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Department:  
Public Service and Administration  
REPUBLIC OF SOUTH AFRICA

## PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 19 OF 2026

DATE ISSUED 05 JUNE 2026

### 1. Introduction

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

### 2. Directions to candidates

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

### 3. Directions to departments

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

### 4 SMS pre-entry certificate

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

### AMENDMENT

: **INDEPENDENT POLICE INVESTIGATIVE DIRECTORATE:** Kindly note that post of Assistant Director: Financial Accounting with Ref No: Q9/2026/30 advertised on Public Service Vacancy Circular 18 dated 29 May 2026 with a closing date of 12 June 2026, please note that the closing date has been extended to 22 June 2026. Apologies for any inconvenience caused.

**DEPARTMENT OF AGRICULTURE (DOA)**

- APPLICATIONS** : Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email [HRCrecruit39@nda.gov.za](mailto:HRCrecruit39@nda.gov.za)
- CLOSING DATE** : 22 June 2026 at 16:00
- NOTE** : To apply, submit a completed Z83 form and detailed Curriculum Vitae (PDF document to a maximum of 10 megabytes) via e-mail or hand delivery. The Department will not be held responsible for server delays. Late applications due to technical issues will not be considered. Shortlisted candidates must provide certified copies of required documents (Identity Document, qualifications, etc) where necessary and service certificates to support senior management experience to Human Resources before the interviews, including South African Qualifications Authority (SAQA) evaluation reports for foreign qualifications. Failure to comply will result in disqualification. To be appointed at Senior Management Service (SMS) level, you must complete the SMS Pre-entry programme offered by the National School of Government (NSG). Find course details here: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/> appointment is subject to successful 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. Applications: Please submit your application before the closing date as late applications will not be considered. Do not submit duplicate applications. If applying for multiple posts, submit separate applications for each post. Due to high volumes, the Department will not acknowledge receipt of applications. Communication will be limited to shortlisted candidates only. If you have not heard from us within 3 months, please consider your application to be unsuccessful. Should, during any stage of the recruitment process, a moratorium be placed on the filling of posts or the Department is affected by any process such as, but not limited to, restructuring or reorganisation of posts, the Department reserves the right to cancel the recruitment process and re-advertise the post at any time in the future. Important: DOA is an equal opportunity employer committed to promoting representivity and affirmative action. We encourage applications from all qualified candidates. The Department reserves the right not to fill vacancies. By applying you consent to the collection and processing of your personal information for recruitment purposes. Shortlisted candidates will be required to be available for assessments and interviews at a date and time as determined by the Department. Shortlisted candidates will undergo personnel suitability checks, security vetting and reference checks (including social media profiles). Applications must declare any pending criminal, disciplinary or any other allegations or investigations. Successful candidates must pass security clearance, sign an employment contract, sign an annual performance agreement and disclose financial interests. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with. Failure to disclose relevant information may result in disqualification or termination.

**OTHER POST**

- POST 19/01** : **HUMAN RESOURCE CLERK (SUPERVISOR) REF NO: 3/3/1/39/2026**  
Directorate: Grootfontein Agricultural Development Institute
- SALARY** : R338 106 per annum (Level 07)
- CENTRE** : Eastern Cape: Middelburg
- REQUIREMENTS** : Applicants must be in possession of Grade 12 Certificate. Minimum of three (3) years' experience working in Human Resource environment. Job Related Knowledge: Knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage

and retrieval procedures in terms of the working environment. Understanding of the work in registry. Job Related Skills: Planning and Organising skills. Computer operating skills. Language. Good verbal and written communication skills. Basic numeracy skills. Interpersonal relations. Flexibility. Teamwork.

**DUTIES**

: Supervise and undertake the more complex implementation and maintenance of human resource administration practices: HR Provisioning (Recruitment and Selection, Appointments, Transfer, verification of qualifications, secretariat functions at interviews, absorptions, probationary periods etc.). Implement conditions of service and service benefits (Leave, Housing, Medical, Injury on Duty, Long Service Recognition, Overtime, Relocation, Pension, Allowance etc.). Termination of service. Recommend (approve) transactions on PERSAL according to delegations. (final authorisation should happen on a higher level preferably at Assistant Director or higher level). Performance Management. Prepare reports on human resources administration issues and statistics. Handle human resource administration enquiries: Manage enquiries from internal and external clients. Supervise human resources/ staff: Allocate and ensure quality of work. Personnel development. Apply discipline. Assess staff performance.

**ENQUIRIES**

: Mr Themba Cebani Tel No: (049) 802 6605

**NOTE**

: EE Target: African Females and Persons with disability.

## 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.*

<b><u>CLOSING DATE</u></b>	:	22 June 2026 at 16:00 (walk-in) and 23:59 (online)
<b><u>NOTE</u></b>	:	All attachments for online application must include an application form Z83 and CV only combined, in PDF and as one attachment. Zipped, IMG and JPEG documents will not be accepted. indicate the correct job title and the reference number of the post on the subject line of your email. Use the correct email address associated with the post. Failure to do so, your application will be disqualified. Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at <a href="http://www.gov.za/documents">www.gov.za/documents</a> . Received applications using the incorrect application for employment (old Z83) will not be considered. Each post(s) advert must be accompanied by its own application form for employment and must be fully completed, initialled and signed by the applicant as instructed below. Failure to fully complete, initial and sign the Z83 form will lead to disqualification of the application during the selection process. All fields of Section A, B, C and D of the Z83 must be completed in full. Section E, F, G (Due to the limited space on the Z83 it is acceptable for applicants to indicate refer to CV or see attached. However, the question related to conditions that prevent re-appointment under Part "F" must be answered and declaration signed. Only an updated comprehensive CV (with detailed previous experience if any) and a completed and signed new Z83 application form is required. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following the communication from Human Resources and such qualification(s) and other related document(s) will be in line with the requirements of the advert. Non-RSA Citizens/Permanent Resident Permit holders in possession of foreign qualifications must be accompanied by an evaluation report issued by the South African Qualification Authority (SAQA) (only when shortlisted). The Department does not accept applications via fax. Applicants who do not comply with the abovementioned instructions/ requirements, as well as applications received late will not be considered. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The requirements for application of Senior Management Services (SMS) include the successful completion of an SMS Pre-entry programme (Nyukela) as endorsed by the National School Government (NSG). Prior to appointment, a candidate should therefore have proof that they have registered for the Pre-Entry Certificate and have completed the course. The cost for Nyukela is at the applicant's own expense. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: <a href="https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/">https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/</a> . For all SMS appointment, the selection panel will recommend suitable candidate (s) to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Please note by responding to the advertisement, you consent to the collection, processing, and storing of your Personal Information in accordance with the Protection of Personal Information Act(POPIA) Your information will be used solely for the purpose of this promotion and will not be shared with third parties without prior consent unless required by law. The Department reserves the right not to make any appointment(s) to the below advertised post(s). The successful candidate will be expected to sign a performance agreement. The Department is an equal opportunity affirmative action employer. The Employment Equity Plan of the Department shall inform

the employment decision. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s)

#### **MANAGEMENT ECHELON**

- POST 19/02** : **CHIEF DIRECTOR: EMPLOYMENT SERVICES REF NO: HR4/26/06/10HO**
- SALARY CENTRE REQUIREMENTS** : R1 554 696 per annum, (all-inclusive salary package)  
: Head Office, Pretoria  
: A qualification at NQF level 7 as recognised by the South African Qualification Authority (SAQA) in Public Administration/ Public Management/ Business Management/Business Administration. Five (5) years of experience at a Senior managerial level in Strategic, Operational & Administrative services. Knowledge: ILO Conventions, Financial Management, Human Resource Management, Social Plan Guidelines. Skills: Planning and organizing, Communication, Computer, Analytical, Presentation, Interpersonal, Report writing, Leadership, Networking.
- DUTIES** : Lead and manage the registration of opportunities and placement. Lead and manage the administration of the ES Board. Regulate employment of foreign workers in terms of the ES Act and Immigration Act. Regulate Private Employment Agencies and Temporary Employment Services. Manage all resources within the Chief Directorate.
- ENQUIRIES APPLICATIONS** : DDG: PES Mr S Morotoba Tel No: (012) 309 4382  
: The Chief Director: Human Resources Management, Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ22@labour.gov.za
- NOTE** : EE targets Departmental at SMS level-priority will be given to Africans, Coloured Male, Indian Female, Whites and People living with disabilities.

- POST 19/03** : **DIRECTOR: PUBLIC EMPLOYMENT SERVICES REF NO: HR4/26/06/11HO**
- SALARY CENTRE REQUIREMENTS** : R1 317 384 per annum, (all-inclusive salary package)  
: Provincial Office: Western Cape  
: A qualification at NQF level 7 as recognised by SAQA in Social Sciences, (Psychology)/ Industrial Psychology/Psychology/Public Administration/Public Management/ Business Administration/ Business Management. Five (5) years of experience at a Middle/Senior managerial level in Employment Services and Skills Development environment. Valid driver's licence. Knowledge: Good Governance, Departmental policies and procedures, General administrative procedures, Recruitment and Selection, ILO Conventions, Financial Management, PFMA, Labour Relations Act and Employment Equity, COIDA, Skills Development Act, Public Service Regulations. Skills: Planning and organizing, Facilitation, Communication, Computer, Research, Presentation, Interpersonal, Report writing, Leadership, Problem solving, Project management.
- DUTIES** : Direct and manage work seeker services (registration of work seekers and employment counselling) within the Province. Direct and manage employer services within the Province. Ensure the provision of work schemes for the purpose of enabling youth and other vulnerable work seekers to enter employment, remain in employment or be self – employed. Provide leadership and technical support on all areas of public employment services. Monitor and report on the implementation and of Policies, Standards, Annual Performance Plan and Work Plan. Manage all the resources of the Business Unit.
- ENQUIRIES APPLICATIONS** : Dr Noel Sicwebu Tel: (012) 309 4382  
: The Chief Director: Human Resources Management, Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ27@labour.gov.za
- NOTE** : EE targets Departmental at SMS level-priority will be given to Africans, Coloured Male, Indian Female, Whites and People living with disabilities.

#### **OTHER POSTS**

- POST 19/04** : **DEPUTY DIRECTOR: LABOUR CENTRE OPERATIONS (X2 POSTS)**
- SALARY CENTRE** : R1 101 468 per annum, (all- inclusive)  
: Labour Centre: Kuruman-Ref No: HR4/4/8/177 (X1 Post)  
: Labour Centre: Phuthaditjhaba -Ref No: HR4/4/8/1003 (X1 Post)

<b><u>REQUIREMENTS</u></b>	:	Three (3) years National Diploma (NQF6)/ Undergraduate bachelor's degree (NQF7) in Financial Management, Accounting, Human Resource Management, Labour Relations, Social Sciences, Engineering Sciences, Public Administration/Management, Business Administration/Management, Operations Management, Project Management, Three (3) years legal qualification. Five (5) years' experience of which two (2) at an Assistant Director level and three (3) years' functional experience in labour market operations /services delivery environment. Knowledge: Public Finance Management Act, Treasury Regulations, Supply Chain Management processes, Asset Management, All Labour Legislations, Departmental policies and Procedures, Public Service Regulations, Batho Pele Principles, Service Delivery Improvement Plan Skills: Management, Computer skills, Presentation skills, Communication (both verbal and written), Interpersonal, Conflict Management, Leadership, Project Management, Diversity management, Change management, Monitoring and Evaluation.
<b><u>DUTIES</u></b>	:	Manage the service delivery objectives as per the mandate of Department of Employment and Labour. Represent the Department in key stakeholder forums including interdepartmental structures of government and municipalities including those dictated by the District Development Model (DDM). Implement and manage service delivery improvement interventions. Manage all the resources of the Labour Centre.
<b><u>ENQUIRIES</u></b>	:	Ms Sherelda Kleinsmith Tel No: (053) 838 1517 (Kuruman) Ms E Maneli Tel No: (051) 505 6205 (Phuthadijhaba)
<b><u>APPLICATIONS</u></b>	:	<b>Chief Director: Provincial Operations:</b> Private Bag X5012, Kimberley, 8301 or hand deliver at Cnr Compound and Priel Road. Email: Jobs-NCKIM@labour.gov.za <b>Chief Director: Provincial Operations:</b> Private Bag X522, Bloemfontein, 9300 or hand deliver at: Department of Employment and Labour, Laboria House, Charlotte Maxeke Street, Bloemfontein For online applications. Email: Jobs-fs10@LABOUR.gov.za
<b><u>NOTE</u></b>	:	EE targets: Priority will be given to African female, Indian male, Indian females, White males (Kuruman) Priority will be given to African Males, African Females, Africans with Disability and Coloured Females((Phuthadijhaba)
<b><u>POST 19/05</u></b>	:	<b><u>PRINCIPAL INSPECTOR: OCCUPATIONAL HEALTH AND HYGIENE REF NO: HR4/4/5/02</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R605 742 per annum Durban Labour Centre Three (3) year recognised qualification at (NQF 6)/ Undergraduate Bachelor Degree (NQF7) in Environmental Health/ Occupational Health/ Hygiene/ Analytical Chemistry/Chemical Engineering. Valid driver's licence. Four (4) years functional experience in Health and Hygiene inspection services. Knowledge: Departmental policies and procedures, Occupational Health and Safety Act and Regulations, Batho Pele Principles, Public Service Act and Regulations, OHS Standards, OHS Management System, OHSAS, Inspection Appointment Certificate, Appointment Certificate ex-officio. Skills: Facilitation, Planning and Organizing, Computer literacy, Interpersonal, Problem Solving, Interviewing, listening and observation, Presentation, Innovative, Communication skills, Computer literacy, Analytical skills, Research, Project Management skills, Sense of Responsibility, Organisational Goal driven, Disciplined and ability to meet deadlines, Assertiveness.
<b><u>DUTIES</u></b>	:	Provide inputs into the development of Health and Hygiene policies and ensure implementation of OHS strategy for the Department of Labour in terms of OHS Legislation. Conduct complex inspections for Health and Hygiene regularly as per inspection programme. Conduct technical research on the latest trends in Occupational Health and Hygiene within identified sectors. Provide support for enforcement action, including preparation of reports for legal proceedings.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr S Mchunu Tel No: (031) 336 9424 Deputy Director: Labour Centre Operations: Private Bag X10074, Marine Parade, Durban, 4056 or hand deliver at Government Building, Masonic Grove, Durban. For online Applications Email: Jobs-KZN10@Labour.gov.za
<b><u>NOTE</u></b>	:	Coloured Male and White Males are encouraged to apply

**POST 19/06** : **OHS INSPECTOR: CIVIL ENGINEERING REF NO: HR4/4/5/03**

**SALARY CENTRE REQUIREMENTS** : R413 001 per annum  
Pinetown Labour Centre  
: Matric/ Grade 12/ Senior Certificate plus a three (3) year recognised qualification at NQF 6/7 in the relevant field ie, Construction/ Civil Engineering. Valid driver's licence. Knowledge: Departmental policies and procedures, Occupational Health and Safety Act, as amended, Regulations (21), South African National Standards (Codes)- incorporated Codes become regulations, Compensation for Occupational injuries and Diseases Act, Unemployed Insurance Act. Skills: Planning and organizing, Communication skills, Computer literacy, Facilitation skills, Interpersonal skills, Conflict handling skills, Negotiation skills, Problem solving skills, Interviewing skills, Presentation skills, Innovation skills, Analytical skills, Verbal and written communication skills.

**DUTIES** : To plan and independently conduct inspections with the aim of ensuring compliance with the Occupational Health and Safety Act, Act 85 of 1993, Regulations and incorporated Standards. To confirm registration of with the Unemployment Insurance Act and the Compensation for Occupational Injuries and Diseases Act. Plan, investigate and finalise independently incidents and complaints reported pertaining to the OHS Act and the relevant regulations and enforce as and when necessary, appear in Court as a State witness. Plan and conduct allocated proactive inspections as per schedule to monitor compliance with the relevant labour legislation including compiling and consolidating 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.

**ENQUIRIES APPLICATIONS** : Mr B Gwala Tel No: (031) 713 9100  
: Deputy Director: Labour Centre Operations: P. O Box 1025, Pinetown, 3610 or hand deliver at 49 Kings Road, Pinetown 3610. For online Applications Email: Jobs-KZN11@Labour.gov.za

**NOTE** : White Males are encouraged to apply.

**POST 19/07** : **OHS INSPECTOR: ELECTRICAL ENGINEERING (X3 POSTS)**

**SALARY CENTRE** : R413 001 per annum  
: Verulam Labour Centre Ref No: HR4/4/5/04 (X1 Post)  
: Pietermaritzburg Labour Centre Ref No: HR4/4/5/10 (X1 Post)  
: Labour Centre Kariega Ref No: HR4/4/9/57 (X1 Post)

**REQUIREMENTS** : Matric/ Grade 12/ Senior Certificate plus a three (3) year recognised qualification at NQF 6/7 in the relevant field ie, Electrical Engineering. Valid driver's licence. Knowledge: Departmental policies and procedures, Occupational Health and Safety Act, as amended, Regulations (21), South African National Standards (Codes)- incorporated Codes become regulations, Compensation for Occupational injuries and Diseases Act, Unemployed Insurance Act. Skills: Planning and organizing, Communication skills, Computer literacy, Facilitation skills, Interpersonal skills, Conflict handling skills, Negotiation skills, Problem solving skills, Interviewing skills, Presentation skills, Innovation skills, Analytical skills, Verbal and written communication skills.

**DUTIES** : To plan and independently conduct inspections with the aim of ensuring compliance with the Occupational Health and Safety Act, Act 85 of 1993, Regulations and incorporated Standards. To confirm registration of with the Unemployment Insurance Act and the Compensation for Occupational Injuries and Diseases Act. Plan, investigate and finalise independently incidents and complaints reported pertaining to the OHS Act and the relevant regulations and enforce as and when necessary, appear in Court as a State witness. Plan and conduct allocated proactive inspections as per schedule to monitor compliance with the relevant labour legislation including compiling and consolidating 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.
<b><u>ENQUIRIES</u></b>	:	Mr M Zondi Tel No: (032) 541 5603 (Verulam) Mr M September Tel No: (033) 341 5300 (Pietermaritzburg) Ms WX Koba Tel No: (041) 260 7047 (Kariega)
<b><u>APPLICATIONS</u></b>	:	<b>Deputy Director: Labour Centre Operations:</b> P.O Box 1144, Verulam, 4340 or hand deliver at 11 Wick Street, Verulam. For online Applications Email to: Jobs-KZN30@Labour.gov.za <b>Deputy Director:</b> Pietermaritzburg Labour Centre, Private Bag X9048, Pietermaritzburg, 3200 Or hand deliver at 370 Langelibalele Street, Pietermaritzburg, 3201. For Online Applications Email to: Jobs-KZN21@Labour.gov.za <b>Deputy Director Labour Centre Operations:</b> PO Box 562, Kariega 5200, Hand deliver at 15A Chase Street, Kariega 6230. Email: Jobs-ECUHG@labour.gov.za
<b><u>NOTE</u></b>	:	EE Targets: Priority will be given to African Male, White Males, White Females, Coloured Males, Coloured Females, Indian Females, Indian Males and People with Disability (Kariega) EE Targets: White Males are encouraged to apply (Verulam & Pietermaritzburg)
<b><u>POST 19/08</u></b>	:	<b><u>SENIOR ADMINISTRATION OFFICER: OPERATIONS (X12 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R413 001 per annum Postmarsburg Labour Centre Ref No: HR 4/4/8/169 (X2 Posts) Kimberly Labour Centre Ref No: HR 4/4/8/170 (X1 Post) Upington Labour Centre Ref No: HR 4/4/8/171 (X1 Post) Springbok Labour Centre Ref No: HR 4/4/8/172 (X2 Posts) Kuruman Labour Centre Ref No: HR 4/4/8/173 (X2 Posts) De Aar Labour Centre Ref No: HR 4/4/8/174 (X2 Posts) Calvinia Labour Centre Ref No: HR 4/4/8/175 (X2 Posts)
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification in Operations Management / Public Administration or Management/ Business Administration or Management / Administrative Management/ Management / Financial Accounting/ Finance at NQF Level 6 as recognized by SAQA. Valid Driver's license. Two (2) years functional experience in Client Services environment / Claims Processing environment in operations or Insurance environment. Knowledge: Unemployment Insurance Act and Regulations (UIA), Unemployment Insurance Contributions Act (UICA), Department of Employment and Labour & UIF Policies and Procedure, Operations System, Batho Pele Principles, Protection of Personal Information Act (POPIA). Skills: Interpersonal, Presentation, Listening, Communication (Verbal and written), Computer Literacy, Problem Solving, Planning and Organizing.
<b><u>DUTIES</u></b>	:	Provide Unemployment Insurance services through interaction with customers. Provide quality assurance and follow-up on Unemployment Insurance applications. Administer the UI Claims and Processing Services. Supervise resource (Human, Financial, Equipment/Assets) in the section.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms Sherelda Kleinsmith Tel No: (053) 838 1517 Chief Director: Provincial Operations: Private Bag X5012, Kimberley, 8301 or hand deliver at Cnr Compound and Pniel Road. Postmarsburg Labour Centre – Email: NC-Postmasburg@labour.gov.za Kuruman Labour Centre- Email: NC-Kuruman@labour.gov.za Kimberly Labour Centre- Email: NC-Kimberley@labour.gov.za Calvinia Labour Centre- Email: NC-Calvinia@labour.gov.za Springbok Labour Centre- Email: NC-Springbok@labour.gov.za Upington Labour Centre- Email: NC-Upington@labour.gov.za De Aar Labour Centre- Email: NC-DeAar@labour.gov.za
<b><u>NOTE</u></b>	:	EE targets- Priority will be given to Coloured Male, Indians and White males.
<b><u>POST 19/09</u></b>	:	<b><u>TEAM LEADER REF NO: HR 4/4/8/176 (X1 POST)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R413 001 per annum Labour Centre: Upington
<b><u>REQUIREMENTS</u></b>	:	Three (3) year's National Diploma (NQF6)/Undergraduate Bachelor Degree (NQF7) in Labour Relations/Labour Law/LLB/BCOM Law. Valid driver's license. Two (2) years functional experience in Inspection and Enforcement Services. Knowledge: Departmental Policies and procedures, Skills

