes; curriculum and assessment in TVET Colleges. Be a member of the National Coordinating Curriculum Committee. Provide support to the public CET College on matters relating to labour relations, change management, and implementation of IQMS and PMDS. Ensure compliance with Public Service Regulations and all administrative matters. Support the Director in managing the Directorate including assisting with planning, budgeting, and management of staff within the line function. N.B. All shortlisted candidates will be required to complete a relevant competency exercise.

ENQUIRIES APPLICATIONS

:

Mr R Kgare/Ms XE Rikhotso/Ms P Morota Tel No: (012) 312 5165/5513/6389

:

DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or <http://z83.ngnscan.co.za/apply> and follow the easy prompts/instructions.

NOTE

:

Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and

a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability 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. 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. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation". Employment Equity principles will be applied in accordance with the Departmental Employment Equity Policy, taking into consideration the applicable equity targets, representativity, and legislative requirements

CLOSING DATE

: 18 September 2026

POST 32/55

: **DEPUTY PRINCIPAL: ACADEMIC SERVICES (X2 POSTS)**

Branch: Technical Vocational Education And Training

**SALARY
CENTRE**

: R1 101 468 per annum (Level 12), (all-inclusive remuneration package)
: These posts are based on Technical and Vocational Education and Training (TVET) Colleges
West Coast TVET College Ref No: DHET 11/09/2026
South Cape TVET College Ref No: DHET 12/09/2026

REQUIREMENTS

: An appropriate bachelor's degree/advanced diploma (NQF Level 7) in Education and Training. A relevant post-graduate qualification in Education and Training will serve as an added advantage. A minimum of five three (3) to (5) years relevant experience with at least three (3) to five (5) years of relevant experience at the junior management level in an education and training environment. Experience in working at CET/ TVET College in the teaching and learning disciplines will also be treated as an added advantage. A sound and thorough knowledge of all the transformational issues, capacity-building processes, and the National Qualification Framework (NQF) in education and training, especially concerning curriculum management and delivery. Strategic management, conflict management, budgeting, and financial management skills. Verbal and written communication and presentation skills. Computer skills (MS Word, MS PowerPoint, MS Excel, MS Access, and MS Outlook). An understanding of DHET's strategy Vision and priorities. Thorough knowledge of all policies and legislative Frameworks governing TVET/CET Colleges in South Africa. Thorough knowledge of the student/information management system concerning education and training. A willingness to work irregular hours and travel extensively. A valid driver's license.

DUTIES

: Provide strategic leadership regarding the proficient delivery of Curriculum Services and programme and qualification offerings. Guide, inform, and develop the Programs and Qualifications Mix (PQM) of the college for executive approval. Ensure that modalities of curriculum delivery, accommodate the students with support and provide advice on the work of the Academic Board. Develop a system of partnership engagement with strategic

stakeholders to enhance student learning and employability. Facilitate and manage the policy framework for the institution as per relevant portfolios. Manage student career guidance and placement on entry. Develop a system of Work Integrated Learning (WILL) for students and lecturers. Monitor student performance and develop Academic support interventions. Ensure that the 12 targets for student success as set by DHET and /or college academic Boards are met. Report on all initiatives undertaken by the college to improve student retention, attendance, performance, and certification. Formulate strategies and policies related to performance and ensure its implementation and target achievement as per the TEVT/CET Monitoring and Evaluation Policy. Ensure that all the requirements for quality teaching and learning are in place, namely: Policies to implement teaching and learning, student learning resources, lecturer teaching resources, timetables for students and lecturers, learning training and professional development of the staff; and student continuous assessments. Ensure the provision of appropriate and cost-effective services. Verify the validity and reliability of registration documentation and all EMIS data and reports. Coordinate the preparation of examinations for all programmes involving assessment. Ensure current examination regulations and conventions are adhered to. Building a strong network of contacts with other institutions and industries. N.B. All shortlisted candidates will be required to complete a relevant competency exercise.

**ENQUIRIES
APPLICATIONS**

: Mr R Kgare/Ms XE Rikhotso/Ms P Morota Tel No: (012) 312 5165/5513/6389
: DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or <http://z83.ngnscan.co.za/apply> and follow the easy prompts/instructions.

NOTE

: Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. Only shortlist ted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability 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. 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. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation". Employment Equity principles will be applied in accordance with the Departmental Employment Equity Policy, taking into consideration the applicable equity targets, representativity, and legislative requirements.

CLOSING DATE

: 18 September 2026

POST 32/56

: **DEPUTY PRINCIPAL: CORPORATE SERVICE (X3 POSTS)**
Branch: Technical And Vocational Education And Training

SALARY

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

<u>CENTRE</u>	:	These posts are based on Technical and Vocational Education and Training (TVET) Colleges Boland TVET College Ref No: DHET 13/09/2026 Gert Sibande TVET College Ref No: DHET 14/09/2026 East Cape Midlands TVET College Ref No: DHET 15/09/2026
<u>REQUIREMENTS</u>	:	An appropriate bachelor's degree (NQF Level 7) in Human Resource Management/ Development or related qualification. A minimum of three (3) to five (5) years' relevant work experience of which three (3) years' experience at a junior management level in corporate services environment. An understanding of the Department of Higher Education and Training's strategic vision and priorities. Knowledge of Public Service Act, Employment of Educators Act, Labour Relations Act and Public Financial Management Act. Knowledge of policies and legislative frameworks governing education and training as well as the Public Service and Employment Service in South Africa. Experience in managing people and projects with the ability to plan strategically. An ability to develop, support and monitor the implementation of policies and the ability to work in a team environment, good project management and computer skills. Willingness to work irregular hours and travel extensively. Computer literacy (Ms Word, Ms PowerPoint, Ms Excel, Ms Excess and Ms Outlook). A valid driver's license.
<u>DUTIES</u>	:	Provide strategic leadership in the areas of Human Resource, IT, Marketing, Facilities Management, Records Management, Labour Relations and Governance. Oversee the entire day to day operational requirement of the HR, Marketing and IT functions including those activities in the campus. Render communication and information technology services to meet the specific needs of the college. Accountable for the effective delivery of service in each of these areas. Facilitate and drive the timely and accurate preparation of the college's annual budget in line with Strategic priorities. Coordinate and driver the preparation for the annual review of the college's strategic plan. Prepare quarterly reports as per annual performance plan and ensure the compilation of the annual report and strategic plan of the college. Encourage and builds an organisational climate conducive to optimal performance through implementing change management. Develop and implement best practice policies, procedure, and internal control systems to ensure effective corporate governance. Ensure the provision of appropriate and cost-effective service. Oversee the proper and effective management of the college's assets and facilities. Ensure the provision of appropriate and cost-effective services. Manage human resources and corporate management service affairs in the college. Provide guidance and adequate support and development of the staff. Ensure compliance with all administrative requirements, regulations, rules and regulations pertaining to Corporate Services. Responsible for IT and information management solutions to meet the specific needs of the Region. Responsible for communication and marketing for the Regional Office. Ensure development of PMDS of staff. Monitor quality control of work and develop annual performance plan. Monitor the planning, organisation and delegation of work. N.B. All shortlisted candidates will be required to complete a relevant competency exercise.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr R Kgare/Ms XE Rikhotso/Ms P Morota Tel No: (012) 312 5165/5513/6389
	:	DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or http://z83.ngnscan.co.za/apply and follow the easy prompts/instructions.
<u>NOTE</u>	:	Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. Only shortlist ted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability 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. 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. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered." DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation". Employment Equity principles will be applied in accordance with the Departmental Employment Equity Policy, taking into consideration the applicable equity targets, representativity, and legislative requirements.

CLOSING DATE

: 18 September 2026

POST 32/57

: **DEPUTY DIRECTOR: NATIONAL NORMS AND STANDARDS REF NO: DHET 16/09/2026**

Branch: Technical And Vocational Education And Training

Directorate: TVET Institutional Funding

(This post is being re-advertised and candidates who had previously applied may re-apply)

**SALARY
CENTRE**

: R1 101 468 per annum (Level 12), (all-inclusive remuneration package)
: Pretoria

REQUIREMENTS

: An appropriate Bachelor's Degree in Commerce/Advanced Diploma or equivalent qualification in Economics/Accounting and/or Financial Management. A minimum of three (3) to five (5) years, preferably in funding frameworks and policies with at least three (3) to five (5) years of work experience at the Junior Management level. Extensive knowledge and insight into the education policies and legislations for public colleges. Experience in financial management in a government environment will be an added advantage. Policy analysis, development, and implementation skills. Knowledge of the policies or legislative framework in Technical and Vocational Education and Training Colleges, Public Finance Management Act. Good financial analysis and research skills. Good communication (oral and written) and interpersonal skills. Ability to work in a team and to work under pressure. Meet tight deadlines and be target driven. Computer literacy; with extensive knowledge of MS Word and Excel skills. A postgraduate degree or Diploma in Economics or Finance will be an added advantage. Willingness to travel and a valid driver's license.

DUTIES

: Develop the Programme funding policy in support of education and training delivery in TVET Colleges and monitor its implementation. Analyse, interpret and apply both financial and non-financial data for infrastructure funding policy development. Gather, analyse, and utilise data for the development of national Norms and Standards for Technical and Vocational Educational and Training Colleges. Research and analysis of emerging issues to inform the development and the review of funding norms. Benchmarking against other financing policies globally. Research and analysis of emerging issues to inform development and the review of programme funding norms and standards. Plan the equitable distribution of funding in support of policies for education and training delivery in the Technical and Vocational Educational and Training Colleges. Manage models for planning equitable pro-poor funding. Determining required education inputs. Analyse and interpret emerging and evolving conditions for review of the funding policies where circumstances demand and/or at certain intervals. Manage the development, review, and implementation of an equitable funding framework for Training and Vocational Educational and Colleges. Manage and monitor implementation to ensure compliance with the funding norms. Facilitate reporting on the implementation of the funding policy to identify areas for improvement as well as maintain and sustain best practices. Analyse, interpret and apply both financial and non-

**ENQUIRIES
APPLICATIONS**

NOTE

financial data for financial policy development. N.B. All shortlisted candidates will be required to complete a relevant competency exercise.

: Mr R Kgare/Ms XE Rikhotso/Ms P Morota Tel No: (012) 312 5165/5513/6389
: DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or <http://z83.ngnscan.co.za/apply> and follow the easy prompts/instructions.

: Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. Only shortlist ted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability 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. 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. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation". Employment Equity principles will be applied in accordance with the Departmental Employment Equity Policy, taking into consideration the applicable equity targets, representativity, and legislative requirements

CLOSING DATE

: 18 September 2026

POST 32/58

: **DEPUTY DIRECTOR: ASSESSMENT ADMINISTRATION REF NO: DHET 17/09/2026**

Chief Directorate: Indlela
Branch: Skills Development

**SALARY
CENTRE
REQUIREMENTS**

: R1 101 468 per annum (Level 12), (all-inclusive remuneration package)
: Olifantsfontein
: An appropriate bachelor's degree or equivalent qualification in Business Management, Public Management, Business Administration or equivalent. A minimum of three (3) to five (5) years' appropriate experience in a Junior Management/ Assistant Director in administration environment. At least three (3) to five (5) years work experience in office administration in a supervisory capacity, Knowledge: Knowledge and understanding of stakeholder management. Verbal and written communication and presentation skills. Advanced computer skills (MS Word, MS PowerPoint, MS Excel, MS Access, and MS Outlook) Knowledge and understanding of Public Service Act and Regulation. Knowledge and understanding of Public Finance Management Act (PFMA) and Treasury Regulations. Knowledge of Logistics and Supply Chain Management, National Skills Development Strategy (NSDS), Skills Accord and Artisan Training and Development Regulation. Knowledge of Public Finance Management Act, 1999 (PFMA). Knowledge of Occupational Health and Safety (OHS). Skills: Leadership inclusive of Management and Financial skills. Communication inclusive of Presentation skills. Strategic Management skills.

DUTIES

: Logistics management skills. Change management skills. Risk management skills. Basic supply chain processes and understanding. Computer literacy.

: Develop and maintain INDLELA assessment management systems, effective control of assessment documents and effective recording, compilation and reporting of the assessments results. This includes: Implement and maintain a candidate trade testing administration system inclusive of fee mechanism and trade test scheduling in line with the trade test regulations ;Ensure that all trade test applicants are given feedback on trade test results and certification inclusive of responses to enquiries: Submit all necessary documentation to NAMB for recommendation of certification: Submit reports on registration and completions to NADSC and Management as required: Investigate and report on any irregularities and/or fraud within administration process and represent DHET at relevant legal processes in collaboration with DHET Legal Unit: Coordination of centralized functions of HR, ICT, supply chain, assets, security as well as support functions: facilities management, maintenance, auxiliary services and transport related to INDLELA day to day operations.: Apply good governance and HR management principles. Maintain effective risk management within the unit. Implement corrective measures as per reports from internal audit and the office of the Auditor General. Preparation and submission of Medium-Term Expenditure Framework in puts (MTEF), Estimated National Expenditure (ENE) and Adjusted Estimated National Expenditure (AENE) annual. N.B. All shortlisted candidates will be required to complete a relevant competency exercise.

ENQUIRIES APPLICATIONS

: Mr R Kgare/Ms XE Rikhotso/Ms P Morota Tel No: (012) 312 5165/5513/6389

: DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or <http://z83.ngnscan.co.za/apply> and follow the easy prompts/instructions.

NOTE

: Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. Only shortlist ted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability 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. 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. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered."DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation". Employment Equity principles will be applied in accordance with the Departmental Employment Equity Policy, taking into consideration the applicable equity targets, representativity, and legislative requirements

CLOSING DATE

: 18 September 2026

POST 32/59**DEPUTY DIRECTOR: ELECTRICAL REF NO: DHET 18/09/2026**

Chief Directorate: Indlela

Branch: Skills Development

**SALARY
CENTRE
REQUIREMENTS**

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

: Olifantsfontein

: An appropriate Bachelor's Degree/Advanced Diploma (NQF Level 7) in Electrical engineering or related qualification, Recognized South African Trade Qualification in an Electrical -related trades (Electrician, Millwright, Instrumentation, Electronics) Assessor as well as a Moderator Certificate and a valid Driver's license. Registration with the National Artisan Moderation Body as an assessor/moderator will be an advantage. A minimum of three (3) to five (5) years of industry-related workplace experience after qualifying as an artisan and three (3) years' management experience in Artisan Development (Training, ARPL and Trade Testing). Willingness to travel Knowledge of assessment and quality assurance methods and principles. Knowledge of policies and processes related to artisan training, ARPL and trade testing in the Electrical environment. Knowledge of Batho Pele Principles. Knowledge of staff management. Knowledge of the Skills Development Act, Public Finance Management Act and the Occupational Health and Safety Act. A good understanding of the trade test regulations, ARPL Criteria and Guidelines as well as processes and guidelines of the Quality Council for Trades and Occupations and the National Artisan Moderation Body. Ability to plan, organize, manage, and monitor activities and processes within the unit. Ability to implement and comply with related artisan policies and procedures and manage and quality assure the provision of trade testing services. Coordination and group facilitations skills. Skills to interpret and understand the policy. Skill to develop, improve and implement standard operating procedures and processes. Problem analysis, risk identification and report writing. Conflict management and general human and financial resource management skills. Computer literacy (MS Word, Excel, PowerPoint). A valid driver's license.

DUTIES

: Maintain and manage accreditation status for trade testing, ARPL in Electrical and liaise with INDLELA internal and external stakeholders. Manage the provisioning of credible ARPL and trade testing in Electrical environment, implement, and maintain internal quality assurance. Monitor and conduct internal and external moderation. Effective management and utilization of resources as well as supervising and development of staff within the unit. Effective planning, control of finances, budgeting and procurement of testing resources in Electrical workshops. Ensure workshop area is safe and conducive to quality trade testing and ARPL services in Electrical trades. Identify and manage risk within the unit. N.B. All shortlisted candidates will be required to complete a relevant competency exercise.

**ENQUIRIES
APPLICATIONS**

: Mr R Kgare/Ms XE Rikhotso/Ms P Morota Tel No: (012) 312 5165/5513/6389

: DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or <http://z83.ngnscan.co.za/apply> and follow the easy prompts/instructions.**NOTE**

: Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. Only shortlist ted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability 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. 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. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course

visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation". Employment Equity principles will be applied in accordance with the Departmental Employment Equity Policy, taking into consideration the applicable equity targets, representativity, and legislative requirements

CLOSING DATE

:

18 September 2026

POST 32/60

:

DEPUTY DIRECTOR: OCCUPATIONAL QUALIFICATIONS DELIVER REF NO: DHET 19/09/2026
Chief Directorate: Indlela
Branch: Skills Development

SALARY CENTRE

:

R1 101 468 per annum (Level 12), (all-inclusive remuneration package)
Olifantsfontein

REQUIREMENTS

:

An appropriate Bachelor's Degree/Advanced Diploma (NQF Level 7) in Public Administration, Management or Engineering related qualifications. An artisan trade qualification and Experience as an artisan assessor, trainer and moderator would be an advantage. A minimum of three (3) to five (5) years' relevant experience in skills development, TVET, or occupational qualifications environment and three (3) years at a junior management level or Assistant Director. Sound knowledge of Post-School Education and Training (PSET) system, including Occupational Qualifications, SETAs, TVET colleges, and workplace-based learning. Knowledge of relevant legislative and policy frameworks such as the Skills Development Act, Occupational Qualifications Sub-Framework (OQSF), and the White Paper for Post-School Education and Training. Understanding of the District Development Model (DDM) will be an added advantage. Good coordination, stakeholder management, monitoring and evaluation, report writing, and project management skills. Computer literacy and a valid driver's license.

DUTIES

:

Coordinate, support, monitor, and evaluate the implementation of Occupational Qualifications (OQs) in partnership with relevant stakeholders. Facilitate and support the participation of SETAs, State-Owned Companies (SoCs), government departments, Provincial Skills Development Forums (PSDFs), and industry partners in the provision of workplace-based learning opportunities for A21 learners. Coordinate and support the phased-out implementation of NATED N1–N3 Engineering programmed in collaboration with the TVET Branch, QCTO, and other stakeholders. Support the implementation of the District Development Model (DDM) for the development of artisans and entrepreneurs. Coordinate the development and delivery of the Pre-Vocational Learning Programmed (PLP) for engineering programmers. Provide operational support and coordination to the Occupational Qualifications Delivery (OQD) Sub-Directorate. N.B. All shortlisted candidates will be required to complete a relevant competency exercise.

ENQUIRIES APPLICATIONS

:

Mr R Kgare/Ms XE Rikhotso/Ms P Morota Tel No: (012) 312 5165/5513/6389
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NOTE

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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. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation". Employment Equity principles will be applied in accordance with the Departmental Employment Equity Policy, taking into consideration the applicable equity targets, representativity, and legislative requirements.

CLOSING DATE

:

18 September 2026

POST 32/61

:

DEPUTY DIRECTOR: AUTOMOTIVE REF NO: DHET 20/09/2026

Branch: Skills Development

Chief Directorate: Indlela

**SALARY
CENTRE
REQUIREMENTS**

:

R1 101 468 per annum (Level 12), (all-inclusive remuneration package)

:

Olifantsfontein

:

An appropriate Bachelor's Degree/Advanced Diploma (NQF Level 7) in Automotive Engineering or equivalent qualification. Qualified Artisan in Auto-related trade Be in possession of Assessor and Moderator certificate. A minimum of Five (5) years supervisory and technical training or trade test experience after qualifying as an Artisan. Valid driver's license. Good knowledge of Public Financial Management Act (PFMA), Treasury Regulations. Good knowledge of the Skills Development Act, National Qualification Framework, Occupational Qualifications Sub Framework, Occupational Health and Safety Act. Good knowledge of trade test regulations, Artisan recognition of prior learning (ARPL) processes, quality assurance and accreditation processes within trade testing. Skills: Ability to plan, organize, manage, and monitor activities and processes within the unit Ability, to implement and comply with related artisan policies and procedures, manage and assure the provision of trade testing services. Coordination and group facilitations skills. Skills to interpret and understand the policy. Skill to develop, improve and implement standard operating procedures and processes. Problem analysis, risk identification and report writing. Conflict management and general human and financial resource management skills. Computer literacy (MS Word, Excel, PowerPoint).

DUTIES

:

Manage ARPL technical evaluation and trade tests of candidates in relevant trades (Automotive fields). Manage moderation of trade tests in the automotive-related trades to ensure fair results. Manage and oversee the development of trade test instruction sheets, mark sheets and trade test aids. Develop and implement procedure manuals in the division. Manage performance training and development of staff. Manage the budget and procurement process of the automotive division. Manage the maintenance and servicing of assets and equipment in the division. Ensure that workshops comply with the Occupational Health and Safety Act, Act as Liaison Officer between INDLELA and Stakeholders. and Maintain accreditation of the automotive unit. N.B. All shortlisted candidates will be required to complete a relevant competency exercise.

**ENQUIRIES
APPLICATIONS**

:

Mr R Kgare/Ms XE Rikhotso/Ms P Morota Tel No: (012) 312 5165/5513/6389

:

DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or <http://z83.ngnscan.co.za/apply> and follow the easy prompts/instructions.

NOTE

- : Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability 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. 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. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation". Employment Equity principles will be applied in accordance with the Departmental Employment Equity Policy, taking into consideration the applicable equity targets, representativity, and legislative requirements
- CLOSING DATE** : 18 September 2026

POST 32/62

- : **DEPUTY DIRECTOR EMPLOYEE HEALTH AND WELLNESS REF NO: DHET 21/09/2026**
Branch: Corporate Services
Directorate: Employee Health And Wellness Programmes

**SALARY
CENTRE
REQUIREMENTS**

- : R932 292 per annum (Level 11), (all-inclusive remuneration package)
- : Pretoria
- : An Undergraduate Bachelor's Degree / Advanced Diploma qualification (NQF Level 7) in Human Resource Management / Social Work / Psychology / Occupational Health / Public Health as recognized by SAQA. Registration with statutory bodies like South African Council for Social Services Council Professions (SACSSP) as a social worker; Health Professions Council of South Africa as registered counsellor/ clinical psychologists. 3–5 years' experience at Junior Managerial level (ASD) in Employee Health and Wellness environment. Knowledge: Public Service Act, Public Service Regulations, Batho Pele Principles, DPSA Employee Health and Wellness Strategic Framework, Occupational Health and Safety Act, HIV & AIDS and TB management policies. Skills: Programme and project management, financial management, Communication and interpersonal skills, Presentation and Analytical skills, Facilitation, Policy Development, Strategic planning and Problem-solving. Willingness to work irregular hours and travel extensively. A valid drivers' licence is essential.

DUTIES

- : Manage the development and implementation of Employee Health and Wellness Strategy and Programmes, Lead the development and review of the Employee Health and Wellness (EHW) Strategy aligned to departmental strategic objectives, Oversee the implementation of EHW programmes (wellness, HIV & AIDS, TB, mental health, etc.), Ensure alignment with DPSA EHW Strategic Framework and other relevant prescripts, Develop annual implementation plans and monitor programme delivery, Integrate EHW initiatives with broader HR and organisational development strategies, Identify

emerging wellness risks and design appropriate interventions, Manage Employee Wellness and Health Promotion Programmes, Oversee implementation of employee wellness programmes (e.g. health screenings, awareness campaigns), Ensure provision of Employee Assistance Programme (EAP) services, Promote mental health and psychosocial support initiatives, Monitor utilisation and effectiveness of wellness services, Coordinate wellness events and campaigns (e.g. World AIDS Day, Mental Health Awareness), Ensure confidentiality and ethical standards in employee support services. Monitoring, Evaluation and Reporting on employee health and wellness programmes, Develop monitoring and evaluation frameworks for EHW programmes, Track performance against targets and key indicators, Compile monthly, quarterly and annual reports, Analyse trends and provide recommendations for improvement, Ensure compliance with reporting requirements (internal and external), Provide advisory services and Stakeholder Management, Provide strategic advice to management on EHW matters, Liaise with internal stakeholders (HR, Labour Relations, OHS committees), Engage external stakeholders (service providers, government departments, NGOs), Represent the Department in EHW forums and committees, Facilitate awareness and capacity-building initiatives for managers and employees, Management of all resources of the unit, Manage the unit and Supervise support staff and Developing and managing the EH&W budget, ensuring efficient, economical, and effective use of funds. N.B. All shortlisted candidates will be required to complete a relevant competency exercise.

**ENQUIRIES
APPLICATIONS**

: Mr R Kgare/Ms XE Rikhotso/Ms P Morota Tel No: (012) 312 5165/5513/6389
: DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or <http://z83.ngnscan.co.za/apply> and follow the easy prompts/instructions.

NOTE

: Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability 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. 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. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation". Employment Equity principles will be applied in accordance with the Departmental Employment Equity Policy, taking into consideration the applicable equity targets, representativity, and legislative requirements.

CLOSING DATE

: 18 September 2026

<u>POST 32/63</u>	:	<u>DEPUTY DIRECTOR: EUROPEAN, AMERICAN PARTNESHIPS REF NO: DHET 22/09/2026</u> Branch: Planning, Policy And Strategy Directorate: Global Partnerships (Internal Relations)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R932 292 per annum (Level 11), (all-inclusive remuneration package) Pretoria
	:	An appropriate Bachelor's Degree / Advanced Diploma (NQF level 7) in International Relations, Developmental Studies or Public Management. A post graduate qualification will be an added advantage. At least three (3) to five (5) years relevant work experience as an assistant director, of which at least two (3) years must have been in the conduct of international relations. The appointee should have a good understanding of South Africa's higher education and training policies as well as its foreign policy. Excellent communication skills (written and verbal); demonstrated client orientation and interpersonal skills; a team player with good management and administrative skills having the ability to multitask; the appointee will be expected to travel both locally and internationally; work under pressure and odd hours at times and must have a driver's license. Applicants may be required to undergo competency assessment tests.
<u>DUTIES</u>	:	The appointee will be involved in the promotion of international relations concerning higher education and training matters at both bilateral and multilateral levels; develop and monitor agreements and implementation plans on bilateral cooperation; provide strategic analysis of higher education and training in countries in order to assist in the formulation of cooperation strategies and policy development processes; provide comprehensive status reports and synthesized political and education briefings on international collaboration programmes and projects; liaise with the Department of International Relations and Cooperation and diplomatic missions both internally and externally on bilateral and multilateral matters in higher education and training; maintain relations with education and training institutions, specialised agencies and educational non-governmental organisations working in the field of promoting South Africa's educational objectives abroad; contribute towards the maintenance of a database on international linkages and programmes of all higher education and training institutions through regular updates; to manage the logistical and programmatic arrangements for the hosting of incoming international delegations, conference workshops, seminars and outgoing study visits and delegations. N.B. All shortlisted candidates will be required to complete a relevant competency exercise.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr R Kgare/Ms XE Rikhotso/Ms P Morota Tel No: (012) 312 5165/5513/6389 DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or http://z83.ngnscan.co.za/apply and follow the easy prompts/instructions.
<u>NOTE</u>	:	Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. Only shortlist ted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability 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. 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. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ . The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If

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CLOSING DATE

:

18 September 2026

POST 32/64

:

**ASSISTANT DIRECTOR: FINANCIAL PLANNING / TVET COLLEGES
BUDGET PLANNING - BUDGET PLANNING AND MONITORING REF NO:
DHET 23/09/2026**

Branch: Technical And Vocational Education And Training

Directorate: TVET Colleges Budget Planning

**SALARY
CENTRE
REQUIREMENTS**

:

R605 742 per annum (Level 10)

:

Pretoria

:

An appropriate Bachelor's Degree/National Diploma (NQF Level 6) in Financial Management / Economics / Built Environment / Accounting /or an equivalent qualification. A Built Environment together with bachelor's in commerce with Economics / Financial Management qualifications as well as advanced qualification will be an added advantage. At least three (3) to five (5) years relevant work experience, preferably in funding frameworks and policies. Extensive knowledge and insight into the education policies and legislations for public colleges. Policy analysis, development, and implementation skills. Financial Management skills. Knowledge of the policies and legislative framework in Technical and Vocational and Educational Training (TVET) colleges, and Public Finance Management Act. Financial analytical and research skills. Basic knowledge of the built environment. Good communication (oral and written) and interpersonal skills. Ability to work in a team and to work under pressure. Meet tight deadlines and be target driven. Computer literate with basic knowledge of MS Word and Excel skills. Valid Driver's License and willingness to travel extensively and as and when required.

DUTIES

:

Use various models including costing models to determine the budgets for infrastructure funding. Allocate funding to TVET Colleges based on the priority and criticality of the infrastructure conditions and make transfers. Keep date of the infrastructure needs at various institutions which will be at college and campus level. Gather, analyse, and utilise data for the development of National Norms and Standards for funding infrastructure of Technical and Vocational Education and Training colleges. Draft and review of the infrastructure funding norms for Technical and Vocational Education and Training colleges. Develop and manage advocacy strategy of the infrastructure funding norms. Develop models for implementation for infrastructure funding policy. Conduct readiness assessment for implementation of the infrastructure funding norms. Responsible for implementation of the infrastructure funding norms. Manage payments of infrastructure funds to the TVET Colleges. N.B. All shortlisted candidates will be required to complete a relevant competency exercise.

**ENQUIRIES
APPLICATIONS**

:

Mr R Kgare/Ms XE Rikhotso/Ms P Morota Tel No: (012) 312 5165/5513/6389

:

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NOTE

:

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CLOSING DATE

:

18 September 2026

POST 32/65

:

ASSISTANT DIRECTOR: TVET CURRICULUM AND INSTITUTIONAL SUPPORT REF NO: DHET 24/09/2026

Branch: Technical And Vocational Education And Training

Component: Northern And Western Cape Regional Office

SALARY

:

R605 742 per annum (Level 10)

CENTRE

:

Cape Town

REQUIREMENTS

:

An appropriate Bachelor's Degree / Diploma / National Diploma (NQF 6) in Education or related qualification. A certificate in facilitation/ assessor/ moderator will be an added advantage. A minimum of three (3) to five (5) years at Supervisory level in post-school education or a related field. Knowledge of Teaching and Learning. Knowledge of Skills Development Act, Public Services Regulations, Public Services Act and Labour Relations Act. Knowledge of Public TVET sector. A sound understanding of curriculum transformation issues, and capacity building, interpretation, analyse and apply current legislation and departmental policies, administrative skills, planning and organizing skill, Financial Management skills, Report writing skills, Communication and interpersonal skills, Problem-solving skills, Computer Literacy, Analytical, Client-oriented, Project Management, Team leadership and People Management, Willingness to travel and a valid driver's license.

DUTIES

:

Oversee, support, monitor, and verify college system and sub-systems about curriculum delivery in the public TVET colleges. Coordinate and consolidate status update reports from colleges on all monitoring findings and recommendations. Conduct teaching and learning support in line with national policy and process reports on time. Develop and implement interventions/support mechanisms in line with the gaps identified in teaching and learning i.e., curriculum workshop. Coordinate and consolidate status update reports from colleges on all monitoring findings and recommendations. Plan and conduct Students support Services monitoring in line with the framework. Develop and implement interventions/support regarding the identified gaps. Ensure timeous interventions regarding issues affecting students who are to be allocated NSFAS allowance. Coordinate and consolidate status update reports from colleges on all monitoring findings and recommendations. Plan and implement lecturer development support and ensure reports are generated on interventions regarding gaps identified. Plan and implement lecturer development support on new and revised curricula. Plan and conduct Site-Based Assessment and examination monitoring per each examination cycle. Ensure Site-Base Assessment and examination monitoring reports are generated and approved timeously. Develop and implement intervention mechanisms in areas of no compliance. Analyse and report on the examination results per cycle. Coordinate and consolidate status

**ENQUIRIES
APPLICATIONS**

NOTE

update reports from colleges on all monitoring findings and recommendations. N.B. All shortlisted candidates will be required to complete a relevant competency exercise.

: Mr R Kgare/Ms XE Rikhotso/Ms P Morota Tel No: (012) 312 5165/5513/6389
: DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or <http://z83.ngnscan.co.za/apply> and follow the easy prompts/instructions.

: Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. Only shortlist ted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability 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. 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. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered."DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation". Employment Equity principles will be applied in accordance with the Departmental Employment Equity Policy, taking into consideration the applicable equity targets, representativity, and legislative requirements.

CLOSING DATE

: 18 September 2026

POST 32/66

: **CHIEF ARTISAN GRADE A: ELECTRICAL REF NO: DHET 27/09/2026 (X2 POSTS)**
Branch: Skills Development
Chief Directorate: Indlela

**SALARY
CENTRE
REQUIREMENTS**

: R499 470 per annum, (OSD Salary Scale)
: Olifantsfontein
: A relevant National Technical Certificate N3 or equivalent qualification in the trade area. A Trade Test Certificate in relevant trade. An Assessor certificate. A valid driver's license. Three years' trade related experience after qualifying as an artisan. Three (3) to five (5) years' artisan training or assessment experience. Knowledge: Skills Development Act of 1998. Must be able to conduct and moderate Trade Test in the electrical and related trades. Must be able to conduct processes relating to ARPL in the trade. Must be able to interpret and implement the ARPL Toolkit. Must be able to interpret and adhere to Regulations governing Trade Testing. Must be able to interpret and implement the Occupational Health and Safety Act in all workshops. Skills: Good planning and organizing skills. Good report writing skills. Good verbal and written communication skills. Must be Computer literate (MS Word, Excel, Power Point). Supervisory and problem-solving skills. Ability to manage resources that includes human, assessment equipment and material. Effective record keeping.

<u>DUTIES</u>	:	Conduct and moderate trade testing in Electrical trade as well as implement and maintain ARPL, Conduct and moderate trade testing in Electrical trade as well as implement and maintain ARPL, Conduct moderation of Trade Testing internally and externally, Maintain and ensure safekeeping of assessments records, Supervise Trade Assistants, Procure assessment equipment and material, and Assess performance of staff in the unit.N.B. All shortlisted candidates will be required to complete a relevant competency exercise.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr R Kgare/Ms XE Rikhotso/Ms P Morota Tel No: (012) 312 5165/5513/6389
	:	DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or http://z83.ngnscan.co.za/apply and follow the easy prompts/instructions.
<u>NOTE</u>	:	Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. Only shortlist ted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability 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. 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. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ . The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered."DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation". Employment Equity principles will be applied in accordance with the Departmental Employment Equity Policy, taking into consideration the applicable equity targets, representativity, and legislative requirements
<u>CLOSING DATE</u>	:	18 September 2026
<u>POST 32/67</u>	:	<u>CHIEF ARTISAN GRADE A: RIGGER REF NO: DHET 28/09/2026</u> Branch: Skills Development Chief Directorate: Indlela
<u>SALARY CENTRE REQUIREMENTS</u>	:	R499 470 per annum, (OSD Sale Salary Scale)
	:	Olifantsfontein
	:	A National Technical Certificate N3 or equivalent qualification coupled with three (3) to five (5) years supervisory and technical training experience after qualifying as an artisan. Trade Test Certificate in Rigging. Moderator and Assessor Experience. Any additional trade qualification in the Mechanical engineering field as well as a Moderator Certificate will be an advantage Knowledge: Knowledge of Skills Development Act, 1998 and Trade Test Regulations. Must be able to assess candidates in Rigging. Computer literacy (MS Word, Excel, Power Point). Good report writing. Good planning and organizing skills. Good verbal and written communication skills. Good problem-solving skill. Good supervisory skills.
<u>DUTIES</u>	:	Conduct assessment in the Rigging trade and implement ARPL. Conduct Moderation of Trade Test internally and externally. Conduct audits of external Trade Test centres. Maintain and ensure safekeeping of assessment records.

