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

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 41 OF 2026
DATE ISSUED 13 NOVEMBER 2026

1. **Introduction**

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

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

2. **Directions to candidates**

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

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

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

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

3. **Directions to departments**

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

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

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

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

4 SMS pre-entry certificate

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

AMENDMENT : **DEPARTMENT OF MINERAL AND PETROLEUM RESOURCES:** Kindly note that the post of Senior Legal Administration Officer with Ref No: 0105, salary R610 434 -R1 442 451 per annum, was advertised in the Public Service Circular 40 dated 06 November 2026 with the closing date 20 November 2026. The amendments are as follows: Senior Legal Administration Officer MR6; Ref No: 0105 (Suitable salary will be determined in accordance with OSD determination). Candidates who applied must not re-apply.

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ANNEXURE A

DEPARTMENT OF CORRECTIONAL SERVICES

The Department of Correctional Services is an equal opportunity employer. The Department will take into consideration the objectives of Section 195 (1) (i) of the Constitution of the Republic of South Africa, 1996 (Act 108 of 1996) and the Employment Equity Act, 1998 (Act 55 of 1998) in filling of these vacancies. It is our intention to promote representivity in respect of race, gender and disability through the filling of these positions. In support of this strategy, applicants need to indicate race, gender and disability status on the application form/CV. Blacks and Whites are encouraged to apply. Applicants who have retired from the Public Service with a specific determination that they cannot be re-appointed or have been declared medically unfit will not be considered.



APPLICATIONS : should be submitted online at https://careers.dcs.gov.za/. Emailed, post or hand delivered applications will not be considered.

CLOSING DATE : 30 November 2026 @ 15H45

NOTE : Before you apply: All costs associated with an application will be borne by the applicant. Please take note that correspondence will only be conducted with the shortlisted candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application is unsuccessful. Please do not call the department to enquire about the progress of your application. Applicants must note that further checks will be conducted once they are shortlisted and that their appointment is subject to positive outcomes on these checks, which include security clearance, security vetting, qualification verification and criminal records verification. Appointment will be provisional, pending the issue of a security clearance. If you cannot get a security clearance, your appointment will be re-considered/possibly terminated. Finger prints may be taken on the day of the interview. All shortlisted candidates shall undertake two pre-entry assessments. One shall be a practical exercise, and the other shall be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. Applications: Applications must be submitted on the Z83 form (Public Service application form) available on the link provided below and must be completed in full. Only a detailed CV should be attached to your application form. Only shortlisted candidates will be required to submit certified copies not older than 6 months of qualifications and other related documents on or before the day of the interview. Please send a complete application for the post you apply for on a pdf format, stating the correct reference for the position you are interested in. Requirement for valid driver's licence is not applicable to applicants with a disability. Candidates must comply with the minimum appointment requirements. CV's should be aligned to reflect one's degree of compliance with the advert requirements and responsibilities. It is the sole responsibility of an applicant to ensure that their application reaches DCS before the closing date. The Department of Correctional Services reserves the right not to fill any of these advertised posts.

OTHER POSTS

POST 41/01 : **ASSISTANT DIRECTOR: INJURY ON DUTY REF NO: HO 2025/11/111**
[Re-advertisement]
Directorate: Employee Wellness and OHS

SALARY : R487 197 per annum

CENTRE : National Head Office

REQUIREMENTS : Degree/Diploma in Occupational Health/Hygiene or Safety Management or equivalent qualification. 3-5 years' experience at a supervisory level within an occupational health and safety environment. Computer literate. Valid driver's licence. Competencies and Attributes: Knowledge of Occupational Injuries and Diseases Act (COIDA). Knowledge of Public Service Regulations. Knowledge of collective agreements with regard to occupational injuries and diseases. Knowledge of DPSA Circulars with regard to occupational injuries and diseases. Knowledge of Occupational Injuries and Diseases statistics. DCS employee occupational health and safety policy and processes. Labour Relations Act. HR Mandates regarding occupational injuries and diseases. Policy analysis, monitoring, evaluation and implementation. Information

collection, analysis, interpretation, dissemination with regard to occupational injuries and diseases policies, regulations and acts. HR policies related to leave, performance assessment, discipline, grievances, skills development, occupational health & safety, employee wellness, remuneration & allowances, etc. Presentation and communication skills. The ability to access and interpret required management information. Technical report writing. Knowledge of OHS Act. Project management principles. Listening and problem-solving skills. Networking/liaison with stakeholders. Basic Conditions of Employment Act.

DUTIES : Manage the administration of occupational injuries and diseases processes within DCS as stipulated by Occupational injuries and Diseases Act. Coordinate and monitor the implementation of policies and processes pertaining to occupational injuries and diseases. Conduct occupational injuries and diseases research. Ensure that incidents are reported, medical assistance is provided and that the compensation claim process begins as soon as possible. Management of performance information, human resources, finance and assets.

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

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

POST 41/02 : **ADMINISTRATIVE OFFICER: LOGISTICS AND STORES REF NO: HO 2026/11/112**
[Re-advertisement]

SALARY : R338 106 per annum
CENTRE : Zonderwater Training College
REQUIREMENTS : Recognized Degree or National Diploma in Logistics /Supply Chain Management/ Purchasing Management or relevant qualification with 1-2 years' experience in a supply chain management environment. Knowledge of LOGIS system. Computer literate. Valid driver's licence. Competencies and Attributes: Problem-solving, decision making and facilitation skills. Plan, organize, lead and control. Presentation, conflict management, communication, time management, confidentiality, coaching and mentoring. Knowledge of the Public Finance Management Act, 1999 and Treasury Regulations. Knowledge of tender process. Service delivery and client orientation, integrity and honesty, assertiveness, influence and impact and ability to network.

DUTIES : Implementation and manage supply chain management, LOGIS and procurement policies. Monitor and control incoming and out-going stock. Manage the administration of the warehouse, transit and fleet. Supervise the asset verification and logistical processes, asset reconciliations and inventory balancing. Supervise the reconciliation between BAS and LOGIS. Facilitate logistical training. Placement of orders. Generate procurement advices. Conduct enquiries on orders and commitments placed. Maintain and update database of prospective suppliers. Administer quotations and bids. Updating of asset register, asset balancing and reconciliation. Conducting monthly spot checks. Annual asset verification and asset disposals. Management of assets. Management of human and financial resources and assets.

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

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

POST 41/03 : **SECRETARY (REF NO: HO 2026/11/113**
Directorate: Employee Wellness and OHS

SALARY : R237 453 per annum
CENTRE : National Head Office
REQUIREMENTS : Grade 12 with typing as a subject or any other training course or qualification that will enable the person to perform the work satisfactorily. No experience required. Computer literate. Competencies and Attributes: Honesty and integrity. Attention to detail. Plan and organize. Punctuality and confidentiality. Service delivery and client orientation. Excellent communication skills (written and verbal). Ability to work under pressure. Ability to coordinate and organize work related tasks. Good telephone etiquette. High level of reliability. Ability to act with tact and discretion.

DUTIES	:	Execute office and general administrative duties. Screen and answer telephone calls. Type correspondence. Compile documentation and presentations. Ensure proper record management through effective filing systems. Manage electronic document tracking system. Maintain diary and manage appointments. Responsible for the management of document tracking system. Arrange and coordinate meetings, workshops etc. Facilitate the procurement of office equipment such as stationery. Perform all such tasks and duties related to the role. Make all transport arrangements for conferences, courses, meetings and hearings away from the office. Management of assets.
ENQUIRIES	:	National Head Office: Ms NS Khumalo Tel No: (012) 307 2174 or Ms TP Ngobeni Tel No: (012) 305 8589.
NOTE	:	Appointment under the Public Service Act.
POST 41/04	:	**CENTRE BASED AUXILIARY SUPPORT OFFICERS**
SALARY	:	R196 059 per annum
CENTRE	:	**Eastern Cape region:** St. Albans (Ref: E01/2026), Amathole (Ref: E02/2026), Kirkwood (Ref: E03/2026), East London (Ref: E04/2026), Sada (Ref: E05/2026), Mthatha (Ref: E06/2026) **Free State and Northern Cape region:** Groenpunt (Ref: E07/2026), Grootvlei (Ref: E08/2026), Colesburg (Ref: E09/2026), Kimberley (Ref: E10/2026), Upington (Ref: E11/2026), Goedemoed (Ref: E12/2026), Bizzah Makhate (Ref: E13/2026) **Gauteng region:** Leeuwkop (Ref: E14/2026), Kgoši Mampuru II (Ref: E15/2026), Baviaanspoort (Ref: E16/2026), Zonderwater (Ref: E17/2026), Johannesburg (Ref: E18/2026), Boksburg (Ref: E19/2026), Modderbee (Ref: E20/2026), Krugersdorp (Ref: E21/2026) **KwaZulu Natal region:** Durban (Ref: E22/2026), Kokstad (Ref: E23/2026), Pietermaritzburg (Ref: E24/2026), Ncome (Ref: E25/2026), Empangeni (Ref: E26/2026), Glencoe (Ref: E27/2026), Waterval (Ref: E28/2026) **Limpopo, Mpumalanga and North West region:** Polokwane (Ref: E29/2026), Barberton (Ref: E30/2026), Bethal (Ref: E31/2026), Klerksdorp (Ref: E32/2026), Rooigrond (Ref: E33/2026), Rustenburg (Ref: E34/2026), Thohoyandou (Ref: E35/2026), Witbank (Ref: E36/2026) **Western Cape region:** Drakentstein (Ref: E37/2026), Allandale (Ref: E38/2026), Brandvlei (Ref: E39/2026), Pollsmoor (Ref: E40/2026), Goodwood (Ref: E41/2026), Southern Cape (Ref: E42/2026), West Coast (Ref: E43/2026), Voorberg (Ref: E44/2026), Overberg (Ref: E45/2026), Breede River (Ref: E46/2026).
REQUIREMENTS	:	Matric/Grade 12 certificate PLUS a recognised Degree/National Diploma (NQF level 6 qualification) in the following fields: Correctional Management/ Correctional and Rehabilitation/ Penology and Criminology and Qualifications with majors in Corrections, Penology and Criminology. Competencies and Attributes: Applicants must be South Africans who: Have strong character; Are physically fit and mentally resilient; Are willing to disclose the information required to process their applications; Are prepared to undergo personnel suitability checks related to their background, citizenship, qualifications, and criminal record; Are law-abiding citizens and are without criminal records (particulars of pending / decided criminal cases related to the applicant must be provided in the application form); and Are prepared to subject themselves to selection processes conducted by the DCS.
DUTIES	:	The training programme shall consist of two (2) phases: Phase 1: Instructional Learning Phase. The Centre Based: Auxiliary Support Programme instructional phase shall be presented for a period of two (02) months at the designated training college. The intensive instructional learning shall include: Knowledge modules, firearm skills development training programme, physical training, self-defence training, and some of the necessary practicals. During this period the department will provide accommodation, meals and training resources (Learning material, stationery, training equipment and uniform). The instructional training phase requires the trainee to be strictly accommodated on a full-time basis at the training college. Phase 2: Workplace Learning Phase. The workplace learning will take place at the Correctional Centres and Social Reintegration / Community Corrections Offices, and in other external environments such as (Courts, hospitals and workplaces) where our inmates are exposed to, for a period of ten (10) months.
ENQUIRIES	:	**Eastern Cape Region:** Ms Myataza Z Tel No: (043) 706 7866/Ms Mgugudo N Tel No: (043) 706 7882

Free State and Northern Cape Region: Ms Mokuni NJ / Ms Molutsoane N/ Ms Radebe T / Ms. Ramncwana B (082) 306 9027
Gauteng Region: Ms Mongwai EN Tel No: (012) 420 0209/Ms Makwarela P Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0179.
KwaZulu Natal Region: Ms Mhlongo N Tel No: (033) 355 7380/ Ms Zuma NI Tel No: (033) 355 7367
Limpopo, Mpumalanga and North West Region: Mr Buthelezi Z (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD Tel No: (012) 306 2034
Western Cape Region: Ms Reddy A 021 559 7920 / Ms Sotyibi NC Tel No: (021) 558 0518/ Mr Sikisazane S Tel No: (021) 558 0108.

APPLICATIONS : should be submitted online at https://careers.dcs.gov.za/. Emailed, post or hand delivered applications will not be considered.

NOTE : The Department of Correctional Services is an equal opportunity employer, and the provisions of the Employment Equity Act shall be taken into consideration during the selection for the enrolment as Centre Based: Auxiliary Support Officers. The Department of Correctional Services is recruiting South Africans to serve as Centre Based: Auxiliary Support Officers. Successful candidates will pursue a career in the department focused on inmate rehabilitation, development, secure detention, and social reintegration. The Centre Based: Auxiliary Support Programme is an Internal Occupational Training Programme and is intended to contribute towards addressing the skills shortage in the Department of Correctional Services and addressing unemployment in South Africa. The programme is based on a legally binding agreement between the employer and the trainee. Applicants will be expected to undergo a physical fitness test and medical examination (including a drug test) as part of the selection process. Please take note that correspondence will only be conducted with the shortlisted candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application is unsuccessful. Please do not call the department to enquire about the progress of your application. Applicants must note that further checks will be conducted once they are shortlisted and that their appointment is subject to positive outcomes on these checks, which include security clearance, security vetting, qualification verification and criminal records verification. Appointment will be provisional, pending the issue of a security clearance. If you cannot get a security clearance, your appointment will be re-considered/possibly terminated. Finger prints may be taken on the day of the interview. All shortlisted candidates shall undertake two pre-entry assessments. One shall be a practical exercise, and the other shall be an integrity (ethical conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. Applications: Applications must be submitted on the Z83 form (Public Service application form) available on the link provided below and must be completed in full. Only a detailed CV should be attached to your application form. Only shortlisted candidates will be required to submit certified copies not older than 6 months of qualifications and other related documents on or before the day of the interview. Please send a complete application for the post you apply for on a pdf format, stating the correct reference for the position you are interested in. Requirement for valid driver's licence is not applicable to applicants with a disability. The trainee shall be regarded as competent after the successful completion of the workplace learning phase. Any contravention or deviation from the Centre Based: Auxiliary Support Programme agreement during the prescribed period of the learning phases shall be dealt with in accordance with the Correctional Services Act, Skills Development Act Sections 17 and 18, enrolment contract/agreement signed between parties, DCS Policies and procedures and other relevant regulations/legislations. After successful completion of the probation period, and subject to the availability of posts, the Department of Correctional Services reserves the right to upgrade candidates to Centre-Based: 1-1 posts. Candidates must comply with the minimum appointment requirements. CV's should be aligned to reflect one's degree of compliance with the advert requirements and responsibilities. It is the sole responsibility of an applicant to ensure that their application reaches DCS before the closing date. The Department of Correctional Services reserves the right not to fill any of these advertised posts. Note: Appointments under the Correctional Services Act. During phase 2, trainees will continue to receive a Centre Based Auxiliary Support salary and shall be responsible for their own accommodation, meals and transport. Taking into consideration that you must

provide your own transport and accommodation during your workplace learning, you are advised to apply for Centre Based: Auxiliary Support Programme enrolment within the Management Area close to where you reside. No transfers of trainees will be made during the programme phases.

ANNEXURE B

DEPARTMENT OF DEFENCE



APPLICATIONS	:	Department of Defence, Private Bag X910, Pretoria, 0001 or may be hand-delivered at Armscor Building, c/o Nossob and Boeing Street, Erasmuskloof, Pretoria or email to: Devanderan.Muthiyalu@dod.mil.za
CLOSING DATE	:	27 November 2026 at 16h00 (Applications received after the closing date and faxed copies will not be considered).
NOTE	:	It is the Department's intention to promote equity (race, gender and disability) through the filling of this posts with candidates whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan. Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service Department office i.e. effective 01 January 2021 or on the DPSA web site link: https://www.dpsa.gov.za/newsroom/psvc/. Should an application be received using incorrect application employment form Z83, it will be disqualified, which must be originally signed and dated by the applicant and which must be accompanied by a detailed CV only (with full particulars of the applicants' training, qualifications, competencies, knowledge & experience). Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview which should not be older than six months. Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application, it must be done in writing. Should an application be received where an applicant applies for more than one post on the same applications form, the application will only be considered for the first post indicated on the application and not for any of the other posts. Under no circumstances will Photostat copies or faxed copies of application documents be accepted. The successful candidates will be subjected to Personnel Suitability Checks (criminal record, citizenship & financial/asset record checks and qualification and employment verification). Successful candidates will also be subjected to security clearance processes. The level of appointments is dependent upon, qualifications, relevant experience and research output. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. The competency assessment will be limited to successful candidates in the interview process only. Shortlisted candidates will be subjected to a personnel suitability checks (pre-employment screening) which may include social media profiles checks. A successful candidate will have to undergo a full security vetting while in the employ of the department and negative outcome shall nullify employment contract. Failure to submit the required documents will result in your application not being considered. Successful candidates will be required to disclose their financial interests within one (1) month of appointment. Applicants who do not receive confirmation or feedback within 3 (three) months after the closing date, please consider your application unsuccessful. Due to the large volume of responses anticipated, receipt of applications will not be acknowledged, and correspondence will be limited to short-listed candidates only. For more information on the job description(s) please contact the person indicated in the post details. Successful candidates will be appointed on probation for the period of twelve (12) months in terms of the prescribed rules.

OTHER POST

POST 41/05	:	**SECRETARY REF NO: DMD/35/41/26**
SALARY	:	R237 453 – R279 708 per annum (Level 05)
CENTRE	:	Defence Material Division, Erasmuskloof Pretoria

REQUIREMENTS	:	A minimum of Grade 12/NQF Level 4. No experience required. Special requirements (skills needed): Good communication skills. Computer literate (MS Word, Excel and Power Point) and good telephone etiquette. Good filing and organisational skills. Good office administration and good inter-personal skills. High level of reliability. Ability to act with tact and discretion.
DUTIES	:	Provide a secretarial support, record appointments and events and manage the Directors dairy. Receive telephone calls and refer to the correct role players if not meant for the Director. Provide secretarial functions in board meetings. Write/ type documents, memos, letters and reports. Compile agenda's and take minutes during meetings. Compile minutes correctly. Deal with classified files and documents. Arrange meetings and events for Director. Process the travel and subsistence claims for the Director. Identify venues, invite role players, organise refreshments, and set up schedules for meetings and events. Collect all relevant documents for meetings. Keep Director's directory. Liaise with travel agencies to make travel arrangements. Prepare briefing and notes for the Director as required. Keep a filing system. Organise social functions. Operate the office equipment's. Ordering and purchasing of stationery. Keep updated with policy and procedures. Coordinate logistical arrangements for meetings when required. Coordinate all logistical arrangements for visitors visiting the Director. Studies the relevant Public Service and departmental prescripts/policies and other documents to ensure that the application therefore is understood properly. Remain abreast with the procedures and processes that apply in the office of the Director. Provide support to Director regarding, scrutinizes documents to determine actions/ information / other documents required for meetings. Record all minutes/ decisions and communicate to all relevant role players and make follows ups on progress. Prepare briefing notes for the Director as required.
ENQUIRIES	:	Mr K.N. Nkoko Tel No: (012) 355 6299

ANNEXURE C

DEPARTMENT OF EMPLOYMENT AND LABOUR

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

CLOSING DATE : 27 November 2026 at 16:00 (walk-in) and 23:59 (online)

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

OTHER POSTS

POST 41/06 : **DEPUTY DIRECTOR: OCCUPATION THERAPY REF NO: HR4/4/4/10/19**

SALARY : R1 101 468 per annum, (all -inclusive)

CENTRE : Provincial Office: Gauteng, Parktown

REQUIREMENTS : Undergraduate qualification (NQF level 6) as recognised by SAQA in Occupational Therapy/ Post Graduate Diploma in Vocational Rehabilitation/Disability Studies or any other postgraduate in rehabilitation will be added as an advantage. 8 years' experience in Rehabilitation post qualification of which 3 years is management. Statutory Body Requirements: Registration with HPCSA. Knowledge: DEL and Compensation Fund business strategies and goals, Public Service Act, The Constitution of RSA, Public Service Regulation, Directorate goals and performance requirements, PFMA and Treasury Regulations, Customer Service (Batho Pele Principles),

Technical Knowledge, Rehabilitation related Legislation & Regulatory Knowledge & Implementation, Knowledge of Rehabilitation Services, Basic Conditions of Employment Act (BCEA), Protection of Personal Information Act (POPIA), Promotion of Administrative Justice Act (PAJA), Promotion of Equity and Prevention of Unfair Discrimination Act (PEPUDA), Occupational Health and Safety Act (OHS), PFMA and Treasury Regulations, Promotion of Access to Information Act, National Health Act, Allied Health Profession Act, Integrated National Disability Strategy (INDS), Social Services Act, Legislative Requirements: COIDA. Skills: Rehabilitation skills, Analytical skills, Service Delivery Innovation (SDI), Planning and organising, Problem solving and analysis, Financial management, Communication (written and verbal), People management, Patient care, Rehab therapy management, Medical and Rehabilitation policy management, Programme management and Planning, Clinical excellence and advisory, Stakeholder Development & Management, Monitoring and assurance and Clinical vocational rehabilitation.

DUTIES : Manage the pre-authorisation request on medical assistive devices. Manage the clinical rehabilitation services. Manage social re-integration programs. Manage return to work program. Establish and maintain high level relationship with various internal and external stakeholders and Manage resources.

ENQUIRIES : Mr S Mdluli Tel No: (012) 406 5613/ 067 424 6655

APPLICATIONS : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand deliver at: Department of Employment and Labour, No 47 Empire Road, Parktown. Email: Jobs-GPCF10@labour.gov.za

NOTE : EE targets – Priority will be given to Coloured females, Indian females, White females and White males.

POST 41/07 : **DEPUTY DIRECTOR: LABOUR CENTRE OPERATIONS REF NO: HR4/41/36**

SALARY : R1 101 468 per annum, (all- inclusive)

CENTRE : Labour Centre: KwaMaqoma, Eastern Cape

REQUIREMENTS : Three years' (3) National Diploma (NQF6)/ Under graduate Degree (NQF7) in Financial Management, Accounting, Human Resource Management, Labour Relations, Social Science means.(Developmental Studies, Social Work and Nursing, Industrial Psychology / Psychology, Qualifications with Research, Economics, and Statistics as major subjects) Engineering Science(Civil and/or Construction Engineering, Electrical Engineering, Mechanical Engineering, Environmental Health, Analytical Chemistry, Chemical Engineering, Chemistry, Explosives Management, Explosives Engineering) Management / Public Management / Administration, Business Management / Administration, Operations Management and Project Management, Commerce (General), Administrative Information Management, Administrative Management, three (3) years' legal qualification in LLB/BCOM LAW/BA LAW/B Proc. Five (5) years' experience of which two (2) at an Assistant Director level and three (3) years' functional experience in labour market operations / services delivery environment. Drivers Licence. Knowledge: Public Finance Management Act, Treasury Regulations, Supply Chain Management processes, Asset Management, All Labour Legislations, Departmental policies and Procedures, Public Service Regulations, Batho Pele principles. Skills: Management, Communication (both verbal and written), Computer Literacy, Conflict Management, Presentation, interpersonal, Conflict Management, Leadership and Project Management.

DUTIES : Manage the service delivery objectives as per the mandate of Department of Employment and Labour. Represent the Department in key stake-holder forums including interdepartmental structures of government and municipalities including those dictated by the District Development Model (DDM). Implement and manage service delivery improvement plan. Manage all the resources of the Labour Centre.

ENQUIRIES : Ms P Mbongwana Tel No: (043) 701 3128

APPLICATIONS : Chief Director: Human Resources Management: Private Bag X9005, East London, 0001 or hand delivers at 3 Hill Street, East London, 5200. Email: Jobs-EC1@labour.gov.za

NOTE : EE Targets - Priority will be given to Coloured Males, Coloured Females, Indian Males, Indian Females, White Males, White Females and People with Disability.

POST 41/08	:	**PRINCIPAL INSPECTOR: EMPLOYMENT EQUITY REF NO: HR4/4/4/11/01**
SALARY	:	R605 742 per annum
CENTRE	:	Provincial Office: Gauteng, Parktown
REQUIREMENTS	:	A qualification at (NQF 6) as recognised by SAQA in B-Proc / B-Juris / Labour Law / Diploma in law/ B-Com Law/ BA Law/ LLB. Four (4) years' functional experience in Inspection and/ or Enforcement Services. Valid driver's licence. Knowledge: COIDA, Unemployment Insurance Act, Employment Services Act, UI Contributions Act, Pension Fund Act, OHS Act, Skills Development Act, Skills Development and Levies Act, Immigration Act, Labour Relations Act, National Minimum Wage Act, BCEA, Public Services Act and Regulations, Departmental policies and procedures, IES Standard Operating Procedure, IES Strategy, National Labour Migration Policy. Skills: Facilitation, Planning and organizing, Computer literacy, Problem solving, Interviewing, listening and observation, Presentation, Problem solving, Negotiation, Report writing, Time management, Conflict handling, Innovative, Analytical, Verbal and written Communication skills.
DUTIES	:	Manage and conduct complex inspections (DG reviews, Re-assessment and Monitoring) with the aim of enforcing and ensuring compliance with Employment Equity Act (EEA) and Regulations. Manage and monitor reported cases pertaining to contravention of Employment Equity Act, Regulations and enforce compliance. Monitor unfair discrimination, bullying and harassment in the workplace. Coordinate and implement advocacy campaigns on Employment Equity Act as per work plan and analyse the impact thereof. Manage the resources in the Unit.
ENQUIRIES	:	Mr M Tshabalala Tel No: (012) 309 0500
APPLICATIONS	:	Chief Director: Provincial Operations: P O Box 4560, Johannesburg, 2001 or hand deliver at 47 Empire Road, Parktown or Direct your applications to Jobs-GP-IES/1@labour.gov.za
NOTE	:	EE targets priority will be given to Coloured Males, Indian males and white males.
POST 41/09	:	**ASSISTANT DIRECTOR: COID STATUTORY SERVICES REF NO: HR4/4/4/11/02**
SALARY	:	R487 197 per annum
CENTRE	:	Provincial Office: Gauteng, Parktown
REQUIREMENTS	:	BPROC/ LLB. Admission as an Attorney or Advocate. Valid driver's licence. Two years functional in compliance and legal services environment. Knowledge: Public service transformation and management issues, Public Service Act, Treasury Regulations, Departmental policies and procedures, Corporate governance, Skills Development Act, Public Service Regulations, SDLA. Skills: Facilitation, Planning and Organizing, Computer literacy, Interpersonal, Problem solving, Interviewing, Presentation, Innovative, Analytical and Verbal and written communication skills.
DUTIES	:	Appear in Court for enforcement of COID and OHS, Manage the implementation of COIDA and OHS enforcement processes, Manage the advocacy strategy for COIDA and OHS in IES, Manage and facilitate the implementation of capacity development programmes for the inspectors in the provinces. Co-ordinate information to provide legal advice and proceeding for COID and OHS enforcement.
ENQUIRIES	:	Mr M Tshabalala Tel No: (012) 309 0500
APPLICATIONS	:	Chief Director: Provincial Operations: P O Box 4560, Johannesburg, 2001 or hand deliver at 47 Empire Road, Parktown or Direct your applications to Jobs-GP-IES/2@labour.gov.za
NOTE	:	EE targets priority will be given to Coloured Males, Indian males and white males.
POST 41/10	:	**EMPLOYMENT SERVICE PRACTITIONER REF NO: HR4/4/7/100**
SALARY	:	R413 001 per annum
CENTRE	:	Labour Centre: Ermelo
REQUIREMENTS	:	Three (3) year qualification in Social Science (Psychology, Industrial Psychology) / Public Administration / Business Management / Public Management. Two (2) years functional experience in a client orientated environment. Valid driver's license. Knowledge: Employment Service Act, Unemployment Insurance Act, Public Service Act, Immigration Act. Skills:

Planning and organising, Communication, Computer, Analytical, Presentation, Interpersonal, Report writing, Leadership, Networking, Negotiation and Marketing.

DUTIES : Marketing PES services to stakeholders to acquire opportunities and conduct recruitment selection, referral and placement of registered work seekers. Process requests for International Cross Boarder Labour Migration (ICBLM) and advise on the availability of skills. Process applications for registration of Public Employment Agency (PEA) and Temporary Employment Schemes (TES). Supervise the provision of registration and referral of work seekers for the Department. Monitor the implementation of Employment Schemes, Labour Activation Programmes (LAP) Projects and Temporary Relief-Schemes. Supervise the administration of employer services at the Labour Centre.

ENQUIRIES : Mr M Rathipe Tel No: (017) 819 7632

APPLICATIONS : Acting Deputy Director Labour Centre Operation's: Private Bag X9054 or hand delivery at Merino Building Cnr of De Jager and Joubert Streets Ermelo. EMAIL: Jobs-ESP-EML@LABOUR.gov.za

NOTE : EE Target priority will be given to African Males, Coloured Males, Indian Males, Indian Females, White Males and People with Disabilities.

POST 41/11 : **SENIOR ADMINISTRATION OFFICER: PENSION ADMINISTRATOR REF NO: HR4/4/7/101**

Re-advertisement, applicants who previously applied are encouraged to re-apply

SALARY : R413 001 per annum

CENTRE : Labour Centre: Secunda

REQUIREMENTS : Undergraduate qualification (NQF level 6) as recognised by SAQA in Public Management/ Public Administration/ Social Sciences/ OHS/ Finance/ HRM. Experience: 2 years' functional experience in pension administration/Claims processing environment of a financial nature. Drivers Licence. Knowledge: Relevant regulations, laws and legislation, Tariffs Administration, Index Administration, Claims Administration, Claims Registration, Claims Investigations, Claims Management and Legal Cost assessment and settlement, Claims Litigation, Claims Finalization, Compensation Fund objectives and business functions, Compensation Fund Value Chain and business processes, Relevant Fund policies, procedures and processes, Customer Service (Batho Pele Principles), Risk Awareness, COID Tariffs, Constitution Act, Public Service Act and Occupational Health and Safety Act (OHS) Skills: Accountability, Analytical Thinking, Attention to detail, Brand and Customer Orientated Service Delivery, Business and Financial Acumen, Communication, Emotional Intelligence, Ethics and Governance and Team Orientation.

DUTIES : Verify pension claims. Initiate pension claims for payment. Process commutations applications and attend to pension enquiries.

ENQUIRIES : Mr S Ndimande Tel No: (017) 631 2585/2652/2672

APPLICATIONS : Acting Deputy Director Labour Centre Operations: Private Bag X9057, Secunda, 2302, 4 Waterson Street, Sunset park, Secunda email: Jobs-SCU-SAO@LABOUR.gov.za

NOTE : EE target priority will be given to African Males, Coloured Males, Indian Males, Indian Females, White Males and People with Disability.

POST 41/12 : **SENIOR ADMINISTRATION OFFICER: OPERATIONS (X4 POSTS)**

SALARY : R413 001 per annum

CENTRE : Labour Centre: Ku-Gompo City Ref No: HR4/4/11/19 (X1 Post)
Labour Centre: Graaff-Reinet Ref No: HR4/4/11/20 (X1 Post)
Labour Centre: Makhanda Ref No: HR/4/4/11/21 (X1 Post)
Labour Centre: Kariega Ref No: HR4/4/11/22 (X1 Post)

REQUIREMENTS : An undergraduate qualification in Operations Management / Public Management or Administration / Business Administration or Management / Administrative Management / Management / Financial Accounting / Finance at NQF Level 6 as recognized by SAQA. A valid driver's license. Two (2) years functional experience in Client Service environment / Claims Processing environment in operations or Insurance Environment. Knowledge: Unemployment Insurance Act and Regulations (UIA), Unemployment Insurance Contributions Act (UICA), Department of Employment and Labour & UIF Policies and Procedure, Operations System, Batho Pele Principles,

		Protection of Personal Information Act (POPIA). Skills: Interpersonal, Presentation, Listening, Communication (verbal and written) Computer Literacy, Problem Solving, Planning and Organizing.
DUTIES	:	Provide Unemployment Insurance Services through interaction with customers. Provide quality assurance and follow-up on Unemployment Insurance applications. Administer the UI Claims and Processing Services. Supervise resources (Human, Financial, Equipment/ Assets) in the section.
ENQUIRIES	:	Mr. S Mshumpela Tel No: (049) 892 2142 Mr M Njamela Tel No: (043) 702 7500 Ms Ntlokwana Tel No: (046) 622 2104 Ms W Koba Tel No: (041) 260 7047
APPLICATIONS	:	Deputy Director: Labour Centre Operations, PO Box 342 Graaff-Reinet, 6280, Hand deliver at 63 Church Street Graaff-Reinet 6280. Email: Jobs-ECGRN@labour.gov.za Deputy Director: Labour Centre Operations IG Building Ensuco House NR Hill and Church Streets East London 5201. Email: Jobs–ECELN@labour.gov.za Deputy Director: Labour Centre Operations, PO Box X 342 Makhanda, 6140, Hand deliver at 20 High Street Makhanda, 6140. Email: Jobs-ECGTN@labour.gov.za Deputy Director Labour Centre Operations: PO Box 562, Kariega 5200, Hand deliver at 15A Chase Street, Kariega 6230. Email: Jobs-ECUHG@labour.gov.za
NOTE	:	EE targets- Priority will be given to African Male, White Males, White Females, Coloured Males.
POST 41/13	:	**SENIOR PRACTITIONER: RECRUITMENT AND SELECTION REF NO: HR4/4/4/10/20**
SALARY	:	R413 001 per annum
CENTRE	:	Provincial Office: Gauteng, Parktown
REQUIREMENTS	:	Undergraduate qualification (NQF6) as recognised by SAQA in Human Resource Management/ Personnel Management. Two (2) years' functional experience in Human Resource Management environment. Knowledge: Human Resource Management Methodology, Principles and Strategies, Digital Acumen / Relevant HRM systems / Learning Systems / Performance Systems etc, DeL and Compensation Fund business strategies and goals, COIDA, DPSA Directives, Customer Service principles (Batho-Pele Principles), Technical knowledge, Budgeting and Financial Management, Labour Relations Act, Employment Equity Act, Basic Conditions of Employment Act, Public Finance Management Act (PFMA), National Treasury regulations, Preferential Procurement Policy Framework, Promotion of Access to Information Act, Promotion of Administrative Justice Act (PAJA), Minimum information security standard (MISS), Protection of Personal Information Act (POPI). Legislative Requirements: Public Service Regulation, Public Service Act. Skills: Critical and Innovative Thinking, Inspire Commitment, Programme/ Project Management, Quality Assurance, Service Delivery Innovation, Stakeholder Development & Relations, Data Gathering, Analysis, Data/Record Management.
DUTIES	:	Conduct recruitment and selection processes for COID Services in the Provinces. Develop the Database for filled and vacant posts for COID Services in the Province. Perform conditions of service processes for COID Services in the Province. Administrate PERSAL establishment for COID Services in the Province. Keep safe all HR records for COID Services in the Province.
ENQUIRIES	:	Mr AA Mabusela Tel No: (011) 853 0505
APPLICATIONS	:	Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand deliver at: Department of Employment and Labour, No.47 Empire Road, Parktown. To apply online follow the link https://essa.labour.gov.za/EssaOnline/WebBeans/
NOTE	:	EE Target Priority will be given to White males and White females.
POST 41/14	:	**SENIOR PRACTITIONER: LOCAL APPEALS AND COMPLAINTS REF NO HR4/4/4/10/21**
SALARY	:	R413 001 per annum
CENTRE	:	Provincial Office: Gauteng, Parktown
REQUIREMENTS	:	An undergraduate qualification in Business Administration/ Management; Public Administration/ Public Relations/ Social Science/ Accounting/ Finance/

		HRM at NQF Level 6 as recognized by SAQA. Two (2) years functional experience in Client Services environment/ Claims Processing environment of UIF or Insurance claims. Knowledge: Department of Employment and Labour & UIF Policies and Procedures. Operations System. Protection of Personal Information Act (POPIA). Public Financial Management Act (PFMA). Public Service Regulation (PSR). Batho Pele Principles. Public Service Act (PSA). Labour Relations Act. Skills: Interpersonal, Presentation, Listening, Communication (verbal and written), Computer Literacy, Problem Solving, Planning and Organizing.
DUTIES	:	Verify provision of secretariat functions for Local Appeal Board. Verify processing of appeals. Supervise rendering of administrative support services to the Regional Appeals Board. Supervise resources.
ENQUIRIES	:	Ms L Sibiya Tel No: (011) 853 0300
APPLICATIONS	:	Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand deliver 47 Empire Road, Parktown, Johannesburg. For online applications follow the link: https://essa.labour.gov.za/EssaOnline/WebBeans/
NOTE	:	EE targets – Priority will be given to White males and White Females
POST 41/15	:	**SENIOR ADMINSTRATION OFFICER: OPERATIONS REF NO: HR4/4/4/10/22**
SALARY	:	R413 001 per annum
CENTRE	:	Provincial Office: Gauteng, Parktown
REQUIREMENTS	:	An undergraduate qualification in Business Administration or Management /Public Administration or Management / Operations / Accounting / Finance NQF Level 6 as recognised by SAQA. Management / Financial Accounting / Finance at NQF Level 6 as recognised by SAQA. Two (2) years functional experience in Client Services environment / Claims Processing environment in operations or Insurance environment. Knowledge: Unemployment Insurance Act and Regulations (UIA), Unemployment Insurance Contributions Act (UICA), Department of Employment and Labour and UIF Policies and Procedure/ Operations System / Batho Pele Principles/ Protection of Personal. Information Act (POPIA), Skills: Interpersonal, Presentation, Listening, Communication (Verbal and Written), Computer Literacy, Problem solving, Planning and Organising.
DUTIES	:	Provide Unemployment Insurance service through interaction with customers. Provide quality assurance and follow up on Unemployment Insurance applications. Administer the UI Claims and Processing Services. Supervise resources (Human, Financial, Equipment / Assets) in the section.
ENQUIRIES	:	Ms L Sibiya Tel No: (011) 853 0300
APPLICATIONS	:	Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand deliver at 47 Empire Road, Parktown. For online applications follow the link: https://essa.labour.gov.za/EssaOnline/WebBeans/
NOTE	:	EE targets – Priority will be given to White males and White Females
POST 41/16	:	**SENIOR PRACTITIONER: ACCOUNTS RECEIVABLE REF NO: HR4/4/4/10/23**
SALARY	:	R413 001 per annum
CENTRE	:	Provincial Office: Gauteng, Parktown
REQUIREMENTS	:	Three (3) year Tertiary qualification (NQF level 6) in Accounting / Finance. Two (2) years' experience in accounts receivable environment. Knowledge: Unemployment Insurance Act (UIA), Unemployment Insurance Contributions Act (UICA)., Public Financial Management Act (PFMA), Public Service Regulation (PSR), Public Service Act (PSA) Skills: Communication, Listening, Computer Literacy, Time Management, Interpersonal, Analytical, Numeracy.
DUTIES	:	Provide accounts receivable and revenue collection service. Render debt recovery service in the province. Maintain the Overpayments Debtors Records. Supervise resources (Human, Finance, Equipment/ Assets) in the section.
ENQUIRIES	:	Ms L Sibiya Tel No: (011) 853 0300
APPLICATIONS	:	Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand deliver at 47 Empire Road, Parktown. For online application follow the link: https://essa.labour.gov.za/EssaOnline/WebBeans/
NOTE	:	EE targets –priority will be given to White males and White Females