- Development Act, Labour Relation Act, Basic Conditions of Employment Act, Skills Development Levies Act, Occupational Health and Safety Act, COIDA, SABS Codes, Unemployment Insurance Act, UI Contribution Act, Employment Equity Act, Immigration Act. Skills: Facilitation, Planning and Organizing, Computer literacy, Interpersonal, Conflict handling, Negotiation, Problem solving, Innovative, Analytical, Verbal and written communication skills.
- DUTIES** : Plan and conduct substantive inspection with the aim of enforcing and ensuring compliance with labour legislations, 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 (OHS), and UI Contribution Act (UCA), 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. Conduct proactive (Blitz) inspection regularly to monitor compliance with labour legislation. Conduct advocacy campaign on labour legislations regularly. Draft Contributions 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. Supervise the resources in the Sub-section.
- ENQUIRIES** : Ms Sherelda Kleinsmith Tel No: (053) 838 1517
- APPLICATIONS** : Chief Director: Provincial Operations: Private Bag X5012, Kimberley, 8301 or hand deliver at Cnr Compound and Pniel Road. Email: NC-Upington@labour.gov.za
- NOTE** : EE targets- Priority will be given to Coloured Male, Indian male and females, White males.
- POST 19/10** : **BCEA INSPECTOR: INSPECTION SERVICES (X4 POSTS)**
- SALARY CENTRE** : R280 278 per annum  
Newcastle Labour Centre Ref No: HR4/4/5/05 (X1 Post)  
Stanger Labour Centre Ref No: HR4/4/5/06 (X1 Post)  
Verulam Labour Centre Ref No: HR4/4/5/07 (X2 Posts)
- REQUIREMENTS** : Three (3) years relevant qualification (NQF6) in Labour Relations/BCOM Law/LLB. A valid drivers' licence. Knowledge: Basic Conditions of Employment Act, Departmental policies and procedures, Skills Development Act, Labour Relations Act, Unemployment Insurance Act, Unemployment Insurance Contributions Act, Employment Equity Act, Customer Service (Batho Pele Principles). Skills: Facilitation skills, Planning and Organizing (own work), Computer Literacy, Interpersonal skills, Problem solving skills, Interviewing skills, Analytical, Communication skills.
- DUTIES** : 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.
- ENQUIRIES** : Ms T Khumalo Tel No: (034) 312 3334  
Mr M Mwelase Tel No: (032) 307 0989  
Mr MC Zondi Tel No: (032) 541 5603
- APPLICATIONS** : **Deputy Director:** Newcastle Labour Centre, PO Box 985, Newcastle 2940 Or hand deliver at 29 Scott Street, Newcastle. For Online Applications Email to: Jobs-KZN20@Labour.gov.za  
**Deputy Director:** Labour Centre Operations: P.O. Box 138, Stanger 4450 or hand deliver at 12 Cator Street, Stanger, 4001. For online Applications Email to: Jobs-KZN25@Labour.gov.za  
**Deputy Director:** Labour Centre Operations: P.O Box 1144, Verulam 4340 or hand deliver at 11 Wick Street, Verulam. For online Applications Email to: Jobs-KZN30@Labour.gov.za
- NOTE** : White Males are encouraged to apply
- POST 19/11** : **CLIENT SERVICE OFFICER: PUBLIC EMPLOYMENT SERVICES (X2 POSTS)**
- SALARY CENTRE** : R280 278 per annum  
Labour Centre: Richards Bay- Ref No: HR4/4/5/8 (X1 Post)

<b><u>REQUIREMENTS</u></b>	:	Labour Centre: Verulam-Ref No: HR4/4/5/9 (X1 Post) Grade 12; no experience required. Knowledge: Departmental Policies, Procedures and guidelines, Labour Legislation and Regulations, Employment Services Act, Public Service Act and Regulations, Batho Pele Principles. Skills: Computer literacy, Communication, Interpersonal, Problem solving, Listening, Telephone etiquette, Interviewing, Ability to interpret legislation.
<b><u>DUTIES</u></b>	:	Render registration services of work-seekers on ESSA. Render registration services of work and learning opportunities on ESSA. Refer work seekers for Employment Counselling services, Provide administrative support with the placement of work seekers in work and learning opportunities. Render general administrative duties and participate in advocacy sessions as and when required.
<b><u>ENQUIRIES</u></b>	:	Mr I Ximba Tel No: (035) 780 8708 (Richards Bay) Mr MC Zondi Tel No: (032) 541 5603 (Verulam)
<b><u>APPLICATIONS</u></b>	:	<b>Deputy Director:</b> Richards Bay Labour Centre/Private Bag X20033, Empangeni 3880 Or hand deliver at 11 Lira Rink Road, Richards Bay. For Online Applications: Jobs-KZN28@labour.gov.za <b>Deputy Director:</b> Verulam Labour Centre, PO Box 1144, Verulam 4340 Or hand deliver at Wick Street, Verulam. For Online Applications: Jobs-KZN30@labour.gov.za
<b><u>NOTE</u></b>	:	EE targets-Indians, Whites and Persons with disabilities are encouraged to apply.
<b><u>POST 19/12</u></b>	:	<b><u>ADMINISTRATIVE CLERK MSS: REF NO: HR4/4/9/55</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R237 453 per annum Labour Centre East London Matric/Grade 12/Senior Certificate. No functional experience required. Knowledge: Batho Pele Principles, Departmental Policies and Procedures, Treasury Regulations. Skills: Computer Literacy, Communication (verbal and written), Interpersonal, Planning and Organising, Analytical, Problem solving.
<b><u>DUTIES</u></b>	:	To render Supply Chain Management function in a Labour Centre Daily. Provide a Finance and office management service to the Labour Centre Daily. Render a Human Resource Management. Responsible for training and performance activities in a Labour Centre Daily. Responsible for the records management in a Labour Centre Daily.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr MC Njamela Tel No: (043) 702 7501 <b>Deputy Director Labour Centre Operations:</b> Private Bag X9084, East London, 5201, Hand deliver at IGI Building, Ensuc House, Cnr Oxford and Hill Street, East London, 5201. Email: Jobs-ECELN@labour.gov.za
<b><u>NOTE</u></b>	:	Priority will be given to Coloureds, Indians, Whites, African Males and People with Disability.
<b><u>POST 19/13</u></b>	:	<b><u>SECURITY OFFICER REF NO: HR4/4/5/08</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R201 093 per annum Durban Labour Centre Matriculation / Grade 12 / Senior Certificate. Knowledge: Batho Pele Principles, DOL's Policies and Procedures, Access to Public premises and vehicles Act, Evacuation procedures, Promotion of Access to Information Act, Criminal Procedure Act. Skills: Verbal and written communication, Interpersonal relations, Problem solving, Communication, Conflict Management, Computer Literacy
<b><u>DUTIES</u></b>	:	Monitor all activities at access control point, Monitor control room to detect unlawful movement in and around the building, Render front line services to internal and external clients, Patrol in the building to ensure safety measures, Control all deliveries at Durban Labour Centre
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr S Mchunu Tel No: (031) 336 9424 <b>Deputy Director:</b> Labour Centre Operations: Private Bag X10074 Marine Parade Durban, 4056 or hand deliver at Government Building, Masonic Grove, Durban. For online Applications Email: Jobs-KZN16@Labour.gov.za
<b><u>NOTE</u></b>	:	African Males and White Males are encouraged to apply
<b><u>POST 19/14</u></b>	:	<b><u>OFFICE AID: MSS REF NO: HR4/4/9/56</u></b>
<b><u>SALARY CENTRE</u></b>	:	R170 226 per annum Labour Centre East London

- REQUIREMENTS** : Standard 08/Grade 10. No experience required. Knowledge: Cleaning Practices, Catering and Office Practice. Skills: Verbal Communication, Interpersonal and Listening.
- DUTIES** : Ensure a clean office environment at all times. Provide food services' aid. Assist in distributing stock. Assist with messenger functions.
- ENQUIRIES** : Mr MC Njamela Tel No: (043) 702 7501
- APPLICATIONS** : Deputy Director Labour Centre Operations: Private Bag X9084, East London, 5201, Hand deliver at IGI Building, Ensuc House, Cnr Oxford and Hill Street, East London, 5201. Email: Jobs-ECELN@labour.gov.za
- NOTE** : EE Targets- Priority will be given to Coloureds, Indians, Whites, African Males and People with Disability.

**DEPARTMENT OF FORESTRY, FISHERIES AND THE ENVIRONMENT**

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

- APPLICATIONS** : Pretoria: Must be submitted to the Director-General, Department of Forestry, Fisheries and the Environment, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria or apply using the provided link found at the end of this advertisement.
- FOR ATTENTION** : Human Resource Management
- CLOSING DATE** : 22 June 2026, 16:00
- NOTE** : Application must be submitted on a New signed Z83 form obtainable from any Public Service Department accompanied by a recent detailed Curriculum Vitae only, to be considered. All attachments for online application must include an application form Z83 and CV only, in PDF and as one (1) document or attachment, indicate the correct job title and the reference number of the post on the subject line of your email. Use the correct email address associated with the post. JPEG (picture/snapshot) application will not be accepted. Shortlisted candidates will be required to submit certified copies of qualifications, Senior Certificate, identity document and driver's license on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the Department's equity plan. Persons with disabilities are encouraged to apply. Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Short-listed candidates will be expected to avail themselves at the Department's convenience. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for 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, all shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Following the interview and the technical exercise, the Selection Panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the implementation of competency-based assessments. The person appointed to this position 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. 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. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful.

**OTHER POST**

- POST 19/15** : **STATE ACCOUNTANT: FINANCE: BUDGET REF NO: CFO23/2026**
- SALARY** : R338 106 per annum
- CENTRE** : Pretoria

- REQUIREMENTS** : National Diploma (NQF 6) in Accounting/Financial Management or relevant qualification within the related field. A minimum of one (1) year experience in Financial Management or related field. Knowledge of financial management, accounting, and business practices. Knowledge of BAS. Knowledge of Public Service Financial Legislative Frameworks. Ability to apply policies, strategies, and legislation. Ability to work under pressure, ability to work individually and in a team and ability to work with difficult people and to resolve conflict. Good interpersonal relations skills, good computer skills and advanced skills in financial management.
- DUTIES** : Compile MTEF, ENE and AENE databases in line with Treasury Guidelines. Quality assure inputs, consolidate and prepare the necessary information required for the completion of the budgeting processes. Capture all budget on BAS including Budget Rollovers, Shifting of Funds and Virements. Compile In year monitoring (IYM) processes and compliance to reporting requirements in terms of the PFMA and Treasury regulations. Provide Monthly Expenditure Reporting against Cashflow.
- ENQUIRIES** : Tansen Bissumbhur Tel No: (012) 399 9215
- APPLICATIONS** : [e-recruit](#)

**DEPARTMENT OF HIGHER EDUCATION AND TRAINING  
(False Bay TVET College)**

*False Bay Technical and Vocational Education and Training (TVET) College is inviting applications from suitably qualified candidates to fill the following vacancies.*

- APPLICATIONS** : Apply online at <https://falsebayz83.ngnscan.co.za/>
- CLOSING DATE** : 23 June 2026. Applications received after the closing date will not be considered.
- NOTE** : 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.

**OTHER POST**

- POST 19/16** : **ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING REF NO: ASD/FA/CO/25/05/2026**
- SALARY** : R487197 per annum (Level 09)
- CENTRE** : False Bay TVET College, Central Office
- REQUIREMENTS** : Grade 12/ Matric. Recognized National Diploma (NQF6) in Financial Management at NQF 7 or equivalent 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 PFMA, Knowledge and understanding Treasury Regulations. Knowledge of Public Service Regulations and Public Service Act, Knowledge of Financial Management Systems, Valid driver's license. Competencies: Knowledge of PSET and CET Act., Knowledge and understanding Treasury Regulations Skills Development Act, Public, Service Regulations and Public Service Act, knowledge of the National Student Financial Aid Scheme and related legislation.
- DUTIES** : Collection and recording of revenue, Cashier, banking service and electronic payments, Monitor and review the procedures for the collection and safekeeping of all monies and compliance with the relevant prescripts Monitor and review the receipts and collection of monies to ensure that it is in accordance with the appropriate tariffs and properly recorder. Oversee that banking of monies is done in accordance with the prescribed processes. Oversee that bank reconciliations are performed and are correct. Oversee the verification of the validity and allocation of payments received via electronic transfers. Oversee the safeguarding of source documents and face value. Debt Management: Oversee the identification and accurate recording of debts owed to the department. Liaise with debtors the most complex and problematic cases to determine payback conditions and time span. Oversee the process of obtaining the accounting officers approval for debt collection conditions. Obtain the accounting officers approval for debt payback conditions and time span on the cases handled. Oversee the accurate allocation of monies received. Monitoring and reporting on revenue: Oversee and monitor income against budget and review reconciliations. Oversee and undertake the develop of corrective measures when required. Oversee and collate financial supporting information for planning purposes. Ensure completeness and accuracy of

financial information. Expenditure Management: Compensation of employees: Oversee the verification of the capturing of payroll transactions on the accounting system. Oversee the quality assure all payroll transactions. Authorizes reimbursement transactions on the accounting system. Oversee the reconciliation of transactions (interface) on the payroll (PERSAL) with the accounting system (BAS) Authorizes payments to third parties (employer contributions to pension funds, medical aid funds, tax contributions and reconciliation etc.) outside the payroll system. Oversee verification of information for payroll certification. Goods and services: Oversee verification of source documents, oversee the quality assurance and verification of transactions on BAS/LOGIS, and ensure that expenditure is in line with the budget and item provisioning. Oversee the correct capturing of banking details on the accounting system. Oversee creditor reconciliation (ensure that service providers are paid timely and correctly). Transfers and subsidies: Oversee and reconcile payment requests with budget provisions and the availability of funds. Oversee the process to ensure that the relevant institution is eligible for a transfer payment /subsidy and that they comply with the relevant financial legislative requirements. Authorise the payment of transfers and subsidies processed on the accounting system. Reporting: Oversee the processing of information to determine expenditure against budget. Review and analyse expenditure reports, distribute to budget holders and obtain inputs on expenditure status. Oversee the compilation of interim and annual reports on conditional grants. Ensure the safeguarding of all source documents. Supervise employees to ensure an effective financial accounting service. This would inter alia entail the following: General supervision of employees, allocate duties and do quality control of the work delivered by supervises, Advice and lead supervisees with regards to all aspects of the work. Manage performance, conduct and discipline of supervisees. Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively. Develop, implement and monitor work systems and processes to ensure efficient and effective functioning.

**ENQUIRIES** : S Baboo Tel No: (021) 787 0800

## DEPARTMENT OF HOME AFFAIRS

*The DHA is a merit-based, equal opportunity and affirmative action employer. In line with its commitment to promoting representivity, in the filling of entry-level positions preference may be given to locally based candidates on grounds of affordability as well as to (unemployed) youth and the DHA's interns and learners who have successfully completed their respective skills development programmes. In the filling of all posts, preference may be afforded to persons with disabilities, and in respect of SMS-level posts, to women. Persons falling in these categories and who meet the post requirements are preferred.*



**CLOSING DATE** : 26 June 2026

**NOTE** : The Department of Home Affairs (DHA) seeks to hire patriotic, professional, passionate and talented individuals to form part of a new leadership team, equipped with the right skills to facilitate the transformation of Home Affairs into a digital-first, world-class organisation. If you are committed to delivering on the Medium-Term Development Plan's priorities through digital transformation, ascribe to the Department's shared value set, have what it takes to deliver on the needs of DHA Clients with the highest levels of dignity, integrity and innovation, and your credentials meet the requirements of any of the following positions, kindly respond before the closing date. The DHA complies with the Protection of Personal Information Act, 2013 (Act No. 4 of 2013). Applicants' personal information will be used for recruitment purposes, retained where required for audit, and safeguarded against unauthorised disclosure, except where legally required. Submission of an application constitutes consent to such processing. Applications: Applications must be submitted online at <https://erecruitment.dha.gov.za> sent to the correct address specified at the bottom of the posts, on or before the closing date, accompanied by a fully completed Application for Employment Form (New Z83, effective from 1 January 2021), obtainable at [www.dpsa.gov.za](http://www.dpsa.gov.za), citing the correct post number and job title, and a comprehensive CV (citing the start and end date dd/mm/yy), job title, duties performed and exit reason for each employment period to be considered, as well as the details of at least two contactable employment references (as recent as possible), regardless of online or manual submission. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Shortlisted candidates will also be required to submit a copy of their ID document, a valid driver's license (if specified as a job requirement), relevant educational qualifications / RPL certificates / Academic Transcripts of completed qualifications, and Acting letters as directed. Furthermore, applicants who possess (a) foreign qualification(s), are required to submit the evaluated results of such qualifications, as received from the South African Qualifications Authority (SAQA); will be subjected to an interview, various relevant tests and assessments, and employment suitability checks (credit, criminal, citizenship, qualifications, and employment references including verification of exit reasons, and conducting business with State). Once appointed, serving a prescribed probation period and obtaining a security clearance appropriate to the post will be required. Correspondence between the Department and candidates will be limited to shortlisted candidates only.

## OTHER POSTS

**POST 19/17** : **LOCAL OFFICE MANAGER (X2 POSTS)**

**SALARY CENTRE** : R1 101 468 - R1 297 476 per annum (Level 12), (a basic salary)

Limpopo: Large Office: Jane Furse: Limpopo Ref No: HRMC 30/26/1a (X1 Post)

North West: Large Office: Klerksdorp Ref No: HRMC 30/26/1b (X1 Post)

**REQUIREMENTS** : An undergraduate qualification in Public Management, Public Administration, Operations, Business Management, Management, Administration, Law or Social Science within these specified fields of study at NQF level 6 as recognized by SAQA. 3 Years' experience at a Junior Management / Assistant Director level in Operations in a client or customer services environment.

Experience in Civic or Immigration Operations will be an added advantage. Knowledge of South African Constitution. Knowledge and understanding of all relevant public service and Departmental Legislative Frameworks, as well as Government Structures. Excellent abilities and experience in project management, project optimization and use of online systems. Knowledge of National Treasury Regulations and Public Finance Management Act. Knowledge of Human Resources Regulatory Framework and Occupational Health and Safety Act. Knowledge of South African Constitution. Knowledge of workflow and capacity planning. Knowledge of Batho Pele Principles. Knowledge of Minimum Information Security Standards (MISS), Promotion of Administrative Justice Act (PAJA) and Promotion of Access to Information Act (PAIA). A valid drivers' license. Willingness to travel and work extended hours. Required skills and competencies: Strong Management and Leadership capability. Service delivery innovation, client orientation and customer focus. People management and empowerment. Financial Management. Program and project management. Change management. Ability to instil appropriate processes and systems, as well as enabling technology, to support the Department in efficiently and effectively managing the required work. Support digital transformation. Excellent verbal and written communication, as well as report writing and presentation skills. Problem-solving and analysis. Policy interpretation. Risk Management. Influencing, networking, conflict management and negotiation skills. Knowledge and Information Management. Decision making and initiating action. Planning, organising and time management. Computer literacy. Patriotism, Honesty and Integrity.

**DUTIES**

: The successful candidate will be responsible for, amongst others, the following specific tasks: Manage the overall operations and performance of the Office against agreed service delivery standards. Provide advice and guidance on operations of the Department at a Local Office level. Manage the provision of safe and secure enabling documents as it relates to citizenship, births, marriages, death, travel documents and passports. Ensure delivery against the mandates derived from the Government's Programme of Action (POA). Ensure effective management and oversight of the Local Office's Immigration Inspectorate activities. Foster effective partnerships with all stakeholders and represent the Office at various forums. Ensure the effective implementation of strategic objectives and innovation (digital transformation and case management solutions) in the Local Office. Coordinate and monitor delivery of the Local Office's operational plan against agreed timeframes and objectives. Implement governance processes, frameworks, policies, procedures and manage risks. Ensure effective and efficient management of human, physical and financial resources within the Local Office. Coach and guide staff on compliance with all regulatory requirements.

