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Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 38 OF 2026

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1. Introduction

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

2. Directions to candidates

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

3. Directions to departments

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

4 SMS pre-entry certificate

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

AMENDMENT

: **DEPARTMENT OF CIVILIAN SECRETARIAT FOR POLICE SERVICE:** Kindly note that an error was identified in the email address provided for the Internship: Internal Audit position with Ref No: CSP/26/2026, advertised in the Public Service Vacancy Circular 37 dated 16 October 2026, with a closing date: 30 October 2026. Applicants are requested to submit their applications to either of the following email addresses: Lindiwe.Thubana@csp.gov.za or Intern-IA@csp.gov.za

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DEPARTMENT OF AGRICULTURE (DOA)

<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 SOrecruit99@nda.gov.za .
<u>CLOSING DATE</u>	:	06 November 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, 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. Application: 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. ERRATUM: The erratum issued on the Public Service Circular regarding the withdraw the post of Senior Security Officer with Ref No: 3/3/1/83/2026 which was published in the Public Service Vacancy Circular 35 dated 02 October 2026 has been withdrawn, the Department will continue to fill the post.

OTHER POST

<u>POST 38/01</u>	:	<u>SCREENING OFFICER REF NO: 3/3/1/99/2026</u>
	:	Directorate: Vetting, Screening and Special Investigation
	:	12 Months Fixed Term Contract
<u>SALARY CENTRE</u>	:	R338 106 per annum (Level 07), (plus 37% in lieu of benefits)
	:	Gauteng (Pretoria)

- REQUIREMENTS** :
- Applicants must be in possession of grade 12 certificate and Degree / National Diploma in Security Risk Management / Policing / Police Science. Minimum of (one) 1 year experience in relevant environment. Job Related Knowledge: Knowledge on security administration. Extensive knowledge of security systems.
- DUTIES** :
- Render security screening of new employees: Receive request from Human Resource Administration. Register in screening databases. Receive screening request from various branches. Conduct security screening for special events. Take fingerprints of candidates. Retrieve security screening information from internal and external databases: Conduct credit check verification. Conduct criminal check verification. Conduct qualification verification. Identity verification. Conduct employment check verification. Liaise with State Security Agency and Police for screening matters: Conduct integrity checks. Conduct administration of security and background processes: Open screening files. Compile security screening request letter to SSA and SAPS. Distribute security report to HRA.
- ENQUIRIES** :
- Mr M Mnguni Tel No: (012) 319 7127
- NOTE** :
- EE Target: Africans, Coloured, Whites, Indians and Persons with disability will be given preference

DEPARTMENT OF BASIC EDUCATION

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

<u>APPLICATIONS</u>	:	Submitted via post to: Private Bag X895, Pretoria, 0001 or hand-deliver to: The Department of Basic Education, 222 Struben Street, Pretoria or you can email your application HR@dbe.gov.za in PDF format. Please visit the Department of Education's website at www.education.gov.za
<u>CLOSING DATE</u>	:	06 November 2026
<u>FOR ATTENTION</u>	:	Ms N Monyela/ Mr M Segowa
<u>NOTE</u>	:	Applications must be submitted on the most recently approved Z83 Application for Employment Form, obtainable from the DBE Website or any Public Service Department/Webpage. Use of the old Z83 Form will result in disqualification. The Z83 must be completed in full and page 2 duly signed. A clear indication of the post and reference number that is being applied for must be indicated on your Z83. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 with a detailed Curriculum Vitae (only). Certified copies of qualifications and other relevant documents will be requested from shortlisted candidates on or before the day of the interview. Successful candidates will be subjected to Personnel Suitability Checks (criminal record, citizenship & financial/asset record checks, qualification and employment verification including social media profiles). Appointment is subject to positive results of the security clearance process. The successful candidate will be required to sign an annual performance agreement and, where applicable, annually disclose his/her financial interests. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with. Applicants, who do not comply with the requirements outlined above, will not be considered. A Pre-entry Certificate for the Senior Management Service (SMS) (Nyukela Certificate) is required for all SMS appointments; the full detail of the outlined requirements and course information can be sourced by following the link https://www.thensg.gov.za/training-course-SMS-pre-entry-programme . All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. Note: Applications must be submitted on the most recently approved Z83 Application for Employment Form, obtainable from the DBE Website or any Public Service Department/Webpage. Use of the old Z83 Form will result in disqualification. The Z83 must be completed in full and page 2 duly signed. A clear indication of the post and reference number that is being applied for must be indicated on your Z83. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 with a detailed Curriculum Vitae (only). Certified copies of qualifications and other relevant documents will be requested from shortlisted candidates on or before the day of the interview. Successful candidates will be subjected to Personnel Suitability Checks (criminal record, citizenship & financial/asset record checks, qualification and employment verification including social media profiles). Appointment is subject to positive results of the security clearance process. The successful candidate will be required to sign an annual performance agreement and, where applicable, annually disclose his/her financial interests. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with. Applicants, who do not comply with the requirements outlined above, will not be considered.

MANAGEMENT ECHELON

<u>POST 38/02</u>	:	<u>DIRECTOR: PUBLIC EXAMINATION REF NO: DBE/74/2026</u> Branch: Curriculum Policy, Support and Monitoring Chief Directorate: National Assessment and Public Examinations Directorate: Public Examinations
<u>SALARY</u>	:	R1 317 384 per annum, (all-inclusive remuneration package)
<u>CENTRE</u>	:	Department of Basic Education (Pretoria)
<u>REQUIREMENTS</u>	:	An appropriate NQF Level 7 qualification (as recognised by SAQA) in Education or a related field. A postgraduate qualification will be an added advantage. A minimum of five (5) years' experience at a middle/senior management level, of which at least three (3) years must be within the education assessment and examinations. Sound knowledge curriculum Policies and Assessment Policies. Sound knowledge of the National Senior Certificate (NSC) examination system, including question paper development, moderation, standardisation processes, quality assurance processes, marking, monitoring of examinations, examinations policy and examination irregularities. Working knowledge of the General and Further Education and Training Quality Assurance Act, 2001 and the Regulations Pertaining to the Conduct, Administration and Management of the NSC Examinations. Knowledge of the Public Finance Management Act, 1999, and other relevant prescripts governing public examinations administration. Proven project management, strategic leadership, and stakeholder liaison skills, including engagement with provincial education departments, examiners, moderators, and Umalusi. Process competencies: Knowledge Management; Service Delivery Innovation; Report Writing; Problem Solving and Analysis; Client Orientation and Customer Focus; and Communication. Core competencies: Strategic Capability and Leadership; Programme and Project Management; Financial Management; Knowledge Management; People Management and Empowerment; Communication; Innovation; and Creativity. A valid driver's licence and willingness to travel. The incumbent will undergo a vetting process through the State Security Agency before assumption of duty.
<u>DUTIES</u>	:	Manage, coordinate and support the activities of the Directorate: Public Examinations. Facilitate the setting of high-quality Grade 12 question papers for the National Senior Certificate examination and the Senior Certificate. Enhance the National quality assurance system for School Based assessment in Grade 12. Facilitate the implementation of high quality and standardised marking of the National Senior Certificate (NSC) and Senior Certificate (SC) across all marking centres and pilot e-marking. Support and co-ordinate the implementation of the NSC and SC examinations across the nine Provincial Education Departments. Manage irregularities and enhance the integrity of the NSC. Contribute to strengthening communication.
<u>ENQUIRIES</u>	:	Ms N Monyela Tel No: (012) 357 3294/ Mr M Segowa Tel No: (012) 357 4291
<u>NOTE</u>	:	The successful candidate must sign an annual performance agreement, annually disclose their financial interests and be subjected to a security clearance.

OTHER POSTS

<u>POST 38/03</u>	:	<u>DEPUTY DIRECTOR: WHOLE SCHOOL EVALUATION (WSE) REF NO: DBE/75/2026</u> Branch: Teacher, Education Human Resources Management Chief Directorate: Education Human Resources Management Directorate: Education Performance Management & Development and Whole-School Evaluation
<u>SALARY</u>	:	R1 101 468 per annum (Level 12)
<u>CENTRE</u>	:	Department of Basic Education (Pretoria)
<u>REQUIREMENTS</u>	:	Applicants must be in possession of NQF level 6 post matric qualification or equivalent qualification as recognised by SAQA; Four (4) years relevant experience as an Assistant Director or equivalent; A post graduate will serve as an advantage; At least 10 years (10) years overall experience as an educator with five (5) years management experience; Experience in project management, supervision and managing a budget in line with strategic plan; Extensive knowledge of the General Education and Training (GET) and Further Education and Training (FET) curriculum; Knowledge and understanding of

school evaluation, performance management and accountability systems; Knowledge of and insight into relevant education policies and legislation as well as CAPs; Knowledge of the national WSE-policy; Knowledge of research methods; Ability to conduct and report on classroom observations; Ability to keep up with a challenging education environment for the 21st Century; Adapt an outcomes approach and foster data-driven decision-making; Have capacity to work without supervision and be able to meet targets and deadline; Willingness to work extensive hours and be prepared to travel; Strong verbal and written communication skills; Good computer skills in Microsoft Office Programmes: Word, Excel and PowerPoint; Report writing and presentation skills; Excellent people skills in order to interact with stakeholders; A valid driver's licence; Have a passion for making a positive contribution in the South African Education Sector.

DUTIES : The successful candidate will be responsible for planning and coordinating meetings and training of provincial WSE-supervisory teams and district officials; Developing training material and instruments for internal and external school evaluations; Monitoring and reporting on the quality and effectiveness of school evaluations; Analysing reports on lesson observations; Monitoring WSE post-address areas of underperformance; Effectively use reliable and valid data for School Improvement Plans to support systematic evaluation processes; Creating a repository of school evaluation reports for system wide consumption; Work collaboratively to establish partnerships with stakeholders in the sector to strengthen accountability and promote improvement.

ENQUIRIES : Ms N Monyela Tel No: (012) 357 3294/ Mr M Segowa Tel No: (012) 357 4291
NOTE : The successful candidate must sign an annual performance agreement, annually disclose their financial interests and be subjected to a security clearance.

POST 38/04 : **DEPUTY DIRECTOR REF NO: DBE/76/2026**
 Branch: Social Mobilisation and Support Service
 Chief Directorate: Care and Support Service
 Directorate: Health Promotion

SALARY : R1 101 468 per annum (Level 12)
CENTRE : Department of Basic Education (Pretoria)
REQUIREMENTS : Applicants must be in possession of NQF level 6 post matric qualification in or an equivalent qualification in Health Promotion, Health Science or Education as recognised by SAQA; Four (4) years relevant experience as an Assistant Director or equivalent; Understanding of the policy mandate, biomedical evidence and the social determinates relevant to provision of sexuality education and health education/promotion coupled with extensive experience in the development, implementation and management of programmes for children and/or adolescence; Knowledge of the education sector policies and strategies guiding the development; Implementation and management of HIV, STIs, and Teenage pregnancy prevention programmes in schools; An understanding of current school health policies and trends as well as the evidence and interventions aimed at vulnerable girl and boy is required; Stakeholder and partnership management is crucial in this position; Strong financial management skills are prerequisite for the position; Strong communication skills(both verbal and written) are essential, as are conceptual, organisational and administrative skills and networking skills, the ability to liaise with officials at all levels of government as well as with key stakeholders in the field; A self-starter who works well independently as well as in a team with demonstrated ability to apply monitoring and evaluation and project management principles to their work.

DUTIES : The successful candidate will be responsible for managing and coordinating the HIV and AIDS conditional grant at National Level; Consolidating the monthly, quarterly, annual financial and programme reports; Monitoring the performance of Provincial HIV and AIDS programme; Facilitating the development of the HIV and AIDS Life Skills Conditional Grant Framework and provincial business plans; Ensuring adherence to allocated budgets as per the approved business plans; Consolidating financial performance reports for the grant, management of the HIV & AIDS Life Skills programme in compliance to the grant framework in provinces, ensuring effective planning implementation, monitoring and evaluation of HIV and AIDS, STIs and TB programme activities and policies; Conducting oversight visit in the 9 provinces and hold

		interprovincial meetings; Facilitating and maintaining strategic partnerships with sister departments and stakeholders.
<u>ENQUIRIES NOTE</u>	:	Ms N Monyela Tel No: (012) 357 3294/ Mr M Segowa Tel No: (012) 357 4291
	:	The successful candidate must sign an annual performance agreement, annually disclose their financial interests and be subjected to a security clearance.
<u>POST 38/05</u>	:	<u>ASSISTANT DIRECTOR: BIDS AND CONTRACT ADMINISTRATION REF NO: DBE/77/2026</u> Branch: Finance and Administration Chief Directorate: Financial Management Services Directorate: Supply Chain Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R487 197 per annum (Level 09)
	:	Pretoria
	:	The applicant must be in possession of a three (3) year relevant post matric qualification (NQF level 6) or equivalent qualification as recognised by SAQA in Public Administration, Supply Chain Management, Procurement, Logistics; A Minimum of three (3) years relevant experience in Supply Chain Management at supervisory level; Experience in Bids Management and Acquisition Management; Knowledge of procurement policies, regulations and relevant legislations governing the Bids Administration and Acquisitions Management; Communication skills (Verbal and Written), Computer literacy (MS Word, MS Excel, MS PowerPoint and MS Outlook); Ability to work as a team; Good interpersonal relations; Ability to solve problems; Attention to details and excellent numeric skills.
<u>DUTIES</u>	:	The successful candidate will be responsible for managing the Acquisition process effectively; Attending and advising during the Bid Specification Committee (BSC) or Bid Evaluation Committee (BEC) meetings; Attending and responding to the audit findings; Providing secretariat function and support to the BSC and BEC; Compiling submissions after the BAC has made recommendations to the Director General; Compiling the bid committees reports; Compiling the monthly reports; Administering contracts' compliance; Assisting the Deputy Director by providing Secretariat function and support to the Bid Adjudication Committee (BAC); Drafting letters to Bidders informing them about the outcome of the bid after the finalisation of the bidding process; Facilitating the finalisation of the contracts/SLA in consultation with Legal Services; Facilitating and ensuring that payments of Suppliers Service Providers are done within 30 days; Notifying the Suppliers Service providers/ Contractors regularly on the status or expiry of contracts; Updating the Commitment Register when payments are processed; Coordinating and monitoring the Contracts; Ensuring proper record keeping of all contracts and relevant documentations; Reviewing modifications, extensions and contract close-out documents for further action; Performing any other work as related duties by the managers. Ensuring performance development and performance management of staff.
<u>ENQUIRIES NOTE</u>	:	Ms N Monyela Tel No: (012) 357 3294/ Mr M Segowa Tel No: (012) 357 4291
	:	The successful candidate must sign an annual performance agreement, annually disclose their financial interests and be subjected to a security clearance.
<u>POST 38/06</u>	:	<u>SENIOR SECRETARY REF NO: DBE/78/2026</u> Branch: Social Mobilisation and Support Services Chief Directorate: Care and Support in Schools Directorate: Psychosocial Support
<u>SALARY CENTRE REQUIREMENTS</u>	:	R280 278 per annum (Level 06)
	:	Pretoria
	:	The applicant must be in possession of a Senior Certificate or equivalent; One (1) year relevant experience in rendering secretarial or administrative support services to senior management will serve as an added advantage; Knowledge of administrative and clerical procedures, departmental policies and public service regulatory frameworks; Ability to work under pressure, maintain confidentiality and manage multiple tasks; Good verbal and written communication skills, interpersonal relations, organisational and planning skills, telephone etiquette, record management, minute-taking and report writing skills; Sound knowledge of Microsoft Office applications (Word, Excel,

		PowerPoint, Outlook and Teams); A valid driver's licence will be an added advantage.
<u>DUTIES</u>	:	The successful candidate will be responsible for providing secretarial and administrative support services to the Director: Psychosocial Support; Managing the diary of the Director by scheduling meetings, appointments and events; Receiving, screening and direct telephone calls and correspondence; Drafting routing correspondence, submissions, reports and presentations; Coordinating meetings, prepare agendas, take minutes and follow up on resolutions; Managing incoming and outgoing documents and ensure proper filing and records management systems are maintained in line with departmental policies and the National Archives and Records Service requirements; Arranging travel and accommodation for the Director and process related claims; Maintaining logistical and administrative support workshops, meetings and stakeholder engagement; Maintaining office supplies and ensuring the efficient functioning of the office; Liaising with internal and external stakeholders on behalf of the Director.
<u>ENQUIRIES NOTE</u>	:	Ms N Monyela Tel No: (012) 357 3294/ Mr M Segowa Tel No: (012) 357 4291
	:	The successful candidate must sign an annual performance agreement, annually disclose their financial interests and be subjected to a security clearance.
<u>POST 38/07</u>	:	<u>SENIOR ADMINISTRATION CLERK REF NO: DBE/79/2026</u> Branch: Finance and Administration Chief Directorate: Financial Management Services Directorate: Supply Chain Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R237 453 per annum (Level 05)
	:	Pretoria
	:	The applicant must be in possession of a Senior Certificate or equivalent qualification; Knowledge of The Public Finance Management Act (PFMA); Knowledge of Treasury Regulations; Knowledge of applicable Supply Chain Management policies and procedures; Good verbal and written communication skills; Computer literacy, including proficiency in Microsoft Word, Microsoft Excel, Microsoft Outlook and Microsoft PowerPoint; Good organisational and planning skills; Good problem-solving skills; Good interpersonal and client-relations skills; Ability to work effectively as part of a team; Ability to work independently and under pressure; Good administrative and record-keeping skills.
<u>DUTIES</u>	:	The successful candidate will be responsible for Receipt of goods from service providers and verifying deliveries against purchase orders and other relevant supporting documentation; Ensuring that goods received are aligned with the specifications and quantities reflected in the applicable purchase orders; Ensuring that discrepancies between ordered and delivered goods are identified, recorded, reported and resolved with the relevant stakeholders; Monitoring stock levels and identify damaged, obsolete and slow-moving goods; Conducting regular stock counts and reconciliations and investigate discrepancies; Ensuring that goods are appropriately recorded, labelled, stored and controlled.
<u>ENQUIRIES NOTE</u>	:	Ms N Monyela Tel No: (012) 357 3294/ Mr M Segowa Tel No: (012) 357 4291
	:	The successful candidate must sign an annual performance agreement, annually disclose their financial interests and be subjected to a security clearance.

DEPARTMENT OF CORRECTIONAL SERVICES

The Department of Correctional Services is an equal opportunity employer. The Department will take into consideration the objectives of Section 195 (1) (i) of the Constitution of the Republic of South Africa, 1996 (Act 108 of 1996) and the Employment Equity Act, 1998 (Act 55 of 1998) in filling of these vacancies. It is our intention to promote representivity in respect of race, gender and disability through the filling of these positions. In support of this strategy, applicants need to indicate race, gender and disability status on the application form/CV. Blacks and Whites are encouraged to apply.



<u>APPLICATIONS</u>	:	should be submitted online at https://careers.dcs.gov.za/ . Emailed, post or hand delivered applications will not be considered.
<u>CLOSING DATE</u>	:	09 November 2026 @ 15H45.
<u>NOTE</u>	:	Before you apply: All costs associated with an application will be borne by the applicant. Applicants who have retired from the Public Service with a specific determination that they cannot be re-appointed or have been declared medically unfit will not be considered. Please take note that correspondence will only be conducted with the shortlisted candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application is unsuccessful. Please do not call the department to enquire about the progress of your application. Applicants must note that further checks will be conducted once they are shortlisted and that their appointment is subject to positive outcomes on these checks, which include security clearance, security vetting, qualification verification and criminal records verification. Appointment will be provisional, pending the issue of a security clearance. If you cannot get a security clearance, your appointment will be re-considered/possibly terminated. Fingerprints may be taken on the day of the interview. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One shall be a practical exercise, and the other shall be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. Applications: Applications must be submitted on the Z83 form (Public Service application form) obtainable from any Public Service department and must be completed in full. Only a detailed CV should be attached to your application form. Only shortlisted candidates will be required to submit certified copies not older than 6 months of qualifications and other related documents on or before the day of the interview. Please send a complete application for the post you apply for on a pdf format, stating the correct reference for the position you are interested in. Requirement for valid driver's licence is not applicable to applicants with a disability.

OTHER POSTS

<u>POST 38/08</u>	:	<u>REGIONAL COMMISSIONER REF NO: HO 2026/11/01</u>
<u>SALARY</u>	:	R1 919 241 per annum, (all-inclusive package)
<u>CENTRE</u>	:	KwaZulu Natal Region
<u>REQUIREMENTS</u>	:	A postgraduate qualification (NQF level 8) in Public Administration / Law / Criminology / Social Sciences or relevant qualification as recognized by SAQA. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory. 8 -10 years' experience at a senior managerial level. Sound knowledge of the SA Correctional System and understanding the functioning of the Criminal Justice System. Computer literate. Valid driver's licence. Required Knowledge: Knowledge and understanding of the South African Criminal Justice Systems and the Correctional Services architecture. Understanding of public service policy and related legislative framework (Public Service Act and Regulations, Public Finance Management Act, with emphasis on the Correctional Services Act 111 of 1998 as amended). Competencies And Attributes: Strategic capability and leadership. Service delivery innovation. Client orientation and customer focus. Financial management. Change management. People management and empowerment. Programme and project management. Communication skills (verbal and written). Problem solving and decision making. Transformation management. Influencing and impact. Policy

	development, facilitation, conflict management and conceptual skills. Diversity management. Negotiation skills. Confidentiality. Interpersonal relations and time management. Accountability. Diplomacy and tact. Policy development and implementation. Good corporate governance principles.
<u>DUTIES</u>	: Provide strategic leadership in ensuring effective, efficient and economic management of the region to realize policy outcomes. Manage the provision of care programmes to maintain the personal well-being of offenders. Manage the provision of programmes aimed at the development of offenders. Manage the rendering of security services to personnel, service providers, public, offenders and any other departmental operation. Management of Justice, Crime Prevention Security cluster and other stakeholders in the region. Manage the development and implementation of after care services to offenders. Manage the development and implementation of correctional programmes to correct offending behaviour. Effective risk management to ensure compliance with the risk management plan of the department. Management of human resources, finance, assets and performance information.
<u>ENQUIRIES</u>	: National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.
<u>NOTE</u>	: Appointment under the Correctional Services Act.
<u>POST 38/09</u>	: <u>DEPUTY COMMISSIONER: CORRECTIONAL SECURITY OPERATIONS</u> <u>REF NO: HO 2026/11/02</u> Re-advertisement
<u>SALARY</u>	: R1 582 272 per annum, (all-inclusive package)
<u>CENTRE</u>	: National Head Office
<u>REQUIREMENTS</u>	: An undergraduate qualification (NQF level 7) in Security Management / Criminology / Behavioural Sciences or relevant qualification as recognized by SAQA. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory and should be submitted prior to appointment. Five [5] years' experience at a senior managerial level in a similar environment. Security clearance. Computer literacy. Valid driver's licence. Required Knowledge: Knowledge and understanding of the South African Criminal Justice System and the Correctional Services system and architecture. Understanding of public service policy and related legislative framework (Public Service Act and Regulations, Public Finance Management Act, with emphasis on the Correctional Service Act 111 of 1998 as amended). Competencies and Attributes: DCS/public service management knowledge. Policy development and analysis. Knowledge and understanding of security management dynamics. Intelligence and counter-intelligence operations and analysis. Research. Diplomacy and negotiation skills. Risk management. Strategic management and capability. Programme and project management.
<u>DUTIES</u>	: Provide leadership and strategic direction within the chief directorate. Develop strategies, policies, procedures and frameworks to ensure alignment with business plan of the department. Ensure implementation and monitoring of the operational plans in line with the departmental strategic plan. Ensure safe and secure DCS facilities and provide security standards services with respect to DCS. Ensure that sufficient and effective emergency support team services are available in correctional centres to support officials in their duties to create a safe environment for both inmates and officials. Manage the creation and maintenance of a national operational centre. Manage the effective capacitation and management of emergency support teams. Manage stakeholder relations. Management of liaison in relation to client expectations (internal & external). Effectively participate in cluster programs (NatJOINTS etc). Manage correctional programmes rendered in the department. Ensure that correctional programmes are rendered effectively in the department. Develop policies based on the national guidelines practices, procedures and policies and ensure the implementation thereof. Management of risks within the chief directorate. Develop action plans to mitigate the identified risks. Monitor and evaluate the effectiveness of the control measures in place. Management of human resources, finance, assets and performance information.
<u>ENQUIRIES</u>	: National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.
<u>NOTE</u>	: Candidates who previously applied need to re-apply. Appointment under the Correctional Services Act.

<u>POST 38/10</u>	:	<u>DEPUTY COMMISSIONER: HUMAN RESOURCE DEVELOPMENT REF NO: HO 2026/11/03</u> (Re-advertisement)
<u>SALARY</u>	:	R1 582 272 per annum, (all-inclusive package)
<u>CENTRE</u>	:	National Head Office
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 7) as recognized by SAQA in Human Resource Development/Public Administration or relevant qualification. Five (5) years' experience at a senior managerial level in a similar environment. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory and should be submitted prior to appointment. Computer literate. Valid driver's licence. Required Knowledge: Understanding of the dynamics of the Justice Cluster. Understanding of Public Service Policy and related legislative framework (Public Service Act, Regulations and Labour Relations Act). Competencies And Attributes: Financial Management skills. Strategic capability and leadership. Policy development. Communication. Project and programme management. Transformation management, Change management. Client 4 5 Orientation and customer focus. Problem solving and analysis. Service delivery innovation. Decision making. People Management and empowerment. Integrity and honesty. Confidentiality. Interpersonal relations. Understanding of Public Service policy and legislative framework. Assertiveness. Ability to network. Diplomacy and tactful. Influence and impact.
<u>DUTIES</u>	:	Provide strategic leadership and direction for the chief directorate. Establishing strategic direction of the Department to ensure alignment with its objective. Monitor and ensure the implementation of the strategic plans. Development, management and monitoring of DCS training and development strategy. Develop, implement and manage the career management and succession planning programmes. Management and implementation of a performance management system linked to the strategic outcomes, functional responsibilities and individual performance. Foster effective relationships with all the relevant role players. Develop and maintain good relations within the department and other role players. Liaise and co-ordinate with governmental, non-governmental institutions and other structures and organizations. Ensure that the preparations of the budget are in line with strategic plans and department objectives. Ensure proper implementation of the budget by monitoring, projecting and reporting expenditure. Manage the provision of the following services and functions: External Training and Standards. Core Curriculum. Functional and Management Training. Management of human resources, finances and assets. Management of performance information.
<u>ENQUIRIES</u>	:	National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.
<u>NOTE</u>	:	Candidates who previously applied need to re-apply. Appointment under the Correctional Services Act.
<u>POST 38/11</u>	:	<u>REGIONAL HEAD: INCARCERATIONS, CORRECTIONS AND REHABILITATION REF NO: HO 2026/11/04</u>
<u>SALARY</u>	:	R1 340 691 per annum, (all-inclusive package)
<u>CENTRE</u>	:	Limpopo, Mpumalanga and North West region
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 7) as recognised by SAQA in Behavioural Science or relevant qualification. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory. Five [5] years of experience at a middle/senior managerial level. Security clearance. Computer literate. Valid driver's licence. Required Knowledge: Knowledge and understanding of the South African Criminal Justice System and the Correctional Services architecture. Understanding of public service policy and related legislative framework (Public Service Act and regulations, Public Finance Management Act, with emphasis on the Correctional Services Act 111 of 1998 as amended). Competencies and Attributes: Strategic capability and leadership. Policy development, communication, project and programme management, transformation management, change management, client orientation and customer focus. Problem solving and analysis, service delivery innovation, decision making and financial management skills. People management and empowerment. Integrity, honesty, confidentiality and interpersonal relations.

<u>DUTIES</u>	:	Understanding of Public Service policy and legislative framework. Assertiveness, ability to network, diplomacy, tactful, influence and impact.
	:	Ensure a safe and secure environment for members of the public, personnel and persons legally entrusted to our care. Manage health care services and incarceration management. Manage and oversee self-sufficiency and sustainability programs and services. Management of human resources, finances and assets. Management of performance information.
<u>ENQUIRIES</u>	:	National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.
<u>NOTE</u>	:	Appointment under the Correctional Services Act.
<u>POST 38/12</u>	:	<u>AREA COORDINATOR: CORPORATE SERVICES REF NO: HO 2026/11/05</u>
<u>SALARY</u>	:	R1 340 691 per annum, (all-inclusive package)
<u>CENTRE</u>	:	KwaZulu Natal region: Durban
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 7) in Human Resource Management or relevant qualification. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory. [5] Years' of experience at a middle/senior managerial level. Security Clearance. Computer literacy. Valid driver's licence. Required Knowledge: Understanding of the dynamics of the Justice Cluster, White Paper on Corrections in South Africa and White Paper on Remand Detainees. Understanding of Public Service Policy and related legislative framework (Public Service Act and Regulations and Public Finance Management Act). Competencies And Attributes: In-depth knowledge of Human Resource policies and procedures. Planning, organizing, negotiation, counselling, analytical and problem solving, communication and listening, time management, diversity management and conflict management skills.
<u>DUTIES</u>	:	Responsibilities: Coordinate and manage human resource administration services within the Management Area. Coordinate and manage the utilisation of human resources and employee development. Coordinate human resource support services. Facilitate legal processes. Coordinate employee relations. Communication and information management. Coordinate special programmes. Management of performance information. Management of human resources, finances and assets.
<u>ENQUIRIES</u>	:	National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.
<u>NOTE</u>	:	Appointment under the Correctional Services Act.
<u>POST 38/13</u>	:	<u>AREA COORDINATOR: INCARCERATIONS, CORRECTIONS AND REHABILITATION REF NO: HO 2026/11/06</u>
<u>SALARY</u>	:	R1 340 691 per annum, (all-inclusive package)
<u>CENTRE</u>	:	KwaZulu Natal region: Durban
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 7) as recognised by SAQA in Behavioural Science or relevant qualification. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory. Five [5] years of experience at a middle/senior managerial level. Security clearance. Computer literate. Valid driver's licence. Required Knowledge: Knowledge and understanding of the South African Criminal Justice System and the Correctional Services architecture. Understanding of public service policy and related legislative framework (Public Service Act and regulations, Public Finance Management Act, with emphasis on the Correctional Services Act 111 of 1998 as amended). Competencies and Attributes: Strategic capability and leadership. Policy development, communication, project and programme management, transformation management, change management, client orientation and customer focus. Problem solving and analysis, service delivery innovation, decision making and financial management skills. People management and empowerment. Integrity, honesty, confidentiality and interpersonal relations. Understanding of Public Service policy and legislative framework. Assertiveness, ability to network, diplomacy, tactful, influence and impact.
<u>DUTIES</u>	:	Manage the effective health care of offenders in the management area. Co-ordination of policy on health care. Quality assessment of health care. Manage social work services in the management area. Coordination of policy on social work services. Quality assessment of services. Manage spiritual care services to offenders. Co-ordination of policy on spiritual care services to offenders.

		Quality assessment of religious care. Management of performance information. Management of human resources, finances and assets.
<u>ENQUIRIES</u>	:	National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.
<u>NOTE</u>	:	Appointment under the Correctional Services Act.
<u>POST 38/14</u>	:	<u>PRINCIPAL PSYCHOLOGIST GRADE 1: THERAPEUTIC AND COUNSELLING SERVICES REF NO: HO 2026/11/23</u> Directorate: Psychological Services
<u>SALARY</u>	:	R1 295 388 per annum, (all-inclusive package)
<u>CENTRE</u>	:	National Head Office
<u>REQUIREMENTS</u>	:	An appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as Psychologist in a relevant category (i.e. Clinical, Counselling, Educational, Industrial, Research Psychology). Registration with the HPCSA as Psychologist in any of the identified categories. A minimum of three (3) years appropriate experience as a Clinical Psychologist after registration with the HPCSA as Psychologist in any of the identified categories. Computer literacy. Valid driver's licence. Competencies And Attributes: Extensive experience in the provision of therapeutic and counselling services. Experience in the development, implementation, monitoring and evaluation of therapeutic intervention programmes. Knowledge and understanding of Public Service policies and mandates. Knowledge of all legislation, norms and standards that governs health care. Leadership interdisciplinary systems. PFMA – compilation of budgets, estimation, expenditure and reporting. Professional values and attitude. Applied strategic thinking, communication, project management, presentations and report writing skills. Service delivery standards. Coaching, mentoring and training. Project and programme management, decision making, problem solving, networking / liaison with stakeholders, negotiation, organising, conflict management, analytical thinking, policy development, analysis, monitoring, evaluation and implementation advice. Information collection.
<u>DUTIES</u>	:	Management of therapeutic and counselling services. Provide professional and clinical guidance to Psychologists rendering therapeutic services in regions and correctional centres. Develop and review offender-focused therapeutic programmes aimed at addressing behavioural, emotional, cognitive, and social functioning challenges. Monitor the implementation and outcomes of therapeutic and counselling programmes nationally. Conduct and coordinate research relating to offender treatment, behavioural change, rehabilitation outcomes, and counselling interventions. Management of human resources, finance and assets. Management of performance information.
<u>ENQUIRIES</u>	:	National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 38/15</u>	:	<u>ASSISTANT MANAGER: PHARMACEUTICAL SERVICES REF NO: HO 2026/11/24</u> Directorate: Non-Communicable Diseases and Support Services
<u>SALARY</u>	:	R1 137 354 per annum, (all-inclusive package)
<u>CENTRE</u>	:	National Head Office
<u>REQUIREMENTS</u>	:	Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registration with the SAPC as a Pharmacist. A minimum of five [5] years appropriate experience after registration as a Pharmacist with the SAPC. Computer literate. Valid driver's licence. Competencies And Attributes: In-depth knowledge of Pharmacy Act, medicines and related Substances Control Act, national drug policy, good pharmacy practice in South Africa, SAPC regulations, OHSC norms and standards. Knowledge of pharmaceutical quantification, forecasting, procurement, inventory management, data analysis and management (stock levels, consumption trends, age analysis). Clinical and pharmaceutical care competencies, pharmacovigilance and patient safety systems. Risk management. Willingness to travel to support service delivery. Negotiation, problem solving and analysis, listening, communication and report-writing skills. Information management. Project and programme management. Change management. Stakeholder management. Service delivery innovation. Decision making. Integrity and honesty. Confidentiality.

		Good interpersonal relations. Assertiveness. Ability to network. Resilient. Diplomacy and tactful.
<u>DUTIES</u>	:	Coordinate and ensure procurement of pharmaceutical products. Manage pharmaceutical inventory and stock. Ensure and monitor regulatory compliance to South African Pharmacy Council (SAPC) requirements. Ensure rational medicine use, pharmacovigilance, research and clinical interventions. Develop and review policies, training, public health, advisory and support functions. Management of human resources, finance and assets. Management of performance information.
<u>ENQUIRIES</u>	:	National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 38/16</u>	:	<u>DEPUTY DIRECTOR: VETTING REF NO: HO 2026/11/25</u> Directorate: Security Standards and Management
<u>SALARY</u>	:	R1 101 468 per annum, (all-inclusive package)
<u>CENTRE</u>	:	National Head Office
<u>REQUIREMENTS</u>	:	Recognised National Diploma/B Degree in Social Sciences/Policing/Security Management or related areas. Security vetting course is mandatory from a recognised institution. Three (3) to five (5) years investigations experience at a managerial/ Assistant Director (ASD) level. Computer literate. Valid driver's licence. Competencies And Attributes: Problem solving and analysis, decision making, programme and project management, team leader, analytical skills, creativity, self-management, financial management, customer focus and responsiveness. delegation and development of others, planning organising and execution, ability to manage conflict, diplomacy, language proficiency. Good insight, listening and communication skills.
<u>DUTIES</u>	:	Manage the execution of fieldwork investigations within the department. Establish and develop systems and processes that will ensure compliance in relation to the relevant legislations, policies, prescripts and procedures of personnel security. Develop, manage and implement policies, guidelines, norms and standards in vetting and investigations for security clearance levels. Develop departmental policies, guidelines, norms and standards of vetting as set by NIA within the department in line with the legislative requirements and assist during the implementation and maintenance thereof. Manage resources, projects and files. Participate in project and task teams dealing with a variety of subject areas. Management of performance information.
<u>ENQUIRIES</u>	:	National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 38/17</u>	:	<u>DEPUTY MANAGER NURSING GRADE 1 [PN-A8]: NON-COMMUNICABLE DISEASES AND SPECIAL CARE REF NO: HO 2026/11/26</u> Directorate: Non-Communicable Diseases and Support Services
<u>SALARY</u>	:	R1 069 215 per annum, (all-inclusive package)
<u>CENTRE</u>	:	National Head Office
<u>REQUIREMENTS</u>	:	Basic R425 qualification (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with the SANC as Professional Nurse. A minimum of nine [9] years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 4 years of the period referred to above must be appropriate/recognisable experience at management level. Computer literate. Valid driver's licence. Competencies And Attributes: Knowledge of nursing care process and procedure, nursing statutes and other relevant legal frameworks, including the grievance procedure and disciplinary code and procedure. Financial management, problem solving, decision making and facilitation skills. Ability to plan, organize, lead and control. Project, conflict management, training and development skills. Good report writing and time management skills. Ensuring confidentiality. Understanding of public service policies and legislative framework. Service delivery and client orientation. Integrity, honesty and assertiveness. Willingness to travel.
<u>DUTIES</u>	:	Develop, implement, monitor and review policies, programmes, guidelines and standard operating procedures relating to Non-Communicable Diseases (NCDs), special care and therapeutic and medical services. Coordinate and

oversee the prevention, management and control of non-communicable diseases within correctional centres. Coordinate and monitor the provision of therapeutic and medical support services within the department. Develop, implement, monitor and review medical parole policies, procedures and guidelines. Conduct risk assessments and develop risk management plans relating to NCDs, special care and therapeutic services. Management of human resources, finance and assets. Management of performance information.

ENQUIRIES : National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.

NOTE : Appointment under the Public Service Act.

POST 38/18 : **DEPUTY DIRECTOR: PAROLE ADMINISTRATION [NCB 4] REF NO: HO 2026/11/07**
Directorate: Pre-Release

SALARY : R962 394 per annum, (all-inclusive package)
CENTRE : National Head Office
REQUIREMENTS : Relevant Degree/National Diploma (NQF level 6) in Behavioural Sciences. At least 7 years (combined) relevant experience on supervision and junior management production levels. Successful completion of Corrections Science Learnership/Basic Training. Computer literate. Valid driver's licence. Competencies And Attributes: Firearm skills and the use of relevant security technology. Communication, project and programme management, transformation management, change management, stakeholder management, problem solving, analysis, service delivery innovation, decision making, people management and empowerment and in depth understanding of safety and security in a correctional environment. Integrity and honesty, confidentiality and good interpersonal relations. Knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network, diplomacy and tactful, resilient, influence and impact.

DUTIES : Management of the policy on Correctional Supervision and Parole Boards (CSPBs). Conduct research on best international standards or practices. Management of the submission of profile reports for offenders sentenced to life imprisonment. Conduct quality assurance on lifer profile reports. Administration of the Correctional Supervision and Parole Boards. Development of guidelines, circulars and directives. Management of performance information, finances, human resources and assets.

ENQUIRIES : National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.

NOTE : Appointment under the Correctional Services Act.

POST 38/19 : **DEPUTY DIRECTOR: SUPERVISION SERVICES [NCB 4] (REF NO: HO 2026/11/08)**
Directorate: Supervision (Probationers and Parolees)

SALARY : R962 394 per annum, (all-inclusive package)
CENTRE : National Head Office
REQUIREMENTS : Relevant Degree/National Diploma (NQF level 6) in Behavioural Sciences. At least 7 years (combined) relevant experience on supervision and junior management production levels. Successful completion of the Correctional Science Learnership or Basic Training. Top secret security classification will be an added advantage. Computer literate. Valid driver's licence. Competencies And Attributes: Firearm skills and the use of relevant security technology. Communication, project and programme management, transformation management, change management, stakeholder management, problem solving, analysis, service delivery innovation, decision making, people management and empowerment and in depth understanding of safety and security in a correctional environment. Integrity and honesty, confidentiality and good interpersonal relations. Knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network, diplomacy and tactful, resilient, influence and impact.

DUTIES : Facilitate the development of operational plan in line with parole and correctional supervision. Oversee research initiatives with regard to national and international trends of correctional and parole supervision. Coordinate the development and formulation of legislations, regulations, policies, manuals and guidelines with regard to correctional and parole supervision. Manage and

		attend to enquiries from parliament or any other person or institution. Manage and attend to enquiries from practice. Manage and consolidate and provide inputs with regard to strategic documents, interpretation of legislation, regulations, policy, manuals and guidelines. Manage and ensure marketing and liaison with various stakeholders (internal and external). Monitoring and evaluation on the implementation of parole and correctional supervision. Manage human resources, finance and assets.
<u>ENQUIRIES</u>	:	National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.
<u>NOTE</u>	:	Appointment under the Correctional Services Act.
<u>POST 38/20</u>	:	<u>DEPUTY DIRECTOR: INFORMATION SYSTEMS REF NO: HO 2026/11/27</u> Directorate: Information Management
<u>SALARY</u>	:	R932 292 per annum, (all-inclusive package)
<u>CENTRE</u>	:	National Head Office:
<u>REQUIREMENTS</u>	:	Degree in Library/Information Management or relevant qualification. Three (3) - five (5) years management experience at an ASD level in Knowledge Management/Business Management/Library Information Management. Computer literate. Valid driver's licence. Competencies And Attributes: Knowledge in information Management. Knowledge of business and management principles. Sound knowledge of research. Knowledge of experience in policy formation. Knowledge of business writing and case study development. A thorough understanding of relevant legislation, best practices and frameworks on Knowledge and Information Management communication, project and programme management, change management, problem solving, analysis, service delivery innovation, decision making, people management and empowerment.
<u>DUTIES</u>	:	Establish and develop mechanisms and processes that will ensure knowledge generation, knowledge transfer and knowledge re-use in the DCS environment. Develop and implement knowledge management policy, marketing and change management plan. Communicate and execute knowledge management strategy and other knowledge management related projects and programs. Work with internal and external stakeholders to develop information and knowledge products. Develop and administer technologies for easy access to knowledge and information. Ensure data analysis and transform it into information, package and share across the department. Develop and implement data and information management strategy for the DCS. Apply meta data and data integrity for all information and knowledge products. Help entrench and institutionalise knowledge management plans, processes, procedures and all related plans. Develop and manage knowledge management strategy, policies and procedures for the department. Provide technical support on knowledge management issues to the department and relevant stakeholders. Develop and implement knowledge capacity building programme for the department and relevant stakeholders. Establish knowledge management learning networks/fora's for the department and ensure proper functioning of the departmental resource centre. Manage resources of the sub-directorate. Manage performance information.
<u>ENQUIRIES</u>	:	National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 38/21</u>	:	<u>DEPUTY DIRECTOR: RISK MANAGEMENT REF NO: HO 2026/11/28 (X2 POSTS)</u> Directorate: Risk and Ethics Management
<u>SALARY</u>	:	R932 292 per annum, all-inclusive package
<u>CENTRE</u>	:	National Head Office
<u>REQUIREMENTS</u>	:	Recognized National Diploma or Degree in Risk Management/Auditing/Accounting/Economics or relevant qualification. Three to five (3-5) years' managerial experience at an ASD level in Risk Management and Internal Auditing environment. Computer literacy. Valid driver's license. Competencies And Attributes: Knowledge of Public Finance Management Act (PFMA), Treasury Regulations, ISO31000, The Committee of Sponsoring Organizations (COSO) framework, King III report on corporate governance, labour legislation relevant to the post, anti-fraud, corruption policies and Public Service Regulations. Knowledge of risk management policies and procedures,

		risk management principles and philosophy. Government financial systems and knowledge of risk management in the public sector. Knowledge of implementing policies. Experience in identifying new risks and rolling out risk methodologies skills. Problem solving and analysis. Client orientation and customer focus. Presentation skills. People and diversity management. Accountability and ethical conduct. Committed to high level of quality control. Good organizational and communication skills. Good financial management, facilitation, planning, organizing, change and time management skills.
<u>DUTIES</u>	:	Manage the implementation of risk register. Monitoring of risk profiles. Risk management committees, national and regional. Enterprise-wide co-ordination. Develop risk management strategy, risk mitigation plan, skills development plan, risk assessment methodologies and techniques. Facilitate the development of generic awareness package, and conduct knowledge reviews through e.g. interviews, survey etc. conduct risk assessments, strategic and operational. Compilation of risk management reports, review the progress given by the branches and region to ascertain level of progress in terms of the risk mitigation. Monitor the implantation of the action plans by the regions and branches. Liaise with the external stakeholders on broader effective risk management strategies, i.e. National Treasury. Coordinate risk management committee at the regions. Coordinate risk management committee at the regions. Development of inputs to be incorporated in the risk management plan. Arrange regional risk management meetings. Provide secretarial function during the regional risk management committee and provide status quo on the risk mitigation plans. Management of performance of information, management of financial and human resources.
<u>ENQUIRIES</u>	:	National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 38/22</u>	:	<u>DEPUTY DIRECTOR: INFORMATION SECURITY REF NO: HO 2026/11/29</u> Directorate: Security Standards and Management
<u>SALARY</u>	:	R932 292 per annum, (all-inclusive package)
<u>CENTRE</u>	:	National Head Office
<u>REQUIREMENTS</u>	:	Recognised Degree or National Diploma in Security Management or relevant qualification. 3-5 managerial experience at an ASD level in a similar environment. Computer literacy. Valid driver's licence. Competencies And Attributes: Thorough knowledge of Public Service policies and regulations such as the Promotion of Access to Information Act, White Paper on Corrections and ICT Act. People management and empowerment. Strategic capability and leadership. Programme and project management. Problem solving and analysis. Governance principles, risk management principles, conflict management, presentation, time management, report writing and communication skills.
<u>DUTIES</u>	:	Manage and implement information Security objectives. Develop policies, procedures, standards and strategic operational plans. Research on new trends and development in the field of information security. Liaise, maintain and ensure client service and service delivery. Identify and service clients. Maintain a well-balanced interpersonal relation. Coordinate activities of information management substructure. Implement project plans. Achieve targets set in the project plan. Conduct the risk and threat assessment management. Engage in a comprehensive consultation process before drafting policies. Facilitate assessment of systems. Ensure optimal management of resources. Peoples management: Ensure team work, that officials understand their tasks and optimal utilisation of skills. Management of assets finances.
<u>ENQUIRIES</u>	:	National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 38/23</u>	:	<u>DEPUTY DIRECTOR: MONITORING AND REPORTING REF NO: HO 2026/11/30</u>
<u>SALARY</u>	:	R932 292 per annum, (all-inclusive package)
<u>CENTRE</u>	:	National Head Office: Strategic Planning Management
<u>REQUIREMENTS</u>	:	Recognised Degree or National Diploma in Public Administration/ Auditing/ Statistics/ Monitoring and Evaluation or relevant qualification. Five (5) years' experience in Monitoring and Reporting of which 3 years must be at a

		managerial/ASD level. Computer literacy. Valid driver's licence. Competencies And Attributes: Knowledge of monitoring and evaluation processes. Knowledge of research methodologies. Knowledge of governmental guidelines. Public Finance Management. Policy framework for the government-wide monitoring and evaluation system. South African Statistical Quality Assessment Framework. National Evaluation Policy Framework (NEPF). Policy imperatives, strategic planning guidelines, management and development. Knowledge and experience of problem-solving technique. Planning and organisation. Relationship management, programme and project management. Analytical thinking, presentation, research data analysis, report writing, interpersonal, communication, interpersonal and diplomacy skills. Emotional intelligence, change management, risk management, goal orientation, leadership and people management skills.
<u>DUTIES</u>	:	Compilation of performance information reports for the department. Manage the collection, verification and evaluation of evidence-based performance information. Identify early signs of non-compliance or missed targets and offer corrective strategies to line managers. Establish and manage the institutional PoE framework. Review the source documents submitted by branches to ensure it completely supports the reported performance or reasons for deviations. Prepare data and performance presentations to internal stakeholders and external oversight bodies, including portfolio committees, audit committee, etc. Manage and develop policies and monitoring tools. Draft and institutionalize internal reporting SOPs so all branches understand how, when and where to submit their data. Oversee the implementation of the departmental monitoring and reporting tools. Facilitate the monitoring and reporting training for branches and regions. ensure provision of support services within the branch. Coordinate the strategic management forums and meetings for the quarterly and annual reports. Establish and maintain appropriate internal controls and reporting systems to meet performance expectations. Management of human resources, finance and assets. Management of performance information.
<u>ENQUIRIES</u>	:	National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 38/24</u>	:	<u>DEPUTY DIRECTOR: PRODUCTION WORKSHOPS REF NO: HO 2026/11/31</u> Directorate: Production Workshop and Agriculture
<u>SALARY</u>	:	R932 292 per annum, all-inclusive package
<u>CENTRE</u>	:	National Head Office:
<u>REQUIREMENTS</u>	:	Recognized Degree or National Diploma in Production Management/ Operations Management or relevant qualification. Project management will be an added advantage. 3-5 years management experience at an ASD level in a similar environment. Computer literacy. Valid driver's licence. Competencies And Attributes: Financial management. Plan, organize, lead and control. Change management. Team leadership. Project management. Problem solving and decision-making, facilitation and presentation skills. Conflict management. Report writing. Training and development. Knowledge of Microsoft Office (Word, Excel, PowerPoint, Outlook). Time management. Confidentiality. Coaching and mentoring. Understanding of Public Service policy and legislative framework. Service delivery and client orientation. Integrity and honesty. Assertiveness. Ability to network with stakeholders. Influence and impact. Accountability. Willingness to travel. Applied strategic thinking.
<u>DUTIES</u>	:	Manage the policy and procedure formulation on production workshop and bakeries. Manage and coordinate the provision of production workshops and bakeries services. Ensure planning and operations management of production workshops and bakeries. Ensure adherence to service level standards. Monitoring and evaluation of productions workshops and bakeries to ensure optimum utilization of resources, cost savings, and production workshops revenue generation. Provide technical support services to regions and operational level. Report on the production/manufacturing output and financial performance of production workshops and bakeries. Ensure enhancement of self-sufficiency and sustainability in production workshops and bakeries, as well as offender development. Conduct economic analysis of production workshop and bakeries. Marketing of services rendered by production

		workshops and bakeries. Delivery of organizational support services and administration. Management of human resources, finance and assets. Management of performance information.
<u>ENQUIRIES</u>	:	National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 38/25</u>	:	<u>DEPUTY DIRECTOR: NETWORK ENGINEER REF NO: HO 2026/11/32</u> Directorate: IT Infrastructure and Telephony
<u>SALARY</u>	:	R932 292 per annum, (all-inclusive package)
<u>CENTRE</u>	:	National Head Office
<u>REQUIREMENTS</u>	:	A recognised Degree or National Diploma in Information Technology/ Computer Science or relevant qualification. 3-5 years solid IT experience in Networks Infrastructure Management at an ASD level. Fortinet or Huawei certified network certifications will be an added advantage. Valid driver's licence. Competencies And Attributes: Strong IT Network Infrastructure skills is compulsory. Knowledge of multiple technical disciplines (networks/TCP/IP, network topologies/Huawei or Fortinet Infrastructures, workstation connectivity, applicable software and troubleshooting techniques and web technology). Good customer relations, strong communication, problem-solving and report writing skills. Functional ability. Quick thinking. Diagnostic action research. Conceptual thinking. Innovative and creative. Assertiveness. Networking.
<u>DUTIES</u>	:	Manage network infrastructure within DCS. Design, implement and maintain hardware and software infrastructure. Configure IT equipment and network systems. Develop, review and monitor the implementation of network policies. Manage change control and problem management processes. Ensure proper documentation and version control. Research and investigate new network technologies and advise management on trends. Research VoIP and video access technologies and make recommendations. Keep abreast of tenders and projects impacting Information Services. Provide solutions or propose alternatives to Head office and the region's needs. Facilitate problem resolution for users. Prepare tender specifications aligned with organizational needs. Manage project contracts and oversee delivery. Play a key role in risk management for IT infrastructure projects. Ensure projects adhere to organizational standards and timelines. Manage and coordinate staff training needs in network technologies. Arrange and coordinate training programs. Support staff in adopting new systems and processes. Management of human resources, finance and assets. Management of performance information.
<u>ENQUIRIES</u>	:	National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 38/26</u>	:	<u>DEPUTY DIRECTOR: ADMINISTRATIVE SUPPORT REF NO: HO 2026/11/33</u> Re-advertisement Office of the National Commissioner
<u>SALARY</u>	:	R932 292 per annum, (all-inclusive package)
<u>CENTRE</u>	:	National Head Office
<u>REQUIREMENTS</u>	:	Recognised National Diploma / Bachelor's Degree in Public Administration / Management or relevant qualification. 3-5 years middle management experience in a similar environment. Computer literate. Valid drivers' licence. Competencies And Attributes: Knowledge of constitutional values and principles and how they apply to public service delivery. Ability to work under pressure. Ability to work in a team and independently. Political sensitivity and diplomacy. Organizational, communication, interpersonal and problem-solving skills. Project management and leadership skills. Confidentiality. Integrity.
<u>DUTIES</u>	:	The administration of conference centres. The preparation of meeting venues for meetings chaired by the Commissioner. The making of support arrangements for attendees of meetings chaired by the Commissioner. Coordinating and managing meetings, including preparation of agendas, taking minutes and following up on action items. The administration of documentation in the Office of the Commissioner. The preparation of incoming/outgoing mail. The filing of correspondence. The distribution of correspondence in the office of the Commissioner. The sending/receiving of faxes. The control of use of the photocopier. The control of use of shared equipment. The administration of

consumer services to the Office of the Commissioner. Act as inventory controller for the Office of the Commissioner. Requisition of supplies. Deciding on the repair of equipment. Act as financial clerk for the office. Maintaining of budgetary information on estimates and expenditure. Processing of claims for members of the Office of the Commissioner. Ensure the payment of diverse accounts/invoices received at the Office of the Commissioner. The management of secretarial services in the Department. The provision of secretarial services to managers in the Department. The training and development of secretaries in the Department. The development of secretarial policies for the Department. Manage human resources, finance and assets. Management of performance information.

ENQUIRIES : National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.

NOTE : Candidates who previously applied need to re-apply. Appointment under the Public Service Act.

POST 38/27 : **DEPUTY DIRECTOR: LOGISTICAL ADMINISTRATION SUPPORT REF NO: HO 2026/11/34**
Directorate: Logistics

SALARY : R932 292 per annum, (all-inclusive package)
CENTRE : National Head Office
REQUIREMENTS : Relevant Degree/National Diploma in Logistics Management, Supply Chain Management or relevant qualification. 3-5 years supervisory/ management experience at an ASD level in Supply Chain Management /Logistics. Knowledge of LOGIS, LBIS, balanced score card and financial statements. Computer literacy. Valid driver's licence. Competencies And Attributes: Knowledge in Supply Chain Management. Knowledge of Treasury Regulations and PFMA. Financial management. Problem solving and decision making. Team leadership. Project management. Presentation skills. Conflict management. Report writing. Training and development. Time management. Confidentiality. Understanding of public service policy and legislative framework. Service delivery and client orientation. Integrity and honesty. Assertiveness. Ability to network. Influence and impact. Applied strategic thinking. Willingness to travel.

DUTIES : Design, formulate and review Logistics administration policies, processes and procedures in line with departmental policies, guidelines and procedures. Manage the stores of the department. Manage assets of Head Office. Oversee the ordering process and order payment process. Manage travel arrangements and payment. Oversee the travel management office of the department. Analyse reports and advise senior management with regard to current issues in respect of Logistics in the department and in general. Compilation of financial statements disclosure notes relating to commitments, accruals, payables, and fruitless and wasteful expenditure. Monitor and evaluate adherence to Logistical policies and procedures throughout the department. Take appropriate corrective actions where necessary. Manage the vendor database and performance of suppliers. Implement Broad-Based Black Economic Empowerment. Monitoring of quotation activities. Management of human resources, finance and assets. Management of performance information.

ENQUIRIES : National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.

NOTE : Appointment under the Public Service Act.

POST 38/28 : **DEPUTY DIRECTOR: LOGISTICAL SUPPORT REF NO: HO 2026/11/35**

SALARY : R932 292 per annum, (all-inclusive package)
CENTRE : National Head Office: Directorate: Logistics
REQUIREMENTS : Degree/National Diploma in Logistics Management/Supply Chain Management or relevant qualification. 3-5 years' experience in a supervisory/management at ASD level in a similar environment. Computer literacy. Valid driver's license. Competencies And Attributes: Knowledge of Public Finance Management Act, Supply Chain Management Guide for Accounting Officers (Section 6), Logistical Information System Manual (LOGISM), DCS Strategic Plan (Key departmental objective A1), Public Service Regulations, HRM Policies/procedure and Skills Development Act, Act 97 of 1998. Analytical thinking. Applying technology and problem analysis. Ability to access and utilise information. Liaison (internal/external). Creativity,

	initiative and innovative. Financial management, problem solving, decision making and facilitation skills. Plan, organize, lead and control. Change management, project management, presentation, conflict management, training and communication skills.
<u>DUTIES</u>	: Manage and ensure integrity in operational databases of the LOGIS. Formulate electronic policy for LOGIS based on legislation. Managing security policies within the LOGIS application. Management of LOGIS training. Formulation, development, maintenance of and advise on training material for courses that support Logistical supply chain management. Monitor and evaluate Logistical supply chain management courses and material. Management of LOGIS information. Manage and provide support for the marketing of LOGIS. Manage the constant updating of the homepage of Logistics. Design, formulate and review policies, processes and procedures in line with departmental policies, guidelines and procedures and monitor the implementation thereof. Managing the evaluating/monitoring of LOGIS. Manage feedback on audit queries. Manage performance information. Management of human resources, finance and assets.
<u>ENQUIRIES</u>	: National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.
<u>NOTE</u>	: Appointment under the Public Service Act.
<u>POST 38/29</u>	: <u>DEPUTY DIRECTOR: TRANSPORT MANAGEMENT REF NO: HO 2026/11/36</u> Directorate: Logistics
<u>SALARY CENTRE REQUIREMENTS</u>	: R932 292 per annum, (all-inclusive package) : National Head Office : Bachelor's Degree or National Diploma in Transport Management/Logistics Management/Public Management/Supply Chain Management/Fleet Management or relevant qualification. Five [5] years' experience in Transport Management, Fleet Management, Logistics Management or a related environment. At least 3 years' experience at an ASD/supervisory level. Computer literacy. Valid driver's licence. Competencies And Attributes: Knowledge of Treasury regulations, labour legislation, Public Service Act and regulations, PFMA and its regulations, DCS delegation of authority, performance appraisal manual, Disciplinary Code and Procedures, White Paper on Corrections (applicable sections), transport management policy, code of conduct, procedure manual on departmental vehicles, procedure manual on subsidized transport, DCS strategic plan (applicable sections). Ability to access and utilise information regarding the compilation of policies. Plan, organise, leadership and control. Conflict management. Customer awareness and customer responsiveness. Liaison (internal/external). Impact and influence work standards. Analytical thinking. Decision making, advisory skills and productivity. Initiative, integrity and credibility. Commitment and have concern for others. Accommodating, fairness, loyalty and tolerance. Energetic, observant and patient. Persuasiveness and punctual. Creative and flexible, with the ability to think strategically, embrace change and apply technology effectively in support of organisational goals.
<u>DUTIES</u>	: Manage and coordinate the transport management sub-directorate in accordance with departmental objectives and legislative requirements. Monitor and ensure compliance with applicable legislation, policies, procedures, directives, and delegated powers relating to transport management. Oversee departmental fleet management functions and ensure the effective control of government vehicles. Financial management and audit coordination. Stakeholder management and advisory services. Manage and coordinate the departmental transport management training programme. Manage performance information. Management of human resources, finance and assets.
<u>ENQUIRIES</u>	: National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.
<u>NOTE</u>	: Appointment under the Public Service Act.
<u>POST 38/30</u>	: <u>DEPUTY DIRECTOR: EXTERNAL TRAINING AND BURSARIES REF NO: HO 2026/11/37</u> Directorate: External Training and Standards
<u>SALARY</u>	: R932 292 per annum, (all-inclusive package)

<u>CENTRE REQUIREMENTS</u>	:	National Head Office
	:	Recognised Degree or National Diploma in Human Resources Development or relevant qualification. 3-5 years relevant experience in Human Resources Development/Management at supervisory/management at an ASD level. Computer literacy. Valid driver's licence. Competencies And Attributes: Facilitation and presentation, project management, communication and marketing, report writing, database management, generic management, analytical, negotiation, transformation and change management skills. Assertiveness, decisiveness, customer service orientation, tolerant, initiative, emotional intelligence, honesty and integrity.
<u>DUTIES</u>	:	Management of bursaries. Coordinate bursary needs analysis in line with DCS priorities. Ensure effective management of bursary case files. Coordination of attendance of conferences, symposia, workshops and externally scheduled training interventions. Establish and maintain a database of accredited service providers. Ensure the approval of attendance of training interventions. Provision of auxiliary support services. Establish and maintain a learner records database. Coordinate the finances and supply chain management systems. Render administrative functions. Determine resource requirements and manage all employee related matters in the sub-directorate.
<u>ENQUIRIES</u>	:	National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 38/31</u>	:	<u>DEPUTY DIRECTOR: WELLNESS CENTRE MANAGEMENT REF NO: HO 2026/11/38</u> Directorate: Employee Wellness and OSH
<u>SALARY CENTRE REQUIREMENTS</u>	:	R932 292 per annum, (all-inclusive package)
	:	National Head Office
	:	An appropriate 3 years National Diploma/Degree in Bio-kinetics/ Sports Management or relevant qualification. 3-5 years supervisory experience at an Assistant Director level in Health and Wellness or related environment. Experience and knowledge in biokinetics, gymnasiums Sport will be an added advantage. Computer literacy. Valid driver's licence. Competencies And Attributes: Understanding of Public Service policy and legislative framework. Experience and knowledge with regard to wellness programmes. Human resources. Logistics and project management. Excellent statistical analysis skills with training in SPSS or similar model. Policy development, analysis, coordination and implementation. Communication, facilitation, project and programme management. Change management. Client orientation and customer focus. Problem solving. Service delivery innovation. People management and empowerment. Integrity and honesty. Confidentiality. Good interpersonal relations. In-depth knowledge and implementation of employee health and wellness programs. Ability to network with external stakeholders. Financial management.
<u>DUTIES</u>	:	Design and implement physical wellness policies and procedures to improve the overall health and wellbeing of DCS employees. Manage and ensure the establishment of departmental gymnasiums/ wellness centres and maintenance thereof. Manage and oversee all wellness programmes, physical health assessments, exercise and Nutritional programmes. Conduct statistical analysis of physical health assessment data, interprets the quantitative data and compile physical health reports. Manage performance information. Management of human resources, finance and assets.
<u>ENQUIRIES</u>	:	National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 38/32</u>	:	<u>DEPUTY DIRECTOR: CURRICULUM MANAGEMENT REF NO: HO 2026/11/39</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R932 292 per annum, (all-inclusive package)
	:	National Head Office: Directorate: Formal Education and Skills Development
	:	Recognised Degree/Diploma in Education/ Advanced Technical and Vocational Teaching/ Advanced Diploma in Adult and Community Education and Training and Teaching or relevant qualification. 3-5 years management experience within an education and training environment at an ASD level. Computer literacy. Valid driver's licence. Competencies and Attributes: Understanding of

		DBE/DHET curriculum. Understanding the National Qualification Framework. Management of education and training. Risk assessment, skills development, capacity building, strategic planning and performance management. Understanding of DCS environment, justice cluster, relevant prescripts. PFMA – compilation of expenditure and reporting. Applied strategic thinking, communication, project management, presentations, report writing, service delivery standards, developing others (coaching, mentoring, training), project and programme management. Decision making, problem solving, networking / liaison with stakeholders, negotiation, organising, conflict management and analytical thinking. Policy development, analysis, monitoring, evaluation.
<u>DUTIES</u>	:	Manage the development, review and implementation of policies, procedures, strategies and operational frameworks relating to education, occupational and vocational training programmes. Manage the development, review, alignment and implementation of education, occupational and vocational training curricula to ensure compliance with legislative prescripts, education standards and offender rehabilitation requirements. Manage systems and mechanisms for monitoring, evaluating and improving the quality, effectiveness and impact of curriculum delivery. Manage assessment, moderation, certification and qualification processes to ensure learners receive recognised qualifications. Manage performance information. Management of human resources, finance and assets.
<u>ENQUIRIES</u>	:	National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 38/33</u>	:	<u>ASSISTANT MANAGER NURSING [PN-B4]: PHC: COMMUNICABLE DISEASES SURVEILLANCE REF NO: HO 2026/11/40</u> Directorate: Communicable Diseases
<u>SALARY</u>	:	R785 568 per annum
<u>CENTRE</u>	:	National Head Office
<u>REQUIREMENTS</u>	:	Basic R425 qualification (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Post basic qualification with a duration of at least 1 year in curative skills in Primary Health Care accredited with the SANC. Registration with the SANC as Professional Nurse. A minimum of 10 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/ recognisable experience after obtaining the 1-year post basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate/ recognisable experience at management level. Computer literate. Valid driver's licence. Competencies and Attributes: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practises and how these impacts on service delivery. Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate a basic understanding of HR and financial policies and practices. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues, including more complex report writing when required. Work as part of a multi-disciplinary team at unit level to ensure good nursing care by the nursing team. Work effectively and amicably, at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Able to manage own work, time and that of junior colleagues to ensure proper nursing service in the unit. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Able to develop contacts, build and maintain a network of professional relations in order to enhance service delivery. Demonstrate basic computer literacy as a support tool to enhance service delivery.
<u>DUTIES</u>	:	Develop, review and implement surveillance systems and other policies for communicable diseases in line with relevant legislation, policies and guidelines. Conduct research and data analysis. Establish clear metrics for evaluating the success of programs and initiatives aimed at treating and preventing communicable diseases. Design and implement innovative interventions aimed at reducing the incidence of communicable diseases.