POST 41/17	:	**ADMINISTRATION OFFICER: EMPLOYER SERVICES REF NO: HR4/4/10/5**
SALARY	:	R338 106 per annum
CENTRE	:	Provincial Office, KwaZulu-Natal
REQUIREMENTS	:	Senior Certificate plus a Three (3) year relevant tertiary qualification at NQF 6/7 in Social Sciences (Psychology; Public / Business Administration). One (1) years functional experience in Public Employment/Administration Services. Knowledge: Social Plan Guidelines, ILO Conventions, PEA Regulations, Immigration Act, Employment Services Act. Skills: Planning and organizing, Communication, Computer, Analytical, Presentation, Interpersonal, Report writing Skills.
DUTIES	:	Render human resources management functions for the PES business unit. Provide support for the budget administration of the PES business unit. Provide administrative support for the trainings of the unemployed. Consolidate monthly and quarterly statistics for the PES business unit. Perform general administrative functions to the PES business unit.
ENQUIRIES	:	Ms PZ Maseko Tel No: (031) 366 2011
APPLICATIONS	:	Director: Public Employment Services, PO Box 940, Durban, 4000 Or hand deliver at 267 Anton Lembede Street, Durban. For Online Application: Jobs-KZN33@labour.gov.za
NOTE	:	EE target- Indian males, Indian females and White males are encouraged to apply
POST 41/18	:	**FACTORY INSTRUCTOR: WOOD (X2 POSTS)**
SALARY	:	R338 106 per annum
CENTRE	:	Supported Employment Enterprise, Pietermaritzburg Ref No: HR4/26/10/01 (X1 Post) Supported Employment Enterprise, Bloemfontein Ref No: HR4/26/10/02 (X1 Post)
REQUIREMENTS	:	Occupational Certificate: Carpenter/or Furniture Upholstery (NQF Level 4). Two (2) years functional experience in wood environment. A valid driver's license will be an added advantage. Knowledge: Public Service Act, Public Finance Management Act, South African Bureau of Standard classification, Disability Act and policies, Manufacturing process, Proven exposure and knowledge of a relevant production system or philosophy, Sound knowledge of Safety, Environment and Quality systems. Skills: Planning and organizing, Communication, Computer Literate, Interpersonal, Analytical, Leadership, Technical, Teamwork, Counselling.
DUTIES	:	Implement product manufacturing process and operations within the factory. Coordinate the development of products in the factories. Ensure compliance to the Occupational health and Safety in the factory. Manage Human Resources in the factory.
ENQUIRIES	:	Ms ME Msiza Tel No: (012) 843 7300 / 7409
APPLICATIONS	:	Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street, Pretoria. Email for Pietermaritzburg use: Jobs-SEE10@labour.gov.za Email for Bloemfontein use: Jobs-SEE11@labour.gov.za
NOTE	:	EE target priority will be given to Persons with Disabilities, African Males, Indian Females, White Males.
POST 41/19	:	**EMPLOYER AUDIT OFFICER REF NO: HR4/4/4/11/03**
SALARY	:	R338 106 per annum
CENTRE	:	Provincial Office: Gauteng, Parktown
REQUIREMENTS	:	Three (3) year tertiary qualification in Labour Relations Management/ BCOM Law/ LLB/ Internal Audit. One (1) year functional experience in Auditing. Knowledge: Departmental policies and procedures, Batho Pele Principles, Public Service Act and Regulations, COIDA, UIA, PFMA, BCEA, SDLA, LRA, UI Contributions Act, Skills Development Act, Employment Equity Act. Skills: Facilitation, Planning and Organizing, Computer literacy, Interpersonal, Problem solving, Interviewing skills, Presentation, Innovative, Analytical, Research, Project management and Verbal and written communication skills.
DUTIES	:	Perform monitor the implementation of UIA and COIDA Programmes. Analyse the systems that provide expert advice on sector specific UIA and COIDA matters. Coordinate the process that monitors and evaluates impact of UIA and

		COIDA programs. Provide support in the implementation of Advocacy Campaigns on UI & COIDA regularly and when there are amendments.
ENQUIRIES	:	Mr M Tshabalala Tel No: (012) 309 0500
APPLICATIONS	:	Chief Director: Provincial Operations: P O Box 4560, Johannesburg, 2001 or hand deliver at 47 Empire Road, Parktown. For online application follow the link: https://essa.labour.gov.za/EssaOnline/WebBeans/
NOTE	:	EE targets priority will be given to African males and white males.
POST 41/20	:	**CLIENT SERVICE OFFICER: EMPLOYER SERVICES REF NO: HR4/4/11/26**
SALARY	:	R280 278 per annum
CENTRE	:	Labour Centre: KuGompo City
REQUIREMENTS	:	Grade 12 / Senior Certificate. No experience required. Knowledge: Unemployment Insurance Act and Regulations, Unemployment Insurance Contributions Act, Public Financial Management Act (PFMA), Protection of Personal Information Act (POPIA), Department of Labour and UIF Policies and Procedures, Treasury Regulations, UIF's Vision, Mission and Values, Departmental Policies, Procedures and Guidelines, Batho Pele Principles. Skills: Interpersonal, Telephone etiquette, Interviewing, Computer Literacy, Communication (verbal and written), Listening, Interpretation (ability to interpret UI Act and Contribution Act), Conflict Management, Time Management, Customer Relations, Analytical and on job training (operational systems).
DUTIES	:	Provide screening services. Process applications for UIF Benefits. Register payment continuation forms. Provide administrative functions.
ENQUIRIES	:	Mr M Njamela Tel No: (043) 702 7500
APPLICATIONS	:	Deputy Director: Labour Centre Operations IG Building Ensuco House NR Hill and Church Streets, East London, 5201. Email: Jobs –ECELN@labour.gov.za
NOTE	:	EE Targets- Priority will be given to African Male, White Males, White Females, Coloured Males.
POST 41/21	:	**CLIENT SERVICE OFFICER: PAYMASTER REF NO: HR4/4/11/27**
SALARY	:	R280 278 per annum
CENTRE	:	Labour Centre: KuGompo City
REQUIREMENTS	:	Grade 12/ Senior Certificate. No experience required. Knowledge: Unemployment Insurance Act and Regulations, Unemployment Insurance Contributions Act, Public Financial Management Act (PFMA), Protection of Personal Information Act (POPIA), Department of Labour and UIF Policies and Procedures, Treasury Regulations, UIF's Vision, Mission and Values, Departmental Policies, Procedures and Guidelines, Batho Pele Principles. Skills: Interpersonal, Telephone etiquette, Interviewing, Computer Literacy, Communication (verbal and written), Listening, Interpretation (ability to interpret UI Act and Contribution Act), Conflict Management, Time Management, Customer Relations, Analytical and on job training (operational systems).
DUTIES	:	Provide screening services. Process applications for UIF Benefits. Register payment continuation forms. Provide administrative functions.
ENQUIRIES	:	Mr M Njamela Tel No: (043) 702 7500
APPLICATIONS	:	Deputy Director: Labour Centre Operations IG Building Ensuco House NR Hill and Church Streets, East London, 5201. Email: Jobs –ECELN@labour.gov.za
NOTE	:	EE targets- Priority will be given to African Male, White Males, White Females, Coloured Males.
POST 41/22	:	**CLAIMS PROCESSORS (X8 POSTS)**
SALARY	:	R280 278 per annum
CENTRE	:	Labour Centre: Johannesburg, stationed at Pretoria Ref No: HR4/4/4/10/09 (X1 Post) Labour Centre: Mamelodi, stationed at Pretoria Ref No: HR4/4/4/10/10 (X2 Posts) Labour Centre: Vereeniging, stationed at Pretoria Ref No: HR4/4/4/10/11 (X1 Post) Labour Centre: Soshanguve, stationed at Pretoria Ref No: HR4/4/4/10/12 (X2 Posts) Labour Centre: Krugersdorp, stationed at Pretoria Ref No: HR4/4/4/10/13 (X1 Post)

		Labour Centre: Kempton Park, stationed at Pretoria Ref No: HR4/4/4/10/14 (X1 Post)
REQUIREMENTS	:	Undergraduate qualification (NQF 6) as recognised by SAQA in Public Management / Business Management/ Operations Management / Management / HRM / Nursing / Law / LLB / BCom / Finance / Administration. Experience in Claims Processing environment will be an added advantage. Knowledge: Relevant regulations laws and legislations, Claims handling, Claims verification and validation, Claims litigation, Claims assessment/ settlement, Claims finalisation, Compensation fund business strategies and goals, Directorate goals and performance requirements, PFMA and Treasury Regulations, Customer Service (Batho Pele Principle), Promotion of Access to Information Act, The Constitution of RSA, Occupational Health and Safety Act (OHS), Public Service Act, Public Service Regulation, Legislative Requirements: Compensation for Occupational Injuries and Diseases Act. Skills: Claims registration, Communication (written and verbal), Data capturing, Data & record management, Excellent communication, Computer skills.
DUTIES	:	Register and acknowledge claims. Prepare compensation benefits. Handle claim enquiries. Render administration activities.
ENQUIRIES	:	Mr S Mdluli Tel No: (012) 406 5613/ 067 424 6655
APPLICATIONS	:	Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand deliver at: Department of Employment and Labour, No 47 Empire Road, Parktown. To apply online follow the link https://essa.labour.gov.za/EssaOnline/WebBeans/
NOTE	:	EE targets – Priority will be given to White males and White females.
POST 41/23	:	**CLIENT SERVICE OFFICER REF NO: HR4/4/4/10/15 (X2 POSTS)**
SALARY	:	R280 278 per annum
CENTRE	:	Labour Centre: Kempton Park
REQUIREMENTS	:	Grade 12, No Experience Required, Knowledge: Relevant regulations, laws and legislation, Data Collection / Capturing, Public Service Act, Public Service Regulation, Compensation Fund business strategies and goals, Compensation Fund value chain, Directorate goals and performance requirements, PFMA and Treasury Regulations, Customer Service (Batho Pele Principles), Occupational Health and Safety Act (OHS), Promotion of Access to Information Act, The Constitution of RSA, Legislative Requirements: COIDA Skills: Query Management, Active Listening, Excellent Communication, Emotional Intelligence.
DUTIES	:	Receive and verify documents for registration. Register the claims on the Operational System. Assist employer services at the kiosk, online system and service centres. Handle all service-related queries and complaints.
ENQUIRIES	:	Mr S Mdluli Tel No: (012) 406 5613/ 067 424 6655
APPLICATIONS	:	Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand deliver at: Department of Employment and Labour, No 47 Empire Road, Parktown. To apply follow the link https://essa.labour.gov.za/EssaOnline/WebBeans/
NOTE	:	EE targets – Priority will be given to African males and White males.
POST 41/24	:	**CLAIMS CREDIT OFFICER (X5 POSTS)**
SALARY	:	R280 278 per annum
CENTRE	:	Provincial Office: Gauteng, Parktown Ref No: HR4/4/4/10/24 (X3 Posts) Provincial Office: Gauteng, Parktown but Stationed in Pretoria Labour Centre Ref No: HR4/4/4/10/25(X2 Posts)
REQUIREMENTS	:	Minimum qualifications required: Grade 12/ Senior Certificate. Minimum experience 0 to 6 months. Knowledge: Unemployment Insurance Act (UIA). Unemployment Insurance Contributions Act (UICA). Generally Recognized Accounting Principles (GRAP). Treasury Regulations. Accepted Accounting Principles (GAAP). Financial Systems. Departmental policies and procedures. Public Finance Management Act. Financial Management Processes and Procedures. Skills: Communication (verbal and written), Financial Management, Computer Literacy, Time Management, Planning and organizing, Analytical, Numeracy, Interpersonal.
DUTIES	:	Collect outstanding Overpayments balance. Keep all Overpayment Debtors Records manually and electronically. Monitor the payments of benefits to clients.
ENQUIRIES	:	Mr J Masenya Tel No: (011) 853 0300

APPLICATIONS	:	Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand deliver at 47 Empire Road, Parktown. To apply online follow the link: https://essa.labour.gov.za/EssaOnline/WebBeans/
NOTE	:	EE targets – priority will be given to White males and White Females
POST 41/25	:	**RECORDS ADMINISTRATOR (X9 POSTS)**
SALARY	:	R280 278 per annum
CENTRE	:	Provincial Office: Gauteng, Parktown but Stationed in Pretoria Labour Canter No: HR 4/4/4/10/26 (X1 Post) Labour Centre: Germiston Ref No: HR 4/4/4/10/27 (X1 Post) Provincial Office: Gauteng, Parktown Ref No: HR 4/4/4/10/28 (X7 Posts)
REQUIREMENTS	:	Grade 12 / Senior Certificate or equivalent. No experience required. Knowledge: National Archives Act, Batho Pele Principles, Record Management, Departmental Policies and Procedures. Skills: Communication, Listening, Computer Literacy, Planning and Organizing.
DUTIES	:	Maintain the filing system as per the directives of the archives and record management prescripts. Sort and prepare documents for disposal processes as in line with the relevant prescripts. Perform administrative duties within the Section as and when the need arises.
ENQUIRIES	:	Mr J Masenya Tel No: (011) 853 0300
APPLICATIONS	:	Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand deliver at 47 Empire Road, Parktown. To apply online follow the link: https://essa.labour.gov.za/EssaOnline/WebBeans/
NOTE	:	EE targets – Priority will be given to White males and White Females
POST 41/26	:	**ADMIN CLERK LEGAL SERVICES (X4 POSTS)**
SALARY	:	R237 453 per annum
CENTRE	:	Labour Centre: Johannesburg, stationed at Pretoria Ref No: HR4/4/4/10/16 (X2 Posts) Labour Centre: Germiston, stationed at Pretoria Ref No: HR4/4/4/10/17 (X1 Post) Labour Centre: Vereeniging, stationed at Pretoria Ref No: HR4/4/4/10/18 (X1 Post)
REQUIREMENTS	:	Grade 12. No experience required. Knowledge: Regulatory knowledge, Law and legislation, Data capturing, Collecting statistics, Compensation Fund business processes, procedure, policies, Customer Service (Batho Pele Principles), Technical knowledge, Public Finance Management Act (PFMA), Promotion Access to Administrative Justice Act, Promotion of Access to Information Act, Labour Law, Road Accident Fund Act The Constitution of RSA, COIDA Act, Legislative Requirements: Legislative and Law Enforcement and Council Policy. Skills: Computer literacy, interpersonal relations, Communication (written & verbal)
DUTIES	:	Liaise with provinces and labour centres for the provision of required information and data. Manage correspondence and documentation. Render effective administrative support services.
ENQUIRIES	:	Mr S Mdluli Tel No: (012) 406 5613/ 067 424 6655
APPLICATIONS	:	Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand deliver at: Department of Employment and Labour, No 47 Empire Road, Parktown. To apply online follow the link https://essa.labour.gov.za/EssaOnline/WebBeans/
NOTE	:	EE targets – priority will be given to African Males and White males.

ANNEXURE D

DEPARTMENT OF HIGHER EDUCATION AND TRAINING

OTHER POSTS

POST 41/27	:	**ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT REF NO: MTC/ CO/2/2026** (Permanent)
SALARY	:	R487 197 per annum (Level 09)
CENTRE	:	Central Office, Vryheid
REQUIREMENTS	:	Grade 12 or equivalent plus recognized Degree/National Diploma in Human Resource Management or equivalent qualification. Introduction to PERSAL Certificate will be an added advantage. 3-5 years' practical experience in Human Resource Management environment, and 2 years of supervisory experience within Human Resources. Knowledge of Public Service Legislations and policies related to Human Resource Management. Knowledge and understanding of the TVET administration. Knowledge and understanding of the Higher Education sector. Knowledge of PERSAL and Job Evaluation. Skills: Planning and organizing, Financial Management, Report writing, Problem solving, client oriented, project management, team leadership and Computer Literacy. A valid drivers' licence.
DUTIES	:	Provide conditions of service benefits including verifying leave applications before capturing on PERSAL, appointment dates, qualifications, incentives system and HR personnel records. Provide Human Resource Development Services including facilitating the implementation of human resource development strategy and plans. Oversee Human Resource Development services including bursary administration, training interventions, internships and Work Integrated Learning, induction, performance management and development systems and integrated quality management systems. Develop and implement Workplace Skills Pan. Provide Labour Relations services including facilitating the implementation of labour relations guideline processes, collective bargaining, dispute resolutions, resolution of disciplinary cases, grievance and dispute processes. Represent employer and monitor the implementation of litigation outcomes. Promote sound employment relations. Coordinate and facilitate Human Resource Planning and Employment Equity services. Implement employee health and wellness programmes and service. Develop and implement Human Resource policies and manuals. Manage human, financial and other resources of the unit and queries from internal and external clients.
ENQUIRIES	:	Mr S Zulu / Mr LK Mthethwa/ Ms GL Sikhosana Tel No: (034) 980 1010
APPLICATIONS	:	email address: Corporate.Applications@mthashana.edu.za
NOTE	:	All attachments must include an application form Z83 and CV only combined, in PDF and as one attachment. Zipped, IMG and JPEG documents will not be accepted. Indicate the correct job tittle and the reference number of the post on the subject line of your email. Use the correct email address associated with the post. Failure to do so will result in your application being disqualified. Applications quoting the relevant reference number must be submitted on the new Z83 form, obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using incorrect application for employment (old Z83) will not be considered. Each post(s) advert must be accompanied by its own application form for employment and must be fully completed, initialled and signed by the applicant as instructed below. Failure to fully complete, initial and sign the Z83 form will lead to disqualification of the application during the selection process. All fields of Section A, B, C and D of the Z83 must be completed in full. Section E, F, G (Due to the limited space on the Z83 it is acceptable for applicants to indicate refer to CV or see attached. However, the question related to conditions that prevent re-appointment under Part "F" must be answered and declaration signed. Only an updated comprehensive CV (with detailed previous experience if any) and a completed and signed new Z83 application form is required. Only shortlisted candidates will be required to submit copies of qualifications and other related documents on or before the day of the interview following the communication from Human Resources and such qualification(s) and other related documents will be in line with the requirements of the advertisement. Non-RSA Citizens/ Permanent Resident Permit holders in possession of

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

CLOSING DATE : 27 November 2026 @ 16:00

POST 41/28 : **SENIOR ICT TECHNICIAN REF NO: KHC/2026/11/ICT**
Nature of Post: Permanent

SALARY : R413 001 per annum (Level 08)
CENTRE : King Hintsa TVET College-Central Office
REQUIREMENTS : Grade 12 / Senior Certificate. A recognised three-year National Diploma / Degree in Information Technology, Computer Science or equivalent NQF Level 6 qualification as recognised by SAQA, relevant ICT certifications such as CCNA, MCSE, VMware, Microsoft Windows Server Hybrid Administrator Associate and CompTIA Security+ are required. ITIL V3/V4 Foundation or COBIT and Server Administration Certification will be an added advantage. Candidates must have at least three years' relevant experience in ICT support and hands on server experience, a valid driver's licence, and proven experience in hardware, software, networking and ICT infrastructure support. Knowledge of server administration, desktop support, Wi-Fi, Active Directory, DHCP, VoIP, ICT security, help desk operations and second line IT support is essential. Strong communication, customer service, problem-solving, planning and time management skills, as well as the ability to work under pressure and extended hours when required, are essential.

DUTIES : The successful candidate will be responsible for managing and providing service desk, desktop, second and third-line ICT support; installing, maintaining and troubleshooting ICT hardware, software, network infrastructure, Wi-Fi, servers, Active Directory, DHCP and VoIP systems; supporting ICT security, backups and asset management; liaising with service providers on technical support, maintenance, upgrades and licences; user support and awareness initiatives; compiling ICT reports and technical information to the relevant manager; supporting ICT projects and infrastructure improvements; supervising and monitoring ICT Technicians; prioritising, resolving and escalating ICT incidents and requests; contributing to the continuous improvement of ICT services, systems, infrastructure and digitalization processes.

ENQUIRIES : Mr. O Kalimashe and Ms. P Soyizwapi Tel No: (047) 401 6400
APPLICATIONS : email: snrtechnician@khc.edu.za
NOTE : Do not separate the Z83 and CV. Scan all these into single document. Scanned Applications must consist of fully completed and signed updated new Z83 Form, 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. The successful candidate will be subjected to a security clearance and verification of qualifications. All interviewed 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 Correspondence or communication will only be entered into with short-listed applicants. The College /Department reserves the right to withdraw any of the advertised posts at any time depending on the need. The Department and the College is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representivity: (race, gender and disability) in the Department through the filling of posts and a candidate whose appointment, transfer or promotion will promote representivity will receive preference.

CLOSING DATE : 04 December 2026 @14:00, incomplete applications and applications received after the closing date will not be considered. Only emailed applications will be considered.

POST 41/29 : **STATE ACCOUNTANT: FINANCIAL ACCOUNTING REF NO: WCCETC/SS/2026/01**
Permanent

SALARY : R338 106 per annum (Level 07)
CENTRE : Western Cape CET College: Central Office: Bellville
REQUIREMENTS : National Senior Certificate (Grade 12). An undergraduate National Diploma / Degree NQF level 6 or 7 in Financial Accounting / Accounting/ Accounting Sciences as recognized by SAQA. Two (2) years' experience in financial accounting, general ledger administration, financial transaction processing, reconciliations or financial reporting. Knowledge: Financial accounting principal and practices, General ledger management and account reconciliations, financial transaction processing and cashbook accounting, Preparation of financial reports and supporting schedules, Applicable financial management legislation, regulations and institutional policies, Internal controls, audit requirements and financial records management Computerised accounting and financial management systems. Skills: Financial accounting principles and practices, General ledger management and account reconciliations, financial transaction processing and cashbook accounting, Preparation of financial reports and supporting schedules, Applicable financial management legislation, regulations and institutional policies, Internal controls, audit requirements and financial records management, Computerised accounting and financial management systems.

DUTIES : Financial Transactions and Accounting Records. General Ledger Management and Reconciliations. Financial Reporting and Period-End Procedures. Payments, Receipts and Cashbook Accounting. Financial Compliance, Internal Controls and Audit Support. Financial Records Management and Operational Support.

ENQUIRIES : Ms. N Gwayi Tel No: (021) 180 1025
APPLICATIONS : Applications can be electronically submitted via email to Recruit2@WC.CETC.edu.za

NOTE : The Western Cape Community Education and Training College (WCCETC) 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 WCCETC will be taken into consideration. People with Disabilities will be accommodated within reasonable limits. Therefore, preference will be given to candidates whose appointment will assist the WCCETC in achieving its Employment Equity targets in terms of the WCCETC's Employment Equity Plan. Applications received after the closing date or faxed applications will not be considered. Note: Applications must be submitted on a duly completed Z83 (effective from 01 January 2021) form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applicants are not required to submit any copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and detailed Curriculum Vitae. Certified copies of qualifications and other relevant documents will be submitted by shortlisted candidates. Applications

received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process.

CLOSING DATE : 27 November 2026 @16:00

POST 41/30 : **PROVISIONING ADMINISTRATION OFFICER: SUPPLY CHAIN AND ASSET MANAGEMENT REF NO: WCCETC/SS/2026/02 (X2 POSTS)**
Permanent

SALARY : R338 106 per annum (Level 07)
CENTRE : Western Cape CET College: Central Office: Bellville
REQUIREMENTS : National Senior Certificate (Grade 12). An undergraduate National Diploma/Degree NQF level 6 or 7 in Accounting/Supply Chain Management. One to two years' experience in Supply Chain Management environment. Knowledge: BAS/LOGIS system, Assets disposal procedure, Legislative framework governing the Public Service Knowledge of Assets Management, Supply Chain Policies, Department of Higher Education mandate Skills: Planning and organizing, Communication (Good verbal and written), Computer Literacy, Flexibility, Customer care services, Report writing, Flexibility, Teamwork.
DUTIES : Perform bidding administration function for the College Bid Committee. Perform procurement of goods and services function through effective and efficient demand management services. Assist in the provision of an effective Contract Management service to the College. Provide logistical and disposal services. Provide asset management service to the College.
ENQUIRIES : Ms. N Gwayi Tel No: (021) 180 1025
APPLICATIONS : Applications can be electronically submitted via email to Recruit2@WC.CETC.edu.za
NOTE : The Western Cape Community Education and Training College (WCCETC) 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 WCCETC will be taken into consideration. People with Disabilities will be accommodated within reasonable limits. Therefore, preference will be given to candidates whose appointment will assist the WCCETC in achieving its Employment Equity targets in terms of the WCCETC's Employment Equity Plan. Applications received after the closing date or faxed applications will not be considered. Note: Applications must be submitted on a duly completed Z83 (effective from 01 January 2021) form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applicants are not required to submit any copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and detailed Curriculum Vitae. Certified copies of qualifications and other relevant documents will be submitted by shortlisted candidates. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as

unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process.

CLOSING DATE : 27 November 2026 @16:00

POST 41/31 : **STATE ACCOUNTANT: SCM AND ASSET MANAGEMENT REF NO: NCCETC 03/11/2026**

SALARY : R338 106 - R398 277 per annum (Level 07)
CENTRE : Northern Cape CET College
REQUIREMENTS : National Diploma (3 years) at NQF Level 6 in Supply Chain / Logistics / Purchasing or equivalent (SAQA). 2–3 years relevant experience in SCM and asset management. Driver's license (except persons with disabilities). Computer literate (MS Office). Bilingual (English, Afrikaans and/or Setswana).
DUTIES : Supervise and render Asset Management clerical support (record, issue equipment, disposals, verify and maintain registers). Supervise Demand and acquisition support (supplier database, LOGIS, quotations, orders, bid/contract support). Supervise Logistical support (Place orders, receive goods, issue goods, maintain asset register.
ENQUIRIES : Ms. A.M. Phakathe or Mr. P.S. Long Tel No: (053) 753 0009
APPLICATIONS : Dedicated email for this post: NCCETC03112026@nc.cetc.edu.za
NOTE : The Northern Cape Community Education and Training College invites suitably qualified and experienced individuals to apply for the following permanent positions at our Central Office, Kimberley. Applications must be submitted using the strictly updated Z83 form (effective 1 January 2021), obtainable from any Public Service department or online. The form must be accompanied by a comprehensive Curriculum Vitae (CV) containing full particulars of training, qualifications, competencies, knowledge and experience. Applicants must clearly indicate the reference number of the post. Failure to submit the correct Z83 form and comprehensive CV will result in disqualification. Communications will be restricted to shortlisted candidates only. If you have not heard from the College within 3 months of the closing date, please accept that your application was unsuccessful. 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. Suitability Checks: Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, financial/asset records check, qualification verification, and vetting).
CLOSING DATE : 27 November 2026

POST 41/32 : **STATE ACCOUNTANT: FINANCIAL ACCOUNTING REF NO: NCCETC 04/11/2026**

SALARY : R338 106 - R398 277 per annum (Level 07)
CENTRE : Northern Cape CET College
REQUIREMENTS : National Diploma (3 years) at NQF Level 6 in Accounting / Financial Management or equivalent (SAQA). 2–3 years relevant experience. Driver's license (except persons with disabilities). Computer literate (MS Office). Bilingual (English, Afrikaans and/or Setswana).
DUTIES : Budget control and expenditure (annual/monthly, adjustments, MTEF, cash flow). Income and expenditure management (bank reconciliations, payments, debtors, petty cash). Financial reports and audit preparation. Payroll and salary control (policy, paymaster, ACB exports, compliance certificates). Supervise staff (work quality, development, performance, discipline).
ENQUIRIES : Ms. A.M. Phakathe or Mr. P.S. Long: Tel No: (053) 753 0009
APPLICATIONS : Dedicated email for this post: NCCETC04112026@nc.cetc.edu.za Note: Applicants must clearly indicate the reference number of the post.
NOTE : The Northern Cape Community Education and Training College invites suitably qualified and experienced individuals to apply for the following permanent positions at our Central Office, Kimberley. Applications must be submitted using the strictly updated Z83 form (effective 1 January 2021), obtainable from any Public Service department or online. The form must be accompanied by a

comprehensive Curriculum Vitae (CV) containing full particulars of training, qualifications, competencies, knowledge and experience. Failure to submit the correct Z83 form and comprehensive CV will result in disqualification. Communications will be restricted to shortlisted candidates only. If you have not heard from the College within 3 months of the closing date, please accept that your application was unsuccessful. 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. Suitability Checks: Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, financial/asset records check, qualification verification, and vetting).

CLOSING DATE : 27 November 2026

POST 41/33 : **SUPPLY CHAIN MANAGEMENT CLERK REF NO: WCCETC/SS/2026/03 (X4 POSTS)**
Permanent

SALARY : R237 453 per annum (Level 05)
CENTRE : Western Cape CET College: Central Office: Bellville
REQUIREMENTS : National Senior Certificate (Grade 12). Knowledge: Supply chain duties, Practices as well as the ability to capture data, Assets disposal procedure, Legislative framework governing the public services, Assets management, LGIS, Supply Chain Policies, Department of Higher education mandate. Skills: Planning and Organizing, Good Communication (verbal and written), Computer literacy, Flexibility, Customer care services, Report writing.
DUTIES : Compile and maintain records (e.g asset records/ databases), Check and issue furniture, equipment and accessories to components and individuals, Identify redundant, non-serviceable and obsolete equipment for disposal, Update and maintain supplier (Including contractors) database, Register suppliers on LOGIS or similar system, Request and receive quotations, Capture specification on the electronic purchasing system, Place orders, Issue and receive quotations, Provide secretariat or logistical support during the bid consideration and contracts conclusion process, Compile draft documents as required, Place orders, Receive and verify goods from suppliers, Capture goods in registers databases, Receive request for goods from end users, Issue goods to end users, Maintain goods register, Update and maintain register of suppliers.
ENQUIRIES : Ms. N Gwayi Tel No: (021) 180 1025
APPLICATIONS : Applications can be electronically submitted via email to Recruit2@WC.CETC.edu.za
NOTE : The Western Cape Community Education and Training College (WCCETC) 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 WCCETC will be taken into consideration. People with Disabilities will be accommodated within reasonable limits. Therefore, preference will be given to candidates whose appointment will assist the WCCETC in achieving its Employment Equity targets in terms of the WCCETC's Employment Equity Plan. Applications received after the closing date or faxed applications will not be considered. Note: Applications must be submitted on a duly completed Z83 (effective from 01 January 2021) form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applicants are not required to submit any copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and detailed Curriculum Vitae. Certified copies of qualifications and other relevant documents will be submitted by shortlisted candidates. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3)

months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process.

CLOSING DATE : 27 November 2026 @16:00

POST 41/34 : **FINANCE CLERK REF NO: WCCETC/SS/2026/04**
Permanent

SALARY : R237 453 per annum (Level 05)
CENTRE : Western Cape CET College: Central Office: Bellville
REQUIREMENTS : National Senior Certificate (Grade 12). Knowledge: Public sector financial administration. Basic accounting policies. Financial policies and procedures. Basic understanding of PFMA and related financial management prescripts. Record management and filing procedures. Computerised financial systems. Skills: Financial administration. Numerical skills. Data capturing. Reconciliation. Record keeping. Communication and interpersonal skills. Computer literacy.
DUTIES : Provide financial transaction processing and administration. Provide expenditure administration support. Provide revenue and receipting administration support. Perform financial reconciliations and record maintenance. Provide financial administration support for budgeting and reporting. Provide general financial and administrative support.
ENQUIRIES : Ms. N Gwayi Tel No: (021) 180 1025
APPLICATIONS : Applications can be electronically submitted via email to Recruit2@WC.CETC.edu.za
NOTE : The Western Cape Community Education and Training College (WCCETC) 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 WCCETC will be taken into consideration. People with Disabilities will be accommodated within reasonable limits. Therefore, preference will be given to candidates whose appointment will assist the WCCETC in achieving its Employment Equity targets in terms of the WCCETC's Employment Equity Plan. Applications received after the closing date or faxed applications will not be considered. Note: Applications must be submitted on a duly completed Z83 (effective from 01 January 2021) form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applicants are not required to submit any copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and detailed Curriculum Vitae. Certified copies of qualifications and other relevant documents will be submitted by shortlisted candidates. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process.
CLOSING DATE : 27 November 2026 @16:00

POST 41/35	:	**FINANCE CLERK: FINANCIAL ACCOUNTING REF NO: NCCETC 01/11/2026 (X2 POSTS)**
SALARY	:	R237 453 - R279 708 per annum (Level 05)
CENTRE	:	Northern Cape CET College
REQUIREMENTS	:	Minimum Grade 12 certificate (NQF Level 4) or equivalent qualification. Bilingual (English, Afrikaans and/or Setswana).
DUTIES	:	Render financial accounting transactions (invoices, payments, filing, cash collection). Salary administration support. Bookkeeping support (transactions, debtors/creditors, journals). Budget support (variance analysis, virements, budget docs). Transaction processing and reconciliations. Maintain records, filing and month-/year-end processes. Prepare financial statements and verify documents for compliance. Assist with audit queries and document retrieval.
ENQUIRIES	:	Ms. A.M. Phakathe or Mr. P.S. Long Tel No: (053) 753 0009
APPLICATIONS	:	Dedicated email for this post: NCCETC01112026@nc.cetc.edu.za Note: Applicants must clearly indicate the reference number of the post.
NOTE	:	The Northern Cape Community Education and Training College invites suitably qualified and experienced individuals to apply for the following permanent positions at our Central Office, Kimberley. Applications must be submitted using the strictly updated Z83 form (effective 1 January 2021), obtainable from any Public Service department or online. The form must be accompanied by a comprehensive Curriculum Vitae (CV) containing full particulars of training, qualifications, competencies, knowledge and experience. Failure to submit the correct Z83 form and comprehensive CV will result in disqualification. Communications will be restricted to shortlisted candidates only. If you have not heard from the College within 3 months of the closing date, please accept that your application was unsuccessful. 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. Suitability Checks: Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, financial/asset records check, qualification verification, and vetting).
CLOSING DATE	:	27 November 2026
POST 41/36	:	**SUPPLY CHAIN AND ASSET ADMINISTRATION CLERK REF NO: NCCETC 02/11/2026 (X3 POSTS)**
SALARY	:	R237 453 - R279 708 per annum (Level 05)
CENTRE	:	Northern Cape CET College
REQUIREMENTS	:	Minimum Grade 12 certificate (NQF Level 4) or equivalent qualification. Bilingual (English, Afrikaans and/or Setswana).
DUTIES	:	Asset management clerical support (records, issue equipment, disposals, verify registers). Demand and acquisition support (supplier database, LOGIS, quotations, orders, bid/contract support). Logistical support (place orders, receive goods, issue goods, maintain registers).
ENQUIRIES	:	Ms. A.M. Phakathe or Mr. P.S. Long Tel No: (053) 753 0009
APPLICATIONS	:	Dedicated email for this post: NCCETC02112026@nc.cetc.edu.za
NOTE	:	The Northern Cape Community Education and Training College invites suitably qualified and experienced individuals to apply for the following permanent positions at our Central Office, Kimberley Applications must be submitted using the strictly updated Z83 form (effective 1 January 2021), obtainable from any Public Service department or online. The form must be accompanied by a comprehensive Curriculum Vitae (CV) containing full particulars of training, qualifications, competencies, knowledge and experience. Applicants must clearly indicate the reference number of the post. Failure to submit the correct Z83 form and comprehensive CV will result in disqualification. Communications will be restricted to shortlisted candidates only. If you have not heard from the College within 3 months of the closing date, please accept that your application was unsuccessful. 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. Suitability Checks: Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, financial/asset records check, qualification verification, and vetting).

CLOSING DATE	:	27 November 2026
POST 41/37	:	**REGISTRY CLERK REF NO: DHET01/11/2026** Component: Office of The Deputy Minister
SALARY	:	R237 453 per annum (Level 05)
CENTRE	:	Pretoria
REQUIREMENTS	:	An appropriate Grade 12/ National Senior Certificate. Knowledge of record management, record keeping and archive procedures. Knowledge and understanding of the National Archives Act and the MIS prescripts and procedures. Basic computer skills.
DUTIES	:	Ensure the smooth, efficient and effective flow of documents (receive and distribute) between the office of the executive authority, the department and other structures like cluster committees. Receive and distribute post and documents. Record documents in the required databases/ registers. File all documents in accordance with relevant prescripts like the National Archives Act and the MIS prescripts. Render general support function in the office of the executive authority. Render assistance with logical arrangements. Assist with the distribution of Cabinet/ Executive Council memorandum. Assist with document reproduction and facsimile services. Control stocks and stationery as chief user clerk for the executive authority's office. Study relevant Public Service and departmental prescripts/ policies and other documents and ensure that the application thereof is understood properly. Remain up to date with regard to the applicable prescripts/ policies and procedures that apply to his/ her work terrain. Remain abreast with the procedures and processes applicable to the office of the executive authority.
ENQUIRIES	:	Ms Sithole/ Mr R Kgare/ Ms XE Rikhotso/ Ms P Morota Tel No: (012) 312 5498/5442/5513/6389
APPLICATIONS	:	DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or http://z83.ngnscan.co.za/apply and follow the easy prompts/instructions.
NOTE	:	Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. All shortlisted candidates will be required to undertake assessment test. "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all SMS DHET posts". All shortlisted candidates will be required to undertake assessment test.
CLOSING DATE	:	27 November 2026
POST 41/38	:	**DRIVER/ MESSAGER REF NO: DHET02/11/2026** Component: Office of The Deputy Minister
SALARY	:	R201 093 per annum (Level 04)
CENTRE	:	Pretoria
REQUIREMENTS	:	A Grade 10 Certificate/ Standard 8/ ABET level 4 certificate and a valid driver's licence. Knowledge of ministry. Knowledge of Batho Pele Principles.

Knowledge and understanding of log sheet. Good communication skills both verbal and written. Good interpersonal skills and time management. Ability to work under pressure and after hours. Willingness to travel.

DUTIES : Collect and deliver documents. Collect, deliver and distribute documents for the office of the executive authority. Collect, deliver and distribute parcels for the executive authority. er a driving and related support function in the office of the executive authority. Transport employees in the office of the executive authority and guests and special advisors of the executive authority. Render a general support function in the office of the executive authority. Assist the office with logistical arrangements. Assist with document reproduction and facsimile services. Record keeping of the utilization of the allocated motor vehicle e.g. log sheets and petrol receipts. Maintain knowledge on the policies and procedures that applies in the work environment.

ENQUIRIES : Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso/Ms P Morota Tel No: (012) 312 5498/5442/5513/6389

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

NOTE : Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. All shortlisted candidates will be required to undertake assessment test. "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all SMS DHET posts". All shortlisted candidates will be required to undertake assessment test.

CLOSING DATE : 27 November 2026

POST 41/39 : **CLEANER REF NO: KHC/2026/011/DUT01**
Nature of Post: Permanent

SALARY : R144 024 per annum (Level 02)
CENTRE : King Hintsa TVET College- Dutywa Campus
REQUIREMENTS : Grade 10/STD 8 or any relevant equivalent qualification with proven experience in cleaning services.

DUTIES : Undertake activities associate with maintaining cleanliness of designated areas and providing support during the relocation of office furniture/equipment with laid down instructions. Receive verbal instructions from the immediate supervisor on the work program and/or priorities related to specific departments. Communication on specific cleaning material requirements. Clean ablution facilities, mopping floors and wiping ceramic surfaces, replacing toilet rolls, hand towels, providing tea/coffee and water during meetings, checking and reporting defective items to the immediate supervisor for attention. Ensure that areas that are services are always kept neat and tidy.