**ENQUIRIES**

: Limpopo: Mr J Kgole Tel No: (015) 287 2802  
North West: Mr L Appels Tel No: (018) 397 9908 / 9924 / 9922 / 9915

**APPLICATIONS**

: Applications compliant with the "Directions to Applicants" above must be submitted online at <https://erecruitment.dha.gov.za> or sent to the correct address specified as follows:  
Limpopo: Physical Address: 89 Biccard Street, Polokwane, 0699  
North West: Physical Address: Cnr Sheppard and Carrington Street, Mafikeng, 2745

**POST 19/18**

: **DEPUTY DIRECTOR: OCCUPATIONAL HEALTH AND SAFETY REF NO: HRMC 30/26/2**  
Sub-Directorate: Occupational Health and Safety

**SALARY CENTRE REQUIREMENTS**

: R932 292 - R1 098 195 per annum (Level 11), (an all-inclusive salary package)  
: Head Office: Tshwane  
: An undergraduate qualification in Environmental Studies, Occupational Health and Safety, Occupational Health Hygiene, Safety Management, Public Administration, Public Management, or Human Resources Management with specialisation in Employee Wellness or Occupational Health and Safety or relevant at NQF level 6 as recognized by SAQA. 3 years' experience in a Junior Management / Assistant Director / Specialist role in Occupational Health and Safety (OHS) / Environmental Management or an Employee Wellness generalist environment is required. SAMTRACK / courses offered by NOSA is required. Knowledge of Safety, Health, Environment, Risk and Quality Management (SHERQ). Knowledge of the relevant sections of the Compensation for Occupational Injuries and Diseases Act (COIDA) and

Unemployment Insurance Act (UIA). Knowledge of Occupational Health and Safety Act. Knowledge and understanding of all legislations, policies and prescripts. Knowledge of Anti-corruption legislation, LRA, BCEA, PSA. Knowledge of policy development and government protocol. Knowledge of PFMA and Treasury Regulations. Knowledge of the Public Service Regulatory Framework. Knowledge of Human Resource Regulatory Framework. Excellent abilities and experience in project management, project optimization, and the use of online systems. A valid drivers' license. Willingness to travel and work extended hours. Required skills and competencies: Capability and Leadership Execution. Service Delivery Innovation. Client Orientation and Customer Focus. People Management and Empowerment. Financial Management. Programme and Project Management. Decision-Making Skill. Business Continuity. Conflict Management. Workplace Safety Assessment. Influencing and networking. Attention to detail. Process analysis and improvement. Conflict resolution and management. OHS risk Assessment. Business report writing. Presentation Skills. Interpersonal Skills. Communication Skills. Planning and Organising Skills. Analytical thinking Skills. Facilitation Skills. Problem Solving and Analysis. Computer Literacy. Patriotism, Honesty, Integrity and Accountability.

**DUTIES**

: The successful candidate will be responsible for, amongst others, the following specific tasks: Coordinate and manage Occupational Health and Safety (OHS) procedures in the department. Analyse health trends and develop appropriate actions. Conduct incident investigation (formal and informal) and audit approved inspections authorities Occupational Hygiene, First Aid. Ensure that safety, accident reduction and health survey programs are implemented. Form part of the disaster task team Committee. Form part of the risk assessment task team responsible for occupation or relocation of offices. Compile and consolidate monthly, quarterly and annual reports on OHS. Coordinate and monitor disaster. Coordinate and support quarterly Safety health Environment Committee meetings physically in the Department (Head Office and Provinces). Conduct Audit occupational hygiene and safety according to the OHS Act. Attend various site meetings and provide specialist advice on OHS matters. Write Occupational Safety and Health incidents reports. Ensure the business achieve OHS objectives and targets. Conduct risk assessment, provide advice and recommend on range of specialist areas such as fire regulations, hazardous substances, noise, safeguarding machinery and occupational diseases. Maintain strong focus on health and safety within the work environment and demonstrate accountability for actions. Ensure that occupational hygiene and medical surveillance are conducted on work areas to identify potential incidents on health hazards. Coordinate OHS processes, standards and principles. Develop and implement policy, and procedure, directive, acts and regulations. Establish, maintain and ensure a good working relationship with the department and relevant stakeholders. Implement effective risk and compliance in line with the relevant legislative prescripts. Ensure effective and efficient management of human, physical and financial resources within the Unit. Coach and guide staff on best practices and compliance with regulatory requirements.

**ENQUIRIES  
APPLICATIONS**

: Head Office: Ms T Rakgoale Tel No: (012) 406 2808  
 : Applications compliant with the "Directions to Applicants" above must be submitted online at <https://erecruitment.dha.gov.za> or [hrrecruitment@dha.gov.za](mailto:hrrecruitment@dha.gov.za)

**POST 19/19**

: **LOCAL OFFICE MANAGER (X3 POSTS)**

**SALARY  
CENTRE**

: R605 742 - R713 535 per annum (Level 10), (a basic salary)  
 : KwaZulu-Natal: Medium Office: Commercial Road Ref No: HRMC 30/26/3a (X1 Post)  
 : KwaZulu-Natal: Medium Office: Tongaat Ref No: HRMC 30/26/3b (X1 Post)  
 : Mpumalanga: Medium Office: Komatipoort Ref No: HRMC 30/26/3c (X1 Post)

**REQUIREMENTS**

: An undergraduate qualification in Public Management, Public Administration, Operations, Business Management, Management, Administration, Law or Social Science within these specified fields of study at NQF level 6 as recognized by SAQA. 3 Years' experience as a Supervisor in Operations in a Client or customer services environment. Experience in Civic or Immigration Operations will be an added advantage. Knowledge of South African Constitution. Knowledge and understanding of all relevant public service and Departmental Legislative Frameworks, as well as Government Structures.

Excellent abilities and experience in project management, project optimization and use of online systems. Knowledge of National Treasury Regulations and Public Finance Management Act. Knowledge of Human Resources Regulatory Framework and Occupational Health and Safety Act. Knowledge of workflow and capacity planning. Knowledge of Batho Pele Principles. Knowledge of Minimum Information Security Standards (MISS), Promotion of Administrative Justice Act (PAJA) and Promotion of Access to Information Act (PAIA). A valid drivers' license. Working extended hours may be required. Required skills and competencies: Strong Management and Leadership capability. Service delivery innovation, client orientation and customer focus. People management and empowerment. Financial Management. Program and project management. Change management. Ability to instil appropriate processes and systems, as well as enabling technology, to support the Department in efficiently and effectively managing the required work. Support digital transformation. Excellent verbal and written communication, as well as report writing and presentation skills. Problem-solving and analysis. Policy interpretation. Risk Management. Influencing, networking, conflict management and negotiation skills. Knowledge and Information Management. Decision making and initiating action. Planning, organising and time management. Computer literacy. Patriotism, Honesty and Integrity.

**DUTIES**

: The successful candidates will be responsible for, amongst others, the following specific tasks: Manage Operations of the Civic Services in the Local Office in accordance with the service delivery standards. Coordinate and monitor the effective processing of enabling documents in local office and DHA service points. Manage the security integrity of the national register in local offices. Participate on outstretch programmes to ensure the accessibility of DHA services by the public. Develop and Implement Civic Services strategies and plans. Ensure that Operations in Local Offices meet the needs of the clients in line with the departmental service standards. Collate, interpret and manage statistical information on service standards, throughout times, bottlenecks, volumes and error rates. Monitor and enforce the implementation of standard operating procedures (SOP's) within Local Offices that adhere to the set requirements. Provide expert advice and guidance to Local Offices on Operational issues and matters. Serve as a project leader within the Local Offices to ensure effective project in management implementation. Ensure effective and efficient management of queues. Manage the revenue collected from clients on services rendered by the Office. Manage Immigration Services Operations in the Local Office in line with Immigration Act. Establish and maintain relationships with stakeholders to support service delivery. Implementation of Policies, Procedures, Directives, Acts and Regulations. Manage governance risk and compliance (GRC). Ensure effective and efficient management of human, physical and financial resources within the Local Office. Coach and guide staff on compliance with all regulatory requirements.

**ENQUIRIES**

: KwaZulu-Natal: Ms N Ngema Tel No: (033) 845 5003  
Mpumalanga: Ms N Dlangisa Tel No: (013) 752 2504

**APPLICATIONS**

: Applications compliant with the "Directions to Applicants" above, must be submitted online at <https://erecruitment.dha.gov.za> or sent to the correct address specified as follows:

**KwaZulu-Natal:** Physical address: 181 Church Street, Pietermaritzburg, 3209.

**Mpumalanga:** Physical Address: 29 Bester Street, Nelspruit, 1200.

**POST 19/20**

: **ASSISTANT DIRECTOR: ADMINISTRATION REF NO: HRMC 30/26/4**  
Branch: Finance and Supply Chain Management

**SALARY  
CENTRE  
REQUIREMENTS**

: R487 197 - R573 897 per annum (Level 09), (a basic salary)  
: Headquarters: Head Office, Tshwane  
: An undergraduate qualification in Office Management and Technology, Business Management, Administration Management, Public Management or Public Administration at NQF level 6 as recognized by SAQA. 3 Years' experience at Supervisory / Senior Administrative Officer is required. Experience in Administrative support and monitoring of the budget is required. Knowledge of Office Administration. Knowledge of the Constitution of the Republic of South Africa. Knowledge and understanding of all relevant public service and Departmental Legislative Frameworks, as well as Government Structures. Knowledge of the Public Finance Management Act (PFMA) and Treasury regulations. Knowledge of Public Service Regulatory Framework. A valid drivers' license. Willingness to travel and work extended hours. Required

skills and competencies: Accountability. Service Delivery. Innovation. Budget and Expenditure Administration. Problem Solving. Business Continuity. Time Management. Database and spreadsheet applications. Planning and Organizing. Conflict Resolution skills. Ability to meet deadlines. Communication. Office Management and Administration. Presentation skills. Asset management. Client Orientation and Customer Focus. Computer literacy. Patriotism, Honesty and Integrity.

**DUTIES** : The successful candidate will be responsible for, amongst others, the following specific tasks: Facilitate finance and administration processes within the unit. Control the administration of office maintenance, financial, human resources, and procurement matters in the Unit. Control the flow of correspondence and monitor target dates and turnaround times. Facilitate the management of the Chief Directorate's financial projections/analysis, reporting. Compile financial and administration reports and documents (S&T claims and travelling). Provide expert advice to administrators in the Chief Directorate on the consolidation of the Directorates' budget/ financial information. Facilitate and monitor the budget of the Chief Directorate according to Medium Term Expenditure Framework processes in the Office. Ensure the effective compilation of budget and cash flow projections, analysis, and reporting. Manage a variety of administrative duties related to human resources, financial administration and provisioning services at the operational level. Coordinate the budget of the Chief Directorate on the spending plan, expenditure and budget of the Chief Directorate. Monitor financial and budget allocations with administrators in the Chief Directorate. Evaluate financial documents for completeness, format and linguistic correctness. Management of the communication system, e.g. (documentation flow, system development, follow-up system and target dates). Convene and attend Chief Directorate meetings and act as secretariat during meetings. Monitor financial irregularities and take on precautionary measures to prevent unauthorised, wasteful, and fruitless expenditure. Liaise with Directors and administrators in the Chief Directorate in consolidating budget reports, including narrative and any recommendations. Facilitate the management of Assets in line with Asset and Supply Chain Management Framework. Facilitate the effective operational and administrative support to the Chief Director. Ensure effective risk and compliance management related to Finance and Supply Chain Management. Ensure effective and efficient management of human, physical and financial resources within the Unit.

**ENQUIRIES** : Head Office: Ms N Mnisi Tel No: (012) 406 4238  
**APPLICATIONS** : Applications compliant with the "Directions to Applicants" above must be submitted online at <https://erecruitment.dha.gov.za> or [financerecruitment@dha.gov.za](mailto:financerecruitment@dha.gov.za)

**POST 19/21** : **CIVIC SERVICES SUPERVISOR (X3 POSTS)**

**SALARY** : R413 001 - R486 501 per annum (Level 08), (a basic salary)  
**CENTRE** : KwaZulu-Natal: Large Office: Ethekeini Ref No: HRMC 30/26/5a (X1 Post)  
 North West: Large Office: Mmabatho Ref No: HRMC 30/26/5b (X1 Post)  
 Western Cape: Large Office: Bellville Ref No: HRMC 30/26/5c (X1 Post)

**REQUIREMENTS** : An undergraduate qualification in Public Management, Public Administration, Operations, Business Management, Management, Administration, Law or Social Science within these specified fields of study at NQF level 6 as recognized by SAQA. 2 Years' experience in Operations in a Client or Customer Services environment is required. Experience in Civic or Immigration Operations and a drivers licence may be an added advantage. Knowledge of front office operations. Extensive knowledge of various filing systems. Knowledge of fingerprint verification. Knowledge and understanding of Civic Services Regulatory Framework. Knowledge of the Public Service Regulatory Framework. Knowledge of Supply Chain Management process and procedures. Knowledge and understanding of all relevant public service and Departmental Legislative Frameworks, as well as Government Structures. Knowledge of Human Resources Regulatory Framework. Work extended hours may be required. Required skills and competencies: Customer Focus. Analytical thinking. Planning and organising. Problem Solving. Verbal and written Communication. Financial Administration. Interpersonal skills. Attention to detail. Clerical and Administration. Multi-tasking. Supervisory skills. Teamwork. Time Management. Conflict Management and Resolution. Computer literacy. Patriotism, Honesty and Integrity.

- DUTIES** : The successful candidates will be responsible for, amongst others, the following specific tasks: Facilitate the administration of the front-line office in an effective manner. Ensure enquiries are attended to and perform online (meter greeter) verification. Ensure the monitoring of the live capture photo boot in the department. Facilitate the verification and validation of client information on system, fingerprint, scan client supporting document online. Ensure the effective delivery of ID smart cards. Facilitate and quality assure the authorisation and collection of applications from clients. Facilitate the implementation of security control processes and policies. Attend to problematic areas related to general services to all clients. Facilitate the implementation of BMD (Birth, Marriage and Death) and ID smart cards operations. Facilitate and monitor effective daily operations of the front office. Build and maintain relationships with clients. Ensure the implementation of effective governance, risk, and compliance management practices. Ensure effective and efficient management of human, physical and financial resources within the Local Office. Coach and guide staff on compliance with all regulatory requirements.
- ENQUIRIES** : KwaZulu-Natal: Ms N Ngema Tel No: (033) 845 5003  
North West: Mr L Appels Tel No: (018) 397 9908 / 9924 / 9922 / 9915  
Western Cape: Mr M Pienaar Tel No: (021) 488 1409 / (021) 488 1412
- APPLICATIONS** : Applications compliant with the "Directions to Applicants" above must be submitted online at <https://erecruitment.dha.gov.za> or sent to the correct address specified as follows:  
**KwaZulu-Natal:** Physical address: 181 Church Street, Pietermaritzburg, 3209.  
**North West:** Physical Address: Cnr Sheppard and Carrington Street, Mafikeng, 2745.  
**Western Cape:** Physical Address: 4th Floor Fair Cape Building, 56 Barrack Street, Cape Town, 8000.
- POST 19/22** : **SENIOR STATE ACCOUNTANT: PLANNING AND BUDGETING REF NO: HRMC 30/26/6**  
Branch: Finance and Supply Chain Management
- SALARY CENTRE REQUIREMENTS** : R413 001 - R486 501 per annum (Level 08), (a basic salary)  
: Head Office: Tshwane  
: An undergraduate qualification in Financial Management, BCom Accounting, Management Accounting at NQF level 6 as recognized by SAQA. Two (2) years' experience in budgeting / planning / financial administration environment is required. Knowledge of the Public Service Regulations Act. Knowledge of the Public Finance Management Act. Knowledge of the South African Constitution. Understanding of departmental legislation as well as Human Resources legislation and prescripts. Knowledge of the National Treasury Regulations. Knowledge of the Appropriation Act. Knowledge of the planning and budgeting process and related activities. Knowledge of Financial Risk Management Practices. Knowledge of the Standard Chart of Accounts (SCOA). Knowledge of Basic Accounting System (BAS). Knowledge of Vulindlela. Willingness to travel. Required skills and competencies: Planning and organising. Financial accounting. Record Management. Reconciliation and reporting. SCOA application. Use of financial systems (BAS/Vulindlela). Attention to detail. Time management. Problem-solving skills. Interpersonal skills. Communication skills. Planning and Organising skills. Computer literacy skills. Numeracy and analytical skills. Patriotism, Honesty, Integrity and Accountability.
- DUTIES** : The successful candidate will be responsible for, amongst others, the following specific tasks: Render the implementation of budget administration and allocations. Capture and monitor the administration of budget on Basic Accounting Systems (BAS). Capture the budget in line with the PFMA and Treasury Regulations. Capture budget adjustments (MTEF/AENE/Self Financing/Roll-overs) for the financial year on approved system (BAS). Capture virements and shiftings for the financial year. Report on budget versus expenditure and cash flow. Compile daily, weekly and monthly budget versus expenditure reports. Produce in-year monitoring (IYM) shifting and virement schedules. Verify SCOA allocation document compiled by the System Controller. Ensure effective and efficient management of human, physical and financial resources within the Unit. Coach and guide staff on best practices and compliance with regulatory requirements.
- ENQUIRIES** : Head Office: Ms V Motshegoe Tel No: (012) 406 4252

**APPLICATIONS** : Applications compliant with the “Directions to Applicants” above, must be submitted online at <https://erecruitment.dha.gov.za> or [financerecruitment@dha.gov.za](mailto:financerecruitment@dha.gov.za)

**POST 19/23** : **CIVIC SERVICES OFFICER REF NO: HRMC 30/26/7**

**SALARY** : R338 106 - R398 277 per annum (Level 07), (a basic salary)

**CENTRE** : Limpopo: Medium Office: Giyani

**REQUIREMENTS** : An undergraduate qualification in Public Management, Public Administration, Operations, Business Management, Management, Administration, Law or Social Science within these specified fields at NQF level 6 recognized by SAQA. 1 year of experience in Operations, client or customer services environment. Knowledge of front office operations. Extensive knowledge of various filing systems. Knowledge of fingerprint verification. Knowledge and Understanding of Civic Services Regulatory Framework. Knowledge of the Public Service Regulatory Framework. Knowledge of Supply Chain Management process and procedures. A valid Driver's License. Willingness to travel and work extended hours. Overtime may be required on request occasionally. Weekend working may be required on request occasionally. Required skills and competencies: Computer literacy. Analytic thinking. Planning and organising. Problem solving. Problem solving. Verbal and written communication. Financial administration. Planning and skills, Interpersonal. Attention to detail. Clerical and administrative. Professionalism. Compassion. Conscientious. Patriotic, Honesty and Integrity.

**DUTIES** : The successful candidate will be responsible for, amongst others, the following specific tasks: Supervise the effective daily operations of civic services of offices. Ensure effective service delivery and assist staff where service standards are not met. Produce quality reports regarding turnaround times (documents processed and error rates). Implement quality assurance measures to ensure quality of service delivery. Ensure safekeeping of records/documentation according to DHA requirements. Allocate work to staff members and monitor their progress against daily targets or goals. Perform end-of-day duties to ensure effective reporting, identification of issues and capturing of performance statistics. Identify challenges in operations (capacity, training, bottlenecks) and make suggestions to Superiors. Identify trends and take corrective action. Perform overriding functions on system. Ensure full implementation of all relevant SOPs. Implement incidental matters ensure that the identity of illegal foreigner who are arrested, detained or convicted. Supervise the application of ID smart cards, BMD Registration of Birth, Marriages and Deaths, Late Registration, Rectification and Amendment of particulars and issuing of Travel and Citizenship documents. Ensure effective and efficient management of human, physical and financial resources within the Unit.

**ENQUIRIES** : Limpopo: Mr J Kgole Tel No: (015) 287 2802

**APPLICATIONS** : Applications compliant with the “Directions to Applicants” above, must be submitted online at <https://erecruitment.dha.gov.za> or sent to the correct address specified as follows:

Limpopo: Physical Address: 89 Biccard Street, Polokwane, 0699.