		Management of physical/information resources and adherence to DCS policies/procedures.
<u>ENQUIRIES</u>	:	National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 38/34</u>	:	<u>ASSISTANT MANAGER NURSING [PN-B4]: SPECIALTY: MATERNAL, CHILD AND YOUTH HEALTH REF NO: HO 2026/11/41</u> Directorate: Non-Communicable Diseases and Support Services
<u>SALARY</u>	:	R785 568 per annum
<u>CENTRE</u>	:	National Head Office
<u>REQUIREMENTS</u>	:	Basic R425 qualification (i.e. Diploma/Degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in one of the specialties referred to in the glossary of terms. Registration with the SANC as Professional Nurse. A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/ recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate/ recognisable experience at management level. Computer literate. Valid driver's licence. Competencies And Attributes: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practises and how this impact on service delivery. Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate a basic understanding of HR and financial policies and practices. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues, including more complex report writing when required. Work as part of a multi-disciplinary team at unit level to ensure good nursing care by the nursing team. Work effectively and amicably, at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Able to manage own work, time and that of junior colleagues to ensure proper nursing service in the unit. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Able to develop contacts, build and maintain a network of professional relations in order to enhance service delivery. Demonstrate basic computer literacy as a support tool to enhance service delivery.
<u>DUTIES</u>	:	Design, develop, monitor and review policies, programmes and guidelines for special categories i.e. women, children, adolescents and youth. Provide a comprehensive package of preventive, promotive, curative and rehabilitative services for special categories. Facilitate audit on quality of clinical records pertaining to the provision of clinical care to special categories. Reporting on indicators and programme performance for special categories. Develop and review relevant Information, Education and Communication (IEC) material for special categories programmes and services. Utilize resources efficiently and effectively. Maintain a constructive working relationship with nursing and other stakeholders. Execute the responsibilities of officials as stipulated in section 45 of the Public Finance Management Act 101 of 1999 as amended. Management of performance information, finances, human resources and assets.
<u>ENQUIRIES</u>	:	National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 38/35</u>	:	<u>ASSISTANT DIRECTOR: VETTING REF NO: HO 2026/11/42</u>
<u>SALARY</u>	:	R605 742 per annum
<u>CENTRE</u>	:	National Head Office: Directorate: Security Standards and Management
<u>REQUIREMENTS</u>	:	A recognized Degree or National Diploma in Social Sciences or related areas. 3-5 years security related experience. Security vetting course from a recognised institution is mandatory. Computer literacy. Valid driver's licence. Competencies And Attributes: Financial management. Problem solving and

	decision-making skills. Facilitation skills. Plan, organise, lead and control. Change management. Team leadership. Project management. Presentation skills. Conflict management. Report writing. Training and development. Time management. Confidentiality. Coaching and mentoring. Understanding of the Public Service Policy and legislative framework. Service delivery and client orientation. Integrity and honest. Assertiveness. Ability to network. Influence and impact. Applied strategic thinking. Willingness to travel.
<u>DUTIES</u>	: Conduct vetting fieldwork investigations. Provide inputs for the development and implementation of policies, guidelines, norms and standards in vetting investigations. Provide effective communication channels and systems between the department and the State Security Agency (SSA) and other related agencies. Administer vetting files and reports. Management of performance information, finances, human resources and assets.
<u>ENQUIRIES</u>	: National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.
<u>NOTE</u>	: Appointment under the Public Service Act.
<u>POST 38/36</u>	: <u>ASSISTANT DIRECTOR: CRIMINOLOGIST</u>
<u>SALARY CENTRE</u>	: R605 742 per annum
	: Eastern Cape region: Regional Office Ref No: EC 2026/11/01 (Re-advertisement)
	: Western Cape region: Regional Office Ref No: WC 2026/11/01 (Re-advertisement)
<u>REQUIREMENTS</u>	: Recognised Master's Degree (NQF level 9) in Criminology. 6-10 years relevant or related experience. Background in working on behavioural assessment/profiling in the corrections/justice cluster will be an added advantage. Computer literate. Valid driver's licence. Competencies And Attributes: In depth understanding of safety and security in a correctional environment. Communication, negotiation, analytical and report writing skills. Project and programme management. Problem solving, decision making and analysis. Change, stakeholder and people management. Confidentiality, integrity and honesty. Diplomacy, tactful and assertiveness. Ability to network. Resilient, influence and impact. Good communication, report writing, research and development skills.
<u>DUTIES</u>	: Conduct risk assessment. Render induction assessment of high risk/high profile individuals to assess pattern of actions, demographics and motivation as well as other crime characteristics. Render risk management assessment to assess problematic and deficit areas and refer for professional intervention. Pre-parole assessment to assess progress of rehabilitation and risks and predictors for reoffending. Conduct behavioural assessment research. Interact with offenders to understand their criminal behaviour and determine their offending history and future risk of offending. Analyse and advise on criminality/risk behaviour occurring inside the management area. Compile data and form intact reports on crime/criminal related behaviours. Interview offenders to determine the effects of rehabilitation programmes and readiness for parole in terms of their risk for reoffending. Compilation and provision of profile/criminologist report to Case Management Committees (CMC)/Correctional Supervision and Parole Boards (CSPB) to enhance decision making process. Identify problematic criminal behaviour and recommend referral to professionals. Apply wide range of theories and scientific academic literature to explain criminal behaviour. Assist in compilation and quality checking of profiles (G326) prior to submission to the CSPB. Contribute in the development, compilation and implementation of the criminogenic risk assessment/profiling tools for offenders. Identify shortfalls in the assessment, classification and profiling of offenders. Conduct research and assist criminologist sub directorate to improve offender risk profiling tools. Develop remedial action in addressing shortfalls identified. Provide orientation and capacity building of correctional assessment officials and other officials in the area of work to improve offender risk assessment and profiling practice. Conduct research in respect of all assessment tools. Promote criminological activities and awareness. Plan and organize awareness campaigns. Create and develop information leaflets. Research the effects of gangsterism within correctional facilities. Liaise with relevant DCS officials, professional officials and external stakeholders with regard to criminological theories, recidivism risks and patterns. Promote partnerships with communities and NGO's to

		promote successful integration. Management of performance information, finances, human resources and assets.
<u>ENQUIRIES</u>	:	Eastern Cape region: Ms Myataza Z Tel No: (043) 706 7866/Ms Mgugudo N Tel No: (043) 706 7882.
		Western Cape region: Ms. A Reddy Tel No: (021) 559 7920 / Ms. NC Sotyibi Tel No: (021) 558 0518/ Mr S. Sikisazane Tel No: (021) 558 0108.
<u>NOTE</u>	:	Candidates who previously applied need to re-apply. Appointment under the Public Service Act.
<u>POST 38/37</u>	:	<u>ASSISTANT DIRECTOR: REMAND DETENTION SYSTEMS AND SUPPORT [NCB3] REF NO: HO 2026/11/09</u> Directorate: Remand Detention System Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R526 935 per annum
	:	National Head Office
	:	Relevant Degree/National Diploma (NQF level 6) in Behavioural Sciences with at least 5 years' experience gained in supervisory post (NCB 2). Successful completion of the Correctional Science Learnership/Basic Training. Computer literate. Valid driver's licence. Competencies And Attributes: Analytical thinking skills. Policy review, analysis and development. Human resource management including development and training. Research. Financial management skills. Knowledge and understanding on the development of security systems. Compliance management. Knowledge and understanding of monitoring and evaluation of the safety legislation (construction). Application of safety legislation. Project management. Communication, report writing and presentation skills.
<u>DUTIES</u>	:	Management of virtual courts. Co-ordinate the upgrading and refurbishment of Remand Detention Facilities (RDFs). Co-ordinate the installation. Ensure maintenance of equipment. Gathering of statistics and report writing on court appearances. Verification and tracking of RDs. Co-ordinate the installation of APIS system. Ensure maintenance of equipment. Gathering of statistics and report writing on the tracking of RDs. Development of training framework for officials working in RDFs. Evaluation of safety and security tenders. Development of policies regarding RDFs. Review of operational policies. Assist in development of orientation programmes. Assist in policy development with regard to systems in RDFs. Assist in the drafting/compilation of specifications and or amendments of specifications. Effective and efficient use of detention management system and management information system. Ensure data integrity. Ensure the effective and efficient use of MIS on remand detention issues. Upgrading of RDFs. Assist in the drafting/compilation of specifications and or amendments of specifications for RDFs. Co-ordinate inputs with regard to feasibility study. Management of performance information, finances, human resources and assets.
<u>ENQUIRIES</u>	:	National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.
<u>NOTE</u>	:	Appointment under the Correctional Services Act.
<u>POST 38/38</u>	:	<u>ASSISTANT DIRECTOR: REMAND DETENTION: ADMISSION AND RELEASE [NCB3] REF NO: HO 2026/11/10</u> Directorate: Remand Administration and Case Flow
<u>SALARY CENTRE REQUIREMENTS</u>	:	R526 935 per annum
	:	National Head Office
	:	Relevant Degree/National Diploma (NQF level 6) in Behavioural Sciences. At least 5 years relevant experience gained in a supervisory post (NBC2). Successful completion of the Correctional Science Learnership or Basic Training. Experience in departmental management information system (MIS) will be added as advantage. Computer literate. Valid driver's licence. Competencies And Attributes: Financial management. Problem solving and decision making. Facilitation skills. Plan, organize, lead and control. Project management and presentation skills. Conflict management. Training and development. Communication. Report writing. Coaching and mentoring. Understanding of Public Service policy and legislative framework. Service delivery and client orientation. Integrity and honesty. Assertiveness. Influence and impact.
<u>DUTIES</u>	:	Development, analysis and evaluation of remand detention policies and procedures. Participate in the policy and procedure formulation with regard to

		admission and releases of remand detainees. Assist with the development and monitoring tools to observe implemented policy and procedures on all remand detainees including special categories. Report on internal and external audits and ensure compliance or corrective actions. Monitor the implementation of bail protocol and relevant sections of Criminal Procedure Act 51 of 1977 and Correctional Services Act 111 of 1998 on remand detainees. Monitor the RD tool. Information analysis and writing. Monitor the implementation of the Child Justice Act 75 of 2008 and submission of reports to the intersectoral cluster on child justice. Manage the wearing of uniform of remand detainees. Management of human resource, finance and assets. Manage compliance with the department supply chain management policy within remand detention.
<u>ENQUIRIES</u>	:	National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.
<u>NOTE</u>	:	Appointment under the Correctional Services Act.
<u>POST 38/39</u>	:	<u>ASSISTANT DIRECTOR: PRESENTATIONS [NCB3] REF NO: HO 2026/11/11</u> Directorate: Pre-Release Resettlement
<u>SALARY</u>	:	R526 935 per annum
<u>CENTRE</u>	:	National Head Office: Directorate: Pre-Release
<u>REQUIREMENTS</u>	:	Relevant Degree/National Diploma (NQF level 6) in Behavioural Sciences. At least 5 years relevant experience gained in a supervisory post (NBC2). Successful completion of the Correctional Science Learnership or Basic Training. Computer literate. Valid driver's licence. Competencies And Attributes: Knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Knowledge of the relevant Sections of the Criminal Procedure Act 51/1977. Assertiveness, Networking / liaison with internal and external stakeholders. Report writing, Negotiation, Facilitation, Presentation, Project Management, research, communication, listening, stakeholder management, problem solving skills, analytical skills and decision-making skills. People Management and Empowerment, Integrity and honesty, Confidentiality, Good Interpersonal relations.
<u>DUTIES</u>	:	Development and review of policy and procedures on representation and victim involvement in the Correctional Supervision and Parole Board (CSPBs). Undertake research into best practices. Administration of ordinary and ministerial representations. Receiving of representations from various interested parties. Operationalisation of victim involvement policies. Draft implementation plans. Management of media and parliamentary questions. Receive media questions from various media houses. Management of performance information, finances, human resources and assets.
<u>ENQUIRIES</u>	:	National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.
<u>NOTE</u>	:	Appointment under the Correctional Services Act.
<u>POST 38/40</u>	:	<u>ASSISTANT DIRECTOR: DESIGN/DEVELOP PROFILE MECHANISM [NCB3] REF NO: HO 2026/11/12</u> Directorate: Risk Profile Management
<u>SALARY</u>	:	R526 935 per annum
<u>CENTRE</u>	:	National Head Office
<u>REQUIREMENTS</u>	:	Relevant Degree/National Diploma (NQF level 6) in Behavioural Sciences. At least 5 years relevant experience gained in a supervisory post (NBC2). Successful completion of the Correctional Science Learnership or Basic Training. Computer literate. Valid driver's licence. Competencies And Attributes: Knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Knowledge of the relevant Sections of the Criminal Procedure Act 51/1977. Assertiveness, networking / liaison with internal and external stakeholders, report writing, negotiation, facilitation, presentation, project management, research, communication, listening, stakeholder management, problem solving and analytical skills. Decision making, people management and empowerment, integrity and honesty, confidentiality and good interpersonal relations.
<u>DUTIES</u>	:	Facilitate the development and maintenance of systems for offender profiling mechanisms. Develop and maintain mechanisms to establish and profile crime categories. Conduct profiling and research. Coordinate and facilitate the development and implementation of policies in line with applicable legislation

		and regulatory requirements. Management of performance information. Manage human resources, finance and assets.
<u>ENQUIRIES</u>	:	National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.
<u>NOTE</u>	:	Appointment under the Correctional Services Act.
<u>POST 38/41</u>	:	<u>ASSISTANT DIRECTOR: MONITORING AND EVALUATION [NCB3] REF NO: HO 2026/11/13</u> Directorate: Community Liaison
<u>SALARY</u>	:	R526 935 per annum
<u>CENTRE</u>	:	National Head Office
<u>REQUIREMENTS</u>	:	Relevant Degree/National Diploma (NQF level 6) in Behavioural Sciences. At least five (5) years' experience gained in a supervisory post (NCB 2). Successful completion of Corrections Science Learnership/Basic Training. Computer literate. Valid driver's licence. Competencies And Attributes: Knowledge of the Public Service Act, regulations, policies and procedures. Analytical, problem solving, report writing, negotiation, listening, communication, research, facilitation and presentation skills. Networking/liaison with internal and external stakeholders. Project management. Monitoring and evaluation skills, financial management, interpersonal relations and the ability to initiate change.
<u>DUTIES</u>	:	Develop national policies and procedures in terms of community liaison. Monitor and evaluate policy implementation. Design the monitoring tool. Manage and co-ordinate the activities of community involvement. Liaise with relevant external service providers involved in rendering community involvement services. Management of performance information. Manage human resources, finance and assets.
<u>ENQUIRIES</u>	:	National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.
<u>NOTE</u>	:	Appointment under the Correctional Services Act.
<u>POST 38/42</u>	:	<u>ASSISTANT DIRECTOR: MEASUREMENT AND TRACKING [NCB3] REF NO: HO 2026/11/14</u> Directorate: Community Liaison
<u>SALARY</u>	:	R526 935 per annum
<u>CENTRE</u>	:	National Head Office
<u>REQUIREMENTS</u>	:	Relevant Degree/National Diploma (NQF level 6) in Behavioural Sciences. At least five (5) years' experience gained in a supervisory post (NCB 2). Successful completion of Corrections Science Learnership/Basic Training. Top secret security classification as an added advantage. Computer literate. Valid driver's licence. Competencies And Attributes: Knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, Networking/liaison with internal and external stakeholders, report writing, negotiation, facilitation, presentation, project management, communication, listening, stakeholder management, problem solving, analytical and research skills. Decision making, people management and empowerment, integrity and honesty, confidentiality, good interpersonal relations.
<u>DUTIES</u>	:	Facilitate the re-entry of offenders into the community through the involvement of stakeholders. Monitor and evaluate policy implementation on any areas of concern with regard to offender reintegration. Enhance successful reintegration of released offenders into their communities. Design monitoring tools for evaluation of services rendered by service providers to released offenders. Marketing and liaison with internal and external stakeholders. Management of performance information, finances, human resources and assets.
<u>ENQUIRIES</u>	:	National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.
<u>NOTE</u>	:	Appointment under the Correctional Services Act.
<u>POST 38/43</u>	:	<u>SECURITY MANAGER: DEVELOPMENT SUPPORT [CB4] REF NO: HO 2026/11/15</u>
<u>SALARY</u>	:	R511 470 per annum
<u>CENTRE</u>	:	Kroonstad Training College
<u>REQUIREMENTS</u>	:	Relevant Degree / National Diploma (NQF level 6) in Behavioural Sciences. Successful completion of the Corrections Science Learnership/Basic Training.

At least seven (7) years relevant experience in a supervisory post (CB3). Registered and accredited as an Assessor and Moderator will be an added advantage. Computer literacy. Valid driver's licence. Competencies And Attributes: Firearm skills and the use of relevant security technology. Communication, project and programme management. Transformation, change and stakeholder management. Problem solving, analysis, service delivery innovation, decision making, people management and empowerment. In depth understanding of safety and security in a correctional environment. Integrity and honesty, confidentiality, good interpersonal relations and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network and diplomacy. Understanding the Public Service Policies and Legislative Framework. service delivery and client orientation, assertiveness and ability to network, influence and impact, ability to apply strategic thinking, willingness to travel.

<u>DUTIES</u>	:	Procure and allocate training resources. Manage sub-inventory registers. Ensure availability of stationery and training material. Manage the resource centre. Manage training-related administration and training facilities. Ensure availability of keys and registers. Ensure hygienic condition of training facilities in compliance with OHS-standards. Registration of learners with SASSETA. Check learner qualification and identification. Coordinate and manage the submission of Portfolio of Evidence (POE) files after moderation. Assist with preparation and finalisation of related administration for internal and external verification. Manage record-keeping of training related activities. Ensure confidentiality of records. Registration of Assessors and Moderators with SASSETA. Provide support, guidance and advice on a continuous basis. Render learner support. Duplicating of assessment tools. Supervise custodial duties. Ensure signing for and receiving of security equipment. Conduct counting and confirming of offender totals. Record, report incidents and facilitate rehabilitation programmes. Register, handle/refer inmates' complaints and requests. Ensure conducting of internal and external custodial duties in a humane and secure correctional/remand detention environment. Ensure conducting of administrative duties when performing internal and external custodial duties. Handle and deal with various emergency situations when performing custodial duties. Attend OHS-meetings. Compile monthly progress reports. Management of performance information. Manage human resources, finance and assets.
<u>ENQUIRIES</u>	:	National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.
<u>NOTE</u>	:	Appointment under the Correctional Services Act.

POST 38/44 : **SECURITY MANAGER: BASIC TRAINING (CB4)**

SALARY : R511 470 per annum
CENTRE : Kroonstad Training College Ref No: HO 2026/11/16
 Zonderwater Training College Ref No: HO 2026/11/17 (X2 Posts)

REQUIREMENTS : Relevant Degree/National Diploma (NQF level 6) in Behavioural Sciences. Successful completion of the Corrections Science Learnership/Basic Training. At least seven (7) years relevant experience in a supervisory post (CB3). Registered and accredited as an Assessor and Moderator will be an added advantage. Computer literacy. Valid driver's licence. Competencies And Attributes: Financial management. Physical wellness. Problem-solving and decision-making, facilitation and presentation, planning and organizing, project management, conflict management, report writing, coaching and mentoring and time management skills. Change management. Lead and control. Ability to lead a team. Confidentiality, integrity and honesty. Understanding the Public Service Policies and Legislative Framework. Service delivery and client orientation. Assertiveness and ability to network. Influence and impact. Ability to apply strategic thinking. Willingness to travel.

DUTIES : Provide and supervise the delivery of instructional and experiential/workplace learning. Supervise the facilitation of presentations and the administration of classes in the correctional environment. Prepare and supervise the preparation and administration of assessments within the correctional environment. Provide safe and secure detention, rehabilitation process and humane incarceration in a correctional environment. Supervise the performance of custodial duties within a correctional/remand detention environment. Management of performance information. Manage human resources, finance and assets.

<u>ENQUIRIES</u>	:	National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.
<u>NOTE</u>	:	Appointment under the Correctional Services Act.
<u>POST 38/45</u>	:	<u>SECURITY MANAGER: BASIC TRAINING [CB4] REF NO: HO 2026/11/18</u> Re-advertisement
<u>SALARY</u>	:	R511 470 per annum
<u>CENTRE</u>	:	Kroonstad Training College
<u>REQUIREMENTS</u>	:	Relevant Degree/National Diploma (NQF level 6) in Behavioural Sciences. Successful completion of the Corrections Science Learnership/Basic Training. At least seven (7) years relevant experience in a supervisory post Registered and accredited as an Assessor and Moderator will be an added advantage. Computer literacy. Valid driver's licence. Competencies And Attributes: Financial management. Physical wellness. Problem-solving and decision-making, facilitation and presentation, planning and organizing, project management, conflict management, report writing, coaching and mentoring and time management skills. Change management. Lead and control. Ability to lead a team. Confidentiality, integrity and honesty. Understanding the Public Service Policies and Legislative Framework. Service delivery and client orientation. Assertiveness and ability to network. Influence and impact. Ability to apply strategic thinking. Willingness to travel.
<u>DUTIES</u>	:	Provide and supervise the delivery of instructional and experiential/workplace learning. Supervise the facilitation of presentations and the administration of classes in the correctional environment. Prepare and supervise the preparation and administration of assessments within the correctional environment. Provide safe and secure detention, rehabilitation process and humane incarceration in a correctional environment. Supervise the performance of custodial duties within a correctional/remand detention environment. Management of performance information. Manage human resources, finance and assets.
<u>ENQUIRIES</u>	:	National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.
<u>NOTE</u>	:	Candidates who previously applied need to re-apply. Appointment under the Correctional Services Act.
<u>POST 38/46</u>	:	<u>ASSISTANT DIRECTOR: OCCUPATIONAL HEALTH AND SAFETY PRACTITIONER</u> Re-Advertisement
<u>SALARY</u>	:	R487 197 per annum
<u>CENTRE</u>	:	Gauteng region: Leeuwkop Ref No: GP 2026/11/01 Kgoši Mampuru II Ref No: GP 2026/11/02] Bavianspoort Ref No: GP 2026/11/03] Zonderwater Ref No: GP 2026/11/04] Johannesburg Ref No: GP 2026/11/05] Boksburg Ref No: GP 2026/11/06] Modderbee Ref No: GP 2026/11/07] Krugersdorp Ref No: GP 2026/11/08 Western Cape region: Breederiver Ref No: WC 2026/11/02 Drakenstein Ref No: WC 2026/11/03 Overberg Ref No: WC 2026/11/04 Voorberg Ref No: WC 2026/11/05 West Coast Ref No: WC 2026/11/06 Southern Cape Ref No: WC 2026/11/07
<u>DUTIES</u>	:	Recognized Degree/National Diploma in Safety Management or relevant qualification. 3-5 years' supervisory experience in an Occupational Health and Safety environment. Computer literate. Valid driver's licence. Competencies And Attributes: Knowledge of OHS Act. Knowledge of COID Act. Knowledge of DCS employee occupational health and safety policy and processes. HR Mandates regarding employee occupational health and safety. Public Service Regulations. Knowledge of collective Agreements with regard to employee occupational health and safety. Information collection, analyses, interpretation, dissemination with regard to performance assessment policies regulations and acts. Knowledge of COID Act (Workman Compensation Act). Safety standards. Basic Conditions of Employment Act. Public Service Regulations. DCS Financial Policy regarding claims, expenditure, advances, payments, invoices,

		etc. HR Policies related to leave, performance assessment, discipline, grievances, skills development, occupational health and safety, employee wellness, remuneration and allowances, etc. Project management principles. PFMA – compilation of budgets, estimation, expenditure and reporting. The ability to access and interpret required management information. Communication, presentations, decision making, problem solving, networking/liaison with stakeholders and listening skills. Technical report writing and analytical thinking. Policy development, analysis, monitoring, evaluation and implementation. Knowledge of DPSA Circulars with regard to employee occupational health and safety.
<u>DUTIES</u>	:	Facilitate the implementation of OHS as incorporated in the IEHW policy and procedure. Monitor the compliance of Occupational Health and safety in terms of COID Acts within the region and management area. Monitor and promote corporate culture of Safety, Health, Environment, Risk and Quality (SHERQ) in the region. Facilitate the implementation of corrective measures in order to mitigate SHERQ risks. Coordinate and facilitate emergency preparedness plan and response procedures within the region.
<u>ENQUIRIES</u>	:	Gauteng region: Ms Mongwai EN Tel No: (012) 420 0174/Ms Feni SAP Tel no: (012) 420 0173/ (012) 420 0179. Western Cape region: Ms. A Reddy Tel No: (021) 559 7920 / Ms. NC Sotyibi Tel No: (021) 558 0518/ Mr S. Sikisazane Tel No: (021) 558 0108.
<u>NOTE</u>	:	Candidates who previously applied need to re-apply. Appointment under the Public Service Act.
<u>POST 38/47</u>	:	<u>ASSISTANT DIRECTOR: PHYSICAL SECURITY REF NO: HO 2026/11/43</u> Directorate: Security Standards and Management
<u>SALARY</u>	:	R487 197 per annum
<u>CENTRE</u>	:	National Head Office
<u>REQUIREMENTS</u>	:	Recognised three (3) year Degree in Criminal Justice field or relevant qualification. 3-5 years relevant experience in a similar environment. Computer literacy. Valid driver's licence. Competencies And Attributes: Financial management, facilitation, plan, organize, lead and control, project management, presentation, conflict management, report-writing, time management and negotiation skills. Confidentiality, coaching and mentoring. Understanding of Public Service policy, Correctional Service Act and legislative framework. Service delivery and client orientation, integrity and honesty, assertiveness, willingness to travel, influence and impact, decision making, problem-solving skills, networking / liaison with stakeholders.
<u>DUTIES</u>	:	Development and implementation of security policy and procedures. Conduct security threat and risk assessments for DCS. Analyse the risk assessment documents/ reports. Co-ordinate and ensure existence of reliable security systems. Conduct security breach investigations. Evaluate and improve the effectiveness of security measures and procedures. Management of performance information, finances, human resources and assets.
<u>ENQUIRIES</u>	:	National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 38/48</u>	:	<u>ASSISTANT DIRECTOR: MONITORING AND REPORTING REF NO: HO 2026/11/44 (X2 POSTS)</u> Directorate: Strategic Planning Management and Monitoring
<u>SALARY</u>	:	R487 197 per annum
<u>CENTRE</u>	:	National Head Office: Directorate: Strategic Planning Management
<u>REQUIREMENTS</u>	:	Recognised Degree or National Diploma in Public Administration / Auditing / Statistics / Monitoring and Evaluation or relevant qualification. Three (3) years' experience in Monitoring and Reporting of which 2 years must be at a supervisory level or equivalent. Computer literacy. Valid driver's licence. Competencies And Attributes: Knowledge of monitoring and evaluation processes. Knowledge of research methodologies. Knowledge of governmental guidelines. Public finance management. Policy framework for the government-wide monitoring and evaluation system. Policy imperatives. Strategic planning guidelines. Management and development. Knowledge and experience of problem-solving technique. Planning and organisation. Relationship management. Programme and project management. Analytical thinking, presentation, research data analysis, report writing, interpersonal,

		communication, inter-personal and diplomacy skills. Emotional intelligence, change management, risk management and people management skills.
<u>DUTIES</u>	:	Compilation of performance information reports for the department. Collect, verify and conduct evidence-based evaluation of performance information. Coordinate, analyse and consolidate inputs from various Branches to compile the department's monthly performance reports, quarterly performance reports, medium term development reports, annual reports, mid-term reports and end term reports. Manage the development the monitoring policies and tools. Conduct research and keep up to date with the latest trends. Develop and review monitoring and reporting policies, SOPs and procedures. Monitor the implementation of the departmental monitoring and reporting tools. Support the implementation of data monitoring and reporting initiatives within the department. Ensure provision of support services within the Strategic Management Branch. Facilitate the coordination of the strategic management forums and meetings for the quarterly and annual reports. Support the Sub-Directorate: Monitoring and Reporting. Assist with maintaining appropriate internal controls and reporting systems to meet performance expectations. Assist with monitoring the budget and expenditures for the Sub-Directorate. Management of human resources, finance and assets. Management of performance information.
<u>ENQUIRIES</u>	:	National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 38/49</u>	:	<u>ASSISTANT DIRECTOR: ASSESSMENTS AND MODERATIONS REF NO: HO 2026/11/45</u> Directorate: External Training and Standards
<u>SALARY</u>	:	R487 197 per annum
<u>CENTRE</u>	:	National Head Office
<u>REQUIREMENTS</u>	:	An appropriate recognised 3-year Bachelor's Degree/National Diploma in Human Resource Development/Education, Training and Development or relevant qualification. 3-5 years relevant experience in Human Resource environment. Computer literacy. Valid driver's licence. Competencies And Attributes: Sound knowledge and understanding of South African Qualifications Authority (SAQA) framework, National Qualifications Framework (NQF), Occupational Qualifications Sub-Framework (OQSF), where applicable. Quality Council for Trades and Occupations (QCTO) quality assurance requirements. Principles and practices of assessment and moderation. Assessment design, assessment instruments and moderation methodology. Unit standards, learning outcomes, exit-level outcomes and assessment criteria. Recognition of Prior Learning (RPL), where applicable. Skills Development legislation and related regulations. Public Service legislative and policy framework. Correctional Services legislative and policy framework. Departmental training and development policies and procedures. Quality management systems and compliance monitoring. Project and programme management principles. Financial management, procurement and asset management prescripts.
<u>DUTIES</u>	:	Development and review of assessment and moderation frameworks. Assessment and moderation systems and processes. Development and review of learning programme standards. Quality assurance and compliance monitoring. Assessment and moderation tools. Stakeholder coordination and liaison. Reporting and information management. Human, financial and physical resource management.
<u>ENQUIRIES</u>	:	National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 38/50</u>	:	<u>ASSISTANT DIRECTOR: INTERNAL COMMUNICATION REF NO: HO 2026/11/46</u> Directorate: Internal Communication and Media Production
<u>SALARY</u>	:	R487 197 per annum
<u>CENTRE</u>	:	National Head Office
<u>REQUIREMENTS</u>	:	Recognised Degree or National Diploma in Communication/ Journalism or relevant qualification. 3-5 years' experience at a supervisory level in the communication sector. Valid driver's licence. Computer literate. Competencies

		And Attributes: Proven ability to understand an institution's internal communication needs. Proven ability to conceptualise, execute and measure the effectiveness of internal communication channels and messages. Proven experience in writing and editing articles. Excellent command of written and spoken English. Experience with or thorough understanding of a Content Management System (CMS) for intranet or internet will be an advantage. Ability to work under pressure and according to tight deadlines. Willingness to travel and work overtime. Honesty and integrity. Attention to detail. Plan and organize. Punctuality and confidentiality. Service delivery and client orientation. Excellent communication skills (written and verbal). Ability to coordinate and organize work related tasks. High level of reliability. Ability to act with tact and discretion.
<u>DUTIES</u>	:	Assist with managing the department's intranet. Manage and improve the daily system of internal notices. Write, edit and proofread internal communication messages. Develop feedback mechanisms to objectively measure effectiveness of internal communication channels and messages. Regularly monitor intended reach and effectiveness against communication objectives and against communication strategy and compile reports thereof. Build networks and partnerships within the department that will help ensure optimal coverage of defining moments of service delivery for purposes of communicating it internally. Management of human resources, finance, and assets.
<u>ENQUIRIES</u>	:	National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 38/51</u>	:	<u>ASSISTANT DIRECTOR: OPERATIONAL TRAINING REF NO: HO 2026/11/47</u> Directorate: Logistics
<u>SALARY CENTRE REQUIREMENTS</u>	:	R487 197 per annum National Head Office Degree or National Diploma in Logistics/Supply Chain Management or relevant qualification plus at least 3- 5 years' experience in Logistics as a supervisor (SL8). LOGIS training. Computer literate. Valid driver's licence. Competencies And Attributes: Knowledge of PFMA Section 38 (1), Treasury regulations, White Paper on Corrections (applicable sections), DCS strategic plan (A1), Public Service regulations, HRD policies/procedures and skills development act, Act 97 of 1998. PASM/PAS and Web asset tool. PFMA (Act No 1 of 1999 as amended by act 29 of 1999) Section 38(1). Supply chain management guide for accounting officers, Section 6. Provisioning Administration System Manual (PASM). Financial administration procedures – Manual 4. Annual operational plan of the Directorate: Logistics. Analytical thinking. Honest, integrity and committed. Liaison (internal/external). Ability to use office administration tools. Capability to manage statistics on a computerized database.
<u>DUTIES</u>	:	Compile and coordinate operational training plan. Schedule training needs for ad hoc Logistics training. Facilitate the formulation, development and maintenance of operational training material. Coordinate and provide training information and advice to relevant stakeholders. Management of human resources, finance and assets. Management of performance information.
<u>ENQUIRIES</u>	:	National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 38/52</u>	:	<u>ASSISTANT DIRECTOR: PROVISIONING ADMINISTRATION SYSTEM TRAINING REF NO: HO 2026/11/48</u> Directorate: Logistics
<u>SALARY CENTRE REQUIREMENTS</u>	:	R487 197 per annum National Head Office Relevant Degree/National Diploma in Logistics/Supply Chain Management/Public Administration. 3-5 years supervisory experience. Knowledge of LOGIS System. Computer literate. Valid driver's licence. Competencies And Attributes: Knowledge of PFMA. Knowledge of Treasury Regulations, Operational Plan, Strategic plan, Public Administration Service Act, White Paper. Understanding of policies, manuals and circulars. Knowledge and understanding of LOGIS system. communication, planning and organising,

<u>DUTIES</u>	:	interpersonal, analytical and problem-solving skills. Liaison (internal and external). Honesty, integrity and commitment. Creativity, logical and innovative. Manage LOGIS system. Ensure that all prescribed files are opened, completed and signed per financial year. Ensure maintenance of store specific codes. Undertake LOGIS system Logistical inspection. Ensure the correct allocation of functions to user. Assist in performing inspections at stores. Manage the implementation of Logistics policy. Ensure that LOGIS users follow all procedures set by the LOGIS policies. Ensure compliance with relevant policies by facilitating adherence to processes in Logistical services. Monitor LOGIS Balance Score Card. Ensure identification of areas for improvement as per the standard set by National Treasury. Ensure all transactions on LOGIS are cleared. Management of human resources, finance and assets. Management of performance information.
<u>ENQUIRIES</u>	:	National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 38/53</u>	:	<u>ASSISTANT DIRECTOR: IT INFORMATION SECURITY REF NO: HO 2026/11/49</u> Directorate: IT Infrastructure and Telephony
<u>SALARY</u>	:	R487 197 per annum
<u>CENTRE</u>	:	National Head Office
<u>REQUIREMENTS</u>	:	Recognised Degree or National Diploma in Information Technology related field, appropriate experience dedicated in IT Security environment. 3-5 years' experience in IT security environment. Valid driver's licence. Competencies And Attributes: Ability to install patches, anti-viruses, backup software and hardware. Ability to implement disaster recovery. Ability to install patches, antiviruses, backup software and hardware. Understanding of advanced security protocols and standards. Solid knowledge of information security principles and practices. Good written and oral ability. Able to communicate complex ideas concisely. Presentation, information gathering, problem solving, analytical and interpretation skills.
<u>DUTIES</u>	:	Manage threat and vulnerability. Conduct vulnerability assessments and produce reports with mitigation actions. Ensure and identified critical threats are addressed within agreed timelines. Administer IT security systems. Maintain patch compliance across servers and workstations. Ensure anti-virus and filtering systems are updated daily with zero lapses. Monitor the response of security incidents detection. Identify, detect, mitigate and respond to security incidents using security tools. Maintain continuous monitoring with documented intrusion detection logs. Ensure compliance with ICT policies across the department. Review and update ICT policies annually or when new risks emerge. Conduct bi-annual audits to verify adherence to standards. Administer business continuity and disaster recovery. Test disaster recovery plans twice per year with documented outcomes. Ensure system backups are performed daily and verified weekly. Management of human resources, finance and assets. Management of performance information.
<u>ENQUIRIES</u>	:	National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 38/54</u>	:	<u>ASSISTANT DIRECTOR: EMPLOYEE INCENTIVES REF NO: HO 2026/11/50</u> Directorate: HR Support
<u>SALARY</u>	:	R487 197 per annum
<u>CENTRE</u>	:	National Head Office: HR System and Support
<u>REQUIREMENTS</u>	:	Recognised Degree/ National Diploma in Human Resource Management or relevant qualification. 3- 5 years' experience in a similar environment and 3 years should be at supervisory level. Computer literate. Valid driver's licence. Competencies And Attributes: Employee incentives policy and processes. Knowledge of DPSA incentive policy framework and related circulars. Knowledge of Labour Relations Act. HR mandates regarding employee incentives. Knowledge of organisational structure. Public Service Act and regulations. Collective agreements with regard to employee incentives. Career management strategy. Knowledge of Employment Equity Act, Basic Conditions of Employment Act, Financial policy regarding claims, expenditure, advances,

	payments, invoices, etc. HR policies related to leave, performance assessment, discipline, grievances, skills development, occupational health and safety, employee wellness, remuneration and allowances, etc. Project management principles. Delegations of authority. The ability to access and interpret required management information. Applied strategic thinking. communication, presentations, developing others (coaching, mentoring, training, supervisory, problem-solving, networking / liaison with stakeholders, negotiation and listening skills. Technical report writing. Analytical thinking policy development, analysis, monitoring, evaluation and implementation.
<u>DUTIES</u>	: Coordinate the implementation of employee incentive programmes. Coordinate the implementation of employee incentive programmes, including performance bonuses, pay progression and long-service recognition awards. Conduct research and policy support on employee incentives. Conduct research and benchmarking on employee incentive practices within the public service and relevant sectors. Monitor compliance and reporting on employee incentives. Monitor compliance with employee incentive policies, directives and applicable legislative frameworks. Management of human resources, finance and assets. Management of performance information.
<u>ENQUIRIES</u>	: National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.
<u>NOTE</u>	: Appointment under the Public Service Act.
<u>POST 38/55</u>	: <u>ASSISTANT DIRECTOR: EMPLOYEE DISCIPLINE REF NO: HO 2026/11/51</u> Directorate: Employee Relations
<u>SALARY</u>	: R487 197 per annum
<u>CENTRE</u>	: National Head Office
<u>REQUIREMENTS</u>	: National Diploma/Degree in Labour Law, Labour Relations or Human Resource Management with Labour Law / Labour Relations as a major. 3-5 years' experience in Labour relations environment. Computer literate. Valid driver's licence. Competencies And Attributes: Knowledge of HR Corporate Policies, grievance procedure, employee relations policies, disciplinary code and procedure. Labour Relations Act with emphasis on Dispute Resolution Mechanisms. Basic Conditions of Employment Act. Rules of the dispute resolution agencies – CCMA and GPSSBC. Rules pertaining to conciliation and arbitration practices. RSA Constitution with regards to labour rights. Investigating techniques, communication, information collection, analyses, interpretation, dissemination, mediation, conflict management and resolution, problem-solving, listening, analytical thinking and advisory skills. Applying investigation techniques. Facilitation / mediation of conflict. Labour Relations Act with emphasis on the code of good practice on dismissals. Public Service Act and regulations. Knowledge of Public Service disciplinary code and procedure.
<u>DUTIES</u>	: Coordinate and monitor employee discipline management. Provide expert advice and guidance to management on disciplinary matters, policies and procedures. Provide labour relations dispute resolution support. Provide advice and support to management on grievance handling, dispute resolution, conciliation and arbitration processes. Monitor and evaluate compliance with employee discipline policies, procedures and legislative requirements. Maintain and update Employee Relations Management Information Systems (ERMIS) and related databases.
<u>ENQUIRIES</u>	: National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.
<u>NOTE</u>	: Appointment under the Public Service Act.
<u>POST 38/56</u>	: <u>ASSISTANT DIRECTOR: POST ADVERTISEMENT REF NO: HO 2026/11/52</u> Directorate: HR Administration and Utilization
<u>SALARY</u>	: R487 197 per annum
<u>CENTRE</u>	: National Head Office
<u>REQUIREMENTS</u>	: Degree/National Diploma in Human Resource Management or relevant qualification. 3-5 years supervisory experience in a similar environment. Computer literate. Valid driver's licence. Competencies And Attributes: Knowledge of relevant legislations. Understanding of organogram. Ability to analyse PERSAL reports. Communication, problem solving and analysis, research, benchmarking, self-management, time management, financial management, human resource management (supervisory). Ability to work

		under pressure. Negotiation, analytical and interpretation and interpersonal skills. Planning and organising. Creativity.
<u>DUTIES</u>	:	Facilitate the development, review and maintain national policies, procedures and guidelines for post advertisement and recruitment. Manage and coordinate internal and external post advertisement processes. Develop and coordinate post-advertisement programme in accordance with approved recruitment plans. Coordinate the receipt and verification of requests for post advertisement from the branches and regions. Conduct quality assurance of advertisements and documentation. Verify compliance with approved organisational structure, establishments, Occupation Specific Dispensation (OSD's) and job descriptions. Monitor adherence to prescribed recruitment procedures. Facilitate and coordinate head-hunting requests and processes. Management of performance information, human resources, finance and assets.
<u>ENQUIRIES</u>	:	National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 38/57</u>	:	<u>ASSISTANT DIRECTOR: ADMINISTRATIVE SECRETARY</u>
<u>SALARY</u>	:	R487 197 per annum
<u>CENTRE</u>	:	National Head Office: Office of the DC: Financial and Management Accounting Ref No: HO 2026/11/53 Office of the DC: Health Care Services Ref No: HO 2026/11/54 Office of the DC: Community Programmes and Liaison Ref No: HO 2026/11/55
<u>REQUIREMENTS</u>	:	A recognized Degree /National Diploma in Office Management /Public Administration or relevant qualification. 3-5 years' experience in a relevant environment. Computer literate. Valid driver's licence. Competencies And Attributes: Performance planning, reporting and service delivery Improvement. Financial management. Problem solving and decision-making skills. Facilitation skills. Plan, organize, lead and control. Team leadership. Project management. Presentation, conflict management and report writing skills. Training and development. Time management. Confidentiality. Coaching and mentoring. Understanding of public service policy and legislative framework. Service delivery and client orientation. Integrity and honesty. Assertiveness. Ability to network. Influence and impact. Applied strategic thinking. Willingness to travel.
<u>DUTIES</u>	:	Prepare and consolidate reports for the chief directorate. Ensure a smooth document flow system in the office. Ensure compliance of return dates for memorandums and projects. Ensure quality control over the documentation received. Facilitate the convening of meetings, minute taking and implementation of decisions taken at meetings. Ensure the drafting of routine letters and memoranda, receipt of correspondence and documentation and proactively acknowledging receipt of correspondence. Process content of incoming and outgoing documentation. Ensure appropriate filing of documents. Liaise with various stakeholders. Management of performance information, human resources, finance and assets.
<u>ENQUIRIES</u>	:	National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 38/58</u>	:	<u>ASSISTANT DIRECTOR: WORKSTUDY AND JOB EVALUATION REF NO: HO 2026/11/56</u> Directorate: Organisational Development
<u>SALARY</u>	:	R487 197 per annum
<u>CENTRE</u>	:	National Head Office
<u>REQUIREMENTS</u>	:	National Diploma/Degree in Management Services/ Organisational Development/ Operations Management/ Production Management/ Industrial and Organisational Psychology or relevant qualification. Certificate in Job Evaluation analysis from National School of Government is mandatory. 3-5 experience in a comparable environment. Knowledge of Work Study techniques. Computer literate. Valid driver's licence. Competencies And Attributes: People management, presentation, report writing, financial management, problem solving and rational decision making, planning and organizing, facilitation, and time management skills. Knowledge of compensate evaluate system. Policy analysis and interpretation, good communication,

		analytical and conceptual skills. Job analysis. Group dynamics. Diversity management, co-ordination, project management and leadership skills. service delivery innovation. Change and knowledge management. Planning and organization, good interpersonal relations, pro-activeness, professionalism, accuracy, influence and impact, confidentiality and integrity. Ability to network. Independent and co-operative. Team player and flexible. Willing to work under changing /difficult circumstances/long hours.
<u>DUTIES</u>	:	Conduct work-study investigation and feasibility studies related to service delivery improvements. Facilitate the development and scrutinize the compilation of job descriptions and Job profiling. Conduct job evaluation. Develop and review the organisational structure. Develop and facilitate the alignment of the post establishment with the approved organizational structure. Facilitate change management processes. Management of performance information, human resources, finance and assets.
<u>ENQUIRIES</u>	:	National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 38/59</u>	:	<u>ASSISTANT DIRECTOR: EVENT MANAGEMENT AND SPORT LIAISON</u> <u>REF NO: HO 2026/11/57</u> Directorate: Employee Wellness and OHS
<u>SALARY</u>	:	R487 197 per annum
<u>CENTRE</u>	:	National Head Office
<u>REQUIREMENTS</u>	:	Recognised National Diploma/Degree in Sports management or relevant qualification. 3-5 years' experience in the related environment. Computer literate. Valid driver's licence. Competencies And Attributes: Strategic planning and thinking. Policy formulation. Planning and organising, decision making, analytical thinking, project management, problem identification and solving. Co-ordination, time management and policy implementation.
<u>DUTIES</u>	:	Coordinate and Manage sport, recreation and special events. Plan, organise and coordinate sport, recreation, wellness programmes, workshops, conferences, meetings and special projects at national and international levels. Develop and ensure compliance with policies and governance frameworks. Facilitate the development, review and implementation of policies, procedures, guidelines and operational frameworks relating to sport, recreation and employee wellness programmes. Promote sport, recreation and employee health and wellness programmes. Develop and implement marketing, communication and awareness initiatives to promote sport, recreation, employee health and wellness programmes. Management of performance information, human resources, finance and assets.
<u>ENQUIRIES</u>	:	National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 38/60</u>	:	<u>ASSISTANT DIRECTOR: AGRICULTURE OPERATIONS REF NO: HO</u> <u>2026/11/58</u> Directorate: Production Workshop and Agriculture
<u>SALARY</u>	:	R487 197 per annum
<u>CENTRE</u>	:	National Head Office
<u>REQUIREMENTS</u>	:	An appropriate recognised 4-year qualification (NQF Level 7) in Agriculture, Agricultural Management, Agricultural Extension, Animal Science, Crop Production, Agronomy or a related agricultural field. A minimum of three (3) years' relevant experience in the agricultural environment. Knowledge of agricultural extension methodologies and advisory services. Computer literate. Valid driver's licence. Competencies And Attributes: Knowledge of project planning and management. knowledge of agricultural production systems, resource management, and sustainable farming practices. Knowledge of policy development, implementation, monitoring and evaluation. Knowledge of Public Service legislation, policies and prescripts, including the Public Finance Management Act (PFMA), Public Service Act, and departmental policies. Planning and organization. Reporting procedures. Administration procedures relating to the specific work environment including norms and standards. Interpersonal relationship. Problem solving. Project management. Financial management. Analytical thinking. Verbal exchange of information. Written

		communication for notes, memos, letters and reports. Supervisory and management, advanced communication and presentation skills.
<u>DUTIES</u>	:	Provide scientific and technical agricultural advice to support departmental agricultural programmes and initiatives. Monitor and evaluate agricultural operations and production performance across correctional centres against approved targets. Coordinate agricultural production programmes aimed at promoting self-sufficiency and offender rehabilitation. Establish and maintain effective relationships with internal and external stakeholders. Management of performance information, human resources, finance and assets.
<u>ENQUIRIES</u>	:	National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 38/61</u>	:	<u>ASSISTANT DIRECTOR: INFORMATION TECHNOLOGY AUDIT REF NO: NO 2026/11/59</u> Re-advertisement Directorate: Specialised Audit
<u>SALARY</u>	:	R487 197 per annum
<u>CENTRE</u>	:	National Head Office
<u>REQUIREMENTS</u>	:	Relevant National Diploma/ Degree in Internal Auditing or related field. 3-5 years' experience in Internal Auditing or related field. Computer literate. Valid driver's licence. Competencies And Attributes: Project management. Analytical and innovative skills. Knowledge of Institute of Internal Auditors (IIA) Standards. Knowledge of applicable legislations, policies and regulations. Knowledge of Public Finance Management Act (PFMA). Report writing, communication and interviewing skills. Interpersonal leadership and problem-solving skills. Time management. Coaching and mentoring. Knowledge of financial management, internal audit policies, practices, procedures and standards for professional practice of internal audit. Knowledge of internal control models and risk management tools and methodologies.
<u>DUTIES</u>	:	Identify the key risk areas for the institution emanating from current operations as set out in the strategic plan and risk management strategy. Participate in the development of the three-year strategic risk-based audit plans. Participate in the development of the annual audit operational plan. Participate in the coordination with other internal and external service providers of assurance to ensure proper coverage to minimize duplication of effort. Develop proposals to determine the scope of allocated internal audits. Collect, analyze and interpret data for purposes of the development of the engagement work program. Develop the engagement work program. Supervise and execute the allocated internal audits. Develop findings and recommendations for the enhancement of controls/processes. Compile and review audit reports for each engagement. Monitor progress on the implementation of agreed upon action plans. Review, collect information and compile reports to the accounting officer and audit committee. Progress reports against audit plan. Quarterly reports and annual reports. Study professional journals and publications to ensure that cognizance is taken of new developments. Monitor and study the relevant industry, legislative, standards change and policy frameworks continuously. Engage in continuous professional development activities relevant (tools and techniques) as required/prescribed. Supervise employees to ensure an effective internal audit service. Management of performance information, human resources, finance and assets.
<u>ENQUIRIES</u>	:	National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.
<u>NOTE</u>	:	Candidates who previously applied need to re-apply. Appointment under the Public Service Act.
<u>POST 38/62</u>	:	<u>ASSISTANT DIRECTOR: STRATEGIC PLANNING AND MANAGEMENT REF NO: HO 2026/11/60</u> Directorate: Strategic Planning and Management
<u>SALARY</u>	:	R487 197 per annum
<u>CENTRE</u>	:	National Head Office
<u>REQUIREMENTS</u>	:	Recognised National Diploma (NQF Level 6) or Degree in Strategic Management / Monitoring and Evaluation / Accounting and or Auditing / Public Administration/ Business Management or related qualification. 3-5 years' experience in a planning environment. Computer literate. Valid driver's licence.

		Competencies And Attributes: Understanding of strategic planning processes and government planning cycle. Applied strategic thinking. Report writing and quality assurance. Excellent facilitation and communication skills. Understanding of excel and PowerPoint essential. Knowledge of government policies, acts and regulations. Understanding of monitoring and evaluation in government. Financial management. Good interpersonal relations. Approach to good governance. Analytical, planning and organising and problem-solving skills. Formal training in strategic planning and performance monitoring.
<u>DUTIES</u>	:	Coordinate the development and review of the Departmental Strategic Plan, Annual Performance Plan (APP), and Annual Operational Plans. Monitor the implementation of departmental planning frameworks and approved plans. Provide strategic planning advice and technical support to Head Office and Regions. Liaise and maintain effective relationships with internal and external stakeholders on planning matters. Management of performance information, human resources, finance and assets.
<u>ENQUIRIES</u>	:	National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 38/63</u>	:	<u>SENIOR CORRECTIONAL ADMINISTRATION OFFICER: PLACEMENT POLICY [NCB2] REF NO: HO 2026/11/19</u> Directorate: Pre-Release
<u>SALARY</u>	:	R446 457 per annum
<u>CENTRE</u>	:	National Head Office
<u>REQUIREMENTS</u>	:	Relevant Degree/National Diploma (NQF level 6) in Behavioural Sciences. At least 5 years relevant experience in a production post (NCB1). Successful completion of Corrections Science Learnership/Basic Training. Computer literacy. Valid driver's licence. Competencies And Attributes: Conflict resolution. Report writing. Presentation skills. Problem solving. Team leadership. Facilitation skills. Analytical skills. Policy interpretation. Assertiveness. Plan and organize. Client orientation. Good communication skills. Integrity and honesty. Confidentiality. Interpersonal relations. Ability to work under pressure. Applied strategic thinking and willingness to travel. Service delivery. Client orientation. Confident and independent.
<u>DUTIES</u>	:	Provide support regarding the development and maintenance of policy on day parole, parole, correctional supervision, release on medical grounds and correctional supervision. Assist with the monitoring and implementation of policy. Establish monitoring mechanism. Evaluate execution of policy. Assist with the updating of departmental orders. Revise orders, consult, and update. Document control. Maintenance of the documentation of the Sub-Directorate. Keep record of the issuing and return of documents. Management of human resources, finances and assets.
<u>ENQUIRIES</u>	:	National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.
<u>NOTE</u>	:	Appointment under the Correctional Service Act.
<u>POST 38/64</u>	:	<u>SENIOR ADMINISTRATION OFFICER: COORDINATOR REF NO: HO 2026/11/61</u> Directorate: Non-Communicable Diseases and Support Services
<u>SALARY</u>	:	R413 001 per annum
<u>CENTRE</u>	:	National Head Office
<u>REQUIREMENTS</u>	:	Recognised three (3) year Degree/National Diploma Office Administration, Public Administration or relevant qualification. 3-5 years relevant experience in office administration. Computer literate. Valid driver's licence. Competencies And Attributes: Facilitation and coordination. Good liaison skills with other role players/clients. Good communication, planning and organizing, report writing, analytical, rational decision making and interpersonal skills. Professionalism and integrity. Creativity and innovative thinking.
<u>DUTIES</u>	:	Facilitate the procurement of goods and services and coordinate travel arrangements for the directorate. Receive request from the officials. Obtain quotations from service providers. Administer leave register and other administrative activities. Maintenance of duty and leave register. Checking and submitting leave applications. Organise and coordinate meetings. Administer and consolidate the allocation of funds. Assist in the management of state funds under Supervision. Estimating and budgeting of requirement within the

		directorate. Management of performance information, human resources, finance and assets.
<u>ENQUIRIES</u>	:	National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 38/65</u>	:	<u>SENIOR ADMINISTRATION OFFICER: EMPLOYEE SALARY NOTCHES AND PAY PROGRESSIONS REF NO: HO 2026/11/62</u> Directorate: HR Support Directorate: HR System and Support
<u>SALARY CENTRE REQUIREMENTS</u>	:	R413 001 per annum National Head Office Recognised Degree or National Diploma in Human Resource Management or relevant qualification. 3 - 5 years relevant experience. Computer literate. Valid driver's licence. Competencies And Attributes: Knowledge of Public Service Regulations. Knowledge of collective agreements with regard to employee notch progression processes. DPSA circulars with regard to employee notch progression processes. Career management strategy. Performance management system. HR mandates regarding employee notch progression processes. Employee notch progression processes policy and processes. Basic Conditions of Employment Act. Financial policy regarding claims, expenditure, advances, payments, invoices, etc. HR policies related to leave, performance assessment, discipline, grievances, skills development, occupational health and safety, employee wellness, remuneration and allowances, etc. The ability to access and interpret required management information. Communication, problem solving, listening and report writing skills.
<u>DUTIES</u>	:	Administration of employee pay progression processes within DCS. Alignment of assessment results. Application of career path requirements per salary level. Capturing and checking of data integrity on PERSAL. Administration of employee salary notches processes. Interpretation of policy with regard to notch increases. Assist the Chief Directorate: Legal Services with regards to salary notch disputes. Assist with budget estimations of salary notch increases. Management of performance information, human resources, finance and assets.
<u>ENQUIRIES</u>	:	National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 38/66</u>	:	<u>SENIOR PROVISIONING ADMINISTRATION OFFICER: INVENTORY MANAGEMENT REF NO: HO 2026/11/63</u> Directorate: Logistics
<u>SALARY CENTRE REQUIREMENTS</u>	:	R413 001 per annum National Head Office Relevant Degree/National Diploma in Supply Chain Management/Logistics or relevant qualification. 3-5 years relevant experience. Computer literate. Valid driver's licence. Competencies and Attributes: Knowledge of Public Finance Management Act, 1999, Treasury Regulations, GAAP and applicable mandates and legislation. Knowledge of administration of assets. Knowledge of LOGIS system. Knowledge of Project Management. Analytical, customer relations, problem solving and communication skills. Interpersonal relations. Customer Orientated. Outgoing personality. Ability to work in a team and build strong relationships. Reliable, Honesty and working knowledge of MS Office packages.
<u>DUTIES</u>	:	Ensure capturing of all inventory/assets in the asset management register. Receipt of all moveable assets. Allocation of inventory/assets to inventory holders. Capture asset information on the inventory list (room list) of the Inventory holder. Ensure asset verification and Logistical processes. Conduct annual asset verification and asset disposal. Administer reconciliation between BAS and LOGIS. Asset depreciation and reconciliation. Management of performance information, human resources, finance and assets.
<u>ENQUIRIES</u>	:	National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.
<u>NOTE</u>	:	Appointment under the Public Service Act.