ENQUIRIES : Mr O Kalimashe or Ms. P Soyizwapi Tel No: (047) 401 6400
APPLICATIONS : email: khcleaner@khc.edu.za
NOTE : Do not separate the Z83 and CV. Scan all these into single document. Scanned Applications must consist of fully completed and signed updated new Z83

Form, 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. The successful candidate will be subjected to a security clearance and verification of qualifications. All interviewed 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 Correspondence or communication will only be entered into with short-listed applicants. The College /Department reserves the right to withdraw any of the advertised posts at any time depending on the need. The Department and the College is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representivity: (race, gender and disability) in the Department through the filling of posts and a candidate whose appointment, transfer or promotion will promote representivity will receive preference.

CLOSING DATE : 04 December 2026 @14:00, incomplete applications and applications received after the closing date will not be considered. Only emailed applications will be considered.

POST 41/40 : **FOOD AID SERVICES REF NO: DHET03/11/2026 (X2 POSTS)**
Component: Office of The Deputy Minister

SALARY : R144 024 per annum (Level 02)
CENTRE : Pretoria
REQUIREMENTS : Standard 8/ Grade 10/ ABET Level 4. Knowledge of Batho Pele Principles. Knowledge of cleaning methods, material and equipment. Basic communication skill and interpersonal skills. Basic computer literacy. Ability to perform routine tasks.
DUTIES : To effectively clean designated working environment in the Ministerial houses. Empty dustbins. Dust and polish furniture, equipment, ornaments and mirrors. Clean, vacuum carpets and remove stains. Clean windows and walls. Wash floors and vacuum carpets. Deep cleaning of toilets. Refill toilets with toilet papers, soap dispensers and hand towels. Wash toilet floors. Wax and shine floors. Clean oven and fridge. Making bed. Wash dishes. Making tea. Doing laundry. Ironing. The rendering of assistance regarding the general safety of building. Reporting any fault. Escorting contractors and visitors in the absence of the client. Sign off the work that is done by contract workers. Maintain quality control measures of all food/tea provided.
ENQUIRIES : Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso/Ms P Morota Tel No: (012) 312 5498/5442/5513/6389
APPLICATIONS : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or http://z83.ngnscan.co.za/apply and follow the easy prompts/instructions.
NOTE : Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. All shortlisted candidates will be required to undertake

assessment test. “DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all SMS DHET posts”. All shortlisted candidates will be required to undertake assessment test.

CLOSING DATE : 27 November 2026

ANNEXURE E

DEPARTMENT OF HOME AFFAIRS

The Department of Home Affairs (DHA) seeks to appoint professional, passionate and skilled individuals to form part of a leadership team driving the transformation of Home Affairs into a digital-first, world-class organisation. Candidates committed to service excellence, digital transformation, innovation, integrity and the Department's shared values, and whose credentials meet the requirements of these posts, are invited to apply before the closing date. The DHA is a merit-based and equal opportunity employer. In line with its commitment to promoting opportunities, in the filling of these posts, women and persons with disabilities are encouraged to apply.



CLOSING DATE : 27 November 2026

APPLICATIONS : Must be – submitted online at https://erecruitment.dha.gov.za, or sent to one of the addresses specified at the bottom of the relevant post, on or before the closing date; accompanied by a fully completed and signed Application for Employment Form (New Z83, effective from 1 January 2021, obtainable at www.dpsa.gov.za), citing the correct post number and job title; a comprehensive CV (citing the start and end date (dd/mm/yy), job title, detailed duties performed and exit reason for each employment period to be considered, as well as the details of at least two contactable employment references (as recent as possible)); as well as relevant educational qualifications / RPL certificates / Academic Transcripts of completed qualifications, regardless of online, email or manual submission. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. Selection: Shortlisted candidates – will also be required to submit a copy of their ID document, a valid driver's license (if specified as a job requirement), relevant educational qualifications / RPL certificates / Academic Transcripts of completed qualifications, and Acting letters as directed. Furthermore, applicants who possess (a) foreign qualification(s), are required to submit the evaluated results of such qualifications, as received from the South African Qualifications Authority (SAQA); for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity, employment suitability checks (credit, criminal, citizenship, qualifications, social media background, conducting business with State; and employment references including verification of relevant employment tenures, pending disciplinary action and exit reasons); and, for posts within the Senior Management Service, will be required to successfully complete the online Nyukela Pre-entry Certificate, which can be accessed via: http://www.thensg.gov.za/training-course/sms-pre-entry-programme/.
Candidates wishing to be considered for appointment within Senior Management posts, are encouraged to enrol for this course immediately. Appointment: Once appointed, the completion of an employment contract, performance agreement, financial disclosure; and the undergoing of a compulsory induction programme, serving a prescribed probation period, and undergoing security vetting may be required. employment suitability checks (credit, criminal, citizenship, qualifications, social media background, and employment references including verification of relevant employment tenures, pending disciplinary action and exit reasons), Unless otherwise indicated, correspondence between the Department and candidates generally will be limited to shortlisted candidates. The DHA complies with the Protection of Personal Information Act, 2013 (Act No. 4 of 2013). Personal information submitted will be processed solely for recruitment purposes, retained where required for audit, and safeguarded against unauthorised disclosure, except where legally required. Submission of an application constitutes consent to such processing.

MANAGEMENT ECHELON

POST 41/41 : **DISTRICT MANAGER OPERATIONS (X9 POSTS)**

SALARY : R1 317 384 - R1 551 807 per annum (Level 13), an all-inclusive salary package, structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

CENTRE : Eastern Cape: District Municipal Office: Buffalo City Ref No: HRMC 72/26/1a (X1 Post)
Free State: District Municipal Office: Lejweleputswa Ref No: HRMC 72/26/1b (X1 Post)
Free State: District Municipal Office: Tabo Mofutsanyane Ref No: HRMC 72/26/1c (X1 Post)
KwaZulu-Natal: District Municipal Office: Amajuba Ref No: HRMC 72/26/1d (X1 Post)
Limpopo: District Municipal Office: Mopani Ref No: HRMC 72/26/1e (X1 Post)
Limpopo: District Municipal Office: Vhembe Ref No: HRMC 72/26/1f (X1 Post)
Mpumalanga: District Municipal Office: Enhlanzeni Ref No: HRMC 72/26/1g (X1 Post)
North West: District Municipal Office: Bojanala Ref No: HRMC 72/26/1h (X1 Post)
Western Cape: District Municipal Office: Garden Route and Central Karoo Ref No: HRMC 72/26/1i (X1 Post)

REQUIREMENTS : An undergraduate qualification in Operations Management, Social Science, Leadership, Management or Administration at NQF 7 as recognized by SAQA. 5 Years' Middle Management / Senior Management experience is required. Extensive experience in Operations Management is required. Knowledge of the Public Service Regulatory Framework. Knowledge of Departmental Legislations and Prescripts. Knowledge of the Constitution of South Africa. Knowledge and understanding of Immigration Services Acts. Knowledge and understanding of Civic Services Acts. Knowledge of the Public Finance Management Act and Regulations. A valid Driver's License. Willingness to travel and work extended hours. Completion of the Senior Management Services Pre-entry Certificate upon appointment. Required skills and competencies: Strategic Planning. Strategic Management. Service delivery innovation. Client orientation and customer focus. Client orientation and customer focus. People management and empowerment. Financial management. Honesty and integrity. Program and project management. Change management. Communication. Knowledge and information management. Decision making. Presentation Skills. Problem solving and analysis. Business Report Writing. Influencing and Networking. Planning and Organising. Operations Management. Capacity Planning. Research Methodology and Analysis. Policy Development. Diplomacy. Computer Skills Business Continuity. Communication. Support digital transformation. Patriotism, Honesty and Integrity.

DUTIES : The successful candidate will be responsible for, amongst others, the following specific tasks: Manage operations of the Civic services in the District in accordance with the service standards. Manage Civic Services operations on the issuing of enabling documents (e.g. birth, marriages, and deaths, travel documents, IDs / Smart Cards etc.). Identify external trends and patterns that will impact the medium and long term footprint and channel development. Manage the development of the footprint at Local Offices (small, medium and large), Permanent Service Points, Thusong centres, Health Facilities and mobile offices. Ensure the implementation of delivery against the mandates derived from the Government's Programme of Action (POA). Oversee the security integrity of the national population register in the district as well as ensure effective utilisation of all relevant Civic Services systems. Ensure the accessibility of DHA services by the public and management of outreach programmes. Provide inputs in the development of Civic Services strategies. Oversee operations and activities of all Local offices to ensure they meet the needs of the clients in line with the departmental service standards. Develop, interpret and manage statistical information on service standards, throughout times, bottlenecks, volumes and error rates. Ensure all processes are accurate and efficient in the execution of operations. Drive consistency and uniformity by enforcing Standard Operating Procedures (SOPs) and creating uniformity

within DHA offices) that adhere to set requirements. Provide expert advice and guidance on District Municipality on operational issues and matters. Serve as a project leader within the District Municipality to ensure effective project management implementation. Oversee the operations of Immigration Services in the District /Metro Municipality accordance with service delivery standards. Manage compliance in line with all legislation administered by the department in the District / Metro Municipality. Provide executive support in the District. Foster effective inter-governmental and stakeholder relations within the District Municipality. Ensure effective and efficient management of human, physical and financial resources within the Unit. Coach and guide staff on compliance with all regulatory requirements. Support digital transformation.

ENQUIRIES : Head Office: Ms P Makhalima Tel No: (012) 406 4248

APPLICATIONS : Applications compliant with the "Directions to Applicants" above, must be submitted online at https://erecruitment.dha.gov.za or civicsrecruitment@dha.gov.za

POST 41/42 : **DIRECTOR: FINANCE AND SUPPORT REF NO: HRMC 72/26/2**

SALARY : R1 317 384 - R1 551 807 per annum (Level 13), an all-inclusive salary package, structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

CENTRE : Provincial Manager's Office: North West

REQUIREMENTS : B Degree in Financial Management / Accounting at NQF level 7 as recognised by SAQA is required. 5 years' experience in Financial Management and Support is required. 5 years in a Middle /Senior managerial position is required. Knowledge of Public Service Act and Regulations. Knowledge of the departmental Legislations and Prescripts. Knowledge and application of Public Finance Management Act (PFMA) and Treasury Regulations. Knowledge of Preferential Procurement Policy Framework Act and Regulations. Knowledge of Public Audit Act. Mandates from the government including cluster and Government Programme of Action. Knowledge of SCM and Asset / Fleet and Property management. Knowledge of Human Resource Legislations and Prescripts. Willingness to travel and work extended hours. Weekend working hours will be required occasionally. Completion of the Senior Management Services Pre-entry Certificate upon appointment. Required skills and competencies: Strategic capability and leadership. Strategic Management. Strategic Planning. Client orientation and customer focus. People management and empowerment. Financial management. Audit and Risk Management. Program and project management. Change management. Decision Making. Problem solving and analysis. Capacity Planning. Influencing and Networking. Policy Development. Research Methodology and Analysis. Business Report Writing. Presentation skills. Planning, Organising and Time Management. Negotiations skills. Communication. Computer Literacy. Patriotism, Honesty, Integrity and Accountability.

DUTIES : The successful candidate will be responsible for, amongst others, the following specific tasks: Manage all Finances and Supply Chain Management (SCM) in an efficient and effective manner. Manage the provincial budget and monitor expenditure in line with financial requirements and the unit's objectives. Develop finance strategies and plans for the province. Procure goods and services in accordance with delegations. Ensure invoices received are properly checked for correctness and payment effected within 30 days of receipt. Ensure effective revenue collection and management. Ensure cash is banked and revenue is accounted for. Manage and oversee petty cash management. Ensure financial records are filed in the prescribed manner. Develop and implement an effective audit action plan to address both AGSA and Internal Audit findings and report on progress made in addressing any existing or potential audit findings. Attend and participate in Back-to-Basic and Audit Steering Committee meetings. Resolve and provide advice on all financial matters in the province. Ensure compliance to policies, standards, and guidelines in line with recognized financial provisions (i.e. PFMA, Treasury Regulations, PPP (Preferential Procurement Policy Framework, and the Modified Cash Standard (MCS). Manage the distribution of inventory and store operations, with an emphasis on vendor supply chain programs to provide lower cost of product. Manage and provide guidance to suppliers in distribution and supply chain initiatives. Manage and co-ordinate the tender processes

within the province. Confirm availability of funds prior to the issuing of orders for goods and services. Ensure the successful management of assets and properties in the province. Oversee the implementation of Human Resources processes within the province. Oversee the implementation of communication processes within the province. Manage all it support functions within the province. Manage and implement strategic objectives and innovation. Ensure the implementation of effective risk and compliance management practices. Ensure effective and efficient management of human, physical and financial resources within the Unit. Coach and guide staff on best practices and compliance with regulatory requirements.

ENQUIRIES : Head Office: Ms A Ngcobo Tel No: (012) 406 4356

APPLICATIONS : Applications compliant with the "Directions to Applicants" above, must be submitted online at https://erecruitment.dha.gov.za or financerecruitment@dha.gov.za

ANNEXURE F

INDEPENDENT POLICE INVESTIGATIVE DIRECTORATE

The Independent Police Investigative Directorate (IPID) is an equal opportunity and affirmative action employer. It is our intention to promote representatively in terms of race, gender and disability within the Department through the filling of posts.

APPLICATIONS	:	Independent Police Investigative Directorate, National Office Private Bag X941, Pretoria, 0002 or hand deliver to Benstra Building, 473 Stanza Bopape & Church Street, Arcadia, Pretoria, 0001 or Recruitment12@ipid.gov.za (Please indicate the post name and reference number on the subject line) when applying through e-mail
FOR ATTENTION	:	Ms RE Sikhwari Tel No: (012) 399 0214
CLOSING DATE	:	27 November 2026
NOTE	:	Applicants are not required to submit copies of qualifications and other relevant documents on applications but must submit Z83 and a detailed Curriculum Vitae. Applications quoting the correct reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents . Received applications using the incorrect application form (old Z83) will not be considered. Each application for employment form must be fully completed, signed and initialled by the applicant. Failure to sign this form may lead to disqualification of the application during the selection process. A recently updated, comprehensive CV as well as a fully completed and initialled new signed Z83 (Section A, B, C & D are compulsory and section E, F and G are not compulsory if CV it is attached). However, the question related to conditions that prevent re-appointment under Part-F must be answered. Non-RSA Citizens/Permanent Resident Permit Should you be in possession of a foreign qualification; it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) (only when shortlisted). All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. Following the technical exercise and interview, candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence and integrity. Furthermore, the requirements for appointment at Senior Management Service level include the successful completion of Senior Management Pre-entry Programme as endorsed by the National School of Government. Applicants should indicate on their CV's that they have registered or they have completed the Pre entry Certificate, which can be accessed using the following link: https://www.thensg.gov.za/trainingcourse/sms pre-entry-programme. No appointment will take place without the successful completion of the pre-entry certificate and submission of proof thereof. Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Due to the large number of applications we envisage to receive, applications will not be acknowledged, if you have not been contacted within three (3) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Correspondence will be limited to short-listed candidates only. Therefore, only shortlisted candidate for the post will be required to submit the documents on or before the date of the interview. The successful candidate will have to undergo security vetting. His / her character should be beyond reproach. The appointment is subject to security clearance, verification of qualifications and competency assessment (criminal record, citizenship, credit record checks, qualification verification and employment verification). Applicants must declare any pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered during / after the interview took place, the application will not be considered and in the unlikely event, that the person has been appointed such appointment will be terminated. The successful candidate will be appointed subject to positive results of the security vetting process. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with. The successful candidates will be appointed on a probation period of 12 months and will be required to sign a performance agreement. The suitable candidate will be selected with the intention of promoting representivity and achieving affirmative action targets as contemplated in the Department's

Employment Equity Plan. The Independent Police Investigative Directorate reserves the right to fill or not fill the bellow-mentioned posts.

OTHER POST

POST 41/43	:	**ASSISTANT DIRECTOR: MONITORING AND EVALUATION REF NO: Q9/2026/56**
SALARY	:	R487 197 per annum (Level 09)
CENTRE	:	National Office
REQUIREMENTS	:	NQF 7 in Monitoring and Evaluation or Public Administration/Management or equivalent qualifications. 3-5 years' experience at supervisory level in monitoring and evaluation environment preferable in the Public Service. Knowledge Requirements: Sound knowledge of M&E process and system within government sphere. Sound knowledge of PFMA, Treasury Regulations, Policy Framework for Government-wide M&E system, Framework for Managing Programme Performance Information, Framework for Strategic Plan and Annual Performance Plan, Public Service Regulations, Operational Management Framework, National Development Plan, Medium Term Strategic Framework (MTSF), Estimates of National Expenditure (ENE), Annual Report Guideline. Skills and Competencies: Communication. Planning and organising. Analytical thinking. Computer literacy. Interpersonal relationship. Problem solving. Conflict management. Report writing. Presentation. Ability to work under pressure.
DUTIES	:	Develop/review M&E policies, departmental planning processes and systems in line with relevant prescripts. Coordinate development, analysis and submission of quarterly/mid-year reports on implementation of Strategic Plan and Annual Performance Plan. Coordinate development and analysis of quarterly reports on implementation of Operational Plan. Coordinate the development, submission and tabling of Annual Report on implementation of departmental plans. Coordinate the verification of performance information to ensure reliability of information. Assist with evaluation of department's performance in line with the Evaluation Plan. Supervise subordinates.
ENQUIRIES	:	Mr SS Gombela Tel No: (012) 399 0010

ANNEXURE G

DEPARTMENT OF LAND REFORM AND RURAL DEVELOPMENT

APPLICATIONS : NB: Applications can be submitted by hand delivery during office hours to the following addresses:
Eastern Cape: Corner Moore & Coutts Streets, Ocean Terrace View, Block H, Quigney, 5209.
Free State: 136 Charlotte Maxeke Street, SA Eagle Building, Bloemfontein, 9300.
Gauteng: 524 Stanza Bopape Street (Cnr Steve Biko Street), Sancardia Building, 6th floor, Arcadia, 0083.
Limpopo: 61 Biccard Street, Polokwane, 0700.
North West: Corner James Mokoka and Sekame Drive, West Gallery, Mmabatho, 2735.
Northern Cape: New Public Building, Corner Knight and Stead Street, 11th floor, Kimberly, 8301.
Western Cape: Foreshore Place, 2 Riebeek Street, Cape Town, 8001.
Mpumalanga: 17 Van Rensburg Street, Beteleur Office Park, Nelspruit, 1300.
KwaZulu-Natal: 270 Jabu Ndlovu Street, Pietermaritzburg, 3200.
National Office: 600 Lilian Ngoyi Street, Berea Park, Pretoria, 0002.
Please note that applications for Internship opportunities at the **Office of the Chief Registrar of Deeds; Deeds Registries: North Gauteng; South Gauteng; Limpopo; Mpumalanga; KwaZulu-Natal; Northern Cape; Western Cape; Qonce; Mthatha; Free State; and Vryburg** can be submitted through the online application portal and may be hand delivered to the respective deeds registries addresses indicated below: To apply via the portal, please visit the https://deedsportal.deeds.gov.za/ Should you require any further information or assistance regarding the application process, kindly refer to the contact person provided for enquiries.
National Office: Office of The Chief Registrar of Deeds – Pretoria: Berea Park, 600 Lilian Ngoyi Street, Pretoria Central, Pretoria, 0002.
North Gauteng Deeds Registry: Berea Park, 600 Lilian Ngoyi Street, Pretoria Central, Pretoria, 0002.
South Gauteng Deeds Registry: 28 Harrison street, Marshalltown, Johannesburg, 2000.
Free State Deeds Registry: Corner of Nelson Mandela Drive and Aliwal Street, Bloemfontein, 9300.
Western Cape Deeds Registry: 2 Riebeek Street, Cape Town City Centre, Cape Town, 8000.
Northern Cape Deeds Registry: New Public Building, Floors 9–10, corner of Knight and Stead Streets, Kimberley, 8301.
KwaZulu-Natal Deeds Registry: 300 Pietermaritz Street, Pietermaritzburg, 3200.
Limpopo Deeds Registry: 101 Dorp Street, Polokwane, 0699.
Mpumalanga Deeds Registry: 25 Bell Street, Old BMW Building, Mbombela, 1200.
North West Deeds Registry: Vryburg: 26 De Kock Street, Vryburg.
Eastern Cape Deeds Registry: Qonce: 113 Alexandra Road, Qonce, 5600.
Eastern Cape Deeds Registry: Mthatha: 40 Blakeway Road, Umtata Central, Mthatha, 5100.

ENQUIRIES : NB: Enquiries for the advertised internship opportunities can be directed to the following officials for assistance:
Eastern Cape: Ms A van Vuuren/Ms A Kili Tel No: (043) 701 8127/8186.
Free State: Ms Z Mokoena Tel No: (051) 400 4200
Gauteng: Ms K Klopper/ Ms V Nemalili Tel No: (012) 337 3653/ 3656
KwaZulu-Natal: Ms S Budhoo/Mr S Manqele Tel No: (033) 264 9519/9614
Limpopo: Mr K Senosha/Ms D Machoga Tel No: (015) 495 1904/ 1955
Mpumalanga: Ms Z Hadebe/Mr W Mambana/Ms P Muchanga Tel No: (013) 754 8020/8032/8072.
North West: Ms P Dipudi/ Mr T Sokupha Tel No: (018) 388 7138/ 7108.
Northern Cape: Mr Q Naude/ Mr D Leberegane Tel No: (053) 8304060/ 4058.
Western Cape: Mr M Mafanya/ Ms B Kotelo Tel No: (021) 409 2319/ 2580
National Office: Ms N Ngcobo/ Mr M Gwiji Tel No: (012) 312 9609/ 9613
Enquiries for Office of the Chief Registrar of Deeds; Deeds Registries: North Gauteng; South Gauteng; Limpopo; Mpumalanga; KwaZulu-Natal; Northern Cape; Western Cape; Qonce; Mthatha; Free State; and Vryburg should be

directed to: Ms P Hlatshwayo Tel No: (012) 338 7177 or Ms B Rakgwale Tel No: (012) 338 7323.

CLOSING DATE : 30 November 2026 at 16:00 (unless otherwise stated)

NOTE : Applications must be submitted on a Z83 form, obtainable from any Public Service Department website, stating the field of study the intern is applying for as well as a comprehensive Curriculum Vitae, certified copies of all certificates and Identity Document copy and academic transcript/ record. 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. Failure to submit the required documents will result in the application not being considered. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. If you have not been contacted within six months of the closing date of the advertisement, please accept that your application has been unsuccessful. Applicants applying for more than one field of study must submit a separate Z83 form as well as the required documentation mentioned above to the relevant application address provided. Applicants must meet the following requirements: have satisfied the academic requirements for the advertised field of study/discipline as detailed below, should not have previously served as an intern or contract worker in the Public Service. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. Applicants who participated on the internship programme in the past will be disqualified. 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. NB: Please note that false or fraudulent qualifications submitted by applicants will be reported to the South African Police Services (SAPS), and a criminal case shall be opened. Applications: Please submit your application before the closing date as late applications will not be considered. Do not submit duplicate applications. If applying for multiple posts, submit separate applications for each post. Applications received manually will not be acknowledged due to high volumes of applications received. If you have not heard from us within 3 months, please consider your application to be unsuccessful. Important: DLRRD is an equal opportunity employer committed to promoting representivity and affirmative action. We encourage applications from all qualified candidates. The Department reserves the right not to fill vacancies. By applying you consent to the collection and processing of your personal information for recruitment purposes. Shortlisted candidates will be required to be available for assessments and interviews at a date and time as determined by the Department. Shortlisted candidates will undergo personnel suitability checks, security vetting and reference checks (including social media profiles). Applications must declare any pending criminal, disciplinary or any other allegations or investigations. Successful candidates must pass security clearance, sign an employment contract, sign an annual performance agreement and disclose financial interests. Failure to disclose relevant information may result in disqualification or termination. 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.

ERRATUM: The position of Senior Examiner Ref No: 3/1/1/1/2026/343 for the Directorate: Examination, Execution, and Deeds Training Services: Mpumalanga (Mbombela) that was advertised in Public Service Vacancy Circular 40 dated 06 November 2026 has reference. Applicants are advised that the position falls within Directorate: Examination, Execution, and Deeds Training Services: Mpumalanga (Mbombela). The Department apologies for any inconvenience caused.

INTERNSHIP OPPORTUNITIES: 2026–2028

OTHER POSTS

POST 41/44	:	**INTERNSHIP: AGRICULTURE** (24 Months)
SALARY	:	R8 174.75 per month according to qualifications of each intern. The higher the qualification, the higher the stipend.
CENTRE	:	Eastern Cape: OR Tambo/Alfred Nzo: (Ref No: DLRRD/EC18) KwaZulu-Natal: Vryheid RSSC: (Ref No: DLRRD/KZN 26), (Ref: No: DLRRD/KZN 27) Limpopo Mopani: (Ref No: DLRRD/LP22), Ref No: (DLRRD/LP33) Western Cape: West Coast: (Ref No: DLRRD/WC17), Cape Winelands: (Ref: No: DLRRD/WC20), Cape Town (Ref No: DLRRD/WC40) Gauteng: Branch: Land Redistribution and Tenure Reform (Ref No DLRRD/GP10)
REQUIREMENTS	:	Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and National Diploma/Degree in Crop Production / Agricultural Economics / Management / Agricultural Extension / Agribusiness Management / Rural Development / Development Studies / Animal Production/Project Management or relevant equivalent qualification.
POST 41/45	:	**INTERNSHIP: ANIMAL PRODUCTION/GENERAL AGRICULTURE** (24 Months)
SALARY	:	R8 174.75 per month according to qualifications of each intern. The higher the qualification, the higher the stipend.
CENTRE	:	KwaZulu-Natal: Branch: Land Redistribution and Tenure Reform (Ref No: DLRRD/KZN 13) Gauteng: Branch: Land Redistribution and Tenure Reform (Ref No DLRRD/GP22)
REQUIREMENTS	:	Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and National Diploma / Degree in Agriculture / Animal Production or relevant equivalent qualification.
POST 41/46	:	**INTERNSHIP: ANIMAL NUTRITION / LIVESTOCK PRODUCTION SYSTEMS / ANIMAL BREEDING AND GENETICS REF NO: DLRRD/EC 44** (24 Months)
SALARY	:	R8 174.75 per month according to qualifications of each intern. The higher the qualification, the higher the stipend.
CENTRE	:	Eastern Cape: Branch: Land Redistribution and Tenure Reform
REQUIREMENTS	:	Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and National Diploma/Degree in Animal Production or relevant equivalent qualification.
POST 41/47	:	**INTERNSHIP: BUSINESS/PUBLIC MANAGEMENT REF NO: DLRRD/NAT 12** (24 Months)
SALARY	:	R8 174.75 per month according to qualifications of each intern. The higher the qualification, the higher the stipend.
CENTRE	:	National Office: Office of the Chief Registrar of Deeds - Pretoria
REQUIREMENTS	:	Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and National Diploma / Degree in Business Management / Economics / Public Management or relevant equivalent qualification.
POST 41/48	:	**INTERNSHIP: COMMUNITY DEVELOPMENT** (24 Months)
SALARY	:	R8 174.75 per month according to qualifications of each intern. The higher the qualification, the higher the stipend.
CENTRE	:	Eastern Cape: Land Redistribution and Tenure Reform - OR Tambo / Alfred Nzo (Ref No: DLRRD/EC 19) Eastern Cape: Land Redistribution and Tenure Reform - Sarah Baartman (Ref No: DLRRD/EC 38)

Limpopo: Provincial Shared Services Centre – Vhembe (Ref No: DLRRD/LP 32)
Mpumalanga: Provincial Shared Services Centre – Ehlanzeni (Ref No: DLRRD/MP 19)
Mpumalanga: Provincial Shared Services Centre – Gert Sibande (Ref No: DLRRD/MP 25)
KwaZulu-Natal: Provincial Shared Services Centre – (Ref No: KZN 05)

REQUIREMENTS : Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and National Diploma/Degree in Social Science/Development Studies/Public Administration/Public Management/Project Management or relevant equivalent qualification.

POST 41/49 : **INTERNSHIP: DISASTER AND RISK MANAGEMENT REF NO: DLRRD/FS 23**
(24 Months)

SALARY : R8 174.75 per month according to qualifications of each intern. The higher the qualification, the higher the stipend.

CENTRE : Free State: Branch: Rural Development

REQUIREMENTS : Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and National Diploma/Degree in Ecology / Environmental Science / Geography / Disaster Risk Management or relevant equivalent qualification.

POST 41/50 : **INTERNSHIP: DISASTER MANAGEMENT REF NO: DLRRD/NAT 32**
(24 Months)

SALARY : R8 174.75 per month according to qualifications of each intern. The higher the qualification, the higher the stipend.

CENTRE : National Office: Branch: Rural Development - Pretoria

REQUIREMENTS : Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and National Diploma / Degree in Ecology / Environmental Science / Geography / Disaster Risk Management / Botany or relevant equivalent qualification.

POST 41/51 : **INTERNSHIP: DISASTER/RISK / ENVIRONMENTAL TRAINING AND AWARENESS REF NO: DLRRD/NAT 35**
(24 Months)

SALARY : R8 174.75 per month according to qualifications of each intern. The higher the qualification, the higher the stipend.

CENTRE : National office: Branch: Rural Development - Pretoria

REQUIREMENTS : Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and National Diploma/Degree in Environmental Science/Geography/Disaster Risk Management or relevant equivalent qualification.

POST 41/52 : **INTERNSHIP: ECONOMICS / AUDITING / ACCOUNTING REF NO: DLRRD/LP 26**
(24 Months)

SALARY : R8 174.75 per month according to qualifications of each intern. The higher the qualification, the higher the stipend.

CENTRE : Limpopo: Provincial Shared Services Centre – Sekhukhune

REQUIREMENTS : Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and National Diploma / Degree in Finance / Auditing / Accounting or relevant equivalent qualification.

POST 41/53 : **INTERNSHIP: PROPERTY MANAGEMENT**
(24 Months)

SALARY : R8 174.75 per month according to qualifications of each intern. The higher the qualification, the higher the stipend.

CENTRE : Eastern Cape: OR Tambo/Alfred Nzo: (Ref No: DLRRD/EC16)
Provincial: (Ref No: DLRRD/EC29)
Chris Hani: (Ref No: DLRRD/EC31)
Sarah Baartman: (Ref No: DLRRD/EC35)
Free State: Motheo/Xhariep District: (Ref No: DLRRD/FS21)

Limpopo: Provincial Office: (Ref No: DLRRD/LP16)
Mopani: (Ref No: DLRRD/LP23)
Sekhukhune (Ref No: DLRRD/LP27)
Capricorn: (Ref No: DLRRD/LP28).
North-West: Ngaka Modiri Molema: (Ref No: DLRRD/NW10)
Dr Ruth Segomotsi Mompati (Ref No: DLRRD/NW13), Provincial Office: (Reference No: DLRRD/NW24).
Western Cape: Provincial Office: (Ref No: DLRRD/WC01), Provincial Office: (Reference No: DLRRD/WC15) – Project Management (Ref No: DLRRD/NAT42), Property Law (Ref No: DLRRD/NAT44), Property Management and Policy Development.

REQUIREMENTS : Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and, National Diploma/Degree in Property Management/Property Law/Real Estate/Property Studies/Public Management/Degree in Real Estate/Law/LLB/Regional Planning/Degree in Social Sciences or relevant equivalent qualification.

POST 41/54 : **INTERNSHIP: TOWN/URBAN AND REGIONAL PLANNING**
(24 Months)

SALARY : R8 174.75 per month according to qualifications of each intern. The higher the qualification, the higher the stipend.

CENTRE : Eastern Cape: Provincial Office (Ref No: DLRRD/EC04)
Free State: Provincial Office (Ref No: DLRRD/FS28)
Gauteng: Provincial Office (Ref No: DLRRD/GP20)
KwaZulu-Natal: Provincial Office (Ref No: DLRRD/KZN 42)
Limpopo: Provincial Office (Ref No: DLRRD/LP34)
Mpumalanga: Provincial Office (Ref No: DLRRD/MP23)
North West: Provincial Office (Ref No: DLRRD/NW08)
Northen Cape: Provincial Office (Ref No: DLRRD/NC10)
Western Cape: Provincial Office (Ref No: DLRRD/WC41)
Pretoria: National Office (Ref No: DLRRD/NAT52)
Pretoria: National Office (Ref No: DLRRD/NAT55)

REQUIREMENTS : Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and National Diploma / Degree in Town Urban and Regional Planning or relevant equivalent qualification.

POST 41/55 : **INTERNSHIP: GEOGRAPHICAL INFORMATION SCIENCE/SYSTEMS**
(24 Months)

SALARY : R8 174.75 per month according to qualifications of each intern. The higher the qualification, the higher the stipend.

CENTRE : Eastern Cape: Provincial Office (Ref no: DLRRD/EC05)
Free State: Provincial Office (Ref No: DLRRD/FS18)
Gauteng: Provincial Office (Ref No: DLRRD/GP19)
KwaZulu-Natal: Provincial Office (Ref No: DLRRD/KZN 43)
Limpopo: Provincial Office (Ref No: DLRRD/LP35)
Mpumalanga: Provincial Office (Ref No: DLRRD/MP24)
North West: Provincial Office (Ref No: DLRRD/NW07)
Northen Cape: Provincial Office (Ref No: DLRRD/NC09)
Western Cape: Provincial Office (Ref No: DLRRD/WC24)
Western Cape: Provincial Office (Ref No: DLRRD/WC28)
Western Cape: Provincial Office (Ref No: DLRRD/WC30)
Pretoria: National Office (Ref No: DLRRD/NAT19)
Pretoria: National Office (Ref No: DLRRD/NAT34)
Pretoria: National Office (Ref No: DLRRD/NAT50)

REQUIREMENTS : Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and National Diploma/Degree in Geoinformatics Geography / Cartography / Geomatics / Geographic Information Systems / Science / Computer Science / Geomatics / Surveying or relevant equivalent qualification.

POST 41/56 : **INTERNSHIP: BUILDING/CIVIL ENGINEERING**
(24 Months)

SALARY : R8 174.75 per month according to qualifications of each intern. The higher the qualification, the higher the stipend.

CENTRE	:	Eastern Cape: Branch: Rural Development – Chris Hani/ Joe Gqabi (Ref no: DLRRD/EC40). Gauteng: Provincial Office: (Ref No DLRRD/GP22). Eastern Cape: Branch: Rural Development – East London (Ref No: DLRRD/EC41) Eastern Cape: Branch: Rural Development – Sarah Baartman (Ref No: DLRRD/EC42) Mpumalanga: Provincial Shared Services Centre – Nelspruit (Ref No: DLRRD/MP 14)
REQUIREMENTS	:	Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and National Diploma/Degree in Building Civil Engineering or relevant equivalent qualification.
ENQUIRIES	:	Eastern Cape: Ms A van Vuuren/Ms A Kili, Tel No: (043) 701 8127/8186
POST 41/57	:	**INTERNSHIP: CIVIL/NATIONAL GEOMATICS INFORMATION ENGINEERING AND QUANTITY SURVEY REF NO: DLRRD/FS 19** (24 Months)
SALARY	:	R8 174.75 per month according to qualifications of each intern. The higher the qualification, the higher the stipend.
CENTRE	:	Free State: Branch: Rural Development
REQUIREMENTS	:	Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and National Diploma / Degree in Civil / Geomatics / Information Engineering / Quantity Surveying / Architecture or relevant equivalent qualification.
POST 41/58	:	**INTERNSHIP: CIVIL /NATIONAL GEOMATICS INFORMATION ENGINEERING AND QUANTITY SURVEY REF NO: DLRRD/KZN 20** (24 Months)
SALARY	:	R8 174.75 per month according to qualifications of each intern. The higher the qualification, the higher the stipend.
CENTRE	:	KwaZulu-Natal: Provincial Shared Services Centre
REQUIREMENTS	:	Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and National Diploma/Degree in Civil national Geomatics information engineering/Quantity Surveying or relevant equivalent qualification.
POST 41/59	:	**INTERNSHIP: FINANCE** (24 Months)
SALARY	:	R8 174.75 per month according to qualifications of each intern. The higher the qualification, the higher the stipend.
CENTRE	:	Deeds Registration Trading Entity: Eastern Cape: Mthatha Deeds Registry (Ref No: DLRRD/EC02), Eastern Cape: Provincial (Ref No: DLRRD/EC07), Qonce Deeds Registry (Ref No: DLRRD/EC47) Free State: Provincial Office (Ref No: DLRRD/FS12), Free State Deeds Registry: (Ref No: DLRRD/FS26) Gauteng: North Gauteng Deeds Registry (Ref No: DLRRD/GP12): South Gauteng Deeds Registry (Ref No: DLRRD/GP15) KwaZulu-Natal: Provincial Office: (Ref No: DLRRD/KZN 08) KwaZulu-Natal: Provincial Office: (Ref No: DLRRD/KZN 22) KwaZulu-Natal Deeds Registry: (DLRRD/KZN 46) Limpopo: Provincial Office: (Ref No: DLRRD/LP08) Limpopo: Provincial Office: Provincial Office: (Ref No: DLRRD/LP14) Limpopo Deeds Registry: (Ref No: DLRRD/LP39) Mpumalanga Provincial Shared Services Centre (Ref No: DLRRD/MP09) Gauteng: Provincial Shared Services Centre (Ref No DLRRD/GP21) Mpumalanga: Deeds Registry: (Ref No: DLRRD/MP37) North West: Provincial Office: (Ref No: DLRRD/NW21) Mpumalanga: Restitution (Ref No: DLRRD/MP32) North West: Surveyor-General: (Ref No: DLRRD/NW30) North West: Restitution: (Ref No: DLRRD/NW32) Northern Cape: Provincial Office: (Ref No: DLRRD/NC01) Western Cape: Provincial Office: (Ref No: DLRRD/WC13), Western Cape: (Ref No: DLRRD/WC27), Western Cape Deeds Registry: (Ref No: DLRRD/WC39)

		National Office: Office of the Chief Registrar of Deeds: (Ref No: DLRRD/NAT01, (Ref No: DLRRD/NAT24), (Ref No: DLRRD/NAT57), (Ref No: DLRRD/NAT59), National Office: Branch: Restitution: Pretoria (Ref No: DLRRD/NAT31) National Office: Pro-Active Land Acquisition: Pretoria (Ref No: DLRRD/NAT41)
REQUIREMENTS	:	Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and National Diploma / Degree in Accounting / Financial Accounting / Financial Accounting / Cost and Management Accounting / Financial Management / Public Finance / Auditing / Public Management / Public Finance / Auditing / Accounting / Internal Auditing / Auditing and or relevant equivalent qualifications.
CLOSING DATE	:	30 November 2026 at 16:00
POST 41/60	:	**INTERNSHIP: HUMAN RESOURCE MANAGEMENT AND ADMINISTRATION REF NO: DLRRD/NAT21** (24 Months)
SALARY	:	R8 174.75 per month according to qualifications of each intern. The higher the qualification, the higher the stipend.
CENTRE	:	National Office: Pretoria
REQUIREMENTS	:	Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and National Diploma / Degree in Labour Relations / Labour Law.
CLOSING DATE	:	30 November 2026 at 16:00
POST 41/61	:	**INTERNSHIP: PROJECT MANAGEMENT** (24 Months)
SALARY	:	R8 174.75 per month according to qualifications of each intern. The higher the qualification, the higher the stipend.
CENTRE	:	Mpumalanga: Land Restitution and Tenure Reform: Gert Sibande (Ref No: DLRRD/MP02), Land Restitution and Tenure Reform: Mpumalanga: Ehlanzeni (Ref No: DLRRD/MP03), Land Restitution and Tenure Reform: Mpumalanga: Kangala (Ref no: DLRRD/MP04) Western Cape: Provincial Office (Ref No: DLRRD/WC01) Western Cape: Provincial Office (Ref No: DLRRD/WC15) National Office: Office of the Chief Registrar of Deeds: Pretoria:(Ref No: DLRRD/NAT06) Limpopo Branch: Restitution (Ref No: DLRRD/LP19)
REQUIREMENTS	:	Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and National Diploma/Degree in Project Management/Public Management / Project Management in information Technology/Development Studies / Construction Management / Infrastructure Development / Agriculture/ Agricultural Economics / Administration / Bsc in Agriculture or relevant equivalent qualification.
CLOSING DATE	:	30 November 2026 at 16:00
POST 41/62	:	**INTERNSHIP: RECORDS MANAGEMENT** (24 Months)
SALARY	:	R8 174.75 per month according to qualifications of each intern. The higher the qualification, the higher the stipend.
CENTRE	:	Gauteng: Provincial Shared Services Centre (Ref No DLRRD/GP23). Eastern Cape: Provincial Operations: Provincial (Ref No: DLRRD/EC15)
	:	Free State: Corporate Support Services: Provincial Office (Ref No: DLRRD/FS02).
	:	KwaZulu-Natal: Provincial Office: Richards Bay RSSC (Ref DLRRD/KZN29). KwaZulu-Natal: Provincial Office: (Ref No: DLRRD/KZN34). KwaZulu-Natal: Provincial Office: Ladysmith RSSC (Ref No: DLRRD/KZN35). KwaZulu-Natal: Provincial Office: Vryheid RSSC/Newcastle (Ref No: DLRRD/KZN36). KwaZulu-Natal: Provincial Office: Pietermaritzburg (Ref No: DLRRD/KZN37). KwaZulu-Natal: Provincial Office: Port Shepstone (Ref No: DLRRD/KZN39).
	:	Limpopo: Limpopo Provincial Office: (Ref No: DLRRD/LP03), Limpopo: Vhembe (Ref No: DLRRD/LP31).
	:	Northern Cape: Provincial Operations: Provincial Office (Ref No: DLRRD/NC11).
	:	Western Cape: Provincial Office: Provincial Office (Ref No: DLRRD/WC 09).