**POST 19/24** : **CIVIC SERVICES CLERK (X18 POSTS)**

**SALARY** : R280 278 - R330 162 per annum (Level 06), (a basic salary)

**CENTRE** : Eastern Cape: Large Office: Lusikisiki Ref No: HRMC 30/26/8a (X1 Post)

Eastern Cape: Medium Office: Mqanduli Ref No: HRMC 30/26/8b (X1 Post)

Free State: Large Office: Bloemfontein Ref No: HRMC 30/26/8c (X1 Post)

Free State: Large Office: Phuthatditjhaba Ref No: HRMC 30/26/8d (X2 Posts)

Limpopo: PSP: Praktiseer Ref No: HRMC 30/26/8e (X1 Post)

Limpopo: Large Office: Mokopane Ref No: HRMC 30/26/8f (X1 Post)

Limpopo: Medium Office: Bela Bela Ref No: HRMC 30/26/8g (X1 Post)

Mpumalanga: PSP: Kabokweni Ref No: HRMC 30/26/8h (X1 Post)

Mpumalanga: PSP: Mbibane Ref No: HRMC 30/26/8i (X1 Post)

Northern Cape: Large Office: Kimberley Ref No: HRMC 30/26/8j (X1 Post)

Western Cape: Medium Office: Malmesbury Ref No: HRMC 30/26/8k (X1 Post)

Western Cape: Large Office: Paarl Ref No: HRMC 30/26/8l (X1 Post)

Western Cape: Medium Office: Worcester Ref No: HRMC 30/26/8m (X1 Post)

Western Cape: Medium Office: Wynberg Ref No: HRMC 30/26/8n (X4 Posts)

- REQUIREMENTS** : An undergraduate qualification in Public Management, Administration, Operations, Business Management, Management or Administration, Law or Social Science within these specified fields at NQF level 6 recognized by SAQA. Basic understanding Public Service Regulatory Framework. Knowledge of Civic Services Regulatory Frameworks, Knowledge of the Batho Pele Principles. Knowledge of Fraud prevention. Knowledge of the Constitution. Knowledge of the Departmental Regulations and Prescripts. Willingness to travel and work extended hours. Required skills and competencies: Interpersonal Skills. Client Orientation and Customer Focus. Computer Literacy. Communication Skills (Written and Verbal). Telephone etiquette. Analytical Skills. Professionalism. Compassion. Conscientious. Patriotic, Honesty and Integrity.
- DUTIES** : The successful candidate will be responsible for, amongst others, the following specific tasks: Attend to enquiries and perform online verification. Greet customers, and ensure that they receive a professional, warm and friendly welcome. Provide customers with orientation and information on the services required. Check status of the applicant (Fingerprint register on HANIS and marital status), and conduct online verification and issue a ticket. Provide advice and direction to relevant unit and ensure the highest customer service standards. Operate in front and behind the pay barrier and the point of contact for customers. Direct customers to relevant service departments in a timely manner and with the highest customer service standards. Ensure that all the customers waiting areas are maintained in the highest standards as per the appearance, accessibility and demarcation. Ensures that the customer receives the highest service standards in accordance with the departmental values and vision statements. Monitor the records of all cases. Monitor the influx of foreigners residing in the country with no legal documentation. Implement incidental matters ensure that the identity of illegal foreigner who are arrested, detained or convicted. Operate the live capture photo booth in the office. Verify, validate and capture client information on system, administer fingerprints, scan client supporting documents. Receive, scan and file smart cards upon receipt. Process collections of ID smart cards to clients. Process application of Identity Document, Registration of Birth, Marriages and Deaths, Late Registrations. Rectifications and Amendments of particulars and issuing of citizenship documents. Implement policies and procedures in line with the approval Framework. Monitor individual resources (Physical).
- ENQUIRIES** : Eastern Cape: Mr L Jama Tel No: (043) 604 6417  
Free State: Ms V Molefe Tel No: (051) 430 0378  
KwaZulu-Natal: Ms N Ngema Tel No: (033) 845 5003  
Limpopo: Mr J Kgole Tel No: (015) 287 2802  
Mpumalanga: Ms N Dlangisa Tel No: (013) 752 2504  
Western Cape: Mr M Pienaar Tel No: (021) 488 1409 / Tel No: (012) 488 1412
- APPLICATIONS** : Applications compliant with the "Directions to Applicants" above, must be submitted online at <https://erecruitment.dha.gov.za> or sent to the correct address specified as follows:  
**Eastern Cape:** Physical address: 11 Hargreaves Avenue, King William's Town, 5600.  
**Free State:** Physical Address: 41 Charlotte Maxeke Street, Bloemfontein, 9301.  
**Limpopo:** Physical Address: 89 Biccard Street, Polokwane, 0699.  
**Mpumalanga:** Physical Address: 29 Bester Street, Nelspruit, 1200.  
**Northern Cape:** Physical Address: Quantum Leap Building, 69 Du Toitspan Road, Kimberley, 8300.
- POST 19/25** : **IMMIGRATION OFFICER: INSPECTORATE (X14 POSTS)**
- SALARY CENTRE** : R280 278 - R330 162 per annum (Level 06), (a basic salary)  
Eastern Cape: Large Office: Mthatha Ref No: HRMC 30/26/9a (X1 Post)  
Head Office: Tshwane: Branch: Immigration Services: Inspectorate Ref No: HRMC 30/26/9b (X12 Posts)  
KwaZulu-Natal: Large Office: Ethekwini Ref No: HRMC 30/26/9c (X1 Post)
- REQUIREMENTS** : An undergraduate qualification in Law, Public Management, Public Administration, Policing Criminology, Forensics or Criminal Justice at NQF level 6 as recognised by SAQA is required. Basic understanding of the Refugees Act and Immigration Act. Basic understanding of South African Constitution. Basic understanding of the Immigration Act. Basic understanding Public Service Regulatory Framework. A valid driver's license (Code B/C1/C/

EC1). Valid Public Driver Permit (PDP). Willingness to travel outside the borders and work extended hours. Required skills and competencies: Liaison and interpersonal skills. Problem-Solving Skills. Customer orientation. Planning and Organising. Strong Analytical Skills. Computer Literacy. Written and verbal communication. Diplomacy. Patriotic, Honesty and Integrity.

**DUTIES**

: The successful candidate will be responsible for, amongst others, the following specific tasks: Effective enforcement of the Immigration Act 13 of 2002 as amended and other Legislation. Detect, trace, detain and prosecute illegal foreigners within the country. Process the deportation of illegal foreigners out of the country to their country of origin. Provide support on law enforcement investigations and anti-corruption cases. Conduct inspections in loco with or without warrant as allowed by law. Conduct investigations on any transgressions of the Immigration Act, 2002, the Refugee Act, 1998 or other departmental legislation. Enable prosecutions of transgressions of departmental legislation and the Criminal Procedure Act. Issue notices to appear in front of the Director-General to transgressors. Process and present evidence in court and Departmental cases. Issue admission of guilt to fines to transgressors. Conduct interviews and investigation of foreigners who are suspected to be illegal in the transgressors. Process the application and the extensions of detention warrants. Monitor the records of all cases. Monitor the influx of foreigners residing in the country with no legal documentation. Implement incidental matters ensure that the identity of illegal foreigner who are arrested, detained or convicted. Conduct arrests and deporting of illegal foreigners who are unwilling to leave the country voluntarily. Participate in training session that will enable advanced knowledge and understanding in detecting illegal foreigners in line with Immigration Act.No13 of 2002 as amended and enforcing departmental legislation. Ensure compliance with the terms and conditions of permits. Participate in the processing of illegal foreigners for deportation to their country of origin. Participate in law enforcement operations with other security cluster agencies. Provide expert evidence and statement to support law enforcement and crime combatting investigation efforts that require departmental evidence. Participate in regular training and personal development to be able to undertake the tasks as an effective law enforcement peace officer. Conduct deportation processes and keep records of foreigners (legal and illegal) in the country. Safekeep, maintain and manage state properties and assets. Implement policies and procedures in line with the approved Framework. Monitor individual resources (Physical).

**ENQUIRIES**

: Eastern Cape: Mr L Jama Tel No: (043) 604 6417  
Head Office: Ms B Kabinde Tel No: (012) 406 4239  
KwaZulu-Natal: Ms N Ngema Tel No: (033) 845 5003

**APPLICATIONS**

: Applications compliant with the "Directions to Applicants" above, must be submitted online at <https://erecruitment.dha.gov.za> or sent to the correct address specified as follows:  
Eastern Cape: Physical address: 11 Hargreaves Avenue, King William's Town, 5600  
Head Office, Hallmark Building: Physical address: 230 Johannes Ramokhoase Street, Pretoria, 0001.  
KwaZulu-Natal: Physical address: 181 Church Street, Pietermaritzburg, 3209.

## DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

*The Department of Justice and Constitutional Development's mandate is to ensure that there is accessible justice system in our vibrant and evolving constitutional democracy. It is responsible, amongst others, to enable Access to Justice for all, promote Constitutionalism, Rule of Law, Respect for Human Rights; and to coordinate the State Litigation and Legal Advisory Services. The Department is therefore presenting an opportunity to dynamic individuals with relevant competencies to join a dynamic team in its quest to fulfill its mandate and deliver justice services to the people of South Africa*

- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Legal Services Ombud, P O Box 1202, Pretoria 0001 OR Physical address: 2007 Spooral Park, SA Law Reform Offices, Lenchen South Avenue, Centurion OR Email: [OLSOENQUIRIES@JUSTICE.GOV.ZA](mailto:OLSOENQUIRIES@JUSTICE.GOV.ZA)
- CLOSING DATE** : 22 June 2026
- NOTE** : The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za](http://www.gov.za), and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. Application that do not comply with the above specifications will not be considered and will be disqualified. It remains the responsibility of an applicant to ensure that the application reaches the department, noting the different options provided for submission. A SAQA evaluation report must accompany foreign qualifications. 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. A pre-entry certificate obtained from National School of Government (NSG) is required before appointment for all SMS positions. Candidate will complete a financial disclosure form and also be required to undergo a security clearance. Foreigners or dual citizenship holder must provide the Police Clearance certificate from country of origin only when shortlisted. The DOJ&CD is an equal opportunity employer. In the filling of vacant posts the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Reasonable accommodation shall be applied for People with Disabilities including where driver's license is a requirement. Correspondence will be limited to short-listed candidates only. If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. Women and people with disabilities are encouraged to apply and preference will be given to the EE Target.

## MANAGEMENT ECHELON

- POST 19/26** : **CHIEF EXECUTIVE OFFICER (CEO): OFFICE OF THE LEGAL SERVICES OMBUD (OLSO) REF NO: 01 /05/26 OLSO 01**  
(5 Year Contract)
- SALARY** : R1 554 696 – R1 858 821 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
- CENTRE** : Centurion
- REQUIREMENTS** : Bachelor's degree (NQF level 7) in Public Administration/ Political Science/ Social Science or relevant equivalent qualification; Postgraduate and LLB qualifications will be an added advantage; 5 years' experience at Senior Management level within legal practice environment; Nyukela certificate is required for all SMS positions before appointment (Certificate for Entry into the Senior Management Service from the School of Government); Knowledge of Financial Management and related prescripts; Knowledge of administration, strategy and policy development; Knowledge and understanding of social dynamics related to Office of the Legal Services Ombud (OLSO) mandate; Investigation and litigation; Governance, Contract Law; Knowledge and

understanding of the Ethics of the Legal Profession; Knowledge of the Legal Practice Act; General knowledge of the law and legal practice; Practical knowledge and understanding of investigative approaches methodologies; Knowledge of evidence gathering and leading of evidence techniques and approaches; Practical knowledge and understanding of drafting legal instruments; Practical knowledge and understanding of litigation management processes; Practical knowledge and understanding of interpreting statutes; Knowledge of Public Service Act and Regulations, knowledge of POPIA, PAJA and PAIA; Skills and competencies: Strategic Capability and Leadership; Programme and Project Management; Financial Management; Change Management and Diversity; Knowledge Management; Problem Solving and Analysis; People Management and Empowerment; Client Orientation and Customer Focus; Honest and Intergrity; Communication.

**DUTIES**

: Key Performance Areas: Monitor investigations and define complaints investigative scope and process in line with mandate of the Office of the Legal Services Ombud (OLSO); Lead the development of organizational long term and short-term strategies; Oversee the provisioning of stakeholder management services and community outreach programmes; Manage organisational performance by ensuring that OLSO strategic goals and objectives are met; Ensure the provision of organisational risk, anti-corruption and integrity management services; oversee the management of ICT systems to ensure that services rendered to the public are efficient and accessible; create an enabling and conducive environment for the investigations of complaints; manage the development and implementation of corporate related policies; manage and oversee the financial governance of OLSO by preparing budget, expenditure, costing, management reporting and internal control processes for the OLSO; manage human resources, supply chain and asset management and oversee the provision of facilities management services.

**ENQUIRIES**

: Ms MV Shivuri Tel No: (010) 023 5508

## DEPARTMENT OF LAND REFORM AND RURAL DEVELOPMENT

**CLOSING DATE**

: 22 June 2026 at 16:00

**NOTE**

: To apply, submit a completed Z83 form and detailed Curriculum Vitae (PDF document to a maximum of 10 megabytes) via e-mail or hand delivery. The Department will not be held responsible for server delays. Late applications due to technical issues will not be considered. Shortlisted candidates must provide certified copies of required documents (Identity Document, qualifications, etc), where necessary and service certificates to support senior management experience to Human Resources before the interviews, including South African Qualifications Authority (SAQA) evaluation reports for foreign qualifications. Failure to comply will result in disqualification. To be appointed at Senior Management Service (SMS) level, you must complete the SMS Pre-entry programme offered by the National School of Government (NSG). Find course details here: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/> appointment is subject to successful competition of the Nyukela Programme: Pre-entry Certificate to SMS and submission of proof. Shortlisted applicants for the advertised vacancies will undergo two pre-entry assessments: a practical assessment and an integrity assessment, both of which form part of the selection criteria after the interview, the selection committee will recommend candidates for a generic management competency assessment, as per the Department of Public Service and Administration (DPSA) directives. The assessment will evaluate candidates' managerial competencies using standardised tools. NB: Please note that false or fraudulent qualifications submitted by applicants will be reported to the South African Police Services (SAPS), and a criminal case shall be opened. Applications: Please submit your application before the closing date as late applications will not be considered. Do not submit duplicate applications. If applying for multiple posts, submit separate applications for each post. Due to high volumes, the Department will not acknowledge receipt of applications. 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 Control Survey Technician with Ref No: 3/1/1/1/2026/45 for the Directorate: Coordination of State and Land Reform Surveys: Gauteng (Pretoria) that was advertised in Public Service Vacancy Circular 18 dated 29 May 2026 has reference. The Reference number was incorrectly stated; the correct reference number is 3/1/1/1/2026/46. The Department apologies for any inconvenience caused.

## MANAGEMENT ECHELON

- POST 19/27** : **CHIEF DIRECTOR: NARYSEC AND RURAL SKILLS DEVELOPMENT REF NO: 3/1/1/1/2026/56**  
Chief Directorate: National Rural Youth Service Corps (NARYSEC) and Rural Skills Development
- SALARY** : R1 554 696 per annum (Level 14), (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS).
- CENTRE REQUIREMENTS** : Gauteng (Pretoria)  
Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a Bachelor's Degree or Advanced Diploma in Education / Skills Development / Training and Development (NQF Level 7) and a Nyukela certificate (Pre-entry Certificate to the SMS) submitted prior to appointment. Minimum of 5 years of experience at senior managerial level in education and training environment. Job-related knowledge: Integrated Rural Development. Education, training and development. Project management and public administration. Programme planning, analysis, development, and evaluation. Considerable knowledge and understanding of the NARYSEC programme and operations, and the procurement and contracting requirements. Social development. Economic development. Institutional development. Rural development. Job-related skills: Communication (verbal and written). Presentation. Strategic planning and leadership. Presentation and facilitation. Report writing and presentation. People management. Financial management. Project planning, analysis and management. Monitoring and evaluation. Negotiation and conflict resolution. A valid driver's licence and willingness to travel extensively.
- DUTIES** : Lead and oversee training and skills development. Identify training and skills development opportunities for rural communities including vulnerable groups such as youth, women and people with disabilities (linked to socio-economic opportunities in area). Develop and implement a skills development strategies and programmes to improve human development capacity of rural communities. Quality assures skills development programmes. Identify and implement exit opportunities, job creation and enterprise development. Monitoring and evaluation of training development programmes. Oversee delivery of skills development institutions. Lead and oversee national exit opportunities project implementation. Identify and implement national exit opportunities and projects. Facilitate and coordinate the implementation of projects. Mobilise and manage skills development and exit opportunities stakeholders. Provide project management office services. Monitor and evaluate programmes including quality assurance. Report programme progress on a monthly basis, quarterly and annual basis as required. Lead youth development programmes in rural areas. Facilitate and manage youth development programmes aligned to priority areas. Ensure that programmes are implemented and coordinated working with provincial government, district municipalities and stakeholders. Lead NARYSEC support services. Manage NARYSEC and rural skills development policies and practices. Manage financial services to the NARYSEC rural skills development programme at national government level. Manage payroll and records management. Manage supply chain services at national level working with relevant units. Manage database and information service to NARYSEC participants.
- ENQUIRIES APPLICATIONS** : Ms N. Dlamini Tel No: (012) 312 9295  
Applications can be submitted by hand delivery during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or by email to [Post56@dlrrd.gov.za](mailto:Post56@dlrrd.gov.za)
- NOTE** : EE Targets: Coloured and White Males and African, Coloured and Indian Females and Persons with disabilities.
- POST 19/28** : **DIRECTOR: NARYSEC REF NO: 3/1/1/1/2026/51**  
Directorate: National Rural Youth Service Corps (NARYSEC)
- SALARY** : R1 317 384 per annum (Level 13), (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS).

**CENTRE  
REQUIREMENTS**

: Northern Cape: (Kimberley)  
: Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a Bachelor's Degree or Advanced Diploma in Public Administration / Education / Training / Skills Development / Human Resource Development / Development Studies / Social Science / Public Relations at (NQF Level 7) 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 youth development programmes. Job-related knowledge: Good knowledge of relevant policies and legislation. Good knowledge of institutional governance systems and performance management. Knowledge of both theoretical and practical aspects of education and skills development. Knowledge of youth development. Knowledge of employment and business development. Knowledge and understanding of intergovernmental relations. Job-related skills: Critical thinking and problem-solving skills. Planning and organising. Decision making. Communication (verbal and written). Influencing and leading. Delegation. Teamwork. Negotiation. Conflict management. Public relations. Stakeholder management. Financial management. Willingness to travel. A valid driver's licence.

**DUTIES**

: Provide strategic leadership in the implementation of NARYSEC programme. Develop integrated operational plans in line with the departmental strategic plan and annual performance plan targets. Ensure that IOP reports are prepared and submitted timeously. Identify, secure and maintain partnerships to support NARYSEC programme. Implement a marketing strategy for NARYSEC programme. Provide strategic and management oversight for the skills development of the NARYSEC youth at provincial level. Identify appropriate skills development interventions for youth, aligned to the confirmed economic opportunities. Ensure the development of a provincial skills development plan. Ensure the preparation of training approval submissions and obtain approval for the planned skills development interventions. Ensure the services of accredited training providers are procured. Monitor the implementation of skills development interventions. Ensure the certification of the youth on completion of their training. Ensure skills development reporting. Provide strategic and management oversight for the administration and governance of NARYSEC programme at provincial level. Ensure quality assurance and payment of stipends to the NARYSEC participants. Ensure the quality assurance of training providers invoices and the payment thereof. Ensure adherence to NARYSEC policies and standard operating procedures. Manage the financial, human and other resources for the NARYSEC programme at the provincial level. Provide strategic management of information in the NARYSEC directorate. Ensure monthly and quarterly reporting. Oversee the implementation of operational risk and fraud registers. Ensure implementation of relevant management action plan on audit report findings. Ensure that all queries related to NARYSEC programme are responded to within the required timeframes. Provide strategic and management oversight for the recruitment of unemployed rural youth into the NARYSEC sub-programme at provincial level. Ensure implementation and compliance to NARYSEC recruitment strategy. Ensure involvement of relevant stakeholders for the planning and implementation of the recruitment. Ensure the development of provincial recruitment plans. Ensure the development NARYSEC recruitment adverts. Ensure the qualifying youth are recruited, contracted, and registered on PERSAL. Ensure the registration of the recruited youth onto the NARYSEC Information Management System (NIMS). Provide NARYSEC support services. Manage NARYSEC policies and practices. Provide financial services to the NARYSEC programme at provincial level. Conduct payroll and records management. Provide NARYSEC supply chain services at provincial level. Provide information service to NARYSEC participants.