<u>POST 38/67</u>	:	<u>SENIOR PROVISIONING ADMINISTRATION OFFICER: HEAD OFFICE STORES REF NO: HO 2026/11/64</u> Directorate: Logistics
<u>SALARY</u>	:	R413 001 per annum
<u>CENTRE</u>	:	National Head Office
<u>REQUIREMENTS</u>	:	Appropriate 3 years National Diploma or Degree in Supply Chain Management or relevant qualification. 3-5 years functional experience in supply chain management environment dealing with asset management. Knowledge of LOGIS system and BAS. Computer literate. Valid driver's licence. Competencies And Attributes: Knowledge and understanding of the departmental and Public Service policies. Knowledge of the Public Finance Management Act, 1999. Financial prescripts manual. Treasury regulations. Financial management. Problem solving and decision making. Facilitation skills. Ability to plan, organize, lead and control. Presentation, conflict management, training, communication and time management skills. Confidentiality. Coaching and mentoring. Service delivery and client orientation. Integrity and honesty. Assertiveness. Influence and impact and Ability to network.
<u>DUTIES</u>	:	Implementation of asset management policy. Monitor and control transfer of assets. Manage the administration of the warehouse for assets. Supervise the asset verification and logistical processes and asset reconciliations. Manage the asset disposal process for Head Office. Supervise the reconciliation between BAS and LOGIS. Facilitate logistical training on assets. Management of resources.
<u>ENQUIRIES</u>	:	National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 38/68</u>	:	<u>SENIOR PROVISIONING ADMINISTRATION OFFICER: LOGISTICAL LOSS CONTROL REF NO: HO 2026/11/65</u> Directorate: Logistics
<u>SALARY</u>	:	R413 001 per annum
<u>CENTRE</u>	:	National Head Office
<u>REQUIREMENTS</u>	:	Relevant Degree/National Diploma in Logistics/ Supply Chain Management or relevant qualification. 3-5 years relevant experience. Computer literate. Valid driver's licence. Competencies And Attributes: PFMA Chapter 5. Treasury Regulations, Public Service Regulations. White Paper on Corrections (applicable sections). PASM chapter 15, BAS, GRAP. Supply Chain Manuals – Procurement, PASM chapter 12, 14, 15. Labour legislation. Plan, organise, leadership and control. Managing interpersonal conflict and resolving problems. Responsible, fairness, judgement, assertive, initiative, integrity, credibility, accountability, integrity and innovative.
<u>DUTIES</u>	:	Administer and maintain Logistical loss control records and registers. Maintain and update manual and electronic loss and damage registers. Conduct and support loss investigations. Conduct investigations into theft, damage, shortages and other losses involving departmental assets. Monitor suspense accounts relating to institutional losses and damages. Monitor recoverable losses, write-offs, insurance claims and related processes. Provide loss control information, advice and support. Compile and provide loss control reports and information. Management of performance information, human resources, finance and assets.
<u>ENQUIRIES</u>	:	National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 38/69</u>	:	<u>SENIOR STATE ACCOUNTANT: EXPENDITURE CONTROL REF NO: HO 2026/11/66</u> Directorate: Financial Accounting
<u>SALARY</u>	:	R413 001 per annum
<u>CENTRE</u>	:	National Head Office
<u>REQUIREMENTS</u>	:	Relevant Degree/ National Diploma in Finance related field with Financial Accounting/Cost with Management Accounting as a major subject. 3-5 years proven financial and management experience in a similar environment. Computer literate. Valid driver's licence. Competencies And Attributes: Project

		management. Change management. Good knowledge of Public Finance Management Act, Treasury Regulations, BAS and PERSAL. Communication skills. Client orientation and customer focus. Problem solving and analysis. Service delivery innovation. People management and empowerment. Integrity and honesty. Confidentiality. Good interpersonal relations, Assertiveness, ability to work independently as well as in a team.
<u>DUTIES</u>	:	Control the accounting of State monies and petty cash of Head Office. Control over BAS ledger accounts and institution of various debt accounts. Control over payment of subsistence and travel advances for Head Office. Approve BAS Sundry payment advices, BAS journals, BAS Receipts, BAS Telephone Registers for Financial Control Office. Control the correct issuing of receipts and the correct data capturing on BAS. Checking of claims for Motor Finance Scheme for senior employees. Control over Z59 salary claims for Head Office. Handle the monthly telephone list as prescribed in the procedure manual. Ensure that the personnel in the section comply with the norms and the standards of the Directorate Financial Accounting. Manage, train and supervise personnel. Handle sensitive queries from clients. Acting in higher positions on an "Ad Hock" basis when necessary. Execute the responsibilities of officials as stipulated in terms of Section 45 of the PFMA. Management of resources.
<u>ENQUIRIES</u>	:	National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 38/70</u>	:	<u>SENIOR PROVISIONING ADMINISTRATION OFFICER: FLEET MANAGEMENT REF NO: HO 2026/11/67</u> Directorate: Logistics
<u>SALARY CENTRE REQUIREMENTS</u>	:	R413 001 per annum National Head Office Recognized three (3) year Degree or National Diploma in Transport Management/Logistics or relevant qualification with 3-5 years' experience in similar environment. Computer literate. Valid driver's licence. Competencies And Attributes: Problem solving and decision making. facilitation, presentation, conflict management, training, communication, time management skills. Coaching and mentoring. Knowledge of the Public Finance Management Act, 1999 and treasury regulations. Service delivery and client orientation. Knowledge of procedure manual on transport. Integrity and honesty. Assertiveness. Influence and impact and ability to network.
<u>DUTIES</u>	:	Administer and provide support for transport operations and training initiatives. Facilitate and present transport management training programmes. Administer and support policy formulation, review and maintenance. Compile and prepare management reports, statistics and presentations. Management of physical /information resources and adherence to DCS policies /procedures.
<u>ENQUIRIES</u>	:	National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 38/71</u>	:	<u>SENIOR PROVISIONING ADMINISTRATION OFFICER: SUBSIDIZED AND DEPARTMENTAL TRANSPORT REF NO: HO 2026/11/68</u> Directorate: Logistics
<u>SALARY CENTRE REQUIREMENTS</u>	:	R413 001 per annum National Head Office Recognized three (3) year Degree or National Diploma in Transport Management/Logistics/Supply Chain Management or relevant qualification with 3-5 years' experience in similar environment. Computer literate. Valid driver's licence. Competencies And Attributes: Problem solving and decision making. facilitation, presentation, conflict management, training, communication, time management skills. Coaching and mentoring. Knowledge of the Public Finance Management Act, 1999 and treasury regulations. Service delivery and client orientation. Knowledge of procedure manual on transport. Integrity and honesty. Assertiveness. Influence and impact and ability to network.
<u>DUTIES</u>	:	Administer and support the allocation and management of subsidised vehicles to management and other role-players. Monitor utilisation of subsidised vehicles and update relevant statistics. Implement and execute policies and procedures related to subsidised vehicles. Compile and provide utilisation

		statistics and management information reports. Management of performance information, human resources, finance and assets.
<u>ENQUIRIES</u>	:	National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 38/72</u>	:	<u>SENIOR PROVISIONING ADMINISTRATION OFFICER: PROVISIONING ADMINISTRATION SYSTEM TRAINING REF NO: HO 2026/11/69</u> Directorate: Logistics
<u>SALARY</u>	:	R413 001 per annum
<u>CENTRE</u>	:	National Head Office
<u>REQUIREMENTS</u>	:	Recognized Degree or National Diploma in Logistics/Supply Chain Management/Public Administration. 3-5 years relevant experience. Knowledge of LOGIS System. Computer literate. Valid driver's licence. Competencies And Attributes: Knowledge of PFMA. Knowledge of Treasury Regulations, Operational Plan, Strategic plan, Public Administration Service Act, White Paper. Understanding of policies, manuals and circulars. Knowledge and understanding of LOGIS system. communication, planning and organising, interpersonal, analytical and problem-solving skills. Liaison (internal and external). Honesty, integrity and commitment. Creativity, logical and innovative.
<u>DUTIES</u>	:	Monitor LOGIS system. Ensure that all prescribed files are opened, completed and signed per financial year. Set up and maintain store specific codes for the store to function as expected. Undertake LOGIS system Logistical inspection. Allocate functions to user. Assist in performing inspections at stores. Monitor the implementation of Logistics policy. Ensure that LOGIS users follow all procedures set by the LOGIS policies. Ensure compliance with relevant policies by facilitating adherence to processes in Logistical services. Monitor LOGIS Balance Score Card. Check the scores per store and identify areas for improvement as per the standard set by National Treasury. Assist users in clearing the transactions on the system. Management of performance information, human resources, finance and assets.
<u>ENQUIRIES</u>	:	National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 38/73</u>	:	<u>SENIOR ADMINISTRATION OFFICER: PERSAL AUDITING REF NO: HO 2026/11/70 (X2 POSTS)</u> Directorate: PERSAL Management HR System and Support
<u>SALARY</u>	:	R413 001 per annum
<u>CENTRE</u>	:	National Head Office
<u>REQUIREMENTS</u>	:	National Diploma/Degree in Human Resource Management or relevant qualification. At least 3 years' experience in PERSAL and HR related fields. Successfully passed the PERSAL course. Experience in conducting inspections/audits will be an added advantage. Computer literate. Valid driver's licence. Competencies And Attributes: Good communication, excellent planning and organizing skills. Good liaison skills with other role players/clients, report writing, project management, analytical, rational decision making and interpersonal skills. Professionalism and Integrity. Creativity and innovative thinking.
<u>DUTIES</u>	:	Coordinate the auditing of identified critical areas. Performing visits and PERSAL audits in the regions. Monitoring of the implementation of the PERSAL data management and access security policy and procedure. Identify discrepancies on human resource data (NMIR- National Minimum Information Requirements) and monitor the rectification thereof. Management of performance information, human resources, finance and assets.
<u>ENQUIRIES</u>	:	National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 38/74</u>	:	<u>SENIOR HR PRACTITIONER: APPOINTMENTS REF NO: HO 2026/11/71</u> Directorate: HR Administration and Utilization
<u>SALARY</u>	:	R413 001 per annum
<u>CENTRE</u>	:	National Head Office

<u>REQUIREMENTS</u>		Relevant Degree/National Diploma in Human Resource Management/ Public Administration/Management. 3-5 years relevant experience in human resource environment. Computer literate. Valid driver's licence. Competencies And Attributes: Knowledge of relevant legislations. Knowledge of relevant legislations. Ability to analyse PERSAL reports. Conflict resolution, report writing, problem solving and decision making, team leadership, policy interpretation, confidentiality, integrity and honesty, time management, assertiveness, ability to network, service delivery and client orientation, friendly and adaptability, ability to work under pressure, willingness to travel.
<u>DUTIES</u>	:	Provide management support of HR appointment process within DCS. Assist in the development and monitoring of policies on appointments. Checking of source documents for appointment processes. Issuing of appointment letters according to the approval, act of appointment and Occupation Specific Dispensation (OSD). Managing of contract appointments. Administration of monthly Annual Performance Plan (APP) and Annual Operation Plan (AOP). Compiling of appointment information annual report. Monitoring and evaluation of appointments, nationally. Compiling of memorandums and filing. Management of performance information, human resources, finance and assets.
<u>ENQUIRIES</u>	:	National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 38/75</u>	:	<u>ADMINISTRATIVE OFFICER: NATIONAL SALARY CONTROLLER REF NO: HO 2026/11/72</u> Directorate: PERSAL Management HR System and Support
<u>SALARY CENTRE REQUIREMENTS</u>	:	R338 106 per annum
	:	National Head Office
	:	National Diploma/Degree in Human Resource Management or relevant qualification. 1-2 years' experience in PERSAL. Successfully passed the PERSAL course. Computer literate. Valid driver's licence. Competencies And Attributes: Knowledge regulations, policies and procedures, resolutions and acts. Good communication, excellent planning and organizing skills. Good liaison skills with other role players/clients, report writing, project management, analytical, rational decision making and interpersonal skills. Professionalism and Integrity. Creativity and innovative thinking.
<u>DUTIES</u>	:	Administer the payments exceeding ACB (Automatic Clearing Bureau) limits. Check payments of every supplementary and salary runs on PERSAL. Administer the access security violations on PERSAL. Received Resource Access Control Facility (RACF) reports from National Treasury. Attend to all salary related queries and register System change Control (SCC) on identified system technical discrepancies. Receive salary queries forwarded to the Salary Controller. Attend to all financial transactions awaiting authorization and identify suspicious allowances not applicable. Receive report of transactions awaiting authorization from Salary Controller. Management of performance information, human resources, finance and assets.
<u>ENQUIRIES</u>	:	National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 38/76</u>	:	<u>ADMINISTRATIVE OFFICER: GARNISHEE ORDER REF NO: HO 2026/11/73</u> Directorate: PERSAL Management HR System and Support
<u>SALARY CENTRE REQUIREMENTS</u>	:	R338 106 per annum
	:	National Head Office
	:	Recognized three (3) year Degree or National Diploma in Public Management/Public Administration/Management or relevant qualification with 1-2 years' experience in similar environment. Computer literate. Valid driver's licence. Competencies And Attributes: Knowledge of regulations, prescripts and applicable policies and procedures. Conflict handling. Sense of confidentiality. Dedication, Planning and organising. Team leadership. Communication and interpersonal skills.
<u>DUTIES</u>	:	Implement of emolument attachment orders. Receive emolument attachment orders from the Sheriff of the court. Ensure validity of the emolument attachment orders. Check the court stamp, sheriff stamp and the signature of

		the Clerk of the court. Liaison with internal and external stakeholders. Management of performance information, resources, finance and assets.
<u>ENQUIRIES</u>	:	National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 38/77</u>	:	<u>HR PRACTITIONER: SERVICE BENEFITS REF NO: HO 2026/11/74</u> Directorate: HR Administration and Utilization
<u>SALARY</u>	:	R338 106 per annum
<u>CENTRE</u>	:	National Head Office
<u>REQUIREMENTS</u>	:	Recognized three (3) year Degree or National Diploma in Human Resource Management or relevant qualification. Knowledge of PERSAL. 1-2yrs relevant experience in human resource environment. Computer literate. Valid driver's licence. Competencies And Attributes: Financial administration, plan, organize, lead and control, project management, presentation, conflict management, report writing, time management, confidentiality, coaching and mentoring. Understanding of Public Service policy and legislative framework. Service delivery and client orientation, integrity and honesty. Assertiveness, willingness to travel, communication, decision making, facilitation, negotiation and problem-solving skills. Networking / liaison with stakeholders. In depth understating of Public Service Regulatory Framework. Conflict management. Knowledge of Correctional Service Act.
<u>DUTIES</u>	:	Administration of housing and accommodation benefits. Administration of employee financial assistance and debt management services. Administration of travel, transport and related employee benefits. Administration and implementation of leave and employee benefits. Management of performance information, resources, finance and assets.
<u>ENQUIRIES</u>	:	National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 38/78</u>	:	<u>STATE ACCOUNTANT: INCOME REF NO: HO 2026/11/75</u> Directorate: Financial Accounting
<u>SALARY</u>	:	R338 106 per annum
<u>CENTRE</u>	:	National Head Office:
<u>REQUIREMENTS</u>	:	An appropriate Degree/National Diploma in Finance related field with Financial Accounting with Cost and Management Accounting as a major subject. 1-2 years relevant finance experience. Knowledge of BAS. Computer literate. Valid driver's licence. Competencies And Attributes: Good knowledge of Public Finance Management Act, Treasury Regulations and Basic Accounting System. Knowledge of Public Service Regulations, Financial Administration Procedures and Supply Chain Manuals, Transport, Procurement and Asset Management. Ability to access and utilize information. Plan, organize, leadership and control. Conflict resolution, liaison (internal and external), analytical thinking, problem solving, productivity, responsible, accountable, integrity, committed and innovation skills.
<u>DUTIES</u>	:	Responsible for handling accounts payable and accounts receivable. Reconcile monthly revenue collected and pay-over revenue collected to National Treasury. Clearing of suspense accounts. Coordinate the review process of annual tariffs. Issue financial circulars for annual tariffs to be used in each financial year. The incumbent will liaise with the following bodies/sections in the execution of his/her tasks - National Treasury, regions and management areas. Execute responsibilities of officials as stipulated in Section 45 of the PFMA. Management of performance information, resources, finance and assets.
<u>ENQUIRIES</u>	:	National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 38/79</u>	:	<u>STATE ACCOUNTANT: FINANCIAL STATEMENT AND DEBT CONTROL REF NO: HO 2026/11/76</u> Directorate: Financial Accounting
<u>SALARY</u>	:	R338 106 per annum
<u>CENTRE</u>	:	National Head Office

<u>REQUIREMENTS</u>	:	An appropriate Degree/National Diploma in Finance related field with Accounting, Financial Management, Cost with Management Accounting as a major subject. 1-2 years relevant finance experience in Debt Management. Knowledge of BAS. Computer literate. Valid driver's licence. Competencies And Attributes: Strong data analysis, problem solving, effective communication, presentation and report writing skills. Sound clerical, numeracy organisational and time management abilities. Knowledge of Public Finance Management Act. Understanding of the Public Service legislative and regulatory framework. High level of integrity, attention to detail, accountability and the ability to work independently and under pressure.
<u>DUTIES</u>	:	Assist with the preparation of annual financial statements in accordance with the modified cash standards. Perform monthly debtor reconciliations and resolving reconciling items. Assist with debt collection processes to ensure timely recovery of outstanding debts. Ensure accurate and timeous recording of all debtor transactions in the appropriate accounts. Ensure that all transactions captured on BAS are authorised within prescribed timeframes. Maintain proper filing systems and safeguard debtor records for audit purposes. Perform daily administrative duties within the Debt Control section. Coordinate monthly stationery requirements for the section. Monitor monthly reports on the status of suspense accounts. Ensure reporting is compliant with section 32 of the PMFA by maintaining effective financial management and internal controls. Management of performance information, resources, finance and assets.
<u>ENQUIRIES</u>	:	National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 38/80</u>	:	<u>JUNIOR DEVELOPER REF NO: HO 2026/11/77 (X2 POSTS)</u> Directorate: System Development Infrastructure
<u>SALARY CENTRE REQUIREMENTS</u>	:	R338 106 per annum National Head Office Recognised National Diploma/Degree in Information Technology. 1-2 years' working knowledge of software development. Experience in developing intranet and internet websites. Knowledge of basic coding language such as XML, XSL, HTML, JavaScript, VB Scrip, Visual Basic, COM, ASP< C#, SQL. Database (i.e. oracle and MS SQL) knowledge will be an added advantage. Valid driver's licence. Competencies And Attributes: Technical Knowledge. Training in telephone etiquette. Training in image projection. Communication (verbal & written). Interpersonal relations. Time management. Team Work. Problem solving skills. Analytical thinking. Accountable. Committed. Disciplined. Flexible. Punctual. Respect. Self-confidence. Integrity and honesty. Professionalism. Understanding of Public Service policy and legislative framework. Service delivery and client orientation.
<u>DUTIES</u>	:	Develop and publish website content. Writing stable code. Internet and intranet maintenance. Writing and maintaining code. Monitoring the technical performance of internal systems. Debugging code. System documentation. Maintain and customize existing application systems. Analyse and implement new requirements. Develop future application systems. Ensuring quality of delivered solution. Management of resources. Management of performance information.
<u>ENQUIRIES</u>	:	National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 38/81</u>	:	<u>NETWORK CONTROLLER REF NO: HO 2026/11/78 (X2 POSTS)</u> Directorate: Infrastructure and Telephony
<u>SALARY CENTRE REQUIREMENTS</u>	:	R338 106 per annum National Head Office National Diploma/Degree in Information Technology, Computer Science, Information Systems or Computer Engineering (NQF level 6) as recognised by SAQA. A+, N+ and Security + will be added advantage. 1-2 years' experience in IT and network environment. Valid driver's licence. Competencies And Attributes: Good understanding of MS Windows 11/ Office 365 as well as the MS Office suite. Planning and organising regarding own work. Ability to operate computer hardware and software. Problem solving. Ability to work in a team.

		Interpersonal relationships. IT literacy. Record keeping. Typing skills. Information gathering. Communication skills. Improve efficiency with regards to own work. Be able to function autonomously.
<u>DUTIES</u>	:	Provide desktop /server support. Install and maintain Transversal system (BAS, LOGIS, PERSAL). Detect and repair faults on LAN/WAN, PC's, peripherals, network points and software. Monitor and connect IP Telephony and Video Conferencing. Management of resources. Management of performance information.
<u>ENQUIRIES</u>	:	National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 38/82</u>	:	<u>HELP DESK SUPPORT TECHNICIAN REF NO: HO 2026/11/79</u> Directorate: IT Infrastructure and Telephony
<u>SALARY</u>	:	R338 106 per annum
<u>CENTRE</u>	:	National Head Office
<u>REQUIREMENTS</u>	:	Recognized degree or national diploma in Computer Science/Information Technology or equivalent qualification. (A+, N+) and 1-2 years' experience in ICT helpdesk and ITIL certification. Valid driver's licence.. Competencies And Attributes: Knowledge of multiple technical disciplines (workstation connectivity, applicable software, and troubleshooting techniques). Good customer relations. Desktop hardware and software knowledge. Knowledge of desktop fault diagnosis and rectification. Telephone etiquette. Ability to work in a team. Typing, analytical, problem solving and good communication skills.
<u>DUTIES</u>	:	Provide first line support. Provide first level telephone support to the end-user community on hardware, software and network-related problems. Liaise with clients and external vendors on logged calls. Log calls with external vendors as per service level agreement and track the resolution of the incident. Classify level, priority and nature of incident/problem. Escalate incidents and problems in the help desk system to other support areas. Track activities related to the resolution of the incident/problem. Administration of logged calls. Enhance technical analysis in terms of software/hardware trouble-shooting and problem-solving. Provide advice regarding the set-up, configuration and usage of computers.
<u>ENQUIRIES</u>	:	National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 38/83</u>	:	<u>HR PRACTITIONER: SELECTIONS REF NO: HO 2026/11/80</u> Directorate: HR Administration and Utilization
<u>SALARY</u>	:	R338 106 per annum
<u>CENTRE</u>	:	National Head Office
<u>REQUIREMENTS</u>	:	Recognized Degree/National Diploma in Human Resource /Public Admin or relevant qualification. 1-2 years' experience in the recruitment and appointment environment. Computer literate. Valid driver's licence.. Competencies And Attributes: Knowledge of HR policies related to recruitment and selection and DPSA guidelines. Financial Policy regarding claims, expenditure, advances, payments, invoices, etc. Report-writing, Interpersonal relations, Confidentiality and self-discipline, Communication, Problem-solving and listening skills. Knowledge of Public Service Regulations, Employee Relations Act. Policy development, analysis, monitoring, evaluation and implementation advice. Information collection, analyses, interpretation, dissemination regarding HR policies, acts and regulations. Basic Conditions of Employment Act. Employment Equity Act and other HR relevant mandates.
<u>DUTIES</u>	:	Coordinate and administer selection processes for entry-level, junior, middle and senior management posts in accordance with applicable legislation, policies and departmental frameworks. Coordinate all administrative processes related to shortlisting, interviews and competency-based assessments. Coordinate logistical arrangements for selection processes, including travel, accommodation, venues, catering and assessment services. Ensure effective document management, filing and safekeeping of recruitment and selection records. Management of performance information. Management of resources.
<u>ENQUIRIES</u>	:	National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.
<u>NOTE</u>	:	Appointment under the Public Service Act.

<u>POST 38/84</u>	:	<u>HR PRACTITIONER: RECRUITMENT REF NO: HO 2026/11/81</u> Directorate: HR Administration and Utilization
<u>SALARY</u>	:	R338 106 per annum
<u>CENTRE</u>	:	National Head Office
<u>REQUIREMENTS</u>	:	Recognized Degree/National Diploma in Human Resource or relevant qualification. 1-2 years' experience in the recruitment and selection environment. Computer literate. Valid driver's licence. Competencies And Attributes: Financial management, problem solving and decision-making. Plan, organise, lead and control. Change management. Team leadership. Project management, presentation, conflict management, report writing, training and development, facilitation and training skills. Time management. Confidentiality. Coaching and mentoring. Understanding of Public service policies and legislative frameworks. Service delivery and client orientation. Integrity and honest. Assertiveness. Ability to network. Influence and impact. Applied strategic thinking. Willingness to travel.
<u>DUTIES</u>	:	Implement the HR provisioning policies. Compile and prepare recruitment and selection memoranda in accordance with HR recruitment and selection procedures. Forward relevant documentation to Security Standards for vetting and clearance processes. Coordinate logistical arrangements, including travel, accommodation, venues and catering services. Ensure effective document management, filing and safekeeping of recruitment and selection records. Management of resources. Management of performance information.
<u>ENQUIRIES</u>	:	National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 38/85</u>	:	<u>HR PRACTITIONER: SERVICE BENEFITS REF NO: HO 2026/11/82</u> Directorate: HR Administration and Utilization
<u>SALARY</u>	:	R338 106 per annum
<u>CENTRE</u>	:	National Head Office
<u>REQUIREMENTS</u>	:	Recognized three (3) year Degree or National Diploma in Human Resource Management or relevant qualification. Knowledge of PERSAL. 1- 2yrs relevant experience in human resource environment. Computer literate. Valid driver's licence. Competencies And Attributes: Understanding of Public service policies and legislative frameworks. Knowledge of HR policy processes and implementation. In depth understanding of Public Service regulatory framework. Plan, organise, lead and control. Change management. Team leadership. Project management, presentation, conflict management, report writing, training and development, facilitation and training skills. Time management. Confidentiality. Coaching and mentoring. Service delivery and client orientation. Integrity and honest. Assertiveness. Ability to network. Influence and impact. Applied strategic thinking. Willingness to travel.
<u>DUTIES</u>	:	Administer housing and accommodation benefits. Administer employee financial assistance and debt management services. Administer travel, transport and related employee benefits. Administer and implement leave and employee benefits. Management of resources. Management of performance information.
<u>ENQUIRIES</u>	:	National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 38/86</u>	:	<u>ADMINISTRATIVE OFFICER: LOGISTICS AND STORES</u>
<u>SALARY</u>	:	R338 106 per annum
<u>CENTRE</u>	:	Kroonstad Training College Ref No: HO 2026/11/83 Zonderwater Training College Ref No: HO 2026/11/84
<u>REQUIREMENTS</u>	:	Recognized Degree or National Diploma in Logistics /Supply Chain Management/ Purchasing Management or relevant qualification with 1-2 years' experience in a supply chain management environment. Knowledge of LOGIS system. Computer literate. Valid driver's licence. Competencies And Attributes: Job knowledge. Good communication skills and interpersonal relations. Professional integrity and the ability to perform under pressure. Financial management. Facilitation skills. Plan, organise, lead and control. Project management. Presentation skills. Conflict management. Report writing. Time

		management. Confidentiality. Understanding of public service policy and legislative framework. Service delivery and client orientation. Integrity and honesty. Assertiveness. Influence and impact. Problem solving skills. Network and diplomacy. Understanding of the work in registry.
<u>DUTIES</u>	:	Manage archives and registry sections. Transfer records to archives. Withdraw records from archives and registry. Dispose files. Control uniform filing system. Safe keeping of departmental files. General filing. Management of resources. Management of performance information.
<u>ENQUIRIES</u>	:	National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 38/87</u>	:	<u>ADMINISTRATIVE OFFICER: INVENTORY MANAGEMENT REF NO: HO 2026/11/85</u> Directorate: Logistics
<u>SALARY</u>	:	R338 106 per annum
<u>CENTRE</u>	:	National Head Office:
<u>REQUIREMENTS</u>	:	Relevant Degree/National Diploma in Supply Chain Management/Logistics. 1-2 years relevant experience. Computer literate. Valid driver's licence. Competencies And Attributes: Knowledge of Public Finance Management Act, 1999, Treasury Regulations, GAAP and applicable mandates and legislation. Knowledge of administration of assets. Knowledge of LOGIS system. Knowledge of project management. Analytical, customer relations, problem-solving and communication skills. Interpersonal relations. Customer orientated. Outgoing personality. Ability to work in a team and build strong relationships. Reliable, honesty and working knowledge of MS Office packages.
<u>DUTIES</u>	:	Conduct annual asset verification and asset disposal. Perform physical asset verification and condition assessment. Administer reconciliation between BAS and LOGIS. Asset depreciation and reconciliation. Perform asset balancing and reconciliation. Ensure implementation of transport, LOGIS and procurement policies. Administration of warehouse, transit and fleet. Management of resources. Management of performance information.
<u>ENQUIRIES</u>	:	National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 38/88</u>	:	<u>ADMINISTRATIVE OFFICER: HEAD OFFICE STORES REF NO: HO 2026/11/86</u> Directorate: Logistics
<u>SALARY</u>	:	R338 106 per annum
<u>CENTRE</u>	:	National Head Office:
<u>REQUIREMENTS</u>	:	National Diploma/Degree in Logistics/ Supply Chain Management or relevant qualification. 1–2 years' relevant experience in stores, logistics or related environment. Computer literate. Valid driver's licence. Competencies And Attributes: PFMA Chapter 5. Treasury Regulations, Public Service Regulations. White Paper on Corrections (applicable sections). PASM chapter 15, BAS, GRAP. Supply Chain Manuals –Procurement, PASM chapter 12, 14, 15. Labour legislation. Plan, organise, leadership and control. Good interpersonal, conflict management and problem-solving skills. Responsible, fairness, judgement, assertive, initiative, integrity, credibility, accountability, integrity and innovative.
<u>DUTIES</u>	:	Render acquisition services. Receive requests for goods from end users. Receive and issue stores items. Receive and check goods against relevant documentation. Maintain stores records and information. Update and maintain goods registers and databases. Management of resources. Management of performance information.
<u>ENQUIRIES</u>	:	National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 38/89</u>	:	<u>ADMINISTRATOR: AUDIT INQUIRIES REF NO: HO 2026/11/87</u> Directorate: Internal Control and Compliance
<u>SALARY</u>	:	R338 106 per annum
<u>CENTRE</u>	:	National Head Office

<u>REQUIREMENTS</u>	:	An appropriate National Diploma/Degree in Auditing, Internal Auditing, Accounting, Financial Management, Risk Management or related field. 1-2 years relevant experience. Computer literate. Valid driver's licence. Competencies And Attributes: Knowledge of Public Financial Management Act (PFMA) and Treasury Regulations. Financial training, data analysis, communication and problem-solving skills. Ability to prioritise and manage multiple tasks, innovative and creative. Understanding of Public Service policy and legislative framework. Understanding of broader Public Service transformation processes. Good interpersonal relations, ability to network, integrity and honesty.
<u>DUTIES</u>	:	Administration and coordination of audit inquiries. Monitor the progress of audit inquiries and corrective actions. Support the implementation and maintenance of internal control measures. Liaise with internal and external stakeholders regarding audit inquiries and responses. Maintain audit and compliance records in accordance with records management policies. Management of resources. Management of performance information.
<u>ENQUIRIES</u>	:	National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 38/90</u>	:	<u>SPECIALISED SECURITY OFFICER: MOVEMENT: PHYSICAL TRAINING [CB2-1] REF NO: HO 2026/11/20</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R326 061 per annum Zonderwater Training College Matric/ Grade 12 or relevant Degree/National Diploma (NQF level 6) in Behavioural Sciences. In Behavioural Sciences and successful completion of the Correctional Science Learnership/ Basic Training. 10 years relevant experience gained at the entry level production post (CB1) or for a person appointed with a relevant NQF level 6 qualification, no previous experience is required for appointment to this post. Registered and accredited as an Assessor and Moderator will be an added advantage. Valid driver's licence. Computer literate. Competencies And Attributes: Firearm skills and the use of relevant security technology. Communication, project and programme management. Transformation, change and stakeholder management. Problem solving, analysis, service delivery innovation, decision making, people management and empowerment. In depth understanding of safety and security in a correctional environment. Integrity and honesty, confidentiality, good interpersonal relations and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network and diplomacy.
<u>DUTIES</u>	:	Prepare for the intake of learnership and skills programmes. Provide self-defence training to learners. Provide health and fitness training, sports, recreation, arts and cultural activities to learners. Supervise learners at the college. Liaise with internal and external stakeholders. Management of physical and information resources. Prepare for Instructional Learning. Supervising of offenders when cleaning facilities. Present self-defence movement as well as physical training to course attendees. Research new trends to ensure that current practices are implemented. Evaluation of training, interpreting thereof and providing of feedback. Performing of training related administration. Oversee gymnasium equipment. Control over maintenance of sport facilities and equipment. Management of performance information, finances, human resources and assets.
<u>ENQUIRIES</u>	:	National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.
<u>NOTE</u>	:	Appointment under the Correctional Service Act.
<u>POST 38/91</u>	:	<u>SPECIALISED SECURITY OFFICER GRADE 1: FACILITATOR [CB2-1]</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R326 061 per annum Kroonstad Training College Ref No: HO 2026/11/21 (X5 Posts) Zonderwater Training College Ref No: HO 2026/11/22 (X2 Posts) Matric/ Grade 12 or relevant Degree/National Diploma (NQF level 6) in Behavioural Sciences and successful completion of the Correctional Science Learnership/ Basic Training. 10 years relevant experience gained at the entry level production post (CB1) or for a person appointed with a relevant NQF level 6 qualification, no previous experience is required for appointment to this post. Registered and accredited as an Assessor and Moderator will be an added

		advantage. Valid driver's licence. Computer literate. Competencies And Attributes: Firearm skills and the use of relevant security technology. Communication, project and programme management. Transformation, change and stakeholder management. Problem solving, analysis, service delivery innovation, decision making, people management and empowerment. In depth understanding of safety and security in a correctional environment. Integrity and honesty, confidentiality, good interpersonal relations and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network and diplomacy.
<u>DUTIES</u>	:	Manage learnership administration. Manage establishment and preparation of Portfolio of Evidence (POE). Plan, prepare and manage resources. Communicate and relate professionally with learners and work as a team. Management of resources. Presenting of instructional learning. Prepare for experiential learning. Implement training and development processes. Research new international and national trends in corrections. Evaluate training and give feedback. Knowledge of training-related administration and financial management. Training of learners. Responsible for the facilities and equipment in the section. Management of learners and ensuring the availability of facilities i.e sleeping accommodation for learners and training rooms prior to the commencement of the correctional science learnership programme. Management of performance information, finances, human resources and assets.
<u>ENQUIRIES</u>	:	National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.
<u>NOTE</u>	:	Appointment under the Correctional Service Act.
<u>POST 38/92</u>	:	<u>SENIOR ADMINISTRATION CLERK: REGISTRATION REF NO: HO 2026/11/88</u>
<u>SALARY</u>	:	R280 278 per annum
<u>CENTRE</u>	:	Kroonstad Training College
<u>REQUIREMENTS</u>	:	Recognized three (3) year Degree or National Diploma in Public Administration or relevant qualification. 1-2 years' relevant experience. Computer literate. Valid driver's licence. Competencies And Attributes: Job knowledge. Good communication skills and interpersonal relations. Professional integrity and the ability to perform under pressure. Financial management. Facilitation skills. Plan, organise, lead and control. Project management. Presentation skills. Conflict management. Report writing. Time management. Confidentiality. Understanding of public service policy and legislative framework. Service delivery and client orientation. Integrity and honesty. Assertiveness. Influence and impact. Problem solving skills. Network and diplomacy. Understanding of the work in registry.
<u>DUTIES</u>	:	Manage archives and registry sections. Transfer records to archives. Withdraw records from archives and registry. Dispose files. Control uniform filling system. Safe keeping of departmental files. General filing. Management of assets.
<u>ENQUIRIES</u>	:	National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 38/93</u>	:	<u>ADMINISTRATION CLERK: HEAD OFFICE STORES REF NO: HO 2026/11/89</u> Directorate: Logistics
<u>SALARY</u>	:	R237 453 per annum
<u>CENTRE</u>	:	National Head Office
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification. No experience required. Basic computer literacy. Competencies And Attributes: PFMA Chapter 5. Treasury Regulations, Public Service Regulations. White Paper on Corrections (applicable sections). PASM chapter 15, BAS, GRAP. Supply Chain Manuals –Procurement, PASM chapter 12, 14, 15. Labour legislation. Plan, organise, leadership and control. Good interpersonal, conflict and problem-solving skills. Responsible, fairness, good judgement, assertive, initiative, integrity, credibility, accountability, integrity and innovative.
<u>DUTIES</u>	:	Render acquisition services. Receive requests for goods from end users. Receive and issue stores items. Receive and check goods against relevant documentation. Maintain stores records and information. Update and maintain goods registers and databases. Management of assets.

<u>ENQUIRIES</u>	:	National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 38/94</u>	:	<u>ADMINISTRATION CLERK: ADMINISTRATION SUPPORT</u>
<u>SALARY CENTRE</u>	:	R237 453 per annum
	:	National Head Office:
	:	Directorate: Policy, Research and Information Management Ref No: HO 2026/11/90
	:	Directorate: Policy and Procedure Coordination Ref No: HO 2026/11/91
	:	Directorate: Production Workshop and Agriculture Ref No: HO 2026/11/92
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification. No experience required. Previous experience in administration duties and records keeping will be an added advantage. Computer literate in MS Office (Word, Excel, PowerPoint, Access, etc.). Competencies And Attributes: Financial policy regarding claims, expenditure, advance and payments, invoices, etc. Uniform filing system. Knowledge of memoranda, fax and letter format.
<u>DUTIES</u>	:	Render administrative support. Provide clerical and logistical support. Schedule and coordinate meetings. Maintain and organise documentation, including minutes, drafts and submissions. Maintenance of duty register. Processing of leave applications. Processing of miscellaneous personnel information pertaining to staff within the sub-directorate. Processing of claims of staff. Obtaining quotations. Validate staff inventory in line with inventory register. Requisitioning of supplies. Management of assets.
<u>ENQUIRIES</u>	:	National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 38/95</u>	:	<u>ACCOUNTING CLERK: EXPENDITURE CONTROL REF NO: HO 2026/11/93</u>
	:	Directorate: Financial Accounting
<u>SALARY CENTRE</u>	:	R237 453 per annum
<u>REQUIREMENTS</u>	:	National Head Office
	:	Grade 12 or equivalent qualification. No experience required. Previous experience in finance environment will be an added advantage. Computer literate. Competencies And Attributes: Financial policy regarding claims, expenditure, advances, payments, invoices, etc. Knowledge of the uniform filing system. Knowledge of memoranda, fax and letter format. Good written and verbal communication skills.
<u>DUTIES</u>	:	Handle all aspects by ensuring correctness and timeous payments of suppliers and financial procedures with regard to capturing of face value documents. Exercise control over BAS input documents. Assist with clearing inter-responsibility accounts. General office administration. The incumbent will liaise with the relevant bodies/sections in the execution of his/her tasks. Execute the responsibilities of official as stipulated in Section 45 of the Public Finance Management Act. Management of assets.
<u>ENQUIRIES</u>	:	National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 38/96</u>	:	<u>ACCOUNTING CLERK: EXCHEQUER CONTROL REF NO: HO 2026/11/94</u>
	:	Directorate: Financial Accounting
<u>SALARY CENTRE</u>	:	R237 453 per annum
<u>REQUIREMENTS</u>	:	National Head Office
	:	Grade 12 or equivalent qualification. Computer literate. No experience required. Knowledge of BAS will be an added advantage. Competencies And Attributes: Ability to work independently and in a team. Good communication (verbal and written) skills. Knowledge of financial accounting processes and procedures. Ability to work under pressure and handle confidential matters.
<u>DUTIES</u>	:	Handle all aspects with regard warrant vouchers. Control over official banking accounts including amendments. Control over BAS input documents. Assist with clearance of asset and liability accounts. Handling of telephone queries, faxes and letters. Liaise with the relevant bodies/sections in the execution of his/her tasks. Execute the responsibilities of officials as stipulated in Section 45 of the Public Finance Management Act. Management of assets.

<u>ENQUIRIES</u>	:	National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 38/97</u>	:	<u>ACCOUNTING CLERK: FINANCIAL MANAGEMENT REF NO: HO 2026/11/95</u> Directorate: Management Accounting
<u>SALARY CENTRE REQUIREMENTS</u>	:	R237 453 per annum National Head Office Grade 12 or equivalent qualification. No experience required. Previous experience in finance environment will be an added advantage. Computer Literate. Competencies And Attributes: DCS financial policy regarding claims, expenditure, advances, payments, invoices, etc. Knowledge of the DCS uniform filing system. Knowledge of memoranda, fax and letter format. Good written and verbal communication skills.
<u>DUTIES</u>	:	Render clerical support for the Directorate: Management Accounting. Compile and coordinate clerical activities to ensure smooth administrative operations. Assist with budget planning and expenditure monitoring tasks where necessary. Act as a user clerk responsible for capturing and verifying transactions within departmental systems. Ensure proper tracking, filing and retrieval of all documentation in compliance with audit and financial regulations. Assist in the updating and maintenance of the asset register. Support asset verification processes, facilitate movement forms and help coordinate asset disposal procedures in compliance with policy. General office administration support. Maintenance of duty register. Processing of leave applications. Processing of miscellaneous personnel information pertaining to staff within the sub-directorate. Processing of claims of staff. Obtaining quotations. Exercise inventory control. Requisitioning of supplies. Management of assets.
<u>ENQUIRIES</u>	:	National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 38/98</u>	:	<u>ACCOUNTING CLERK: FINANCIAL POLICIES AND DIRECTIVES REF NO: HO 2026/11/96</u> Directorate: Financial Accounting
<u>SALARY CENTRE REQUIREMENTS</u>	:	R237 453 per annum National Head Office Grade 12 or equivalent qualification. No experience required. Relevant experience in finance will be an added advantage. Computer literate. Competencies And Attributes: Financial training, data analysis, communication and problem-solving skills. Knowledge of Public Finance Management Act (PFMA) and Treasury Regulations. Ability to prioritise and manage multiple tasks. Innovative and creative. Understanding of Public Service policy and legislative framework. Understanding of broader Public Service transformation processes. Good interpersonal relations. Ability to network. Integrity and honesty.
<u>DUTIES</u>	:	Render clerical assistance in the financial directives' office. Update, maintain and distribute financial documents. Update, maintain and distribute FAP manuals. Compile memorandums. Distribution and filing Financial Act and Regulations. Evaluation of FAP, Treasury Regulations, financial circulars etc. Responsible in accordance with Section 45 of the PFMA. Maintenance of communication column on financial matters. Management of assets.
<u>ENQUIRIES</u>	:	National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 38/99</u>	:	<u>CLERK STORES: POSTING REF NO: HO 2026/11/97</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R237 453 per annum Kroonstad Training College Grade 12 or equivalent qualification. No experience required. Knowledge of LOGIS, LAP and related experience in a comparable environment will be an added advantage. Computer literate. Competencies And Attributes: Knowledge of PFMA and Treasury Regulations. Knowledge of supply chain management framework. Communication skills. Client orientation and

		customer focus. Problem solving and analysis. Service delivery innovation. Decision making. People management and empowerment. Integrity and honesty. Confidentiality. Good interpersonal relations. Understanding of Public Service policy and legislative framework. Knowledge of government procurement processes. Assertiveness. Ability to network and diplomacy.
<u>DUTIES</u>	:	Register requisitions and vouchers on LOG 10 files. Capture transactions on LOGIS. Posting of external as well as internal receipt/issue vouchers. Posting of extra- ordinary receipts and issues. Channelling of vouchers to warehouse for issuing. Filing of requisitions and vouchers. Update LOG 10 files and filing documentation numerically as registered. Handling of enquiries from cost centres. Management of assets.
<u>ENQUIRIES</u>	:	National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 38/100</u>	:	<u>CLERK STORES: TRANSIT REF NO: HO 2026/11/98</u>
<u>SALARY</u>	:	R237 453 per annum
<u>CENTRE</u>	:	Kroonstad Training College
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification. No experience required. Knowledge of LOGIS, LAP and related experience in a comparable environment will be an added advantage. Computer literate. Competencies and Attributes: Knowledge of PFMA and Treasury Regulations. Knowledge of supply chain management framework. Communication skills. Client orientation and customer focus. Problem solving and analysis. Service delivery innovation. Decision making. People management and empowerment. Integrity and honesty. Confidentiality. Good interpersonal relations. Understanding of Public Service policy and legislative framework. Knowledge of government procurement processes. Assertiveness. Ability to network and diplomacy.
<u>DUTIES</u>	:	Safekeeping of items in transit. Bar coding of assets received. Acknowledgement of receipts and issue voucher register. Monitor movement and face value forms. Checking the stock received for quality and quantity. Management of assets.
<u>ENQUIRIES</u>	:	National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 38/101</u>	:	<u>CLERK STORES: WAREHOUSE REF NO: HO 2026/11/99 (X2 POSTS)</u>
<u>SALARY</u>	:	R237 453 per annum
<u>CENTRE</u>	:	Kroonstad Training College
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification. No experience required. Knowledge of LOGIS, LAP and related experience in a comparable environment will be an added advantage. Computer literate. Competencies and Attributes: Knowledge of relevant prescripts for Logistics. Understanding of the LOGIS system, Supply Chain Manuals – Procurement and LAPPM Chapter 1-10. Financial Management. Knowledge of Section 38 of the PFMA, Treasury Regulations, Asset Management Guidelines, Public Service Regulations, HRM policies and procedures. Report writing, presentation, training and problem-solving skills. Internal and external liaison.
<u>DUTIES</u>	:	Administer all goods/stocks received in line with Logistical policies. Administer transit and allocation of stock Provide general office administration support. Management of assets.
<u>ENQUIRIES</u>	:	National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 38/102</u>	:	<u>REGISTRATION CLERK REF NO: HO 2026/11/100 (X2 POSTS)</u>
<u>SALARY</u>	:	R237 453 per annum
<u>CENTRE</u>	:	Zonderwater Training College
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification. Experience in a similar environment will be added an advantage. Computer literate. Competencies and Attributes: Job knowledge. Good communication skills and interpersonal relations. Professional integrity and the ability to perform under pressure. Financial management. Facilitation skills. Plan, organise, lead and control. Project management. Presentation skills. Conflict management. Report writing. Time

		management. Confidentiality. Understanding of public service policy and legislative framework. Service delivery and client orientation. Integrity and honesty. Assertiveness. Influence and impact. Problem solving skills. Network and diplomacy. Understanding of the work in registry.
<u>DUTIES</u>	:	Manage archives and registry sections. Transfer records to archives. Withdraw records from archives and registry. Dispose files. Control uniform filing system. Safe keeping of departmental files. General filing. Management of assets.
<u>ENQUIRIES</u>	:	National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 38/103</u>	:	<u>ADMINISTRATION CLERK: DISABILITY ASSISTANT REF NO: HO 2026/11/101</u> Directorate: Policy and Procedure Coordination
<u>SALARY</u>	:	R237 453 per annum
<u>CENTRE</u>	:	National Head Office
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification. Experience working with a person with disability will be an added advantage. Computer literate. Valid driver's licence. Competencies and Attributes: Knowledge and understanding of Public Service legislation framework. Job knowledge. Communication and interpersonal relations. Coordination, committed and discipline. Ability to access required information. Flexible, punctual and respect. Self-confidence, trustworthy and self-motivation. Compassionate. Planning and organizing skills.
<u>DUTIES</u>	:	Provide reasonable accommodation in a form of personal assistive device to the Deputy Director: Policy Coordination. Support the Deputy Director's independence and effective participation in all areas of his work. Render driver services to the Deputy Director for official purposes. Provide administration support. Ensure effective flow of information and documents within the office. Capture requisitions on LOGIS system and obtain quotations. Management of assets.
<u>ENQUIRIES</u>	:	National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 38/104</u>	:	<u>CALL CENTRE AGENT REF NO: HO 2026/11/102 (X3 POSTS)</u> Directorate: Marketing and Promotions
<u>SALARY</u>	:	R237 453 per annum
<u>CENTRE</u>	:	National Head Office
<u>REQUIREMENTS</u>	:	Grade 12 (Matric). Post-school Certificate/Diploma in customer service/administration will an added advantage. No Experience required. Experience in a Call Centre environment will be an added advantage. Computer literate. Competencies And Attributes: Proficient with CRM (e.g., MS Dynamics, Salesforce, or prescribed system), MS Office (Outlook, Excel, Word). Knowledge of call handling platforms (ACD/IVR/softphone), ticketing workflows, and knowledge base use. Understanding of POPIA and information security basics. Reporting procedures. Administration procedures relating to the specific work environment including norms and standards. Customer-centric, empathetic communication, active listening. Problem-solving and sound judgment. Attention to detail and accuracy. Resilience, stress tolerance, and time management. Team collaboration and accountability. Written communication for Notes, memos, letters and reports.
<u>DUTIES</u>	:	Handle enquiries and client service to deliver professional, courteous and accurate responses through all channels. Resolve enquiries at first point of contact wherever possible. Capture all enquiries comprehensively and accurately on the prescribed Customer Relations Management (CRM) system. Escalate complex matters promptly to relevant branches/units with clear documentation. Maintain accurate records and support reporting and audit requirements. Safeguard personal information and sensitive data. Management of assets.
<u>ENQUIRIES</u>	:	National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.
<u>NOTE</u>	:	Appointment under the Public Service Act.

<u>POST 38/105</u>	:	<u>SECRETARY</u>
<u>SALARY</u>	:	R237 453 per annum
<u>CENTRE</u>	:	National Head Office: Office of the CDC Remand Detention (Ref: HO 2026/11/101) Directorate: Remand Administration and Case Flow Ref No: HO 2026/11/102 Directorate: Remand Detention Maintenance Ref No: HO 2026/11/103 Directorate: Service Delivery Improvement Ref No: HO 2026/11/104 Directorate: Corrections Administration Ref No: HO 2026/11/105 Directorate: Pre-Release Ref No: HO 2026/11/106 Directorate: Financial Accounting Ref No: HO 2026/11/107 Directorate: Spiritual Care Ref No: HO 2026/11/108
<u>REQUIREMENTS</u>	:	Grade 12 with typing as a subject or any other training course or qualification that will enable the person to perform the work satisfactorily. No experience required. Computer literate. Competencies And Attributes: Honesty and integrity. Attention to detail. Plan and organize. Punctuality and confidentiality. Service delivery and client orientation. Excellent communication skills (written and verbal). Ability to work under pressure. Ability to coordinate and organize work related tasks. Good telephone etiquette. High level of reliability. Ability to act with tact and discretion.
<u>DUTIES</u>	:	Execute office and general administrative duties. Screen and answer telephone calls. Type correspondence. Compile documentation and presentations. Ensure proper record management through effective filing systems. Manage electronic document tracking system. Maintain diary and manage appointments. Responsible for the management of document tracking system. Arrange and coordinate meetings, workshops etc. Facilitate the procurement of office equipment such as stationery. Perform all such tasks and duties related to the role. Make all transport arrangements for conferences, courses, meetings and hearings away from the office. Management of assets.
<u>ENQUIRIES</u>	:	National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.
<u>NOTE</u>	:	Appointment under the Public Service Act.

DEPARTMENT OF EMPLOYMENT AND LABOUR

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

<u>CLOSING DATE</u>	:	06 November 2026 at 16:00 (walk-in) and 23:59 (online)
<u>NOTE</u>	:	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. Selection panels shall score both technical exercises as an additional criterion in the interview process. 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).

OTHER POSTS

<u>POST 38/106</u>	:	<u>ASSISTANT DIRECTOR: PUBLIC EMPLOYMENT SERVICES REF NO: HR4/4/9/10</u>
<u>SALARY</u>	:	R605 742 per annum
<u>CENTRE</u>	:	KwaZulu-Natal Provincial Office
<u>REQUIREMENTS</u>	:	Three (3) National Diploma (NQF 6) Undergraduate bachelor's degree (NQF 7) in Social Science (Psychology)/Bachelor of Arts (Psychology) Public Administration/Business Administration. a Valid Driver's license. 4 years' experience of which Two (2) years at Supervisory level (Senior Admin Officer/practitioner) in Public Employment /Public Administration/ Management Services. Knowledge: Departmental policies and procedures ILO Conventions, Financial Management, Human Resource Management, Recruitment and Selection Processes and Relevant government strategies. Skills: Facilitation

	skills, Planning and Organizing, Computer literacy, Interpersonal skills, Leadership skills, Networking skills, Verbal and Written communication, Presentation skills, Information management, Analytical, Reporting writing skills.
<u>DUTIES</u>	: Coordinate International Cross-Border Labour Migration and PEA and TES functions. Coordinate the provision of services to distressed companies. Facilitate stakeholder relations for acquisition of placement opportunities. Provide operational and technical support to labour centres for the delivery of effective employer services. Facilitate the provisioning of IT infrastructure and implementation of innovations to render effective employer service. Facilitate the training of ESSA end users (internal and external) on employer service.
<u>ENQUIRIES APPLICATIONS</u>	: Ms. Z. Maseko Tel No: (031) 366 2246 : Applications, for attention: Sub-directorate: Human Resources Operations, KwaZulu-Natal Provincial Office, Deputy Director: Human Resource Management, Provincial Office, Durban 4001 Or hand deliver at 267 Anton Lembede Street, Durban. For Online Application: Jobs-KZN8@labour.gov.za
<u>NOTE</u>	: EE targets: Priority will be given to Coloured males, Coloured Females, Indian male, and Indian females, White males.
<u>POST 38/107</u>	: <u>ASSISTANT DIRECTOR: FACTORY PRODUCTION REF NO: HR4/26/10/04</u>
<u>SALARY CENTRE REQUIREMENTS</u>	: R605 742 per annum : Supported Employment Enterprises, Rand Factory : Three (3) year National Diploma NQF (6) in Operations Management/ Production Management /Industrial Engineering. Two (2) years' functional experience in Production/Operations environment, two years' supervisory experience, experience in clothing manufacturing will be an added advantage. Knowledge: Good governance, Departmental policies and procedures, General administrative procedures, Recruitment and selection, Disability Act, Basic research, Public Service Regulations, UI Act, COIDA, EEA, Occupational Health and Safety Act, Skills: Planning and Organizing, Communication and presentation skills, Computer skills, Analytical, Facilitation, Interpersonal, Leadership and problem solving, Innovative, Stakeholder management, Project management.
<u>DUTIES</u>	: Manage and monitor production within the factory. Monitor the operational functions of the factory. Develop and provide sound relations with internal and external clients. Manage staff and other resources.
<u>ENQUIRIES APPLICATIONS</u>	: Ms ME Msiza Tel No: (012) 843 7300 / 7409 : Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street, Pretoria Email: SEE3@labour.gov.za
<u>NOTE</u>	: Priority will be given to Persons with Disabilities, African Males, African Females, Coloured Females, Indian Males, Indian Females, White Females.
<u>POST 38/108</u>	: <u>EMPLOYMENT SERVICE COORDINATOR REF NO: HR4/4/8/1027</u>
<u>SALARY CENTRE REQUIREMENTS</u>	: R605 742 per annum : Provincial Office: Free State, Bloemfontein : Three (3) year relevant qualification in Social Sciences (Psychology)/ Public/ Business Administration. Driver's License. Two (2) years management experience, Two (2) years functional experience in Public Employment/ Public Administration/ Management Services. Knowledge: Relevant ILO Conventions. Financial Management. Human Resource Management. Recruitment and Selection Processes. Relevant government strategies. Skills: Planning and organizing. Verbal and written communicate. Computer Literacy. Analytical. Presentation. Interpersonal. Report writing. Leadership. Networking. Information Management.
<u>DUTIES</u>	: Coordinate International Cross- Border Labour Migration and PEA/ TES functions daily. Coordinate the provision of services to distressed companies daily. Facilitate stakeholder relations for acquisition of placement opportunities daily. Provide operational and technical support to labour centres for the delivery of effective employer services daily. Facilitate the provision of IT infrastructure and implementation of innovations to render effective employer service daily. Facilitate the training of ESSA end users (internal and external) on employer service daily.
<u>ENQUIRIES</u>	: Ms. K Mogotloane Tel No: (051) 505 6323

<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X522, Bloemfontein, 9300 Or hand deliver at Laborie House, 43 Charlotte Maxeke Street, Bloemfontein Email: Jobs-fsPESCo@labour.gov.za
<u>NOTE</u>	:	Priority will be given to African Males, African Females, African with Disabilities and Coloured Males, White Males and White Females.
<u>POST 38/109</u>	:	<u>EMPLOYER SERVICE CO-ORDINATOR REF NO: HR4/4/4/08/01</u>
<u>SALARY</u>	:	R605 742 per annum
<u>CENTRE</u>	:	Provincial Office Parktown
<u>REQUIREMENTS</u>	:	Three (3) years relevant tertiary qualification in Social Sciences (Psychology)/ Public/ Business Administration. Two (2) years Management experience. Two (2) years' functional experience in Public Employment /Public Administration / Management Services. Knowledge: Relevant ILO Conventions, Financial Management, Human Resource Management, Recruitment and Selection Processes. Relevant government strategies. Employment Service Act, Unemployment Insurance Act, Compensation for Occupational Injuries and Diseases Act, PFMA, Public Service Act, Skills Development Act, Immigration Act. Skills: Planning and organizing, Verbal and written communication. Analytical. Computer literacy. Presentation. Interpersonal. Report writing. Leadership. Networking. Information Management. Analytical. Innovative. Client focused/centric. Sense of responsibility. Ability to work under pressure.
<u>DUTIES</u>	:	Coordinate International Cross-Border Labour Migration and PEA/ TES functions. Coordinate the provision of services to distressed companies. Facilitate stakeholder relations for acquisition of placement opportunities. Provide operational and technical support to labour centres for the delivery of effective employer services. Facilitate the provision of IT infrastructure and implementation of innovations to render effective employer service. Facilitate the training of ESSA end users (internal and external) on employer service. Manage and analyse the reports for employer service. Manage all the resources in the Sub-Unit.
<u>ENQUIRIES</u>	:	Mr M Netshisaulu Tel No: (011) 853 0300
<u>APPLICATIONS</u>	:	Deputy Director: Public Employment Services, Hand deliver at 47 Empire Road, Parktown, Johannesburg Email: Jobs-GP20@labour.gov.za
<u>NOTE</u>	:	Priority will be given to Coloured males, Coloured Females, Indian males, White males and White Females.
<u>POST 38/110</u>	:	<u>ASSISTANT DIRECTOR: LABOUR CENTRE OPERATIONS (UIF) (X16 POSTS)</u> (Three (3) year contract)
<u>SALARY</u>	:	R605 742 per annum, plus 37% in lieu of benefits
<u>CENTRE</u>	:	Durban Labour Centre Ref No: HR4/4/9/12 (X1 Post) Labour Centre: Prospecton Ref No: HR4/4/9/13 (X1 Post) Labour Centre: Newcastle Ref No: HR4/4/9/14(X1 Post) Labour Centre: Richards Bay Ref No: HR4/4/9/15 (X1 Post) Labour Centre: Estcourt Ref No: HR4/4/3/9/16 (X1 Post) Labour Centre: Pietermaritzburg Ref No: HR4/4/9/17 (X1 Post) Labour Centre: Pinetown Ref No: HR4/4/9/18 (X1 Post) Labour Centre: Richmond Ref No: HR4/4/9/19 (X1 Post) Labour Centre: Ladysmith Ref No: HR4/4/9/20 (X1 Post) Labour Centre: Verulam Ref No: HR4/4/9/21 (X1 Post) Labour Centre: Vryheid Ref No: HR4/4/9/22(X1 Post) Labour Centre: Port Shepstone Ref No: HR4/4/9/23 (X1 Post) Labour Centre: Stanger Ref No: HR4/4/9/24 (X1 Post) Labour Centre: Kokstad Ref No: HR4/4/9/25 (X1 Post) Labour Centre: Ulundi Ref No: HR4/4/9/26 (X1 Post) Labour Centre: Dundee Ref No: HR4/4/9/27 (X1 Post)
<u>REQUIREMENTS</u>	:	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. Driver's Licence will be an advantage. Four (4) years' experience of which two (2) years must be functional experience in Operations environment and two (2) must be at supervisory level. Knowledge: Treasury Regulations, Public Service Act (PSA), Public Service Relations (PSR), Basic Condition of Employment (BCEA), Public Financial Management Act (PFMA), Protection of Personal Information

Act (POPIA) Skills: Driving skills, Computer, Report Writing. People Management, Time Management, Communication Management, Customer Relations, Supervisory Skills, Presentation Skills, Numeracy Skills, Analytical Skills.

DUTIES

: Facilitate the provision of UI claims and process at a Labour Centre, Coordinate the quality assurance of UI applications, registration and declarations, and follow-up with clients. Facilitate the provision of UI services to walk-in and online customers. Coordinate the administration of governance and risk matters for UI at Labour Centre. Manage resources in the Division.

ENQUIRIES

: Mr SA Mchunu Tel No: (031) 336 1500 (Durban)
Mr K Naidoo Tel No: (031) 065 0100 (Prospecton)
Miss T Khumalo Tel No: (036) 638 1900 (Newcastle)
Mr I Ximba Tel No: (035) 760 1614 (Richards Bay)
Mr J Fakazi Tel No: (036) 352 7767 (Estcourt)
Mr M September Tel No: (033) 341 5300 (Pietermaritzburg)
Mr B Gwala Tel No: ((031) 701 7740 (Pinetown)
Mr P Mtolo Tel No: (033) 212 2768 (Richmond)
Ms L Radebe Tel No: (036) 638 1900 (Ladysmith)
Miss ZP Dlamini Tel No: (032) 541 5600 (Verulam)
Mr F Dladla Tel No: (034) 5980 8916 (Vryheid)
Mr S Biyase Tel No: (039) 688 6900 (Port Shepstone)
Mr M Mwelase Tel No: (032) 551 7300 (Stanger)
Mr S Ngqoza Tel No: (039) 727 2140 (Kokstad)
Mr TJ Nkosi Tel No: (035 879 8800 (Ulundi)
Mr M Mthimkhulu Tel No: 034 299 7000 (Dundee)

APPLICATIONS

: Deputy Director: Durban Labour Centre, PO Box 10074, Durban, 4056 Or hand deliver at Govt Buildings Masonic Grove, 16 Beach Grove, Durban. For Online applications email Jobs-KZN17@Labour.gov.za
Deputy Director: Prospecton Labour Centre, PO Box 343, Umbongothwini 4120 or hand deliver at No.3 Prospecton Place, Prospecton. For Online applications Email to: Jobs-KZN24@Labour.gov.za
Deputy Director: Newcastle Labour Centre, Private Bag X9925, Newcastle 3370 or hand deliver at 29 Scott Street, Newcastle 2940. For Online Applications Email to: Jobs-KZN20@Labour.gov.za
Deputy Director: Richards Bay Labour Centre, Private Bag X20033, Empangeni, 3880 Or hand deliver at 11 Lira Rink Road, Richards Bay. For Online Applications Email to: Jobs-KZN28@Labour.gov.za
Deputy Director: Estcourt Labour Centre, P.O Box 449, Estcourt, 3310 Or hand deliver at 75 Phillip Street, Estcourt. For Online Applications Email to: Jobs-KZN26@Labour.gov.za
Deputy Director: Pietermaritzburg Labour Centre: Private Bag X9048, Pietermaritzburg, 3200 or hand deliver at 370 Langalibalele Street, Pietermaritzburg. For online Applications Email: Jobs-KZN12@Labour.gov.za
Deputy Director: Pinetown Labour Centre, P.O Box 1025 Pinetown, 3610 or hand deliver at 49 Kings Road, Pinetown. For Online Applications Email to: Jobs-KZN11@Labour.gov.za
Deputy Director: Richmond Labour Centre, PO Box 852, Richmond 3780 or hand deliver at 60 Shepstone Street, Richmond. For Online Applications Email to: Jobs-KZN19@Labour.gov.za
Deputy Director: Ladysmith Labour Centre, Private Bag X9925, Ladysmith, 3370 or hand deliver at 35 Keate Street, Ladysmith. For Online Applications Email to: Jobs-KZN5@Labour.gov.za
Deputy Director: Verulam Labour Centre, PO Box 1144, Verulam or hand deliver at 13 Wick Street, Verulam. For Online Applications Email to: JobsKZN30@Labour.gov.za
Deputy Director: Vryheid Labour Centre, PO Box 430, Vryheid or hand deliver at 99 Landrose Street, Vryheid. For Online Applications Email to: JobsKZN29@Labour.gov.za
Deputy Director: Port Shepstone Labour Centre: P.O Box 379, Port Shepstone 4240 or hand deliver at 17 Bisset Street, Port Shepstone. For online Applications Email to: Jobs-KZN23@Labour.gov.za
Deputy Director: Stanger Labour Centre, PO Box 138, Stanger 4450 or hand deliver at 12 Cator Street, Stanger. For Online Applications Email to: JobsKZN10@Labour.gov.za
Deputy Director: Kokstad Labour Centre, PO Box 260, Kokstad, 4700 or hand deliver at 59 Hope Street, Kokstad. For Online Applications Email to: Jobs-KZN15@Labour.gov.za

Deputy Director: Ulundi Labour Centre, P/Bag X56, Ulundi 3838 Or hand deliver at Unit A, Wombe Street, Ulundi. For Online Applications: JobsKZN3@labour.gov.za
 Deputy Director: Dundee Labour Centre, PO Box 445, Dundee, or hand deliver at 63 Victoria Street, Dundee. For Online Application: JobsKZN4@labour.gov.za

<u>POST 38/111</u>	:	<u>TEAM LEADER REF NO: HR4/4/6/46</u>
<u>SALARY</u>	:	R413 001 per annum
<u>CENTRE</u>	:	Labour Centre: Lephalale
<u>REQUIREMENTS</u>	:	Three (3) year's National Diploma (NQF 6)/Undergraduate Bachelor Degree (NQF 7) in Labour Relations / Labour Law / LLB / BCOM Law. Two (2) year's functional experience in Inspection and Enforcement Services. A valid driver's licence. Knowledge: Department policies and procedures, Employment Services Act, Labour Relation Act, Basic Conditions of Employment Act, Occupational Health and Safety Act, COIDA, SABS Codes, Unemployment Insurance Act, UI Contribution Act, Employment Equity Act, Immigration Act. Skills: Facilitation, Planning, Organizing, Computer literacy, Interpersonal, Conflict handling, Negotiation, Problem solving, Interviewing, Presentation, Innovative, Analytical, Monitoring, Performance Management, Communication.
<u>DUTIES</u>	:	Plan and independently conduct substantive inspections with the aim of ensuring compliance with some of labour legislation, namely, Basic Conditions of Employment Act (BCEA), Labour Relations Act (LRA). Plan and execute investigations independently on reported cases pertaining to contravention of labour legislation and enforce as and when necessary, including making preparations for and appearing in Court as a State witness. Plan, allocate and conduct proactive (Blitz) inspections regularly to monitor compliance with labour legislation including compilation and consolidation of reports emanating from such inspections. Conduct Advocacy campaigns on Labour legislations regularly. Manage the finalization of files of cases received and investigations conducted by the Inspectors. Contribute at a management level to planning, drafting and maintenance of regional inspection plans and reports including execution of analysis and compilation of consolidated statistical reports on regional and allocated cases.
<u>ENQUIRIES</u>	:	Ms. MS Lebogo Tel No: (015) 290 1662
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane or Job-LEPH@labour.gov.za
<u>NOTE</u>	:	EE target- Priority will be given to Coloured Male, Coloured Female, Indian Female, White Male, White Female.
<u>POST 38/112</u>	:	<u>INSPECTOR REF NO: HR4/4/10/11</u>
<u>SALARY</u>	:	R413 001 per annum
<u>CENTRE</u>	:	Kariega Labour Centre
<u>REQUIREMENTS</u>	:	Three (3) year tertiary qualification in Labour Relations/ B. Tech Degree in Labour Relations/ LLB. Two (2) years of functional experience in Inspection and Enforcement Services. A valid driver's licence. Knowledge: Departmental Policies and procedures. Skills Development Act. Labour Relations Act. Basic Conditions of Employment Act. Skills Development Levies Act. Occupational Health and Safety Act. COIDA. SABS Codes. Unemployment Insurance Act. UI Contributions Act. Employment Equity Act. Immigration Act. Skills: Facilitation Skills. Planning and organising. Computer Literacy. interpersonal skills. Conflict handling skills. Negotiation skills. Problem Solving skills. Interviewing skills. Presentation skills. Innovative. Analytical. Verbal and written communication skills.
<u>DUTIES</u>	:	Plan and independently conduct substantive inspections with the aim of ensuring compliance with all labour legislation, namely, Basic Conditions of Employment Act (BCEA). Labour Relations Act (LRA), Employment Equity Act (EEA), Unemployment Insurance Act (UIA), Compensation for Occupational Injuries and Diseases Act (COIDA), Occupational Health and Safety Act (OHSA) and UI Contributions Act (UICA). Plan and execute investigations independently on reported cases pertaining to contravention of labour legislation and enforce as and when necessary, including making presentations for and appearing in Court as a State witness. Plan and conduct allocated proactive (Blitz) inspections regularly to monitor compliance with labour

		legislation including compilation and consolidation of reports emanating from such inspections. Plan and conduct advocacy campaigns on all labour legislation independently, analyse impact thereof, consolidate and compile report. Contribute at a higher level to planning, drafting and maintenance of regional inspection plans and reports including execution of analysis and compilation of consolidated statistical reports on regional and allocated cases.
<u>ENQUIRIES</u>	:	Ms. WXS Koba Tel No: (041) 995 7047
<u>APPLICATIONS</u>	:	Deputy Director: Labour Centre Operations, PO Box 562, Kariega, 6230 or Hand deliver at 15A Chase Street, Kariega, 6230. Email: Jobs-ECUHG@labour.gov.za
<u>FOR ATTENTION</u>	:	Deputy Director: Labour Centre Operations.
<u>NOTE</u>	:	African Males, Coloured Males, Coloured Females, Indian Males, Indian Females, White Males, White Females and Persons with disabilities are encouraged to apply.
<u>POST 38/113</u>	:	<u>EMPLOYMENT SERVICE PRACTITIONER (ESP 2) REF NO: HR4/4/8/1026</u>
<u>SALARY</u>	:	R413 001 per annum
<u>CENTRE</u>	:	Ficksburg Labour Centre Free State
<u>REQUIREMENTS</u>	:	Three (3) year relevant qualification in Social Science/ Public Administration. No experience required. Knowledge: ILO Conventions. Social Plan Guidelines. Human Resource Management. Financial Management. Skills: Planning and organizing. Communication skills. Computer. Analytical. Presentation. Interpersonal. Report Writing. Leadership. Networking.
<u>DUTIES</u>	:	Identify and process employability needs for job seekers. Network with stakeholders to acquire placement opportunities. Process requests for labour migration and advise on the availability of skills. Process applications for registration of PEA's and TEA's. Supervise the administration of employer services at the labour centre.
<u>ENQUIRIES</u>	:	Ms. T Mvelase Tel No: (051) 933 3705
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X522, Bloemfontein, 9300 Or hand deliver at Laborie House, 43 Charlotte Maxeke Street, Bloemfontein or email: Jobs-fsESPfck@labour.gov.za
<u>NOTE</u>	:	Priority will be given to African Males, African Females, African with Disabilities and Coloured Males, Coloured Females, Coloured with Disabilities, White Males and White Females.
<u>POST 38/114</u>	:	<u>SENIOR CLAIMS ASSESSOR: COMPENSATION FUND REF NO: HR4/4/1/84</u>
<u>SALARY</u>	:	R413 001 per annum
<u>CENTRE</u>	:	Komani Labour Centre
<u>REQUIREMENTS</u>	:	Senior Certificate plus a 3-year recognized qualification (NQF6 SAQA recognized) in Public Management / Business Management / Operations Management / Management / Human Resources Management / Nursing / Law/ LLB /B. Com / Finance / Administration. A valid driver license. 2 years' experience in Compensation or Medical Claims Processing Environment. Knowledge: Claims Handlin, Brand and Customer Oriented Service Delivery, Public Services Act and Regulations, COID Tariffs, Public Services Charter, Approved COID Delegations, Promotion of Access to Information Act, Road Accident Fund, Occupational Health and Safety Act (OHS), Constitution of the Republic of South Africa No. 108 of 1996, Relevant regulations, laws and legislation. Skills: Accountability, Analytical Thinking, Attention to detail, Brand and Customer Oriented Services Delivery, Business and Finance Acumen, Communications, Emotional Intelligence, Ethics and Governance, Team orientation.
<u>DUTIES</u>	:	Adjudicate registered and fatal claims per delegation's requirements. Verify and refer complex claims to medical services for further adjudication. Authorise compensation benefits as per delegations. Handle complex inquiries and advocacy sessions. Supervision of staff.
<u>ENQUIRIES</u>	:	Ms. N Tetyana Tel No: (045) 807 5400
<u>APPLICATIONS</u>	:	Deputy Director: Labour Centre Operations, P.O. Box 323, Komani, 5320. Hand deliver at No.10 Robinson Road Komani, 5320. Email Jobs-ECQTN@labour.gov.za
<u>NOTE</u>	:	African Males, White Males, White Females. Coloured Males, Coloured Females, Indian Males, Indian Females and People with Disabilities are encouraged to apply.