		Western Cape: Branch: Restitution (Ref No: DLRRD/WC 34). North West Branch: Restitution (Ref No: DLRRD/NW27).
	:	National Office: Financial Management Services: Pretoria (Ref No: DLRRD/NAT25). National Office: Office of the Chief Registrar of Deeds: Pretoria (Ref No: DLRRD/NAT04).
REQUIREMENTS	:	Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and National Diploma/Degree in Information Management / Records Management / Archives Management / Information Science / Public Administration / Public Management and or equivalent qualification.
CLOSING DATE	:	30 November 2026 at 16:00
POST 41/63	:	**INTERNSHIP: HUMAN RESOURCES AND RECORDS MANAGEMENT SERVICES** (24 Months)
SALARY	:	R8 174.75 per month according to qualifications of each intern. The higher the qualification, the higher the stipend.
CENTRE	:	Limpopo: Deeds Registration Trading Entity: Limpopo Deeds Registry (Ref No: DLRRD/LP), Limpopo Deeds Registry (Ref No: DLRRD/LP37).
REQUIREMENTS	:	Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and National Diploma/Degree in Human Resource Management/Public Management/Public Administration/Human Resource Management and Development/Management of Training and or equivalent qualification.
CLOSING DATE	:	30 November 2026 at 16:00
POST 41/64	:	**INTERNSHIP: KNOWLEDGE INFORMATION AND RECORDS MANAGEMENT REF NO: DLRRD/NAT66** (24 Months)
SALARY	:	R8 174.75 per month according to qualifications of each intern. The higher the qualification, the higher the stipend.
CENTRE	:	National Office: Corporate
REQUIREMENTS	:	Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and National Diploma/Degree in Information Studies/Information Science/Knowledge Management and or equivalent qualification.
CLOSING DATE	:	30 November 2026 at 16:00
POST 41/65	:	**INTERNSHIP: LEGAL ADMINISTRATION** (24 Months)
SALARY	:	R8 174.75 per month according to qualifications of each intern. The higher the qualification, the higher the stipend.
CENTRE	:	Eastern Cape: Provincial Office (Ref No: DLRRD/EC 12) KwaZulu-Natal: Provincial Office (Ref No: DLRRD/KZN 07) KwaZulu-Natal: Provincial Office (Ref No: DLRRD/KZN 19) KwaZulu-Natal: Vryheid (Ref No: DLRRD/KZN 28) KwaZulu-Natal: Ladysmith RSSC (Ref No: DLRRD/KZN 30) Mpumalanga: Provincial Office (Ref No: DLRRD/MP 06) Mpumalanga: Land Restitution (Ref No: DLRRD/MP 35) North West: Bojanala (Ref No: DLRRD/NW 05) North West: Restitution (Ref No: DLRRD/NW 28) Northern Cape: Provincial Office (Ref No: DLRRD/NC 04) National Office: Office of the Chief Register of Deeds (Ref No: DLRRD/NAT03)
REQUIREMENTS	:	Minimum requirements: Applicants must be in possession of a National Diploma / Degree in Law / LLB / Bproc / Degree in Legal Secretary / Paralegal or equivalent qualification.
POST 41/66	:	**INTERNSHIP: LEGAL RESEARCH AND INTERPRETATION/LAND REFORM LAW / LAND ADMINISTRATION** (24 Months)
SALARY	:	R8 174.75 per month according to qualifications of each intern. The higher the qualification, the higher the stipend.
CENTRE	:	Eastern Cape: Provincial Office: Chris Hani/Joe Gqabi (Ref No: DLRRD/EC25).

REQUIREMENTS : Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and National Diploma/Degree in Humanities/Social Science/Law/ and equivalent qualification.

CLOSING DATE : 30 November 2026 at 16:00

POST 41/67 : **INTERNSHIP: COMMUNICATIONS / JOURNALISM / PUBLIC RELATIONS AND MARKETING / MEDIA STUDIES / CUSTOMER SERVICE / PHOTOGRAPHY**
(24 Months)

SALARY : R8 174.75 per month according to qualifications of each intern. The higher the qualification, the higher the stipend.

CENTRE : Free State: Corporate Support Services: Provincial Office (Ref No: DLRRD/FS03).
: Gauteng: Corporate Support Services: Provincial (Ref No: DLRRD/GP09).
: KwaZulu-Natal: Land Claims Commission: Provincial Offices, (Ref No: DLRRD/KZN09).
: Nort-West: North West Provincial Office (Ref No: DLRRD/NW25).
: Western Cape: Western Cape: Provincial Office (Ref No: DLRRD/NC08).
KwaZulu-Natal: Provincial Office (Ref No: DLRRD/KZN03).
KwaZulu-Natal: Provincial Office (Ref No: DLRRD/KZN04).
Western Cape: National Geo-spatial Information-Mowbray (Ref No: DLRRD/WC25).
Limpopo: Provincial Office (Ref No: DLRRD/LP05).
Limpopo: Provincial Office: Sekhukhune (Ref No: DLRRD/LP24).
Eastern Cape: Provincial Office (Ref No: DLRRD/EC14).
National Office: Office of the Chief Registrar of Deeds: Pretoria (Ref No: NAT11).
National Office: Communications: Pretoria (Ref No: NAT46).

REQUIREMENTS : Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and National Diploma / Degree in Communication / Public Relations / Media Studies / Journalism / Marketing and or equivalent qualification

CLOSING DATE : 30 November 2026 at 16:00

POST 41/68 : **INTERNSHIP: LANGUAGE PRACTICE (ISIZULU/AFRIKAANS) REF NO: NAT47**
(24 Months)

SALARY : R8 174.75 per month according to qualifications of each intern. The higher the qualification, the higher the stipend.

CENTRE : National Office: Communications — Pretoria

REQUIREMENTS : Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and National Diploma / Degree in Language Practice/Linguistics/ Translation Studies / Communications and any related field.

CLOSING DATE : 30 November 2026 at 16:00

POST 41/69 : **INTERNSHIP: INFORMATION TECHNOLOGY**
(24 Months)

SALARY : R8 174.75 per month according to qualifications of each intern. The higher the qualification, the higher the stipend.

CENTRE : Eastern Cape: Deeds Registration Trading Entity: Qonce Deeds Registry (Ref No: DLRRD/EC48) Provincial (Ref No: DLRRD/EC13)
Free State: Corporate Support Services: Provincial Office (Ref No: DLRRD/FS01).
Gauteng: Corporate Support Services: Provincial Office (Ref No: DLRRD/GP06), Deeds Registration Entity, South Gauteng Deeds Registry, (Ref No: DLRRD/GP14).
KwaZulu-Natal: National Geomatics Management Services: Provincial Offices, (Ref No: DLRRD/KZN15), Deeds Registration Trading Entity: KwaZulu-Natal Deeds Registry (Ref No: DLRRD/KZN45).
Limpopo: Limpopo Provincial Office: (Ref No: DLRRD/LP02), Limpopo Deeds Registry (Ref No: DLRRD/LP40).
Mpumalanga: National Geomatics Management Services: Provincial Offices, (Ref No: DLRRD/MP05).
North West: Deeds Registration Trading Entity: Vryburg Deeds Registry (Ref No: DLRRD/NW01), North West Provincial Office, (Ref No: DLRRD/NW17.

Northern Cape: Northern Cape-Provincial Office (Ref No: DLRRD/NC08), Northern Cape: Restitution Provincial Office (Ref No: DLRRD/NC03).
Western Cape: Western Cape-Provincial Office (Ref No: DLRRD/NC04), National Geomatics Management (Ref No: DLRRD/NC32), Deeds Registration Trading Entity: Western Cape Deeds Registry (Ref No: DLRRD/NC36).
National Office: Deeds Registration Trading Entity: Office of the Chief Register of Deeds: (Ref No: DLRRD/NAT02), Corporate Support Services: Pretoria (Ref No: DLRRD/NAT62).

REQUIREMENTS : Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and National Diploma/Degree in Information Technology/Computer Sciences/Software Development/Computer Systems/ Engineering/Information Systems/Information Management/Business Information and or equivalent qualification.

POST 41/70 : **INTERNSHIP: INFORMATION MANAGEMENT**
(24 Months)

SALARY : R8 174.75 per month according to qualifications of each intern. The higher the qualification, the higher the stipend.

CENTRE : Free State, Restitution Provincial Office (Ref No: DLRRD/FS13)
Mpumalanga: Provincial Office (Ref No: DLRRD/MP16)
Mpumalanga: Restitution Provincial Office (Ref No: DLRRD/MP34)

REQUIREMENTS : Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and National Diploma/Degree in Information Science/Information Management/Records Management/Archives and Records Management/Library Information Science and equivalent qualification.

POST 41/71 : **INTERNSHIP: OFFICE ADMINISTRATION/MANAGEMENT**
(24 Months)

SALARY : R8 174.75 per month according to qualifications of each intern. The higher the qualification, the higher the stipend.

CENTRE : Eastern Cape: Provincial Office (Ref No: DLRRD/EC06)
Eastern Cape: Provincial Office (Ref No: DLRRD/EC10)
Eastern Cape: Amathole (Ref No: DLRRD/EC21)
Eastern Cape: Chris Hani (Ref No: DLRRD/EC32)
Eastern Cape: Provincial Office: East London (Ref No: DLRRD/EC34)
Eastern Cape: Joe Qgabi (Ref No: DLRRD/EC30)
Eastern Cape: Chris Hani (Ref No: DLRRD/EC32)
Eastern Cape: East London (Ref No: DLRRD/EC34)
Eastern Cape: Sarah Baartman (Ref No: DLRRD/EC36)
Free State: Lejweleputswa/ Fezile Dabi (Ref No: DLRRD/FS11)
Free State: Thabo Mofutsanyane District (Ref No: DLRRD/FS14)
Free State: Provincial Office (Ref No: DLRRD/FS16)
Free State: Provincial Office (Ref No: DLRRD/FS22)
Gauteng: Provincial Office (Ref No: DLRRD/ GP01)
Gauteng: Provincial Office (Ref No: DLRRD/ GP02)
Gauteng: Provincial Office (Ref No: DLRRD/ GP03)
Gauteng: Provincial Office (Ref No: DLRRD/ GP04)
Gauteng: Provincial Office (Ref No: DLRRD/ GP05)
KwaZulu-Natal: Provincial Office (Ref No: DLRRD/KZN 12)
KwaZulu-Natal: Provincial Office (Ref No: DLRRD/KZN 14)
KwaZulu-Natal: Provincial Office (Ref No: DLRRD/KZN 16)
KwaZulu-Natal: Provincial Office (Ref No: DLRRD/KZN 18)
KwaZulu-Natal: Provincial Office (Ref No: DLRRD/KZN 21)
KwaZulu-Natal: Vryheid RSSC (Ref No: DLRRD/KZN 38)
KwaZulu-Natal: Pietermaritzburg RSSC (Ref No: DLRRD/KZN 40)
Limpopo: Provincial Office (Ref No: DLRRD/LP09)
Limpopo: Provincial Office (Ref No: DLRRD/LP11)
Limpopo: Provincial Office (Ref No: DLRRD/LP13)
Limpopo: Provincial Office (Ref No: DLRRD/LP20)
Limpopo: Sekhukhune (Ref No: DLRRD/LP25)
Limpopo: Capricon (Ref No: DLRRD/LP29)
Mpumalanga: Provincial Office (Ref No: DLRRD/MP22)
Mpumalanga: Gert Sibande (Ref No: DLRRD/MP26)
Mpumalanga: Provincial Office (Ref No: DLRRD/MP27)
Mpumalanga: Ehlanzeni (Ref No: DLRRD/MP28)

Mpumalanga: Land Restitution (Ref No: DLRRD/MP29)
North West: Bojanala (Ref No: DLRRD/NW03)
North West: Dr Ruth Segomotsi Mompati (Ref No: DLRRD/NW16)
North West: Provincial Office (Ref No: DLRRD/NW20)
North West: Restitution (Ref No: DLRRD/NW26)
Northern Cape: Provincial Office (Ref No: DLRRD/NC 02)
Western Cape: Provincial Office (Ref No: DLRRD/WC02)
Western Cape: Provincial Office (Ref No: DLRRD/WC14)
Western Cape: Provincial Office (Ref No: DLRRD/WC16)
Western Cape: Cape Metro and West Coast (Ref No: DLRRD/WC18)
Western Cape: Cape Metro (Ref No: DLRRD/WC21)
Western Cape: Cape Winelands & Overberg (Ref No: DLRRD/WC23)
Western Cape: Western Cape Deeds Registry (Ref No: DLRRD/WC42)
National Office: Office of The Chief Registrar of Deeds (Ref No: DLRRD/NAT07)
National Office: Office of the Director General (Ref No: DLRRD/NAT18)
National Office: Land Redistribution and Tenure Reform (Ref No: DLRRD/NAT27)
National Office: Office of the Chief Land Claim Commission (Ref No: DLRRD/NAT30)
National Office: Rural Development (Ref No: DLRRD/NAT36)
National Office: Office of the Director-General: Pretoria (Ref No: DLRRD/NAT38)
National Office: Office of the Director General (Ref No: DLRRD/NAT39)
National Office: Spatial Planning and Land Use Management (Ref No: DLRRD/NAT51)
National Office: Corporate Support Services (Ref No: DLRRD/NAT63).

REQUIREMENTS : Minimum requirements: Applicants must be in possession of a National Diploma / Degree in Administration Management/Business Administration/Public Management / Public Relations / Social Science / Administration / Office Administration/Management Assistant/Office Management and Technology and or equivalent qualification.

CLOSING DATE : 30 November 2026 at 16:00

POST 41/72 : **INTERNSHIP: ENVIRONMENTAL MANAGEMENT/NATURAL SCIENCE**
(24 Months)

SALARY : R8 174.75 per month according to qualifications of each intern. The higher the qualification, the higher the stipend.

CENTRE :
Eastern Cape: Provincial Office (Ref No: DLRRD/EC45)
Free State: Provincial Office (Ref No: DLRRD/FS27)
Gauteng: Provincial Office (Ref No: DLRRD/GP18)
KwaZulu-Natal: Provincial Office (Ref No: DLRRD/KZN48)
Limpopo: Provincial Office (Ref No: DLRRD/LP42)
Mpumalanga: Provincial Office (Ref No: DLRRD/MP15)
North West: Provincial Office (Ref No: DLRRD/NW33)
Northen Cape: Provincial Office (Ref No: DLRRD/NC17)
National Office: Spatial Planning and Land Use Management: Pretoria: (Reference No: DLRRD/NAT53).

REQUIREMENTS : Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and National Diploma / Degree in National Diploma/Degree in Environmental Management / Environmental Science / Geography / Environmental Planning and or equivalent qualification.

POST 41/73 : **INTERNSHIP: SECURITY SERVICES**
(24 Months)

SALARY : R8 174.75 per month according to qualifications of each intern. The higher the qualification, the higher the stipend.

CENTRE :
Free State: Provincial Office (Ref No: DLRRD/FS07)
Limpopo: Provincial Office (Ref No: DLRRD/LP04)
Mpumalanga: Provincial Office (Ref No: DLRRD/MP21)
Western Cape: Provincial Office (Ref No: DLRRD/WC05)
National Office: Office of the Director-General: Pretoria (Ref No: DLRRD/NAT05).

REQUIREMENTS : Minimum requirements: Applicants must be in possession of a National Diploma / Degree in Security Management/Policing / Police Science.

CLOSING DATE	:	30 November 2026 at 16:00
POST 41/74	:	**INTERNSHIP: EMPLOYEE, HEALTH AND WELLNESS** (24 Months)
SALARY	:	R8 174.75 per month according to qualifications of each intern. The higher the qualification, the higher the stipend.
CENTRE	:	Eastern Cape: Provincial Office (Ref No: DLRRD/EC43) Free State: Provincial Office (Ref No: DLRRD/FS09) North West: Provincial Office (Ref No: DLRRD/NW18) Western Cape: Provincial Office (Ref No: DLRRD/WC07) National Office: City of Tshwane (Ref No: DLRRD/NAT23)
REQUIREMENTS	:	Minimum requirements: Applicants must be in possession of a National Diploma / Degree in Social Work / Psychology / Public Health/Industrial Psychology / BA Honours in Social Behavioural Studies.
CLOSING DATE	:	30 November 2026 at 16:00
POST 41/75	:	**INTERNSHIP: EXAMINATION** (24 Months)
SALARY	:	R8 174.75 per month according to qualifications of each intern. The higher the qualification, the higher the stipend.
CENTRE	:	Eastern Cape: Mthatha Deeds Registry – (Ref No: DLRRD/EC01) Eastern Cape: Qonce Deeds Registry – King Williams Town (Ref No: DLRRD/EC 46). Free State: Free State Deeds Registry (Ref No: DLRRD/FS24) Gauteng: North Gauteng Deeds Registry (Ref No: DLRRD/GP13) Limpopo: Limpopo Deeds Registry (Ref No: DLRRD/LP41) North West: Vryburg Deeds Registry (Ref No: DLRRD/NW02) Northern Cape: Northern Cape Deeds Registry (Ref No: DLRRD/NC12). Western Cape: Western Cape Deeds Regisrty (Ref No: DLRRD/WC35). Limpopo Deeds Registry (Ref No: DLRRD/LP41).
REQUIREMENTS	:	Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and National Diploma in Law / LLB / Advanced Diploma: Estate Planning Administration or relevant equivalent qualification.
POST 41/76	:	**INTERNSHIP: SUPPLY CHAIN MANAGEMENT** (24 Months)
SALARY	:	R8 174.75 per month according to qualifications of each intern. The higher the qualification, the higher the stipend.
CENTRE	:	Eastern Cape: Qonce Deeds Registry – King Williams Town (Ref No: DLRRD/EC49). Eastern Cape: Provincial Shared Services Centre: East London (Ref No: DLRRD/EC08). Eastern Cape Provincial Shared Services Centre: East London (Ref No: DLRRD/EC09). Provincial Shared Services Centre: Free State – Bloemfontein (Ref No: DLRRD/FS10). Provincial Shared Services Centre: KwaZulu-Natal – Pietermaritzburg (Ref No: DLRRD/KZN24). Provincial Shared Services Centre: Limpopo – Polokwane (Ref No: DLRRD/LP07). Provincial Shared Services Centre: Mpumalanga – Nelspruit (Ref No: DLRRD/MP10). Free State: Free State Deeds Registry – Bloemfontein (Ref No: DLRRD/FS25). Gauteng: South Gauteng Deeds Registry – Johannesburg (Ref No: DLRRD/GP17). KwaZulu-Natal: KwaZulu-Natal Deeds Registry – Pietermaritzburg (Ref No: DLRRD/KZN44). Limpopo: Limpopo Deeds Registry- Polokwane (Ref No: DLRRD/LP 38). Mpumalanga: Mpumalanga Deeds Registry – Nelspruit (Ref No: DLRRD/MP38). Provincial Shared Services Centre: Mpumalanga – Nelspruit (Ref No: DLRRD/MP08). Provincial Shared Service Centre: North West – Mahikeng (Ref No: DLRRD/NW22).

Provincial Shared Service Centre: Western Cape – Cape Town (Ref No: DLRRD/WC12).
Northern Cape: Northern Cape Deeds Registry- Kimberley (Ref No: DLRRD/NC14).
Western Cape: Western Cape Deeds Registry – Cape Town (Ref No: DLRRD/WC38).
National Office: Office of the Chief Registrar of Deeds – Pretoria ((Ref No: DLRRD/NAT09).
National Office: Restitution – Pretoria (Ref No: DLRRD/NAT28).

REQUIREMENTS : Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and National Diploma/Degree in Public Management/Public Administration/Logistics/Supply Chain Management/Transport Management /Purchasing Management or relevant equivalent qualification.

POST 41/77 : **INTERNSHIP: PROCUREMENT REF NO: DLRRD/NAT64**
(24 Months)

SALARY : R8 174.75 per month according to qualifications of each intern. The higher the qualification, the higher the stipend.

CENTRE : National Office: Pretoria

REQUIREMENTS : Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and National Diploma/Degree in Public Management / Public Administration / Logistics / Supply Chain Management / Transport Management / Purchasing Management or relevant equivalent qualification.

POST 41/78 : **INTERNSHIP: CONTRACT REF NO: DLRRD/NAT65**
(24 Months)

SALARY : R8 174.75 per month per annum

CENTRE : National Office: Pretoria

REQUIREMENTS : Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and National Diploma / Degree in Public Management / Public Administration / Logistics / Supply Chain Management / Transport Management / Purchasing management or relevant equivalent qualification.

POST 41/79 : **INTERNSHIP: HUMAN RESOURCE MANAGEMENT AND ADMINISTRATION**
(24 Months)

SALARY : R8 174.75 per month according to qualifications of each intern. The higher the qualification, the higher the stipend.

CENTRE : Eastern Cape: Mthatha Deeds Registry (Ref No: DLRRD/EC03).
Eastern Cape: Provincial Shared Services Centre – East London (Ref No: DLRRD/EC11).
Free State: Provincial Shared Services Centre – Bloemfontein (Ref No: DLRRD/FS06).
Gauteng: Provincial Shared Services Centre – Pretoria (Ref No: DLRRD/GP08).
KwaZulu-Natal: Land Claims Commission – (Ref No: DLRRD/KZN11).
KwaZulu-Natal: KwaZulu-Natal Deeds Registry – Pietermaritzburg (Ref No: DLRRD/KZN47).
North West: Provincial Shared Services Centre – Mahikeng (Ref No: DLRRD/NW19.
Mpumalanga: Mpumalanga Deeds Registry – Nelspruit (Ref No: DLRRD/MP01).
Mpumalanga: Provincial Shared Services Centre – Nelspruit (Ref No: DLRRD/MP11).
Northern Cape: Provincial Shared Services Centre – Kimberley (Ref No: DLRRD/NC 07).
Northern Cape: Northern Cape Deeds Registry – Kimberley (Ref no: DLRRD/NC13).
Western Cape: Provincial Shared Services Centre – Cape Town (Ref No: DLRRD/WC03).
Western Cape: Western Cape Deeds Registry – Cape Town (Ref No: DLRRD/WC37).
National Office: Office of the Chief Registrar of Deeds – Pretoria (Ref No: DLRRD/NAT05).

National Office: Branch Restitution – Pretoria (Ref No: DLRRD/NAT29).
Gauteng: South Gauteng Deeds Registry – Pretoria (Ref No: DLRRD/GP16).
KwaZulu-Natal: Provincial Shared Services Centre – Pietermaritzburg (Ref No: DLRRD/KZN01).

REQUIREMENTS : Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and National Diploma/Degree in Human Resource Management / Public Management / Public Administration / Management of Training/Labour Relations/Industrial Psychology / Public Affairs or relevant equivalent qualification.

POST 41/80 : **INTERNSHIP: HUMAN RESOURCE AND RECORDS MANAGEMENT SERVICES**
(24 Months)

SALARY : R8 174.75 per month according to qualifications of each intern. The higher the qualification, the higher the stipend.

CENTRE : Limpopo: Provincial Shared Services Centre – Polokwane (Ref No: DLRRD/LP 01).
Limpopo: Limpopo Deeds Registry – Polokwane (Ref No: DLRRD/LP37).

REQUIREMENTS : Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and National Diploma / Degree in Human Resource Management / Public Management / Public Administration / Industrial Psychology / Public Affairs or relevant equivalent qualification.

POST 41/81 : **INTERNSHIP: HUMAN RESOURCE DEVELOPMENT REF NO: DLRRD/NAT60**
(24 Months)

SALARY : R8 174.75 per month according to qualifications of each intern. The higher the qualification, the higher the stipend.

CENTRE : National Office: Pretoria

REQUIREMENTS : Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and National Diploma/Degree in Human Resource Management/Public Management/Public Administration/Human Resource Management and Development/Management of Training or relevant equivalent qualification.

POST 41/82 : **INTERNSHIP: PROJECT MANAGEMENT**
(24 Months)

SALARY : R8 174.75 per month according to qualifications of each intern. The higher the qualification, the higher the stipend.

CENTRE : Mpumalanga: Land Redistribution and Tenure Reform – Gert Sibande (Ref No: DLRRD/MP02).
Mpumalanga: Land Redistribution and Tenure Reform – Ehlanzeni (Ref No: DLRRD/MP03).
Mpumalanga: Land Redistribution and Tenure Reform: Nkangala (Ref No: DLRRD/MP04).
Western Cape: Provincial Shared Services Centre – Cape Town (Ref No: DLRRD/WC01).
Western Cape: Provincial Shared Services Centre – Cape Town (Ref No: DLRRD/WC15).
Limpopo: Provincial Shared Services Centre – Restitution ((Ref No: DLRRD/LP19).
National Office: Office of The Chief Registrar of Deeds – Pretoria (Ref No: DLRRD/NAT06).

REQUIREMENTS : Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and National Diploma/Degree in Project Management/Public Management / Project Management in Information Technology / Development Studies / Construction Management / Infrastructure Development/ Agriculture / Agricultural Economics / Administration or Bsc in Agriculture or relevant equivalent qualification.

POST 41/83	:	**INTERNSHIP: PROJECT MANAGEMENT/RURAL DEVELOPMENT REF NO: DLRRD/EC26** (24 Months)
SALARY	:	R8 174.75 per month according to qualifications of each intern. The higher the qualification, the higher the stipend.
CENTRE	:	Eastern Cape: Land Redistribution and Tenure Reform – OR Tambo/Afred Nzo
REQUIREMENTS	:	Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and National Diploma/Degree in Project Management/Development Studies/Community Development/Social Science or relevant equivalent qualification.
POST 41/84	:	**INTERNSHIP: PROJECT MANAGEMENT AND LAND ACQUISITION REF NO: DLRRD/MP20** (24 Months)
SALARY	:	R8 174.75 per month according to qualifications of each intern. The higher the qualification, the higher the stipend.
CENTRE	:	Mpumalanga: Provincial Shared Services Centre – Nelspruit
REQUIREMENTS	:	Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and National Diploma/Degree in Project Management / Development Studie s/ Community Development / Social Science Agricultural Science / Agricultural Economics or relevant equivalent qualification.
POST 41/85	:	**INTERNSHIP: PROJECT MANAGEMENT AND RESEARCH REF NO: DLRRD/MP36** (24 Months)
SALARY	:	R8 174.75 per month according to qualifications of each intern. The higher the qualification, the higher the stipend.
CENTRE	:	Mpumalanga: Provincial Shared Services Centre – Land Restitution
REQUIREMENTS	:	Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and National Diploma / Degree in Public Management / Public Administration / Project Management / Development Studies / Community Development / Social Science Agricultural Science / Agricultural Economics or relevant equivalent qualification.
POST 41/86	:	**INTERNSHIP: TENURE REFORM REF NO: DLRRD/FS15** (24 Months)
SALARY	:	R8 174.75 per month according to qualifications of each intern. The higher the qualification, the higher the stipend.
CENTRE	:	Free State: Branch: Land Redistribution and Tenure Reform – Thabo Mofutsanyane
REQUIREMENTS	:	Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and National Diploma/Degree in Social Science/Human Sciences or relevant equivalent qualification.
POST 41/87	:	**INTERNSHIP: TENURE REFORM IMPLEMENTATION** (24 Months)
SALARY	:	R8 174.75 per month according to qualifications of each intern. The higher the qualification, the higher the stipend.
CENTRE	:	North West: Provincial Shared Services Centre – Ngaka Modiri Molema (Ref No: DLRRD/NW11). Northern Cape: Provincial Office (Ref No: DLRRD/NC06).
REQUIREMENTS	:	Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and National Diploma/Degree in Law/LLB or relevant equivalent qualification.
POST 41/88	:	**INTERNSHIP: SPATIAL PLANNING REF NO: DLRRD/FS17** (24 Months)
SALARY	:	R8 174.75 per month according to qualifications of each intern. The higher the qualification, the higher the stipend.
CENTRE	:	Free State: Provincial Shared Services Centre – Bloemfontein

REQUIREMENTS : Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and National Diploma/Degree in Town and Regional Planning/Urban and Regional Planning or relevant equivalent qualification.

POST 41/89 : **INTERNSHIP: STRATEGIC LAND DEVELOPMENT**
(24 Months)

SALARY : R8 174.75 per month according to qualifications of each intern. The higher the qualification, the higher the stipend.

CENTRE : North West: Provincial Shared Services Centre – Ngaka Modiri Molema (Ref No: DLRRD/NW12).
North West: Provincial Shared Services Centre – Dr Ruth Segomotsi Mompati (Ref No: DLRRD/NW15).

REQUIREMENTS : Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and National Diploma/Degree in Agriculture/Agricultural Economics or relevant equivalent qualification.

POST 41/90 : **INTERNSHIP: STRATEGIC LAND ACQUISITION REF NO: DLRRD/NC16**
(24 Months)

SALARY : R8 174.75 per month according to qualifications of each intern. The higher the qualification, the higher the stipend.

CENTRE : Northern Cape Provincial Shared Services Centre – Kimberley

REQUIREMENTS : Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and BSc in Agriculture or relevant equivalent qualification.

POST 41/91 : **INTERNSHIP: SURVEYING REF NO: DLRRD/WC29**
(24 Months)

SALARY : R8 174.75 per month according to qualifications of each intern. The higher the qualification, the higher the stipend.

CENTRE : Western Cape Branch: National Geomatics Management Services – Mowbray

REQUIREMENTS : Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and Bachelor in Geomatics (Surveying)/National Diploma in Surveying. Registered with the SAGC as a Geomatics Technician (Surveying Category) or relevant equivalent qualification.

POST 41/92 : **INTERNSHIP: SURVEY/GEOGRAPHIC INFORMATION SYSTEM REF NO: DLRRD/WC26**
(24 Months)

SALARY : R8 174.75 per month according to qualifications of each intern. The higher the qualification, the higher the stipend.

CENTRE : Western Cape Branch: National Geomatics Management Services – Mowbray

REQUIREMENTS : Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and National Diploma / Degree in Surveying / GIS or relevant equivalent qualification.

POST 41/93 : **INTERNSHIP: SYSTEM, REMOTE SENSING REF NO: DLRRD/WC33**
(24 Months)

SALARY : R8 174.75 per month according to qualifications of each intern. The higher the qualification, the higher the stipend.

CENTRE : Western Cape Branch: National Geomatics Management Services – Mowbray

REQUIREMENTS : Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and BSc Degree in Geographic information / Remote Sensing or relevant equivalent qualification. Technology Engineering / Natural Science / Environmental Science.

POST 41/94 : **INTERNSHIP: TECHNOLOGY ENGINEERING/NATURAL SCIENCE / ENVIRONMENTAL SCIENCE REF NO: DLRRD/NAT40**
(24 Months)

SALARY : R8 174.75 per month according to qualifications of each intern. The higher the qualification, the higher the stipend.

CENTRE : National Office: Branch: Rural Development – Pretoria

REQUIREMENTS	:	Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and National Diploma/Degree in Technology Engineering/Natural Science/Environmental Science or relevant equivalent qualification.
POST 41/95	:	**INTERNSHIP: VIDEOGRAPHY REF NO: DLRRD/FS05** (24 Months)
SALARY	:	R8 174.75 per month according to qualifications of each intern. The higher the qualification, the higher the stipend.
CENTRE	:	Free State: Provincial Shared Services Centre – Bloemfontein
REQUIREMENTS	:	Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and National Diploma / Degree in Video Production / Cinematography / Film Making or relevant equivalent qualification.
POST 41/96	:	**INTERNSHIP: WOMEN, YOUTH AND PERSONS WITH DISABILITIES REF NO: DLRRD/WC11** (24 Months)
SALARY	:	R8 174.75 per month according to qualifications of each intern. The higher the qualification, the higher the stipend.
CENTRE	:	Western Cape: Provincial Shared Services Centre – Cape Town
REQUIREMENTS	:	Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and National Diploma/Degree in Social Science/Community Development Studies/Disability Studies/Public Management or relevant equivalent qualification.
POST 41/97	:	**INTERNSHIP: YOUTH DEVELOPMENT REF NO: DLRRD/MP 13** (24 Months)
SALARY	:	R8 174.75 per month according to qualifications of each intern. The higher the qualification, the higher the stipend.
CENTRE	:	Mpumalanga: Provincial Shared Services Centre – Nelspruit
REQUIREMENTS	:	Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and Diploma / Degree in Development Studies / Social Sciences / Project Management or relevant equivalent qualification.

ANNEXURE H

OFFICE OF THE CHIEF JUSTICE

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



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

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

KwaZulu-Natal/Pietermaritzburg/Durban: Quoting the relevant reference number, direct your application to: The Provincial Head: Office of the Chief Justice, Private Bag X54314, Durban, 4000. Application can also be hand delivered to Office of the Chief Justice Durban High Court, Human Resource Office, Ground Floor, Corner Somsteu Road and Stalwart Simelane Street, Durban, 4000

Eastern Cape/Gqeberha/Makhanda: 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.

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

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

CLOSING DATE : 27 November 2026

NOTE : All applications must be submitted on a New Z83 form, which can be downloaded on internet at www.judiciary.org.za / www.dpsa.gov.za/dpsa2g/vacancies.asp or obtainable from any Public Service Department and should be accompanied by a recent comprehensive CV only; contactable referees (telephone numbers and email addresses must be indicated). Please send your documents in a PDF and put them in one folder. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. Applicants could be required to provide consent for access to their social media accounts. Prior to appointment for SMS, a candidate would be required to complete the Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course,

endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/. Each application form must be fully completed, duly signed and initialed on both pages by the applicant. The application must indicate the correct job title, the office where the position is advertised and the reference number as stated in the advert. Failure by the applicant to complete, sign and initial the application form will lead to disqualification of the application during the selection process. Applications on the old Z83 will unfortunately not be considered. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation considered. Suitable candidates will be subjected to a personnel suitability check (criminal record, financial checks, qualification verification, citizenship checks, social media, reference checks and employment verification). Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make any appointment(s) to the advertised post(s). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Failure to submit all the requested documents will result in the application not being considered during the selection process. All successful candidates will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as be required to undergo a security clearance three (3) months after appointment. The Office the Chief Justice complies with the provisions of the Protection of Personal Information Act (POPIA); Act No. 4 of 2013. We will use your personal information provided to us for the purpose of recruitment only and more specifically for the purpose of the position/vacancy you have applied for. In the event that your application was unsuccessful, the Office of the Chief Justice will retain your personal information for internal audit purposes as required by policies. All the information requested now or during the process is required for recruitment purposes. Failure to provide requested information will render your application null and void. The Office of the Chief Justice will safeguard the security and confidentiality of all information you shared during the recruitment process.
ERRATUM: Kindly note that the position of Administration Clerk (DCRS): KwaZulu-Natal Division of the High Court: Pietermaritzburg with Ref No: 2026/159/OCJ advertised on Public Service Vacancy Circular 39 dated 30 October 2026 has been withdrawn.

OTHER POSTS

POST 41/98 : **SENIOR LAW RESEARCHER REF NO: 2026/163/OCJ**

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

CENTRE : Land Court: Randburg

REQUIREMENTS : Applicants should be in possession of an LLB Degree at NQF level 8 with 480 credits as recognised by SAQA. A minimum of three (3) years' experience in the relevant field of which one (1) year should be at supervisory level. Completed articles and a valid driver's license will serve as added advantage. Knowledge and Skills: Knowledge of Electronic Information Resources and online retrieval (Westlaw, LexisNexis, and Jutastat), general Legal Knowledge, knowledge of operating DCRS/CRT machine, Employment Equity Act, Practice Manual of the Court, sound understanding of South African law and judicial system, interpretation and application of the law and Batho Pele Principles. Skilled in Computer literacy skills (MS off, research skills, report writing and editing skills, communication skills (written and Verbal), problem analysis and solving skills, planning and organising, decision-making, time management, creative and analytical skills.

DUTIES : Consult with the judiciary in chambers and take instructions, peruse all the material lodged, identify the issue and initiate appropriate research, provide analytical summary of counsels' arguments or written evidence in the court record, delegate instructions to the researchers, conduct research on electronic databases as per the Judges' request, ensure that all research provided to Judges is comprehensive and accurate. Ensure there are no stylistic, syntactical or grammatical errors, ensure Judgments conform to the

accepted writing Style Guide of each Court, ensure preparation of a comprehensive memorandum on the outcome of the research, ensure all judgments, articles, speeches and conference papers with respect to spelling and grammar, double-check all references and footnotes in all judgments and legal articles against the original text to ensure correctness. Draft speeches, conference papers and legal articles, ensure that all speeches, conference papers and articles are thoroughly researched, are accurate and of the highest quality, ensure secretariat functions including Provincial Efficiency Enhancement Committee (PEEC) meetings are being effectively performed, ensure the judiciary of the Division is up to date on recent developments in case law, practice directives and legislation, keep abreast of all the landmark judgments / recent developments in the law, changes in legislation and regulations, ensure researchers attend to publisher related queries (e.g. Juta, Lexis and Saflii). Ensure general supervision of employees, allocate duties and perform quality control on the work delivered by officials, manage leave of staff, advise and lead supervisees with regard to all aspects of the work, manage performance, conduct and discipline of employees, ensure that all employees are trained and developed to be able to deliver work of the required standard efficiently and effectively, develop, implement and monitor work systems and processes to ensure efficient and effective functioning, address enquiries and provide advice and guidance on asset allocation and control.