**ENQUIRIES  
APPLICATIONS**

: Ms N. Dlamini Tel No: (012) 312 9295  
: Applications can be submitted by hand delivery during office hours to: Magistrate Court Building, 6th floor, Knight Street, Corner of Stead Street, Kimberley, 8300 or by email to [Post51@dlrrd.gov.za](mailto:Post51@dlrrd.gov.za)

**NOTE**

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

- POST 19/29** : **DIRECTOR: COMMUNITY MOBILISATION, INSTITUTION BUILDING AND POVERTY REDUCTION REF NO: 3/1/1/1/2026/52**  
Chief Directorate: Technology Research and Development
- SALARY** : R1 317 384 per annum (Level 13), (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS).
- CENTRE REQUIREMENTS** : Gauteng (Pretoria)  
: Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a Bachelor's Degree in Social Science / Economics / Information Management and Technology / Statistics / Business Management (NQF Level 7) 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 economic or technology research. Job-related knowledge: Research methodologies. Development Facilitation Act. Technology transfer issues. Social development issues. Economic development. Institutional development. Rural development issues. The Comprehensive Rural Development Programme (CRDP). The Integrated Rural Development Sector Strategy (IRDSS). Job related skills: Computer skills. Communication (verbal and written). Presentation. Facilitation. Negotiation. People management. Financial management. Report writing. Analytical. Monitoring and evaluation. A valid driver's licence.
- DUTIES** : Facilitate consultation with community stakeholders on initiatives and programmes required in rural areas. Enlist the participation of public representatives in rural anti-poverty activities. Define a referral dissemination process for services departments. Facilitate monthly National Task Team on anti-poverty activities. Provide recommendations on initiatives and programmes required to contribute towards inclusive economy. Provide recommendations on appropriate technologies, skills development, industrial development and infrastructure development programmes required to contribute towards inclusive economy. Manage the liaison, coordination and control of initiatives and implementation programmes. Provide household poverty and rural development profiling and produce management information and reports. Provide household poverty and rural development profiling and produce management information and reports. Facilitate community development initiatives for improving the social-economic status of underprivileged rural communities. Manage and lead community engagement programmes and projects to support rural development anti-poverty initiatives. Facilitate the stakeholder engagements between government, community organisations, research institutions, development institutions and private sector. Manage the liaison and coordination of stakeholder engagements. Manage the household poverty database and information pertaining to rural districts and provinces. Manage the information management system and its further development or maintenance.
- ENQUIRIES APPLICATIONS** : Ms N. Dlamini Tel No: (012) 312 9295  
: Applications can be submitted by hand delivery during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or by email to [Post52@dlrrd.gov.za](mailto:Post52@dlrrd.gov.za)
- NOTE** : EE Targets: Coloured and White Males and African, Coloured and Indian Females and Persons with disabilities.
- POST 19/30** : **DIRECTOR: RURAL INFRASTRUCTURE DEVELOPMENT REF NO: 3/1/1/1/2026/53**  
Directorate: Rural Infrastructure Development
- SALARY** : R1 317 384 per annum (Level 13), (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS).
- CENTRE REQUIREMENTS** : Limpopo (Polokwane)  
: Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a Bachelor's Degree or Advanced Diploma in Built Environment Professions (Engineering / Town Planning / Quantity Surveyor / Construction Project Management and Architecture) (NQF Level 7) 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. Job-related

knowledge: Knowledge of Project management. Construction Industry Development Board (CIDB) procurement policies. Monitoring and evaluation methodologies, Information Communication and Technology (ICT) Management, Public Finance Management Act (PFMA), Systems analysis and development. Stakeholder management. Conflict resolution. Job-related skills: Project planning and implementation. Coordination with other spheres of government. Managing infrastructure projects. Policy, analysis, and interpretation. Report writing. Service delivery innovation. Computer literacy. Interpersonal relations. Project and programme management. Presentation skills. Communication (verbal and written). A valid driver's licence and willingness to travel.

**DUTIES** : Deliver and coordinate provincial rural infrastructure development programmes. Initiate, facilitate and implement social and economic infrastructure development in rural areas in accordance with the Comprehensive Rural Development Programme (CRDP) and Integrated Rural Development Sector Strategy (IRDSS). Facilitate the provision of infrastructure and services to rural communities. Facilitate socio-economic infrastructure in support of revitalisation of rural towns and villages through the provision of basic services: rural roads and infrastructure that support poverty alleviation in rural areas. Facilitate job creation and skills development through rural infrastructure development initiatives with priority for youth, rural women and people living with disabilities. Facilitate and coordinate social infrastructure for rural communities in the province. Identify priority projects in line with the departmental priorities and budget allocation. Manage stakeholder consultation including provincial government, municipalities, traditional councils, private sector, civil society and sector specific stakeholder consultation. Monitor the appointment and project management of Professional Service Providers (PSP's) and contractors in compliance with Construction Industry Development Board (CIDB) requirements. Manage and provide strategic direction, project management and oversight for projects implementation. Provide monthly, quarterly and annual reports on project implementation in line with relevant regulations. Facilitate the process of resource planning and asset register management. Ensure that rural infrastructure immovable assets are verified and accurately reported. Track, monitor and report on assets of the Department aligned to the approved assets management policy and system. Prepare, verify, quality assure and approve payment certificates in line with approved project specifications and bill of quantities. Provide monthly, quarterly and annual reports on project implementation in line with relevant regulations. Provide professional advisory services with regards to infrastructure development in the Department. Provide advisory services on province and local rural infrastructure in line with the CRDP and Integrated Rural Development Sector Strategy Pillars. Provide monthly, quarterly and annual reports on professional advisory services on infrastructure projects. Support programmes and branches within the Department that require built environment technical oversight and advice. Intervene in projects through engagement with contractors, professional services providers, local community leadership and project steering committee stakeholders during projects oversight and monitoring. Provide required regular reports.

**ENQUIRIES** : Ms N. Dlamini Tel No: (012) 312 9295  
**APPLICATIONS** : Applications can be submitted by hand delivery during office hours to: 61 Biccard Street, Polokwane, 0700 or by email to [Post53@dlrrd.gov.za](mailto:Post53@dlrrd.gov.za)

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

**POST 19/31** : **DIRECTOR: RURAL INFRASTRUCTURE DEVELOPMENT REF NO: 3/1/1/1/2026/54**  
 Directorate: Rural Infrastructure Development

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

**CENTRE** : KwaZulu-Natal (Pietermaritzburg)  
**REQUIREMENTS** : Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a Bachelor's Degree or Advanced Diploma in Built Environment Professions (Engineering / Town Planning / Quantity Surveyor / Construction

Project Management and Architecture) (NQF Level 7) 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. Job-related knowledge: Knowledge of Project management. Construction Industry Development Board (CIDB) procurement policies. Monitoring and evaluation methodologies, Information Communication and Technology (ICT) Management, Public Finance Management Act (PFMA), Systems analysis and development. Stakeholder management. Conflict resolution. Job-related skills: Project planning and implementation. Coordination with other spheres of government. Managing infrastructure projects. Policy analysis and interpretation. Report writing. Service delivery innovation. Computer literacy. Interpersonal relations. Project and programme management. Presentation. Communication (verbal and written). A valid driver's licence and willingness to travel.

**DUTIES** : Deliver and coordinate provincial rural infrastructure development programmes. Initiate, facilitate and implement social and economic infrastructure development in rural areas in accordance with the Comprehensive Rural Development Programme (CRDP) and Integrated Rural Development Sector Strategy (IRDSS). Facilitate the provision of infrastructure and services to rural communities. Facilitate socio-economic infrastructure in support of revitalisation of rural towns and villages through the provision of basic services: rural roads and infrastructure that support poverty alleviation in rural areas. Facilitate job creation and skills development through rural infrastructure development initiatives with priority for youth, rural women and people living with disabilities. Facilitate and coordinate social infrastructure for rural communities in the province. Identify priority projects in line with the departmental priorities and budget allocation. Manage stakeholder consultation including provincial government, municipalities, traditional councils, private sector, civil society and sector specific stakeholder consultation. Monitor the appointment and project management of Professional Service Providers (PSP's) and contractors in compliance with Construction Industry Development Board (CIDB) requirements. Manage and provide strategic direction, project management and oversight for projects implementation. Provide monthly, quarterly and annual reports on project implementation in line with relevant regulations. Facilitate the process of resource planning and asset register management. Ensure that rural infrastructure immovable assets are verified and accurately reported. Track, monitor and report on assets of the Department aligned to the approved assets management policy and system. Prepare, verify, quality assure and approve payment certificates in line with approved project specifications and bill of quantities. Provide monthly, quarterly and annual reports on project implementation in line with relevant regulations. Provide professional advisory services with regards to infrastructure development in the Department. Provide advisory services on province and local rural infrastructure in line with the CRDP and Integrated Rural Development Sector Strategy Pillars. Provide monthly, quarterly and annual reports on professional advisory services on infrastructure projects. Support programmes and branches within the Department that require built environment technical oversight and advice. Intervene in projects through engagement with contractors, professional services providers, local community leadership and project steering committee stakeholders during projects oversight and monitoring. Provide required regular reports.

**ENQUIRIES** : Ms N. Dlamini Tel No: (012) 312 9295  
**APPLICATIONS** : 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 [Post54@dlrrd.gov.za](mailto:Post54@dlrrd.gov.za)

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

**POST 19/32** : **DIRECTOR: PROJECTS REF NO: 3/1/1/1/2026/55**  
 Directorate: Project Management Office

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

**CENTRE** : Gauteng (Pretoria)

**REQUIREMENTS** : Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a Bachelor's Degree or Advanced Diploma in Statistics / Mathematics / Economics / Data Science (NQF Level 7) 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 statistics or economics projects. Job-related knowledge: Knowledge of project management, budgetary planning and expenditure reporting. Project initiation, planning, execution, monitoring and evaluation. Knowledge and application of project management software and tools. Risk management. Plan the life cycle of the product and define the requirements. Assess the training needs and tools for certain team members. Job-related skills: Project management (develop project plans, coordinate projects, communicate change and progress, complete projects on time and budget, manage project team activities). Proficiency in statistical software, data management techniques, and experience with big data in development contexts. Change management (able to develop implementation plans, communicate change, monitor and evaluate results). Analytical (able to collect and research data, synthesise complex information, and design workflows and procedures). Planning and organising (prioritise and plan work activities, set goals and objectives, schedule people and their work, set realistic action plans). Communication (able to read, write and interpret complex written information). Presentation (Ability to effectively facilitate the discussion and manage audience). Proficiency in Microsoft Office products (Word, Projects, Excel, PowerPoint). A valid driver's licence.

**DUTIES** : Manage the economic research and statistical data projects across the Branch. Coordinate and support to develop and produce economic and statistical data, ensuring accurate data collection, analysis, and dissemination to support strategic planning and policymaking on rural development matters. Provide statistical expertise in rural development and rural economy. Ensure compliance with project management framework and associated templates. Maintain research and data statistical projects for the branch and provinces. Ensure compliance with governance frameworks. Monitor the implementation of project management principles. Provide strategic leadership and support to develop best practices and tools for economic research and statistical data. Develop, implement strategic and operational plans on economic research and statistical data on rural economics aligning departmental strategic direction. Oversee the entire statistical value chain, from data collection and procession to analysis and the publication of statical releases. Develop system and processes to improve information management in the Branch. Maintain and populate data for a management dashboard and quality review research and data postmortems reports. Ensure the adherence to the virtuous cycle framework. Audit the quality of project management documentation and process compliance (Public Finance Management Act). Review the integrity and accuracy of the data supplied for the creation of dashboards. Investigate innovative ways of data collection and information management. Collaborate with other stakeholders to promote sound reporting relationships. Provide support to develop full-scale project plans, project teams and associated documents and reports. Monitor the allocation of resources. Provide assistance in allocation of resources. Management of project teams.

**ENQUIRIES** : Ms N. Dlamini Tel No: (012) 312 9295  
**APPLICATIONS** : Applications can be submitted by hand delivery during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or by email to [Post55@dlrrd.gov.za](mailto:Post55@dlrrd.gov.za)

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

**OTHER POSTS**

**POST 19/33** : **ASSISTANT DIRECTOR: INFORMATION COMMUNICATION TECHNOLOGY (ICT) REF NO: 3/1/1/1/2026/50**  
 Directorate: Corporate Services

**SALARY** : R487 197 per annum (Level 09)  
**CENTRE** : North West (Mmabatho)  
**REQUIREMENTS** : Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and National Diploma (NQF level 6) / Degree qualification in Information Technology / Computer Science or related equivalent qualification. Minimum of 3 years' experience at junior management level in ICT environment

relating to Local Area Network (LAN) and Wide Area Network (WAN), ICT servers and applications, Network and Hardware support. Job-related knowledge: Government Systems Structure. A sound knowledge and understanding of the South African ICT landscape and operations. Technical expertise of ICT goods and services. ICT Acts and policies. Government decision-making processes. Internal control and risk management. Project management principles and tools. Understanding and management of information and formal reporting systems. Understanding and management of information and data security systems. Job-related skills: Planning and organising. Interpersonal relations. Communication (verbal and written). Analytical. Advanced computer literacy. Problem solving. Financial management. A valid driver's licence.

**DUTIES** : Provide Local Area Network (LAN) and Wide Area Network (WAN) support. Check connectivity on transversal and business application systems. Report on the functionality of the systems. Monitor systems reconnections. Manage, assess and resolve network infrastructure connectivity (Switches, Routers and Access Points (AP's)). Receive new user creation forms from users and submit for creation on departmental network. Provide feedback on new user creations. Process and submit user network terminations as received from Human Resource Management (HRM). Compile monthly Information Technology (IT) reports. Manage and maintain ICT servers and applications. Monitor and assess server environment and access control. Ensure server and connection issues are assessed and resolved satisfactorily. Report and manage escalation of server room issues for smooth resolutions. Facilitate, install and update of ICT Application, e.g., Antivirus, etc. Scan and clean computers for viruses. Scan and remove unwanted/unapproved applications. Setup, configure and connection of IT applications. Manage and monitor Network and Hardware support to business/users via ICT Call logging process. Attend and manage user workstation ICT logged calls (allocation, resolution, resolution update) in respect of hardware, software and network in context to the Service Level Agreement (SLA) timelines. Generate call management reports. Review and implement corrective actions on calls/processes. Participate in central ICT projects of rolling out new initiatives in departmental offices across the province. Conduct ICT business needs and equipment assessment report with related recommendations on resolutions/specification. Supervise and manage. Manage the day-to-day operations. Manage staff subordinates' work allocation and leave. Ensure that calls are resolved and closed within the stipulated SLA time frame. Manage National Office / Provincial ICT projects and provide project status updates.

**ENQUIRIES** : Ms N Duiker Tel No: (018) 388 7108  
**APPLICATIONS** : Applications can be submitted by hand delivery during office hours to: Coner James Moroka and Sekame Drive, West Gallery, Megacity, Mmabatho, 2735 or by email to [Post50@dlrrd.gov.za](mailto:Post50@dlrrd.gov.za)

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

**POST 19/34** : **STATE ACCOUNTANT: PLAS MANAGEMENT SERVICES REF NO: 3/1/1/1/2026/49**  
 Directorate: Pro-Active Land Acquisition Strategy (Plas) Trading Account Financial Management

**SALARY** : R338 106 per annum (Level 07)  
**CENTRE** : Gauteng (Pretoria)  
**REQUIREMENTS** : Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Accounting / Financial Management / Commerce or related equivalent qualification. Minimum of 1 year experience in financial management services. Job-related Knowledge: Understanding of National Treasury Regulations. Understanding of Public Finance Management Act (PFMA). Knowledge of A Complete and Comprehensive Program for Accounting Control (ACCPAC), Safety Web Systems. Job related skills: Computer literacy (Microsoft Word, Excel, PowerPoint, Project). Communication (verbal and written). Planning and organising. Time management. Work under pressure and meet deadlines. Use a computer for prolonged periods. A valid driver's licence.

**DUTIES** : Effect payment to service providers. Ensure all payments are recorded accurately on the incoming document register and supported by valid supporting documents. Pay the correct supplier with the correct banking details

and amount within the 30 days from date of receipt of invoice. Ensure compliance with the relevant PLAS payment checklist and process payments within 5 days of receipt of complete payment parcel. Compile reports for the section (age analysis, payment report and relevant registers). Compile payment reports on a regular basis after payments have been processed. Compile and submit payment reports accurately and completely to relevant users. Compile accounts payable reconciliations on a monthly, quarterly and yearly basis. Maintain complete and accurate vendor master file. Update electronic vendor register on a regular basis. Perform and sign-off vendor reconciliations on a weekly basis. File all vendor forms accurately. Ensure effective document control and safeguarding of the financial records and documents. Stamp and quality control all payment documents daily after payments. Review and sign-off batch listing report for payments and journals after the month-end closure. Ensure that all journals are captured on the system and comply with internal control processes. File all payments and journals sequentially in a lockable area.

**ENQUIRIES**  
**APPLICATIONS**

- : Mr C Nyamandi Tel No: (012)312 9215
- : Applications can be submitted by hand delivery during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or by email to [Post49@dlrrd.gov.za](mailto:Post49@dlrrd.gov.za)
- : EE Targets: Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with Disabilities.

**NOTE**

**DEPARTMENT OF MINERAL AND PETROLEUM RESOURCES**

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

- APPLICATIONS** : Applicants must be submitted via DMPR E-Recruitment System accessible using the following link <https://erecruitment.dmpr.gov.za>. Applications must create a user profile by completing all required personal information and setting up your login credential on DMPR E-Recruitment System. Once registration is complete and logged in to the system, you may browse all vacant positions. Another option is to submit application by post or courier, quoting relevant reference, addressed to: The Director-General, Department of Mineral and Petroleum Resources, Private Bag X59, Pretoria, 0001. Alternatively, applications may also be hand delivered to Trevenna Campus, corner Meintjies and Francis Baard Street, former Schoeman. General enquiries may be brought to the attention of Ms T Gumede Tel No: (012) 444- 3319.
- CLOSING DATE** : 29 June 2026
- NOTE** : Applications are strongly advised to complete and attach recent Z83 application form which came into effect from 01 January 2021 as issued by the Minister of Public Service Administration in line with regulation 10 of the Public Service Regulations, 2016 as amended, which is obtainable online from [www.dpsa.gov.za](http://www.dpsa.gov.za) and detailed Curriculum Vitae when submitting applications on DMPR E-Recruitment System. Applications must be submitted on the recent Z83 application form which came into effect from 01 January 2021 as issued by the Minister of Public Service Administration in line with regulation 10 of the Public Service Regulations, 2016 as amended, which is obtainable online from [www.gov.za](http://www.gov.za) and [www.dpsa.gov.za](http://www.dpsa.gov.za). All sections of the Z83 must be completed (In full, accurately, legibly, honestly, initialled, signed and dated), and accompanied by a comprehensive/ detailed Curriculum Vitae only. Applicants are not required to submit copies of qualifications and other relevant documents on application, but must submit the Z83 and a detailed Curriculum Vitae. Certified copies of qualifications and other relevant documents will be required from shortlisted candidates only on or before the day of the interview. The Curriculum Vitae must have at least three (3) reference persons and their contacts. Failure to provide accurate information on a job application as well as incomplete information will result in a disqualification. Job applicants in possession of a foreign qualification(s), must also provide an evaluation certificate obtainable from the South African Qualification Authority (SAQA). If an invitation for an interview is not received within three (3) months after the closing date, please regard your application as unsuccessful. Requirements stated on the advertised posts are minimum inherent requirements; therefore, criteria for shortlisting will depend on the proficiency of the applications received. Shortlisted candidates will be assessed through practical exercise and an oral interview. Applicants must note that personnel suitability checks (PSC) will be conducted on the short-listed applicants, therefore will be required to give consent in terms of the POPI Act in order for the Department to conduct this exercise. PSC includes security screening and vetting, qualification verification, criminal records, financial records checks. Applicants who do not comply with the above-mentioned requirements, as well as application received after the closing date will not be considered. If an applicant wishes to withdraw an application, He/ She must do so in writing. It is also important to note that the Department reserves the right not to fill any advertised post at any stage of the recruitment process.

**MANAGEMENT ECHELON**

- POST 19/35** : **CHIEF DIRECTOR: STRATEGY, MONITORING AND EVALUATION REF NO: 075**
- SALARY** : R1 554 696 per annum (Level 14), (all-inclusive package)
- CENTRE** : Head Office, Pretoria
- REQUIREMENTS** : An appropriate Degree in Public Administration / Management/ Business Management or Advanced Diploma in Monitoring and Evaluation (NQF7),

Certificate for entry into the Senior Management Service, Minimum of 5 years experience at a senior managerial level in strategy planning and monitoring and evaluation environment, Plus the following, Knowledge: Knowledge and understanding of DMPPR policies, functions projects etc, Policy development, Strategic Planning, Government policies, Project/programs in DMPPR, National Economic and Development Strategy, National Economic and Development Strategy, Monitoring and Evaluation Frameworks: Deep understanding of M&E principles, logic models results-based management, and performance indicators, Data management and Analysis, Advanced skills in quantitative and qualitative methods, statistical tools, and data visualization. Policy and Governance: Knowledge of public administration, government systems, and policy implementation, Strategic planning: Ability to align M&E systems with organizational goals and national development priorities. Financial Management understanding of budgeting, resource allocation, and cost effectiveness analysis, Skills: Leadership and Strategic capacity: Leading large teams, setting vision, and driving organizational change. Programme and Project management, Knowledge management, Problem solving and analysis; Identifying gaps, risk, and opportunities in program implementation, Communication strong written and verbal skills for reporting, stakeholder engagement and advocacy, Service delivery innovation: Designing systems that improve efficiency and impact, Change management: guiding organizations through reforms and new performance systems, management and organizational skills, Computer skills, Creativity and innovation, Interpersonal skills, Analytical skills, Numerical, Organising and Co-ordination, Facilitation and Implementation, Well-developed interpersonal relationships at all levels, Financial management, Negotiation and consultation skills, Problem solving and analysis, Strategic capability and leadership, Policy development and implementation, Thinking Demand: Logical, Creative/Innovative thinker, Objective, Accurate, Diplomatic.

**DUTIES**

:  
: Oversee the monitoring and evaluation of the Department's performance in line with the Public Finance Management Act (PFMA) and other relevant legislation. Oversee the development of an integrated monitoring and evaluation system and ensure that monitoring and evaluation are aligned with the planning systems of the department. Lead the Department's strategic and operational planning to drive efficiency and achieve organizational objectives. Management of the Chief Directorate.

**ENQUIRIES**  
**NOTE**

: Ms. T Mbatha Tel No: (012) 444 3187  
: No appointment shall be affected without the recommended candidate producing a Certificate of completion for the SMS Pre-Entry Programme (Nyukela) offered by the National School of Government, which can be accessed via this link: <https://www.thensg.gov.za>. Candidates will undergo a compulsory competency, technical and integrity assessment. The Candidate will have to disclose her/ his financial Interests. 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. Indian /Coloured or white male including persons with disability.

