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Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 12 OF 2026

DATE ISSUED 10 APRIL 2026

1. Introduction

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

2. Directions to candidates

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

3. Directions to departments

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

4 SMS pre-entry certificate

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

AMENDMENTS

: **NATIONAL DEPARTMENT OF CORRECTIONAL SERVICES:** Kindly note the following amendments were made in the Public Service Vacancy Circular 10 dated 20 March 2026: (1) The following posts have been Withdrawn from the advertisement: Assistant Director: Hr Utilization, Eastern Cape region: Mthatha

(Ref: EC 2026/03/29). Assistant Director: Employment Equity, Eastern Cape region: Regional Office (Ref: EC 2026/03/27) and Western Cape region: Regional Office (Ref: WC 2026/03/52). Security Manager: Agriculture (CB4), Eastern Cape region: Amathole (Ref: EC 2026/03/105). Security Manager: Nutritional Services (CB4), Gauteng region: Johannesburg (Ref: GP 2026/03/215). Social Worker Grade 1, Gauteng region: Baviaanspoort Max (Ref: GP 2026/03/96). Secretary, Gauteng region: Regional Office: Office of the Regional Head: Development and Care (Ref: GP 2026/03/192). Secretary, KwaZulu Natal region: Regional Office: Office of the Regional Head: Development and Care (Ref: KZN 2026/03/90). Senior Correctional Officer: Correctional Administration (NCB2), Western Cape region: Regional Office (Ref: WC 2026/03/239) (1 Post). Employee Assistance Practitioner (Eap): Special Programs, Western Cape region: Voorberg (Ref: WC 2026/03/88). Professional Nurse Grade 1 (General Nursing) (PN-A2), Western Cape region: Voorberg Med A (Ref: WC 2026/03/152). Senior Logistic Clerk: Logistics, Limpopo, Mpumalanga and Northwest region: Bethal (Ref: LMN 2026/03/124). Clinical Nurse Practitioner Grade 1: Pn-B1 [Primary Health Care], Limpopo, Mpumalanga and Northwest region: Witbank: Middleburg (Ref: LMN 2026/03/35). Deputy Director: Facilities And Security (NCB4), KwaZulu Natal region: Durban Corrections (Ref: KZN 2026/03/103) and Western Cape region: Pollsmoor (Ref: WC 2026/03/199). Assistant Director: Facilities And Security [NCB3], Eastern Cape region: East London (Ref: EC 2026/03/104); Free State and Northern Cape region: Upington (Ref: FSNC 2026/03/155); Gauteng region: Modderbee (Ref: GP 2026/03/214); KwaZulu Natal region: Ncome (Ref: KZN 2026/03/105), Waterval (Ref: KZN 2026/03/106); Limpopo, Mpumalanga and North West region: Polokwane (Ref: LMN 2026/03/165), Rustenburg (Ref: LMN 2026/03/166), Witbank (Ref: LMN 2026/03/167), Rooigrond (Ref: LMN 2026/03/168); Western Cape region: Brandvlei (Ref: WC 2026/03/211), Goodwood (Ref: WC 2026/03/212), West Coast (Ref: WC 2026/03/213) and Overberg (Ref: WC 2026/03/214). System Controller (Logis): Supply Chain, Free State and Northern Cape region: Regional Office (Ref: FSNC 2026/03/81) and Gauteng region: Regional Office (Ref: GP 2026/03/71). Skills Development Educationist (M+4) AET, Free State and Northern Cape region: Kuruman (Ref: FSNC 2026/03/185). Unit Manager (CB4), Free State and Northern Cape region: Goedemoed Max (Ref: FSNC 2026/03/163) (2 Posts). Divisional Head: Care Services (CB4), Free State and Northern Cape region: Vereeniging (Ref: FSNC 2026/03/174). Divisional Head: Human Resource Management (CB4), Free State and Northern Cape region: Goedemoed Med B (Ref: FSNC 2026/03/169) and Vereeniging (Ref: FSNC 2026/03/171). Centre Coordinator: Staff Support (CB4), Free State and Northern Cape region: Groenpunt Med (Ref: FSNC 2026/03/162). Assistant Director: Administrative Secretary, Free State and Northern Cape region: Regional Office: Office of the Deputy Regional Commissioner (Ref: FS/NC 2026/03/49). Centre Coordinator: Staff Support (CB5), Free State and Northern Cape region: Kimberley (Ref: FSNC 2026/03/147).

DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE: Kindly note that the following positions were advertised in Public Service Vacancy Circular 10 dated 20 March 2026 closing on 10 April 2026, (1) Senior Administrative Officer: Property, ref no: 2026/140E (posts), centre: Kimberly regional office. Kindly take note that the above position has been withdrawn. Public Service Vacancy Circular 08 dated 06 March 2026 closing on 20 March 2026. (1) Groundsman, Ref no: 2026/111, centre: Pretoria regional offices, the post is withdrawn.

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DEPARTMENT OF AGRICULTURE

CLOSING DATE : 24 April 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. Communication will be limited to shortlisted candidates only. If you have not heard from us within 3 months, please consider your application to be unsuccessful. Should, during any stage of the recruitment process, a moratorium be placed on the filling of posts or the Department is affected by any process such as, but not limited to, restructuring or reorganisation of posts, the Department reserves the right to cancel the recruitment process and re-advertise the post at any time in the future. Important: DOA is an equal opportunity employer committed to promoting representivity and affirmative action. We encourage applications from all qualified candidates. The Department reserves the right not to fill vacancies. By applying you consent to the collection and processing of your personal information for recruitment purposes. Shortlisted candidates will be required to be available for assessments and interviews at a date and time as determined by the Department. Shortlisted candidates will undergo personnel suitability checks, security vetting and reference checks (including social media profiles). Applications must declare any pending criminal, disciplinary or any other allegations or investigations. Successful candidates must pass security clearance, sign an employment contract, sign an annual performance agreement and disclose financial interests. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with. Failure to disclose relevant information may result in disqualification or termination.

ERRATUM: Please note that all vacancies advertised by the Department of Agriculture in the Public Service Vacancy Circular number 11 of 2026 with the closing date of 14 April 2025, the correct closing date is 14 April 2026.

OTHER POSTS

POST 12/01 : **DEPUTY DIRECTOR: EPIDEMIOLOGY REF NO: 3/3/1/01/2026**
Directorate: Animal Health

SALARY : R1 059 105 per annum (Level 12) (All-inclusive package to be structure in accordance with the Middle Management (MMS) rules)

CENTRE : Gauteng: Pretoria

REQUIREMENTS

: Applicant must be in possession of a Grade 12 Certificate and a Bachelor's degree of Veterinary Science (BVSc) (NQF 7). Registration with the South African Veterinary Council. Job Related Work Experience: Minimum of five (5) technical experience in the government Veterinary Services environment on a State Veterinary level. Some experience with laboratory services, disease research and the implementation of brucellosis and tuberculosis control scheme in provincial veterinary service is an advantage. Experience in the field of epidemiology. Job Related Knowledge: Applicants must have knowledge of Public Service Regulation. International agreements, treaties, conventions and bilateral agreements relating to animal improvement. Relevant animal production legislation, strategies and norms and standards. Export and import programmes and their requirements. Planning and organising. HR matters. Sound knowledge of Animal Health legislation especially the Animal Diseases Act, 1984 (Act 35 of 1984) and animal disease control with special emphasis on state controlled and vector borne disease. Computer courses such as courses in the use of Geographical Information systems (GIS) and ICDL courses provided by SITA, etc. Training in veterinary epidemiology. Knowledge of project management, monitoring and evaluation. Job Related Skills: Some analytical and research skills and an aptitude for epidemiology. Ability to communicate clearly, both verbally and written. Expert knowledge and experience of Animal diseases and epidemiology with emphasis on controlled animal diseases. Management and organizational skills. Ability to function effectively under various types of pressure with professionalism and integrity. Complex Problem-solving skills. Ability to think logically and adapt to change. Ability to collect and interpret information and to arrive at a rational conclusion. Ability to maintain good interpersonal relationships and work in a team. Pronounced self-motivation to initiate new projects. Teamwork. Financial management. Technical skills communication. Acceptance of responsibility. Leadership. Reliability. Extended working hours. Travelling.

DUTIES

: Disease reporting. Develop, analyse and verify policy, standards and guidelines for animal disease reporting. Manage specific disease reporting to international standards to OIE, SADC, AU-IBAR, trade partners and other role-players. Manage the collecting, collating and verifying animal disease outbreak information. Analyse and monitor epidemiological information regarding animal diseases. Continuously develop and maintain the National Animal Diseases Database. Disease surveillance. Develop, analyse and verify policy standards and guidelines for disease surveillance. Design National Surveillance programs from an epidemiological point of view. Coordinate and oversee the conducting of disease surveillance programs. Analyse the outcome of disease surveys from an epidemiological point of view. Report on the outcome of surveillance programs nationally and internationally. General epidemiological functions. Map animal disease occurrences. Monitor internal animal disease information and analyse potential impact for South Africa. Conduct epidemiological outbreak investigations in coordination with the provincial Veterinary Services. Conduct a review and analysis of laboratory test results of samples for controlled and notifiable animal diseases. Representation and liaison on behalf of the Department on various for a and with stakeholders (i.e. Department of Health, SADC Epidemiological and informatics workgroup (EIS), Rabies Advisory Group (RAG), etc). Veterinary laboratory quality systems. Develop, analyse and verify policy, standards and guidelines for veterinary laboratory quality systems. Coordinate the provision of animal disease diagnostic services to the country and payment of applicable services by DoA. Ensure DoA approval of laboratories and diagnostic tests, including BSL evaluation. Manage the resources of the Sub-directorate (Physical, Human and Financial). Ensure proper utilization of the budget by monitoring & reporting expenditure. Monitor and ensure proper utilization of equipment. Evaluate and monitor performance and appraisal of employees. Ensure capacity, development and discipline of staff.

ENQUIRIES

: Dr B. Modisane Tel: (012) 319 6521

APPLICATIONS

: Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, ARCADIA, Pretoria, 0002 or by email DDerecruit01@nda.gov.za

NOTE

: EE Target: African Males and Females, and Persons with disability.

CLOSING DATE

: 24 April 2026 at 16:00

<u>POST 12/02</u>	:	<u>STATE VETERINARIAN REF NO: 3/3/1/02/2026</u> Directorate: Animal Health (Import and export control)
<u>SALARY</u>	:	R896 436 per annum (Level 11) (All-inclusive package to be structure in accordance with the Middle Management (MMS) rules)
<u>CENTRE</u>	:	Gauteng: (Pretoria)
<u>REQUIREMENTS</u>	:	Applicant must be in possession of a Grade 12 Certificate and BVSc/BVMCH Degree or equivalent Qualification recognized by South African Qualification Authority and the South African Veterinary Council, Registration with the South African Veterinary Council. Job Related Work Experience: Minimum of one (1) year appropriate experience (post-qualification experience) in regulatory veterinary services. Job Related Knowledge: Applicants must have knowledge of Trade Organization, Including the SPS agreement. Animal Health legislation especially the Animal Diseases Act, 1984 (Act 35 of 1984) and Meat Safety Act, 2000 (Act 40 of 2000). Knowledge of international requirements and guidelines of, e.g. World Organization for Animal Health (WOAH) and the World Trade Organization, including the SPS agreement. Training in risk assessment will be an advantage. Public Service Regulations. International agreements, conventions and bilateral agreements relating phytosanitary, sanitary and food quality matters. Relevant animal health legislation and regulations, norms and standards. Export and import programmes and their requirements. Planning and organising. The Constitution. Good governance and Batho Pele Principles. Internal performance evaluation and reporting. Government decision making processes. Diversity Management. Performance Management and Monitoring. Public Service Regulations. Government systems and structure. Public Finance Management Act. Job Related Skills: Ability to communicate well and interact with people at different levels. Planning, Management and Organising. Creativity. Interpersonal skills. Problem solving, Interpretation skills, Analytical skills, Listening skills, Computer literacy and Report writing. Extended working hours, Extensive travelling and driver's license.
<u>DUTIES</u>	:	Conduct risk assessment, including dispensations and detained consignments. Evaluation and risk management with regard to detained consignments (that does not fully comply with all import requirements). Considering granting or refusing dispensations (risk management). Evaluating information supplied by exporting countries (to formal questionnaires and other information requested). Risk assessment & management in the case of illegal imports. Risk assessment, including risk management, on new commodities or applications to import a commodity for the 1ST time from a country. Monitor international animal disease information and analyse potential impact for South Africa. To liaise with clients, stakeholders, including foreign veterinary authorities, embassies, importers, exporters, agents, industry groups provincial veterinary services, other directorates and sub directorates and other Departments. Handle Telephonic enquiries. Respond to email enquiries. Liaise with officials with the Department of Agriculture. Obtain Technical assistance from other sub directorates where appropriate. Liaise with Provincial Veterinary Services, other Department and Directorates and port of entry. Liaise and meet with foreign veterinary services and embassies to discuss trade issues, including foreign visits. Meetings with industry representatives, colleagues and clients to discuss trade issues. Meetings attended and participation during meetings. Inputs on monthly reports and briefing notes. Coordination of bilateral meetings as required according to commodity. Develop and maintain import standards, policy and procedures. Develop, analyse, review and verify policy, standards and guidelines. Consult prior risk assessments done, SA legislation and/or international standards and other information. Drafting and reviewing of veterinary import permits (issued by SA), procedural and policy documents. Amendment to current permits to ensure that permits are up to date and in line with national and international developments. Develop, maintain and negotiate veterinary health certificates (to be signed by certifying vet in exporting country for imports. Approval and compliance of facilities for import. Place trade restrictions on countries in the event of disease outbreaks. Draft submissions to provide information on import procedures. Participate in providing inputs to international standard setting bodies (e.g. WOH). Assist in evaluating responses to questionnaires from trade partners, where technical knowledge regarding sanitary requirements for international trade applies. Evaluate applications and assist with issuing veterinary import permits. Negotiate and maintain export protocols, certificates and procedures. Request market access and import requirements from foreign countries. Evaluate requirements to

determine if we can comply. Negotiate alternative certification with foreign country if necessary. Draft export health certificates and sending these to foreign country for approval. Complete or assist in completing questionnaires from foreign countries where requested. Draft and finalise procedural documents, protocols and/or policies for export. Draft submissions regarding export matters. Approval and compliance of facilities for export.

- ENQUIRIES** : Dr B. Modisane Tel: (012) 319 6521
- APPLICATIONS** : Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, ARCADIA, Pretoria, 0002 or by email SVIECreruit02@nda.gov.za.
- NOTE** : EE Target: African, Coloured Males and African Females, and Persons with disability.
- CLOSING DATE** : 24 April 2026 at 16:00
- POST 12/03** : **STATE VETERINARIAN REF NO: 3/3/1/03/2026**
Directorate: Animal Health (Epidemiology)
- SALARY** : R896 436 per annum (Level 11) (All-inclusive package to be structure in accordance with the Middle Management (MMS) rules)
- CENTRE** : Gauteng: Pretoria
- REQUIREMENTS** : Applicant must be in possession of a Grade 12 Certificate and BVSc/BVMCH Degree or relevant Qualification recognized by South African Qualification Authority and the South African Veterinary Council, Registration with the South African Veterinary Council. Job Related Work Experience: A minimum of one (1) year appropriate experience (post-qualification experience) in regulatory veterinary services. Job Related Knowledge: Applicants must have knowledge of Animal Health legislation especially the Animal Diseases Act, 1984 (Act 35 of 1984) and Meat Safety Act, 2000 (Act 40 of 2000). Knowledge of international requirements and guidelines of, e.g. World Organization for Animal Health (WOAH) and the World Trade Organization, including the SPS agreement. Training in risk assessment will be an advantage, knowledge of legislation applicable to finance & personnel management. Public Service Regulations. International agreements, conventions and bilateral agreements relating phytosanitary, sanitary and food quality matters. Relevant animal health legislation and regulations, Export and import programmes and their requirements. Planning and organising. The Constitution. Good governance and Batho Pele Principles. Internal performance evaluation and reporting. Government decision making processes. Diversity Management. Performance Management and Monitoring. Public Service Regulations. Government systems and structure. Public Finance Management Act. Job Related Skills: Ability to communicate well and interact with people at different levels. Planning, Management and Organising. Creativity. Interpersonal skills. Problem solving, Interpretation skills, Analytical skills, Listening skills, Computer literacy and Report writing. Extended working hours, Extensive travelling and driver's license.
- DUTIES** : Analyse disease data and provide epidemiological information: Collection, capture and collation of disease outbreak data. Analysis of disease data. Identification of prevalent animal diseases and changes in the epidemiology of these diseases. Compile and distribute disease outbreak reports and risk reports. Compile and provide inputs for policy development, norms and standards for epidemiology and disease reporting. Generation of disease reports and distribution to government and other stakeholders. Facilitate the development of a practical Early Warning System for all relevant diseases including disease modelling, simulation and scenario mappings. Contribute to the development of emergency diseases control preparedness systems. Conduct veterinary risk assessment. Establishment of norms and standards for disease reporting and the national disease database: Plan, implement, maintain and coordinate disease reporting. Update the list of controlled and non-controlled diseases. Implement new procedures, techniques and/ or equipment to ensure that an efficient and effective disease reporting service is rendered. Design and implementation of national disease surveillance plans: Design and implement national disease surveillance and other epidemiologic studies. Collect, capture and collate surveillance data. Analyse surveillance data. Generate reports on surveillance outcomes. Implement new procedures, techniques and/ or equipment to ensure that an efficient and effective national disease surveillance service is rendered. Liaison with and assistance given to other Sub-Directorates, Province and industry bodies on epidemiology and

surveillance matters. Attend pre-authorization meetings of sample submissions for payment (of certain test by DoA) and section 20 matters. Assist the province with epidemiology matters and enquiries relating thereto. Liaise with industry (NAHF and others) on epidemiological matters, including attending meetings and providing relevant information. Assist colleagues from other sub-directorates with their enquiries regarding epidemiology and surveillance. Perform administrative and related functions which would include, inter, alia, the following: Assist with compiling reports. Handle relevant telephonic enquiries. Handle relevant written enquiries.

- ENQUIRIES** : Dr B. Modisane Tel: (012) 319 6521
- APPLICATIONS** : Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, ARCADIA, Pretoria, 0002 or by email SVRecruit03@nda.gov.za.
- NOTE** : EE Target: African, Coloured Males and African Females, and Persons with disability.
- CLOSING DATE** : 24 April 2026 at 16:00
- POST 12/04** : **STATE VETERINARIAN REF NO: 3/3/1/042026 (2 POSTS)**
Directorate: Animal Health (Disease Control)
- SALARY** : R896 436 per annum (Level 11) (All-inclusive package to be structure in accordance with the Middle Management (MMS) rules)
- CENTRE** : Gauteng: (Pretoria)
- REQUIREMENTS** : Applicant must be in possession of a Grade 12 Certificate and BVSc/BVMCH Degree or equivalent Qualification recognized by South African Qualification Authority and the South African Veterinary Council, Registration with the South African Veterinary Council. Valid driver's license. Job Related Work Experience: A minimum of one (1) year appropriate experience (post-qualification experience) in regulatory veterinary services. Job Related Knowledge: Applicants must have knowledge of Public Service Regulations. International agreements, conventions and bilateral agreements relating phytosanitary, sanitary and food quality matters. Relevant animal health legislation and regulations, norms and standards. Export and import programmes and their requirements. Planning and organising. The Constitution. Good governance and Batho Pele Principles. Internal performance evaluation and reporting. Government decision making processes. Diversity Management. Performance Management and Monitoring. Public Service Regulations. Government systems and structure. Public Finance Management Act. Job Related Skills: Ability to communicate well and interact with people at different levels. Planning, Management and Organising. Creativity. Interpersonal skills. Problem solving, Interpretation skills, Analytical skills, Listening skills, Computer literacy and Report writing. Extended working hours, Occasional travelling and driver's license.
- DUTIES** : Ensure compliance with the animal Disease Act, 1984 (Act No 35 of 1984) and Animal Disease Regulations (R. 2026 of 1986). Monitor and audit compliance to Act and Regulations. Follow up cases of non-compliance. Advise on the implementation of Act and Regulations. Provide inputs on strategies to align with legislation. Form part of section 20 evaluation team - section 20 applications and amendments are evaluated and discussed within the directorate. Establish norms and standards for the prevention and control of animal diseases. Draft diseases control policies, protocols and contingency plans. Revise, update and amend current policies, protocols and contingency plans. Facilitate circulation/publishing of new or amended documents for comment. Collate inputs provided on drafted documents. Provide inputs on disease control policies, protocols and contingency plan as requested. Prepare final policies, protocols and contingency plans for signature. Ensure circulation of final documents for relevant role players. Liaison with and assistance given to other Sub-Directorates, Provinces and industry bodies on disease control matters. Attend daily pre-authorization of sample submissions for payments (of certain tests by DoA). Assist the provinces with disease control matters and enquiries relating thereto. Liaise with industry on disease control matters: including attending meetings and providing guidelines for enquiries. Assist colleagues from other sub-directorates with the enquiries regarding disease control matters. Liaise with D: FIES to develop information pamphlets, posters and articles related to Animal Diseases. Assist with Office Management and administration. Assist with compiling reports. Handle relevant telephonic enquiries. Handle relevant written enquiries.

- ENQUIRIES** : Dr B. Modisane Tel: (012) 319 6521
- APPLICATIONS** : Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, ARCADIA, Pretoria, 0002 or by email SVDCrecruit04@nda.gov.za
- NOTE** : EE Target: African, Coloured Males and African Females, and Persons with disability.
- CLOSING DATE** : 24 April 2026 at 16:00
- POST 12/05** : **STATE VETERINARIAN: REF NO. 3/3/1/05/2026**
Directorate: Veterinary Public Health
- SALARY** : R896 436 per annum (Level 11) (All-inclusive package to be structure in accordance with the Middle Management (MMS) rules)
- CENTRE** : Gauteng: Pretoria
- REQUIREMENTS** : Successful applicants must be in possession of a Grade 12 certificate and a Bachelor of Veterinary Science (BVSc / BVMCh). Registration with the South African Veterinary Council as a veterinarian. Job Related Work Experience: Minimum of one (1) year of experience as a state veterinarian or compulsory community service veterinarian in a regulatory state veterinary area in South Africa. Experience in monitoring abattoirs, processing plants and/or cold stores registered under the Meat Safety Act. Job Related Knowledge: Practical working knowledge and experience in application of Meat Safety Act, 2000 (Act No. 40 of 2000). Applications of the Animal Diseases Act, 1984 (Act No.35 of 1984). Knowledge and practical experience of import and export facilitation. Knowledge of relevant Codex, WOH, FAO and other international standards and guidelines related to food of animal origin. Knowledge of principles of chemical residues monitoring. Job Related Skills: Analytical skills. Research skills. Ability to communicate clearly, both verbally and written. Administration and organizational skills. Ability to function effectively under various types of pressure, with professionalism and integrity. Complex-problem solving skills. Ability to think logically and adapt to change. Ability to maintain good interpersonal relationships and work in a team. Other: Extended working hours. Valid drivers' license.
- DUTIES** : Develop, implement or monitor policies, standards, guidelines and programmes for the safe production of meat and other animal products. Develop and formulate policies, norms, standards and legislation for the production of animals and animal products. Implement and enforce the relevant Acts and accompanying regulations. Audit the implementation of applicable legislation and standards. Monitor implementation of the Meat Safety Act at abattoirs, cutting and processing plants, hides and skins and sterilization plants. Execute law enforcement in accordance with the Act. Draft and implement national microbiological monitoring and control policies. Develop and coordinate awareness programmes related to relevant policies standards. Contribute to an efficient and comprehensive risk analysis service in relation to the local production of meat from animals and other animal products for human and animal consumption. Identify and investigate risk factors that pose a threat to the health of humans or animals in South Africa in relation to local production of meat and animal products. Identify possible measures to mitigate identified risk factors. Develop and facilitate specific surveillance programmes and contingency plans. Assist with conducting relevant line function risk assessments relating to animals and animal products. Facilitation of imports and exports of animals and animal products. Manage and coordinate the importation of animals and animal products according to the provisions of the Meat Safety Act and related legislations. Draft, evaluate and complete import and export questionnaires. Auditing and registration of veterinary approved import/export facilities. Process queries and appeals from stakeholders. Coordinate the National Food Safety Programmes (National Residues Monitoring and Control Programmes, National Microbiological Monitoring Programme, National Parasitology Monitoring Programme) Draft and implement programmes for all commodities of interest. Conduct risk analysis on substances and compounds of interest. Collation and analysis of results based on risk analysis conducted. Manage the transportation, reception, sorting and storage of all samples. Ensure that establishments that take part in the programme have a sufficient supply of sampling equipment and packaging materials. Analysis and responding to reports. Coordinate the One Health portfolio. Draft policies related to one health. Draft necessary policies on combating antimicrobial usage and antimicrobial resistance surveillance plans

for animals and animal products. Draft and implement awareness plans for one health, antimicrobial resistance and judicious use of antimicrobials. Participate in activities related to one health and AMR, both internally and externally. Conduct risk analysis in relation to the production of meat and other animal products for human and animal consumption. Identify and investigate risk factors that pose a threat to the health of humans and/or animals in South Africa in relation to production of meat and animal products. Identify all possible means to mitigate identified risk factors. Develop and facilitate specific surveillance programmes and contingency plans. Assist with conducting certain relevant line function risk assessments relating to animals and animal products. Draft, evaluate and submit import and export facilitation questionnaires. Perform administrative and related functions. Provide inputs for the Operational Plan of the veterinary unit. Comply with the Public Service prescripts. Comply with Financial Management prescripts. Contribute to the maintenance of databases. Compile and submit reports as required. Supervise and manage performance of relevant staff.

- ENQUIRIES** : Dr Mphane Molefe Tel: 012 319 7688
- APPLICATIONS** : Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, ARCADIA, Pretoria, 0002 or by email SVVPHrecruit05@nda.gov.za.
- NOTE** : EE Target: African Males and Females, and Persons with disability.
- CLOSING DATE** : 24 April 2026 at 16:00
- POST 12/06** : **SENIOR AGRICULTURAL ECONOMIST REF NO: 3/3/1/06/2026**
Directorate: Marketing
- SALARY** : R582 444 per annum (Level 10)
- CENTRE** : Gauteng: Pretoria
- REQUIREMENTS** : Applicant must be in possession of a Grade 12 Certificate and a Bachelor's degree in Agricultural Economics (NQF 7) or A 3-year bachelor's degree plus Honors degree in Agricultural Economics. Job Related Work Experience: Minimum of three (3) years 'supervisor experience in agricultural economist environment. Job Related Knowledge: Practical knowledge and understanding of the Agricultural Marketing Strategy for the Republic of South Africa. Knowledge of agricultural marketing related legislation. Knowledge of agricultural marketing, agricultural marketing capacity building and marketing information systems. Job Related Skills: Ability to work independently, with minimal supervision, and under pressure. Planning and organizing skills. Communication/presentation skills. Writing skills and Innovative. Valid driver's license.
- DUTIES** : Manage projects related to development, implementation, and evaluation of Agricultural Marketing Capacity programme. Conduct research on the agricultural marketing capacity building needs for smallholder producers. Contribute to implement of relevant pillars of the Agricultural Marketing Strategy for the Republic of South Africa. Conduct surveys for collection of data from producers, collaboration with various stakeholder such as commodity associations and farmer support officials at the provincial and local level. Develop agricultural marketing needs assessment reports and provide advice to the department regarding the status of agricultural marketing capacity development in the country. Conduct agricultural marketing needs assessments and develop agricultural marketing capacity building manuals. Undertake capacity needs assessment among smallholder producers in collaboration with Commodity Associations, Provincial Departments of Agriculture and other stakeholders. Identify suitably capacity development programmes in the sector to address the needs and/or facilitate development of demand-driven agricultural marketing capacity development programme. Development of marketing capacity building manuals in line with the agreed standard. Facilitate editing, design, layout and production of the manuals. Implement agricultural marketing capacity building programme among smallholder producers and other interested stakeholders. Organise and facilitate Agricultural Marketing Capacity Building workshops based on the identified needs. Identify beneficiaries of the Marketing Capacity Building Programme in collaboration with provincial departments, commodity associations and other role players. Develop training schedule in collaboration with provincial departments, commodity associations and other role players. Create and update database of producers who completed the agricultural marketing capacity building programme. Make contributions to agricultural

marketing webinars, information sessions, and other relevant events. Management of stakeholders to ensure successful and collaborative implementation of the capacity building programme. Evaluate agricultural marketing building programme and develop progress reports on the implementation of Capacity Building Program. Conduct post-workshop evaluations. Conduct qualitative and quantitative analysis of the workshops undertaken. Develop regular reports on agricultural marketing building and resent the findings to management and other forums. Management of records related to the capacity building programme.

ENQUIRIES : Mr Sitembele Kelembe Tel: (012) 319 8455
APPLICATIONS : Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, ARCADIA, Pretoria, 0002 or by email SAEreruit06@nda.gov.za.

NOTE : EE Target: African Males and Coloured Females, and Persons with disability.
CLOSING DATE : 24 April 2026 at 16:00

POST 12/07 : **CHIEF AGRICULTURAL FOOD AND QUARANTINE TECHNICIAN REF NO. 3/3/1/07/2026 (3 POSTS)**
 Chief Directorate: Inspection and Quarantine Services

SALARY : R468 459 per annum (Level 09)
CENTRE : Western Cape: Stellenbosch
REQUIREMENTS : Successful Applicants must be in possession of a Grade 12 Certificate and a Minimum of National Diploma in Agriculture (NQF 6). Job Related Work Experience: Minimum of three (3) years relevant experience. Job Related Knowledge: Applicants must have knowledge of Public Service Regulations. International Agreements, Conventions and Bilateral Agreements relating to phytosanitary, sanitary and food quality matters. Relevant legislation and regulations, norms and standards. Export and import programmes and their requirements. Job Related Skills: Ability to communicate well and interact with people at different levels. Planning and Organising skills. Technical skills. Law enforcement. Interpersonal skills. Problem solving and decision-making skills. Analytical skills. Negotiation skills. Listening skills. Computer literacy. Report writing. Customer focus and responsiveness. Communication and Information Management. Project Management. Networking and building bonds. Applied Strategic thinking. Budgeting and Financial Management. Developing others. Impact and Influence. Diversity Management. Valid driver's license and the ability to drive. Work extended working hours. Travelling. Relief duties.