**ENQUIRIES
APPLICATIONS**

NOTE

CLOSING DATE

POST 32/68

**SALARY
CENTRE
REQUIREMENTS**

Supervise Trade Assistants Assess performance of staff reporting to him/her. Procurement and control of assessment stock. Maintain safety in the workshop. Adhere to health and safety policies and procedures. N.B. All shortlisted candidates will be required to complete a relevant competency exercise.

- : Mr R Kgare/Ms XE Rikhotso/Ms P Morota Tel No: (012) 312 5165/5513/6389
- : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or <http://z83.ngnscan.co.za/apply> and follow the easy prompts/instructions.
- : Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. Only shortlist ted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability 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. 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. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered."DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation". Employment Equity principles will be applied in accordance with the Departmental Employment Equity Policy, taking into consideration the applicable equity targets, representativity, and legislative requirements
- : 18 September 2026

: **ASSISTANT DIRECTOR: HUMAN RESOURCE AND ADMINISTRATION
REF NO: DHET 25/09/2026**

Branch: Community Education Training
Component: Northern Cape Cet College

- : R487 197 per annum (Level 09)
- : Northern Cape Cet College
- : An appropriate Bachelor's Degree / National Diploma (NQF Level 6) in Human Resource Management/ Development or a related qualification. PERSAL certificates will be an added advantage. A minimum of three (3) to five (5) years of relevant supervisory experience in Human Resource Management environment. Knowledge of the Continuing Education Act, (CET Act), Public Service Regulations, Public Service Act and knowledge of Human Resource legislations and policies. Extensive knowledge and experience of conditions of service, employee benefits, recruitment and selection processes, and staff establishment. Knowledge of Human Resources Development, Performance Management and Development Procedures, Public Service Employee Wellness Programs. A good understanding of Labour Legislation, policy and procedures applicable to the Public Service. Extensive knowledge of PERSAL systems. Planning, organising, report writing, facilitation and presentation

	skills. Good interpersonal verbal and written communication skills. Computer skills. A valid drivers license.
<u>DUTIES</u>	: Manage human capital within the college. Development and ensure implementation of Human Resource Strategy and policies. Manage and coordinate the implementation of Human Resource Management functions within the College, including recruitment and selection, conditions of service, performance management, leave administration and staff establishment. Manage Human Resources Development programmes and staff training interventions. Ensure compliance with HR legislative frameworks and departmental guidelines. Provide strategic HR advice and support management and staff. Supervise and develop HR staff to ensure high performance and effective service delivery. Prepare HR reports and maintain accurate HR records. Promote sound Labour practices and foster a positive organisational culture within the College. Introduce programmes in support of employee health and wellness services within College. Draft and manage the Human Resources budget. N.B. All shortlisted candidates will be required to complete a relevant competency exercise.
<u>ENQUIRIES</u>	: Mr R Kgare/Ms XE Rikhotso/Ms P Morota Tel No: (012) 312 5165/5513/6389
<u>APPLICATIONS</u>	: DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or http://z83.ngnscan.co.za/apply and follow the easy prompts/instructions.
<u>NOTE</u>	: Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. Only shortlist ted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability 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. 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. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ . The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered."DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation". Employment Equity principles will be applied in accordance with the Departmental Employment Equity Policy, taking into consideration the applicable equity targets, representativity, and legislative requirements.
<u>CLOSING DATE</u>	: 18 September 2026
<u>POST 32/69</u>	: <u>ASSISTANT DIRECTOR: DONOR GRANT SUPPORT REF NO: DHET 26/09/2026</u> Branch: Chief Financial Officer Directorate: Development Support
<u>SALARY</u>	: R487 197 per annum (Level 09)
<u>CENTRE</u>	: Pretoria
<u>REQUIREMENTS</u>	: Prospective candidates should be in possession of a three-year Bachelor's Degree/Advanced Diploma (NQF level 7) in Public / Business Administration

/Financial Management or equivalent qualification. A relevant post-graduate qualification will be an added advantage and be proactive, effective with ability to work in a diverse team. Experience of three (3) to five (5) years in education and training and skills to provide support to a relevant project will be strongly recommended. Apart from project management, the candidate should have financial management backed by at least three (3) to five (5) years' experience in project grants local and international donor funds management at junior management level. A qualification in Financial Management is an added advantage. In addition, the successful candidate must have proficiency in MS Office Packages as well as communication and report writing skills.

DUTIES

: The successful candidate will primarily be required to: Assist in the coordination, management, monitoring and evaluation of the grants and donor funded projects. Assist in compiling quarterly semester performance reports on projects funded by grants and donors. Assist in ensuring strict adherence to reporting procedures of projects and deadlines. Assist in the coordination, management, monitoring and evaluation of the grants and donor funded projects. Provide administrative support to grants and other donor funded project committees for the post school sector. Develop and maintain the database on various projects. Evaluate projects proposals and appraise Business Plans for the effective and efficient utilization of project funds. Manage the interface with different stakeholders of the DHET at the required level. Perform other duties delegated from time to time in the Directorate. N.B. All shortlisted candidates will be required to complete a relevant competency exercise.

ENQUIRIES APPLICATIONS

: Mr R Kgare/Ms XE Rikhotso/Ms P Morota Tel No: (012) 312 5165/5513/6389
: DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or <http://z83.ngnscan.co.za/apply> and follow the easy prompts/instructions.

NOTE

: Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. Only shortlist ted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability 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. 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. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation". Employment Equity principles will be applied in accordance with the Departmental Employment Equity Policy, taking into consideration the applicable equity targets, representativity, and legislative requirements

CLOSING DATE

: 18 September 2026

<u>POST 32/70</u>	:	<u>ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT REF NO: DHET 29/09/2026</u> Region: Northern And Western Cape Regional Office
<u>SALARY</u>	:	R487 197 per annum (Level 09)
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	An appropriate Degree / National diploma in Human Resources Management or equivalent qualification at NQF Level 6. Three (3) to Five (5) years supervisory experience in Human Resource Management Field. Sound Knowledge and understanding of PERSAL system. Sound Knowledge and understanding of prescripts governing TVET sector including among others CET Act etc. Good understanding and interpretation of Public Service prescripts i: public Service Act, Public service Regulations, Labour Relation Act, Basic Condition of Employment Act, Employment Equity Act, Skills Development Act, Skills Development Levies Act and HR Related Prescripts. Knowledge and Understanding of Human Resources Management, Administration and Development processes and procedures. Good Administrative skills, Good Report writing skills, Good analytical Research skills, Good and communication and interpersonal skills, Planning and Organizing skills, Leadership skills, Presentation, and Facilitation skills. Advanced Computer literacy. A valid driver's license is required.
<u>DUTIES</u>	:	Oversee Human Resource Management and Administration services - Render conditions of services (Leave, Housing, Medical, Injury on duty, Long service recognition, overtime, relocation, pensions, transfers, allowances etc); Oversee the recruitment and selection processes as per departmental delegation(advert), shortlisting, interviews, security vetting, competency test, reference check, verification of qualifications)are coordinated within the stipulated timelines); Management of HR Personnel records. Oversee Human Resource Development services - Render Bursaries administration; Render Internship and Work Integrated Learning (WIL); Conduct Induction; Coordinate and facilitate the Training interventions. Develop and implement Workplace Skills Plan (WSP); Administration of Performance Management and Development Systems (PMDS)and Integrated Quality Management System (IQMS). Coordinate and facilitate Organizational Development, services - Coordinate and facilitate organizational services by designing, reviewing and implementing the Region structure; Facilitate the development of Job Descriptions; Coordinate the Job Evaluation of posts/jobs and submit to Head Office; Conduct work-study and business process re-engineering; Facilitate change management and organizational transformation services. Coordinate and facilitate Human Resource Planning (HRP) and Employment Equity (EE) services - Coordinate, develop, review, implement and monitor the Regional Office HR plan, develop; Provide report on HR and EE plans to manage relevant structures. Assist in developing and implementing Human Resource policies and manuals. Management of staff. Perform other duties assigned by the Supervisor. N.B. All shortlisted candidates will be required to complete a relevant competency exercise.
<u>ENQUIRIES</u>	:	Mr R Kgare/Ms XE Rikhotso/Ms P Morota Tel No: (012) 312 5165/5513/6389
<u>APPLICATIONS</u>	:	DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or http://z83.ngnscan.co.za/apply and follow the easy prompts/instructions.
<u>NOTE</u>	:	Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. Only shortlist ted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability 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. 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. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation". Employment Equity principles will be applied in accordance with the Departmental Employment Equity Policy, taking into consideration the applicable equity targets, representativity, and legislative requirements.

<u>CLOSING DATE</u>	:	18 September 2026
<u>POST 32/71</u>	:	<u>ASSISTANT DIRECTOR: PERFORMANCE MANAGEMENT REF NO: DHET 30/09/2026 (X2 POSTS)</u> Branch: Corporate Services Directorate: Human Resources Management And Development
<u>SALARY</u>	:	R487 197per annum (Level 09)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	NQF Level 6 qualification in Human Resources Management / Public or Management/Human Resource Development as recognized by SAQA. Three (3) to Five (5) years relevant experience in PMDS environment of which 3 years should be at the supervisory level. A post degree qualification on the above will be an added advantage. PERSAL Certificate and knowledge will be an advantage. Proven Computer Literacy. In-depth understanding of the legislative framework that governs the Public Service Understanding and application of the following prescripts: PSR, PSA, EEA, Public Finance Management Act, Treasury Regulations, Treasury & DPSA Circulars, Educators and DPSA Legislation Frameworks, Chapter 4, SMS Handbook. Understanding of HRM best practices. Good communication skills (written and verbal skills) and a good command of English language. Strong analytical skills. Must be computer literate in MS Office. Ability to operate under pressure and willingness to work extended hours as and when required. Willingness to travel. Planning and organizing skills. Adaptive to situations Knowledge of the Education Sector will be an added advantage. Presentation and report writing skills. Ability to function without supervision and work under pressure. Team Leadership and people management skills. A valid driver's license required.
<u>DUTIES</u>	:	Coordinate performance contracting and compliance. Coordinate and implement performance assessment, performance monitoring, and Moderations. Coordinate the development and implementation of performance management for CET and TVET Lecturers. Provide support on the implementation of the online performance management system. Coordinate the implementation of performance management outcomes. Develop Annual Operational Plans (AOP). Analyze the performance management trends and reports. Provide technical support on Performance management and moderations. Resolve problems of motivation and control with minimum guidance from the manager. Write and quality assurance submissions. Manage the PMDS online system. Handle grievances, disagreements, and disputes related to performance management. Ensure timeously development and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Conduct and facilitate the validation process. Conduct moderations of all employees across the Department. Coordinate the implementation of performance incentives. Conduct and coordinate PMDS workshops and Training. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Delegate functions to staff based on individual potential, provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure management, maintenance, and safekeeping of assets. N.B. All shortlisted candidates will be required to complete a relevant competency exercise.

<u>ENQUIRIES</u>	:	Mr R Kgare/Ms XE Rikhotso/Ms P Morota Tel No: (012) 312 5165/5513/6389
<u>APPLICATIONS</u>	:	DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or http://z83.ngnscan.co.za/apply and follow the easy prompts/instructions.
<u>NOTE</u>	:	Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. Only shortlist ted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability 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. 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. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation". Employment Equity principles will be applied in accordance with the Departmental Employment Equity Policy, taking into consideration the applicable equity targets, representativity, and legislative requirements
<u>CLOSING DATE</u>	:	18 September 2026
<u>POST 32/72</u>	:	<u>ASSISTANT DIRECTOR: LABOUR RELATIONS REF NO: BCC08/2026</u> Corporate Services Permanent Position
<u>SALARY</u>	:	R487 197 per annum, (plus benefits)
<u>CENTRE</u>	:	Buffalo City TVET College
<u>REQUIREMENTS</u>	:	Matric or NCV Level 4 with a recognized M+3 years Degree or National Diploma in Labour Relations, Employment Relations or Human Resource Management or related qualification ;5 years' in Labour Relations or Human Resource Management environment or related field , in which 3 years must be supervisory experience in relevant field in Labour Relations or Human Resource Management environment or related field; Knowledge of policies and governance environment of TVET Colleges including knowledge of the annual reporting requirements; Knowledge of Labour Relations Act, Public Services legislation and policies related to Human Resource Management; Sound knowledge of Labour Relation statutes; Sound knowledge of International Labour Organisation (ILO); Knowledge and understanding of the TVET/CET Administration; Knowledge of PERSAL.
<u>DUTIES</u>	:	Maintain sound Labour Relations: Render advice on labour related matters, Develop and Implement Human Resource policies and manuals; Ensure proper implementation of disciplinary procedures, grievance procedures and code of conduct; Conduct investigations and disciplinary hearings; Management of strike action; Minimize Labour disputes; Facilitate and conduct labour relations training and workshops; Ensure proper implementation of the collective bargaining council resolution; Management of all Human, Financial and other resources of the unit.

<u>ENQUIRIES APPLICATIONS</u>	:	Ms Lulama Jongidiza Tel No: (043) 880 0177, Ext 2250
	:	Buffalo City TVET College, HR Division, Private Bag 9016, East London, 5200 or deliver it to the Administration Centre, corner of Lukin Road and King Street, Selborne, East London, email: hr2026@bccollege.co.za
<u>NOTE</u>	:	All applications must be submitted on the new approved Z83 Application form (dated January 2021) obtainable from the DPSA website. The new Z83 Application form must be accompanied by a detailed recently updated comprehensive CV with three (3) contactable references (provide their contact number and email addresses), Driver's license, ID copies and Qualifications copies, such copies need not to be certified when applying for a post. Only shortlisted candidates will be contacted to submit the required certified documents. Incomplete applications or applications received after the closing date will not be considered. A complete set of application documents should be submitted separately for every post you wish to apply for. Applicants with foreign qualifications would be required to submit an evaluation certificate from the South African Qualification (SAQA) on or before the day of the interview. The College reserves the right to withdraw the post at any time. Communication will only be entered into with the shortlisted and successfully candidates. All shortlisted candidates may be subjected to personnel suitability checks (criminal record, citizenship and qualification verification). The suitable candidates will be required to annually disclose their financial interests and declare any conflict or perceived conflict of interest. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments, one will be practical exercise to determine a candidate's suitability based on the post's technical generic requirements, and the other must be an integrity (ethical conduct) assessment. People living with disabilities are encouraged to apply. All applicants must consider their applications to be unsuccessful if not contacted within 60 days after the closing date.
<u>CLOSING DATE</u>	:	18 September 2026
<u>POST 32/73</u>	:	<u>ASSISTANT DIRECTOR: FACILITIES & RECORD MANAGEMENT REF NO: BCC09/2026</u> Corporate Services Permanent Position
<u>SALARY CENTRE REQUIREMENTS</u>	:	R487 197 per annum, (plus benefits)
	:	Buffalo City TVET College
	:	Matric or NCV Level 4 with a recognized M+3 years Degree or National Diploma in Building Management/Safety Management or Construction Management or relevant equivalent qualification; 5 years' experience in a Facilities Management, SHERQ and OHS Environment; in which 3 years must be supervisory experience in a Facilities Management, SHERQ, Construction Management and OHS Environment; Knowledge of Public Service Act and Regulations, Occupational Health and Safety Act, immovable Asset Management Act, Telephone Management System, fire control system and facilities management system; Knowledge of Occupational Health & Safety Act 85 of 1993 and related Regulations.
<u>DUTIES</u>	:	Oversee maintenance of buildings and premises; Ensure compliance to SHERQ and OHS Act; Oversee fleet management; Maintain the physical security functions including key control, personnel, document and surveillance security; Records management; Management of all Human, Financial and other resources of the unit.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms Lulama Jongidiza Tel No: (043) 880 0177, Ext 2250
	:	Buffalo City TVET College, HR Division, Private Bag 9016, East London, 5200 or deliver it to the Administration Centre, corner of Lukin Road and King Street, Selborne, East London, email: hr2026@bccollege.co.za
<u>NOTE</u>	:	All applications must be submitted on the new approved Z83 Application form (dated January 2021) obtainable from the DPSA website. The new Z83 Application form must be accompanied by a detailed recently updated comprehensive CV with three (3) contactable references (provide their contact number and email addresses), Driver's license, ID copies and Qualifications copies, such copies need not to be certified when applying for a post. Only shortlisted candidates will be contacted to submit the required certified documents. Incomplete applications or applications received after the closing date will not be considered. A complete set of application documents should be submitted separately for every post you wish to apply for. Applicants with foreign qualifications would be required to submit an evaluation certificate from

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

<u>CLOSING DATE</u>	:	18 September 2026
<u>POST 32/74</u>	:	<u>ASSISTANT DIRECTOR: HUMAN RESOURCE ADMINISTRATION REF NO: BCC10/2026</u> Corporate Services Permanent Position
<u>SALARY</u>	:	R487 197 per annum, (plus benefits)
<u>CENTRE</u>	:	Buffalo City TVET College
<u>REQUIREMENTS</u>	:	Matric or NCV Level 4 with a recognized M+3 years Degree or National Diploma in Human Resource Management or any relevant qualification, 5 years' experience in the Human Resources field, in which 3 years must be supervisory experience in the Human Resource environment; valid driver's licence. Knowledge and skills in HR regulatory framework including PSBC resolutions; General computer literacy including MS Word, Excel, PowerPoint and staff management system; Strong organisational, leadership and management skills; Knowledge and skills of PMDS and IQMS (Evaluation and Development system); Knowledge of Public Service legislations and policies related to Human Resource Management; Knowledge and understanding of TVET/CET Administration; Knowledge and understanding of Higher Education sector, Knowledge of PERSAL and Job Evaluation.
<u>DUTIES</u>	:	Render conditions of services (leave, Housing, Medical Aid, Injury on Duty, Long Service Recognition, Overtime, Relocation, Pensions, Transfers, Allowances etc); Oversee the recruitment and selection processes as per departmental delegation; Coordinate the design, review and implementation of the college organisational structure; Facilitate the development of Job Descriptions; Coordinate the Job Evaluation of posts/jobs and submit to Head Office; Conduct work-study and business process re-engineering; Coordinate, develop, review, implement and monitor the college HR plan, Submit college HR plan to Regional and Head Office for integration of the departmental plan; Ensure the implementation of HR Plan. Oversee Human Resource Development services. Oversee Employee Health and Wellness. Management of all Human, Financial and other resources of the unit.
<u>ENQUIRIES</u>	:	Ms Lulama Jongidiza Tel No: (043) 880 0177, Ext 2250
<u>APPLICATIONS</u>	:	Buffalo City TVET College, HR Division, Private Bag 9016, East London, 5200 or deliver it to the Administration Centre, corner of Lukin Road and King Street, Selborne, East London, email: hr2026@bcccollege.co.za
<u>NOTE</u>	:	All applications must be submitted on the new approved Z83 Application form (dated January 2021) obtainable from the DPSA website. The new Z83 Application form must be accompanied by a detailed recently updated comprehensive CV with three (3) contactable references (provide their contact number and email addresses), Driver's license, ID copies and Qualifications copies, such copies need not to be certified when applying for a post. Only shortlisted candidates will be contacted to submit the required certified documents. Incomplete applications or applications received after the closing date will not be considered. A complete set of application documents should be submitted separately for every post you wish to apply for. Applicants with foreign qualifications would be required to submit an evaluation certificate from the South African Qualification (SAQA) on or before the day of the interview. The College reserves the right to withdraw the post at any time. Communication will only be entered into with the shortlisted and successfully candidates. All shortlisted candidates may be subjected to personnel suitability checks (criminal record, citizenship and qualification verification). The suitable candidates will be required to annually disclose their financial interests and

declare any conflict or perceived conflict of interest. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments, one will be practical exercise to determine a candidate's suitability based on the post's technical generic requirements, and the other must be an integrity (ethical conduct) assessment. People living with disabilities are encouraged to apply. All applicants must consider their applications to be unsuccessful if not contacted within 60 days after the closing date.

<u>CLOSING DATE</u>	:	18 September 2026
<u>POST 32/75</u>	:	<u>ASSISTANT DIRECTOR: MANAGEMENT ACCOUNTING REF NO: BCC11/2026</u> Financial Services Permanent Position
<u>SALARY</u>	:	R487 197 per annum, (plus benefits)
<u>CENTRE</u>	:	Buffalo City TVET College
<u>REQUIREMENTS</u>	:	Matric or NCV Level 4 with a recognized M+3 years Degree or National Diploma in Finance Management, Accounting or Auditing or related qualification; 5 years' experience in a Financial Management, Budgeting and Financial reporting (in terms of GRAP); in which 3 years must be supervisory experience in Financial Management environment. Knowledge of the CET Act, PFMA, Treasury Regulation and understanding of Accrual system.
<u>DUTIES</u>	:	Develop, review, implement and monitor Finance policies in line with relevant legislation; Planning, Coordinate, review, analyse and quality assure the financial supporting information for planning purposes. Coordinate, review, analyse and quality assure the management accounting reporting processes. Preparation of GRAP compliant Annual Financial Statements and dealing with both external and internal auditors. Manage the operational processes, resources and procedures associated with the management accounting functions.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms Lulama Jongidiza Tel No: (043) 880 0177, Ext 2250 Buffalo City TVET College, HR Division, Private Bag 9016, East London, 5200 or deliver it to the Administration Centre, corner of Lukin Road and King Street, Selborne, East London, email: hr2026@bcccollege.co.za
<u>NOTE</u>	:	All applications must be submitted on the new approved Z83 Application form (dated January 2021) obtainable from the DPISA website. The new Z83 Application form must be accompanied by a detailed recently updated comprehensive CV with three (3) contactable references (provide their contact number and email addresses), Driver's license, ID copies and Qualifications copies, such copies need not to be certified when applying for a post. Only shortlisted candidates will be contacted to submit the required certified documents. Incomplete applications or applications received after the closing date will not be considered. A complete set of application documents should be submitted separately for every post you wish to apply for. Applicants with foreign qualifications would be required to submit an evaluation certificate from the South African Qualification (SAQA) on or before the day of the interview. The College reserves the right to withdraw the post at any time. Communication will only be entered into with the shortlisted and successfully candidates. All shortlisted candidates may be subjected to personnel suitability checks (criminal record, citizenship and qualification verification). The suitable candidates will be required to annually disclose their financial interests and declare any conflict or perceived conflict of interest. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments, one will be practical exercise to determine a candidate's suitability based on the post's technical generic requirements, and the other must be an integrity (ethical conduct) assessment. People living with disabilities are encouraged to apply. All applicants must consider their applications to be unsuccessful if not contacted within 60 days after the closing date.
<u>CLOSING DATE</u>	:	18 September 2026
<u>POST 32/76</u>	:	<u>ASSISTANT DIRECTOR: MARKETING AND COMMUNICATION REF NO: BCC12/2026</u> Corporate Services Council Paid Position
<u>SALARY</u>	:	R487 197 per annum (Level 09), (plus benefits)
<u>CENTRE</u>	:	Buffalo City TVET College

<u>REQUIREMENTS</u>	:	National Diploma / Bachelor's Degree in Communication / Marketing or equivalent qualification. Driver's licence. 5 years in marketing and communication environment, 3 years of the 5 years to be supervisory. Knowledge of policies and governance environment of TVET Colleges including knowledge of the annual reporting requirements by the Higher Education Institutions. Knowledge and understanding of the monitoring of performance management development system. Knowledge and understanding of the TVET Administration. Knowledge and understanding of the Higher Education sector, especially the policies and relevant legislation.
<u>DUTIES</u>	:	Manage and coordinate marketing, promotions and branding. Manage public relations and media liaison services. Regularly Communication College camping on social Media and Online Communication. Provide photographic services and write stories for the colleges.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms Lulama Jongidiza Tel No: (043) 880 0177, Ext 2250
	:	Buffalo City TVET College, HR Division, Private Bag 9016, East London 5200 or deliver it to the Administration Centre, corner of Lukin Road and King Street, Selborne, East London, email: hr2026@bccollege.co.za
<u>NOTE</u>		All applications must be submitted on the new approved Z83 Application form (dated January 2021) obtainable from the DPSA website. The new Z83 Application form must be accompanied by a detailed recently updated comprehensive CV with three (3) contactable references (provide their contact number and email addresses), Driver's license, ID copies and Qualifications copies, such copies need not to be certified when applying for a post. Only shortlisted candidates will be contacted to submit the required certified documents. Incomplete applications or applications received after the closing date will not be considered. A complete set of application documents should be submitted separately for every post you wish to apply for. Applicants with foreign qualifications would be required to submit an evaluation certificate from the South African Qualification (SAQA) on or before the day of the interview. The College reserves the right to withdraw the post at any time. Communication will only be entered into with the shortlisted and successfully candidates. All shortlisted candidates may be subjected to personnel suitability checks (criminal record, citizenship and qualification verification). The suitable candidates will be required to annually disclose their financial interests and declare any conflict or perceived conflict of interest. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments, one will be practical exercise to determine a candidate's suitability based on the post's technical generic requirements, and the other must be an integrity (ethical conduct) assessment. People living with disabilities are encouraged to apply. All applicants must consider their applications to be unsuccessful if not contacted within 60 days after the closing date.
<u>CLOSING DATE</u>	:	18 September 2026
<u>POST 32/77</u>	:	<u>ASSISTANT DIRECTOR: EXAMINATION SERVICES REF NO: BCC13/2026</u> Academic Services Permanent Position
<u>SALARY CENTRE REQUIREMENTS</u>	:	R487 197 per annum (Level 09), (plus benefits)
	:	Buffalo City TVET College
	:	Matric or NCV Level 4 with a recognized M+3 years Degree or National Diploma in Education or related qualification; 5 years' experience in Education / Teaching and Learning Environment or any relevant field, in which 3 years must be supervisory experience in Education / Teaching and Learning Environment or relevant field; Knowledge of White Paper on PSET Act; Knowledge of the Public TVET sector and its regulatory and legislative framework; Knowledge and understanding of the Higher Education sector; Knowledge and understanding of COLTECH system, TVETMIS, and ITS; Knowledge of practice notes, national, provincial policy frameworks relevant to Education, Training and Development; Knowledge of Skills Development Act, Public Service Regulations and Public Service Act, Labour Relations Act; Computer Literacy (MS Word, Excel, PowerPoint, Outlook)
<u>DUTIES</u>	:	Manage the provision of examination services; Manage training of invigilators; Markers and Data Capturers; Manage the establishment of the function of irregularity committee; Manage the control of issuing of the certificates; Manage proper administration of the examination unit; Manage all human, financial and other resources in the unit.
<u>ENQUIRIES</u>	:	Ms Lulama Jongidiza Tel No: (043) 880 0177, Ext 2250

<u>APPLICATIONS</u>	:	Buffalo City TVET College, HR Division, Private Bag 9016, East London, 5200 or deliver it to the Administration Centre, corner of Lukin Road and King Street, Selborne, East London, email: hr2026@bccollege.co.za
<u>NOTE</u>	:	All applications must be submitted on the new approved Z83 Application form (dated January 2021) obtainable from the DPSA website. The new Z83 Application form must be accompanied by a detailed recently updated comprehensive CV with three (3) contactable references (provide their contact number and email addresses), Driver's license, ID copies and Qualifications copies, such copies need not to be certified when applying for a post. Only shortlisted candidates will be contacted to submit the required certified documents. Incomplete applications or applications received after the closing date will not be considered. A complete set of application documents should be submitted separately for every post you wish to apply for. Applicants with foreign qualifications would be required to submit an evaluation certificate from the South African Qualification (SAQA) on or before the day of the interview. The College reserves the right to withdraw the post at any time. Communication will only be entered into with the shortlisted and successfully candidates. All shortlisted candidates may be subjected to personnel suitability checks (criminal record, citizenship and qualification verification). The suitable candidates will be required to annually disclose their financial interests and declare any conflict or perceived conflict of interest. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments, one will be practical exercise to determine a candidate's suitability based on the post's technical generic requirements, and the other must be an integrity (ethical conduct) assessment. People living with disabilities are encouraged to apply. All applicants must consider their applications to be unsuccessful if not contacted within 60 days after the closing date.
<u>CLOSING DATE</u>	:	18 September 2026
<u>POST 32/78</u>	:	<u>HEALTH AND SAFETY OFFICER REF NO: BCC14/2026</u> Facilities and Records Management Permanent Position
<u>SALARY</u>	:	R413 001 per annum (Level 08), (plus benefits)
<u>CENTRE</u>	:	Buffalo City TVET College
<u>REQUIREMENTS</u>	:	Grade 12 / Matric / Level 4 Certificate. An appropriate National Diploma / Degree in Safety Management qualification. 3 years' experience in occupational health and safety environment. Computer literacy. A valid driver's licence. Knowledge of CET Act and COIDA. Occupational Health and Safety Act 85 of 1993 and other applicable legislations and regulations. OHSAS 18001 Management system. Good written and verbal communication skills. Good problem solving skills, Planning & organising, Research skills, Analytical skills, Report writing skills and Presentation skills.
<u>DUTIES</u>	:	Participate in the development of policies, guidelines and strategies in line with Health & Safety Act. Compile the emergency evacuation policy, management plan and operational plan in relation to occupational health and safety. Compile outstanding 18001 OHSAS documentation. Compile and submit reports to internal stakeholders. Arrange and conduct health and safety trainings. Conduct induction training to staff and students in relation to health and safety. Promote Health and Safety working environment in all sites. Coordinate occupational health and safety risk assessments by visiting all sites for periodical inspection. Provide occupational health and safety related advice. Comply with DHET and College policies and procedures.
<u>ENQUIRIES</u>	:	Ms Lulama Jongidiza Tel No: (043) 880 0177, Ext 2250.
<u>APPLICATIONS</u>	:	Buffalo City TVET College, HR Division, Private Bag 9016, East London, 5200 or deliver it to the Administration Centre, corner of Lukin Road and King Street, Selborne, East London, email: hr2026@bccollege.co.za
<u>NOTE</u>	:	All applications must be submitted on the new approved Z83 Application form (dated January 2021) obtainable from the DPSA website. The new Z83 Application form must be accompanied by a detailed recently updated comprehensive CV with three (3) contactable references (provide their contact number and email addresses), Driver's license, ID copies and Qualifications copies, such copies need not to be certified when applying for a post. Only shortlisted candidates will be contacted to submit the required certified documents. Incomplete applications or applications received after the closing date will not be considered. A complete set of application documents should be submitted separately for every post you wish to apply for. Applicants with

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

<u>CLOSING DATE</u>	:	18 September 2026
<u>POST 32/79</u>	:	<u>SENIOR PROVISIONING OFFICER REF NO: BCC15/2026</u> Supply Chain Management Permanent Position
<u>SALARY</u>	:	R413 001 per annum (Level 08), (plus benefits)
<u>CENTRE</u>	:	Buffalo City TVET College
<u>REQUIREMENTS</u>	:	Grade 12 / Matric / Level 4 Certificate. An appropriate National Diploma / Degree in Supply Chain / Logistics / Finance or relevant NQF6 qualification; at least 1 to 3 years' relevant work experience in Supply Chain / Logistics/Finance, compilation of asset register, asset management, supervision of staff. Advanced MS Word, Excel and PowerPoint skills; Demonstrate in-depth knowledge of SCM legislative environment applicable to government procurement and the development, implementation and monitoring of related policies and procedures; excellent operational management skills; good interpersonal relations and written and verbal communication skills; ability to maintain high levels of confidentiality and to prioritise work in high-pressure environments; a valid driver's licence; advanced technical understanding of GRAAP standards,, PFMA and Treasury Regulations on Asset Management.
<u>DUTIES</u>	:	Develop, review, implement and monitor SCM policies in line with relevant legislation; oversee the procurement of goods and services for the College; oversee the administration of demand and acquisition; ensure and up-to-date database of service providers; analysis and planning of procurement requirements, the collating of information for the annual procurement report; SCM record keeping and reporting; oversee the management of assets of the College; Management of all Human, Financial and other resources of the unit.
<u>ENQUIRIES</u>	:	Ms Lulama Jongidiza Tel No: (043) 880 0177, Ext 2250.
<u>APPLICATIONS</u>	:	Buffalo City TVET College, HR Division, Private Bag 9016, East London 5200 or deliver it to the Administration Centre, corner of Lukin Road and King Street, Selborne, East London, email: hr2026@bcccollege.co.za
<u>NOTE</u>	:	All applications must be submitted on the new approved Z83 Application form (dated January 2021) obtainable from the DPSA website. The new Z83 Application form must be accompanied by a detailed recently updated comprehensive CV with three (3) contactable references (provide their contact number and email addresses), Driver's license, ID copies and Qualifications copies, such copies need not to be certified when applying for a post. Only shortlisted candidates will be contacted to submit the required certified documents. Incomplete applications or applications received after the closing date will not be considered. A complete set of application documents should be submitted separately for every post you wish to apply for. Applicants with foreign qualifications would be required to submit an evaluation certificate from the South African Qualification (SAQA) on or before the day of the interview. The College reserves the right to withdraw the post at any time. Communication will only be entered into with the shortlisted and successfully candidates. All shortlisted candidates may be subjected to personnel suitability checks (criminal record, citizenship and qualification verification). The suitable candidates will be required to annually disclose their financial interests and declare any conflict or perceived conflict of interest. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments, one will be practical exercise to determine a candidate's suitability based on the post's technical generic requirements, and the other must be an integrity (ethical

conduct) assessment. People living with disabilities are encouraged to apply. All applicants must consider their applications to be unsuccessful if not contacted within 60 days after the closing date.
18 September 2026

CLOSING DATE

POST 32/80

SENIOR PRACTITIONER: PERFORMANCE MANAGEMENT REF NO: DHET 31/09/2026 (X2 POSTS)

Branch: Corporate Services

Directorate: Human Resources Management And Development

SALARY

CENTRE

REQUIREMENTS

R413 001 per annum (Level 08)

Pretoria

NQF Level 6 qualification in Human Resources Management / Public or Management/Human Resource Development as recognized by SAQA. Three (3) to five (5) years' experience working in the relevant area of which 3 years must be at the supervisory level. A post degree qualification on the above will be an added advantage. Valid driver's license Code 8. PERSAL Certificate and knowledge will be an advantage. Proven Computer Literacy. In-depth understanding of the legislative framework that governs the Public Service Understanding and application of the following prescripts: PSR, PSA, EEA, Public Finance Management Act, Treasury regulations, Treasury & DPSA Circulars, Educators and DPSA Legislation Frameworks, Chapter 4, SMS Handbook. Understanding of HRM best practices. Good communication skills (written and verbal skills) and a good command of English language. Strong analytical skills. Must be computer literate in MS Office. Ability to operate under pressure and willingness to work extended hours as and when required. Willingness to travel. Planning and organizing skills. Adaptive to situations Knowledge of the Education Sector will be an added advantage. Presentation and report writing skills. Ability to function without supervision, and work under pressure. Team Leadership and people management skills.

DUTIES

Provide administration and the implementation of Integrated Quality Management System (IQMS) and Performance Management and Development Systems (PMDS) processes; Monitor the implementation of IQMS and the PMDS policy frameworks. Coordinate the implementation and monitoring of performance management, Coordinate the submission of performance agreements. Coordinate the submission of mid-term and annual reviews. Quality assurance Performance Management and Development System (PMDS) documents before authorising on PERSAL. Ensure that PMDS status is updated. Arrange assessment committee meetings and provide secretariat support. Compile minutes and draft letter for signatures of moderating committee chairperson. Inform employees (in writings) about outcomes of assessment committees. Arrange meetings to discuss dissatisfaction cases. Implement performances incentives on PERSAL. Ensure correctness of service records of employees after payment of pay progressions. Compile database of Personal Development Plan (PDPs). Check and advise on submissions of employees requiring training. Coordinate provincial training and development activities. Handle grievances, disagreements, and disputes related to performance management. Ensure timeously development and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Facilitate the validation process. Facilitate moderations of all employees across the Department. Facilitate the implementation of performance incentives. Facilitate and coordinate PMDS workshops and Training. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities

ENQUIRIES

APPLICATIONS

Mr R Kgare/Ms XE Rikhotso/Ms P Morota Tel No: (012) 312 5165/5513/6389
DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or <http://z83.ngnscan.co.za/apply> and follow the easy prompts/instructions.