**POST 19/36**

: **MEDICAL INSPECTOR REF NO: 076**  
Re-advertisement, Candidates who applied previously need not to re-apply.

**SALARY**  
**CENTRE**  
**REQUIREMENTS**

: R1 317 384 per annum (Level 13), (all-inclusive package)  
: Head Office, Pretoria  
: An appropriate MBCHB Degree and a postgraduate qualification in Occupational Medicine (NQF 08). Registered with the HPCSA with a valid driver's license Plus minimum of 5 years senior/middle management level in Occupational Health/ Medicine, Knowledge of: Knowledge of Mine Health and Safety Act and other occupational health related prescripts, knowledge of the mining sector in South Africa and internationally, Knowledge of policy development techniques, Knowledge of policy analysis processes, Knowledge of international legislation and local legislation and interface with mines' health regulations, Knowledge of research processes, knowledge of the Occupational Health trends and challenges, Knowledge of the public service legislation  
Skills: Management of people and finances, Strategic development and implementation, Policy development, Networking skills, presentation and report writing skills, Stakeholder management, Communication skills, Project

- management skills, General management skills Thinking Demand: Rigorous non-corruption thinking relating in the development and implementation of plans and strategy, Managerial mindset relating to economics, Ability to source or identify sources of credible information from local and international sources.
- DUTIES** : Resolve disputes on findings of medical unfitness of mine employees through the appeals process as provided for in the MHS Act. Collect and analyse statistics gathered from Medical Reports. Co-ordinate and ensure quality assurance of the process to receive and archive mine closure employee medical records. Participate /make inputs in mine health and safety accidents/ accident investigations (occupational medicine). Liaise/collaborate with relevant compensation houses with aspects related to compensation. Provide specialist advice/ information regarding HIV/AIDS/TB in the mining industry and liaise with the Department of Health and other relevant organisations dealing with TB/HIV. Manage the Directorate.
- ENQUIRIES** : Dr. D Mokoboto Tel No: (012) 444 3373
- NOTE** : No appointment shall be affected without the recommended candidate producing a Certificate of completion for the SMS Pre-Entry Programme (Nyukela) offered by the National School of Government, which can be accessed via this link: <https://www.thensg.gov.za>. Candidates will undergo a compulsory competency, technical and integrity assessment. The Candidate will have to disclose her/ his financial Interests. 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. Indian /Coloured or white females are encouraged to apply.

#### OTHER POSTS

- POST 19/37** : **SENIOR INSPECTOR: OCCUPATIONAL HYGIENE REF NO: 077**  
Re-advertisement, Candidates who applied previously need not to re-apply.
- SALARY** : R1 101 468 per annum (Level 12), (all-inclusive package)
- CENTRE** : North-West Region, Klerksdorp
- REQUIREMENTS** : A/An appropriate National Diploma in Occupational Hygiene/Environmental Health (NQF Level 6) Plus Certificate in Mine Environmental Control plus a valid driver's licence, with a minimum of 3-5 years experience in occupational hygiene, Knowledge of: Mine Health and Safety Act and Regulations & Legal. Hazard Identification and Risk Management. Public Service Staff Code. DMPR Policies. Skills: Ability to interpret and apply Mine Health and Safety Act; DMPR Policy and staff codes. Management skills- Planning, Leading, Organising and controlling. Report writing and formulation. Good interpersonal relations. Be able to recommend mining occupational hygiene solutions Negotiation skill. Language proficiency. Computer skills, Thinking Demand: Innovative thinker. Analyse situations carefully. Make fair and reasonable decisions. Receptive to suggestions and ideas. Be able to stay calm and collective during difficult situations. Dynamic personality.
- DUTIES** : Coordinate and conduct underground, shaft, and surface audits and inspections on matters relating to occupational hygiene exposures, stressors, and other matters relating to occupational hygiene. Coordinate, conduct and report on investigations into mine related accidents, contraventions and complaints as well as the analysis of mine accidents and trends to determine high risk mining operations and take appropriate action. Coordinate and serve on any necessary board of examiners. Coordinate the investigation, consultation and provision of input on mine closures, prospecting rights, mining rights and permits, EMP's, and township development. Provide Managerial activities.
- ENQUIRIES** : Mr. J Melembe Tel No: (018) 487 4300
- NOTE** : Candidates will undergo practical exercise and integrity assessment. Indian /Coloured or white female are encouraged to apply.
- POST 19/38** : **INSPECTOR: OCCUPATIONAL HYGIENE REF NO: 078**
- SALARY** : R932 292 per annum (Level 11), (all-inclusive package)
- CENTRE** : Free State Region, Welkom
- REQUIREMENTS** : National Diploma in Occupational Hygiene or Environmental Health (NQF6) plus Certificate in Mine Environmental Control with minimum 3 years'

experience in Occupational Hygiene and a driver's license, Knowledge of: Mine Health and Safety Act Regulations and Legal Hazard identification and risk management, Public Service Code, DMPR Policies, Skills: Ability to interpret and apply Mine Health and Safety Act, DMPR Policy and staff codes, management skills: Planning, Leading, Organising and controlling, report writing and formulation, good interpersonal relations, Be able to recommend mining occupational solutions, negotiation skills, language proficiency and computer skills, Thinking demand: Innovative thinker, Analyse situations carefully, make fair and reasonable.

**DUTIES** : Conduct and report on underground, shaft and surface audits and inspection on matter relating to occupational hygiene exposures, stressors and other matter relating to mine occupational hygiene and take the necessary enforcement action where necessary. Investigate and report on mine related accident, contraventions, and complaints as well as the analyses of mine accidents and trends to determine high risk mining operations and take appropriate action. Serve on any necessary boards of examiners. Investigate, consult, and provide input on mine closure, prospecting rights, mining rights, permits, EMPs, and township development. Provide inputs to regional reports, revision of mining regulations, guideline and standard and application of exemptions, permissions and approvals related to occupational hygiene.

**ENQUIRIES** : Mr P Nyaqcela Tel No: (057) 391 1373/71

**NOTE** : Candidates will undergo practical exercise and integrity assessment. Indian /Coloured or white female are encouraged to apply.

**POST 19/39** : **INSPECTOR: MINE HEALTH AND SAFETY REF NO: 079**

**SALARY** : R932 292 per annum (Level 11), (all-inclusive package)

**CENTRE** : Eastern Cape Region, Port Elizabeth

**REQUIREMENTS** : Degree/ National Diploma in Mining Engineering (NQF6) Mine Manager's Certificate of Competency, plus a drivers license with minimum 3 years experience in mining, Knowledge of: Practical and theoretical knowledge of mining, Legal knowledge, Departmental Directives, Public Service Act and Regulations, Directives, Skills: Team work, Loyalty towards work, Innovative thinker, Dedication, Receptive to suggestions and ideas, Quality control, Compliance with rules and regulations, Discipline, work ethics, financial control, Self-confidence and acceptability, Tactfulness, Organisational ability, intolerance to waste-money, time, Thinking demand: Good interpersonal relations, communication verbal and oral, organizational ability control, interpretation and application of legal matters and policies, Team work, Training, Negotiating, Adaptability, Conflict handling, Training Computer literacy.

**DUTIES** : Conduct and report on underground, shaft and surface audits and inspections on matters relating to ground stability, support, explosives, blasting operations and other matters relating to the Mine Safety and take the necessary enforcement action where necessary. Investigate and report on investigations into mine related accidents, contraventions and complaints as well as the analyse mine accidents and trends to determine high risk mining operations and take appropriate action. Serve on any necessary boards of examiners. Investigate, consult and provide input on mine closure, prospecting right EMP's, and township development. Provide inputs to regional reports, revision of mining regulations, guidelines and standard and applications of exemptions, permissions and approvals related to mining.

**ENQUIRIES** : Mr. M Zondi Tel No: (012) 444 3668

**NOTE** : Candidates will undergo practical exercise and integrity assessment. Indian /Coloured or white male are encouraged to apply.

**MUNICIPAL INFRASTRUCTURE SUPPORT AGENT**

*The Municipal Infrastructure Support Agent (MISA) is a Government Component within the Ministry for Cooperative Governance and Traditional Affairs. It is a Schedule 3 entity regulated in terms of the Public Service Act, 1994, as amended. MISA's primary function is to support municipalities in infrastructure planning implementation, operations, and maintenance.*

<b><u>CLOSING DATE</u></b>	:	22 June 2026
<b><u>NOTE</u></b>	:	Applications must quote the relevant reference number and consist of: A fully completed and signed NEW Z83 form which can be downloaded at <a href="http://www.dpsa.gov.za/">www.dpsa.gov.za/</a> "From 1 January 2021 should an application be received using the incorrect application for employment (Z83), it will not be considered", a recent comprehensive CV; contactable referees (telephone numbers and email addresses must be indicated); Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed curriculum vitae (Only shortlisted candidates will be required to submit certified qualification, only shortlisted candidates will submit proof of permanent residence. Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). All shortlisted candidates for all posts will be subjected to (1) a technical/practical exercise; (2) integrity assessment; (3) personnel suitability checks on criminal records, citizen verification, financial records, qualification; and for SMS posts (4) verification a generic managerial competency assessment and 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 three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. The successful candidate will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as completing a financial interest declaration within one month of appointment and annually thereafter. The department reserves the right not to fill the post(s). 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. MISA invites suitable candidates to apply for the following positions, based in MISA Head Office in Centurion, Pretoria, and other Provinces.

**OTHER POSTS**

<b><u>POST 19/40</u></b>	:	<b><u>SPECIALIST ENGINEER: WATER AND SANITATION REF NO: MISA/SE-SWM/19</u></b>
<b><u>SALARY</u></b>	:	R1 928 700 - R2 757 078 per annum, (OSD), Total cost package
<b><u>CENTRE</u></b>	:	MISA Head Office - Centurion
<b><u>REQUIREMENTS</u></b>	:	An appropriate master's degree in civil engineering (M Eng / MSc Eng) specializing in Water and Sanitation or relevant qualification at NQF level 9 as recognised by SAQA with Ten (10) years post-qualification experience. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineer. Process Competencies: Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Core Competencies: Strategic Capacity and Leadership, People Management and Empowerment, Financial Management, Change Management, Programme, and Project Management. Technical competencies: In depth knowledge and understanding of: Engineering design and analysis knowledge, Engineering and professional judgement, Contract Management, Knowledge of local socio-economic infrastructure, Engineering, legal and operational compliance and engineering operational communication.
<b><u>DUTIES</u></b>	:	The successful candidate will perform the following duties: support on specialized water and sanitation engineering services in accordance with South African Policies, Act, Regulations, and Industry Guidelines following MISA and Municipal Norms and Practices. Design new systems to solve complex engineering challenges and improve efficiency and enhance safety. Lead and coordinate advanced research, knowledge application and provide specialized expert advice on water and sanitation engineering field. Develop and review municipal sector master plans.

- ENQUIRIES** : Applications enquiries: Ms Zipho Thete & Nommiselo Mtini Tel No: (012) 848 5308/5401/ 5305 / To The T Recruitment at 067 391 7387
- APPLICATIONS** : Please forward your application, quoting the relevant reference number to: [misa23@tttreruitment.co.za](mailto:misa23@tttreruitment.co.za)
- POST 19/41** : **CHIEF ENGINEER (CIVIL) REF NO: MISA/CE-KZN/20**
- SALARY CENTRE REQUIREMENTS** : R1 317 108 - R2 484 204 per annum, (OSD), Total cost package  
: KwaZulu-Natal- Pietermaritzburg  
: An appropriate Civil Engineering Degree (B Eng/ BSc Eng) or equivalent relevant qualification at NQF 7 as recognised by SAQA with six (6) years' post-qualification experience in Civil Engineering. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineer. Core competencies: Strategic Capacity and Leadership. People management and Empowerment. Programme and Project Management. Financial Management. Change management. Process Competencies: Knowledge Management. Service Delivery Innovation. Problem Solving and Analysis. Client Orientation and Customer Focus. Communication skills. Technical competencies: In depth knowledge and understanding of: Engineering design and analysis knowledge. Engineering and professional judgement. Contract management. Knowledge of local socio- economic infrastructure. Engineering, legal, and operational compliance. Engineering operational communication.
- DUTIES** : The successful candidate will perform the following duties: Provide strategic direction for Civil Engineering services in accordance with South African Policies, Act, Regulations, and industry guidelines following MISA and Municipal Norms and Practices. Manage the diagnostic process of the identified municipalities (poor performing). Manage the Assessment of municipal infrastructure planning, development, implementation, and operation & Maintenance requirement of municipalities. Manage municipal support in infrastructure life cycle covering Pre-feasibility and Feasibility studies, Design and Development, Implementation and Operation and Maintenance including procurement, programme/ project and contract management. Manage the development, review and the implementation of municipal sector master plans.
- ENQUIRIES** : Applications enquiries: Ms Zipho Thete & Nommiselo Mtini Tel No: (012) 848 5308/5401/ 5305 / To The T Recruitment at 067 391 7387
- APPLICATIONS** : Please forward your application, quoting the relevant reference number, to [misa23@tttreruitment.co.za](mailto:misa23@tttreruitment.co.za)

## OFFICE OF THE CHIEF JUSTICE

*The Office of the Chief Justice is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1)(i) of the Constitution of South Africa, 1996, the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (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) / Mpumalanga** Provincial Service Centre: 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.  
**Eastern Cape/Qheberha:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Postal Address: Private Bag X13012, Cambridge, 5206, East London. Applications can also be hand delivered to 59 Western Avenue, Sanlam Park Building, 2nd Floor, Vincent 5242, East London.
- CLOSING DATE** : 22 June 2026
- NOTE** : All applications must be submitted on a New Z83 form, which can be downloaded on internet at [www.judiciary.org.za](http://www.judiciary.org.za) / [www.dpsa.gov.za/dpsa2g/vacancies.asp](http://www.dpsa.gov.za/dpsa2g/vacancies.asp) or obtainable from any Public Service Department and should be accompanied by a recent comprehensive CV only; contactable referees (telephone numbers and email addresses must be indicated). Please send your documents in a PDF and put them in one folder. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. All shortlisted candidates, including 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 competency exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. 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, reference checks and employment verification). Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make any appointment(s) to the advertised post(s). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Failure to submit all the requested documents will result in the application not being considered during the selection process. All successful candidates will

be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as be required to undergo a security clearance three (3) months after appointment. The Office the Chief Justice complies with the provisions of the Protection of Personal Information Act (POPIA); Act No. 4 of 2013. We will use your personal information provided to us for the purpose of recruitment only and more specifically for the purpose of the position/vacancy you have applied for. In the event that your application was unsuccessful, the Office of the Chief Justice will retain your personal information for internal audit purposes as required by policies. All the information requested now or during the process is required for recruitment purposes. Failure to provide requested information will render your application null and void. The Office of the Chief Justice will safeguard the security and confidentiality of all information you shared during the recruitment process.

#### **MANAGEMENT ECHELON**

- POST 19/42** : **DIRECTOR: COURT OPERATIONS REF NO: 2026/ 41/OCJ**
- SALARY** : R1 317 384 - R1 551 807 per annum (Level 13), (all-inclusive package), consisting of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Mpumalanga Provincial Service Centre
- REQUIREMENTS** : Applicants should be in possession of a three-year Bachelor's Degree in Management or an Advanced Diploma in Management, Social Sciences, Public Administration, Public Management, or a relevant equivalent qualification at NQF level 7, as recognised by SAQA. An LLB Degree will serve as an added advantage. A minimum of 5 years' experience at middle/senior management level, of which at least three years must have been in the field of Court management/administration. A valid driver's license. Successful completion of the Nyukela Public Service Pre-Entry Programme, as endorsed by the National School of Government (NSG), will be required prior to the appointment. Knowledge: Knowledge of the Public Service prescripts and frameworks, the Basic Conditions of Employment Act 1997, Treasury Regulations, Service Delivery Innovation (SDI), relevant legislations, office district administration, the Public Financial Management Act (PFMA), the Batho Pele Principles, financial, asset, and supply chain management, facilities and security management and Court administration or case flow management. Skills: Problem-solving and analysis, customer focus and responsiveness, project management, leadership: interviewing; analytical skills, report writing, presentation, planning and organizing, computer literacy (MS Office). Personal attributes: Strategic and leadership capability, programme and project management, financial management, change management, knowledge management, service delivery innovation, problem-solving and analysis, people management and empowerment, client orientation and customer focus, honesty and integrity, communication. 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 post's technical and generic requirements.
- DUTIES** : Manage administrative support for courts in the Division of the High Court, manage the provision of library and research services, manage Court facilities and security services, and monitor risk for the High Court, manage case and court records, manage quality assurance and auxiliary services, manage, monitor and evaluate the functioning of courts in the Division of the High Court, manage the utilisation of resources and manage the Directorates' enquiries, providing advice and guidance on asset allocation and control.
- ENQUIRIES** : Technical related enquiries: Mr M Ndlovane, Tel No: (010) 493 2565  
HR Related enquiries: Mr SW Mekoa, Tel No: (010) 493 2578
- APPLICATIONS** : Applications can be via email to: [2026/41/OCJ@judiciary.org.za](mailto:2026/41/OCJ@judiciary.org.za)
- NOTE** : OCJ will give preference to candidates in line with the departmental Employment Equity goals.

## OTHER POSTS

- POST 19/43** : **LAW RESEARCHER REF NO: 2026/43/OCJ**
- SALARY** : R487 197 - R573 897 per annum (Level 09). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Eastern Cape Division of The High Court: Gqeberha  
Applicants should be in possession of an LLB Degree or a four-year recognized legal qualification. A minimum of three (3) years' legal research experience in the relevant field. Superior court or litigation experience and a valid driver's license will serve as an added advantage. 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 post's technical and generic requirements. Knowledge and Skills: Knowledge of Electronic Information Resources and online retrieval (Westlaw, LexisNexis, Jutastat SAFLLI and Sabinet). Practice Manual of the Court, sound understanding of South African law and judicial system, interpretation and application of the law, Batho Pele Principles, communication skills (verbal and written), problem solving and decision-making skills, excellent research and analytical skills, report writing and editing skills, Analytical skills, Presentation skills, Planning and organizing skills, computer literacy, communication and Information Management, accuracy and attention to detail, diversity management, management of interpersonal conflict, planning and organising, problem solving and decision Making, project Management, ability to work under pressure and time management skills.
- DUTIES** : Provide support to legal research functions for the Judges and other Court officials: Provide support with legal research on various legal issues, statutes, rules, regulations, and case law, analyse and apply complex legal principles and provide summaries to the judges, provide research support to judges in the preparation of hearings and trials, carry out research and retrieve all material from all sources in both hard copy and electronic formats on legal issues, as requested by a Judge, provide analysis through studying all the relevant material. Prepare and compile legal opinions: Provide support to the Judges with legal arguments analysis submitted by litigants, evaluate merits of each argument, research supporting and opposing case law (precedent) and provide recommendations to the Judges, review legal issues, arguments, and relevant case law in the form of legal memos, prepare a comprehensive memorandum on the outcome of the legal research. Provide support with drafting of clear, consistent and comprehensive judgments: Provide support to Judges in reviewing and proofreading draft judgment(s) to ensure clarity and accuracy, proofread all judgments, articles, speeches and conference papers with respect to spelling and grammar, quality assure all references, full citation of judgments and footnotes in all draft judgments and legal articles against the original text to ensure correctness and accuracy, correct mistakes (typos) with the help of track changes so that Judges can accept or decline any proposed changes. Ensure that Judges are up to date on recent developments in case law, practice directives and legislation: Quality assure the maintenance of knowledge of recent legal developments, new legislation, and relevant case law, provide support to the monitoring of legal journals, ensure that judges have access to the latest legal information, keep up breast with recent developments in relevant areas of law, such as legislative changes, new precedents, and emerging legal trends.
- ENQUIRIES** : Technical Related Enquiries: Ms P Boya-Nyhiba Tel No: (041) 502 6626  
HR Related Enquiries Ms Z Sulo at (087) 086 6929
- APPLICATIONS NOTE** : Applications can be sent via email to [2026/43/OCJ@judiciary.org.za](mailto:2026/43/OCJ@judiciary.org.za)  
The Organisation will give preference to candidates in line with the Employment Equity goals.
- POST 19/44** : **COMMUNICATION OFFICER REF NO: 2026/44/OCJ**
- SALARY** : R338 106 - R398 277 per annum (Level 07). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office: Midrand  
Applicants should be in possession of a National Diploma in Graphic Design/ Marketing/ Public Relations/ Photography or relevant qualification at NQF level 6 with 360 credits as recognised by SAQA. A minimum of one (1) year experience in Marketing and Communication environment. A valid driver's

license will serve as an added advantage. 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 post's technical and generic requirements. Knowledge and skills: Knowledge of Graphic design, Adobe Creative Suite (InDesign, Photoshop, Illustrator) in the production of communications products; Digital media; Photography. knowledge of applicable communication policies, legislation, guidelines, standards, procedures and best practices. good knowledge of departmental design, frameworks, practices, and processes, knowledge of social media practice and channels, knowledge of Public Service Acts, knowledge of Public Service Regulations, Basic Departmental policies and procedures and Batho Pele Principles. computer literacy skills, organisational skills, problem solving skills, time management skills, communication skills, presentation skills, report writing skills, project Management skills and analytical skills.