ENQUIRIES : Technical Related Enquiries: Ms N Mhlambi Tel No: (010) 493 6316
HR Related Enquiries: Ms T Mbalekwa Tel No: (010) 494 8515

APPLICATIONS : Applications can be sent via email to 2026/163/OCJ@judiciary.org.za

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

POST 41/99 : **IT COORDINATOR REF NO: 2026/164/OCJ**

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

CENTRE : Mpumalanga Provincial Service Centre

REQUIREMENTS : Applicants should be in possession of a National Diploma in Computer Engineering/Information Technology/equivalent related qualification at NQF level 6 with 360 credits as recognised by SAQA. A minimum of three (3) years' experience in general IT desktop support of which one (1) year should be at supervisory level. ITIL Foundation Certificate and a valid driver's license will serve as an added advantage. Knowledge and Skills: Project and Systems Management, Network Administrator, Help Desk or First Line Support, knowledge of government prescripts, regulations, and laws. Knowledge of development of users training manuals, guidelines and procedures and drafting budget, knowledge and experience in evaluation on End-User training, knowledge of Public Sector IT environment, LAN, Project and Change Management, knowledge in IT Asset Management. Skilled in communications (written and verbal), problem solving and analytical skills coaching, interpersonal relations, training and presentation skills, planning and organisation, decision making, technical skills, computer, project management, customer service orientated and time management skills.

DUTIES : Optimise Business Applications and transversal systems in the High Court, conduct ICT infrastructure operations assessment within the High Court, respond to all IT support requests, enquiries and calls logged with the OCJ and DOJ&CD helpdesk and escalate when necessary, manage IT contracted service providers at the provincial level, provide provincial reports and ad hoc reports with regards to the ICT projects and System Utilisation.

ENQUIRIES : Technical Related Enquiries: Ms RS Ledwaba Tel No: (013) 758 0000
HR Related Enquiries: Mr SJ Zwane Tel No: (013) 758 0000

APPLICATIONS : Applications can be sent via email to 2026/164/OCJ@judiciary.org.za

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

POST 41/100 : **ASSISTANT DIRECTOR: SECURITY MANAGEMENT REF NO: 2026/165/OCJ**

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

CENTRE : Mpumalanga Provincial Service Centre

REQUIREMENTS : Applicants should be in possession of a National Diploma in Security and Risk Management/Policing or equivalent relevant qualification at NQF level 6 with 360 credits as recognised by SAQA. A minimum of three (3) years' experience in the relevant field of which one (1) year should be at supervisory level. A valid driver's license and Grade A Private Security Industry Regulation Authority (PSIRA). Knowledge and skills: Security Policy and Procedures, Risk and Management Policy OHS Act, knowledge of Vetting Policy, knowledge of Security Management Processes, Public service regulation 2016, Public Service Act, MISS, PFMA Act, Republic of South Africa Constitution. Skilled in computer literacy, communication, supervisory skills, decision-making, planning and execution, Problem solving and analytical skills, Presentation, research writing skills, time management and good interpersonal relations

DUTIES : Manage contracted security service provider(s) and ensure compliance with the Service Level Agreement. Conduct security assessments, planning and investigations and recommend measures for improvement. Ensure Compliance to Occupational Health and Safety Act. Manage matters related to integrity management and investigate security breaches. Provide security advisory to management and maintain security value adding consultancy. Supervise and develop staff.

ENQUIRIES : Technical Related Enquiries: Ms RS Ledwaba Tel No: (013) 758 0000
HR Related Enquiries: Mr SJ Zwane Tel No: (013) 758 0000

APPLICATIONS : Applications can be sent via email to 2026/165/OCJ@judiciary.org.za

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

POST 41/101 : **LAW RESEARCHER REF NO: 2026/166/OCJ**
(12 Months Contract)

SALARY : R487 197 – R573 897 per annum (Level 09), plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.

CENTRE : North West Division of The High Court: Mmabatho

REQUIREMENTS : Applicants should be in possession of an LLB Degree at NQF level 8 with 480 credits as recognised by SAQA. A minimum of three (3) years in the relevant field (law research/judicial support). Superior court or litigation experience and a valid driver's license will serve as an added advantage. Knowledge and skills: Basic Conditions of Employment Act and related labour laws & Departmental policies, knowledge of the Labour Relations Act 66 of 1995, Labour and Labour Appeal Court Rules and Practice Manual, Employment Equity Act, Practice Manual of the Court, sound understanding of South African law and judicial system, Interpretation and application of the law and Batho Pele Principles. Skilled in communication (verbal and written), problem solving and decision-making, excellent research and analytical skills, report writing and editing skills, problem solving, Financial Management, strategic skills, analytical skills, presentation, planning and organising including computer literacy, (Word, PowerPoint & Excel,).

DUTIES : Provide support with legal research on various legal issues, statutes, rules, regulations, and case law. analyse and apply complex legal principles and provide summaries to the judges, provide research support to judges in the preparation of hearings and trials, carry out research and retrieve all material from all sources in both hard copy and electronic formats on legal issues, as requested by a Judge, provide support with legal research on various legal issues, statutes, rules, regulations, and case law, analyse and apply complex legal principles and provide summaries to the judges, provide research support to judges in the preparation of hearings and trials, carry out research and retrieve all material from all sources in both hard copy and electronic formats on legal issues, as requested by a Judge, provide analysis through studying all the relevant material, study all the relevant material and provide a thorough analysis thereof, provide support to the judges with legal arguments analysis submitted by litigants, evaluate merits of each argument. Research supporting and opposing case law (precedent) and provide recommendations to the judges, review legal issues, arguments, and relevant case law in the form of legal memos, prepare a comprehensive memorandum on the outcome of the legal research, provide support to judges in reviewing and proofreading draft judgment(s) to ensure clarity and accuracy, proofread all judgments, articles, speeches and conference papers with respect to spelling and grammar, quality assure all references and footnotes in all judgments and legal articles against the original text to ensure correctness and accuracy, correct mistakes (typos)

with the help of track changes so that judges can accept or decline any proposed changes, quality assure the maintenance of knowledge of recent legal developments, new legislation, and relevant case law, provide support to the monitoring of legal journals, ensure that judges have access to the latest legal information, keep up breast with recent developments in relevant areas of law, such as legislative changes, new precedents, and emerging legal trends.

ENQUIRIES : Technical Related Enquiries: Ms. L Makula Tel No: (018) 397 7064
HR Related Enquiries: Mr O Sebapatso Tel No: (018) 494 8515

APPLICATIONS : Applications can be sent via email to 2026/166/OCJ@judiciary.org.za

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

POST 41/102 : **LAW RESEARCHER REF NO: 2026/167/OCJ**

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

CENTRE : Land Court: Randburg

REQUIREMENTS : Applicants should be in possession of an LLB Degree at NQF level 8 with 480 credits as recognised by SAQA. A minimum of three (3) years in the relevant field (law research/judicial support). Completed articles and a valid driver's license will serve as an added advantage. Knowledge and skills: Basic Conditions of Employment Act and related labour laws & Departmental policies, knowledge of the Labour Relations Act 66 of 1995, Labour and Labour Appeal Court Rules and Practice Manual, Employment Equity Act, Practice Manual of the Court, sound understanding of South African law and judicial system, Interpretation and application of the law and Batho Pele Principles. Skilled in communication (verbal and written), problem solving and decision-making, excellent research and analytical skills, report writing and editing skills, problem solving, Financial Management, strategic skills, analytical skills, presentation, planning and organising including computer literacy, (Word, PowerPoint & Excel,).

DUTIES : Provide support with legal research on various legal issues, statutes, rules, regulations, and case law, analyse and apply complex legal principles and provide summaries to the judges, provide research support to judges in the preparation of hearings and trials, carry out research and retrieve all material from all sources in both hard copy and electronic formats on legal issues, as requested by a Judge, provide analysis through studying all the relevant material, study all the relevant material and provide a thorough analysis thereof. Provide support to the judges with legal arguments analysis submitted by litigants, evaluate merits of each argument, research supporting and opposing case law (precedent) and provide recommendations to the judges, review legal issues, arguments, and relevant case law in the form of legal memos and prepare a comprehensive memorandum on the outcome of the legal research. Provide support to judges in reviewing and proofreading draft judgment(s) to ensure clarity and accuracy, proofread all judgments, articles, speeches and conference papers with respect to spelling and grammar, quality assure all references and footnotes in all judgments and legal articles against the original text to ensure correctness and accuracy, correct mistakes (typos) with the help of track changes so that judges can accept or decline any proposed changes. Quality assure the maintenance of knowledge of recent legal developments, new legislation, and relevant case law, provide support to the monitoring of legal journals, ensure that judges have access to the latest legal information, keep up breast with recent developments in relevant areas of law, such as legislative changes, new precedents, and emerging legal trends.

ENQUIRIES : Technical Related Enquiries: Ms N Mhlambi Tel No: (010) 493 6316
HR Related Enquiries: Ms T Mbalekwa Tel No: (010) 494 8515

APPLICATIONS : Applications can be sent via email to 2026/167/OCJ@judiciary.org.za

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

POST 41/103 : **ASSISTANT DIRECTOR: JUDICIAL SUPPORT REF NO: 2026/168/OCJ**

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

CENTRE : Mpumalanga Division of The High Court: Middelburg

REQUIREMENTS : Applicants should be in possession of a National Diploma in Office Management/ Business Administration/ or a related relevant qualification at NQF level 6 with 360 credits as recognised by SAQA. A minimum of three (03) years' relevant experience in an administrative office management environment, of which one (1) year should be at supervisory level. A valid driver's license and LLB degree will serve as an added advantage. Knowledge and skills: Knowledge of relevant legislatives and regulations, knowledge of case lines, knowledge of office management responsibilities, systems and procedures, knowledge of Supervisory Facets, knowledge of Electronic Information Resource and online retrieval. Skilled in communication (written and verbal), facilitation, report writing, presentation, decision-making, interpersonal relations, organisational skills, ability to multitask, professional telephone manner, people management, empowerment. Strategic capability and leadership, problem solving and analytical skills. Along with the following attributes: Able to work under pressure and assertive Meticulous.

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

ENQUIRIES : Technical related enquiries: Ms RS Ledwaba Tel No: (013) 758 0000
HR related enquiries: Mr SJ Zwane Tel No: (013) 758 0000

APPLICATIONS : Applications can be sent via email to: 2026/168/OCJ@judiciary.org.za

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

POST 41/104 : **ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: 2026/169/OCJ**

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

CENTRE : Constitutional Court: Braamfontein

REQUIREMENTS : Applicants should be in possession of National Diploma in Human Resource Management / Public Administration / Public Management, Personnel Management or relevant qualifications at NQF level 6 with 360 credits as recognised by SAQA. A minimum of three (3) years' experience in the relevant field of which one (1) year should be at salary level 7/8 or supervisory level. PERSAL Certificate in Leave & Personnel Administration. A valid driver's license will serve as an added advantage. Knowledge and skills: Knowledge

and understanding of the Legislation/Prescript and framework governing the Public Service i.e., Public Service Act, Public Service Act, Public Service Regulation, Labour Relations Act, Employment Equity Act, Basic Conditions of Employment Act, Skills Development Act, Collective Agreements, Codes of Remuneration and the Public Finance Management Act, knowledge of HRM related standards, practices, processes and procedure, Knowledge of PERSAL and Batho Pele principle. Skilled in computer literacy, communication, report writing, analytical thinking, problem solving, planning and organising, decision making, motivation, presentation and time management.

DUTIES : Identify funded vacant posts, ensure request to advertise are submitted to Head Office, ensure submission of panel memo for approval, monitor the compilation and implementation of the recruitment plan and submit to Head Office, conduct shortlisting and interviews, provide advice and guidance on recruitment and selection matters, ensure compliance in line with the implementation of appointments (promotions, transfers and movements) and monitor maintenance of staff establishment. Capture office leave plan, quality assure all necessary documents and forms completed and approved/ disapproved leave on PERSAL, ensure that the leave register has been updated, conduct leave audit, ensure submission and completion of PILLIR applications, monitor completion and submission long service, Housing allowance, Probation reports and EHW forms, monitor completion and submission of termination documents. Ensure all officials sign and submit performance agreements, mid-year review and annual assessments, monitor the payment performance reward, quality assure data for outstanding PMDS documents and take remedial actions and compile a report, facilitate pre-moderation meetings and take minutes, facilitate appeals emanating from the moderation process within the province, compile and submit training needs, implement the training plan in the province. Ensure compliance on labour relations reporting, investigate and implement the recommendations on grievances, provide support to investigations and disciplinary hearings in consultation with labour relations, implement the outcomes of disciplinary hearing, dispute and appeal cases, provide support on conciliations and arbitrations and implement the EHW programmes in the province. Ensure general supervision of employees, allocate duties and perform quality control on the work delivered by officials, manage leave of staff, advise and lead supervisees with regard to all aspects of the work, manage performance, conduct and discipline of employees, ensure that all employees are trained and developed to be able to deliver work of the required standard efficiently and effectively, develop, implement and monitor work systems and processes to ensure efficient and effective functioning, address enquiries and provide advice and guidance on asset allocation and control.

ENQUIRIES : Technical related enquiries: Ms. Z Sondlo Tel No: (011) 493 7400
HR related enquiries: Mr K Mphela Tel No: (010) 493 2527

APPLICATIONS : Applications can be sent via email to 2026/169/OCJ@judiciary.org.za

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

POST 41/105 : **PRINCIPAL COURT INTERPRETER REF NO: 2026/170/OCJ**

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

CENTRE : Labour And Labour Appeals Court: Johannesburg

REQUIREMENTS : Applicants should be in possession of a National Diploma in Legal Interpreting or equivalent related qualification at NQF level six (6) with 360 credits as recognised by SAQA. A minimum of two (2) years' practical experience in Court Interpreting or Grade twelve (12) certificate with at least ten (10) years' practical experience in Court Interpreting. Proficiency in English, Afrikaans and isiXhosa. Proficiency in any other indigenous languages and a valid driver's license will serve as an added advantage. Knowledge and skills: Knowledge of Batho Pele and the OCJ Principles, Court proceedings, Cultural diversity, Knowledge of Policies, Prescripts, and Legislation and Full command of the languages. Skilled in communication (oral and written), listening, computer literacy (Ms Word, PowerPoint, Outlook and Internet, etc.), problem solving, interpersonal relations, planning and organising, people skills, intermediate typing and customer service orientation.

DUTIES	:	Render interpreting services in high profile matters, interpret in complex cases, interpret in criminal, civil, and Labour Court, interpret in small claims court, interpret in disciplinary hearing, interpret in Conciliation and Arbitration, interpret in confession, interpret pre-trial proceedings and consultations. Control, supervise and attend to personnel administrative aspects of interpreters, provide mentoring and coaching to junior/ senior interpreters, manage performance agreement contracts, draw a schedule for replacement of Court Interpreters, control leave of Court interpreters and submit Court hour registers, quarterly submit probation reports, monitor subordinates on EHWP, translate Legal documents and exhibits, study and analyse the source documents, conduct necessary research and consult, develop terminology, harvest of terminology, database development, provide terms and their respective meanings in the glossary register, supervise and develop staff, ensure general supervision of employees, allocate duties and perform quality control on the work delivered by officials, manage leave of staff, advise and lead supervisees with regards to all aspects of the work, manage performance, conduct and discipline of employees. Ensure that all employees are trained and developed to be able to deliver work of the required standard efficiently and effectively. Develop, implement and monitor work systems and processes to ensure efficient and effective functioning, address enquiries and provide advice and guidance on asset allocation and control.
ENQUIRIES	:	Technical related enquiries: Ms. T Nzimande Tel No: (011) 494 9238 HR related enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
APPLICATIONS	:	Applications can be sent via email to 2026/170/OCJ@judiciary.org.za
NOTE	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
POST 41/106	:	**SENIOR COURT INTERPRETER REF NO: 2026/171/OCJ**
SALARY	:	R338 106 – R398 277 per annum (Level 07). The successful candidate will be required to sign a performance agreement
CENTRE	:	Eastern Cape Division of The High Court: Makhanda
REQUIREMENTS	:	Applicants should be in possession of a National Diploma in Legal Interpreting or equivalent qualification at NQF level six (6) with 360 credits as recognised by SAQA. A minimum of two (2) years' practical experience in Court Interpreting or Grade twelve (12) certificate with at least ten (10) years' practical experience in Court Interpreting. Proficiency in English, Afrikaans and isiXhosa. Proficiency in any other indigenous languages and a valid driver's license will serve as an added advantage. Knowledge and skills: Knowledge of relevant acts and regulations, knowledge of culture, knowledge of subject area, knowledge on how to translate and be able to keep to time frame, computer literacy (MS Office), effective communication skills (written and verbal), time management, good interpersonal relations skills, listening skills, customer service skills, problem solving skills, planning and organising skills, decision making skills. analytical thinking, excellent English language, flexible, motivational, able to work under pressure, meticulous, self-driven and people centric.
DUTIES	:	Render interpreting services: Interpret in Children's Act matters, criminal proceedings, Civil proceedings, Domestic Violence Act matters, Older Persons Act matters, Family, Protection from Harassment Act matters, Labour, Maintenance Act matters, Child Justice matters, Inquests, and quasi-judicial matters, interpret in small claims Courts, interpret in disciplinary hearing, interpret in Conciliation and Arbitration, interpret in confession. Interpret in pretrial proceedings and consultations, liaise with the supervisor for foreign language interpreters, interpret from source to target language during Court proceedings, pre-trial, consultation, quasi, judicial. interpret non-verbal gestures, dramatization and confessions, engage with the judiciary to confer on the readiness and/or performance of a particular interpreter in Court, render legal and quasi-judicial and language service: Render audible and clear interpreting from source to target language without embellishment or omissions while preserving the language, convey the correct language in accordance with language usage of the speaker, control the speaker and ensure that the citations are interpreted correctly, interpret non-verbal gestures dramatization 61 and confessions, translate legal documents and exhibits: Study and analyse the source document, conduct the necessary research and consult with the relevant parties, ensure accurate cite translation documents, check, edit and revise the translated document, translate mechanically recorded audio

material. Develop terminology and provide support in the reconstruction of records: Accumulate terminology and develop database, populate the terms and respective meaning in the glossary register, gather all trial documents, attend to mechanical recordings, compare notes of the Presiding Officer, State and Defence.

ENQUIRIES : Technical related enquiries: Ms L Frazer Tel No: (046) 603 5009
HR related enquiries: Mr S Mponzo Tel No: (430) 726 5217

APPLICATIONS : Applications can be sent via email to 2026/171/OCJ@judiciary.org.za

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

POST 41/107 : **HUMAN RESOURCE PRACTITIONER REF NO: 2026/172/OCJ**

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

CENTRE : Constitutional Court: Braamfontein

REQUIREMENTS : Applicants should be in possession of National Diploma in Human Resource Management/Business Administration or related qualification at NQF Level 6 with 360 credits as recognised by SAQA. A minimum of one (1) year' experience (including internship and learnership). A valid driver's license will serve as an added advantage. Knowledge and skills: Knowledge of the Constitution, knowledge of departmental design, frameworks, practices, and processes, knowledge of Public Service Acts\Regulation, Basic Departmental policies and procedures, Batho Pele Principles and knowledge of PERSAL. Skilled in computer literacy, organisational skills, problem solving, time management, communication, presentation, report Writing, project Management, planning and organising skills.

DUTIES : Identify and verify funded vacant posts, draft submission of request to advertise in the province, draft submission of panel memo for approval, compile the recruitment plan with regards to the implementation of appointments in the province, conduct shortlisting and interviews and monitor and maintain of staff establishment. Draft submission of long service, Housing allowance, Probation reports and EHW forms, draft submission of termination documents, conduct leave audit, update leave register, approve/ disapprove transactions on PERSAL and process PILIR applications. Monitor the submission of performance agreements, annual assessment and mid-year review, verify data for outstanding PMDS documents and take remedial actions and compile a report, perform quality assurance on PMDS documents, facilitate pre-moderation meetings and take minutes, facilitate appeals emanating from the moderation process, compile training needs and support the implementation of the training plan in the province. Ensure adequate filing system, file/store, trace (manually) and retrieve documents and files, ensure that the information inside the personal file is filed accordingly and update filing database and records. Ensure general supervision of employees, allocate duties and perform quality control on the work delivered by officials, manage leave of staff, advise and lead supervisees with regard to all aspects of the work, manage performance, conduct and discipline of employees, ensure that all employees are trained and developed to be able to deliver work of the required standard efficiently and effectively, develop, implement and monitor work systems and processes to ensure efficient and effective functioning, address enquiries and provide advice and guidance on asset allocation and control.

ENQUIRIES : Technical related enquiries: Ms. Z Zondlo Tel No: (011) 493 7400
HR related enquiries: Mr K Mphela Tel No: (010) 493 2527

APPLICATIONS : Applications can be sent via email to 2026/172/OCJ@judiciary.org.za

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

POST 41/108 : **HUMAN RESOURCE PRACTITIONER: RECRUITMENT AND SELECTION REF NO: 2026/173/OCJ**

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

CENTRE : National Office: Midrand

REQUIREMENTS : Applicants should be in possession of a National Diploma in Human Resource Management/Public Administration/ Management, Personnel Management or related qualifications at NQF level 6 with 360 credits as recognised by SAQA. A minimum of one (1) year experience in Human Resource environment. A

valid driver's license will serve as added advantage. Knowledge and skills: Knowledge and understanding of the Legislation/ Prescript and framework governing the Public Service i.e., Public Service Act, Public Service Regulation, Labour Relations Act, Employment Equity Act, Basic Conditions of Employment Act, Skills Development Act, Collective Agreements, Codes of Remuneration and the Public Finance Management Act, Knowledge of HR related standards, practices, processes and procedure, Structure and functioning of the Department and PERSAL. Skilled in interpersonal and diplomacy skills, computer literacy, organisational skills, problem solving, motivation, negotiations, time management, communication and report writing skills.

DUTIES : Receive request to advertise forms, process all request to advertisement forms of vacant posts, draft adverts in line with job specification and liaise with the relevant managers in line with the request to advertise forms, liaise with line managers regarding recruitment activities, coordinate the placement of adverts in various advertising platforms (DPSA circular, Government page, and Newspapers), maintain the receiving and sorting of applications, develop a master list database, coordinate shortlisting and interviews, communicate with line managers regarding selection activities in line with the legislative requirements, attend to recruitment related queries, ensure the capturing of all received applications, ensure all registers and statistics are updated, conduct personal suitability checks (criminal, citizen ship, reference checks and verifications of qualifications) for recommended candidate, ensure all recruitment and selection records are accurately complete in line with the Recruitment and Selection Check List and Appointment Check List, update and maintain the master list database for recruitment and selection processes, schedule and organise meetings, compile minutes and memos, provide secretariat support services, file all the documents within the unit, facilitate procurement of stationary and all other petty cash purchases, ensure the administrative of all recruitment and selection database, ensure general supervision of employees, allocate duties and perform quality control on the work delivered by officials, manage leave of staff, advise and lead supervisees with regard to all aspects of the work, manage performance, conduct and discipline of employees, ensure that all employees are trained and developed to be able to deliver work of the required standard efficiently and effectively. Develop, implement and monitor work systems and processes to ensure efficient and effective functioning and address enquiries and provide advice and guidance on asset allocation and control.

ENQUIRIES : Technical Related Enquiries: Ms S Tshidino Tel No: (010) 493 8711
HR Related Enquiries: Mr K Mphela Tel No: (010) 493 2527

APPLICATIONS : Applications can be sent via email to 2026/173/OCJ@judiciary.org.za

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

POST 41/109 : **JUDGE'S SECRETARIES REF NO: 2026/174/OCJ (X9 POSTS)**

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

CENTRE : Gauteng Division of The High Court: Pretoria

REQUIREMENTS : Applicants should be in possession of a Grade 12 certificate, a minimum of 20 modules completed towards an LLB, BA / BCOM Law degree. A minimum of two (2) years secretarial experience in the relevant field. Candidate to pass a typing test. A valid driver's licence will serve as an added advantage. Knowledge and skills: Knowledge on the Constitution of South, relevant legislatives, regulations, case lines, court online, secretariat prescripts, responsibilities, systems and procedures, Electronic Information Resources, online retrieval and Batho Pele principles. Skilled in communication, planning and organising, interpersonal, customer service, typing including Dictaphone typing, time management, Microsoft Office Programs, research capabilities, problem solving, judgment and decision making. Along with the following attributes: Assertive, meticulous, ability to work under pressure, time-bound, flexible, creativity, analytically, professionalism and attention to detail.

DUTIES : Diarise the appointments and meetings of the Judge, type and file the judgments, ensure the Judgments that are handed down (delivered), signed draft orders granted in court or virtually are sent to the Typist for scanning, upload unto Case-lines/Court-Online and the Library. Ensure that all visitors are received, screened and their queries are attended to, record all incoming

and outgoing documents, order and collect stationery for the Judge, collect the files before the commencement of a Criminal matter from the Registrar's office at the Criminal section, keep update the register of reviews and sign on receipt to return the reviews to the Clerk, ensure that the register/template of the reserved judgement is updated and notify the Statistics Officer and the office of the Judge President when judgment has been handed down, ensure that the transcribed judgements from transcribers reach the Judges for approval and signature, prepare court rolls for Opposed Motion and Urgent Court and distribute to stakeholders, ensure that the Heads of Argument from various stakeholders are available to the Judge as per the filing that was done, administer the correct Oath ID or declaration in court, when required, ensure that the bench book of the Judge is prepared and files are taken by Ushers to court before the commencement of the proceedings, ensure that all stakeholders involved are present in court before commencement of proceedings, ensure that all cases are called on record as per the court roll by means of calling the case number and the parties' names, before a Judge can allow parties to start with their matters, ensure that in the Criminal Court exhibits are handled, controlled and noted professionally, ensure that all the travel, accommodation arrangements are in order and attend to sign the documents for approval, ensure that the Judge's logbook is submitted on or before the 5th of every month to the Transport Officer, ensure that the car is booked for either maintenance and service, receive the pre-authorisation for the Judge's vehicle, remind Judge of the invoices so that the submission of the S&T claims can be processed, ensure the submissions of Cell phone and 3G data claims for process purposes and ensure that all updates on the loose leafs in the Judges library are attended to.

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

APPLICATIONS : Applications can be sent via email to 2026/174/OCJ@judiciary.org.za

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

POST 41/110 : **REGISTRAR REF NO: 2026/175/OCJ**

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

CENTRE : KwaZulu Natal Division of The High Court: Durban

REQUIREMENTS : Applicants should be in possession of an LLB Degree or a four (4) year Legal qualification at NQF level eight (8) with 480 credits as recognised by SAQA. A minimum of two (2) years post graduate legal experience. **MR3:** LLB Degree or equivalent plus a minimum of 2 years post graduate legal experience. **MR4:** LLB Degree or equivalent plus minimum of 8 years post graduate legal experience. **MR5:** LLB Degree or equivalent plus a minimum of 14 years post graduate legal experience. Superior Court of litigation experience and a driver's license will serve as an added advantage. Skills and Competencies: Knowledge of registrar's duties, Case Flow Management, legislative framework governing the public service and Batho Pele Principles. Skilled in communication (verbal and written), computer literacy, numeracy, planning, organising, controlling, problem solving, decision making, customer service orientation, interpersonal 95 skills and conflict management. Along with the following attributes: Attention to detail, strong work ethics, professionalism, ability to work under pressure and meeting of deadlines, results driven, honesty/trustworthy and observance of confidentiality.

DUTIES : Process default judgements to enhance efficiency of the court in handling of quasi- judicial functions: Determine whether pleadings/processes comply with the court rules, consider applications for default judgement (Rule 31(5) – by applying court rules and regulations, case law, discretion and knowledge, capture accurate outcome to the relevant litigating party, capture and update accurate Default applications register and data tool on percentage of default judgements granted by Registrars to the Statistician, execute taxations to enhance efficiency of the court in handling of quasi-judicial functions, Tax bills of cost-by hearing arguments from the parties and apply discretion and knowledge to the reasonable litigation costs, process and finalise Opposed and Unopposed Taxations in accordance with SOP, deal with and finalise taxation

reviews (Rule 48) through the drafting of stated cases, replies, and submission to the Judiciary, capture and update accurate Bills of costs registered and data tools in the office, submit reporting tool on Taxations to the Statistician, manage criminal /civil process to enhance efficiency of the court: Analyse statistical data to assess trends and devise strategies to address identified risk factors, resolve Presidential Hotline and general queries and Chapter 9 institution enquiries, coordinate and report on the provision of support staff in Court Rooms and Registrars supporting offices, manage the collation of performance information /data/ Statistics for the purpose of reporting as per Reporting Tools, maintain and update manual registers for Audit of reported Performance information, supervise, develop staff and ensure general supervision of employees.

ENQUIRIES : Technical related enquiries: Ms K Marais Tel No: (031) 492 4699
HR related enquiries: Ms S Mvuyana Tel No: (031) 492 1723

APPLICATIONS : Applications can be sent via email to 2026/175/OCJ@judiciary.org.za

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

POST 41/111 : **SUPPLY CHAIN MANAGEMENT CLERK REF NO: 2026/176/OCJ**

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

CENTRE : Gauteng Division of The High Court: Pretoria

REQUIREMENTS : Applicants should be in possession of a Grade 12 Certificate. No experience is required. Knowledge and skills: Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. basic knowledge and insight of the Public Service financial, legislation, procedures and Treasury regulations (PFMA, PSA, DFI), knowledge of basic operating systems (BAS), basic knowledge of work procedures in terms of work environment, knowledge of legislative framework governing the public sector, Batho Pele Principles. Skilled in Communication (written& verbal). problem solving, good public relations, monitoring and analytical skills (MS Teams), planning and organising, report writing, typing skills. along with the following attributes: Customer service orientation, self-management, self-motivated, creative thinking, teamwork, ambitious, assertive, flexible and time bound.

DUTIES : Capture invoices and creation of Creditor Payment Advises, verify the invoices on quantity, price, VAT, item description and supplier details to address and the VAT registration number, where applicable, capture correct information on JYP which will be defaulted to the Creditor payment advice, attach all the relevant prescript documentation to the creditor payment advice, maintain a computerised or manual register of all payments processed track the status of such invoice, provide pertinent information on the state Department's creditors to the DCO and Director Finance, maintain and update the Procurement Status Report with detail of the relevant transactions, compile and maintain records, check and issue furniture, equipment and accessories to components and individuals. Identify redundant, non-serviceable and obsolete equipment for disposal. Verify asset register, carryout and implement preference points system with appropriate goals per commodity in terms of preferential procurement policy objectives, provide secretariat or logistical support during the bid consideration and contracts conclusion process, check if there is a VAT number, distribute store items to the end-user in the absence of the responsible person, maintain a PCC file with all the relevant documents, verify if contract existing in a PO should be placed for the item on contract, verify and capture source documents and place the order with the supplier, verify the price on the quotation or competitive bidding method of procurement should be applied within the delegated authority, draft letters of Awards in cases of the unavailability of JYP and other urgent circumstances, send properly signed purchase orders in regard of all goods and services requests to suppliers which is endorse with the official stamp, provide support in monthly reporting for supply chain management department, administer supply chain day-to day duties for procurement of goods and services, ensure proper filling, recording and safe keeping of documents for audit purpose, administration of stores and compile SCM reports on orders issued.

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

APPLICATIONS : Applications can be sent via email to 2026/176/OCJ@judiciary.org.za

NOTE	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
POST 41/112	:	**SUPPLY CHAIN CLERK REF NO: 2026/177/OCJ**
SALARY	:	R237 453 – R279 708 per annum (Level 05), The successful candidate will be required to sign a performance agreement
CENTRE	:	National Office: Midrand
REQUIREMENTS	:	Applicants should be in possession of Grade twelve (12). No experience required. Knowledge and skills: Knowledge and understanding of administrative and procurement procedure, Public Financial Management Act, Supply Chain Management frameworks, policies and procedures, budgeting and financial management, procurement policies and relevant legislation prior to awarding contracts, PPPFA regulations, Public Service Act 1994, Public Service Regulations 2016, National Treasury Regulations, good understanding of departmental prescripts and frameworks (e.g. departmental codes: COIDA and BBBEE and Batho Pele Principles. Skilled in Computer literacy MS Office, MS Power Point, MS Word, MS Excell, strategic and conceptual orientation, planning, organising and problem-solving skills, Financial Management and interpersonal skills, decision making and time management, communication skills and report writing skills.
DUTIES	:	Compile and maintain records (asset records/ databases) quality assure and issue furniture, equipment and accessories to components and individuals, capture specification on the electronic purchasing system, identify redundant, non-serviceable and obsolete equipment for disposal and verify asset register. Collect information from the relevant role players according to the prescribed template, verify and analyse the information, confirm budget availability and check alignment against strategic and other objectives, analyse, advise and verify the development of demand management plans, research the relevant identified procurement requests of the department and consolidate demand management plan and procurement plan. Determine whether a specification for the relevant commodity exists, provide support in advising on the nomination of Bid Specification and Bid Evaluation Committee, compile Bid Specification and Bid Evaluation Committee appointment letters, ensure the development of specification in consultation with business units and they comply with quality requirements, compile Bid Specification Committee minutes and submit the specification or terms of reference to the relevant Committee for approval. Provide support in monthly reporting for supply chain management department, administer supply chain day-to-day duties for procurement of goods and services, ensure proper filling, recording and safe keeping of documents for audit purposes and administration of stores and compile SCM reports on orders issued.
ENQUIRIES	:	Technical Related Enquiries: Ms M Mavuso Tel No: (010) 493 2500 HR Related Enquiries: Mr K Mphela Tel No: (010) 493 2527
APPLICATIONS	:	Applications can be sent via email to 2026/177/OCJ@judiciary.org.za
NOTE	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
POST 41/113	:	**MESSENGER REF NO: 2026/178/OCJ**
SALARY	:	R170 226 – R200 523 per annum (Level 03). The successful candidate will be required to sign a performance agreement
CENTRE		Gauteng Division of The High Court: Pretoria
REQUIREMENTS	:	Applicants should be in possession of ABET (NQF level 2). Knowledge in the relevant field. A driver's licence and one (1) year driving experience in corporate driving will be an added advantage. Knowledge and skills: Knowledge of the procedures to operate the motor vehicle, knowledge of the prescripts for the correct utilisation of the motor vehicle, knowledge of the procedures to ensure that the motor vehicle is maintained properly, Batho Pele principles. Skilled in organisational skills. Basic written communication skills. Computer literate (MS Office), listening skills, problem solving and analysis. time Management skills, client orientated, customer focus. Along with the following attributes: Flexible. Ability to work under pressure and meet deadlines, creative and innovative, confidence, teamwork, accountability and attention to detail.
DUTIES	:	Sort and arrange correspondence in the registry, record and control correspondence register, sort mail, files, documents and parcels, record

		contents and physical addresses in the delivery book/register, collect, distribute and circulate correspondences (mail, parcels, documents and files), collect and deliver mail, files, documents and parcels to/from addressor, collect sealed and address items. Ensure that the recipients sign on the delivery book/register, make copies, fax and shred documents, handle routine and ad-hoc administrative tasks i.e. collect office consumables, ensure proper and secure control over movement of documents, maintain accurate and up to date schedule trip sheets i.e. log official trips, ensure that state vehicle is roadworthy, report any accidents and incidents on the vehicle's conditions report, issue the officials with trip authority and book vehicle for service.
ENQUIRIES	:	Technical related enquiries: Mr PA Nkone Tel No: (012) 492 7606 HR related enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
APPLICATIONS	:	Applications can be sent via email to 2026/178/OCJ@judiciary.org.za
NOTE	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
POST 41/114	:	**SECURITY OFFICER REF NO: 2026/179/OCJ**
SALARY	:	R170 226 – R200 523 per annum (Level 03). The successful candidate will be required to sign a performance agreement.
CENTRE	:	Kwazulu-Natal Division of The High Court: Pietermaritzburg
REQUIREMENTS	:	Applicants should be in possession of Grade ten (10)/ ABET level three (3). Basic Security Officer's course, at least Grade C with a valid PSIRA certificate. A minimum of one (1) year experience in security industry is required. A valid driver's license will serve as an added advantage. Knowledge and skills: Knowledge of Access to Public Premises and Vehicle Act and other security related legislations, access control procedures, control and movement of equipment and stores, prescribed security procedures (e.g. MIS, NISA, Protection of Information Act, etc.) and the authority of security officers under these documents. Knowledge on the relevant emergency procedures and Batho Pele Principles. Skilled in interpersonal, client service, listening, problem solving, decision making, communication, computer and facilitating skills.
DUTIES	:	Perform access control functions, determine whether visitors have appointments/or the service that visitor requires, contact the relevant employees to confirm the appointment or refer the visitor to the relevant service delivery point, ensure that the admission control register is completed and issue admission control documents/ cards as required, utilise walk-through metal detector for the effectiveness of access control, ensure that unauthorised persons and dangerous object do not enter the building/premises, report all the identified security breaches and non-compliance to the Supervisor, ensure that equipment, document and store do not leave or enter the building or premises unauthorised, ensure that the registers control the movement of equipment, stores and documents are completed, ensure that no equipment, stores as assets of the department leave the building /premises unauthorised, inspect vehicles entering and leaving the premises, gather information and report on missing and stolen equipment and stores, handle documents at points of entry according to classification and the prescripts, operate control room security equipment's, monitor all movements, events, and activities within the department's premises using CCTV equipment's, ensure that security system is in good working condition, report all incidents monitored, report to the supervisor, monitor all access points for effective access control, report all identified non-compliance to security policy and procedures to improve office security, ensure safety in the building and premises, undertake building/ and the primes patrols to identify and check, apply emergency procedures (in situations like bomb scares, riots etc.) and alert emergency services and department management, monitor and respond to alarm system, ensure all incidents are recorded in the occurrence books/registers, ensure that recorded information is correct, update the information on the occurrence book/register as and when required, liaise with supervisor to verify information recorded and perform any other duties assigned to you by the supervisor/ Court Manager.
ENQUIRIES	:	Technical Related Enquiries: Mr MN Zondi Tel No: (033) 345 8211 HR Related Enquiries: Ms SZ Mvuyana Tel No: (031) 493 1723
APPLICATIONS	:	Applications can be sent via email to 2026/179/OCJ@judiciary.org.za
NOTE	:	The Organisation will give preference to candidates in line with the Employment Equity goals.