<u>POST 38/115</u>	:	<u>FIELD ICT TECHNICIAN REF NO: HR 4/4/7/96</u>
<u>SALARY</u>	:	R413 001 per annum
<u>CENTRE</u>	:	Provincial Office: Mpumalanga
<u>REQUIREMENTS</u>	:	A Three-year National Diploma (NQF6)/Undergraduate Degree (NQF7) in Information Technology / Information Systems plus a valid drivers' licence. 2 years' functional experience in the ICT field /environment/ technical support environment with understanding of network connectivity technologies. Knowledge: Technical standards/procedures, End user support procedures, operating systems, Active Directory, back up technologies and processes, ICT Service Management Processes, Departmental Policies and procedures, Batho Pele Principles Skills: Communications, Analytical thinking, Process Improvement, Leadership, Good interpersonal relation, Listening.
<u>DUTIES</u>	:	Provide Desktop and Printer support, Provide Call management on Information Technology Service Management System (ITSM), Provide Local Area Network (LAN) Support.
<u>ENQUIRIES</u>	:	Ms Ne Mashibini Tel No: (013) 655 8700
<u>APPLICATIONS</u>	:	The Deputy Director: Finance and Office Services: Private Bag X7263, Emalahleni, 1035 Hand delivered at Corner of Hofmeyer and Beatty Avenue Emalahleni. Email: Jobs-MPU-ICT@labour.gov.za
<u>NOTE</u>	:	EE Target priority will be given to African Males, Coloured Males, Indian Males, Indian Females, White Males and People with Disability.
<u>POST 38/116</u>	:	<u>INSPECTOR REF NO: HR4/4/10/10 (X2 POSTS)</u>
<u>SALARY</u>	:	R338 106 per annum
<u>CENTRE</u>	:	Gqeberha Labour Centre
<u>REQUIREMENTS</u>	:	Three (3) year relevant tertiary qualification Labour Relations/ BCOM Law/ LLB. One (1) year functional experience in Inspection and Enforcement Services. A valid driver's licence. Knowledge: Departmental policies, procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Skills Development Levies Act, Occupational Health and Safety Act, COIDA, Unemployment Insurance Act, UI Contribution Act, Employment Equity Act. Skills: Facilitation skills, Planning and Organizing (Mainly for own), Computer literacy, Interpersonal skills, Conflict handling skills, Negotiation skills, Problem solving skills, Interviewing, listening and observation skills, Presentation skills, Innovative, Analytical, Verbal and written communication skills.
<u>DUTIES</u>	:	Plan and independently conduct inspections with the aim of ensuring compliance with the Basic Conditions of Employment Act (BCEA). Execute investigations independently on reported cases pertaining to contravention of labour legislation and enforce as and when necessary. Plan and conduct proactive (Blitz) inspection regularly to monitor compliance with labour legislation. Conduct advocacy campaign on all Labour Legislation independently. Draft and maintain inspection plans and reports including analysis and compilation of consolidated statistical reports on only allocated cases.
<u>ENQUIRIES</u>	:	Mr V Sityana Tel No: (041) 506 5000
<u>APPLICATIONS</u>	:	Deputy Director: Labour Centre Operations: Private Bag X6045, Gqeberha, 6000 or hand deliver at 116-134 Govan Mbeki Avenue, Central, VSN Building, Gqeberha, 6000; Email: Jobs-ECPLZ@LABOUR.gov.za
<u>NOTE</u>	:	African Males, Coloured Males, Coloured Females, Indian Males, Indian Females, White Males, White Females and Persons with disabilities are encouraged to apply.
<u>POST 38/117</u>	:	<u>OFFICE ADMINISTRATOR REF NO: HR4/4/8/1028</u>
<u>SALARY</u>	:	R338 106 per annum
<u>CENTRE</u>	:	Provincial Office: Free State, Bloemfontein
<u>REQUIREMENTS</u>	:	Three-year National Diploma (NQF 6)/ Undergraduate Bachelor Degree (NQF 7) in Office Management, Information Management and Technology, Public Administration, Business Administration, Business Management, Public Management. One (1) year functional experience in office administration/ secretariat services. Knowledge: Departmental policies and procedure. Planning and organizing. Administration procedures. Batho Pele principles. Interpersonal relations. Skills: Facilitation, Interpersonal relationship,

		Communication both (verbal and written) Computer. Telephone etiquette, Organising, Decision Making, Analytical, Project Management.
<u>DUTIES</u>	:	Provide a receptionist support to the Branch/ Office/ Chief Directorate/ Directorate including diary management for the Chief Director. Render a Secretariat Service for the Office of the Chief Director. Assist in monitoring and maintaining the budget including the supply chain for the Chief/ Directorate. Facilitate and coordinate all logistical and resource requirements of the Chief/ Directorate. Provide Management information and records management services in the Chief/ Directorate. Track and monitor projects tasks within the Chief Directorate/ Directorate.
<u>ENQUIRIES</u>	:	Ms. E Maneli Tel No: (051) 505 6203
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X 522, Bloemfontein, 9300 Or hand deliver at Laborie House, 43 Charlotte Maxeke Street, Bloemfontein Email: Jobs-fs2@labour.gov.za
<u>NOTE</u>	:	Priority will be given to African Males, African Females, African with Disabilities and Coloured Males, Coloured Females, Coloured with Disabilities, White Males and White Females.
<u>POST 38/118</u>	:	<u>OFFICE ADMINISTRATOR REF NO: HR4/4/8/183</u>
<u>SALARY</u>	:	R338 106 per annum
<u>CENTRE</u>	:	Provincial Office: Northern Cape
<u>REQUIREMENTS</u>	:	Three (3) year National Diploma (NQF6)/ Undergraduate/ bachelor's degree (NQF7) qualification in Office Management/ Information Management and Technology; Public Administration; Business Administration, Business Management; Public Management. One (1) year functional experience in Office administration/ Secretariat services. Knowledge: Departmental policies and procedures, Planning and organising, administrative procedures, Interpersonal relations Skills: Interpersonal, Telephone etiquette, Organizing, Computer Literacy, Communication (verbal and written), Listening, Problem solving, Project Management.
<u>DUTIES</u>	:	Provide a receptionist support to the Chief Directorate including diary management for the Chief Director. Render secretariat service for the office of the Chief Directorate. Assist in monitoring and maintaining the budget including the supply chain for the Chief Directorate. Facilitate and coordinate all logical and resource requirements of the Chief Directorate. Provide Management Information and records management services in the Chief Directorate. Track and monitor projects tasks within the Chief Directorate.
<u>ENQUIRIES</u>	:	Ms Sherelda Kleinsmith Tel No: (053) 838 1517
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X5012, Kimberley, 8301 or hand deliver at Cnr Compound and Pniel Road Email: Jobs-NCKIM@labour.gov.za
<u>NOTE</u>	:	Priority will be given to African female, Indian male, Indian females, White males.
<u>POST 38/119</u>	:	<u>OFFICE ADMINISTRATOR REF NO: HR4/4/1/105</u>
<u>SALARY</u>	:	R338 106 per annum
<u>CENTRE</u>	:	Provincial Office: Eastern Cape
<u>REQUIREMENTS</u>	:	Three (3) year National Diploma (NQF6)/ Undergraduate / Bachelor Degree (NQF7) qualification in Office Management / Information Management and Technology; Public Administration; Business Administration, Business Management; Public Management. One (1) year functional experience in Office administration/ Secretariat services. Knowledge: Departmental policies and procedures, Planning and organising, administrative procedures, Interpersonal relations Skills: Interpersonal, Telephone etiquette, Organizing, Computer Literacy, Communication (verbal and written), Listening, Problem solving, Project Management.
<u>DUTIES</u>	:	Provide a receptionist support to the Branch/ Office/Chief Directorate/Directorate including diary management for the Director. Render secretariat service for the office of the Directorate. Assist in monitoring and maintaining the budget including the supply chain for the Directorate. Facilitate and coordinate all logical and resource requirements of the Directorate. Provide Management Information and records management services in the Directorate. Track and monitor projects tasks within the Directorate.
<u>ENQUIRIES</u>	:	Mr K Nkanjeni Tel No: (043) 701 3000

<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations, Private Bag 9005, East London. Hand deliver at No. 03 Hill Street East London. Email: Jobs-EC2@labour.gov.za
<u>NOTE</u>	:	African Males, White Males, White Females. Coloured Males, Coloured Females, Indian Males, Indian Females and People with Disabilities are encouraged to apply.
<u>POST 38/120</u>	:	<u>ADMINISTRATIVE OFFICER: EMPLOYER SERVICES REF NO: HR4/4/4/09/46</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R338 106 per annum Provincial Office: Gauteng, Parktown Three (3) year tertiary qualification in Social Sciences (Psychology)/ Public/Business Administration. One (1) year functional experience in Recruitment Services. Knowledge: Human Resource Management, ILO Convention, Financial Management, Skills Development. Skills: Interpersonal, Computer Literacy, Communication (verbal and written), Interpersonal, Planning and Organising, Report writing.
<u>DUTIES</u>	:	Supervise the provision of administrative support for processing of applications for International Cross-Border Labour Migration. Render administrative support for stakeholder relations in acquisition of placement Opportunities. Provide operational support for capacity building of ESSA end users. Coordinate large provisional) opportunities from key stakeholders and DEL placement services opportunities.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr M Netshisaulu Tel No: (011) 853 0300 Deputy Director: Public Employment Services, Hand deliver at 47 Empire Road, Parktown, Johannesburg. For online application for follow the link: https://essa.labour.gov.za/EssaOnline/WebBeans/
<u>NOTE</u>	:	EE targets- priority will be given to White males and White females.
<u>POST 38/121</u>	:	<u>CLIENT SERVICE OFFICER: INSPECTION AND ENFORCEMENT SERVICE (X3 POSTS)</u>
<u>SALARY CENTRE</u>	:	R280 278 per annum Kwa- Mhlanga Labour Centre Ref No: HR4/4/7/92 (X1 Post) Mashishing Labour Centre Ref No: HR4/4/7/93 (X1 Post) Bronkhorstspuit Labour Centre Ref No: HR4/4/4/08/04 (X1 Post)
<u>REQUIREMENTS</u>	:	Grade12/Matriculation. No experience. Knowledge: All relevant Labour Legislations and Regulations, Related ILO conventions, Public Service regulations, Public Service Act, Knowledge of the Departmental Policies, procedures and Guidelines, Batho Pele principles Skills: Interpersonal, Telephone etiquette, Interviewing, Computer literacy, Communication, Ability to interpret legislation, problem solving.
<u>DUTIES</u>	:	Render service at help as the first point of entry within the Registration Service. Resolve all complaints on IES legislation received from Clients within the scope and dictates of the IES SPO. Render general administrative duties and participate in advocacy sessions as and when required.
<u>ENQUIRIES</u>	:	Mr S Ndimande Tel No: (013) 655 8700 Mr L Mokhasi Tel No: (013) 235 2368 Ms M A Phasha Tel No: (013) 932 0197 (Bronkhorstspuit)
<u>APPLICATIONS</u>	:	The Deputy Director Labour Centre Operations X4016, Kwa-Mhlanga, 1022 or hand delivered at The Roch Complex, Ezakheni, Kwa-Mhlanga, 1022. Email: Jobs-MPU-CSOIES5@Labour.gov.za sThe Acting Deputy Director Labour Centre Operations X20081, Mashishing, 1120 or hand delivered at 51 De Clerk Street, Mashishing. Email: Jobs-MPU-CSOIES6@Labour.gov.za Deputy Director – Labour Centre Bronkhorstspuit, Hand deliver at 40 Botha street, Cilliers building. For online application for bronkhorspruit follow the link: https://essa.labour.gov.za/EssaOnline/WebBeans/
<u>NOTE</u>	:	EE target for Kwa-Mhlanga and Mashishing Labour Centers- priority will be given to African Male, Coloured, Male, Indian Female, White Male and People with Disability), EE targets for Bronkhorstspuit Labour Centre -priority will be given to White males and White females.
<u>POST 38/122</u>	:	<u>CLIENT SERVICE OFFICER: COID REF NO: HR4/4/7/97</u>
<u>SALARY CENTRE</u>	:	R280 278 per annum Labour Centre: Sabie

<u>REQUIREMENTS</u>	:	Matriculation/ Grade 12/ Senior Certificate. Knowledge: Public Service Act, Public Service Regulation, Compensation Fund business strategies and goals, Compensation Fund value chain, Directorate goals and performance requirements, PFMA and Treasury Regulations and Customer care (Batho Pele Principles). Skills: Computer literacy, Business writing skills, Listening skills, Telephone etiquette and Basic interpersonal skills.
<u>DUTIES</u>	:	Receive and verify documents for registration, register the claims on the operational system, assist employer services at the kiosk, online system and service centres and handle all service-related queries and complaints.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms L Mashego Tel No: (013) 061 0430
	:	Deputy Director Labour Centre Operations: Private Bag X523, Sabie, 1260. Balalas 10th Avenue (Old Spar Center) Email: Jobs-MPU-CSO-COID@labour.gov.za
<u>NOTE</u>	:	EE Target priority will be given to African Males, Coloured Males, Indian Males, Indian Females, White Males and People with Disability.
<u>POST 38/123</u>	:	<u>INSPECTOR REF NO: HR4/4/7/99</u> (Re advertisement, applicants who previously applied must re-apply)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R280 278 per annum
	:	Labour Centre: Sabie
	:	Three (3) years relevant qualification in Labour Relations/ BCOM Law/ LLB. No experience required. Valid driver's licence. Knowledge: Departmental policies and procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Unemployment Insurance Act and Unemployment Insurance Contributions Act. Skills: Facilitation skills, Planning and Organising (Own work), Computing (Spread sheet, PowerPoint and word processing), Interpersonal skills, Problem Solving skills, Interviewing skills, Analytical, Verbal and written communication skills and Employment Equity Act.
<u>DUTIES</u>	:	Conduct occupational inspections with the aim of ensuring compliance with all labour legislations. Execute investigation on reported cases pertaining to contravention of labour legislation and enforce where and when necessary. Conduct proactive (Blitz) inspections regularly to monitor compliance with labour legislation. Conduct advocacy campaigns on identified and allocated labour legislation. Assist in drafting of inspection plan, reports and compilation of statistics on allocated cases.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms L Mashego Tel No: (013) 061 0430
	:	Deputy Director Labour Centre Operations: Private Bag X523, Sabie, 1260. Balalas 10th Avenue (Old Spar Center) Email: Jobs-MPU-INS-SAB@labour.gov.za
<u>NOTE</u>	:	EE Target priority will be given to African Males, Coloured Males, Indian Males, Indian Females, White Males and People with Disability
<u>POST 38/124</u>	:	<u>INSPECTOR: IES REF NO: HR4/4/4/08/03 (X2 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R280 278 per annum
	:	Pretoria Labour Centre
	:	Three (3) years relevant qualification in Labour Relations/ BCOM Law/ LLB. Valid driver's licence. Knowledge: Departmental policies and procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Unemployment Insurance Act, Unemployment Insurance Contributions Act. Skills: Facilitation skills, Planning and Organizing (Own work), Computing (Spread sheets, PowerPoint and word processing, Interpersonal skills, Analytical, Verbal and written communication skills, Employment Equity Act.
<u>DUTIES</u>	:	Conduct occupational inspections with the aim of ensuring compliance with all labour legislations. Execute investigations on reported cases pertaining to contravention of labour legislation and enforce where and when necessary. Conduct proactive (Blitz) inspections regularly to monitor compliance with labour legislation. Conduct advocacy campaigns on identified and allocated labour legislation. Assist in drafting of inspection plans, reports and compilation of statistics on allocated cases.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr A Kutuka Tel No: (012) 309 5000
	:	Deputy Director – Pretoria Labour Centre, Hand deliver at 239 Nana Sita and Thabo Sehume Streets, Pretoria For online application follow the link: https://essa.labour.gov.za/EssaOnline/WebBeans/
<u>NOTE</u>	:	EE targets- priority will be given to White males and White females.

<u>POST 38/125</u>	:	<u>ADMINISTRATIVE CLERK: MANAGEMENT SUPPORT SERVICES REF NO: HR4/4/4/09/47</u>
<u>SALARY</u>	:	R237 453 per annum
<u>CENTRE</u>	:	Carletonville Labour Centre
<u>REQUIREMENTS</u>	:	Matriculation/ Grade 12/ Senior Certificate. Knowledge: Batho Pele principles, Departmental Policies and Procedures, Treasury Regulations. Skills: Verbal and written communication, Interpersonal Relations, Problem Solving, Computer Literacy, Analytical, Planning and Organizing.
<u>DUTIES</u>	:	To render Supply Chain Management Function in a Labour Centre. Provide a Finance and office management service to the Labour Centre. Render a Human Resource Management. Responsible for training and performance activities in a Labour Centre. Responsible for the records management in a Labour Centre.
<u>ENQUIRIES</u>	:	Mr B P Mosoeu Tel No: (018) 788 3281 (Carletonville)
<u>APPLICATIONS</u>	:	Deputy Director - Labour Centre: Carletonville Labour Centre, Hand deliver at Cnr. Osmium and Amethyst Streets, Carletonville: For online application follow the link: https://essa.labour.gov.za/EssaOnline/WebBeans/
<u>NOTE</u>	:	EE targets- priority will be given to African males and White males.
<u>POST 38/126</u>	:	<u>REGISTRY CLERK (UIF) REF NO: HR4/4/9/28 (X2 POSTS)</u> (Three (3) year contract)
<u>SALARY</u>	:	R237 453 per annum, plus 37% in lieu of benefits
<u>CENTRE</u>	:	Provincial Office, Kwa-Zulu Natal
<u>REQUIREMENTS</u>	:	Grade 12/Senior Certificate or equivalent. No experience required. Knowledge: National Archives Act, Public Service Regulation, Public Service Act, Public Finance Management Act, Batho Pele Principles, Record Management. Skills: Communication, Listening, Computer Literacy, Time Management, Interpersonal, Planning and Organizing.
<u>DUTIES</u>	:	Provide registry counter service. Handle incoming and outgoing correspondence. Render an effective filing and record management services. Process documents for archiving and/disposal.
<u>ENQUIRIES</u>	:	Ms. N. Zama Tel No: (031) 366 2000 (Durban)
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: P.O Box 940, Durban, 4000 or hand deliver at 267 Anton Lembede Street, Durban. For online applications Email to: Jobs-KZN31@labour.gov.za
<u>POST 38/127</u>	:	<u>OFFICE AID (X3 POSTS)</u>
<u>SALARY</u>	:	R170 226 per annum
<u>CENTRE</u>	:	Labour Centre: Phalaborwa Ref No: HR4/4/6/47 (X1 Post) Labour Centre: Lebowakgomo Ref No: HR4/4/6/48 (X1 Post) Carletonville Labour Centre Ref No: HR4/4/4/09/48 (X1 Post)
<u>REQUIREMENTS</u>	:	Standard 8 / Grade 10. Knowledge: Cleaning Practices, Catering, Office Practice. Skills: Interpersonal skills, Verbal communications, Listening.
<u>DUTIES</u>	:	Ensure a clean office environment at all times. Provide food service's aid. Assist in distributing stock. Assist with messenger functions.
<u>ENQUIRIES</u>	:	Mr MI Makgobola Tel No: (015) 290 1723 (Lebowakgomo and Phalaborwa) Mr BP Mosoeu Tel No: (018) 788 3281 (Carletonville)
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane or Job-PHAL@labour.gov.za for Phalaborwa and Job-LBG@labour.gov.za for Lebowakgomo. Deputy Director - Labour Centre: Carletonville Labour Centre, Hand deliver at Cnr. Osmium and Amethyst Streets, Carletonville. For online application follow the link: https://essa.labour.gov.za/EssaOnline/WebBeans/
<u>NOTE</u>	:	EE targets for Phalaborwa and Lebowakgomo Labour Centres-priority will be given to African Male, Coloured Male, Coloured Female, Indian Male, White Male, White Female. EE targets for Carletonville Labour Centre- priority will be given to African males, Indian males, and White males.

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>	:	09 November 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. Selection panels shall score both technical exercises as an additional criterion in the interview process. 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.

MANAGEMENT ECHELON

<u>POST 38/128</u>	:	<u>DEPUTY DIRECTOR: FOREST MANAGEMENT PLANNING REF NO: FOM78/2026</u>
<u>SALARY</u>	:	R1 101 468 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	National Diploma (NQF Level 6) in Forestry or relevant qualification within the related field as recognised by SAQA. A minimum of five (5) years' experience in forestry or related field of which three (3) years must be at entry junior

managerial level (Assistant Director level or equivalent). knowledge of National Forest Act 1998 (Act 84 of 1998), National Veld and Forest Fire Act 1998 (Act 101 Of 1998), NEMA, NEMBA, Protected Areas, Land Reform Legislations and other Environmental legislations including Public Finance Regulations, Public Service Regulations, and PFMA. Knowledge of Forestry and environmental management sector. Knowledge of Enumeration for collection of data. Report writing skills and financial management. Excellent communication skills (written and verbal). Planning and Organising skills. Ability to work individually and in team. Ability to work under extreme pressure. Ability to gather and analyse information. A valid Driving License and willingness to travel.

DUTIES : Manage the development and review of National Certification Standards. Consult with all stakeholders to obtain and consolidate their inputs. Workshop the standards in the forestry sector. Monitor the implementation of the standards on state forest land. Review PCI & S framework, Facilitate and monitor the implementation of PCI & S on State Forest land. Develop and review norms and standards for sustainable forest management. Manage the verification of data for valuation calculations. Calculate plantation valuation in compliance with accounting standards requirements. Develop action plan to address Auditor General recommendations. Manage a Biological Asset Database. Develop and implement best operating practices. Review best operating practices and give inputs on forestry tariffs.

ENQUIRIES : Ms Thembile Dlungwana, Cell: (072) 211 3859

POST 38/129 : **COMMUNICATIONS ENGINEER/TECHNICIAN REF NO: OC30/2026**
(Fifteen Months Contract)

SALARY : R932 292 per annum, (all-inclusive package)
CENTRE : Marion Island
REQUIREMENTS : National Diploma (NQF Level 6) in Electronic, Computer Science Engineering, IT or relevant qualification as recognised by SAQA with a minimum of 3 years post qualification experience. Competency in electronic maintenance, diagnostics and repairs with proven fault-finding capabilities. Preferably have experience in V-Sat Satellite Systems, IT (managing a computer network with LINUX servers and routers), HF and VHF 2-way radio equipment and operation, Telephone systems (PABX's and VOIP), PC's, Fire Detection Systems, GPS's, general electronic equipment repair. The incumbent has to be competent in the use of an Oscilloscope, Spectrum Analyser, etc., and be familiar with good workshop practices, correct use of basic workshop tools and an understanding of current work, health and safety policies. The incumbent has to be able to work independently with minimal support under extreme pressure and without supervision. The incumbent must be computer literate, have good verbal and written communication skills and the ability to work in a team.

DUTIES : The incumbent will be responsible for the operation, maintenance, fault-finding on and repairs of all the communication services and equipment of our Marion Base including the satellite, radio, IT, GPS, alarm and telephone systems. Operate cargo handling equipment. The incumbent will report to the team leader and will be part of the technical team, led by the technical team leader that has to perform any additional base related technical functions. Prepare monthly and annual reports, do stock-takes to order spares and equipment and do other common "non-technical" duties performed by expedition members.

ENQUIRIES : Mr Willem Boshoff Tel No: (021) 493 7379
NOTE :

The incumbent will execute duties at a Sub/Antarctic Base and adhere to the health, safety and environmental requirements. The successful applicant will spend a full year (April 2027 to May 2028) at Marion Island. There is no option to return to South Africa before May 2028. The ability to work and live with small groups of people is thus essential. Although the base is well-equipped with e-mail, fax and satellite telephone facilities, the applicant has to be self-sufficient and self-motivated. The location may affect both the physical and mental well-being of the incumbent, their family and close relationships. Candidates must be physically fit, mentally strong and prepared for physically challenging and satisfying work. In addition the successful candidates may often be called upon to work long hours in extreme conditions on duties unrelated to their function. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment. Appointment to these positions is

subject to a rigorous medical examination as well as psychometric assessment, which will be arranged for at no cost to the applicants.

POST 38/130 : **CONTROL BIODIVERSITY OFFICER GRADE A: WORLD HERITAGE CONVENTION GOVERNANCE REF NO: BC24/2026**

SALARY : R636 978 per annum

CENTRE : Pretoria

REQUIREMENTS : A four-year Degree (NQF8) in Natural / Environmental Sciences or relevant qualification as recognized by SAQA plus a minimum of six (6) years' post qualification experience in the relevant field. Knowledge of Environmental Legislation (WHCA, NEMPAA, NEMA, NEMBA). Understanding of cultural heritage legislation. Knowledge of UNESCO related Conventions. Knowledge of World Heritage Nominations and proclamation process; Scientific principles governing World heritage sites management and Relevant law, norms and standards, planning and organizing. Research and analytical skills. Ability to develop, interpret and apply policies. Good verbal and written communication skills; Good Interpersonal skills, Sound organizing and planning skills Interpersonal skills; Technical report writing skills. Ability to work independently and in a team. Ability to work under extreme pressure.

DUTIES : Enhance international cooperation supportive of SA's Biodiversity priorities. Facilitate SA's (National) preparatory meetings for the World Heritage Committee, General Assembly Session and any other ad hoc Committee sessions. Coordinate participation of the SA delegation in these international meetings including the Africa preparatory meeting to the World Heritage Committee. Enhance sector education and awareness. Develop concept document to guide process plan including national and international Stakeholder mapping, Partners, Content to be covered and overall project deliverables. Develop outcomes reports. Ensure Equitable and sound corporate governance. Facilitate the development and review of agreements with relevant stakeholders. Conserve, protect and mitigate biodiversity threats. Liaise with Countries in cases of potential transboundary or serial World Heritage to discuss the governance and legislation, policies and other applicable tools on the implementation of the Convention in South Africa.

ENQUIRIES : Ms T Ntloko Tel No: (012) 399 9531

POST 38/131 : **CONTROL ENVIRONMENTAL OFFICER GRADE A: OFFSHORE SOURCES OF MARINE POLLUTION REF NO: OC27/2026**

SALARY : R636 978 per annum

CENTRE : Cape Town

REQUIREMENTS : An Honours Degree in Natural or Environmental Science or equivalent related qualification (NQF Level 8) as recognized by SAQA. 6 years' post qualification experience. Maritime Oceans and Coastal management legislative frameworks. Strategic Management. HR practice & procedures. Administrative procedures. Maritime Legislations. Administration fields. Public Service and Departmental procedures and prescripts. Departmental policies and procedures. Financial management. Public service training. Research. Sound organising and planning skills. Good communication skills. Computer literacy. Leadership. Facilitation. Analytical skills. Ability to work long hours voluntarily. Ability to gather and analyse information. Ability to develop and apply policies. Ability to work individually and in team. Good interpersonal relations skills. Ability to work under extreme pressure. Ability to work with difficult people and to resolve conflict. The candidate must have a valid driver's license (Code B) and be willing to travel extensively.

DUTIES : The incumbent will be responsible for maintaining the development of the Department's capacity to deliver effective oil spill response. Ensure effective control over the dumping of waste and other matter at sea. Implement the Regulations for Environmental Management of Offshore Ship to Ship Transfers. Develop measures to control marine pollution from shipping. Maintain the Department's international obligations in terms of marine pollution.

ENQUIRIES : Ms F Albertus Email: fabertus@dffe.gov.za

POST 38/132 : **ELECTRICAL ENGINEER/TECHNICIAN REF NO: OC32/2026**
(Approximately Fifteen Months Contract)

SALARY : R605 742 per annum, (plus 37% in lieu of service benefits)

<u>CENTRE REQUIREMENTS</u>	:	Marion Island
	:	National Diploma in Electrical Engineering or relevant comparable qualification (NQF6) as recognised by SAQA with a minimum of five years post trade / qualification experience. Be competent in plant maintenance, power generation, diagnostics and repairs with proven fault-finding capabilities. Preferably have hands-on experience in facility management. The incumbent has to be familiar with good workshop practices, correct use of basic workshop tools and an understanding of current work, health and safety policies. It would be an advantage if there is experience with maintenance management plans as well as all the services that would be found in facilities like hotels or hospitals. The incumbent must be computer literate, have good verbal and written communication skills and the ability to work in a team.
<u>DUTIES</u>	:	The incumbent will be responsible for the operation, maintenance, fault-finding on and repairs of all the electrical equipment of Marion Base and associated buildings and field huts, including the power generators, forklift, air-conditioning-, refrigeration, water reticulation and waste water systems. All electrical work will have to be done by this person. Operate cargo handling equipment. The incumbent will report to the team leader and will be part of the technical team, led by the technical team leader that has to perform any additional base related technical functions. Prepare monthly and annual reports, do stock-takes to order spares and equipment and do other common "non-technical" duties performed by expedition members.
<u>ENQUIRIES NOTE</u>	:	Mr Willem Boshoff Tel No: (021) 493 7379
	:	The incumbent will execute duties at a Sub/Antarctic Base and adhere to the health, safety and environmental requirements. The successful applicant will spend a full year (April 2027 to May 2028) at Marion Island. There is no option to return to South Africa before May 2028. The ability to work and live with small groups of people is thus essential. Although the base is well-equipped with e-mail, fax and satellite telephone facilities, the applicant has to be self-sufficient and self-motivated. The location may affect both the physical and mental well-being of the incumbent, their family and close relationships. Candidates must be physically fit, mentally strong and prepared for physically challenging and satisfying work. In addition the successful candidates may often be called upon to work long hours in extreme conditions on duties unrelated to their function. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment. Appointment to these positions is subject to a rigorous medical examination as well as psychometric assessment, which will be arranged for at no cost to the applicants.
<u>POST 38/133</u>	:	<u>ENVIRONMENTAL OFFICER SPECIALISED PRODUCTION LAND-BASED SOURCES REF NO: OC26/2026 (X2 POSTS)</u>
<u>SALARY</u>	:	R518 769 per annum
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	Honours Degree in Natural or Environmental Management/Sciences (NQF Level 6) or relevant qualification as recognised by SAQA. 3 years' experience in a related field. Extensive knowledge of the South African coast, marine and coastal pollution management, integrated coastal management, coastal processes, coastal management principles and national and international coastal policies and legislation. Knowledge of marine water quality and environmental monitoring techniques and management. Knowledge and understanding of data and information management. The ability to interpret and apply coastal and related legislation and policies, including the NEM: ICMA, NEMA, NEM: WA and NEM: BA Regulations, National Water Act, Minerals Act, international treaties and conventions, national and provincial laws, and departmental protocols. Functioning of coastal ecosystems and the impacts of human activity on those systems. Integrated Environmental Management and Environmental Impact Assessment. UNEP commitments, GPA programme, Regional Seas Conventions and related projects. Government administration and financial procedures. Project management. Public Service Regulation and Departmental procedures and prescripts. Background in Physical Sciences, Natural Sciences or Environmental Sciences. Sound organising and planning skills. Project management. Effective communicator. Analytical thinking. Scientific writing & reporting. Computer literacy. Driving. Multitasking. Networking and stakeholder engagement. Ability to work under pressure. Ability to meet tight deadlines, while maintaining good work quality. Good communication skills (written, oral and graphic). Willingness and ability to travel

		(at times on short notice). Ability to draft, interpret and apply policy and legislation. Ability to formulate solutions through analytical and innovative thinking. Ability to deal tactfully and efficiently with telephonic enquiries from members of the public. Ability to work within a team and individually. Ability to collect and analyse data and information. Good interpersonal skills. Proactive & honest. Conflict resolution.
<u>DUTIES</u>	:	The incumbent will be responsible to regulate the discharge of effluent into estuaries and coastal waters. Provide support to Departmental coastal pollution initiatives and other related projects. Represent the Directorate's interests in EIA processes, relevant consultative forums, and other relevant structures to ensure good governance. Provide technical support to compliance and enforcement processes with specific focus on land-based sources of marine pollution.
<u>ENQUIRIES</u>	:	Mr R Molale at 072 493 7071 or Ms S Arabi at 082 741 2385
<u>POST 38/134</u>	:	<u>DIESEL MECHANIC REF NO: OC31/2026</u> (Approximately Fifteen Months Contract)
<u>SALARY</u>	:	R487 197 per annum, (plus 37% in lieu of service benefits)
<u>CENTRE</u>	:	Marion Island
<u>REQUIREMENTS</u>	:	Diesel Mechanic (Section 26D) Red Seal Trade Certificate issued by the Quality Council for Trades and Occupations (QCTO) or relevant qualification. 3 years' post trade experience as Diesel Mechanic or relevant field. Competency in diesel engine and generator maintenance, diagnostics, repairs and fault-finding, with knowledge of engine management systems, experience in operating electronic diagnostic tools as well as the ability to interpret results. The candidate has to be familiar with good workshop practices, correct use of basic workshop tools and an understanding of current work, health and safety policies. It would be an advantage if there is experience on refrigeration. The incumbent must be computer literate, have good verbal and written communication skills and the ability to work in a team.
<u>DUTIES</u>	:	The incumbent will be responsible for maintenance and operation of the power generators and related equipment. Maintenance and repairs of air-conditioning, refrigeration-, water reticulation- and wastewater systems. Replacement and repair of mechanical pumps and valves as well as pipe fitting. Maintenance and all repairs of forklift, telescopic cranes, portable generators and transfer pumps. Operate forklift and cargo handling equipment. Maintenance of field huts and field equipment. The incumbent will report to the team leader and will be part of the technical team, led by the technical team leader that has to perform any additional base related technical functions. Prepare monthly and annual reports, do stock-takes to order spares and equipment and do other common "non-technical" duties performed by expedition members.
<u>ENQUIRIES</u>	:	Mr Willem Boshoff Tel No: (021) 4937379
<u>NOTE</u>	:	The incumbent will execute duties at a Sub/Antarctic Base and adhere to the health, safety and environmental requirements. The successful applicant will spend a full year (April 2027 to May 2028) at Marion Island. There is no option to return to South Africa before May 2028. The ability to work and live with small groups of people is thus essential. Although the base is well-equipped with e-mail, fax and satellite telephone facilities, the applicant has to be self-sufficient and self-motivated. The location may affect both the physical and mental well-being of the incumbent, their family and close relationships. Candidates must be physically fit, mentally strong and prepared for physically challenging and satisfying work. In addition the successful candidates may often be called upon to work long hours in extreme conditions on duties unrelated to their function. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment. Appointment to these positions is subject to a rigorous medical examination as well as psychometric assessment, which will be arranged for at no cost to the applicants.
<u>POST 38/135</u>	:	<u>MEDICAL ORDERLY REF NO: OC35/2026</u> (Approximately Fifteen Months Contract)
<u>SALARY</u>	:	R487 197 per annum, (plus 37% in lieu of Service Benefits)
<u>CENTRE</u>	:	Marion Island
<u>REQUIREMENTS</u>	:	National Diploma (NQF Level 6) in Nursing or Certificate in Operational Emergency Care Practitioner. Applicants must be registered with the HPCSA

		(Health Professions Council of South Africa) or SANC (South African Nursing Council.) 3-5 years relevant experience required. Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal framework such as the Nursing Act, Health Act, Occupational Health & Safety Act, Patient Rights Charter Act, Public Service Regulations Act and Labour Relations Act. Must have leadership skills, decision making, problem solving, interpersonal skills and computer skills in basic programmes. The incumbent has to be able to work independently with minimal support under extreme pressure and without supervision. The incumbent must have good verbal and written communication skills and the ability to work in a team.
<u>DUTIES</u>	:	The incumbent will be responsible for providing medical treatment to all team members during the expedition and ensure the work is according to the scope of practise regulations. Undertake minor dental and x-rays when needed. Prepare reports, do stock-takes of food and medicines. Order spares and equipment and do other common non-technical duties performed by expedition members. Ensure the food is stored according to the medical acts by maintaining high standards of food/ hygiene/ housekeeper/ linen and tailoring roles. Provide support to team leader for coordinating and training for the rescue and evacuation/ emergency procedures for the island as well as in a social role to motivate and encourage fellow team members.
<u>ENQUIRIES</u>	:	Mr R Hlophe Tel No: (021) 493 7067
<u>NOTE</u>	:	The successful candidate will be required to attend compulsory training at the South African Weather Service in Cape Town. The incumbent will execute duties at Marion Island Base and adhere to the health, safety and environmental requirements. The successful applicant will spend a full year (April 2027 to May 2028) at Marion base. There is no option to return to South Africa before May 2027. The ability to work and live with small groups of people is thus essential. Although the base is well-equipped with e-mail, fax and satellite telephone facilities, the applicant has to be self-sufficient and self-motivated. The location may affect both the physical and mental well-being of the incumbent, their family and close relationships. Candidates must be physically fit, mentally strong and prepared for physically challenging and satisfying work. In addition, the successful candidates may often be called upon to work long hours in extreme conditions on duties unrelated to their function. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment. Appointment to these positions is subject to a rigorous medical examination as well as psychometric assessment, which will be arranged for at no cost to the applicants.
<u>POST 38/136</u>	:	<u>SENIOR METEROLOGICAL TECHNICIAN REF NO: OC36/2026</u> (Approximately 15 Months Contract)
<u>SALARY</u>	:	R338 106 per annum, (plus 37% lieu in benefits). Permanent SAWS employees will have a different payment structure of benefits.
<u>CENTRE</u>	:	Marion Island
<u>REQUIREMENTS</u>	:	BSc Degree or BTech (NQF Level 6) in Natural Science or an equivalent qualification in a related field recognised by SAQA, with a minimum of one year's experience in surface meteorological observations; or Grade 12 with a National Weather Certificate and five years' experience in weather observation. Previous Island Experience will be an added advantage. Technical Competencies: Project Management, Conflict management, report writing and communication skills etc. Candidates must be willing to work shifts (both day and night shifts) and on public holidays, in possible adverse weather conditions. Candidates must be punctual, dedicated, precise and be willing to work in a team, as well as on their own.
<u>DUTIES</u>	:	Oversee and coordinate surface meteorological and atmospheric research project assigned by the Marine Section of SAWS. Exercise responsible shift management of the two assistant meteorological technicians. Responsible for the supervision of a team of assistant meteorological technicians, provide leadership and guidance on day-to-day operations, including delegation of tasks and ensure submission of daily and monthly reports within stipulated timeframes, ensuring compliance with WMO applicable standards. Perform surface meteorological observations, conduct upper-air balloon releases and maintain and verify all meteorological equipment at the remote station of Marion Island. Conduct quality control of data, report writing and asset control. Assist other team members with logistical and administrative tasks associated with the general running of the base. Conduct all duties in accordance with the

**ENQUIRIES
NOTE**

rules, regulations and standards as set out by the South African Weather Service.

- : Ms. R Chengwe: Tel No: (021) 935 5700
- : The successful candidate will be required to attend compulsory training at the South African Weather Service in Cape Town. The incumbent will execute duties at Marion Island Base and adhere to the health, safety and environmental requirements. The successful applicant will spend a full year (April 2027 to May 2028) at Marion base. There is no option to return to South Africa before May 2028. The ability to work and live with small groups of people is thus essential. Although the base is well-equipped with e-mail, fax and satellite telephone facilities, the applicant has to be self-sufficient and self-motivated. The location may affect both the physical and mental well-being of the incumbent, their family and close relationships. Candidates must be physically fit, mentally strong and prepared for physically challenging and satisfying work. In addition, the successful candidates may often be called upon to work long hours in extreme conditions on duties unrelated to their function. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment. Appointment to these positions is subject to a rigorous medical examination as well as psychometric assessment, which will be arranged for at no cost to the applicants.

POST 38/137

- : **ENVIRONMENTAL OFFICER: MARION ISLAND REF NO: OC33/2026**
(Approximately Fifteen Months Contract)

**SALARY
CENTRE
REQUIREMENTS**

- : R338 106 per annum, (plus 37% lieu in benefits)
- : Marion Island
- : National Diploma in Environmental Sciences/Management/Conservation or relevant comparable qualification in Natural Sciences (NQF6) as recognised by SAQA. Minimum 2 years' experience required. Knowledge of Public Service and Departmental procedures and prescripts and Environmental Legislation and experience in invasion ecology and plant identification. Must have the following skills: Adequate skills in computer use, report/professional writing, computer literacy, good interpersonal relations and diplomatic skills, relationship management, stakeholder engagement, presentation, research verbal and written communication skills. The incumbent must have the following competencies: teamwork, honesty and integrity, reliability, ability to gather and analyse information, ability to work individually and in a team, ability to work in the field under extreme weather conditions and work under minimal supervision good interpersonal relations skills and ability to work under extreme pressure. Ability to work with difficult persons and to resolve conflict.

DUTIES

- : Implement biosecurity measures and promote general environmental awareness. Implement the Alien Eradication Plan (plants, invertebrates and rodents) and the Prince Edwards Islands Management Plan and associated legislation. Monitor compliance to Environmental Authorisations issued under the EIA Regulations for activities at the Prince Edward Islands (PEIs). Ensure implementation of the SANAP Waste Management Handbook and undertake country clean-up activities. Ensure environmental compliance and auditing and compile monthly and annual ECO reports. Manage and conserve threats to environmental integrity and ecosystems.

**ENQUIRIES
NOTE**

- : Ms D Kotsedi Tel No: (021) 493 7354
- : The incumbent will execute duties at a Sub/Antarctic Base and adhere to the health, safety and environmental requirements. The successful applicant will spend a full year (April 2027 to May 2028) at Marion Island. There is no option to return to South Africa before May 2028. The ability to work and live with small groups of people is thus essential. Although the base is well-equipped with e-mail, fax and satellite telephone facilities, the applicant has to be self-sufficient and self-motivated. The location may affect both the physical and mental well-being of the incumbent, their family and close relationships. Candidates must be physically fit, mentally strong and prepared for physically challenging and satisfying work. In addition, the successful candidates may often be called upon to work long hours in extreme conditions on duties unrelated to their function. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment. Appointment to these positions is subject to a rigorous medical examination as well as psychometric assessment, which will be arranged for at no cost to the applicants.

<u>POST 38/138</u>	:	<u>ASSISTANT ENVIRONMENTAL OFFICER: MARION ISLAND REF NO: OC37/2026</u> (Approximately Fifteen Months Contract)
<u>SALARY</u>	:	R280 278 per annum, (plus 37% lieu in benefits)
<u>CENTRE</u>	:	Marion Island
<u>REQUIREMENTS</u>	:	National Diploma in Environmental Sciences/Management/Conservation or equivalent relevant qualification (NQF6) in Natural Sciences as recognised by SAQA. 0-1 years' experience required. The incumbent must have knowledge of Public Service and Departmental procedures and prescripts. Knowledge of Environmental Legislation. Strategic coordination/ planning. Skills; Adequate skills in computer use. Report/professional writing, Computer Literacy, good interpersonal relations and diplomatic skills, relationship management, stakeholder engagement presentation, research verbal and written communication skills. The incumbent must have the following competencies: teamwork, honesty integrity reliability, ability to gather and analyse information, ability to work individually and in a team, good interpersonal relations skills, ability to work in the field under extreme weather conditions and work under minimal supervision and ability to work with difficult persons and to resolve conflict.
<u>DUTIES</u>	:	Provide support to the senior ECO with the implementation of the Alien Species Eradication Plan (plants, invertebrates and rodents) and the Prince Edward Islands Management Plan and associated legislation. Monitor compliance to Environmental Authorisations issued under the EIA Regulations for activities at the Prince Edward Islands (PEIs). Provide support in the implementation of biosecurity measures and promote general environmental awareness. Ensure implementation of the SANAP Waste Management Handbook and undertake country clean-up activities. Provide support in ensuring environmental compliance and auditing and compile monthly and annual ECO reports. Manage threats to environmental integrity and conserve ecosystems.
<u>ENQUIRIES</u>	:	Ms D Kotsedi Tel No: (021) 493 7354
<u>NOTE</u>	:	The incumbent will execute duties at a Sub/Antarctic Base and adhere to the health, safety and environmental requirements. The successful applicant will spend a full year (April 2027 to May 2028) at Marion Island. There is no option to return to South Africa before May 2028. The ability to work and live with small groups of people is thus essential. Although the base is well-equipped with e-mail, fax and satellite telephone facilities, the applicant has to be self-sufficient and self-motivated. The location may affect both the physical and mental well-being of the incumbent, their family and close relationships. Candidates must be physically fit, mentally strong and prepared for physically challenging and satisfying work. In addition, the successful candidates may often be called upon to work long hours in extreme conditions on duties unrelated to their function. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment. Appointment to these positions is subject to a rigorous medical examination as well as psychometric assessment, which will be arranged for at no cost to the applicants.
<u>POST 38/139</u>	:	<u>ASSISTANT METEOROLOGICAL TECHNICIAN REF NO: OC29/2026</u> (X2 Posts (Approximately 15 Months Contract)
<u>SALARY</u>	:	R280 278 per annum, (plus 37% lieu in benefits). Permanent SAWS employees will have a different payment structure of benefits.
<u>CENTRE</u>	:	Marion Island
<u>REQUIREMENTS</u>	:	National Diploma in Natural Sciences or an equivalent relevant qualification (NQF Level 6) recognised by SAQA, with 0–1 year of relevant experience; or Grade 12 with a National Weather Certificate and two (2) years of experience in weather observation. Knowledge of Automatic Weather Stations and Automatic Rain Stations, Knowledge of South African Weather Service policies and procedures, Knowledge of international standards such as WMO and ICAO Technical Competencies: Communication and interpersonal skills etc. Candidates must be willing to work shifts (both day and night shifts) and on public holidays, in possible adverse weather conditions. Candidates must be punctual, dedicated, precise and be willing to work in a team, as well as on their own.
<u>DUTIES</u>	:	Assist and actively participate in the running of the surface meteorological and atmospheric research project assigned by the Marine Section of SAWS.

Perform surface meteorological observations, conduct upper-air balloon releases and maintain and verify all equipment at the remote station of Marion Island. Conduct quality control of data and when required or perform tasks within the prescribed scope of work as delegated by the Senior Meteorological Technician. Assist other team members with logistical and administrative tasks associated with the general running of the base. Conduct all duties in accordance with the rules, regulations and standards as set out by the South African Weather Service.

ENQUIRIES

: Ms. R Chengwe Tel No: (021) 935 5700

NOTE

: The successful candidate will be required to attend compulsory training at the South African Weather Service in Cape Town. The incumbent will execute duties at Marion Island Base and adhere to the health, safety and environmental requirements. The successful applicant will spend a full year (April 2027 to May 2028) at Marion base. There is no option to return to South Africa before May 2028. The ability to work and live with small groups of people is thus essential. Although the base is well-equipped with e-mail, fax and satellite telephone facilities, the applicant has to be self-sufficient and self-motivated. The location may affect both the physical and mental well-being of the incumbent, their family and close relationships. Candidates must be physically fit, mentally strong and prepared for physically challenging and satisfying work. In addition, the successful candidates may often be called upon to work long hours in extreme conditions on duties unrelated to their function. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment. Appointment to these positions is subject to a rigorous medical examination as well as psychometric assessment, which will be arranged for at no cost to the applicants.

POST 38/140

: **FIELD ASSISTANTS: SEABIRDS REF NO: 34/2026 (X2 POSTS)**
(Approximately Fifteen Months Contract)

SALARY

: R280 278 per annum, (plus 37% lieu in benefits)

CENTRE

: Marion Island

REQUIREMENTS

: National Diploma (NQF Level 6) or relevant qualification in Natural Science. 0–1-year experience required in Marion Island. Knowledge of environmental legislation. Public Service and Departmental procedures and prescripts. Experience in field surveys, research administration, data collection and management, bird's identification & handling, disseminate information, report writing and recording. Must have good attention to detail and be meticulous in data collection and demonstrate experience to conduct scientific monitoring relating to seabirds to a high standard. Must be self-motivated and able to work at a remote place away from family and friends with minimal supervision.

DUTIES

: Undertake biological research, fieldwork and monitoring according to a workplan as devised by the project managers. Make day-to-day decisions about work priorities and fieldwork protocols. Maintain accurate records of the work and computer databases of the work. Regularly report to and update the project manager on progress of the project. The applicants must have determination, physical fitness and the ability to work under harsh environmental conditions subject to extremes of weather; a desire to work with animals, including handling of seabird adults and chicks, which require empathy for the birds. Successful applicants will spend a full year (April 2027 to May 2028) at Marion Island. Note that there is no option to return before the end of the expedition, once you land at the island. The well-equipped new base station has full e-mail, fax and satellite telephone facilities.

ENQUIRIES

: Leshia Visagie at (082) 447 9302, Makhudu Masotla at (079) 220 8888, Azwianewi Makhado at (082) 377 3088

NOTE

: The incumbent will execute duties at a Sub/Antarctic Base and adhere to the health, safety and environmental requirements. The successful applicant will spend a full year (April 2027 to May 2028) at Marion Island. There is no option to return to South Africa before May 2028. The ability to work and live with small groups of people is thus essential. Although the base is well-equipped with e-mail, fax and satellite telephone facilities, the applicant has to be self-sufficient and self-motivated. The location may affect both the physical and mental well-being of the incumbent, their family and close relationships. Candidates must be physically fit, mentally strong and prepared for physically challenging and satisfying work. In addition the successful candidates may often be called upon to work long hours in extreme conditions on duties unrelated to their function. Short-listed candidates will be subjected to screening and security vetting to

determine their suitability for employment. Appointment to these positions is subject to a rigorous medical examination as well as psychometric assessment, which will be arranged for at no cost to the applicants.

GOVERNMENT PRINTING WORKS

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

- APPLICATIONS** : All applications must be hand delivered at: 389 Sophie De Bruyn Street, Pretoria. To submit an application online, click the link under the post you wish to apply for. Attach only a copy of CV and completed Z83. Email size must be limited to 2MB. Failure to follow instructions will result in your application being disqualified. For General enquiries, contact Human Resources on Tel No: (012) 748 6297 /012 748 6277.
- CLOSING DATE** : 09 November 2026 at 16:00 (walk-in) and 23:59 (online)
- NOTE** : All attachments for online application must include an application form Z83 and CV only combined, in PDF and as one attachment. NB: Picture/Snapshot, Zipped, IMG and JPEG documents will not be accepted. Indicate the correct job title and the reference number of the post on the subject line of your email. Use the correct email address associated with the post. Failure to do so, your application will be disqualified. Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using the incorrect application for employment (old Z83) will not be considered. Each post(s) advert must be accompanied by its own application form for employment and must be fully completed, initiated and signed by the applicant as instructed below. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following the communication from Human Resources and such qualification(s) and other related document(s) will be in line with the requirements of the advert. The Department does not accept applications via fax. Applicants who do not comply with the above-mentioned instructions/ requirements, as well as applications received late will not be considered. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to shortlisted candidates only. The requirements for application of Senior Management Services (SMS) include the successful completion of a 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 applicants 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-entry-programme>. 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 es, behavioural preferences, emotional intelligence, and integrity. 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. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Please note by responding to the advertisement, you consent to the collection, processing, and storing of your Personal Information in accordance with the Protection of Personal Information Act (POPIA) Your information will be used solely for the purpose of this process and will not be shared with third parties without prior consent unless required by law. The Department reserves the right not to make any appointment(s) to the below advertised post(s). The successful candidate will be required to enter into an employment contract and a performance agreement. The Department is an equal opportunity affirmative action employer. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s)

POST 38/141

SALARY CENTRE REQUIREMENTS

DUTIES

templates, standards and within specific deadlines. Initiate, support and champion organisational and branch transformation and change, in order to successfully implement organisational strategies, new initiatives and deliver on service delivery strategies and commitments. Oversee the practice of good corporate governance and compliance pertaining to financial policies, legislation and regulations: Ensure effective internal controls in all financial matters, and achievement of an unqualified audit opinion. Management of compliance with legislation, Regulations, GPW policies and procedures. Oversee compliance with relevant auditing standards and audit requirements and ensure audit-readiness. Facilitate high-level stakeholder engagement and represent the Department in governance, audit and financial management structures, including leading Audit Committee engagements. Identify and monitor financial risks related to projects and programmes. Ensure development of quality and risk management plans, standards and practice within the branch. Draft reports required by Minister or delegated authority and oversight structures. Ensure implementation of national norms and standards where applicable. Ensure adherence and implementation of statutory prescripts and the Code of Conduct for the Public service. Manage resources (Human, Financial and Physical) within the Branch: Ensure reporting on performance of the branch against Strategic Plans, Annual Performance Plans and Annual Operational Plans' targets, and business requirements. Ensure the development and implementation of the workplans for the branch, and ensure effective prioritisation and resource planning. Oversee and ensure the approval of training that addresses the developmental needs of the branch. Provide information relative to the identification and development of branch goals and objectives to ensure effectiveness and efficiency. Ensure the management of a compliant performance management system. Ensure that employees are equipped with the required skills and resources to perform optimally. Manage the financial resources of programmes, asset management and projects in accordance with the PFMA and supply chain and procurement framework. Manage the development, motivation and utilisation of human resources for the branch to maintain competent institutional knowledge base for the continued success of services according to organisational needs and requirements. Ensure effective management and mentoring of the branch employees and subordinates' key performance areas. Oversee the completeness of the branch's financial planning, budgeting and forecasts in accordance with good financial practices. Manage and monitor financial risk in the unit, in relation to projects and programmes. Continuously pursue sourcing and optimal management of funds. Manage financial resources according to good practices, policy and standards. Manage all procurement practices in the branch and ensure that they are compliant, transparent and fair.

**ENQUIRIES
APPLICATIONS**

: Ms. D Barnett Tel No: (012) 748 6013
: Link: [GPW 26/03](#)

POST 38/142

: **DIRECTOR: STRATEGY, PLANNING AND MONITORING REF NO: GPW 26/04**

**SALARY
CENTRE
REQUIREMENTS**

: R1 317 384 per annum (Level 13), all-inclusive package
: Pretoria
: A Grade 12 plus Degree (equivalent to NQF level 7 as recognised by SAQA) in Business Management / Business Administration / Bachelor of Commerce / Public Management. A minimum of 5 years' experience at middle / senior level (Deputy Director) in strategic management environment. Knowledge and understanding of all departmental legislation and prescripts. Understanding of the Public Finance Management Act and Regulations. Knowledge of the South African Constitution. Knowledge of the Public Service Act and Regulations, and other relevant legislation. Ability to communicate with all levels of management. Extended working hours may be required. Willingness to travel. A Valid Driver's licence.

DUTIES

: Develop and implement frameworks on strategic planning matters: Align departmental strategies to government wide planning prescripts and frameworks in line with the DPME Framework on Strategic Plans and Annual Performance Plans and Framework for Managing Programme Performance Information. Develop the departmental strategic planning framework align to the government strategic planning prescripts and programme. Align the departmental strategic guidelines to government frameworks which are PMFA, treasury regulations and Public Service Act. Implement government planning

policy documents. Develop the Departmental Strategic Plan and ensure alignment of Annual Performance Plan (APP) indicators to the strategic outcomes: Facilitate the development of the departmental strategic plan. Ensure alignment of the departmental strategic planning with MTDP (Medium Term Development Plan), Ministerial priorities and Government wide priorities (SONA, sustainable developmental goals) and compare with the priorities of the and previous performance of the department. Facilitate consultation processes with Branches and business units to ensure that strategic planning processes are understood by management. Develop performance indicators with Branches. Identify points of integration across all strategic outcomes and outputs. Develop the compilation of the Strategic Plan and Annual Performance Plan and submit for approval and tabling. Coordinate the development of Annual Operational Plans (AOP): Facilitate the development of Annual Operational Plans emanating from strategic outcome and performance outputs in line with the APP. Provide technical support to ensure managers develop achievable outputs per identified programme. Facilitate the approval of AOP. Coordinate and develop a Service Delivery Improvement Plan (SDIP): Arrange and conduct workshops to populate the SDIP template. Identify services requiring improvement as DPSA requirements. Present findings on areas that require improvement to EXCO and MANCO. Facilitate the approval of the SDIP. Monitor the implementation of the SDIP. Conduct monitoring and evaluation of performance information: Coordinate performance information reporting on a monthly basis. Coordinate the monitoring of quarterly performance reports and submission for approval. Coordinate the compilation of the annual report and its submission for approval and tabling. Coordinate the compilation of mid-term and end-term reports and their submission for approval. Manage the Directorate: Develop the operational plan for the Directorate and ensure its implementation. Allocate and manage resources at functional levels to ensure the delivery on set targets for the Directorate. Formulate, identify Policy shortfalls and necessary amendments. Conduct financial planning and account for allocated budget. Ensure adherence to policy and statutory directives relevant to the functional terrain of the Directorate and Monitor, evaluate and report on the performance of the directorate.

**ENQUIRIES
APPLICATIONS**

: Ms. DP Barnett Tel No: (012) 748 6013
: Link: [GPW 26/04](#)

POST 38/143

: **DIRECTOR: FACILITIES MANAGEMENT REF NO: GPW 26/05**

**SALARY
CENTRE
REQUIREMENTS**

: R1 317 384 per annum (Level 13), all-inclusive package
Pretoria
: A Grade 12 plus Degree (equivalent to NQF 7 qualification as recognised by SAQA) in Build environment/ Property Management/Facilities Management or related field. Government Certificate of Competency (GCC) an added advantage. A minimum of 5 years' experience at middle/senior level (Deputy Director) in Facilities Management environment. Knowledge of the Public Service Regulatory Framework. Extensive knowledge of M&E, risk, planning, compliance and management methodologies and practices. Ability to communicate with all levels of management. Extended working hours may be required. Willingness to travel. A Valid Driver's licence.

DUTIES

: Manage the provisioning of property management services: Manage the provisioning of property maintenance services. Manage the development and implementation of a Facilities Management Maintenance Plan or Improvement Programme for the GPW. Oversee the contract management portfolio and ensure the implementation of clear guidelines and specifications for execution. Manage the review of stakeholder's Service Level Agreements to improve internal and external relationships with stakeholders'/service providers. Manage office allocation, maintenance, refurbishment and renovation in GPW. Coordinate the management of lease agreements between the GPW and the Landlords. Manage the rendering of office services: Manage the process of planning the allocation of accommodation utilisation and monitor the compliance with Occupational Health and Safety Standards. Manage the interpretation of the property portfolio and influence the internal environment through appropriate accommodation management and utilisation. Oversee waste disposal, cleaning, parking and fleet management services: Manage the development and implementation of transport management guidelines. Ensure the periodical inspection of facilities are accurate, advice and recommend on

preventative maintenance measures needed. Manage the provisioning of overall cleaning services. Ensure safety and compliance of accommodation regulations are in line with the risk management framework. Manage waste disposal and keep a record of the allocation of parking space in the Department. Ensure the proper utilisation and maintenance of departmental vehicles. Oversee the development, maintenance and implementation of the departmental strategies, processes and procedures pertaining to facility management: Manage and monitor the development of Facilities Management Strategy. Manage the development and implementation of relevant processes, procedures and systems to comply with legislative requirements in the resource optimisation environment. Manage the Directorate: Develop the operational plan for the Directorate and ensure its implementation. Allocate and manage resources at functional levels to ensure delivery on set targets for the Directorate. Formulate and identify Policy shortfalls and necessary amendments. Conduct financial planning and account for the allocated budget. Ensure adherence to policy and statutory directives relevant to the functional terrain of the Directorate. Monitor, evaluate and report on the performance of the Directorate.

**ENQUIRIES
APPLICATIONS**

: Ms. DP Barnett Tel No: (012) 748 6013
: Link: [GPW 26/05](#)

POST 38/144

: **DIRECTOR: ICT SECURITY, GOVERNANCE, RISK AND COMPLIANCE
STRATEGY REF NO: GPW 26/06**

**SALARY
CENTRE
REQUIREMENTS**

: R1 317 384 per annum (Level 13), all-inclusive package
: Pretoria
: A Grade 12 plus Degree (equivalent to NQF 7 qualification as recognised by SAQA) in Information Technology /Computer Science/ Business Information. Added Advantage: CCNA, COMPTIA Server+ Certificate COBIT 5, ITIL, IT Service Management certification, Information Security certifications, KING 3 or 4, Project Management, CISSP, CISP, CISA, CRISC, CGEIT, TOGAF. A minimum of 5 years' experience at middle/senior level (Deputy Director) in ICT environment. Valid driver's licence. Knowledge of the basic configuration of the various systems like Transversal Systems (BAS, LOGIS, PERSAL). Sound knowledge and application of the GITO Requirements and Frameworks. Knowledge of the State Information Technology Agency Act 88 of 1998. Knowledge of the government policy framework consultation paper developed by GITO. Sound knowledge of Minimum Information Security Standards (MISS, The position paper on information security ISO 17799 (Information Security framework). Knowledge of the Public Service Regulatory Framework. Understanding of corporate Governance Principles as well as Human Resources legislation and prescripts. Extending working hours are required. Travel will be required.

DUTIES

: Manage the design and implementation plans for infrastructure architecture: Manage the enforcement of infrastructure architecture execution as well as ongoing refinement tasks regarding infrastructure architecture. Manage the evaluation of technology, market trends and industry development on business within the GPW. Manage the identifying of the prospective impact on business within the GPW and the identification of a need to change technical architecture to incorporate infrastructure needs. Manage the safeguarding of information assets by identifying and solving potential and actual security problems: Manage the protection of the IT system by defining access privileges, controlling structures and resources. Manage the implementing of security improvements by assessing the current situation, evaluating trends and anticipating the necessary requirements. Manage the determining of security violations and inefficiencies by conducting periodic IT audits. Manage the upgrading of the system. Manage the building of firewalls into network infrastructures, data centres and constantly monitoring for attacks and intrusions. Manage the process of designing and defining the IT strategy and ICT service(s) continuity: Manage the implementation of corporate governance of ICT. Manage the safeguarding of information assets and information systems by identifying and solving potential and actual security problems. Manage the process to build ICT governance controls. Manage ICT risk and compliance. Manage and align the ICT strategy to the business strategy. Manage the designing and planning the Directorate's objectives and operations to the business continuity plan. Oversee the IT service Support and Operations: Administer the implementation of the ICT incident management

and requests fulfilment. Coordinate the compilation of performance report. Facilitate the acquisition of end-user devices. Manage the standardization of new computers user accounts. Manage the Directorate: Develop the operational plan for the Directorate and ensure its implementation. Allocate and manage resources at functional levels to ensure delivery on set targets for the Directorate. Formulate, identify Policy shortfalls and necessary amendments. Conduct financial planning and account for allocated budget. Ensure adherence to policy and statutory directives relevant to the functional terrain of the Directorate. Monitor, evaluate and report on the performance of the directorate.

ENQUIRIES : Mr Z Gwiba Tel No: (012) 748 6090
APPLICATIONS : Link: [GPW 26/06](#)

OTHER POSTS

POST 38/145 : **DEPUTY DIRECTOR: COSTING AND PRICING REF NO: GPW 26/07**

SALARY : R932 292 per annum (Level 11), all-inclusive package
CENTRE : Pretoria
REQUIREMENTS : A Grade 12 plus Degree (equivalent to NQF level 7 as recognised by SAQA) in Cost and Management Accounting or B Com Finance majored with Costing. A minimum of 3 years' experience at an Assistant Director level in Costing and Pricing/Estimation/Accounting environment. Knowledge of the Public Service Regulatory Framework. Knowledge of the PFMA, Financial Management, National Treasury Regulations, prescripts, cost accounting and business practices. Other: Valid Drivers licence. Knowledge and understanding of public service policies and procedures. Understand the PFMA and Treasury Regulations. Understanding of Public Service Act, Public Service Regulations, Labour Relations Act.