**DUTIES**

: Render graphic design, photographic and video services: Ensure the provision of photographic services and drafting of articles, design promotional displays, marketing brochures, packaging products, animations, layout method, logos for products and services, take photos and videos for departmental events and edit photos and videos for publication, update the departmental digital library. Undertake social media functions: Implement social media strategy in align with the departmental corporate Identity manual, update and monitor the department social media platforms, and conduct research on current social media standard trends and audience preferences. Provide marketing, promotions and branding services: Design and implement brand awareness campaigns, implement communication campaigns and products, design and roll out above-the-line communication campaigns and products in collaboration with relevant stakeholders, and provide public relations and media liaison services. Render administrative services: Conduct proper filling system for all the records, schedule and organise meetings.

**ENQUIRIES**

; Technical Related Enquiries: Ms L Ntuli: Tel No: (010) 493 2520  
 HR Related Enquiries: Mr K Mphela Tel No: (010) 493 2527

**APPLICATIONS**

: Applications can be sent via email to [2026/44/OCJ@judiciary.org.za](mailto:2026/44/OCJ@judiciary.org.za)

**NOTE**

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

## DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

*The Department of Public Works and Infrastructure is an equal opportunity, affirmative action employer. The intention is to promote representatively in the Public Service through the filling of these posts and with persons whose appointment will promote representatively, will receive preference. An indication by candidates in this regard will facilitate the processing of applications. If no suitable candidates from the unrepresented groups can be recruited, candidates from the represented groups will be considered. People with disabilities are encouraged to apply.*



- APPLICATIONS** : **Head Office (Pretoria) Applications:** The Director-General, Department of Public Works and Infrastructure, 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, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Ground floor, Customs House, Lower Heerengracht Street, Cape Town.
- FOR ATTENTION** : Ms. C Rossouw
- CLOSING DATE** : 26 June 2026 time at 16H00
- NOTE** : Applications must be submitted on the prescribed Z83 application form (obtainable from any Public Service Department or on the DPSA website link: <https://www.dpsa.gov.za/newsroom/psvc/>, which must be signed, initialled and dated by the applicant, and must be accompanied by a detailed curriculum vitae (CV) only. Candidates are not required to submit certified copies of qualifications and related documents on application. Only shortlisted candidates will be required to submit certified copies of qualification and other related documents on or before the date of interview, which should not be older than six months. Should an application be submitted using incorrect/old Z83 application form, such an application will be disqualified. Further take note of the following on completion of Z83 application form: PART A and PART B must be fully completed. PART C - PART G: Noting that there is a limited space provided applicants may refer to CV or indicate. This will be acceptable as long as the CV has been attached and provides the required information. Page 1 of the Z83 application form must be initialled and page 2 signed and dated by the applicant. Failure to comply with the above instructions may result in an application being disqualified. Applicants applying for more than one advertised post must submit separate Z83 application forms and CVs in respect to each post being applied for. Should an application be received where an applicant has applied for more than one posts on the same Z83 application form, the applicant will be considered for the first post indicated on the Z83 application form only. Applications will be received via post/courier services, hand deliveries or email. Late applications will not be considered. Regulation 57 (c) and 67 (9) of the Public Service Regulations 2016, as amended, requires the executive authority to ensure that he or she is fully satisfied of the claims being made and the finalisation of Personnel Suitability Checks in order to verify claims and check the candidate for purpose of being fit and proper for employment, respectively. Shortlisted candidates must be willing to undergo normal vetting and verification processes. Note: It is the responsibility of all applicants to ensure that foreign qualifications are evaluated by SAQA. Due to large volume of responses anticipated, receipt of applications will not be acknowledged, and correspondence will be limited to shortlisted candidates only. Should you not have heard from us within three months from the closing date, please regard your application as unsuccessful. Entry level requirements for SMS posts: in terms of the Directive on Human Resource Management and Development on Public Service Professionalisation Volume 1 a requirement for appointment into SMS posts is the successful completion of the Senior Management Pre-Entry programme as endorsed by the National School of Governance (NSG). The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/SMS-pre-entry-programme/>. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements

and the other must be an integrity (ethical conduct) assessment. 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.

**ERRATUM:** Kindly note that the following amendments for posts advertised in Public Service Vacancy Circular 16 dated 15 May 2026, with a closing date of 05 June 2026: The post of Administrative Officer: Provisioning Ref No: 2026/209B for Cape Town Regional Office was erroneously advertised, the position is therefore withdrawn. All positions advertised in Public Service Vacancy Circular 18 dated 29 May 2026, were published erroneously without complete information and will therefore be withdrawn and re-advertised.

#### OTHER POSTS

**POST 19/45** : **DEPUTY DIRECTOR: EMPLOYEE RELATIONS (LABOUR RELATIONS MANAGEMENT) REF NO: 2026/233**  
This is a re-advertisement, those who applied previously must re-apply.

**SALARY** : R932 292 per annum, (all-inclusive salary package), (Total package to be structured in accordance with the rules of the Middle Management service)

**CENTRE** : Head Office (Pretoria)

**REQUIREMENTS** : A minimum of three-year tertiary qualification (NQF Level 06)/ National Diploma in Human Resource Management/ Labour Relations or Labour Law. A valid driver's License. An extensive relevant working experience in Labour Relations Management environment of which relevant years should be at the Junior Management level (ASD equivalent Level). Knowledge of PERSAL will be an added advantage. Knowledge: Knowledge of the Constitution of the RSA, Public Service Act and Regulations, Employment Equity Act, Basic Conditions of Employment Act, Labour Relations Act, Collective Agreements, and the Public Finance Management, Labour Relations policies and processes, directives and collective agreements. Knowledge of disciplinary, grievances, and dispute processes in the Public Service. Skills: Basic numeracy; interpersonal and diplomacy skills; general administration and organisational skills; interpretation of policies and Legislations; ability to undertake basic research/gather information; computer literacy; financial administration; change/diversity management; objectivity; analytical thinking; problem-solving skills; motivational skills; influencing skills; conflict management; presentation skills; negotiation skills; communication, investigation and report writing abilities. Personal Attributes: Innovative; Creative; Resourceful; Objectivity; Ability to work independently and under stressful situations; Ability to communicate at all levels; People orientated; Trustworthy; Assertive; Hard-working; Self-motivated and must be prepared to travel; willing to adapt work schedule in accordance with office requirements.

**DUTIES** : The effective management of grievances, disputes and disciplinary processes. Investigate grievances and misconduct cases, manage conflict in the workplace, Represent the Department in grievances, disciplinary and dispute matters/hearings which include litigation processes. Manage Labour Relations Database. Manage resources within the Labour Relations Directorate, Conduct and manage training workshops to educate employees on labour-related matters. Implement, interpret and maintain policies. Advise employees and managers on labour related matters.

**ENQUIRIES** : Mr GP Makhubela Tel No: (012) 406 1189

**APPLICATIONS** : For Head Office: Email to: Recruitment26-46@dpw.gov.za

**POST 19/46** : **ASSISTANT DIRECTOR: ARCHIVES & OFFICE SUPPORT SERVICES REF NO: 2026/234**

This is a re-advertisement, those who applied previously must re-apply.

**SALARY** : R487 197 per annum

**CENTRE** : Head Office (Pretoria)

**REQUIREMENTS** : A minimum of three-year tertiary qualification (NQF Level 06)/ National Diploma in Public Administration/ Information Science, Records Management; Relevant years' experience in records management at supervisory level. Knowledge: National Archives and Records Service of South Africa (NARSSA); Promotion to Access to Information Act (PAIA); Promotion of Personal Information Act

(POPI); Information Security Policy; Electronic Document Management System; Electronic Communication and Transaction Act (no. 25 of 2002); Minimum Information Security Standard (MISS); Public Service Regulations (PSR); Public Service Act (PSA); Supply Chain Management Framework; Public Finance Management Act; Code of Conduct for Supply Chain Management Practitioners; LOGIS and Treasury Regulations. Skills: Project management; Management skills; Problem identification and solving skills; Organisational presentation skills; Numeracy; Relationship management; Interpersonal and diplomacy skills; Decision making skills; Motivational skills; Negotiation skills; Conflict management; Advanced verbal communication and report writing skills; Computer literacy; Report Writing. Personal Attributes: High ethical standards; Ability to conduct business with integrity; Ability to promote mutual trust and respect; Innovative; Reliable; Flexible; Creative; Solution orientated; Highly motivated and Ability to meet tight deadlines whilst delivering excellent results. Other: Willing to adapt work schedule in accordance with office requirements.

**DUTIES**

: Implement effective records management systems:-Facilitate the implementation of records management policies and guidelines; Advise and coordinate the use of approved File Plan by departmental units; Reduce the duplication of records to improve information sharing; Implement records preservation strategies on crucial records; Monitor and evaluate records management practices for compliance; Undertake regular reviews and analysis of records management training needs; Raise awareness on records management and information practices; Provide compliance report on records management to the management. Supervise the Departmental registry operations:-Facilitate access to information and records; Regulate the receipt and flow of related documentation; Ensure that files are available on request; Ensure the tracing of files; Coordinate the provision of printing works; Manage the dispatching of outgoing mail; Monitor and track the utilisation of files from the Registry; Control the maintenance and application of the filing system; Conduct regular registry inspections/audit. Manage office support services: Provide postal and courier services; Manage the provision of driving services to transport passengers and deliver other items (mail and documents) for the Department; Ensure effective schedules for drivers and messengers; Manage the photocopying services; Manage the telephone accounts activities. Implement systematic disposal of inactive records in accordance with applicable prescripts:-Develop systematic disposal programme; Conduct records audit to determine which records/ archives to be dispose; Compile the application for disposal authority and submit to National Archives; Ensure authorization of records to be disposed; Provide advice on the disposal of records, particularly how long records should be kept; Manage the register of documents that have been disposed. Supervise employees to ensure effective service delivery -: Provide general supervision of employees; Allocate duties and do quality control of the work delivered by supervisees; Advise and lead subordinates with regard to all aspects of the work; Manage performance, conduct and discipline of subordinates; Ensure that all subordinates are trained and developed to be able to deliver work of the required standard efficiently and effectively; Develop, implement and monitor work systems (Rea-patala) and processes to ensure efficient and effective functioning.

**ENQUIRIES  
APPLICATIONS**

: Letty Mahlangu Tel No: (012) 406-1451  
: For Head Office: Email to: [Recruitment26-47@dpw.gov.za](mailto:Recruitment26-47@dpw.gov.za)

**POST 19/47**

**SENIOR PERSONNEL PRACTITIONER: RECRUITMENT & PLANNING REF NO: 2026/235**

This is a re-advertisement, those who applied previously must re-apply.

**SALARY  
CENTRE  
REQUIREMENTS**

: R413 001 per annum  
: Head Office (Pretoria)  
: A minimum of three-year tertiary qualification (NQF Level 06) in Human Resource Management, Public Management, Public Administration or related field (Management Sciences). Appropriate years of working experience in Human Resource Recruitment. Knowledge: Standards, practices, processes and procedures related to HR Recruitment. Structure and functioning of the Department. Employment Equity Plan of the Department. Public Service Act and Regulations. Employment Equity Act. Knowledge of PERSAL. Basic Condition Act. Public Finance Management Act. Codes of Remuneration. Conflict Management. Project management. Skills: Numeracy. Interpersonal

and diplomacy skills. Advisory skills. Supervisory skills. General administration and organization skills. Computer utilization. Analytical thinking. Problem-solving skills. Communication and report writing abilities. Personal Attributes: Creative. Ability to work under stressful situations. Ability to communicate at all levels. People Orientated, Punctuality, Assertive, Hard-working, Self-motivated, Ability to work independently.

**DUTIES** : Facilitate and implement advertising process. Receive and implement staff requisitions forms and motivation for posts to be advertised. Facilitate the drafting of advertisements. Implementation of recruitment and selection processes. Keep records of application. Oversee sorting of received applications. Ensure development of applicant's profiles. Facilitate the invitation of shortlisted applicants. Represent Human resources during shortlisting and interviews of shortlisted applicants. Communicate with successful applicants. Verify results, certificates and qualifications. Facilitate the compilation of appointment letters. Facilitate personal planning requirements. Compile, maintain and communicate the human resource plan. Undertake the human resource assessments as prescribed. Promote the achievement of employment equity and support the employment equity plan. Keep abreast of changes in employment legislation and ensure that related HR processes are aligned thereto. Supervise employees to ensure an effective service delivery. General supervision of employees. Allocate duties and perform quality control on the work delivered by supervisees. Advice and lead supervisees with regard to all aspects of the work. Manage performance, conduct and discipline of supervisees. Ensure that all supervisees are trained and developed to be able to deliver work of the of the required standard efficiently and effectively.

**ENQUIRIES** : Ms NP Mudau Tel No: (012) 406 1552  
**APPLICATIONS** : For Head Office: Email to: [Recruitment26-48@dpw.gov.za](mailto:Recruitment26-48@dpw.gov.za)

**POST 19/48** : **ADMINISTRATIVE OFFICER: LABOUR RELATIONS MANAGEMENT REF NO: 2026/236**  
This is a re-advertisement, those who applied previously must re-apply.

**SALARY** : R338 106 per annum  
**CENTRE** : Head Office (Pretoria)  
**REQUIREMENTS** : A minimum of three-year tertiary qualification (NQF Level 06) /National Diploma in Management Sciences. Relevant years of experience in Labour Relations Management environment and a valid Drivers' license. Exposure in the Labour Relations environment will be an added advantage. Knowledge: Knowledge of Labour Relations legislations, Public Service Act and Public Service Regulations, Knowledge of disciplinary, grievances and dispute processes in the Public Service, Knowledge of the LOGIS System in the Public Service. Skills: Basic numeracy, interpersonal, facilitation, Coordination, and communication (verbal and written) skills. Personal Attributes: resourceful, creative, ability to communicate at all levels; people orientated; maintaining Confidentiality, Integrity, honesty and trustworthy, self-motivated; ability to work independently and under pressure.

**DUTIES** : Administer the Labour Relations database by registering Labour Relations cases, ensure accurate capturing of cases, proper maintenance of database of cases, compile and submits reports, coordinate meetings for the Directorate and records minutes, monitor implementation of decision taken. Provide financial, procurement and logistics administration services for the Directorate, make travel bookings for the Directorate and proper administration and management of the resources for the Directorate.

**ENQUIRIES** : Mr MJ Mahasha Tel No: (012) 406 1193  
**APPLICATIONS** : For Head Office: Email to: [Recruitment26-49@dpw.gov.za](mailto:Recruitment26-49@dpw.gov.za)

**POST 19/49** : **PERSONNEL PRACTITIONER: CONDITIONS OF SERVICE (HRA) REF NO: 2026/237**  
This is a re-advertisement, those who applied previously must re-apply.

**SALARY** : R338 106 per annum  
**CENTRE** : Head Office (Pretoria)  
**REQUIREMENTS** : A minimum of three-year tertiary qualification (NQF Level 06) /National Diploma in Human Resources Management or Public Administration. Appropriate experience in Human Resources Management with emphasis on HR Administration (Condition of Services and pensions). Knowledge of standards,

- practices, processes and procedures. Good Knowledge of PERSAL, CORE, Ability to apply and interpret Legislative frameworks such as PSA, PSR, EEA and other regulatory prescripts for the public sector. Data analysis techniques, ability to undertake basic research and gather information, Computer utilization, good communication and report writing abilities, conflict management and the ability to perform under pressure.
- DUTIES** : Administration of condition of services and benefits. Providing an advisory function to DPWI staff on Human Resources policies. Processing of appointments and service terminations. Administration of pension benefits. Assist in the policy reviews related to condition of services. Ensure that relevant stakeholders are involved on policy making processes. Assist in sourcing information needed to report on Audit findings.
- ENQUIRIES APPLICATIONS** : Mr. M Booysen Tel No: (012) 406 1766  
: For Head Office: Email to: [Recruitment26-50@dpw.gov.za](mailto:Recruitment26-50@dpw.gov.za)
- POST 19/50** : **ADMINISTRATIVE OFFICER: TRANSPORT (SCM: PROVISIONING AND LOGISTICS) REF NO: 2026/238**  
This is a re-advertisement, those who applied previously must re-apply.
- SALARY CENTRE REQUIREMENTS** : R338 106 per annum  
: Cape Town Regional Office  
: A minimum of three-year tertiary qualification (NQF Level 06) /National Diploma in Supply Chain Management/ Logistics/ Transport Management/ Public Administration/ Public Management. Relevant years extensive working experience in Transport Management. Sound knowledge and understanding of pertinent policies related to procurement of goods and services, National Treasury Regulation\, Supply Chain Management, Public Finance Management Act (PFMA), Preferential Procurement Policy Framework Act (PPPFA) and Regulation, and Code of Conduct. Thorough knowledge and understanding of Standard Chart of Accounts (SCOA) and applicable financial business systems (LOGIS and BAS or SAGE, REAPATALA and ARCHIBUS). Excellent verbal and written communication skills, problem-solving, Analytical skills and Computer literacy. An ability to handle confidential information. A valid driver's License. Knowledge of preparing financial statements. Clientele/customer relations skills (including report writing), hard-working and highly motivated. Ability to work efficiently under pressure; willing to adapt to work schedule in accordance with line function requirements. Knowledge of logistical processes and policies.
- DUTIES** : Ensuring day-to-day management and maintenance of fleet vehicles. Verification and processing of invoices. Exercise control over the maintenance and expenditure involved in the use of fleet vehicles. Processing Subsistence and Travel claims. Management of traffic fines. Management of accidents and damages. Assist in processing new applications for subsidised vehicles. Ensure proper and effective records management system. Ensure compliance with transport policies, procedures and processes. Assist with providing inputs in preparation of interim and Annual Financial Statements. Provide guidance and awareness to all users of fleet vehicles in relation to new policies, prescripts, circular pertaining to Transport/Fleet/ and Travel related activities. Perform other related tasks as per supervisor's instruction and willingness to adapt to work schedule in accordance with office requirements
- ENQUIRIES APPLICATIONS** : Ms. P Molapo Tel No: (021) 402 2266  
: For Cape Town: Email to: [RecruitCPT26-59@dpw.gov.za](mailto:RecruitCPT26-59@dpw.gov.za)
- POST 19/51** : **DRIVER (PROVISIONING AND LOGISTICS) REF NO: 2026/239**  
This is a re-advertisement, those who applied previously must re-apply.
- SALARY CENTRE REQUIREMENTS** : R170 226 per annum  
: Cape Town Regional Office  
: Grade 10 or equivalent appropriate qualification as recognised by SAQA. A valid driver's license as well as a Professional Driving Permit (PDP). Knowledge, Competencies and Skills: Knowledge of the procedures to operate the motor vehicle. Knowledge of prescripts for the correct utilization of motor vehicles. Knowledge of the procedures to ensure that the motor vehicle is maintained properly. Knowledge of the procedures to perform messenger functions and routine office support functions like registry services and making of photocopies. Knowledge of the city district in which the functions will be performed.

**DUTIES**

: Perform general messenger and delivery services. Sort and arrange correspondences in the registry. Collect submissions and other documents from the assigned office. Render a driver service, including driving light and medium motor vehicles to transport passengers, performing routine maintenance on the allocated vehicle. Sort mail, files, documents and parcels. Render delivery services. Ensure that items to collect are sealed and addressed. Deliver mail, files, documents and parcels to addressees. Deliver submissions between offices. Ensure that the recipients sign on the delivery book/register. Record contents and physical addresses in the delivery book/register. Perform general office assistant tasks. Make copies, fax and shred documents. Render auxiliary administrative support as required. Support the security profile of the office. Support registry-related activities. Support operator-related activities.

**ENQUIRIES**

: Mr L Mgwadleka Tel No: (021) 402 203

**APPLICATIONS**

: For Cape Town: Email to: [RecruitCPT26-60@dpw.gov.za](mailto:RecruitCPT26-60@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*

- CLOSING DATE** : 22 June 2026 at 16h00. Applications received after the closing date will not be considered.
- NOTE** : Applications can be submitted by email to the relevant email and by quoting the relevant reference number provided on the subject line. Acceptable formats for submission of documents are limited to MS Word, PDF. Applications must quote the relevant reference number and consist of: A fully completed and signed Z83 form and a recent comprehensive CV. Submission of copies of qualifications, Identity document, and any other relevant documents will be limited to shortlisted candidates only. All non-SA citizens will be required to submit proof of permanent residence in South Africa when shortlisted. Personnel suitability checks will be done during the selection process. Applicants could be required to provide consent for access to their social media accounts. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 1 month of the closing date of this advertisement, please accept that your application was unsuccessful. In the pursuit of diversity and redress, appointments will be made in line with the DSBD EE Plan. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The successful candidate will be required to sign a performance agreement within three months of appointment, as well as complete a financial interest declaration form within one month of appointment and annually thereafter. The Department reserves the right not to fill or withdraw any advertised post. Note: a new application for employment (Z83) form is applicable from 01 January 2021. The new form can be downloaded online at <http://www.dpsa.gov.za/dpsa2g/vacancies.asp>

**MANAGEMENT ECHELON**

- POST 19/52** : **DIRECTOR: REGIONAL AND LOCAL ECONOMIC DEVELOPMENT COORDINATION "REF NO: D: D - RLEDC"**
- SALARY CENTRE REQUIREMENTS** : R1 317 384 per annum (Level 13)  
: Pretoria  
: A Senior Certificate and an undergraduate qualification (NQF level 7 in Economics / Finance / Development Studies or equivalent/related as recognised by SAQA. Possess a minimum of 5 years' relevant experience at a middle/senior managerial level in Regional and Local Economic Development or Enterprise Development Environment. A compulsory pre-entry into the Senior Management Service Certificate from the National School of Government will be required before assumption of duty (<https://thensg.gov.za/training-course/sms-pre-entry-programme>). Display competencies in Strategic Capability & Leadership, Financial Management, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus and Communication.
- DUTIES** : Collaborate with municipalities through their integrated Development plans to develop and implement enterprise development programmes towards improved Local Economic Development. Manage the provision of technical support to provinces and municipalities during the implementation of economic development strategies and coordinate the implementation of Small Business Portfolio programmes within the districts/municipalities (DDM). Manage the coordination of access to business support (financial and non-financial) for MSMEs and Cooperatives across the government and report on implementation across assigned areas. Manage and ensure effective and efficient utilisation of the financial, human and physical resources of the Directorate in line with applicable legislation. Communication (verbal, written and formal presentations, etc) with stakeholders from diverse backgrounds and deliver relevant information.