DUTIES : Application and enforcement of legislation and international agreements. Conduct inspections and make recommendations in terms of the relevant prescripts and take appropriate actions. Conduct searches of passengers, motor vehicles, etc with regards to illegal imports of regulated agricultural products by the appropriate means, i.e. physical inspections, sniffer dogs or X-ray machines. Prohibition of the sale of imported and locally produced agricultural products that do not comply with the relevant legislative prescripts. Seize and confiscate non-compliant agricultural products. Handle consignments destined for export that do not comply with the requirements of international agreements or rejected by the Assignees. Provide advisory services to stakeholders. Liaise with and provide advice to stakeholders (e.g. trade organizations, industries, private sector institutions, importers/exporters, legal representatives, assignees, etc) regarding the operational application of relevant Acts, prescripts, certification schemes, norms and standards. Supervision of staff. Allocate and ensure quality of work. Ensure capacity and development of staff. Ensure capacity and development of staff. Ensure proper utilisation of equipment. Assess staff performance. Apply discipline.

ENQUIRIES : A G Tsako Tel: 021 809 1641
APPLICATIONS : Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, ARCADIA, Pretoria, 0002 or by email CAFQTrecruit07@nda.gov.za.

NOTE : EE Target: African Males and Females, and Persons with disability.
CLOSING DATE : April 2026 at 16H00

POST 12/08 : **ENTERPRISE DEVELOPMENT FACILITATOR REF NO. 3/3/1/08/2026**
 Directorate: Cooperatives

SALARY : R397 116 per annum (Level 08)
CENTRE : National Office

<u>REQUIREMENTS</u>	:	Successful Applicants must be in possession of a Degree in Agricultural Economics/ Economics/ Business Management/ Development studies. Job Related Work Experience: Minimum of two (2) years' experience in Business Development/ Enterprise Development. Job Related Knowledge: Knowledge of BBBEE Act and related legislation, National Small Business Amendment Act, Companies Act, Cooperatives Act, PFMA, Bathopele Principles. Job Related Skills: High level of integrity. Strong leadership and Analytical skills. Strong work ethics. Good interpersonal skills. Negotiation skills. Ability to work independently. Ability to work under pressure. Leadership, planning and execution. Acceptance of responsibility. Extensive travel. Work extended hours. Drivers' license.
<u>DUTIES</u>	:	Link SMMEs and entrepreneurs in the sector for funding and / or other development opportunities. Receive and assess enquiries received from departmental clients and/ or stakeholder. Identify interventions available in the market for use by entrepreneurs and SMMEs in the sector. Liaise with institutions of interest for possible interventions and/ or opportunities necessary. Link entrepreneurs and SMMEs to institutions of interest for possible interventions. Conduct follow-up with clients on interventions received. Provide inputs on the monthly, quarterly, and annual reports on support provided to sector SMMEs. Update the register of interventions identified on possible funding mechanisms and other development opportunities for SMMEs on an ongoing basis. Assess AgriBEE Fund proposals. Receive allocated applications for assessment against funding criteria. Create hard and soft copy files on applications received. Analyse applications/ proposals received and compile assessment reports. Present the assessment reports to internal structures. Conduct site visit to potential applicants. Draft back to office reports. Present the assessment report at AgriBEE Fund Committee meetings. Provide inputs on the minutes of the committee meetings. Package and create files for recommended applications / proposals to be submitted to the Land Bank for due diligence assessments. Draft outcome letters to the relevant stakeholders and applicants. Liaise / attend meetings with PDAs, Commodity Associations and relevant stakeholders for information sharing purposes (i.e. Workshops, a Fora's etc.) and for publishing AgriBEE Fund Information on their websites. Keep constant contact with applicants and relevant stakeholders regarding funding processes. Support the processes towards review of AgriBEE Fund MoA and Ops Manual as and when necessary. Update AgriBEE Fund documents as and when necessary. Compile monthly quarterly reports. Provide support in the Implementation sector SMMEs strategy and support interventions. Undertake research processes on the relevant subject matters related to the strategy. Facilitate workshops with provinces and relevant stakeholders for consultation processes and information sharing. Provide advice and support on the intervention processes and access thereof. Monitor and evaluate SMMEs performance and intervention impact. Liaise with provincial counter parts and follow up on SMMEs progress. Monitor partnership interventions and report on outcomes. Evaluate training outcomes as well as the implementation of action plans. Follow up with funded projects performance and report on status.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms Sibusisiwe Matanda Tel: 012 319 8143
<u>NOTE</u>	:	EE Target: African Females and Persons with disability.
<u>CLOSING DATE</u>	:	24 April 2026 at 16:00
<u>POST 12/09</u>	:	<u>BBBEE OFFICER REF NO: 3/3/1/09/2026</u> Directorate: BBBEE Charters Compliance
<u>SALARY CENTRE REQUIREMENTS</u>	:	R397 116 per annum (Level 08) Gauteng: Pretoria
<u>SALARY CENTRE REQUIREMENTS</u>	:	Applicants must be in a possession of a Grade 12 Certificate and a Degree in Economics and Management Science/Agricultural Economics. Minimum of two (2) years' experience at business advisory level position in BBBEE environment. Job Related Knowledge: Knowledge of B-BBEE Act. B-BBEE Code of good practice. AgriBEE Sector Code. B-BBEE Verification Framework and Methodologies. Job Related Skills: Policy development and analysis. Monitoring and research skills. Negotiation skills. Excellent communication skills (verbal, presenting and report writing). Knowledge of project planning,

coordinating and management. Problem solving and analysis. Facilitation and coordination skills. Computer skills. Time management skills. Data analysis and presentation skills. Extended working hours. Travelling. A valid driver's license.

DUTIES

: Develop draft legislation, policies, guidelines norms and sustainable with regard to BEE in the sector. Provide inputs into the development of draft legislation and policies with regard to BEE for the sector. Conduct public consultation workshops with provincial stakeholder during the drafting phase of legislation. Consolidate comments and inputs for public consultation phase into the management report. Facilitate the implementation of strategies, framework and guidelines. Distribute finalised legislation to stakeholder of the sector. Assist the management in the review of legislation and policies with regard to BEE for the sector. Monitor the implementation of BEE in the sector and develop AgriBEE Sector Code Undertaking Report annually. Organise information sharing sessions with external stakeholder with regard to BEE verification frameworks. Conduct site visits to the Provincial departments of Agriculture. Conduct analysis and compile progress reports on the implementation of the government undertakings for Agriculture Sector. Develop monitoring instrument/ template for the implementation of BBBEE in Agriculture Sectors. Provide secretarial support services to AgriBEE Charter Council and working Groups, and the AgriBEE Provincial Representatives Forum (compile agendas and minutes of meetings; responses for queries, technical work documents). Plan and organise council and working groups meeting. Compile set of minutes. Keep registry of all council documentations. Provide support to management of the appointment of council members for the new term of office. Render subject-related technical and general administration support and conduct research as identified by management and maintain information management database for reporting (contribute inputs to the industry transformation plans, the alignment of industries' strategies to AgriBEE Sector Codes, undertake visits and engage BBBEE stakeholders and prepare back-to -office reports, etc.). Arrange meetings, venues, accommodation and travel arrangements. Draft submissions and memos. Coordinate and follow up reports. Record keeping and documents management. Collect, administer and analyse information relating to BBBEE. Administer the AgriBEE IT portal. Maintain the database.

ENQUIRIES

: Mr Rudolph Abercrombie, Tel: (012) 319 8145.

APPLICATIONS

: Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, ARCADIA, Pretoria, 0002 or by email BBBEEOrecruit09@nda.gov.za.

NOTE

: EE Target: African Females and Persons with disability.

CLOSING DATE

: 24 April 2026 at 16:00

POST 12/10

: **AGRICULTURAL FOOD AND QUARANTINE TECHNICIAN REF NO: 3/3/1/10/2026**

Chief Directorate: Inspection and Quarantine Services

SALARY

: R325 101 per annum (Level 07)

CENTRE

: Western Cape: Stellenbosch

REQUIREMENTS

: Applicants must be in a possession of a Grade 12 Certificate and National Diploma in Agriculture (NQF6). Minimum of one (1) year relevant experience. Job Related Knowledge: Knowledge of the Public Service Regulations. International agreements, conventions and bilateral agreements relating to Phytosanitary, Sanitary and food quality matters. Relevant legislation and regulations, norms and standards. Export and import programmes and their requirements. Job Related Skills: Ability to communicate well and interact with people at different levels. Planning and organising skills. Problem solving. Law enforcement skills. Interpersonal skills. influencing skills. Listening skills. Problem solving and decision -making skills. Change Orientation. Personal Commitment. Report writing skills. Team leadership. Customer service Orientation. Computer literacy. Problem Analysis and Decision Making. Extended working hours. Extensive Travelling. Valid driver's license and the ability to drive.

DUTIES

: Application and enforcement of legislation and international agreements. Conduct inspections and make recommendations in terms of the relevant prescripts and take appropriate actions. Conduct searches of passengers, motor vehicles etc. with regards to illegal imports of regulated agricultural products by the appropriate means, i.e. physical inspections, sniffer dogs or X-

ray machines. Prohibition of the sale of imported and locally produced agricultural products that do not comply with the relevant legislative prescripts. Prohibition and detention of regulated agricultural products. Seize and confiscate non-compliant agricultural products. Handle consignments destined for export that do not comply with the legislative requirements or international agreements or rejected by the assignees. Initiate investigations into the illegal importation, exportation and movement of regulated agricultural products as well as other fraudulent activities. Institute legal action for non-compliance. Attend and give evidence during court cases where necessary. Handle complaints, queries and enquiries from customers. Issue phytosanitary, quality and export certificates as required for international trade purposes. Provide advisory services to stakeholders Liaise with and provide advice to stakeholders (e.g., trade organisations, industries, private sector institutions, importers/exporters, legal representatives, and the assignees, etc) regarding the operational application of the relevant Acts, prescripts, certification schemes, norms and standards. Perform Administrative duties. Develop and maintain databases. Compile and submit the relevant reports and submissions as required.

- ENQUIRIES APPLICATIONS** : Mr A.G Tsako Tel: (021) 809 1641
 Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, ARCADIA, Pretoria, 0002 or by email AFQTrecruit10@nda.gov.za.
- NOTE** : EE Target: African and Coloured Males and Females, and Persons with disability.
- CLOSING DATE** : 24 April 2026 at 16H00
- POST 12/11** : **STATE ACCOUNTANT: TRANSPORT, FLEET AND TRAVEL MANAGEMENT REF NO 3/3/1/14/2026**
 Directorate: Demand and Acquisition Management
- SALARY CENTRE REQUIREMENTS** : R325 101 per annum (Level 07)
 : Gauteng: Pretoria
 : Applicants must be in possession of a National Diploma in Financial Management/ Financial Accounting / Commerce / Public Administration (Management) (NQF level 6). Minimum of 1 year experience in financial administration environment. Job related knowledge: Treasury Regulations. Division of Revenue Act. Financial regulations and Public Finance Management Act. Job-related skills: Computer skills. Good verbal and written communication skills. Good interpersonal skills.
- DUTIES** : Render payments services: Receive, verify, reconcile and compile suppliers' invoices on a daily basis. Distribute invoices to compilers. Check payments parcel for compliance and accuracy before they are paid. Capture payments on BAS. Compile financial reports (monthly and quarterly reports): Request system generated reports and compile information reports as per item and amount. Reconcile system reports with distribution list. Record 30 days payment register. Assist in coordinating effective financial management: Utilise correct SCOA allocations. Develop and implement policies and procedures in area of responsibility: Assist with developing the sectional policies Travel accounts. Participate in management and development of staff: Supervisory. Determine the applicable or relevant courses.
- ENQUIRIES APPLICATIONS** : Ms Amanda Le Roux Tel: (012) 312 8438
 Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, ARCADIA, Pretoria, 0002 or by email SATFTMrecruit14@nda.gov.za.
- NOTE** : EE Target: African Males, African Females and Persons with disability.
- CLOSING DATE** : 24 April 2026 at 16:00
- POST 12/12** : **AUXILIARY SERVICES OFFICER: RESEARCH REF NO: 3/3/1/15/2026**
 Directorate: Grootfontein Agricultural Development Institute (GADI)
- SALARY CENTRE REQUIREMENTS** : R228 321 per annum (Level 05)
 : Middelburg (Eastern Cape)
 : Applicants must be in possession of a Grade 10 or equivalent. No previous experience required. Job-related skills: Computer skills and research skills. The ability to work proactively and under pressure. Ability to work efficiently and effectively at all times. Be willing to work extended working hours. Willingness to travel. A valid driver's license.

- DUTIES** : Perform research specific (according to project plan) activities in respect of research subjects (animals/plants): Taking, processing, packaging of samples. Drying of samples. Determine moisture loss in samples. Safekeeping of research equipment. Preparation of research equipment /facilities. Record data (quality, weight, size, quality etc. Perform general maintenance activities in respect of research subjects (animals/plants): Planting, Soil cultivation and preparation e.g. cleaning, houghing, etc. Irrigation of crops. Apply chemical crop protection e.g. operate a knapsack. Reaping, grading, weighing, packing and storage of farm produce. Daily tending of crops/orchards/vineyards e.g. Pruning, weeding etc. Watering of livestock. Care for sick livestock. Dipping, vaccination & closing. Assist with calving, lambing, hatching etc. Count livestock. Shepherding, moving, weighing of live stock. Slaughtering, culling. Weighing, milling, mixing of feeds. Feeding. Milking. Cleaning of facilities. Disposal of farm waste material. Provide water supply for livestock and farm buildings. Care for equipment e.g. cleaning, oiling, sharpening etc. Firefighting and prevention. Opening of springs, troughs and unblocking of drains. Loading /off-loading. Assist lecturers and students with practical work and work integrated learning: Prepare practical material. Provide hands-on demonstrations to students. Transporting of students to practical sites. Care for student plants/crop/animals during students' holidays. Perform administrative tasks: Updating of registers. Daily record keeping. Keep time sheets on work performed by casuals.
- ENQUIRIES** : Dr Willem Olivier Tel: (049) 802 6620
- APPLICATIONS** : Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, ARCADIA, Pretoria, 0002 or by email ASORrecruit15@nda.gov.za.
- NOTE** : EE Target: African Males, African Females, White Males and Persons with disability.
- CLOSING DATE** : 24 April 2026 at 16:00
- POST 12/13** : **ADMINISTRATION CLERK REF NO: 3/3/1/11/2026**
Directorate: Animal Production
- SALARY** : R228 321 per annum (Level 05)
- CENTRE** : Gauteng: Pretoria
- REQUIREMENTS** : Applicant must be in possession of a Grade 12 Certificate. No previous experience required Job Related Knowledge: Applicants must have knowledge of clerical duties, practices as well as ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislation framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Job Related Skills: Language, Good verbal and written communication skills. Planning and organization skills. Computer literacy. Interpersonal relations, Flexibility and Teamwork.
- DUTIES** : Support administration of regulatory functions of the Animal Improvement Act, 1998 (Act 62 of 1998). Maintain efficient filing system and handle incoming and outgoing document registers. Handle enquiries from both internal and external clients. Maintain and update the Sub-Directorate's central database to ensure access to operational statistics and accuracy. Maintain an electronic filing system to allow for retrieval of documents. Draft report (monthly, quarterly and annual report) for animal improvement regulatory functions. Assist with evaluation and processing of application forms for reproduction operators. Receive and evaluate application form for registration or re-registration. Open files for each application received. Register reproduction operator file on the database. Issue out certificate and confirmation letter of registration. Open, maintain, and manage files, records and database according to the Act's prescripts and departmental procedures. Maintain database of assisted reproduction training centres. Draft reports (monthly, quarterly and annual report) of reproduction operators. Support compliance processes. Assist in conducting first-party compliance assessments by ensuring all necessary documentation and evidence is available and correctly captured. Maintain a portfolio of evidence for various compliance requirements such as sterilization certificates, pedigree information of imported and exported animal and genetic material, proof of payment of administration fee, certificates or marks of reproduction operators. Support monitoring of training on assisted reproduction and import and export matters. Update assisted reproduction training centres. Liaison with clients on animal improvement services. Acting as the first line of communication for external clients (e.g. breeders, farmers, the public, and

other government agencies) via telephone, email and in-person visits. Provide advisory services to clients on animal improvement regulations. Assist clients on relevant aspects relating to the administration of the Animal Improvement Act. Managing both incoming and outgoing correspondence on animal improvement matters.

ENQUIRIES : Ms Mmaphuti Setati Tel: (012) 319 7093
APPLICATIONS : Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, ARCADIA, Pretoria, 0002 or by email ACrecruit11@nda.gov.za
NOTE : EE Target: African Males and Persons with disability.
CLOSING DATE : 24 April 2026 at 16:00

POST 12/14 : **LABORATORY ASSISTANT REF NO: 3/3/1/12/2026**
Chief Directorate: Inspection and Quarantine Services

SALARY : R193 359 per annum (Level 04)
CENTRE : Western Cape: Stellenbosch
REQUIREMENTS : Possession of Grade 12 certificate. No experience is needed. Job Related Knowledge: Public Service and Departmental prescripts/policies. Occupational Health and Safety Act. Computer literate in MS Office software. Public Regulations. Cultural diversity. Job Related Skills: Good interpersonal skills, Ability to communicate well with people at different levels, Planning and organizing skills, A valid driver's license.

DUTIES : Prepare samples and resources for the detection of plant pathogens (bacteria, fungi, nematodes, viruses, etc.) including processing and labelling samples; collecting / taking samples for preparation (i.e. plant parts, water, soil, tissue); preparation of sample material by e.g. weighing, cutting, grinding, etc.; preparation of media, stains, buffers and reagents; storage of samples; packing and/or transporting of samples; assist in decontamination and disposal of used samples; removal of waste as prescribed. Perform routine analysis on diagnostic samples under supervision of senior personnel. Propagation of seeds and plants. Maintenance of plants. Perform basic maintenance on selected equipment, instrumentation and facilities. Report all faulty equipment. Maintain tidiness of laboratories, clean/sterilize glassware, wash lab coats and clean equipment. Monitor temperature of allocated facilities/equipment. Perform administrative and related functions including record-keeping and updating of identified registers and databases, inventory control.

ENQUIRIES : Ms Melanie Arendse Tel: (021) 809 1605
APPLICATIONS : Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, ARCADIA, Pretoria, 0002 or by email LArecruit12@nda.gov.za
NOTE : EE Target: African Males and Females and Persons with disability.
CLOSING DATE : 24 April 2026 at 16:00

POST 12/15 : **ASSISTANT ARTISAN REF NO 3/3/1/13/2025**
Chief Directorate: Natural Resources and Disaster Management

SALARY : R163 680 per annum (Level 03)
CENTRE : Northern Cape: Upington
REQUIREMENTS : Applicants must be in a possession of an ABET/ Basic Education. No Experience required. Job Related Knowledge: Knowledge of the Public Service Regulations. Procurement procedures. Public Finance Management Act (PFMA). Cultural diversity. Health and Safety. Job Related Skills: Planning and organising skills. Good communication skills. Interpersonal skills. Problem solving. Interpretation skills. Analytical skills. Listening skills. Extended working hours.

DUTIES : Collect Samples (blackfly larvae samples). Collect samples from the river as identified. Count samples and take them back to the river. Maintaining monitoring sites. Provide support in the control of migratory pests (blackfly, locust and quelea). Load and offloading chemicals and equipment. Shake chemical and fill tanks with chemical. Clean the tanks. Maintain and repair migratory pests control equipment. Conduct minor repairs and service of motorized spraying equipment. Assemble and disassemble the engine of pumps for repair. Clean stores, workshop, departmental vehicles and terrain. Clean offices, kitchen and toilets. Clean stores, workshops and departmental vehicles. Clean the terrain by maintaining the lawn, cut grass, prune trees and water the plant.

ENQUIRIES : Ms Gladys Jaers Tel: (060) 886 1508
APPLICATIONS : Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, ARCADIA, Pretoria, 0002 or by email AArecruit13@nda.gov.za.
CLOSING DATE : 24 April 2026 at 16:00

DEPARTMENT OF COOPERATIVE GOVERNANCE

The vision of the Department of Cooperative Governance is one of having a well co-ordinated system of Government consisting of National, Provincial and Local spheres working together to achieve sustainable development and service delivery. The Department intends to invest in human capital, increase integrated technical capacity directed at service delivery and promote representivity in the Department through the filling of these posts. The candidature of persons whose appointment/transfer/promotion will promote representivity will therefore receive preference.

<u>APPLICATIONS</u>	:	Applications must be submitted electronically via email to: Recruitment30@cogta.gov.za
<u>CLOSING DATE</u>	:	24 April 2026
<u>NOTE</u>	:	Applicants are advised that a new application for employment (Z83) has been in effect since 1 January 2021. The new application for employment form can be downloaded at http://www.dpsa.gov.za/dpsa2g/vacancies.asp . Applications submitted using the old Z83 form will not be accepted. Applications must be accompanied by a comprehensive CV, with specific starting and ending dates in all relevant positions and clarity on the levels and ranks pertaining to experience, as well as current remuneration package, as well as at least 2 contactable references. A recommended CV template is available on the department's website on www.cogta.gov.za , click on the jobs tab. Only shortlisted candidates will be requested to submit certified documents/ copies on or before the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Incomplete applications or applications received after the closing date will not be considered. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Following the interview and technical exercise(s), the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Core competencies: Strategic capacity and leadership. People management and empowerment. Advanced programme and project management. Change management. Financial management. Process Competencies: Knowledge management. Service Delivery Innovation. Advanced problem-solving and analysis. Client orientation and customer focus. Advanced communication skills (written and verbal). The successful candidate will be appointed to positive results of a pre-employment screening process which includes criminal, credit, citizenship checks and verification of educational qualification certificates. The successful candidate will be appointed to probation for a period of 12 months and will be required to sign a performance agreement. It is important to note that it is the applicant's responsibility to ensure that all information and attachments in support of the application are submitted by the due date. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful. The Department reserves the right to make an appointment. The requirements for appointment at Senior Management Service level include the successful completion of Senior Management Pre-entry Programme as endorsed by the National School of Government, which can be accessed using the following link: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ . Candidates must provide proof of successful completion of the course prior to appointment. Persons with disabilities are encouraged to apply.

OTHER POST

<u>POST 12/16</u>	:	<u>ACCOUNTING CLERK: FINANCIAL MANAGEMENT (REF NO: DCOG – AC)</u>
<u>SALARY</u>	:	R228 321 per annum (Level 05)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A National Senior Certificate or equivalent qualification. Proficiency in MS Excel, Ms Word and MS Teams. Senior certificate with accounting will be an

added advantage Other: Knowledge of and experience in working with BAS. Generic Competencies: Quality of work, Initiative, Interpersonal Relations, Planning and execution. Reliability. Communication (Verbal and written), Teamwork. Technical Competencies: Public Finance Management Act, 1999 (Act No. 1 of 1999). Treasury Regulations, general ledger reconciliation and analysis. Public sector accounting practices and procedures. Transversal systems of Government (Basic Accounting Services).

DUTIES

: The successful candidate will perform the following duties: Administer document control and safeguarding of documents. Responsible for finance invoice tracking register. Capturing payments and journals on BAS. Perform monthly reconciliation of payments processed on BAS. Perform daily payments disbursed on BAS.

ENQUIRIES

: Mr Ndivhuho Mathekgane Tel No: (012) 334 0594

DEPARTMENT OF DEFENCE



- CLOSING DATE** : 24 April 2026 at 16:00 (Applications received after the closing date and faxed copies will not be considered).
- NOTE** : It is the Department's intention to promote equity (race, gender and disability) through the filling of these posts with candidates whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan. Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service Department office i.e effective 01 January 2021 or on the DPSA web site link: <https://www.dpsa.gov.za/newsroom/psvc/>. Should an application be received using incorrect application employment form Z83, it will be disqualified, which must be originally signed and dated by the applicant, and which must be accompanied by a detailed CV only (with full particulars of the applicants' training, qualifications, competencies, knowledge & experience). Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview which should not be older than six months. Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application, it must be done in writing. Should an application be received where an applicant applies for more than one post on the same applications form, the application will only be considered for the first post indicated on the application and not for any of the other posts. Under no circumstances will photostat copies or faxed copies of application documents be accepted. The successful candidates will be subjected to Personnel Suitability Checks (criminal record, citizenship & financial/asset record checks and qualification and employment verification). Successful candidates will also be subjected to security clearance processes. The level of appointments is dependent upon, qualifications, relevant experience and research output. The shortlisted candidates including SMS will be subjected to two (2) pre-entry assessments (practical and ethical exercise) which will determine the candidate's suitability. Applicants who do not receive confirmation or feedback within 3 (three) months after the closing date, please consider your application unsuccessful. Due to the large volume of responses anticipated, receipt of applications will not be acknowledged, and correspondence will be limited to shortlisted candidates only. For more information on the job description(s) please contact the person indicated in the post details. Successful candidates will be appointed on probation for the period of twelve (12) months in terms of the prescribed rules.

OTHER POSTS

- POST 12/17** : **ASSISTANT DIRECTOR: FINANCE RISK MANAGEMENT REF NO: FMD/01/12/26/01**
Finance Management Division, Chief Directorate Financial Services Directorate Financial Control Services (Finance Risk Management)
- SALARY CENTRE REQUIREMENTS** : R468 459 – R551 823 per annum (Level 09)
: Pretoria
: Grade 12 (NQF Level 4) or equivalent, with a Bachelor's Degree (NQF Level 7) in Finance, Auditing and Management Accounting. A minimum of three years (3) relevant working experience at supervisory level. Special requirements/Skills needed: Computer literate and working knowledge of MS Word, Excel, and Database application, with audit and Risk Management skills. Well-developed reasoning, mathematical, as well as problem solving ability. Good communication and negotiating skills. Knowledge of relevant legislation and prescripts. Proven ability to function independently. South African citizenship, willing and able to travel extensively at short notice and to work after hours at short notice.
- DUTIES** : Effectively identify financial risks within Finance business processes and facilitate annual risk assessments and implementation of action plans. Maintain

the risk database of the FMD. Serve on the Consultative Risk Management Forum of the DOD. Issue Risk Management guidelines that must be adhered to when FMD Business Plans are compiled. Monitor and ensure that risks are managed in accordance with Risk Management Plans submitted by the various Finance Managers. Draft monthly reports wrt the status of risks being managed by the Finance Managers. Assess Audit Management Reports (internal and external) to determine whether finance risks were found and what treatment is required. Liaise with Finance Managers regarding the management, reporting and treatment of risk. Provide training wrt Risk Management when and where required. Monitor and maintain the integrity of the FMD Risk Management System. As and when required, conduct investigations to determine whether the internal control measures within the FMD are effective in preventing risks from occurring. Perform the annual risk assessment of the FMD. Provide guidance to FMD management regarding the treatment of risk. Ensure that management responses to all external (whole DOD) and internal (FMD only) audit findings are submitted to the auditors within the timeframes provided. Facilitate quarterly and monthly meetings between the external auditor (AGSA) and the DOD top management. Assist with the secretariat functions on meetings Director Financial Control Service is part of. Facilitate the preparation of responses to Portfolio Committee on Defence during and after annual hearings. Execute personnel management tasks wrt the personnel resorting under the control of this post.

ENQUIRIES : Ms A. Nkomo, Tel no: 012 355 5830
APPLICATIONS : Department of Defence, Financial Management Division, Directorate Finance Support Service, Career Management Section, Private Bag X137, Pretoria, 0001 or email to Recruit1FMD@dod.mil.za. In case where applicants are stationed in the Pretoria area, applications may be hand-delivered to: Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception. Please use reference number not post number.

POST 12/18 : **ASSISTANT DIRECTOR: FINANCIAL MISCONDUCT REF: FMD/01/12/26/02**
 Finance Management Division, Chief Directorate Financial Services, Directorate Financial Control Services (Financial Misconduct)

SALARY : R468 459 – R551 823 per annum (Level 09)
CENTRE : Pretoria
REQUIREMENTS : Grade 12 (NQF Level 4) or equivalent with a Bachelor's degree (NQF Level 7) in Finance, Auditing and Management Accounting. A minimum of three years (3) relevant working experience at supervisory level. Special requirements/Skills needed: Extensive knowledge of the application of the Public Finance Management Act, Treasury Regulations and all SCM prescripts. Well-developed verbal and written communication skills, with a strong command of the English language. Computer literate and advanced working knowledge of Word Processing, spreadsheets and database applications. Ability to effectively and correctly interpret and apply legislation and ability to communicate with senior stakeholders both internally and externally. Analytical and innovative thinking and well-developed reasoning and problem-solving ability. Proven managerial capabilities at middle management level with good communication, negotiating and presentation skills. Be able to function independently and strongly orientated towards teamwork. Must be willing and able to travel extensively at short notice.

DUTIES : Maintain the DOD unauthorized, irregular, fruitless and wasteful expenditure registers with accurate information. Consolidate the DOD financial misconduct report. Compile the unauthorized, irregular, fruitless and wasteful expenditure disclosure notes for the annual and interim financial statements. Provide secretarial services to financial misconduct related meetings. Provide accurate information to be presented at senior management meetings. Provide support to the Department in resolving unauthorized, irregular, fruitless and wasteful expenditure. Provide financial misconduct management training to the Department. Compile submissions and presentations to SMS and outside stakeholders. Prepare AGSA responses and audit files for the Annual audit, and as well submissions to National Treasury.

ENQUIRIES : Ms A. Nkomo, Tel no: 012 355 5830
APPLICATIONS : Department of Defence, Financial Management Division, Directorate Finance Support Service, Career Management Section, Private Bag X137, Pretoria, 0001 or email to Recruit2FMD@dod.mil.za. In case where applicants are stationed in the Pretoria area, applications may be hand-delivered to: Poynton

building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception. Please use reference number not post number.

POST 12/19 : **ASSISTANT DIRECTOR: REF NO: FMD/01/12/26/03**
Financial Management Division, Chief Directorate Accounting, Directorate Personnel Payments (Final Payments)

SALARY : R468 459 – R551 823 per annum (Level 09)
CENTRE : Pretoria.
REQUIREMENTS : Grade 12 (NQF Level 4) or equivalent with a Bachelor's Degree (NQF Level 7) in Finance, Auditing and Management Accounting. A minimum of three years (3) relevant working experience at supervisory level. Special requirements/Skills needed: Knowledge sound reasoning, mathematical, accounting and problem-solving ability with strong supervisory skills. Knowledge of relevant legislation and prescripts. Knowledge of computer systems in the Public Service/Private Sector, including Persol/Persal, MS Word and Excel, Bankserv and Telegraphic Transfers (TT). Well-developed verbal and written communications skills, very conscientious and motivated towards producing effective, efficient and correct work and always aiming for a zero-defect environment. Ability to effectively function as part of a team, receptive to work-related suggestions and ideas. Decisive/persevering regarding task finalisation and able to effectively function under pressure.