ANNEXURE I

DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

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



APPLICATIONS	:	**Head Office (Pretoria) Applications:** The Director-General, Department of Public Works and Infrastructure, Private Bag X65, Pretoria, 0001 or Hand Delivered at CGO Building, Corner Bosman and Madiba Street, Pretoria. For Attention: Ms NP Mudau **Mmabatho Regional Office Applications:** The Director-General, Department of Public Works, Private Bag X120, Mmabatho, 2735 or 810 Corner Albert Luthuli Drive and Maisantwa Streets, Unit3, Mmabatho, 2735. For Attention: Mr. T Oagile **Mthatha Regional Office Applications:** The Regional Manager, Department of Public Works and Infrastructure, Private Bag X5007, Mthatha, 5009. Alternatively, hand deliver to Prd II Building 5th floor, Sutherland Street, Mthatha. Register the application in the book. For Attention: Ms. N Mzalisi **Kimberly Regional Office Applications:** The Regional Manager, Department of Public Works, Private Bag X5002, Kimberley, 8301 or Hand Deliver at 21-23 Market Square Old Magistrate Building, Kimberley, 8301. For Attention: Ms V Tidikwe. **Cape Town Regional Office Applications:** The Regional Manager, Department of Public Works and Infrastructure, Private Bag X9027, Cape Town, 8000 or hand deliver at Ground floor, Customs House, Lower Heerengracht Street, Foreshore, Cape Town, For Attention: Ms. C Rossouw
CLOSING DATE	:	27 November 2026 at 16H00
NOTE	:	Applications must be submitted on the prescribed Z83 application form (obtainable from any Public Service Department or on the DPSA website link: https:/www.dpsa.gov.za/newsroom/psvc/, which must be signed, initialled and dated by the applicant, and must be accompanied by a detailed curriculum vitae (CV) only. Candidates are not required to submit certified copies of qualifications and related documents on application. Only shortlisted candidates will be required to submit certified copies of qualification and other related documents on or before the date of interview, which should not be older than six months. Should an application be submitted using incorrect/old Z83 application form, such an application will be disqualified. Further take note of the following on completion of Z83 application form: PART A and PART B must be fully completed. PART C - PART G: Noting that there is a limited space provided applicants may refer to CV or indicate. This will be acceptable as long as the CV has been attached and provides the required information. Page 1 of the Z83 application form must be initialled and page 2 signed and dated by the applicant. Failure to comply with the above instructions may result in an application being disqualified. Applicants applying for more than one advertised post must submit separate Z83 application forms and CVs in respect to each post being applied for. Should an application be received where an applicant has applied for more than one posts on the same Z83 application form, the applicant will be considered for the first post indicated on the Z83 application form only. Applications will be received via post/courier services, hand deliveries or email. Late applications will not be considered. Regulation 57 (c) and 67 (9) of the Public Service Regulations 2016, as amended, requires the executive authority to ensure that he or she is fully satisfied of the claims being made and the finalisation of Personnel Suitability Checks in order to verify claims and check the candidate for purpose of being fit and proper for employment, respectively. Shortlisted candidates must be willing to undergo normal vetting and verification processes. Note: It is the responsibility of all applicants to ensure that foreign qualifications are evaluated by SAQA. Due to large volume of responses anticipated, receipt of applications will not be acknowledged, and correspondence will be limited to shortlisted candidates only. Should you not have heard from us within three months from the closing date, please regard your application as unsuccessful. Entry level requirements

for SMS posts: in terms of the Directive on Human Resource Management and Development on Public Service Professionalisation Volume 1 a requirement for appointment into SMS posts is the successful completion of the Senior Management Pre-Entry programme as endorsed by the National School of Governance (NSG). The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: https: www.thensg.gov.za/training –course /sms-pre-entry programme/. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. Note: For emailed applications, please submit a Single PDF document or one attachment per application to the email address designated on the specific position. Kindly note that the emailed applications and attachments should not exceed 15MB. It remains the candidate's responsibility to ensure that their application is successfully submitted using the required single pdf document. Encrypted document will not be accepted. All though an email application option is available, applicants are encouraged to hand deliver their application. Important: Applicants must submit a separate application for each post applied for, clearly indicating the correct reference number and post title on each application. Applicants who apply for more than one post must submit a separate application for each post. Failure to comply with this requirement may result in the application not being considered.

ERRATUM: Kindly note that the following position were advertised in Public Service Vacancy Circular 39 dated 30 October 2026 closing on 20 November 2026, Chief Works Managers: Technical Assistant/Support (X2 Posts) Ref No: 2026/385 is withdrawn.

OTHER POSTS

POST 41/115 : **DEPUTY DIRECTOR: FACILITIES MANAGEMENT REF NO: 2026/387**
(12 Months Contract)

SALARY : R1 101 468 per annum, (all-inclusive salary package), (Total package to be structured in accordance with the rules of the Middle Management Service)

CENTRE : Mthatha Regional Office

REQUIREMENTS : A minimum of three-year tertiary qualification (NQF Level 6/National Diploma) in the Built Environment. A minimum relevant years' experience in Properties Management or Facilities Management at a Junior Management level / Assistant Director Equivalent. Valid driver's license. Knowledge and understanding of the maintenance of buildings, the Occupational Health and Safety Act, Building regulations and Environment Conservation Act. Good financial and budgeting skills. Knowledge of Government Procurement System. Project management and leadership skills. Ability to work well under pressure. Computer literacy. Sound analytical with Good communication skills verbal and written.

DUTIES : The effective facilities management of Electrical, Mechanical and Building. The implementation of procurement policies co-ordinate the preparation, analysis, negotiation and review of contracts related to purchase equipment and services. Ensure compliance with Occupational health and safety Act. Provide guidance on the implementation of the policy. Monitor and evaluate impact and effectiveness of the policies, provide continuous feedback on compliance with policy. The management and recruitment of selection black emerging enterprise-provide information on current requirements and suppliers to express an interest: ensure compliance with procurement procedures and legislation: assess new service provider profile and ensure that a proper enterprise has been selected to carry out the assigned duties: utilise state expenditure to promote emerging black enterprise. Manage unplanned maintenance. Ensure the availability of sound functional, safe and habitable structures and services. Prepare and control the budget of unplanned maintenance. Provide and co-ordinate a preventative maintenance schedule. Ensure quality control of workmanship and material by means of inspections and corrective actions. Ensure that service contracts are in place. Ensure that

services provided are value for money. The effective supervision of resources oversee the development and training of staff.

ENQUIRIES : Ms NPT Hlengwa Tel No: (047) 502 7010

APPLICATIONS : Email Applications for the position of Deputy Director: Facilities Management must be submitted to: RecruitMTH26-23@dpw.gov.za

POST 41/116 : **DEPUTY DIRECTOR: USER DEMAND MANAGEMENT REF NO: 2026/388**

SALARY : R1 101 468 per annum, (all-inclusive salary package), (Total package to be structured in accordance with the rules of the Middle Management Service)

CENTRE : Kimberly Regional Office

REQUIREMENTS : A minimum of three-year tertiary qualification (NQF Level 6/National Diploma) in Public Administration / Business Administration / Real Estate Management. Relevant years of experience in the field at a Junior Management level / Assistant Director Equivalent. Willing to adapt work schedule in accordance with office requirements. Committed to designated tasks. Unprepared travelling. Knowledge: Works Control System (WCS); Public Finance Management Act (PFMA); Treasury Regulations; Financial management and administration; technical knowledge of the built environment; project management; construction regulations; occupational health and safety; Emerging Contractor Development Programme; financial administration processes and systems; maintenance of databases; procurement processes and systems EPWP. Skills: Advanced numeracy; organising; interpersonal skills; diplomacy; ability to follow a pro-active and creative problem; solving approach; communication; advanced computer literacy. Personal Attributes: Innovative; creative; trustworthy; hardworking; self-motivated; ability to work under pressure; analytical thinking; facilitation; research.

DUTIES : Develop, review and maintain user demand management policies, plans and procedures: Undertake research on current best practices in relation to property management. Develop, implement and maintain user demand management policies, procedures and frameworks in line with applicable prescripts. Ensure compliance with related prescripts, delegations and procedures. Communicate all property user demand management policies and procedures to relevant stakeholders. Establish proper user demand governance processes and internal control measures. Coordinate the delivery of the accommodation services for Client Departments: Ensure that the procurement instructions (PI) received from Head Office are recorded and verified in terms of correctness / completeness. Extract reports and data to analyse accommodation gaps and recommend accommodation solutions. Serve as members of PBAC, Bid Specification and Bid Evaluation Committees and attend meetings to address clients' needs. Request and facilitate the compilation of condition assessments reports by CPM and FM. Compile submissions for funding approval and registration of planned maintenance projects. Receive OHS reports and forward to clients REMS, FM and CPM and ensure remedial actions are implemented. Coordinate, chair and minute taking of meetings with internal and external stakeholders. Attend project progress meetings to ensure Clients requirements are correctly identified and implemented. Follow up Facilities Management/Work Managers on day-to-day maintenance issues, gardening and horticulture. Collect information on Media enquiries and Monitoring Bodies (Parliamentary Portfolio Committees, Ministry and Commissions and Communications) and assist in compilation reports. Where required, participate in Executive and Parliament oversight meetings. Implement action plans based on audit findings and Risk Registers. Assist Clients to provide their inputs to their Head Offices to enable them to complete U-AMP templates. Ensure improved client relationship management and Integrated Planning and Co-ordination: Liaise with regional client departments and interact with executing units regarding leasing issues, facilities management and construction projects management on all accommodation requests. Assist client departments in preparing their accommodation needs and verify accommodation particulars to determine correctness of the needs. Submit reports as requested by the client to provide progress updates on all accommodation needs. Coordinate Client Forum meetings and other meetings. with both internal and external stakeholders, including preparing agendas and taking minutes. Promote understanding and alignment of goals, targets, and responsibilities outlined in SLAs, SDSs, and MOUs by engaging with internal and external clients through workshops and discussions, in line with business processes. Conduct Client courtesy visits, compile reports,

forward issues that need to be attended to (REMS, FM, CPM and client). Liaise with client departments regarding property management issues, facilities management and construction projects. Attend project progress meetings to ensure Client's requirements are correctly identified and implemented Monitor the budget and expenditure levels for Client Departments: Analyse budget on WCS and Expenditure reports. Provide input on budget allocations. Engage clients on expenditure levels and implement intervention measures. Receive cost analysis and confirm budget for leasing of accommodation. Manage the Sub-Directorate: Ensure maintenance of discipline. Manage performance and development. Establish, implement and maintain efficient and effective communication arrangements. Develop and manage the operational plan of the sub-directorate and report on progress as required. Provide inputs for Regional Reports. Prepare performance reports. Manage procurement and asset management for the sub-directorate. Plan and allocate work.

ENQUIRIES : Ms R Baulackey Tel No: (053) 838 5202
APPLICATIONS : Email Applications for the position of Deputy Director: User Demand Management must be submitted to: RecruitKIM26-24@dpw.gov.za

POST 41/117 : **ASSISTANT DIRECTOR: CLEANING SERVICES REF NO: 2026/389**

SALARY : R605 742 per annum
CENTRE : Mmabatho Regional Office
REQUIREMENTS : A minimum three-year tertiary qualification (NQF Level 6)/ National Diploma in Public Administration or related qualifications plus relevant years of experience in the field. The candidate must have knowledge of types and purposes of cleaning materials, Procurement and tender regulations, Labour Relations Act, Occupational health and safety, PFMA and other Government prescripts. Skills: Analytical thinking, Computer literacy, Effective communication (verbal and written), ability to work with consultants, professionals and staff at various levels, Interpersonal and diplomacy skills, Problem-solving, Decision-making skills, Motivational skills. A valid driver's licence. Willing to adapt work schedule in accordance with office requirements.
DUTIES : Maintain cleaning services strategies and policies. Conduct research on latest developments. Manage the provision of administration services related to cleaning services and contracts. Undertake site inspections of progress and quality of work performed. Conduct screening of contracted private cleaning service providers. Provide cleaning management services. Co-ordinate, supervise and direct the effective utilisation and service delivery of personnel and contractors.
ENQUIRIES : Ms. M Llali Tel No: (018) 386 5379
APPLICATIONS : Email Applications for the position of Assistant Director: Cleaning Services must be submitted to: RecruitMBT26-22@dpw.gov.za

POST 41/118 : **ASSISTANT DIRECTOR: PROPERTY ACQUISITION AND LEASE MANAGEMENT REF NO: 2026/390**

SALARY : R605 742 per annum
CENTRE : Kimberly Regional Office
REQUIREMENTS : A minimum three-year tertiary qualification (NQF Level 6)/ National Diploma in Real Estate Management or Property-related field of study. Relevant years of experience in the field. A Valid Drivers licence; Must be prepared to travel; Willing to adapt work schedule in accordance with office requirements. Knowledge: Public Finance Management Act; Financial administration; Procurement directives and procedures; Programme and project planning; Market research; Property economics; Reporting procedures; GIAMA; Property Law; BBBEE; Treasury Regulations; The PIE Act. Skills: Report writing; Accounts and numeric skills; Communication skills; Interpersonal skills; Problem solving skills; Organising and planning. Personal Attributes: Goal and solution orientated; Assertiveness; People and client orientated; Innovative; Ability to work under stressful conditions; Hard working; Ability to communicate at all levels.
DUTIES : Facilitate the property acquisition process in line with the approved acquisition framework: Conduct client needs assessment and establishes availability of funds for client departments. Make findings regarding offices and procured accommodation. Inspect and select suitable accommodation according to the requirements of client departments. Negotiate terms and condition of contracts and leases. Provide inputs and Implement Supply Chain Management

Procurement Plan. Report regularly on procured properties. Facilitate the lease administration process for private and leasehold portfolios: Clarify terms and conditions of leases and expedite a lease agreement to create lease obligations between the tenant and the landlord so as to minimise contractual disputes at any stage of the contract. Conduct property inspections prior occupation by the tenant and prior termination of the lease to determine the condition of the property. Facilitate the provision of effective maintenance to improve the condition and preserve the value of the leased property. Conduct regular property ownership verifications. Provide support with the termination and renewal of leased accommodation. Attend and resolve all requests and queries received from clients. Conduct regular monitoring of the Archeus and the database on the leased properties: Verify if there is a valid lease agreement in place for the premises. Ensure reconciliation of Archeus with lease agreement including the rental amount and descriptions. Verify any changes on the landlord or client details and update accordingly. Verify the current rental paid against what stipulated on the lease agreement. Confirm the physical occupation of the premises and approximate square meters occupied. Follow-up on leases approaching expiry date. Ensure regular updating of the database. Supervise employees and administration processes to ensure an effective service delivery: Render general supervision of employees. Allocate duties and perform quality control on the work delivered by supervisees. Advice and lead supervisees regarding all aspects of the work. Manage performance and conduct discipline supervisees. Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively. Compile relevant reports as required. Support audit processes through provision of accurate and complete information. Ensure effective management of records.

ENQUIRIES : Mr M Machi Tel No: (053) 838 5222
APPLICATIONS : Email Applications for the position of Assistant Director: Property Acquisition and Lease Management must be submitted to: RecruitKIM26-25@dpw.gov.za

POST 41/119 : **ASSISTANT DIRECTOR: SCM PROVISIONING AND LOGISTICS REF NO: 2026/391**

SALARY : R487 197 per annum
CENTRE : Kimberly Regional Office
REQUIREMENTS : A minimum three-year tertiary qualification (NQF Level 6)/ National Diploma in Supply Chain Management, Procurement or related; Relevant years of experience related to supply chain at a supervisory level. Willing to adapt work schedule in accordance with office requirements. Knowledge: Thorough knowledge and understanding of government procurement systems and relevant legislation; Treasury Regulations; SCM and the procurement delegations and procedures; Public Finance Management Act (PFMA); Financial and budget administration processes and systems; General office administrative and organisational skills; LOGIS; BAS. Skills: Service and customer orientation; negotiation skills; advanced interpersonal and diplomacy skills; problem solving skills; decision making skills; numeracy; computer literacy; strong management abilities with emphasis on strategic planning and organisational presentation skills; advanced communication skills; excellent report writing and language skills; knowledge of and an ability to use MS Word, MS Excel and MS PowerPoint. Personal Attributes: Analytical thinking; innovative; creative; resourceful; ability to work under stressful situations; ability to communicate at all levels; people orientated; able to establish and maintain networks; trustworthy; assertive; hard-working; self-motivated; ability to work independently.
DUTIES : Manage transport and travel related services-: Manage the vehicle fleet in accordance with approved prescripts. Coordinate subsidised transport services. Implement, maintain and monitor related policies and procedures. Verify authorisations for trips. Ensure reservations for hotels and flight are done in line with applicable prescripts. Address any accommodation related problems. Ensure maintenance of relevant forms and registers. Verify all subsistence and travel claims. Process payments for travel agents as per delegation. Coordinate and review the processing of requisitions for goods and Services: Process the requisitions for goods and services and ensure placement of orders. Ensure safekeeping and distribution of goods. Manage the control of stock. Ensure effective turnaround time of requisition and orders. Monitor and follow up on outstanding orders. Ensure feedback on progress

regarding the submitted applications is provided to the end users. Ensure the processing of monthly invoices on LOGIS. Ensure that all procurement practices are in accordance with SCM prescripts for goods and services. Manage regional registry and telephone services with regard to: Manage the records, archives and functioning of the registry. Manage switchboard services. Oversee activities to control telephone accounts for employees. Supervise employees to ensure an effective service delivery: General supervision of employees; Allocate duties and perform quality control on the work delivered by supervisees; Advice and lead supervisees with regard to all aspects of the work; Manage performance, conduct and discipline of supervisees; Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively.

ENQUIRIES : Ms W Khumalo Tel No: (053) 838 5359
APPLICATIONS : Email Applications for the position of Assistant Director: SCM Provisioning and Logistics must be submitted to: RecruitKIM26-26@dpw.gov.za

POST 41/120 : **SENIOR ADMIN OFFICER: ACQUISITION MANAGEMENT (SCM) REF NO: 2026/392**
(Re-advertisement of PSVC 16 OF 2026, Ref No: 2026/201C, people who previously applied are required to re-apply)

SALARY : R413 002 per annum
CENTRE : Cape Town Regional Office
REQUIREMENTS : A minimum of three-year tertiary qualification (NQF Level 06) / National Diploma in Supply Chain Management / Purchasing Management / Public Administration / Procurement or related qualification. Relevant working experience in Supply Chain Management within Acquisition Unit (Tenders). Coaching and Mentoring. Experience in Construction or Infrastructure Procurement will be an added advantage. Valid Driver's licence. Knowledge of Supply Chain Management Framework, procurement related legislation and regulations, including the Public Finance Management Act, Code of Conduct for Supply Chain Management Practitioners, Treasury Regulations and Preferential Procurement Policy Framework Act, CIDB Act, CIDB Regulations and CIDB Practice Notes and Guides. Understanding government procurement systems and processes within the built environment is essential. Good verbal and written communication skills, the ability to manage confidential information, advanced interpersonal and negotiation skills, problem solving skills, decision making skills and computer literacy are critical competency areas. The ability to work and deliver under pressure and within tight time frames is essential. Prepared to travel; willing to adapt work schedule in accordance with office requirements.
DUTIES : Provide admin support in the research and needs analysis for the Department. Provide guidance to End-Users/Project Managers on testing the markets. Lead the process of alignment of budgets with department objectives and Annual Performance Plans. Consolidation of Procurement Plans and report monthly to Head Office. Assist in the consultation with relevant stakeholders to determine challenges, opportunities and risks. Collect and collate information for the Department Annual Procurement Plan, collect information from the relevant units according to the prescribed template. Consolidate the information into Procurement Plan. Provide support in the process of drafting specifications, advice whether specifications should contain special conditions. Assist in identifying and implementation of preference points system, track all movements of specification and terms of reference submission. Provide an appropriate response to internal and external stakeholders. Ensure the effective management of Demand Management, Acquisition Management and Contract Management processes. Coordinate input in the Demand Management Plan. Ensure that procurement is in line with the approved Demand Plan. Assist in compilation of Terms of reference, Specifications and Bid Documents. Lead the tender/bid briefing sessions. Review tender documents before placing advert to relevant media platforms. Serve as member of Bid Specification Committee and Bid Evaluation Committee. Provide secretariat support to the Bid Adjudication committee. Monitoring of validity period of closed tenders. Co-ordination and execution of the bidding process. Arrange and attend bid Evaluation committee meeting. Management of the bid processes and ensure effective functioning of all Bid Committees. Management and effective utilisation of Transversal Contracts and Participation contracts. Manage the process of sourcing of quotations. Drafting

of appointment letters and inform bidders of the outcome of the bid after the finalization of the bidding process. Ensure awarded bids are published and update Contract Register. Ensure proper document control and documentations. Implement and Oversee Risk and performance management strategies in the supply chain management unit. Identify and mitigate risks within the unit. Ensure that all administrative matters, correspondence and complex enquiries are attended to promptly. Compiling of monthly SCM performance reports. Compilation /verification of all monthly SCM reports. Ensure implementation and compliance of the Instruction Notes as issued by National Treasury as well as Departmental SCM Policy. Ensuring performance development and performance management of staff.

ENQUIRIES : Mr. M. Sozombile Tel No: (021) 402 2250
APPLICATIONS : Email Applications for the position of Senior Admin Officer: Acquisition Management (SCM) must be submitted to: RecruitCPT26-72@dpw.gov.za

POST 41/121 : **ARTISAN FOREMAN (ELECTRICAL) REF NO: 2026/393**

SALARY : R397 329 per annum, (all-inclusive OSD salary package)
CENTRE : Kimberley Regional Office
REQUIREMENTS : A minimum Appropriate Trade Test Certificate; A minimum of five years post qualification experience as an Artisan. Valid Driver's licence. Knowledge: Project Management; Technical design and analysis; Knowledge; Computer-aided technical applications; Knowledge of legal compliance; Technical report writing; Technical consulting; Production, process knowledge and skills; Operating workshop equipment; OHSA. Skills: Problem solving and analysis; Decision making; Teamwork; Creativity; Change management; Financial management; Customer focus and Responsiveness; Communication; Computer skills; Planning and Organising. Personal Attributes: Innovative; Creative; Resourceful; Helpful; Ability to work effectively and efficiently under sustained pressure; Ability to meet tight deadlines; Ability to communicate at all levels; People orientated; Trustworthy/Reliable; Assertive; Hard working; Highly motivated; Ability to work independently.
DUTIES : Ensure effective and efficient electrical maintenance services-: Inspect electrical equipment, installations and facilities to identify faults and maintenance requirements. Perform and supervise preventative and corrective electrical maintenance work. Service electrical equipment and installations according to prescribed maintenance schedules. Perform electrical installation and upgrade work as required. Monitor work in progress and check completed electrical maintenance work against specifications. Provide technical guidance to Artisans on electrical maintenance activities. Perform and supervise troubleshooting and repair of electrical equipment and installations-: Identify and troubleshoot electrical faults and system malfunctions in equipment, installations and wiring. Use appropriate electrical testing equipment and tools to identify faults. Perform and supervise repairs and replacement of faulty electrical components. Test repaired electrical equipment and installations to confirm functionality. Check that electrical repair work is performed according to applicable technical and safety requirements. Identify electrical components, materials and equipment required for repairs. Refer faults requiring higher level technical intervention to the Chief Artisan. Perform administrative and related functions-: Maintain records and registers of electrical maintenance, repairs and faults attended to. Record materials, equipment and tools used for electrical work. Identify material and equipment requirements. Assist with obtaining quotations for required electrical materials and equipment. Compile and submit work progress and maintenance reports. Provide information required for maintenance and operational planning. Maintain records of scheduled and completed maintenance work. Apply relevant occupational health and safety requirements during electrical work. Supervise employees to ensure an effective service delivery-: Perform general supervision of employees. Allocate duties and perform quality control on the work delivered by subordinates. Advise and lead subordinates with regard to all aspects of the work. Manage performance and conduct discipline subordinates. Ensure that all subordinates are trained and developed to be able to deliver work of the required standard efficiently and effectively. Ensure good record keeping.

ENQUIRIES : Mr B Maano at 076 904 2090
APPLICATIONS : Email Applications for the position of Artisan Foreman (Electrical) must be submitted to: RecruitKIM26-27@dpw.gov.za

POST 41/122	:	**ADMINISTRATION OFFICER: CLEANING SERVICES REF NO: 2026/394**
SALARY	:	R338 101 per annum
CENTRE	:	Cape Town Regional Office
REQUIREMENTS	:	A minimum of three-year tertiary qualification (NQF Level 06) / National Diploma in Public Administration / Public Management/ or related qualification. Relevant years of experience in administration and supervision (Supervisory experience in Cleaning will be an added advantage). A valid driver's license. Knowledge and understanding of government procurement processes and other relevant government legislation. Understanding of cleaning materials and equipment, OHS Act, Basic Conditions of Employment Act, PFMA and Public Service Regulations. Knowledge of the government performance management and development system. The candidate will be expected to travel around Western Cape Province extensively. Skills: Computer literate, effective communication (verbal and written), project management, and conflict resolution skills.
DUTIES	:	Manage and control cleaning services in the region. Manage and review cleaning contracts. Procurement of cleaning services through the procurement processes. Supervision of cleaners as well as managing their performance. Ensure timeous submission of invoices on services rendered for payment to service providers. Conduct random or routine inspections and visits to Magistrate Offices where the department is rendering cleaning services. Ensure compliance with the Occupational Health and Safety Act 85 of 1993, including proper handling of cleaning chemicals and ensuring staff use Personal Protective Equipment (PPE). Effective liaising with internal (NDPW&I) and external clients (Department of Justice and other departments)
ENQUIRIES	:	Mr D Lewin Tel No: (021) 402 2104
APPLICATIONS	:	Email Applications for the position of Administration Officer: Cleaning Services must be submitted to: RecruitCPT26-73@dpw.gov.za
POST 41/123	:	**ADMINISTRATIVE OFFICER: REGISTRY SERVICES REF NO: 2026/395**
SALARY	:	R338 106 per annum
CENTRE	:	Kimberly Regional Office
REQUIREMENTS	:	A minimum of three-year tertiary qualification (NQF Level 6)/ National Diploma in Public Administration or equivalent qualification. Relevant years of experience in a relevant field. Willing to adapt work schedule in accordance with office requirements. Knowledge: National Archives and Records Service of South Africa Act; Minimum Information Security Standards (MISS) Act; Public Finance Management Act; Mailing procedures; Procurement processes and procedures; Inventory systems; Records Management; General office Management; Human Resources policies. Skills: Effective communication; Planning and organizing skills; Budget analysis; Report writing; Basic numeracy; Computer literacy; Analytical thinking; Interpersonal relations; Client liaison; General office administrative and organizational skills. Personal Attributes: Ability to work under pressure; People oriented; Hard working; Assertive; Ability to communicate at all levels; Trustworthy; Punctuality; Self-motivated; Ability to work independently.
DUTIES	:	Provide supervisory and administration support registry counter services -: Ensure the handling of incoming and outgoing correspondence. Attend to clients' queries. Ensure that officials who are request and returning files fill in their details in the register for outgoing files. Distribute notices on registry issues. Ensure making of copies as required. Administer an effective filing and record management service: Administer opening and closing of files according to the record classification system. Ensure and monitor filing, tracing (electronically/manually) and retrieval of documents and files. Ensure and complete index cards for all files. Ensure a consistent and uniform procedure is followed when filing, delivering and archiving correspondence. Continuously monitor and assess the records management system to ensure compliance with applicable guidelines and prescripts. Ensure closing, archiving and disposing of files in accordance with applicable prescripts. Supervise and ensure sorting, registration and dispatching of mail: Ensure proper sorting of incoming and outgoing mail. Administer opening and registration of mail. Dispatch mail and ensure confidential mail are delivered unopened. Ensure that unclaimed of undeliverable letters are returned to the post office. Do spot checks on post to ensure that no private post is included. Lock post in postbag for messengers to deliver to Post Office. Provide general administration and

supervisory functions ensure an effective service delivery-: Allocate duties and perform quality control on the work delivered by subordinates. Provide advice and lead subordinates with regard to all aspects of the work. Facilitate training and development of subordinates. Supervise and performance of subordinates. Capture and verify invoices on Rea Patala. Attend to related queries. Execute general administration function related to registry services.

ENQUIRIES : Ms M Gopane Tel No: (053) 838 5293
APPLICATIONS : Email Applications for the position of Administrative Officer: Registry Services must be submitted to: RecruitKIM26-28@dpw.gov.za

POST 41/124 : **ADMINISTRATION OFFICER: PROJECTS SUPPORT REF NO: 2026/396**

SALARY : R338 106 per annum
CENTRE : Kimberly Regional Office
REQUIREMENTS : A minimum of three-year tertiary qualification (NQF Level 6)/ National Diploma in Administration / Public Administration/ Project Administration or related qualification. Relevant years of experience in Office Administration/ Project Administration field. Willing to adapt work schedule in accordance with office requirements. Knowledge: Office management and administration; Reporting procedures; Project administration; Project principles and methodologies; Knowledge of legal compliance; PFMA, SCM and NT regulations. Skills: Analytical skills; Creativity; Self-management; Customer focus and responsiveness; Communication; Computer literacy; Planning and organising; Problem solving and analysis; Innovation. Personal Attributes: People orientated; High level of reliability; Hard working; Resourceful; Self-motivated; Trustworthy; Creative.
DUTIES : Monitor and administer construction projects claim and payments: -Collect/ receive invoices from Registry Services. Capture invoice on Re-a-Patala system. Forward the invoice to the relevant stakeholders. Identify discrepancies related to payment certificates. Update payments on WCS. Keep the Project Manager(s) abreast with the budget adjustments as required. Attend, respond and redirect enquiries related to the project invoices and payments. Provide projects administrative support services to the Chief/Construction Project managers: -Administer office correspondence, documents and reports. Monitor, update and maintain the WCS and Re-a-Patala. database. Disseminate status reports on the development of the project. Handle queries from consultants and contractors. Liaise with stakeholders relevant to the office. Attend to audit queries. Render general clerical support services to the component: -Provide supply chain clerical support services. Monitor the communication and administer the flow of information and documents in the office. Maintain the filing system and records for projects documents and the unit where required. Maintain a leave register for the component. Provide financial administration support services. Capture and update component expenditure. Handle telephone accounts and petty cash for the component. Render secretariat and logistical support service to the Committees and internal and external meetings: Arrange meetings and workshops for the unit with internal and external stakeholders. Prepare and type documents presentations and reports; Draft agenda and record minutes/decisions. Communicate to relevant role-players and follow-up on progress made. Compile submissions and reports. Ensures that travel arrangements are well coordinated. Complete and submit S&Ts forms.
ENQUIRIES : Mr S Cosa Tel No: (053) 838 5356
APPLICATIONS : Email Applications for the position of Administration Officer: Projects Support must be submitted to: RecruitKIM26-29@dpw.gov.za

POST 41/125 : **STATE ACCOUNTANT: PROPERTY PAYMENTS REF NO: 2026/397**

SALARY : R338 106 per annum
CENTRE : Mthatha Regional Office
REQUIREMENTS : A minimum of three year tertiary qualification (NQF 6)/ National Diploma in Finance, Knowledge of PFMA and other property-related legislation, Appropriate years of experience in creditors environment. Computer literate in Microsoft packages such as Microsoft word, Excel, outlook and Power Point. Good written, analytic and financial skills, communication and interpersonal skills. Ability to work in a team is necessary.
DUTIES : Responsible for creditor reconciliations and settling all municipal accounts on properties owned and leased-in. Regular engagements with municipalities and

landlords in respect of creditor statements and amounts billed. Ensure that all suppliers are paid correctly and on time. Monthly reconciliations and updating of payment records. Regular engagements with internal stakeholders to avoid disconnections of services. Comply with the requirements of the PFMA to avoid irregular expenditure and fruitless and wasteful expenditure.

ENQUIRIES : Ms. T Rubhushe Tel No: (012) 492 3116
APPLICATIONS : Email Applications for the position of State Accountant: Property Payments must be submitted to: RecruitMTH26-24@dpw.gov.za

POST 41/126 : **ARTISAN PRODUCTION: PAINTER REF NO: 2026/398**

SALARY : R237 453 per annum, (all-inclusive OSD salary package)
CENTRE : Kimberly Regional Office
REQUIREMENTS : A minimum appropriate Trade Test Certificate, Valid Driver's licence. Knowledge: Project; Management; Technical design and analysis; Knowledge; Computer-aided technical applications; Knowledge of legal compliance; Technical report writing; Technical consulting; Production, process knowledge and skills; Operating workshop equipment; OHSA. Skills: Problem solving and analysis; Decision making; Teamwork; Creativity; Change management; Financial management; Customer focus and Responsiveness; Communication; Computer skills; Planning and Organising. Personal Attributes: Innovative; Creative; Resourceful; Helpful; Ability to work effectively and efficiently under sustained pressure; Ability to meet tight deadlines; Ability to communicate at all levels; People orientated; Trustworthy/Reliable; Assertive; Hard working; Highly motivated; Ability to work independently.
DUTIES : Design and production of objects-Supervise and produce designs according to client specification and within limits of production capability. Produce objects with material and equipment according to job specification and recognized standards. Quality assurance of produced objects. Ensure effective and efficient maintenance of technical faults-: Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications Service equipment and/or facilities according to schedule. Quality assures serviced and maintained equipment and/or facilities. Perform administrative and related function-: Update register of maintained and repaired faults. Obtain quotations and purchase (order) required equipment and materials. Compile and submit reports as required. Provide inputs to the operational plan. Ensure adherence to safety standards, requirements and regulations. Render general supervision to Tradesman Aids and Apprentices-: Supervise and guide Tradesman Aids and Apprentices on site. Allocate daily tasks and monitor progress. Provide on-the-job training, mentoring, and skills development. Assess performance and provide feedback to support competency development.
ENQUIRIES : Mr B Maano at 076 904 2090
APPLICATIONS : Email Applications for the position of Artisan Production: Painter must be submitted to: RecruitKIM26-30@dpw.gov.za

POST 41/127 : **ADMINISTRATIVE CLERK: REAL ESTATE MANAGEMENT SERVICES (REMS) REF NO: 2026/399**

SALARY : R237 453 per annum
CENTRE : Kimberly Regional Office
REQUIREMENTS : A minimum of Grade 12/ National Senior Certificate. No previous experience required. Willing to adapt work schedule in accordance with office requirements. Knowledge: Wide range of office administrative tasks; Good telephone etiquette; Demonstrative computer literacy; Relevant legislation; Basic financial administration. Skills: Advanced communication (verbal and written); Sound organizational skill; Good people skill; Language skills; Ability to communicate well with people at deferent levels; Basic numeracy; Interpersonal skills; Office administration and organizational skills; Planning and organizing; Ability to act with tact and discretion. Personal Attributes People orientated; Hard working; Resourceful; Self-motivated; Trustworthy; Creative.
DUTIES : Render general clerical support services: Record, organize, store, capture and retrieve correspondence and data. Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type basic letters and/or other

correspondence when required. Keep and maintain the incoming and outgoing register of the component. Provide supply chain clerical support services within the component: Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component. Assist with ordering material and equipment from suppliers. Provide personnel administration clerical support services within the component: Maintain a leave register for the component Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Provide financial administration support services in the component: Capture and update expenditure in component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component.

ENQUIRIES : Mr M Machi Tel No: (053) 838 5222
APPLICATIONS : Email Applications for the position of Administrative Clerk: Real Estate Management Services (REMS) must be submitted to: RecruitKIM26-31@dpw.gov.za

POST 41/128 : **ADMINISTRATIVE CLERK: COMMUNICATION SUPPORT (GRAPHIC DESIGN) REF NO: 2026/400A**
(12 Months Contract)
Chief Directorate: Communication and Marketing

SALARY : R237 453 per annum
CENTRE : Head Office (Pretoria)
REQUIREMENTS : A minimum of Grade 12 (Senior Certificate) or equivalent. A valid driver's licence. No previous experience is required. however, some demonstrable capacity in Graphic Designing will be an advantage. Computer literacy (MS Word, Excel, PowerPoint and Outlook). Familiarity with Illustrator and InDesign, Proficiency in Photoshop and Dreamweaver, Adobe Creative Suite: Photoshop, Adobe Creative Suite: InDesign Adobe Creative Suite: Illustrator, Adobe Freehand, Autodesk, Adobe After Effects, AutoCAD Software, Microsoft Publisher, CAAD Software, Microsoft Visto, CorelDraw Graphic Suite, QuarkXPress. The knowledge of HTML, CSS3, and JavaScript, WordPress Proficiency with photo-editing software. Use of image editing software such as Adobe Photoshop to edit, retouch, and manipulate photographs and illustrations to achieve desired visual effects and enhance overall design quality. Knowledge and experience in and of Artificial Intelligence will be taken as an added advantage. Good verbal and written communication skills, good organisational and planning skills, and good telephone etiquette. Knowledge of the mandate of the Department of Public Works and Infrastructure, Public Service policies and regulations, corporate identity, and digital and social media design. Basic numeracy. Ability to work independently and in a team, to solve problems, and to maintain confidentiality. Willingness to adapt the work schedule to the needs of the office, including working after hours and travelling when required. Added Advantage: Relevant training certificate and / or NQF 06 qualification in Graphic Design or Multi- Media Design.
DUTIES : Provide administrative and design support in developing graphic content (branding, posters, infographics, and digital and print collateral) in line with the corporate identity. Assist with the design and layout of publications, social media products and information packs. Render general clerical support: record, organise, capture and retrieve correspondence and data; update registers; handle routine enquiries; maintain the filing system and the incoming and outgoing registers. Provide administrative support in relation to procurement, travel and accommodation, personnel administration support and financial administration.
ENQUIRIES : Mr S Motlhabane Tel No: (012) 406 1835
APPLICATIONS : Email Applications for the position of Administrative Clerk: Communication Support (Graphic Design) must be submitted to: Recruitment26-98@dpw.gov.za

POST 41/129 : **ADMINISTRATIVE CLERK: COMMUNICATION SUPPORT (WEBMASTER SUPPORT) REF NO: 2026/400B**
(12 Months Contract)
Chief Directorate: Communication and Marketing

SALARY : R237 453 per annum
CENTRE : Head Office (Pretoria)
REQUIREMENTS : A minimum of Grade 12 (Senior Certificate) or equivalent. A valid driver's licence. No previous experience is required, however demonstrable capacity in Webmaster capacity will be an added advantage. Proven proficiency with Content Management Systems (CMS) like WordPress, Drupal, or Joomla. Strong foundational knowledge of HTML/CSS; SEO best practices; and Google Analytics. Knowledge and understanding of Adobe Creative Suite (Photoshop, Illustrator) or Canva or Capcut. Exceptional written English, meticulous attention to detail, strong time-management capabilities, and a collaborative mindset. Computer literacy (MS Word, Excel, PowerPoint and Outlook). Good verbal and written communication skills, good organisational and planning skills, and good telephone etiquette. Knowledge of the mandate of the Department of Public Works and Infrastructure, Public Service policies and regulations, corporate identity, and digital media. Basic numeracy. Ability to work independently and in a team, to solve problems, and to maintain confidentiality. Willingness to adapt the work schedule to the needs of the office, including working after hours and travelling when required. Added Advantage: Relevant training certificate and / or NQF 06 qualification in Information Technology, Web Development, and Multimedia.
DUTIES : Maintain, update, and optimize the company website and internal intranet platforms daily. Ensure data security, site speed, smooth user experience (UX), and regular backups. Manage web hosting, domain registration, and technical integrations (SEO tools, plugins, and forms). Diagnose and resolve website bugs, broken links, and technical issues. Research, draft, and publish engaging digital content, including blog posts, press releases, newsletters, and announcements. Ensure all published content aligns seamlessly with established brand guidelines, tone, and visual standards. Produce and archive multimedia assets (images, graphic banners, basic videos). Track web traffic, user engagement, and communication campaign metrics using Google Analytics and SEO tools. Generate monthly performance reports with actionable recommendations to maximize audience reach. Assist in developing and executing crisis communication protocols for digital spaces.
ENQUIRIES : Mr S Motlhabane Tel No: (012) 406 1835
APPLICATIONS : Email Applications for the position of Administrative Clerk: Communication Support (Webmaster Support) must be submitted to: Recruitment26-98@dpw.gov.za

POST 41/130 : **ADMINISTRATIVE CLERK: COMMUNICATION SUPPORT (VIDEOGRAPHY) REF NO: 2026/400C**
(12 Months Contract)
Chief Directorate: Communication and Marketing

SALARY : R237 453 per annum
CENTRE : Head Office (Pretoria)
REQUIREMENTS : A minimum of Grade 12 (Senior Certificate) or equivalent. A valid driver's licence. No previous experience is required. Computer literacy (MS Word, Excel, PowerPoint and Outlook). Good verbal and written communication skills, good organisational and planning skills, and good telephone etiquette. Knowledge of the mandate of the Department of Public Works and Infrastructure, Public Service policies and regulations, corporate identity, and digital and social media. Basic numeracy. Ability to work independently and in a team, to solve problems, and to maintain confidentiality. Willingness to adapt the work schedule to the needs of the office, including working after hours and travelling when required. Added Advantage: Relevant training certificate and / or NQF 06 qualification in Video Technology or a related field.
DUTIES : Provide administrative and technical support in filming and editing video content for departmental events, campaigns and platforms. Assist with video preparation and production. Archive, log and supply footage. Care for camera equipment and accessories. Render general clerical support: record, organise, capture and retrieve correspondence and data; update registers; handle routine enquiries; maintain the filing system and the incoming and outgoing

registers. Provide administrative support in relation to procurement, travel and accommodation, personnel administration support and financial administration.