NOTE

Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. Only shortlist ted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support

the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability 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. 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. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation". Employment Equity principles will be applied in accordance with the Departmental Employment Equity Policy, taking into consideration the applicable equity targets, representativity, and legislative requirements

CLOSING DATE

: 18 September 2026

POST 32/81

: **SENIOR PRACTITIONER: HUMAN RESOURCE PLANNING AND POLICY**
REF NO: DHET 32/09/2026

Branch: Corporate Services

Directorate: Human Resource Policy And Strategy

SALARY
CENTRE

: R413 001 per annum (Level 08)

: Pretoria

REQUIREMENTS

: An undergraduate Diploma (NQF Level 6) qualification in Human Resource Management/ Bachelor's Degree Industrial and/ Organisational Psychology as recognised by SAQA. Two (2) to (3) years' experience in HR planning, policy and strategy environment. Understanding of PSA, PSR, PFMA and any relevant directives. Experience in the development, review and implementation of HR policies. Ability to work independently and in a team. Good administrative, interpersonal and problem-solving skills. Basic research or benchmarking skills. Client-oriented, ability to work under pressure and be able to cope with a high workload. Good communication (written, verbal and liaising) skills. Computer literacy in MS Office (Word, Excel, PowerPoint and Outlook). Knowledge of PERSAL system and Vulindlela. Ability to work long hours when required. Valid code B driver's licence.

DUTIES

: To assist in the compilation, review and update of the HR plan, reports and policies (including delegations). Conduct research and trend analysis on workforce planning issues and stay abreast of new development. Ensure accurate workforce information and data. Coordinate HR planning monthly. Assist in the monitoring and evaluation of the HR policies and procedures. Ensure reliable and validity of HR information. Prepare data to inputs for the HR Plan and HR Annual Oversight Report. Assist with the assessment of Human Resources components. Serve as secretariat for HR Planning and Policy Committees. Conduct workshops on HR Planning and policies. N.B. All shortlisted candidates will be required to complete a relevant competency exercise.

ENQUIRIES
APPLICATIONS

: Mr R Kgare/Ms XE Rikhotso/Ms P Morota Tel No: (012) 312 5165/5513/6389

: DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or <http://z83.ngnscan.co.za/apply> and follow the easy prompts/instructions.

NOTE

: Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and

a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability 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. 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. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation". Employment Equity principles will be applied in accordance with the Departmental Employment Equity Policy, taking into consideration the applicable equity targets, representativity, and legislative requirements

CLOSING DATE

:

18 September 2026

POST 32/82

:

LIASON OFFICER: CORPORATE MANAGEMENT SERVICES

Component: Regional Offices

**SALARY
CENTRE**

:

R413 001 per annum (Level 08)

:

Western And Northern Cape Regional Office Ref No: DHET 33/09/2026

Limpopo Regional Office Ref No: DHET 34/09/2026

REQUIREMENTS

:

An appropriate bachelor's degree/National diploma (NQF Level 6) in Public Management or Communications/ Public Relations or related qualification. A minimum of two (2) to three (3) years of working experience as a Liaison Officer in the Public or private sector. Knowledge of public service legislation, regulations, and policies, PFMA, knowledge of drafting media statements, knowledge of Public Relations, Communication, and protocol, Communication Skills (written, presentation, verbal, and listening), Confidentiality and Code of Ethics, Interpersonal relations skills, Analytical thinking, problem-solving and decision-making skills, Innovative and creative, Project management skills, Report writing skills, Computer literacy in Microsoft Word, Excel, PowerPoint, and Outlook. And be prepared to work extended hours. A valid driver's license.

DUTIES

:

Liaise with all the relevant stakeholders to ensure effective communication and collaboration between the Region. Overall coordination and monitoring of the ongoing activities within the Regional Office, CET, and TVET Colleges. Assist and Support with the establishment and implementation of Partnerships. Consolidate and prepare all relevant reports, submissions, and memos. Provide professional support to the Region regarding media questions. Liaise with media on behalf of the Region matters affecting the public. Advise the Region on media-related matters. Facilitate and coordinate the design of publication and production material for the Region. Review and Analyse policies. Perform other duties as requested by the Regional Manager. N.B. All shortlisted candidates will be required to complete a relevant competency exercise.

ENQUIRIES

:

Mr R Kgare/Ms XE Rikhotso/Ms P Morota Tel No: (012) 312 5165/5513/6389

<u>APPLICATIONS</u>	:	DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or http://z83.ngnscan.co.za/apply and follow the easy prompts/instructions.
<u>NOTE</u>	:	Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. Only shortlist ted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability 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. 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. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ . The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered."DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation". Employment Equity principles will be applied in accordance with the Departmental Employment Equity Policy, taking into consideration the applicable equity targets, representativity, and legislative requirements
<u>CLOSING DATE</u>	:	18 September 2026
<u>POST 32/83</u>	:	<u>SENIOR STATE ACCOUNTANT: EXPENDITURE ADMINISTRATION REF NO: DHET 35/09/2026</u> Branch: Chief Financial Officer Directorate: Financial Support Services
<u>SALARY</u>	:	R413 001 per annum (Level 08)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Applicants must be in possession of an appropriate National Diploma in Accounting / Financial Management or related qualification with accounting as a subject. Two (2) to three (3) years appropriate experience in Government Financial Accounting; the BAS system, knowledge and understanding of the PFMA and Treasury Regulations; knowledge and understanding of the Basic Accounting System (BAS) and the LOGIS online system; good communication (verbal and written) skills; computer literacy; problem-solving skills; planning and organizing skills; analytical skills; liaison skills; client orientation skills; financial management skills; presentation skills; customer care skills. Other Attributes/Skills: Friendly and trustworthy; Accuracy; Confidence; Ability to work under pressure; Ability to work in a team and independently; Assertiveness; and Self-starter. A valid driver's license.
<u>DUTIES</u>	:	Checking and authorizing sundry and creditor payments on BAS, which includes the Travel Accounts, Communication Accounts and Courier Accounts. Checking and authorizing order payments on LOGIS online. Capturing payments on BAS. Assist on Audit Queries. Responsible for the managing and clearing of general ledger accounts. Assist with the provision of information for the compilation of the quarterly and annual financial statements with specific reference to general ledger accounts. Authorizing of General Journals applicable to expenditure. Issuing and reconciling interdepartmental claims

and claims in respect of the National Skills Fund. Clearing of suspense accounts related to expenditure. Manage and respond to enquiries related to this function. Supervise the work performance of subordinates by inter alia, allocating and controlling work and maintaining office discipline, Requesting of BAS reports when required. Filing of claim related documents. N.B. All shortlisted candidates will be required to complete a relevant competency exercise.

ENQUIRIES : Mr R Kgare/Ms XE Rikhotso/Ms P Morota Tel No: (012) 312 5165/5513/6389
APPLICATIONS : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or <http://z83.ngnscan.co.za/apply> and follow the easy prompts/instructions.

NOTE : Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. Only shortlist ted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability 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. 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. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation". Employment Equity principles will be applied in accordance with the Departmental Employment Equity Policy, taking into consideration the applicable equity targets, representativity, and legislative requirements

CLOSING DATE : 18 September 2026

POST 32/84 : **SAFETY OFFICER REF NO: DHET 36/09/2026**
 Region: Limpopo Regional Office
 Directorate: Office of The Regional Manager

SALARY : R413 001 per annum (Level 08)
CENTRE : Limpopo Regional Office
REQUIREMENTS : Recognized National Diploma (NQF 6) in Safety Management or related qualification. Minimum of two (2) to three (3) years of relevant experience in an Administration environment. Knowledge of Public Service legislation and policies. Knowledge of PSET. Knowledge and understanding of the TVET/CET Administration. Understanding of Higher Education sector. Understanding of corporate governance. Understanding Cost centre, budgetary, expenditure, and cash flow management. Employment Equity Act, Public Service Regulations and Public Service Act, Labour Relations Act, and any other related legislation.

DUTIES : Identify potential hazards and potential major incidents (conduct comprehensive Hazard Identification and Risk Assessment at the Regional Office on an annual basis, organize occupation Health and Safety (OHS) compliance audits by appropriate authorities). Develop, implement and monitor

the OHS management system (conduct health and safety risk assessment in the Regional Office's building, develop OHS management system, and ensure effective maintenance and servicing of all fire equipment). Support CET and TVET Colleges by coordinating OHS related training and continuous educational programs (arrange and provide OHS induction on new employees and continuous awareness and educational programs to all staff members). Support the Regional Directorates in the monitoring of OHS compliance in the Colleges. Develop intervention strategies whenever required. Manage human, financial, and other resources in the unit (manage Human resources in the unit, assess the performance of staff). N.B. All shortlisted candidates will be required to complete a relevant competency exercise.

**ENQUIRIES
APPLICATIONS**

: Mr R Kgare/Ms XE Rikhotso/Ms P Morota Tel No: (012) 312 5165/5513/6389
: DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or <http://z83.ngnscan.co.za/apply> and follow the easy prompts/instructions.

NOTE

: Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability 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. 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. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation". Employment Equity principles will be applied in accordance with the Departmental Employment Equity Policy, taking into consideration the applicable equity targets, representativity, and legislative requirements

CLOSING DATE

: 18 September 2026

POST 32/85

: **SENIOR ADMINISTRATIVE OFFICER REF NO: DHET 37/09/2026**

Branch: Planning, Policy And Strategy
Directorate: Management Information System

**SALARY
CENTRE
REQUIREMENTS**

: R413 001 per annum (Level 08)
: Pretoria
: An appropriate 3-year National Diploma in public administration/social sciences. This must be supported by a minimum of (2) two to three (3) years of work experience in administering and coordinating the development of statistical publications. The candidate must demonstrate the capacity to plan and coordinate data collection activities from various stakeholders, ensuring alignment with project plans, deliverables and reporting requirements. Experience within the Post-School Education and Training (PSET) sector or its entities and understanding of the PSET-related data will be advantageous. Intermediate proficiency in MS Word, Excel, Access, Ms Outlook and

	PowerPoint is required. Strong written and verbal communication skills, project management, report writing, and ability to arrange and systematise information. A valid driver's license.
<u>DUTIES</u>	: The successful candidate will be reporting to the Deputy Director: Data Analyst, under the Sub-Directorate: Information Management and Reporting. The responsibilities include assisting with the development, processing, approval and dissemination of the Statistics on PSET, assist with preparation of submissions, memorandums, development of factsheets and regional reports for the PSET sector, assist with the development and implementation of standards, assist with submission of data logbooks and processing of data requests and provide logistical and administrative support when required. N.B. All shortlisted candidates will be required to complete a relevant competency exercise.
<u>ENQUIRIES APPLICATIONS</u>	: Mr R Kgare/Ms XE Rikhotso/Ms P Morota Tel No: (012) 312 5165/5513/6389 : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or http://z83.ngnscan.co.za/apply and follow the easy prompts/instructions.
<u>NOTE</u>	: Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. Only shortlist ted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability 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. 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. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ . The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered."DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation". Employment Equity principles will be applied in accordance with the Departmental Employment Equity Policy, taking into consideration the applicable equity targets, representativity, and legislative requirements
<u>CLOSING DATE</u>	: 18 September 2026
<u>POST 32/86</u>	: <u>TRANSPORT OFFICER REF NO: BCC15/2026</u> Facilities and Records Management Permanent Position
<u>SALARY CENTRE REQUIREMENTS</u>	: R338 106 per annum (Level 07), (plus benefits) : Buffalo City TVET College : Recognized National Diploma in Transport Management/Logistics/Public Management (NQF level 6) or equivalent qualification. 1-2 years' experience in fleet management/transport/ logistics services or relevant experience. Knowledge of Treasury and PFMA Regulations. Knowledge of vehicle maintenance and services procedures. Knowledge of fleet disposal procedure. Knowledge and understating of legislative framework governing the Public

	Services. Knowledge of traffic laws. Monitoring and evaluation. Knowledge of Department of Higher Education mandate. Valid Driver's license.
<u>DUTIES</u>	: Administer College garage and college vehicles; administer, monitor and control petrol cards; ensure effective and efficient utilization of college vehicles; supervise human resources/staff. Ensure maintenance of all College vehicles.
<u>ENQUIRIES</u>	: Ms Lulama Jongidiza Tel No: (043) 880 0177, Ext 2250.
<u>APPLICATIONS</u>	: Buffalo City TVET College, HR Division, Private Bag 9016, East London 5200 or deliver it to the Administration Centre, corner of Lukin Road and King Street, Selborne, East London, email: hr2026@bccollege.co.za
<u>NOTE</u>	: All applications must be submitted on the new approved Z83 Application form (dated January 2021) obtainable from the DPSA website. The new Z83 Application form must be accompanied by a detailed recently updated comprehensive CV with three (3) contactable references (provide their contact number and email addresses), Driver's license, ID copies and Qualifications copies, such copies need not to be certified when applying for a post. Only shortlisted candidates will be contacted to submit the required certified documents. Incomplete applications or applications received after the closing date will not be considered. A complete set of application documents should be submitted separately for every post you wish to apply for. Applicants with foreign qualifications would be required to submit an evaluation certificate from the South African Qualification (SAQA) on or before the day of the interview. The College reserves the right to withdraw the post at any time. Communication will only be entered into with the shortlisted and successfully candidates. All shortlisted candidates may be subjected to personnel suitability checks (criminal record, citizenship and qualification verification). The suitable candidates will be required to annually disclose their financial interests and declare any conflict or perceived conflict of interest. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments, one will be practical exercise to determine a candidate's suitability based on the post's technical generic requirements, and the other must be an integrity (ethical conduct) assessment. People living with disabilities are encouraged to apply. All applicants must consider their applications to be unsuccessful if not contacted within 60 days after the closing date.
<u>CLOSING DATE</u>	: 18 September 2026
<u>POST 32/87</u>	: <u>COMMUNICATION OFFICER: CORPORATE SERVICES REF NO: DHET 38/09/2026</u> Region: Limpopo Regional Office
<u>SALARY</u>	: R338 106 per annum (Level 07)
<u>CENTRE</u>	: Polokwane (Limpopo Regional Office)
<u>REQUIREMENTS</u>	: An appropriate bachelor's degree/national diploma (NQF Level 6) in Communication in Communication/ Marketing/ Public Relations or relevant qualification. A minimum of 1-2 years' experience in Marketing and Communication environment. Knowledge of social media practice and channels. Understanding of the importance of brand guidelines, graphic design and applying across a range of channels. Knowledge and understanding of stakeholder management. Knowledge of events management. Knowledge and understanding of digital marketing. Knowledge and understanding of website maintenance. Knowledge and understating of the application of Public Service legislative framework. And must have driver's license. Programme and project management. Problem solving and analytical skills. People and diversity management. Client orientation and customer focus. Ability to work under pressure, travel nationally and meets deadlines. Accountability and ethical conduct, Ability to work under pressure and meet deadlines.
<u>DUTIES</u>	: To handle various matter related to internal and external communications in the Regional Office. Conduct elementary research on matter related to communication. Collect information towards assisting with the drafting of speeches, media statements/press release, etc. For different events or occasions of the Department. Prepare and /Facilitate the printing of departmental publications to ensure effective communication to all stakeholders of the department e.g. annual reports, departmental newsletters/brochures, annual calendar, events programmes, Greetings cards, name plates for officials within the departments, design and layout of publications for printing, design draft for printing companies. Assist in development of and ensure the successful implementation of the department communication policy to promote and enhance communication within and

outside the department. Update information on the Departmental website and liaise with the website designer on matter related thereto. Handle various matters related to drafting of responses to media-and press release, newsletters and articles. Rendering photographer services to the department. Monitor media coverage and compile synoptic report of issues that effects and /or impact on the Department towards informing appropriate responses by the relevant authority. Arrange and /Or assist with the arrangement and /or coordination of departmental events in order to promote the image of the department in the Region. Represent the unit in various meetings. Perform any other related functions as requested by the Regional Manager. N.B. All shortlisted candidates will be required to complete a relevant competency exercise.

**ENQUIRIES
APPLICATIONS**

: Mr R Kgare/Ms XE Rikhotso/Ms P Morota Tel No: (012) 312 5165/5513/6389
: DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or <http://z83.ngnscan.co.za/apply> and follow the easy prompts/instructions.

NOTE

: Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. Only shortlist ted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability 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. 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. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation". Employment Equity principles will be applied in accordance with the Departmental Employment Equity Policy, taking into consideration the applicable equity targets, representativity, and legislative requirements

CLOSING DATE

: 18 September 2026

POST 32/88

: **IT TECHNICIAN REF NO: DHET 39/09/2026**
Region: Limpopo Regional Office

**SALARY
CENTRE
REQUIREMENTS**

: R338 106 per annum (Level 07)
: Polokwane (Limpopo Regional Office)
: A recognised National Diploma (NQF Level 6) in Information Technology or equivalent qualification. At least one (1) to (2) two years' work experience in the IT Field as an IT Technician. The industry recognised certifications such as MCSE/ MCITP, A+, N+ Security +, ITIL as well as other IT governance framework will be an added advantage. Good communication, problem solving, ICT infrastructure support and Customer relationship skills. Network Administration, IT Service Management. Sound knowledge COBIT 5 Foundation, ITIL and other IT Governance frameworks.

<u>DUTIES</u>	:	To provide Local Area Network and Desktop support services: Creating user account on desktop and laptop (mailbox and windows). Unlocking of password using Admin Pack. Setting up desktop, printers and data projectors. Configuring mainframe applications. Provide support of data migration during computer setup. Provide telephonic support. Troubleshooting of all issues reported. Gather and analyses users' issues in ICT and provide solutions. Provide support for identified Level 8 and Level 9/10 issues where configuration solutions have already been documented on the ITIL. IT helpdesk services: Provide first level contact and convey resolutions to customer issues as requested by level 8/9. Perform any other related function as requested by Supervisor. N.B. All shortlisted candidates will be required to complete a relevant competency exercise.
<u>ENQUIRIES</u>	:	Mr R Kgare/Ms XE Rikhotso/Ms P Morota Tel No: (012) 312 5165/5513/6389
<u>APPLICATIONS</u>	:	DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or http://z83.ngnscan.co.za/apply and follow the easy prompts/instructions.
<u>NOTE</u>	:	Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. Only shortlist ted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability 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. 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. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ . The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered." DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation". Employment Equity principles will be applied in accordance with the Departmental Employment Equity Policy, taking into consideration the applicable equity targets, representativity, and legislative requirements
<u>CLOSING DATE</u>	:	18 September 2026
<u>POST 32/89</u>	:	<u>STATE ACCOUNTANT: EXPENDITURE ADMINISTRATION REF NO: DHET40/09/2026</u> Branch: Chief Financial Officer Directorate: Financial Support Services
<u>SALARY</u>	:	R338 106 per annum (Level 07)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Applicants must be in possession of an appropriate 3-year National diploma in Accounting/Financial Management or related qualification with accounting as a subject. One (1) to two (2) years appropriate experience in Government Financial Accounting; the BAS system, knowledge and understanding of the PFMA and Treasury Regulations; knowledge and understanding of the Basic Accounting System (BAS); good communication (verbal and written) skills; computer literacy; problem-solving skills; planning and organizing skills;

	analytical skills; liaison skills; client orientation skills; financial management skills; presentation skills; customer care skills. Other Attributes/Skills Friendly and trustworthy; Accuracy; Confidence; Ability to work under pressure; Ability work in a team and independently; Assertiveness; and Self-starter.
<u>DUTIES</u>	: Checking and authorizing sundry and creditor payments on BAS, which includes the Travel Account, Telkom and Nashua Accounts, Checking and authorizing order payments on LOGIS online. Capturing payments on BAS. Assist on Audit Queries, Responsible for the managing and clearing of general ledger accounts. Assist with the provision of information for the compilation of the quarterly and annual financial statements with specific reference to general ledger accounts. Authorising of General Journals applicable to expenditure. Manage and respond to enquiries related to this function. Supervise the work performance of subordinates by inter alia, allocating and controlling work and maintaining office discipline, Requesting of BAS reports when required. Filing of claim related documents. N.B. All shortlisted candidates will be required to complete a relevant competency exercise.
<u>ENQUIRIES</u>	: Mr R Kgare/Ms XE Rikhotso/Ms P Morota Tel No: (012) 312 5165/5513/6389
<u>APPLICATIONS</u>	: DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or http://z83.ngnscan.co.za/apply and follow the easy prompts/instructions.
<u>NOTE</u>	: Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. Only shortlist ted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability 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. 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. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ . The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered." DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation". Employment Equity principles will be applied in accordance with the Departmental Employment Equity Policy, taking into consideration the applicable equity targets, representativity, and legislative requirements.
<u>CLOSING DATE</u>	: 18 September 2026
<u>POST 32/90</u>	: <u>STATE ACCOUNTANT: CASH FLOW MANAGEMENT REF NO: DHET41/09/2026</u> Branch: Chief Financial Officer Directorate: Financial Support Services
<u>SALARY</u>	: R338 106 per annum (Level 07)
<u>CENTRE</u>	: Pretoria
<u>REQUIREMENTS</u>	: Applicants must be in a possession of an appropriate 3-year National diploma in Accounting/Financial Management or related qualification with accounting as a subject. One (1) to two (2) years appropriate experience in Government

Financial Accounting; the BAS system, knowledge and understanding of the PFMA and Treasury Regulations; knowledge and understanding of the Basic Accounting System (BAS); good communication (verbal and written) skills; computer literacy; problem-solving skills; planning and organizing skills; analytical skills; liaison skills; client orientation skills; financial management skills; presentation skills; customer care skills, Other Attributes/Skills: Friendly, trustworthy and accuracy.

DUTIES

: Preparation of cash flow reports to the Minister and Management and ensure that the expenditure is within the approved budget of various functions and to report any envisaged over-expenditure, Compile IYM expenditure report and submit to National Treasury monthly. The compilation and submission of the Conditional Grant report in accordance with the format prescribed by National Treasury not later than 20 days after the end of each month Updating, recordkeeping and monthly cash flow statement of official entertainment and report to Management Request reports, check and rectify any incorrect allocations on a daily basis, Request commitment reports and check the commitments. Authorize General Journals on BAS. Manage and respond to enquiries related to this function Supervise the work performance of subordinates by inter alia, allocating and controlling work and maintaining office discipline, Requesting BAS reports when required and Filing of claim related documents. N.B. All shortlisted candidates will be required to complete a relevant competency exercise.

ENQUIRIES APPLICATIONS

: Mr R Kgare/Ms XE Rikhotso/Ms P Morota Tel No: (012) 312 5165/5513/6389
: DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or <http://z83.ngnscan.co.za/apply> and follow the easy prompts/instructions.

NOTE

: Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. Only shortlist ted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability 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. 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. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation". Employment Equity principles will be applied in accordance with the Departmental Employment Equity Policy, taking into consideration the applicable equity targets, representativity, and legislative requirements.

CLOSING DATE

: 18 September 2026

<u>POST 32/91</u>	:	<u>CHIEF FINANCE CLERK: SALARY CONTROL REF NO: DHET42/09/2026</u> Branch: Chief Financial Officer Directorate: Financial Support Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R338 106 per annum (Level 07) Pretoria Applicants must be in possession of an appropriate 3-year National Diploma with accounting as a subject or related qualification, Preference will be given to candidates with One (1) to two (2) years appropriate experience in Government Financial Accounting; the PERSAL and BAS system, knowledge and understanding of the PFMA and Treasury Regulations; knowledge and understanding of the Basic Accounting System (BAS); good communication (verbal and written) skills; computer literacy; problem-solving skills; planning and organizing skills; analytical skills; liaison skills; client orientation skills; financial management skills; presentation skills; customer care skills. Other Attributes/Skills: Friendly and trustworthy; Accuracy; Confidence; Ability to work under pressure; Ability to work in a team and independently; Assertiveness; and Self-starter.
<u>DUTIES</u>	:	Check and authorize salary related transactions on PERSAL and BAS for Departmental officials. Control the payment of supplementary claims such as overtime, sessional allowances and advances. Control the instating of maintenance orders. Control the cancellation of deductions such as insurance policies. Check and authorise Local and Foreign travel and subsistence claims. Control payments of salary claims. Control the correctness of the distribution of PERSAL Item Analysis reports to Financial Institutions and the filing of these reports on a monthly basis. Control the clearing, reconciling and reporting on the state of salary related ledger accounts. Control leave and lump sum payments. Control the compilation of the Monthly BAS/PERSAL interface reconciliations. Follow up and resubmit PERSAL exceptions on BAS. Debtor control: Check and approve salary related debt calculations and transactions to be affected on the BAS and control debt documentation. Manage and respond to enquiries related to this function. Supervise the work performance of subordinates by inter alia, allocating and controlling work and maintaining office discipline, Requesting of BAS reports when required. Filing of claim related documents. N.B. All shortlisted candidates will be required to complete a relevant competency exercise.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr R Kgare/Ms XE Rikhotso/Ms P Morota Tel No: (012) 312 5165/5513/6389 DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or http://z83.ngnscan.co.za/apply and follow the easy prompts/instructions.
<u>NOTE</u>	:	Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. Only shortlist ted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability 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. 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. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ . The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record

check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation". Employment Equity principles will be applied in accordance with the Departmental Employment Equity Policy, taking into consideration the applicable equity targets, representativity, and legislative requirements.

CLOSING DATE

:

18 September 2026

POST 32/92

:

OCCUPATIONAL HEALTH AND SAFETY PRACTITIONER REF NO: DHET 43/09/2026

Branch: Corporate Services

Directorate: Employee Health And Wellness Programmes

SALARY CENTRE

:

R338 106 per annum (Level 07)

:

Pretoria

REQUIREMENTS

:

An appropriate recognized National Diploma (NQF Level 6) in Occupational Health and Safety/ Degree in Environmental Health or Safety Management. 1-2 years' experience in the Occupational Health and Safety field. Extensive knowledge of Occupational Health & Safety Act 85 of 1993, Public Finance Management Act 1 of 1999, Compensation of Occupational Injuries and Diseases Act 130 of 1993, Disaster Management Act 57 of 2002, and the EHW strategic Framework. Excellent communication and problem-solving skills. A valid driver's license and SAMTRAC will be an added advantage.

DUTIES

:

Coordinate, monitor, advice and render health and safety administration. Monitor OHS compliance. Conducting risk assessments, identifying hazards, and implementing appropriate control measures. Conduct OHS inspections and audits. Facilitate prompt response and resolution of all faults identified. Monitor and support regions compliance with OHS requirements. Coordinate OHS trainings and awareness programme within the department. Monitor the functionality of the OHS Committee at the regions. Provide administrative and secretariat support to OHS committees, coordinating meetings, and ensuring the implementation of resolutions. Facilitate health and safety training, awareness campaigns, and emergency preparedness initiatives, while promoting a culture of safety across all levels of the organisation. Ensure compliance of emergency equipment. Prepare and implement the emergency/evacuation drills in the Department. Liaise with facilities management to conduct building inspections and address hygiene related matters. Investigate incidents, accidents, and near misses, compile reports, and recommend preventative and corrective actions to mitigate risks. Report all injuries on duty and Occupational disease to the Compensation Fund office. Facilitate and coordinate the development of occupational health and safety policies, procedures and guidelines. N.B. All shortlisted candidates will be required to complete a relevant competency exercise.

ENQUIRIES APPLICATIONS

:

Mr R Kgare/Ms XE Rikhotso/Ms P Morota Tel No: (012) 312 5165/5513/6389

:

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:

Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. Only shortlist ted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability 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. 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. One of the

minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation". Employment Equity principles will be applied in accordance with the Departmental Employment Equity Policy, taking into consideration the applicable equity targets, representativity, and legislative requirements

<u>CLOSING DATE</u>	:	18 September 2026
<u>POST 32/93</u>	:	<u>EMPLOYEE HEALTH AND WELLNESS PRACTITIONER REF NO: DHET 44/09/2026</u> Directorate: Employee Health And Wellness Programmes Branch: Corporate Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R338 106 per annum (Level 07) Pretoria An appropriate bachelor's degree/ advanced diploma (NQF Level 6) in Psychology/ Behavioural Science/ Social Work majoring in Psychology. A minimum of one (1) to two (2) years of practical experience in the Employee Health and Wellness environment. Knowledge of HIV, STIs and TB legislation and related policies. Knowledge of Employee Health and Wellness Strategic Framework in the Public Service with a focus on HIV, STIs and TB, Health and Productivity, and Wellness Management Pillars. Competent in conducting short term counselling, psychoeducation, and trauma defusing and debriefing. Knowledge of the Mental Health Care Act, EHWP related legislations and understanding of all PILIR processes and COID Act. Registration with the following statutory bodies is compulsory: South African Council for Social Service Professions (SACSSP) as a social worker, Health Professions Council of South Africa as a counselling/clinical psychologist or registered counsellor. Registration with the relevant professional bodies like Employee Assistance Professionals Association of South Africa (EAPA-SA), South African Occupational Social Work Association (SAOSWA) and Association for Supportive Counsellors and Holistic Practitioners (ASCHP) and others will be an added advantage. Good interpersonal relations skills, communication skills (verbal and written). Analytical thinking, problem solving and decision-making skills, Innovative and creative, project management skills, presentation skills, planning and organising skills, report writing skills, good coordination skills, counselling skills, client orientation, ethical and maintaining confidentiality. Understanding of Public Service legislation, regulations, and policies. Computer literacy in MS Word, excel, PowerPoint and Outlook. A valid drivers' license.
<u>DUTIES</u>	:	Promotion of the Employee Health and Wellness Programmes, refer employees with substance abuse disorders to external organisations and produce reports of formal referrals, promotion of physical wellness of employees through sports programmes, implementation of wellness campaigns including mental health awareness, reduce mental illness stigma and others as per the customised health calendar, provide work-life balance services, implementation of stress and financial management workshops including pre-retirement planning programme workshops to ensure financial wellness, implementation of HIV, STIs and TB, health and productivity awareness campaigns, promotion of reasonable accommodation for employees with health conditions, and promotion of disease and chronic illness management. Conduct counselling, psychoeducation, and trauma debriefing. Facilitate bereavement processes and support bereaved families, compile section reports on weekly and monthly basis including submissions, memorandums, and other correspondence required, ensure clients files are

	updated and kept safe. N.B. All shortlisted candidates will be required to complete a relevant competency exercise.
<u>ENQUIRIES APPLICATIONS</u>	: Mr R Kgare/Ms XE Rikhotso/Ms P Morota Tel No: (012) 312 5165/5513/6389 : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or http://z83.ngnscan.co.za/apply and follow the easy prompts/instructions.
<u>NOTE</u>	: Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. Only shortlist ted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability 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. 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. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ . The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered."DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation". Employment Equity principles will be applied in accordance with the Departmental Employment Equity Policy, taking into consideration the applicable equity targets, representativity, and legislative requirements
<u>CLOSING DATE</u>	: 18 September 2026
<u>POST 32/94</u>	: <u>PRINCIPAL PERSONNEL OFFICER REF NO: DHET 45/09/2026</u> Chief Directorate: Indlela Branch: Skills Development
<u>SALARY CENTRE REQUIREMENTS</u>	: R338 106 per annum (Level 07) : Olifantsfontein : A recognized National Diploma in Human Resources Management or Public Management/ Administration. A minimum of One (1) to two (2) years' working experience in Human Resource environment coupled with (2) years' supervisory experience. Knowledge of HR prescripts, policies and procedures within the Public Service Knowledge of PERSAL and Smartsheet. Good communication (verbal and written), interpersonal and organisational skills, Ability to work under pressure and meet deadlines, Good Knowledge of Public Service Act, 1994 (as amended) Public Service Regulations, 2016, Labour Relations Act (LRA), 1995, Basic Conditions of Employment Act (BCEA), 1997, Employment Equity Act (EEA), 1998, Skills Development Act, 1998. Skills: Computer literacy (MS Word, Excel, Power Point). report writing, planning, organizing, verbal and written communication skills. presentation skills, problem solving, administration, filing and time management skills.
<u>DUTIES</u>	: Render effective and efficient Human Resources services, Verify payroll and respond to payroll-related queries, Process employee benefits in accordance with applicable policies and procedures, Manage employee files and ensure proper record management in line with legislative requirements, Oversee staff establishment processes, including appointments and maintenance of records,

	Administer termination of services in compliance with Public Service prescripts, Coordinate recruitment and selection processes, including compiling memoranda for advertisement of posts, Arrange interview logistics, including booking venues and coordinating panels Verify and manage leave transactions on the Smartsheet system, Administer and monitor leave records for staff member, Provide training and mentoring to junior staff ,Supervise and manage the performance of HR staff Providing monthly statistic and assist with Auditor General Queries. N.B. All shortlisted candidates will be required to complete a relevant competency exercise.
<u>ENQUIRIES</u>	:
<u>APPLICATIONS</u>	: Mr R Kgare/Ms XE Rikhotso/Ms P Morota Tel No: (012) 312 5165/5513/6389 DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or http://z83.ngnscan.co.za/apply and follow the easy prompts/instructions.
<u>NOTE</u>	: Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. Only shortlist ted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability 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. 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. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ . The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered."DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation". Employment Equity principles will be applied in accordance with the Departmental Employment Equity Policy, taking into consideration the applicable equity targets, representativity, and legislative requirements
<u>CLOSING DATE</u>	: 18 September 2026
<u>POST 32/95</u>	: <u>PRACTITIONER TRANSPORT: HRM SUPPORT SERVICES REF NO: DHET 46/09/2026</u> Chief Directorate: Indlela – Olifantsfontein Branch: Skills Development
<u>SALARY</u>	:
<u>CENTRE</u>	: R338 106 per annum (Level 07) Olifantsfontein
<u>REQUIREMENTS</u>	: An appropriate bachelor's degree/ National Diploma in Transport management/Logistics or equivalent qualifications. A minimum of 1– 2 years' experience in fleet management environment. 2 years' relevant supervisory experience in transport management. Knowledge and Skills: Sound knowledge and understanding of pertinent policies related to PFMA, national Treasury Regulations, Government Motor transport Handbook Version 1 of 2019, Version 1 of 2017, Batho Pele Principles and Code of Conduct. 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 must have a valid drivers' license.
<u>DUTIES</u>	: Ensuring day-to-day management and maintenance of fleet vehicles. Monitor daily kilometers before and after trips and ensure monthly closing of kilometers on the logbooks. Authorize trip itineraries/ trip authorization. Receive and certify invoices for processing monthly payments. Maintain records of driver's licenses and trip authorization. Ensure service maintenance of vehicles. Redirect traffic fines. Pre-and-post inspections of vehicles. Perform other related tasks as per supervisor's instructions and willingness to adapt to work schedule in accordance with office requirements. Supervise and monitor drivers to ensure compliance with transport policies, road traffic regulations, and organizational procedures. Provide general administration support services and maintain a proper filing and archive system, Management of staff Leave, PMDS and Workplans, Ensure completion of performance agreements by all employees in the unit. N.B. All shortlisted candidates will be required to complete a relevant competency exercise.
<u>ENQUIRIES</u>	: Mr R Kgare/Ms XE Rikhotso/Ms P Morota Tel No: (012) 312 5165/5513/6389
<u>APPLICATIONS</u>	: DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or http://z83.ngnscan.co.za/apply and follow the easy prompts/instructions.
<u>NOTE</u>	: Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. Only shortlist ted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability 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. 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. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ . The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered."DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation". Employment Equity principles will be applied in accordance with the Departmental Employment Equity Policy, taking into consideration the applicable equity targets, representativity, and legislative requirements
<u>CLOSING DATE</u>	: 18 September 2026
<u>POST 32/96</u>	: <u>CHIEF ADMINISTRATIVE CLERK: ASSESSMENT ADMINISTRATION REF NO: DHET 47/09/2026</u> Chief Directorate: Indlela Branch: Skills Development
<u>SALARY</u>	: R338 106 per annum (Level 07)
<u>CENTRE</u>	: Olifantsfontein
<u>REQUIREMENTS</u>	: A National Diploma in Public Management or related qualification, Degree will be an added advantage. A minimum of one (1) to two (2) years' working experience in rendering administration functions and two (2) years supervisory

		working experience. Good knowledge of Skills Development Act 1998 (SDA), Trade Test Regulations, Criteria and Guidelines for the implementation of Artisan Recognition of Prior Learning (ARPL). Knowledge of National Artisan Moderation Body (NAMB) and the Quality Council for Trades and Occupations (QCTO). Computer literacy (MS Word, Excel, Power Point). report writing, planning, organizing, verbal and written communication skills. presentation skills, problem solving, administration, filing and time management skills.
<u>DUTIES</u>	:	Recommend Trade Test Registration leaves. Manage PMDS for the Trade Test Registration. Ensure that compliant candidates are registered and confirmation of trade test date is issued. Advise qualifying, non-qualifying applicants and stakeholders with the registration processes. Extracting files for investigation, validation and audit queries. Attend all enquiries, these include trade test registration, trade test dates, certificates and results telephonically, walk-ins or email. Consolidate monthly stats and submit them to the Assistant Director for consolidation. Verify applications for the recommendation of certificates prior submitting to NAMB and Prepare invoices and submit to Supply Chain Management for processing. N.B. All shortlisted candidates will be required to complete a relevant competency exercise.
<u>ENQUIRIES</u>	:	Mr R Kgare/Ms XE Rikhotso/Ms P Morota Tel No: (012) 312 5165/5513/6389
<u>APPLICATIONS</u>	:	DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or http://z83.ngnscan.co.za/apply and follow the easy prompts/instructions.
<u>NOTE</u>	:	Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability 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. 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. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ . The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered."DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation". Employment Equity principles will be applied in accordance with the Departmental Employment Equity Policy, taking into consideration the applicable equity targets, representativity, and legislative requirements
<u>CLOSING DATE</u>	:	18 September 2026
<u>POST 32/97</u>	:	<u>CHIEF SUPPLY CHAIN CLERK: DEMAND AND ACQUISITION</u> <u>MANAGEMENT REF NO: DHET 48/09/2026</u> Branch: Chief Financial Officer Directorate: Demand And Acquisition Management
<u>SALARY</u>	:	R338 106 per annum (Level 07)
<u>CENTRE</u>	:	Pretoria