DUTIES : Ensuring effective execution of prescribed accounting processes related to the payments of financial benefits of employees who are terminating service. Ensuring that calculation of the leave payments, pro-rata service bonus and accounting of overpaid amounts to be recovered from ex-employees are correct and in accordance with prescripts. Constant collaboration and communication with the Deputy Director regarding all functions and tasks coupled to the post. Manage and coordinate related administrative tasks. Supervision, guiding and training of Senior State Accountant, Finance Clerk Supervisor and Finance Clerks, resorting under the control of this post. Authorising and approving all final payments related transactions on Persol and on the Financial Management System (FMS). Submitting Bi-annual and Annual tax reconciliation (EMP 501) to SARS for department of Defence. Preparing monthly (EMP201) and annual tax reconciliation. Distributing of IRP 5- Tax certificates and responding to tax queries Issuing of Duplicate and handwritten IRP 5- Tax certificates Calculating tax on handwritten salary payments/disallowance. Working through tax reports to ensure that IRP 5-Tax certificates print correctly and Requesting tax directives with SARS. Administration of Pension deduction payments to GEPP for employees within the DOD. Monitor all relevant account balances and transactions on FMS. Distribution of all DOD members' salary to Bank Serv. Administration of DPP Accounts Control: Manage and administer all Accounts in use by DPP. Ensuring that all accounting records, documentation, statistics and files are safeguarded and readily available for audit purposes. Assisting in handling ministerial and audit general enquiries concerning final payments. Ensure that all day-to-day Bankserv and other miscellaneous transaction are authorised. Looking up and printing final payments related management information and statistics from the Persol and FMS. Effectively supervising all personnel, assets, information and material under his/her control.

ENQUIRIES : Mr J.G. Lottering, Tel: 012 392 2413
APPLICATIONS : Department of Defence, Financial Management Division, Directorate Finance Support Service, Career Management Section, Private Bag X137, Pretoria, 0001 or email to Recruit3FMD@dod.mil.za. In case where applicants are stationed in the Pretoria area, applications may be hand-delivered to: Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception. Please use reference number not post number.

POST 12/20 : **ACCOUNTING CLERK: SUPERVISOR: REF NO: FMD/01/12/26/04**
Financial Management Division, Chief Directorate Financial Services, Directorate Financial Control Services, Loss Administration Section

SALARY : R325 101 – R382 959 per annum (Level 07)
CENTRE : Pretoria
REQUIREMENTS : A minimum of Grade 12 (NQF Level 4) or equivalent, with a Minimum of three (3) years relevant working experience in Finance/Accounting. Special requirements/Skills needed: Knowledge and insight of the Public Service

financial legislations and procedures and Treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, and Financial Manual). Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS etc). Knowledge of financial functions, practices as well as the ability to capture data and collate financial statistics. Computer operating skills (Microsoft office). Planning and organising skills. Good verbal and written communication skills. Language proficiency in English. Ability to perform routine task. Interpersonal relations. Teamwork and Good work ethics. Supervisory skills and ability to train, develop and mentor junior and senior clerks in the section.

DUTIES

: Ensure that internal controls with regard to loss administration are monitored and implemented. Ensure that all administrative tasks are executed and finalized by the target dates. Maintain control over the internal Registry office and ensure that all incoming and outgoing correspondence, documents and files are effectively sorted, registered, filed and routed. Supervise the checking and evaluating of loss reports, the rejection of invalid reports and referral thereof to the sections concerned. Manage and supervise the correct allocation of file reference numbers and the opening and up keeping of separate files for each loss report case as well as the updating of the database on Excel. Ensure that the Excel database is regularly updated as soon as the Senior Accountant has dealt with the loss reports. Maintain and supervise and effective pending system to ensure that all non-finalised loss report files are held over and routed to the Senior State Accountant or the Assistant Director on the specific target dates. Regularly compile and submit the prescribed weekly and monthly management reports. Manage and supervise all personnel under control of this post as far as leave, performance assessment, training, development and disciplinary matters are concerned. Effectively manage all assets and material

ENQUIRIES APPLICATIONS

: Ms M.L. Mabasa, Tel no: 012 392 2564
 : Department of Defence, Financial Management Division, Directorate Finance Support Service, Career Management Section, Private Bag X137, Pretoria, 0001 or email to Recruit3FMD@dod.mil.za. In case where applicants are stationed in the Pretoria area, applications may be hand-delivered to: Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception. Please use reference number not post number.

POST 12/21

: **ACCOUNTING CLERK: SUPERVISOR: REF NO: FMD/01/12/26/05**
 Financial Management Division, Directorate Stores, and Services and Related Payments, Financial Accounting Service Centre, FASC Lohathla

SALARY CENTRE REQUIREMENTS

: R325 101 – R382 959 per annum (Level 07)
 : Northern Cape
 : A minimum of Grade 12 (NQF Level 4) or equivalent, with a minimum of three (3) years relevant working experience in Finance/Accounting. Special requirements/Skills needed: Language proficiency in English. Knowledge and insight of the Public Service financial legislations and procedures and Treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Knowledge of financial operating systems (PERSAL, BAS, LOGIS etc). Knowledge of financial functions, practices as well as the ability to capture data and collate financial statistics. Basic knowledge of financial and accounting processes. Computer operating skills (Microsoft office). Planning and organising skills. Good verbal and written communication skills. Supervisory skills. Ability to train, develop and mentor junior and senior clerks in the section. Ability to perform routine task. Good interpersonal relations. Teamwork and Good work ethics.

DUTIES

: Timely payment of all invoices. Timely confirmation of all Telkom and Freight Order accounts. Timely finalisation of all Central Advance System events and transactions. Successful monthly execution of Central Advance System cash counts. Quarterly confirmation of correctness of Face Value Document administration. Report, investigate and follows up of all finance related irregularities. Manage the preparation of supplier accounts by verifying payment documents for anomalies and verify payments on FMS and couple invoices for payment. Manage administration iro cash payments, advances purchases and PMG account deposits. Manage/supervise all personnel who resort under the post.

ENQUIRIES APPLICATIONS

: Ms D.D. Nchabeleng, Tel no: 012 392 2892
 : Department of Defence, Financial Management Division, Directorate Finance Support Service, Career Management Section, Private Bag X137, Pretoria, 0001 or email to Recruit4FMD@dod.mil.za. In case where applicants are

stationed in the Pretoria area, applications may be hand-delivered to: Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception. Please use reference number not post number.

POST 12/22 : **ACCOUNTING CLERK: SUPERVISOR REF NO: FMD/01/12/26/06 (3X POSTS)**

Finance Management Division, Chief Directorate Budget Management: SAMHS Budget Management: Command, MH Training Formation Budget and Base Support Budget Management

SALARY CENTRE REQUIREMENTS : R325 101 – R382 959 per annum (Level 07)
: Pretoria

: A minimum of Grade 12 (NQF Level 4) or equivalent, with a minimum of three (3) years relevant working experience in Finance/Accounting Special requirements/Skills needed: Language proficiency in English. Knowledge and insight of the Public Service financial legislations and procedures and Treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Knowledge of financial operating systems (PERSAL, BAS, LOGIS etc). Knowledge of financial functions, practices as well as the ability to capture data and collate financial statistics. Basic knowledge of financial and accounting processes. Computer operating skills (Microsoft office). Planning and organising skills. Good verbal and written communication skills. Supervisory skills. Ability to train, develop and mentor junior and senior clerks in the section. Ability to perform routine task. Good interpersonal relations. Teamwork and Good work ethics.

DUTIES : Provisioning of financial management services in area of responsibility. Support the execution of the financial plan. Application of Budget Management policies and instructions. Provide the FMS (mainframe) service to area of responsibility. Ensure compliance to the delegation regime. Provide assistance related to financial matters (processes and procedures). Provisioning of a budget management service for the Medium term expenditure framework (MTEF). Support the financial aspects of the business plan (MTEF). Customise the financial aspects of the commander's brief for the area of responsibility. Assist with the preparation of the Estimate of Expenditure (EOE). Capture the EOE on FMS. Participate in the process to finalise the Annual Performance Plan (APP). Provide an expenditure and revenue budget control service to an area of responsibility. Execute internal control mechanisms. Apply the monitoring and evaluation protocols. Execute monitoring and evaluation protocols. Control and monitor direct debit expenditure. Execute the adjustment of the budget. Provide financial management advice for the financial management process. Ensure Budget Holder support for all financial management matters. Provide financial advice for informed decision making. Provide financial management direction at the operating level in the area of responsibility. The provisioning of support for financial reporting requirements within the area of responsibility. Define the financial reporting requirements in area of responsibility. Extract report from data repository. Obtain and distribute financial reports to clients and subordinates. Interpret report and make recommendations to support managerial decisions. Provide the support for management of financial governance, risk and compliance (GRC). Monitor reported incidents on the Consolidated Control System (CCS) wrt all financial GRC. Implement proposed changes to the internal control system wrt financial GRC in area of responsibility. Implement the recommendations from the action plan. Support the process to report financial misconduct. Provide financial audit information on enquiries. Administer the allocated resources. Participate in a well administered budget management human resource component in area of responsibility. Take minutes and recordkeeping for relevant meetings and discussions. Contribute to the support of the budget management capability. Comply with Occupational Health and Safety standards within allocated facilities.

ENQUIRIES APPLICATIONS : Mr L. Nagel Tel no: 012 355 5807
: Department of Defence, Financial Management Division, Directorate Finance Support Service, Career Management Section, Private Bag X137, Pretoria, 0001 or email to Recruit1FMD@dod.mil.za. In case where applicants are stationed in the Pretoria area, applications may be hand-delivered to: Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception. Please use reference number not post number.

POST 12/23 : **ACCOUNTING CLERK: PRODUCTION REF NO: FMD/01/12/26/07**
Financial Management Division, Directorate Stores, Services and Related Payments (DSSRP), FASC Lenz

SALARY CENTRE REQUIREMENTS : R228 321 - R268 950 per annum (Level 05)
: Johannesburg
: A minimum of Grade 12 (NQF Level 4) or equivalent. No experience. Special requirements/Skills needed: Language proficiency in English. Knowledge and understanding of PFMA, Treasury Regulations, and National Treasury practice notes on supply chain processes (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS etc). Basic knowledge of financial/accounting processes, contract management and supply chain management process. Computer literate in MS Office software packages (Word, Excel and PowerPoint). Good verbal and written communication skills. Ability to perform routine task. Flexibility and Good Interpersonal relations. Willing to be detached to Satellite Offices across geographical boundaries. Willing to work with cash (as cashier), in Rand and Foreign currency. Willing to assist with general administrative functions and archiving /filing/safekeeping of all accounting documentation.

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

ENQUIRIES APPLICATIONS : Ms D.D. Nchabeleng, Tel no: 012 392 2892
: Department of Defence, Financial Management Division, Directorate Finance Support Service, Career Management Section, Private Bag X137, Pretoria, 0001 or email to Recruit2FMD@dod.mil.za. In case where applicants are stationed in the Pretoria area, applications may be hand-delivered to: Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception Please use reference number not post number.

POST 12/24 : **ACCOUNTING CLERK PRODUCTION REF NO: FMD/01/12/26/08**
Finance Management Division, Chief Directorate Accounting, Directorate Personnel Payments, Account Control

SALARY CENTRE REQUIREMENTS : R228 321 - R268 950 per annum (Level 05)
: Pretoria
: A minimum of Grade 12 (NQF Level 4) or equivalent. No experience. Special requirements/Skills needed: Language proficiency in English. Basic knowledge of financial functions, practices as well as the ability to capture data, and collate financial statistics. Knowledge and understanding of PFMA, Treasury Regulations, and National Treasury practice notes on supply chain processes (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS etc). Knowledge of calculation and processing of salaries and allowances, final payments when officials terminate service and subsistence and travel allowance reconciliations Computer literate in MS Office software packages (Word, Excel and PowerPoint). Good verbal and written communication skills. Ability to perform routine task. Flexibility, Good Interpersonal relations skills.

DUTIES : Execution of the prescribed accounting processes related to payments of benefits due to Department of Defence (DOD) personnel that exit DOD, salaries and allowances to DOD personnel in service, subsistence and travel allowances both domestic and foreign. Executing of the constant collaboration and communication with supervisors, management of self-discipline, data capturing on DOD accounting and salary systems, administration of DOD

- payments files and related documents. Assisting in the coordination and execution of administrative related tasks.
- ENQUIRIES APPLICATIONS** : Mr J.G. Lottering, Tel no: 012 392 2413
 : Department of Defence, Financial Management Division, Directorate Finance Support Service, Career Management Section, Private Bag X137, Pretoria, 0001 or email to Recruit3FMD@dod.mil.za. In case where applicants are stationed in the Pretoria area, applications may be hand-delivered to: Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception. Please use reference number not post number.
- POST 12/25** : **ACCOUNTING CLERK: PRODUCTION REF NO: FMD/01/12/26/09 (2 POSTS)**
 Finance Management Division, Chief Directorate Accounting, Directorate Personnel Payments (S & T sub-section)
- SALARY CENTRE REQUIREMENTS** : R228 321 - R268 950 per annum (Level 05)
 : Pretoria.
 : A minimum of Grade 12 (NQF Level 4) or equivalent. No experience. Special requirements/Skills needed: Language proficiency in English. Basic knowledge of financial functions, practices as well as the ability to capture data, and collate financial statistics. Knowledge and understanding of PFMA, Treasury Regulations, and National Treasury practice notes on supply chain processes (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS etc). Knowledge of calculation and processing of salaries and allowances, final payments when officials terminate service and subsistence and travel allowance reconciliations. Computer literate in MS Office software packages (Word, Excel and PowerPoint). Good verbal and written communication skills. Ability to perform routine task. Flexibility, Good Interpersonal relations skills.
- DUTIES** : Execution of the prescribed accounting processes related to payments of benefits due to DOD personnel, S&T and allowances to DOD personnel in service, subsistence and travel allowances both domestic and foreign. Executing of the constant collaboration and communication with supervisors, management of self-discipline, data capturing on DOD accounting systems, administration of DOD payments files and related documents. Assisting in the coordination and execution of administrative related tasks.
- ENQUIRIES APPLICATIONS** : Mr J.G. Lottering, Tel no: 012 392 2417
 : Department of Defence, Financial Management Division, Directorate Finance Support Service, Career Management Section, Private Bag X137, Pretoria, 0001 or email to Recruit4FMD@dod.mil.za. In case where applicants are stationed in the Pretoria area, applications may be hand-delivered to: Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception. Please use reference number not post number.
- POST 12/26** : **ACCOUNTING CLERK: PRODUCTION: REF NO: FMD/01/12/26/10**
 Finance Management Division, Chief Directorate Budget Management, SAMHS
- SALARY CENTRE REQUIREMENTS** : R228 321 - R268 950 per annum (Level 05)
 : Pretoria
 : A minimum of Grade 12 (NQF Level 4) or equivalent. No experience. Special requirements/Skills needed: Language proficiency in English. Basic knowledge of financial functions, practices as well as the ability to capture data and collate financial statistics. Knowledge and understanding of PFMA, Treasury Regulations, and National Treasury practice notes on supply chain processes (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS etc). Knowledge of Financial Management system (FMS), report writing system (IC), Departmental Accounting, Standard Chart of Accounts. Computer literate in MS Office software packages (Word, Excel and PowerPoint). Good verbal and written communication skills. Ability to perform routine task. Flexibility, Good Interpersonal relations. Planning and organisation skills.
- DUTIES** : Provisioning of a budget management service for the Medium term expenditure framework (MTEF). Assist and participate in the process to develop the Annual Performance plan financial management guidelines. Assist in providing an expenditure and revenue budget control service in the area of responsibility. Provide administrative Financial Management System Budget Control

functions. Provide budget control policy advice. Execute the administration of FMS Budget Control functions. Monitor the budget control aspects within the area of responsibility. Provide and reproduce financial reports as required by clients. Reproduce developed financial management reports. Distribute financial reports. Perform a variety of routine administrative duties. Administration to reserve all financial management documentation for audit. Taking minutes and recordkeeping for relevant meetings and discussions. Reproduction of all financial management documentation. Distribution of office documentation. The administering of allocated resources. Contribute to the support of the budget management capability. Comply with Occupational Health and Safety standards within allocated facilities.

**ENQUIRIES
APPLICATIONS**

: Mr L. Nagel Tel no: 012 355 5807.
: Department of Defence, Financial Management Division, Directorate Finance Support Service, Career Management Section, Private Bag X137, Pretoria, 0001 or email to Recruit1FMD@dod.mil.za. In case where applicants are stationed in the Pretoria area, applications may be hand-delivered to: Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception. Please use reference number not post number.

POST 12/27

: **ACCOUNTING CLERK: PRODUCTION: REF NO: FMD/01/12/26/11 (2 POSTS)**
: Finance Management Division, Directorate Stores, Services and Related Payments, Sub Directorate Supplier Payments

**SALARY
CENTRE
REQUIREMENTS**

: R228 321 - R268 950 per annum (Level 05)
: Pretoria.
: A minimum of Grade 12 (NQF Level 4) or equivalent No experience. Special requirements/Skills needed: Language proficiency in English. Knowledge and understanding of PFMA, Treasury Regulations, and National Treasury practice notes on supply chain processes (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS etc). Basic knowledge of financial /accounting processes, and supply chain management process. Computer literate in MS Office software packages (Word, Excel and PowerPoint). Good verbal and written communication skills. Ability to perform routine task. Flexibility and Good Interpersonal relations skills.

DUTIES

: Ensuring the timely payments of invoice by scrutinizing, verifying, registering and coupling supplier invoice for payments. Capturing and Compiling of journals on a monthly basis. Ensure filling of all invoices accurately and archive them for safety purposes. Strictly apply policy, prescripts and regulation to ensure the correctness of payments. Assisting in compiling and submitting of accounting reports and management information statistics. Reports on all irregularities as detected in the executions of his/her duties. Safekeeping of payments and accounting documentation in terms of PFMA and Treasury Regulation for audit purposes. Utilize the financial management system (FMS) to regularly record all accounting transaction and enquiries. Collecting/delivering of supplier payments related documents at/to other sections concerned.

**ENQUIRIES
APPLICATIONS**

: Ms N.B. Maseko, Tel no: 012 392 2353
: Department of Defence, Financial Management Division, Directorate Finance Support Service, Career Management Section, Private Bag X137, Pretoria, 0001 or email to Recruit2FMD@dod.mil.za. In case where applicants are stationed in the Pretoria area, applications may be hand-delivered to: Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception. Please use reference number not post number.

POST 12/28

: **ACCOUNTING CLERK: PRODUCTION REF NO: FMD/01/12/26/12**
: Financial Management Division, Directorate Finance Support Services, Sub-directorate Contract Administration

**SALARY
CENTRE
REQUIREMENTS**

: R228 321 - R268 950 per annum (Level 05)
: Pretoria
: A minimum of Grade 12 (NQF Level 4) or equivalent No experience. Special requirements/Skills needed: Knowledge of general contract Administration/Management fundamentals. Knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Knowledge and understanding of PFMA, Treasury

- Regulations, and National Treasury practice notes on supply chain processes (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS etc). Basic knowledge of financial /accounting processes, and supply chain management process. Computer literate in MS Office software packages (Word, Excel and PowerPoint). Good verbal and written communication skills. Ability to perform routine task. Flexibility and good Interpersonal relations skills. Ability to compile effective and comprehensive reports, letters, memoranda, minutes. Teamwork, but must also be able to operate independently. Trustworthy and reliable.
- DUTIES** : Perform general office administration tasks. Receive, register and administer new contracts for studies, incentive scheme for pilots, navigators, technical officers, Special Forces operators and other agreements. Scrutinize contracts for compliance with applicable policy prescripts. Capturing of contracts on the database. Maintain and update the contracts/agreements (Memorandums of Agreements (MOAs), Memorandums of Understanding (MOU) and Service Level Agreements (SLAs) register. Collect, deliver, dispatch documentation for the section to Arms of Services and Divisions. Maintain filing and archiving of contract system. Attend to telephonic enquiries and queries. Attend meetings and conduct presentations relating to studies at State expense. Draft and type letters, memorandums, signals, minutes and other contract related documents. Assist in the execution and co-ordination of administrative tasks. Provide secretarial functions at meetings when required. Capture and update contract files on the database. Process the officials' reimbursement applications for studies. Submit monthly reports and statistics to the supervisor. Liaise with contract and career managers across the Arms of Services and Divisions. Must be able to travel across the country within a short notice.
- ENQUIRIES APPLICATIONS** : Mr L.S. Kothle Tel no: 012 392 2557
- : Department of Defence, Financial Management Division, Directorate Finance Support Service, Career Management Section, and Private Bag X 137, Pretoria, 0001 or email to Recruit3FMD@dod.mil.za. In case where applicants are stationed in the Pretoria area, applications may be hand-delivered to: Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception. Please use reference number
- POST 12/29** : **ACCOUNTING CLERK: PRODUCTION REF NO: FMD/01/12/26/13**
Finance Management Division, Chief Directorate Financial Services, Directorate Finance Support Services, Specialised Finance Services, Administration Support
- SALARY CENTRE REQUIREMENTS** : R228 321 - R268 950 per annum (Level 05)
: Pretoria.
: A minimum of Grade 12 (NQF Level 4) or equivalent. No experience Special requirements/Skills needed: Knowledge and understanding of PFMA, Treasury Regulations, and National Treasury practice notes on supply chain processes (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS etc). Knowledge of financial functions, practices as well as the ability to capture data, and collate financial statistics Basic knowledge of financial /accounting processes, and supply chain management process. Computer literate in MS Office software packages (Word, Excel and PowerPoint). Good verbal and written communication skills. Ability to perform routine task. Flexibility and Good Interpersonal relations skills. Ability to compile effective reports, letters memorandums, minutes. Be able travel, Able to handle routine tasks of repetitive nature
- DUTIES** : Provide supply chain functions and services within the procurement environment. Manage the petty cash system for the directorate. Compile/submit management reports. Receive, register and administer new demands/request from clients. Maintain a procurement register. Assist in checking and verifying of items received and items issued to and from clients. Ensure that assets are tagged and captured in the Asset Register. Conduct stocktake and verification of assets. Distribute inventories and assets to clients upon delivery, Ensure that all transactions are reconciled not later than the prescribed period. Ensure that Receipt Vouchers (RVs) are printed. Assist the purchasing officer whenever required with procurement for the Division. Utilise the Financial Management System (FMS) to verify availability of funds and the correctness of series before a petty cash transaction is submitted for approval to the procurement officer, budget holder and the budget manager. Ensure the

- effective, efficient, economic and management of all resources under the control of this post.
- ENQUIRIES APPLICATIONS** : Mr L.S. Khotle, Tel 012 392 2557.
: Department of Defence, Financial Management Division, Directorate Finance Support Service, Career Management Section, Private Bag X137, Pretoria, 0001 or email to Recruit4FMD@dod.mil.za. In case where applicants are stationed in the Pretoria area, applications may be hand-delivered to: Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception. Please use reference number not post number.
- POST 12/30** : **ADMINISTRATIVE CLERK: PRODUCTION: REF NO: FMD/01/12/26/14**
: Financial Management Division, Chief Directorate Finance Services, Directorate Finance Support Services, Finance ETD Centre
- SALARY CENTRE REQUIREMENTS** : R228 321 - R268 950 per annum (Level 05)
: Pretoria
: A minimum of Grade 12 (NQF Level 4) or equivalent. No experience. Special requirements/Skills needed: Knowledge of clerical duties, practices as well as the as the ability to capture data operate computer and collecting statics. Knowledge of working procedure in terms of the working environment. Computer literate (MS Office software packages). Analytical and innovative thinking ability as well as problem solving ability. Good communication skills and good interpersonal skills. Strongly oriented towards team work, receptive toward work-related suggestion/ideas, decisive/persevering IRO task finalisation. Ability to compile and draft basic reports and returns. Knowledge of the operating and utilizing of the ETD processes in the Public service/Private sector. Ability to effectively and correctly interpret and apply policy and regulations.
- DUTIES** : Deliver general administrative duties in order to assist in the efficient and effective management of the prescribed education, training and development function of all personnel within the Financial Management Division. Maintain and administering an effective internal Registry Office of all documents, reports and other related documentation in the section. Receive, registering, distributing, copying and filing of documentation for the section. Assist in arranging and managing accommodation and transport for learners, obtaining and issuing of course material and keeping of attendance register of all learners. Assisting in typing, copying and distributing course reports, name list, schedules, letter, memos and other related correspondence. Capturing of course attendance data and course results on the MILQUAL program on the PERSOL system and doing enquiries on the system. Assisting with general administration duties of the centre which includes inventory, budgeting, procurement of stock etc required by the centre for students. Keep attendance record of all personnel in the section and submitting the monthly absenteeism return.
- ENQUIRIES APPLICATIONS** : Ms M. Wehl, Tel no: 012 674 4740.
: Department of Defence, Financial Management Division, Directorate Finance Support Service, Career Management Section, Private Bag X137, Pretoria, 0001 or email to Recruit1FMD@dod.mil.za. In case where applicants are stationed in the Pretoria area, applications may be hand-delivered to: Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception: Please use reference number not post number.
- POST 12/31** : **SECRETARY (X2 POSTS)**
- SALARY CENTRE** : R228 321 - R268 950 per annum (Level 05)
: Financial Management Division, Directorate Stores, Service and Related Payments, Ref No: FMD/01/12/26/15A
: Pretoria Directorate Finance Support Services Ref No: FMD/01/12/26/15B
: Pretoria
- REQUIREMENTS** : A minimum of Grade 12 (NQF Level 4) or equivalent. No experience Special requirements/Skills needed Knowledge of clerical duties, practices and working procedures. Ability to handle variety of tasks including management of office assets stationery, procurement, etc. Computer literate (MS Office software packages). Good telephone etiquette, and able to work under pressure. Good interpersonal skills, adaptability and resourcefulness. Applicant must have good communication skills and time management. Be presentable, reliable and punctual.

DUTIES

: Render effective and efficient secretarial services to the director. Take minutes in Director's meetings. Type a variety of documents, including agendas, memos, letters and reports. Handle and maintain the Director's diary, correspondence, control files, process telephone calls and take messages. Arrange entry authorisation, receiving visitors and serve tea/refreshments. Arrange meetings, appointments, flights, accommodation and transport. Ensure the director receives agendas and minutes timeously. Update and store the director's personal information. Remind the Director of the scheduled meetings, appointments and submission of documents. Ensure the office is tidy and inventory is maintained and updated. Receive, register, route and file correspondence accordingly (i.e. agendas, minutes etc.). Applicant will also be responsible for the procurement of office requirements in the Director's office.

ENQUIRIES

: Ms D.D. Nchabeleng, Tel No: 012 392 2892 and Ms M.P. Mohaila, Tel No: 012 392 2558/9

APPLICATIONS

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

DEPARTMENT OF ELECTRICITY AND ENERGY

The Department of Electricity and Energy (DEE) is an equal opportunity; affirmative action employer and it is its intention to promote representativity in the Public Sector through the filling of this post(s). Persons whose transfer/promotion/appointment will promote representativity 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** : Submit your completed application using one of the following methods, post: The Director-General, Department of Electricity and Energy, Private Bag X96, Pretoria, 0001, or hand deliver at Matimba House Building 192 Visagie Street (Corner Paul Kruger & Visagie Street), Pretoria, or email directly to the email address dedicated to a specific post. General enquiries may be brought to the attention of Ms M Palare Tel No: 012 406 7426.
- CLOSING DATE** : 24 April 2026 at 16h00 (Walk-in) 23h59 (online). N.B: It is the sole responsibility of an applicant to ensure that their application reaches the Department on or before the set deadline.
- NOTE** : Applicants are informed to submit their application(s) by completing the 2021 version of the Z83 form quoting the relevant reference number and a comprehensive CV only. The CV must indicate qualifications, experience "if any" and the period thereof. The 2021 version of the Z83 form is obtainable at www.dpsa.gov.za or www.gov.za/documents. It is important to ensure that the Z83 is completed in full. This means that all fields of Section A, B, C and D of the Z83 must be completed in full. It is acceptable under section E, F, G, for applicants to indicate "refer to CV or see attached" due to the limited space provided on the Z83 form. However, the question relating to conditions that prevent re-appointment under Part "F" must be answered, but if you are already in Public Service just indicate "N/A". Please initial the form and sign the declaration. Email application(s) must strictly be submitted as one (1) PDF document or attachment (i.e. Z83 and CV scanned as one PDF document). It is also important to 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. Failure to do so, your application will be disqualified. Applications submitted using the incorrect application form (old Z83) will not be considered. Each advertised post must be accompanied by its own application for employment. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview. Applicants in possession of foreign qualifications must submit an evaluation report issued by the South African Qualification Authority (SAQA) if 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. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. 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. All applicants for SMS posts will be also subjected to a technical exercise and an interview. Following the interview and technical exercise, then the selection panel will recommend candidates to attend a generic managerial competency assessment using the mandated DPSA SMS competency assessment tools. No SMS post appointment shall be implemented without the relevant candidate producing the pre-entry certificate for SMS (Nyukela) obtainable from www.thensg.gov.za. 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 administration of the recruitment process or possible employment 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) at any stage of the

recruitment process. The successful candidate will be expected to enter into a performance agreement within three (3) months from the date of appointment.

OTHER POSTS

POST 12/32 : **DEPUTY DIRECTOR: DEMAND ACQUISITION AND CONTRACT MANAGEMENT REF NO: DEE2026/001**

SALARY : R896 436.per annum (All-inclusive package)
CENTRE : Head Office, Pretoria
REQUIREMENTS : An appropriate Degree/ Bachelor of Technology in Supply Chain Management, Logistics, Business Management or B.COM Procurement NQF level 7 PLUS 3 years' experience in Supply Chain Management environment at Supervisory/ Management level (ASD). Knowledge of: Public Finance Management Act (PFMA), Treasury Regulations, PPPFA, SCM Framework, Logis, Constitution Section 217, Contract Management Guideline and BBBEE Act. Skills: Good verbal and written Communication Skills and ability to communicate at all levels, Financial Management, Presentation Skills and Computer Skills. Thinking Demand: Problem solving, Creativity, Ability to negotiate and Report writing.
DUTIES : KRA's: Manage and provide demand planning services, Manage the provisioning of acquisition services. Coordinate and oversee contract management. Manage the sub-directorate.
ENQUIRIES : Mr F Phiri Contact Number (012) 406 7713
APPLICATIONS : Email to Vacancies1@dee.gov.za
NOTE : Females from all races, Indians, Coloured and White males are encouraged to apply.