DUTIES : Develop, implement and maintain costing and pricing system. Oversee and gather sourcing and verification of pricing information/data and unit costs. Ensure the creation and maintenance of data accumulation and reporting systems in relation to policies, work in progress, standard cost and selling price: Provide advice to staff members on pricing strategies and ensuring compliance with all rules and regulations relating to the proposal requirements. Maintain accurate information/data in cost and selling prices databases. Offer pricing strategies making cost proposals more competitive and cost efficient. Manage, monitor and report on costing and pricing of materials: Manage cost proposal modifications. Collect cost and pricing data for bids including in-country data, market data for cost line items and provide reports. Develop templates and other proposal forms. Manage/ Conduct work centre rates calculations: Ensure the receipt of GPW budget per cost centre and planning of the recovery rate. Ensure the utilisation of the number of hours available for production against the cost centres . Allocate other indirect and variable cost to cost centres on the absorption key. Manage the total manufacturing cost including indirect cost. Ensure the analysis of performed work and job ticket closure: Manage/ Conduct and analyse the labour utilisation, raw materials consumption, efficiencies and adherence to processes. Close jobs as finished goods at the manufacturing completion. Ensure the delivery of other completed jobs to customers Ensure the analysis of the department's profitability for revenue versa via cost of sales: Ensure the quarterly analysis of standard stock cost versa via selling prices to determine if the department is making profits. Ensure the analysis of the purchase price variance report to update the inventory and standard cost. Provide managerial activities: Monitor and ensure proper utilisation and maintenance of equipment. Evaluate and monitor performance appraisal of subordinates. Ensure capacity building and training of staff. Develop job descriptions for subordinates. Implement workplace discipline. Effective management of sub-ordinates' leaves. Allocate work.

ENQUIRIES : Mr. T Mamorare Tel No: (012) 748 6223
APPLICATIONS : Link: [GPW 26/07](#)

<u>POST 38/146</u>	:	<u>DEPUTY DIRECTOR: MANAGEMENT ACCOUNTING REF NO: GPW 26/08</u>
<u>SALARY</u>	:	R932 292 per annum (Level 11), all-inclusive package
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Grade 12 plus degree (equivalent to NQF level 7 as recognised by SAQA) in Financial Management or Finance. A minimum of 3 years' experience at an Assistant Director level in a financial/accounting environment. Valid Driver's licence. Knowledge of the Public Service Regulatory Framework. Knowledge of the PFMA, Financial Management, National Treasury Regulations, prescripts, cost accounting and business practices. Other: Travelling may be required. Extended working hours may be required. Ability to communicate with all levels of management.
<u>DUTIES</u>	:	Compile monthly/quarterly management account reports: Manage the financial revenue, expenditure, and accounting reporting functions within the GPW. Provide monthly/quarterly feedback to Business units Head and the CEO. Managing the analysing and reporting on income, expenditure, assets and liabilities. Monitor an efficient and effective bookkeeping system and financial control within the GPW. Provide strategic guidance in decision-making on reporting, compliance or regulatory matters. Ensure the development and execution of financial reporting strategies and systems: Analyse financial statements and quarterly reports. Analyse profitability by product line and reporting on it through a sales profitable report. Analyse the consumption rates of printing equipment. Monitor waste disposal levels/ratio. Provide inputs to the annual spending plans aligned to the business plan for the coming year. Review all Directorate policies. Ensure compliance with relevant legislation and directives: Ensure compliance with the PFMA and Treasury Regulations, requirements. Ensure proper responses to audit findings and requests for information. Compile/oversee reporting in terms of the Public Finance Management Act. Oversee/Review compliance reports/certificate. Manage the Sub-directorate: Monitor and ensure proper utilisation and maintenance of equipment. Evaluate and monitor performance appraisal of subordinates. Ensure capacity building and training of staff. Implement workplace discipline. Provide inputs on the development/review of Business plans with clear roles and responsibilities assigned with the resource's requirements identified.
<u>ENQUIRIES</u>	:	Ms. H Ellimdin Tel No: (012) 748 6379
<u>APPLICATIONS</u>	:	Link: GPW 26/08
<u>POST 38/147</u>	:	<u>DEPUTY DIRECTOR: BUSINESS CONTINUITY AND COMPLIANCE REF NO: GPW 26/09</u>
<u>SALARY</u>	:	R932 292 per annum (Level 11), all-inclusive package
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Grade 12 plus Degree (equivalent to NQF level 7 as recognised by SAQA) in Business Administration / Business Management / Risk Management / Business Continuity / Internal Audit / Finance / Law/ ICT / Risk Management. A minimum of 3 years' experience in the Business Continuity Management at an Assistant Director level. Valid Driver's licence will be an added advantage. Understanding of Public Service Act, Public Service Regulations, Labour Relations Act, Skills Development Act. Good Understanding of the PFMA, Financial Framework, Treasury Regulations. Understanding of Good Corporate Governance principles (King III Report). Understanding of all relevant human resources legislative framework, regulations and prescripts.
<u>DUTIES</u>	:	Establish and implement a Business Continuity Management (BCM) process for the GPW: Conduct Business Impact Analysis. Conduct BCM Risk Assessment. Develop BCM policies and strategies, BCM response strategies, BCM test plans and strategies and BCM Tools and guidelines. Facilitate BCM testing, monitoring and reviews. Establish BCM governance structure: Facilitate the establishment of GPW BCM governance structure (e.g. Business Continuity Committee; BCM champions forums, etc.). Develop terms of reference for BCM governance structures. Facilitate and organize BCM committee meetings. Perform BCM secretariat functions. Establish and implement a compliance management process for GPW: Develop and facilitate

the implementation of compliance policy and framework/strategy. Conduct compliance risks management plans. Facilitate the development of GPW compliance universe and compliance calendar. Conduct quarterly compliance reports to management and oversight committees. Develop quarterly compliance reports to management and oversight committees. Embedded sound culture of BCM and compliance within GPW: Conduct BCM training for all GPW personnel, including regions. Conduct compliance training for all GPW personnel including regions. Develop BCM and compliance awareness materials for GPW internal communication. Conduct BCM and compliance culture assessment survey. Manage the Sub-directorate: Monitor and ensure proper utilisation and maintenance of equipment. Evaluate and monitor performance appraisal of subordinates. Ensure capacity building and training of staff. Develop job descriptions for subordinates. Provide inputs to the monthly and quarterly reports sufficient/aligned to Business Plan/APP/Strat Plan. Provide inputs on the development / review of Business plans with clear roles and responsibilities assigned with the resources requirements identified.

ENQUIRIES
APPLICATIONS

: Mr. R Fonzani Tel No: (012) 748 6054
: Link: [GPW 26/09](#)

POST 38/148

: **DEPUTY DIRECTOR: RISK MANAGEMENT REF NO: GPW 26/010**

SALARY
CENTRE
REQUIREMENTS

: R932 292 per annum (Level 11), all-inclusive package
: Pretoria
: A Grade 12 plus Degree (equivalent to NQF level 7 as recognised by SAQA) In Risk Management / Internal Auditing / Finance / Business Management. A minimum of 3 years' experience at an Assistant Director Level in a risk management environment. Drivers Licence will be added advantage. Experience in integrity management will be an added advantage. Understanding of all relevant human resources legislative framework, regulations and prescripts Expert. Understanding of Public Service Act, Public Service Regulations, Expert. Understand the PFMA and Treasury Regulations, Intermediate. Understanding of Good Corporate Governance principles (King Report), Expert.

DUTIES

: Develop and facilitate the implementation of risk management governance documents: Conduct research in best practices, develops and refines risk modelling approaches and methodologies. Develop and monitor the implementation of GPW risk management policy. Develop, implement, and maintain fit-for-purpose risk management strategy/framework for GPW. Develop and roll out risk management annual implementation plans. Liaise with business units to ensure that there is consistency and uniformity in the application of risk management within GPW. Advise management on any risk management-related matters. Conduct risk assessments for GPW: Appoint and support Branch Risk Representatives in the implementation of risk management, risk assessment and risk reporting processes. Conduct environmental scanning and situational analysis and recommend potential risks to management. Facilitate periodic strategic and operational risk assessment, project risks assessments, fraud risk assessments and regional risk assessments. Draft strategic risk register, branch operational risk registers, project risk registers and regional risk registers. Ensure the development of business and project risk mitigating strategies by the risk owners and risk sponsors and report the status thereof. Embed the sound culture of Risk management within GPW: Conduct risk management training for all GPW personnel, including all regions. Develop risk management awareness materials for GPW internal communication. Represent the directorate at management and other government forums. Monitor quality, risk, standards and practices against prescribed frameworks. Conduct risk reporting and monitoring: Develop a monthly risk management progress report to management committees. Perform secretariat functions for the risk committee. Conduct quarterly monitoring of risk action plans for the strategic risk register, branch operational risk registers as well as regional risk registers. Liaise with Internal and External auditors for risk management-related audit queries. Manage the Sub-directorate: Monitor and ensure proper utilisation and

maintenance of equipment. Evaluate and monitor performance appraisal of subordinates. Ensure capacity building and training of staff. Develop job descriptions for subordinates. Implement workplace discipline. Effective management of sub-ordinates' leaves.

ENQUIRIES
APPLICATIONS

: Mr. R Fonzani Tel No: (012) 748 6054
: Link: [GPW 26/010](#)

DEPARTMENT OF HEALTH

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

<u>APPLICATIONS</u>	:	The Director-General, National Department of Health, Private Bag X399, Pretoria, 0001. Hand delivered application may be submitted at Reception (Brown Application Box), Dr AB Xuma Building, 1112 Voortrekker Rd, Pretoria Townlands 351-JR or should be forwarded to recruitment@health.gov.za quoting the reference number on the subject e-mail.
<u>FOR ATTENTION</u>	:	Ms M Shitiba
<u>CLOSING DATE</u>	:	09 November 2026
<u>NOTE</u>	:	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) candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment batteries. Assessment for core competencies outlined in the SMS Handbook shall be conducted within one month of the appointment of candidate. Applications should be submitted on the new Z83 form obtainable from any Public Service department and should be accompanied by a CV only (previous experience must be comprehensively detailed). The Z83 must be fully completed (in line with DPSA Practice note), failure to comply will automatically disqualify the applicant. Applicants are not required to submit copies of qualification and other relevant documents on application. Certified copies of qualifications and other relevant documents will be requested prior to the final selection phase. Applications should be on one PDF format (If emailed). Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). Please note by responding to the advertisement, you consent to the collection, processing, and storing of your Personal Information in accordance with the Protection of Personal Information Act (POPIA) Your information will be used solely for the purpose of this promotion and will not be shared with third parties without prior consent unless required by law. The Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications.

MANAGEMENT ECHELON

<u>POST 38/149</u>	:	<u>DIRECTOR: FORENSIC MENTAL HEALTH REF NO: NDOH 82/2026</u> Chief Directorate: Non-Communicable Diseases, (12 Months Contract Post)
<u>SALARY</u>	:	R1 317 384 per annum, (an all-inclusive remuneration package), (basic salary consist of 70% of total package, the State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion]. The flexible portion of the package can be structured according to the Senior Management Service guidelines.
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Grade 12 certificate and an appropriate NQF 7 in Mental Health Related Profession (Medicine, Psychiatric Nursing, Psychology, Occupational Therapy or Social Work) as recognised by SAQA. Registration with a relevant statutory council as a Mental Health Practitioner. Postgraduate qualification in Psychiatry

or another relevant mental health specification will be an advantage. At least five (5) years' experience in middle/senior managerial level in the field involved with forensic mental health. Demonstrable experience in forensic psychiatry/mental health including care, treatment and rehabilitation of State patients and mentally ill prisoners as outlined in the Mental Health Act No 17 of 2002. Evaluation/assessments relating to section 77, 78 and 79 Criminal Procedure Act No 51 of 1977 (as amended), section 11 of the Child Justice Act No 75 of 2008. Implementation of Sexual Offences Act. Knowledge in health legislation and health policies, health systems as well as of Clinical Mental Health/psychiatry/psychology, forensic mental health and research. Good communication (verbal and written), facilitation and people management, financial management, leadership, planning and organization, problem solving, human resource management and computer skills (MS Office package). A valid driver's license. SMS pre-entry Certificate is required for appointment finalization.

<u>DUTIES</u>	:	Process, monitor and ensure compliance of the department with the legislative mandates emanating from the Mental Health Care Act, Criminal Procedure Act, Child Justice Act, and Sexual Offences Act. Develop legislation, policies, guidelines and programmes on forensic mental health services. Develop training programme for psychiatrists and clinical psychologists on the implementation of the legal mandates emanating from the Criminal Procedure and Child Justice Act. Ensure adequate appropriate infrastructure for forensic mental health services. Develop and seek approval for the proposal on a project for increasing beds for mental observations in psychiatric hospitals. Consult provinces on the number of beds required for mental observations in designated psychiatric hospital. Maintain and update information management systems on forensic mental health. Keep and update information management systems for State patients on movements to and from designated psychiatric hospitals. Facilitate intersectoral, interdepartmental and intradepartmental collaboration on issues pertaining to forensic mental health. Serve in the Director-General's Child Justice Committee and the Development Committee (DevComm) of the Criminal Justice system led by the Department of Justice and Constitutional Development. Participate in the Human Rights Commission on issues pertaining to the human rights of involuntarily detained persons.
<u>ENQUIRIES</u>	:	Ms CM Mongale Tel No: (012) 395 8044

OTHER POSTS

<u>POST 38/150</u>	:	<u>DEPUTY DIRECTOR: SPECIALIST ANALYST - KNOWLEDGE MANAGEMENT REF NO: NDOH 83/2026</u> Chief Directorate: Digital Health Systems
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<u>SALARY</u>	:	R932 292 per annum, (an all-inclusive remuneration package), (basic salary consists of 70% or 75% of total package, salary package will be structured according to Middle Management Service guidelines.
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<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Bachelor of Science Degree (NQF 7) as recognised by SAQA in any of the following scientific fields: Information Science and/or Data Science. Health Economic Sciences or Public Health Research Sciences, Knowledge and Information Management Sciences. At least three (3) years' experience at an ASD level or equivalent level in public health research and analytics in the public, private or academic sectors. Proven experience in implementing knowledge-sharing platforms and repositories, managing digital libraries, and digital document management and facilitating communities of practice and learning networks. Facilitate multi-stakeholder knowledge-exchange initiatives, coordinate stakeholder consultations and engagement activities. Support partnerships for knowledge generation and dissemination. Promote collaboration across digital health ecosystems as well as knowledge of Management Service Delivery Innovation (SDI). Proven experience in managing health-related data and analytics is an added advantage. Good strategic capability and leadership, problem-solving and analysis, client orientation and customer focus, people management and empowerment, programme and project management, financial and change management, resilience and assertiveness, communication (written and verbal), and ethical behaviour skills. Ability to work independently and within a diverse multidisciplinary team. A valid driver's licence.

<u>DUTIES</u>	:	Establish and maintain an effective knowledge management framework that supports the digital health units' objectives. Develop and implement the digital health unit's knowledge management strategy. Establish knowledge management standards and procedures. Define knowledge governance structures and roles. Preserve institutional knowledge and critical information assets. Capture tacit and explicit knowledge from projects, programs, and subject matter experts. Develop and maintain knowledge repositories. Promote a culture of knowledge exchange within the digital health unit and other clusters within the NDoH. Facilitate communities of practice and learning networks. Organise knowledge-sharing events, webinars, and workshops. Develop collaboration platforms and knowledge-sharing tools. Ensure effective management of digital knowledge platforms and resources. Manage knowledge management systems, portals, and repositories. Maintain content taxonomy, metadata, and classification standards. Transform evidence and research into actionable knowledge for decision-making. Synthesise research findings, policy documents, and technical reports. Develop evidence briefs, summaries, and knowledge products. Support dissemination of research outcomes. Foster collaboration and knowledge exchange with internal and external stakeholders. Build relationships with healthcare, academic, research, and technology partners. Facilitate multi-stakeholder knowledge exchange initiatives as well as coordinate stakeholder consultations and engagement activities.
<u>ENQUIRIES</u>	:	Ms Elbie Vosloo at: Elbie.Vosloo@health.gov.za
<u>POST 38/151</u>	:	<u>DEPUTY DIRECTOR: BUSINESS PROCESS ANALYST REF NO: NDOH 84/2026</u> Chief Directorate: Digital Health Information Systems
<u>SALARY</u>	:	R932 292 per annum, (basic salary consists of 70% or 75% of total package, salary package will be structured according to Middle Management Service guidelines.
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Grade 12 certificate and an appropriate Bachelor's Degree (NQF 7) in Information Systems/ Business Analytisis / Business Process Management/ Informatics or Computer Science as recognised by SAQA. At least three (3) years' experience at Assistant Director or equivalent level in business Analysis, Business Process Management, business process improvement or system analysis. Proven Experience in requirements elicitation, analysis and documentation; business process modelling and re-engineering; functional requirements; user stories; acceptance criteria; business use cases and process flows. Knowledge and application of recognised Business Analysis frameworks and practices such as BABOK. Relevant Business Analysis certification will be advantageous. Knowledge of business process improvement methodologies and an understanding of Agile delivery, systems development and Enterprise Architecture principles. Experience with SQL and BI reporting will be advantageous. Basic understanding of the health sector, with knowledge of the South African Digital Health and NHI environment being advantageous. Good communication (verbal and written). Proven stakeholder engagement, facilitation, analytical, problem-solving, communication and people management skills. Basic understanding of the health sector, with knowledge of the South African Digital Health and NHI environment being advantageous. Knowledge of applicable public-sector legislation and governance requirements. A valid driver's license.
<u>DUTIES</u>	:	Lead the development, analysis, optimisation and standardisation of business processes to support digital health transformation. Develop and implement the Business Process Management (BPM) strategy, framework, methodologies and standards for Digital Health systems. Ensure digital health solutions are aligned with business needs and support effective service delivery. Oversee the development and quality assurance of Business Requirements Specifications, Functional Requirements Specifications, user stories and acceptance criteria. Provide governance and stakeholder leadership to ensure compliance with departmental and digital health standards. Establish and monitor compliance with Business Analysis standards, Digital Health governance frameworks, Enterprise Architecture and departmental policies. Manage the business process analysis function and drive continuous improvement. Develop operational plans, monitor performance indicators and report on programme performance and progress to the Director. Provide

		leadership in the identification, management and monitoring of risks and audit matters. Develop, implement and monitor the Directorate's risk management plan and risk register.
<u>ENQUIRIES</u>	:	Mr S Jali Tel No: (012) 395 8068
<u>POST 38/152</u>	:	<u>ASSISTANT DIRECTOR: ENVIRONMENTAL HEALTH REF NO: DOH 85/2026</u> Chief Directorate: Environmental Health and Communicable Diseases
<u>SALARY</u>	:	R664 410 per annum, as per OSD.
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An NQF level 6 qualification in Environmental Health and Registration with Health Professions Council of South Africa (HPCSA) as an Environmental Health Practitioner. An NFQ 7 qualification in Environmental Health will be an advantage. Registration with HPCSA as an Environmental Health Practitioner and in good standing. At least five (5) years' appropriate experience after registration with HPCSA, of which three years must be appropriate experience in Management (i.e. Chief Environmental Practitioner or equivalent). Knowledge of related legislation applicable to port health and environmental health, policy development, port health matters, project and stakeholder management as well as knowledge of International Health Regulations, 2005. Good communication (verbal and written), research/analysis, planning, organizing, report writing, presentation, problem solving and computer (MS Office package) skills. Must be willing to work overtime and travel extensively. A valid driver's license.
<u>DUTIES</u>	:	Provide support in the development and revision of Port Health policies, legislation, norms and standards, guidelines and strategies. Conduct stakeholder engagements and consultations on developed policy documentation. Assist in undertaking Socio Economic Impact Assessment processes, where applicable. Assist in conducting capacity building on developed regulations, guidelines and norms and standards. Support the provision of technical support to Points of Entry. Identify and coordinate capacity building to strengthen the provision of port health services. Develop training manuals, schedule and assist in conducting training on the various legislation and norms and standards. Provide technical support for the implementation of policies, legislation, norms and standards and guidelines. Provide support on the issuance of human remains import and export permits. Support PoE in strengthening emergency preparedness and response activities. Support compliance with Port Health Services with domestic and international requirements. Provide technical support to Points of Entry to facilitate compliance with domestic and international requirements. Participate in cross border projects and initiatives to strengthen cross border coordination and collaboration. Support stakeholder engagements and representation in Committees on Port Health matters. Map and engage with relevant stakeholders on matters relating to environmental and port health. Actively participate in National coordination structures and other key collaborative structures to ensure prioritization of port health issues and reports. Coordinate and participate in awareness raising campaigns in observance of environmental health and other health calendar days. Provide inputs or comments on documents related to environmental health matters.
<u>ENQUIRIES</u>	:	Ms P Masilela Tel No: (012) 395 8520
<u>POST 38/153</u>	:	<u>ASSISTANT DIRECTOR: ENVIRONMENTAL HEALTH REF NO: DOH 86/2026</u> Chief Directorate: Environmental Health and Communicable Diseases
<u>SALARY</u>	:	R664 410 per annum, as per OSD.
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An NQF level 6 qualification in Environmental Health and Registration with Health Professions Council of South Africa (HPCSA) as an Environmental Health Practitioner. An NFQ 7 qualification in Environmental Health will be an advantage. Registration with HPCSA as an Environmental Health Practitioner and in good standing. At least five (5) years' appropriate experience after registration with HPCSA, of which three years must be appropriate experience in Management (i.e. Chief Environmental Practitioner or equivalent). Knowledge of South African environment and health related legislation applicable to environmental health, policy making processes of monitoring and

	evaluation systems. Good communication (verbal and written), research/analysis, planning, organizing, administrative, project and financial management and computer (MS Office package) skills. Must be willing to work overtime and travel extensively. A valid driver's license.
<u>DUTIES</u>	: Develop environmental health related policies, guidelines, plans, norms and standards and procedures. Ensure the development of strategies and guidelines Food Control, Management of the disposal of the Dead and Prevention of Communicable Diseases. Provide capacity to provinces and municipalities on related existing and newly promulgated legislation and norms and standards and on implementation of surveillance of premises, food control, management of the disposal of the dead and environmental health surveillance programmes. Participate in intergovernmental activities to ensure integration and consideration of human health aspects in other government sectors' policies, plans and programmes. Collaborate with relevant stakeholders on matters relating to the programmes. Provide technical support to and capacitate provinces and municipalities on implementation of the national policies. Monitor and evaluate the implementation of environmental and municipal health services. Coordination of environmental health events management and disaster management activities and programs implemented by provinces and municipalities.
<u>ENQUIRIES</u>	: Mr D Nkuna Tel No: (012) 395 9732
<u>POST 38/154</u>	: <u>SECRETARY REF NO: NDOH 87/2026</u> Directorate: Hospital Facilities Planning
<u>SALARY</u>	: R237 453 per annum, (plus competitive benefits)
<u>CENTRE</u>	: Pretoria
<u>REQUIREMENTS</u>	: A Grade 12 (NQF 4) with typing as a subject or related training course / qualification that will enable the person to perform the work satisfactorily. Knowledge and experience in general office and provisioning administration. Knowledge and experience in Microsoft office and knowledge of departmental procedures regarding finances and budgeting. Good telephone etiquette, computer literacy, organisational and planning, high level of reliability and good communication (written and verbal) skills. Ability to act with tact and discretion.
<u>DUTIES</u>	: Provides a secretarial/ receptionist support service manager: Receives and screen telephones calls, receive visitors and refer enquiries to the appropriate officials. Manages the Manager's diary, appointments, meetings and arrangements, including coordinating venues and virtual meetings. Arrange and coordinate meetings, workshops, stakeholder engagements, including agendas, meeting packs, minutes and action registers where required. Receive, records, distribute and track correspondence, submissions, memoranda and other official documents. Provides a clerical support in the preparation, formatting, filing, copying and distribution of letters, reports, submissions and presentations. Maintains effective electronic and physical filing systems, registers and records, ensuring that information is secure, confidential and readily accessible. Liaise with travel agencies and relevant officials to arrange official travel and accommodation and verifies travel documentation and arrangements. Assist with travel claims, office resource and other administrative and logistical arrangements as required. Coordinates communication and follows up on outstanding matters, information, documentation and actions on behalf of the Manager. Provides administrative support to the Directorate in dealing with internal and external stakeholders, including provincial departments and other government institutions. Remains up to date with and applies relevant Public Service and departmental legislation, prescripts, policies, procedures and guidelines applicable to the work environment.
<u>ENQUIRIES</u>	: Mr Exley Louters Tel No: (012) 395 9629

DEPARTMENT OF HIGHER EDUCATION AND TRAINING
(East Cape Midlands TVET College)
(False Bay TVET College)

OTHER POSTS

<u>POST 38/155</u>	:	<u>ASSISTANT DIRECTOR: CURRICULUM IMPLEMENTATION (SHORT SKILLS PROGRAMS, SPECIAL PROJECTS AND DATA MANAGEMENT)</u> <u>REF NO: EMC/1/20/26</u>
<u>SALARY</u>	:	R605 742 – R713 535 per annum (Level 10)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	National Senior Certificate/Grade 12/ plus a recognised Degree/Diploma in Education. A minimum of seven (7) years of working experience in the TVET sector of which at least three (3) years should be at managerial level. Must be registered with SACE. Computer Literacy (MS Word, Excel, PowerPoint, Access & Outlook) and must also have a valid Driver's License. Working experience in Data Management or TVETMIS. Competencies: Knowledge of PSETA and CET Act, Knowledge of Teaching and Learning, Knowledge of the Skills Development Act, Public Service Regulations and Public Service Act, and the Labour Relations Act, Knowledge of the Public TVET sector and its regulatory and legislative framework, Knowledge and understanding of the Higher Education sector, Knowledge of Education Act. Skills: Administrative, Report writing, Communication and interpersonal, Problem solving, Computer literacy, Analytical, client-oriented, project management, Team leadership. Planning and organizing. Report writing, Communication and interpersonal, Problem solving, Computer literacy, Analytical, Client-oriented, Project management, Team leadership, and people management.
<u>DUTIES</u>	:	Plan, manage, and monitor the implementation short skills occupational programs, learnerships and special programs, ensuring all administrative functions related to ongoing programmes are efficiently managed. Conduct regular monitoring of programme progress, including site visits where necessary, to ensure effective delivery. Establish and sustain strategic partnerships with both the public and private sectors to secure funding for learnerships and short skills programmes and facilitate work placements for learners requiring practical experience. Manage SETA funding. Drive programme accreditation applications with all relevant SETAs/ QCTO, aligning these with industry needs and community demands as identified through Skills Audits of the respective Municipalities. Ensure the coordinated and consistent delivery of occupational qualifications across all college delivery sites. Oversee the development of project plans, including milestones, resource requirements and timeframes. Compile the project budgets and manage all related expenditure. Oversee the sectional budget, managing payments to training providers, facilitators, and learner stipends, as well as procurement of stationery, PPE, and work equipment. Proactively identify and manage risks that could impact the smooth running of the unit, such as learner dropouts linked to stipend delays, and ensure timely submission of monthly reports and quarterly reports to maintain transparency and accountability. Oversee the management of TVETMIS, including data capturing, validation and extradition of College data. Compile college reports based on TVETMIS data. Manage human, physical and financial resources effectively and efficiently.
<u>ENQUIRIES</u>	:	Mr A Mahamba/Ms N Thompson Tel No: (041) 996 1800
<u>APPLICATIONS</u>	:	Email address: asdc20@emcol.co.za
<u>NOTE</u>	:	To Apply: Applications must be submitted on completed latest Z83 form. A detailed comprehensive CV is required. Certified copies of the required documents as per the advert specification will be requested from shortlisted candidates only on or before the day of the interview. Failure to submit completed latest Z83 form and detailed comprehensive CV will result in the application not being 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. Selection panels shall score both technical exercises as an additional criterion in the interview process. Recommended candidates will be subjected to a personnel suitability check (criminal record, citizenship, financial record

checks, verification of qualification and previous employment verification). Late applications will not be accepted. Applicants who have not been informed about the outcome of their applications within 3 months after the advert closing date may regard their application as being unsuccessful. The employer is an equal opportunity and reserves the right not to appoint. The decision of employment in terms of employment equity will be determined by the employment equity targets of the Department/College. People with disabilities are encouraged to apply. All Applications must be submitted through email addresses per position and ensure that it is 1 attachment.

<u>CLOSING DATE</u>	:	06 November 2026 at 14H00
<u>POST 38/156</u>	:	<u>ASSISTANT DIRECTOR: CURRICULUM IMPLEMENTATION SERVICES</u> <u>REF NO: ASD/CIS/12/10/2026</u>
<u>SALARY</u>	:	R605 742 per annum (Level 10)
<u>CENTRE</u>	:	False Bay TVET College, Westlake Campus
<u>REQUIREMENTS</u>	:	Grade 12/ Matric. Recognized National Diploma (NQF 6) in Education or related qualification. Minimum three to five years Teaching experience Minimum three years Supervisory experience, SACE registration / provisional, Computer literacy in MS Office (Word, Excel, and Power Point), A valid driver's License Competencies: Knowledge of PSET and CET Act., Knowledge of Teaching and Learning, Knowledge of Skills Development Act, Public Service Regulations and Public Service Act, Labour Relations Act, Knowledge of the Public TVET sector and its regulatory and legislative framework, Knowledge and understanding of Higher Education sector. Knowledge of Education Act.
<u>DUTIES</u>	:	Lead and manage the Online Learning department and staff to support the college strategic plan. Preparation for academic year/semester or trimester, Coordinate and implement the academic year plan and assessment plan, ensuring that all resources, equipment and consumables needed are in place at the start of the academic year. Coordinate orientation of students at the start of each academic year/semester/trimester, Coordinate recruitment and career guidance support. Strategically set up academic targets. Coordinate pre-assessment, moderate and post-assessment moderation, Monitor the quality of teaching and learning through on-line classroom visits, Report writing on target results, quarterly, Plan and implement academic intervention and develop intervention plan, ensure compliance with all policies and processes around teaching and learning, initiate disciplinary action as and when required. Oversee Curriculum Management and Administration, Oversee Academic Management Services, Ensure the provision of guidance for the improvement of curriculum content and delivery based on engagement with public and private industry stakeholders, Manage the content development of the online platform. Provide Learning materials. Management of all Human, Financial and other resources of the unit.
<u>ENQUIRIES</u>	:	S Baboo Tel No: (021) 787 0800
<u>APPLICATIONS</u>	:	Apply online at https://falsebayz83.ngnscan.co.za/
<u>NOTE</u>	:	False Bay Technical and Vocational Education and Training (TVET) College is inviting applications from suitably qualified candidates to fill the following vacancies Applicants are not required to submit any copies of qualifications and other relevant documents on application but must submit a fully signed Z83 form and detailed Curriculum Vitae. Certified copies of qualifications and other relevant documents will be submitted by shortlisted candidates. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other will be integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process.

<u>CLOSING DATE</u>	:	06 November 2026. Applications received after the closing date will not be considered.
<u>POST 38/157</u>	:	<u>ASSISTANT DIRECTOR: CURRICULUM IMPLEMENTATION (NCV, OCCUPATIONAL REF NO: EMC/1/21/26</u> Qualifications and Accreditations)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R605 742 – R713 535 per annum (Level 10) Head Office National Senior Certificate/Grade 12/ plus a recognised Degree/Diploma in Education. A minimum of seven (7) years of working experience in the TVET sector of which at least three (3) years should be at managerial level. Must be registered with SACE. Computer Literacy (MS Word, Excel, PowerPoint, Access & Outlook) and must also have a valid Driver's License. Competencies: Knowledge of PSETA and CET Act, Knowledge of Teaching and Learning, Knowledge of Skills development Act, Public service Regulations and Public Service Act, and labour relations Act, Knowledge of the Public TVET sector and its regulatory and legislative framework, Knowledge and understanding of the Higher Education sector, Knowledge of Education Act. Skills: Planning and organizing, financial management, Report writing, Communication and interpersonal, Problem solving, Computer literacy, Analytical, Client oriented, Project management, Team leadership, Planning and organizing, People management.
<u>DUTIES</u>	:	Oversee the development, implementation, and monitoring of academic and curriculum policies to ensure alignment with national directives. Support the introduction of new programmes, qualifications, and revisions to the National Curriculum (Vocational), and coordinate policy updates with SAQA accordingly. Manage the review and implementation of ICASS guidelines for all assessments, including the development of classroom management policies to enhance curriculum delivery. Monitor and evaluate the conduct of assessments across all programmes and provide comprehensive reports to college executive management and relevant oversight bodies. Ensure the coordinated and consistent delivery of the curriculum across all college delivery sites, promoting best-practice teaching in collaboration with campus managers. Provide academic management services by offering ongoing support to lecturing staff, planning for quality teaching and learning, assisting with student admissions, and ensuring enrolment targets are met. Facilitate access to career guidance to support students in making informed programme selections. Guide the improvement of curriculum content and delivery through active engagement with public and private industry stakeholders. Analyse academic results, develop intervention plans for critical subjects, and coordinate classroom visits to support ICASS and ISAT compliance. Oversee the provision of appropriate learning materials by coordinating development activities, identifying material and resource requirements, and managing the dissemination of learning tools. Effectively manage all human, financial, and physical resources allocated to the unit to ensure optimal academic performance and service delivery.
<u>ENQUIRIES APPLICATIONS NOTE</u>	:	Mr A Mahamba/Ms N Thompson Tel No: (041) 996 1800 Email address: asdcur21@emcol.co.za To Apply: Applications must be submitted on completed latest Z83 form. A detailed comprehensive CV is required. Certified copies of the required documents as per the advert specification will be requested from shortlisted candidates only on or before the day of the interview. Failure to submit completed latest Z83 form and detailed comprehensive CV will result in the application not being 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. Selection panels shall score both technical exercises as an additional criterion in the interview process. Recommended candidates will be subjected to a personnel suitability check (criminal record, citizenship, financial record checks, verification of qualification and previous employment verification). Late applications will not be accepted. Applicants who have not been informed about the outcome of their applications within 3 months after the advert closing date may regard their application as being unsuccessful. The employer is an equal opportunity and reserves the right not to appoint. The decision of employment in terms of employment equity will be determined by the employment equity

		targets of the Department/College. People with disabilities are encouraged to apply. All Applications must be submitted through email addresses per position and ensure that it is 1 attachment.
<u>CLOSING DATE</u>	:	06 November 2026 at 14H00
<u>POST 38/158</u>	:	<u>ASSISTANT DIRECTOR: ICT REF NO: EMC/1/22/26</u>
<u>SALARY</u>	:	R487 197 – R573 897 per annum (Level 09)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	Grade 12 certificate and NQF 6 qualification in Information Technology / Computer Sciences. ITIL certificate and ICT Governance and Ethics will be an advantage. Certification in CAN, CNE, MCITP, A+, N+, Networking+, Security+, Mobility+, CISA, CISM, CRISK, CGEIT as well as Microsoft certifications like MOS, MSCA Desktop will be an added advantage. At least three (3) years' experience at a supervisory level in Information Technology environment and must also have a valid Driver's License. Competencies: Experience in supporting transversal applications e.g. BAS, PERSAL, Logis, Safety web and Firewall as well as in ICT policy, process, procedure and standard development, Microsoft environment, open source and directory authentication systems and services. Knowledge of procedure and process for installing, configuring, upgrading, troubleshooting and repairing applicable software, hardware and peripherals such as printers and related hardware. Monitoring the LAN's and WAN's. Knowledge of the OSI model as well as Government Transversal Systems and Financial Systems. Good communication (verbal and written), technical, interpersonal, problem solving and organizing skills. Ability to work under pressure and in a team as well as able to travel when required. Skills: Planning and organizing, financial management, Report writing, Communication and interpersonal, Problem solving, Computer literacy, Analytical, Client oriented, Project management, Team leadership, Planning and organizing, People management.
<u>DUTIES</u>	:	Manage, maintain, and ensure the availability of communication systems. Provide ICT service support for the computer software and applications, computer hardware, computer networks (Wide Area Network (WAN), and Local Area Networks (LAN), Virtual Private Network (VPN), Multi-Protocol Label Switching (MPLS). Management and support for the Transversal Systems (Application software, connectivity, computer client software). Manage, monitor and report on ICT service support and delivery. Ensure ICT service requests and incidents are reported, addressed and resolved as per the service standards. Ensure contractors deliver service correctly. Manage resources, ICT risks and audit queries. Manage staff performance in line with PMDS, including performance agreements and reviews. Establish contingency plans with backup resources for ICT service support and delivery. Assistance in the planning and research of ICT policy. Development, review, and documentation of ICT policies, processes, procedures, and standards. Development and implementation of network capacity management plans. Management and maintenance of physical security systems. Develop strategy for NdoH Datacentre and physical environment controls as well as implement server environment controls in alignment to audit requirements and governance control and good practice. Manage customer relations. Liaise with users and work groups on their needs, questions, requests and problems with regard to network services. Investigate current computers and compare with new trends and ensure current technology is capable.
<u>ENQUIRIES</u>	:	Mr A Mahamba/Ms N Thompson Tel No: (041) 996 1800
<u>APPLICATIONS</u>	:	Email address: asdict22@emcol.co.za
<u>NOTE</u>	:	To Apply: Applications must be submitted on completed latest Z83 form. A detailed comprehensive CV is required. Certified copies of the required documents as per the advert specification will be requested from shortlisted candidates only on or before the day of the interview. Failure to submit completed latest Z83 form and detailed comprehensive CV will result in the application not being 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. Selection panels shall score both technical exercises as an additional criterion in the interview process. Recommended candidates will be subjected to a personnel suitability check (criminal record, citizenship, financial record checks, verification of qualification and previous employment verification). Late

applications will not be accepted. Applicants who have not been informed about the outcome of their applications within 3 months after the advert closing date may regard their application as being unsuccessful. The employer is an equal opportunity and reserves the right not to appoint. The decision of employment in terms of employment equity will be determined by the employment equity targets of the Department/College. People with disabilities are encouraged to apply. All Applications must be submitted through email addresses per position and ensure that it is 1 attachment.

<u>CLOSING DATE</u>	:	06 November 2026 at 14H00
<u>POST 38/159</u>	:	<u>ASSISTANT DIRECTOR: FACILITIES AND RECORDS MANAGEMENT REF NO: EMC/1/23/26</u>
<u>SALARY</u>	:	R487 197 – R573 897 per annum (Level 09)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	National Senior Certificate/ Grade 12/ Standard 10 or NCV Level 4. Recognised three (3) year National Diploma (NQF 6) /Degree in Building Management / Safety Management / Construction Management or related qualification. 3 to 5 years' experience in Facilities Management, SHERQ and OHS environment. Minimum of three (3) years supervisory experience. Must also be in possession of a valid Driver's License. Competencies: 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 and Safety Act 85 of 1993 and related regulations. Skills: Planning and organising, Report writing, financial management, Client oriented, project management, people management, computer literacy, communication and interpersonal, problem solving, client service.
<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. Perform any other duty related to the post.
<u>ENQUIRIES</u>	:	Mr A Mahamba/Ms N Thompson Tel No: (041) 996 1800
<u>APPLICATIONS</u>	:	Email address: asdfm23@emcol.co.za
<u>NOTE</u>	:	To Apply: Applications must be submitted on completed latest Z83 form. A detailed comprehensive CV is required. Certified copies of the required documents as per the advert specification will be requested from shortlisted candidates only on or before the day of the interview. Failure to submit completed latest Z83 form and detailed comprehensive CV will result in the application not being 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. Selection panels shall score both technical exercises as an additional criterion in the interview process. Recommended candidates will be subjected to a personnel suitability check (criminal record, citizenship, financial record checks, verification of qualification and previous employment verification). Late applications will not be accepted. Applicants who have not been informed about the outcome of their applications within 3 months after the advert closing date may regard their application as being unsuccessful. The employer is an equal opportunity and reserves the right not to appoint. The decision of employment in terms of employment equity will be determined by the employment equity targets of the Department/College. People with disabilities are encouraged to apply. All Applications must be submitted through email addresses per position and ensure that it is 1 attachment.
<u>CLOSING DATE</u>	:	06 November 2026 at 14H00
<u>POST 38/160</u>	:	<u>ASSISTANT DIRECTOR: MANAGEMENT ACCOUNTING REF NO: ASD/MA/CO/12/10/2026</u>
<u>SALARY</u>	:	R487 197 per annum (Level 09)
<u>CENTRE</u>	:	False Bay TVET College, Central Office
<u>REQUIREMENTS</u>	:	Grade 12/ Matric. Recognized National Diploma (NQF6) in Financial Management or related qualification, 3-5 years' experience in Financial Management environment with supervisory experience, Proficient in Microsoft Office, Knowledge of PSET and CET Act, Knowledge and understanding

DUTIES

PFMA, Knowledge and understanding Treasury Regulations. Knowledge of Skills Development Act, Public Service Regulations and Public Service Act, Labour Relations Act. Knowledge of the National Student Financial Act Scheme and related legislation, Knowledge and financial management systems, Valid driver's license. Competencies: Knowledge of PSET and CET Act., Knowledge and understanding PFMA, Knowledge and understanding Treasury Regulations, Knowledge of Skills Development Act, Public Service Regulations and Public Service Act Labour Relations Act.

: Planning -Coordinate, review, analyze and quality assure the financial supporting information for planning purposes, Coordinate and review the necessary financial supporting documents required for the strategic and annual performance planning process. Analyze and quality assures the relevant financial information required in the evaluation and development of business and project plans. Check and verify the supporting information for various financial planning processes. Budgeting -Coordinate, review, analyze and quality assure the budget, preparation process. Coordinate the preparation and consultation for the MTEF budget process. Analyze, interpret and implement the treasury guideline for the estimates of national expenditure (ENE) , Develop template for the collection of budget information from line functionaries. Align budget statements with the annual performance plan, strategic plan national and provincial spending priorities. Analyze and interpret the requirements for the monthly cash flow and adjusted cash flow as prescribed by Treasury and recommend corrective action where required. Undertake the planning and supervise the preparation and consultation process in the implementation of the adjustments estimates process. Assess where shifting of funds/virements is required and possible by reviewing expenditure against budget and make recommendations. Supervise the recording of adjustments and provide feedback to the relevant components. Provide information for the preparation of the annual financial statements. Monitor that all shifts/virements are included in the adjusted budget. Analyze requests for rollovers and make recommendations in compliance with prescripts (including funds committed but not spent) Reporting Coordinate, review, analyze and quality assure the management accounting reporting processes., Evaluate information on monthly reports produced (variance between actual versus budgeted expenditure) and recommended appropriate actions where necessary. Monitor that all shifts/virements are included in the In Year Monitoring Report., Provide advice and guidance to role players on the use of forecasting methods and tools. Compile information for the interim and annual performance reports. Manage the operational processes, resources and procedures, associated with the management accounting functions. Develop and review departmental policies and procedures applicable to management accounting (planning and budgeting). Allocate duties to personnel, monitoring outcomes and instituting the necessary corrective measures to address deviations from standards. Determine workflow requirements. Monitor performance of employees and determine training needs. Control leave and related personnel matters, applying laid down. Human Resources procedures.

ENQUIRIES **APPLICATIONS** **NOTE**

: S Baboo Tel No: (021) 787 0800
: Apply online at <https://falsebayz83.ngnscan.co.za/>
: False Bay Technical and Vocational Education and Training (TVET) College is inviting applications from suitably qualified candidates to fill the following vacancies Applicants are not required to submit any copies of qualifications and other relevant documents on application but must submit a fully signed Z83 form and detailed Curriculum Vitae. Certified copies of qualifications and other relevant documents will be submitted by shortlisted candidates. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on

		the post's technical and generic requirements and the other will be integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process.
<u>CLOSING DATE</u>	:	06 November 2026. Applications received after the closing date will not be considered.
<u>POST 38/161</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: OFFICE OF THE PRINCIPAL REF NO: EMC1/24/26</u>
<u>SALARY</u>	:	R413 001 – R486 501 per annum (Level 08), plus benefits
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	Grade 12 Certificate. Recognised National Diploma in Public Administration / Business Management / Office Management (NQF Level 6) or equivalent qualification. 3-5 years in Public Administration environment. Valid Driver's License will be an added advantage. Competencies: Knowledge and understanding of Public Administration. Knowledge of the relevant legislation, policies, prescripts and procedures. Basic knowledge of Financial Administration. Skills: Administrative; Planning and organizing; Financial management; Report writing; Communication and interpersonal; Problem solving; Computer literacy; Analytical. Client oriented. Project management. Team leadership. Planning and organizing. People management.
<u>DUTIES</u>	:	Draft all letters, submissions and memorandums. Preparing supporting documents for meetings, receive and distribution of stationery to the relevant officials. Receive and consolidate monthly reports. Assist in co-ordinate of college inputs for annual, quarterly, monthly reports, and cash flow statements. Assisting in the establishment and implementation of effective records and document management systems in the office of the Principal. Coordinate all logistical arrangements for travelling and meetings etc. Processing of claims for travelling and meetings etc. Arrange all meetings, proceedings and activities of the above structures. Compile agenda, minutes, reports and other records of the above structures. Distribution of relevant documents for meetings of above structures. Assist in keeping a register of resolutions and supporting all relevant Council Members / Managers / Officials through continuous correspondence to remind them of what needs to be done. Safekeeping of approved minutes are signed off and safely kept. Assist in coordinating operational and strategic planning process. Assist in coordinate and compile strategic and operational plans. Assist in facilitating the development and implementation of service delivery improvement plans and initiatives. Assist in coordinating and compiling institutional performance and strategic reports. Assist in conducting an assessment on college effectiveness and efficiency in supporting the attainment of service delivery objectives.
<u>ENQUIRIES</u>	:	Mr A Mahamba/Ms N Thompson Tel No: (041) 996 1800
<u>APPLICATIONS</u>	:	Email Address: adminotp24@emcol.co.za
<u>NOTE</u>	:	To Apply: Applications must be submitted on completed latest Z83 form. A detailed comprehensive CV is required. Certified copies of the required documents as per the advert specification will be requested from shortlisted candidates only on or before the day of the interview. Failure to submit completed latest Z83 form and detailed comprehensive CV will result in the application not being 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. Selection panels shall score both technical exercises as an additional criterion in the interview process. Recommended candidates will be subjected to a personnel suitability check (criminal record, citizenship, financial record checks, verification of qualification and previous employment verification). Late applications will not be accepted. Applicants who have not been informed about the outcome of their applications within 3 months after the advert closing date may regard their application as being unsuccessful. The employer is an equal opportunity and reserves the right not to appoint. The decision of employment in terms of employment equity will be determined by the employment equity targets of the Department/College. People with disabilities are encouraged to apply. All Applications must be submitted through email addresses per position and ensure that it is 1 attachment.
<u>CLOSING DATE</u>	:	06 November 2026 at 14H00

<u>POST 38/162</u>	:	<u>SENIOR BURSARY OFFICER REF NO: EMC1/25/26</u>
<u>SALARY</u>	:	R413 001 – R486 501 per annum (Level 08), Plus benefits
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	Matric or equivalent plus a recognized National Diploma or Degree in Financial Management/Accounting or any other relevant qualification. A valid driver's license will be an added advantage. Must be proficient in MS-Excel. 3-5 years relevant work experience in Bursary / Financial aid services. Valid Driver's License will be an added advantage. Competencies: Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics; Knowledge of basic financial operating systems (Coltech, etc.) Essential knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Basic knowledge of the Public Service financial legislations, procedures and Treasury Regulations (PFMA, NSFAS guidelines and Financial Management practices). Skills: Planning and organizing; Computer skills; Language; Good verbal and written communication; Basic numeracy skills; Ability to perform routine tasks; Ability to operate office equipment; Flexibility; Interpersonal Relations; Accuracy; Aptitudes of figures.
<u>DUTIES</u>	:	Maintain a database of all student applications in terms of Department of Higher Education and Training and NSFAS requirements. Maintain a database of all student applications in terms of college bursary requirements. Log and submit all applications and ensure all required information are attached to the application. monitor bursary and other awards in conjunction in relation to finance portfolio and college procedure. Coordinate bursary allocations. Ensure administration of bursaries are in line with NSFAS guidelines, funder MOU/SLA and policies. Review application for financial Aid. Analyze NSFAS provisionally funded students. Authorize disbursement of funds. Report on all bursary and financial aid allocations and progress. Management of human, physical and financial resources.
<u>ENQUIRIES</u>	:	Mr A Mahamba/Ms N Thompson Tel No: (041) 996 1800
<u>APPLICATIONS</u>	:	Email Address: sbo25@emcol.co.za
<u>NOTE</u>	:	To Apply: Applications must be submitted on completed latest Z83 form. A detailed comprehensive CV is required. Certified copies of the required documents as per the advert specification will be requested from shortlisted candidates only on or before the day of the interview. Failure to submit completed latest Z83 form and detailed comprehensive CV will result in the application not being 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. Selection panels shall score both technical exercises as an additional criterion in the interview process. Recommended candidates will be subjected to a personnel suitability check (criminal record, citizenship, financial record checks, verification of qualification and previous employment verification). Late applications will not be accepted. Applicants who have not been informed about the outcome of their applications within 3 months after the advert closing date may regard their application as being unsuccessful. The employer is an equal opportunity and reserves the right not to appoint. The decision of employment in terms of employment equity will be determined by the employment equity targets of the Department/College. People with disabilities are encouraged to apply. All Applications must be submitted through email addresses per position and ensure that it is 1 attachment.
<u>CLOSING DATE</u>	:	06 November 2026 at 14H00
<u>POST 38/163</u>	:	<u>ICT TECHNICIAN REF NO: EMC1/26/26</u>
<u>SALARY</u>	:	R338 106 – R398 277 per annum (Level 07), plus benefits
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	Grade 12/Matric. National Diploma in Information Technology (IT) / Computer Science or equivalent. At least 2-3 years' experience in IT environment, Software and hardware support (Windows Microsoft). Industry Training. A+, N+, IT Fundamentals ITF+, Server+, Security+, CCNA, Microsoft Certified Professional. Industry certificates or diplomas in routers, switches, access points, telephone systems, security systems, access control systems, and camera systems. ITIL Foundation. Valid driver's licence. Competencies: Advanced ICT Hardware and Software repairs, maintenance, and networking.

	Advanced ICT software application installation & configuration. ICT Server Administration. ICT equipment networking, configuration, & maintenance. Data Backup Processes, Software and Equipment. Disaster Management Equipment and Software. Advanced ICT Hardware and Software troubleshooting. Collaboration and Teamwork. User Training and Knowledge Sharing. ICT Inventory Management. Firewalls, routers, switches, and access points. Telephone equipment. Security system equipment. Camera system equipment. Access control equipment. ICT Help Desk Operation and Management Skills: Problem-solving skills and attention to detail; Proficient Communication Skills; Good interpersonal skills and attention to details; Ability to prioritize; Ability to interpret ICT challenges of the stakeholders; Ability to interact with service providers; Effective Time Management.
<u>DUTIES</u>	: Performing complex ICT equipment configuration, installation, repair, and replacement. Performing complex ICT equipment and server maintenance, administration, and network configurations. Troubleshooting complex ICT hardware, software, and network issues. Collaboration with Level 1 technicians to resolve end-user ICT support requests. Share technical knowledge and best practices with Level 1 technicians to foster knowledge- sharing. Working closely with Level 3 technicians to escalate and resolve challenging ICT support requests. Maintaining end-user information to ensure data integrity and data security. Maintaining information management systems such as database to ensure integrity and security of data.
<u>ENQUIRIES</u>	: Mr A Mahamba/Ms N Thompson Tel No: (041) 996 1800
<u>APPLICATIONS</u>	: Email Address: icttech26@emcol.co.za
<u>NOTE</u>	: To Apply: Applications must be submitted on completed latest Z83 form. A detailed comprehensive CV is required. Certified copies of the required documents as per the advert specification will be requested from shortlisted candidates only on or before the day of the interview. Failure to submit completed latest Z83 form and detailed comprehensive CV will result in the application not being 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. Selection panels shall score both technical exercises as an additional criterion in the interview process. Recommended candidates will be subjected to a personnel suitability check (criminal record, citizenship, financial record checks, verification of qualification and previous employment verification). Late applications will not be accepted. Applicants who have not been informed about the outcome of their applications within 3 months after the advert closing date may regard their application as being unsuccessful. The employer is an equal opportunity and reserves the right not to appoint. The decision of employment in terms of employment equity will be determined by the employment equity targets of the Department/College. People with disabilities are encouraged to apply. All Applications must be submitted through email addresses per position and ensure that it is 1 attachment.
<u>CLOSING DATE</u>	: 06 November 2026 at 14H00
<u>POST 38/164</u>	: <u>STATE ACCOUNTANT: MANAGEMENT ACCOUNTANT (PROJECTS) REF NO: EMC1/27/26</u>
<u>SALARY</u>	: R338 106 – R398 277 per annum (Level 07), Plus benefits
<u>CENTRE</u>	: Head Office
<u>REQUIREMENTS</u>	: Matric or equivalent plus a recognized National Diploma in Cost management Accounting/ Project Management / Financial Management Degree or equivalent qualification. 2-3 years' experience in project management environment. Valid Driver's License will be an added advantage. Competencies: Knowledge and understanding of project management and budgeting. Coordination of meetings. PSET and CET Act. Public Service prescripts and DHET Policies. Industrial operation. Identification of opportunities in the market and Labour Market. Opportunity linkages with industries. Skills: Excellent Communication (oral and written); Networking; Negotiation; Research; Interpersonal; Planning; Organising; Computer; Promotion; Placement.
<u>DUTIES</u>	: Conduct project related costing investigations and compile project budget and cash. Control Project Accounts. Prepare costing tables for project. Provide support in the management project budget and cash flow sheet. Analyze project expenditure against project budget and project milestones. Receive,

evaluate and process request for procurement of consumables/goods of projects. Provide support in the management of funding Grant for projects. Monitor the in-time availability of funds as per MOU/SLA. Match data to different ledger accounts and verify account postings. Provide support in the processing of stipends. Reconciliation of project income and expenditure. Monitor and assist in project expenditure, SLA, Income, Invoicing, Reporting, Close-out reports. Human resource planning and management of project team. Identifying potential partners and networks to benefit and support exiting students. Conduct monitoring and evaluation for WILL and WBE. Project time management.

ENQUIRIES : Mr A Mahamba/Ms N Thompson Tel No: (041) 996 1800
APPLICATIONS : Email Address: fap27@emcol.co.za

POST 38/165 : **PROVISIONING OFFICER REF NO: EMC1/28/26**

SALARY : R338 106 – R398 277 per annum (Level 07), Plus benefits
CENTRE : Head Office
REQUIREMENTS : Matric or equivalent plus a recognized National Diploma / Degree in Supply Chain Management/ Logistics/Public Management (NQF level 6). 2 - 3 years' experience in supply chain management or relevant environment. Valid Driver's License will be an added advantage. Competencies: Basic knowledge of supply chain policies, procedures and practices. Basic Knowledge and understanding of PFMA, Treasury regulations and applicable SCM prescripts. Knowledge of demand and acquisition will be added advantage. Knowledge and understating of legislative framework governing the Public Services. Knowledge of procedures in terms of the working environment. Knowledge of Coltech. Knowledge of Department of Higher Education mandate. Skills: Planning and organizing; Report writing; Communication and interpersonal; Flexibility; Computer literacy; Customer care services; Teamwork.

DUTIES : Serve as a secretariat to the Bid Evaluation Committee and Bid Adjudication Committee (includes obtaining approval). Assist in the compilation of bid documents and submit specifications to the Bid Committee and finance department for budget purposes. Prepare tender adverts and receive submissions of expressions of interest. Receive and open bid documents. Arrange and coordinate tender briefing sessions and prepare attendance registers. Compile a database of approved suppliers. Source quotations from database according to the threshold values determined by the National Treasury. Source quotations from accredited suppliers through College database. Provide review of quotations, specifications and all documents supplied by the supplier to comply with the prescribed requirements. Arrange and coordinate briefing sessions where necessary. Implement procurement policies in line with relevant prescripts and legislation. Generate purchase orders, submissions for approval and submission of purchase orders to the relevant parties. Aid in the receipt of goods and services through the MIS and submission to Finance department. Assist in the provision of an effective Contract Management service to the College. Maintain proper relationship with suppliers within the code of ethics to ensure delivery of goods/services. Provide logistical and disposal service. Provide asset management service to the College.

ENQUIRIES : Mr A Mahamba/Ms N Thompson Tel No: (041) 996 1800
APPLICATIONS : Email Address: fpo28@emcol.co.za

POST 38/166 : **FACILITIES OFFICER REF NO: EMC1/29/26**

SALARY : R338 106 – R 398 277 per annum (Level 07), Plus benefits
CENTRE : Head Office
REQUIREMENTS : Matric or equivalent plus a recognized National Diploma in Facilities Management / related engineering qualification (NQF6). Valid driver's license. OHS certificate and Project management will be an added advantage. 2-5 years' experience in physical facilities management and security management environment or related field. A valid Driver's License. Competencies: Knowledge of property evaluation methodology. Knowledge of lease agreement negotiations and BBBE procedure. Knowledge of OHSAS 18001 and of project Management. Knowledge of Treasury and PFMA Regulations. Knowledge of vehicle maintenance and services procedures. Knowledge of building maintenance. Knowledge and understating of legislative framework governing the Public Services. Monitoring and evaluation. Knowledge of

		Department of Higher Education mandate. Knowledge of OHSA and fire codes Skills: Planning and organizing; Communication (Good verbal and written); Computer Literacy; Conflict management skills; Customer care services; Report writing; Strong pro-active management skills; Budgeting skills.
<u>DUTIES</u>	:	Assist in compilation of maintenance plan for all college physical resources. Coordinate maintenance projects undertaken by internal employees as well as contractors. Keep the inventory of all buildings and equipment. Monitor the optimal utilization of facilities, including the rental of College buildings and facilities. Assist in Identifying the need for new buildings and facilities. Assist in performing regular schedule building inspection. Provide advice and guidance to the campus manager building maintenance. Draft code of conduct for residence occupants. Develop and implement policy regarding effective residence management of the college. Assist in the Implementation of policy regarding security, health and safety matters. Provision of advice and guidance on the appointment of security contractors. Provision of administrative services on the appointment of security contractors. Provide advice and guidance to campus manager regarding security and safety matters. Assist with the compliance of health and safety standards Render effective support on the development and implementation of policy regarding the management of residences of the college. Render support on the development and a residence management system. Develop a code of conduct residence occupants. Provide advice and guidance to staff at residences. Assist in discipline compliance of all residence students and residence staff. Assist in the Compilation of maintenance plan regarding machinery, tools and equipment. Assist in ensuring the implementation of the maintenance plan in line with college policy guidelines. Monitor and maintain the machinery, tools and equipment of the college. Make recommendations regarding the purchase of new machinery, tools and equipment. Compile maintenance plan regarding building and terrain. Keep inventory of all buildings and equipment. Control maintenance projects undertaken by own staff as well as by contracts. Management of human, physical and financial resources: Render staff Management.
<u>ENQUIRIES</u>	:	Mr A Mahamba/Ms N Thompson Tel No: (041) 996 1800
<u>APPLICATIONS</u>	:	Email Address: facoff29@emcol.co.za
<u>POST 38/167</u>	:	<u>SHEQ OFFICER REF NO: EMC1/30/26</u>
<u>SALARY</u>	:	R338 106 – R398 277 per annum (Level 07), Plus benefits
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	Matric or equivalent plus a recognized three (3) year National Diploma (NQF 6) in Building Management/Safety. Management/ Construction Management or related qualification. 2-3 years in Facilities Management, SHERQ and OHS environment. Fire marshal and a First aid certificate will and added advantage. Must also be in possession of a valid Driver's License. Competencies: 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 and Safety Act 85 of 1993 and related Regulations. Knowledge of COIDA. Knowledge of incident reporting processes and procedures. Skills: Operating of fire extinguisher; Marketing research skills; Internet usage skills; Planning and organizing; Financial management; Report writing; Communication and interpersonal; Problem solving; Computer literacy; Analytical; Client oriented; Project management; Team leadership; Planning and organizing; People management.
<u>DUTIES</u>	:	Provide assistance in the coordination, implementation and monitoring of compliance on SHERQ programmes. Coordinate the establishment of OHS committee. Coordinate OHS-related training and continuous educational programmes. Participate in identification of hazards and risks at the workplace and assist in initiating appropriate actions. Implement and monitor SHERQ management system
<u>ENQUIRIES</u>	:	Mr A Mahamba/Ms N Thompson Tel No: (041) 996 1800
<u>APPLICATIONS</u>	:	Email Address: sheq30@emcol.co.za
<u>POST 38/168</u>	:	<u>HUMAN RESOURCES CLERK REF NO: EMC1/31/26 (X3 POSTS)</u>
<u>SALARY</u>	:	R237 453 – R279 708 per annum (Level 05), Plus benefits
<u>CENTRE</u>	:	Head Office

<u>REQUIREMENTS</u>	:	Grade 12 Certificate. Appropriate National Diploma (NQF 6) in Human Resource Management, Public Management, Labour Relations, or equivalent qualification will be an added advantage. Driver's License will be an added advantage. 1-2 years' experience in Human Resource Management. Competencies: Knowledge of HRM processes and practices; Knowledge of PERSAL; Personnel Administration Standards and CORE; Public Service Regulations and PFMA; Public Service Act; POPI Act; Knowledge of Recruitment, Training and PMDS procedures and processes; Knowledge of Labour Relations Act and understanding of bargaining process and dispute resolutions; Basic knowledge of Health and Wellness policies, processes and systems; Knowledge and understanding of the TVET Administration; Knowledge and understanding of the Higher Education sector. Skills: Human Resource Administration and Development; Investigations and negotiations; Administrative; Planning and organizing; Financial management; Report writing; Communication and interpersonal; Problem solving; Computer literacy; Analytical; Client oriented; People management; Presentation skills.
<u>DUTIES</u>	:	Capture Pension, Housing Allowance and Long Service benefits etc. in accordance with the Regulator's Conditions of Service Policy; Capture all signed contract of employment forms on salary levels 2 to 8 on a database. Assist in processing employee leave and maintaining staff files (employment contracts, details, leave forms etc.); Receive and process all termination paperwork and terminate employees as and when required; Assist with enquiries relating to the Pension Fund and Medical Aid. File and safe keep Human Resource Records in line with the Records Management Systems. Source and consolidate records required for auditing purposes. Render support in the provision of recruitment and selection services; Capture applications, handle responses and short-listing processes. Provide logistical and secretariat support during shortlisting/ interviews (arrangements of interviews such as dates, venues, and invitations to candidates). Compile appointment letters and receive assumption of duty letters from the appointable candidate. Conduct reference check for successful candidates. Provide administrative support on Labour Relations matters in the College. Gather evidence to assist with the investigation of grievances, disputes, misconduct etc. Capture grievances, disputes, misconduct cases on PERSAL. Provide assistance in the implementation of collective bargaining council resolutions. Provide logistical and secretariat services during bilateral and multilateral meetings, disciplinary hearings etc. Assist in the distribution and filing of attendance register for each strike day. Assist in the implementation of Performance Management Development System, Integrated Quality Management System and coordinate training for college staff. Render administrative support in the implement of PMDS and IQMS for College staff. Provide assistance with the completion of PMDS and IQMS documents. Collate and capture Half Yearly and Annual PMDS and IQMS Assessments for College staff. Capture PMDS and IQMS scores on PERSAL and update the database. Coordinate the delivery of external and in-house training as and when requested. Render logistical support in the arrangement of external and internal trainings. Assist in the recruitment and selection of interns and learners. Receive and capture bursary application. Capture and maintain databases for all PMDS, IQMS and Training matters. Assist with the provision of Employee Health and Wellness services in the College. Coordinate Employee Health and Wellness events for the College (Wellness days, Sports Tournaments etc.). Coordinate and communicate bereavement about College staff and their spouses and families.
<u>ENQUIRIES</u>	:	Mr A Mahamba/Ms N Thompson Tel No: (041) 996 1800
<u>APPLICATIONS</u>	:	Email Address: hrc31@emcol.co.za
<u>POST 38/169</u>	:	<u>HUMAN RESOURCES CLERK (EMPLOYEE HEALTH AND WELLNESS)</u> <u>REF NO: EMC1/33/26</u>
<u>SALARY</u>	:	R237 453 – R279 708 per annum (Level 05), Plus benefits
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	Grade 12 Certificate. Appropriate National Diploma (NQF 6) in Human Resource Management, Public Management, Labour Relations, or equivalent qualification will be an added advantage. Driver's License will be an added advantage. 1-2 years' experience in Human Resource Management. Competencies: Knowledge of HRM processes and practices; Knowledge of PERSAL; Personnel Administration Standards and CORE; Public Service

	Regulations and PFMA; Public Service Act; POPI Act; Knowledge of Recruitment, Training and PMDS procedures and processes; Knowledge of Labour Relations Act and understanding of bargaining process and dispute resolutions; Basic knowledge of Health and Wellness policies, processes and systems; Knowledge and understanding of the TVET Administration; Knowledge and understanding of the Higher Education sector. Skills: Human Resource Administration and Development; Investigations and negotiations; Administrative; Planning and organizing; Financial management; Report writing; Communication and interpersonal; Problem solving; Computer literacy; Analytical; Client oriented; People management; Presentation skills.
<u>DUITES</u>	: Assist with the provision of Employee Health and Wellness services in the College. Coordinate Employee Health and Wellness events for the College (Wellness days, Sports Tournaments etc.). Coordinate and communicate bereavement about College staff and their spouses and families. Provide administrative support services; Create a database of clients with respect to contact information, line of business and other information. Attend to general correspondence and prepare document packs for meetings. Ensure correct classification of documents and safekeeping of documents. Advice on compliance with procurement policy and coordinate all the administrative work and related functions. Keep a message system updated / forward information and take minutes. Organize meetings, strategic / business planning sessions, etc. Make appointments and keep diary updated (inform the Wellness Officer of appointments, ensure no overlaps occur, reschedule appointments when necessary). Organise travel arrangements (accommodation, car, etc.) and handle claims, petty cash etc. Keep circulars and relevant policies updated (HR policies, Finance policies and supply chain policies etc). Provide project support services in the Employee Health and Wellness Office; Keep a database of all projects. Assist with co-ordination of project reports. Coordinate inputs and prepare presentations for meetings. Assist the office to compile presentations. Render any other technical assistance required at project meetings. Provide secretariat support at meetings. Manage the flow of information and documents in the Labour Relations office. Perform document tracking for all correspondence and memorandums. Acknowledge receipt, apply file number allocation, record data into computer system, and file appropriately. Draft memos as and when instructed. Ensure distribution of documents to other functionaries. Ensure safe keeping of all documentation in the office in line with the relevant policies. Ensure / coordinate fast and efficient handling of other documentation, meeting of deadlines for documents (determine priority and follow up). File manually and electronically. Render assistance to other units. Provide support in the procurement of Employee Health and Wellness office needs.
<u>ENQUIRIES</u>	: Mr A Mahamba/Ms N Thompson Tel No: (041) 996 1800
<u>APPLICATIONS</u>	: Email Address: hrc33@emcol.co.za
<u>POST 38/170</u>	: <u>FINANCE CLERK REF NO: EMC1/33/26 (X2 POSTS)</u>
<u>SALARY</u>	: R237 453 - R279 708 per annum (Level 05), Plus benefits
<u>CENTRE</u>	: Head Office
<u>REQUIREMENTS</u>	: A grade 12 certificate plus National Diploma in Financial Management / Financial Accounting or any other relevant qualification. 1-2 years' experience financial management environment. Competencies: Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Basic knowledge of the Public Service financial legislations, procedures and treasury regulations (PFMA, PSA, PSR, PPPFA, Financial Manual). Knowledge of basic financial operating systems (Coltech, Sage etc) Skills: Computer skills; Planning and organizing; Good verbal and written communication; Basic numeracy skills; Ability to perform routine tasks; Ability to operate office equipment; Flexibility; Interpersonal Relations; Accuracy; Aptitudes of figures.
<u>DUTIES</u>	: Receive invoices. Check invoices for correctness, verification and approval (internal control). Process invoices (e.g. capture payments). Filing of all documents. Perform salary administration support services. Receive salary advice. Process advice (e.g. check advice for all correctness, capture salaries, bonuses, salary adjustments, capture all deductions etc.). File all documents. Capture all financial transactions. Clear suspense accounts. Record debtors and creditors. Process electronic banking transactions. Compile journals. Collect information from budget holders. Compare expenditure against budget.