ENQUIRIES : Mr S Motlhabane Tel No: (012) 406 1835
APPLICATIONS : Email Applications for the position of Administrative Clerk: Communication Support (Videography) must be submitted to: Recruitment26-98@dpw.gov.za

POST 41/131 : **ADMINISTRATIVE CLERK: COMMUNICATION SUPPORT (PHOTOGRAPHY) REF NO: 2026/400D**
(12 Months Contract)
Chief Directorate: Communication and Marketing

SALARY : R237 453 per annum
CENTRE : Head Office (Pretoria)
REQUIREMENTS : A minimum of Grade 12 (Senior Certificate) or equivalent. A valid driver's licence. No previous experience is required, however demonstrable experience in videography will be an advantage. Advanced proficiency in video editing tools (Adobe Premiere Pro, Final Cut Pro, or DaVinci Resolve). Familiarity with the Adobe Creative Suite (Photoshop, InDesign) and digital design tools like Canva. Hands-on experience operating mirrorless/DSLR cameras, mobile video rigs, audio lavaliers, and lighting setups. Computer literacy (MS Word, Excel, PowerPoint and Outlook). Good verbal and written communication skills, good organisational and planning skills, and good telephone etiquette. Knowledge of the mandate of the Department of Public Works and Infrastructure, Public Service policies and regulations, corporate identity, and digital and social media. Basic numeracy. Ability to work independently and in a team, to solve problems, and to maintain confidentiality. Willingness to adapt the work schedule to the needs of the office, including working after hours and travelling when required. Added Advantage: Relevant qualification and training in videography e and / or NQF 06 qualification in Video Technology or Multimedia production, Film technology.
DUTIES : End-to-End Video Production: Script, storyboard, film, and edit compelling video content for social media (TikTok, Instagram Reels, YouTube), internal corporate campaigns, and digital ads. Digital Content Curation: Social Media Contribution: Execute short-form, authentic video strategies to optimize organic brand discovery and maintain a consistent publishing cadence. Field-produce interviews, capture beneficiary/client testimonials, and shoot high-quality videos at organizational events. Create engaging social media advertisements, digital banners, basic animations, and promotional graphics. Draft sharp, platform-appropriate digital copy for web, newsletters, and video captions that seamlessly aligns with our brand voice. Monitor, analyse, and report on video metrics and engagement to iteratively improve performance. Provide administrative support in relation to procurement, travel and accommodation, personnel administration support and financial administration.
ENQUIRIES : Mr S Motlhabane Tel No: (012) 406 1835
APPLICATIONS : Email Applications for the position of Administrative Clerk: Communication Support (Photography) must be submitted to: Recruitment26-98@dpw.gov.za

POST 41/132 : **ADMINISTRATIVE CLERK: COMMUNICATION SUPPORT (SOCIAL MEDIA) REF NO: 2026/400E**
(12 Months Contract)
Chief Directorate: Communication and Marketing

SALARY : R237 453 per annum
CENTRE : Head Office (Pretoria)
REQUIREMENTS : A minimum of Grade 12 (Senior Certificate) or equivalent. A valid driver's licence recommended. No previous experience is required, however, demonstrable capacity in photography will be an added advantage. Computer literacy (MS Word, Excel, PowerPoint and Outlook). Good verbal and written communication skills, good organisational and planning skills, and good telephone etiquette. Knowledge of the mandate of the Department of Public Works and Infrastructure, Public Service policies and regulations, and digital and social media. Basic numeracy. Ability to work independently and in a team, to solve problems, and to maintain confidentiality. Willingness to adapt the work schedule to the needs of the office, including working after hours and travelling extensively when required. Added Advantage: Relevant training certificate and / or NQF 06 qualification in Photography or Multimedia.

DUTIES	:	Capture, edit, and organize compelling photography and visual assets for campaigns, events, and marketing collateral. Produce photographs to go with press releases, newsletters, social media copy, and internal communications. Maintain and update the organization's media library and photography archives. Render general clerical support: record, organise, capture and retrieve correspondence and data; update registers; handle routine enquiries; maintain the filing system and the incoming and outgoing registers. Provide administrative support in relation to procurement, travel and accommodation, personnel administration support and financial administration.
ENQUIRIES	:	Mr S Motlhabane Tel No: (012) 406 1835
APPLICATIONS	:	Email Applications for the position of Administrative Clerk: Communication Support (social media) must be submitted to: Recruitment26-98@dpw.gov.za

POST 41/133	:	**ADMINISTRATIVE CLERK: COMMUNICATION SUPPORT REF NO: 2026/400F** (12 Months Contract) Chief Directorate: Communication and Marketing
SALARY	:	R237 453 per annum
CENTRE	:	Head Office (Pretoria)
REQUIREMENTS	:	A minimum of Grade 12 (Senior Certificate) or equivalent. A valid driver's licence. No previous experience is required. Computer literacy (MS Word, Excel, PowerPoint and Outlook). Good verbal and written communication skills, good business writing skills, good organisational and planning skills, and good telephone etiquette. Knowledge of the mandate of the Department of Public Works and Infrastructure, Public Service policies and regulations, corporate identity, and digital and social media. Basic numeracy. Ability to work independently and in a team, to solve problems, and to maintain confidentiality. Willingness to adapt the work schedule to the needs of the office, including working after hours and travelling when required. Added Advantage: Relevant training certificate and / or NQF 06 qualification in Communication, Public Relations, Journalism, Marketing or a related field.
DUTIES	:	Provide administrative support in content development and internal communication coordination, and general support to the Communication and Marketing unit. Draft and edit content and keep the unit's records. Render general clerical support: record, organise, capture and retrieve correspondence and data; update registers; handle routine enquiries; maintain the filing system and the incoming and outgoing registers. Provide administrative support in relation to procurement, travel and accommodation, personnel administration support and financial administration.
ENQUIRIES	:	Mr S Motlhabane Tel No: (012) 406 1835
APPLICATIONS	:	Email Applications for the position of Administrative Clerk: Communication Support must be submitted to: Recruitment26-98@dpw.gov.za

ANNEXURE J

DEPARTMENT OF TRANSPORT

Department of Transport is an equal opportunity, affirmative action employer with clear employment equity targets. Preference will be given to candidates whose appointment will assist the department in achieving its Employment Equity targets at these specific levels in terms of the Department's Employment Equity Plan, therefore White male / female, Coloured male/ female, Indian male / female and people with disabilities are encouraged to apply.

APPLICATIONS : Department of Transport, Private Bag X193, Pretoria, 0001 or hand deliver at the 159 Forum Building, Cnr Struben and Bosman Street, Pretoria for attention Recruitment Unit. Room 4034 or email to: Recruitment@dot.gov.za or at e-recruitment system: erecruit.transport.gov.za. Note: email applications must be sent as one attachment to avoid non-delivery of the email and only quotes the name of the post you are applying for on the Subject Line as directed on the post note.

CLOSING DATE : 18 December 2026

NOTE : Applications must be accompanied by a completed new Z83 form, obtainable from any Public Service Department, (or obtainable at). Applicants must fill in full new Z83 form part A, B, C, and D. A recently updated comprehensive CV (previous experience must be comprehensively detailed, i.e. positions held and dates). Applicants will submit certified copies of all qualifications and ID documents on the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process; the logistics will be communicated to candidates prior to the interviews. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo Psychometric Assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence and integrity. Note that National School of Governance (NGS) has introduced compulsory SMS pre-entry certificate with effect from 01 April 2020 as Minimum Entry Requirements for Senior Management Services (submitted prior to appointment) and can be accessed through the following link: http://www.thensg.gov.za/training-course/sms-pre-entry-programme/. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate must disclose to the Director-General particulars of all registrable financial interests, sign a performance agreement and employment contract with the Director-General within three months from the date of assumption of duty. The successful candidate must be willing to sign an oath of secrecy with the Department. Applicants will be expected to be available for selection interviews and assessments at a time, date and place as determined by the Department. An offer letter will only be issued to the successful candidate once the following has been verified educational qualifications, previous experience, citizenship, reference checks and security vetting. Please note: Correspondence will only be entered into with short-listed candidates.

MANAGEMENT ECHELON

POST 41/134 : **DIRECTOR: BILATERAL COORDINATION REF NO: DOT/HRM/2026/41**

SALARY : R1 317 0384 per annum, (all-inclusive salary package), of which 30% can be structured according to individual's needs.

CENTRE : Pretoria

REQUIREMENTS : An undergraduate (NQF level 7) qualification as recognised by SAQA in Law / International Relations / Political Science / Public Management / Administration with 5 years working experience at middle/senior managerial level in an International Relations environment. Knowledge of the transport sector including policies and regulation and South African Foreign Policy; Knowledge of the SADC, the African Union, the North – South and South – South cooperation; Knowledge of the regional transport frameworks e.g SADC, AU, BRICS etc; Knowledge of Bilateral Relations, Foreign Service Act; Communication; Financial Management; Strategic Capability & Leadership;

People Management & Empowerment; Project/Programme Management Client Orientation and Customer focus; Change Management.

DUTIES : Liaise and facilitate bilateral relations between South Africa and other countries; Identify potential areas of cooperation between South Africa and other countries/partners in the rest of the world that will lead to the development of the transport sector; Participate in project teams to achieve a multi-disciplinary to meet set objectives of the Department; Manage the resources of the Directorate.

ENQUIRIES : Ms N Khuzwayo Tel No: (012) 309 3091

POST 41/135 : **DIRECTOR: AVIATION MULTILATERAL AFFAIRS REF NO: DOT/HRM/2026/42**

SALARY : R1 317 0384 per annum, (all-inclusive salary package), of which 30% can be structured according to individual's needs.

CENTRE : Pretoria

REQUIREMENTS : An undergraduate NQF level 7 qualification as recognised by SAQA in Law / Transport Management / Transport Economics / Transport and Logistics Management / International Relations with minimum of 5 year's working experience at a middle/senior managerial level in the aviation sector. Knowledge of the global and regional aviation landscape; A thorough knowledge of the air transport industry, including its regulations, standards, challenges, opportunities and best practices; Negotiation and problem-solving skills; Communication; Financial Management; Strategic Capability & Leadership; People Management & Empowerment; Project/Programme Management Client Orientation and Customer focus; Change Management.

DUTIES : Manage the facilitation of South Africa's aviation interests internationally; Manage the promotion of South Africa's aviation interests in the African continent; Participate in project teams to achieve a multi-disciplinary approach to meet set objectives of the Department and South Africa; Manage the resources of the directorate.

ENQUIRIES : Ms E Mpye Tel No: (012) 309 3446

POST 41/136 : **DIRECTOR: TRANSPORT INFORMATION SYSTEMS, ICT GOVERNANCE AND IT SECURITY REF NO: DOT/HRM/2026/43**

SALARY : R1 317 0384 per annum, (all-inclusive salary package), of which 30% can be structured according to individual's needs.

CENTRE : Pretoria

REQUIREMENTS : An undergraduate NQF level 7 qualification as recognised by SAQA in Computer Science / Information Technology / Computer Systems Engineering / Information System / Informatics/ Business Information Systems with 5 years working experience at a middle/senior managerial level in the Information and Communication Technologies (ICT) field. Knowledge of Public Service Regulations, Public Financial Management Act (PFMA) and Treasury Regulations; Knowledge of the Government Wide Enterprise Architecture (GWEA) Framework; Knowledge of the DPSA Policy Framework on Corporate Governance of ICT; Extensive knowledge of the ICT Security and related directives and standards; Knowledge of project management; Drivers licence; Communication; Financial Management; Strategic Capability & Leadership; People Management & Empowerment.

DUTIES : Ensure effective ICT governance, enterprise architecture and transport information systems coordination; Develop and manage ICT architecture, compliance, ICT audit assurance, ICT risk management and ICT continuity within the Department; Develop, implement and maintain a secure ICT and information Systems environment for the Department of Transport; Provide strategic leadership in the planning, coordination and oversight of transport information systems; Manage the resources of the directorate.

ENQUIRIES : Mr T Ramatlapeng Tel No: (012) 309 3000

POST 41/137 : **DIRECTOR: PARLIAMENTARY SERVICE AND STRATEGIC SUPPORT REF NO: DOT/HRM/2026/44**

SALARY : R1 317 0384 per annum, (all-inclusive salary package), of which 30% can be structured according to individual's needs.

CENTRE : Pretoria

REQUIREMENTS : An undergraduate (NQF level 7) qualification as recognised by SAQA in Political Science / Public Management / Business Administration / Communication / Strategic Management with 5 years working experience at a middle/senior managerial level in the government's integrated governance systems. Knowledge and experience of Parliamentary & legislative processes; Broad knowledge and understanding of the functional areas covered by the executive authority's portfolio; Knowledge and experience of the Government Cluster System, strategic management processes in government; Political awareness and familiarity with broad lines of government policy; ability to liaise effectively with senior government officials and politicians; Excellent writing and editing skills; Communication; Financial Management; Strategic Capability & Leadership; People Management & Empowerment; Project/Programme Management.

DUTIES : Manage, coordinate and facilitate the flow of information and documentation within the Office of the Director-General; Manage Parliamentary processes; Provide an efficient and effective support system in the Office of the Director-General; Manage the resources of the Directorate.

ENQUIRIES : Ms F Nhangobe Tel No: (012) 309 3514

OTHER POST

POST 41/138 : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: DLCA/HRM/2026/01**
Branch: Roads Transport
Chief Directorate: Driving License Card Account

SALARY : R487 197 per annum (Level 09), (all salary inclusive package Level)

CENTRE : Pretoria

REQUIREMENTS : A minimum NQF 7 in Logistics/Supply Chain Management qualification. A minimum of three to five (3 to 5) years' experience in Logistics/Supply Chain Management environment. Demonstrated knowledge in government procurement administration, tender administration, and warehouse / stores management. Strong leadership and supervisory abilities. Knowledge of the PFMA and Treasury Regulations. Excellent communication skills, both verbal and written (both verbal and written). Ability to work independently and under pressure.

DUTIES : Perform Demand Management - Ensure that procurement plans are submit by the 31st of March each year. Manage and monitor the identification of supply chain risk and implementation of risk mitigation actions. Manage and monitor spend category performance to assist DLCA in defining its procurement needs. Provide Asset Management: Ensure that delivery of assets is monitored. Ensure that assets are barcoded within 24 hours. Facilitate asset verification (biannually and annually). Updating of inventory during verification and assets movements. Manage Acquisitions: Ensure that all procurement of goods and services is in accordance with the delegations and directives. Ensure that bids are initiated and successfully completed within the set timeframes for procurement over certain values. Monitor the bids and contract management activities. Assist with the pre-evaluation of proposals. Ensure that an efficient supply chain process has minimum risk in compliance with DLCA supply chain policies, procedures and governance. Ensure that an adequate audit trail is maintained for all transactions that can be subjected to an audit by the Auditor General. Manage Contracts: Ensure that contract variations or extensions are monitored. Ensure that service level agreements (SLA) are drafted and vetted by legal service. Ensure that contract monitoring meetings are held quarterly. Ensure contract register is monitored, and end user are notified when contracts are about to lapse/end. Manage contract register. Manage Stores: Plan, coordinate and facilitate stock taking. Ensure timely replenishment of stock. Oversee the stock taking process. Audit queries: Attend to queries relating to supply chain management. Prepare training schedules, mentoring etc.

ENQUIRIES : Mr. Peter Mailula Tel No: (012) 347 2522

APPLICATIONS : for this post should be submitted at: DLCA, P.O Box 25223, Monument Park, 0105 OR hand delivered to 459B Tsitsa Street, Erasmuskloof, Pretoria, 0048. OR email to Applications@dlca.gov.za. Note: email applications must be sent as one attachment to avoid non-delivery of the email and only quotes the name of the post you applying for on the Subject Line.

NOTE : Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. “Assistant Director: Supply Chain Management”

ANNEXURE K

NATIONAL TREASURY

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



APPLICATIONS : To apply visit: https://erecruitment.treasury.gov.za/eRecruitment
CLOSING DATE : 30 November 2026 at 12:00 pm (Midday)
NOTE : Effective from 7 April 2021, the National Treasury now utilises an e-Recruitment System which means all applicants must login/register to apply for positions, we only accept hand delivered/posted applications should an applicant prove that he/she tried to apply via e-Recruitment with no success and the National Treasury ICT unit was unable to assist. The applicant's profile on the e-Recruitment is equivalent to the newly approved Z83, and it is the responsibility of applicants to ensure their profiles are fully completed or their applications will not be considered, as per the DPSA Practice Note. Certain documentation will still be required to be uploaded on the system such as copies of all qualifications including National Senior Certificate/Matric certificate, ID, etc., however these documents need not be certified at point of application, however certification will be required prior to attending the interview. Please note: All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. It should be noted that the National Treasury does not support the use of Artificial Intelligence (AI) in any of its recruitment and selection processes and will disqualify an application if it picks up the use of AI when completing assessments without acknowledging the source of information. Successful completion of the Nyukela Public Service SMS Pre-entry Programme as endorsed by the National School of Government, available as an online course on https://www.thensg.gov.za/training-course/sms-pre-entry-programme/, prior to finalisation of appointment, is a requirement for all SMS positions. All shortlisted candidates for SMS posts will be subjected to technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. All qualifications, criminal and SA citizenship checks will be conducted on all short-listed candidates and, where applicable, additional checks will be conducted in line with the new DPSA Directive effective 01 April 2024. Please note that by responding to our advertisement/s, you consent to the collection, processing, and storing of your Personal Information for internal HR processes in accordance with the Protection of Personal Information Act (POPIA), Act No. 4 of 2013. In the event that your application is unsuccessful, the Department will retain your personal information only for audit purposes as required by policies, only for a specific period, of which the submitted documents will then be destroyed as legislated in the National Archives Act. It is the applicant's responsibility to have all their foreign qualifications (this includes O and A level certificates) evaluated by the South African Qualifications Authority (SAQA), at your own expense. Upon appointment, successful candidates will be required to disclose particulars of all registrable financial interests and to sign a Performance Agreement within 3 months from date of appointment and for candidates whose appointment exceeds 12 calendar months will be appointed on probation for the period of twelve (12) calendar months excluding leave taken as prescribed by Public Service Regulation 68. The status of your application will be visible on the e-Recruitment system. However, if you have not received feedback from the National Treasury within 3 months of the closing date, please regard your application as unsuccessful. Note: The National Treasury reserves the right not to fill the below-mentioned posts, withdraw or to put on hold a position and/or to re-advertise a post. All queries must be submitted via email addressed to the Human Resources Recruitment Support Team on

Recruitment.Enquiries@treasury.gov.za. Kindly note that all National Treasury adverts published/LIVE on the eRecruitment System have a closing date listed and closing time of 12h00 (Midday) on that closing date. The system is designed to automatically remove the advert from public view at exactly 12h00 (MIDDAY) of the said closing date for that post. There are no other means to submit applications post the closing date and time, if you have missed or delayed in submitting on time.

MANAGEMENT ECHELON

POST 41/139 : **CHIEF DIRECTOR: STRATEGIC PROCUREMENT REF NO: S122/2026**
Division: Office of The Chief Procurement Officer (OCPO)
Purpose: To support the implementation of the state procurement system to be fair, equitable, transparent, competitive and cost-effective and enable the efficient, economic, effective and transparent utilisation of financial and other resources for improved service delivery and promote support, enforce in the transparent and effective management of state procurement and the sound stewardship of public funds.

SALARY : R1 554 696 per annum, (Including benefits)
CENTRE : Pretoria
REQUIREMENTS : A Grade 12 is required, coupled with a minimum Bachelor's Degree (equivalent to NQF level 7) in Supply Chain Management or Business Administration or Strategic Sourcing. Registration with a relevant supply chain professional body will be an added advantage. A minimum of 5 years' experience at a senior managerial level obtained in the development, implementation and management of large-scale public and/or private sector strategic procurement projects. Knowledge and experience in strategic sourcing, contract administration, and business transformation. Knowledge and experience in leveraged gains from strategic procurement within a public entity, multi-national corporation, or government department. Knowledge and experience in the development, implementation and management of systems and processes pertaining to procurement.
DUTIES : Strategy and Policy Management: design and develop national strategy and implementation plan for SCM Governance, Monitoring and Compliance framework. Review policies as follows: engage stakeholders on submissions of SCM reports, criteria, and schedules; assist with information in support of enforcement agencies' strategies; manage the SCM Restricted Suppliers List; and providing SCM case information updates to databases. Provide input into the development of SCM policy, norms, standards, frameworks and guidelines. Stakeholder Engagement: Engage stakeholders in the establishment of governance, monitoring and compliance strategies for improved SCM collaboration. Manage adherence of stakeholders on compliance to SCM policies, procedures, and regulations. Manage awareness sessions on SCM compliance with legislative documents with stakeholders. Monitoring and Evaluation: Assist with the report on Government Agencies and proposed enforcement processes. Assist with the management of the SCM Restricted Suppliers List in line with said guidelines. Manage the development of a monitoring and evaluation system on the performance of the SCM framework. Knowledge and Information Management: Assist with research initiatives on current trends, and good practices in the management of SCM. Manage the recommendation of solutions for SCM governance processes. Assist with the updating of the SCM governance, monitoring, and compliance of the Knowledge and Information Management platforms. Implementation of a generic state procurement system for all spheres of Government: Develop and implement a procurement regulatory environment that is responsive to the policy goals and objectives of government. Influence government spending to contribute to sustainable economic, social, and environmental development. Modernise state procurement by leveraging information technology. Leverage the benefits of strategic sourcing and achieve savings on government spending. Improve the performance of state procurement in respect of achieving 'value for money' and service delivery. Improve the performance and efficacy of the state procurement system. Develop the State Procurement system for Government: Improve the performance and efficacy of the state procurement system as it pertains to strategic procurement, including capital projects, infrastructure and resources. Support the development of the state procurement system to address the development of small and medium

enterprises (SMEs), green procurement and sustainable procurement practices. Modernise state procurement by leveraging information technology as it pertains to strategic procurement. Implement a national procurement strategy: Develop and implement a national procurement strategy to drive efficiencies and continuous improvement across government. Develop and implement a national strategic sourcing strategy and/or framework for critical and high-value procurement projects. Develop and implement a national strategic sourcing strategy for common goods and services. Perform commodity management. Client centricity, projects and risks management: Manage the client interface with National Treasury for all complex, critical, high-value and/or high-risk procurement projects through their full project lifecycle. Manage a system for assessing, monitoring and evaluating complex, critical, high-value and/or high-risk procurement projects. Coordinate the governance and oversight of complex, critical, high-value and/or high-risk procurement projects. Manage national supply chain risks through risk monitoring, prediction and mitigation.

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

OTHER POSTS

POST 41/140 : **DEPUTY DIRECTOR: INFORMATION MANAGEMENT REF NO: S123/2026**
Division: Corporate Services (CS)
Purpose: To manage, implement and maintain sound records management practices, governance in an efficient, accountable, and transparent manner records in alignment with the requirements of the National Archives and Records Service of SA Act (Act No. 43 of 1996 as amended).

SALARY : R932 292 per annum, (Including benefits)
CENTRE : Pretoria
REQUIREMENTS : A Grade 12 certificate is required coupled with a minimum National Diploma (equivalent to NQF level 6) or Bachelor's degree (equivalent to NQF level 7) in Knowledge Management or Archival Studies or Information Management or Public Administration. A minimum 4 years is required of which 2 years should be at an Assistant Director level or equivalent obtained in records and information management. Knowledge and experience of the broader Records and information framework for government.

DUTIES : Records Management Governance: Develop a records keeping strategy for the National Treasury in alignment with the requirements of the National Archives. Implement and review a Records Management Policy for the National Treasury as required. Develop and maintain Records Management Procedures in alignment with requirements of the different business units. Monitor compliance of Sub-Registries in alignment with records keeping governance and principles. Develop disaster recovery plan for the protection of vital and critical records within the National Treasury. Records Management Training and Awareness: Establish a competency framework to identify the skills and knowledge required by record management in support of business. Develop training material for the records management training programme for roll-out within the National Treasury. Facilitate records management training and awareness sessions within the department for registry, administrative and dedicated Sub-Registry units. Records Classification Systems and Recordkeeping Systems: Develop and maintain Records Management file plans in line with National Archives Standards. Advise System Administrators on operational requirements for implementation of electronic files on the Electronic Documents Records Management (EDRM) system (e-registry). Ensure that record files are opened and stored according to the approved file plan. Systematic Disposal Programme: Dispose of records in alignment with a written disposal authority issued by the National Archives. Apply the general disposal authorities on records common to all offices and for all records not covered by the general disposal authority that are in the custody of the office. Determine the retention periods for the non-archival records in consultation with users and ensure that non-archival records are destroyed annually. Monitor the disposal process and ensure that no archival records are destroyed. Ensure that a register of all disposal authorities issued on the records of the business unit is kept and updated. Implementation of Promotion of Access to Information Act (PAIA) and POPIA: Develop and implement PAIA Manual for the National Treasury, in consultation with internal stakeholders. Conduct Internal Awareness on the PAIA & POPIA. Attend to PAIA requests

and POPIA enquiries/complains from members of the public. Ensure PAIA compliance within the National Treasury. Provide POPIA compliance support.

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

POST 41/141 : **ASSISTANT DIRECTOR: SCM GOVERNANCE MONITORING AND COMPLIANCE REF NO: S124/2026 (X6 POSTS)**

Division: Office of The Chief Procurement Officer (OCPO)

Purpose: To assist in the development and implementation and monitoring of legislative requirements pertaining to the SCM Governance, Monitoring and Compliance strategy and frameworks within the broader government spheres.

SALARY : R605 742 per annum, (excluding benefits)

CENTRE : Pretoria

REQUIREMENTS : A Grade 12 is required coupled with a minimum National Diploma (equivalent to NQF level 6) or Bachelor's Degree (equivalent to NQF level 7) in Commerce or Supply Chain Management. A minimum of 3 years' experience is required within the supply chain management environment. Knowledge and experience of governance processes pertaining to procurement. Knowledge and experience of the broader public service SCM framework. Knowledge of government procurement policy analysis and implementation.

DUTIES : Strategy and Policy Management: Assist in the design and development of a national strategy and implementation plan for SCM Governance, Monitoring and Compliance framework. Assist with reviewing of policies as follows: engage stakeholders on submissions of SCM reports, criteria and schedules, assist with information in support of enforcement agencies strategies, assist with the SCM Restricted Suppliers List; and assist with provision of SCM case info update databases. Provide input into the development of SCM policy, norms, standards, frameworks and guidelines. Stakeholder Engagement: Engage stakeholders in the establishment of governance, monitoring and compliance strategies for improved SCM collaboration. Assist with the adherence of stakeholders on compliance to SCM policies, procedures and regulations. Assist with awareness sessions on SCM compliance of legislative documents with stakeholders. Monitoring and Evaluation: Assist with the report on Government Agencies and proposed enforcement processes. Assist with the management of the SCM Restricted Suppliers List in line with said guidelines. Assist with the development of a monitoring and evaluation system on the performance of the SCM framework. Knowledge and Information Management: Assist with research initiatives on current trends, and good practices on the management of SCM. Assist with the recommendation of solutions for SCM governance processes. Assist with the updating of the SCM governance, monitoring and compliance of the Knowledge and Information Management platforms.

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

POST 41/142 : **SUPPLY CHAIN PRACTITIONER: PERFORMANCE AND RISK REF NO: S125/2026 (X2 POSTS)**

Division: Office of The Director-General (ODG)

Purpose: To oversee and coordinate the development and implementation of supply chain management standards, processes, and procedures in compliance with relevant regulations and best practices, while also serving as the administrator for travel management.

SALARY : R413 001 per annum, (excluding benefits)

CENTRE : Pretoria

REQUIREMENTS : A Grade 12 is required coupled with a minimum National Diploma (equivalent to NQF level 6) in Supply Chain Management or Public Procurement. A minimum of 2 years' experience obtained in Supply Chain Management, Contract Management, SCM Performance, Compliance, Monitoring, and Travel Coordination. Knowledge of relevant Public Service Framework on Travel coordination and SCM. Knowledge of policy analysis and research. Knowledge of analysis of practice notes on Government Travel Directives and related.

DUTIES : Supply Chain Performance, Compliance and Monitoring: Implement monitoring, evaluation and compliance system. Administer independent reviews of SCM processes. Implement SCM policies, processes and procedures in line with legislation. Ensure adherence to SCM policies and reporting. Provide advice to internal and external clients on compliance and

conformance enquiries. Provide monthly and quarterly reports. Coordinate travel arrangements: Monitor travel needs of the divisions for compliance and alignment with their budget. Monitor compliance to travel management policy provisions, National Treasury guide, cost containment measures and all other relevant legislation. Liaise with travel bookers to facilitate arranged travelling. Advise travel bookers and assist with making booking on the system. Monitor travel needs of the divisions for compliance and alignment with their budget. Monitor compliance to travel management policy provisions, National Treasury guild, cost containment measures and all other legislation. Liaise with travel management company on enquiries and queries received. Update user's information on the travel management system. Assist in resolving administrative queries and follow-up on outstanding matters. Provide monthly and quarterly report on travel-related items. Conduct site inspections on third party establishments related to travel management. Comply to travel policy and procedures, Governance and Compliance: Provide input for development and alignment to the travel policy and monitor adherence pertaining to the application on specified types of cars allowed to hire. Provide support on travel-related matters. Monitor the transactions processed on travel management systems. Monitor compliance to environmental initiatives and obligations. Monitor and ensure compliance to Instruction Notes and consider guidelines provided by the Office of the Chief Procurement Officer. Conduct cost and expenditure assessment to ensure travel cost align to cost containment measures. Monitor Contracts Performance: Conduct quarterly performance reviews on contracted service providers including site visits. Benchmark against industry best standards. Analyse information and advise on corrective measures for continuous improvements. Maintain supplier improvement targets in cost, quality and delivery. Provide price re-determinations to ensure that prices remain fair and are reflective of current market conditions, costs, or other relevant factors and performance management of suppliers. Market Analysis: Negotiate, implement and manage prices with suppliers, where applicable. Initiate all aspects of supplier negotiations, including contract terms. Make use of the Strategic Sourcing Framework for the strategic procurement of goods and services within the related commodity categories. Identify and analyse the main competitors in the market for specified commodities to access their strengths, weaknesses, pricing strategies, market share, and overall business tactics.

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

ANNEXURE L

DEPARTMENT OF WATER AND SANITATION

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

CLOSING DATE : 27 November 2026

NOTE : 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 for SMS posts will be subjected to a technical exercise and interviews. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity 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. Selection panels shall score both technical exercises as an additional criterion in the interview process. 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

POST 41/143 : **CHIEF DIRECTOR: SUPPLY CHAIN AND ASSET MANAGEMENT REF NO: 271126/01**
Branch: Finance Main Account
Cd: Supply Chain and Asset Management

SALARY : R1 554 696 per annum (Level 14), (all-inclusive salary packages)

CENTRE : Pretoria Head Office

REQUIREMENTS : An undergraduate NQF level 7 qualification as recognised by SAQA in Financial Management / Accounting / Supply Chain Management. Five (5) years of experience at a senior managerial level. Eight (8) to ten (10) years' experience in supply chain management or finance environment. A relevant post-graduate qualification will serve as an added advantage Successful completion of the Pre-entry Certificate for SMS as endorsed by the National School of Government. Sound knowledge of BAS and Logistics financial management systems. People management and empowerment. Client orientation and customer focus. Excellent communication skills both (verbal and written). Service delivery and analysis. Problem solving and analysis.

DUTIES : Manage Supply Chain Management throughout the Department. Formulate and advice on chain management policy. Administer the procurement

Legislation and Regulations. Monitor the performance of Supply Chain Management Units. Promote Communication and Liaison between different Supply Chain Management Units. Provide support and advice to the department with respect to contract administration processes. Ensure that asset management, loss control, risk management and fleet management are managed and controlled efficiently and effectively. Apply the Preferential Procurement Policy Framework Act, Act of 2000 and policy on Supply Chain Management. Provide an appropriate procurement and provisioning system and policies in line with the PPPFA. Develop and implement a system for evaluating all major CAPEX projects. Align the Supply Chain Management annual plans with the line managers operational plans to procure goods timely.

ENQUIRIES : Mr F Moatshe Tel No: (012) 336 7647

POST 41/144 : **DIRECTOR: WATER AND SANITATION SERVICES SUPPORT REF NO: 271126/02**
Branch: Water and Sanitation Services Management: NW
Cd: Provincial Operations: Northwest

SALARY : R1 317 384 per annum (Level 13), (all-inclusive salary packages)
CENTRE : Mmabatho
REQUIREMENTS : A relevant NQF level 7 qualification in Civil Engineering or Natural Science. Five (5) years' experience at middle/senior management level. Five (5) to ten (10) years' experience in water services management environment. Successful completion of the Pre-entry Certificate for the Senior Management Service (SMS) as endorsed by the National School of Government. Knowledge of water engineering and technical business planning. Understanding of project management and principles. Knowledge of strategic planning resource allocation and human resources. Knowledge of Public Service Act, Public Finance Management Act and regulations. Knowledge Technical report writing and presentation skills.
DUTIES : Provide strategic leadership and business planning for the directorate. Advice top management and the legislature as well as relevant sector bodies on policies and strategies relevant to the water and sanitation services outputs. Facilitate the rendering of support to water services institutions. Ensure the promotion of department sector support strategy. Promotion of inter-governmental relations. Coordinated the attendance and representation to the provincial meetings (Provincial Coordinating Forums, District Forums, Municipal Forums). And develop reports and presentations for such meetings. Coordination, development and implementation of disaster management plans Effective planning and support of the water sector. Provide planning and support for the water sector through provisions of technical and engineering support with IDP, WSDP, MIG and where possible on RBIG and WSIG. Develop water and sanitation master plan in the province. Provide support and guidance to WSAs regarding technical engineering of Operations and Maintenance on water and sanitation infrastructure services. Perform and coordinate comprehensive investigations on water and sanitation challenges within WSAs. To support Implementation of Sanitation services.
ENQURIES : Mr L Mditshane Tel No: (018) 387 9504

OTHER POSTS

POST 41/145 : **CHIEF ENGINEER GRADE A REF NO: 271126/03 (X2 POSTS)**
Branch: Infrastructure Management: Head Office
Dir: Mechanical and Electrical Engineering
Sd: Mechanical Engineering

SALARY : R1 317 108 – R1 504 797 per annum, (all-inclusive salary package)
CENTRE : Pretoria Head Office
REQUIREMENTS : An Engineering Degree (B Eng/BSc (Eng)) or relevant qualification in Mechanical Engineering. Six (6) years post qualification experience in Mechanical Engineering field. Compulsory registration with Engineering Council of South Africa (ECSA) as a professional Engineer. The disclosure of a valid unexpired driver's license. Extensive knowledge and experience in dam hydromechanical equipment design and pump stations design; programme and project management; legal and operational compliance; Research and development; Computer-aided engineering applications; Creating high-performance culture; Technical consulting; Engineering and professional

judgement; Strategic capability and leadership; Problem Solving and analysis; Decision making. Team leadership; Creativity; Financial management; Customer focus and responsiveness; Communication; Computer skills; People management; Planning and organising; Conflict management; Negotiation skills; Change management; and a good working knowledge of related bulk water abstraction and conveyance infrastructure design; dam engineering; construction, management, and safety of dams.

DUTIES : Design systems to solve practical engineering challenges and improve efficiency whilst enhancing safety in dams, pump stations water infrastructure; Plan, design, operate and maintain engineering projects which may not necessarily be limited to dams and pump stations, as may be required (e.g. boreholes; siphons; reservoirs; HVAC; fire engineering; asset valuations; etc.,); Develop cost effective solutions; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology; Develop tender specifications; Ensure through evaluation that planning and design by others is done according to sound engineering principles and according to norms and standards and code of practice; Approve engineering works according to prescribed norms and standards; Ensure mentoring, training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice; Office administration and budget planning; Research/ literature studies on engineering technology to improve expertise. Create and foster a high-performance culture that is fair and equitable; Provide consulting services to other state organs as may be required; Ensure legal, statutory and regulatory compliance of work produced by members of your team; be customer oriented and adhere to the established ISO 9001 Quality Management Principles of the Directorate.

ENQUIRIES : Mr Edson Manhimanzi Tel No: (012) 336 8621

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.

POST 41/146 : **SCIENTIST MANAGER GRADE A REF NO: 271126/04**
Branch: Water Resource Management
Dir: Specialist Unit: Water Resource Policy, Strategy and Evaluation
Sd: Disaster Management

SALARY : R1 143 468 per annum, (all-inclusive OSD salary package)

CENTRE : Pretoria Head Office

REQUIREMENTS : Master's Degree (MSc) in Water Resource Management, Hydrology, Disaster Risk Science, Environmental Science, Geography, Climate Science or related Natural Science qualification. PhD will serve as an added advantage. Six (6) years post-qualification BSc Natural Scientific experience in the relevant Scientific field. Compulsory registration with SACNASP as a Professional Natural Scientist. The disclosure of a valid unexpired driver's license. Extensive knowledge of the Disaster Management Act, National Disaster Management Framework, National Water Act, National Water Resource Strategy, Climate Change legislation and related policies. Good liaison, organizational skills and excellent written and verbal communication skills. A sound knowledge of programme and project management, application of scientific methodologies and models, and technical report writing. Knowledge and experience of using electronic communication platforms and internet. Knowledge of risk assessment tools and disaster management systems. Understanding of hydrological, meteorological and climate information systems. Knowledge of GIS, data analytics and decision-support systems. Strategic leadership and people management skills. Financial management skills. Ability to work under pressure and travel extensively.

DUTIES : The successful candidate will be responsible for, but not limited to, the following: Provide strategic leadership and direction for the implementation of water-related disaster management programmes, policies, frameworks, and plans. Lead the identification, assessment, monitoring, and management of water-related disaster risk, which include conducting water-related disaster risk assessments, flood and drought risk profiles reviewed and updated annually, early warning advisories and risk reports issued to stakeholders and identified high-risk areas with updated mitigation plans. Coordinate disaster preparedness, response, and recovery interventions to reduce the impact of

water-related disasters. Lead the development or review of contingency and emergency preparedness plans. Coordinate the reporting on the disaster management activities between all relevant stakeholders, consolidate and submitted to the relevant structure including the National Disaster Management Centre. Lead research on water-related disasters, climate variability, and climate change impacts. Promote the use of GIS, modelling tools, predictive analytics, and other decision-support systems. Identify and implement best practices and innovative approaches in disaster risk reduction and management. Oversee the development of scientific reports, technical studies, and knowledge products. Facilitate collaboration and ensure compliance with disaster management legislation and sector requirements. Coordinate stakeholder forums, task teams, and committee meetings convened or attended and awareness and capacity building. Monitor and evaluate the implementation and effectiveness of disaster management programmes and interventions. Manage financial, human, and other resources to ensure effective programme delivery. Provide scientific advice to the Department's senior management and relevant stakeholders on water-related disaster matters. Establish and maintain networks of disaster management and water experts.