<u>REQUIREMENTS</u>	:	A recognized three-year Bachelors' degree/National Diploma in Supply Chain Management/ Purchasing Management/ Public Management/ Public Administration/ Business Management/ Logistics Management (or equivalent qualification). A minimum of 1-2 years' work experience in Demand and Acquisition Management. Knowledge of the PFMA, PPPFA, SCM guidelines, Treasury Regulations, Supply Chain Framework Act, and B-BBEE Act. Insight knowledge of procurement procedures. Good interpersonal, verbal, and written communication skills. Customer relationship and change management skills. Ability to develop solutions to a variety of problems in line with SCM guidelines and departmental policies (decision-making) and effectively interact with stakeholders at all levels within the Department. Ability to work under pressure and meet deadlines. Analytical, planning and organising skills. A valid driver's licence.
<u>DUTIES</u>	:	Receive requisitions for goods and services. Check whether all the relevant documents are attached. Record all requisitions received in a register. Distribute as per Supply Chain Delegations of authority. Process requisitions for goods and services. Capture and register all requisitions on Request for Quotations (RFQ) Register. Assist end users with timeous development of the specifications/ terms of reference for sourcing of quotations. Assist end users with proper completion of requisitions. Source suppliers from CSD on a rotation basis and ensure compliance with demand & acquisition management principles. Coordinate briefing sessions. Monitor publication of terms of reference/specifications for RFQ's. Conduct evaluation for RFQ's with technical functionality criteria. Prepare management information, reports, statistics, and reporting on procurement to management. Supervision of staff. N.B. All shortlisted candidates will be required to complete a relevant competency exercise.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr R Kgare/Ms XE Rikhotso/Ms P Morota Tel No: (012) 312 5165/5513/6389
	:	DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or http://z83.ngnscan.co.za/apply and follow the easy prompts/instructions.
<u>NOTE</u>	:	Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. Only shortlist ted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability 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. 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. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ . The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered."DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation". Employment Equity principles will be applied in accordance with the Departmental Employment Equity Policy, taking into consideration the applicable equity targets, representativity, and legislative requirements
<u>CLOSING DATE</u>	:	18 September 2026

<u>POST 32/98</u>	:	<u>CHIEF ADMINISTRATIVE CLERK: ASSESSMENT ADMINISTRATION REF NO: DHET 49/09/2026</u> Branch: Skills Development Chief Directorate: Indlela
<u>SALARY</u>	:	R338 106 per annum (Level 07)
<u>CENTRE</u>	:	Olifantsfontein
<u>REQUIREMENTS</u>	:	A National Diploma in Public Management or related qualification, Degree will be an added advantage. A minimum of three (3) years' working experience in rendering administration functions and two (2) years supervisory working experience. Good knowledge of Skills Development Act 1998, (SDA), Trade Test Regulations, Criteria and Guidelines for the implementation of Artisan Recognition of Prior Learning (ARPL). Knowledge of National Artisan Moderation Body (NAMB) and the Quality Council for Trades and Occupations (QCTO). Computer literacy (MS Word, Excel, Power Point). Report writing, planning, organizing, verbal and written communication skills. presentation skills, problem solving, administration, filing and time management skills.
<u>DUTIES</u>	:	Recommend Trade test Registration leaves Manage PMDS for the Trade Test Registration. Ensure that compliant candidates are registered and confirmation of trade test date is issued. N.B. All shortlisted candidates will be required to complete a relevant competency exercise.
<u>ENQUIRIES</u>	:	Mr R Kgare/Ms XE Rikhotso/Ms P Morota Tel No: (012) 312 5165/5513/6389
<u>APPLICATIONS</u>	:	DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or http://z83.ngnscan.co.za/apply and follow the easy prompts/instructions.
<u>NOTE</u>	:	Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. Only shortlist ted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability 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. 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. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ . The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered."DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation". Employment Equity principles will be applied in accordance with the Departmental Employment Equity Policy, taking into consideration the applicable equity targets, representativity, and legislative requirements
<u>CLOSING DATE</u>	:	18 September 2026

<u>POST 32/99</u>	:	<u>SENIOR ADMINISTRATIVE CLERK: ADMINISTRATION, COORDINATION AND COMMUNICATIONS REF NO: DHET 50/09/2026</u> Component: Human Resource Development Council Secretariat
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Senior Certificate/Grade 12/NCV Certificate Level 4. Related degree/National diploma will be an added advantage. A minimum of one to two years' relevant experience will be an added advantage. The successful candidate must be adaptable, disciplined, self-confident, and able to work independently and under pressure, and work with a diverse team. Good writing, communication and interpersonal relationship skills are essential along with experience in administration. Ability to write minutes, draft agendas, organize venues and catering, coordinating meetings, policies acts and regulations, Computer literacy i.e. MS Word, Excel, Outlook and PowerPoint, Stakeholder engagements and Knowledge and understanding of social media.
<u>DUTIES</u>	:	To assist in the work performed in the Directorate: National Human Resource Development, including co-ordination of meetings for Human Resource development Council of South Africa and its structures. To handle all incoming and outgoing mails and referee to the correct role players. To provide secretarial functions in board meetings and wherever the Human Resource Development Council of South Africa sits. To arrange and schedule seminars, meetings, and social functions and identify venues, invite role players, and organize refreshments. To record all minutes/ decisions and communicate to all relevant role players and make follow up on progress. To collect all relevant documents for meetings. Scrutinize documents to determine actions/information/other documents required for meetings. To keep a filing system. To compile documents, memorandums, letters and reports. To compile agendas and the minutes for meetings and workshops. To liaise with travel agencies to make travel and accommodation arrangements for members and social partners of the HRDSCSA. To process the travel and subsistence claims. To assist the Deputy Director in the running of the office and provide support when required. Sending & retrieving emails, typing memos and submissions. N.B. All shortlisted candidates will be required to complete a relevant competency exercise.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr R Kgare/Ms XE Rikhotso/Ms P Morota Tel No: (012) 312 5165/5513/6389 DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or http://z83.ngnscan.co.za/apply and follow the easy prompts/instructions.
<u>NOTE</u>	:	Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. Only shortlist ted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability 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. 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. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ . The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous

employment verification). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation". Employment Equity principles will be applied in accordance with the Departmental Employment Equity Policy, taking into consideration the applicable equity targets, representativity, and legislative requirements

<u>CLOSING DATE</u>	:	18 September 2026
<u>POST 32/100</u>	:	<u>FACILITATOR REF NO: MALUTITVET/KWE-004/2026</u> Nature of Appointment: (Council Paid) 12 Months Contract)
<u>SALARY</u>	:	R280 278 per annum (Level 06)
<u>CENTRE</u>	:	Maluti TVET College: Kwetlisoong Campus
<u>REQUIREMENTS</u>	:	National Senior Certificate/Grade 12/ Standard 10 or NCV Level 4. Qualified Artisan on one of the following Trades: Welder/Panel Beater/Electrician/Motor Mechanics/Building and Civil Engineering. Competencies and Attributes: Qualified Assessor Qualified Moderator, SACE Registration, Computer Literacy (MS Word, MS Excel, MS Power Point) Unendorsed Valid Driver's Licence, An Experience in facilitating of skills programmes.
<u>DUTIES</u>	:	Planning and organisations of lessons in the above Subject area(s). Conducting lessons and providing clarity to students. Conducting practical assessment task. Examination invigilation. Handle all student related administrative duties. Perform any other duties related to the post. Setting and Marking of Assessments tasks, processing of marks and other related duties. Carry out all other duties related to the post.
<u>ENQUIRIES</u>	:	NJ Ntsela Tel No: (058) 303 1732
<u>APPLICATIONS</u>	:	All applications should be posted or hand delivered to Human Resource Management: Maluti TVET College, Corporate Office, Private Bag X33, Bethlehem, 9700 or hand delivered at Maluti TVET College: Corporate Office, Corner High & Broster Street, Bethlehem, 9700. Email applications can be forwarded to hrrecruitment@malutitvet.co.za in pdf format and as one attachment. Indicate the relevant reference number and job title on the subject line.
<u>NOTE</u>	:	Applications quoting the relevant reference number must be submitted on a Z83 form (effective from 01 January 2021) obtainable from any Public Service department as well as Maluti TVET College Corporate Office or from Maluti TVET College Official website www.malutitvet.co.za . The Z83 form must be signed, initialed and dated. All fields of Section A, B, C and D of the Z83 must be completed in full. Section E, F, G (Due to the limited space on the Z83 it is acceptable for applicants to indicate refer to CV or see attached. However, the question related to conditions that prevent re-appointment under Part "F" must be answered. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed Z83 form and a detailed curriculum vitae. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from HR. Foreign qualifications must be accompanied by a SAQA evaluation report. Immigrants should apply for work permits before assumption of duty. Applicants who do not comply with the abovementioned instructions/ requirements, as well as applications received late will not be considered. Failure to submit all the requested documents will result in the application not being considered. Maluti TVET College is an equal opportunity affirmative action employer. Candidates whose appointments promote representativity in terms of race, gender and disability will receive preference. People with disability are encouraged to apply. NB: Please consider your application as unsuccessful should you not be contacted within 60 days from the closing date of this advertisement. Correspondence will be limited to shortlisted candidates only. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Successful candidates may be required to work at other places as may reasonably be required by the Department and the College. Maluti TVET College reserves the right to withdraw any of the mentioned advert.

<u>CLOSING DATE</u>	:	25 September 2026 @13:00
<u>POST 32/101</u>	:	<u>SECRETARY TO THE DIRECTOR REF NO: DHET 51/09/2026</u> Region: Gauteng And Free State Regional Office Directorate: TVET Curriculum And Institutional Support
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	A National Senior Certificate (Grade 12) or National Certificate (Vocational) Level 4. A diploma (NQF Level 6) or bachelor's degree (NQF Level 7) in Management Assistant will be an added advantage. A minimum of one to two years' relevant experience will be an added advantage. Computer Studies, Secretarial Studies, Office Management will be an added advantage. Proven experience in diary management, meeting coordination, document control and general office administration. Knowledge of records management, office administration procedures and basic financial administration (including petty cash and invoice processing). Proficiency in MS Word, Excel, PowerPoint and Outlook. Good verbal and written communication skills, excellent telephone etiquette, strong organisational skills, attention to detail, and the ability to maintain confidentiality and professionalism.
<u>DUTIES</u>	:	Provide comprehensive secretarial and administrative support to the Director. Manage the Director's diary, schedule meetings, workshops and appointments, and coordinate travel arrangements. Prepare, format and quality-check correspondence, reports, submissions, agendas and minutes. Manage records, filing systems (manual and electronic) and document safekeeping. Handle correspondence, enquiries and communication with internal and external stakeholders. Provide reception and telephone support, including visitor management. Assist with report compilation, data capturing and maintenance of logs and registers. Provide basic financial and personnel administrative support, including procurement of standard items, invoice processing, leave administration and related office support functions. N.B. All shortlisted candidates will be required to complete a relevant competency exercise.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr R Kgare/Ms XE Rikhotso/Ms P Morota Tel No: (012) 312 5165/5513/6389 DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or http://z83.ngnscan.co.za/apply and follow the easy prompts/instructions.
<u>NOTE</u>	:	Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability 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. 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. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ . The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and

practising affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation". Employment Equity principles will be applied in accordance with the Departmental Employment Equity Policy, taking into consideration the applicable equity targets, representativity, and legislative requirements

CLOSING DATE

: 18 September 2026

POST 32/102

: **GENERAL ADMINISTRATION CLERK REF NO: DHET 52/09/2026 (X2 POSTS)**

Chief Directorate: National Examinations And Assessments

Directorate: Examination Management, Administration And Monitoring

**SALARY
CENTRE
REQUIREMENTS**

: R237 453 per annum (Level 05)

: Pretoria

: The applicants must have a Senior Certificate or Grade 12 qualification, with experience in general Administration. One (1) to two (2) experience in examinations administration will be an added advantage. The applicants must also have the following skills: Good interpersonal and communication skills – liaising with college officials, General correspondence – extracting, compiling, recording data and responding to queries. Computer literacy, especially the use of MS Word and Excel Excellent record keeping, electronic and manual filing skills, multi-tasking and problem-solving skills, General Public service procurement frameworks and policies will be required. Must be able to work independently as well as in a team; as well as being willing to work overtime.

DUTIES

: Receive and pack examination stationery deliveries, Dispatch examination stationery to all registered examination centres. Processing of examination concessions for colleges in provinces, Registration of examination centres, monitoring of the conduct of examinations in colleges, Extract shortcomings from the tools for compilation of the National report and statistics on the examinations conducted. Provide administrative support to colleges regarding examination concession, registration and monitoring of examinations. Registration of all irregularities received for current examination cycle. Preparing of files for the NEAIC meeting. N.B. All shortlisted candidates will be required to complete a relevant competency exercise.

**ENQUIRIES
APPLICATIONS**

: Mr R Kgare/Ms XE Rikhotso/Ms P Morota Tel No: (012) 312 5165/5513/6389

: DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or <http://z83.ngnscan.co.za/apply> and follow the easy prompts/instructions.

NOTE

: Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. Only shortlist ted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability 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. 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. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not

be considered. "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation". Employment Equity principles will be applied in accordance with the Departmental Employment Equity Policy, taking into consideration the applicable equity targets, representativity, and legislative requirements

CLOSING DATE

:

18 September 2026

POST 32/103

:

HUMAN RESOURCE CLERK: CORPORATE SERVICES REF NO: DHET 53/09/2026

Limpopo Regional Office
Directorate: Corporate Services

SALARY
CENTRE
REQUIREMENTS

:

R237 453 per annum (Level 05)

:

Polokwane Regional Office

:

An appropriate national senior certificate/grade 12 (Vocational) (NCV) certificate (Level 4) certificate. An appropriate bachelor's degree/national diploma in Human Resource Management/ Public Management will be an added advantage. A minimum of one (1) to two (2) years of working experience in a Human Resource Management environment will be an added advantage. Knowledge of Human resources or Public Administration processes. Computer Literacy. Knowledge of Human Resource functions as well as the ability to capture data, operate computers and collate administration statistics. Basic knowledge and insight into human resource prescripts. Knowledge and understanding of PERSAL. Knowledge of registry duties and importance. Flexibility and teamwork. To have good interpersonal and communication skills, listening skills, and analytical skills. Be customer-orientated and client-focused. Be able to conduct him/herself ethically and accountably. Able to work under pressure and be able to deal with confidential information and apply good judgement. To work independently and to meet deadlines.

DUTIES

:

Implementation of Human Resource practices i.e., Recruitment and Selection, Conditions of service- attend employee benefits. Serve as secretariat during selection and interview periods. Administration of Performance and Development system, Probationary periods adhered to and to assist on Pillar processes. Render registry services. Adhere to Government Prescripts. Assist in leave management. Coordinate and facilitate training and induction programmes. Liaise with external training providers. Conduct training needs analysis. Advise employees regarding career development. Assist with skills development audits. Administer Internships/Learnerships programmes. Facilitate needs-directed courses, seminars, and workshops. Serve as a secretary during training committee meetings. Perform other related functions as requested by the supervisor. N.B. All shortlisted candidates will be required to complete a relevant competency exercise.

ENQUIRIES
APPLICATIONS

:

Mr R Kgare/Ms XE Rikhotso/Ms P Morota Tel No: (012) 312 5165/5513/6389

:

DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or <http://z83.ngnscan.co.za/apply> and follow the easy prompts/instructions.

NOTE

:

Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. Only shortlist ted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability 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. 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. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry

certificate and submission thereof. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation". Employment Equity principles will be applied in accordance with the Departmental Employment Equity Policy, taking into consideration the applicable equity targets, representativity, and legislative requirements

CLOSING DATE

:

18 September 2026

POST 32/104

:

FINANCE CLERK: SALARY CONTROL REF NO: DHET 54/09/2026

Branch: Chief Financial Office

Directorate: Financial Support Services

**SALARY
CENTRE**

:

R237 453 per annum (Level 05)

:

Pretoria

REQUIREMENTS

:

A Senior Certificate (Grade 12) or NCV certificate with accounting as a passed subject. A minimum of one to two years' relevant experience will be an added advantage. Other Attributes/Skills: Friendly, trustworthy and accuracy.

DUTIES

:

The successful candidate will be expected to handle documents and information with strict confidentiality. The responsibilities of the appointee will entail the capturing of salary related transactions on PERSAL and BAS for Departmental officials, the capturing of payments of supplementary claims such as overtime, sessional allowances and advances, the instating of garnishee orders, the cancellation of deductions such as insurance policies, the capturing of Local and Foreign travel and subsistence claims, the checking and capturing of salary claims, the distribution of PERSAL Item Analysis reports to Financial Institutions and the filing of these reports on a monthly basis, the calculation and capturing of leave and lump sum payments and responding to enquiries related to this function, Filing of salary related documents. Assisting with keeping a register for salary payments and deductions. Assisting with Audit Queries concerning salary payments and deductions. N.B. All shortlisted candidates will be required to complete a relevant competency exercise.

**ENQUIRIES
APPLICATIONS**

:

Mr R Kgare/Ms XE Rikhotso/Ms P Morota Tel No: (012) 312 5165/5513/6389

:

DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or <http://z83.ngnscan.co.za/apply> and follow the easy prompts/instructions.

NOTE

:

Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. Only shortlist ted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability 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. 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. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>.

The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation". Employment Equity principles will be applied in accordance with the Departmental Employment Equity Policy, taking into consideration the applicable equity targets, representativity, and legislative requirements

<u>CLOSING DATE</u>	:	18 September 2026
<u>POST 32/105</u>	:	<u>REGISTRY CLERK: SALARY EXAMINATION PAYMENTS REF NO: DHET 55/09/2026</u> Branch: Chief Financial Office Directorate: Financial Support Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R237 453 per annum (Level 05) Pretoria A senior certificate (Grade 12) or NCV certificate. A minimum of one to two years' relevant experience will be an added advantage. Other Attributes/Skills: Friendly, trustworthy and accuracy.
<u>DUTIES</u>	:	The successful candidate will be expected to handle documents and information with strict confidentiality. The responsibilities of the appointee will entail filing of all salary payment/salary claim related enquiries, drawing of salary/salary claim files when required, distribution of all payrolls to various paypoints, posting of all salary payment advices, IRP 5's, keeping a register for all salary related enquiries and claims and assist in responding to queries. Assisting with Audit Queries concerning this function. N.B. All shortlisted candidates will be required to complete a relevant competency exercise.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr R Kgare/Ms XE Rikhotso/Ms P Morota Tel No: (012) 312 5165/5513/6389 DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or http://z83.ngnscan.co.za/apply and follow the easy prompts/instructions.
<u>NOTE</u>	:	Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. Only shortlist ted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability 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. 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. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ . The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and

practising affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation". Employment Equity principles will be applied in accordance with the Departmental Employment Equity Policy, taking into consideration the applicable equity targets, representativity, and legislative requirements

<u>CLOSING DATE</u>	:	18 September 2026
<u>POST 32/106</u>	:	<u>REGISTRY CLERK: EXAMINATIONS, CLAIMS AND PAYROLL MANAGEMENT REF NO: DHET 56/09/2026</u> Branch: Chief Financial Office Directorate: Financial Support Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R237 453 per annum (Level 05) Pretoria A senior certificate (Grade 12) or NCV certificate. A minimum of one to two years' relevant experience will be an added advantage. Other Attributes/Skills: Friendly, trustworthy and accuracy.
<u>DUTIES</u>	:	The successful candidate will be expected to handle documents and information with strict confidentiality. The responsibilities of the appointee will entail filing of all salary payment/salary claim related enquiries, drawing of salary/salary claim files when required, distribution of all payrolls to various pay points, posting of all salary payment advice, IRP 5's, keeping a register for all salary related enquiries and claims and assist in responding to queries. Assisting with Audit Queries concerning this function. N.B. All shortlisted candidates will be required to complete a relevant competency exercise.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr R Kgare/Ms XE Rikhotso/Ms P Morota Tel No: (012) 312 5165/5513/6389 DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or http://z83.ngnscan.co.za/apply and follow the easy prompts/instructions.
<u>NOTE</u>	:	Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. Only shortlist ted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability 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. 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. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ . The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered."DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation". Employment Equity principles will be applied in accordance with the Departmental Employment Equity Policy, taking into consideration the applicable equity targets, representativity, and legislative requirements
<u>CLOSING DATE</u>	:	18 September 2026

<u>POST 32/107</u>	:	<u>SENIOR ACCOUNTING CLERK: SALARY PAYMENTS AND DEDUCTIONS</u> <u>REF NO: DHET 57/09/2026</u> Branch: Chief Financial Office Directorate: Financial Support Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R237 453 per annum (Level 05) Pretoria A senior certificate (Grade 12) or NCV certificate with accounting as a passed subject. A minimum of one to two years' relevant experience will be an added advantage. Other Attributes/Skills: Friendly, trustworthy and accuracy.
<u>DUTIES</u>	:	The successful candidate will be expected to handle documents and information with strict confidentiality. The responsibilities of the appointee will entail the capturing of salary related transactions on PERSAL and BAS for Departmental officials, the capturing of payments of supplementary claims such as overtime, sessional allowances and advances, the instating of garnishee orders, the cancellation of deductions such as insurance policies, the capturing of Local and Foreign travel and subsistence claims, the checking and capturing of salary claims, the distribution of PERSAL Item Analysis reports to Financial Institutions and the filing of these reports on a monthly basis, the calculation and capturing of leave and lump sum payments and responding to enquiries related to this function, Filing of salary related documents. Assisting with keeping of a register for salary payments and deductions. Assisting with Audit Queries concerning salary payments and deductions. N.B. All shortlisted candidates will be required to complete a relevant competency exercise.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr R Kgare/Ms XE Rikhotso/Ms P Morota Tel No: (012) 312 5165/5513/6389 DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or http://z83.ngnscan.co.za/apply and follow the easy prompts/instructions.
<u>NOTE</u>	:	Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. Only shortlist ted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability 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. 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. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ . The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered."DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation". Employment Equity principles will be applied in accordance with the Departmental Employment Equity Policy, taking into consideration the applicable equity targets, representativity, and legislative requirements
<u>CLOSING DATE</u>	:	18 September 2026

<u>POST 32/108</u>	:	<u>RECEPTIONIST: OFFICE OF THE REGIONAL MANAGER REF NO: DHET 58/09/2026</u> Limpopo Regional Office Directorate: Corporate Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R237 453 per annum (Level 05) Polokwane Regional Office An appropriate national senior certificate/grade 12 certificate (Vocational) (NCV) Level 4 certificate. An appropriate bachelor's degree/national diploma (NQF Level 6) in Administration/Management or related qualification will serve as an added advantage. A minimum of one (1) to two (2) years' working experience in rendering receptionist, administrative and secretarial support services will be an added advantage. The ideal candidate should be proficient in MS Office, typing, and written and verbal communication skills. Organisational and prioritisation skills. Customer care and Client orientation skills. Telephone etiquette and document management are some of the skills required for this job. Ability to work in a team and independently.
<u>DUTIES</u>	:	Render reception services to the Office of the Regional Manager. Receive and direct telephonic and electronic calls and messages. Liaise with clients, managers and related stakeholders as directed. Receive and engage visitors. Keep a logbook of each day's visitors. Ensure a clean reception area. Exercise control of access to the Office of the Regional Manager. Arrange and provide refreshments for visitors /clients as directed. Provide general administrative support services to the office of the Regional Manager. Receive and administer the flow of information and documents in the Office. Prepare and distribute documents as directed. Assist with enquiries related to the Office. Administer the procurement process of office equipment and stationery. File/store trace and electronically and manually retrieve documents and files. Assist with processing of claims for travel and accommodation. Assist with administration of leave for staff in the office of the Regional Manager. Provide general secretarial services to the office of the Regional Manager. Assist with the arrangement of meetings. Organise logistics for the meeting. Assist with the preparation of documentation for the meetings. Execute all claims for travel, accommodation, and rental cars. Assist with an effective flow of information and documents: Direct received a submission to relevant managers within the office of the Minister. Ensure the safekeeping of documentation. Responds to enquiries received from internal and external stakeholders as directed. Draft documents as required. N.B. All shortlisted candidates will be required to complete a relevant competency exercise.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr R Kgare/Ms XE Rikhotso/Ms P Morota Tel No: (012) 312 5165/5513/6389 DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or http://z83.ngnscan.co.za/apply and follow the easy prompts/instructions.
<u>NOTE</u>	:	Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. Only shortlist ted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability 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. 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. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ . The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If

you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation". Employment Equity principles will be applied in accordance with the Departmental Employment Equity Policy, taking into consideration the applicable equity targets, representativity, and legislative requirements

CLOSING DATE

:

18 September 2026

POST 32/109

:

PROCUREMENT CLERK REF NO: BCC16/2026

School of Occupational Training (SooT)
Permanent Position

SALARY

:

R237 453 per annum (Level 05), plus benefits

CENTRE

:

Buffalo City TVET College

REQUIREMENTS

:

Grade 12, M+3 Diploma in Supply Chain Management /Logistics Management, Financial Management & Computer literacy (MS Word, Excel, PowerPoint, Outlook and Internet)

DUTIES

:

Procurement duties including but not limited to effective administration of the School of Occupational Training: Assist with the procurement duties: obtain quotes, prepare specification, monitor procurement plan for skills unit, administrative duties for large and small projects, reporting on achievements and project progress, must be prepared to take and implement instructions delegated by Supervisor/Manager.

ENQUIRIES

:

Ms Lulama Jongidiza Tel No: (043) 880 0177, Ext 2250.

APPLICATIONS

:

Buffalo City TVET College, HR Division, Private Bag 9016, East London, 5200 or deliver it to the Administration Centre, corner of Lukin Road and King Street, Selborne, East London, email: hr2026@bcccollege.co.za

NOTE

:

All applications must be submitted on the new approved Z83 Application form (dated January 2021) obtainable from the DPSA website. The new Z83 Application form must be accompanied by a detailed recently updated comprehensive CV with three (3) contactable references (provide their contact number and email addresses), Driver's license, ID copies and Qualifications copies, such copies need not to be certified when applying for a post. Only shortlisted candidates will be contacted to submit the required certified documents. Incomplete applications or applications received after the closing date will not be considered. A complete set of application documents should be submitted separately for every post you wish to apply for. Applicants with foreign qualifications would be required to submit an evaluation certificate from the South African Qualification (SAQA) on or before the day of the interview. The College reserves the right to withdraw the post at any time. Communication will only be entered into with the shortlisted and successfully candidates. All shortlisted candidates may be subjected to personnel suitability checks (criminal record, citizenship and qualification verification). The suitable candidates will be required to annually disclose their financial interests and declare any conflict or perceived conflict of interest. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments, one will be practical exercise to determine a candidate's suitability based on the post's technical generic requirements, and the other must be an integrity (ethical conduct) assessment. People living with disabilities are encouraged to apply. All applicants must consider their applications to be unsuccessful if not contacted within 60 days after the closing date.

CLOSING DATE

:

18 September 2026

POST 32/110

:

TRADE ASSISTANT (TEN POSTS) REF NO: DHET 59/09/2026

Branch: Skills Development
Chief Directorate: Indlela Olifantsfontein

SALARY

:

R170 226 per annum (Level 03)

CENTRE

:

Olifantsfontein

REQUIREMENTS

:

Must have successfully completed Grade 10/ Standard 8/ (ABET Level 4). A minimum of one to two years' relevant experience will be an added advantage. Knowledge of Occupational Health and Safety Act. Basic knowledge of

cleaning. Knowledge to prepare materials and tools for assessment tasks. Communication, reading and writing skills. Technical background knowledge of trade. Skills to use cleaning material. good knowledge of performing minor maintenance and repairs on assessment aids and machinery. Ability to clean the workshop and equipment. Knowledge of cleaning materials and tools and well-kept store. Basic health and safety. Ability to choose the correct assessment material and tools for the trade. Ability to identify stock required. Ability to read and write. To prepare material and tools for assessment tasks, communication, reading and writing skills. Technical background of the trade. To use cleaning materials. Good knowledge to perform minor maintenance and repairs on assessment aids and machinery.

DUTIES

: Provide candidates with necessary tools, material and / or other services where needed. Properly prepare material and tools for assessment tasks a day before assessment. Safeguard workshop/ assessment area, machines, tools and consumable material. Maintain cleanliness and general good housekeeping within the workshop / assessment area. Perform minor maintenance and repairs on assessment aids and machinery. Carry out safety activities in the workshop/assessment area and transport allocated assets etc. from asset management to the workshop when required as well as transporting redundant assets etc. from workshop to asset management when required. N.B. All shortlisted candidates will be required to complete a relevant competency exercise.

ENQUIRIES APPLICATIONS

: Mr R Kgare/Ms XE Rikhotso/Ms P Morota Tel No: (012) 312 5165/5513/6389
: DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or <http://z83.ngnscan.co.za/apply> and follow the easy prompts/instructions.

NOTE

: Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. Only shortlist ted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability 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. 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. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation". Employment Equity principles will be applied in accordance with the Departmental Employment Equity Policy, taking into consideration the applicable equity targets, representativity, and legislative requirements

CLOSING DATE

: 18 September 2026

<u>POST 32/111</u>	:	<u>SECURITY OFFICER REF NO: DHET 60/09/2026</u> Chief Directorate: Indlela Branch: Skills Development
<u>SALARY</u>	:	R170 226 per annum (Level 03)
<u>CENTRE</u>	:	Olifantsfontein
<u>REQUIREMENTS</u>	:	An appropriate national senior certificate /grade 12 and or NCV certificate (level 4) or a related qualification. Be in possession of PSIRA Certificate Grade C and valid driver's license. Knowledge of MISS and MPSS. Report writing, communication and Administration skills.
<u>DUTIES</u>	:	Perform access control functions, which will include control of visitors and confirm the appointments with the host, ensuring that the visitors register is correctly completed and issue the visitor's tags/cards. Ensuring that unauthorized people and dangerous objects do not enter the premises. Report and record the incidents inside the occurrence book. Ensure that Departmental assets do not leave the premises unauthorized. Undertake premises/building patrols to identify water leaks, any signs of break-ins, check unlocked doors, check fire equipment and be able to apply emergency procedures during emergencies situations. Report and record all security breaches. Be able to complete all security registers. N.B. All shortlisted candidates will be required to complete a relevant competency exercise.
<u>ENQUIRIES</u>	:	Mr R Kgare/Ms XE Rikhotso/Ms P Morota Tel No: (012) 312 5165/5513/6389
<u>APPLICATIONS</u>	:	DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or http://z83.ngnscan.co.za/apply and follow the easy prompts/instructions.
<u>NOTE</u>	:	Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. Only shortlist ted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability 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. 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. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ . The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation". Employment Equity principles will be applied in accordance with the Departmental Employment Equity Policy, taking into consideration the applicable equity targets, representativity, and legislative requirements
<u>CLOSING DATE</u>	:	18 September 2026
<u>POST 32/112</u>	:	<u>GROUNDMAN: MAINTENANCE REF NO: DHET 61/09/2026</u> Branch: Skills Development Chief Directorate: Indlela
<u>SALARY</u>	:	R144 024 per annum (Level 02)

<u>CENTRE REQUIREMENTS</u>	:	Olifantsfontein
	:	A National Senior Certificate/Grade 12 or equivalent qualification. Good knowledge of Occupational Health and Safety Act. Good knowledge of operating lawnmowers. Basic knowledge to attend to minor lawnmower repairs and welding problems. Communication and report writing skills. Good listening skills.
<u>DUTIES</u>	:	Conduct regular building inspections and assist in minor electrical, plumbing and welding repairs, Cutting of lawns and grass around buildings and surroundings according to horticultural standards. Ability to operate all types of lawnmowers, garden tools and equipment, for the cutting of all lawns and surrounding areas. Removal of old flowers and plants, including removal of weeds and cleaning of roads. Pruning of trees. Planting new flowers and plants. Safekeeping of maintenance tools and supplies and Report defects. N.B. All shortlisted candidates will be required to complete a relevant competency exercise.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr R Kgare/Ms XE Rikhotso/Ms P Morota Tel No: (012) 312 5165/5513/6389
	:	DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or http://z83.ngnscan.co.za/apply and follow the easy prompts/instructions.
<u>NOTE</u>	:	Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. Only shortlist ted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability 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. 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. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ . The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered."DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation". Employment Equity principles will be applied in accordance with the Departmental Employment Equity Policy, taking into consideration the applicable equity targets, representativity, and legislative requirements
<u>CLOSING DATE</u>	:	18 September 2026
<u>POST 32/113</u>	:	<u>FOOD SERVICE AID: AUXILIARY SUPPORT REF NO: DHET 62/09/2026 (X2 POSTS)</u> Chief Directorate: Indlela Branch: Skills Development
<u>SALARY CENTRE REQUIREMENTS</u>	:	R144 024 per annum (Level 02)
	:	Olifantsfontein
	:	ABET/Standard 8/Grade 10 Knowledge of Batho Pele Principles, Basic knowledge of occupational health and safety. Departmental policies. Knowledge of food services and accommodation services will be added advantage. Must be able to work in a team under pressure. Must have good

	communication skills. Ability to read and write. At least one -year relevant work experience in a cleaning environment.
<u>DUTIES</u>	: General Cleaning of office spaces, restrooms, and corridors. Prepare and cleaning of the meeting boardrooms. Operate and care for equipment and are responsible for reporting faulty equipment. Prepare refreshments for meetings and refresh the boardrooms during the lunch break. Washing and clearing crockeries before and after meeting. Ensure that cleaning equipment is taken care of and cleaned after use. Operate and care for equipment and are responsible for reporting faulty equipment. Responsible for general cleanliness and hygiene. Assist in receiving storage and packing of stock and stocktaking. Work according to working schedules issued by supervisor. Assist supervisor with other tasks related to cleaning services. N.B. All shortlisted candidates will be required to complete a relevant competency exercise.
<u>ENQUIRIES</u>	: Mr R Kgare/Ms XE Rikhotso/Ms P Morota Tel No: (012) 312 5165/5513/6389
<u>APPLICATIONS</u>	: DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or http://z83.ngnscan.co.za/apply and follow the easy prompts/instructions.
<u>NOTE</u>	: Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. Only shortlist ted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability 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. 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. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ . The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered."DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation". Employment Equity principles will be applied in accordance with the Departmental Employment Equity Policy, taking into consideration the applicable equity targets, representativity, and legislative requirements
<u>CLOSING DATE</u>	: 18 September 2026

DEPARTMENT OF HOME AFFAIRS

The National Development Plan (NDP) 2030 is a compass pointing South Africa in a new direction where poverty is eliminated, and inequality is reduced by 2030. This desired destination can be reached by enhancing the capacity of the State, and the Department of Home Affairs is committed to delivering on this goal.