**ENQUIRIES**

: Enquiries for all advertised posts should be directed to the recruitment office  
Tel No: (012) 394-5286/3097/0722426245/0721977511

**NOTE**

: The Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates must submit applications to recruitment8@dsbd.gov.za and quote the reference number for the above-mentioned position on the subject line (email) when applying, i.e., "REF NO: D-RLEDC."

## 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.*

- APPLICATIONS** : Applications, quoting the relevant reference number, must be forwarded to the attention of Chief Director: HR Management and Development at Department of Tourism, Private Bag X424, Pretoria, 0001, or hand delivered at Tourism House, 17 Trevenna Road, Sunnyside, Pretoria, or Email Application: [Recruitment3926@tourism.gov.za](mailto:Recruitment3926@tourism.gov.za)
- CLOSING DATE** : 22 June 2026 by 16:30 (Late applications will not be considered)
- NOTE** : Application must include a Z83 form and CV only. The electronic application must be in PDF format and made up of a single document file. Indicate the correct job title and the reference number of the post on the subject line of your email. Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za/documents](http://www.gov.za/documents). Received applications using the incorrect application for employment (old Z83) will not be considered. Each post(s) advert must be accompanied by its own application form for employment and must be fully completed, initialled, and signed by the applicant as instructed below. Failure to fully complete, initial, and sign the Z83 form will lead to the disqualification of the application during the selection process. All fields of Section A, B, C, and D of the Z83 must be completed in full. Section E, F, G (Due to the limited space on the Z83, it is acceptable for applicants to refer to their CV or see attached. However, the question related to conditions that prevent re-appointment under Part "F" must be answered, and the declaration signed. Only an updated comprehensive CV (with detailed previous experience, if any) and a completed and signed new Z83 application form are required. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview, following the communication from Human Resources, and such qualifications (s) and other related documents (s) will be in line with the requirements of the advert. Applicants in possession of foreign qualifications must be accompanied by an evaluation report issued by the South African Qualifications Authority (SAQA) (only when shortlisted). Applicants who do not comply with the abovementioned instructions/ requirements, as well as applications received late, will not be considered. Correspondence will be limited to shortlisted candidates only. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements, and the other must be an integrity (ethical conduct) assessment. Candidates will further be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification, and employment verification). Some of the interviewed candidates for Senior Management level vacancies may be subjected to a 2-day competency assessment that will test generic competencies. Appointment validity will be conditional on the signing of the employment contract, performance agreement, and annual financial disclosure, and the applicant 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 POST

- POST 19/53** : **SUPPLY CHAIN CLERK: DEMAND AND LOGISTICS MANAGEMENT REF NO: DT39/2026 (X2 POSTS)**
- SALARY CENTRE REQUIREMENTS** : R237 453 per annum (Level 05), excluding service benefits.  
: Pretoria  
: A grade 12 certificate or equivalent. No Experience required. Job Knowledge. Communication. Interpersonal relations. Flexibility. Teamwork. Computer. Planning and organisation. Language. Good verbal and written communication.
- DUTIES** : The successful candidate will be responsible for sourcing quotations on CSD and E- portal from service providers; Receiving and recording request for

quotations; Updating the request for quotation progress register; Printing invitations and request from selected service providers by sending RFQ's; Receiving and updating quotations on the register; Evaluating quotations received and compile valuation report; Submitting procurement documents for review and verification; Recording and sending procurement documents for approval to internal users/delegates for signatures; Following up with end users on approval of procurement documents; Publishing results/awards of RFQ's on E-portal; Updating of the departmental contract register; Providing support and guide end users on acquiring finance leases; Updating register for transversal contracts and provide report; Updating register for contracts and provide report; Updating finance lease register and provide report; Filing the SLAs of contracts; Sending documents to supervisor for verification; Compiling monthly reports on RFQ's /RFPs timely; Updating the progress and status on RFQ's/RFP's; Maintaining filing of valid BEE certificate or sworn affidavit for the awarded service providers; Attending to queries daily from internal and external client either telephonically or by email; Providing feedback to the internal client; Verifying compliance of the supplier on the procurement documents received; Checking the correctness of CDS report; Checking compliance on Tax status of suppliers and verified banking details; Checking the validity of the quotation; Ensuring that the SBD1 and SBD4 are completed and signed by the bidder; Checking the Directors of the service providers are not employed by the state; Compiling comparative schedule and submit for review.

**ENQUIRIES**  
**NOTE**

- : Ms. O Sekgweleo Tel No: (012) 444 6773
- : EE Requirements: Coloured Male and White Male candidates as well as Youth and People with Disabilities are encouraged to apply.

## DEPARTMENT OF TRADE, INDUSTRY AND COMPETITION

- APPLICATIONS** : Applications can be submitted: Via e-mail to applications@thedtic.gov.za (Ref no. must appear in subject-line – if no reference no. is provided the application may not be considered), by post to The Director: Human Resources Management, Private Bag X84, Pretoria, 0001; Hand-delivered to the dtic Campus, corner of Meintjies and Robert Sobukwe Streets, Sunnyside, Pretoria.
- CLOSING DATE** : 23 June 2026
- NOTE** : The application must include a completed and signed new Z83 Form, obtainable from any Public Service Department, the dtic website or on the internet at www.gov.za, and a detailed Curriculum Vitae. Applications received that do not comply with this requirement will not be considered. Certified copies of qualifications and Identity Document or any other relevant documents are to be submitted by only shortlisted candidates to HR on or before the day of the interview date. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection panel for Senior Management Services (SMS) positions will further recommend candidates to attend a generic managerial competency-based assessment. The Senior Management Pre-Entry Programme (Nyukela Programme) as endorsed by the National School of Government (NSG) must be completed before an appointment on SMS level can be considered. 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>. No appointment on SMS level will take place without the successful completion of the pre-entry certificate and submission of proof thereof. Background verification, social media checks and security vetting will form part of the selection process and successful candidates will be subjected to security vetting. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Applications received after the closing date will not be considered. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. The dtic reserves the right not to fill any advertised position(s). The dtic is an equal opportunity and affirmative action employer, and candidates whose appointment will promote representivity, will be given preference.
- ERRATUM:** Kindly note that the following post was advertised in Public Service Vacancy Circular 18 dated 29 May 2026, Internal Auditor: Performance Audit with Ref No: ODG - 045; the correct salary is R487 197 per annum (Level 09).

## MANAGEMENT ECHELON

- POST 19/54** : **CHIEF DIRECTOR: PRIMARY MINERALS PROCESSING AND CONSTRUCTION REF NO: IC&G-144A**  
12-month contract post  
Overview: To provide strategic leadership and management to the Primary Minerals Processing and Construction Chief Directorate with the Industrial Competitiveness & Growth Branch.
- SALARY CENTRE REQUIREMENTS** : R1 554 696 per annum (Level 14), (all-inclusive remuneration package)  
: Sunnyside, Pretoria  
: A qualification at NQF level 7, as recognised by SAQA in Science, Engineering, Mineral Economics, Commerce, or a related field. 5 years' relevant experience at a senior managerial level in development and implementation of industrial/economic policies in the Primary Minerals Processing and/or Construction sectors. In-depth understanding of Industrial Policy, the Critical Minerals Strategy, and the Beneficiation Strategy for the minerals industry, as well as broader government policies. Proven experience in people management, financial oversight, and strategic planning. Strong communication and negotiation skills to represent the department effectively. Understanding of PFMA, Public Service Act, and Regulations, Treasury

Regulations. Proficient in monitoring and evaluation, project management, and research analysis for policy and programme development. Ability to build and maintain strategic partnerships with national and international stakeholders, including government, industry bodies, and research institutions.

**DUTIES**

: Strategy and Planning: Manage strategic planning for the chief directorate. Direct, manage, and transform the Chief Directorate into a highly effective Primary Minerals Processing and Construction unit for inclusion in the National Industrial Policy. Establish clear performance criteria and service standards for staff. Design and implement strategies and action plans in the sectors incorporated in the National Industrial Policy. Design and implement strategies and action plans towards implementing the Critical Minerals Strategy of the country towards contributing to the green economy. Coordination and development of interventions: Provide guidance to develop and manage systems, policies, and procedures to ensure effective and efficient growth of the Primary Minerals Processing and Construction industry in South Africa. Lead the coordination and development of interventions in line with priorities Primary Minerals Processing and Construction industry. Identify and address challenges faced by the Primary Minerals Processing and Construction Sector. Conduct research and implement business processes. Monitoring and Evaluation: Monitor the performance of the chief directorate against business and project plans and introduce corrective measures where necessary. Ensure compliance with the integrated performance reporting system, including high-level dashboard reporting. Monitor and evaluate the strategy implemented in the Primary Minerals Processing and Construction chief directorate. Stakeholder Management: Establish and maintain strategic partnerships with local and international institutions in the area of Primary minerals Processing and Construction. Engage in ongoing interaction with key stakeholders. Manage the relationships with key stakeholders to ensure implementation of the programs. Ensure effective communication of the work of the chief directorate to key stakeholders. Ensure that there is a coherent system. Chief Directorate Management: Oversee the financial resources and assets of the Chief Directorate. Oversee and manage human resources. Oversee the strategic planning of the unit and execution of the operational and business plan. Oversee the reporting against the Chief Director's business and operational plans.

**ENQUIRIES**

: Ms U Pitse Tel No: (012) 394 1563 / L Mdashe Tel No: (012) 394 3103 / V Mazibuko Tel No: (012) 394 5608

**OTHER POSTS**

**POST 19/55**

: **B-BBEE COMPLIANCE AND ADVOCACY OFFICER REF NO: SID&ET-119 (X3 POSTS)**

This position is being re-advertised with the corrected minimum requirements and duties reflected.

Overview: To facilitate and implement advocacy, education, awareness and capacity building sessions on the services of the Commission and monitor implementation.

**SALARY CENTRE REQUIREMENTS**

: R338 106 per annum (Level 07), (Commencing salary)  
: Sunnyside, Pretoria  
: Mandatory Minimum Requirements: NQF Level 6 qualification in Public Administration or Business Administration/ Social Science/ Economic Science/ Law/ Communication/ Education/ Public Relations. 3-year relevant Experience in Compliance environment. Key Requirements: Stakeholder Management experience. Working knowledge of the B-BBEE Act. Analytical, report writing and presentation skills. Strong verbal and written communication skills. Good time and conflict management abilities.

**DUTIES**

: Receive, analyse compliance reports submitted in line with Section 13G reporting requirements of the B-BBEE Act and provide feedback to entities: Receive compliance reports from JSE listed companies, organs of state, SETAs verify information and issue acknowledgement letter and provide state of compliance to entities. Maintain records of all e-mail, posted and electronic queries in relation to compliance report submissions in chronological order. Assist to conduct research by collecting, analysing data from compliance reports, and a draft sector report. Gather and analyse data from B-BBEE Certificate Portal system. Facilitate and co-ordinate advocacy, and stakeholder engagements: Inform and advise stakeholders with regards to B-BBEE

implementation, (i.e. meetings, etc.). Provide technical advice on interpretation of B-BBEE legislation, B-BBEE deals, Codes etc. (i.e. telephone, emails, walk-ins, etc.). Facilitate and co-ordinate capacity building and awareness sessions to ensure compliance with the B-BBEE legislation: Implement identified educational interventions (i.e. workshops, exhibitions, etc.) and produce reports. Evaluate workshop survey/ feedback forms. Monitor B-BBEE Implementation: Analyse facts regarding BBBEE stakeholders and provide advice in terms of the provisions of the B-BBEE Act (i.e. conducting site visits, and transaction registration and assessments). Assist with targeted interventions for proper BBBEE implementation. Provide advisory opinion and clarifications to clients. Perform Database Management function: Maintain records of all e-mail, telephonic, posted and electronic queries (e.g. via website) in chronological order. Prepare and submit monthly reports on the number and nature of queries received, resolved and responses provided to clients. Assist with organisational strategy coordination.

**ENQUIRIES** : Ms U Pitse Tel No: (012) 394 1563 / L Mdashe Tel No: (012) 394 3103 / V Mazibuko Tel No: (012) 394 5608

**NOTE** : In terms of the dtic's EE requirements, preference will be given to African Male, Coloured Female & Male, Indian Female & Male, White Male and persons with disabilities.

**POST 19/56** : **B-BBEE INVESTIGATIONS AND ENFORCEMENT OFFICER REF NO: SID&ET-117 (X2 POSTS)**

This position is being re-advertised with the corrected, minimum requirements and duties reflected.

Overview: To perform investigation and enforcement functions to ensure compliance with B-BBEE Act and report on complaints trends.

**SALARY** : R338 106 per annum (Level 07), (Commencing salary)

**CENTRE** : Sunnyside, Pretoria

**REQUIREMENTS** : Mandatory Minimum Requirements: NQF Level 6 qualification in Public Administration or Business Administration/ Economic Science/ Law. 3-years' relevant experience in an investigation and enforcement environment. Key Requirements: Knowledge of the Constitution, PFMA, Treasury Regulations, B-BBEE Act and compliance frameworks. Experience handling, screening and analysing complaints within an enforcement or regulatory environment. Ability to coordinate alternative dispute resolution processes and maintain associated records. Strong written and verbal communication skills, including reporting. Good administrative and organisational skills, including database tracking and monitoring of turnaround times. Ability to work under pressure, travel when required, and work flexible hours as needed. Proficiency in Microsoft Office and complaints handling systems.

**DUTIES** : Complaints Handling: Handle complaints lodged with the Commission in line with established procedures and processes. Develop and implement fast-track procedures to attend to and resolve client complaints. Review complaints handling systems and provide recommendations for efficiency improvement. Conduct pro-active and reactive investigations and provide a report thereof. Database and Tracking System: Maintain and update the database and tracking system of complaints. Monitor compliance with turnaround times and submit weekly reports on delays. Ensure complainants are informed of reference numbers and progress. Screening and Analysis of Complaints: Implement methodologies for complaint screening and analysis. Categorise complaints and identify those for investigation or referral. Assess complaints for referral to higher authorities or other institutions. Alternative Dispute Resolution: Identify complaints suitable for alternative dispute resolution (ADR). Coordinate and maintain consistency in ADR processes and documentation. Record the number and nature of complaints resolved through ADR. Reporting and Administrative Support: Produce progress reports on work done as required. Perform administrative duties as allocated by the manager.

**ENQUIRIES** : Ms U Pitse Tel No: (012) 394 1563 / L Mdashe Tel No: (012) 394 3103 / V Mazibuko Tel No: (012) 394 5608

**NOTE** : In terms of the dtic's EE requirements, preference will be given to African Male, Coloured Female & Male, Indian Female & Male, White Male and persons with disabilities.

**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>  
 : 22 June 2026 at 12:00 pm (Midday)  
 : Effective from 7 April 2021, the National Treasury now utilises an e-Recruitment System which means all applicants must login/register to apply for positions, we only accept hand delivered/posted applications should an applicant prove that he/she tried to apply via e-Recruitment with no success and the National Treasury ICT unit was unable to assist. The applicant's profile on the e-Recruitment is equivalent to the newly approved Z83, and it is the responsibility of applicants to ensure their profiles are fully completed or their applications will not be considered, as per the DPSA Practice Note. Certain documentation will still be required to be uploaded on the system such as copies of all qualifications including National Senior Certificate/Matric certificate, ID, etc., however these documents need not be certified at point of application, however certification will be required prior to attending the interview. Please note: All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. It should be noted that the National Treasury does not support the use of Artificial Intelligence (AI) in any of its recruitment and selection processes and will disqualify an application if it picks up the use of AI when completing assessments without acknowledging the source of information. Successful completion of the Nyukela Public Service SMS Pre-entry Programme as endorsed by the National School of Government, available as an online course on <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>, prior to finalisation of appointment, is a requirement for all SMS positions. For SMS positions certain candidates may be required to undergo additional Psychometric Assessments. 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. By submitting your application, it also means you consent to the National Treasury processing your information for Human Resources Management purposes. It is the applicant's responsibility to have all their foreign qualifications (this includes O and A level certificates) evaluated by the South African Qualifications Authority (SAQA), at your own expense. Upon appointment, successful candidates will be required to sign a 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](mailto:Recruitment.Enquiries@treasury.gov.za). The National Treasury is compliant with the requirements of POPIA.

## OTHER POSTS

- POST 19/57** : **SENIOR DATA ANALYST: DATA GOVERNANCE REF NO: S071/2026**  
Division: Office of The Director-General (ODG)  
Purpose: To develop and manage data governance frameworks, ensuring that data quality, compliance, security, and effective data management practices are implemented and adhered to.
- SALARY CENTRE REQUIREMENTS** : R1 101 468 per annum, (Incl. benefits)  
: Pretoria  
: A Grade 12 is required with a minimum of National Diploma (equivalent to NQF Level 6) or Bachelor's. degree (equivalent to NQF Level 7) in Computer Science or Economics or Data Science or Information Management or related qualification. A minimum 4 years' experience of which 2 years should be at an Analyst level (Assistant Director) obtained in data governance environment. Experience in the implementation of data governance frameworks, policies and practices. Knowledge of data governance frameworks (e.g., DAMA-DMBOK), data privacy regulations (e.g. POPIA), and data quality standards. Knowledge and experience with data management tools and metadata management platforms.
- DUTIES** : Data governance policy implementation: Translate high-level data governance policies into actionable workflows and guidelines for implementation. Define and track key data governance metrics to measure the effectiveness of data governance initiatives. Monitor adherence to governance policies and address non-compliance issues. Data and metadata management: Manage the implementation and maintenance of metadata repositories and catalogues. Ensure metadata is updated and accessible across the organization. Assist with development of training materials and facilitating training across National Treasury on how to use metadata tools effectively. Data quality management and improvement: Collaborate with data stewards and analysts to identify and resolve data quality issues. Support the establishment of data quality metrics, standards, and processes to ensure data accuracy, completeness, consistency, and reliability. Implement processes to automate data quality checks and validation. Data compliance, security, and risk management: Manage the day-to-day operation of governance tools and technologies to ensure compliance. Support the identification of potential data risks and develop strategies to mitigate them. Collaborate with the IT and cybersecurity teams to ensure data security protocols are integrated into the data governance framework. Stakeholder engagement: Engage internal and external stakeholders on new developments pertaining to data governance, compliance, security and risk management and their impact on the management of data in the National Treasury. Represent National Treasury on inter-governmental and other external forums and committees related to data governance.
- ENQUIRIES** : enquiries only (No applications): [Recruitment.Enquiries@treasury.gov.za](mailto:Recruitment.Enquiries@treasury.gov.za)
- POST 19/58** : **DATA ANALYST: ADMINISTRATIVE DATA AND RESEARCH REF NO: S070/2026**  
Division: Office of The Director-General (ODG)  
Purpose: To lead data driven policy, research, and data analytics leveraging administrative data to support evidence-based decision- and policy- making.
- SALARY CENTRE REQUIREMENTS** : R605 742 per annum, (Excl. benefits)  
: Pretoria  
: A Grade 12 is required coupled with a minimum National Diploma (equivalent to NQF Level 6) or Bachelor's degree (equivalent to NQF Level 7) in Economics or Econometrics or Statistics. A minimum of 2 years' experience obtained in an economic, data analysis and research environment. Knowledge of the latest trends in research methodologies and research tools. Experience in the interpretation of research outcomes. Knowledge and experience of the STATA and R software packages.
- DUTIES** : Policy Analysis: Support data-driven research projects in collaboration with National Treasury divisions and other government departments. Produce briefing notes and memos for the Minister, Deputy Minister and Director General and Deputy Director Generals. Data management and analysis: Perform initial quality checks on new administrative datasets to identify anomalies. Assist with establishing data quality standards and protocols for

new administrative datasets. Research: Conduct policy-relevant research using administrative data. Produce research notes, policy briefs, reports and presentations based on research findings. Stakeholder engagement: Represent National Treasury on inter-governmental and other external forums and committees related to administrative data and research. Participate in events such as workshops, seminars, and conferences to disseminate research findings.

**ENQUIRIES**

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