POST 12/33 : **PERSONAL ASSISTANT: INTERNAL AUDIT REF: DEE2026/003**
(12 Months Fixed Contract)

SALARY : R325 101 per annum (Level 07)
CENTRE : Head Office, Pretoria
REQUIREMENTS : An appropriate Diploma in Office Administration/ Office Management and Technology or Public Administration at NQF level 6 recognised by South African Qualification Authority (SAQA) PLUS 1 year post qualification experience. Knowledge of relevant legislation/ policies/prescripts and procedures. Basic knowledge of financial administration Skills: Language skills and the ability to communicate well with people at different levels and from different backgrounds, Good telephone etiquette, Computer literacy, Sound organizational skills, Good people skills, High level of reliability, Ability to act with tact discretion, Self-management and motivation. Thinking Demand: Ability to do research and analyse documents and situations.
DUTIES : KRA's Provide secretariat/receptionist support service to the Director. Render administrative support services and ensure effective flow of documents. Minutes taking and prepare briefing notes for the Director. Draft documents as required and filling thereof. Coordinates logistical arrangements for meetings and travelling. Administration of budget by assisting managers to determine funding requirements, keeping records of expenditure, check and correlates BAS reports. Manage leave register for the unit.
ENQUIRIES : Mr M Figaret Contact Number (012) 406 7766
APPLICATIONS : Email to Vacancies2@dee.gov.za

POST 12/34 : **ADMINISTRATIVE OFFICER: DEMAND MANAGEMENT REF NO: DEE2026/003**

SALARY : R325 101 per annum (Level 07)
CENTRE : Head Office, Pretoria
REQUIREMENTS : An appropriate Nation Diploma in Procurement Management/ Supply Chain Management/ Logistics and Business Management at NQF level 6 PLUS 1-year experience as an Administration Clerk in Supply Chain Management. Knowledge of: Public Finance Management Act, Treasury Regulations, PPPFA, Supply Chain Management Framework, Logis Skills: Computer Literacy, Financial, Good verbal and written communications, ability to communicate at different levels, Thinking Demand: Problem solving, Creativity, Ability to Negotiate, Report writing.

DUTIES : KRA's: Assist line manager with demand planning (end user specifications). Processing of requests for goods and services. Market research and development of Sourcing strategy. Bid Specification Committee secretariat for request below the value of R500k.

ENQUIRIES APPLICATIONS : Mr S Msiza Contact Number (012) 406 7910
: Email to Vacancies3@dee.gov.za

POST 12/35 : **CHIEF REGISTRY CLERK REF NO: DEE2026/004**

SALARY CENTRE REQUIREMENTS : R325 101 per annum (Level 07)
: Head Office, Pretoria
: An appropriate Matric/Grade 12 Certificate PLUS years 3-5 in Registry environment. Knowledge of: National Archives and Records Services Act (NARSA), (Act NO. 43 of 1996), Promotion of Access to Information Act (PAIA), 2000 (Act No.2 of 2000), Public Finance Management Act, 1999 (Act No.46 of 1999), Protection of Personal Information Act (POPIA), 2013 (Act No. 4 of 2013) and Minimum Information Security Standard (MISS) Skills: Managing interpersonal conflict and resolving problems, Networking and building bonds, Planning and organising, Interpersonal relations, Computer Literacy, Communication (verbal and written) Management. Thinking Demand: Logical, Creative/Innovative thinker, Objective, Accurate Diplomatic.

DUTIES : KRA's: Supervise and provide registry counter services, Supervise the handling of incoming and outgoing correspondences, Supervise and render an effective filing and record management service, Supervise the operation and operate office machines related to registry functions, Supervise the processing and process documents for archiving and/ disposal and supervise human resources/staff.

ENQUIRIES APPLICATIONS NOTE : Mr J Malekana Contact Number (012) 406 7359
: Email to Vacancies4@dee.gov.za
: Females from all races, Indians, Coloured and White males are encouraged to apply.

POST 12/36 : **LEGAL ADMINISTRATIVE OFFICER REF: DEE2026/002 (2 POST)**
(12 months fixed contract)

SALARY CENTRE REQUIREMENTS : R324 579.per annum (MR3)
: Head Office, Pretoria
: An appropriate Degree in LLB or equivalent four-year legal qualification at NQF Level 7 PLUS 2 years' experience post legal qualification Knowledge of: Legislation and DEE policies, Public Services Acts (PSA), Legal Drafting and interpretation, Research and Court Procedures. Skills: Good Communication Skills, Diplomacy, Negotiation Skills, Presentation Skills, Research and Analytical Skills, Computer Skills. Thinking Demand: Problem solving, Information evaluation, and Decision making.

DUTIES : KRA's: Draft, review and amend legislation, agreements, policies and other Legal documents. Conduct research and provide legal advice or opinions. Administer the process of appeals. Facilitate and monitor the process of litigation. Co- ordinate the process of access to information.

ENQUIRIES APPLICATIONS : Mr K Mogotsi Contact Number 012 406 7751
: Email to Vacancies2@dee.gov.za

POST 12/37 : **ADMINISTRATIVE CLERK: (BID ADMINISTRATION) REF NO: DEE2026/005**

SALARY CENTRE REQUIREMENTS : R228 321 per annum (Level 05)
: Head Office, Pretoria
: Matric/ Grade 12 Certificate at NQF level 4 PLUS no experience required Knowledge of: Public Finance Management Act (PFMA), Treasury Regulations, PPPFA, Supply Chain Management Framework, Logis. Skills: Computer Literacy, Financial, Good verbal and written communications, ability to communicate at different levels, Thinking Demand: Problem solving, Creativity, Ability to Negotiate, Report writing.

DUTIES : KRA's: Advertise approved bids. Prepare bidding documents. Prepare certificates of attendance and handouts for briefing sessions. Take minutes of evaluation process. Extend closing date for bids and inform prospective tenderers. Update tender registers. Compile request for orders

ENQUIRIES : Mr S Msiza Contact Number (012) 406 7910

APPLICATIONS : Email to Vacancies4@dee.gov.za

POST 12/38 : **ADMINISTRATIVE CLERK: REQUISITION AND ORDER REQUESTS REF NO: DEE2026/006**

SALARY CENTRE REQUIREMENTS : R228 321 per annum, (Level 05)
: Head Office, Pretoria
: Matric/ Grade 12 Certificate at NQF level 4 recognised by South African Qualification Authority (SAQA) PLUS no experience. Knowledge of: Public Finance Management Act, Treasury Regulations, PPPFA, Supply Chain Management Framework, Logis. Skills: Computer Literacy, Financial, Good verbal and written communications, ability to communicate at different levels, Thinking Demand: Problem solving, Creativity, Ability to Negotiate, Report writing.

DUTIES : KRA's Receive requisition from Demand Management. Verify allocations and item descriptions. Record requisition on requisition register. Capture information on LOGIS Record order number on order register and forward to all suppliers.

ENQUIRIES APPLICATIONS : Mr S Msiza Contact Number (012) 406 7910
: Email to Vacancies4@dee.gov.za

POST 12/39 : **SECURITY RISK OFFICER REF NO: DEE2025/007 (2 POSTS)**

SALARY CENTRE REQUIREMENTS : R228 321.per annum (Level 05)
: Head Office, Pretoria
: Matric/Grade 12 Certificate, NQF level 4 plus Grade C PSIRA Certificate. No experience, PLUS the following key competencies: Knowledge of: Security legislation, policies and procedures, Access control procedure, Safety precautions and Security Registers. Skills: Problem solving skills, Communication skills (verbal and written). Thinking Demand: Innovative and Pro-Active thinking, Analytical mind.

DUTIES : KRA's: Conduct access control and monitor movements within the building to identify risk. Perform security patrols and escort duties. Operate control room security equipment's. Respond to alarm activations, investigate the cause and give feedback. Prohibit the unauthorised removal of equipment, documents and stores from building. Monitor the movements of private and GG vehicles in the parking area and safeguard the parking area itself.

ENQUIRIES APPLICATIONS NOTE : Mr M Maila Contact Number (012) 406 7460
: Email to Vacancies5@dee.gov.za
: Indians, Coloured, white females and males are encouraged to apply.

DEPARTMENT OF EMPLOYMENT AND LABOUR

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

CLOSING DATE : 24 April 2026 at 16:00 (walk-in) and 23:59 (online)

NOTE : All attachments for online application must include an application form Z83 and CV only combined, in PDF and as one (1) document or attachment. Zipped and JPEG documents will not be accepted. indicate the correct job title and the reference number of the post on the subject line of your email. Use the correct email address associated with the post. Failure to do so, your application will be disqualified. Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using the incorrect application for employment (old Z83) will not be considered. Each post(s) advert must be accompanied by its own application form for employment and must be fully completed, initialled and signed by the applicant as instructed below. Failure to fully complete, initial and sign the Z83 form will lead to disqualification of the application during the selection process. All fields of Section A, B, C and D of the Z83 must be completed in full. Section E, F, G (Due to the limited space on the Z83 it is acceptable for applicants to indicate refer to CV or see attached. However, the question related to conditions that prevent re-appointment under Part "F" must be answered and declaration signed. Only an updated comprehensive CV (with detailed previous experience if any) and a completed and signed new Z83 application form is required. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following the communication from Human Resources and such qualification(s) and other related document(s) will be in line with the requirements of the advert. 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 above-mentioned instructions/ requirements, as well as applications received late will not be considered. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Please note by responding to the advertisement, you consent to the collection, processing, and storing of your Personal Information in accordance with the Protection of Personal Information Act (POPIA) Your information will be used solely for the purpose of this promotion and will not be shared with third parties without prior consent unless required by law. The Department reserves the right not to make any appointment(s) to the below advertised post(s). The successful candidate will be expected to sign a performance agreement. The Department is an equal opportunity affirmative action employer. The Employment Equity Plan of the Department shall inform the employment decision. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s)

OTHER POSTS

POST 12/40 : **TEAM LEADER REF NO: HR4/4/8/155**

SALARY : R397 116 per annum

CENTRE : Labour Centre: Kimberly

REQUIREMENTS : Three (3) year qualification in Labour Relations/ Labour Law/ LLB/ BCOM Law.
Two (2) years functional experience in Inspection and Enforcement Services.

		Valid driver's License. Knowledge: Departmental Policies and procedures, Skills Development Act, Labour Relations Act, Basic Conditions of Employment Act, Skills Development Levies Act, Occupational Health and Safety Act, COIDA, SABS Codes, Unemployment Insurance Act, Unemployment Insurance Contribution Act, Employment Equity Act, Immigration Act. Skills: Facilitation skills, Planning and organizing, Computer Literacy, Interpersonal skills, Conflict handling skills, Negotiation skills, Problem solving skills, Interviewing, Presentation, Innovative, Analytical, Verbal and written.
<u>DUTIES</u>	:	Plan and independently conduct substantive inspections with the aim of ensuring compliance with all Labour legislations, namely, Basic Conditions of Employment Act (BCEA), Labour Relations Acts (LRA), Employment Equity Act (EEA), Unemployment Insurance Act (UIA), Compensation for Occupational Injuries and Diseases Act (COID), Occupational Health and Safety (OHS) and UI Contributions Act (UCA). Plan and execute investigations independently on reported cases pertaining to contravention of Labour legislations and enforce as and when necessary, including making preparations for and appearing in Court as a State witness. Plan and conduct allocated proactive (BLITZ) inspections regularly to monitor compliance with Labour legislation including compilation and consolidation of reports emanating from such inspections. Plan and conduct advocacy campaigns on all Labour legislation independently, analyze impact, therefore, consolidate and compile report. Manage the finalization of files of cases received and investigations conducted by the Inspectors. Contribute at a higher level to planning, drafting and maintenance of regional plans and reports including executions of analysis and compilation of consolidated statistical reports on regional and allocated cases. Ensure that non-compliant employers are referred for prosecution within the relevant time frames.
<u>ENQUIRIES</u>	:	Ms Sherelda Kleinsmith Tel: 053 838 1517
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X 5012, Kimberley, 8301 or hand deliver at Cnr Compound and Pniel Road For Attention: Human Resources Operations, Provincial Office Kimberley Email: Jobs-NCKIM@labour.gov.za
<u>POST 12/41</u>	:	<u>OHS INSPECTOR REF NO: HR4/4/8/160</u>
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Labour Centre Upington
<u>REQUIREMENTS</u>	:	A Senior Certificate plus a three (3) year tertiary qualification (NQF6) in Environmental Health, Mechanical Engineering, Mechatronic Engineering, Electrical Engineering, Biomedical Engineering, Chemistry, Construction, Biology, Microbiology, Biomedical Sciences, Biotechnology, Biochemistry. A valid driver's licence. Knowledge: Departmental policies and procedures, Occupational Health and Safety Act, as amended, OHS Regulations, 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, Interviewing, Presentation, Innovation, Analytical, Verbal and written communication.
<u>DUTIES</u>	:	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. Plan, investigate and finalise independently incidents and complaints reported pertaining to the OHS Act and other 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 OHS and other 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.
<u>ENQUIRIES</u>	:	Ms S Kleinsmith Tel: (053) 838 1707
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X 5012, Kimberley , 8301 or hand deliver at Laboria House, c/o Pniel & Compound Street, Kimberley Email: Jobs-NCUPI@labour.gov.za

POST 12/42 : **BCEA INSPECTOR (X4 POSTS)**

SALARY CENTRE : R269 499 per annum
 : Labour Centre: Postmasburg- Ref No: HR4/4/8/157 (X1 Post)
 : Labour Centre: Kimberly- Ref No: HR4/4/8/158 (X2 Posts)
 : Labour Centre: Calvinia- Ref No: HR4/4/8/159 (X1 Post)

REQUIREMENTS : Three (3) years relevant qualification in Labour Relations/BCOM Law/LLB. A Valid driver's license. Knowledge: Department policies and procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Unemployment Insurance Act, Unemployment Insurance Contributions Act, Employment Equity Act. Skills: Facilitation, Planning and Organizing (own work), Computing (spread sheets, PowerPoint and word processing), Interpersonal, Problem solving, Interviewing, Analytical, Communication (Verbal and Written).

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 case.

ENQUIRIES APPLICATIONS : Ms Sherelda Kleinsmith Tel no: (053) 838 1517
 : Chief Director: Provincial Operations: Private Bag X 5012, Kimberly, 8301 or hand deliver at Cnr Compound and Pniel Road
 : Jobs-NCKIM@labour.gov.za (Kimberly Labour Centre)
 : Jobs-NCPOS@labour.gov.za (Postmasburg Labour Centre)
 : Jobs-NCCAL@labour.gov.za (Calvinia Labour Centre)

FOR ATTENTION : Human Resources Operations, Provincial Office Kimberly

POST 12/43 : **CLIENT SERVICE OFFICER: PUBLIC EMPLOYMENT SERVICES REF NO: HR4/4/10/02**
 Re-advertisement, applicants who applied previously must re-apply

SALARY CENTRE : R269 499 per annum
 : Labour Centre: Kariega

REQUIREMENTS : Grade 12/ Senior Certificate. No experience required. Knowledge: policies, procedures and guidelines, Employment Services Act, Public Service Act and Regulations, Batho Pele Principles. Skills: Interpersonal, Telephone etiquette, Interviewing, Computer Literacy, Communication (verbal and written), Listening, Problem solving, Ability to interpret legislations.

DUTIES : 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.

ENQUIRIES APPLICATIONS : Ms W Koba Tel No: (041) 995 7047
 : Deputy Director: Labour Centre Operations, 15A Chase Street Kariega 6230.
 : Email: [Jobs- ECUHG@labour.gov.za](mailto:Jobs-ECUHG@labour.gov.za) For Attention: Deputy Director: Labour Centre Operations.

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 can be emailed to the respective email address quoting the reference number on the subject email.
- CLOSING DATE** : 28 April 2026, 16:00. No late application will be accepted
- NOTE** : Application must be submitted on a New signed Z83 form obtainable from any Public Service Department accompanied by a recent detailed Curriculum Vitae only, to be considered. All attachments for online application must include an application form Z83 and CV only, in PDF and as one (1) document or attachment, indicate the correct job title and the reference number of the post on the subject line of your email. Use the correct email address associated with the post. JPEG (picture/snapshot) application will not be accepted. Shortlisted candidates will be required to submit certified copies of qualifications, Senior Certificate, identity document and driver's license on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the Department's equity plan. Persons with disabilities are encouraged to apply. Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Short-listed candidates will be expected to avail themselves at the Department's convenience. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG) prior to appointment. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme>. Furthermore, Shortlisted candidates must provide proof of successful completion of the course. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Following the interview and technical assessment for all SMS posts, the Selection Panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the implementation of competency-based assessments. Persons appointed will be subjected to a security clearance, the signing of performance agreement and employment contract. The Department reserves the right not to make an appointment. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful. By submitting the employment application form, you agree and consent in terms of Section 11(1) of the Protection of Personal Information Act (POPIA), 2013 (Act 4 of 2013), for your personal information which you provide to the DFFE to being processed by the department and its employees, agents, Cabinet committees, and subcontractors for recruitment purposes, in accordance with the POPIA of 2013.

OTHER POST

POST 12/44 : **ASSISTANT DIRECTOR: LABOUR RELATIONS REF NO: CMS20/2026 (X3 POSTS)**

SALARY : R468 459 per annum

CENTRE : Pretoria

REQUIREMENTS : National Diploma (NQF6) in Labour Relations or relevant qualification as recognized by SAQA. A minimum of three (3) years' experience in Labour Relations or relevant field. Knowledge of disciplinary code and procedures, grievance procedures, mediation and arbitration, public service legislation and resolutions and Labour Relations Act. Understanding of the interpretation and application of legislation, policies and resolutions. Understanding of Programme and Project Management. Good communication skills (verbal and written). Good interpersonal skills. Conflict resolution skills. Sound organising and planning skills. Coordination skills. Report writing skills. Computer literacy. Ability to work under pressure and adhere to strict deadlines.

DUTIES : Provide support, advice and facilitate the implementation of labour relations framework in the Department through the following key performance areas: Ensure misconduct and dispute cases are handled promptly and effectively. Investigate cases and compile investigation reports. Draft sound charges of misconduct. Prepare witnesses for disciplinary hearing. Represent the department in disciplinary hearings. Represent the department in arbitrations. Ensure the facilitation of grievance resolution. Provide advice and development on labour relations matters. Prepare reports.

ENQUIRIES : Ms I Qaqane, Tel No: (012) 399 8850

APPLICATIONS : CMS20-2026@dffe.gov.za

GOVERNMENT PENSION ADMINISTRATION AGENCY



CLOSING DATE
NOTE

- : 24 April 2026 before 12h00 noon No late applications will be considered.
- : Take Note Of The Disclaimer Mentioned On Each Advert. It is mandatory that applications which consist of a signed Z83 and comprehensive CV be emailed to the respective email addresses indicated on each advert. Ensure that you use the correct inbox/email. Applications sent to the incorrect inbox will be deemed a regret. Ensure to sign your Z83 before you scan it. Please use your signature or valid e-signature and not your name written in block/typed print. A Z83 not signed will be deemed a regret. From 1 January 2021, a new application for employment (Z83) form will be effective and if the old Z83 is used, it will be deemed a regret. Should an individual wish to apply for a post after 1 January 2021, he/she will be required to submit the new application for employment form which can be downloaded at www.dpsa.gov.za or <http://www.gpaa.gov.za> Requirements: Applications must be submitted on the new form Z83 as indicated above (signed and scanned). The relevant reference number must be quoted on all documentation and on the subject heading of the email. An application should consist of (a) a comprehensive and detailed CV (specifying all experience and duties, indicating the respective dates MM/YY as well as indicating references with full contact details) and (b) a duly completed Z83 (refer to Circular No 19 of 2022 in this regard) only. Failure to submit the above documents will result in the application not being considered and deemed a regret. The candidate must agree to the following: Shortlisted candidates must avail themselves for a virtual or in-person panel interview at a date and time determined by the GPAA. Note that certain information contained in the application (CV and Z83) may be verified through the request for official documents and/or other methods of verification and proof (when shortlisted). The certification of all supporting documents will be expected of the shortlisted candidates only. Applicants must note that pre-employment checks and references will be conducted once they are short-listed and the appointment is also subject to a positive outcome on these checks, which include but are not limited to security clearance, security vetting, qualification/study verification, citizenship verification, financial/asset record check, previous employment verification and criminal record. Applicants will be required to meet vetting requirements as prescribed by Minimum Information Security Standards. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Correspondence will only be conducted with the short-listed candidates. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. The candidate must take note of: It is intended to promote representativeness through the filling of these posts and the candidature of persons whose promotion/ appointment will promote representativeness, will receive preference. Disabled persons are encouraged to apply. For applications on salary levels 11 – 15, the inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employees Pension Fund and a flexible portion in terms of applicable rules. SMS will be required to undergo a Competency Assessment as prescribed by DPSA. All candidates shortlisted for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. One of the minimum requirements for SMS is the pre-entry certificate submitted prior to appointment. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels share score both technical exercises as an additional criterion in the interview process. The GPAA reserves the right to utilize practical exercises/tests/competency assessments for non-SMS positions during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). The GPAA reserves the right to cancel the filling/not to fill a vacancy that was advertised during any stage of the recruitment process. The successful candidate will have to sign an annual performance agreement and will be required to undergo a security clearance.

MANAGEMENT ECHELON

<u>POST 12/45</u>	:	<u>DIRECTOR: EMPLOYEE BENEFITS OPERATIONS REF NO:</u> <u>DIR/EBOPS/2026/04-1P</u> Permanent
<u>SALARY</u>	:	R1 266 714 - R1 492 122 per annum (all –inclusive package)
<u>CENTRE</u>	:	Pretoria Head Office
<u>REQUIREMENTS</u>	:	A relevant Degree /B Tech in Finance/Business Management /Bachelor of Arts in Commerce/Management Accounting/ Accounting/ Public Management or related field at NQF level 7 as recognized by SAQA. Five (5) Years's experience in middle/senior management level experience in Financial Services, especially Employee Benefits, Pension Fund and Retirement Benefits Administration. Computer literacy which includes a good working knowledge of Microsoft Office products Knowledge of Benefits Administration. Knowledge of SA Pension Fund Legislation / Industry related framework. Knowledge of relevant Legislative requirements and GPAA policies and procedures. Knowledge of Standard Operating Procedures. Knowledge of Financial management including budgeting and forecasting. Knowledge of Project Management. Knowledge of reporting procedures. Knowledge of relevant systems. Knowledge of financial auditing. Knowledge of Pension Administration Systems. Knowledge of Public Service Legislation and regulations. Strategic capability. Communication (Verbal & Written) Problem Solving Complex Issues. People Management and Empowerment. Reporting. Change Management. Data Analysis. Conflict Management. Customer focus. Service Excellence. Honesty & Integrity. Transparency. Courtesy. Emotional Intelligence. Team Player. Problem Solving & analysis. Quality Oriented. Forster high performance culture.
<u>DUTIES</u>	:	The incumbent will be responsible for a wide variety of tasks which include but not limited to the following: Manage the implementation of EB Operations strategy: Develop and monitor the implementation of the APP for the Business unit to support the achievement of GPAA's strategic objectives. Manage, monitor and review the Business unit policies, procedures and processes, in accordance with best practice and legislation. Manage the implementation of an effective short, medium and long-term operating strategy for the Business unit. Conduct benchmarks on new developments in practices to improve the effectiveness and efficiency of the organisation. Manage the provision of best practice regarding Business unit functions to all stakeholders. Manage the implementation of a management effectiveness and leadership strategy. Engage in strategic relationships with relevant stakeholders to serve the interest of the organisation. Monitor compliance with relevant legislation throughout all Business unit functions. Analyse service delivery gaps, challenges and implement remedial action strategies. Manage quality of service provided to internal and external customers/clients/stakeholders. Manage the mitigation of identified risks. Optimize the achievement of service delivery and unqualified clean audit opinion. Ensure proper implementation and alignment to SLA. Ensure information flows and alignment with all stakeholders to ensure effective engagement. Conduct trend analyses and forecasts. Oversee accuracy of information captured on relevant systems. Liaise with legal section on matter of dispute. Liaise with relevant stakeholders to facilitate payment of benefits. Manage the implementation of new legislation and amendments. Participate in management forums within GPAA. Manage the processing, validation and payment of claims: Ensure assessment and validation of claims. Ensure processing of claims. Ensure payment of claims. Ensure management of claim exceptions. Manage the provision and implementation of Special Projects on behalf of GEPF: Ensure management, implementation and processing of all GEPF initiated special projects. Ensure awareness and alignment to provisions for implementation of special projects. Ensure collaboration with relevant internal and external stakeholders who are custodians and drivers or partners in the roll-out of special projects. Drive the provision of funeral benefits and Pensioner Maintenance: Ensure management and implementation of funeral benefits to GEPF members in accordance with legislation prescripts. Ensure maintenance, payment processing of pensioners of the GEPF. Manage all the resources in the Directorate: Oversee the development and management of staff within the Directorate. Implement and maintain a relevant management approach to support effective business results within the Directorate. Develop and sustain a culture of high

performance, professionalism and integrity to support overall quality of service delivery. Oversee control of budgeting and expenditure process in-line with strategic objectives and relevant legislation. Ensure the effective utilization of all other resources (including IS, Assets, Infrastructure, etc) within the Directorate.

ENQUIRIES : Felicia Mahlaba on Tel No: (012) 319 1455
APPLICATION : It is mandatory to email your application (comprehensive CV and new Z83 completed and duly signed) to Recruit1@gpaa.gov.za quoting the reference number in the subject heading of the email [failure to adhere to this will result in decline of application/s].

NOTE : The purpose of the job is to manage the processing, validation and payment of claims. One permanent position of Director: Employee Benefits is currently available at the Government Pensions Administration Agency.

POST 12/46 : **DIRECTOR: CRM REGIONS REF: DIR/CRM/2026/04-1P**
 Permanent

SALARY : R1 266 714 - R1 492 122 per annum (all –inclusive package)
CENTRE : Pretoria Head Office
REQUIREMENTS : An appropriate relevant Degree /B-Tech in Public Relations, Communications, Business Administration, Public Administration, Marketing or equivalent qualification at NQF level 7 recognized by SAQA with Five 5 Years’s experience in middle/senior management level in a Client Relationship Management environment, Customer Services, Sales Administration. Knowledge of the Benefit Administration. Knowledge of Relevant CRM Systems. Knowledge of Customer Relationship Management (Channel Management). Knowledge of Relevant legislative requirements and GPAA policies and procedures. Industry Knowledge. Knowledge of Financial management including budgeting and forecasting. Knowledge of Pension Fund Regulations and Rules. Knowledge of Compliance Management. Strategic capability. Service delivery innovation. Client. Orientation and customer focus. Financial management. People management and empowerment. Programme and project management. Change management. Communication. Knowledge management. Problem solving and analysis. Respect. Service Excellence. Integrity. Transparency. Courtesy. Emotional Intelligence. Team Player. Empathetic. Data-led decision making

DUTIES : The incumbent will be responsible for a wide variety of tasks which include but not limited to the following: Manage the implementation of the Operations Revenue Management strategy: Monitor the implementation of the operational plan for the Directorate to support the achievement of GPAA’s strategic objectives. Manage, monitor and review the Directorate policies, procedures and processes, in accordance with best practice and legislation. Ensure implementation of an effective short, medium and long-term operating strategy for the Directorate. Conduct benchmarks on new developments in practices to improve the effectiveness and efficiency of the organisation. Manage the provision of best practice regarding Directorate functions to all stakeholders. Ensure the implementation of a management effectiveness and leadership strategy. Engage in strategic relationships with relevant stakeholders to serve the interest of the organisation. Monitor compliance with relevant legislation throughout all Directorate functions. Analyse service delivery gaps, challenges and implement remedial action strategies. Manage quality of service provided to internal and external customers/clients/stakeholders. Manage the mitigation of identified risks. Ensure information flow to and alignment with all stakeholders to ensure effective engagement. Conduct trend analyses and forecasting. Drive employee benefits in region 1, 2, 3 and operational strategies and policies: Provide expert advice on employee benefits and regional issues experienced by Line in compliance with legislation, achieving unbiased resolution. Provide consistent application of sound regional principles across business units. Drive education of all GPAA employees in company code and procedures, ensuring transfer of skills. Monitor the development of training and compilation of manuals for line managers on communication procedures to ensure that acceptable practices are followed in dealing with stakeholders. Represent the GPAA within various Regional forums. Analyse and give feedback on emerging trends on regional developments in order to formulate initiatives to address any issues arising. Manage implementation of employee capacity building initiatives, achieving agreed project milestones and adequate communication. Ensure educational events are commemorated according to

the annual calendar. Manage the implementation of appropriate processes and procedures to deal with incapacity issues. Drive implementation of awareness campaigns, ensuring objectives are achieved. Manage the achievement of an integrated regional communication approach. Establish and manage relationships with all relevant stakeholders to support service delivery in the Region: Create and build partnerships with various internal and external stakeholders in order to enhance service delivery. Ensure that there is effective communication between the Region and all relevant stakeholders. Ensure that various stakeholders enquiries or complaints are directed to relevant officials for resolution. Coordinate, support and track the resolution of various stakeholder enquiries or complaints. Manage all the resources in the Directorate: Oversee the development and management of staff within the Directorate. Implement and maintain a relevant management approach to support effective business results within the Directorate. Develop and sustain a culture of high performance, professionalism and integrity to support overall quality of service delivery. Oversee control of budgeting and expenditure process in-line with strategic objectives and relevant legislation. Ensure the effective utilization of all other resources (including IS, Assets, Infrastructure, etc) within the Directorate

ENQUIRIES APPLICATION

: Alletah Mashiane on Tel No: (012) 319 1218
 : It is mandatory to email your application (comprehensive CV and new Z83 completed and duly signed) to Recruit3@gpaa.gov.za quoting the reference number in the subject heading of the email [failure to adhere to this will result in decline of application/s].

NOTE

: The purpose of the role: To Ensure management of regional employer, client and stakeholder interactions. One position of Director: CRM Regions is currently available at Client Relationship Management Unit at the GPAA. This position will be filled as a permanent position.