CLOSING DATE
NOTE

: 18 September 2026, 16h00.
: Cadet Learnership Programme in collaboration with PSETA (12 Month Contract) Applications are invited from unemployed youth who have obtained a Grade 12 or NQF4 equivalent qualification for the 2026/27 Cadet Learnership Programme that will run for a 12 Month contract period. This is a Youth Development Empowerment initiative that supports the National Development Plan's idea of formalized recruitment schemes that through theoretical training and experiential learning, afford unemployed youth of South Africa the opportunity to gain skills, knowledge and experience whilst at the same time, positioning themselves for active and meaningful participation in the labour market. The Cadet Learnership Programme comprises of both theoretical and practical components aimed at training on the National Certificate: Immigration Services which exposes learners to the core business of the Department (Immigration Services). Preference will be given to youth who reside within close proximity of the office where the post is based. Successful candidates will receive a monthly stipend for the duration of the Cadet Learnership Programme contract. Applications: Applications must be submitted via email or sent to the correct address specified at the bottom of the posts, on or before the closing date, accompanied by a fully completed Application for Employment Form (New Z83, effective from 1 January 2021), obtainable at www.dpsa.gov.za, citing the correct post number and job title, and a comprehensive CV (citing the start and end date dd/mm/yy), job title, duties performed and exit reason for each employment period to be considered, as well as the details of at least two contactable employment references (as recent as possible), regardless of online or manual submission. Shortlisted candidates will also be required to submit a copy of their ID document and a Grade 12 Certificate. Furthermore, applicants who possess (a) foreign qualification(s), are required to submit the evaluated results of such qualifications, as received from the South African Qualifications Authority (SAQA). Successful candidates will be subjected to pre-employment screening and security checks. The DHA upholds the right to place or reject applications based on service delivery needs and requirements. Please note that due to a large number of applications expected, applications will therefore not be acknowledged in writing. A very systematic selection process is in place to ensure that we identify appropriate candidates and only a certain number will be selected. Applicants who have previously participated in any Public Service Youth Development Programme, as outlined in the Directive on the Employment of Persons in Developmental Programmes in the Public Service issued by the Minister for the Public Service and Administration, and who are currently receiving any form of financial assistance from government for a youth development programme, will not be eligible for consideration.

**POST CADET LEARNERSHIP PROGRAMME FOR 2026/2027
(12 MONTHS)**

OTHER POSTS

POST 32/114 : **CADET LEARNERSHIP PROGRAMME (GAUTENG: X5 POSTS)**
Chief Directorate Learning & Development

STIPEND : R4 500 per month
CENTRE : Krugersdorp Ref No: HRMC 58/26/1a (X1 Post)
Benoni Ref No: HRMC 58/26/1b (X2 Posts)
Cresta Ref No: HRMC 58/26/1c (X1 Post)
Sedibeng Ref No: HRMC 58/26/1d (X1 Post)
Mamelodi Ref No: HRMC 58/26/1e (X2 Posts)

<u>REQUIREMENTS</u>	:	National Senior Certificate (Matric)
<u>ENQUIRIES</u>	:	Ms Makgabo Kobola Tel No: (012) 406 7078 email address: makgabo.kobola@dha.gov.za
<u>APPLICATIONS</u>	:	Applications compliant with the "Directions to Applicants" above, must be submitted to the following e-mail address: Cadetrecruitmentgp@dha.gov.za or Private Bag X114, Pretoria, 0001 or 230 Johannes Ramokhoase Street, Pretoria 0001
<u>POST 32/115</u>	:	<u>CADET LEARNERSHIP PROGRAMME (EASTERN CAPE: X6 POSTS)</u> Chief Directorate Learning & Development
<u>STIPEND</u>	:	R4 500 per month
<u>CENTRE</u>	:	King Williams Town Ref No: HRMC 58/26/2a (X1 Post) Gqeberha Ref No: HRMC 58/26/2b (X1 Post) Libode Ref No: HRMC 58/26/2c (X1 Post) Queenstown Ref No: HRMC 58/26/2d (X1 Post) East London Ref No: HRMC 58/26/2e (X1 Post) Port St John Ref No: HRMC 58/26/2f (X1 Post)
<u>REQUIREMENTS</u>	:	National Senior Certificate (Matric)
<u>ENQUIRIES</u>	:	Ms Makgabo Kobola Tel No: (012) 406 7078 email address: makgabo.kobola@dha.gov.za
<u>APPLICATIONS</u>	:	Applications compliant with the "Directions to Applicants" above, must be submitted to the following e-mail address: Cadetrecruitmentec@dha.gov.za or Private Bag X114, Pretoria, 0001 or 230 Johannes Ramokhoase Street, Pretoria 0001
<u>POST 32/116</u>	:	<u>CADET LEARNERSHIP PROGRAMME (NORTH WEST: X5 POSTS)</u> Chief Directorate Learning & Development
<u>STIPEND</u>	:	R4 500 per month
<u>CENTRE</u>	:	Klerksdorp Ref No: HRMC 58/26/3a (X4 Posts) Mankwe Ref No: HRMC 58/26/3b (X1 Post)
<u>REQUIREMENTS</u>	:	National Senior Certificate (Matric)
<u>ENQUIRIES</u>	:	Ms. Makgabo Kobola (012) 406 7078 email address: Makgabo.kobola@dha.gov.za
<u>APPLICATIONS</u>	:	Applications compliant with the "Directions to Applicants" above, must be submitted to the following e-mail address: Cadetrecruitmentnw@dha.gov.za or Private Bag X114, Pretoria, 0001 or 230 Johannes Ramokhoase Street, Pretoria, 0001
<u>POST 32/117</u>	:	<u>CADET LEARNERSHIP PROGRAMME (NORTHERN CAPE: X4 POSTS)</u> Chief Directorate Learning & Development
<u>STIPEND</u>	:	R4 500 per month
<u>CENTRE</u>	:	Kimberley Ref No: HRMC 58/26/4a (X2 Posts) Galeshewe Ref No: HRMC 58/26/4b (X2 Posts)
<u>REQUIREMENTS</u>	:	National Senior Certificate (Matric)
<u>ENQUIRIES</u>	:	Ms Iris Dibakwane Tel No: (012) 406 4195 email address: iris.dibakwane@dha.gov.za
<u>APPLICATIONS</u>	:	Applications compliant with the "Directions to Applicants" above, must be submitted to the following e-mail address: Cadetrecruitmentnc@dha.gov.za or Private Bag X114, Pretoria, 0001 or 230 Johannes Ramokhoase Street, Pretoria, 0001
<u>POST 32/118</u>	:	<u>CADET LEARNERSHIP PROGRAMME, (MPUMALANGA: X6 POSTS)</u> Chief Directorate Learning & Development
<u>STIPEND</u>	:	R4 500 per month
<u>CENTRE</u>	:	Witbank Ref No: HRMC 58/26/5a (X1 Post) Kwa-Mhlanga Ref No: HRMC 58/26/5b (X1 Post) Eerstehoek Ref No: HRMC 58/26/5c (X1 Post) Standerton Ref No: HRMC 58/26/5d (X1 Post) Nelspruit / Mbombela Ref No: HRMC 58/26/5e (X1 Post) White River Ref No: HRMC 58/26/5f (X1 Post)
<u>REQUIREMENTS</u>	:	National Senior Certificate (Matric)
<u>ENQUIRIES</u>	:	Ms Iris Dibakwane Tel No: (012) 406 4195 email address: iris.dibakwane@dha.gov.za

<u>APPLICATIONS</u>	:	Applications compliant with the "Directions to Applicants" above, must be submitted to the following e-mail address: Cadetrecruitmentmp@dha.gov.za or Private Bag X114, Pretoria, 0001 or 230 Johannes Ramokhoase Street, Pretoria, 0001
<u>POST 32/119</u>	:	<u>CADET LEARNERSHIP PROGRAMME, (FREE STATE: X5 POSTS)</u> Chief Directorate Learning & Development
<u>STIPEND CENTRE</u>	:	R4 500 per month Bloemfontein Ref No: HRMC 58/26/6a (X2 Posts) Phuthadijhaba Ref No: HRMC 58/26/6b (X1 Post) Ref No: HRMC 58/26/6c (X1 Post) Bethlehem Ref No: HRMC 58/26/6d (X1 Post)
<u>REQUIREMENTS ENQUIRIES</u>	:	National Senior Certificate (Matric) Ms Iris Dibakwane Tel No: (012) 406 4195 email address: iris.dibakwane@dha.gov.za
<u>APPLICATIONS</u>	:	Applications compliant with the "Directions to Applicants" above, must be submitted to the following e-mail address: Cadetrecruitmentfs@dha.gov.za or Private Bag X114, Pretoria, 0001 or 230 Johannes Ramokhoase Street, Pretoria, 0001
<u>POST 32/120</u>	:	<u>CADET LEARNERSHIP PROGRAMME, (WESTERN CAPE: X6 POSTS)</u> Chief Directorate Learning & Development
<u>STIPEND CENTRE</u>	:	R4 500 per month Wynberg Ref No: HRMC 58/26/7a (X3 Posts) Khayelitsha Ref No: HRMC 58/26/7b (X1 Post) Vredendal Ref No: HRMC 58/26/7c (X1 Post) George Refno: HRMC 58/26/7d (X1 Post)
<u>REQUIREMENTS ENQUIRIES</u>	:	National Senior Certificate (Matric) Ms Namgidi Masanabo Tel No: (012) 406 4174 email address: namgidi.masanabo@dha.gov.za
<u>APPLICATIONS</u>	:	Applications compliant with the "Directions to Applicants" above, must be submitted to the following e-mail address: Cadetrecruitmentwc@dha.gov.za or Private Bag X114, Pretoria, 0001 or 230 Johannes Ramokhoase Street, Pretoria, 0001
<u>POST 32/121</u>	:	<u>CADET LEARNERSHIP PROGRAMME, (KWAZULU-NATAL: X6 POSTS)</u> Chief Directorate Learning & Development
<u>STIPEND CENTRE</u>	:	R4 500 per month Ixopo Ref No: HRMC 58/26/8a (X1 Post) New Hanover Ref No: HRMC 58/26/8b (X1 Post) Eshowe Ref No: HRMC 58/26/8c (X1 Post) Estcourt Ref No: HRMC 58/26/8d (X1 Post) Umgeni Ref No: HRMC 58/26/8e (X1 Post) Richards Bay Ref No: HRMC 58/26/8f (X1 Post)
<u>REQUIREMENTS ENQUIRIES</u>	:	National Senior Certificate (Matric) Ms Namgidi Masanabo Tel No: (012) 406 4174 email address: namgidi.masanabo@dha.gov.za
<u>APPLICATIONS</u>	:	Applications compliant with the "Directions to Applicants" above, must be submitted to the following e-mail address: Cadetrecruitmentkzn@dha.gov.za or Private Bag X114, Pretoria, 0001 or 230 Johannes Ramokhoase Street, Pretoria, 0001
<u>POST 32/122</u>	:	<u>CADET LEARNERSHIP PROGRAMME (LIMPOPO: X5 POSTS)</u> Chief Directorate Learning & Development
<u>STIPEND CENTRE</u>	:	R4 500 per month Polokwane Ref No: HRMC 58/26/9a (X1 Post) Giyani Ref No: HRMC 58/26/9b (X1 Post) Jane Furse Ref No: HRMC 58/26/9c (X1 Post) Thohoyandou Ref No: HRMC 58/26/9d (X1 Post) Mokopane Ref No: HRMC 58/26/9e (X1 Post)
<u>REQUIREMENTS ENQUIRIES</u>	:	National Senior Certificate (Matric) Ms Namgidi Masanabo Tel No: (012) 406 4174 email address: namgidi.masanabo@dha.gov.za

APPLICATIONS

: Applications compliant with the “Directions to Applicants” above, must be submitted to the following e-mail address: Cadetrecruitmentlp@dha.gov.za or Private Bag X114, Pretoria, 0001 or 230 Johannes Ramokhoase Street, Pretoria, 0001

JUDICIAL INSPECTORATE FOR CORRECTIONAL SERVICES

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

CLOSING DATE

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

NOTE

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

OTHER POSTS

<u>POST 32/123</u>	:	<u>VISITORS COMMITTEE COORDINATING OFFICER – VCCO REF NO: JI 53/2026</u> Directorate: Regional Coordination & Oversight
<u>SALARY</u>	:	R338 106 per annum (Level 07)
<u>CENTRE</u>	:	Cape Town – Western Cape Management Region
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Senior Certificate/Grade 12, Degree/National Diploma in Public Administration/Public Management at NQF 6 as recognised by SAQA. Three-year Degree/National Diploma in Office Management or Administration or relevant qualification on NQF 6 or equivalent qualification. A minimum of 5 years' experience in the Justice Cluster or a minimum of 2 years' supervisory experience. Knowledge of the Public Finance Management Act, Public Service Act and Regulations and National Treasury Regulations. A valid driver's licence. Skills and competencies: computer literacy (MS Office, Excel and PowerPoint), sound interpersonal relations, communication skills (verbal and written), planning and organisational skills, ability to work under pressure and independently and as part of a team, willingness to work extra hours, problem solving and leadership skills, attention to detail and good conflict resolution skills.
<u>DUTIES</u>	:	The successful candidate will be responsible for providing management, supervision and control of Independent Correctional Centre Visitors within the region. Coordinate and monitor ICCV activities, allocate work, review reports, monitor attendance and performance and facilitate induction and training arrangements. Manage complaints, including general, urgent and mandatory complaints, ensure proper recording and escalation of matters and follow up on outstanding responses. Coordinate Visitors' Committee and stakeholder engagement meetings, prepare agendas, compile minutes and track implementation of resolutions. Conduct performance evaluations, compile statistical and management reports, maintain records and registers, provide administrative support to regional oversight activities and liaise with correctional centres, ICCVs, Visitors' Committees and internal stakeholders to support effective oversight.
<u>ENQUIRIES</u>	:	Ms J Gericke Tel No: (021) 421 1012
<u>APPLICATIONS</u>	:	Applications to be submitted through following link: https://forms.gle/uU3164CyEa7PviaU9 or hand delivered to Standard Bank Building, No. 1 Thibault Square, 9th Floor, Cnr Long Street & Hans Strijdom Avenue, Cape Town, 8001
<u>POST 32/124</u>	:	<u>INDEPENDENT CORRECTIONAL CENTRE VISITOR REF NO: JI 54/2026</u> Directorate: Regional Coordination & Oversight (36-month contract appointment)
<u>SALARY</u>	:	R89 046 per annum (Level 5 - 3/8th), plus 37% in lieu of benefits
<u>CENTRE</u>	:	Somerset East Correctional Centre
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Grade 12/Senior Certificate. Computer literate and accurate. A recommendation of nomination as an ICCV by a community organization (not older than six (6) months). Ability to work independently and as a team. Public spirited and sound knowledge of the Batho Pele principles. Assertiveness and ability to work under pressure. Ability to communicate (verbally and in writing). Driver's licence will be an added advantage. Preference will be given to qualifying applications received from individuals residing in communities which are in the vicinity of the correctional centre where the post needs to be filled.
<u>DUTIES</u>	:	The incumbent will be responsible for conducting site visits and reporting on urgent matters. To conduct regular interviews and consultations with inmates and DCS officials regarding complaints and mandatory matters. Receiving and capturing all complaints/requests on the database. Opening and maintenance of case files. Make follow-ups on outstanding complaints. Submission of monthly reports. Provide statistical analysis of all complaints received. Attend to enquiries. Carry out all reasonable instructions by the supervisor/ Regional Manager.
<u>ENQUIRIES</u>	:	Ms N Sifesane Tel No: (043) 722 2729
<u>APPLICATIONS</u>	:	Applications to be submitted through the following link https://forms.gle/7pGmxdfRNoig4JDr8 or hand delivered to East London Magistrates Court, 3rd floor, room 407, Buffalo Street, East London, 5200.

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 012 444- 3319.
- CLOSING DATE** : 18 September 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). 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. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. Applicants must note that personnel suitability checks (PSC) will be conducted on the short-listed applicants, therefore will be required to give consent in terms of the POPI Act in order for the Department to conduct this exercise. PSC includes security screening and vetting, qualification verification, criminal records, financial records checks. Applicants who do not comply with the above-mentioned requirements, as well as application received after the closing date will not be considered. If an applicant wishes to withdraw an application, He/ She must do so in writing. It is also important to note that the Department reserves the right not to fill any advertised post at any stage of the recruitment process.

OTHER POSTS

<u>POST 32/125</u>	:	<u>SENIOR INSPECTOR: MINE HEALTH AND SAFETY REF NO: 092</u>
<u>SALARY</u>	:	R1 101 468 per annum (Level 12), (all-inclusive package)
<u>CENTRE</u>	:	Mpumalanga Region, Witbank
<u>REQUIREMENTS</u>	:	National Diploma in Mining Engineering (NQF6), Mine Manager's Certificate of Competency, plus a drivers license with minimum 3 years' experience at a junior managerial level in mining, Knowledge of: Mine Health and Safety Act and Regulations and Legal Proceedings, Mining Engineering – Mine Equipment .e.g. winder, boilers, plants etc, Hazard identification and risk management, Public Service Staff Code, DMPR Policies, Skills: Ability to interpret and apply Mine Health and Safety Act, DMPR Policy and Staff Code, Management skills- Planning, Leading, Organising and Controlling, Report Writing Formulation, Good interpersonal relations, Analyses and interpretation of accident statistics, Be able to recommend mining engineering solutions, negotiation skill, Language proficiency, computer skills Thinking demand: Innovative thinker, Analyse situations carefully, make fair and reasonable decisions, Receptive to suggestions and ideas, Be able to stay calm and collective during difficult situations.
<u>DUTIES</u>	:	Coordinate, conduct and report on underground, shaft and surface audits and inspections on matters relating to ground stability, support, explosives, blasting operations and other matters relating to the Mine Safety. Coordinate, conduct report on investigations into mine related accidents contraventions and complaints as well as the analysis of mine accidents and trends to determine high risk mining operations and take appropriate action. Coordinate and serve on any necessary board of examiners. Coordinate the Investigation, consultation and provision of input on mine closure, prospecting rights, mining rights and permits, EMP's, and township development. Provide managerial activities.
<u>ENQUIRIES</u>	:	Ms N Gogela at 072 226 6808
<u>NOTE</u>	:	Indian /Coloured or white female are encouraged to apply.
<u>POST 32/126</u>	:	<u>SENIOR INSPECTOR: MINE HEALTH AND SAFETY REF NO: 093</u>
<u>SALARY</u>	:	R1 101 468 per annum (Level 12), (all-inclusive package)
<u>CENTRE</u>	:	Northern Cape Region, Kimberley
<u>REQUIREMENTS</u>	:	National Diploma in Mining Engineering (NQF6), Mine Manager's Certificate of Competency, plus a drivers license with minimum 3 years' experience at a junior managerial level in mining, Knowledge of: Mine Health and Safety Act and Regulations and Legal Proceedings, Mining Engineering – Mine Equipment .e.g. winder, boilers, plants etc, Hazard identification and risk management, Public Service Staff Code, DMPR Policies, Skills: Ability to interpret and apply Mine Health and Safety Act, DMPR Policy and Staff Code, Management skills- Planning, Leading, Organising and Controlling, Report Writing Formulation, Good interpersonal relations, Analyses and interpretation of accident statistics, Be able to recommend mining engineering solutions, negotiation skill, Language proficiency, computer skills Thinking demand: Innovative thinker, Analyse situations carefully, make fair and reasonable decisions, Receptive to suggestions and ideas, Be able to stay calm and collective during difficult situations.
<u>DUTIES</u>	:	Coordinate, conduct and report on underground, shaft and surface audits and inspections on matters relating to ground stability, support, explosives, blasting operations and other matters relating to the Mine Safety. Coordinate, conduct report on investigations into mine related accidents contraventions and complaints as well as the analysis of mine accidents and trends to determine high risk mining operations and take appropriate action. Coordinate and serve on any necessary board of examiners. Coordinate the Investigation, consultation and provision of input on mine closure, prospecting rights, mining rights and permits, EMP's, and township development. Provide managerial activities.
<u>ENQUIRIES</u>	:	Mr. T Mateta at 082 459 2778
<u>NOTE</u>	:	Indian /Coloured or white female are encouraged to apply.
<u>POST 32/127</u>	:	<u>SENIOR INSPECTOR: MINE HEALTH AND SAFETY REF NO: 094</u>
<u>SALARY</u>	:	R1 101 468 per annum (Level 12), (all-inclusive package)

<u>CENTRE REQUIREMENTS</u>	:	Free State Region, Welkom
	:	National Diploma in Mining Engineering (NQF6), Mine Manager's Certificate of Competency, plus a drivers license with minimum 3 years' experience at a junior managerial level in mining, Knowledge of: Mine Health and Safety Act and Regulations and Legal Proceedings, Mining Engineering – Mine Equipment .e.g. winder, boilers, plants etc, Hazard identification and risk management, Public Service Staff Code, DMPR Policies, Skills: Ability to interpret and apply Mine Health and Safety Act, DMPR Policy and Staff Code, Management skills- Planning, Leading, Organising and Controlling, Report Writing Formulation, Good interpersonal relations, Analyses and interpretation of accident statistics, Be able to recommend mining engineering solutions, negotiation skill, Language proficiency, computer skills Thinking demand: Innovative thinker, Analyse situations carefully, make fair and reasonable decisions, Receptive to suggestions and ideas, Be able to stay calm and collective during difficult situations.
<u>DUTIES</u>	:	Coordinate, conduct and report on underground, shaft and surface audits and inspections on matters relating to ground stability, support, explosives, blasting operations and other matters relating to the Mine Safety. Coordinate, conduct report on investigations into mine related accidents contraventions and complaints as well as the analysis of mine accidents and trends to determine high risk mining operations and take appropriate action. Coordinate and serve on any necessary board of examiners. Coordinate the Investigation, consultation and provision of input on mine closure, prospecting rights, mining rights and permits, EMP's, and township development. Provide managerial activities.
<u>ENQUIRIES NOTE</u>	:	Mr P Nyaqcela at 082 459 2783
	:	Indian /Coloured or white female are encouraged to apply.
<u>POST 32/128</u>	:	<u>INSPECTOR: MINE EQUIPMENT REF NO: 095</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R932 292 per annum (Level 11), (all-inclusive package)
	:	Gauteng Region, Braamfontein
	:	A National Diploma in Electrical/ Mechanical Engineering (NQF 6) PLUS Certificate of Competency for Mechanical / Electrical Engineering (Mines) with minimum of 3 years' experience in mining and a valid driver's licence, Knowledge of: Mine Health and Safety Act and Regulations and Legal Proceedings. Mining Engineering- Mine Equipment e.g. Winder, Boilers, Plants. Hazard and Risk management. Public Service Staff Code. DMPR Policies. Skills: Ability to interpret and apply Mine Health and Safety Act. DMPR Policies and staff codes. Management, Planning, Leading, Organisational and Controlling skills. Report writing and formulation. Good interpersonal relations. Be able to recommend mining engineering solutions. Negotiation skills. Language proficiency. Computer skills, Thinking Demand: innovative thinker. Analyse situations carefully, make fair and reasonable decision. Receptive to suggestion and ideas. Be able to stay calm and collective during difficult situations. Dynamic personality.
<u>DUTIES</u>	:	Conduct and report on underground, shaft and surface audits and inspection on plants, structure, track bound trackless mining equipment and electrical distribution systems and take the necessary enforcement action where necessary. Investigate and report on mine related accident, contraventions and complaints as well as the analyse mine accidents and trends to determine high risk mining operations and take appropriate action. Test and license and report thereon, of equipment on mines i.e., winders, lifts, chairlifts, boilers and conduct statutory inspections. Serve on any necessary boards of examiners. Investigate, consult and provide of input on mines closure, prospecting rights, mining rights and permits, EMP's, and township development. Provide inputs to regional reports, revision of machinery regulations, guideline and standard; and applications of exemptions, permission and approvals.
<u>ENQUIRIES NOTE</u>	:	Mr. MN Madubane Tel No: (011) 358 9776
	:	Indian, Coloured or White female are encouraged to apply
<u>POST 32/129</u>	:	<u>SECURITY RISK OFFICER REF NO: 096</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R237 453 per annum (Level 05)
	:	Springbok, Kimberley
	:	A Grade 12 (NQF4) with a Grade C PSIRA Certificate, 1 year experience as a Security Guard and a Drivers Licence, Knowledge of: Security legislation,

policies and, Procedures, Access control procedures, Safety precautions, Security registers, Skills: Problem solving skills, Communication skills (verbal and written), Thinking demand: Innovative and Pro-active thinking, Analytical mind.

DUTIES

: Execute access control and monitor movements within and between buildings. Conduct routine inspections and security rounds. Prevention of unauthorised removal of departmental assets. Respond to alarm activations and security incidents. Operate Control Room Security Equipment. Support Ministerial and departmental events.

ENQUIRIES

: Mr Tshimangadzo Netshisaulu at 078 422 4983

NOTE

: Indian /Coloured or white female are encouraged to apply.

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

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

Mpumalanga Provincial Service Centre/Mbombela / Middelburg: Quoting the relevant reference number, direct your application to: The Provincial Head: Office of the Chief Justice, Private Bag X20051, Mbombela, 1211. Applications can also be hand delivered to, Mpumalanga Division of the High Court, Office of the Chief Justice Provincial Service Centre, 311 Samora Machel Drive, Mbombela, 1200.

Gauteng: Provincial Service Centre/Pretoria High Court/Labour and Labour Appeals Court: 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, 2001

CLOSING DATE

: 18 September 2026

NOTE

: All applications must be submitted on a New Z83 form, which can be downloaded on internet at www.judiciary.org.za/ / www.dpsa.gov.za/dpsa2g/vacancies.asp or obtainable from any Public Service Department and should be accompanied by a recent comprehensive CV only; contactable referees (telephone numbers and email addresses must be indicated). Please send your documents in a PDF and put them in one folder. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. Applicants could be required to provide consent for access to their social media accounts. Prior to appointment for SMS, a candidate would be required to complete the Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSSA which is an online course, endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Each application form must be fully completed, duly signed and initialed on both pages by the applicant. The application must indicate the correct job title, the office where the position is advertised and the reference number as stated in the advert. Failure by the applicant to complete, sign and initial the application form will lead to disqualification of the application during the selection process. Applications on the old Z83 will unfortunately not be considered. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation considered. Suitable candidates will be subjected to a personnel suitability check (criminal record, financial checks, qualification verification, citizenship checks, social media, reference checks and employment verification). Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of

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

ERRATUM: Kindly take note that the post of Usher Messenger at the Western Cape Division of the High Court: Cape Town, Ref No: 2026/69/OCJ advertised on Public Service Vacancy Circular 25, dated 17 August has been withdrawn.

OTHER POSTS

<u>POST 32/130</u>	:	<u>CHIEF REGISTRAR REF NO: 2026/123/OCJ</u>
<u>SALARY</u>	:	R610 434 – R1 442 451 per annum (MR6). The successful candidate will be required to sign a performance agreement. Salary will be in accordance with Occupation Specific Dispensation (Resolution 1 of 2008). Shortlisted candidates will be required to submit a service certificate/s for determination of their experience.
<u>CENTRE</u>	:	Western Cape Division of The High Court: Cape Town
<u>REQUIREMENTS</u>	:	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/LLM Degree will serve as an added advantage. Knowledge and skills: Knowledge of registry duties, knowledge of legislative framework governing the public service, knowledge of The Superior Court Act and the Uniform Rules of the High Courts, knowledge of storage and retrieval procedures in terms of the working environment, knowledge of Quasi-Judicial, knowledge of Case flow management, knowledge of leadership and supervisory/ managerial experience within court environment/legal environment. knowledge of court documentation management and Human Resource Management, Batho Pele Principles. Skilled in Numeracy, problem solving, decision-making, interviewing, computer literacy (MS Office), excellent communication (written and verbal), interpersonal relations, planning and organising and report writing. Along with the following attributes: Resilience, honesty, integrity, flexibility, personal motivation, creative thinking, work ethic, motivated, professional appearance and conduct, self-management, ability to work under pressure and solve problems and confidentiality.
<u>DUTIES</u>	:	Manage the Information and case/court documentation Management System: Implement information desk in the court, develop and maintain a complaints management system, interface with external court stakeholders on a regular basis, ensure that the checking of relevant registers is done in terms of the codes. Provide support to court and case flow management / Quasi-Judicial functions: Develop & implement case management strategies, review and implement projects to improve court efficiency regularly, implement a case/ court documentation and information management system. Implement Service Level Agreements and Strategic Court projects: Ensure that all J33 requests to Service Providers are timeously returned, liaise with the service provider on a regular basis to ensure smooth service delivery, peruse proposed amendments received from the rules board and provide comments, if any to them. Provide leadership of the High Court: Develop annual institutional performance reports & other statutory reports, give direction and guidance to the court based on best court management practices and lead transformation in the High court. Supervise and develop staff: Ensure general supervision of employees,

	allocate duties and perform quality control on the work delivered by officials, manage leave of staff, advise and lead supervisees with regard to all aspects of the work, perform quality control on the work delivered by officials, manage 90 leave of staff, advise and lead supervisees with regard to all aspects of the work.
<u>ENQUIRIES</u>	: Technical Related Enquiries: Ms RM David Tel No: (021) 482 3809 HR Related Enquiries: Mr SD Hlongwane Tel No: (021) 482 3809
<u>APPLICATIONS</u>	Applications can be sent via email to 2026/123/OCJ@judiciary.org.za
<u>NOTE</u>	: The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 32/131</u>	: <u>SENIOR VETTING INVESTIGATOR REF NO: 2026/124/OCJ</u>
<u>SALARY</u>	: R605 742 – R713 535 per annum (Level 10). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	: National Office: Midrand
<u>REQUIREMENTS</u>	: Applicants should be in possession of a National Diploma in Social Science, Security Management, Criminology, Police Science or related qualifications at NQF level six (6) as recognised by SAQA. Three (3) years' experience in the relevant field of which one year should be at supervisory level. Vetting Course from SSA, DI and SAPS will serve as an added advantage. Knowledge and skills: Knowledge of the Constitution of the Republic of South Africa, Minimum Information Security Standard (MISS) and other departmental policies / guidelines and procedural, knowledge of the National Vetting Strategy, Public Service Act, 103 of 1994, general administrative function including vetting, National Strategic Intelligence Act, 39 of 1994, as amended, Protection of Information Act, 85 of 1985, Protection of Personal Information Act, 04 of 2013 and investigation and procedures applicable to the public service. Skilled in communication (verbal & written), financial management, project management, planning, organising, analytical, decision-making, problem solving and strategic skills.
<u>DUTIES</u>	: Gather all relevant documents and information, conduct proper analysis and quality checks on information, conduct vetting investigations in respect of confidential and secret level, contact subject and references in order to schedule interviews, compile and submit reports to management and National Intelligence Agency (NLA) on all vetting files and report completed on daily basis, ensure that all interviews with subjects and references are conducted, ensure that all nine vetting factors are adequately addressed where relevant during interviews, follow up with the subject or references on any unclarified or inadequately addressed vetting factor or issue, ensure that all interviews conducted are incorporated fully into the report, compile vetting investigation reports outlining the findings and recommendations gathered and collected during interviews and administer vetting investigation files, ensure sound and evidence-based recommendations, monitor Vetting Investigators progress and quality on reports, incorporate and use all sources and documents used into the reports, submit completed Vetting Investigations to the Vetting Manager/ Supervisor for quality control, conduct company screenings as requested by the Vetting Manager on Ad-hoc basis, prepare ad-hoc investigations reports and recommendation on negative pre-employment findings on candidates, conduct verification of company information as provided for using various sources such as MIE checks, SARS etc, ensure quality and sound company screening and ad-hoc investigation reports are submitted to end users for further handling, conduct ongoing assessment of developments in vetting in order assist in policy development, analyse, research and evaluate all vetting related information, provide advice and guidance on the interpretation and application of legislation, policies and procedures, establish and promote relationships with external stakeholders, including credit information providers to access information, 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 and address enquiries and provide advice and guidance on asset allocation and control.
<u>ENQUIRIES</u>	: Technical Related Enquiries: Mr S Dlamini Tel No: (010) 493 2604

<u>APPLICATIONS</u>	:	HR Related Enquiries: Mr K Mphela Tel No: (010) 493 2527
<u>NOTE</u>	:	Applications can be sent via email to 2026/124/OCJ@judiciary.org.za
	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 32/132</u>	:	<u>ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: 2026/125/OCJ</u>
<u>SALARY</u>	:	R487 197 - R573 370 per annum (Level 09). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Mpumalanga Provincial Service Centre: Mbombela
<u>REQUIREMENTS</u>	:	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. Introduction to PERSAL certificate. Experience in Labour Relations and a valid driver's license will serve as an added advantage. Knowledge and skills: Knowledge and understanding of Public Service Act, 1994, Knowledge of Public Service Regulation 2016, Labour Relations Act, Employment Equity Act, Basic Conditions of Employment Act, knowledge of HRM policies, knowledge of HR related standards, practices, processes and procedure, knowledge of Batho Pele Principles. Skilled in Computer literacy, communication and report writing, Analytical thinking, problem solving, planning and organising skills, decision making, motivational, presentation and time management. Along with the following attributes: Innovative, Meticulous, creative, people orientated, time bound, trustworthy, assertive and self-motivated.
<u>DUTIES</u>	:	Implement efficient and effective recruitment and selection processes: Identify funded vacant posts, ensure submission of request to advertise panel memo for approval, monitor the compilation and implementation of the recruitment plan, monitor maintenance of staff establishment, provide advice on recruitment and selection matters. Ensure the administration of condition of service and benefits: Capture office leave plan, quality assure all the necessary documents and forms complete and approve / disapprove leave on PERSAL, ensure the submission and completion of PILLIR applications, ensure the administration of long service recognition awards, housing allowance applications, acting allowance and overtime, monitor the submission of pension documents within 6 weeks after termination, monitor the completion and submission of appointment and termination documents, conduct leave audit. Implement Performance Management and Development system and training initiatives: ensure the submission of performance agreements, mid-year reviews, annual assessments and the capturing on PERSAL in line with the PMDS policy and prescripts, quality assure data for outstanding PMDS documents and take remedial actions, facilitate pre-moderation meetings and take minutes, facilitate appeals emanating from the moderation process of the province, monitor the payment of performance rewards, implement training plan in the province, attend to internal and external audit queries. Implement labour relations matters and EHW programmes: Implement the recommendations on grievances, provide support to investigations and disciplinary hearings where necessary in consultation with labour relations, implement the outcomes of disciplinary hearing, dispute and appeal cases, provide support on conciliations and arbitrations, facilitate the implementation of EHW programmes in the province, ensure the provision of efficient and effective provision of HR records management services, ensure the maintenance of the registry book for HR document and request, ensure adequate filing system, maintain safe custody and protection of files and records, ensure the maintenance of HR record management database, 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 and provide advice and guidance on asset allocation and control.