		Identify variances. Capture, allocate virements on budgets. Distribute documents regarding the budget. File all documents. Receive and capture payments.
<u>ENQUIRIES</u>	:	Mr A Mahamba/Ms N Thompson Tel No: (041) 996 1800
<u>APPLICATIONS</u>	:	Email Address: finc33@emcol.co.za
<u>POST 38/171</u>	:	<u>SUPPLY CHAIN CLERK REF NO: EMC1/34/26</u>
<u>SALARY</u>	:	R237 453 - R279 708 per annum (Level 05), Plus benefits
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	Matric certificate plus a recognised national diploma in Financial Management / Management assistant / Supply chain Management or any other relevant qualifications. Knowledge of basic financial operating systems (Coltech etc.). 1 -2 years' experience in supply chain required. Competencies: Basic knowledge of supply chain policies, procedures and practices. Basic Knowledge and understanding of PFMA, Treasury regulations and applicable SCM prescripts. Knowledge of demand and acquisition will be added advantage. Knowledge and understating of legislative framework governing the Public Services. Knowledge of procedures in terms of the working environment. Knowledge of Coltech. Knowledge of Department of Higher Education mandate. Skills: Planning and organizing; Communication (Good verbal and written); Computer Literacy; Flexibility; Customer care services; Report writing.
<u>DUTIES</u>	:	Render Supply Chain Management clerical and administrative support. Update and maintain supplier (Including contractors) database. Register suppliers on Coltech. Request and receive quotations. Capture specification on the electronic purchasing system. Process purchase orders. Issue and receive quotations. Provide secretariat or logistical support during the bid consideration and contracts conclusion process. Compile draft documents as required. Place orders. Receive and verify goods from suppliers. Capture goods in registers databases. Receive request for goods from end users. Issue goods to end users. Maintain goods register
<u>ENQUIRIES</u>	:	Mr A Mahamba/Ms N Thompson Tel No: (041) 996 1800
<u>APPLICATIONS</u>	:	Email address: scm34@emcol.co.za
<u>POST 38/172</u>	:	<u>BURSARY CLERK REF NO: EMC1/35/26</u>
<u>SALARY</u>	:	R237 453 - R279 708 per annum (Level 05), Plus benefits
<u>CENTRE</u>	:	Grahamstown Campus
<u>REQUIREMENTS</u>	:	Grade 12 plus a recognised national diploma in Financial Management / Accounting or any other relevant qualification. 1-2 years in Bursary / Financial aid / Financial environment. Competencies: Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Basic knowledge of the Public Service financial legislations, procedures and Treasury Regulations (PFMA, PSA, PSR, PPPFA, Financial Manual). Knowledge of basic financial operating systems (Coltech etc.) Skills: Computer skills; Planning and organizing; Good verbal and written communication; Basic numeracy skills; Ability to perform routine tasks; Ability to operate office equipment; Flexibility; Interpersonal Relations; Accuracy; Aptitudes of figures.
<u>DUTIES</u>	:	Assist with the coordination of bursary application processes. Assist with coordinating and monitoring of financial aid processes. Analyse NSFAS provisionally funded students. Assist with the coordination of bursary allocations. Assist with the coordination of providing feedback to students relating to the progress of the bursary process as communicated by NSFAS. Assist in reporting on all bursary allocations and progress.
<u>ENQUIRIES</u>	:	Mr A Mahamba/Ms N Thompson Tel No: (041) 996 1800
<u>APPLICATIONS</u>	:	Email address: bcgraham35@emcol.co.za
<u>POST 38/173</u>	:	<u>BURSARY CLERK REF NO: EMC1/36/26</u>
<u>SALARY</u>	:	R237 453 - R279 708 per annum (Level 05), Plus benefits
<u>CENTRE</u>	:	High Street Campus
<u>REQUIREMENTS</u>	:	Grade 12 plus a recognised national diploma in Financial Management / Accounting or any other relevant qualification. 1-2 years in Bursary / Financial aid / Financial environment. Competencies: Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Basic knowledge of the Public Service financial

legislations, procedures and Treasury Regulations (PFMA, PSA, PSR, PPPFA, Financial Manual). Knowledge of basic financial operating systems (Coltech etc.) Skills: Computer skills; Planning and organizing; Good verbal and written communication; Basic numeracy skills; Ability to perform routine tasks; Ability to operate office equipment; Flexibility; Interpersonal Relations; Accuracy; Aptitudes of figures.

DUTIES

: Assist with the coordination of bursary application processes. Assist with coordinating and monitoring of financial aid processes. Analyse NSFAS provisionally funded students. Assist with the coordination of bursary allocations. Assist with the coordination of providing feedback to students relating to the progress of the bursary process as communicated by NSFAS. Assist in reporting on all bursary allocations and progress.

ENQUIRIES

: Mr A Mahamba/Ms N Thompson Tel No: (041) 996 1800

APPLICATIONS

: Email address: bchs36@emcol.co.za

INDEPENDENT POLICE INVESTIGATIVE DIRECTORATE

The Independent Police Investigative Directorate's (IPID) intention is to promote representatively in terms of race, gender and disability within the Department through the filling of posts. Candidates, whose appointment/promotion/transfer will promote the achievement of gender equity within the IPID, will receive preference.

CLOSING DATE

: 06 November 2026

NOTE

: Applicants are not required to submit copies of qualifications and other relevant documents on applications but must submit Z83 and a detailed Curriculum Vitae. Applications quoting the correct reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using the incorrect application form (old Z83) will not be considered. Each application for employment form must be fully completed, signed and initialled by the applicant. Failure to sign this form may lead to disqualification of the application during the selection process. A recently updated, comprehensive CV as well as a fully completed and initialled new signed Z83 (Section A, B, C & D are compulsory and section E, F and G are not compulsory if CV it is attached). However, the question related to conditions that prevent re-appointment under Part-F must be answered. Non-RSA Citizens/Permanent Resident Permit Should you be in possession of a foreign qualification; it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) (only when shortlisted). 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, candidates will undergo psychometric assessments to assess cognitive capabilities, behavioral preferences, emotional intelligence and integrity. Furthermore, the requirements for appointment at Senior Management Service level include the successful completion of Senior Management Pre-entry Programme as endorsed by the National School of Government. Applicants should indicate on their CV's that they have registered or they have completed the Pre-entry Certificate, which can be accessed using the following link: <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme>. No appointment will take place without the successful completion of the pre-entry certificate and submission of proof thereof. Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Due to the large number of applications we envisage to receive, applications will not be acknowledged, if you have not been contacted within three (3) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Correspondence will be limited to short-listed candidates only. Therefore, only shortlisted candidate for the post will be required to submit the documents on or before the date of the interview. The successful candidate will have to undergo security vetting. His / her character should be beyond reproach. The appointment is subject to security clearance, verification of qualifications and competency assessment (criminal record, citizenship, credit record checks, qualification verification and employment verification). Applicants must declare any pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered during / after the interview took place, the application will not be considered and in the unlikely event, that the person has been appointed such appointment will be terminated. The successful candidate will be appointed subject to positive results of the security vetting process. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with. The successful candidates will be appointed on a probation period of 12 months and will be required to sign a performance agreement. The suitable candidate will be selected with the intention of promoting representivity and achieving affirmative action targets as contemplated in the Department's Employment Equity Plan. The Independent Police Investigative Directorate reserves the right to fill or not fill the bellow-mentioned posts.

MANAGEMENT ECHELON

<u>POST 38/174</u>	:	<u>DIRECTOR: SECURITY & FACILITIES MANAGEMENT REF NO: Q9/2026/54</u>
<u>SALARY</u>	:	R1 317 384 per annum, (all-inclusive package)
<u>CENTRE</u>	:	National Office: Pretoria
<u>REQUIREMENTS</u>	:	An Undergraduate qualification (NQF7) in Safety, Physical Security/ Security/ Vetting Management and any related fields. as recognized by SAQA. 5 years of experience at a middle/senior managerial level in Safety / Physical security and security vetting management environment. Driver's license. Knowledge Requirements: Thorough knowledge of security in the following fields is recommended: Physical security, Personnel security, documents security, Communication and investigations security. Knowledge of applicable legislation and legal mandate (MISS, National Strategic Intelligence Act, National Vetting Strategy, etc.). Able to observe human behaviour and interpret the behaviour. Vetting investigation training. Voice stress analysis or polygraph testing. Financial Management training. Skills and Competencies: Strategic capability and Leadership. Good communication Skills. Financial management skills. Change management skills. Client orientation and customer focus. Problem solving and analytical skills. Service delivery innovation.
<u>DUTIES</u>	:	Ensure physical and personnel security in the Department: Ensure the enforcement of physical security and access control. Ensure proper safeguarding of departmental assets. Establish and maintain security registers and other records. Ensure the development and management of a contingency security plan. Manage the implementation of security operating measures (e.g. access control, key control, facilitate threats and risk assessment for the employees of the department, etc.) as well as investigations on security breaches. Ensure information security management in the department: Ensure that document safety systems are developed. Ensure the monitoring and coordination communication of security matters. Ensure compliance with relevant security prescripts such as MISS, Protection of Information Act, etc. Ensure that information security awareness is promoted in the department. Manage the vetting in the department: Ensure vetting filed work investigation is done. Ensure that liaison with SSA (State Security Agency) for the evaluation and issuing of clearance certificates. Ensure that uniform standards for security clearance levels are developed e.g. conduct regular workshops on the application process for security clearance. Manage the team responsible for the provision of security and work management services. Manage the provision of a conducive working environment in terms of the Occupational Health and Safety Act. Manage and ensure effective and efficient of financial, human and physical resources of the Directorate in line with applicable legislation: Ensure development and reporting on the operational plan for the unit. Ensure that identification and development of strategic and operational risks and response plan of the unit. Ensure that people management is effective. Ensure that inputs to the annual report, interim and annual financial statements are provided. Ensure participation in Management Committees of the Department. ensure and oversee effective governance and compliance pertaining to security and work environment management. Ensure overall compliance with SCM prescripts and reporting requirements. Communication with internal/external stakeholders as well as colleagues. Ensure that response letters, email status reports, presentations, memos and submissions are provided. Ensure formal presentations and facilitate discussions at relevant committees/forums are done. Ensure that advise on procedural and related technical matters in respect of security matters and vetting strategies and policies to ensure compliance with regulations provided. Manage the provision of infrastructure maintenance, refreshment and refectory, cleaning and transport services.
<u>ENQUIRIES</u>	:	Ms. NC Netsianda Tel No: (012) 399 0039
<u>APPLICATIONS</u>	:	Independent Police Investigative Directorate, National Office Private Bag X941, Pretoria, 0001 or hand deliver to Benstra Building, 473 Stanza Bopape & Church Street, Arcadia, Pretoria, or email Recruitment10@ipid.gov.za (Please indicate the post name and reference number on the subject line) when applying through e-mail.
<u>FOR ATTENTION</u>	:	Mr. DS Baloyi Tel No: (012) 399 0202
<u>NOTE</u>	:	Employment Equity Target: Women are encouraged to apply

<u>POST 38/175</u>	:	<u>DIRECTOR: RISK AND INTEGRITY STRENGTHENING REF NO: Q9/2026/55</u>
<u>SALARY</u>	:	R1 317 384 per annum, (all-inclusive package)
<u>CENTRE</u>	:	National Office: Pretoria
<u>REQUIREMENTS</u>	:	An Undergraduate qualification (NQF7) as recognized by SAQA in Risk Management/ Internal Auditing/ Economics/ Accounting. Registration with IRMSA or Institute of Internal Auditors (SA). 5 years of experience at a middle/senior managerial level in risk and integrity management environment. A valid driver's license. Knowledge Requirements: Sound working knowledge of the legislative requirements relating to Enterprise Risk Management. Good understanding of integrated Risk Management principles and practices such as: Corporate Governance (King IV); Public Sector Risk Management Framework; Public Finance Management Act; Public Service Regulations; COSO ERM Framework; ISO 31 000 Frameworks; Code of Ethics and their incorporation into various business processes; Fraud and Risk Assessment Methodologies and the Public Service Code of Conduct. Knowledge of the ISO 22301 Framework; the ISO 22313 Framework; the Good Practice Guideline on Business Continuity Management, and the Treasury and Public Service Regulations. Skills and Competencies: Strong leadership skills. Good communication skills. Conflict Management skills. Computer literacy language skills. Analytical skills. Strategic capability and Leadership. Good communication Skills. Financial management skills. Change management skills. Client orientation and customer focus. Problem solving and analytical skills. Service delivery innovation.
<u>DUTIES</u>	:	Manage the development of risk management strategies, systems (methodologies, models and tools etc.), policies and annual risk management plan. Manage, implement, review and improve the risk management framework: Ensure studies and analysis are undertaken to identify risks to establish the internal and external organisational context. Manage the facilitation and advice on the risk management assessment process. Manage, monitor and review the identified risk response activities. Ensure departmental risk profile is developed (ensure that the risk register is maintained). Ensure reports are compiled as required. Manage the institutionalization of risk management: Manage the risk management philosophy and ensure the culture is embedded in the organization. Manage the capacity development (inform, guide and advise employees on risk management matters). Ensure governance and compliance with Oversight Committee(s) resolutions and policy directives/regulations. Ensure effective Enterprise Risk Management and conduct strategic and operational risk assessments. Establish and implement Compliance Frameworks: Manage the organisational compliance framework, compliance universe, and compliance risk. Ensure the development and implementation of Risk and Compliance Policies and Procedures in line with IPID's mandate. Manage the provision of advice on good corporate governance initiatives. Ensure the review of the application of processes and procedures to facilitate the maintenance of good corporate governance. Ensure submission of financial disclosures by IPID employees. Ensure compliance to Sec 30 of PSA in terms of other remunerative work. Ensure promotion to ethical culture and maintaining organisational integrity. Monitor IPID compliance levels with laws and regulations. Development of combined assurance model. Manage and implement the anti-corruption, fraud prevention and ethics management in line with relevant legislation, policies and regulations. Manage the implementation of Business Continuity. Establish a Business Continuity Management (BCM): Establish a Business Continuity Management (BCM) framework and policy that includes crisis management strategy and plans. Test and maintain the Business Continuity Plans. Provide support to the Executive on Business Continuity Strategies. Conduct Business Impact Analysis. Management of resources: Effective and efficient management of Human Resource. Effective and efficient management of Financial Resource. Effective and efficient management of Equipment/Assets.
<u>ENQUIRIES</u>	:	Ms. A Mphago Tel No: (012) 399 0039
<u>APPLICATIONS</u>	:	Independent Police Investigative Directorate, National Office Private Bag X941, Pretoria, 0001 or hand deliver to Benstra Building, 473 Stanza Bopape & Church Street, Arcadia, Pretoria, or email Recruitment22@ipid.gov.za (Please indicate the post name and reference number on the subject line) when applying through e-mail.
<u>FOR ATTENTION</u>	:	Mr. DS Baloyi Tel No: (012) 399 0202

NOTE

: Employment Equity Target: Women are encouraged to apply.

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.

<u>APPLICATIONS</u>	:	Submitted online through the following link: https://forms.gle/ng5x7TKR88kRFZDo9 or hand delivered to East London Magistrates Court, 3rd floor, room 407, Buffalo Street, East London, 5200.
<u>CLOSING DATE</u>	:	13 November 2026 at 16:00 (walk-in) and 20:00 (online)
<u>NOTE</u>	:	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. Selection panels shall score both technical exercises as an additional criterion in the interview process.

ERRATUM: Kindly note that the post of Administration Clerk – Auxiliary Services (Centre: Kwa-Zulu Natal Management Region, Durban), Ref No. JI 64/2026, advertised in Public Service Vacancy Circular No.37 of 2026, is hereby withdrawn.

Kindly note that the link to apply for the ICCV post stationed at Vereeniging (Ref No: 73/2026) was inadvertently omitted in Public Service Vacancy Circular No.37 of 2026. Online applications can be submitted with the following link: Vereeniging Correctional Centre: <https://forms.gle/ntXoTzEeZnKvF7k56>. The closing date remains the same.

OTHER POST

<u>POST 38/176</u>	:	<u>ADMINISTRATIVE CLERK - AUXILIARY SERVICES REF NO: JI 103/2026</u> Directorate: Regional Coordination and Oversight
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	Eastern Cape Regional Office – East London
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a grade 12/senior certificate. Knowledge in administration. Ability to communicate verbally and in writing. Ability to work independently and as part of a team. Ability to multi-task and general administrative capabilities including record management. Computer literate (Word, Excel, PowerPoint & Outlook). A valid driver's license is a requirement.
<u>DUTIES</u>	:	The successful candidate will be responsible to manage the support services of the office. Assist with travel arrangements. Preparations for meetings. Typing documents. Managing the assets at the Regional Office. Provide general administrative support to the Regional Office. Ensure transport and logistic support to the office. Reception duties when required.
<u>ENQUIRIES</u>	:	Ms N Sifesane Tel No: (043) 722 2729

DEPARTMENT OF LAND REFORM AND RURAL DEVELOPMENT

CLOSING DATE
NOTE

- : 09 November 2026 at 16:00
- : To apply, submit a completed Z83 form, (a nomination letter if required) 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. All shortlisted candidate, including the SMS, shall undertake two pre-entry assessments, one will be a practical exercise to determine a candidates suitability based on the posts technical and generic requirements and the other must be integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. To be appointed at Senior Management Service (SMS) level, you must complete the SMS Pre-entry programme offered by the National School of Government (NSG). Find course details here: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/> appointment is subject to successful completion of the Nyukela Programme: Pre-entry Certificate to SMS and submission of proof. 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) candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity NB: Please note that false or fraudulent qualifications submitted by applicants will be reported to the South African Police Services (SAPS), and a criminal case shall be opened. Applications: Please submit your application before the closing date as late applications will not be considered. Do not submit duplicate applications. If applying for multiple posts, submit separate applications for each post. Applications submitted via email will be acknowledged via an automated response. Applications received manually will not be acknowledged due to high volumes of applications received. If you have not heard from us within 3 months, please consider your application to be unsuccessful. Should, during any stage of the recruitment process, a moratorium be placed on the filling of posts or the Department is affected by any process such as, but not limited to, restructuring or reorganisation of posts, the Department reserves the right to cancel the recruitment process and re-advertise the post at any time in the future. Important: DLRRD is an equal opportunity employer committed to promoting representivity and affirmative action. We encourage applications from all qualified candidates. The Department reserves the right not to fill vacancies. By applying you consent to the collection and processing of your personal information for recruitment purposes. Shortlisted candidates will be required to be available for assessments and interviews at a date and time as determined by the Department. Shortlisted candidates will undergo personnel suitability checks, security vetting and reference checks (including social media profiles). Applications must declare any pending criminal, disciplinary or any other allegations or investigations. Successful candidates must pass security clearance, sign an employment contract, sign an annual performance agreement and disclose financial interests. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with. Failure to disclose relevant information may result in disqualification or termination.
- ERRATUM:** The position of Senior Telecom Operator (2 Posts) ref 3/1/1/2026/246 for the Directorate: Facilities Management Services: Gauteng (Pretoria) that was advertised in Public Service Vacancy Circular no 35 of 2026 dated 02 October 2026 Has reference. Applicants are advised that the 1 position has been withdrawn. The Department apologies for any inconvenience caused.

MANAGEMENT ECHELON

<u>POST 38/177</u>	:	<u>DISTRICT DIRECTOR REF NO: 3/1/1/1/2026/300</u> Directorate: Ladysmith District Office
<u>SALARY</u>	:	R1 317 384 per annum (Level 13), (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS)
<u>CENTRE</u>	:	KwaZulu Natal
<u>REQUIREMENTS</u>	:	Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and a Bachelor's Degree or Advanced Diploma in Business Administration / Public Management / Public Administration / Project Management / Bachelor of Arts in Sociology / Anthropology / Community Development Studies (NQF level 7) or related equivalent qualification and a Nyukela certificate (Pre-entry Certificate to the SMS) submitted prior to appointment. Minimum of 5 years of experience at middle / senior managerial level in the relevant environment. Experience in the implementation and management of projects. A valid driver's licence. Job related knowledge: A thorough understanding of project management. Understanding of corporate governance principles. Ability to implement performance management and monitoring systems. Knowledge of government systems. Ability to think conceptually when analysing data designing concepts to modify corporate policies, procedures and processes. Job related skills: Project management. Coaching and mentoring (though leadership). Analytical thinking. Adaptability and flexibility. Customer service. Initiative. Innovation and creativity. Communication (verbal and written). Computer literate. Willingness to travel. Ability to work under pressure. Willingness to work after hours.
<u>DUTIES</u>	:	Provide capacity building and National Rural Youth Service Corps (NARYSEC) services. Provide NARYSEC support services. Facilitate the establishment and support of participatory community development. Facilitate and coordinate NARYSEC project implementation. Facilitate youth programmes and skills development at provincial and district level. Reduce household poverty in accordance with comprehensive Rural Development Programme (CRDP). Provide strategic land acquisition services. Implement strategic land acquisition projects proposals. Procure service providers for development of project proposals. Coordinate the implementation process of land acquisition. Provide strategic land acquisition support services in the district. Facilitate poverty reduction, and the development of cooperatives, rural enterprises and industries. Promote rural businesses development and facilitate rural development financing. Facilitate establishment and support of primary cooperatives. Facilitate organisation of primary cooperatives into secondary and tertiary cooperative sand provide support. Facilitate the development of rural enterprises and industries. Provide land development support services. Manage the development of business plans for the development or agrarian development projects. Promote the participation of farmers through ownership and control across commodities value chains. Monitor the implementation of land development support projects and development business plans. Provide property management services. Administer and provide property leases administration. Administer and provide property holdings and disposable. Implement land rights and tenure reform programmes. Provide communal land tenure programmes. Provide land rights programmes. Establish, maintain, and support communal property institutions. Facilitate land dispute resolutions. Render corporate and financial support services. Provide legal advice. Provide telecommunications services. Provide administration and financial support services. Provide client relations services. Provide office services.
<u>ENQUIRIES</u>	:	Mr S Mjacu Tel No: (033) 264 9516
<u>APPLICATIONS</u>	:	Applications can be submitted by hand delivery during office hours to: 1st Floor, 270 Jabu Ndlovu Street (formerly known as Loop Street), Pietermaritzburg, 3200 or by email to Post300@dlrrd.gov.za
<u>NOTE</u>	:	EE Targets: Coloured and White Males, and African, Coloured, Indian and White Females, and Persons with disabilities.

OTHER POSTS

<u>POST 38/178</u>	:	<u>CHIEF PROFESSIONAL SURVEYOR REF NO: 3/1/1/2026/304</u> Directorate: Surveys Services
<u>SALARY</u>	:	R1 143 468 per annum, (The salary will be determined in accordance with the OSD)
<u>CENTRE</u>	:	Western Cape (Mowbray)
<u>REQUIREMENTS</u>	:	Minimum requirements: Applicants must be in possession of Grade 12 Certificate and a four-year Bachelor of Science Degree in Survey / Geomatics. Compulsory registration with the South African Geomatics Council (SAGC) as a Professional Surveyor on appointment. Compulsory registration with SAGC as a Professional Surveyor to perform cadastral Surveys. Minimum of 6 years post-qualification survey experience required. Job related knowledge: Programme and project management, Survey, legal and operational compliance, Survey operational communication, Process knowledge and skills, Maintenance and knowledge, Mobile equipment operating, Survey design and analysis, Research and development, Computer-aided survey applications, Creating high-performance culture, Technical consulting, Survey and professional judgment. Job related skills: Strategic capability and leadership, Problem solving and analysis, Decision making, Team leadership, Creativity, Communication (verbal and written), People management, Planning and Organising, Conflict management, Negotiation and Change management. A valid drivers licence.
<u>DUTIES</u>	:	Design, plan, and perform surveys to solve practical survey problems (challenges), improve efficiency and enhance safety. Manage projects on the application of new and existing survey technologies. Manage and plan surveys of a varied and complex nature. Develop cost-effective solutions and approve surveys according to prescribed requirements / standards. Promote safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Provide expert advisory and support services. Maintain survey operational effectiveness. Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources. Set survey maintenance standards, specifications and service levels according to organisational objectives. Monitor maintenance efficiencies according to organisational goals to direct or redirect survey services. Governance. Allocate, control, monitor and report on all resources. Compile risk logs and manage significant risk according to sound risk management practice and organisational requirements. Provide technical consulting services for the operation on survey-related matters to minimise possible survey risks. Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment. Monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Financial management. Ensure the availability of and management of funds to meet the Medium-Term Expenditure Framework (MTEF) objectives within the survey environment / services. Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organisational needs and objectives. Manage the commercial value add of the discipline-related programmes and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organisational principles. Allocate, control and monitor expenditure according to budget to ensure efficient cash flow management. People management. Manage the development, motivation and utilisation of human resources for the discipline to ensure a competent knowledge base for the continued success of the survey services according to the organisational needs and requirements. Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.
<u>ENQUIRIES</u>	:	Mr A Parker Tel No: (021) 657 4300
<u>APPLICATIONS</u>	:	Applications can be submitted by hand delivery during office hours to: 4th floor, No 2 Riebeeck Street, ABSA Building, Cape Town or by email to Post304@dlrrd.gov.za
<u>NOTE</u>	:	EE Targets: African, Coloured, Indian and White Males, and African, Coloured, Indian and White Females, and Persons with disabilities.

<u>POST 38/179</u>	:	<u>CHIEF PROFESSIONAL SURVEYOR REF NO: 3/1/1/2026/305</u> Directorate: Examination Services
<u>SALARY</u>	:	R1 143 468 per annum, (The salary will be determined in accordance with the OSD)
<u>CENTRE</u>	:	Western Cape (Cape Town)
<u>REQUIREMENTS</u>	:	Minimum requirements: Applicants must be in possession of Grade 12 Certificate and a four-year Bachelor of Science Degree in Survey / Geomatics. Compulsory registration with the South African Geomatics Council (SAGC) as a Professional Surveyor on appointment. Compulsory registration with SAGC as a Professional Surveyor to perform cadastral Surveys. Minimum of 6 years post-qualification survey experience required. Job related knowledge: Programme and project management, Survey, legal and operational compliance, Survey operational communication, Process knowledge and skills, Maintenance and knowledge, Mobile equipment operating, Survey design and analysis, Research and development, Computer-aided survey applications, Creating high-performance culture, Technical consulting, Survey and professional judgment. Job related skills: Strategic capability and leadership, Problem solving and analysis, Decision making, Team leadership, Creativity, Communication (verbal and written), People management, Planning and Organising, Conflict management, Negotiation and Change management. A valid drivers licence.
<u>DUTIES</u>	:	Design, plan, and perform surveys to solve practical survey problems (challenges), improve efficiency and enhance safety. Manage projects on the application of new and existing survey technologies. Manage and plan surveys of a varied and complex nature. Develop cost-effective solutions and approve surveys according to prescribed requirements / standards. Promote safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Provide expert advisory and support services. Maintain survey operational effectiveness. Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources. Set survey maintenance standards, specifications and service levels according to organisational objectives. Monitor maintenance efficiencies according to organisational goals to direct or redirect survey services. Governance. Allocate, control, monitor and report on all resources. Compile risk logs and manage significant risk according to sound risk management practice and organisational requirements. Provide technical consulting services for the operation on survey-related matters to minimise possible survey risks. Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment. Monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Financial management. Ensure the availability of and management of funds to meet the Medium-Term Expenditure Framework (MTEF) objectives within the survey environment / services. Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organisational needs and objectives. Manage the commercial value add of the discipline-related programmes and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organisational principles. Allocate, control and monitor expenditure according to budget to ensure efficient cash flow management. People management. Manage the development, motivation and utilisation of human resources for the discipline to ensure a competent knowledge base for the continued success of the survey services according to the organisational needs and requirements. Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.
<u>ENQUIRIES</u>	:	Mr E Daware Tel No: (021) 464 7806
<u>APPLICATIONS</u>	:	Applications can be submitted by hand delivery during office hours to: 4th floor, No 2 Riebeeck Street, ABSA Building, Cape Town or by email to Post305@dlrrd.gov.za
<u>NOTE</u>	:	EE Targets: African, Coloured and Indian Males, and Coloured, Indian and White Females, and Persons with disabilities.

<u>POST 38/180</u>	:	<u>CHIEF PROFESSIONAL SURVEYOR REF NO: SAS: 3/1/1/2026/306</u> Directorate: Examination, State and Land Reform Survey Services
<u>SALARY</u>	:	R1 143 468 per annum, (The salary will be determined in accordance with the OSD)
<u>CENTRE</u>	:	North West (Mahikeng)
<u>REQUIREMENTS</u>	:	Minimum requirements: Applicants must be in possession of Grade 12 Certificate and a four-year Bachelor of Science Degree in Survey / Geomatics. Compulsory registration with the South African Geomatics Council (SAGC) as a Professional Surveyor on appointment. Compulsory registration with SAGC as a Professional Surveyor to perform cadastral Surveys. Minimum of 6 years post-qualification survey experience required. Job related knowledge: Programme and project management, Survey, legal and operational compliance, Survey operational communication, Process knowledge and skills, Maintenance and knowledge, Mobile equipment operating, Survey design and analysis, Research and development, Computer-aided survey applications, Creating high-performance culture, Technical consulting, Survey and professional judgment. Job related skills: Strategic capability and leadership, Problem solving and analysis, Decision making, Team leadership, Creativity, Communication (verbal and written), People management, Planning and Organising, Conflict management, Negotiation and Change management. A valid drivers licence.
<u>DUTIES</u>	:	Design, plan, and perform surveys to solve practical survey problems (challenges), improve efficiency and enhance safety. Manage projects on the application of new and existing survey technologies. Manage and plan surveys of a varied and complex nature. Develop cost-effective solutions and approve surveys according to prescribed requirements / standards. Promote safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Provide expert advisory and support services. Maintain survey operational effectiveness. Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources. Set survey maintenance standards, specifications and service levels according to organisational objectives. Monitor maintenance efficiencies according to organisational goals to direct or redirect survey services. Governance. Allocate, control, monitor and report on all resources. Compile risk logs and manage significant risk according to sound risk management practice and organisational requirements. Provide technical consulting services for the operation on survey-related matters to minimise possible survey risks. Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment. Monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Financial management. Ensure the availability of and management of funds to meet the Medium-Term Expenditure Framework (MTEF) objectives within the survey environment / services. Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organisational needs and objectives. Manage the commercial value add of the discipline-related programmes and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organisational principles. Allocate, control and monitor expenditure according to budget to ensure efficient cash flow management. People management. Manage the development, motivation and utilisation of human resources for the discipline to ensure a competent knowledge base for the continued success of the survey services according to the organisational needs and requirements. Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.
<u>ENQUIRIES</u>	:	Mr M Dlodla Tel No: (018) 388 7090
<u>APPLICATIONS</u>	:	Applications can be submitted by hand delivery during office hours to: Cnr James Moroka and Sekame Drive, West Gallery, Megacity, Mmabatho, 2735 or by email to Post306@dlrrd.gov.za
<u>NOTE</u>	:	EE Targets: Coloured, Indian and White Males, and African, Coloured, Indian and White Females, and Persons with disabilities.

<u>POST 38/181</u>	:	<u>DEPUTY DIRECTOR: LAND DEVELOPMENT SUPPORT REF NO: 3/1/1/1/2026/307</u> Directorate: Land Development Support
<u>SALARY</u>	:	R1 101 468 per annum (Level 12), (all-inclusive package to be structured in accordance with MMS)
<u>CENTRE REQUIREMENTS</u>	:	Western Cape (Cape Town) Minimum requirements: Applicants must be in possession of Grade 12 Certificate and Bachelor's Degree in Agricultural Economics / Agri-Business / Agricultural Management / B-Com Agriculture (NQF Level 7) or related equivalent qualifications. Minimum of 3 years relevant experience at junior management level. A valid driver's licence. Job related knowledge: Knowledge of the Department's policies, prescripts and practices pertaining Land Reform. Knowledge and understanding of sector needs and business requirements. In-depth knowledge of Policy Development and Monitoring and Evaluation techniques. Knowledge and understanding of Government Development Policies, e.g., National Development Plan, National Growth Path, Planning and Budgeting Framework etc. Research Methodology. Good Corporate Governance Principles. Knowledge in Human and Financial Management. Job related skills: Project management. Communication (verbal and written). Agricultural development. Conflict management. Stakeholder mobilisation. Financial management. Computer literacy. Information management and Analytical thinking. Willingness to travel and ability to work under limited supervision. Willingness to work extended hours when a need arise.
<u>DUTIES</u>	:	Facilitate the development, review and management of policies and programme for land development and post settlement support. Facilitate the engagement with relevant stakeholders on policy matters. Identify issues to necessitate policy review and participate in policy formulation forum. Facilitate capacity building session for officials and stakeholders on policies and programmes developed. Participate in the development and review of standard operating procedures (SOP). Manage the implementation of the programmes for the development of procedures towards commercialisation. Manage the process of identifying procedures to be supported. Facilitate the establishment and management of partnership between procedures and development partners. Organise capacity building and training programmes for producers. Facilitate the appointment of prospective strategic partners and service providers. Facilitate resource mapping and mobilisation of all identified farms for development in line with departmental priorities, Annual Performance Plan and Operational Plan of the Branch. Facilitate the development and approval of project registers. Facilitate farm assessments and feasibility studies. Facilitate the compilation of reports and development of Business Plans. Co-ordinate processes towards approval of projects. Co-ordinate the compilation of the approval of documents and conduct quality assurance. Ensure alignment and compliance of submissions to the policies / SOPs. Present the submissions to the relevant committees and structures. Manage the implementation of the approved projects. Facilitate the effective promotion and practice of good corporate governance and compliance with financial and human resource. Facilitate ongoing monitoring and reporting of projects under implementation. Manage human and financial resources in line with relevant policy and legislative framework. Manage and mitigate identified operational and fraud risks. Manage and implement internal and external controls in line with policies.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr T Mtintsilana Tel No: (021) 467 7888 Applications can be submitted by hand delivery during office hours to: 4th floor, No 2 Riebeeck Street, ABSA Building, Cape Town or by email to Post307@dlrrd.gov.za
<u>NOTE</u>	:	EE Targets: African, Coloured, Indian, White Males and African, Coloured, Indian, White Females, and Persons with disabilities.
<u>POST 38/182</u>	:	<u>ASSISTANT REGISTRAR OF DEEDS: EXAMINATION AND SORTING REF NO: 3/1/1/1/2026/310</u> Directorate: Examination, Execution, And Deeds Training Services
<u>SALARY</u>	:	R932 292 per annum (Level 11), (all-inclusive package to be structured in accordance with the rules for MMS)
<u>CENTRE</u>	:	Gauteng (Johannesburg)

<u>REQUIREMENTS</u>	:	Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Law / National Diploma Deeds Registration Law / Buris / B Proc / LLB or relevant equivalent qualifications. Minimum of 4 years' experience at junior management level in Deeds environment. Extensive and proven ability in knowing, interpreting, and applying various legislation and Acts pertaining to registration of Deeds including (but not limited to): Deeds Registries Act, Sectional Titles Act, Ordinances, Proclamations, Case Law, Common Law. Ability to address a professional audience comfortably. Ability to convey knowledge to others. Planning and execution skills. Communication skills. Project Management skills.
<u>DUTIES</u>	:	Monitor examination of deeds and documents. Check deeds and documents for registrability and take corrective measures. Grant hearing to Conveyancers, make ruling and provide guidance. Provide inputs for the update of deeds practice manual, legislation, and draft circulars. Report on examination team performance, standards, and turnaround times. Update acts, manuals, and circulars. Execute deeds. Validate that appointed appeared has signed execution clause / request for registration. Verify validity date of relevant certificates. Sign all deeds and documents that are registrable. Report problems with regard to execution of deeds, to ARD / DROD in charge of execution. Draft reports to court. Receive the notice of motions and all supporting documents. Peruse notices of motions and supporting documents. Research the facts there in. Compile a report to court and attach all relevant documents. Manage the execution of deeds and documents. Attend to the requests for late and expedited execution of deeds and arrange for final black booking. Notify conveyancers regarding problems encountered on deeds at execution and provide guidance. Monitor execution register for Conveyancers. Reject deeds that are not registrable. Attend to simultaneous registration with other offices. Manage distribution of deeds. Verify the information on the distribution list with actual deeds batches and spot-check. Verify returned deeds against distribution list and initiate corrective measures. Manage statistics, exception reports and implement corrective measures. Prevent and address backlogs. Attend to queries relating to deeds on the system. Authorize request for withdrawal of deeds. Manage the update procedure manual.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms LR Maloka / Mr HP Nkwini Tel No: (011) 843 8338 / 8314
	:	Applications can be submitted by hand delivery during office hours to: Office of the Registrar of Deeds: at 28 Harrison Street, Marshalltown 2107, Johannesburg, 2001 Candidates are also encouraged to apply by using this link http://deeds-recruit.deeds.gov.za before the closing date as no late applications will be considered. Applications and supporting documents sent to us that are not specified in the advertisement for the post that you are applying for will not be accepted
<u>NOTE</u>	:	EE Targets: Coloured and Indian Males and African, Coloured, Indian and White Females, and Persons with disabilities.
<u>POST 38/183</u>	:	<u>ASSISTANT REGISTRAR OF DEEDS: TRACKING AND INFORMATION SERVICES REF NO: 3/2/1/2026/311</u> Directorate: Registration And Information Services
<u>SALARY</u>	:	R932 292 per annum (Level 11), (all-inclusive package to be structured in accordance with MMS)
<u>CENTRE</u>	:	Gauteng (Johannesburg)
<u>REQUIREMENTS</u>	:	Minimum requirements: Applicants must be in a possession of Grade 12 Certificate and National Diploma in Law / National Diploma Deeds Registration Law / Buris / B Proc / LLB or related equivalent qualification. 4 years' experience at junior management level in Deeds environment. Through knowledge in the interpretation of Deeds Registries Act, Ordinances and other Acts. Computer literacy. Client Relations. The Constitution. Government decision making processes. Internal performance evaluation and reporting. Good governance and Batho Pele Principles. Diversity Management. Labour and Employment Legislation. Public Service Regulations. Government systems and structures. The political landscape of South Africa. Performance Management and Monitoring. Public Service Transformation. Public Finance Management Act.
<u>DUTIES</u>	:	Manage deeds information. Manage workload, workflow, processes and standards and implement corrective measures. Manage statistics, exception reports and implement corrective measures. Manage updating of procedure

		manuals. Manage archiving of records. Manage the filing system of requests for information. Manage client relations services. Monitor the complaint register and draft action plan. Quality assure client satisfaction survey report and make recommendations. Manage the implementation of outreach programmes, stakeholder engagement meetings. Monitor implementation of action plan for public service month. Verify Service Delivery Improvement Plan reports. Manage correspondence and provide guidance to clients. Analyse and investigate the enquiry received. Provide and/or quality assure feedback to client and management. Certify information/judicial copies/ section 212/ affidavit and sign register. Manage subpoena register. Manage Deeds Office Tracking System (DOTS). Manage workload, workflow, processes and standards and implement corrective measures. Manage statistics, exception reports and implement corrective measures. Manage DRS/Deeds View profiles and implement corrective measures. Manage the update of procedure manual.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms LR Maloka / Mr HP Nkwini Tel No: (011) 843 8338 / 8314
	:	Applications can be submitted by hand delivery during office hours to: Office of the Registrar of Deeds: at 28 Harrison Street, Marshalltown 2107, Johannesburg, 2001 Candidates are also encouraged to apply by using this link http://deeds-recruit.deeds.gov.za before the closing date as no late applications will be considered. Applications and supporting documents sent to us that are not specified in the advertisement for the post that you are applying for will not be accepted
<u>NOTE</u>	:	EE Targets: African, Coloured, Indian and Males and African, Coloured, Indians and White Females, and Persons with disabilities.
<u>POST 38/184</u>	:	<u>ASSISTANT REGISTRAR OF DEEDS: DEEDS TRAINING DEVELOPMENT SUPPORT AND LIBRARY SERVICES REF NO: 3/1/1/2026/313</u> Directorate: Examination, Execution and Deeds Training Services
<u>SALARY</u>	:	R932 292 per annum (Level 11), (all-inclusive package to be structured in accordance with MMS)
<u>CENTRE REQUIREMENTS</u>	:	Limpopo (Polokwane)
	:	Minimum requirements: Applicants must be in a possession of Grade 12 Certificate and National Diploma in Law / National Diploma Deeds Registration Law / Buris / B Proc / LLB or relevant equivalent qualifications. 4 years' experience at junior management level in Deeds environment. Extensive and proven ability in knowing, interpreting, and applying various legislation and Acts pertaining to registration of Deeds including (but not limited to): Deeds Registries Act, Sectional Titles Act, Ordinances, Proclamations, Case Law, Common Law. Ability to address a professional audience comfortably. Presentation, Time management skills, Computer literacy, Research, Improvisation Skills, Organizing and problem solving, Verbal and written communication skills. Report writing skills.
<u>DUTIES</u>	:	Determine training needs for deeds. Analyse current and future deeds training from performance development plan. Compile annual training programme and submit for approval. Develop curriculum for stakeholders training and submit for approval. Facilitate quality assurance reports and provide report. Facilitate and coordinate deeds training. Present deeds course/ training to officials and stakeholders. Manage training administration. Submit inputs and items for deeds training Advisory Committee meetings. Verify deeds training statistics. Co-ordinate or provide inputs on training manuals, Quality Management System etc. Provide inputs on the updating of acts, procedure manuals and circulars. Manage library services. Identify books, publication, training aids that must be procured for library. Manage audit updates of library materials and examiner's acts. Oversee update of accession register (database). Manage access to library and loan register. Manage stocktaking.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms Maropeng Mobe / Mr Eliot Nyamandi, Tel No: (015) 495 1976
	:	Applications can be submitted by hand delivery during office hours to: Office of the Registrar of Deeds, Limpopo at 101 Dorp St, Polokwane Central, Polokwane, 0700. Candidates are also encouraged to apply by using this link http://deeds-recruit.deeds.gov.za before the closing date as no late applications will be considered. Applications and supporting documents sent to us that are not specified in the advertisement for the post that you are applying for will not be accepted
<u>NOTE</u>	:	EE Targets: Coloured, Indian and White Males, and African, Coloured, Indian and White Females, and Persons with Disabilities.

<u>POST 38/185</u>	:	<u>ASSISTANT REGISTRAR OF DEEDS: EXAMINATION AND SORTING REF NO: 3/1/1/1/2026/314</u> Directorate: Examination, Execution and Deeds Training Services
<u>SALARY</u>	:	R932 292 per annum (Level 11), (all-inclusive package to be structured in accordance with MMS)
<u>CENTRE</u>	:	Limpopo (Polokwane)
<u>REQUIREMENTS</u>	:	Minimum requirements: Applicants must be in a possession of Grade 12 Certificate and National Diploma in Law / National Diploma Deeds Registration Law / Buris / B Proc / LLB or relevant equivalent qualifications. 4 years' experience at junior management level in Deeds environment. Extensive and proven ability in knowing, interpreting, and applying various legislation and Acts pertaining to registration of Deeds including (but not limited to): Deeds Registries Act, Sectional Titles Act, Ordinances, Proclamations, Case Law, Common Law. Ability to address a professional audience comfortably. Ability to convey knowledge to others. Planning and execution skills. Communication skills. Project Management skills.
<u>DUTIES</u>	:	Monitor examination of deeds and documents. Check deeds and documents for registrability and take corrective measures. Grant hearing to Conveyancers, make ruling and provide guidance. Provide inputs for the update of deeds practice manual, legislation, and draft circulars. Report on examination team performance, standards, and turnaround times. Update acts, manuals, and circulars. Execute deeds. Validate that appointed appearer has signed execution clause / request for registration. Verify validity date of relevant certificates. Sign all deeds and documents that are registrable. Report problems with regard to execution of deeds, to ARD / DROD in charge of execution. Draft reports to court. Receive the notice of motions and all supporting documents. Peruse notices of motions and supporting documents. Research the facts there in. Compile a report to court and attach all relevant documents. Manage the execution of deeds and documents. Attend to the requests for late and expedited execution of deeds and arrange for final black booking. Notify conveyancers regarding problems encountered on deeds at execution and provide guidance. Monitor execution register for Conveyancers. Reject deeds that are not registrable. Attend to simultaneous registration with other offices. Manage distribution of deeds. Verify the information on the distribution list with actual deeds batches and spot-check. Verify returned deeds against distribution list and initiate corrective measures. Manage statistics, exception reports and implement corrective measures. Prevent and address backlogs. Attend to queries relating to deeds on the system. Authorize request for withdrawal of deeds. Manage the update procedure manual.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms Maropeng Mobe/ Mr Eliot Nyamandi Tel No: (015) 495 1976
	:	Applications can be submitted by hand delivered during office hours to: Office of the Registrar of Deeds, Limpopo at 101 Dorp St, Polokwane Central, Polokwane, 0700. Candidates are also encouraged to apply by using this link http://deeds-recruit.deeds.gov.za before the closing date as no late applications will be considered. Applications and supporting documents sent to us that are not specified in the advertisement for the post that you are applying for will not be accepted
<u>NOTE</u>	:	EE Targets: Coloured, Indian and White Males, and African, Coloured, Indian and White Females, and Persons with Disabilities.
<u>POST 38/186</u>	:	<u>ASSISTANT REGISTRAR DEEDS: MECHANISATION AND DIGITISATION REF NO: 3/1/1/1/2026/316</u> Directorate: Registration And Information Services
<u>SALARY</u>	:	R932 292 per annum (Level 11), (all-inclusive package to be structured in accordance with MMS)
<u>CENTRE</u>	:	Mpumalanga (Mbombela)
<u>REQUIREMENTS</u>	:	Minimum requirements: Applicants must be in a possession of Grade 12 Certificate and National Diploma in Law / National Diploma Deeds Registration Law / Buris / B Proc / LLB or related or related equivalent qualification. 4 years' experience at junior management level in Deeds environment. Job related knowledge: Computer software skills. Good written and verbal communication skills. Good judgement and assertive skills. Project Management skills. People Management skills. Organise and planning skills. Applied strategic thinking. Budgeting and financial Management. Communication and information Management. Customer focus and responsiveness. Developing others.

		Diversity Management. Impact and influence. Managing Interpersonal Conflict and resolving problems. Networking and building bonds. Planning and organising. Problem-solving and decision Making and Team leadership.
<u>DUTIES</u>	:	Managed data section. Manage workload, workflow, processes and standards and implement corrective measures. Oversee the review of system change request. Oversee the review of system change request. Recommend debit and credit notes. Extract exception report for data section and implement corrective measure. Quality assure that deeds are captured and verified correctly to meet turnaround times. Manage compliance with DRS standards. Manage update of the procedure manual. Manage shortcomings on DRS and the recommendations. Manage data related queries. Investigate and research facts as per request. Manage data errors, provide feedback and take corrective measures. Manage correspondence and give guidance to clients. Manage workload, workflow, processes and standards and implement corrective measures. Extract exception report for image scanning section and implement corrective measures. Manage the scanning of deeds and documents to meet the turnaround times. Manage the update of procedure manuals. Manage the shortcomings on the systems and the recommendations. Manage image scanning related queries. Manage queries and scanning errors and take corrective. Approve request for expedite delivery. Manage correspondence and give guidance to clients. Manage correspondence and give guidance to clients. Manage archiving of records. Manage archiving of records and microfilm rolls are in accordance with required standards. Manage collection of micro rolls from off-side storage.
<u>ENQUIRIES</u>	:	Ms PT Maphanga Tel No: (013) 756 4000/70
<u>APPLICATIONS</u>	:	Applications can be submitted by hand delivered during office hours to: Officer of the Registrar of Deeds: Mpumalanga at 25 Bell Street Mbombela 1200. Candidates are also encouraged to apply by using this link http://deeds-recruit.deeds.gov.za before the closing date as no late applications will be considered. Applications and supporting documents sent to us that are not specified in the advertisement for the post that you are applying for will not be accepted
<u>NOTE</u>	:	EE Targets: African, Coloured, Indian Males and African, Coloured, Indians, White Females, and Persons with Disabilities.
<u>POST 38/187</u>	:	<u>ASSISTANT REGISTRAR OF DEEDS: DEEDS TRAINING DEVELOPMENT SUPPORT AND LIBRARY SERVICES REF NO: 3/1/1/1/2026/318</u> Directorate: Examination, Execution and Deeds Training Services
<u>SALARY</u>	:	R932 292 per annum (Level 11), (all-inclusive package to be structured in accordance with the rules for MMS)
<u>CENTRE</u>	:	Eastern Cape (QONCE)
<u>REQUIREMENTS</u>	:	Minimum requirements: Applicants must be in a possession of Grade 12 Certificate and National Diploma in Law / National Diploma Deeds Registration Law / Buris / B Proc / LLB or relevant equivalent qualifications. 4 years' experience at junior management level in Deeds environment. Extensive and proven ability in knowing, interpreting, and applying various legislation and Acts pertaining to registration of Deeds including (but not limited to): Deeds Registries Act, Sectional Titles Act, Ordinances, Proclamations, Case Law, Common Law. Ability to address a professional audience comfortably. Presentation, Time management skills, Computer literacy, Research, Improvisation Skills, Organizing and problem solving, Verbal and written communication skills. Report writing skills.
<u>DUTIES</u>	:	Determine training needs for deeds. Analyse current and future deeds training from performance development plan. Compile annual training programme and submit for approval. Develop curriculum for stakeholders training and submit for approval. Facilitate quality assurance reports and provide report. Facilitate and coordinate deeds training. Present deeds course/ training to officials and stakeholders. Manage training administration. Submit inputs and items for deeds training Advisory Committee meetings. Verify deeds training statistics. Co-ordinate or provide inputs on training manuals, Quality Management System etc. Provide inputs on the updating of acts, procedure manuals and circulars. Manage library services. Identify books, publication, training aids that must be procured for library. Manage audit updates of library materials and examiner's acts. Oversee update of accession register (database). Manage access to library and loan register. Manage stocktaking.
<u>ENQUIRIES</u>	:	Ms VC Bomela and Mr P Sabasaba Tel No: (043) 642 2741

<u>APPLICATIONS</u>	:	Applications can be submitted by hand delivery during office hours to: 113 Alexander Road, Qonce, 5600 Eastern Cape before the closing date as no late applications will be considered. Candidates are also encouraged to apply by using this link http://deeds-recruit.deeds.gov.za before the closing date as no late applications will be considered. Applications and supporting documents sent to us that are not specified in the advertisement for the post that you are applying for will not be accepted
<u>NOTE</u>	:	EE Targets: African, Coloured, Indian and White Males, and African, Coloured, Indian and White Females, and Persons with Disabilities
<u>POST 38/188</u>	:	<u>ASSISTANT REGISTRAR OF DEEDS: EXAMINATION AND SORTING REF NO: 3/1/1/1/2026/319</u> Directorate: Examination, Execution and Deeds Training Services
<u>SALARY</u>	:	R932 292 per annum (Level 11), (all-inclusive package to be structured in accordance with MMS)
<u>CENTRE</u>	:	Eastern Cape (Qonce)
<u>REQUIREMENTS</u>	:	Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and National Diploma in Law / National Diploma Deeds Registration Law / Buris / B Proc / LLB or related equivalent qualifications. 4 years' experience at junior management level in Deeds environment. Extensive and proven ability in knowing, interpreting, and applying various legislation and Acts pertaining to registration of Deeds including (but not limited to): Deeds Registries Act, Sectional Titles Act, Ordinances, Proclamations, Case Law, Common Law. Ability to address a professional audience comfortably. Ability to convey knowledge to others. Planning and execution skills. Communication skills. Project Management skills.
<u>DUTIES</u>	:	Monitor examination of deeds and documents. Check deeds and documents for registrability and take corrective measures. Grant hearing to Conveyancers, make ruling and provide guidance. Provide inputs for the update of deeds practice manual, legislation, and draft circulars. Report on examination team performance, standards, and turnaround times. Update acts, manuals, and circulars. Execute deeds. Validate that appointed appearer has signed execution clause / request for registration. Verify validity date of relevant certificates. Sign all deeds and documents that are registrable. Report problems with regard to execution of deeds, to ARD / DROD in charge of execution. Draft reports to court. Receive the notice of motions and all supporting documents. Peruse notices of motions and supporting documents. Research the facts there in. Compile a report to court and attach all relevant documents. Manage the execution of deeds and documents. Attend to the requests for late and expedited execution of deeds and arrange for final black booking. Notify conveyancers regarding problems encountered on deeds at execution and provide guidance. Monitor execution register for Conveyancers. Reject deeds that are not registrable. Attend to simultaneous registration with other offices. Manage distribution of deeds. Verify the information on the distribution list with actual deeds batches and spot-check. Verify returned deeds against distribution list and initiate corrective measures. Manage statistics, exception reports and implement corrective measures. Prevent and address backlogs. Attend to queries relating to deeds on the system. Authorize request for withdrawal of deeds. Manage the update procedure manual.
<u>ENQUIRIES</u>	:	Ms VC Bomela and Mr P Sabasaba Tel No: (043) 642 2741
<u>APPLICATIONS</u>	:	Applications can be submitted by hand delivery during office hours to: 113 Alexander Road, Qonce, 5600 Eastern Cape before the closing date as no late applications will be considered. Candidates are also encouraged to apply by using this link http://deeds-recruit.deeds.gov.za before the closing date as no late applications will be considered. Applications and supporting documents sent to us that are not specified in the advertisement for the post that you are applying for will not be accepted.
<u>NOTE</u>	:	EE Targets: African, Coloured, Indian and White Males, and African, Coloured, Indian and White Females, and Persons with disabilities.
<u>POST 38/189</u>	:	<u>ASSISTANT REGISTRAR OF DEEDS: TRACKING AND INFORMATION SERVICES REF NO: 3/1/1/1/2026/320</u> Directorate: Registration And Information Services
<u>SALARY</u>	:	R932 292 per annum (Level 11), (all-inclusive package to be structured in accordance with MMS)

<u>CENTRE REQUIREMENTS</u>	: Eastern Cape (Qonce)
	: Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and National Diploma in Law / National Diploma Deeds Registration Law / Buris / B Proc / LLB or related equivalent qualification. 4 years' experience at junior management level in Deeds environment. Through knowledge in the interpretation of Deeds Registries Act, Ordinances and other Acts. Computer literacy. Client Relations. The Constitution. Government decision making processes. Internal performance evaluation and reporting. Good governance and Batho Pele Principles. Diversity Management. Labour and Employment Legislation. Public Service Regulations. Government systems and structures. The political landscape of South Africa. Performance Management and Monitoring. Public Service Transformation. Public Finance Management Act.
<u>DUTIES</u>	: Manage deeds information. Manage workload, workflow, processes and standards and implement corrective measures. Manage statistics, exception reports and implement corrective measures. Manage updating of procedure manuals. Manage archiving of records. Manage the filing system of requests for information. Manage client relations services. Monitor the complaint register and draft action plan. Quality assure client satisfaction survey report and make recommendations. Manage the implementation of outreach programmes, stakeholder engagement meetings. Monitor implementation of action plan for public service month. Verify Service Delivery Improvement Plan reports. Manage correspondence and provide guidance to clients. Analyse and investigate the enquiry received. Provide and/or quality assure feedback to client and management. Certify information/judicial copies/ section 212 / affidavit and sign register. Manage subpoena register. Manage Deeds Office Tracking System (DOTS). Manage workload, workflow, processes and standards and implement corrective measures. Manage statistics, exception reports and implement corrective measures. Manage DRS/Deeds View profiles and implement corrective measures. Manage the update of procedure manual.
<u>ENQUIRIES APPLICATIONS</u>	: Ms VC Bomela and Mr P Sabasaba Tel No: (043) 642 2741
	: Applications can be submitted by hand delivery during office hours to: 113 Alexander Road, Qonce, 5600 Eastern Cape before the closing date as no late applications will be considered. Candidates are also encouraged to apply by using this link http://deeds-recruit.deeds.gov.za before the closing date as no late applications will be considered. Applications and supporting documents sent to us that are not specified in the advertisement for the post that you are applying for will not be accepted
<u>NOTE</u>	: EE Targets: Coloured, Indian and White Males, and African, Coloured, Indians and White Females, and Persons with Disabilities.
<u>POST 38/190</u>	: <u>ASSISTANT REGISTRAR OF DEEDS: DEEDS TRAINING DEVELOPMENT SUPPORT AND LIBRARY SERVICES REF NO: 3/1/1/1/2026/321</u> Directorate: Examination, Execution and Deeds Training Services
<u>SALARY</u>	: R932 292 per annum (Level 11), (All-inclusive package to be structured in accordance with MMS)
<u>CENTRE REQUIREMENTS</u>	: Western Cape (Cape Town)
	: Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and National Diploma in Law / National Diploma Deeds Registration Law / Buris / B Proc / LLB or related equivalent qualifications. 4 years' experience at junior management level in Deeds environment. Extensive and proven ability in knowing, interpreting, and applying various legislation and Acts pertaining to registration of Deeds including (but not limited to): Deeds Registries Act, Sectional Titles Act, Ordinances, Proclamations, Case Law, Common Law. Ability to address a professional audience comfortably. Presentation, Time management skills, Computer literacy, Research, Improvisation Skills, Organizing and problem solving, Verbal and written communication skills. Report writing skills.
<u>DUTIES</u>	: Determine training needs for deeds. Analyse current and future deeds training from performance development plan. Compile annual training programme and submit for approval. Develop curriculum for stakeholders training and submit for approval. Facilitate quality assurance reports and provide report. Facilitate and coordinate deeds training. Present deeds course/ training to officials and stakeholders. Manage training administration. Submit inputs and items for deeds training Advisory Committee meetings. Verify deeds training statistics. Co-ordinate or provide inputs on training manuals, Quality Management

		System etc. Provide inputs on the updating of acts, procedure manuals and circulars. Manage library services. Identify books, publication, training aids that must be procured for library. Manage audit updates of library materials and examiner's acts. Oversee update of accession register (database). Manage access to library and loan register. Manage stocktaking.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms D Tshabalala / Mr T Segapu/ Ms M Young Tel No: (021) 464 7623/7667
	:	Applications can be submitted by hand delivery during office hours to: Office of the Registrar of Deeds, Western Cape Deeds Registry, 2 Riebeeck Street, Cape Town City Centre, Cape Town, 8000. Candidates are also encouraged to apply by using this link http://deeds-recruit.deeds.gov.za before the closing date as no late applications will be considered. Applications and supporting documents sent to us that are not specified in the advertisement for the post that you are applying for will not be accepted
<u>NOTE</u>	:	EE Targets: Coloured, Indian and White Males, and African, Coloured, Indian and White Females, and Persons with Disabilities.
<u>POST 38/191</u>	:	<u>ASSISTANT REGISTRAR OF DEEDS: EXAMINATION AND SORTING REF NO: 3/1/1/2026/322 (X6 POSTS)</u> Directorate: Examination, Execution and Deeds Training Services
<u>SALARY</u>	:	R932 292 per annum (Level 11), (all-inclusive package to be structured in accordance with the rules for MMS)
<u>CENTRE REQUIREMENTS</u>	:	Western Cape (Cape Town)
	:	Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and National Diploma in Law / National Diploma Deeds Registration Law / Buris / B Proc / LLB or relevant equivalent qualifications. Minimum of 4 years' experience at junior management level in Deeds environment. Extensive and proven ability in knowing, interpreting, and applying various legislation and Acts pertaining to registration of Deeds including (but not limited to): Deeds Registries Act, Sectional Titles Act, Ordinances, Proclamations, Case Law, Common Law. Ability to address a professional audience comfortably. Ability to convey knowledge to others. Planning and execution skills. Communication skills. Project Management skills.
<u>DUTIES</u>	:	Monitor examination of deeds and documents. Check deeds and documents for registrability and take corrective measures. Grant hearing to Conveyancers, make ruling and provide guidance. Provide inputs for the update of deeds practice manual, legislation, and draft circulars. Report on examination team performance, standards, and turnaround times. Update acts, manuals, and circulars. Execute deeds. Validate that appointed appearer has signed execution clause / request for registration. Verify validity date of relevant certificates. Sign all deeds and documents that are registrable. Report problems with regard to execution of deeds, to ARD / DROD in charge of execution. Draft reports to court. Receive the notice of motions and all supporting documents. Peruse notices of motions and supporting documents. Research the facts there in. Compile a report to court and attach all relevant documents. Manage the execution of deeds and documents. Attend to the requests for late and expedited execution of deeds and arrange for final black booking. Notify conveyancers regarding problems encountered on deeds at execution and provide guidance. Monitor execution register for Conveyancers. Reject deeds that are not registrable. Attend to simultaneous registration with other offices. Manage distribution of deeds. Verify the information on the distribution list with actual deeds batches and spot-check. Verify returned deeds against distribution list and initiate corrective measures. Manage statistics, exception reports and implement corrective measures. Prevent and address backlogs. Attend to queries relating to deeds on the system. Authorize request for withdrawal of deeds. Manage the update procedure manual.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms D Tshabalala/ Mr T Segapu/ Ms M Young Tel No: (021) 464 7623/7667
	:	Applications can be submitted by hand delivery during office hours to: Office of the Registrar of Deeds, Western Cape Deeds Registry, 2 Riebeeck Street, Cape Town City Centre, Cape Town, 8000. Candidates are also encouraged to apply by using this link http://deeds-recruit.deeds.gov.za before the closing date as no late applications will be considered. Applications and supporting documents sent to us that are not specified in the advertisement for the post that you are applying for will not be accepted
<u>NOTE</u>	:	EE Targets: Coloured, Indian and White Males and African, Indian and White Females, and Persons with Disabilities.