POST 12/47

: **DIRECTOR: CORPORATE MONITORING AND EVALUATION REF: DIR/M&E/2026/04-1P**
 Permanent

SALARY CENTRE REQUIREMENTS

: R1 266 714 - R1 492 122 per annum (all –inclusive package)
 : Pretoria Head Office
 : An undergraduate qualification (NQF level 7), Bachelor’s degree/ B Tech as recognized by SAQA; in Social Sciences /Business Management /Public Administration, Commerce or equivalent qualification. Five (5) years’ experience in middle/senior managerial level in the monitoring and evaluation environment. Experience in private or public sector strategy, monitoring and evaluation reporting management. Computer literacy that would include a good working knowledge of Microsoft Office 365 inclusive of MS SharePoint. Experience in Financial Services environment, especially Employee Benefits, Pension Fund and Retirement Benefits Administration, will be an added advantage. Knowledge of Monitoring and Evaluation Systems and processes. Knowledge of Strategic Management. Knowledge of Corporate Governance. Knowledge of legislative requirements and GPAA policies and procedures. Industry knowledge. Knowledge of Pension Fund Regulations and Rules. Knowledge of Compliance management. Knowledge of the PFMA and King IV Regulations. Knowledge of Policy formulation in public environment. Knowledge of qualitative and quantitative methodologies. Knowledge of Financial management including budgeting and forecasting. Strategic capability skills. Service delivery innovation skills. Financial management skills. People Management and empowerment skills Programme and project management skills. Change management skills. Communication skills. Knowledge management skills. Problem solving and analysis skills. Stakeholder management skills. Analytical skills. Interpersonal skills. Respect. Service Excellence. Integrity. Transparency. Courtesy. Emotional Intelligence. Team player. Results orientated. Relationship management

DUTIES

: The incumbent will be responsible for a wide variety of tasks which include but are not limited to the following: Manage the implementation of the Monitoring, Evaluation & Reporting strategy: Monitor the implementation of the operational plan for the Directorates to support the achievement of GPAA’s strategic objectives. Manage, monitor and review the Directorate policies, procedures and processes, in accordance with best practice and legislation. Manage the implementation of an effective short, medium and long-term operating strategy for the Directorate. Conduct benchmarks on new developments in practices to

improve the effectiveness and efficiency of the organization. Manage the provision of best practice regarding Directorate functions to all stakeholders. Manage the implementation of management effectiveness and leadership strategy. Engage in strategic relationships with relevant stakeholders to serve the interest of the organization. Monitor compliance with relevant legislation throughout all Directorate functions. Analyze service delivery gaps, challenge and implement remedial action strategies. Manage quality of service provided to internal and external customers/clients/stakeholders. Ensure information flow and alignment with all stakeholders to ensure effective engagement. Conduct trend analyses and forecasts. Assess the provision of Monitoring, Evaluation & Reporting support and advice line managers accordingly Drive a culture of compliance with GPAA line managers and staff to ensure greater awareness of Monitoring, Evaluation & Reporting policies and procedures. Monitor compliance with relevant legislation throughout GPAA. Analyze service delivery gaps and challenges, define service delivery operational measures and targets. Oversee quality of service provided to internal and external customers/clients/stakeholders. Manage organizational performance monitoring and reporting for the Department: Minimize exposure to legislative contravention by implementing policies and procedures pertaining to Departmental performance monitoring and evaluation systems in full support of legislative requirements. Identify priority outcomes to inform performance management system. Manage the alignment of the department's strategic plan with GPAA annual plans. Facilitate the development of Annual performance plans and annual operation plans. Manage and monitor the performance of business units through continuous internal and external monitoring tools and processes for business impact as well as stakeholder requirements. Analyze organizational performance and provide strategic input. Implement and review performance management systems. Co-ordinate and develop a report on the collated information on organizational performance by the business units and present in an agreed format on prescribed timelines. Partner with directors to analyze and report on their business unit's performance impact and decisions across the organization. Coordinate and manage the implementation of integrated Departmental M&E data systems: Design and maintain data architectural integration of systems to ensure M&E data integration across the Department. Manage data collection processes and protocols. Conduct data analysis and integration. Ensure the accuracy and integrity of captured information. Produce performance reports on service delivery programmes. Develop and implement systems on behalf of different directorates e.g. Knowledge Management. Manage the monitoring and evaluation for Regional coordination: Monitoring all GPAA outreach events. Provide evaluation services on Client Satisfaction Surveys. Perform trend analysis based on Province. Produce performance reports outreach programmes. Manage all the resources in the Directorate: Ensure the development and management of staff within the Directorate. Implement and maintain a relevant management approach to support effective business results within the Directorate. Develop and sustain a culture of high performance, professionalism and integrity to support overall quality of service delivery. Ensure control of budgeting and expenditure process in-line with strategic objectives and relevant legislation. Ensure the effective utilization of all resources (including IS, Assets, Infrastructure, etc) within the Directorate. Ensure that all audit findings are responded to and remedial action implemented. Proactively ensure the identification and mitigation of risks

- ENQUIRIES** : Mapule Mahlangu on Tel No: 012 399 2639
- APPLICATION** : It is mandatory to email your application (comprehensive CV and new Z83 completed and duly signed) to Recruit2@gpaa.gov.za quoting the reference number in the subject heading of the email [failure to adhere to this will result in decline of application/s]
- NOTE** : The purpose of the job is to manage and coordinate all monitoring, evaluation and reporting systems in the Department. One position of Director: Corporate Monitoring and Evaluation is currently available at Monitoring and Evaluation Unit in GPAA. This position will be filled as a permanent position.
- POST 12/48** : **DIRECTOR: CONTRIBUTIONS MANAGEMENT REF NO: DIR/CONT/2026/04-1P**
Permanent
- SALARY** : R1 266 714 - R1 492 122 per annum (all –inclusive package)

**CENTRE
REQUIREMENTS**

: Pretoria Head Office
: An appropriate NQF level 7 in Finance, Business Management, BA in Commerce, Accounting, Public Management and/or related field, with accounting as a major subject (3rd year level). B degree with specialized pension certification e.g. certified employee benefits Specialist or accredited specialist training in the field of pensions management and/or retirement industry accreditation exams will be a distinct advantage. Five (5) years in middle/senior management level experience in pensions administration/management environment. Computer literacy which includes a good working knowledge of Microsoft Office products, especially MS Excel. Knowledge of GEPF fund rules. Knowledge of SA Pension Fund Legislation/industry related framework. Knowledge of Public Service Legislation and regulations (Public Service Act, PFMA). Knowledge of Standard Operating Procedures. Knowledge of Budgeting. Knowledge of Project Management. Knowledge of Research. Knowledge of Reporting procedure. Knowledge of Financial Management. Knowledge of Pension administration system. Communications skills (written and verbal). Problem solving of complex issues skills. Reporting and Financial auditing skills. Planning and organizing skills. Data analysis skills. Conflict management skills. Customer focus. Accessible. Foster high performance culture. Professionalism. Quality oriented. Attention to detail. Honesty and integrity. Interpersonal relations. Conflict resolution. Creativity

DUTIES

: The incumbent will be responsible for a wide variety of tasks which include but are not limited to the following: Manage the implementation of the Contributions Management unit's strategy: Monitor the implementation of the operational plan for the Business Unit to support the achievement of GPAA's strategic objectives. Manage, monitor, and review the Business Unit policies, procedures and processes, in accordance with best practice and legislation. Manage the implementation of an effective short, medium and long-term operating strategy for the Business Unit. Conduct benchmark on new developments in practices to improve the effectiveness and efficiency of the business unit. Manage the provision of best practice regarding Business Unit's functions to all stakeholders. Engage in strategic relationships with relevant stakeholders to serve the interests of the organization. Monitor compliance with relevant legislations. Analyze service delivery gaps, challenges and implement remedial action strategies. Manage quality of service provided to internal and external customers/clients/ stakeholders. Manage the mitigation of identified risks. Monitor compliance with statutory deadlines for payments of and reconciliation of contributions. Ensure compliance with relevant fund rules legislation. Analyze service delivery gaps and challenges, define service delivery operational measures and targets, and implement remedial action strategies. Manage and coordinate the daily operational activities of the business unit to ensure that it functions effectively and efficiently. Management of query resolutions related to contribution discrepancies and other business unit functions. Liaison with member employers and Auditors Active participation and Liaison with the GEPF Benefit Liaison Committee in respect to benefit administration and rule changes. Manage processing and reconciliation of Contributions: Manage sourcing and validation of payroll datasets for electronic contributions and payroll schedules for manual contributing employers. Manage process to raise contributions through the FinRecon and Billing run. Manage the enrolment of new members and the collection of contributions. Manage updating of contributing member salary banking details for 2 pot savings withdrawals. Facilitate accuracy of /and updating of contributions and pensionable salary information. Manage allocation of contribution received monthly to relevant employer and other debtor accounts. Ensure monthly reconciliations and relevant corrections of general ledger accounts. Ensure calculation of interests for none and late payment of contribution. Confirm pensionable salaries upon exit where contribution warnings are raised. Admit new participating employers to the GEPF and where required obtain approval from the GEPF Board of Trustees to approve employer's participating employers to the Fund. Manage purchase of service: Ensure accurate POS contributions installments are received monthly Ensure accurate calculation of interest for none and late payment. Ensure monthly reconciliations of relevant accounts and clearance of suspense accounts. Confirm POS debt upon exit. Manage additional liabilities claims: Manage additional liabilities ensure that data is extracted for the actuaries on a monthly basis to calculate liabilities owing. Bill liability owing to employers. Receive, manage and reconcile

additional liability payments against debts owing. Raise late payment interest on additional liabilities owing. Manage all the resources in the Directorate: Ensure the development and management of staff within Directorate. Implement and maintain a relevant management approach to support effective business results with the Directorate. Develop and sustain a culture of high performance, professionalism and integrity to support overall quality of service delivery. Ensure control of budgeting and expenditure process in-line with strategic objectives and relevant legislation. Ensure the effective utilization of all other resources (including IS, Assets, Infrastructure, etc.) within the Directorate.

ENQUIRIES APPLICATION : Mapule Mahlangu on Tel No: 012 399 2639
 : It is mandatory to email your application (comprehensive CV and new Z83 completed and duly signed) to Recruit2@gpaa.gov.za quoting the reference number in the subject heading of the email [failure to adhere to this will result in decline of application/s]

NOTE : The purpose of the job is to manage the administration of contributions management function within the GPAA. One permanent position of Director: Contributions Management is currently available at the Contributions Management Section of the GPAA.

OTHER POSTS

POST 12/49 : **DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT – CONTRACT MANAGEMENT REF NO: DD/SCM CON/2026/04-1P**
 Permanent

SALARY CENTRE REQUIREMENTS : R896 436.per annum (all –inclusive package)
 : Pretoria Head Office
 : A recognized National Diploma / Degree in Supply Chain Management/Logistics and Purchasing Management or equivalent (at least 360 credits), with minimum of 5- 6 years' experience in Supply Chain Management and or Finance Management of which 3 years should be an Assistant Director/Management role. Knowledge of Supply Chain Management in government. Knowledge of Logistics Management. Knowledge of the PFMA and PPPFA, Treasury Regulations. Knowledge of Preferential Procurement Regulations 2022. Knowledge of White paper on transformation of public service. Knowledge of Batho Pele Principles. Knowledge of Labour relations and Collective bargaining systems. Knowledge of Public Service transformation and management issues. Knowledge of Public Service regulations and relevant prescripts. Knowledge of departmental Policies and Procedures. Knowledge of Public service Act. Knowledge of Minimum Information Security Standards. Financial Management/Accounting skills. Analytical skills. Problem solving skills. Verbal and written communication skills. Computer literacy (MS Word, Excel, PowerPoint) skills. Budgeting and Financial Management skills. Planning and organizing skills. Project Management skills. Decision making. Diversity management. People management. Report writing. Result oriented. Interpersonal relationships. Customer focus and Responsiveness. Impact and influence. Initiative taking. Team leadership. Developing others. Managing Interpersonal conflict, Networking and building bonds, Quality Control of Work.

DUTIES : The incumbent will be responsible for a wide variety of tasks which include but are not limited to the following: Manage Contract Management Services with GPAA: Manage, undertake and review the monitoring, analyses and determination of actions to ensure proper contract administration. Administer variations to contracts. Evaluate applications for price adjustments and invoke penalty clauses. Evaluate applications for variations, amendments and cancellations and develop proposals for approval. Undertake dispute resolutions and ensure that all documentation is prepared and available to resolve disputes. Maintain proper relationship with suppliers within the code of ethics to ensure delivery of goods/services. Manage the coordination, review and monitoring of contract compliance: Determine whether products/services are delivered at the right time, of the right quantity, right products, right place, right conditions, right quality and the right price according to the contract in consultation with contract owners. Assist End Users with timeous development of specification reference for the sourcing of quotations and bids. Provide administrative support to Business Units on contracts with service providers and ensure compliance with the PFMA (Public Finance Management Act).

Provide support with regards to development, implementation and maintenance of procurement policies and frameworks: Provide support regarding the development of supply chain management policies and strategies. Ensure that policies are in line with the organization's strategic objectives, Treasury Regulations and the Government BBBEE frameworks. Identify deficiencies in policy framework, procedural guidelines and work processes within the Supply Chain Management Unit. Design, implement and maintain effective procurement control; systems to ensure compliance to policy and procedures on a continuous basis. Communicate changes to policy, procedures and work processes to staff in the business unit and train/coach staff where required. Manage and development of Staff: Set, agree and monitor performance of direct reports, ensure alignment with planned targets. Allocate work according to the individual workload, expertise, and developmental needs of the individual. Identify development and succession planning requirements. Ensure employment equity compliance. Monitor outputs that achieve business requirements. Facilitate staff productivity and efficiency, minimizing absenteeism and turnover figures. Manage the budget of the unit and monitor expenditure patterns as per the prescripts

ENQUIRIES APPLICATION

: Mapule Mahlangu on Tel No: (012) 399 2639
 : It is mandatory to email your application (comprehensive CV and new Z83 completed and duly signed) to Recruit2@gpaa.gov.za quoting the reference number in the subject heading of the email [failure to adhere to this will result in decline of application/s

NOTE

: The purpose of the job is to develop, review, and implement a contract administration service within the GPAA. One position of Deputy Director: Supply Chain Management: Contract Management is currently available at Supply Chain Management Unit in the GPAA. This position will be filled as a permanent position.

POS 12/50

: **DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: DD/SCM/2026/04-1P**
 Permanent

SALARY CENTRE REQUIREMENTS

: R896 436.per annum (all –inclusive package)
 : Pretoria Head Office
 : A recognized National Diploma / Degree in Supply Chain Management/Logistics/Purchasing Management or equivalent (at least 360 credits), with a minimum of 5-6 years' experience in Supply Chain Management and or Finance Management environment of which 3 years in an Assistant Director/Management role. Knowledge of Supply Chain Management in government. Knowledge of Logistics Management. Knowledge of the PFMA, PPPFA, Treasury regulations and guidelines. Knowledge of Preferential Procurement Regulations 2022. Knowledge of Medium-Term Strategic Framework. Knowledge of White paper on transformation of public service. Knowledge of Board Based Black Economic Empowerment Act. Knowledge of Labour relations and collective bargaining systems. Knowledge of Public Service Transformation and management issues. Knowledge of Public Service Regulations and relevant prescripts. Knowledge of GPAA policies and procedures. Knowledge of Public Service Act. Knowledge of Economic Reporting framework. Financial Management/ Accounting skills. Analytical skills. Problem solving skills. Verbal and written communication skills. Computer literate (Ms Word, Excel, PowerPoint). Budgeting and Financial management skills. Planning and organizing skills. Project Management skills. Decision making skills. Diversity Management skills. People -Management skills. Report writing skills. Result oriented. Interpersonal Relationships. Customer focus and responsiveness. Impact and Influence. Initiative-taking. Team Leadership. Developing others. Managing Interpersonal conflict. Networking and building bonds. Integrity

DUTIES

: The incumbent will be responsible for a wide variety of tasks which include but are not limited to the following: Provide support with regards to development, implementation and maintenance of SCM policies and frameworks: Provide support regarding the development of supply chain management policies and strategies. Ensure that policies are in line with the organization's strategic objectives, Treasury Regulations and the Government BBBEEE frameworks. Identify deficiencies in policy framework, procedural guidelines and work processes within the Supply Chain Management unit. Design, implement and maintain effective procurement control systems to ensure compliance to policy

and procedures on a continuous basis. Communicate changes to policy, procedures and work processes to staff in the business unit and train/coach staff where required. Manage tender and procurement process: Drive the implementation of the Procurement Plan. Source tender specifications from components and units and publish tenders. Oversee the compilation of tender documents. Oversee allocation of tender numbers, advert dates and closing dates. Oversee placing of publishing for tenders on e-Tender and other media when applicable. Manage the administration of all processes related to the monitoring of tender documents. Oversee all tender documents received for preparation and presentation to Bid Adjudication Committee. Oversee bid registers. Compile corporate demand plan informed by end users. Communicate with all cost centre managers with regards to their procurement plans. Consolidate all procurement plans for the GPAA. Assist the Bid Specification Committee with compilation of the terms of reference and/or specifications. Oversee the scheduling of the advertisement for close and open of tenders. Oversee the publishing tenders. Conduct industry analysis for specific products and devise a sourcing strategy. Conduct marketing and industrial analysis for specialized sourcing requests. Analyse repetitive sourcing requests and determine consolidative solutions. Manage all resources of the unit: Set, agree and monitor performance of direct reports, ensure alignment with planned targets. Allocate work according to the individual workload, expertise, and developmental needs of the individual. Identify development and succession planning requirements. Ensure employment equity compliance. Monitor outputs that achieve business requirements. Facilitate staff productivity and efficiency, minimizing absenteeism and turnover figures. Manage the budget of the unit and monitor expenditure patterns as per the prescripts

**ENQUIRIES
APPLICATION**

: Mapule Mahlangu on Tel No: (012) 399 2639
 : It is mandatory to email your application (comprehensive CV and new Z83 completed and duly signed) to Recruit2@gpaa.gov.za quoting the reference number in the subject heading of the email [failure to adhere to this will result in decline of application/s

NOTE

: The purpose of the job is to develop, implement, maintain and manage the supply chain management system of goods and services within the GPAA. One position of Deputy Director: Supply Chain Management is currently available at Supply Chain Management Unit in the GPAA. This position will be filled as a permanent position.

POST 12/51

: **ASSISTANT DIRECTOR: RECRUITMENT REF NO: ASD/REC/2026/04-1P**
 Permanent

**SALARY
CENTRE
REQUIREMENTS**

: R468 459 per annum
 : Pretoria Head Office
 : An appropriate Degree/National Diploma (at least 360 credits) in Human Resource Management/ Industrial & Organisational Psychology/ Social Sciences/ Public Administration (with at least 360 credits, NQF 6) Three (3) to Five (5) Recruitment experience of which 2 years is junior management experience. Computer Literacy that would include a good working knowledge of MS Office. Knowledge of DPSA Regulations. Knowledge of Labour Relations Act. Knowledge of Basic Conditions of Employment Act. Knowledge of Recruitment, Selection & Placement Policy. Knowledge of conducting Interviews. Knowledge of other Public Service Prescripts and Legislations. Knowledge of Public Service Regulations. Knowledge of working with Recruitment Agencies. Human Resource Policy and Procedures. Knowledge of Screening of CV's. Knowledge and understanding of Batho Pele Principles. Knowledge of Data Management. Analytical skills. Project management skills. Problem solving skills. Organizing skills. Supervisory and Leadership skills. Advisory skills. Interpersonal relations. Conflict management. Report writing. Customer Oriented. Ability to communicate at all levels. Good interpersonal relationships. Building and maintaining collaborative and strong relationships. Working in a team. Adhering to business ethics. Out of the box thinker. Attention to detail. Adhering to business ethics. Long attention span. Ability to prioritize urgent and confidential matters. Ability to work under pressure. Deadline driven.

DUTIES

: The incumbent will be responsible for a wide variety of tasks which include but not limited to the following Manage all aspects of the Recruitment, which includes the following: Manage the process of advertising positions. Manage

allocation of work to agencies for response handling or full service. Ensure that shortlisting is done according to inherent requirements of position. Obtain approval for shortlisted candidates and selection panel. Oversee compilation of technical questions to ensure a competency-based interview. Oversee and manage the conducting of fair and procedurally correct interviews. Oversee and manage the process of verification of personal information prior to appointment. Oversee and manage the drafting of submissions for approval for appointment or edit the submissions drafted by subordinates/Agencies. Oversee assessments of candidates – whether technical or prescribed DPSA assessments. Oversee all account related matters to external service providers including issuing of Purchasing Orders and following SCM prescripts. Provide statistics, reports, and any relevant recruitment information as requested. Implement and maintain HR policies and procedures pertaining to recruitment. Ensure adherence to the GPAA's processes, policies, and procedures. Ensure adherence to GPAA's Recruitment and Selection Policy. Ensure adherence to Labour Law, EE, Basic Conditions of Employment Act, Public Service Act, Public Service Regulations and DPSA Regulations. Identify best practices, latest developments, and trends. Render technical advice regarding relevant recruitment and selection policy and procedure. Provide advice, solutions, and guidance. Render guidance and advice to line managers on recruitment policies, selection requirements and suitability of candidates in the recruitment and selection process, procedures and best practices. Manage and Development of Staff. Manage the performance of the unit which involves coaching, mentoring and taking corrective action where required, develop performance standards and evaluates team and individuals. Monitor staff regarding human resources such as leave recruitment and grievances. Compile the work plans for the unit including the consolidation of the operational plans into the directorate's overall work plan.

ENQUIRIES
APPLICATION

- : Felicia Mahlaba on Tel No: (012) 319 1455
- : It is mandatory to email your application (comprehensive CV and new Z83 completed and duly signed) to Recruit1@gpaa.gov.za quoting the reference number in the subject heading of the email [failure to adhere to this will result in decline of application/s].

NOTE

- : The purpose of the role is to coordinate the end-to-end recruitment, selection, and appointment processes in GPAA. A permanent position of Assistant Director: Recruitment is currently available at the Government Pensions Administration Agency (GPAA): Human Resource Administration Unit.

**DEPARTMENT OF HIGHER EDUCATION AND TRAINING
(Tshwane North TVET College)
(Maluti TVET College)**

OTHER POSTS

<u>POST 12/52</u>	:	<u>SENIOR RISK MANAGEMENT OFFICER REF: TNC/CO/26-04/1</u> Nature of Appointment: Permanent
<u>SALARY</u>	:	R397 116 per annum (Level 08) plus benefits
<u>CENTRE</u>	:	Central Office
<u>REQUIREMENTS</u>	:	Recognised National Diploma (NQF 6) in Risk Management/ Internal Audit or equivalent qualification. 3-5 years' experience in Risk Fraud, Ethics and Integrity Management or related field. Knowledge of the relevant prescripts, legislation and regulations. Knowledge and understanding of the Risk Fraud, Ethics and Integrity Management environment.
<u>DUTIES</u>	:	Ensure overall supervision and facilitate the provision of risk management services: Identify risks at the College. Facilitate the strategic risk assessment. Facilitate the operational risk assessment. Facilitate the process level risk assessment. Compile risk register for strategic, operational and process level. Provide Risk Management Report to College management and Risk Management Committee on quarterly bases. Follow up on the implementation of the mitigating action plans that were put in place to reduce the risk to an acceptable level. Ensure overall supervision and facilitate the provision of fraud and anticorruption services: Facilitate the development and maintenance of internal anti-corruption system. Facilitate the Fraud/ Corruption risk assessments. Conduct investigations on allegations of corruption. Ensure overall supervision and facilitate the provision of ethics and integrity management services: Facilitate the promotion of the implementation of code of conduct e.g. remunerative work & gift register. Facilitate the promotion of financial disclosure system. Ensure overall supervision and facilitate risk, fraud, ethics and integrity management awareness and trainings: Facilitate training, workshops and awareness on risk, fraud, ethics and integrity management. Supervise human, physical and financial resources.
<u>ENQUIRIES</u>	:	Should you have enquiries or experience any problem submitting your application contact Ms RN Selepe at 012 401 1955 / Ms JM Nyalunga at 012 401 1940.
<u>APPLICATION NOTE</u>	:	Email to seniorriskofficer@tnc.edu.za Tshwane North TVET College would like to invite suitably qualified, innovative, result-orientated and self-driven candidates to apply for their vacant positions. Applications must be submitted on the New Z83 which must be fully completed, obtainable from any Public Service Department and must be accompanied by a comprehensive Curriculum Vitae. Only shortlisted candidates will be required to submit certified copies of qualifications including academic records, driver's license, and identity document. Please take note that communication in relation to the process will be limited to the short-listed candidates. If you have not received any correspondence within three (3) months after the closing date, please consider your application unsuccessful. Note: Please quote the relevant reference number of the post you are applying for. Applications received after the closing date will NOT be accepted. Shortlisted candidates will be subjected to a vetting process: criminal record, citizenship, credit record checks, and 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. The College/DHET reserves the right not to make appointments. People with disability are encouraged to apply. All costs incurred due to your application and interviews will be at your own expense. Note: EE Target African male, African female, Coloured male, Coloured female, White male, Indian male and White female.
<u>CLOSING DATE</u>	:	24 April 2026

POST 12/53 : **SENIOR ASSETS OFFICER REF: TNC/CO/26-04/2**
Nature of Appointment: Permanent

SALARY : R397 116 per annum (Level 08) plus benefits
CENTRE : Central Office
REQUIREMENTS : A recognised National Diploma/Degree in Accounting/Financial Management (NQF Level 6) or related qualification. At least 3-5 years' related experience. Thorough knowledge and understanding of the public finance legislation/policies and the Continuing Education and Training (CET) Act. A valid driver's licence. Must be willing to travel, work irregular hours and be committed to meet deadlines within tight timeframes. Competencies, Abilities And Skills: Experience in managing movable assets of an organisation. Experience in maintaining a fixed asset register. Knowledge and understanding of the GRAP Standards. Communication and interpersonal skills as well as emotional intelligence. Problem solving skills. Computer literacy. Analytical and project management skills. Ability to work independently. Decisiveness. Accountability. Ability to plan, organise & follow up. Good monitoring and reporting skills. Good record keeping capabilities.

DUTIES : Co-ordinate acquisition of the college's movable assets. Maintain the college's fixed asset register. Contribute to the design and development of the Asset Management System. Ensure that all assets are insured and damages to assets are claimed on time. Ensure all assets are recorded and barcoded in the asset register. Perform physical asset verification and submit reports. Establish the asset management capability of the college. Monitor and review the capturing of all physical assets in the physical asset management register. Monitor and review the allocation of assets in accordance with the relevant policy and procedures. Manage the capturing of asset information on the inventory list of the asset holder. Follow up on missing assets to ensure that they are accounted for. Manage the performance of asset verification according to prescribed time frames. Compile reports on the state of assets for the college. Manage the disposal process. Conduct monthly reconciliation of the fixed asset register with the general ledger. Manage insurance of the college's assets. Prepare monthly, quarterly, or ad-hoc reports on assets. Liaise with external and internal auditors. Assist in any other Supply Chain Management responsibilities as advised by the SCM Manager. Manage the transfer of inter divisional/delivery sites assets. Manage the improvement of operational controls as reported on by Internal Audit. Advise staff on proper management of assets. Ensure appropriate filing and stamping of documents. Follow asset management procedure for all assets sent to suppliers for repairs.

ENQUIRIES : Should you have enquiries or experience any problem submitting your application contact Ms RN Selepe at (012) 401 1955 / Ms JM Nyalunga at (012) 401 1940.

APPLICATION : Email to seniorassetsofficer@tnc.edu.za
NOTE : Tshwane North TVET College would like to invite suitably qualified, innovative, result-orientated and self-driven candidates to apply for their vacant positions. Applications must be submitted on the New Z83 which must be fully completed, obtainable from any Public Service Department and must be accompanied by a comprehensive Curriculum Vitae. Only shortlisted candidates will be required to submit certified copies of qualifications including academic records, driver's license, and identity document. Please take note that communication in relation to the process will be limited to the short-listed candidates. If you have not received any correspondence within three (3) months after the closing date, please consider your application unsuccessful. Note: Please quote the relevant reference number of the post you are applying for. Applications received after the closing date will NOT be accepted. Shortlisted candidates will be subjected to a vetting process: criminal record, citizenship, credit record checks, and 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. The College/DHET reserves the right not to make appointments. People with disability are encouraged to apply. All costs incurred due to your application and interviews will be at your own expense. Note: EE Target African male, African female, Coloured male, Coloured female, White male, Indian male and White female.

CLOSING DATE : 24 April 2026

POST 12/54 : **SENIOR HRD PRACTITIONER REF NO: TNC/CO/26-04/3**
Nature of Appointment: Permanent

SALARY : R397 116 per annum (Level 08) plus benefits
CENTRE : Central Office
REQUIREMENTS : Recognized National Diploma in Human Resource Management/Development (NQF level 6). Relevant PERSAL Certificates will be an added advantage. A Certificate in facilitation/ Assessor/ Moderator will be an added advantage. 3-5 years' relevant experience in Human Resource development environment. Knowledge and understating of the application of Public Service legislative framework (PSA, PFMA, PSR etc.). Knowledge and understanding of coordination and facilitation of training. Knowledge and understanding of application of Employment Equity Act. Knowledge and understanding of PMDS and IQMS.

DUTIES : Ensure overall supervision and that training and development programmes plan is developed and implemented. Ensure overall supervision and that the Work Skills Plan is developed, approved, submitted to ETDP SETA and Implemented. Ensure overall supervision and proper implementation of awarding bursaries in line with the college policy. Serve as the secretariat in Employee recognition and Skills Development committees. Ensure overall supervision and proper implementation of Internship and Learnership programmes in line with the college policy. Ensure overall supervision and monitor the implementation of Performance Management Development System, Integrated Quality Management System and conduct training to College officials. Ensure overall supervision and provide technical guidance on the development of Job Descriptions and ensure that all officials have signed job descriptions. Coordination of training for occupational programmes. Ensure that conditional grants and skills development levies applications are processed and reported. Supervise human, physical, financial and other resources.

ENQUIRIES : Should you have enquiries or experience any problem submitting your application contact Ms RN Selepe at (012) 401 1955 / Ms JM Nyalunga at (012) 401 1940.

APPLICATION NOTE : Email to seniorhrd@tnc.edu.za
Tshwane North TVET College would like to invite suitably qualified, innovative, result-orientated and self-driven candidates to apply for their vacant positions. Applications must be submitted on the New Z83 which must be fully completed, obtainable from any Public Service Department and must be accompanied by a comprehensive Curriculum Vitae. Only shortlisted candidates will be required to submit certified copies of qualifications including academic records, driver's license, and identity document. Please take note that communication in relation to the process will be limited to the short-listed candidates. If you have not received any correspondence within three (3) months after the closing date, please consider your application unsuccessful. Note: Please quote the relevant reference number of the post you are applying for. Applications received after the closing date will NOT be accepted. Shortlisted candidates will be subjected to a vetting process: criminal record, citizenship, credit record checks, and 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. The College/DHET reserves the right not to make appointments. People with disability are encouraged to apply. All costs incurred due to your application and interviews will be at your own expense. Note: EE Target African male, African female, Coloured male, Coloured female, White male, Indian male and White female.

CLOSING DATE : 24 April 2026

POST 12/55 : **EXAMINATION OFFICER REF NO: TNC/PC/26 – 04/4**
Nature of Appointment: Permanent

SALARY : R325 101 per annum (Level 07) plus benefits
CENTRE : Rosslyn Campus
REQUIREMENTS : Matric certificate or NC (V) Level 4 certificate with a National Diploma/Degree in Management Assistant / Office Administration or equivalent qualification. At least 1 - 2 years' experience at a TVET College or in an educational institution. Knowledge of White Paper on PSET. Knowledge of Public TVET sector and its

regulatory and legislative framework. Knowledge and understanding of TVETMIS, and ITS, TVET National Examination Policies, Government Gazette: Conduct of Examination, DHET Punctuality Policy, Examination requirements for Exam Centres. Sound knowledge of legislation regulating examinations and assessments Excellent computer skills/knowledge of Microsoft Office packages. Good leadership skills. Ability to write reports. Must be able to work under pressure, in a team, independently and for longer hours. Use problem-solving techniques to tactfully address queries / concerns. Ability to perform routine tasks and meet deadlines. Effective organisational, administration, time management, communication (verbal and written) and planning skills. Computer literate in MS Office (Word, Excel, Outlook and internet). A valid driver's license.