<u>ENQUIRIES</u>	:	Technical Related Enquiries: SJ Zwane Tel No: (013) 758 0000 HR Related Enquiries: Mr. SJ Zwane Tel No: (013) 758 000
<u>APPLICATIONS</u>	:	Applications can be sent via email to 2026/125/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 32/133</u>	:	<u>VETTING INVESTIGATOR REF NO: 2026/126/OCJ</u>
<u>SALARY</u>	:	R338 106 – R398 277 per annum (Level 07). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	National Office: Midrand
<u>REQUIREMENTS</u>	:	Applicants should be in possession of National Diploma in Social Science, Security Management, Criminology, Police Science or related qualifications at NQF level six (6) as recognised by SAQA. Two (2) years' experience in the relevant field. Vetting Course from SSA, DI and SAPS will serve as an added advantage. Knowledge and Skills: Knowledge of the Constitution of the Republic of South Africa, Minimum Information Security Standard (MISS) and other departmental policies/guidelines and procedural, National Vetting Strategy, Public Service Act, 103 of 1994, general administrative function including vetting, National Strategic Intelligence Act, 39 of 1994, as amended, Protection of Information Act, 85 of 1985, Protection of Personal Information Act, 04 of 2013 and investigation and procedures applicable to the public service. Skilled in computer literacy, report writing, research, planning, communication (written and verbal) and interpersonal skills.
<u>DUTIES</u>	:	Gather all relevant documents and information, conduct proper analysis and quality checks on information, conduct vetting investigations in respect of confidential and secret level, compile and submit reports to management and National Intelligence Agency on all vetting files and reports completed on daily basis, contact subjects and references in order to schedule interviews, ensure that all interviews with subjects and references are conducted, ensure that all nine vetting factors are adequately addressed where relevant during interviews, follow up with the subject or references on any unclarified or inadequately addressed vetting factor or issue, ensure that all interviews conducted are incorporated fully into the report, compile vetting investigation reports outlining the findings and recommendations gathered and collected during interviews and administer vetting investigation files, ensure sound and evidence-based recommendations, incorporate and use all sources and documents used into the reports, submit completed Vetting Investigations to the Vetting Manager/ Supervisor for quality control, conduct company screenings as requested by the Vetting Manager on Ad-hoc basis, prepare ad-hoc investigations reports and recommendation on negative pre-employment findings on candidates, conduct verification of company information as provided for using various sources such as MIE checks, SARS etc, ensure quality and sound company screening and ad-hoc investigation reports are submitted to end users for further handling, conduct ongoing assessment of developments in vetting in order assist in policy development, analyse, research and evaluate all vetting related information, provide advice and guidance on the interpretation and application of legislation, policies and procedures, establish, promote relationships with external stakeholders and credit information providers to access information.
<u>ENQUIRIES</u>	:	Technical Related Enquiries: Mr S Dlamini Tel No: (010) 493 2604 HR Related Enquiries: Mr K Mphela Tel No: (010) 493 2527
<u>APPLICATIONS</u>	:	Applications can be sent via email to 2026/126/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 32/134</u>	:	<u>ADMINISTRATION CLERK: ASSET REF NO: 2026/127/OCJ</u>
<u>SALARY</u>	:	R237 453 - R279 708 per annum (Level 05). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Gauteng Division of The High Court: Johannesburg
<u>REQUIREMENTS</u>	:	Applicants should be in possession of a Grade twelve 12 certificate. No experience required. Experience in Asset Management and a valid driver's license will serve as an added advantage. Skills and Competencies: Knowledge of relevant legislations, knowledge of PFMA, knowledge of Financial policies and procedures, knowledge of Treasury Regulations; BAS; PMDS; DFI and SCOA; Skilled in Computer literacy (MS office), analytical,

communication, interpersonal relations, administration, time management, numeracy, customer services orientation and self-management. Along with the following attributes: Self-motivated, creative thinking, teamwork, ambitious and time bound.

DUTIES : Provide support with the co-ordination of compliance of Asset Management, ensure accurate specifications and quantities, ensure that Annexure B3 is completed and filed, ensure that all new assets are tagged, registered on the Asset Register, recorded on the signed Inventory List behind the relevant room/location door, prepare and process payments on the JYP System. Ensure Asset Movement form is completed when an asset is being moved or being taken for repairs, quality assure physical assets against the inventory list and the JYP Asset Register, perform a physical asset verification process to ensure the existence and completeness of the lease register, ensure that assets are barcoded and marked with permanent marker, ensure that Leased Assets Register is up to date, request for the uploading of assets on the register must be supported by the relevant payment batches and correct documentation to ensure correct valuation of assets, ensure that unverified assets are investigated to ensure that they were not disposed or transferred, ensure that deadlines for submitting reports at the Provincial Service Centre are adhered to at all times, facilitate disposal of unserviceable, redundant, obsolete and lost assets, facilitate the disposal of assets through the relevant disposal committees, identify and report surplus, redundant, obsolete, unserviceable or under-performing assets to the national office, ensure that assets are disposed of on the JYP system in the same financial year they were physically disposed, ensure a list of assets disposed on the JYP system is forwarded to the Provincial Service Centre for confirmation against approved disposal memorandums, maintain a file for approval disposal certificates (D12), provide administrative support service, provide logistical arrangements to meetings, provide secretariat support services to the meetings, compile minutes and memos, handle incoming and outgoing office correspondence, ensure a proper filing system for all the records and provide support with stationery supplies within the sub-directorate.

ENQUIRIES : Technical Related Enquiries: Ms R Bramdaw Tel No: (010) 494 8486

HR Related Enquiries: Ms T Mbalekwa Tel No: (010) 494 8515

APPLICATIONS : Applications can be sent via email to 2026/127/OCJ@judiciaryorg.za

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

POST 32/135 : **SUPPLY CHAIN MANAGEMENT CLERK REF NO: 2026/128/OCJ**

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

CENTRE : Mpumalanga Division of The High Court: Mbombela

REQUIREMENTS : Applicants should be in possession of Grade 12 certificate as recognised by SAQA. No experience required. A three (3) year National Diploma in Supply Chain Management / Economics / Finance / Financial Management/ Procurement/ Logistics and Public Administration at NQF level 6 with 360 credits as recognised by SAQA and a valid driver's license will serve as an added advantage. Knowledge and skills: Basic knowledge of financial functions, practices as well as the ability to capture data, collate financial statistics, insight of the Public Service financial, legislation, procedures and Treasury regulations (PFMA, PSA, DFI), basic financial operating systems (BAS), basic knowledge of work procedures in terms of work environment, legislative framework governing the public sector and Batho Pele Principles. Skilled in communication (verbal and written), problem solving, computer literacy and report writing.

DUTIES : Capture invoices and creation of creditor payment advises, render asset management clerical support, render demand and acquisition clerical support, process purchase orders and render and record all procurement transactions.

ENQUIRIES : Technical enquiries Ms. RS Ledwaba Tel No: (013) 758 0000

HR enquiries: Mr. SJ Zwane / Mr. MV Maeko Tel No: (013) 758 0000

APPLICATIONS : Applications can be sent via email to 2026/128/OCJ@judiciary.org.za

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

<u>POST 32/136</u>	:	<u>REGISTRAR'S CLERK REF NO: 2026/129/OCJ</u>
<u>SALARY</u>	:	R237 453 – R279 708 per annum (Level 05). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Mpumalanga Division of The High Court: Mbombela
	:	Applicants should be in possession of Grade 12 as recognised by SAQA. No experience required. A three (3) years National Diploma in legal qualification or equivalent with 360 credits as recognised by SAQA, a valid driver's license will serve as an added advantage. Knowledge and skills: Knowledge of working procedures in terms of the working environment, registry processes and practice, storage and retrieval procedures in terms of the working environment, understanding of legislative frameworks governing the Public Service, filing system, mail procedure manual, Promotion of Access to Information Act, National archives and Batho Pele Principles. Skilled in computer literacy (Microsoft Office), communication, numeracy, interpersonal, problem solving, analysis, time management and administrative skills.
<u>DUTIES</u>	:	Perform clerical and administrative work within the Court, handle court's request files, render case management duties and provide support with administrative registrar.
<u>ENQUIRIES</u>	:	Technical enquiries Ms. RS Ledwaba Tel No: 013 758 0000 HR enquiries: Mr. SJ Zwane / Mr. MV Maeko Tel No: (013) 758 0000
<u>APPLICATIONS</u>	:	Applications can be sent via email to 2026/129/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity goals.

DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

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

**APPLICATIONS**

- : **Cape Town Regional Office Applications:** The Regional Manager, National Dept of Public Works, Private Bag X9027, Cape Town, 8000 or hand delivered to Ground-floor, Customs House Building, Foreshore, Lower Heerengracht Street, Cape Town. For Attention: Ms C Rossouw
- Head Office (Pretoria) Applications:** The Director-General, Department of Public Works, Private Bag x65, Pretoria, 0001 or Hand deliver at CGO Building, Corner Bosman and Madiba Street, Pretoria. For attention: Ms NP Mudau
- Port Elizabeth Regional Office Applications:** The Regional Manager, Department of Public Works, Private Bag X3913, North End, Port Elizabeth, 6056. Hand delivery: Room 430, Corner. Hancock & Robert Street, North End, Port Elizabeth, 6056. For attention: Ms P Buwa

CLOSING DATE

- : 02 October 2026 at 16H00

NOTE

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

candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. Note: For emailed applications, please submit a single PDF document or one attachment per application to the email address designated on the specific position. Kindly note that the emailed applications and attachments should not exceed 15MB. It remains the candidate's responsibility to ensure that their application is successfully submitted using the required single pdf document. Encrypted document will not be accepted. All though an email application option is available, applicants are encouraged to hand deliver their application. Important: Applicants must submit a separate application for each post applied for, clearly indicating the correct reference number and post title on each application. Applicants who apply for more than one post must submit a separate application for each post. Failure to comply with this requirement may result in the application not being considered.

MANAGEMENT ECHELON

<u>POST 32/137</u>	:	<u>CHIEF FINANCIAL OFFICER (DEPUTY DIRECTOR-GENERAL LEVEL) REF NO: 2026/326</u> Job Purpose: To provide strategic and business leadership to the DPW and PMTE finance and supply chain management divisions to achieve their mission and strategic outcomes.
<u>SALARY</u>	:	R1 885 710 per annum, (all-inclusive salary package), (Total package to be structured in accordance with the rules of the Senior Management Services (70% of package), the State's contribution to the Government Employees Pension Fund (13% of Package) and a flexible portion that may be structured in terms of applicable rules)
<u>CENTRE REQUIREMENTS</u>	:	Head Office (Pretoria) A minimum qualification at NQF level 8 as recognised by the SAQA in Financial Management or related field of study. 8 years of experience at a senior managerial level in Finance Management. Registration as a chartered accountant will be an added advantage. Knowledge: Strategic Planning, Strategic Knowledge Management, Business analyses and risk management, Change management and organisational development, Extensive knowledge of department strategic objective, In-depth knowledge of government protocol processes, Development and implementation of strategies, Public Finance Management Act, Supply Chain Management, Financial and budget administration processes and systems, Public Service Regulations, Treasury Regulations and directives (MTEF, ENE and Adjustment Estimates), Government Budget Systems and procedures, Government Financial Systems (PERSAL, PMIS, WCS, LOGIS and BAS). Skills: Executive management skills, Sound analytical and problem identification and solving skills, Advanced report writing, Organising and planning, Computer utilisation, Policy formulation, Negotiation skills, Advanced communication (verbal and written), Advanced interpersonal and diplomacy skills, Time management, Decision making skills, Conflict management, Motivational skills, Programme and management skills. Personal Attributes: Innovative, Resourceful, Ability to work effectively and efficiently under sustained pressure, Ability to meet tight deadlines whilst delivering excellent results, People orientated, Assertive, Ability to work independently, Team player. Willing to adapt work schedule in accordance with professional requirements.
<u>DUTIES</u>	:	Provide strategic leadership in the development, implementation and maintenance of Finance policies, directives, guidelines and strategic plans: Undertake research on latest finance trends. Collate all relevant information and infuse them in Finance strategic policy. Source financial policies, guidelines and directives from the National Treasury. Advise and monitor the implementation of National Treasury policies and guidelines in the Department's Strategic Plan. Evaluate and monitor compliance to Medium Term Expenditure Framework. Ensure that the department's strategic objectives are aligned to regulations (particular on finance). Undertake the effective monitoring and evaluation of department's financial policies. Oversee all financial operations, including accounting, budgeting, forecasting, and

financial reporting: Oversee the collation of components budgets. Ensure that the department's expenditure is in accordance with budget vote. Ensure that effective and appropriate steps are put in place to prevent unauthorised, irregular and fruitless expenditure. Prepare and present reports to the Executing Authority on budget irregularities. Prepare Departments' budget vote statements. Ensure that budget management complies at all times to the PFMA and MTEF. Ensure that financial reports/statements adhere to applicable financial standards. Manage the implementation of the department trading entity's financial strategies: Develop guidelines and strategies to manage the effective implementation of budget devolution initiatives and strategies. Oversee and monitor the implementation of the developed guidelines and strategies. Support the Director-General and management in the execution of their functions in terms of PFMA and Treasury Regulations: Establish and maintain effective and efficient financial, risk and internal control systems. Ensure the effective, efficient, economical and transparent use of Department's financial resources. Manage Department's working capital efficiently and economically; monitor the preparation and keep full and proper records on Department's financial affairs. Monitor the settling of all contractual obligations and collection of monies owing to the Department. Advise the Minister, Director General and Heads of Departments on financial management related policies. Monitor the implementation of policies on the management and writing off of damaged and lost assets; act as a link between the Department, National Treasury, Financial Institutions and relevant stakeholders. Represent the department in financial related matters. Manage the Branch: Plan, organise and control activities pertaining to the functions of the branch; Develop and manage the operational plan of the Branch 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. Manage and monitor the budget and expenditures for the Branch.

**ENQUIRIES
APPLICATIONS**

: Mr S Mdakane at (082) 929 9885
: Email applications for this position must be email to: Recruitment26-72@dpw.gov.za

NOTE

: All shortlisted candidates will be subjected to a compulsory technical or competency-based exercise that intends to test the relevant technical elements of the job as part of the interview process. Following the technical exercise and the interview, the selection committee will identify up to a maximum of three (3) top scoring candidates to undergo psychometric assessments. It will be expected of the successful candidate to sign a Performance Agreement, be subjected to Top Secret Security Clearance and annually disclose his/her financial interests

POST 32/138

: **DEPUTY DIRECTOR-GENERAL: REAL ESTATE MANAGEMENT SERVICES REF NO: 2026/327**

SALARY

: R1 885 710 per annum, (all-inclusive package), (Total package to be structured in accordance with the rules of the Senior Management Services (70% of package), the State's contribution to the Government Employees Pension Fund (13% of Package) and a flexible portion that may be structured in terms of applicable rules)

**CENTRE
REQUIREMENTS**

: Head Office (Pretoria)
: A minimum NQF 08 qualification as recognised by SAQA, in or directly relevant to immovable asset management, real estate management, property or lease management or the built environment, 8 years of experience at a senior managerial level in real estate management, property investment, or related property functions. An NQF 09 qualification or higher and more than 08 years direct senior management experience as specified will be an added advantage. Leadership & Delivery: a proven and demonstrated track record of orchestrating multidisciplinary professional teams within complex infrastructure delivery and immovable asset management environments; possesses a deep-seated mastery of the entire asset lifecycle, from strategic inception and acquisition to maintenance, optimisation, and disposal, with a proven ability to translate high-level departmental mandates into tangible business outcomes and long-term strategic objectives. Other added advantage: relevant professional registration in built sector or property related field, and private sector property management or immovable asset management experience.

Licensing: possession of a valid, unencumbered driver's licence. Vetting & Compliance: the successful candidate will be required to undergo and maintain a formal security clearance. Professional Agility: the ability and willingness to adjust work hours and schedules to meet critical professional requirements and urgent organisational imperatives. Knowledge: professional understanding of real estate and property management, including acquisition, disposal, leasing, contract management, maintenance, servitudes and property investment; legislative frameworks including PFMA, Treasury Regulations, OHS Act, Public Service Act and Regulations, MISS, and relevant built-environment norms and standards; government structures and intergovernmental linkages across national, provincial and local spheres; applied commercial law principles relevant to property transactions; corporate governance, risk management and financial oversight; human resource management, labour relations and organisational change management; service delivery innovation, transformation frameworks and empowerment policies (B-BBEE, SMME, women and disability inclusion). SKILLS: strategic capability and leadership at executive level; programme and project management of large property portfolios; people management, empowerment and talent development; financial management and resource optimisation; advanced problem-solving, business transformation and change management; high-level communication, negotiation and stakeholder management skills; policy development, analysis and implementation; contract management, quality assurance and operational coordination. Personal Attributes: innovative, forward-thinking and solutions-driven; high resilience, able to manage complexity under pressure; strong professional judgement and integrity; confident, influential and able to establish high-trust relationships; highly motivated, decisive and able to work independently where required; excellent leadership presence with the ability to inspire and direct large teams.

DUTIES

: Strategic Leadership of Real Estate Management Services: translate the departmental vision into a coherent branch strategy, structure and operational plan; provide executive leadership to ensure the branch delivers on its mandate for real estate, portfolio, asset lifecycle and property investment management; lead the development and implementation of strategies, policies and systems that ensure effective, efficient and compliant management of immovable assets. Real Estate Portfolio Management and Asset Performance: oversee the full property lifecycle, including acquisition, disposal, leasing, estates, servitudes and maintenance of immovable assets; ensure optimal utilisation, economic efficiency and sustainability of the national property portfolio; direct the development and maintenance of the Immoveable Asset Register and property information systems; lead the creation of a master plan for managing both freehold and leasehold government property portfolios. Oversight of Leasing, Contracts and Property Transactions: ensure timely and compliant management of lease contracts, including renewals, terminations, rent reviews and cost optimisation; oversee acquisition and disposal processes, ensuring legal compliance, transparency and alignment with national priorities; provide executive governance over creditor management, debtor recovery and contract performance within the portfolio. Governance, Compliance and Organisational Performance: ensure adherence to PFMA requirements, Treasury Instructions, governance frameworks and built-environment standards; establish and maintain internal controls, risk management systems and monitoring mechanisms to ensure integrity of operations; evaluate branch performance against strategic objectives and implement corrective measures to drive continuous improvement; champion organisational transformation, change initiatives and service delivery improvement programmes. Branch Leadership, People Management and Resource Stewardship: provide visionary leadership to the Branch, ensuring a motivated, skilled, high-performing workforce; manage the performance, development, labour relations and wellbeing of staff in accordance with HR frameworks and SMS requirements; manage the branch budget, ensuring financial prudence, accountability and alignment with strategic priorities; oversee administrative reporting, communication systems, audit responses and quality assurance processes. Research, Policy Development and Industry Intelligence: lead research into property market trends, built-environment innovations and emerging risks; identify policy gaps and drive the development or review of legislation, policy frameworks and norms and standards; ensure that branch practices remain future-focused, efficient, integrated and responsive to the needs of government.

<u>ENQUIRIES</u>	:	Mr Sifiso Mdakane at 082 929 9885
<u>APPLICATIONS</u>	:	Email applications for this position must be email to: Recruitment26-73@dpw.gov.za
<u>NOTE</u>	:	All shortlisted candidates will be subjected to a compulsory technical or competency-based exercise that intends to test the relevant technical elements of the job as part of the interview process. Following the technical exercise and the interview, the selection committee will identify up to a maximum of three (3) top scoring candidates to undergo psychometric assessments. It will be expected of the successful candidate to sign a Performance Agreement, be subjected to Top Secret Security Clearance and annually disclose his/her financial interests
<u>POST 32/139</u>	:	<u>DEPUTY DIRECTOR-GENERAL: POLICY RESEARCH & REGULATION</u> <u>REF NO: 2026/328</u>
<u>SALARY</u>	:	R1 885 710 per annum, (all-inclusive package), (Total package to be structured in accordance with the rules of the Senior Management Services (70% of package), the State's contribution to the Government Employees Pension Fund (13% of Package) and a flexible portion that may be structured in terms of applicable rules)
<u>CENTRE</u>	:	Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	A minimum NQF level 08 qualification as recognised by SAQA in or directly related to the Built Environment, Property Management, Law, Policy Research and Development or Development Studies as recognised by SAQA; 8 years of experience at a senior managerial level in the relevant field; extensive experience in research and policy development. Knowledge: Functioning of national, provincial and local government; fundamental economics; financial management; EPWP goals and objectives; employment creation strategies; appropriate labour-intensive technologies and skills development strategies. Skills: Strategic management; executive management skills; tender processes; effective communication (verbal and written); marketing and liaison; programme and project management; relationship management; influencing skills; negotiation. Personal Attributes: Solution orientated; ability to design ideas without direction; ability to work under stressful situations; ability to communicate at all levels, including with political office bearers.
<u>DUTIES</u>	:	Provide strategic leadership in the development and implementation of legislation, strategies, and policies for the Branch: commission researches on latest trends, ensure the development and implementation of effective and efficient acts, strategies and policies, ensure that all branch policies are in line with the department's strategic objectives, determine and develop strategic intervention mechanisms where there are problems/challenges to implement efficient, effective and uniform procedures and policies, and ensure that the budget framework is in line with the Medium Term Expenditure Framework. Develop and implement regulatory framework aimed at addressing the transformation, growth and development of the construction industry: provide strategic leadership in the development of building regulations, norms and standards, research, develop, monitor and review construction sector policies, establish best practice partnerships with various stakeholders in the construction industry (local and international), facilitate policy integration with DPW Public Entities, oversee the development of policies within the Department, and regulate the property industry to promote transformation, growth and development. Promote uniformity and best practice in immovable asset management in the public sector: research, develop, monitor and review policies and regulations, establish best practice partnerships with various stakeholders in the property industry (local and international), provide support to Immoveable Asset Management, and oversee the development of policies within the Department. Develop and manage the implementation of international relation framework: manage, integrate and coordinate international relations, identify and articulate issues of strategic significance to the department, and develop international relations framework. Manage the Policy Research and Regulation Branch: establish and maintain appropriate internal controls and reporting systems in order to meet performance expectations, develop and manage the operational plan of the Branch 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, and manage and monitor the budget and expenditures for the Branch.
<u>ENQUIRIES</u>	:	Mr S Mdakane at 082 929 9885.
<u>APPLICATIONS</u>	:	People with disabilities are encouraged to apply. Email applications for this position must be email to: Recruitment26-74@dpw.gov.za
<u>NOTE</u>	:	All shortlisted candidates will be subjected to a compulsory technical or competency-based exercise that intends to test the relevant technical elements of the job as part of the interview process. Following the technical exercise and the interview, the selection committee will identify up to a maximum of three (3) top scoring candidates to undergo psychometric assessments. It will be expected of the successful candidate to sign a Performance Agreement, be subjected to Top Secret Security Clearance and annually disclose his/her financial interests

OTHER POSTS

<u>POST 32/140</u>	:	<u>CHIEF CONSTRUCTION PROJECT MANAGER (GARDE A) REF NO: 2026/329</u>
<u>SALARY</u>	:	R1 317 108. per annum, (all-inclusive salary package), (Total package to be structured in accordance with the rules of the OSD)
<u>CENTRE</u>	:	Cape Town Regional Office
<u>REQUIREMENTS</u>	:	A minimum of relevant engineering degree or equivalent. Six (06) years post qualification experience and registration with the relevant council SACPCMP as a Professional Construction Project Manager. Compulsory registration with the SACPCMP as a Professional Construction Project Manager. A valid driver's license. Knowledge of programme and project management, project design and analysis, legal and operational compliance, as well as the creation of high-performance culture. Communication, problem solving, analytical, decision making and conflict management skills also are critical.
<u>DUTIES</u>	:	Monitor the performance of project managers under his/her supervision. Mentor, develop and offer technical support to improve performance. Manage construction projects on his/her own, ranging from large scale capital projects to maintenance projects and service contracts. Ensure that the needs of the clients are well interpreted into manageable scopes of work. Procure the services of built environment professionals through stipulated supply chain management process. Coordinate the work of various professionals to ensure the required design and documentation quality as well as delivery is in accordance with the project execution plans. Coordinate all internal resources required to ensure the bidding process for appointment of contractors. Ensure that appointed consultants manage the quality of work within their professional scope and responsibility. Ensure that contractors timeously receive relevant specifications and details to contracts. Adjudicate all applications of variation orders and extensions of time and make recommendations to the approving authority within the Department. Process all monthly interim payments as per conditions of contract and in line with the Government's commitment to pay invoices timeously. Prepare and submit project information to be filled to the Head of Directorate. Secure all required funding for the projects through internal set processes. Ensure that project information is filled appropriately for easy access during audit. Cultivate a culture for good working relationships with fellow colleagues within the Department.
<u>ENQUIRIES</u>	:	Ms T Kolele Tel No: (021) 402 2063
<u>APPLICATIONS</u>	:	Email applications for this position must be email to: RecruitCPT26-60@dpw.gov.za
<u>NOTE</u>	:	People with disabilities are encouraged to apply.
<u>POST 32/141</u>	:	<u>DEPUTY DIRECTOR: PORTFOLIO MANAGEMENT (PARLIAMENT & PRESIDENCY, MINISTERS & DEPUTY MINISTERS) REF NO: 2026/330</u>
<u>SALARY</u>	:	R1 101 468 per annum, (all-inclusive salary package to be structured in accordance with the rules of the middle management service)
<u>CENTRE</u>	:	Cape Town Regional Office
<u>REQUIREMENTS</u>	:	A minimum of three-year tertiary qualification (NQF Level 06) / National Diploma in Public Management, Property Management, Real Estate/ Built Environment or related field. Appropriate years of experience in Asset (immovable) Management/ Property Management or Facilities Management at an Assistant Director level. A valid Driver's license. Knowledge: Asset

		(immovable) Management, Property Management, Government Immovable Asset Management Act, 2007. Public Finance Management Act, 1999. Market research, Property economics, Treasury regulations, Government budget procedures / timeframes; (MTEF), Financial management and administration, Project management, Construction regulations, built environment, Works Control System (WCS), Basic Accounting System (BAS), Financial administration processes and systems, Procurement directives and procedures, Tender procedures. Skills: Effective communication skills, Advanced report writing skills, Computer literacy, Planning and organizing, Diplomacy skills, Interpersonal skills, Policy analysis and development, Problem solving, Presentation skills, Budgeting and Facilitation skills Ability to work under pressure; Ability to communicate at all levels; Willing to adapt to work schedule in accordance with professional requirements.
<u>DUTIES</u>	:	Manage allocation of official accommodation for the President, Deputy President, Ministers, Deputy Ministers and Presiding Officers, in line with prescripts. Management of Client Requests and Complaints: Verify client requests and ensure accurate documentation. Keep up to date with new developments related to Prestige (Guide for Members of the Executive and related regulations). Issue acknowledgement letters to clients, informing them of the assigned Project Manager (e.g., Interior, Technical). Ensure proper management and maintenance of residential accommodation and household furniture for Prestige clients. Arrange and attend client consultations to determine their needs and requirements, providing guidance in line with applicable policies. Maintain regular communication with clients to provide updates on project progress and address any concerns. Management of Building Programmes for Capital Works and Planned Maintenance Projects: Analyse capital, planned, and unplanned maintenance building programmes to identify priorities and risks. Review and analyse monthly expenditure reports to monitor financial compliance and expenditure levels. Interact with Project Managers to ensure timely progress on projects and resolve operational delays. Coordinate with internal and external stakeholders to support smooth project execution. Operational Management of the Component: Liaise with Interiors, Director, Deputy Director (DD), Technical Maintenance, and Inspectors to schedule client appointments. Maintain ongoing communication with Project Managers regarding project status and progress. Attend meetings with internal role players, clients, consultants, and Project Managers to provide briefings and updates. Coordinate meetings with executing units and service providers within the Department of Public Works and Infrastructure (DPWI) to ensure alignment and operational efficiency. Management of Presidential Events and Prestige Properties: Arrange bilateral meetings with Prestige clients as required. Assist with planning and coordinating state functions, State visits, and state funerals. Ensure all events and related property requirements are managed in accordance with government protocols, policies, and timelines. Manage effective communication with all clients and stakeholders.
<u>ENQUIRIES</u>	:	Mr. T Tshotyana Tel No: (021) 402 2286
<u>APPLICATIONS</u>	:	Email applications for this position must be email to: RecruitCPT26-61@dpw.gov.za
<u>POST 32/142</u>	:	<u>DEPUTY DIRECTOR: PORTFOLIO MANAGEMENT (PRESTIGE ESTATE MANAGEMENT) REF NO: 2026/331</u>
<u>SALARY</u>	:	R1 101 468 per annum, (all-inclusive salary package to be structured in accordance with the rules of the middle management service)
<u>CENTRE</u>	:	Cape Town Regional Office
<u>REQUIREMENTS</u>	:	A minimum of three-year tertiary qualification (NQF Level 06) / National Diploma in Public Management, Property Management, Real Estate/ Built Environment or related field. Appropriate years of experience in Asset (immovable) Management/ Property Management or Facilities Management at an Assistant Director level. A valid Driver's license. Knowledge: Asset (immovable) Management, Property Management, Government Immovable Asset Management Act, 2007. Public Finance Management Act, 1999. Market research, Property economics, Treasury regulations, Government budget procedures / timeframes; (MTEF), Financial management and administration, Project management, Construction regulations, built environment, Works Control System (WCS), Financial administration processes and systems, Procurement directives and procedures, Tender procedures. Skills: Effective communication skills, Advanced report writing skills, Computer literacy,

		Planning and organizing, Diplomacy skills, Interpersonal skills, Policy analysis and development, Problem solving, Presentation skills, Budgeting and Facilitation skills Ability to work under pressure; Ability to communicate at all levels; Willing to adapt to work schedule in accordance with professional requirements.
<u>DUTIES</u>	:	Manage the provision of official accommodation for Directors-General, Members of Parliament (MPs) and sessional officials. Manage allocation of official accommodation for Directors-General, Members of Parliament (MP) and sessional officials in line with prescripts. Ensure provision of safety and security with the residences. Coordinate prestige projects. Ensure that requests received comply with the rules governing the Parliamentary Villages and within the budget allocation. Compile report to the client on progress regarding project in execution and provide timeframes. Coordinate state events and functions. Ensure effective rental debt management. Manage access control and screening of visitors within prestige facilities. Conduct regular property occupation verifications. Coordinate maintenance of assets with Facilities Management unit. Provide inputs towards compilation of annual conditions assessment programme for capital works and planned maintenance. Provide inputs on the analyses and monitoring of capital, planned and unplanned maintenance budget and expenditure for Prestige. Manage the procurement process of new assets. Manage bi-annual verification process of movable assets. Ensure proper handling and preservation of antique furniture. Ensure optimal procurement practices for all assets. Manage effective Prestige client relations: Develop client relations management strategies and standards and ensure adherence thereof. Develop open and effective channels of communication. Manage reporting and communication to clients. Manage prestige clients' requests and complaints. Compile reports, memos, letters, responses to parliamentary questions, media reports etc. Keep up to date with new developments related to Prestige (Parliamentary Villages Management Act and related regulations). Control and monitor the expenditure of the Parliamentary Villages Management Board budget. Manage contracts of transport service providers for MPs as per PVMB guidelines. Improve the quality of support delivered to users through the ongoing review of services provided. Coordinate Parliamentary Villages Management Board meetings
<u>ENQUIRIES</u>	:	Mr. T Tshotyana Tel No: (021) 402 2286
<u>APPLICATIONS</u>	:	Email applications for this position must be email to: RecruitCPT26-62@dpw.gov.za
<u>POST 32/143</u>	:	<u>DEPUTY DIRECTOR: PROPERTY DISPOSALS REF NO: 2026/332</u>
<u>SALARY</u>	:	R1 101 468 per annum, (all-inclusive salary package to be structured in accordance with the rules of the middle management service)
<u>CENTRE</u>	:	Cape Town Regional Office
<u>REQUIREMENTS</u>	:	A minimum of three-year tertiary qualification (NQF Level 06) / National Diploma in Real Estate Management, Town Planning, Property Development and Management, Law Degree or related field of study. Relevant years of experience at a junior management level (Assistant Director equivalent). On Valid driver's License. Knowledge: Public Finance Management Act; Financial administration; Procurement directives and procedures; Programme and project planning; Reporting procedures; GIAMA; DISPOSAL ACT; Deeds Registry Act; Financial Assistance Land Act (FALA); BBBEE; Treasury Regulations. Skills: Report writing; Accounts and numeric skills; Analytical thinking; Communication skills; Interpersonal skills; Problem solving skills; Organizing and planning; Personal attributes: Goal and solution orientated; Assertiveness; People and client orientated; Innovative; Ability to work under stressful conditions; Hard working; Ability to communicate at all levels. Ability to adapt in accordance with office requirements.
<u>DUTIES</u>	:	Implement and maintain property management policies, procedures and strategies. Implement and maintain property management policies, procedures and frameworks. Ensure compliance with related prescripts, delegations and procedures. Communicate all property management policies and procedures to relevant stakeholders. Establish proper property management, governance processes and internal control measures. Undertake research on the best current practices in relation to property management. Manage the disposal process of redundant and superfluous residential properties. Manage the process of identifying redundant and superfluous residential properties to be disposed of. Ensure the accuracy of information gathered on identified

redundant and superfluous residential properties. Conduct inspections to determine status/conditions of redundant and superfluous residential properties. Expedite recommendation for Directorate: Investment Analysis to conduct Investment Option research and advice on best disposal mode. Expedite recommendation for Directorate: Valuation Services to determine the market value of identified properties. Manage the disposal process of redundant and superfluous residential properties. Facilitate and coordinate the submission and presentation of Disposal applications at the Provincial State Land Disposal and Vesting Committee (PSLDVC). Manage the process of identifying redundant and superfluous residential properties to be disposed of. Ensure the accuracy of information gathered on identified redundant and superfluous residential properties. Conduct inspections to determine status/conditions of redundant and superfluous residential properties. Expedite recommendation for Directorate: Investment Analysis to conduct Investment Option research and advice on best disposal mode. Expedite recommendation for Directorate: Valuation Services to determine the market value of identified properties. Contribute towards enhancing effective and efficient state property management: (Conveyancing and disposal from PMIS). Ensure completion of conveyance processes in respect of all properties approved for disposal and released by Ministry of DPW&I. Issue transfer instruction to Office of the State Attorney. Ensure and verify correctness of transfer documents from Office of the State Attorney before signing by Delegated authority in the Region. Ensure completion of conveyance & registration processes in respect of gas, power and water pipeline servitudes over state land. Facilitate and communicate need for disposal/removal/update of the property information PMIS. Manage the Sub-directorate. Ensure maintenance of discipline. Manage performance and development. Establish, implement and maintain efficient and effective communication arrangements. Develop and manage the operational plan of the sub-directorate and report on progress as required. Manage procurement and asset management for the sub-directorate. Plan and allocate work. Quality control of work delivered by employees. Manage Financial Resources of the sub-directorate.