<u>POST 38/192</u>	:	<u>ASSISTANT DIRECTOR: OPERATIONAL AND COMPLIANCE AUDIT REF NO: 3/1/1/2026/298</u> Chief Directorate: Internal Audit
<u>SALARY</u>	:	R487 197 per annum (Level 09)
<u>CENTRE</u>	:	Gauteng (Pretoria)
<u>REQUIREMENTS</u>	:	Minimum requirements: Applicants must be in possession of Grade 12 Certificate and a National Diploma in Auditing / Accounting (NQF Level 6) or relevant related qualification. Minimum of 3 years' experience in operational and compliance auditing at supervisory / Senior Auditor level. A valid driver's licence. 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: Communication (verbal and written). Interviewing, Analytical and problem-solving ability. Staff and interpersonal relations. Project management. Computer literacy. Business process analysis. Risk and control assessment. Work under pressure and meet deadlines.
<u>DUTIES</u>	:	Perform and supervise the planning of the annual audit plan projects according to the deliverables and timelines defined on the approved audit projects planning memoranda. Perform and supervise the compilation on the electronic audit software of the planning phase deliverables of the Operational and Compliance Audit Directorate's projects allocated to this position, in line with the Chief Directorate's quality standards, methodologies, policies and procedures on a continuous basis and report to the Deputy Director: Operational and Compliance Audit on a weekly basis. Perform and supervise the execution of the annual audit plan projects according to the deliverables and timelines defined on the approved audit projects planning memoranda. Perform and supervise the compilation on the electronic audit software of the execution phase deliverables of the Operational and Compliance Audit Directorate's projects allocated to this position, in line with the Chief Directorate's quality standards, methodologies, policies and procedures on a continuous basis and report to the Deputy Director: Operational and Compliance Audit on a weekly basis. Perform and supervise the reporting of the annual audit plan projects according to the deliverables and timelines defined on the approved audit projects planning memoranda. Perform and supervise the compilation on the electronic audit software of the reporting phase deliverables of the Operational and Compliance Audit Directorate's projects allocated to this position, in line with the Chief Directorate's quality standards, methodologies, policies and procedures on a continuous basis and report to the Deputy Director: Operational and Compliance Audit on a weekly basis. Perform and supervise the closure of the annual audit plan projects according to the deliverables and timelines defined on the approved audit projects planning memoranda. Perform and supervise the compilation on the electronic audit software of the closure phase deliverables of the Operational and Compliance Audit Directorate's projects allocated to this position, in line with the Chief Directorate's quality standards, methodologies, policies and procedures on a continuous basis and report to the Deputy Director: Operational and Compliance Audit on a weekly basis. Supervise the Operational and Compliance Audit Sub-Directorate's resources allocated to this position. Supervise human, logistical and financial resources allocated to this position on an on-going basis in line with the Departmental prescripts.
<u>ENQUIRIES</u>	:	Mr M Rammutla Tel No: (012) 312 9840
<u>APPLICATIONS</u>	:	Applications can be submitted by hand delivery during office hours to: 600 Lilian Ngoyi Street (formerly known as Van Der Walt Street) Berea Park, Pretoria, 0001 or by email to Post298@dlrrd.gov.za
<u>NOTE</u>	:	EE Targets: Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with Disabilities.
<u>POST 38/193</u>	:	<u>ASSISTANT DIRECTOR: MARKETING REF NO: 3/1/1/2026/299</u> Directorate: Internal Communications
<u>SALARY</u>	:	R487 197 per annum (Level 09)
<u>CENTRE</u>	:	Gauteng (Pretoria)
<u>REQUIREMENTS</u>	:	Minimum requirements: Applicants must be in possession of Grade 12 Certificate and a National Diploma in Marketing / Brand Management / Public Relations (NQF Level 6). Minimum of 3 years' experience in marketing and brand management service environment. A valid driver's licence. Job related

DUTIES

knowledge: Knowledge of Policies and legislations governing communication. Marketing and Brand Management principles. Batho-Pele principles. Job related skills: Marketing Communication. Interpersonal Relations. Advocacy. Computer literacy. Analytical thinking. Decision making. Problem solving. Ability and willingness to travel extensively and work outside office hours.

: Provide marketing services for the Department. Coordinate outreach campaigns, information and advocacy sessions to create awareness of the department's initiative and programmes. Compile and distribute information material on the programmes, policies and services of the Department. Promote citizen engagement by coordinating public participation in departmental policies and programmes. Facilitate inter-departmental and external stakeholder messaging on marketing initiatives. Support initiatives to uphold the departmental brand identity. Handle and facilitate information queries from the public and stakeholders attending departmental events and activities. Coordinate corporate identity services for the Department. Monitor the implementation of the departmental brand for consistent visual presentation. Record non-compliance corporate identity guidelines on branded output. Conduct regular training sessions on the compliance to the branding guidelines. Assess and recommend appropriate types of branded signage and way-findings to departmental service delivery points or activities. Develop and implement consistent brand messages internally and externally. Provide advice and specifications for branded collateral and promotional material. Draft and implement event branding plans. Organise and implement events, exhibitions and information sessions. Plan, organise and coordinate events, exhibitions, campaigns and information sessions. Draft and keep an updated calendar for events, exhibitions and information sessions. Identify and recommend relevant target audiences for exhibitions and information sessions. Regular liaising with relevant event, activity or campaign content leaders. Interact with stakeholders and delegates to provide information at events and exhibitions. Maintain even and exhibition attendance registers. Maintain detailed referral documents for queries which cannot be addressed during the activities. Follow-up on events and exhibition queries with the relevant internal units until closure and provide reports. Package and implement traditional and multi-media information tools for departmental activities. Collate and distribute planned and ad-hoc information material to stakeholders. Coordinate media buying and advertising services. Recommend appropriate media channels for paid media campaigns and projects. Source media buying quotations from media houses and media owners. Coordinate the production of advertisement copy or audio-visual recordings aligned to corporate identity guidelines. Coordinate the placement of the advertisement. Collate print media advertisement tear-offs, audio and video clips.

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: Mr F Mutangwa Tel No: (012) 312 8283
: Applications can be submitted by hand delivery during office hours to: 600 Lilian Ngoyi Street (formerly known as Van Der Walt Street) Berea Park, Pretoria, 0001 or by email to Post299@dlrrd.gov.za

NOTE

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

POST 38/194

: **SENIOR ICT TECHNICIAN / OFFICER REF NO: 3/1/1/2026/308**
Chief Directorate: Deeds ICT

SALARY CENTRE REQUIREMENTS

: R487 197 per annum (Level 09)
: Gauteng (Pretoria)
: Minimum requirements: Applicants must be in a possession of Grade 12 Certificate and National Diploma in Information Technology (NQF 6) or relevant equivalent qualifications. Minimum 3 years in a similar role supporting users onsite and/or remotely with desktop, application, system and infrastructure issues. Job Related Knowledge: Solid diagnostic and troubleshooting abilities, with a structured and logical approach to solving user and system issues. Thorough and seamless call log management process for all calls logged by users for work management and reporting purposes. Systems support. Working with Active Directory, O365, Anti-virus and other related Windows and Windows Server tools. Supporting users onsite and / or remotely with desktop, application, system and infrastructure issues. Diagnostic and troubleshooting abilities, with a structured and logical approach to solving user and system issues. Knowledge of ICT standards, best practices and policies. Installing hardware and software components. Knowledge of call log management

process. Theoretical and practical knowledge of Active Directory, O365, anti-virus and other related Windows and Windows Server tools. Public Service Regulations. Job Related Skills: Communications skills. Problem Solving and Decision-Making skills. Computer software skills (good excel skills). Coaching and Mentoring (Though leadership) skills. Technical report writing skills. Presentation skills. Analytical skills. Problem solving skills. Communication skills. Project Management skills. A valid driver's license.

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: Installing, Configuring and Maintaining Software and Hardware Components of Computer and Network Systems. Install, configure and upgrade desktop computers, laptops, printers and peripheral devices. Install, configure and maintain operating systems, Microsoft 365 applications and approved business software. Configure and maintain user accounts, mailboxes, groups and permissions in Active Directory and Microsoft 365. Install, configure and maintain network devices, including switches, routers and wireless access points. Monitor hardware and software performance to ensure optimal system functionality and availability. Conduct preventative maintenance of ICT equipment, infrastructure and systems. Perform software updates, security patches and firmware upgrades. Configure and maintain antivirus, endpoint protection and other security solutions. Manage and maintain ICT asset registers and configuration records. Respond to service requests escalated through the Help Desk and ensure timely fulfilment according to service standards. Monitor recurring incidents and recommend preventative measures to improve system performance and reliability. Diagnose, Troubleshoot and Coordinate Resolution of ICT Hardware, Software and Network Incidents. Diagnose and troubleshoot hardware, software, network and application-related incidents reported by users. Provide second-line support for desktop, laptop, printer, scanner and connectivity issues. Resolve software, operating system, Microsoft 365, Active Directory and application-related incidents. Analyse incidents to determine the root cause and implement corrective actions to prevent recurrence. Escalate unresolved incidents to specialist support teams, vendors or service providers in accordance with support procedures. Log, categorise, prioritise and track incidents through the Help Desk system until closure. Coordinate warranty repairs and equipment replacement with suppliers, manufacturers and contracted service providers. Verify and test returned or replacement equipment before deployment to users. Provide users with regular feedback regarding the status and progress of incidents. Maintain records of incidents, resolutions, escalations and service provider interventions. Monitor recurring incidents and recommend permanent solutions or service improvement initiatives. Ensure incidents are resolved within agreed Service Level Agreements (SLAs). Manage and Prioritise Operational Tasks and ICT Projects to Support Departmental Objectives. Prioritise operational support tasks according to business impact, urgency and management directives. Allocate time between incident resolution, service requests, maintenance activities and project work. Monitor the Help Desk queue and ensure critical incidents receive immediate attention. Execute assigned operational tasks within agreed timelines. Participate in ICT infrastructure, system enhancement and digital transformation projects. Support implementation of new software, hardware and network solutions. Assist with system upgrades, migrations and technology refresh initiatives. Support business continuity and disaster recovery activities. Monitor progress against project plans and report risks and challenges. Collaborate with internal stakeholders, service providers and ICT teams to achieve project objectives. Capture Progress and Generate Completion Reports to Enable Status Updates on System Availability. Log all incidents, service requests, changes and maintenance activities on the Help Desk system. Track and monitor incident response and resolution times. Maintain accurate records of system availability, downtime and service disruptions. Generate daily, weekly and monthly Help Desk performance reports. Produce reports on incident trends, recurring problems and root causes. Prepare system availability and infrastructure status reports for management. Provide timely feedback to users regarding the progress and resolution of incidents. Document solutions, procedures and knowledge-based articles for future reference. Compile project progress and completion reports. Produce recommendations for service improvement based on incident and performance trend analysis.

ENQUIRIES APPLICATIONS

: Mr HS Tshinavhe Tel No: (012) 338 7389
: Applications can be submitted by hand delivery during office hours to: Office of the Chief Registrar of Deeds at 600 Lilian Ngoyi Street, Pretoria, 0083.

		Candidates are also encouraged to apply by using this link http://deeds-recruit.deeds.gov.za before the closing date as no late applications will be considered. Applications and supporting documents sent to us that are not specified in the advertisement for the post that you are applying for will not be accepted.
<u>NOTE</u>	:	EE Targets: Coloured, Indian and White Males, and Coloured, Indian and White Females, and Persons with Disabilities.
<u>POST 38/195</u>	:	<u>ASSISTANT DIRECTOR: FINANCIAL SERVICES REF NO: 3/1/1/1/2026/312</u>
<u>SALARY</u>	:	R487 197 per annum (Level 09)
<u>CENTRE</u>	:	Limpopo Deeds Registry: Polokwane
<u>REQUIREMENTS</u>	:	Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and National Diploma or Degree in Accounting / Financial Accounting / Financial Management / Management Accounting or related equivalent qualifications. 3 Years Supervisory experience in Financial environment. Knowledge of Public Finance Management Act (PMFA). Knowledge of Treasury Regulations. Policies procedures and prescripts. Financial systems including Accpac. Budgets and reporting procedures. Good written and verbal communication skills. Financial Management skills. Interpersonal skills. Computer software skills (good excel skills). Problem Solving and Decision-Making skills. Time Management skills. Budget forecasting skills. Driver's License.
<u>DUTIES</u>	:	Manage budget. Cost Demand Management Plan. Confirm availability of funds. Monitor and control income and expenditure trends and advise. Provide comments on In-Year Monitoring report. Provide inputs for adjustment of budget. Manage revenue, cash, and banking services. Monitor banking of state money. Monitor administration of Petty Cash. Monitor exempt transaction report. Manage debtors. Monitor recovery of outstanding debt and collection progress report. Analyze comments on debtors and revenue reports and take corrective measures. Oversee application of unapplied cash. Oversee the opening of accounts. Oversee suspension of overdue accounts. Make recommendations on dispute and queries, respond and monitor queries report. Review credit notes, B-accounts and related parties. Oversee debit and credit notes. Control internal debtors. Manage of creditors. Monitor payment of suppliers/ service providers. Approve invoices on the system. Approve adjustments and clear suspense account. Review processed reconciliation. Verify S&T claims and advances.
<u>ENQUIRIES</u>	:	Ms Maropeng Mobe/ Mr Eliot Nyamandi Tel No: (015) 495 1976
<u>APPLICATIONS</u>	:	Applications can be submitted by hand delivery during office hours to: Office of the Registrar of Deeds, Limpopo at 101 Dorp St, Polokwane Central, Polokwane, 0700. Candidates are also encouraged to apply by using this link http://deeds-recruit.deeds.gov.za before the closing date as no late applications will be considered. Applications and supporting documents sent to us that are not specified in the advertisement for the post that you are applying for will not be accepted
<u>NOTE</u>	:	EE Targets: Coloured, Indian, and White Males, and Coloured, Indian, and White Females, and Persons with Disabilities.
<u>POST 38/196</u>	:	<u>SENIOR EXAMINER REF NO: 3/1/1/1/2026/315</u> Directorate: Examination, Execution and Deeds Training Services
<u>SALARY</u>	:	R487 197 per annum (Level 09)
<u>CENTRE</u>	:	Limpopo (Polokwane)
<u>REQUIREMENTS</u>	:	Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and National Diploma in Law / National Diploma Deeds Registration Law / Buris / B Proc / LLB or related equivalent qualifications. 3 years' experience in first level examination of deeds and documents. Deeds registration processes and procedures. Interpretation of statutes. Examination of Deeds. Human Resource prescripts. Project Management. Property Law. Computer literacy skills. Communication skills. Organising skills. Problem-solving skills. Interpersonal skills. Report writing. Supervisory skills. People Management skills. Interpretation skills. Analytical skills. Presentation skills.
<u>DUTIES</u>	:	Examine deeds and documents. Check that first level examination duties have been performed and initiate corrective measures where necessary. Examine deeds for registrability, advise conveyancers about non-compliance with practice, procedures and legislation then pass or reject deeds and documents.

		Compile quality assurance report, take appropriate interventions and submit. Update acts, manuals and circulars. Training of subordinates. Conduct person-to-person training and keep training schedule and submit. Nominate subordinates for deeds training courses. Consult with clients relating to deeds and documents. Discuss notes with Conveyancers and provide guidance. Check the deeds for compliance and remove notes. Distribute deeds. Sort and assess/value deeds for distribution and compile distribution list. Distribute deeds according to transactions and batches to Examiners. Monitor allocated townships / schemes / rosters / corrective maintenance and expedited deeds. Analyse DOTS reports on discrepancies and outstanding deeds and initiate corrective measures. Implement measures to address backlogs.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms Maropeng Mobe / Mr Eliot Nyamandi Tel No: (015) 495 1976 Applications can be submitted by hand delivery during office hours to: Office of the Registrar of Deeds, Limpopo at 101 Dorp St, Polokwane Central, Polokwane, 0700. Candidates are also encouraged to apply by using this link Candidates are also encouraged to apply by using this link http://deeds-recruit.deeds.gov.za before the closing date as no late applications will be considered. Applications and supporting documents sent to us that are not specified in the advertisement for the post that you are applying for will not be accepted
<u>NOTE</u>	:	EE Targets: Coloured, Indian, and White Males, and Coloured, Indian, and White Females, and Persons with Disabilities.
<u>POST 38/197</u>	:	<u>PRINCIPAL CADASTRAL OFFICER REF NO: 3/1/1/1/2026/291</u> Directorate: Information Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R413 001 per annum (Level 08) KwaZulu Natal (Pietermaritzburg) Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and a National Certificate in Geomatics or Survey Officer Certificate (NQF Level 5). Minimum of 6 years geomatics post qualification experience in a geomatics or cadastral survey environment. A valid driver's licence. Job related knowledge: Knowledge of Geographical Information Systems Software and fundamentals. Knowledge of Surveyor-General's Office Standard Operating Procedures and processes. Knowledge of Cadastral Surveys. Job related skills: Problem solving and analysis. Decision making. Team leadership. Creativity. Customer focus and responsiveness. Communication (verbal and written). Computer literacy. Planning and organising. Conflict management. Negotiation.
<u>DUTIES</u>	:	Capture, maintain and update alpha numeric data of simple as well as more complex cadastral documents. Capture alpha and numeric information from newly submitted cadastral documents (simple and complex) and undertake mathematical consistency checks of and data verification of proposed new land parcels. Update cadastral survey databases through the addition or amendment of every approved document (simple and complex) to maintain an electronic alpha-numeric repository. Capture and verify simple and complex historical cadastral documents. Attend to complicated maintenance of cadastral documents in accordance with legislated processes. Perform withdrawal or cancelation of cadastral documents upon lawful instruction. Deduct, cancel and endorse cadastral documents with registered land parcels, leases or servitudes. Attend to complex amendments of approved and registered cadastral documents. Insert all newly approved cadastral documents into the archive. Extract and issue out cadastral records. Refile returned cadastral records. Repair and keep cadastral records in good usable condition. Conduct technical examination of simple as well as more complex cadastral documents. Check designations of newly submitted lodgements. Perform technical examination of simple and complex diagrams and general plans. Perform technical examination of survey records. Perform technical examination of simple and complex sectional title plans. Update the noting sheets through the addition of every approved cadastral land parcel. Research and supply cadastral information to internal and external clients. Retrieve and supply cadastral information to clients. Supply aerial photographs, rectified imagery and maps from National Geospatial Information (NGI) according to signed service level agreements. Carry out basic research into cadastral survey information pertaining to land parcel boundaries for clients and Land Reform. Capture, maintain and update spatial data with simple as well as more complex cadastral documents. Capture newly submitted documents to

		determine if there are any spatial overlaps prior approval. Add data, update and maintain an accurate dataset of cadastral spatial information, including the addition and updating of historical data. Research possible sources of error if overlaps are detected and address errors appropriately. Utilise cadastral survey calculation principles and other legitimate sources of data to improve the quality of land parcel boundary information. Scan all cadastral documents on approval, amendment, endorsement or withdrawal and execute quality checking. Scan newly approved cadastral documents. Re-scan all updated (amended, endorsed or withdrawn) cadastral documents. Link the deposited scanned images to the alpha numeric data. Carry out operations and do quality checking to ensure that the scanned image databases are clean and accurate.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms N Ziqubu Tel No: (033) 264 9515
	:	Applications can be submitted by hand delivery during office hours to: 1st Floor, 270 Jabu Ndlovu Street (formerly known as Loop Street), Pietermaritzburg, 3200 or by email to Post291@dlrrd.gov.za
<u>NOTE</u>	:	EE Targets: Coloured, Indian and White Males, and African, Coloured and Indian Females, and Persons with Disabilities.
<u>POST 38/198</u>	:	<u>SENIOR AUDITOR: OPERATIONAL AND COMPLIANCE AUDIT REF NO: 3/1/1/2026/297</u> Chief Directorate: Internal Audit
<u>SALARY CENTRE REQUIREMENTS</u>	:	R413 001 per annum (Level 08)
	:	Gauteng (Pretoria)
	:	Minimum requirements: Applicants must be in possession of Grade 12 Certificate and a National Diploma in Auditing / Accounting (NQF Level 6) or related equivalent qualification. Minimum of 2 years' experience in Operational and Compliance Auditing. A valid driver's licence. Job related knowledge: Standards of the Institute of Internal Auditors, Risk based Internal Audit methodologies and procedures and software. Job related skills: Communication (verbal and written). Interviewing and Analytical thinking. Problem solving. Computer literacy. Business process analysis. Risk and control assessment.
<u>DUTIES</u>	:	Perform the planning of the annual audit plan projects according to the deliverables and timelines defined on the approved audit projects planning memoranda. Perform the compilation on the electronic audit software of the planning phase deliverables of the Operational and Compliance Audit Directorate's projects allocated to this position, in line with the Chief Directorate's quality standards, methodology, policies and procedures on a continuous basis, and report progress to the Assistant Director: Operational and Compliance Audit on a weekly basis. Perform the execution of the annual audit plan projects according to the deliverables and timeline defined on the approved audit projects planning memoranda. Perform the compilation on the electronic audit software of the execution phase deliverable's of the Operational and Compliance Audit Directorate's projects allocated to this position, in line with the Chief Directorate's quality standards, methodologies, policies and procedures on continuous basis, and report progress to the Assistant Director: Operational and Compliance Audit on a weekly basis. Perform the defined scope of the reporting of the annual audit plan projects according to the deliverables and timelines defined on the approved audit projects planning memoranda. Perform the compilation on the electronic audit software of the defined scope of the reporting phase deliverable of the Operational and Compliance Audit Directorate's projects allocated to this position, in line with the Chief Directorate's quality standards, methodologies, policies and procedure on continuous basis and report progress to the Assistant Director: Operational and Compliance Audit on a weekly basis. Perform the closure of the annual audit plan projects according to the deliverables and timelines defined on the approved audit projects planning memoranda. Perform the compilation on the electronic audit software of the closure phase deliverables of the Operational and Compliance Audit Directorate's projects allocated to this position, In line with the Chief Directorate's quality standards, methodologies, policies and procedures on continuous basis and report progress to the Assistant Director: Operational and Compliance Audit on a weedy basis.
<u>ENQUIRIES</u>	:	Mr M. Rammutla Tel No: (012) 312 9840

<u>APPLICATIONS</u>	:	Applications can be submitted by hand delivery during office hours to: 600 Lilian Ngoyi Street (formerly known as Van Der Walt Street) Berea Park, Pretoria, 0001 or by email to Post297@dlrrd.gov.za
<u>NOTE</u>	:	EE Targets: African, Coloured, Indian and White Males, and Coloured, Indian and White Females, and Persons with Disabilities.
<u>POST 38/199</u>	:	<u>SENIOR PROJECT OFFICER: LAND DEVELOPMENT SUPPORT REF NO: 3/1/1/1/2026/303</u> Directorate: District Office
<u>SALARY</u>	:	R413 001 per annum (Level 08)
<u>CENTRE</u>	:	Nkangala: Mpumalanga
<u>REQUIREMENTS</u>	:	Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and Bachelor's Degree in Agricultural Economics / Agri Business / Agricultural Management / LLB (NQF Level 7) or related equivalent qualification. Minimum of 2 years relevant experience in land reform environment. A valid driver's licence. Job related knowledge: Knowledge of the Department's policies, prescripts and practices pertaining to Land Reform. Knowledge and understanding of sector needs and business requirements. In-depth knowledge of policy development and monitoring and evaluation techniques. Knowledge and understanding of government development policies, e.g. National Development Plan, National Growth Path, Planning and Budgeting Framework, etc. Research methodology. Good corporate governance principles. Knowledge in human and financial management. Job related skills: Project management. Communication (verbal and written). Agricultural development. Conflict management. Stakeholder mobilisation. Financial management. Computer literacy. Information management and analytical thinking. Willingness to travel.
<u>DUTIES</u>	:	Implement projects for the development of producers towards commercialisation. Assist with co-ordinating the process of identifying producers to be supported. Assist in the establishment and management of partnerships between producers and development partners. Organise capacity building and training programmes for producers. Facilitate the appointment of prospective strategic partners and service providers. Facilitate resource mapping and mobilisation of all identified farms for development in line with departmental priorities, Annual Performance Plan and Operational Plan of the Branch. Assist in facilitation of the development and approval of project registers. Assist in facilitation of farm assessment and feasibility studies. Compile reports and assist in the development of business plans. Co-ordinate processes toward approval of projects. Co-ordinate the compilation of approval documents. Ensure alignment and compliance of submissions to the policies / standard operating procedures. Present the submissions to the relevant committees and structures. Promote good corporate governance and compliance with financial and human resource. Conduct ongoing monitoring and reporting of projects under implementation. Adhere to relevant prescripts and legislative framework (human and financial resources). Assist in mitigation of the identified operational and fraud risks. Adhere to internal and external controls in line with the policies.
<u>ENQUIRIES</u>	:	Ms PS Gininda Tel No: (013) 754 8027
<u>APPLICATIONS</u>	:	Applications can be submitted by hand delivery during office hours to: 17 Van Rensburg Street, 7th Floor Bateleur Building, Mbombela, 1200 or by email to Post303@dlrrd.gov.za
<u>NOTE</u>	:	EE Targets: Coloured, Indian and White Males, and Coloured, Indian and White Females, and Persons with disabilities.
<u>POST 38/200</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER REF NO: 3/1/1/1/2026/309</u> Chief Directorate: Deeds ICT
<u>SALARY</u>	:	R413 001 per annum (Level 08)
<u>CENTRE</u>	:	Gauteng (Pretoria)
<u>EQUIREMENTS</u>	:	Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and National Diploma in Public Administration / Public Management / Business Administration / Business Management or relevant equivalent qualification. Minimum of 2 years' experience in administration environment. Job Related Knowledge: Public Service Regulations. Financial procedures. Treasury Regulations. Basic Accounting System (BAS). Job Related Skills: Computer Literacy. Interpersonal skills. Organising and Planning skills.

	Communication (verbal and written). Analytical skills. Problem Solving skills. Financial Management skills. Report writing skills. Confidentiality, fairness, respect and honesty. Valid Driver's License. Work under pressure. Teamwork. Work extra hours.
<u>DUTIES</u>	: Provide financial management services. Facilitates, plan, oversee, drive the timely and accurate preparation of the annual budget in line with Public Finance Management Act (PFMA), Treasury Regulations Strategic priorities weekly / monthly / quarterly. Compile Demand Management Plan (DMP), Medium Term Expenditure Framework (MTEF), adjustment estimates and Estimated National Expenditure (ENE). Oversee effective, efficient and economical utilisation of funds. Document and communicate procedures for accessing and shifting of funds. Coordinate budgeting, audit and financial functions. Verify T&S and sundry and overtime payment. Administer the procurements of goods and services. Compile, manage and maintain the Demand Management Plan. Facilitate Supply Chain Management services. Facilitate monthly, quarterly and annual reporting on SCM related matters. Control over safekeeping, utilisation and maintenance of all assets. Ensure proper administration of sourcing and evaluation of quotations. Capture and authorise of goods / services on LOGIS system. Handle queries from internal and external clients relating to supply chain matters. Render general office support services. Supervise, motivate and develop staff through individual performance agreements. Provide assistance in the developing / reviewing of operational plan. Compile various submissions / memoranda and responses. Attend to queries from Internal Audit. Administer leave forms/attend to queries. Make travel/conference bookings and confirmations. Provide secretariat services. Administer asset. Maintain asset register. Liaise with asset unit during asset verification. Manage outgoing and on-going assets. Allocate equipment to officials.
<u>ENQUIRIES APPLICATIONS</u>	: Mr HS Tshinavhe Tel No: (012) 338 7389 : Applications can be submitted by hand delivery during office hours to: Office of the Chief Registrar of Deeds at 600 Lilian Ngoyi Street, Arcadia, Pretoria, 0083. Candidates are also encouraged to apply by using this link http://deeds-recruit.deeds.gov.za before the closing date as no late applications will be considered. Applications and supporting documents sent to us that are not specified in the advertisement for the post that you are applying for will not be accepted
<u>NOTE</u>	: EE Targets: Coloured, Indian and White Males, and Coloured, Indian and White Females, and Persons with Disabilities.
<u>POST 38/201</u>	: <u>SURVEY TECHNICIAN (GRADE A-C) REF NO: 3/1/1/2026/294</u> Directorate: Cadastral Information, Maintenance and Supply Services
<u>SALARY</u>	: R407 337 – R610 131 per annum, (Salary will be in accordance with the OSD requirements)
<u>CENTRE REQUIREMENTS</u>	: Eastern Cape (East London) : Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Survey or Cartography (NQF Level 6). Compulsory registration with South African Geomatics Council (SAGC) as a Survey Technician / Surveyor. Minimum of 3 years post qualification technical survey experience. A valid driver's licence. Job related knowledge: Programme and project management. Survey design and analysis knowledge. Research and development. Computer-aided survey applications. Knowledge of legal compliance. Technical report writing. Creating high-performance culture. Job related skills: Decision-making. Team leadership. Analytical Thinking. Creativity. Self-management. Financial management. Customer focus and responsiveness. Communication (verbal and written). Computer literacy. Planning and organising. Conflict management. Problem solving and analysis. People management. Innovation.
<u>DUTIES</u>	: Provide technical survey services and support. Provide technical services in terms of examination, maintenance, archiving and information supply of survey documents and submit for evaluation / approval by the relevant authority. Perform surveys and survey computations. Promote safety in line with statutory and regulatory requirements. Evaluate plans, existing technical manuals, standard drawings and procedures to incorporate new technology. Provide Geographic Information System (GIS), mapping and information supply services. Perform administrative and related functions. Provide inputs into the budgeting process as required. Compile and submit reports as required. Provide and consolidate inputs to the technical survey operational plan.

		Develop, implement and maintain databases. Supervise and control Candidate Survey Technicians / Officers and related personnel and assets. Conduct research and development. Render continuous professional development to keep up with new technologies and procedures. Research / literature studies on technical survey technology or new survey techniques to improve expertise. Liaise with relevant bodies/councils on survey related matters.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms NO Ngcaba Tel No: (043) 783 1400
	:	Applications can be submitted by hand delivery during office hours to: 1A Waverley Office Park, 31 – 33 Phillip Frame Road, Chishurst, East London or by email to Post294@dlrrd.gov.za
<u>NOTE</u>	:	EE Targets: African, Coloured, Indian and White Males, and Coloured, Indian and White Females, and Persons with Disabilities.
<u>POST 38/202</u>	:	<u>SURVEY TECHNICIAN (GRADE A-C) REF NO: 3/1/1/2026/295</u> Directorate: Examination, State and Land Reform Surveys Services
<u>SALARY</u>	:	R407 337 – R610 131 per annum, (Salary will be in accordance with the OSD requirements)
<u>CENTRE REQUIREMENTS</u>	:	Eastern Cape (East London)
	:	Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Survey or Cartography (NQF Level 6). Compulsory registration with South African Geomatics Council (SAGC) as a Survey Technician / Surveyor. Minimum of 3 years post qualification technical survey experience. A valid driver's licence. Job related knowledge: Programme and project management. Survey design and analysis knowledge. Research and development. Computer-aided survey applications. Knowledge of legal compliance. Technical report writing. Creating high-performance culture. Job related skills: Decision-making. Team leadership. Analytical Thinking. Creativity. Self-management. Financial management. Customer focus and responsiveness. Communication (verbal and written). Computer literacy. Planning and organising. Conflict management. Problem solving and analysis. People management. Innovation.
<u>DUTIES</u>	:	Provide technical survey services and support. Provide technical services in terms of examination, maintenance, archiving and information supply of survey documents and submit for evaluation / approval by the relevant authority. Perform surveys and survey computations. Promote safety in line with statutory and regulatory requirements. Evaluate plans, existing technical manuals, standard drawings and procedures to incorporate new technology. Provide Geographic Information System (GIS), mapping and information supply services. Perform administrative and related functions. Provide inputs into the budgeting process as required. Compile and submit reports as required. Provide and consolidate inputs to the technical survey operational plan. Develop, implement and maintain databases. Supervise and control Candidate Survey Technicians / Officers and related personnel and assets. Conduct research and development. Render continuous professional development to keep up with new technologies and procedures. Research / literature studies on technical survey technology or new survey techniques to improve expertise. Liaise with relevant bodies/councils on survey related matters.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms NO Ngcaba Tel No: (043) 783 1400
	:	Applications can be submitted by hand delivery during office hours to: 1A Waverley Office Park, 31 – 33 Phillip Frame Road, Chishurst, East London or by email to Post295@dlrrd.gov.za
<u>NOTE</u>	:	EE Targets: African, Coloured, Indian and White Males, and Coloured, Indian and White Females, and Persons with Disabilities.
<u>POST 38/203</u>	:	<u>SENIOR CADASTRAL OFFICER REF NO: 3/1/1/2026/301</u> Directorate: Maintenance And Cadastral Spatial Information Services
<u>SALARY</u>	:	R338 106 per annum (Level 07)
<u>CENTRE</u>	:	Gauteng (Pretoria)
<u>REQUIREMENTS</u>	:	Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and National Certificate in Geomatics or Survey Officer Certificate (NQF Level 5). Minimum of 3 years geomatics post qualification experience in a Geomatics / Cadastral survey environment. A valid driver's licence. Job related knowledge: Knowledge of Geographical Information Systems Software and fundamentals. Knowledge of Surveyor-General's Office Standard Operating Procedures and processes. Knowledge of Cadastral Surveys. Job

DUTIES

related skills: Analysing and report writing. Interpersonal relations. Communication (verbal and written). Computer literacy. Presentation and /attributes: Confidentiality, fairness, respect and honesty.

: Capture, maintain and update alpha numeric data of simple as well as more complex cadastral documents. Capture alpha and numeric information from newly submitted cadastral documents (simple and complex) and undertake mathematical consistency checks of and data verification of proposed new land parcels. Update cadastral survey databases through the addition or amendment of every approved document (simple and complex) to maintain and electronic alpha-numeric repository. Capture and verify simple and complex historical cadastral documents. Attend to complicated maintenance of cadastral documents in accordance with legislated processes. Perform withdrawal or cancelation of cadastral documents upon lawful instruction. Deduct, cancel and endorse cadastral documents with registered land parcels, leases or servitudes. Attend to complex amendments of approved and registered cadastral documents. Insert all newly approved cadastral documents into the archive. Extract and issue out cadastral records. Refile returned cadastral records. Repair and keep cadastral records in good usable condition. Conduct technical examination of simple as well as more complex cadastral documents. Check designations of newly submitted lodgements. Perform technical examination of simple and complex diagrams and general plans. Perform technical examination of survey records. Perform technical examination of simple and complex sectional title plans. Update the noting sheets through the addition of every approved cadastral land parcel. Research and supply cadastral information to internal and external clients. Retrieve and supply cadastral information to clients. Supply aerial photographs, rectified imagery and maps from National Geospatial Information (NGI) according to signed service level agreements. Carry out basic research into cadastral survey information pertaining to land parcel boundaries for clients and Land Reform. Capture, maintain and update spatial data with simple as well as more complex cadastral documents. Capture newly submitted documents to determine if there are any spatial overlaps prior approval. Add data, update and maintain an accurate dataset of cadastral spatial information, including the addition and updating of historical data. Research possible sources of error if overlaps are detected and address errors appropriately. Utilise cadastral survey calculation principle and other legitimate sources of data to improve the quality of land parcel boundary information. Scan all cadastral documents on approval, amendment, endorsement or withdrawal and execute quality checking. Scan newly approved cadastral documents. Re-scan all updated (amend, endorsed or withdrawn) cadastral documents. Link the deposited scanned images to the alpha numeric data. Carry out operations and do quality checking to ensure that the scanned image databases are clean and accurate.

ENQUIRIES

: Ms Z Zwane Tel No: (012) 337 3777

APPLICATIONS

: Applications can be submitted by hand delivery during office hours to: 524 Stanza Bopape and Steve Biko Street, Suncardia Building, 6th Floor, Arcadia, 0002 or by email to Post301@dlrrd.gov.za

NOTE

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

POST 38/204

: **FINANCE CLERK (SUPERVISOR) REF NO: 3/1/1/2026/302**
Directorate: Surveyor General

SALARY

: R338 106 per annum (Level 07)

CENTRE

: Gauteng (Pretoria)

REQUIREMENTS

: Minimum requirements: Applicants must be in possession of a Grade 12 Certificate or relevant equivalent qualification. Minimum of 3 years' experience in financial environment. Job related knowledge: Basic knowledge of financial functions, practices as well as the ability to capture data, operated computer and collate financial statistics. Basic knowledge and insight of the Public Services Financial legislations procedures and Treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS etc). Job related skills: Planning and organisation. Computer operating. Language. Good communication (verbal and written). Basic numeracy skills. Flexibility, Interpersonal relations, Teamwork, ability to perform routine tasks, Ability to operate office equipment, Accuracy, Aptitude for figures, Willingness to work additional hours as and when required.

<u>DUTIES</u>	:	Supervise and render financial accounting transactions. Receive and allocate invoices. Verify invoices for correctness, verification and approval (Internal control). Verify processing of invoices (e.g. capturing of payments). Supervise filing of all documents. Supervise collection of cash. Supervise and perform salary administration support services. Receive and allocate salary advices. Process and ensure the processing of salary advices (e.g. check advices for correctness, capture salaries, bonuses, salary adjustments, capture all deductions etc). Supervise the filling of all documents. Supervise and perform bookkeeping support services. Verify all financial transactions captured. Clear suspense accounts. Record debtors and creditors. Verify and process the processing of electronic banking transactions. Compile journal and verify the compilation of journals. Render a budget support service. Verify information collected from budget holders. Compare and verify the comparison of expenditure against budget. Identify variances and verify the identification of variance. Verify the capturing, allocations virements on budget. Supervise the distribution of documents with regard to the budget. Supervise the filling of all documents. Supervise the receipt and capturing of cash payments. Supervise human resources/staff. Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.
<u>ENQUIRIES</u>	:	Mr SM Maseko Tel No: (012) 337 3655
<u>APPLICATIONS</u>	:	Applications can be submitted by hand delivery during office hours to: 524 Stanza Bopape and Steve Biko Street, Suncardia Building, 6th Floor, Arcadia, 0002 or by email to Post302@dlrrd.gov.za
<u>NOTE</u>	:	EE Targets: Coloured, Indian and White Males, and African, Coloured, Indian and White Females, and Persons with disabilities.
<u>POST 38/205</u>	:	<u>CADASTRAL OFFICER REF NO: 3/1/1/2026/288 (X2 POSTS)</u> Directorate: Maintenance And Cadastral Spatial Information Services
<u>SALARY</u>	:	R280 278 per annum (Level 06)
<u>CENTRE</u>	:	Gauteng (Pretoria)
<u>REQUIREMENTS</u>	:	Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and National Certificate in Geomatics or Survey Officer Certificate (NQF Level 5). Completion of the training prescribed in order to fulfill the required qualification. Job related knowledge: Computer literacy. Understanding spatial data. Knowledge of the functions of Surveyors'-General Offices. Job related skills: Good interpersonal relations. Good communication (verbal and written). Computer software. Good organising ability.
<u>DUTIES</u>	:	Capture, maintain and update alpha numeric data of all cadastral documents: Capture alpha and numeric information from newly submitted Cadastral documents and undertake mathematical consistency checks and data verification for proposed new land parcels. Update Cadastral survey databases through the addition or amendment of every approved document to maintain an electronic alpha-numeric repository. Capture and verify Historical Cadastral documents. Maintenance of Cadastral Documents in accordance with legislated processes: Perform Withdrawal or cancelation of cadastral documents. Deduct, cancel and endorse cadastral documents with registered land parcels, leases or servitudes. Amend approved and registered cadastral documents. Insert all newly approved cadastral documents into the archive. Extract and issue out cadastral records. Refile returned cadastral records. Repair and keep cadastral records in good usable condition. Conduct technical examination of cadastral documents. Check designations of newly submitted lodgements: Update the noting sheets through the addition of every approved cadastral land parcel. Perform technical examination of diagrams and general plans. Perform technical examination of survey records. Perform technical examination of sectional title plans. Supply cadastral information to internal and external clients: Issue Survey data to Land Surveyors when required. Disseminate cadastral information to the public as required, in hard copy or digital formats. Supply aerial photographs, rectified imagery and maps from NGI according to signed service level agreements. Capture, maintain and update spatial data: Capture newly submitted documents to determine if there are any spatial overlaps prior approval. Add all newly created land parcels to the spatial datasets. Add data, update and maintain an accurate dataset of cadastral spatial information, including the addition and updating of historical data. Scan all cadastral documents on approval, amendment, endorsement, or withdrawal: Scan newly approved cadastral documents. Re-scan all updated

		cadastral documents. Link the deposited scanned images to the alpha numeric data.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms Z Zwane Tel No: (012) 337 3777
	:	Applications can be submitted by hand delivery during office hours to: 524 Stanza Bopape and Steve Biko Street, Suncardia Building, 6th Floor, Arcadia, 0002 or by email to Post288@dlrrd.gov.za
<u>NOTE</u>	:	EE Targets: Indian and White Males, and African and Indian Females, and Persons with disabilities.
<u>POST 38/206</u>	:	<u>CADASTRAL OFFICER REF NO: 3/1/1/2026/289</u> Directorate: Examination Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R280 278 per annum (Level 06)
	:	KwaZulu Natal (Pietermaritzburg)
	:	Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and National Certificate in Geomatics or Survey Officer Certificate (NQF Level 5). Completion of the training prescribed in order to fulfil the required qualification. Job related knowledge: Computer literacy. Understanding spatial data. Knowledge of the functions of Surveyors'-General Offices. Job related skills: Good interpersonal relations. Good communication (verbal and written). Computer software. Good organising ability.
<u>DUTIES</u>	:	Capture, maintain and update alpha numeric data of all cadastral documents: Capture alpha and numeric information from newly submitted Cadastral documents and undertake mathematical consistency checks and data verification for proposed new land parcels. Update Cadastral survey databases through the addition or amendment of every approved document to maintain an electronic alpha-numeric repository. Capture and verify Historical Cadastral documents. Maintenance of Cadastral Documents in accordance with legislated processes: Perform Withdrawal or cancelation of cadastral documents. Deduct, cancel and endorse cadastral documents with registered land parcels, leases or servitudes. Amend approved and registered cadastral documents. Insert all newly approved cadastral documents into the archive. Extract and issue out cadastral records. Refile returned cadastral records. Repair and keep cadastral records in good usable condition. Conduct technical examination of cadastral documents. Check designations of newly submitted lodgements: Update the noting sheets through the addition of every approved cadastral land parcel. Perform technical examination of diagrams and general plans. Perform technical examination of survey records. Perform technical examination of sectional title plans. Supply cadastral information to internal and external clients: Issue Survey data to Land Surveyors when required. Disseminate cadastral information to the public as required, in hard copy or digital formats. Supply aerial photographs, rectified imagery and maps from NGI according to signed service level agreements. Capture, maintain and update spatial data: Capture newly submitted documents to determine if there are any spatial overlaps prior approval. Add all newly created land parcels to the spatial datasets. Add data, update and maintain an accurate dataset of cadastral spatial information, including the addition and updating of historical data. Scan all cadastral documents on approval, amendment, endorsement, or withdrawal: Scan newly approved cadastral documents. Re-scan all updated cadastral documents. Link the deposited scanned images to the alpha numeric data.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms N Ziqubu Tel No: (033) 264 9515
	:	Applications can be submitted by hand delivery during office hours to: 1st Floor, 270 Jabu Ndlovu Street (formerly known as Loop Street), Pietermaritzburg, 3200 or by email to Post289@dlrrd.gov.za
<u>NOTE</u>	:	EE Targets: Coloured, Indian and White Males, and Coloured, Indian and White Females, and Persons with disabilities.
<u>POST 38/207</u>	:	<u>CADASTRAL OFFICER REF NO: 3/1/1/2026/290</u> Directorate: Information Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R280 278 per annum (Level 06)
	:	KwaZulu Natal (Pietermaritzburg)
	:	Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and National Certificate in Geomatics or Survey Officer Certificate (NQF Level 5). Completion of the training prescribed in order to fulfil the required qualification. Job related knowledge: Computer literacy.

DUTIES

Understanding spatial data. Knowledge of the functions of Surveyors'-General Offices. Job related skills: Good interpersonal relations. Good communication (verbal and written). Computer software. Good organising ability.

: Capture, maintain and update alpha numeric data of all cadastral documents: Capture alpha and numeric information from newly submitted Cadastral documents and undertake mathematical consistency checks and data verification for proposed new land parcels. Update Cadastral survey databases through the addition or amendment of every approved document to maintain an electronic alpha-numeric repository. Capture and verify Historical Cadastral documents. Maintenance of Cadastral Documents in accordance with legislated processes: Perform Withdrawal or cancelation of cadastral documents. Deduct, cancel and endorse cadastral documents with registered land parcels, leases or servitudes. Amend approved and registered cadastral documents. Insert all newly approved cadastral documents into the archive. Extract and issue out cadastral records. Refile returned cadastral records. Repair and keep cadastral records in good usable condition. Conduct technical examination of cadastral documents. Check designations of newly submitted lodgements: Update the noting sheets through the addition of every approved cadastral land parcel. Perform technical examination of diagrams and general plans. Perform technical examination of survey records. Perform technical examination of sectional title plans. Supply cadastral information to internal and external clients: Issue Survey data to Land Surveyors when required. Disseminate cadastral information to the public as required, in hard copy or digital formats. Supply aerial photographs, rectified imagery and maps from NGI according to signed service level agreements. Capture, maintain and update spatial data: Capture newly submitted documents to determine if there are any spatial overlaps prior approval. Add all newly created land parcels to the spatial datasets. Add data, update and maintain an accurate dataset of cadastral spatial information, including the addition and updating of historical data. Scan all cadastral documents on approval, amendment, endorsement, or withdrawal: Scan newly approved cadastral documents. Re-scan all updated cadastral documents. Link the deposited scanned images to the alpha numeric data.

ENQUIRIES APPLICATIONS

: Mr T Motumi Tel No: (033) 264 9580
: Applications can be submitted by hand delivery during office hours to: 1st Floor, 270 Jabu Ndlovu Street (formerly known as Loop Street), Pietermaritzburg, 3200 or by email to Post290@dlrrd.gov.za

NOTE

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

POST 38/208

: **SUPPLY CHAIN CLERK REF NO: 3/1/1/2026/292 (X2 POSTS)**
Directorate: Financial And Supply Chain Management Services

SALARY CENTRE REQUIREMENTS

: R237 453 per annum (Level 05)
: Limpopo (Polokwane)
: Minimum requirements: Applicants must be in possession of a Grade 12 Certificate or related equivalent qualification. Job related knowledge: Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate a computer and collecting statistics. Basic knowledge and understanding of legislative framework governing the Public Service. Basic knowledge of work procedures in terms of the working environment. Job related skills: Planning and organisation. Computer literacy. Communication (verbal and written). Interpersonal relations. Ability to work within a team.

DUTIES

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

<u>ENQUIRIES</u>	:	Ms M Nkuna Tel No: (015) 495 1905
<u>APPLICATIONS</u>	:	Applications can be submitted by hand delivery during office hours to: 61 Biccard street, Polokwane, 0700 or by email to Post292@dlrrd.gov.za
<u>NOTE</u>	:	EE Targets: African, Coloured and Indian Males, and Coloured, Indian and White Females, and Persons with Disabilities.
<u>POST 38/209</u>	:	<u>RECEPTIONIST REF NO: 3/1/1/2026/293</u> Directorate: Financial And Supply Chain Management Services
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	Limpopo (Polokwane)
<u>REQUIREMENTS</u>	:	Minimum requirements: Applicants must be in possession of an NQF Level 4 or 5 or relevant equivalent qualification. Job related knowledge: Microsoft Package. Job related skills: Telephone etiquette. Communication (verbal and written). Interpersonal relations. Switchboard operations. Ability to learn the department's service delivery components. Ability to take initiative. Ability to work independently. Ability to organise work. Ability to prioritise work.
<u>DUTIES</u>	:	Receive telephonic calls, messages and channel to relevant role players. Take down messages when required. Distribute message promptly. Attend to all clients and visitors to relevant officials promptly. Welcome, receive and direct clients to relevant units. Attend to all client queries. Supply basic information to customers regarding the department 's service when required. Liaise with internal and external personnel. Provide relevant information as required. Operate the switchboard by answering incoming and outgoing calls at the times. Keep database of other important contact number on an on-going basis. Report fault on the telephone system when needed. Utilise the telephone management system to monitor telephone cost on an ongoing basis. Screen and forward calls. Receive telephone messages. Operate office equipment such as printer and photocopiers. Update internal telephone directory when required. Distribute internal telephone directory to internal users when required. Print telephone cost report for each extension monthly. Maintain telephone directory. Update telephone directory for the officials. Remove inactive users in the internal directory. Maintain and control visitor register at reception. Register visitor.
<u>ENQUIRIES</u>	:	Mr LS Mahasha Tel No: (015) 495 1956
<u>APPLICATIONS</u>	:	Applications can be submitted by hand delivery during office hours to: 61 Biccard street, Polokwane, 0700 or by email to Post293@dlrrd.gov.za
<u>NOTE</u>	:	EE Targets: African, Coloured and Indian Males, and Coloured, Indian and White Females, and Persons with Disabilities.
<u>POST 38/210</u>	:	<u>HUMAN RESOURCE CLERK REF NO: 3/1/1/2026/296</u> Directorate: Organisational Development and Service Delivery Improvement
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	Gauteng (Pretoria)
<u>REQUIREMENTS</u>	:	Minimum requirements: Applicants must be in possession of Grade 12 Certificate or relevant equivalent qualification. Job related knowledge: Knowledge of registry duties, practices as well as the ability to capture data, and operate a computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in registry. Job related skills: Planning and organisation. Computer literacy. Language. Communication (verbal and written). Interpersonal relations. Flexibility. Teamwork.
<u>DUTIES</u>	:	Implement human resource administration practices. Recruitment and Selection (advertisements, appointments, transfer, verification of qualifications, secretariat functions at interviews, absorptions, probationary periods e.g.). Implement conditions of services (leave, housing, medical, injury on duty, long service recognition, overtime, relocation, pension, allowances, Policy and Procedure on Incapacity Leave and Ill-Health Retirement (PILIR) etc.). Performance management. Termination of service. Address human resource administration enquiries. Respond to enquiries from internal and external clients.
<u>ENQUIRIES</u>	:	Mr S Mahlangu Tel No: (012) 312 9582
<u>APPLICATIONS</u>	:	Applications can be submitted by hand delivery during office hours to: 600 Lilian Ngoyi Street (formerly known as Van Der Walt Street) Berea Park, Pretoria, 0001 or by email to Post296@dlrrd.gov.za

<u>NOTE</u>	:	EE Targets: Coloured, Indian and White Males, and Coloured, Indian and White Females, and Persons with Disabilities.
<u>POST 38/211</u>	:	<u>SUPPLY CHAIN CLERK REF NO: 3/1/1/1/2026/317</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R237 453 per annum (Level 05)
	:	KwaZulu Natal Deeds Registry: Pietermaritzburg
	:	Minimum requirements: Applicants must be in possession of a Grade 12 Certificate or relevant equivalent qualification. Job Related Knowledge: Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of work procedures in terms of the working environment. Job Related Skills: Planning and organisation skills. Computer skills. Language. Good verbal and written communication skills.
<u>DUTIES</u>	:	Render asset management clerical support. Compile and maintain records. Check and issue furniture, equipment and accessories to components and individuals. Identify redundant, non-serviceable and absolute equipment for disposal. Verify asset register. Render demand and acquisition clerical support. Update and maintain a supplier (including contractors) database. Register suppliers on LOGIS or similar system. Request and receive quotations. Capture specification on the electronic purchasing system. Place orders. Issue and receive bid documents. Provide secretariat or logistical support during the bid consideration and contracts conclusion process. Compile draft documents as required. Render logistical support services. Place orders for goods. Receive and verify goods from suppliers. Capture goods in registers databases. Receive request for goods from end users. Issue goods to end users. Maintain goods register. Update and maintain register of suppliers.
<u>ENQUIRIES</u>	:	Ms ZF Mthembu Tel No: (033) 355 6812 or Mr SA Mtshali Tel No: (033) 355 6811
<u>APPLICATIONS</u>	:	Applications can be submitted by hand delivery during office hours to: Office of the Registrar of Deeds: Pietermaritzburg at 300 Pietermaritz Street, Pietermaritzburg, 3201. Candidates are also encouraged to apply by using this link http://deeds-recruit.deeds.gov.za before the closing date as no late applications will be considered. Applications and supporting documents sent to us that are not specified in the advertisement for the post that you are applying for will not be accepted
<u>NOTE</u>	:	EE Targets: Coloured, Indian and White Males and Coloured, Indian and White Females, and Persons with Disabilities.

OFFICE OF THE CHIEF JUSTICE

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

**APPLICATIONS**

- : **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
- North West:** Quoting the relevant reference number, direct your application to: The OCJ Provincial Head, Office of the Chief Justice, Private Bag X 2033, Mmabatho, 2735. Applications can also be hand delivered to 22 Molopo Road, Ayob Gardens, Mafikeng
- Free State:** Bloemfontein: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X20612, Bloemfontein, 9300 or hand deliver applications to the Free State Division of the High Court, Cnr President Brand and Fontein Street, Bloemfontein, 9301
- Western Cape/Cape Town:** Quoting the relevant reference number, direct your application to: The provincial Head, Office of the Chief Justice, Postal Address: Private Bag X9020, Cape Town, 8000, or hand deliver applications to the Office of the Chief Justice, Provincial Service centre 30 Queen Victoria Street, Cape Town.

CLOSING DATE

- : 09 November 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 for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. Applicants could be required to provide consent for access to their social media accounts. Prior to appointment for SMS, a candidate would be required to complete the Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course, endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Each application form must be fully completed, duly signed and initialed on both pages by the applicant. The application must indicate the correct job title, the office where the position is advertised and the reference number as stated in the advert. Failure by the applicant to complete, sign and initial the application form will lead to disqualification of the application during the selection process. Applications on the old Z83 will unfortunately not be considered. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation considered. Suitable candidates will be subjected to a personnel suitability check (criminal record, financial checks, qualification verification,

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

OTHER POSTS

<u>POST 38/212</u>	:	<u>CHIEF REGISTRAR REF NO: 2026/150/OCJ</u>
<u>SALARY</u>	:	R610 434 – R1 442 451.per annum (MR6). Successful candidates will be required to sign a performance agreement. Salary will be in accordance with Occupation Specific Dispensation (Resolution 1 of 2008). Shortlisted candidates will be required to submit a service certificate/s for determination of their experience.
<u>CENTRE REQUIREMENTS</u>	:	North West Division of The High Court: Mmabatho Applicants should be in possession of an LLB Degree or a four (4) year legal qualification as recognised by SAQA. A minimum of eight (8) years' post qualification experience obtained as a Registrar. A valid driver's license. Knowledge and skills: Knowledge of registry duties, knowledge of legislative framework governing the public service, knowledge of storage and retrieval procedures in terms of the working environment, knowledge of Quasi-Judicial, knowledge of Case flow management, knowledge of court documentation management and Human Management and Batho Pele Principles. Skilled in planning, organising numeracy, problem solving, decision making, computer literacy (MS Office), communication (written and verbal), people skills/interpersonal relations, report writing and interviewing skills.
<u>DUTIES</u>	:	Manage the Information and case/court documentation Management System: Implement information desk in the court, develop and maintain a complaints management system, interface with external court stakeholders on a regular basis, ensure that the checking of relevant registers is done in terms of the codes. Provide support to court and case flow management / Quasi-Judicial functions: Develop & implement case management strategies, review and implement projects to improve court efficiency regularly, implement a case/ court documentation and information management system. Implement Service Level Agreements and Strategic Court projects: Ensure that all J33 requests to Service Providers are timeously returned, liaise with the service provider on a regular basis to ensure smooth service delivery, peruse proposed amendments received from the rules board and provide comments, if any to them. Provide leadership of the High Court: Develop annual institutional performance reports & other statutory reports, give direction and guidance to the court based on best court management practices and lead transformation in the High court. Supervise and develop staff: Ensure general supervision of employees, allocate duties and perform quality control on the work delivered by officials, manage leave of staff, advise and lead supervisees with regard to all aspects of the work, perform quality control on the work delivered by officials, manage leave of staff, advise and lead supervisees with regard to all aspects of the work.
<u>ENQUIRIES</u>	:	Technical Related Enquiries: Mr OPS Sebatatso Tel No: (018) 397 7004 HR Related Enquiries: Ms L Makula Tel No: (018) 397 7064

<u>APPLICATIONS</u>	:	Applications can be sent via email to 2026/150/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 38/213</u>	:	<u>PRINCIPAL LIBRARIAN REF NO: 2026/151/OCJ</u>
<u>SALARY</u>	:	R413 001 – R486 501 per annum (Level 08). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Supreme Court of Appeal: Bloemfontein
<u>REQUIREMENTS</u>	:	Applicants should be in possession of a National Diploma in Library Science, Information Science or equivalent qualification at NQF level six (6) with 360 credits as recognised by SAQA. A minimum of two (2) years' relevant experience in library services. Experience in a legal/law library will serve as an added advantage. Knowledge and skills: Knowledge of library and information science matters, library prescripts, legislation, procedures and processes, knowledge of online databases, understanding of information management and retrieval of information. Skilled in research and analytical skills, communication (written and verbal), computer literacy (MS Office), planning and organising, accuracy and attention to detail. Interpersonal skills; problems solving; report writing, ability to work under pressure and independently.
<u>DUTIES</u>	:	Monitor the collection, cataloguing and publications of library materials within the court, identify and select the relevant material to be procured at the court library in accordance with library policies and guidelines; assess the relevance and currency of the library collection and make recommendations for additions, removals, or updates, organise and catalogue legal materials to ensure easy retrieval by legal professionals; apply appropriate classification systems and metadata to enhance the accessibility of the collection and barcoding of library material; monitor the usage of library information resources both hard copies and soft copies (online resources), monitor serial publications, receiving of amendments and updating of loose-leaf subscriptions and binders. Facilitate the submission of standing orders for the court, monitor the rendering of library and information services to judiciary, monitor circulation desk services and helpdesk roster, implement digital tools and technologies to enhance information retrieval processes, keep updated on emerging technologies relevant to legal research and library management and integrate into the library's operations, monitor the digital resources, including electronic databases, legal research tools, and online subscriptions, facilitate interlibrary loans to ensure access to materials not available within the court's own collection, monitor the circulation of delivered judgments in both PDF and Word version to publishers and external stakeholders on request, ensure the circulation of finalised judgments of interest to other judges; provide reference assistance and library awareness within the court, provide reference assistance to judges, lawyers, court staff, and the public, provide support with legal research, citation verification and locating relevant legal precedents, conduct training sessions for legal professionals on effective legal research methods and the use of legal databases, keep legal professionals informed about recent developments in the law through newsletters, alerts, and other current awareness services, advocate for the importance of the library within the court system and promote awareness of its resources and services. Coordinate and monitor effective library administration, coordinate library services staff meetings, provide support in the coordination of Library Committee meetings, provide support in the facilitation of online trainings by Juta, LexisNexis and Sabinet for judges, judges' secretaries, registrars and law researchers, monitor quarterly budget allocations for the library; coordinate and monitor the procurement process with supply chain management for new purchases, monitor internal asset verification schedule and assets register, coordinate and monitor the disposal of approved library publications for donations. Supervision of staff.
<u>ENQUIRIES</u>	:	Technical related enquiries: Mr. V.Z.J Zwane Tel No: (051) 492 4623 HR related enquiries: Ms D.S.J Peters Tel No: (051) 492 4523
<u>APPLICATIONS</u>	:	Applications can be sent via email to 2026/151/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity goals.

<u>POST 38/214</u>	:	<u>JUNIOR SYSTEMS TESTER REF NO: 2026/152/OCJ</u>
<u>SALARY</u>	:	R413 001 – R486 501 per annum (Level 08). The successful candidate will be required to sign a performance agreement
<u>CENTRE REQUIREMENTS</u>	:	National Office: Midrand
	:	Applicants should be in possession of a National Diploma in Information Technology/ Computer Science/ relevant equivalent qualification at NQF level six (6) as recognised by SAQA. A minimum of two (2) years' experience in the relevant field. A valid driver's license will serve as added advantage. Knowledge and skills: Knowledge and understanding of Programming, Quality Management, Software/Hardware Testing and Project management. knowledge of Corporate Governance of ICT Policy Framework, Test Methodologies in relation to the implementation of SDLC (Waterfall and Agile) Methodologies and Testing Techniques, Quality Management and Programming and Batho Pele Principles. Skilled in problem solving, analytical skills, communication, computer literacy, interpersonal skills, technical skills, planning and organising, project management, presentation, report writing and time management skills
<u>DUTIES</u>	:	Collect the raw material: The total no. of defects (for a release/build/cycle), provide support in calculating the average no. of defects/Functional area, provide support in measuring percentage of an application's code or functionalities that are tested by automated tests, provide support in measuring the efficiency of automated testing efforts in identifying defects and provide support in measuring performance that reflects how long it takes to run a complete suite of automated tests. Update list of testable requirements, perform test requirements using test actions, provide support in coordinating development of test cases, ensure correspondence between system requirements and test cases, provide support in maintaining test cases and test scripts. Test documentation, facilitate post deployment, verify post deployment results, provide support in performance monitoring across development cycles and analyse delays by tracking trends in team productivity. Determine non-conformances and performance quality management processes of systems, verify if the systems meet the requirements and function correctly, verify if data trends improve processes of product innovation and reduce costs and verify if software results assist management to make strategic decision. Identify and report potential issues that affect end-users, provide support in the analysis of software defects, escalate software defects to appropriate team members, provide support in performing continuous software testing integrates and verify if the system is functional.
<u>ENQUIRIES</u>	:	Technical Related Enquiries: Mr N Mngomezulu Tel No: (010) 493 2544 HR Related Enquiries: Mr K Mphela Tel No: (010) 493 2527
<u>APPLICATIONS NOTE</u>	:	Applications can be sent via email to 2026/152/OCJ@judiciary.org.za
	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 38/215</u>	:	<u>JUNIOR FUNCTIONAL APPLICATION SUPPORT REF NO: 2026/153/OCJ</u>
<u>SALARY</u>	:	R413 001 – R486 501 per annum (Level 08). The successful candidate will be required to sign a performance agreement
<u>CENTRE REQUIREMENTS</u>	:	National Office: Midrand
	:	Applicants should be in possession of a National Diploma in Information Technology/ Computer Science/ relevant equivalent qualification at NQF level six (6) as recognised by SAQA. A minimum of two (2) years' experience in the relevant field. A valid driver's license will serve as an added advantage. Knowledge and skills: Knowledge and experience of systems maintenance and support, Software integration testing, system integration testing, user acceptance, Functional and non-functional specifications development, Testing and implementation of acceptance testing procedures, understanding of enterprise business systems, Software configuration/release principles, System implementation methodologies, customer relationship management, Business continuity, disaster recovery procedures and Knowledge of Batho Pele Principles. Skilled in Technical, problem solving, time management, communication, presentation, report Writing, project management, interpersonal skills, planning and organising skills.
<u>DUTIES</u>	:	Provide second line support by solving operation incidents, conduct system testing in various environments, analyse functional application issues and make recommendations for potential enhancements, draft a detailed test plan

before any enhancements are undertaken and provide feedback and progress on standing issues. Identify complex issues that require escalation to third line support, System/application performance and identify potential issues proactively, conduct system and user acceptance testing on various environments, contribute to the development and maintenance of technical and support documentation, provide support in the development of ICT technical and operational specifications for implementation. Conduct user access reviews. Provide user training and user access on applications, provide technical guidance to users on application features, functionality and basic troubleshooting steps, provide application updates and deployments for smooth transition and minimal disruption to users, administer and allocate roles and permissions and provide user training and user access on applications, contribute to the development and maintenance of technical and support documentation. Maintain accurate records in accordance with Departmental protocols. Monitor and follow up on the incident logged and liaise with end-users regarding incident logged, respond to user reported issues through various channels, provide support in implementing solutions based on documented procedures and knowledge base articles and configure audit roles and responsibilities when it is required.

ENQUIRIES : Technical Related Enquiries: Mr N Mngomezulu Tel No: (010) 493 2544
HR Related Enquiries: Mr K Mphela Tel No: (010) 493 2527

APPLICATIONS : Applications can be sent via email to 2026/153/OCJ@judiciary.org.za

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

POST 38/216 : **JUNIOR DEVELOPER REF NO: 2026/154/OCJ (X2 POSTS)**

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

CENTRE : National Office Midrand

REQUIREMENTS : An applicant should be in possession of a National Diploma in IT/Software Development/equivalent qualification at NQF level six (6) as recognised by SAQA. A minimum of two (2) years of experience in the relevant field. A valid driver's license will serve as an added advantage. Knowledge and skills: Solid knowledge in programming applications, experience (UX) and client-side technologies including XML, HTML5, CSS, PHP, JQuery and JSON and mobile frameworks, knowledge of programming language and technical terminology, knowledge in Microsoft SharePoint development, knowledge and experience in Azure and CRM Dynamics, Web and mobile technologies experience with User, knowledge and understanding of C/C++, Visual, Basic, C#. Java, XML, Angular and any BI reporting tool, read and understand existing complex coding languages and its intended functionality and testing frameworks for APIs. Skilled in Problem solving, project management, communication (written and oral), Financial Management, Strategic skills, analytical skills, report writing, presentation, planning and organising and computer literacy, (Word, PowerPoint & Excel.).