DUTIES

: Updating and verification of final examination marks on the ITS System; verification of captured final examination marks. Capture examination enrolments on ITS System. Issuing of term mark sheets for completion and returning back. Issuing of exam permits and preparing exam venues to be conducive enough to run exams. Compile the daily examination reports and submit to the Curriculum Implementation. Submit examination irregularities to the DHET National and Examination irregularity committee. Ensure that there is a smooth receiving, collating and dispatching of both full-time and part-time scripts to the National Examination marking centres. Be a Distribution Point manager during the examination period. Oversee the implementation of DHET/College Management plans regarding examinations. Be the liaising person between the college and DHET on all the examination related matters. Implement the College examination related policies. Verify and declare students qualifying for graduation to the graduation committee. Issuing of statement of results, examination permits, certificates and diploma applications. Timeous completion of preliminary schedule to make amendments and send to the department for corrections. Assist with the submission of outstanding ICASS/POE's and keep electronic records. Execution of examination duties according to the national Examination Policy for National Certificate Vocational (NCV) and Report 191 (NATED). Application for examination concessions to the DHET. Ensure the provision of examination services; facilitate the process of invigilation training, pre-examination meeting for students, markers and data Capturers; Establish the function of Irregularity Committee; Ensure proper administration of the examination unit; Manage all human, financial and other resources in the unit. Ensure record management and reporting every examination cycle. Execution of any other duties assigned.

ENQUIRIES

: Should you have enquiries or experience any problem submitting your application contact Ms RN Selepe at (012) 401 1955 / Ms JM Nyalunga at (012) 401 1940.

APPLICATION NOTE

: Email to examofficerc@tnc.edu.za
 : Tshwane North TVET College would like to invite suitably qualified, innovative, result-orientated and self-driven candidates to apply for their vacant positions. Applications must be submitted on the New Z83 which must be fully completed, obtainable from any Public Service Department and must be accompanied by a comprehensive Curriculum Vitae. Only shortlisted candidates will be required to submit certified copies of qualifications including academic records, driver's license, and identity document. Please take note that communication in relation to the process will be limited to the short-listed candidates. If you have not received any correspondence within three (3) months after the closing date, please consider your application unsuccessful. Note: Please quote the relevant reference number of the post you are applying for. Applications received after the closing date will NOT be accepted. Shortlisted candidates will be subjected to a vetting process: criminal record, citizenship, credit record checks, and 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. The College/DHET reserves the right not to make appointments. People with disability are encouraged to apply. All costs incurred due to your application and interviews will be at your own expense. Note: EE Target African male, African female, White male, White female, Coloured Male, Coloured female and Indian female.

CLOSING DATE

: 24 April 2026

POST 12/56 : **COMMUNICATIONS OFFICER REF: TNC/CO/26-04/5**
Nature of Appointment: Permanent

SALARY : R325 101 per annum (Level 07) plus benefits
CENTRE : Central Office
REQUIREMENTS : Senior Certificate or equivalent plus a recognised National Diploma (NQF Level 6) in Communication/ Marketing/ Public Relations or equivalent qualification. 2-3 years' experience in Marketing and Communication environment. Valid Driver's Licence. Competencies: Knowledge of social media practice and channels. Understanding of the importance of brand guidelines and applying across a range of channels. Knowledge and understanding of stakeholder management. Knowledge of events planning and management. Knowledge and understanding of digital marketing. Knowledge and understanding of website maintenance. Knowledge and understating of the application of Public Service legislative framework. Proven computer literacy, including advanced MSWord, MS Excel and MS PowerPoint. Proven ability to effectively manage change. The incumbent must be willing to travel, work irregular hours and be committed to meeting deadlines within tight timeframes.

DUTIES : Provide internal and external communication services. Provide marketing, promotions including exhibition, school visits and branding services. Provide public relations and media liaison services. Provide photographic services and drafting of articles. Coordinate college events and provide communication administrative support across delivery sites. Provide and maintain the content, design and layout of the college website. Develop visual marketing material. Develop and produce college publications, i.e. banners, information brochures, annual reports, pamphlets and programme information. Manage public relations and media liaison services. Manage all media and general community liaison and communications. Proof reading and editing of external written publications and articles. Take a role of sub-editor of the electronic newsletter. Track all the positive and negative stories about the college captured on social media platforms/newspapers and forward to the relevant managers for official responses

ENQUIRIES : Should you have enquiries or experience any problem submitting your application contact Ms RN Selepe at 012 401 1955 / Ms JM Nyalunga at 012 401 1940.

APPLICATION NOTE : Email to communicationsofficer@tnc.edu.za
Tshwane North TVET College would like to invite suitably qualified, innovative, result-orientated and self-driven candidates to apply for their vacant positions. Applications must be submitted on the New Z83 which must be fully completed, obtainable from any Public Service Department and must be accompanied by a comprehensive Curriculum Vitae. Only shortlisted candidates will be required to submit certified copies of qualifications including academic records, driver's license, and identity document. Please take note that communication in relation to the process will be limited to the short-listed candidates. If you have not received any correspondence within three (3) months after the closing date, please consider your application unsuccessful. Note: Please quote the relevant reference number of the post you are applying for. Applications received after the closing date will NOT be accepted. Shortlisted candidates will be subjected to a vetting process: criminal record, citizenship, credit record checks, and 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. The College/DHET reserves the right not to make appointments. People with disability are encouraged to apply. All costs incurred due to your application and interviews will be at your own expense. Note: EE Target African male, African female, White male, White female, Coloured Male, Coloured female and Indian female.

CLOSING DATE : 24 April 2026

POST 12/57 : **SUPPLY CHAIN AND ASSETS OFFICER REFNO: TNC/TC/26 – 04/6**
Nature of Appointment: Permanent

SALARY : R325 101.per annum (Level 07) plus benefits
CENTRE : Temba campus
REQUIREMENTS : Three (3) year qualification in Accounting / Financial Management / Supply Chain Management / Asset Management. 1-2 year's relevant work experience

in the finance and related fields. Ability to plan and organize. Ability to work with diverse team of individuals and be client oriented, Commitment and willingness to learn. Attention to detail. Ability to work under pressure and deadline oriented. Good knowledge of accounting principles, GRAP/ PFMA/ Treasury Regulations. Good working knowledge of GRAP 17. Knowledge of performing inventory counts, physical asset verification, capturing accounting transactions and performing reconciliations. Reporting and communication skills (oral and written). Knowledge of Accounting Computer Software (ITS, Pastel, etc.).

DUTIES : The successful candidate will be expected to handle documents and information with strict confidentiality. Responsible for asset management and inventory control at the Campus. Assist in the procurement of College assets. Perform supply needs assessment. Implement stores procedures and manage Campus stores. Maintain Campus Asset Register. Control and monitor asset disposal as per Treasury Regulations. Ensure compliance with College Policies and other applicable legislation. Maintain assets records. Prepare monthly/quarterly/annual assets/inventory reports. Issue and receive assets/inventory. Ensure that all the Assets of the college are Insured. Perform assets counts and verification on Quarterly basis. Maintain efficient stock order levels. Ensure general upkeep of Campus stores. Manage Fleet at Campus. Ensure that Campus vehicles are properly managed. Issue/facilitate trip authorization forms/processes. Monitor and analyses fuel /wear and tear usage to ensure compliance with College Policies and Procedures. Compile Monthly Reports in relation to Fleet Management i.e. Tracker, Fuel Usage, Exception Reports etc. Provide finance related information during Internal and External Audits. Maintain and monitor finance related risks as identified in the College Risk Register. Ensure safekeeping of records. Perform ad hoc Campus related work as and when required by the Campus Management.

ENQUIRIES : Should you have enquiries or experience any problem submitting your application contact Ms RN Selepe at (012) 401 1955 / Ms JM Nyalunga at (012) 401 1940.

APPLICATION NOTE : Email to assetsofficer@tnc.edu.za
 : Tshwane North TVET College would like to invite suitably qualified, innovative, result-orientated and self-driven candidates to apply for their vacant positions. Applications must be submitted on the New Z83 which must be fully completed, obtainable from any Public Service Department and must be accompanied by a comprehensive Curriculum Vitae. Only shortlisted candidates will be required to submit certified copies of qualifications including academic records, driver's license, and identity document. Please take note that communication in relation to the process will be limited to the short-listed candidates. If you have not received any correspondence within three (3) months after the closing date, please consider your application unsuccessful. Note: Please quote the relevant reference number of the post you are applying for. Applications received after the closing date will NOT be accepted. Shortlisted candidates will be subjected to a vetting process: criminal record, citizenship, credit record checks, and 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. The College/DHET reserves the right not to make appointments. People with disability are encouraged to apply. All costs incurred due to your application and interviews will be at your own expense. Note: EE Target African male, African female, White male, White female, Coloured Male, Coloured female and Indian female.

CLOSING DATE : 24 April 2026

POST 12/58 : **CAMPUS ADMINISTRATOR REF NO: MALUTIVET/LCA-013/2026**

SALARY : R325 101.per annum (Level 07)

CENTRE : Lere La Tshepe Campus

REQUIREMENTS : National Senior Certificate/Grade 12/Standard 10 or NCV Level 4. Recognised National Diploma (NQF 6) in Office Management and Technology/Public Management or equivalent qualification. 2-3 years relevant experience in Administration environment. Competencies and Attributes: Knowledge of office administration. Knowledge of Public Service legislations and policies. Knowledge of PSET. Knowledge and understanding of the TVET/ CET Administration. Understanding of the Higher Education sector. Understanding of corporate governance. Understanding Cost center budgetary, expenditure

and cash flow management. Employment Equity Act, Public Service Regulations and Public Service Act, Labour Relations Act and any other related legislation.

DUTIES

: Render administrative support services. Draw up a campus enrolment plan for both NCV and report 191. Gather departmental information and compile a report for A-TEAM and Campus Management. Prepare reports, presentations, and other correspondence. Arrange meetings, conferences, workshops and other gatherings as required. Provide other secretarial support services to campus management. Administer and coordinate human resource services. Coordinate Leave forms and submit to central office. Coordinate PMDS documents and submit to central office. Coordinate all relevant documentation pertaining to disciplinary cases and grievances. Follow up and resolve all human resource administration queries and issues emanating from campus staff. Maintain human resource records administration. Monitor the attendance register for staff. Coordinate the compilation of duty registers and payment for part-time lectures. Support the implementation of college staff wellness programme at campus level. Provide procurement services. Recommend purchase requisitions to Campus Manager. Draft procurement memo. Complete requisition form. Receive goods and services. Coordinate and submit invoices to central office for processing. Verify the correctness of goods and services supplied against the appropriate documentation. Follow-up on campus requisitions made. Maintain a proper filing system. Maintain files for all campus staff. Filing of all relevant documentation according to QMS requirements and national achieve Act. Keep record of postage received from central office and ensure that the distribution is done accordingly and register is kept by the relevant official. Administer student registration and examination process. Assist in the registration of students. Store student portfolios of evidence and student records. Scan documents of students. Capture and reconcile information for students. Ensure data exceptions and corrections. Process the details of applications for programmes and credits. Coordinate the student registration process. Coordinate the examination process.

ENQUIRIES

: Ms T Mathipe Tel No: (058) 303 1732

APPLICATION

: All applications should be posted or hand delivered to Human Resource Management: Maluti TVET College, Corporate Office, Private Bag X 33, Bethlehem 9700 or hand delivered at Maluti TVET College: Corporate Office, Corner High & Broster Street, Bethlehem 9700. Email applications can be forwarded to hrrecruitment@malutitvet.co.za in pdf format and as one attachment. Indicate the relevant reference number and job title on the subject line.

NOTE

: Applications quoting the relevant reference number must be submitted on a Z83 form (effective from 01 January 2021) obtainable from any Public Service department as well as Maluti TVET College Corporate Office or from Maluti TVET College Official website www.malutitvet.co.za. The Z83 form must be signed, initialed and dated. All fields of Section A, B, C and D of the Z83 must be completed in full. Section E, F, G (Due to the limited space on the Z83 it is acceptable for applicants to indicate refer to CV or see attached. However, the question related to conditions that prevent re-appointment under Part "F" must be answered. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed Z83 form and a detailed curriculum vitae. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from HR. Foreign qualifications must be accompanied by a SAQA evaluation report. Immigrants should apply for work permits before assumption of duty. Applicants who do not comply with the abovementioned instructions/ requirements, as well as applications received late will not be considered. Failure to submit all the requested documents will result in the application not being considered. Maluti TVET College is an equal opportunity affirmative action employer. Candidates whose appointments promote representativity in terms of race, gender and disability will receive preference. People with disability are encouraged to apply. NB: Please consider your application as unsuccessful should you not be contacted within 60 days from the closing date of this advertisement. Correspondence will be limited to shortlisted candidates only. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Suitable candidates will be subjected to a personnel suitability

check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Successful candidates may be required to work at other places as may reasonably be required by the Department and the College. Maluti TVET College reserves the right to withdraw any of the mentioned advert.

CLOSING DATE

: 30 April 2026 @16:00

POST 12/59

: **SECRETARY TO THE CAMPUS MANAGER REF NO: TNC/PC/26 – 04/7**

Nature of Appointment: Permanent

SALARY

: R228 321 per annum (Level 05) plus benefits

CENTRE

: Pretoria Campus

REQUIREMENTS

: Senior Certificate or equivalent plus a National Diploma in Management Assistant/Office Administration. 1-2 years' experience in typing and secretarial support. Basic knowledge of financial management. Record management of documents. Ability to communicate well with people at different levels and backgrounds. Good telephone etiquette. Computer literacy. Sound organizational skills. Good people skills. High level of reliability. Basic written communication skills. Ability to act with tact and discretion.

DUTIES

: Provide secretarial/ receptionist support service to the manager. Receive telephone calls and refer the calls to the correct role players if not meant for the relevant manager. Ensure proper record keeping in the office of the Campus Manager. Filing of documents for the manager and the campus where required. Receive, record, and distribute all incoming and outgoing correspondence. Collect all relevant documents to enable the manager to prepare for meetings. Prepare travel claims and other payments in the office of the Campus Manager. Arrange meetings and events for the manager and the staff in the campus. Identify venues, invite role players, organize refreshments, and sets up schedules for meetings and events. Arrange all logistics for workshops. Track and process documents. Manage the office of the Campus Manager and receive visitors. Perform any other administrative duties that will be assigned by the Campus Manager. Compile and consolidate sectional reports for the campus.

ENQUIRIES

: Should you have enquiries or experience any problem submitting your application contact Ms RN Selepe at Tel No: (012) 401 1955 / Ms JM Nyalunga at (012) 401 1940.

APPLICATION

: Email to secretarytocm@tnc.edu.za

NOTE

: Tshwane North TVET College would like to invite suitably qualified, innovative, result-orientated and self-driven candidates to apply for their vacant positions. Applications must be submitted on the New Z83 which must be fully completed, obtainable from any Public Service Department and must be accompanied by a comprehensive Curriculum Vitae. Only shortlisted candidates will be required to submit certified copies of qualifications including academic records, driver's license, and identity document. Please take note that communication in relation to the process will be limited to the short-listed candidates. If you have not received any correspondence within three (3) months after the closing date, please consider your application unsuccessful. Note: Please quote the relevant reference number of the post you are applying for. Applications received after the closing date will NOT be accepted. Shortlisted candidates will be subjected to a vetting process: criminal record, citizenship, credit record checks, and 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. The College/DHET reserves the right not to make appointments. People with disability are encouraged to apply. All costs incurred due to your application and interviews will be at your own expense. Note EE Target African male, African female, White male, White female, Coloured Male, Coloured female and Indian female.

CLOSING DATE

: 24 April 2026

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.

- CLOSING DATE** : 28 April 2026
- NOTE** : Interested applicants must submit their applications for employment to <https://forms.office.com/r/X2XaVPasWu> or alternatively the address specified in each post. 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, 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 application reaches the department noting different options provided for submission. Applicants who wish to post their application forms are encouraged to utilize courier services in light of the current post office challenges. 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.
- ERRATUM:** Kindly note the 2 posts of Office Managers based at Centre: State Attorney: Port Elizabeth, Ref No: 60/26EC (X1 Post) and State Attorney: Mthatha, Ref No: 61/26EC (X1 Post) advertised in the Public Service Vacancy Circular 11 of 2026 dated 27 March 2026 with the closing date of 17 April 2026 was advertised with the incorrect Salary level 10, the correct Salary level should be R468 459 – R551 823. We apologize for any inconvenience caused.

OTHER POSTS

- POST 12/60** : **COURT MANAGER REF NO: 26/21/FS**
- SALARY** : R582 444 – R686 091 per annum. The successful candidates will be required to sign a performance agreement.
- CENTRE** : Magistrate Office: Ficksburg
- REQUIREMENTS** : An undergraduate National Diploma/Degree qualification (NQF level 6) as recognized by SAQA in Public Administration /Management/Law/Legal studies or field of study or equivalent legal qualification; A minimum of 3 years' experience in court management environment of which 2 years should be as a supervisor or team leader; Knowledge and experience in office and district administration; Knowledge of the Public Financial Management Act (PFMA); Experience in managing Trust (Third Party Funds) and Vote Accounts; A valid driver's license. Skills and Competencies: Applied strategic thinking; Computer

- literacy; Budgeting and financial management; Communication and information management; Continuous improvement; Citizen focus and responsiveness; Developing others; Diversity management; Planning and organizing; Problem solving; Project management.
- DUTIES** : Key Performance Areas: Coordinate and manage the financial, human resource, risk and security in the court; Manage the strategic and business planning processes; Manage the facility, physical resources, information and communication related to courts; Lead and manage the transformation of the office; Compile and analyse court statistics to show performance and trends; Support case flow management at the court; Compile annual performance and statutory reports to the relevant users; Develop and implement customer service improvements strategies; Manage service level agreements.
- ENQUIRIES APPLICATIONS** : Ms. N Dywili Tel No: 073 775 0709
: Please direct your applications to: The Director HR, Private Bag X20578, Bloemfontein, 9300 or hand deliver to Physical Address: 108 St Andrew Street, Bloemfontein, 9300 or <https://forms.office.com/r/X2XaVPasWu>
- POST 12/61** : **ADMINISTRATIVE OFFICER (X2 POSTS)**
- SALARY** : R397 116 - R467 790 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate Office: Koffiefontein, Ref No: 26/17/FS (X1 Post)
Magistrate Office: Harrismith, Ref No: 26/18/FS (X1 Post)
- REQUIREMENTS** : Three-year National Diploma/ Bachelor Degree in Public Administration/ Public Management or equivalent; Three (3) years administration experience; Knowledge of Human Resource Management, Supply Chain Management and Risk Management; Knowledge of Public Finance Management Act, Knowledge of Financial Management (Vote and Trust Account); Departmental Financial Instructions, BAS and Justice Yellow Pages; Knowledge of Case Flow Management will be an added advantage. Skills and Competencies: Computer literacy (Microsoft packages); Organizing and problem-solving skills; Sound leadership and management skills; Good interpersonal relations; People management.
- DUTIES** : Key Performance Areas: Manage the financial and Human Resources of the section; Manage the Criminal and Civil administration sections; Manage the Family Law sections.; Manage Third Party Funds, Vote Accounts and Supply Chain Management for the office; Manage and administer support services to Case Flow Management and other court users.
- ENQUIRIES APPLICATIONS** : Ms NM Dywili Tel No: 073 775 0709
: Please direct your applications to: The Director: Human Resource, Private Bag X 20578, Bloemfontein 9300 No 108 St Andrew Street, Bloemfontein or <https://forms.office.com/r/X2XaVPasWu>
- POST 12/62** : **ASSISTANT MASTER (GR 3-MR 5) REF NO: 2026/13/MP**
(This is a re-advertisement, applicants who previously applied are encouraged to re-apply)
- SALARY** : R324 579 – R1 111 323 per annum. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE** : Master of The High Court: Nelspruit
- REQUIREMENTS** : LLB Degree or four years recognized legal qualification. At least two (2) years' appropriate post qualification legal experience; Knowledge of the Administration of Estates Act, Compliance Act, Mental Health Act, Insolvency Act, Companies Act, Registration trusts Act, Curatorship's Act. Trust Property Control Act and other relevant legislation; Administration of the guardian's fund Act, Experience in the functional field and services provided by Master's of the High Court. Skills and Competencies: Estate duties; Case flow management; Trust; Administration of estates; Legal research and drafting; Planning and organizing; Dispute Resolution; Time management; Communication skills; Ability to work under pressure and independently in a highly pressurized environment.
- DUTIES** : Key Performance Areas: Manage the administration of guardian's funds and operations; Manage the administration of deceased estate; Manage the administration of insolvent estate; Manage administration of trust and curatorship's; Administration of service points operations; Manage human, finance and other resources.

- ENQUIRIES APPLICATIONS** : Ms NC Maseko Tel No: 083 284 9056
 : Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X 11249, 24 Brown Street, Nedbank centre ,4th floor building, Nelspruit 1200 or <https://forms.office.com/r/X2XaVPasWu>
- POST 12/63** : **FAMILY COUNSELLOR/ SOCIAL WORKER: GRADE 1- 4 REF NO: 26/VA16/NW**
- SALARY** : R325 200 – R725 754 per annum (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Office of the family advocate – NW
 : Bachelor's Degree in Social Workers or equivalent qualification, Appropriate experience in Social Worker after registration as Social Worker with the SACSSP. Registration with SA Council for Social Service Profession (SACSSP), Knowledge and experience in Mediating, Court experience in rendering expert evidence; Knowledge and application of Family Law, including Mediation in certain Divorce Matters Act. Children's Act, Maintenance Act and Domestic Act (inclusive of Hague Convention on International Child Abduction); A valid driver's license and willing to travel extensively within the province. Skills and Competencies: Communication (written and verbal) skills, Computer literacy (MS Word), Mediation and interviewing skills; Conflict resolution, evaluation and report writing skills; Diversity and attention to details.
- DUTIES** : Key Performance Areas: Conduct inquiries to ascertain the best interest of the minor children involved by means of mediation and /or evaluation as per relevant legislation; Evaluate information and compile forensic court reports; Act as expert witness for the Family Advocate in Court; Ensure proper case flow administration, Travel to townships and rural areas to conduct enquires, interview parties and source references in Family Law disputes.
- ENQUIRIES APPLICATIONS** : Ms. L Shoai Tel No: (018) 397 7088
 : Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X2033, Mmabatho, 2735, or hand deliver it at 22 Molopo Road, Ayob Gardens, Mafikeng. 2745 or <https://forms.office.com/r/X2XaVPasWu>
- POST 12/64** : **SENIOR COURT INTERPRETER (X3 POSTS)**
- SALARY** : R325 101 – R382 959 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate Office: Welkom, Ref No: 26/20/FS (X1 Post)
 : Magistrate office: Bafokeng, Ref No: 26/14/NW (X1 Post)
 : Magistrate office: Potchefstroom, Ref No: 26/15/NW (X1 Post)
- REQUIREMENTS** : Grade 12 and National Diploma: Legal Interpreting at NQF 5 or any other relevant tertiary qualification in the field of languages at NQF 5 and minimum of three years' practical experience in court interpreting or Grade 12 with ten years' practical experience in court interpreting; Proficiency in English and two or more indigenous languages; A valid driver's license: Language Proficiency: Welkom: English, IsiXhosa, Afrikaans and Sesotho. North West: Setswana, Afrikaans, IsiZulu, IsiXhosa or English. The following will serve as an added advantage: Ability to interpret in sign language and foreign language. Skills and Competences: Excellent communication, Listening, Inter-personal relations, Problem solving, Planning and organising and Analytical thinking skills. Time management; Confidentiality and ability to work under pressure.
- DUTIES** : Key Performance Areas: Interpret in Criminal Court, Civil Court, Labour Court and Quasi Proceedings; Interpret during consultation; Translate legal documents and exhibits; Record cases in criminal record book; Draw case records on request of Magistrate/ Prosecutors; Make arrangements for foreign language interpreters in consultation with the prosecutors; Perform Specific line and administrative support functions; Assist with capturing on ICMS; Supervise Court Interpreters.
- ENQUIRIES** : Free State: Ms NM Dywili Tel No: 073 775 0709
 : North West: Ms. L Shoai Tel No: (018) 397 7088
- APPLICATIONS** : **Free State:** Please direct your applications to: The Director: Human Resource, Private Bag X 20578, Bloemfontein 9300 or hand deliver it at 108 St Andrew Street, Bloemfontein or <https://forms.office.com/r/X2XaVPasWu>
North West: Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X2033, Mmabatho, 2735, or hand deliver

		it at 22 Molopo Road, Ayob Gardens, Mafikeng. 2745 or https://forms.office.com/r/X2XaVPasWu
<u>NOTE</u>	:	Separate application must be made quoting the relevant reference number.
<u>POST 12/65</u>	:	<u>MAINTENANCE INVESTIGATOR REF NO: 26/VA19/NW</u>
<u>SALARY</u>	:	R325 101 – R382 959 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Delareyville Magistrate Court
<u>REQUIREMENTS</u>	:	A Grade 12 certificate or equivalent qualification; Relevant administrative experience in family law matters; Knowledge of the Maintenance Act (Act of 99 of 1989). Skills and Competencies: Good communication skills (verbal and written); Computer literacy (MS Office); Good interpersonal relations; Ability to work under pressure and to solve problems; Time Management; Documents management and filing.
<u>DUTIES</u>	:	Key Performance Areas: Serve maintenance summons, subpoenas, warrants and garnishee orders for District in terms of the Maintenance Act; Locate whereabouts of persons; Give testimony in Court under oath; Render administrative support to the Office.
<u>ENQUIRIES</u>	:	Ms. L Shoai Tel No: (018) 397 7088
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X2033, Mmabatho, 2735 or hand deliver it at 22 Molopo Road, Ayob Gardens, Mafikeng or https://forms.office.com/r/X2XaVPasWu
<u>POSTS 12/66</u>	:	<u>COURT INTERPRETER (X5 POSTS)</u>
<u>SALARY</u>	:	R228 321 – R268 950 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate Office: Bethlehem, Ref No: 26/19/FS (X1 Post) Mmabatho Regional Court, Groot – Marico) Ref No: 26/VA18/NW (X1 Post) Magistrate Office: Mossel Bay, Ref No: 28/2026/WC (X1 Post) Magistrate Office: Kuilsriver (Bluedowns), Ref No: 29/2026/WC (X1 Post) Magistrate Office: Worcester, Ref No: 30/2026/WC (X1 Post)
<u>REQUIREMENTS</u>	:	NQF Level 4/ Grade 12; Proficiency in English and one or more indigenous languages. Language Proficiency, Bethlehem: IsiZulu, Sesotho, English and Afrikaans. Mmabatho: Setswana, Afrikaans, IsiZulu or IsiXhosa or English The following will serve as an added advantage: Three months Practical experience; Driver's license; Ability to interpret in sign language and or foreign language; Applicants will be subjected to language test. Skills and Competencies: Communication (verbal and written), Listening, Inter-personal relations, Computer literacy (MS word), Planning and organizing, Problem solving and analytical thinking skills; Time management; Confidentiality; Ability to work under pressure.
<u>DUTIES</u>	:	Key Performance Areas: Interpret in Criminal Court, Civil Court, Labour Court, quasi – judicial proceedings; Interpret during consultations; Translate legal documents and exhibits; Record cases in criminal record book; Draw case records on request of the Magistrate and Prosecutors; Keep records of statistics.
<u>ENQUIRIES</u>	:	Free State: Ms N Dywili Tel No: 073 775 0709 North West: Ms. L Shoai Tel No: (018) 397 7088 Western Cape: Ms P Paraffin Tel No: (021) 462 5471
<u>APPLICATIONS</u>	:	Free State: Please direct your applications to: The Director: Human Resource, Private Bag X 20578, Bloemfontein 9300 No 108 St Andrew Street, Bloemfontein or https://Forms.Office.Com/R/X2xavpaswu North West: Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X2033, Mmabatho, 2735 or hand deliver it at 22 Molopo Road, Ayob Gardens, Mafikeng or https://Forms.Office.Com/R/X2xavpaswu Western Cape: Please direct your applications to: Provincial Head: Private Bag X 9171, Cape Town, 8000 OR physical address: 8 Riebeeck Street, 5th Floor Norton Rose House, CAPE TOWN OR https://forms.office.com/r/X2XaVPasWu For Attention: Ms P Paraffin
<u>NOTE</u>	:	Separate application must be made quoting the relevant reference number.

<u>POST 12/67</u>	:	<u>ADMINISTRATION CLERK (X4 POSTS)</u>
<u>SALARY</u>	:	R228 321 – R268 950 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate Office: Warden, Ref No: 26/16/FS (X1 Post) Magistrate Office: Wolmaransstad, Ref No: 26/VA17/NW (X1 Post) Office of the Family Advocate: Cape Town, Ref No: 26/2026/FA/WC (X2 Post)
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification. Skills and Competencies: Computer literacy (MS Office); Administrative and Organizational skills; Ability to work under pressure; Good interpersonal relations; Customer service; Document management and filing.
<u>DUTIES</u>	:	Key Performance Areas: Render clerical support services; Provide supply chain clerical support services within the component; Provide personnel administration support within the component; Provide financial administration support services in the component; Provide various administrative duties.
<u>ENQUIRIES</u>	:	Free State: Ms N Dywili Tel No: 073 775 0709 North West: Ms. L Shoaii Tel No: (018) 397 7088
<u>APPLICATIONS</u>	:	Free State Please direct your applications to: The Director: Human Resource, Private Bag X 20578, BLOEMFONTEIN 9300 No 108 St Andrew Street, BLOEMFONTEIN or https://forms.office.com/r/X2XaVPasWu North West: Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X2033, Mmabatho, 2735 or hand deliver it at 22 Molopo Road, Ayob Gardens, Mafikeng or https://forms.office.com/r/X2XaVPasWu Western Cape: Please direct your applications to: Provincial Head: Private Bag X 9171, CAPE TOWN, 8000 or physical address: 8 Riebeeck Street, 5th Floor Norton Rose House, Cape Town or https://forms.office.com/r/X2XaVPasWu For Attention: Ms P Paraffin
<u>NOTE</u>	:	Separate application must be made quoting the relevant reference number.
<u>POST 12/68</u>	:	<u>ADMINISTRATION /CRT CLERK REF NO:10/26/NC/OLI</u>
<u>SALARY</u>	:	R228 321 – R268 950 per annum per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate Office: Olifantshoek
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification. Skills and Competencies: Good communication (written and verbal) skills; Computer literacy (MS Office); Good interpersonal relations; Interpersonal relations; Efficient and resourceful; Ability to work under pressure and to solve problems; Customer service; Document management; Planning and organizations skills; Accuracy and attention to detail.
<u>DUTIES</u>	:	Key Performance Areas: Prepare recordings of court proceedings; Render clerical and administrative functions; file/store and ensure safekeeping of court documents.
<u>ENQUIRIES</u>	:	Mr N. Leshage Tel No: (053) 802 1300
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: The Provincial Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300. OR hand delivers at the New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7th floor, Kimberley, 8301 or https://forms.office.com/r/X2XaVPasWu Applicants who wish to post their application forms are encouraged to utilize courier services in light of the current postal challenges. NB: Applicants will be subjected to a practical /technical test

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** : **Eastern Cape/Mthatha:** 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.
- North West/Mmabatho:** Quoting the relevant reference number, direct your application to: The OCJ Provincial Head, Office of the Chief Justice, Private Bag X2033, Mmabatho, 2735. Applications can also be hand delivered to 22 Molopo Road, Ayob Gardens, Mafikeng.
- CLOSING DATE** : 24 April 2026
- NOTE** : All applications must be submitted on a New Z83 form, which can be downloaded on internet at www.judiciary.org.za / www.dpsa.gov.za/dpsa2g/vacancies.asp or obtainable from any Public Service Department and should be accompanied by a recent comprehensive CV only; contactable referees (telephone numbers and email addresses must be indicated). Please send your documents in a PDF and put them in one folder. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. All shortlisted candidates, including 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.