<u>ENQUIRIES</u>	:	Mr. D Gqibela Tel No: (021) 402 2315
<u>APPLICATIONS</u>	:	Email applications for this position must be email to: <u>RecruitCPT26-63@dpw.gov.za</u>
<u>POST 32/144</u>	:	<u>DEPUTY DIRECTOR: TRAINING MANAGER (EPWP) REF NO: 2026/333</u>
<u>SALARY</u>	:	R1 101 468 per annum, (all-inclusive salary package to be structured in accordance with the rules of the middle management service)
<u>CENTRE</u>	:	Gqeberha Regional Office
<u>REQUIREMENTS</u>	:	A minimum of three-year tertiary qualification (NQF Level 06) / National Diploma in Human Resources Development/ Human Resource Management/ Public Administration / Public Management / Behavioural Sciences/ Sociology/Psychology / Education. Relevant years of experience in Training and Skills Development Coordination and Management field at a junior management level (Assistant Director equivalent). Valid driver's license. Prepared to travel extensively. Willing to adapt to work schedule in accordance with the office requirements and long working hours. Knowledge of Disciplinary and Dispute Resolution procedures, Social Facilitation, Project Management, Developmental Studies, Contract Management, Supply Chain Management and Procurement Procedures. Skills; Computer Literacy, Planning and Organising, Problem Solving, Training and Presentation Skills, Communication, Report Writing, Financial Management, Negotiations Performance Management. ETD and Skills Development Environment including SETA knowledge, Post School Training Knowledge, National Skills Development Strategy and Standards, practices, process and procedures related to the management of skills development. National Human Resource Development Strategy. Training facilitation, materials development and standard development. Structure and functioning of the EPWP, EPWP Sectors and EPWP Recruitment Guidelines. Regulatory framework related to HR development including the Skills Development Act, Ministerial Determination, Employment Equity Act, Basic Conditions of Employment Act, Labour Relations Act, collective agreements. Code of Remuneration and the Public Finance Management Act, Further Education and Training Act, Adult Basic Education and Training Act, Adult Basic Education and Training Act, National Recognition of Prior Learning Policy, Social Facilitation and Interaction. Must

DUTIES

have planning and organizing skills. Training and Presentation, Interpersonal, team building, Facilitation decision, report writing and policy interpretation skills. Personal attributes: Resourceful, Team Player, Creative, Ability to work under stressful situations. Ability to communicate at all levels. Punctuality, Assertive, Ability to work independently.

: Coordinate and support the training of EPWP participants. (not limited to DPWI sourced funding): Manage the submission and verification of training applications from sectors and public bodies across all spheres of government. Present the training applications to the EPWP Approval Training Committee for approval. Manage the preparation process of the trainings i.e. logistical meetings, Public Body preparedness, training providers preparedness and venue due diligence. Monitor the training performance to ensure good quality. Profile the EPWP training interventions. Conduct training events. Manage training records as per the set guidelines. Ensure compliance to the Paper Trail System requirements. Coordinate and represent EPWP in training forums. Participate in EPWP training projects as requested e.g. research studies. Support EPWP Sectors in training interventions: - Support Public Bodies with assistance on their Public Body own funded training as requested. Provide support to procurement processes as requested. Provide support to training providers when claiming. Verify training provider claims. Respond to audit requests and implement resolutions of training audits in the province. Intervene and resolve challenges related to training. Develop and maintain sound relationships with stakeholders. Maintain stakeholder relationships. Coordinate EPWP reporting of training performance and monitor data integrity within the province: - Ensure compliance to the reporting guidelines. Submit evidence documents required to confirm training achieved. Analyse EPWP training performance data on an ongoing basis to ensure set targets are met. Prepare performance reports to various stakeholders and forums as required. Intervene and support public bodies in terms of reporting challenges on Training. Support and oversee interventions for ensuring data quality. Facilitate as a trainer on EPWP training interventions: - Facilitate as a trainer on selected training programmes. Manage the sub-directorate: Develop and manage the operational plan and report on progress as required. Manage performance as per the set guidelines. Establish and maintain appropriate internal controls to ensure ethical conduct as per the set requirements i.e. Code of Conduct, PFMA prescripts etc. in order to meet performance expectations. Support the development of subordinate employees. Establish, implement and maintain efficient and effective communication protocols in the Unit ensuring maximum utilization and productivity of staff in the Unit. Compile and submit all required administrative reports as per the set prescripts. Quality control the work delivered by subordinate employees. Manage and monitor the allocated budgets. Intervene and address challenges. Manage the training for EPWP participants not limited to NDPW source funding. Consolidate training needs for the province through liaison with sectors and implementing public bodies across the spheres of government. Consolidate, submit and present the provincial training applications and ensure approval thereof. Conduct logistical meetings in preparation of training ensuring all contract prescripts are adhered to and ensure training provided in the province is compliant to the Training Operations Procedures Guidelines of the EPWP Training. Ensure provision of technical assistance to public bodies and programmes in terms of EPWP training interventions not limited to NDPW sourced funding. Ensure training providers are compliant to audit requirements and implement resolutions of audits related to the EPWP training in province. Manage the budget allocated to the region for training of EPWP participants. Consolidate training needs determine the provincial budget allocation. Facilitate as a Project Manager in Supply Chain Management the process of training providers. Compile and present provincial training progress reports on to date progress of expenditure and available budget. Support training providers with processing of claims for approval and payments and ensure reporting of budget and expenditure. Manage the procurement of training providers and manage and support training providers on contractual matters. Compile and present provincial training progress report and ensure training data is reported to the EPWP reporting system. Supervise and manage EPWP training Unit in the Region. Ensure compliance to the Performance Management Development System (PMDS) requirements i.e. submission and sign off of work plans and assessments. Provide guidance and direction to Assistant Directors Responsible for training coordination. Manage the coordination and provision

		of EPWP learning Programmes and any other staff capacity building programmes. Ensure capacity building of staff in the Unit.
<u>ENQUIRIES</u>	:	Mr. M. Ntese Tel No: (041) 408 2029
<u>APPLICATIONS</u>	:	Email applications for this position must be email to: RecruitPE26-38@dpw.gov.za
<u>POST 32/145</u>	:	<u>ASSISTANT DIRECTOR: PROPERTY DISPOSAL (REMS) REF NO: 2026/334</u>
<u>SALARY</u>	:	R605 742 per annum
<u>CENTRE</u>	:	Cape Town Regional Office
<u>REQUIREMENTS</u>	:	A minimum of three-year tertiary qualification (NQF Level 06) / National Diploma in Real Estate Management, Law Degree or related field of study. Relevant years of experience in the field. A valid driver's license. Knowledge: Public Finance Management Act. Financial administration. Procurement directives and procedures. Programme and project planning. Reporting procedures. Giamadisposal Act. Deeds. Registry Act. Financial Assistance Land Act (FALA) BBBEE. Treasury Regulations. Computer literacy. Skills: Report writing. Accounts and numeric skills. Analytical thinking. Communication skills. Interpersonal skills. Problem solving skills. Organising and planning. Goal and solution orientated. Assertiveness. People and client orientated. Innovative. Ability to work under stressful conditions. Hard working. Ability to communicate at all levels. Must be prepared to travel. Willing to adapt work schedule in accordance with office requirements.
<u>DUTIES</u>	:	Implement and maintain property management policies, procedures and strategies: Implement and maintain property management policies, procedures and frameworks. Provide guidance on compliance with related prescripts, delegations and procedures. Communicate all property management policies and procedures to relevant stakeholders. Co-ordinate the disposal process of redundant and superfluous residential properties: Provide guidance on the process of identifying redundant and superfluous residential properties to be disposed of. Co-ordinate and facilitate the identification process of redundant and superfluous residential properties. Conduct inspections to determine status/conditions of redundant and superfluous residential properties. Co-ordinate the release process of vacant surplus land parcels to achieve Government Land Reform objectives: (Restitution, Distribution, Human Settlements development) Co-ordinate and facilitate the process of identifying vacant surplus land parcels to be released. Verify ownership status of identified vacant surplus land parcels to be released. Co-ordinate the release process of vacant surplus land parcels to achieve Government Land Reform objectives: - (Restitution, Distribution, Human Settlements development) Co-ordinate and facilitate the process of identifying vacant surplus land parcels to be released. Verify ownership status of identified vacant surplus land parcels to be released. Contribute towards enhancing effective and efficient state property management: (Conveyancing and disposal from PMIS) Co-ordinate and facilitate gathering of original conveyance and transfer documentation. Ensure delivery of instructions to the Office of the State Attorney. Accept draft Power of Attorney and transfer documents from Office of the State Attorney in preparation for Delegated Authority to sign. Supervise employees to ensure an effective service delivery.
<u>ENQUIRIES</u>	:	Mr. D Gqibela Tel No: (021) 402 2315
<u>APPLICATIONS</u>	:	Email applications for this position must be email to: RecruitCPT26-64@dpw.gov.za
<u>POST 32/146</u>	:	<u>ADMINISTRATION OFFICER: PRESTIGE PARLIAMENTARY PRECINCT REF NO: 2026/335</u>
<u>SALARY</u>	:	R338 106 per annum
<u>CENTRE</u>	:	Cape Town Regional Office
<u>REQUIREMENTS</u>	:	A minimum of three-year tertiary qualification (NQF Level 06) / National Diploma in Public Administration/Public Management or related qualification. Relevant years of work experience in administrative or operational support. Valid driver license. Computer literacy (MS Word, PowerPoint, Excel, and Outlook). Administrative and organising skills, Good written and verbal communication, Record-keeping and document management, Stakeholder liaison, Problem-solving abilities. Knowledge of Government regulatory framework, Minimum Information Security Standards (MISS) Act,

	Departmental strategic goals and objectives and service delivery programmes, Public Finance Management, Public Service Regulation, Public Service Act, National Minimum Information Requirement, Regulations of the National Archives and records Service of South Africa Act and related records management processes, Archive standards and procedures.
<u>DUTIES</u>	: Provide administrative support to the Prestige Directorate With regard to the Parliamentary Precinct in terms of co-ordinating meetings: Prepare meeting notices, agendas, and documentation packs. Record and distribute minutes and action items. Maintain a register of resolutions and decisions. Coordinate logistical arrangements for bi-lateral meetings. Maintain proper filing systems (electronic and manual). Support communication and liaison processes between the client department, the South African Police Service, and relevant stakeholders: Draft routine correspondence and stakeholder communication. Maintain updated contact databases of the clients and stakeholders. Coordinate submission and tracking of queries and service requests. Assist with the parking administration and record keeping of the parking areas pertinent to the Parliamentary Precinct. Assist with preparation of reports and briefing documents. Supports financial record-keeping and compliance processes in line with Treasury and audit requirements: Track implementation of resolutions pertinent to specific meeting. Liaise with client regarding day-to-day maintenance calls logged. Liaise with Service Providers on work in progress as well as completed calls logged. Do routine site inspections of the Precinct daily. Send out communication alerts as and when required.
<u>ENQUIRIES</u>	: Ms B Manuel Tel No: (021) 402 2139
<u>APPLICATIONS</u>	: Email applications for this position must be email to: RecruitCPT26-65@dpw.gov.za
<u>POST 32/147</u>	: <u>ADMINISTARTION OFFICER: PRESTIGE REF NO: 2026/336</u>
<u>SALARY</u>	: R338 106. per annum
<u>CENTRE</u>	: Cape Town Regional Office
<u>REQUIREMENTS</u>	: A minimum of three-year tertiary qualification (NQF Level 06) / National Diploma in Public Management or related qualification. Relevant years of experience in public administration or property management field. A valid driver's license. Knowledge: Public Finance Management Act; Treasury regulations; Government budget procedures / timeframes; Project management; Financial administration processes and systems; Procurement directives and procedures; Tender procedures. Skills: Professional client relations; Effective communication skills; Advanced report writing skills; Computer literacy; Planning and organizing; Diplomacy skills; Interpersonal skills; Presentation skills. Personal Attributes: Hardworking; Self-motivated; Ability to work under pressure; Ability to communicate at all levels; Analytical thinking. Willing to adapt work schedule in accordance with office requirements.
<u>DUTIES</u>	: Facilitate the allocation of official accommodation for Members of Parliament (MPs) and Sessional Officials. Identify and verify vacant accommodation and ensure adequate preparation. Receive and capture accommodation requests and process submissions for allocation. Conduct property inspections prior occupation and eviction by the tenant to determine the condition of the property and report defects / negligence. Follow up on occupant's allocations or evictions. Verify Sessional Officials per Department and ensure confirmation of eligible status. Conduct regular property occupation verifications and update Parliamentary Villages occupancy lists. Ensure record of occupancy is updated regularly and inform Finance Section of any movements to ensure billing is up to date. Facilitate access control and screening of visitors within prestige facilities. Log and attend to all logged calls by tenants regarding day-to-day maintenance and minor repairs and keep client and relevant colleagues updated on progress until completion of work. Follow-up and liaise with the Facilities Management Contractor on work to be executed. Ensure proactive identification of matters requiring attention within the facility and report for work to be executed. Provide movable and immovable assets administration. Assist with appointments and access for asset verification and the barcoding of new assets. Co-ordinate the movement of furniture. Ensure all administration related matters are kept up to date and accurate filing of documents, etc. General administrative duties. Regular communication with clients on all matters relating to the portfolio. Ensure stop orders are processed through the route for timeous processing. Process requests for approval of the bookings of

		the hall and other facilities. Liaise with Client Relations Manager in respect of transport requests from clients.
<u>ENQUIRIES</u>	:	Mr. C. Zeederberg at (079) 886 1177 or (021) 402 2222
<u>APPLICATIONS</u>	:	Email applications for this position must be email to: RecruitCPT26-66@dpw.gov.za
<u>POST 32/148</u>	:	<u>ADMINISTRATIVE OFFICER: PROPERTY DISPOSALS REF NO: 2026/337</u>
<u>SALARY</u>	:	R338 106 per annum
<u>CENTRE</u>	:	Gqeberha Regional Office
<u>REQUIREMENTS</u>	:	A minimum of three-year tertiary qualification (NQF Level 06) / National Diploma in in Real Estate Management, Property Law or related field Appropriate years of work experience within a property management environment. Must have a valid driver's license. Knowledge of Department policies, procedures and processes regarding the disposals of State Immovable Assets will be added advantage. Sound knowledge and understanding of State Land Disposals Act, Government Immovable Asset Management Act, Preferential Procurement Policy Framework Management, Broad-Based Black Economic Empowerment. Supply Chain Management and treasury Regulations. Good communication (verbal and written) skills and the ability to communicate at all levels. Good analytical, planning, organizing and financial management skills. High levels of computer proficiency. Ability to work within diverse team, working extended hours and the willingness to travel extensively is necessary.
<u>DUTIES</u>	:	Conduct research to obtain information for the disposal of property and the compilation of reports. Conduct site inspections, prepare information to be presented at the Provincial State Land disposals and Vesting Committee (PSLDVC) to support disposal of property. Implement the disposal process in terms of property donation, Servitude, removal of restrictive condition, long term lease. Provide admin support in redressing of the property ownership problem through Land Reform. Liaise with Regional Land claims Commission to check for claims against property to be disposed. Prepare submission to obtain concurrence from Minister of Rural Development and Land Reform. Prepare submission to obtain approval from Minister of National Department of Public Works & Infrastructure (NDPWI). Administer financial processes on the disposal of fixed assets. Keep an accurate Property Disposal documentation. Liaise with landowners and other stakeholders.
<u>ENQUIRIES</u>	:	Ms. N. Gqomo Tel No: (041) 408 2078
<u>APPLICATIONS</u>	:	Email applications for this position must be email to: RecruitPE26-39@dpw.gov.za

DEPARTMENT OF SOCIAL DEVELOPMENT

It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of these posts and candidates whose transfer/promotion/appointment will promote representivity will receive preference.

APPLICATIONS

: Please forward your application, quoting the relevant reference number, to the Director-General, Department of Social Development, Private Bag X901, Pretoria, 0001. Physical Address: HSRC Building, 134 Pretorius Street In the event of hand delivery of applications, applicants must sign an application register book as proof of submission.

Applicants may also email their applications to the following email addresses:

Director: Child Rights, Governance, Advocacy and Compliance – e-recruit.CRCAC@dsd.gov.za

Deputy Director: Care Dependency Grants – e-recruit.DDCDG@dsd.gov.za

Deputy Director: Risk Management – e-recruit.DDRM@dsd.gov.za

Deputy Director: IT Audits – e-recruit.DDITA@dsd.gov.za

Deputy Director: Bookkeeping and Payment – e-recruit.DDBP@dsd.gov.za

Deputy Director: Legal Case Assessment and Adjudication – e-recruit.DDLCAA@dsd.gov.za

Deputy Director: Information and Knowledge Research – e-recruit.DDIKR@dsd.gov.za; Branch Coordinator – e-recruit.BCCD@dsd.gov.za

Assistant Director: Monitoring and Evaluation Systems Development – e-recruit.ADMESD@dsd.gov.za

Assistant Director: Social Relief – e-recruit.ADSR@dsd.gov.za

Senior Labour Relations Officer – e-recruit.SLRO@dsd.gov.za

Communications Officer – e-recruit.ComOff@dsd.gov.za

Food Service Aide – e-recruit.FSAide@dsd.gov.za

FOR ATTENTION**CLOSING DATE****NOTE**

: Mr S Boshelo

: 18 September 2026

: Curriculum vitae with a detailed description of duties and the names of two referees must accompany your signed application for employment (Z83). If applying for more than one position, applicants must submit separate applications for each position. Shortlisted candidates for a post will be required to submit certified copies of qualifications and identity documents on the date of the interview. Applicants are advised that from 1 January 2021, a new application for employment (Z83) form is effective and must be completed in full, failure to use the new Z83 will result in disqualification. The new form can be downloaded online at www.dpsa.gov.za-vacancies. Applicants applying for SMS posts are required to successfully complete the Certificate for entry into the SMS (submitted prior to appointment) and full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Applicants are expected to pay for the course and may enroll for it at a cost of R400.00. The duration of the course is 120 hours. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine the 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. The successful candidate will sign an annual performance agreement, complete a financial disclosure form and will also be required to undergo a security clearance. Candidates nominated for posts on salary levels 2 - 12 may be subjected to a competency assessment during the selection process. If the candidate is applying for an OSD post, certificates of service must be submitted on the date of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Failure to submit the requested documents will result in your application not being considered. Personnel suitability checks will be conducted on shortlisted candidates, and the appointment is subject to positive outcomes of the checks. Correspondence will be limited to shortlisted candidates only. The selection of candidates will be done with due regard to the relevant aspects of the selection process as set out in the Public Service Amendment Regulations, 2023, Regulation 67.

Applications received after the closing date will not be taken into consideration. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. Candidates requiring additional information regarding the advertised post may direct their enquiries to the person as indicated above. Internal applicants must submit and register their employment applications at the register book in the DSD reception area for the attention of Mr R Khobatha. DSD reserves the right to cancel the filling/ not to fill a vacancy that was advertised during any stage of the recruitment process.

MANAGEMENT ECHELON

<u>POST 32/149</u>	:	<u>DIRECTOR: CHILD RIGHTS, GOVERNANCE, ADVOCACY AND COMPLIANCE REF NO: Q1/A/2026</u> Chief Directorate: Children Services and Support
<u>SALARY</u>	:	R1 317 384 per annum. This inclusive remuneration package consists of a basic salary, the states' contribution to the Government Employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules.
<u>CENTRE REQUIREMENTS</u>	:	HSRC Building, Pretoria A qualification at NQF level 7, as recognised by SAQA, in Social Work, and be registered with the South African Council for Social Service Professions (SACSSP). Five (5) years' experience at middle management level or senior management services. Knowledge and understanding of the Constitution of the Republic of South Africa. Knowledge and understanding of Public Service Act and Regulations. Knowledge and understanding of the Social Developmental Acts and Regulations. Knowledge and understanding of Social Welfare services, related policies and legislations. Knowledge and understanding of the Children's Act no 38 of 2005. Knowledge and understanding of the UN Convention on the Rights of the Child (UNCRC, 1995). Knowledge and understanding of National Plan of Action for Children. Knowledge and understanding of African Charter on the Rights and Welfare of the Child (2000). Knowledge and understanding of White Paper for Social Development. Knowledge and understanding of Child Justice Act. Knowledge and understanding of White Paper on Persons with Disabilities (WPRPD). Knowledge and understanding of POPIA and PAIA. Competencies needed: Programme and project management. Information and Knowledge management. People management and empowerment. Problem-solving and change management. Policy analysis and development. Client orientation and customer focus. Service delivery innovation. Financial management. Communication (verbal and written). Computer literacy. Stakeholder management. Planning and coordination. Presentation and facilitation. Monitoring and evaluation. Attributes: Good interpersonal relation. Ability to work under pressure. Innovative and creative. Ability to work in a team and independently. Adaptability. Emotional intelligence. Independent thinker. Cost consciousness. Honesty and Integrity. Assertiveness.
<u>DUTIES</u>	:	Manage the development, review, and implementation of the National Strategy to Accelerate Action for Children. Promote Advocacy on Child's Rights and Child participation. Manage the establishment of functional governance and co-ordination structures for the children's rights sector. Manage the coordination of the national, regional and international treaty reporting. Coordinate the engagements, collaboration, and partnerships with domestic and international stakeholders in relation to children's rights. Manage, budget, human resources, and performance of the Directorate in line with the set regulations and prescripts.
<u>ENQUIRIES</u>	:	Ms S Magangoe Tel No: (012) 312-7248/ 7545

OTHER POSTS

<u>POST 32/150</u>	:	<u>DEPUTY DIRECTOR: CARE DEPENDENCY GRANTS REF NO: Q1/B/2026</u> Chief Directorate: Social Assistance
<u>SALARY</u>	:	R932 292 per annum. This inclusive remuneration package consists of a basic salary, the states' contribution to the Government Employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules.
<u>CENTRE</u>	:	HSRC Building, Pretoria

<u>REQUIREMENTS</u>	:	A qualification at NQF level 7, as recognised by SAQA, in Social Science, Developmental Studies or Economics, Plus 3-5 years' experience at a junior management level. Knowledge and understanding of Constitution of the Republic of South Africa. Knowledge and understanding of the Social Development sector. Knowledge and understanding of the Public Service Act and Regulations. Knowledge and understanding of the PFMA. Knowledge and understanding of the Social Assistance Act and regulations. Knowledge and understanding of White Paper on the Rights of Persons with Disabilities. Knowledge and understanding of international instruments in relation to persons with disabilities. Knowledge and understanding of the South African Social Security Agency Act, norms and standards. Knowledge and understanding of Children's Act. Knowledge and understanding of the PAJA, POPIA and PAIA. Competencies needed: Programme and project management. Information and knowledge management. People management and empowerment. Problem-solving and change management. Policy analysis and development. Client orientation and customer focus. Service delivery innovation. Financial management. Communication (verbal and written). Report writing. Computer literacy. Stakeholder management. Planning and coordination. Presentation and facilitation. Monitoring and evaluation. Attributes: Good interpersonal relation. Ability to work under pressure. Innovative and creative. Ability to work in a team and independently. Adaptability. Emotional intelligence. Independent thinker. Cost consciousness. Honesty, reliability and Integrity. Assertiveness.
<u>DUTIES</u>	:	Manage the development, implementation, review, and monitoring of policies, legislation frameworks and strategies for administering social assistance for children with disabilities. Manage and capacitate stakeholders on policies, legislation, strategies and programmes in respect of social assistance for children with disabilities. Coordinate the engagement, collaboration, and partnerships with various stakeholders. Manage, and report on the budget, human resources, and performance of the Sub-directorate in line with the set regulations and prescriptions.
<u>ENQUIRIES</u>	:	Dr M Mogotsi Tel No: (012) 741-7698/ 6833
<u>POST 32/151</u>	:	<u>DEPUTY DIRECTOR: RISK MANAGEMENT REF NO: Q1/C/2026</u> Chief Directorate: Chief Risk Office
<u>SALARY</u>	:	R932 292 per annum. This inclusive remuneration package consists of a basic salary, the states' contribution to the Government Employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules.
<u>CENTRE</u>	:	HSRC Building, Pretoria
<u>REQUIREMENTS</u>	:	A qualification at NQF level 7, as recognized recognised by SAQA, in Risk Management, including Risk Practitioner Certificate with the Institute for Risk Management South Africa (IRMSA), Plus 3-5 years' experience at junior management level. Knowledge and understanding of the Public Service Act and Regulation. Knowledge and understanding of the Social Development Sector. Knowledge and understanding of the Public Sector Risk Management Framework. Knowledge and understanding of the Public Finance Management Act & Treasury Regulations. Knowledge and understanding of the COSO framework. Knowledge and understanding of the King V Report. Knowledge and understanding of ISO 31000. Knowledge and understanding of Business continuity standard 22301. Knowledge and use of the BarnOwl Risk System. Competencies needed: Policy analysis and development. Business Continuity. Budget planning and monitoring. Service delivery innovation. Project coordination. Financial management. Information and Knowledge management. Communication (verbal and written). Problem solving and change management. People Management and Empowerment. Client orientation and customer focus. Stakeholder management. Presentation and facilitation. Risk management. Conflict management. Public relations skills. Planning and organizing skills. Computer literacy including Advanced Excel. Monitoring. Report writing. Attributes: Good interpersonal relations. Ability to work under pressure. Innovation and creativity. Ability to work in a team and independently. Adaptability. Diplomacy. Independent thinking. Emotional intelligence. Cost consciousness. Honesty and Integrity. Assertiveness.
<u>DUTIES</u>	:	Manage the development, review, implementation and monitoring of risk management policy, strategy and plans. Establish Risk Management Committee (RMC) and Sub-Committee (Risk Champions). Manage and Co-ordinate the development and monitoring of implementation of enterprise-wide

		business continuity plan. Conduct Risk Assessment Workshops and develop Risk Assessment report. Co-ordinate the quarterly risk progress reports from the branches. Manage the risk management system (Barnowl). Manage, and report on the human resources, and performance of the sub-directorate in line with the set regulations and prescripts.
<u>ENQUIRIES</u>	:	Ms A Samaad Tel No: (012) 312-7373/7595
<u>POST 32/152</u>	:	<u>DEPUTY DIRECTOR: IT AUDITS (REF NO: Q1/D//2026</u> Directorate: Financial Compliance and IT Audit
<u>SALARY</u>	:	R932 292 per annum. This inclusive remuneration package consists of a basic salary, the states' contribution to the Government Employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules.
<u>CENTRE REQUIREMENTS</u>	:	HSRC Building, Pretoria A qualification at NQF level 7, as recognised by SAQA, in Auditing, Internal Auditing, Information System Audit, including the Certified Information Systems Auditor (CISA) certification Plus 3-5 years' experience at junior management level. Knowledge and understanding of IT platforms, processes, systems, and controls, including network security, logical access, change management controls at an infrastructure and application level, databases, and systems maintenance. Knowledge and understanding of IT and information security management, policy, frameworks and standards such as ISO, SANS, COBIT, ITIL, and regulations such as SOX, PCI Compliance, ISACA standard, etc. Knowledge and understanding of the Public Service Act and Regulations. Knowledge and understanding of the standards set by the Institute of Internal Auditors (IIA). Knowledge and understanding of accounting practices and public sector reporting requirements. Knowledge and understanding of internal audit and risk management principles and practices. Knowledge and understanding of PFMA. Knowledge and understanding of legal compliance, good governance and financial management. Knowledge in the use of Computer Assisted Audit Techniques (CAATS). Knowledge of corporate governance and other related best practices such as DPSA Corporate governance of ICT Policy framework. Competencies needed: Communication (written and verbal). Policy analysis and development. Planning and organizing. People management. Project coordination. Problem Solving. Computer literacy. Facilitation and presentation. Stakeholder and client liaison. Monitoring. Report writing. Attributes: Good interpersonal relations. Ability to work under pressure. Innovation and creativity. Ability to work in a team and independently. Adaptability. Emotional intelligence. Independent thinking. Cost consciousness. Honesty and Integrity. Assertiveness.
<u>DUTIES</u>	:	Develop the three-year rolling plan including an annual internal audit plan, including maintenance of the Internal Audit Methodology. Manage and conduct the planning of the IT audits in accordance with IIA and ISACA standards, professional ethics and relevant regulatory frameworks. Manage and Supervise fieldwork of the IT audit projects in line with the Internal Audit Methodology. Compile and manage the delivery of quality audit reports. Coordinate and Manage the Audit Committee activities. Conduct assessments on the implementation of audit recommendations and the impact of the corrective action taken by management on the deficiencies identified by the audits. Manage human resources in line with human resources management, labour relations and human resources development & performance management policies.
<u>ENQUIRIES</u>	:	Mr A Mudau Tel No: (012) 312-7304/7085
<u>POST 32/153</u>	:	<u>DEPUTY DIRECTOR: BOOKKEEPING AND PAYMENTS REF NO: Q/E//2026</u> Directorate: Financial Management and Administration
<u>SALARY</u>	:	R932 292 per annum. This inclusive remuneration package consists of a basic salary, the states' contribution to the Government Employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules.
<u>CENTRE REQUIREMENTS</u>	:	HSRC Building, Pretoria A qualification at NQF 7 level, as recognized by SAQA, in Accounting, Financial Management, Cost and Management Accounting or Financial Accounting PLUS 3-5 years' experience at junior management level. Knowledge and understanding of Public Service Act and Regulations. Knowledge and understanding of Public Finance Management Act and Treasury Regulations.

		Knowledge and understanding of Financial Management policies. Knowledge and understanding of BAS, PERSAL and LOGIS systems. Knowledge and understanding of Social Development Sector. Knowledge and understanding of the PAJA, POPIA and PAIA. Knowledge and understanding of Modified Cash Standard and Accounting Manual for Departments. Competencies needed: Communication (written and verbal). Planning and organising. Stakeholder and client liaison. Programme and project management. Policy analysis. Problem-solving and change management. Computer literacy. Presentation and facilitation. Compliance. Accounting. Report writing. Attributes: Good interpersonal relations. Innovation and creativity. Ability to work under pressure. Ability to work in a team and independently. Emotional intelligence. Independent thinking. Cost consciousness. Honesty, reliability and Integrity.
<u>DUTIES</u>	:	Manage, review and implement bookkeeping and payments policies. Manage and monitor the provision of expenditure management and bookkeeping. Coordinate audit processes and ensure implementation of corrective measures. Manage the submission of financial reports (monthly, quarterly, and annually) in line with the set regulations and prescripts. Manage human resources in line with human resource management, labour relations and human resource development and performance management policies.
<u>ENQUIRIES</u>	:	Ms H Mntuyedwa Tel No: (012) 312-7367
<u>POST 32/154</u>	:	<u>DEPUTY DIRECTOR: LEGAL CASE ASSESSMENT & ADJUDICATION REF NO: Q1/F/2026</u> Directorate: Legal Case Assessment & Adjudication
<u>SALARY</u>	:	R932 292 per annum. This inclusive remuneration package consists of a basic salary, the states' contribution to the Government Employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules.
<u>CENTRE REQUIREMENTS</u>	:	HSRC Building, Pretoria A qualification at NQF level 7, as recognised by SAQA, in Law PLUS 3-5 years' experience at junior management level. Knowledge and understanding of Social Development Sector. Knowledge and understanding of Public Service Act and Regulations. Knowledge and Understanding of PFMA. Knowledge and understanding of procedures, principles, and processes within social assistance. Knowledge and understanding of Constitution of the Republic of South Africa. Knowledge and understanding of Social Assistance Act and Regulations. Knowledge and understanding of Social Security Agency Act. Knowledge and understanding of PAIA, POPIA and PAJA. Competencies needed: Communication (Verbal and written). Policy analysis and development. Planning and organizing. People management. Project coordination. Problem solving. Computer literacy. Facilitation and presentation. Stakeholder and client liaison. Monitoring. Report writing. Attributes: Good interpersonal relations. Innovative and creative. Ability to work under pressure. Ability to work in a team and independently. Adaptability. Emotional intelligence. Independent thinking. Cost consciousness. Honesty, reliability and integrity. Assertiveness.
<u>DUTIES</u>	:	Develop, review and monitor implementation of policies, guidelines, norms and standards for legal case assessment and legal adjudication and monitor compliance by SASSA, ITSAA Tribunal Members and staff members. Coordinate the appointment and capacity building of Legal Tribunal Members of the Independent Tribunal for Social Assistance Appeals. Coordinate and manage adjudication services of social assistance appeals. Manage and coordinate Legal Case Assessments. Manage and report on the budget, human resources, and performance of the sub-directorate in line with the set regulations and prescripts.
<u>ENQUIRIES</u>	:	Ms E van der Merwe Tel No: (012) 741-6925, Email: ErikaDP@dsd.gov.za
<u>POST 32/155</u>	:	<u>DEPUTY DIRECTOR: INFORMATION AND KNOWLEDGE AND RESEARCH REF NO: Q1/G/2026</u> Directorate: Business Intelligence, Knowledge and Information
<u>SALARY</u>	:	R932 292 per annum. This inclusive remuneration package consists of a basic salary, the states' contribution to the Government Employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules. The successful candidate will be required to enter into a performance agreement and to sign an employment contract.
<u>CENTRE</u>	:	HSRC Building, Pretoria

<u>REQUIREMENTS</u>	:	A qualification at NQF level 7, as recognised by SAQA, in Information and Knowledge Management, Records Management, Information Sciences or Data Sciences PLUS 3-5 years' experience at junior management level in the relevant field. Knowledge and understanding of Public Service Act and Regulations. Knowledge and understanding of Social Development Sector. Knowledge and understanding of Promotion of Access to Information Act (PAIA), and Protection of Personal Information Act (POPIA). Knowledge and understanding of National Archives and Records Service Act. Knowledge and understanding of the DPSA Corporate Governance of ICT Policy Framework. Knowledge and understanding of e-government, information management and content management policies. Knowledge and understanding of PFMA and Treasury Regulations. Knowledge and understanding of Promotion of Administrative Justice Act (PAJA). Knowledge and understanding of MISS. Knowledge and understanding of Copyright Act. Knowledge and understanding of Legal Deposit Act. Knowledge and understanding of data management principles and tools. Competencies needed: Communication (verbal and written) skills. Policy analysis and development skills. Planning and organising skills. People management skills. Project coordinator skills. Problem solving skills. Computer literacy. Facilitation and presentation skills. Stakeholder and client liaison skills. Monitoring skills. Reporting writing skills. Attributes: Good interpersonal relations. Innovative and creative. Ability to work under pressure. Ability to work in a team and independently. Adaptability. Emotional intelligence. Independent thinker. Cost consciousness. Honesty and integrity. Assertiveness.
<u>DUTIES</u>	:	Develop, review and implement business intelligence, knowledge and information policies, guidelines, norms and standards. Facilitate and coordinate public access to information in line with the applicable prescripts. Facilitate and coordinate protection of personal information in line with the applicable prescripts. Manage and maintain the organisational Knowledge Resource Centre. Manage and report on human resources, and performance in line with the set regulations and prescripts.
<u>ENQUIRIES</u>	:	Mr M Machubeng Tel No: (012) 312-7839/7388. Email: michaelm@dsd.gov.za
<u>POST 32/156</u>	:	<u>BRANCH COORDINATOR REF NO: Q1/H/2026</u> Branch: Community Development
<u>SALARY</u>	:	R932 292 per annum. This inclusive remuneration package consists of a basic salary, the states' contribution to the Government Employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules.
<u>CENTRE REQUIREMENTS</u>	:	HSRC Building, Pretoria
	:	A qualification at NQF Level 7, as recognised by SAQA, in Office Administration, Public Administration, Business Management or Financial Management PLUS 3-5 years' experience at a junior management level. Knowledge and understanding of the relevant Public Service Act and Regulations. Knowledge and understanding of relevant PFMA and Treasury Regulations. Knowledge and understanding of administrative process. Knowledge and understanding of records management. Knowledge and understanding of PAIA and POPIA. Basic knowledge of Promotion of Administrative Justice Act (PAJA). Knowledge and understanding of Batho Pele principles. Competencies needed: Communication (verbal and written) skills. Policy analysis and development skills. Planning and organising skills. People management skills. Project coordination skills. Problem solving skills. Computer literacy. Facilitation and presentation skills. Stakeholder and client liaison skills. Monitoring skills. Report writing skills. Financial management skills. Attributes: Good interpersonal relations. Ability to work under pressure. Innovative and creative. Ability to work in a team and independently. Adaptability. Diplomacy. Independent thinker. Emotional intelligence. Cost consciousness. Honesty and integrity. Assertiveness.
<u>DUTIES</u>	:	Manage the provision of strategic and executive administrative support services to the Branch. Coordinate the development and analyses of Branch APPs, Operational plans, Strategic and Risk management plans. Manage and monitor the utilisation of the branch budget in line with the set regulations and prescripts. Coordinate key branch projects, stakeholder and intersectoral coordination. Manage and report on the human resources, and performance in line with the set regulations and prescripts.
<u>ENQUIRIES</u>	:	Mr A Mahlako Tel No: (012) 312-7335/7530