DUTIES : Design and develop technical specifications for single or multiple software, design, develop and customize software solutions in line with the software development life cycle management methodology, conduct code reviews, maintain IT software solutions once they are in production environment and back up files from back end to local directories for recovery. Develop test plan, test cases and communication plan, participate in the User Acceptance Testing process, prepare deployment guide for approval, report development progress, results and key metrics. Deliver quality solutions in line with the business case, evaluate code to ensure it meets industry standards, apply software development principles in all developed applications, provide quality assurance report to all the relevant stakeholders and initiate Change Management procedure to deploy the developed application to production. Create, maintain and review developer documentations, disseminate knowledge of existing functionality and new functional requirements. Edit, write, design application content and store all Development code in the appropriate library.

ENQUIRIES : Technical Related Enquiries: Mr N Mngomezulu Tel No: (010) 493 2544
HR Related Enquiries: Mr K Mphela Tel No: (010) 493 2527

APPLICATIONS : Applications can be sent via email to 2026/154/OCJ@judiciary.org.za

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

<u>POST 38/217</u>	:	<u>SENIOR ORGANISATIONAL DEVELOPMENT PRACTITIONER REF NO: 2026/155/OCJ</u>
<u>SALARY</u>	:	R413 001 – R486 501 per annum (Level 08). The successful candidate will be required to sign a performance agreement
<u>CENTRE REQUIREMENTS</u>	:	National Office: Midrand
	:	Applicants should be in possession of a National Diploma in Management Services/ Operations Management/Production Management/ equivalent qualification at NQF level six (6) with 360 credits as recognised by SAQA. A minimum of two (2) years' experience in the Organisational Development field. A valid driver's license will serve as added advantage. Knowledge and skills: Good knowledge of organisational design, frameworks, practices, and processes in the Public service. Knowledge of Public Service Acts, Public Service Regulations, Operations Management Framework, OrgPlus, Organisational Design, process and work study techniques, Job Evaluation Processes and Batho Pele Principles. Skilled in Practical Knowledge of Computer, presentation, Report Writing and Project Management Skills.
<u>DUTIES</u>	:	Conduct work study investigations, analyse information gathered during work investigations, conduct functional analysis and develop post establishment structure, cost structure in line with MTEF, compile work study report with relevant recommendations, communicate the outcome of reports to relevant stakeholders, maintain and update the organisational structure database. Develop/ review job descriptions for all posts in the department, conduct job analysis, conduct research/ benchmark on the latest trends within the ambit of OD, align coordinated job descriptions with the scope of the organization, facilitate the signing-off of the job description and develop/update the job description database. Compile acknowledgement letters for JE request, gather and analyse the relevant documents, conduct the job evaluation interview and capture information on JE system, provide secretariat support services to the Job Evaluation panel committee, communicate JE results to the relevant stakeholders, update the Job Evaluation database and attend to Job Evaluation related enquiries. Conduct analysis on the need for change management, participate in the development and implementation of Change Management Strategies, co-ordinate the implementation of Change Management processes, facilitate group sessions and discussions in workshops, serve as the change champion and report on progress of change management initiatives. Implement approved posts request in line with legislations on PERSAL (inclusive creation of posts) and on the organizational structure, advise all stakeholders on posts enquiries; coordinate amendments of post details on the system according to the structure and the staff establishment in consultation with PERSAL Controller, provide reports and data for completion of HRBP Tool and COE budget as well as expenditure. Ensure a proper filing system for all the records, keep an updated submission excel database, update the database, update the project dashboard and render secretarial services to the meetings within the unit.
<u>ENQUIRIES</u>	:	Technical Related Enquiries: Mr E Motsuenyane Tel No: (010) 493 2529 HR Related Enquiries: Mr K Mphela Tel No: (010) 493 2527
<u>APPLICATIONS NOTE</u>	:	Applications can be sent via email to 2026/155/OCJ@judiciary.org.za The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 38/218</u>	:	<u>REGISTRY CLERK REF NO: 2026/156/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>	:	National Office: Midrand
	:	An applicant should be in possession of a Grade 12 certificate or equivalent qualification at NQF level four (4) as recognised by SAQA. No experience required. A minimum of 1-year registry experience as an added advantage. Knowledge and skills: Understanding of the National Archives Act and Regulations, understanding of the legislative framework governing the Public Service, knowledge of storage and retrieval procedures in terms of the working environment, understanding of the work in registry and knowledge of Batho Pele Principles. Skilled in communication (written and verbal), interpersonal relations, computer literacy (MS Office), numeracy, time management, planning and organising and report writing skills.

<u>DUTIES</u>	:	Ensure that there is enough space for filing in the storeroom to avoid misfiling of documents, record receipt files, protection of records and ensure filling, Make sure that the storeroom is locked to limit access, replace torn out registers and keep closed registers safe in the archival storeroom. Open and close files according to record classification System, file/store, trace (manually) and retrieve documents and files and ensure that the information inside the personal file is filed accordingly. Label files neatly for easy retrieval, arrange and package files for archives and distribution, register all files requested by relevant clients. For example, clients such as Auditors and HR practitioners. Develop a database for employees who are transferred to other departments, record and screen all correspondence before forwarding, communicate with HR Practitioners from other departments about transferring of files, audit the files to make sure that all documents recorded are still in the file, register the files in the transfer register, register files with Facilities Unit for courier service and update the transfer register for future use.
<u>ENQUIRIES</u>	:	Technical Related Enquiries: Ms L Masia Tel No: (010) 493 2532 HR Related Enquiries: Mr K Mphela Tel No: (010) 493 2527
<u>APPLICATIONS</u>	:	Applications can be sent via email to 2026/156/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 38/219</u>	:	<u>HUMAN RESOURCE CLERK REF NO: 2026/157/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>	:	Supreme Court of Appeal, Bloemfontein
<u>REQUIREMENTS</u>	:	Applicants should be in possession of Grade twelve (12) certificate or equivalent qualification at NQF level four (4) as recognised by SAQA. No experience required. A relevant qualification in the field of will serve as an added advantage. Knowledge and skills: Knowledge of the PERSAL system, understanding of the legislative framework governing the Public Service, storage and retrieval procedures in terms of the working environment. Skilled in communication (verbal and written), administration, planning and organising, time management, basic numeracy, interpersonal and typing skills. Along with the following attributes: self-motivated, creative thinker, assertive, ambitious, flexible and ability to meet strict deadlines.
<u>DUTIES</u>	:	Administer recruitment, selection and appointment processes with the court, administer and capture leave applications, process appointment and service termination documents, capture appointments, service terminations and injury on duty matters, process the payment of resettlement and leave benefits, process pension documents, receive and quality assure PMDS documents and probation reports, capture performance related matters, update HR records management database, handle all incoming and outgoing correspondence, ensure a proper filing system, keep track of files and records, provide support with workshops and awareness sessions, provide logistical and secretariat support to meetings, compile minutes and other documents. Compile statistics relating to the unit.
<u>ENQUIRIES</u>	:	Technical related enquiries: Mr. T.D Khoase Tel No: (051) 492 4623 HR related enquiries: Ms D.S.J Peters Tel No: (051) 492 4523
<u>APPLICATIONS</u>	:	Applications can be sent via email to 2026/157/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 38/220</u>	:	<u>REGISTRA'S CLERK REF NO: 2026/158/OCJ (X2 POSTS)</u>
<u>SALARY</u>	:	R237 453 – R279 708 per annum (Level 05). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Western Cape Division of The High Court: Cape Town
<u>REQUIREMENTS</u>	:	Applicants should be in possession of Grade twelve (12) certificate or equivalent qualification at NQF level four (4) as recognised by SAQA. No experience required. A relevant qualification in the field of will serve as an added advantage. Knowledge and skills: Knowledge of working procedures in terms of the working environment, registry processes and practice, Knowledge of storage and retrieval procedures in terms of the working environment, understanding of legislative frameworks governing the Public Service, Knowledge of 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 skills, problem solving and analysis, time management and administrative skills.

DUTIES

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

ENQUIRIES

: Technical related enquiries: N Hanekom Tel No: (021) 480 2636
HR related enquiries: Mr SD Hlongwane Tel No: (021) 469 4032

APPLICATIONS

: Applications can be sent via email to 2026/158/OCJ@judiciary.org.za

NOTE

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

DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

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



<u>APPLICATIONS</u>	:	Head Office (Pretoria) Applications: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or CGO Building, Corner Bosman and Madiba Street, Pretoria. For Attention: Ms NP Mudau Cape Town Regional Office Applications: The Regional Manager, Department of Public Works and Infrastructure, Private Bag X9027, Cape Town, 8000 or hand deliver at Ground floor, Customs House, Lower Heerengracht Street, Foreshore, Cape Town, For Attention: Ms. C Rossouw
<u>CLOSING DATE</u>	:	06 November 2026 at 16H00
<u>NOTE</u>	:	Applications must be submitted on the prescribed Z83 application form (obtainable from any Public Service Department or on the DPSA website link: https://www.dpsa.gov.za/newsroom/psvc/, which must be signed, initialled and dated by the applicant, and must be accompanied by a detailed curriculum vitae (CV) only. Candidates are not required to submit certified copies of qualifications and related documents on application. Only shortlisted candidates will be required to submit certified copies of qualification and other related documents on or before the date of interview, which should not be older than six months. Should an application be submitted using incorrect/old Z83 application form, such an application will be disqualified. Further take note of the following on completion of Z83 application form: PART A and PART B must be fully completed. PART C - PART G: Noting that there is a limited space provided applicants may refer to CV or indicate. This will be acceptable as long as the CV has been attached and provides the required information. Page 1 of the Z83 application form must be initialled and page 2 signed and dated by the applicant. Failure to comply with the above instructions may result in an application being disqualified. Applicants applying for more than one advertised post must submit separate Z83 application forms and CVs in respect to each post being applied for. Should an application be received where an applicant has applied for more than one posts on the same Z83 application form, the applicant will be considered for the first post indicated on the Z83 application form only. Applications will be received via post/courier services, hand deliveries or email. Late applications will not be considered. Regulation 57 (c) and 67 (9) of the Public Service Regulations 2016, as amended, requires the executive authority to ensure that he or she is fully satisfied of the claims being made and the finalisation of Personnel Suitability Checks in order to verify claims and check the candidate for purpose of being fit and proper for employment, respectively. Shortlisted candidates must be willing to undergo normal vetting and verification processes. Note: It is the responsibility of all applicants to ensure that foreign qualifications are evaluated by SAQA. Due to large volume of responses anticipated, receipt of applications will not be acknowledged, and correspondence will be limited to shortlisted candidates only. Should you not have heard from us within three months from the closing date, please regard your application as unsuccessful. Entry level requirements for SMS posts: in terms of the Directive on Human Resource Management and Development on Public Service Professionalisation Volume 1 a requirement for appointment into SMS posts is the successful completion of the Senior Management Pre-Entry programme as endorsed by the National School of Governance (NSG). The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. 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. Note: For emailed applications, please submit a single PDF document or one attachment per application to the email address designated on the specific position. Kindly note that the emailed applications and attachments should not exceed 15MB. It remains the candidate's responsibility to ensure that their application is successfully submitted using the required single pdf document. Encrypted document will not be accepted. All though an email application option is available, applicants are encouraged to hand deliver their application. IMPORTANT: Applicants must submit a separate application for each post applied for, clearly indicating the correct reference number and post title on each application. Applicants who apply for more than one post must submit a separate application for each post. Failure to comply with this requirement may result in the application not being considered.

OTHER POSTS

<u>POST 38/221</u>	:	<u>IT TECHNICIAN: INFORMATION AND COMMUNICATION TECHNOLOGY REF NO: 2026/369 (X2 POSTS)</u>
		Job Purpose: To provide desktop and network support to the department's clients.
<u>SALARY</u>	:	R413 001 per annum
<u>CENTRE</u>	:	Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	A minimum of three-year tertiary qualification (NQF Level 06) / National Diploma in Information Technology / Information System or equivalent qualification. A+ and N+ certificates. relevant years of working experience in desktop support in a network environment. Computing, good communication, interpersonal and report writing skills. Professional, self-driven, independent individual with troubleshooting and problem-solving skills. Good understanding of MS Windows 10 -11, Microsoft 365 applications and end-user cloud services. Understanding of Unified Communications applications and support. A valid driver's licence.
<u>DUTIES</u>	:	Provide advanced desktop support and maintenance across Microsoft applications, business application access, and unified communications solutions. Detect, troubleshoot, and repair faults on LAN/WAN infrastructure, PCs, peripherals, network points, and software. Assist with the planning, design, and implementation of LAN/WAN infrastructure as well as desktop, laptop, and printing solutions. Provide and maintain printing services for transversal systems such as LOGIS, PERSAL, BAS, WCS, and PMIS. Manage and maintain a secure, stable, and virus-free network environment. Deliver end-user support for data backups and restoration. Monitor local area networks to ensure optimal performance. Liaise with suppliers and manufacturers to resolve end-user incidents. Install, configure, and support software and applications as required.
<u>ENQUIRES APPLICATIONS</u>	:	Ms L Skhosana Tel No: (012) 406 1286 /1395
	:	for the position of IT Technician: Information and Communication Technology must be emailed to: Recruitment26-82@dpw.gov.za
<u>POST 38/222</u>	:	<u>ADMINISTRATION OFFICER: ACQUISITION MANAGEMENT (SCM) REF NO: 2026/370 (X4 POSTS)</u>
		(Re-advertisement-PSVC 16 of 2026, Ref No: 2026/214A, People who previously applied are encouraged to re-apply)
<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 Supply Chain Management/ Procurement/ Public Management/Public Administration/Logistics or related. Relevant years of working experience in Supply Chain within Acquisition Management. Valid Driver's Licence Knowledge of: Thorough knowledge and understanding of government procurement systems and relevant legislation; Supply chain management; Management of databases; PFMA; PPPFA; Supply Chain policies and procedures; Treasury Regulations and BBBEE Acts; Monitoring and evaluation theory and methodology; Monitoring and evaluation systems.

Skills: Good verbal and written communication skills; Basic numeracy; Advanced interpersonal and diplomacy skills; Problem solving skills; Decision making skills; Statistical skills; Computer literacy; Problem solving skills; Presentation skills; Planning and organising skills; Ability to work independently and under pressure. Personal Attributes: Analytical thinking; Innovative; Creative; Resourceful; Ability to work under stressful situations; Ability to communicate at all levels; People orientated; Able to establish and maintain networks; Trustworthy; Assertive; Hard-working; Self-motivated; Ability to work independently. Must be prepared to adapt work schedule in accordance with office requirements.

DUTIES

: Provide admin support in the research and needs analysis for the Department. Provide guidance to End-Users/Project Managers on testing the markets. Lead the process of alignment of budgets with department objectives and Annual Performance Plans. Consolidation of Procurement Plans and report monthly to Head Office. Assist in the consultation with relevant stakeholders to determine challenges, opportunities and risks. Identify the frequency of needs and analyse the identified needs in line with the supply chain strategy and collect data commodity analysis and checking for alternatives. Provide support in the determination and development of procurement proposals for implementation based on the results of the research. Collect and collate information for the Department Annual Procurement Plan, collect information from the relevant units according to the prescribed template. Check and analyse the submitted information, confirm availability of budget. Consolidate the information into procurement plan. Provide support in the process of drafting specifications, advice whether specifications should contain special conditions. Assist in identifying and implementation of preference points system, track all movements of specification and terms of reference submission. Provide an appropriate response to internal and external stakeholders. Provide secretariat support to the relevant Bid Committees. Responsible for demand, acquisition and contract management. Ensure full compliance to all acquisition, demand management and contract management prescripts, policies, practice notes and delegations of authority. Develop and maintain internal control measures for procurement. Ensure the effective management of demand, acquisition and contract processes. Compile and consolidate the demand management plan, acquisitions management and contract management reports. Coordinate input in the Demand Management Plan. Ensure that procurement is in line with the approved demand plan. Ensure effective utilisation of the CSD. Manage acquisition including BID administration. Assist in compilation of Terms of reference, Specifications and BID Documents. Provide secretariat support to the BID committees and provide the administrative duties during the tender/bid briefing sessions. Provide assistance in the review of the scope of the Terms of Reference (TOR). Assist with the monitoring of validity period of closed tenders. Assist in the co-ordination and execution of the bidding process-: Arrange and attend bid Evaluation committee meeting. Management of the bid processes and ensure effective functioning of all Bid Committees. Management and effective utilisation of Transversal Contracts and Participation contracts. Manage the process of sourcing of quotations. Ensure proper document control and documentations. Implement and Oversee Risk and performance management strategies in the supply chain management unit. Identify and mitigate risks within the unit. Ensure that all administrative matters, correspondence and complex enquiries are attended to promptly. Assist in the compiling of monthly SCM performance reports. Compilation /verification of all monthly SCM reports. Ensure implementation and compliance of the Instruction Notes as issued by National Treasury as well as Departmental SCM Policy.

ENQUIRIES APPLICATIONS

: Mr M. Sozombile Tel No: (021) 402 2250
: for the position of Administration Officer: Acquisition Management must be emailed to: RecruitCPT26-71@dpw.gov.za

DEPARTMENT OF SMALL BUSINESS DEVELOPMENT

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

- APPLICATIONS** : Applications can be submitted by email to the relevant email and by quoting the relevant reference number provided on the subject line. Acceptable formats for submission of documents are limited to MS Word and PDF. Candidates must submit applications to recruitment4@dsbd.gov.za and quote the reference number for the above-mentioned position in the subject line (email) when applying, i.e. "REF NO: ASD SWM&EI"
- CLOSING DATE** : 09 November 2026 at 16h00. Applications received after the closing date will not be considered.
- NOTE** : Applications must quote the relevant reference number and consist of: A fully completed and signed Z83 form and a recent comprehensive CV. Submission of copies of qualifications, Identity document, and any other relevant documents will be limited to shortlisted candidates only. All non-SA citizens will be required to submit proof of permanent residence in South Africa when shortlisted. Personnel suitability checks will be done during the selection process. Applicants could be required to provide consent for access to their social media accounts. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 1 month of the closing date of this advertisement, please accept that your application was unsuccessful. In the pursuit of diversity and redress, appointments will be made in line with the DSBD EE Plan. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. The successful candidate will be required to sign a performance agreement within three months of appointment, as well as complete a financial interest declaration form within one month of appointment and annually thereafter. The Department reserves the right not to fill or withdraw any advertised post. Note: a new application for employment (Z83) form is applicable from 01 January 2021. The new form can be downloaded online at <http://www.dpsa.gov.za/dpsa2g/vacancies.asp>.

OTHER POST

- POST 38/223** : **ASSISTANT DIRECTOR: SECTOR-WIDE MONITORING & EVALUATION (INTERNAL) REF NO ASD SWM&EI**
- SALARY** : R487 197 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : An undergraduate qualification (NQF level 7) in Demography / Applied Statistics/ Research/ B. Com in Quantitative Management or equivalent / related as recognised by SAQA. Postgraduate qualification in Monitoring & Evaluation would be an added advantage. 3 years' working experience in M&E/ Research/ Demography and Statistical analysis. Technical knowledge and proof of competencies in at least two of data analysis software for Quantitative such as SPSS, JMP, SAS STATA and for Qualitative analysis i.e Atlas.ti, MAXQDA, and or inVivo would be added advantage. Technical knowledge in Programme monitoring and reporting will also be considered an added advantage. Extensive training in MS Office Packages (Excel, PowerPoint, PowerBI and Word); proof of competencies will be an added advantage. A valid driver's licence is required (must be willing to travel for the purpose of data collection). Have competencies in: Communication (verbal and written), Research Report writing skills, Qualitative and quantitative research methods skills, Planning and Organising Skills, Presentation and facilitation skills, ICT governance and innovation skills, Monitoring and evaluation skills and Mathematical abilities.
- DUTIES** : Provide technical support in testing data against indicators and/or predetermined objectives and in the automation, integration, and sharing of data for multiple user purposes, i.e., planning, reporting, and/or triangulation. Provide evaluation and digital innovation support inclusive of but not limited to

pre-testing of the data collection instruments to ensure the data generated responds to the key evaluation questions and prepares reports, provide preliminary inputs into the review and development of M&E frameworks, guidelines, and others based on the development in the M&E domain, participate in the data collection process at the level of monitoring and evaluation etc. Undertake routine monitoring (real-time) of data generated at the level of intervention outputs and outcomes for preparation of independent performance reporting to promote public accountability and provide technical advice on the applicability and responsiveness of quantitative and qualitative data instruments proposed for monitoring and evaluation assignments. Supervise employees, manage performance, conduct and discipline, provide on-the-job job training, and facilitate training and development of supervisees etc. Communicate with stakeholders, clients, management & colleagues: Written, Verbal and formal presentations/workshops/information sessions.

ENQUIRIES

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

NOTE

: The Department of Small Business Development is committed to the pursuit of diversity and redress, and appointment will be in line with the DSBDEE Plan.

SOUTH AFRICAN POLICE SERVICE**CLOSING DATE**
NOTE

: 06 November 2026 at 16:00

: Applications must be submitted on a Z83 Form (2021 version), obtainable from <http://www.dpsa.gov.za/dpsa2g/vacancies.asp>, which must be accompanied with a comprehensive Curriculum Vitae. The post particulars and reference number of the post you are applying for, must be correctly specified on the application form. Please complete a separate application form for each post you wish to apply for. It is the responsibility of the applicants to submit applications timeously to the correct physical address as provided in the advertisement. Please note that applications submitted to an incorrect physical address will not be considered. Late applications will not be accepted or considered. Short-listed candidates will be required to produce originals of their Identity Document (ID), Senior Certificate and all educational qualifications obtained, service certificates from previous employers stating the occupation and motor vehicle driver's license, before the interview. Qualifications and driver's licences submitted will be subjected to verification with the relevant institutions. Applicants must have no previous criminal convictions or pending criminal/ departmental cases and shall allow their fingerprints to be taken and background enquiries to be made. Short-listed candidates may be subjected to a full security clearance process before or during any stage of employment. Short-listed candidates will be subjected to a vetting process which will include security screening, fingerprint screening, reference checking and verification of address, where necessary. All short-listed candidates, including the SMS, will be expected to undergo a personal interview and shall undertake two pre-entry assessments, (a) a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements, as well as (b) an integrity assessment (ethical conduct). Short-listed candidates for appointments to certain identified posts will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from appointment. Candidates are expected to disclose if he/ she is a respondent in an interim or final protection order in terms of the Domestic Violence Act, 1998 (Act no 116 of 1998) or Protection from Harassment Act, 2011 (Act No 17 of 2011), and may be disqualified from appointment. The Criminal Law (Forensic Procedures) Amendment Act, Act 37 of 2013 requires that all new appointments in the South African Police Service as from 31 January 2015 provide a buccal (inside cheek) sample to determine their forensic DNA profile. The forensic DNA profile derived from the sample will be loaded to the Elimination Index of the National Forensic DNA Database. Appointments will be made in terms of the Public Service Act, 1994 (Act No 103 of 1994) as applicable to the post environment. Persons who retired from the Public Service by taking a severance package, early retirement or medical retirement, as well as persons with previous convictions, are excluded. The South African Police Service is an equal opportunity, affirmative action employer and it is the intention to promote representivity in the Public Service through the filling of these posts. Persons whose transfer/ appointment will promote representivity will therefore receive preference. The South African Police Service is under no obligation to fill a post after the advertisement thereof. Correspondence will be conducted with successful 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.

OTHER POSTS**POST 38/224**

: **CLEANER REF NO: NOCC 01/2026 (X2 POSTS)**

SALARY
CENTRE
REQUIREMENTS

: R144 024 per annum (Level 02)

: Component: National Operational Command Centre

: Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of ABET Level 4/ Grade 9/ Standard 7/

		NQF Level 1 for which documentary proof can be produced when required. Knowledge, Skills and Competencies. Understanding of how to handle cleaning detergents. Occupational Health and Safety protocol. Basic literacy, numeracy and communication skills. Be able to read and write; Ability to interact with other officials in a professional manner. The ability to operate elementary machines and equipment; Willing to work extended hours when necessary.
<u>DUTIES</u>	:	Perform routine cleaning services. Render store, stock and equipment support, inclusive of loading and offloading equipment from vehicles. Render gardening services. Execute and maintain housekeeping duties in and around assigned premises. Prepare and serve refreshments. Organize and keep the kitchen hygienically clean. Contribute to the purchasing of stock. Transport members/personnel/safely to desired location. Collect and deliver vehicle/equipment/documents between venues/offices.
<u>ENQUIRIES</u>	:	Mrs. M Clark Tel No: (012) 493 5659
<u>APPLICATIONS</u>	:	Direct your application to the following addresses: SAPS Academy, Tshwane, No 1 Rebecca Street, Pretoria West email to ClarkeM@saps.gov.za
<u>POST 38/225</u>	:	<u>GARDEN WORKER REF NO: NOCC 02/2026 (X1 POST)</u>
<u>SALARY</u>	:	R144 024.per annum (Level 02)
<u>CENTRE</u>	:	Component: National Operational Command Centre
<u>REQUIREMENTS</u>	:	Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of ABET Level 4/ Grade 9/ Standard 7/ NQF Level 1 for which documentary proof can be produced when required. Knowledge, Skills and Competencies. Understanding of how to handle cleaning detergents. Occupational Health and Safety protocol. Basic literacy, numeracy and communication skills. Be able to read and write; Ability to interact with other officials in a professional manner. The ability to operate elementary machines and equipment; Willing to work extended hours when necessary.
<u>DUTIES</u>	:	Cultivate garden areas. Prepare soil for the planting of plants Maintain flower and other beds by fertilizing, irrigating, weeding and pruning. Mowes and cut edges. Load and unload various articles and equipment needed on the ground. Irrigate lawns. Remove refuge from the terrain. Load refuge on the truck for transportation to refuge dumps or dumps or burn refuge. Maintain cleanliness and neatness of unit areas.
<u>ENQUIRIES</u>	:	Mrs. M Clark Tel No: (012) 493 5659
<u>APPLICATIONS</u>	:	Direct your application to the following addresses: SAPS Academy, Tshwane, No 1 Rebecca Street, Pretoria West email to ClarkeM@saps.gov.za

DEPARTMENT OF TOURISM

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

<u>APPLICATIONS</u>	:	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.
<u>CLOSING DATE</u>	:	06 November 2026 by 16:30 (Late applications will not be considered)
<u>NOTE</u>	:	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. Selection panels shall score both technical exercises as an additional criterion in the interview process. Candidates will further be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification, and employment verification). 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. 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.

OTHER POSTS

<u>POST 38/226</u>	:	<u>DEPUTY DIRECTOR: STATISTICAL ANALYSIS REF NO: DT58/2026</u>
<u>SALARY</u>	:	R1 101 468 per annum, (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</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A recognised NQF 7 qualification in Statistics/Data Science/Data Analytics or related fields. Five (5) years' experience in statistical analysis or research field, of which three (3) years must be at supervisory level. Ms Office (Excel,

PowerPoint, Access). UN Tourism Framework on Tourism Statistics. UN Tourism Satellite Account Framework. National Tourism Sector Strategy. Measuring Sustainable Tourism Framework (UN Tourism). National Tourism Statistics Plan; Tourism Growth Partnership Plan; Tourism Concepts and Definitions, Quantitative and qualitative data analysis tools; Sound knowledge of data management, data analysis and statistical skills; Good understanding of the tourism sector; Knowledge of policies, strategies, plans and frameworks on tourism statistics both nationally and globally; People Management. Programme and Project Management. Good writing skills, project management and co-ordination skills. Stakeholder Management. Quantitative and qualitative research skill. Data Management. Data analysis. Financial Management. Performance management. A valid driver's licence (Persons with disabilities that prevent them from driving will still be considered).

DUTIES

: The successful candidate will be responsible for conducting and manage the analysis of tourism statistics and information to provide knowledge of trends and patterns on the performance of the tourism industries/sector; conduct analysis of tourism data ,trends and patterns of all tourism related industries; developing monthly, quarterly and annual tourism performance reports; Supporting and provide tourism statistics to internal and external stakeholders; Identifying new sources of tourism statistics; Identifying new indicators to monitor the performance of the tourism sector in line with international standards; Developing and maintain a centralised statistics repository to facilitate access to tourism statistics;; Ensuring regular updating of the tourism statistics repository; managing tourism statistics data licenses; support the development of plans and strategies to ensure the availability of reliable and accurate tourism statistics; Identifying programmes and projects to be implemented to ensure the availability of accurate and reliable tourism statistics; Monitoring the implementation of strategies and plans developed to ensure the availability of accurate and reliable tourism statistics; Coordinating the dissemination of tourism statistics and information; Identifying relevant platforms to disseminate tourism statistics and information; Maintaining regular engagement with key stakeholders on tourism statistics; as well as Stakeholder management and consultation on tourism statistics and information.

ENQUIRIES **APPLICATION** **NOTE**

: Ms L Machitje Tel No: (012) 444 6317
: Recruitment5826@tourism.gov.za
: EE Requirements: Coloured Male and White Male candidates as well as Youth and People with Disabilities are encouraged to apply.

POST 38/227

: **ASSISTANT DIRECTOR: DEPARTMENTAL PERFORMANCE MONITORING AND REPORTING REF NO: DT59/2026**

SALARY **CENTRE** **REQUIREMENTS**

: R487 197 per annum (Level 09), excludes service benefits
: Pretoria
: A recognised NQF Level 6 qualification in Social Sciences/ Management/ Business Administration/ Public Administration or equivalent qualification. 3-4 years' experience in strategic planning, performance monitoring and reporting of which 2 years must be at a senior practitioner level or equivalent. Knowledge of organisational performance management system. Knowledge of eQPRS. Attention to details. Deadline-driven. Ability to work under pressure. Ability to gather and analyse information. Ability to develop and apply policies. Government Planning (Legislation and Cycle). Government Reporting (Legislation and Cycle). Legislative and Regulatory Framework: Public Finance Management Act, 1999 as Amended (PFMA). Treasury Regulations of 2005 as amended. Framework for Strategic Plans and Annual Performance Plans from the National Treasury 2010. National Treasury Framework for Managing Programmes Performance Information. 2007. Guidelines for the preparation of the Annual Report. Performance Information Handbook; Policy Framework for the government-Wide Monitoring and Evaluation System. Guidelines on the Preparation of Quarterly Performance Reports. All applicable directives from relevant authorities. Monitoring and Reporting procedures. Information Security Policies. Administrative procedures. Knowledge of analysing, interpreting, monitoring, evaluation and reporting performance information. Knowledge of policy development, analysis and implementation. Good communication skills (verbal and written). Organisational, Planning and Co-ordination skills. Ability to work individually and in a team. Facilitation and presentation skills. Good interpersonal relations skills. Analytical and Research skills. Financial Management. Project Management. Personnel Management.

DUTIES

Computer literacy. Problem-solving skills. Creative thinking. Innovation. Sense of responsibility. Initiative. Conflict resolution.

: The successful candidate will be responsible for coordinating the submission of organisational performance reports in line with the PFMA and Treasury Regulations; Coordinating communication with all branches with regards to their reporting requirement; Compiling of the departmental quarterly performance reports to National Treasury and the DPME through eQPRS; Compiling of ad hoc reports that the Department might be requested to submit to The Presidency, Public Service Commission (PSC), National Treasury, Parliament etc; Coordinating of the alignment of organisational performance management practices in the Department with organisational performance Management Monitoring and Reporting; Coordinating communication with all branches regarding performance monitoring and compliance with legislative requirements; Coordinating the collection of quarterly performance progress reports on the implementation of the departmental strategic plan from branches; Coordinating the analysis of quarterly performance reports received from branches for accuracy, completeness, validity of reported performance information and level of performance against pre-set performance indicators and targets; Coordinating and compilation of the annual performance report; Coordinating the compilation of the Director-General's Annual performance Report to Presidency; Performing other related duties as may be assigned by the Deputy Director: Monitoring and Reporting; Coordinating the compilation of the in-year and end year (quarterly and annual) performance information reports; Preparing the performance information for presentation to the Executive Authority, Accounting Officer, Portfolio Committee, Audit Committee, Branch Managers, and SMS; Coordinating management of an effective and efficient organisational performance management system; Developing of an Organisational performance Management System for the Department; Continuous review of the Organizational performance Management Framework for the Department, which includes policies, procedures and guidelines; Coordinating the maintenance of an electronic database and hard copy files for all materials and information collected and/or produced (Knowledge Management System/EDMS); Continuous development and maintenance of an organisational performance management system for the Department of Tourism; Embedding a culture of accountability in terms of reporting against set targets; Developing and maintenance of adequate control measures for effectiveness and efficiency of the business performance management function; Developing and revise of organisational performance management instruments (e.g. templates); Providing all users with access to organisational performance system; Coordinating the development and maintenance of a reliable database of all stakeholders; Maintaining and update of the organisational performance management check list and reporting schedule covering all reporting requirements; Coordinating and management of organisational performance management audits; Providing inputs for the continuous improvement of the performance management guidelines for consolidation; Developing a monitoring and reporting schedule; Developing a reporting template for the branches' quarterly reports; Uploading final departmental reports and relevant documents on EDMS

ENQUIRIES APPLICATION NOTE

: Ms Mantsho Moloantoa Tel No: (012) 444 6737
: Recruitment5926@tourism.gov.za
: 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>
 : 10 November 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 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. It should be noted that the National Treasury does not support the use of Artificial Intelligence (AI) in any of its recruitment and selection processes and will disqualify an application if it picks up the use of AI when completing assessments without acknowledging the source of information. Successful completion of the Nyukela Public Service SMS Pre-entry Programme as endorsed by the National School of Government, available as an online course on <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>, prior to finalisation of appointment, is a requirement for all SMS positions. All shortlisted candidates for SMS posts will be subjected to technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. All qualifications, criminal and SA citizenship checks will be conducted on all short-listed candidates and, where applicable, additional checks will be conducted in line with the new DPSA Directive effective 01 April 2024. Please note that by responding to our advertisement/s, you consent to the collection, processing, and storing of your Personal Information for internal HR processes in accordance with the Protection of Personal Information Act (POPIA), Act No. 4 of 2013. In the event that your application is unsuccessful, the Department will retain your personal information only for audit purposes as required by policies, only for a specific period, of which the submitted documents will then be destroyed as legislated in the National Archives Act. It is the applicant's responsibility to have all their foreign qualifications (this includes O and A level certificates) evaluated by the South African Qualifications Authority (SAQA), at your own expense. Upon appointment, successful candidates will be required to disclose particulars of all registrable financial interests and to sign a Performance Agreement within 3 months from date of appointment and for candidates whose appointment exceeds 12 calendar months will be appointed on probation for the period of twelve (12) calendar months excluding leave taken as prescribed by Public Service Regulation 68. The status of your application will be visible on the e-Recruitment system. However, if you have not received feedback from the National Treasury within 3 months of the closing date, please regard your application as unsuccessful. Note: The National Treasury reserves the right not to fill the below-mentioned posts, withdraw or to put on hold a position and/or to re-advertise a post. All queries must be submitted via email addressed to the Human Resources Recruitment Support Team on Recruitment.Enquiries@treasury.gov.za. Kindly note that all National Treasury adverts published/LIVE on the eRecruitment System have a

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

MANAGEMENT ECHELON

POST 38/228 : **DIRECTOR: FINANCIAL PERFORMANCE (2,3A,B,C) REF NO: S111/2026**
 Division: Asset And Liability Management (ALM)
 Purpose: To exercise financial performance oversight to all Entities reporting to the Minister of Finance through monitoring and evaluation of their financial performance in compliance with prescribed legislation.

SALARY : R1 317 384 per annum, (including benefits)
CENTRE : Pretoria
REQUIREMENTS : A minimum Grade 12, coupled with a Bachelor's Degree (equivalent to NQF level 7) is required in Accounting or Finance. CFA/CA will be an added advantage. A minimum 5 years' experience at a middle or senior managerial level obtained in a financial environment, or public sector environment. Knowledge of the broader financial management framework. Knowledge and experience of analysing financial reports, business and strategic plans. Knowledge of the PFMA, Treasury Regulations and the Public Entities policy framework. Successful completion of the Nyukela Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>, prior to finalisation of an appointment.

DUTIES : Review and implement any legislative and other Treasury's Reporting requirements in terms of the Public Finance Management Act and Treasury Regulations: Participate in key legislative and policy reforms related to these entities and contribute through formal written input and other stakeholder engagement. Participate in key discussions related to Instruction Notes and updates and where possible, identify challenges with existing Instruction Notes and entity compliance by making submissions to the relevant authority such as the Office of the Accountant General. Stay abreast of any policy and treasury reporting requirements and be a key interface with entities to ensure compliance. Direct the formulation and implementation of governance, monitoring and reporting frameworks. Financial Analysis and Reporting: Evaluate Strategic Plans, Corporate Plans, Shareholders Agreements, Annual Performance plans for Public Entities reporting to the Minister of Finance. Analyse Public Entities expenditure trends and monitor financial management and performance in Public Entities as prescribed by the PFMA and Treasury Regulations. Provide financial inputs in relation to PFMA applications and other functions within the Chief Directorate. Evaluate annual reports of Public Entities reporting to the Minister and Monitor the performance as well as alignment with set objectives and programmes. Direct the formulation and implementation of governance, monitoring and reporting frameworks. Budget Analysis, review of annual budget allocations: Review and assess Public Entities Medium Term Expenditure Framework (MTEF), Estimates of National Expenditure (ENE), Adjusted Estimates of National Expenditure (AENE) budget allocations. Draft chapters and provide inputs relevant to the ENE. Review, research, analysis of fiscal implications and engage through submissions on public entities in alignment with legislation, regulation, policy proposals, and service delivery trends. Prepare submissions and engage the Chief Financial Officer on retention and roll-overs of surplus funds. Lead the development and implementation of financial performance oversight strategies for public entities reporting to the Minister of Finance. Stakeholder relations: Engage SOC's and liaise on the provision of information, inputs and recommendations. Provide advice to the Director-General and Minister on Cabinet Memoranda, Ministerial correspondence pertaining to Public Entities. Contribute to NT publications, MTBPS, Budget Review, and ENE.

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

OTHER POSTS

<u>POST 38/229</u>	:	<u>DEPUTY DIRECTOR: INTERNATIONAL & PROPERTY TAX DESIGN REF NO: S116/2026</u>
		Division: Tax And Financial Sector Policy (TFSP)
		Purpose: To initiate and contribute to the optimal design of international (cross-border) and financial sector tax legislation and provide necessary support in respect of tax treaty engagements in the international and regional coordination of tax issues, while working closely with the International & Property Tax Analysis team.
<u>SALARY</u>	:	R1 101 468 per annum, (Including benefits)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Grade 12 is required coupled with a Bachelor's degree (equivalent to NQF level 7) in Law or Accounting or International Tax. A minimum 4 years' experience of which 2 years should be on an Assistant Director level or equivalent obtained in International Tax and Business Tax Law practices. Knowledge and experience in international tax treaties. Knowledge and experience in negotiations of treaties and the drafting of agreements. Experience in editing of drafter notes and compilation of legal documents.
<u>DUTIES</u>	:	International Tax Amendments (Cross-Border): Assist and provide input into the development of design policy options for cross- border legislation – including transfer pricing and CFC rules, for example. Research information pertaining to the improvement and refinement of taxation in respect of cross-border activities. Provide inputs to draft documents and discussion papers supporting cross-border tax issues for public or internal release. Gather supporting information on stakeholders' needs pertaining to policy development on issues impacting international tax legislative amendments. Base Erosion and Profit Shifting (BEPS): Initiate research, investigate, review, analyses on the adoption of the BEPS Action Plan. Assist with South Africa with ensuring that the related anti-avoidance legislation remains fit for purpose. Assist with South African peer review mechanism as required in terms of the BEPS Action Plan. Assist with South Africa inputs in respect of future developments on the Two-Pillar approach and South Africa's implementation thereof. Financial sector taxation and Exchange Controls: Review and contribute to any refinements / policy design changes required in respect of tax legislation pertaining to banks, insurers, security transfer tax, etc. Assemble exchange control information for refinement. Perform research on relevant information for decisions with stakeholders. International and Regional Coordination: Assist with inputs to the SADC coordination process. Assist with inputs to the OECD coordination process. Assist with inputs re G20, G24, ATAF coordination processes. Assist with inputs on the Official Development Assistance Agreements coordination process with donors. Assist with inputs to the UN Framework Convention on International Tax Cooperation and its envisaged protocols. International Tax Treaties: Provide a platform for engagement on support pertaining to tax treaty negotiations. Research and provide background information of potential stakeholders. Assist with the scrutiny on tax treaty networks, country trade and investment flows. Provide input to the signature process on tax treaties and assist with control measures.
<u>ENQUIRIES</u>	:	enquiries only (No applications): Recruitment.Enquiries@treasury.gov.za
<u>POST 38/230</u>	:	<u>ASSISTANT DIRECTOR: AFRICA CONTINENTAL REF NO: S117/2026</u>
		Division: Economic Policy and International Cooperation (Epic)
		Purpose: To coordinate the advancement of South Africa's interests by fostering economic and financial integration, and institutional governance within the AU and development cooperation with UNECA.
<u>SALARY</u>	:	R605 742 per annum, (excluding benefits)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Grade 12 is required coupled with a degree (equivalent to NQF level 7) in Economics and Econometrics, Political Science or Development Studies. 3 years' experience within a development institution or policy or financial environment. Knowledge of policy analysis and formulation of drafting notes and cabinet memoranda. Proven knowledge and experience of benchmarking and research with recognized international institutions. Knowledge and experience on a diplomatic level will serve as an added advantage.

DUTIES

: Some key Outputs include: Process Policy Analysis & Advocacy: Regional Integration & Governance: Provide inputs in the formulation of National Treasury's position on regional economic and financial integration agenda in the African Union Specialised Technical Committee (STC) of Finance, Planning and Monetary Economic Integration. Provide inputs in the formulation of National Treasury's position for strategic participation and advancement of priority regional economic and developmental issues at the Conference of African Ministers of Finance, Planning, and Economic Development of UNECA. Engage in the tabling of the AU budget and advancement of innovative financing proposal for the AU Peace Fund, as part of the Experts of the Committee of Fifteen Ministers of Finance (F15), and in line with AU Financial Rules and Regulations (FRR), and rationalisation of overlapping activities within the AU. Advance South Africa's policy position on the development of the AU New Scale of Assessment at the Joint Sitting on the Scale of Assessment and Contributions at Ambassadorial Level and Experts of the Committee of Fifteen Ministers, the Ministerial Committee on the Scale of Assessment and Contributions of the Committee of F15 Ministers, etc. Monitoring and analyses of implementation of AU Executive Council and Assembly decisions on budget and financial management oversight at the Joint Sitting of the Sub-Committee on General Supervision and Coordination on Administrative, Budgetary, and Financial Matters (GSCBFAM), and Experts of the Committee of Fifteen Ministers of Finance (F15) etc. Research, Database Compilation & Analysis: Undertake periodic research, analysis for updates highlighting global, regional, geopolitical developments, domestic economic trends including policy and regulatory issues that could enhance or inhibit SA's regional economic integration objectives, on the Financial Integration paper. Undertake periodic research, analysis and update/reviews (highlighting global, regional, geopolitical developments, domestic economic trends including policy and regulatory issues that could enhance or inhibit SA's regional economic integration objectives, on the Financial Governance paper. Bilateral Cooperation: Development and review of a comprehensive MOU template for enhancing bilateral finance and monetary cooperation with strategic countries at SACU, SADC and continental levels. Bi-annual review and update of the AEI Engagement Strategy document for enhancing bilateral relations with Tier-1 countries, F15 & priority regional partners. Represent National Treasury in State Visits, Bi-National Commissions (BNC), Cooperation Commissions (JCC) Midterm Reviews (MTR) and other relevant DIRCO-led bilateral engagements. Coordinate engagements for strengthening SA's relations with the F15 and likeminded countries for coordinating a common-position framework on key issues regarding the AU regional integration agenda to be advanced at AU STC meetings. Coordination of capacity building and policy cooperation programmes with strategic AU Member States' and F15 Ministries of Finance. Coordination & Administration: Liaise with the office of the Minister and Deputy Minister and DDG – EPIC on participation in upcoming meetings of the UNECA Ministers Of Finance, Planning and Monetary Integration, the STC on Finance, Planning and Monetary Integration, F15 Committee, the AU Assembly, Executive Council and for all relevant events/ statutory or Ad Hoc meetings. Drafting of National Treasury inputs into the African Renaissance Fund (ARF) concurrence request memos and response letters for the Minister to the Department of International Relations Minister. Coordinate the payment of funds due to CABRI and IDEP. Representation of National Treasury's participation at Cluster meetings, statutory and Ad Hoc meetings, Interdepartmental Meetings (IDM) in preparation for State Visits, Bi-National Commissions (BNC) Joint Cooperation Commission (JCC), Mid-Term Review (MTR) and other relevant DIRCO-led bilateral engagements of the 2026-2027 FY. Liaise and consult with EPIC, DIRCO, the DTIC, economic cluster departments, SOEs, DFIs, SA embassies abroad & other key stakeholders for coordination of NT's position on crosscutting workstreams/issues. Provide input into the procurement plan within the set deadline. Ensure that documents (memos, briefing notes, BTORs, speaking notes, presentation, etc) in relation to statutory meetings, bilateral, Cabinet and research are filed after conclusion of meetings. Provide regular & consistent inputs to, amongst others, IRSC, CDOPs, risk register, procurement plan & quarterly reports for the Directorate's work. Compilation and submission of back-to-office reports (BTORs).

ENQUIRIES

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

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.

- APPLICATIONS** : Applicants are urged to choose/ utilise one of the methods provided below: you may forward your application, quoting reference, addressed to: The Director-General, Department of Women, Youth and Persons with Disabilities, Private Bag X931, Pretoria, 0001. Alternatively, applications may also be hand delivered to 268 Lilian Ngoyi Street, Fedsure Forum Building, 1st floor, Pretoria CBD. Another option is to submit application through email as a single scanned document/one PDF attachment to the email addresses specified for each position (kindly note that the emailed applications and attachments should not exceed 15MB). General enquiries may be brought to the attention of Mr Amukelani Misunwa 012 359 0240/ Mr Joseph Mahlangu 012 359 0238
- CLOSING DATE** : 06 November 2026 at 16:00
- NOTES** : 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. Selection panels shall score both technical exercises as an additional criterion in the interview process. 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 38/231</u>	:	<u>RESEARCHER REF NO: DWYPD/018/2026</u> Re-advertisement, (All those who applied are encouraged to re-apply)
<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>APPLICATIONS</u>	:	Recruitment01@dwypd.gov.za

<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 38/232</u>	:	<u>SENIOR YOUTH DEVELOPMENT OFFICER REF NO: DWYPD/019/2026</u> Re-advertisement (All those who applied are encouraged to re-apply)
<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.
<u>DUTIES</u>	:	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 professional 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.
<u>ENQUIRIES</u>	:	Mr OJ Fourie at 079 507 0127
<u>APPLICATIONS</u>	:	Recruitment03@dwypd.gov.za
<u>NOTE</u>	:	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.

<u>POST 38/233</u>	:	<u>INFORMATION TECHNOLOGY TECHNICIAN REF NO: DWYPD/020/2026</u> Re-advertisement (All those who applied are encouraged to re-apply)
<u>SALARY</u>	:	R338 106 per annum (Level 07), plus benefits
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Mr Mpolokeng Masiya at 079 8924 694
<u>APPLICATIONS</u>	:	Recruitment04@dwypd.gov.za
<u>NOTE</u>	:	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.

THE PRESIDENCY

The Presidency is an equal opportunity, affirmative action employer. It is our intention to promote representivity (race, gender and disability). The candidature of persons whose transfer/appointment will promote representivity will receive preference.

<u>APPLICATIONS</u>	:	The Presidency, Private Bag X1000, Pretoria, 0001 or Hand deliver at Government Avenue, Union Buildings, Pretoria or by email: applications@presidency.gov.za
<u>FOR ATTENTION</u>	:	Ms L Mphahlele
<u>CLOSING DATE</u>	:	06 November 2026 (16:30 walk ins and 00:00 on email)
<u>NOTE</u>	:	Applications must include only TWO (2) documents (a fully completed and signed new Z83 Form, obtainable from any Public Service Department or on the Department of Public Service and Administration (DPSA) website link: https://www.dpsa.gov.za/newsroom/psvc/ and a detailed Curriculum Vitae). ONLY shortlisted candidates will be required to submit certified copies of Identity Document, Grade 12 Certificate and the highest required qualifications as well as a Driver's licence where necessary, to Human Resources on or before the day of the interview. Failure to do so will result in your application being disqualified. Foreign qualifications must be accompanied by an evaluation report issued by the South African Qualifications Authority (SAQA). It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation report when requested. Please ensure that your application reaches the Department before the closing date as no late applications will be considered. Due to the large number of applications expected, correspondence will be limited to successful candidates only, applications will however be acknowledged by auto response. Should you not be contacted within 3 months of the closing date of the advertisement, 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 be 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: The Department reserves the right not to fill a position. Shortlisted candidates will be required to be available for interviews at a date and time as determined by the Department. All shortlisted candidates will be subjected to Personnel Suitability Checks, which may include social media profiles of the shortlisted candidates and pre-employment screening to determine the suitability of a person for employment. Applicants must declare any pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered during / after the interview took place, the application will not be considered and in the unlikely event that the person has been appointed such appointment will be terminated. 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 successful candidate will be subjected to reference checks and a security clearance up to the level of "Top Secret" as well as enter into a performance agreement. In addition, the successful candidates may be required to disclose their financial interests depending on their job.

OTHER POSTS

<u>POST 38/234</u>	:	<u>DEPUTY DIRECTOR: PROTOCOL AND CEREMONIAL SERVICES REF NO: PROT/PRES/2026</u> Chief Directorate: Protocol and Ceremonial Services Re-advert. All applicants who previously applied for this post are encouraged to re-apply.
<u>SALARY</u>	:	R932 292 per annum (Level 11)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Senior Certificate plus an appropriate National Diploma/Advanced Certificate or equivalent on NQF level 6. A minimum of 3-4 years' middle management experience in Protocol and Ceremonial Services. Must possess a valid driver's licence. Candidate must have the following competencies: Be professional,

highly motivated, initiative and critical thinker who will be able to gather and analyse information skillfully. Have excellent interpersonal skills. Have excellent organizational and planning skills and ability to work on multiple projects simultaneously. Have sense of urgency and ability to identify, analyse and resolve problems in a timely manner. Be able to work independently and as part of a team and also work well under pressure. Excellent telephone etiquette. Have projects management skills. Have good report writing skills. Have effective oral and written communication skills. Good office management skills. Be able to handle confidential matters, have integrity and be trustworthy. Knowledge: Good understanding of protocol and security measures. Good computer knowledge. Good knowledge of travel and subsistence procedures. Willingness to travel local and internal. Good understanding of Public Service Regulation Framework.

DUTIES : Providing hands-on logistical experience in offering Protocol and Ceremonial services to the President and the Deputy President. Providing of protocol and ceremonial support in accordance with national and international policies and procedures. The implementation of and adherence to protocol policies and procedures. Conducting of research on protocol in respect of other countries as requested/required. Advising and support of 'clients'. Ensure compliance, maintenance and management of protocol on all events. Consult with stakeholders. Oversee overall logistical arrangements for all events attended by the President or Deputy President. Establish and ensure that sitting arrangements is in hierarchical order. Assist with development of programmes and develop order of proceedings. Liaise with the Presidential Protection Service Planning unit in coordination of events. Coordinate, review and consolidate directorate's inputs for the medium term expenditure framework (MTEF) and estimates of national expenditure (ENE).

ENQUIRIES : Mr. P Seopa Tel No: (012) 308 1779
NOTE : Email applications must on the subject line state ONLY the Reference number: PROT/PRES/2026 (with no spaces).

POST 38/235 : **DEPUTY DIRECTOR: BUDGET MANAGEMENT REF NO: BM/PRES/2026**

SALARY : R932 292 per annum (Level 11), (all-inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : A Senior Certificate plus an appropriate Bachelor's degree/ or National Diploma in Financial Management/Accounting OR an equivalent qualification on NQF level 6. A minimum of 3-5 years' experience in a Finance environment. Knowledge of Microsoft Office, especially Advanced Excel, graphs, and Pivot Tables Interpretation. Knowledge of Budgeting preparation and analysis. Knowledge of BAS, PERSAL. Candidate must have the following competencies: Communication, both oral and written. Client orientation and customer focus. Honesty and integrity. Service delivery innovation. Knowledge Management: Financial management. Problem solving and analysis. Strategic capability leadership. Program and project management. People management and empowerment. Change Management. Public Service Regulatory Framework. Policy formulation process within Government. Business and management principles involved in strategic planning, resource allocation, human resource modelling, and leadership techniques. Monitoring and evaluation methods, tools and techniques. Statistical and data analysis. Policy analysis and research. Analytical thinking, Report writing, and Presentation. An understanding of Financial Statements will be an advantage

DUTIES : The successful candidate will be responsible for the following duties: Co-ordinate and consolidate inputs for compilation of Medium Term Expenditure Framework (MTEF). Co-ordinate and consolidate inputs for compilation of Estimates of National Expenditure (ENE). Compile adjustment Estimates of National Expenditure (AENE) (reprioritisation, additional funds requests, movement of funds) for the branches. Allocate funds to the various responsibilities within the branches. Co-ordinate inputs for the In-Year Monitoring Report to the branches. Compile expenditure forecasts for the branches. Compile management reports on a monthly basis. Give advice to budget managers on issues relating to the budget. Costing of the establishment. Assist with the preparation and review of the Financial Statements.

ENQUIRIES : Ms Beverly Nkwana Tel No: (012) 300 5911
NOTE : NB: Email applications must on the subject line state only the Reference number: BM/PRES/2026 (with no spaces)

<u>POST 38/236</u>	:	<u>INFORMATION AND COMMUNICATION TECHNOLOGY DEVELOPER REF NO: ICT/PRES/2026</u>
<u>SALARY</u>	:	R932 292 per annum (Level 11), (all-inclusive remuneration package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Senior Certificate plus an appropriate Bachelor's degree/ or National Diploma in Information Technology OR an equivalent qualification on NQF level 6. A minimum of 3 to 5 years' relevant experience in systems development according to the Systems Development Life Cycle (SDLC). Candidate must have the following competencies: Communication, both oral and written. Client orientation and customer focus. Honesty and integrity. Service delivery, creativity, and innovation. Able to learn new technologies quickly. Attention to detail, accuracy, Analytical skills, critical thinking, and problem-solving skills. Ability to work independently, under pressure, and in a team. Good time-management skills, Systems Analysis, and documentation. Able to communicate difficult procedures to users. Knowledge Management and Financial management. Relational Database concepts and experience in SQL Server for database design and SQL query design. SharePoint Development and administration skills. Programming language skills: .NET Framework, C#. Project management. People management and empowerment; change management. Public Service Regulatory Framework. Policy formulation process within Government. Business and management principles involved in strategic planning, resource allocation, human resource modelling, and leadership techniques. Monitoring and evaluation methods, tools, and techniques. Knowledge and interest in computer systems and the latest technologies.
<u>DUTIES</u>	:	The successful candidate will be responsible for the following duties: Analysis, design, and development of business applications based on user requirements. Develop Business Intelligence dashboards and reports for various systems. Accelerate ICT modernisation projects, in particular automation and digitalisation of the business process. Develop in-house applications by routing information and correspondence through user-defined rules and actions. Evaluate, research, and apply new technologies to enhance applications and systems within The Presidency and make recommendations to management. The development and maintenance of IT systems in support of strategic, operational, and service delivery objectives. Support and maintenance of Information Communication Technology (ICT) Infrastructure. Implement, monitor, and upgrade multi-platform Information Technology software systems. Project Management and Monitoring Service. Identify areas for modification in current systems or applications and develop and implement those modifications. Draft Standard Operating Procedures (SOP) and document all work for future reference. Training users. Develop and test application source code. Discuss users' requirements and propose solutions. Integrate Software or application modules with third-party applications. Perform systems integration tests of the systems and applications. Work with other IT team to set specifications for new applications. Monitor the quality and performance of applications through testing and maintenance. Assist with software or application support and troubleshooting through interaction with the users.
<u>ENQUIRIES</u>	:	Mr Tsepo Ramosebi Tel No: (012) 300-5548
<u>NOTE</u>	:	NB: Email applications must on the subject line state only the Reference number: ICT/PRES/2026 (with no spaces)
<u>POST 38/237</u>	:	<u>DEPUTY DIRECTOR: FINANCIAL ACCOUNTING REF NO: FINACC/PRES/2026</u>
<u>SALARY</u>	:	R932 292 per annum (Level 11)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Senior Certificate plus an appropriate Bachelor's degree/ or National Diploma OR an equivalent qualification on NQF level 6. A minimum of three (3) years' relevant experience in Financial Accounting at a supervisory/managerial level. Good understanding of Tax administration and Debtors Management. Knowledge of Microsoft Office, especially Advanced Excel. Knowledge of BAS and PERSAL. Candidate must have the following competencies: Communication, both oral and written. Client orientation and customer focus. Honesty and integrity. Service delivery innovation. Knowledge Management.

		Financial Management. Problem solving and analysis. Strategic capability leadership. Program and project management. People management and empowerment. Change Management. Public Service Regulatory Framework. Policy formulation process within Government. Business and management principles involved in strategic planning, resource allocation, human resource modelling, and leadership techniques. Analytical thinking, Report writing, and Presentation. An understanding of Financial Statements will be an advantage.
<u>DUTIE</u>	:	Manage the Subsistence and Travel, Tax Administration, and Debtors Management sub-directorate. Develop and maintain policies and processes. Monitor the policy and legislative framework to ensure that cognizance is taken of new developments. Monitor revenue collected and expenditure incurred and submit reports and plans as required. Monitor compliance with financial prescripts. Provide advice and guidance to role players on revenue and expenditure procedures. Expenditure Management – Ensure that payment for compensation of employees, Subsistence and Travel claims and advances, goods and services, transfers, and subsidies complies with applicable regulations. Accounting – Provide financial administration and accounting services and inputs for the compilation of the Interim and Annual Financial Statements. Tax - Provide advice and guidance to all stakeholders on all tax matters and ensure that the Department complies with all tax prescripts and reporting requirements. Debtors Management – Perform secretarial duties of the Loss Control Committee and ensure compliance with Debtors Management regulations and reporting requirements. Maintain discipline. Manage performance and development. Undertake Human Resource and other related administrative functions. 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. Develop, implement and maintain processes to ensure proper control of workflow. Compile and submit all required administrative reports. Serve on transverse task teams as required. Procurement and asset management for the Sub-Directorate. Plan and allocate work. Quality control of work delivered by employees.
<u>ENQUIRIES</u>	:	Mr Khathu Mashapha Tel No: (012) 300 5998
<u>NOTE</u>	:	NB: Email applications must on the subject line state Only the Reference number: FINACC/PRES/2026 (with no spaces)
<u>POST 38/238</u>	:	<u>ASSISTANT DIRECTOR: RECORDS MANAGEMENT (AUXILIARY SERVICES) REF NO: AUX/PRES/2026</u>
<u>SALARY</u>	:	R487 197 per annum (Level 09)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Senior Certificate plus an appropriate Bachelor's degree/ or National Diploma in Records, Registry, Archives Management OR an equivalent qualification on NQF level 6. Minimum of three (3) to five (5) years related experience. Knowledge of the National Archives and Records Service of South Africa Act (NARSSA), 1996, and relevant public service prescripts. Knowledge of the Integrated Document and Records Management System (IDMS), electronic correspondence management and records retrieval processes. Process competencies: Communication, both oral and written. Client orientation and customer focus. Honesty and integrity. Service delivery innovation. Planning and Execution.
<u>DUTIES</u>	:	Records Governance: Implement policies, maintain file plans and ensure NARSSA compliance. Records Management: Manage paper-based and electronic records, including the integrated document management system (IDMS) and correspondence. Registry Services: Oversee Registry and Mini-Registry operations, mail and correspondence control and service standards. Records Preservation: Manage records retention, secure storage, authorised disposal and archival transfers. Training and Support: Manage and train staff, develop SOPs, Review Policies and provide records management guidance. Systems and Improvement: Monitor electronic systems, support digitisation, address backlogs and report on performance. Telephone and Switchboard Services: Manage and Monitor telephones, switchboard service delivery, resolve operational issues and liaise with ICT and service providers.
<u>ENQUIRIES</u>	:	Mr Charles Ford Tel No: (021) 464-2216
<u>NOTE</u>	:	NB: Email applications must on the subject line state only the Reference number: AUX/PRES/2026 (with no spaces)

<u>POST 38/239</u>	:	<u>ASSISTANT DIRECTOR: INTERNAL CONTROL REF NO:</u> <u>ASDIC/PRES/2026</u> Sub-Directorate: Internal Control
<u>SALARY</u>	:	R487 197 per annum (Level 09)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Senior Certificate plus an appropriate Bachelor's degree/ or National Diploma in Financial Accounting/ Auditing/ Risk Management OR an equivalent qualification on NQF level 6. A minimum of 3 to 5 years' relevant experience. Competencies: Communication, both oral and writing. Client orientation and customer focus. Honesty and integrity. Service delivery innovation. Knowledge management: Problem solving and analysis. Program and project management. People management and empowerment. Change management. Public Service Regulatory Framework. Policy formulation process within Government. Monitoring and evaluation methods, tools and techniques.
<u>DUTIES</u>	:	Implementing effective and efficient internal control systems in the office of the CFO. Monitoring the effectiveness and efficient of document control, (Receiving, Validation and Filling of Batches). Follow up on request for information and communications of findings issued by the Auditor General and quality check the responses from the units. Ensure that requested information and communications of findings are responded within specified time frames. Keep record of Internal Audit reviews and ensure that responses are submitted. Compile Presidency Audit Matrix and report progress on implementation of action plans. Report monthly to SMS, Branch heads and Top Management on progress made on action plans. Reviewing and updating financial policies and procedures. Ensure that financial inspections are conducted at the Presidency offices and that inspection reports are compiled and submitted to the Chief Financial Officer. Ensure that all the identified irregular and fruitless & wasteful expenditure are registered, Reported and investigated. Ensure that identified irregular and fruitless & wasteful expenditure are disclosed on a quarterly basis on the IFS. Ensure that all the identified non-compliance to 30 days payments are reported on a monthly basis within seven working days. Supervise Senior state accountant, accounting clerks, contractors and interns.
<u>ENQUIRIES</u>	:	Ms Nonhlanhla Mshengu Tel No: (012) 300-5895
<u>NOTE</u>	:	NB: Email applications must on the subject line state only the Reference number: ASDIC/PRES/2026 (with no spaces)
<u>POST 38/240</u>	:	<u>SENIOR STATE ACCOUNTANT: INTERNAL CONTROL REF NO:</u> <u>SSA/PRES/2026</u> Sub-Directorate: Internal Control
<u>SALARY</u>	:	R413 001 per annum (Level 08)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Senior Certificate plus an appropriate Bachelor's degree/ or National Diploma in Financial Accounting/ Auditing/ Risk Management OR equivalent qualification on NQF level 6. A minimum of two (2) to three (3) years' applicable experience obtained within an Accounting environment with specific reference to financial reporting, compliance monitoring, internal control, and risk management. Competencies: communication, both oral and written. Client orientation and customer focus. Honesty and integrity. Service delivery innovation. Problem solving and analysis. Program and project management. People management and empowerment. Change management. Public service regulatory framework. Policy formulation process within government. Monitoring and evaluation methods, tools and techniques. Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations.
<u>DUTIES</u>	:	Responsible for assisting with implementing controls over access to records. Assist in managing internal financial control by ensuring effective and efficient performance of the financial management and supply chain management functions within the CFO unit. Verification of all finalised BAS/LOGIS payments, journals, receipts, S & T claims, face value forms, etc. Reviewing and updating financial policies and procedures. Oversee the departmental filling system pertaining to accounting documents. Liaising with Auditors (internal/external) and ensuring that their recommendations are implemented. Collating information for responses to the Auditors. Conduct financial inspections and assessments of departmental financial policies to ensure compliance. Financial document control (receiving, filing, reconciliation, and also making follow-ups on outstanding batches). Identify, register, and investigate irregular

and fruitless & wasteful expenditure. Ensure that all identified non-compliance with 30-day payments are reported to National Treasury. Supervise Accounting Clerks, contractors and mentor/ or train the intern. Assist in the monitoring of the correct implementation of policies, strategies and policy frameworks. Assist in the audit coordination process.

ENQUIRIES
NOTE

- : Ms Thuliswa Ngwane: Tel No: (012) 300-5862
- : NB: Email applications must on the subject line state only the Reference number: SSA/PRES/2026 (with no spaces)