OTHER POSTS

- POST 12/69** : **ACCOUNTING CLERK, REF NO: 2026/01/OCJ**
- SALARY** : R228 321 – R268 950 per annum (Level 05). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Northwest Provincial Services Centre
 Applicants should be in possession of a Grade 12 certificate or equivalent qualification. No previous experience required. 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 Public Service Prescripts, knowledge of relevant legislation and regulations including the PFMA and Treasury Regulations, knowledge of the Public Service Act, knowledge of PERSAL, knowledge and practical experience of Transversal Systems BAS and LOGIS and Batho Pele Principles, computer literacy (MS Word, MS Excel). good communication skills. financial management, interpersonal skills, planning, organizing and problem-solving skills, decision making skills, analytical skills and report writing skills.
- DUTIES** : Capture and administer payments to creditors, administer payroll and salary related claims, capture petty cash, compile expenditure reports (invoice & payment register, fleet recons and RT5-rendering of courier services reports.
- ENQUIRIES** : Technical Related Enquiries: Mr O Sebatso Tel No: (018) 397 7004/ 7000
 HR Related Enquiries: Ms L Makula Tel No: (018) 397 7064
- APPLICATIONS NOTE** : Applications can be sent via email at [2026/01/OCJ @judiciary.org.za](mailto:2026/01/OCJ@judiciary.org.za)
 The Organisation will give preference to candidates in line with Employment Equity goals.
- POST 12/70** : **TYPIST REF NO: 2026/02/OCJ**
- SALARY** : R193 359 – R227 766 per annum (Level 04). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Eastern Cape Division Of The High Court: Mthatha
 Applicants should be in possession of a Grade 12 certificate or equivalent qualification. A minimum typing speed of 35 wpm. 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 the legal terminology, court procedures, rules and environment, counter services, filing system, understanding of legislative governing the Public Service (Batho Pele & PSR), knowledge of Batho Pele Principles, computer literacy (MS Word), good communication skills (written and verbal), good interpersonal relations, planning and organisation skills, good problem-solving skills, accuracy and attention to detail, ability to work under pressure, good time keeping and telephone etiquette.
- DUTIES** : Typing of appeals, reviews, reports, minutes, circulars, notice of set downs, witness statements, taxing master reports, affidavits, memorandums and court orders. Relief administrative personnel where necessary. Filing, opening files and making appointments. Dealing with public queries and other administrative duties. Compile term roll, week roll and un/opposed motion roll and maintain registers. Compile and submit relevant orders and judgments to relevant stakeholders.
- ENQUIRIES APPLICATIONS** : Technical/HR Related Enquiries: Mr S Mponzo Tel No: (043) 726 5217
 Applications can be sent via email at [2026/02/OCJ @judiciary.org.za](mailto:2026/02/OCJ@judiciary.org.za)

NOTE

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

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** : 04 May 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>.

OTHER POSTS

- POST 12/71** : **ASSISTANT DIRECTOR: DESIGNATED GROUPS AND PRIORITY SECTORS "REF NO: ASD: DG&PS"**
- SALARY CENTRE REQUIREMENTS** : R468 459 per annum
: Pretoria
: Undergraduate qualification (NQF 7) in Public Administration / Public Management /Business Management /Social / Human Science / Psychology/ Gender Studies / Youth Studies or equivalent / related as recognised by SAQA. Minimum of 3 years' experience in monitoring and evaluation of designated groups (Women, Youth, and Persons with disabilities). Computer Literacy, Certificate in Monitoring and Evaluation and Certificate in Project Management. Have proven competencies in: Communication (Verbal and Written), Problem solving and data analysis skills, Planning and Organising Skills, Report writing skills, Project management skills, Performance reporting and Monitoring skills, Interpersonal skills, Stakeholder relations and Negotiation skills.
- DUTIES** : Provide inputs towards the development of measurable indicators on designated groups, monitor implementation and report on performance in respect of the designated groups (Women, Youth, and Persons with Disabilities) and their participation in the priority sectors. Develop a draft data management procedure for the acquisition of information for timeous reporting and validation purposes. Gather data and provide a preliminary assessment of the department's performance and progress towards achievements of its set five-year targets of the designated groups including baseline data gathering. Conduct preliminary midterm and end-of-term assessments of the department's performance and progress towards achieving its set five-year targets of the designated groups. Coordinate reporting and feedback session on performance in respect of designated groups with internal stakeholders. Provide inputs towards the development of corrective action plans in relation to the designated groups. Communicate with stakeholders, clients,

- management & colleagues: Written, Verbal and formal presentations / workshops / information sessions.
- ENQUIRIES** : Enquiries for all advertised posts should be directed to the recruitment office on Tel No: (012) 394-5286/3097
- APPLICATIONS** : The Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates must submit applications to recruitment3@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying, i.e., "REF NO: ASD: DG&PS"
- POST 12/72** : **OFFICER: INTERGOVERNMENTAL RELATIONS: "REF NO: OIGR**
- SALARY CENTRE REQUIREMENTS** : R397 116 per annum
: Pretoria
: National Diploma (NQF6) in Public Administration / Political Science / Development Studies or equivalent / related as recognised by SAQA. Undergraduate qualification (NQF7) in Public Administration / Political Science / Development Studies or equivalent / related as recognised by SAQA will be considered an added advantage. 1 Year experience in Intergovernmental Relations, Public Sector Coordination, Policy Support or a related environment. Training in Computer literacy. Have proven competencies: Communication (Verbal and Written), Problem-Solving and analytical skills, Planning and Organising Skills, Interpersonal skills and stakeholder relationship management, data collection, analysis and interpretation, Negotiation and facilitation skills, diplomacy and professional judgement and Project and Programme support skills.
- DUTIES** : Provide Intergovernmental Coordination and Support Service inclusive of but not limited to: Providing operational and administrative support to Department of Small Business Development hosted Intergovernmental Relations structures, assisting with tracking commitments, resolutions and action items arising from Intergovernmental Relations platforms etc. Conduct desktop research on Intergovernmental Relations frameworks and practices. Provide support during the development and updating of Intergovernmental Relations related Standard Operating Procedures, reporting templates and tools. Collect, compile and consolidate information on the status of MSME support initiatives across all spheres of government. Maintain records and evidence to support reporting, monitoring and audit requirements. Provide general administrative support to the Intergovernmental Relations Directorate inclusive of but not limited to: Minute taking during meetings and stakeholder engagements, compilation of meeting packs, agendas and resolutions and logistical coordination for meetings, workshops and events. Communicate with stakeholders, clients, management & colleagues: Written, Verbal and formal presentations / workshops / information sessions. Assist with organising and coordinating stakeholder engagements, information sessions and outreach activities.
- ENQUIRIES** : Enquiries for all advertised posts should be directed to the recruitment office on Tel No: (012) 394-5286/3097
- APPLICATIONS** : The Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates must submit applications to recruitment4@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying, i.e., "REF NO: OIGR"

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 by email as provided.
- CLOSING DATE** : 24 April 2026 by 16:30 (Late applications will not be considered)
- NOTE** : Application must include a Z83 form and CV only. The electronic application must be in PDF format and made up of a single document file. Indicate the correct job title and the reference number of the post on the subject line of your email. Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using the incorrect application for employment (old Z83) will not be considered. Each post(s) advert must be accompanied by its own application form for employment and must be fully completed, initialled, and signed by the applicant as instructed below. Failure to fully complete, initial, and sign the Z83 form will lead to the disqualification of the application during the selection process. All fields of Section A, B, C, and D of the Z83 must be completed in full. Section E, F, G (Due to the limited space on the Z83, it is acceptable for applicants to refer to their CV or see attached. However, the question related to conditions that prevent re-appointment under Part "F" must be answered, and the declaration signed. Only an updated comprehensive CV (with detailed previous experience, if any) and a completed and signed new Z83 application form are required. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview, following the communication from Human Resources, and such qualifications (s) and other related documents (s) will be in line with the requirements of the advert. Applicants in possession of foreign qualifications must be accompanied by an evaluation report issued by the South African Qualifications Authority (SAQA) (only when shortlisted). Applicants who do not comply with the abovementioned instructions/ requirements, as well as applications received late, will not be considered. Correspondence will be limited to shortlisted candidates only. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Candidates will further be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification, and employment verification). Some of the interviewed candidates for Senior Management level vacancies may be subjected to a 2-day competency assessment that will test generic competencies. Appointment validity will be conditional to signing of the employment contract, performance agreement, and annual financial disclosure, and must attain a security clearance (vetting) applicable to the post. The Department reserves the right not to make an appointment. You are consenting to the Department of Tourism processing your personal information, subject to POPIA, by applying for this post.

OTHER POSTS

- POST 12/73** : **DEPUTY DIRECTOR: TOURISM B-BBEE CODES REF NO: DT 21/2026**
- SALARY** : R1 059 105 per annum (Level 12) (all-inclusive remuneration package consisting of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to the MMS dispensation).
- CENTRE REQUIREMENTS** : Pretoria
: A recognised NQF 7 qualification in Tourism Management/ Public Management/ Business Management/ Policy Development/ Development Studies/ Economics. A post graduate qualification will be an added advantage. Five (5) years' relevant working experience in the field of Research/ Policy Implementation and monitoring within the Tourism Sector/ Broad-Based Black

Economic Empowerment/ Economic Cluster, of which three (3) years must be at supervisory/ management (ASD) level. The candidate must have an understanding of transformation policy and its imperatives; knowledge of tourism environment, B-BBEE, research and statistical analysis; B-BBEE verification or auditing, and knowledge of funding models, incentives, grants, concessions and other levers to advance economic transformation. Policy development skills. Policy advocacy skills. Monitoring and Evaluation skills. Project Management skills. Knowledge of amended B-BBEE Act 46 of 2013. Knowledge of Tourism Act No. 3 of 2014. Knowledge of Employment Equity Act, No 55 of 1998. Knowledge of the Revised National Tourism Sector Strategy. Knowledge of the Amended Generic Codes of Good Practice and the Amended Tourism B-BBEE Sector Code. A valid driver's licence (Persons with disabilities that prevent them from driving will be considered).

DUTIES : The successful candidate will be responsible for developing Tourism B-BBEE Sector Code in line with the Generic Codes of Good Practice of the Department of Trade, Industry & Competition, verifying the Department of Tourism for compliance with B-BBEE, developing Tourism B-BBEE Portal to monitor the implementation of the Tourism B-BBEE Sector Codes, developing reports on the implementation of the Tourism B-BBEE Sector Code and state of transformation in the tourism sector; developing Terms of Reference to outline the scope of research work on the extent of transformation in the tourism sector; conducting a survey in the tourism sector to collect quantitative information/ data from a sample of the population; developing research reports on the extent of transformation in the tourism sector; developing implementation and verification guidelines on Tourism B-BBEE Sector Codes; developing a simplified guide on Tourism B-BBEE Sector Codes; developing guidelines on empowerment opportunities and initiatives; developing B-BBEE reporting framework for public institutions in the sector; coordinating and consolidating reports on B-BBEE initiatives implemented by public institutions in the sector; developing annual report on B-BBEE initiatives implemented by public institutions in the sector; developing annual report on implementation of tourism B-BBEE Sector Code by tourism enterprises.

ENQUIRIES : Mr M Mankge, Tel. (012) 444 6569
APPLICATIONS : Email Application: Recruitment2126@tourism.gov.za
NOTE : EE Requirements: Coloured Male and White Male candidates as well as Youth and People with Disabilities are encouraged to apply.

POST 12/74 : **DEPUTY DIRECTOR: TRANSPORT AND TRAVEL SERVICES REF NO (DT 22/2026)**

SALARY : R896 436 per annum (all-inclusive remuneration package consisting of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to the MMS dispensation)

CENTRE : Pretoria
REQUIREMENTS : An appropriate three-year qualification in Transport Management or relevant NQF 6 qualification. Five years' working experience in transport and travel management in the public service of which three years must be at Assistant Director level. Knowledge of Public Finance Management Act (PFMA). Knowledge of Treasury Regulations. Knowledge of Supply Chain Management prescripts. Knowledge of National Road and Traffic Management prescripts. Knowledge of transport management prescripts. Knowledge of procurement policies. Knowledge of the Public Service Act and Regulations. Computer literacy. Good leadership skills. Good financial management skills. Good presentation skills. Good planning and organising skills. Effective written and verbal communication skills. Ability to make decisions. Good negotiation skills. A valid driver's licence.

DUTIES : The successful candidate will be responsible for drafting fleet management procedures; developing and monitoring fleet management database; ensuring maintenance of departmental vehicles; conducting fleet analysis and preparing recommendations; managing the receiving of travel requests; ensuring that all travel requests are in line with procedures and prescripts; providing advice on travel destinations to internal clients; negotiating accommodation and car rental rates; monitoring compliance to corporate agreements; compiling booking analysis reports and preparing recommendations; ensuring proper filing of all travel documents; receiving invoices from all travel and transport suppliers; monitoring refunds emanating from cancellations relating to travel

and accommodation; compiling reports on fruitless and wasteful expenditure; verifying all payment advices prior to submission to Finance for payment; advising line managers on travel expenditure trends; receiving and analysing credit card statements and reconciling with received invoices; verifying commitment reports; assessing applications for subsidised vehicles and preparing recommendations; compiling usage reports; conducting inspections on all vehicles; verifying claims before submitting to Finance for payments; analysing the accident reports received from SAPS and preparing investigation reports; ensuring all the incident reports on loss or damage case are received from officials; conducting investigations on all fuel fraud, misuse and abuse of vehicles; managing investigations of all losses and damages to Ministerial, hired and GG vehicles and reviewing recommendations to FIMICO; managing risk which includes insurance, disposal, abuse/misuse and relief vehicles; managing identified risks and ensuring that mitigation measures are in place to accomplish objectives through planning and forecasting; ensuring compliance to agreements by service providers; facilitating performance review meetings with service providers; monitoring the usage and allocation of services as per signed corporate agreements; facilitating meetings with service providers to review expenditure trends.

ENQUIRIES : Ms O Sekgweleo Tel. (012) 444 6773
APPLICATIONS : Email Application: Recruitment2226@tourism.gov.za
NOTE : EE Requirements: Coloured Male and White Male candidates as well as Youth and People with Disabilities are encouraged to apply.

POST 12/75 : **REGISTRY CLERK REF NO: DT 23/2026**

SALARY : R228 321.per annum (level 05)
CENTRE : Pretoria
REQUIREMENTS : A Grade 12 Certificate. Familiarity with the filing of documents, handling of parcels, files and other related items. Knowledge of the National Archives and Record Services Act 43 of 1996 as Amended. Knowledge of the Postal Services Act 124 of 1998. Knowledge of the Electronic Communication Act 36 of 2005. Knowledge of the Public Service Act, 1994. Knowledge of Public Service Regulations of 2016. Good organising and planning skills. Good communication skills. Problem-solving skills. Time management skills. Ability to capture data and pay attention to details. Familiarity with office equipment's and applicable technologies.

DUTIES : The successful candidate will be responsible for opening and closing files according to the prescripts and applicable policy; issuing and receiving back files from HRM and other units; searching of files in the different units; registering of outgoing files in the control register; auditing of files; receiving outgoing courier letters and parcels from officials and sending them out; receiving incoming courier letters and parcels for internal distribution; updating register for outgoing courier letters and parcels; updating register for incoming courier mail and parcels; handling all courier related enquiries on behalf of officials of the Department; acting as a liaison officer between the department and courier companies; sorting, opening and stamping of incoming mails; franking of outgoing mails; dispatching of outgoing mails; registering of incoming registered mails.

ENQUIRIES : Mr M Tihako, Tel. (012) 444 6096
APPLICATIONS : Email Application: Recruitment2326@tourism.gov.za
NOTE : EE Requirements: Coloured Male and White Male candidates as well as Youth and People with Disabilities are encouraged to apply.

POST 22/76 : **HANDYMAN REF NO: DT 24/2026**

SALARY : R163 680.per annum (level 03)
CENTRE : Pretoria
REQUIREMENTS : A ABET level 04 or equivalent qualification. Knowledge of basic maintenance ie, plumbing, carpentry and electrical. Knowledge of OHS. Knowledge of the National building regulations. Ability to work under pressure. Good communication skills (verbal and written). Ability to work in a team. Ability to work under pressure. Ability to take initiative.

DUTIES : The successful candidate will be responsible for attending to minor electrical, plumbing and carpentry problems; conducting inspections in and around the building and reporting to supervisor; assisting with developing building maintenance schedules; logging maintenance calls for repairs; assisting with

installations that requires wall mounting; repairing broken equipment; safekeeping of maintenance tools and equipment; conducting monthly stock taking of maintenance suppliers and submitting reports; conducting monthly OHS inspections and reporting to the supervisor. assisting with OHS compliance in the building by offering maintenance support; monitoring contractors on the site to ensure compliance.

ENQUIRIES : Ms M Mello, Tel. (012) 444 6625
APPLICATIONS : Email Application: Recruitment2426@tourism.gov.za
NOTE : EE Requirements: Coloured Male and White Male candidates as well as Youth and People with Disabilities are encouraged to apply.

POST 12/77 : **CLEANER REF NO: DT 25 /2026**

SALARY : R138 486.per annum (level 02)
CENTRE : Pretoria
REQUIREMENTS : Abet level 4 Certificate. Basic Knowledge of facilities, occupational health and Safety regulations. Good communication skills. Writing skills. Interpersonal skills. Basic Computer skills. Familiar with cleaning procedures.

DUTIES : The successful candidate will be responsible for dusting and polishing of the office furniture; cleaning the blinds; glass doors; emptying and washing the dustbins and replacing the bin liners; sweeping and mopping the floors; reporting on broken cleaning machines and equipment; replacing toilet papers and handtowels, refilling hand wash liquid soaps; emptying and washing waste bins; cleaning mirrors and wall tiles, sweeping and mopping toilet floors; cleaning mirrors and wall tiles; removing refuse from public areas; cleaning the reception are, all entrances, stairs, corridors, lifts and lift lobbies.

ENQUIRIES : Ms T Selamolela, Tel. (012) 444 6776
APPLICATIONS : Email Application: Recruitment2526@tourism.gov.za
NOTE : EE Requirements: Coloured Male and White Male candidates as well as Youth and People with Disabilities are encouraged to apply.

DEPARTMENT OF WATER AND SANITATION

<u>CLOSING DATE</u>	:	24 April 2026
<u>NOTE</u>	:	Interested applicants must submit their applications via the online link https://erecruitment.dws.gov.za Other related documentation such as copies of qualifications, identity document, driver's license etc need not to accompany the application when applying for a post as such documentation must only be produced by shortlisted candidates during the interview date in line with DPSA circular 19 of 2022. With reference to applicants bearing professional or occupational registration, fields provided in Part B on the online Z83 must be completed as these fields are regarded as compulsory. Failure to complete or disclose all required information will automatically disqualify the applicant. No late applications will be accepted. Shortlisted candidates will be subjected to suitability checks (SAQA verification, reference checks criminal and credit checks). SAQA evaluation certificate must accompany foreign qualifications (only when shortlisted). Applications that do not comply with the above-mentioned requirements will not be considered. All shortlisted candidates pertaining to Senior Management Services (SMS) posts will be subjected to a technical and competency assessment and a pre-entry certificate obtained from the National School of government is required prior to the appointment. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Candidates will be required to complete a financial disclosure form and undergo security clearance. Foreigners or dual citizenship holders must provide a police clearance certificate from country of origin (only when shortlisted). The Department of Water Sanitation 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. Correspondence will be limited to short-listed candidates only. If you do not hear from us within three (3) months of this advertisement, please accept that your application has been unsuccessful. Faxed applications will not be considered. The department reserves the right not to fill these positions. Women and persons with disabilities are encouraged to apply and preference will be given to the EE Targets.

MANAGEMENT ECHELON

<u>POST 12/78</u>	:	<u>DIRECTOR: WATER USE AUTHORIZATION REF NO: MTCMA06</u> Branch: Mzimvubu-Tsitsikamma Catchment Management Agency Division: Water Use Authorization
<u>SALARY</u>	:	R1 266 714 per annum (Level 13) (All-inclusive salary package)
<u>CENTRE</u>	:	East London
<u>REQUIREMENTS</u>	:	A Bachelor's Degree in Natural Sciences (Hydrology/Ecology/ Zoology/ Botany/ Chemistry/Microbiology etc) B Tech Degree in Environmental Management or a relevant NQF level 7 Qualification. Six (6) to (10) years' experience in Water Use Authorization of which five (5) years' experience must be at a middle / senior managerial level in water resource management environment. The disclosure of a Valid unexpired driver's license. Knowledge of business and management principles. Knowledge of strategic planning, resource allocation, finance and human resources. Knowledge of National Water Act. Knowledge of associated environmental legislation. Knowledge of Public Service Act and Regulations. Knowledge of Public Finance Management Act. Knowledge of Project and Programme Management. Problem and solving and analysis.
<u>DUTIES</u>	:	Lead the Water Use Authorization and registration Unit of the CMA. Develop and implement policies. Oversee the full water use authorization process (water use licenses, general authorisations, existing lawful use). Ensure lawful decision-making on applications in line with Section 21 water uses (e.g. abstractions, storage, discharge etc). Manage issuing, renewal and suspension of licenses. Ensure equitable allocation of water resources.

Develop strategies for the implementation of water use authorization and registration processes. Develop implementation plans for the strategies. Monitor progress regarding implementation of strategies. Provide strategic direction in water use license administration process. Develop implementation policies. Develop strategies for the implementation of water use license administration processes. Develop implementation plans for the strategies. Ensure the operation of water authorization and registration management system. Ensure system remains stable and operational. Report system operations to management. Request system refinement as needed. Monitor system quality. The provision of business planning and general management of the unit. Human Resources Planning and Management. Financial Planning and Management. Business planning. Advise the CEO and Board on regulatory and licensing matters. Contribute to integrated water resources management planning. Responsible for speech-writing and Ministerial submissions as required. Deliver technical and other presentations, as required to a variety of audiences.

- ENQUIRIES** : Ms B Kama, Tel No: (043) 701 0316
- APPLICATIONS** : All applications to be submitted online on the following link: <https://erecruitment.dws.gov.za/>
- NOTE** : The Mzimvubu-Tsitsikamma Catchment Management Agency is a Public Water Resource Management Agency, established in line with the provisions of the National Water Act, 1998 (Act no 36 of 1998) (NWA) and National Water Policy for South Africa. It is an entity of the National Department of Water and Sanitation. Employees appointed in the CMA have similar employment terms and conditions as those of employees appointed in terms of the Public Service Act, though not employed in terms of the Public Service Act.
- POST 12/79** : **DIRECTOR: COMPLIANCE MONITORING AND ENFORCEMENT REF NO: MTCMA07**
Branch: Mzimvubu-Tsitsikamma Catchment Management Agency Division: Compliance Monitoring And Enforcement
- SALARY** : R1 266 714 per annum (Level 13) (All-inclusive salary package)
- CENTRE** : East London
- REQUIREMENTS** : A Bachelor's Degree in Natural Science / Engineering / Environmental / Environmental Law or relevant NQF level 7 qualification. Six (6) to (10) ten years' experience in Compliance Monitoring and Enforcement of which five (5) years' experience must be at a middle / senior managerial level. The disclosure of a valid unexpired driver's licence. General Management. Presentation Skills. Negotiation Skills. Communication/ Interpersonal Skills. Policy & Strategy Development. Skills Development knowledge. Knowledge of relevant Acts. Project and Programme Management. Development Skills.
- DUTIES** : Provide Strategic direction in the development and implementation of compliance monitoring and enforcement policy, strategies, norms, regulations, standard operating procedures within the catchment management area. Facilitate the development of policies, legislation, regulations and guidelines. Facilitate the consultative processes in the formulation of policies, legislations, guidelines, norms and standard, and strategies within the catchment. Disseminate legislative, technical and policy changes to relevant stakeholders (internal and external). Advise stakeholders on policies, legislation, protocols, regulation and guidelines. Develop a compliance and enforcement information management and reporting system. Ensure compliance monitoring to all water use license condition within the catchment. Provide guidance in the planning of inspections and audits. Ensure the implementation of monitoring activities and verification of reports. Analysing of reports. Provide advice on further actions needed to be taken. Plan and promote environmental rights and justice program (participation in sector specific forums). Provide information/ support to the education and awareness component in conducting compliance awareness workshops. Provide direction in the monitoring of dam safety compliance. Manage the registration and classification of all dams within the catchment. Ensure that all dams safety inspections are conducted. Ensure dams comply with national norms and standards. Compile inspection report. Ensure enforcement on non-compliance to the water use license conditions. Facilitate investigations of non-compliance with water use license conditions. Provide advice and support on criminal and administrative litigation. Initiate prosecution against non-compliance through administrative enforcement. Provision of business planning and general management for the directorate.

Develop a business plan and action plan for the Directorate. Develop and implement a service delivery improvement programme for the Directorate. Manage and ensure the development of human resources. Control and monitor expenditure. Advise the CEO and Board on regulatory and compliance and enforcement matters. Responsible for speech-writing and Ministerial submissions as required. Deliver technical and other presentations, as required to a variety of audiences..

- ENQUIRIES** : Ms B Kama, Tel No: (043) 701 0316
APPLICATIONS : All applications to be submitted online on the following link:
<https://erecruitment.dws.gov.za/>
NOTE : The Mzimvubu-Tsitsikamma Catchment Management Agency is a Public Water Resource Management Agency, established in line with the provisions of the National Water Act, 1998 (Act no 36 of 1998) (NWA) and National Water Policy for South Africa. It is an entity of the National Department of Water and Sanitation. Employees appointed in the CMA have similar employment terms and conditions as those of employees appointed in terms of the Public Service Act, though not employed in terms of the Public Service Act.

OTHER POSTS

- POST 12/80** : **CHIEF ENGINEER GRADE A REF NO: MTCMA08**
Branch: Mzimvubu-Tsitsikamma Catchment Management Agency Division:
Water Resources Planning And Management

- SALARY** : R1 266 450 per annum (all-inclusive OSD salary package)
CENTRE : East London
REQUIREMENTS : An Engineering Degree (B Eng/BSC Eng) or relevant qualification. Six (6) years post qualification experience. Compulsory registration with Engineering Council of South Africa (ECSA) as a Professional Engineer. The disclosure of a valid unexpired driver's license. Experience in water resources planning and management. Experience in planning, hydrological modelling, economic analysis, ecological matters, policy development and institutional aspects. Computer literacy and good computer programming skills. Good communication (verbal and written) and negotiation skills. Proven leadership skills and the ability to manage a professional multi-disciplinary team. Knowledge of and experience in financial management and relevant Acts. Must be available to travel as and when required often at short notice.

- DUTIES** : Identify, set up and manage multi-disciplinary catchment-wide planning and studies. Identify vulnerable and sensitive areas with respect to water resources or possible effect on water resources of the catchment. Co-ordinate and process inputs from a wide range of disciplines, corporative analysis and optimisation. Report on investigations of possible water resource developments and/ or the development of strategies to reconcile water supply and demand. Assist in providing professional guidance to teams of professional service providers. Compile Terms of References for planning studies. Management and administration of professional service providers, including financial administration. Close interaction with other components, provincial and central Government departments, other development agencies, local authorities, the public and institutions. Responsible for budgeting for all expenditure of the planning section as well as control of expenditure. Responsible for speech-writing and Ministerial submissions as required. Deliver technical and other presentations, as required to a variety of audiences.

- ENQUIRIES** : Ms B Kama, Tel No: (043) 701 0316
APPLICATIONS : All applications to be submitted online on the following link:
<https://erecruitment.dws.gov.za/>

- NOTE** : The Mzimvubu-Tsitsikamma Catchment Management Agency is a Public Water Resource Management Agency, established in line with the provisions of the National Water Act, 1998 (Act no 36 of 1998) (NWA) and National Water Policy for South Africa. It is an entity of the National Department of Water and Sanitation. Employees appointed in the CMA have similar employment terms and conditions as those of employees appointed in terms of the Public Service Act, though not employed in terms of the Public Service Act. Note: This appointment will be made on the minimum notch of the salary range, however, a higher notch within the salary range of Grade A will be considered based in relation to the provisions of the Public Service Regulation 2016 as amended, i.e. provision of the candidate's current salary advice.