<u>POST 32/157</u>	:	<u>ASSISTANT DIRECTOR: MONITORING AND EVALUATION SYSTEMS DEVELOPMENT REF NO: Q1/I/2026</u> Directorate: Performance Coordination and Reporting
<u>SALARY</u>	:	R487 197 per annum
<u>CENTRE</u>	:	HSRC Building, Pretoria
<u>REQUIREMENTS</u>	:	A qualification at NQF Level 6, as recognised by SAQA, in Public Administration, Public Management or Social Science PLUS 2-3 years' experience at a supervisory level in research, monitoring and evaluation field. Knowledge and understanding of Social Development Sector. Knowledge and understanding of Public Service Act and Regulations. Knowledge and understanding of monitoring and evaluation policy framework, principles and practices. Knowledge and understanding of qualitative and quantitative methods and statistical software packages (Atlas-ti, STATA, SPSS, SAS, R, etc). Knowledge and understanding of POPIA, PAIA and PAJA. Competencies needed: Data collection and management skills. Monitoring and evaluation skills. Analytical and research skills. Communication (written and verbal) skills. Planning and organising skills. Facilitation and presentation skills. Stakeholder and client liaison skills. Project management skills. Policy analysis skills. Problem-solving skills. Computer literacy skills. Report writing skills. Information and knowledge management. Attributes: Good interpersonal relations. Innovative and creative. Ability to work under pressure. Ability to work in a team and independently. Adaptable. Emotional intelligence. Independent thinker. Cost consciousness. Honesty and integrity. Assertiveness.
<u>DUTIES</u>	:	Facilitate the development, review and maintenance of results-based M&E frameworks. Coordinate the oversight process of Provincial Social Development Performance Reporting. Provide M&E technical Support for Social Development Sector. Facilitate and coordinate the design and implementation of Monitoring Projects.
<u>ENQUIRIES</u>	:	Mr Mbalo Tel No: (012) 312-7698/ 7115
<u>POST 32/158</u>	:	<u>ASSISTANT DIRECTOR: SOCIAL RELIEF REF NO: Q1/J/2026</u> Chief Directorate: Social Assistance
<u>SALARY</u>	:	R487 197 per annum
<u>CENTRE</u>	:	HSRC Building, Pretoria
<u>REQUIREMENTS</u>	:	An appropriate qualification at NQF Level 6 as recognised by SAQA in Social Sciences/ Economics/ Public Administration or Disaster Management PLUS 2-3 years' experience at supervisory level. Knowledge and understanding of Public Service Act and Regulations. Knowledge and understanding of the Social Development Sector. Knowledge and understanding of policies supporting the provision of Social Relief of Distress. Knowledge and understanding of PFMA and Treasury Regulations. Knowledge and understanding of the Disaster Management Act and Framework. Knowledge and understanding of SASSA Act. Knowledge and understanding of Social Assistance Act and Regulations. Knowledge and understanding of the Fund-Raising Act. Knowledge and understanding of Financial Management Policies. Knowledge and understanding of the Emergency Relief Disbursement policy. Competencies needed: Communication (written and verbal) skills. Planning and organising skills. Facilitation and presentation skills. Financial management skills. Stakeholder and client liaison skills. Project administration skills. Policy analysis skills. Problem-solving skills. Computer literacy skills. Analytical skills. Report writing skills. Attributes: Good interpersonal relations. Innovation and creativity. Ability to work under pressure. Ability to work in a team and independently. Compliance. Emotional intelligence. Independent thinking. Cost consciousness. Trustworthy. Honesty, reliability and integrity. Assertiveness.
<u>DUTIES</u>	:	Manage the development, implementation, review, and monitoring of policies, legislation, frameworks and strategies for administration of social relief programmes. Plan, manage and capacitate stakeholders on policies, legislation, strategies and programmes in respect of social relief. Coordinate emergency relief interventions with organisations/stakeholders, to ensure timely and equitable distribution of relief. Manage the allocated budget and keep records of all social relief of Distress emergency relief funds. Facilitate partnerships and engagements with communities, NGOs, and community-based organisations to identify needs to improve the delivery of social relief interventions and to strengthen programme reach.

<u>ENQUIRIES</u>	:	Dr M Mogotsi Tel No: (012) 741-7698/6833
<u>POST 32/159</u>	:	<u>SENIOR LABOUR RELATIONS OFFICER REF NO: Q1/K/2026</u> Directorate: Labour Relations
<u>SALARY</u>	:	R413 001 per annum
<u>CENTRE</u>	:	HSRC Building, Pretoria
<u>REQUIREMENTS</u>	:	A qualification at NQF Level 6, as recognised by SAQA, in Labour Relations PLUS 1-2 years' experience in the labour relations field. Knowledge and understanding of Public Service Act and Regulations. Knowledge and understanding of the Labour Relation Act. Knowledge and understanding of the DPSA Directives. Knowledge and understanding of Labour Relations policies and Procedures. Knowledge and understanding of PSCBC and PHSDSBC as well as processes and collective agreement. Knowledge and understanding of RSA Constitution. Knowledge and understanding of PHSDSBC Constitution and rules. Knowledge and understanding of POPIA, PAJA and PAIA. Competencies needed: Negotiation skills. Conflict management skills. Computer literacy. People management skills. People management skills. Planning and organising skills. Communication (written and verbal) skills. Problem-solving skills. Client orientation and customer focus skills. Reporting writing skills. Policy analysis and implementation skills. Facilitation and presentation skills. Attributes: Good interpersonal relations. Ability to work under pressure. Ability to work in a team and independently. Friendly and trustworthy. Diplomacy. Self-starter. Confidentiality. Adaptability. Accuracy. Reliable.
<u>DUTIES</u>	:	Coordinate and facilitate the implementation of Labour Relations policies and procedures. Render administrative support to the collective bargaining. Represent the department in the national chamber. Monitor implementation of collective agreements. Conduct and support capacity-building initiatives on Labour Relations and collective agreements. Facilitate contact and consultative sessions with various stakeholders.
<u>ENQUIRIES</u>	:	Ms P Mokoka Tel No: (012) 312-7514

DEPARTMENT OF TOURISM

The Department of Tourism is an equal opportunity, affirmative action employer. It is our intention to promote representativeness (race, gender and disability) in the Department through the filling of these posts.

- APPLICATIONS** : Applications, quoting the relevant reference number, must be forwarded to the attention of Chief Director: HR Management and Development at Department of Tourism, Private Bag X424, Pretoria, 0001, or hand delivered at Tourism House, 17 Trevenna Road, Sunnyside, Pretoria, or by email as provided.
- CLOSING DATE** : 18 September 2026 by 16:30 (Late applications will not be considered)
- NOTE** : Application must include a Z83 form and CV only. The electronic application must be in PDF format and made up of a single document file. Indicate the correct job title and the reference number of the post on the subject line of your email. 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 the 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 refer to their CV or see attached. However, the question related to conditions that prevent re-appointment under Part "F" must be answered, and the declaration signed. Only an updated comprehensive CV (with detailed previous experience, if any) and a completed and signed new Z83 application form are 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 qualifications (s) and other related documents (s) will be in line with the requirements of the advert. Applicants in possession of foreign qualifications must be accompanied by an evaluation report issued by the South African Qualifications Authority (SAQA) (only when shortlisted). Applicants who do not comply with the abovementioned instructions/ requirements, as well as applications received late, will not be considered. Correspondence will be limited to shortlisted candidates only. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Candidates will further be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification, and employment verification). Some of the interviewed candidates for Senior Management level vacancies may be subjected to a 2-day competency assessment that will test generic competencies. Appointment validity will be conditional to signing of the employment contract, performance agreement, and annual financial disclosure, and must attain a security clearance (vetting) applicable to the post. The Department reserves the right not to make an appointment. You are consenting to the Department of Tourism processing your personal information, subject to POPIA, by applying for this post.
- ERRATUM:** Kindly note that the following post that was advertised in Public Service Vacancy Circular 12 dated 10 April 2026 is withdrawn: Deputy Director: Tourism BBBEE Codes with Ref No: DT 21/2026. Kindly note that the following post that was advertised in Public Service Vacancy Circular 18 dated 29 May 2026 is withdrawn: Deputy Director: BBBEE Liaison Council Admin with Ref No: DT 34/2026.

OTHER POSTS

- POST 32/160** : **DEPUTY DIRECTOR: TOURISM COMPLAINTS MANAGEMENT REF NO: DT 55/2026**
- SALARY** : R1 101 468 per annum (Level 12), (all-inclusive remuneration package consisting of a basic salary, the State's contribution to the Government

		Employees Pension Fund and a flexible portion that may be structured according to the MMS dispensation)
<u>CENTRE REQUIREMENTS</u>	:	Pretoria
	:	A recognised NQF Level 7 qualification in Public Administration, Tourism Management or relevant qualification. 5 years' experience in the field of consumer complaints of which 3 years must be at a supervisory level. Legal Background and Management Experience. Knowledge of Tourism, legislations and authorities pertaining to consumer complaints, labour and financial legislation, stakeholders and intergovernmental relations, understanding of government policies. Skills: Strategy development and analysis, Research, Project implementation evaluation and reporting, inter-governmental relations, coordination, change management, communication, client orientation, people management, negotiation. A valid driver's license (Persons with disabilities that prevent them from driving will still be considered).
<u>DUTIES</u>	:	In order to develop and implement a well-managed tourism complaints management system for mediation of tourism complaints, the successful candidate will be responsible for: Management of the mediation of tourism complaints. Establish and maintain a mechanism to receive and document all tourism complaints and referrals. Establish and maintain a working modus operandi with relevant authorities and codes of practices. Compile and generate quarterly tourism complaints reports highlighting statistical trends and patterns. Coordinate all policy matters pertaining to tourism complaints in collaboration with Legal Services where relevant and monitor the outcomes. Identify government interventions, norms and standards, guidelines, codes of practice, international best practice and regulations for consideration and implementation. Co-ordinate and monitor complaints outcomes. Accreditation of schemes or arrangements to resolve tourism complaints. Project and People Management.
<u>ENQUIRIES APPLICATIONS NOTE</u>	:	Mr T Koena Tel No: (012) 444 6154
	:	Email Application: Recruitment5526@tourism.gov.za
	:	EE Requirements: Coloured Male and White Male candidates as well as Youth and People with Disabilities are encouraged to apply.
<u>POST 32/161</u>	:	<u>DOMESTIC TOURISM FACILITATION OFFICER REF NO: DT 56/2026</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R413 001 per annum
	:	Pretoria
	:	A recognised NQF 6 qualification Tourism Management or Social Studies. Three (3) years of relevant experience in a related environment. Knowledge of domestic tourism environment. Understanding of Social Tourism as a tourism concept; Tourism and related industry policies e.g. Domestic Tourism Growth Strategy, Social Tourism as tourism concept and guidelines; Public sector governance instruments. Supply Chain/procurement policies. Inter-Governmental Relations. Strategic partners in Social Tourism. Project/event management. Strong networking and stakeholder management. Professional presentation skills. Report writing. Database management. Desktop research. Communication skills. A valid driver's licence (Persons with disabilities that prevent them from driving will still be considered).
<u>DUTIES</u>	:	The successful candidate will be responsible for administering the development and implementation of action plans to support strategy implementation, aligned to national objective; Coordinating the alignment of Domestic Tourism strategies and tourism sectoral strategies; Assisting in identifying the implementation mechanisms of tourism sector strategies; Developing progress reports on the implementation of tourism strategies; Assisting in the facilitation of impact assessment and reporting; Conducting and facilitate impact assessment workshops; Contributing to the implementation of the Domestic Tourism Growth Strategy to track and advise on the line implications; Facilitating continuous reporting on the progress of Social Tourism growth programme; Conducting Social partners Stakeholder Engagements; Participating in the implementation of the Departments Stakeholder Relations management Strategy for the public and private sector; Facilitating the development of a comprehensive and reliable stakeholder contact management system for the Department; Conducting stakeholder engagements; Facilitating the development and maintenance of a stakeholder database for the Department; Providing administrative support in the establishment of strategic partnerships to support and promote Social Tourism initiatives; Participating in the identification of relevant sector Departments for

coordination in support of Social Tourism; Facilitating the schedule of external stakeholders' activities including relevant stakeholder fora, meetings, event and conferences to ensure participation of the identified partners; Contributing to the drafting of a stakeholder consultation framework with regards to Social Tourism development interventions; Administering the implementation of interventions to improve access to tourism experiences and information for people from designated groups i.e. Senior Citizens, the indigent, Women and Youth; Conducting the dissemination of tourism information to the public including the relevant policies and regulatory frameworks; Updating the tourism information database to validate the information provided to the public ; Follow up on requests for information to ensure satisfactory response; The rendering of general secretariat and logistical support services; Arranging and provide secretariate support to management and other meetings in the branch; Taking note during specific senior management and related meetings; Compiling and submit minutes and agendas; Reporting on the progress of implementation and on projects.

ENQUIRIES
APPLICATIONS
NOTE

- : Ms N Mthembu Tel No: (012) 444 6536
- : Email Application: Recruitment5626@tourism.gov.za
- : Short-listed candidates will be subjected to screening and security vetting to determine the suitability of a person for employment EE Requirements: Coloured Male and White Male candidates as well as Youth and People with Disabilities are encouraged to apply.

NATIONAL TREASURY

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



APPLICATIONS
CLOSING DATE
NOTE

: To apply visit: <https://erecruitment.treasury.gov.za/eRecruitment>
 : 21 September 2026 at 12:00 pm (Midday)
 : Effective from 7 April 2021, the National Treasury now utilises an e-Recruitment System which means all applicants must login/register to apply for positions, we only accept hand delivered/posted applications should an applicant prove that he/she tried to apply via e-Recruitment with no success and the National Treasury ICT unit was unable to assist. The applicant's profile on the e-Recruitment is equivalent to the newly approved Z83, and it is the responsibility of applicants to ensure their profiles are fully completed or their applications will not be considered, as per the DPSA Practice Note. Certain documentation will still be required to be uploaded on the system such as copies of all qualifications including National Senior Certificate/Matric certificate, ID, etc., however these documents need not be certified at point of application, however certification will be required prior to attending the interview. Please note: All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. It should be noted that the National Treasury does not support the use of Artificial Intelligence (AI) in any of its recruitment and selection processes and will disqualify an application if it picks up the use of AI when completing assessments without acknowledging the source of information. Successful completion of the Nyukela Public Service SMS Pre-entry Programme as endorsed by the National School of Government, available as an online course on <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>, prior to finalisation of appointment, is a requirement for all SMS positions. All qualifications, criminal and SA citizenship checks will be conducted on all short-listed candidates and, where applicable, additional checks will be conducted in line with the new DPSA Directive effective 01 April 2024. Please note that by responding to our advertisement/s, you consent to the collection, processing, and storing of your Personal Information for internal HR processes in accordance with the Protection of Personal Information Act (POPIA), Act No. 4 of 2013. In the event that your application is unsuccessful, the Department will retain your personal information only for audit purposes as required by policies, only for a specific period, of which the submitted documents will then be destroyed as legislated in the National Archives Act. It is the applicant's responsibility to have all their foreign qualifications (this includes O and A level certificates) evaluated by the South African Qualifications Authority (SAQA), at your own expense. Upon appointment, successful candidates will be required to disclose particulars of all registrable financial interests and to sign a Performance Agreement within 3 months from date of appointment and for candidates whose appointment exceeds 12 calendar months will be appointed on probation for the period of twelve (12) calendar months excluding leave taken as prescribed by Public Service Regulation 68. The status of your application will be visible on the e-Recruitment system. However, if you have not received feedback from the National Treasury within 3 months of the closing date, please regard your application as unsuccessful. NOTE: The National Treasury reserves the right not to fill the below-mentioned posts, withdraw or to put on hold a position and/or to re-advertise a post. All queries must be submitted via email addressed to the Human Resources Recruitment Support Team on Recruitment.Enquiries@treasury.gov.za. Kindly note that all National Treasury adverts published/LIVE on the eRecruitment System have a closing date listed and closing time of 12h00 (MIDDAY) on that closing date. The system is designed to automatically remove the advert from public view at exactly 12h00 (MIDDAY) of the said closing date for that post. There are no

other means to submit applications post the closing date and time, if you have missed or delayed in submitting on time.

OTHER POSTS

<u>POST 32/162</u>	:	<u>DEPUTY DIRECTOR: PFM DONOR MOBILISATION REF NO: S103/2026</u> Division: Office of The Accountant-General (OAG) Purpose: To contribute towards the management, coordination, monitoring, facilitation and implementation of public financial management (PFM), internal audit and risk management related capacity building initiatives within the public service.
<u>SALARY</u>	:	R1 101 468 per annum, (Incl. benefits)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Grade 12 is required coupled with a minimum National Diploma (equivalent to NQF level 6) in Public Administration or Management or Financial Management or Accounting or Economics or Internal Audit or Risk Management. Bachelor's degree (equivalent to NQF level 7) in any of the above disciplines is an added advantage. A minimum of 4 years' experience, of which 2 years should be at Assistant Director level or equivalent, obtained in public finance management. Knowledge and experience in managing projects related to capacity building & training on public finance management, internal audit or risk management. Experience in the management of donor funded programmes will be an added advantage.
<u>DUTIES</u>	:	Policy Development: Contribute towards the development and maintenance of a government wide Capacity Building Strategy for PFM, internal audit and risk management. Assist and support the development and maintenance of competency frameworks, occupational profiles and learning frameworks for PFM, internal audit and risk management. Support the consultative processes in developing strategies and frameworks among relevant stakeholders. Implementation: Contribute towards the coordination and harmonization of various PFM, internal audit and risk management related capacity building programmes. Prepare periodic narrative progress reports and financial reports in relation to capacity building programmes. Contribute towards assessing existing PFM, internal audit and risk management related capacity in the whole of Government. Participate in the analysis of PFM, internal audit and risk management related capacity assessment results and contribute towards the development of appropriate capacity building solutions. Support the development and maintenance of PFM, internal audit and risk management related qualifications and curricula. Monitor implementation of the strategies and frameworks and recommend corrective action and improvements to the national capacity building strategy and models for PFM, internal audit and risk management. Develop and maintain appropriate knowledge management systems. Stakeholder Management: Effective facilitation of Stakeholder Engagement Forums to advance CDS implementation, through NT Capacity Building Steering Committees, Donor Coordination Forums and Consultation Sessions with relevant stakeholders. Engage with other NT Divisions on capacity building initiatives to ensure streamlining and synergies between programmes. Support and participate in ongoing consultation with development partners and Government Institutions to address training needs and organisational constraints. Support and participate in meetings between DPSA, National School of Government, SETA's, Higher Education Institutions, private sector training providers and relevant bodies in respect of PFM, internal audit and risk management training. Management of Donor Funded Programmes: Support the management of capacity building programmes funded by international and local development partners in line with financial agreements. Facilitate the procurement and appointment of service providers for PFM capacity development projects in line with prescribed Supply Chain Management processes and procedures. Ensure effective financial administration of programmes. Monitor and evaluate programme effectiveness. Conduct field visits to coordinate and monitor field level processes of the project action plan in consultation with stakeholders. Contribute towards resource mobilization aimed at PFM, internal audit and risk management related Capacity Building.
<u>ENQUIRIES</u>	:	enquiries only (No applications): Recruitment.Enquiries@treasury.gov.za

**CHARTERED ACCOUNTANTS ACADEMY (CAA) 2027
(36 MONTHS)**

<u>APPLICATIONS</u>	:	To apply for the 2026 CAA programme, login to the following link: National Treasury e-Recruitment and attach all the required documents (CV, Grade 12 certificate, Tertiary certificates (if available), South African ID, application form and the full official academic record). Please note that e-mailed, post, hand delivered, faxed and late applications will not be accepted
<u>CLOSING DATE</u>	:	02 October 2026 at 12:00 pm (Midday)
<u>NOTE</u>	:	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/tertiary certificate, ID, CV, full official academic record, etc. These documents need not be certified at the point of application however certification will be required prior to attending the interview. Please note: Shortlisted candidates will be subjected to assessments. The assessments will be a technical exercise that intends to test relevant technical elements of the job, and the integrity (ethical conduct) assessment. The logistics of which will be communicated by the Department. 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. All qualifications, criminal and SA citizenship checks will be conducted on candidates where applicable. Additional checks will be conducted in line with the new DPSA Directive effective 01 April 2024. By submitting your application, it also means you consent to the National Treasury processing your information for Human Resources Management purposes. 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 sign a learning Agreement within 3 months from date of appointment. 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. The National Treasury is compliant with the requirements of POPIA.

OTHER POST

<u>POST 32/163</u>	:	<u>CHARTERED ACCOUNTANTS ACADEMY REF NO: CAA 2027</u> Division: Office of The Accountant-General Purpose: The National Treasury's Chartered Accountants Academy offers a three-year full-time training contract that will provide trainees with an opportunity to develop the Professional Values, Attitudes and Acumens (PVAAs) proficiency in pursuance of the Chartered Accountancy CA(SA) profession.
<u>STIPEND</u>	:	R413 001 per annum, (all-inclusive)
<u>CENTRE</u>	:	Pretoria, Johannesburg, Cape Town & Durban
<u>REQUIREMENTS</u>	:	Certificate in the Theory of Accounting (CTA) or equivalent qualification that meets SAICA requirements to write Initial Assessment of Competence (IAC) in January 2027
<u>DUTIES</u>	:	Key learning areas to be clarified by various units where the successful trainees will be placed.
<u>ENQUIRIES</u>	:	All queries must be submitted via email addressed to the CAA Team on caa@treasury.gov.za
<u>NOTE</u>	:	Training Programme: Candidates are invited to apply for the programme and will be exposed to the public sector with a view to meeting the skills shortage in the sector. Trainees will have an opportunity to be on the cutting edge of

financial management transformation and be part of policy development initiatives while developing technical competencies and PVAAs.

DEPARTMENT OF WOMEN, YOUTH AND PERSONS WITH DISABILITIES

The mandate of the Department is to lead on socio-economic transformation and implementation of the empowerment and participation of women, youth and persons with disabilities through mainstreaming, advocacy, monitoring and evaluation.

<u>APPLICATIONS</u>	:	Applicants are urged to submit the applications using this URL https://recruitment.dwypd.gov.za/ General enquiries may be brought to the attention of Mr Zuko Bebula Tel No: (012) 359 0417
<u>CLOSING DATE</u>	:	18 September 2026 at 16:00
<u>NOTES</u>	:	All fields in the Z83 application form on https://recruitment.dwypd.gov.za/ must be completed in full, in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form. It is therefore prudent that fields be completed by applicants and signed, noting the importance of the declaration. South African applicants need not to provide passport numbers. Candidate must respond "Yes" or "No" to the question whether you are conducting business with the state. If "Yes", details thereof only shortlisted candidates will submit Declaration form for conducting business with the state when shortlisted to the application. It is acceptable for applicant to indicate "not applicable" or leave a blank to the question "In the event that you are employed in the Public Service, will you immediately relinquish such business interest?" Applicants are not required to submit copies of qualifications and other relevant documents but must submit the completed and signed Z83 and detailed Curricula Vitae. The communication from HR of the Department regarding the requirement for certified document will be limited to shortlisted candidates. Therefore, only shortlisted candidate for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Applications received after the closing date will NOT be considered or accepted. Correspondence is limited to short-listed candidates only; should you not hear from us within six weeks of the closing date, please consider your application unsuccessful. Non-RSA citizens/permanent resident permit holders must submit a copy only when shortlisted. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Should you not hear from the Department within three (3) months of the closing date of the advertisement, please consider your application to be unsuccessful. The Department reserves the right not to fill and/or make an appointment to any of the advertised posts. 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. Further, personnel suitability checks, including security vetting, competency assessment will be conducted, as such transfer/promotion/appointment will be made subject to positive outcomes of personnel suitability checks. Successful candidates shall be required to enter into performance agreement within three (3) months of assuming their duties in the Department, and within one (1) month of the date of their appointment conclude the prescribed contract of employment. Designated employees shall be required to disclose their financial interest within 30 days after assumption of duty. Appointments will only be made on the first notch of the advertised salary level. Note that in terms of the Protection of Personal Information Act, 2021, the Department will ensure the protection of applicants' personal information and only collect, use and retain applicants' personal information for the purposes of recruitment and selection processes. The Department shall safeguard such personal information against access by unauthorised persons, unlawful disclosure, or breaches. The Department is an equal opportunity and affirmative action employer. In the filling of these posts, It is the intention of the Department to promote representivity in the Public Service through the filling of this position and the candidature of persons whose transfer/promotion/appointment will promote representivity will receive preference as the objectives of section 195 of the Constitution of the Republic of South Africa and the Employment Equity Act, 1998 (Act 55 of 1998) will be taken into consideration

OTHER POSTS

<u>POST 32/164</u>	:	<u>RESEARCHER REF NO: DWYPD/012/2026</u>
<u>SALARY</u>	:	R413 001 per annum (Level 08), plus benefits
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Matric Certificate and National Diploma/Degree in Social Sciences, Development Sciences, Public Administration/Management or a relevant NQF 6 qualification. A minimum of 3 years practical experience in the research field. Knowledge: Legislation, governance framework and prescripts applicable to research and policy; Policy research and analysis; Policy research and analysis; PMFA and Treasury regulations; Batho Pele principles and application thereof; Research methodologies, data collection, synthesis and analyses; Knowledge management and Data Literacy. Skills, Primary: Diversity awareness, Analytical and report writing skills, verbal and written communication skills; Applied strategic thinking; Customer focus and responsiveness; Planning and organising; Continuous improvement; People management and development; Team leadership. Secondary: Basic Budgeting and Financial Management; Problem solving and decision-making; Project management; Computer Literacy (MS Office Suite); Networking and building bonds; Impact and influence; Diversity management. Personal Attributes: Ethical behaviour; Honestly and Integrity; Emotional Intelligence; Passion and Achievement driven; Ability to work under pressure; Ability to maintain confidentiality of information; Respect for copyrights/ aversion to plagiarism.
<u>DUTIES</u>	:	Contribute to the implementation of the research agenda related to women youth and persons with disabilities' socio-economic empowerment and gender equality; Collect and analyse research data; Analyse qualitative and quantitative data using appropriate tools and techniques; Participate in the compilation of research executive summaries, reports and presentation; Conduct literature reviews; Prepare and update research data; Provide relevant research papers and/or reports; Provide research assistance and support to the Directorate. Provide inputs and support in the review and analysis of policies/bills/legislation/research/reports: Conduct analysis of identified policies/bills/legislation/research reports, provide inputs and where necessary, identify areas of possible review; Participate in forums or meetings for policy dialogues and discussions; Ensure research complies with ethical standards and relevant regulations; Collaborate with team members, stakeholders, and external partners. Render Information Knowledge Management support: Provide assistance with data capturing activities; Maintain the Research, Legislation and Policy Register records for the department; Assist with the identification and maintenance of relevant stakeholders and audience for dissemination of research findings; Support the implementation and operationalization of the Departmental Knowledge Management Strategy, as well as relevant DPSA knowledge management directives, policies, and circulars, to promote effective knowledge-sharing, retention, and management practices across the department; Facilitate and coordinate the participation of subject matter experts in contributing, reviewing, and maintaining knowledge products within the departmental knowledge hub, ensuring that information is accurate, relevant, and aligned with organizational knowledge-management standards. Render Administrative and Secretarial support to the Directorate: Assist with setting up of interviews; Provide assistance with copywriting and editing of documents; Maintain administrative records; Assist with drafting of submissions; Prepare/write/type/documents, presentations, memorandums, letters and reports on behalf of the Directorate; Arrange meetings, take minutes and compile reports; Maintain internal and external stakeholder relationships.
<u>ENQUIRIES</u>	:	Ms Ntando Buthelezi at 066 077 7002
<u>NOTE</u>	:	Preference will be given to African Male/ Female, Coloured, Female/Male, White female/Male, Youth as well as persons with disabilities as these groups are underrepresented in this post.
<u>POST 32/165</u>	:	<u>SENIOR YOUTH DEVELOPMENT OFFICER REF NO: DWYPD/013/2026</u>
<u>SALARY</u>	:	R413 001 per annum (Level 08), plus benefits
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Matric Certificate and National Diploma/Degree (NQF6/7) in Youth Development, or Social Sciences, or a relevant NQF 6/7 qualification. A valid

driver's licence is required; however, this requirement is not applicable to persons with disabilities. Applicants must have a minimum of three (3) years' practical experience in youth development programme/field. Knowledge: Legislation, governance framework and prescripts applicable to the Youth Sector; Risk management; NYP2030, NYDA Act, PFMA and Treasury regulations; Batho Pele principles and application thereof; Research methodologies and analyses; Knowledge management and Data Literacy. Skills: Primary; Diversity awareness; Effective report writing, verbal and written communication skills; Applied strategic thinking; Customer focus and responsiveness; Planning and organising; Continuous improvement; People management and development; Team Leadership. Secondary: Basic Budgeting and Financial Management; Problem solving and decision-making; Project management; Computer Literacy (MS Office Suite); Networking and building bonds; Impact Influence; Diversity management. Personal Attributes: Ethical behaviour; Honesty and Integrity; Emotional Intelligence; Passion and Achievement driven; Ability to work under pressure; Ability to maintain confidentiality of information; Respect for copyrights/aversion to plagiarism.

DUTIES

: Organise, mobilise and engage youth stakeholders: Drafting proposals, concept documents and submissions on youth stakeholder engagements; Compile reports on national and international engagements conducted; Compile reports and outcomes of stakeholder meetings; Oversee convening of stakeholder meetings and ensure that invitations, agenda, and minutes are compiled, signed and approved; Monitor meeting decision and compile status reports; Organise the National Youth Machinery meetings and compile a report; Participate in and support the Provincial and Local Youth Forums; Consolidate National Youth Month Programmes of Activities of stakeholders; Participate in the Youth Month National Task Team. Manage youth development stakeholder database: Update stakeholder database after every stakeholder engagement; Share the database with the stakeholders where necessary. Support youth engagement policies and strategies: Make input into the drafting of National Youth Machinery Framework and consolidate inputs; Make input into the drafting of youth work professionalisation policy; Participate in the consultation process of youth work professionalisation policy consolidate inputs; Distribute the youth work professionalisation policy to stakeholders; Ensure finalisation of the constitution for the association for professionalisation of youth workers; Ensure registration of the youth workers' Association. Support political principals on national and international engagements: Coordinate the National Youth Engagements; Coordinate International Stakeholder Engagement (BRICKS, Commonwealth, SADCA, UN, EU and IBSA); Attend meetings on national and international engagements and provide reports to the unit; Provide inputs notes for political principals; Develop submissions and briefing notes for the political principals for national and international engagements. Provide support and manage youth projects to advance youth development: Manage the professionalization of youth work project; Support the young women's projects; Support on the ethical leadership and student representative council project; Facilitate social ills interventions to address the vulnerability of young people; Facilitate capacity building interventions for youth focal points.

ENQUIRIES NOTE

: Mr OJ Fourie at 079 507 0127
: Preference will be given to African females, Coloured, (Males/Female,) Indians, (Male/Female), White (Male/Female), Youth as well as Persons with Disabilities, as these groups are underrepresented in this post.

POST 32/166

: **INFORMATION TECHNOLOGY TECHNICIAN REF NO: DWYPD/011/2026**

SALARY CENTRE REQUIREMENTS

: R338 106 per annum (Level 07), plus benefits
: Pretoria
: Matric Certificate and National Diploma/Diploma (NQF6) in Information Technology or a relevant NQF 6 qualification. ITIL Foundations Certificate, certified ITIL, MCSE, A+, N+ will be an added advantage. A valid driver's licence is required; however, this requirement is not applicable to persons with disabilities. A minimum of 2 years' experience in an information technology environment. Knowledge: Working knowledge of the policy and regulatory environment of information technology and security; Android and iPads mobile devices; LAN/WAN support; In-depth knowledge of performing hardware and software support for Windows. Skills: Interpersonal relations skills; Good communication Skills; Problem solving and analytical Skills; Advanced Computer Literacy; IT Technical support skills. Personal Attributes: Ethical

behaviour; Honestly and Integrity; Conscientious and proactiveness; Ability to work under pressure; Ability to work independently; Ability to maintain confidentiality of information.

DUTIES

: Provide network connectivity to all computer users: Ensure accessible of WAN dependent functions; Ensure accessible of LAN dependent functions; Report on WAN functionality and connectivity changes and performance status; Report on LAN functionality and connectivity changes and performance status. Maintain Sever Room Infrastructure: Report faults of the server room within an hour to the supervisor; Ensure cleanness of the server room; Manage access to the server rooms; Update and Maintain server room access register. Maintain security and privacy of networks and computer systems: Install and upgrade anti-virus software to ensure security at the user level; Ensure the installation of the correct Operating Systems Version and Patches; Monitor Anti-Virus & Patches updates and escalate where updates are not received; Monitor & ensure connectivity of the GUP Server and escalate where it is not online. Install, configure and troubleshoot computer systems: Perform troubleshooting to diagnose and resolve computer problems; Repair or replace damaged hardware; Install and configure hardware and software components to ensure usability; Upgrade the entire system to enable compatible software on all computers; Performing tests and evaluations on new software and hardware. Provide IT service desk support services: Respond incoming calls, emails and walk in; Log calls for the queries/incidents received; Provide the client with the IT Reference number for tracking issues; Provide support to users and be the first point of contact for error reporting; Transfer or escalate unresolved incidents to the relevant units/service provider; Make certain that all queries are attended to timeously in alignment with a faster turnaround time for service delivery; Monitor the progress of the record life cycle; keep users informed of the progress of their queries. Manage, implement and maintain IT security controls to protect the department's data integrity and ensure continuity of service: Perform and monitor daily, weekly, and monthly backups of departmental systems, servers, databases, and Microsoft 365 services; Verify backup completion reports and promptly resolve backup failures; Conduct quarterly backup restore tests to validate data recoverability and integrity; Perform quarterly Disaster Recovery (DR) tests and document results; Maintain offsite and cloud-based backup repositories to ensure business continuity; Monitor Veeam Backup and Replication operations and ensure successful backup execution.

ENQUIRIES

: Mr Mpolokeng Masiya at 079 8924 694

NOTE

: Preference will be given to African Male/ Female, Coloured Male/ Female, Youth as well as Persons with Disabilities, as these groups are underrepresented in this post.