<u>POST 12/81</u>	:	<u>DEPUTY DIRECTOR: REVENUE MANAGEMENT REF NO: MTCMA09</u> Branch: Mzimvubu-Tsitsikamma Catchment Management Agency Division: Revenue Management
<u>SALARY</u>	:	R896 436 per annum (Level 11) (all-inclusive salary package)
<u>CENTRE</u>	:	East London
<u>REQUIREMENTS</u>	:	Undergraduate (NQF Level 7) in Accounting/ Financial Accounting or relevant qualifications as recognized by SAQA, with related field. A minimum of five (5) years' experience in finance or supply chain management environment, of which three (3) years should be at Assistant Director level or equivalent. The disclosure of a valid unexpired driver's license. Knowledge and understanding of Human Resource Management Legislation, policies, practices and procedures. Public Finance Management Act (PFMA), Treasury Regulations and guidelines. Public Service Anti-corruption strategy and anti-corruption and fraud prevention measures. Knowledge of equal opportunities and affirmative action guidelines and laws. Knowledge of administrative and clerical procedures and systems. Knowledge of commercial Laws. CMA/Departmental policies and procedures. Principles and practice of financial accounting. Accountability and ethical conduct. Willingness to travel.
<u>DUTIES</u>	:	Manage the implementation of revenue management policy and strategy. Monitor the implementation of revenue management strategy, policies, processes and procedures. Ensure compliance to revenue management policies and procedures. Implement key customer account strategy. Ensure master information is verified and approved in accordance with applicable policies and procedures. Determines revenue estimates/ targets in line with tariff determination process. Manage the billing of water users. Manage the preparation of statements and bills. Ensure maintenance of client records related to invoicing and bill payment. Ensure master file information is accurate. Manage reconciling of billing accounts to the general ledger. Ensuring the accuracy of invoicing for the company and its customers. Provide customer support to customers with disputes or enquiries concerning invoices or billing process. Ensure that all registered water users are billed regularly and receive invoices/ statements. Regularly monitors billing for exceptions, e.g deviations in volumes and amounts from the norm or standards. The management of debts. Uptakes of all overdue debts. Regular follow up on paying customers. Oversees the level of outstanding debt. Decreases debtors payment period. Reconciliates and maintains debtors' accounts. Conducts dunning process. Provides inputs towards preparation of annual financial statements. Hand over defaulters into the legal process. Oversee the debts to be handed for collection. Recommend write-off for irrecoverable debts in accordance with PFMA and treasury regulations. Determines and implements revision of impairment of debtors. Ensure customers relations. Develop customer relations policy. Appointments of key account managers. Establish a fully operational call centre. Communication with customers through telephone, personal visits and by letters. Receives and respond to customer queries within turnaround time. Raises awareness on the need to pay water accounts. Raises on being registered and licensed as water users. The management of the component. Develops operational plan for the section. Develops and manages the budget for the section. Develop an expenditure forecast on a quarterly basis for the section. Manage human resources within the section. Participate in the Recruitment and Selection of staff. Manages the development of individuals in section. Ensures that HRD policies and procedures are applied for all staff members with the section
<u>ENQUIRIES</u>	:	Ms B Kama, Tel No: (043) 701 0316
<u>APPLICATIONS</u>	:	All applications to be submitted online on the following link: https://erecruitment.dws.gov.za/
<u>NOTE</u>	:	The Mzimvubu-Tsitsikamma Catchment Management Agency is a Public Water Resource Management Agency, established in line with the provisions of the National Water Act, 1998 (Act no 36 of 1998) (NWA) and National Water Policy for South Africa. It is an entity of the National Department of Water and Sanitation. Employees appointed in the CMA have similar employment terms and conditions as those of employees appointed in terms of the Public Service Act, though not employed in terms of the Public Service Act.

POST 12/82 : **DEPUTY DIRECTOR: CORPORATE SUPPORT SERVICES REF NO: MTCMA10**
Branch: Mzimvubu -Tsitsikamma Catchment Management Agency Division:
Corporate Support Services

SALARY CENTRE REQUIREMENTS : R896 436 per annum (Level 11) (all-inclusive salary package)
: East London
: A National Diploma (NQF level 6) or Bachelor Degree / Advanced Diploma (NQF level 7) in Public Administration/Management/Human Resources/Industrial Psychology. Three (3) to (5) five years' management experience at Assistant Director level in corporate support environment. The disclosure of a Valid unexpired driver's License. Knowledge of policy development and implementation. Knowledge of administration processes. Knowledge of HR Information. Knowledge of Disciplinary processes in HR. Understanding of government legislation. Financial management and knowledge of PFMA. knowledge of techniques and procedures for the planning and execution of operations. Programme and Project Management. Knowledge of relationship management. Problem solving and analysis. People and diversity management client orientation and customer.

DUTIES : Manage and provide support in the following disciplines: Human Resources, Information Technology, Administration, Communications, Safety and Security. Analyse current policies and departmental strategic objectives. Develop and implement administration policies across various disciplines. Recommend amendments to existing policies and create implementation plans. Conduct road shows and brief managers on key policy issues. Analyse human resource information and trends. Provide expert advice to managers on HR information implementation. Monitor and evaluate policy implementation within the department. Develop and implement strategic plan. Create and execute a corporate services implementation plan aligned with strategic objectives. Support line managers in aligning their business plans with HR strategies. Ensure, corporate services act as a business partner to line management. Oversee the delegation and execution of tasks according to the strategic plan. Compilation and management of Corporate Services budget. Develop the corporate services budget. Ensure budget implementation aligns with approved plans. Provide early warnings about potential financial risks or issues. Prepare and share monthly budget reports with managers. Management of Human Resources. Provide expert advice on HR policies and implementation strategies. Monitor the consistent application of policies and address any deviations. Monitor and support performance management processes. Facilitate training and development initiatives. Manage leave administration

ENQUIRIES APPLICATIONS : Ms B Kama, Tel No: (043) 701 0316
: All applications to be submitted online on the following link:
<https://erecruitment.dws.gov.za/>

NOTE : The Mzimvubu-Tsitsikamma Catchment Management Agency is a Public Water Resource Management Agency, established in line with the provisions of the National Water Act, 1998 (Act no 36 of 1998) (NWA) and National Water Policy for South Africa. It is an entity of the National Department of Water and Sanitation. Employees appointed in the CMA have similar employment terms and conditions as those of employees appointed in terms of the Public Service Act, though not employed in terms of the Public Service Act.

POST 12/83 : **DEPUTY DIRECTOR: FINANCIAL MANAGEMENT REF NO: MTCMA11**
Branch: Mzimvubu Tsitsikamma Catchment Management Agency division:
Financial Management

SALARY CENTRE REQUIREMENTS : R896 436 per annum (Level 11) (all-inclusive salary package)
: East London
: A relevant NQF level 7 qualification in Financial Management / Financial Accounting or related field. Five (5) years' experience in finance and or supply chain management environment, of which three (3) years relevant experience at supervisory / management (ASD) level. The disclosure of a valid unexpired driver's license. Knowledge and understanding of Human Resource Management Legislation, policies, practices and procedures. Public Finance Management Act (PFMA), Treasury Regulations and guidelines. Public Service Anti-corruption strategy and anti-corruption and fraud prevention measures. Knowledge of equal opportunities and affirmative action guidelines and laws.

- Knowledge of administrative and clerical procedures and systems. Knowledge of commercial Laws. Departmental policies and procedures. Governmental financial systems. Principles and practice of financial accounting. Accountability and ethical conduct. Willingness to travel.
- DUTIES** : Provide strategic direction in management accountings services. Rendering of budget planning, budget control and monthly reporting. Provide guidance on handling budget planning. Management of budget control for all directorates. Provide financial accounting services. Rendering of financial management services. Provide bookkeeping services. Manage payroll services. Ensure financial reporting. Ensure control of state-owned assets. Manage movable assets. Manage immovable assets. Manage leased assets. Provide supply chain management services. Provide guidance in the rendering of demands management services. Ensure the acquisition of goods and services. Manage logistics. Manage contracts. Provide strategic leadership and business planning. Operational planning and reporting. Financial planning and reporting. Supply chain planning and reporting. Human resource planning and reporting. Human resource development and performance management.
- ENQUIRIES** : Ms B Kama, Tel No: (043) 701 0316
- APPLICATIONS** : All applications to be submitted online on the following link: <https://erecruitment.dws.gov.za/>
- NOTE** : The Mzimvubu-Tsitsikamma Catchment Management Agency is a Public Water Resource Management Agency, established in line with the provisions of the National Water Act, 1998 (Act no 36 of 1998) (NWA) and National Water Policy for South Africa. It is an entity of the National Department of Water and Sanitation. Employees appointed in the CMA have similar employment terms and conditions as those of employees appointed in terms of the Public Service Act, though not employed in terms of the Public Service Act.
- POST 12/84** : **SCIENTIFIC TECHNICIAN: PRODUCTION GRADE A-C REF NO: 240426/01**
Branch: Water And Sanitation Services Management: Fs Cd: Provincial Operations Free State: Dir: Water Resources Management Support Sd: Geohydrological Services
- SALARY** : R391 671 – R586 665 per annum (OSD) (Offer will be based on proven years of experience)
- CENTRE** : Bloemfontein
- REQUIREMENTS** : A National Diploma in Natural /Water Groundwater/ Geohydrology related Sciences or relevant qualification. Three (3) years' post qualification technical scientific experience in groundwater. Compulsory registration with SACNASP as Certificated Natural Scientist. The disclosure of a valid unexpired driver's license. Program and project management. Scientific methodologies and models. Research and development. Computer-aided scientific applications. Knowledge of groundwater resources management is essential. Extensive experience in water management, Environmental field, urban development, agricultural, waste management and mining. Understanding of department's role and function with respect to Water Quality and Water Resources Protection. Knowledge of the National Water Act, 36 of 1998 and related policies, strategies and guidelines. Understanding of principles of integrated Water Resource Management. Experience in minimizing the impacts from industries, agriculture, urban development and mining. Computer literacy. Innovative thinking. Negotiation skills. Good written and verbal communication skills. Knowledge of legal compliance. Technical report writing. Data analysis. Scientific presentation. Decision making. Customer focus and responsiveness. Problem solving.
- DUTIES** : Develop and implement methodologies, policies, systems and procedures. Perform technical scientific and geohydrological functions and tasks that require interpretation in the presence of an established framework. Apply operational standards and consolidate methodologies, policies, systems and procedures. Identify gaps and develop appropriate interventions and extension of the groundwater monitoring network. Preparation and participation in research activities. Data collection through field surveys. Maintenance, calibration and operation of scientific equipment. Provide Geohydrological technical support and advice. Develop working relations with client base and extend client base. Promote public awareness of scientific activities. Provide technical/scientific data, information and advice. To perform technical scientific analysis and regulatory functions. Preparation of data and routine interpretation. Database and data management. Analysis of technical scientific

data. Dissemination of information. Apply the appropriate scientific and technical procedures/skills to generate information and knowledge. Formulate proposals and compile reports. Develop and customize operational procedures. Research and development. Continuous professional development to keep up with new technologies and procedures. Conceptualize and development of scientific equipment. Equipment review and procurement of new equipment. Research/literature studies to improve expertise. Publish and present technical reports and research findings. Liaise with relevant bodies/councils on Geohydrological -related matters. Human capital development. Mentor, train and develop candidate research technicians and others to promote skills/knowledge transfer and adherence to sound scientific principles and code of practice. Supervise technical support and processes. Manage the performance management and development of staff. All duties will be performed in a Geohydrological environment.

ENQUIRIES : Ms G Venter, Tel No: (051) 405 9000
APPLICATIONS : All applications to be submitted online on the following link:
<https://erecruitment.dws.gov.za/>

POST 12/85 : **CHIEF WATER PLANT SUPERINTENDENT REF NO: 240426/02**
 Branch: Infrastructure Management: Central Operations Dir: Operations Central

SALARY : R325 101 per annum (Level 07)
CENTRE : Jericho Dam
REQUIREMENTS : NQF level 4 qualification. Five (5) years' experience in Water Plant Operations. The disclosure of a valid unexpired driver's license. Knowledge in controlling and managing the water distribution for all government water works within the Area Offices Jurisdiction. Policy implementation. Monitoring and Evaluation principles. Knowledge of managing human resources. Disciplinary knowledge of Occupational Health and Safety. Disciplinary knowledge of public administration. Knowledge in supporting water utilization and water resources strategy. Knowledge of flood controlling and understanding of government legislation. NB: Shortlisted candidates will be subjected to perform practical test.

DUTIES : Manage bulk water infrastructure operations (pump Stations, dams and dam walls, pipelines and weirs, reservoirs, residential and office infrastructure). Maintenance of bulk water infrastructure (pump Stations, dams and dam walls, pipelines and weirs, reservoirs, residential and office infrastructure). Management of occupational health and safety and legal compliance. Management of Human Resources.

ENQUIRIES : Mr. M Sehume, Tel No: (017) 846 6000
APPLICATIONS : All applications to be submitted online on the following link:
<https://erecruitment.dws.gov.za/>

POST 12/86 : **SECURITY OFFICER (NKP) REF NO: 240426/03 (X4 POSTS)**
 Infrastructure Management: Central Operations Dir: Operations Central
 Branch: Infrastructure Management

SALARY : R193 359 per annum (Level 04)
CENTRE : Central Operations Jericho Dam
REQUIREMENTS : NQF level 4 Senior/Grade 12 qualification Certificate. One (1) to (3) three years in the Security Industry. PSIRA Grade C certificate. Firearm Training Certificate with Business Purpose. SAPS competency Certificate. National Key Point Certificate. The disclosure of a valid unexpired driver's license will serve as an added advantage. Computer skills. Knowledge of minimum information security standards (MISS) excellent communication skills verbal and written. A comprehensive knowledge and understanding of assets and information protection: Must be willing to work shifts including weekends and public holidays, must be cleared of any pending criminal records. NB: Shortlisted candidates will be subjected to perform practical tests.

DUTIES : Guarding and Patrolling the Departmental premises, Conduct and enforce compliance to access control procedures at all Departmental premises/NKP main entrance by searching vehicles, people and property as per access control and Criminal Procedure Act 51/1977, permit or deny entry as required., ensure prohibition of unauthorized removal of equipment from the premises, operate control room security equipment's. Arrest transgressor's at NKP area,

		Ensure all incidents are recorded in the Occurrence book, ensure application of emergency procedures in situation like boom threats, riots etc.
<u>ENQUIRIES</u>	:	Mr. DM Mhlanga Tel No: (017) 846 6000
<u>APPLICATIONS</u>	:	All applications to be submitted online on the following link: https://erecruitment.dws.gov.za/
<u>POST 12/87</u>	:	<u>WATER CONTROL AID (X15 POSTS)</u> Branch: Infrastructure Management Northern Operations Dir: Operations Northern
<u>SALARY CENTRE</u>	:	R193 359 per annum (Level 04) Hartbeespoort Dam Ref No: 240426/04 (X1 Post) Buffelspoort Dam Ref No: 240426/05 (X2 Posts) Roodeplaat Dam Ref No: 240426/06 (X2 Posts) Vaal Kop Dam Ref No: 240426/07 (X2 Posts) Marico GWS Ref No: 240426/08 (X3 Posts) Klein Marico Ref No: 240426/09 (X3 Posts) Lindleyspoort Dam Ref No: 240426/10 (X2 Posts)
<u>REQUIREMENTS</u>	:	An NQF level 2. A Senior / Grade 12 certificate / Adult Education Training (AET) or higher qualifications will serve as an added advantage. Good verbal, writing and reading skills. Basic knowledge in controlling and managing the water distribution for all Government water works. Basic understanding in occupational Health and safety. Basic knowledge of flood control. Basic understanding of record keeping.
<u>DUTIES</u>	:	Opening and closing of sluices according to scheme regulations. Handling the water distribution sheet according to scheme regulations. Perform minor maintenance on structures, fencing and sluices. Assist with opening of blocked pipes and canals. Remove of algae and water grass in canals regularly. Conduct daily inspections on section. Report holes on embankments and any irregularly on canals to Water Control Officer. Look for cracks in measuring structures and report defects. Stagnant water on the embankments must be reported. Painting of sluices and long weir sluices. Ensure that sluice numbers are clearly marked. Keep canal grids clean. Keep gauge plates clean. Keep structures clean and their surroundings. Keep inlet hole to measuring box always open. Clean and lock always the post boxes. Repair minor wash outs. Repair equipment when necessary. Keep equipment's safe and lock the storeroom always.
<u>ENQUIRIES</u>	:	Mr. KS Thantsha Tel No: (015) 307 8600
<u>APPLICATIONS</u>	:	Mr. ST Ngcobo, Tel No: (013) 262 6839 All applications to be submitted online on the following link: https://erecruitment.dws.gov.za/
<u>POST 12/88</u>	:	<u>GENERAL WORKER (X6 POSTS)</u> Branch: Infrastructure Management: Southern Operations Dr: Operations Southern
<u>SALARY CENTRE</u>	:	R138 486 per annum (Level 02) Breede/Grouitz Ref No: 240426/11 (X1 Post) Theewaterkloof Ref No: 240426/12 (X1 Post) Clain William Dam Ref No: 240426/13 (X1 Post) Vredendal Area Office Ref No: 240426/14 (X3 Posts)
<u>REQUIREMENTS</u>	:	An ABET Certificate. A higher qualification will serve as an added advantage. Demonstration to relevant experience in a similar environment will serve as an added advantage. Knowledge of general worker in handling gardening equipment and appliances. Knowledge of working on various general work including lawn care process. Basic knowledge of maintenance practices for the efficient and safe upkeep of government water infrastructure and associated facilities.
<u>DUTIES</u>	:	Carry out general maintenance activities including weed control, gardening, painting, maintenance of fire breaks and herbicide application. Conduct general routine inspections on Departmental infrastructure. Perform maintenance tasks on government water infrastructure and related facilities such as canals, pipelines, dams, servitudes, terrain and buildings. Report faults, defects, and safety hazards to supervisors promptly. Load and offload equipment. Adhere to the Occupational Health and Safety (OHS) Act and all related safety regulations. Assist with other general duties as and when requested.

ENQUIRIES : Mr Monwabisi Tom Tel No: (021) 941 6121
APPLICATIONS : All applications to be submitted online on the following link:
<https://erecruitment.dws.gov.za/>

POST 12/89 : **GENERAL WORKER REF NO: 240426/15 (X19 POSTS)**
Branch: Infrastructure Management: Northern Operations Dir: Operations
Northern Cluster

SALARY : R138 486 per annum (Level 02)
CENTRE : Marico Dam
REQUIREMENTS : An ABET Certificate. A higher qualification will serve as an added advantage. Preference will be given to candidates who can demonstrate relevant work experience in a similar environment. Knowledge of general worker in handling gardening equipment and appliances. Knowledge of working on various general work including lawn care process. Basic knowledge of maintenance practices for the efficient and safe upkeep of government water infrastructure and associated facilities.

DUTIES : Carry out general maintenance activities including weed control, gardening, painting, maintenance of fire breaks and herbicide application. Conduct general routine inspections on Departmental infrastructure. Perform maintenance tasks on government water infrastructure and related facilities such as canals, pipelines, dams, servitudes, terrain and buildings. Report faults, defects, and safety hazards to supervisors promptly. Load and off-load equipment. Adhere to the Occupational Health and Safety (OHS) Act and all related safety regulations. Assist with other general duties as and when requested.

ENQUIRIES : Mr B Mameshi, Tel No: (082) 870 7157 / Mr P Mokgau, Tel No: (082) 870 7157
APPLICATIONS : All applications to be submitted online on the following link:
<https://erecruitment.dws.gov.za/>

DEPARTMENT OF WOMEN, YOUTH AND PERSONS WITH DISABILITIES

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

MANAGEMENT ECHELON

<u>POST 12/90</u>	:	<u>DIRECTOR GENERAL: REF NO: DWYPD/007/2026</u> (Five-year Contract)
<u>SALARY</u>	:	R2 352 642 per annum (level 16), fully inclusive remuneration package. Plus, a 10% non-pensionable HOD allowance.
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Applicant must be in possession of a Postgraduate qualification (NQF Level 8) in Public Administration/Business Management/Social/ Economic/ Development Sciences or relevant field. Successful completion of Nyukela Public Service (SMS) Pre-Entry Programme prior appointment. Successful completion of training on Gender Mainstreaming in the Public Service course and any other appropriate training on WYPD issues as applicable to the work of the department in this regard. At least 10 years of experience at a senior managerial level, with demonstrated understanding of issues affecting women, youth, and persons with disabilities. Proven leadership and strategic management capability in the public sector or related environments. Management of strategic policy-driven programmes. Demonstrative experience in managing programmes related to women, youth and persons with disability empowerment. Knowledge of Policy formulation process within Government; Policy Development and Implementation; Public Finance Management Act; Human Resource Management requirements applicable to the Public Service, advanced understanding of women, youth and persons with disability as designated groups; understanding of Multi-lateral Obligations. Understanding of Legislative framework as applicable to the work of the Department (e.g. Constitution, National Council on Gender Based Violence and Femicide Act, 2024 (Act No.9 of 2024) National Youth Development Agency Amendment Act, 2024 (Act No.11 of 2024). South African Youth Development (SAYD) Act. 2008 (Act No.54 of 2008). Women Empowerment and Gender Equality Act (WEGE Act) etc). Core Management Competencies: Strategic Capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management Change management, together with process competencies namely Service Delivery Innovation, Knowledge Management, Problem Solving and Analysis, Communication and Client Orientation and Customer Focus (Batho Pele Principles) Personal Attributes: Ability to work under stressful situations; Analytical thinking; effective interpersonal relations; highly motivated; Innovative and creative; Negotiation and facilitation; People orientated and able to function within a group; Solution orientated.
<u>DUTIES</u>	:	Provide strategic leadership and ensure that the Department is well governed, appropriately structured, human and financially resourced to deliver on the mandate; Ensure that the Department's five-year Strategic Plan and Annual Performance Plans are developed and approved; Serve as an Accounting Officer and ensure the implementation and adherence to the requirements of an Accounting Officer in terms of the Public Finance Management Act and Treasury Regulations; Participate in FOSAD and all DG Cluster structures in advancing the rights of WYPD across the work of government. Ensure implementation of programmes related to mainstreaming of the rights and empowerment of women and the advancement of gender equality. Promote the implementation of strategies and programs for gender mainstreaming across government and other role players in the state; Monitor the implementation of national policies, strategies and programmes on women's empowerment and gender equality; Facilitate and advocate for the economic participation of women through preferential procurement and broad based black economic empowerment; Provide gender and age disaggregated data through research and policy analysis into development planning and service delivery; Formulate and monitor the implementation of the gender mainstreaming strategy into the whole Government; Advocate for 50/50 gender parity across all spheres, levels and structures/ organisations in the country.

Ensure the implementation of programmes related to the mainstreaming of the rights of persons with disabilities across government and society. Lead the development and alignment of national disability rights policies with global conventions (e.g., UNCRPD); Integrate disability rights across sectoral policies and National Development Plan; Guide institutional capacity building for disability mainstreaming across all spheres of government; Oversee the national disability rights monitoring and evaluation framework; Promote universal design, accessibility, and reasonable accommodation in public services and infrastructure; Coordinate inclusive programmes in education, employment, health, and social protection; Ensure full compliance with legislation such as the White Paper on the Rights of Persons with Disabilities; Advocate for disability-inclusive budgeting and resource mobilisation; Advocate for increased representation of persons with disabilities in employment towards the employment equity target of 7% by 2030. Provide strategic leadership in the development, coordination, and implementation of policies and programmes that promote the rights, empowerment, and meaningful participation of youth. Oversee the development, review, and implementation of the National Youth Policy and other youth-focused frameworks; Promote policies and programmes that support youth access to economic opportunities, including entrepreneurship, job creation, and procurement; Ensure coordination between government departments, civil society, the private sector, and development partners on youth development initiatives; Advocate for measures to address youth unemployment; Advocate for increased representation of youth employment in government towards 30% by 2030. Provide support to the Minister in fulfilment of all requirements from the oversight bodies. Provide efficient and effective support to the Minister and Deputy Minister in their executive obligations and engagements with Cabinet, PCC, IMC, Parliament, Government Ministries.

**ENQUIRIES
APPLICATIONS**

: Mbhazima Shiviti, Telephone number: (012) 359 0262
 : Applicants are urged to choose/ utilise one of the methods provided below: you may forward your application, quoting reference, addressed to: The Director-General, Department of Women, Youth and Persons with Disabilities, Private Bag X931, Pretoria, 0001. Alternatively, applications may also be hand delivered to 268 Lilian Ngoyi Street, Fedsure Forum Building, 1st floor, Pretoria CBD. Another option is to submit application through email as a single scanned document/one PDF attachment to the email addresses specified for each position (Kindly note that the emailed applications and attachments should not exceed 15MB). General enquiries may be brought to the attention of Mr Zuko Bebula 012 359 0417/ Mr Joseph Mahlangu 012 359 0238 email Recruitment03@dwypd.gov.za

NOTE

: Applications must be submitted on new Z83 form, which can be downloaded from: <http://www.gov.za/dpsa2g/vacancies.asp>. Applications submitted on the old application for employment (Z83) will not be considered. All fields in the Z83 application form must be completed in full, in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form. It is therefore prudent that fields be completed by applicants and signed, noting the importance of the declaration. South African applicants need not to provide passport numbers. Candidate must respond "Yes "or "No "to the question whether you are conducting business with the state. If "Yes", details thereof only shortlisted candidates will submit Declaration form for conducting business with the state when shortlisted to the application. It is acceptable for applicant to indicate "not applicable" or leave a blank to the question "In the event that you are employed in the Public Service, will you immediately relinquish such business interest?" Applicants are not required to submit copies of qualifications and other relevant documents but must submit the completed and signed Z83 and detailed Curricula Vitae. The communication from HR of the Department regarding the requirement for certified document will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Applications received after the closing date will Not be considered or accepted. Correspondence is limited to short-listed candidates only. Non-RSA citizens/permanent resident permit holders must submit a copy only when shortlisted. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Should you not hear from the Department within three (3) months of the closing date of the advertisement, please consider your

application to be unsuccessful. The Department reserves the right not to fill and/or make an appointment of the advertised post. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical skills that are generic requirements and the other must be an integrity (ethical conduct) assessment. Further, personnel suitability checks, including security vetting, competency assessment will be conducted, as such the appointment will be made subject to positive outcomes of personnel suitability checks. A Successful candidate shall be required to enter into performance agreement within three (3) months of assuming her duties in the Department, and within one (1) month of the date of her appointment conclude the prescribed contract of employment. Designated employees shall be required to disclose their financial interest within 30 days after assumption of duty. Appointments will only be made on the first notch of the advertised salary level. Note that in terms of the Protection of Personal Information Act, 2011, the Department will ensure the protection of applicants' personal information and only collect, use and retain applicants' personal information for the purposes of recruitment and selection processes. The Department shall safeguard such personal information against access by unauthorised persons, unlawful disclosure, or breaches. The Department is an equal opportunity and affirmative action employer. In the filling of these posts, it is the intention of the Department to promote representivity in the Public Service through the filling of this position and the candidature of persons whose transfer/promotion/appointment will promote representivity will receive preference as the objectives of section 195 of the Constitution of the Republic of South Africa and the Employment Equity Act, 1998 (Act 55 of 1998) will be taken into consideration. Note: Preference will be given to Women and Persons with Disabilities.

CLOSING DATE : 30 April 2026 at 16:00

OTHER POST

POST 12/91 : **DRIVER/MESSENGER POSTS REF NO: DWYPD/006/2024**

SALARY : R193 359 per annum (Level 04), plus benefits
CENTRE : Pretoria

REQUIREMENTS : Applicants must be in possession of a Grade 12 certificate or equivalent NQF 4 qualification, A valid driver's license, 1-2 years' experience as a driver/messenger. Knowledge: understanding of road traffic rules and regulations, Skills: Driving skills, Sound organisational skills, language skills and the ability to communicate well with people at different levels and from different backgrounds, basic written communication skills, Computer literacy (MS Office), Good interpersonal skills, General office administrative and clerical skills. Personal Attributes: high level of reliable, high sense of urgency, ability to work effectively under limited supervision, highly motivated, goal orientated and driven, Confidentiality, integrity and ability to act with tact and discretion.

DUTIES : Collect and deliver documents; Collect, deliver and distribute documents of the Departments; Transport employee in the Department ensure that employees and guest are transported to their destinations on time, Record kilometres when undertaking a trip; record keeping of the utilisation of the allocated motor vehicle, log sheet and petrol receipts

ENQUIRIES : Mr Vusimuzi Mahamba, Tel No: 012 359 0204
APPLICATIONS : Applicants are urged to choose/ utilise one of the methods provided below: you may forward your application, quoting reference, addressed to: The Director-General, Department of Women, Youth and Persons with Disabilities, Private Bag X931, Pretoria, 0001. Alternatively, applications may also be hand delivered to 268 Lilian Ngoyi Street, Fedsure Forum Building, 1st floor, Pretoria CBD. Another option is to submit application through email as a single scanned document/one PDF attachment to the email addresses specified for each position (kindly note that the emailed applications and attachments should not exceed 15mb). General enquiries may be brought to the attention of Mr Amukelani Misunwa 012 359 0240/ Mr Joseph Mahlangu 012 359 0238 email applications Recruitment01@dwypd.gov.za

NOTES : Applications must be submitted on new Z83 form, which can be downloaded from: <http://www.gov.za/dpsa2g/vacancies.asp>. Applications submitted on the old application for employment (Z83) will not be considered. All fields in the Z83 application form must be completed in full, in a manner that allows a selection

committee to assess the quality of a candidate based on the information provided in the form. It is therefore prudent that fields be completed by applicants and signed, noting the importance of the declaration. South African applicants need not to provide passport numbers. Candidate must respond "Yes" or "No" to the question whether you are conducting business with the state. If "Yes", details thereof must be attached to the application. It is acceptable for applicant to indicate "not applicable" or leave a blank to the question "In the event that you are employed in the Public Service, will you immediately relinquish such business interest?" Applicants are not required to submit copies of qualifications and other relevant documents but must submit the completed and signed Z83 and detailed Curricula Vitae. The communication from HR of the Department regarding the requirement for certified document will be limited to shortlisted candidates. Therefore, only shortlisted candidate for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Non-RSA citizens/permanent resident permit holders must submit a copy only when shortlisted. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Should you not hear from the Department within three (3) months of the closing date of the advertisement, please consider your application to be unsuccessful. The Department reserves the right not to fill and/or make an appointment to any of the advertised posts. Short-listed candidates may be subjected to a technical exercise that intends to test relevant technical elements of the job as part of the selection process, the logistics of which will be communicated by the Department. Successful candidates shall be required to enter into performance agreement within three (3) months of assuming their duties in the Department, and within one (1) month of the date of their appointment conclude the prescribed contract of employment. Designated employees shall be required to disclose their financial interest within 30 days after assumption of duty. Appointments will only be made on the first notch of the advertised salary level. All shortlisted candidates will be subjected to personal security vetting. Note that in terms of the Protection of Personal Information Act, 2021, the Department will ensure the protection of applicants' personal information and only collect, use and retain applicants' personal information for the purposes of recruitment and selection processes. The Department shall safeguard such personal information against access by unauthorised persons, unlawful disclosure, or breaches. The Department is an equal opportunity employer. In the filling of these posts, the objectives of section 195 of the Constitution of the Republic of South Africa and the Employment Equity Act, 1998 (Act 55 of 1998) will be taken into consideration and preference will be given to Women, Youth and Persons with Disabilities.

CLOSING DATE : 24 April 2026 at 16:00