ENQUIRIES : Ms M Mofokeng Tel No: (012) 336 6560

POST 41/147 : **SCIENTIST MANAGER GRADE A - REF NO: 271126/05**
Branch: Water Resource Management
Dir: Water Information Integration
Sd: Integrated Water Resource Studies

SALARY : R1 143 468 per annum, (all-inclusive OSD salary package)
CENTRE : Pretoria Head Office
REQUIREMENTS : MSc degree in Hydrology. A PhD in Hydrology or a relevant natural scientific discipline will serve as an added advantage. Six (6) years' post-qualification BSc (Hons) Natural Science experience in the field of Hydrology. Compulsory registration with SACNASP as a professional Natural Scientist. The disclosure of a valid, unexpired driver's licence. Proven years of experience in the application of hydrological, systems and water quality models (WRSM2000, ACRU, WRYM, HEC-HMS, SWAT+, WQSAM). Proven years of experience in conducting water resource studies (water quality, quantity and ecology). Knowledge or experience in the water monitoring and assessment value chain (water resource data collection, data auditing and management protocols, analysis, interpretation, knowledge dissemination and information systems). The ability to apply scientific principles to integrate and interpret water quality or quantity data to draw scientifically sound conclusions. Sound knowledge of project management. Knowledge of geographical information systems (GIS) tools (ArcPro and QGIS). Understanding of research and development. Technical report writing. Possesses a high-performance culture. Professional judgement. Presentation skills. Decision-making and analytical skills. Creativity and customer focus. Good communication skills, both verbal and written. Problem-solving and analysis. Applicants must be able to travel nationally and internationally as required to represent the Department and the sector.

DUTIES : The successful candidate will be responsible for, but not limited to, the following: Lead a multidisciplinary team of scientists, plan, coordinate and conduct catchment and systems-based integrated water resource studies (quantity, quality, and ecology) focusing on the impact of land use, water use activities, and climatic pressures on water resources (surface and groundwater). Coordinate and establish processes to provide an annual overview of the status of water resources in the country through the National State of Water Report, Monthly bulletins, and weekly synopses. Lead and coordinate the development of catchment-based hydrological and water quality models. Configure, calibrate, set up, and run simulations for HEC-HMS, ACRU, WRSM2000, WRYM, SWAT+, and WQSAM models. Conduct parameter sensitivity and model uncertainty analysis, including stochastic methods for propagation of modelling uncertainties for decision-making, communication and intelligent knowledge integration. Provide capacity building and mentoring. Analyse water resource data and apply artificial intelligence and machine learning techniques to augment catchment modelling efforts. Coordinate the implementation of a programme for the digitalisation of the water resource and water services monitoring systems. Contract management and performance management of professional service providers. Financial planning and

management for projects. Development of business case and bid specifications for water resource studies projects. The enhancement and maintenance of a SWAT+ web-based decision support system for the Integrated Vaal River System. Coordinate responses to water-resource-related queries from the media, etc. Liaise with water sector stakeholders, including other Government Departments and the public, on water issues through workshops, joint projects and other facilitation techniques. Identify opportunities for collaborative research, innovation, knowledge generation and technology development.

ENQUIRIES : Dr Joshua Rasifudi Tel No: (012) 336 6856

POST 41/148 : **SCIENTIST MANAGER GRADE A REF NO: 271126/06**
Branch: Water and Sanitation Services Management: EC
Cd: Provincial Operations: Eastern Cape
Dir: Water Resource Data Management

SALARY : R1 143 468 per annum, (all-inclusive OSD salary package)
CENTRE : Kugompo
REQUIREMENTS : MSc Degree in Hydrology, Water Resources, Earth Science, Environmental Science, Natural Science, Information Systems, or Data Science. Six (6) years of post-qualification natural sciences experience required. Compulsory registration with SACNASP as a Professional Natural Scientist. The disclosure of a valid unexpired driver's license. Extensive knowledge of water resource information and data management systems. Knowledge of database design, development, maintenance and data governance principles. Knowledge of water resource monitoring programmes, data collection, validation and quality assurance processes Understanding of the National Water Act, 1998 (Act No. 36 of 1998) and other relevant water sector legislation and policies. Experience in statistical analysis, data interpretation, reporting and information dissemination. Knowledge of GIS, data analytics, information systems and digital platforms. Strong project management, people management and stakeholder engagement skills. Excellent communication, report-writing and presentation skills. Experience in water resource management. Scientific methodologies and models. Research and development. Knowledge of legal compliance. Scientific presentation. Data analysis. Business processes to ensure data flow. Professional judgement. Scientific mentoring. Strategic capability and Leadership. Programme and Project Management. Financial Management. Change Management. Problem solving and analysis. Knowledge management. People Management and Empowerment. Client Orientation and Customer Focus. Communication. Conflict management. Accountability and ethical conduct.

DUTIES : Provide strategic leadership and management of the Water Resource Data Management Unit. Lead the analysis, design, development, implementation and maintenance of water resource information databases and systems. Ensure the collection, storage, validation, integration and quality assurance of water resource data. Lead the analysis and interpretation of hydrological, groundwater, water quality and related water resource datasets. Coordinate the generation of water resource information, knowledge products and decision-support tools. Develop and implement data dissemination platforms, dashboards, websites and reporting systems. Oversee scientific and technical reporting on water resource status, trends and performance. Ensure compliance with data management standards, information security requirements and legislative prescripts. Manage data integration across water sector information systems and databases. Provide specialist scientific and technical advice to management and stakeholders on water resource information and data management. Lead research and innovation initiatives aimed at improving water resource information systems and data analytics. Manage projects, contracts, budgets and service providers related to water resource information systems. Establish and maintain partnerships with government departments, municipalities, research institutions and other stakeholders. Manage the performance, training, mentoring and development of professional and technical staff. Review and approve scientific reports, publications, data products and technical documents. Represent the department in technical committees, forums and intergovernmental structures dealing with water resource information management. Review and recommend/approve scientific projects; Facilitate the setting of scientific standards, specifications, and service levels according to organizational

objectives to ensure optimum operational service; Monitor scientific efficiencies according to organizational goals; Ensure the availability and management of funds to meet the MTEF objectives within the scientific environment/ services. Facilitate the compilation of innovation proposals to ensure validity and adherence to organizational principles; Allocate, control and monitor expenditure according to budget to ensure efficient cash flow management. People management.

ENQUIRIES : Ms B Kama Tel No: (043) 701 0376

POST 41/149 : **DEPUTY DIRECTOR: TARIFFS REF NO: 271126/07**
Branch: Regulations, Compliance and Enforcement
Cd: Economic and Social Regulation

SALARY : R1 101 468 per annum (Level 12), (all-inclusive salary packages)
CENTRE : Pretoria Head Office
REQUIREMENTS : A relevant NQF level 7 qualification in Accounting or Economic or Financial Management, Five (5) years' managerial experience in economics or regulatory environment. Knowledge of business and management principles. Knowledge of Public Service Act and Regulations. Problem solving and analysis. Relevant experience in stakeholder engagement. Understanding of legislative and policy frameworks governing the sector. Understanding financial management. Knowledge of programme and project management. Knowledge of policy development and implementation. Understanding of legislative and policy frameworks governing the public sector. Good communication both (verbal and written), presentations, report writing and networking skills. Accountability and ethical conduct.
DUTIES : Facilitate the review of tariffs input cost factors and all projections on tariffs application. Coordinate the development of tariff determination standards and regulatory guidelines. Manage the tariffs consultation process. Establishing a framework for monitoring institutional performance related to pricing. Management of the component.
ENQURIES : Mr H Nevondo Tel No: (012) 336 6689

POST 41/150 : **CONTROL ENGINEERING TECHNOLOGIST GRADE A REF NO: 271126/08**
Branch: Regulations, Compliance and Enforcement
Sd: Dam Safety Regulations

SALARY : R958 776 per annum, (all-inclusive OSD salary package)
CENTRE : Pretoria Head Office
REQUIREMENTS : A Bachelor of Technology in Civil Engineering or relevant qualification. Six (6) years post qualification engineering technologist experience required. Compulsory registration with Engineering Council of South Africa (ECSA) as a Professional engineering technologist. The disclosure of a valid unexpired driver's license. Knowledge of program- and project management. Knowledge of technical design and analyses of dams. Significant dam engineering experience related to design, flood hydrology, construction, management and safety of dams. Willingness to travel throughout South Africa for the execution of some duties. Knowledge of the water sector and relevant legislation (including but not limited to the Chapter 4 and Chapter 12 of National Water Act (NWA, Act No. 36 of 1998) and the Dam Safety Regulations published in Government Notice R. 139 of 24 February 2012). Understanding of research and development. Computer-aided engineering applications including relevant computer software knowledge. Technical report writing, networking, and professional judgement. Problem solving and analyses, decision making, team leadership, creativity, self-management, customer focus and responsiveness. Sound interpersonal and leadership skills. Strong verbal and written communication skills. Planning, organising and people management.
DUTIES : Investigate, analyse and recommend classification of dams. Evaluate applications of Approved Professional Persons (APPs). Evaluate and investigate engineering aspects of licence applications for the construction of new dams, alteration of existing dams, first filling and operational aspects of dams. Monitor the safety evaluation and investigation reports and carry out risk assessments of dams. Follow up on dam safety betterment work with dam owners. Liaise with regional offices, dam owners, professional persons, APPs and the public regarding dam safety matters. Conduct dam safety inspections at dams with a safety risk. Respond to emergency situations, such as dam failures, at dams and action Emergency Preparedness Plans (EPPs). Conduct

site visits to illegal or unlawful constructed dams and compile technical reports for the issuance of illegal dam letters and directives. Develop and/or maintain guidelines and policies and advise on dam safety matters and legislation. Generate reports and statistics to measure progress with the Dam Safety Program. Support the Chief- and/or Specialist Engineer with all reasonable requests pertaining to dams with a safety risk. Manage Candidate- and Production Engineering Technicians, Candidate- and Production Engineering Technologists and Candidate Engineers reporting to him/her. Assist with the development of Candidate Engineering Technicians for registration as professionals. Assist and manage the Dam Safety Regulation database (Microsoft Access Database). Assist with compiling the Annual Report and Annual Performance Plan. Assist the Director with technical inputs, data, statistics and other reasonable requests.

ENQUIRIES : Mr. W Ramokopa Tel No: (012) 336 7953

POST 41/151 : **CONTROL ENGINEERING TECHNOLOGIST GRADE A REF NO: 271126/09**
Branch: Infrastructure Management: Head Office
Dir: Mechanical and Electrical Engineering
Sd: Mechanical Engineering

SALARY : R958 776 per annum, (all-inclusive OSD salary package)
CENTRE : Pretoria Head Office
REQUIREMENTS : A Bachelor of Technology in Mechanical Engineering (BTech) or relevant qualification. Six (6) years post qualification engineering technologist experience required. Compulsory registration with Engineering council of South Africa (ECSA) as a professional engineering technologist. The disclosure of a valid unexpired driver's license. Understanding and experience in programme and project management. Technical design and analysis knowledge. Understanding research development. Computer-aided engineering applications. Knowledge of legal compliance. Technical report writing and consulting. Problem solving and analysis. Decision making, creativity and teamwork. Understanding of people and financial management. Customer focus and responsiveness. Good communication skills both (verbal and written). Computer Skills. Planning and organizing. Management.
DUTIES : Develop engineering designs that address practical technical problems, optimise efficiency, and improve safety at dams, pump stations and water infrastructure; Undertake the planning, design, operation, and maintenance of engineering projects as required, including hydromechanical items in dams and pump stations and other related infrastructure; Formulate economical and technically appropriate engineering solutions; Assess existing engineering manuals, standard drawings, and procedures and update engineering practices through the integration of new technologies; Prepare technical and engineering requirements for tender documentation; Review engineering plans and designs prepared by other parties to confirm that they comply with established engineering principles, relevant standards, prescribed norms, and codes of practice; Recommend/ Authorise engineering works in accordance with applicable technical requirements, standards, and codes of practice; Provide guidance, coaching, and training to technicians, and technologists to strengthen their technical competencies, facilitate knowledge sharing, and encourage the application of sound engineering principles and codes of practice; Carry out administrative responsibilities; Undertake technical research and literature reviews on engineering technologies to expand professional knowledge and strengthen engineering capability; and adhere to the established ISO 9001 Quality Management Principles of the Directorate.
ENQUIRIES : Mr Edson Manhimanzi Tel No: (012) 336 8621

POST 41/152 : **CONTROL ENGINEERING TECHNOLOGIST GRADE A REF NO: 271126/10**
Branch: Infrastructure Management: Eastern Operations
Cd: Water Resource Infrastructure Operations and Maintenance
Dir: Operations Eastern

SALARY : R958 776 per annum, (all-inclusive OSD salary package)
CENTRE : Klipfontein Area Office
REQUIREMENTS : A Bachelor of Technology in Engineering (BTech) or relevant qualification. Six (6) years post qualification engineering technologist experience in water infrastructure maintenance. Compulsory Registration with the Engineering Council of South Africa (ECSA) as a Professional Engineering Technologist.

The disclosure of a valid unexpired driver's licence. Knowledge of project, asset management and financial management principles. Sound understanding of Engineering Design and analysis. Sound knowledge of integrated water resource management and water resource protection. Understanding of programme and project management. Knowledge of engineering design and analysis including but not limited to pumps and pump stations, dam outlet works mechanical structural designs and Water Resources Infrastructure Operations. Knowledge and understanding of operations and maintenance of bulk raw water infrastructure. Knowledge of Legal compliance, Occupational Health and Safety principles. Understanding of the National Water Act, Water Services Act, Government Immovable Asset Management Act, National Environmental Management Act, Public Service Regulations and Public Finance Management Act (PFMA) Computer literacy with Strong technical report writing skills and the ability of exercising professional judgement within the engineering environment. Knowledge of Supply Chain Management processes. Knowledge of contractual and legal requirements. Programme and Project Management. Good Communication and analytical skills. Professional and Ethical Conduct. Knowledge and understanding of Computer-aided engineering applications. Creating a high-performance culture.

DUTIES : Manage Water Infrastructure O&M work streams with technical support from a team of Engineers, Technologist, Technicians, Artisans and Associates in the field. Ensure the promotion of safety in line with statutory and regulatory requirements. Lead work streams that involve evaluation of existing technical manuals, standard drawings, and procedures to incorporate new technology. Manage execution of CAPEX projects through term contractors. Ensure quality assurance of technical designs with specifications and authorize, make recommendations for approval by the relevant authority. Manage administrative activities, human resources related functions. Financial Management and provide inputs into the budgeting process, operational plan, procurement plan and related matters. Compile and submit reports as required. Participate in cluster performance enabling committees such as OHS committee, Disposal committee, BID committees, security forums, MANCO and as per operations need. Attend to Risk and Disaster Management matters. Research and Development through continuous professional development to keep up with new technologies and procedures. Laise with relevant bodies/councils on engineering related matters. Must be prepared to work away from the office and travel extensively across the Area office footprint, Cluster office footprint and nationally for the Chief Directors business call. Provide mentorship and supervision of personnel. Research / literature studies and technical engineering technology to improve expertise. This is one of the Senior Technical roles in the cluster therefore, the candidate is required to have good leadership skills and will be expected to mentor the junior technical personnel.

ENQUIRIES : Mr T Mkhize Tel No: (033) 239 1900

NOTE` : NB: Shortlisted candidates will be subjected to technical exercise and integrity (Ethical conduct) assessment.

POST 41/153 : **DEPUTY DIRECTOR: INTERNATIONAL RELATIONS (SHARED WATERCOURSES) REF NO: 271126/11**
Branch: Provincial and Entity Governance and International Cooperation
Dir: Shared Water Courses (SWC)

SALARY : R932 292 per annum (Level 11), (all-inclusive salary packages)

CENTRE : Pretoria Head Office

REQUIREMENTS : Bachelor's degree in human sciences or relevant qualifications. Five (5) years management experience in International Relations / Multilateral Relations / Trilateral Relations / Bilateral Relations. The disclosure of a valid unexpired driver's licence. Knowledge and understanding of international politics and the difference between multilateral and bilateral agreements and the processes of developing them. Knowledge of developing policies and its procedures. Report writing and project management knowledge and knowledge of research. Public Finance Management Act (PFMA). Knowledge of bilateral and multilateral management issues. Knowledge of equal opportunities and affirmative action guidelines and laws. Knowledge of administrative, clerical procedures and systems. Knowledge of departmental policies and procedures. Knowledge of Governmental financial systems, learning and teaching procedures and

techniques. Framework for managing performance information. Knowledge of implementing policies of PMDS. Problems solving and Analysis, People and diversity, and management. Client Orientation and Customer focus. Good communication skills both verbal and written. Accountability and Ethical conduct, Willingness to travel locally and internationally.

DUTIES : Develop regional and international cooperation of multilateral and bilateral agreements. Facilitate dialogue between cooperating countries and UN agencies on water programs. Provide a conducive platform for the exchange of information and observation networks on water issues. Monitor strategies for the management of water resources during droughts and floods in African States. Provide advice on the impact of relevant programmes with reference to impact on Departmental priorities. Support mechanism that will promote practices in water policy reform. Facilitate the development of strategic policies and strategies relating to the water crisis in Africa. Identify Government priorities such as poverty alleviation. Identify opportunities and manage strategic partnerships with local and international stakeholders. Develop communication systems to liaise with stakeholders. Facilitate the preparation of programs and budgets for approval. Coordinate the implementation of funded and strategic programmes and projects. Follow up on global trends in relation to the management of water resources. Provide advice and information on socio-economic factors that impact on the management of water resources. Liaise with stakeholders to ensure that all the projects and programmes are funded accordingly. Facilitate the participation of African countries in the advancement of socio – economic development. Conduct research and report findings and recommendations that advance the objectives of the Department. Gather relevant information for research purposes. Provide advice on the best practice to conduct research. Inform managers on how to employ new technologies on the water programmes. Provide protocol services for local and international stakeholders, strengthen relations with Shared Watercourses and Riparian States in support of the SADC and African Agenda. Drafting of submissions, briefing notes and speeches when required.

ENQURIES : Mr. T Tlala Tel No: (012) 336 6632

POST 41/154 : **DEPUTY DIRECTOR: ASSET MANAGEMENT REF NO: 271126/12**
Branch: Finance WTE
Dir: Asset Management

SALARY : R932 292 per annum (Level 11), (all-inclusive salary package)
CENTRE : Pretoria Head Office
REQUIREMENTS : A relevant NQF level 7 qualification with accounting three (3) as Major Subject. Three (3) years related experience at supervisory / management level (ASD) in Asset Management within accrual system. Knowledge and understanding on Human Resource Management Legislation, policies, practices and procedures. Knowledge and experience of SAP. Knowledge of Public Finance Management Act (PFMA), GRAP standards and Treasury Regulations. 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. Departmental policies and procedures. Government financial systems. Principles and practice of financial accounting. Framework for managing performance information. Business strategy transaction and alignment. Problem solving and analysis. People and diversity management. Client orientation and customer focus. Good communication skills (verbal and written). Accountability and ethical conduct.

DUTIES : Take overall accountability for the proper accounting of all assets in the Asset Register in compliance with National Treasury Guidelines. Review the reconciliation of the Asset Register against the Trial Balance and supporting records, and ensure reconciling items are cleared. Review documents, submissions and journals, and ensure journals are correctly posted in the accounting system. Review the updating of new additions, transfers and disposals, and review the monthly Asset Register reconciliation and asset movement reports. Review all entries made on the Asset Register against minimum requirements. Ensure assets earmarked for disposal are updated in the Asset Register. Ensure all losses and disposed assets are retired from the Asset Register in line with policy and approval. Ensure monthly depreciation is run and correctly posted against the different accounts. Review asset management policies and procedures and ensure they are implemented by

users across the component. Promote ethical conduct, accountability, confidentiality and integrity in the management of assets. Ensure internal controls over assets are designed, implemented and monitored. Manage movable assets across the component. Manage finance leases, including lease registers, expiry monitoring and verification. Manage assets under construction and construction equipment, including capitalisation, transfers and reporting. Review the remaining useful lives of assets and test assets for impairment. Coordinate and manage the asset verification process, including oversight of staff. Compile and approve Asset Management monthly reports for submission to Senior Management. Manage the budget for the Sub-Directorate: Movable Assets, including providing inputs, monitoring expenditure and ensuring value for money. Submit inputs for the preparation of quarterly and annual financial statements, including disclosure notes on assets, depreciation, impairments, leases and disposals. Manage the internal and external audit process, including AGSA, by preparing audit files, responding to audit queries, implementing audit findings and monitoring action plans to closure. Ensure audit readiness throughout the year through accurate record-keeping and timely reconciliations. Manage the performance of staff within the Sub-Directorate against performance work plans. Ensure staff members are properly trained, developed and supported to perform their duties. Build a culture of accountability, ethical conduct and continuous improvement within the component.

ENQUIRIES : Mr TM Nevhutalu Tel No: (012) 336 8193

POST 41/155 : **CHIEF ARTISAN (MECHANICAL/ELECTRICAL) GRADE A: REF NO: 271126/13**
Branch: Infrastructure Management: Eastern Operations
CD: Water Resource Infrastructure Operations and Maintenance
Dir: Operations Eastern

SALARY : R499 470 per annum, (OSD)
CENTRE : Klipfontein Dam Area Office
REQUIREMENTS : An appropriate (Mechanical/Electrical) Trade Test Certificate. Ten (10) years post qualification experience required as an Artisan/Artisan Foreman. The disclosure of a valid unexpired driver's license. Computer Skills. Knowledge in Technical designs and analysis. Knowledge of Computer-Aided technical applications. Knowledge and skills in production processes. Knowledge in planning and organizing. Basic understanding of technologies such as GPS, Photogrammetry and remote sensing. Problem solving and analysis. Decision Making. Teamwork. Analytical Skills. Self-management. Customer service. Communication and interpersonal Skills. Planning, organizing and execution. Project Management.
DUTIES : Manage Technical Services and Support in conjunction with Technicians and /or Artisans and associates in field, workshop and technical office activities. Ensure the promotion of safety in line with statutory and regulatory requirements. Provide input into existing technical manuals, standard drawings and procedures to incorporate new technology and ensure quality assurance in line with specifications. Provide input into budgeting process. Compile and submit reports as required. Provide and consolidate inputs to the technical operational plan. Update database. Manage Artisans and related personnel and assets. Control and monitor expenditure according to budget to ensure efficient cash flow management. Manage the commercial value add of the discipline-related activities and services. Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of technical services according to organizational needs and requirements. Manage subordinated key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives. Continuous individual development to keep up with technologies and procedures. Research/literature studies on technical/engineering technology to improve expertise. Liaise with relevant bodies/councils on technical/engineering-related matters.
ENQUIRIES : Mr T. Mkhize Tel No: (033) 239 1900
NOTE : NB: Shortlisted candidates will be subjected to practical exercise and integrity (Ethical conduct) assessment.

POST 41/156 : **CHIEF DEVELOPMENT EXPERT: TARIFFS REF NO: 271126/14 (X3 POSTS)**
Branch: Regulations, Compliance and Enforcement
CD: Economic and Social Regulation

SALARY : R487 197 per annum (Level 09)
CENTRE : Pretoria Head Office
REQUIREMENTS : A relevant NQF level 7 qualification in Accounting or Economics or Financial Management. Three (3) years' relevant experience in economic and regulatory environment. Knowledge of the Water Services Act, National Water Act and the relevant water policies. Knowledge of raw water pricing strategy in terms of Section 56 of the National Water Act. Knowledge of norms and standards in terms of Section 9 and 10 of the Water Services Act. Understanding of the MFMA, PFMA and the relevant regulations/circulars. Understanding the principle of services tariffs and raw water use charges. Knowledge of project and programme management. Knowledge of financial management. Knowledge of Public Service Act and Public Service Regulations. Knowledge of inter-government sector. Knowledge and understanding of human behaviour. Knowledge of all water sector related legislation Knowledge of customer protection intergovernmental relations, public service acts, departmental policies and procedures. Knowledge of integrated water sector matters. Problem solving and analysis. People and diversity management. Client orientation and customer focus. Good communication skills both (verbal and written). Accountability and ethical conduct. Research and report writing skills.
DUTIES : Conduct analysis of tariffs and input cost factors. Compile reports, Review and Develop tariffs standards. Facilitate the tariffs consultation process. Assess institutional pricing related performance of water services institutions.
ENQURIES : Mr H Nevondo Tel No: (012) 336 6689

POST 41/157 : **ASSISTANT DIRECTOR: ASSET MANAGEMENT REF NO: 271126/15**
Branch: Finance WTE
Dir: Asset Management

SALARY : R487 197 per annum (Level 09)
CENTRE : Pretoria Head Office
REQUIREMENTS : A relevant NQF level 7 qualification with accounting three (3) as a Major subject. Three (3) year related Asset Management supervisory experience. The disclosure of a valid unexpired driver's license. Knowledge and understanding on Human Resource Management Legislation, policies, practices and procedures. Knowledge of Public Finance Management Act (PFMA), GRAP standards and Treasury Regulations. Knowledge of SAP. 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. Departmental policies and procedures. Government financial systems. Principles and practice of financial accounting. Framework for managing performance information. Business strategy transaction and alignment. Problem solving and analysis. People and diversity management. Client orientation and customer focus. Good communication skills (verbal and written). Accountability and ethical conduct.
DUTIES : Review the Asset Register to confirm that all assets are properly accounted for and compliant with National Treasury Guidelines. Review monthly reconciliations of the Asset Register against the Trial Balance and supporting records and confirm that reconciling items have been cleared. Review source documents, submissions and proposed journals compiled by Level 8, and confirm that journals are correctly posted in the accounting system. Review the updating of new acquisitions, movements, transfers and disposals on the Asset Register, and confirm that all entries meet the asset register minimum requirements. Review the monthly asset movement report and the monthly Asset Register reconciliation before submission. Review the updating of assets earmarked for disposal in the Asset Register. Review the retirement of all losses and disposed assets from the Asset Register. Confirm that losses and disposals are processed only after proper approval and in line with policy. Run monthly depreciation and post it against the different accounts. Review the accuracy and completeness of accounting entries relating to assets. Provide inputs for the review of the remaining useful lives of assets and for the testing

of assets for impairment. Ensure that asset management policies and procedures are implemented and consistently applied by subordinates. Monitor compliance with asset management policies and procedures and address deviations through the correct channels. Promote ethical conduct, confidentiality and integrity in the handling of asset information. Manage the asset verification process and review the verification and barcoding work performed. Compile Asset Management monthly reports. Compile documents and submissions for approval through the correct reporting lines. Provide inputs for the compilation of the budget for the Sub-Directorate. Manage the performance of staff members against their performance work plans. Ensure that staff members are properly trained and developed in asset management. Review and sign off work performed.

ENQUIRIES : Mr TM Nevhutalu Tel No: (012) 336 8193

POST 41/158 : **ASSISTANT DIRECTOR MANAGEMENT ACCOUNTING REF NO 271126/16**
Branch: Finance WTE
CD: Financial Management Services
Dir: Management Accounting

SALARY : R487 197 per annum (Level 09)
CENTRE : Pretoria Head Office
REQUIREMENTS : A relevant tertiary qualification in Financial Management at NQF level 07. Three (3) years relevant supervisory experience (Senior State Accountant). 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. Departmental policies and procedures. Governmental financial systems. Principles and practice of financial accounting. Framework for managing performance information. Business strategy transaction and alignment. Problem solving and Analysis. People and diversity management. Client orientation and customer focus. Good Communication skills. Accountability and ethical conduct.

DUTIES : Assist area offices to compile budget forecast and tariff settings template. Compile the MTEF budget. Analyse, interpret and implement the treasury guidelines for the estimates of national expenditure (ENE). Develop templates for the collection of budget information from line functionaries. Provide variance explanations for the MTEF and ENE. Assess where shifting of funds/ virements is required and possible by reviewing expenditure against budget and make recommendations. Assist to manage budget planning for raw setting water price, assist to ensure adequate utilisation of budget and Monitor compliance with financial prescripts. Compile and maintain National Treasury budget databases, including MTEF, ENE and AENE information, ensuring accuracy, completeness and compliance with reporting requirements. Process budget shifts in accordance with applicable financial procedures and confirms budget availability before transactions are processed. Coordinate and consolidate variance explanations from relevant Programme Managers and ensure timely submission of supporting information. Monitor and report on programme expenditure, identifying variances and expenditure trends.

ENQUIRIES : Mr K Magagane Tel No: (012) 336 8977

POST 41/159 : **ASSISTANT DIRECTOR MANAGEMENT ACCOUNTING REF NO: 271126/17**
Branch: Finance WTE
CD: Financial Management Services
Dir: Management Accounting
SD: Financial Systems

SALARY : R487 197 per annum (Level 09)
CENTRE : Pretoria Head Office
REQUIREMENTS : A relevant tertiary qualification in Computer Science, Information Technology or Financial Management at NQF level 07. Five (5) years' working experience in SAP system administration and Three (3) years of relevant supervisory experience (Senior State Accountant). Knowledge and understanding of Financial Legislation, policies, practices and procedures. Knowledge and understanding of Information Technology related frameworks. Knowledge of

SAP BASIS and SAP Solution Manager. 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. Departmental policies and procedures. Knowledge of learning and teaching procedures and techniques. Knowledge of managing performance information. Knowledge of implementing policies of PMDS. Problem solving and Analysis. People and diversity management. Client orientation and customer focus. Good Communication skills. Accountability and ethical conduct.

DUTIES : Ensure SAP system availability and optimal performance through proactive monitoring, effective change and incident management, and timely resolution of risks and issues. Support SAP upgrade and enhancement projects to ensure successful implementation and minimal business disruption. Ensure the timely execution of month-end procedures to maintain business continuity and support accurate financial and operational reporting.

ENQUIRIES : Mr K Magagane Tel No: (012) 336 8977

POST 41/160 : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT (DEMAND MANAGEMENT) REF NO: 271126/18**
Branch: Finance Main Account
CD: Supply Chain Management
Dir: Acquisition Management

SALARY : R487 197 per annum (Level 09)
CENTRE : Pretoria Head Office
REQUIREMENTS : An NQF qualification Level 7 in Supply Chain Management / Logistics / Purchasing / Economics / Public Management / Financial Management qualification. A minimum of three (3) years' Supply Chain experience should be at supervisory level. Competencies: Knowledge in Public Finance Management Act. PPPFA, Treasury Regulations and guidelines, B-BBEE, SCM Practice notes and Circulars, All the SCM Prescripts, Analytical Skills, Report writing skills, Communication Skills (verbal and written), research methodology skills, Interpersonal Skills, Planning and Organizing skills, Computer literacy and Financial Skills. People and diversity management. Client orientation and customer focus. Accountability and ethical conduct. 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. Departmental policies and procedures. Government financial systems. Principles and practice of financial accounting. Framework for managing performance information. Business strategy transaction and alignment. Problem solving and analysis. People and diversity management.

DUTIES : Coordinate (synergise), review, research, analysis and plan the procurement needs of the Department. Coordinate, review, collect and collate information for the annual procurement plan. Supervise and compile tender/quotation specifications as required. Analyse requirements, undertake research, determine and develop proposals for implementation. Assess the results of the research on the market, interpret and develop proposals for procurement methodology. Collect information from the relevant role players according to the prescribed template. Check (engage) and analyse the information. Confirm availability of budget. Check alignment against departmental strategic and other objectives. Consolidate inputs into procurement plan and table for approval by the accounting officer. Support the business units to develop specifications/Terms of reference. Review the specifications and Terms of reference before they are submitted to the Bid Specification Committees. Ensure the provision of secretarial support for Departmental Bid Specification Committee. Coordinate and support with the development of request for proposal/Specifications. Ensure that DBSC (Bid Specification Committee) agenda is compiled correctly. Manage the distribution of agenda and minutes to all members at least three days prior to the meetings. Check and ensure that minutes of the meetings are correctly taken, and clients are informed in writing of the outcome. Act as SCM advisor to the DBSC. Arrange ad hoc meeting when required and ensure the recording of deliberations of the meetings. Manage and oversee the selection of suppliers from the Central Supplier Database (CSD). Creation and updating of secondary users and information on CSD. Creation and updating of secondary users and information on CSD.

Supervise employees to ensure an effective demand management service and undertake all administrative functions required regarding financial and HR administration.

ENQUIRIES : Mr G Makoloi Tel No: (012) 336 7461

POST 41/161 : **SENIOR HUMAN RESOURCE PRACTITIONER REF NO: 271126/19**
Branch: Infrastructure Management: Northern Operations
CD: Water Resource Infrastructure Operations and Maintenance
Dir: Operations Northern

SALARY : R413 001 per annum (Level 08)
CENTRE : Hartbeespoort Area Office
REQUIREMENTS : A relevant NQF level (6) qualification (National Diploma) in Human Resource Management. Three (3) years' experience in the field of Human Resource Management. One (1) to two (2) years of supervisory experience in Human Resource Management will serve as an added advantage. The disclosure of a valid unexpired driver's license. Extensive knowledge and understanding of public service, collective agreement and other related legislation. Applicants must be in possession of PERSAL certificates and working experience on the PERSAL system. Excellent verbal and written communication skills. Knowledge and experience of recruitment, selection and appointments. Experience of OSD appointment procedures, pension administration as well as conditions of service matters, i.e. leave, housing allowances, policy on incapacity leave, ill health retirement (PILIR), upgrades, appointment and other allowances. Extensive exposure to OSD. Work under pressure. Computer literacy.

DUTIES : The supervision of the pension administration unit, implementation of GEPF regulations and processes, verify pension cases on PCM system. Maintenance of database regarding condition of service-related matters. Maintain applicable databases related to Human Resource. Facilitate the implementation of HR Policies, strategies, procedures and practices relating to Human Resource Management. Provide advisory services to all regional staff, line and senior management. Liaison with National Treasury and Compensation Commissioner, Monitoring and evaluation of all HR Transaction processes, supervision, training and motivation of staff. Facilitate Recruitment and Selection processes. Prepare detailed schedules (long list), score sheets and applications from the Z83 application system. Supply statistics regarding employment equity. Facilitate the shortlisting and interview processes. Draft appointment submissions and route for approval. Capture and approve HR transactions on PERSAL System.

ENQUIRIES : Dr A Naicker, Cell No: (087) 943 3710

POST 41/162 : **SENIOR SUPPLY CHAIN PRACTITIONER (ASSET MANAGEMENT) REF NO: 271126/20 (X2 POSTS)**
Branch: Finance WTE
Dir: Asset Management

SALARY : R413 001 per annum (Level 08)
CENTRE : Pretoria Head Office
REQUIREMENTS : A relevant NQF level 6 qualification with accounting 3 as major subject. Three (3) years related Asset management supervisory experience within accrual system. Knowledge and understanding of Asset Management administration policies and procedures. Knowledge of financial legislations. Knowledge of SAP or any Accrual System. Knowledge and experience of GAAP, GRAP or IFRS. Knowledge and understanding of PFMA, PPPFA and Treasury regulations. Knowledge and understanding of asset management procurement policies and legislation. Knowledge of dispute resolution policies. issues. Understanding social and economic development Knowledge of basic financial management. Problem solving and analysis skills. People and diversity management. Client orientation and customer focus. Good communication skills both (verbal and written). Accountability and ethical conduct.

DUTIES : Maintain and update the Asset Register to ensure all assets are properly accounted for and compliant with National Treasury Guidelines. Perform monthly reconciliations of the Asset Register against the Trial Balance. Analyse source documents and prepare journals where applicable. Ensure all unreconciled items are investigated and cleared timeously. Update the Asset Register with new acquisitions, movements, transfers and disposals. Monitor

all entries made on the Asset Register against asset register minimum requirements. Reconcile the Asset Register to supporting records. Remove all losses and disposed assets from the register. Retire all losses and disposed assets in the register. Update and maintain the assets earmarked for disposal. Capture data for all assets earmarked for disposal. Verify all assets earmarked for disposal and identify discrepancies. Ensure IT assets are cleaned (data sanitised) before disposal. Ensure assets are disposed of immediately after approval is granted. Maintain and update the loss register. Open files for all reported losses. Draft reports of reported losses to Security. Compile monthly loss reports. Ensure all assets on the premises are verified, updated and barcoded in the Asset Register. Monitor and perform the physical verification of assets recorded on the asset register. Capture inventory lists and barcode all assets. Ensure asset management policies, procedures and guidelines are implemented by users. Monitor compliance with asset management policies and procedures. Implement and manage registers for finance leases. Update the Finance Lease Register daily. Manage the expiry on leased assets monthly. Verify leased assets bi-annually. Supervise staff in the asset management section. Monitor staff performance against performance work plans. Assess staff performance in accordance with performance work plans.

ENQUIRIES : Mr TM Nevhutalu Tel No: (012) 336 8193

POST 41/163 : **SUPPLY CHAIN PRACTITIONER (ASSET MANAGEMENT) REF NO: 271126/21 (X2 POSTS)**
Branch: Finance WTE
Dir: Asset Management

SALARY : R338 106 per annum (Level 07)
CENTRE : Pretoria Head Office
REQUIREMENTS : A relevant NQF level 6 qualification with accounting three (3) as major subject. One (1) year asset management experience within accrual system. Knowledge and understanding of procurement administration procedures. Knowledge of financial legislations. Knowledge and experience of Accrual System. Knowledge of GAAP or GRAP or IFRS. Knowledge and understanding of PFMA, PPPFA and Treasury regulations. Knowledge of Asset Management processes. Knowledge and understanding of procurement policies and legislation. Knowledge of dispute resolution policies. Knowledge of basic financial management processes. Problem solving and analysis skills. People and diversity management. Client orientation and customer focus. Good communication skills both (verbal and written). Accountability and ethical conduct.
DUTIES : Capture new acquisitions, movements, transfers and disposals on the Asset Register accurately and timeously. Prepare and file source documents and supporting records for journal entries. Assist with monthly reconciliations of the Asset Register against the Trial Balance. Assist in investigating and clearing unreconciled items as directed by the supervisor. File and maintain supporting records used to reconcile the Asset Register. Capture data for assets earmarked for disposal. Assist with the verification of assets earmarked for disposal and report discrepancies to the supervisor. Confirm that IT assets are cleaned (data sanitised) before disposal, as directed. Update the loss register and open files for all reported losses. Assist in drafting reports of reported losses to Security. Assist in compiling monthly loss reports. Perform physical verification of assets recorded on the Asset Register. Barcode all assets and capture inventory lists. Update asset information on the register after verification. Report any missing, misplaced or unverified assets to the supervisor. Promote awareness of asset management policies, procedures and guidelines among users. Report instances of non-compliance with asset management policies and procedures to the supervisor. Handle asset information with integrity, confidentiality and accuracy at all times. Update the Finance Lease Register daily. Track and report on the expiry of leased assets monthly. Assist with the bi-annual verification of leased assets.
ENQUIRIES : Mr TM Nevhutalu Tel No: (012) 336 8193

POST 41/164 : **COMMUNITY DEVELOPMENT OFFICER: SECTOR COLLABORATION REF NO: 271126/22**
Branch: Water And Sanitation Services Management: FS
CD: Provincial Operations: Free State

SALARY : R338 106 per annum (Level 07)
CENTRE : Bloemfontein
REQUIREMENTS : An NQF level 6 qualification in social sciences/ Community Development/ Development studies. Computer proficiency, One (1) to two (2) years' experience in the management of projects and programmes. One (1) to two (2) years' experience in the public service/ stakeholder management and community development. The disclosure of a valid unexpired driver's license. Good communication skills both (verbal and written). Good liaison, interpersonal, presentation, report writing and networking skills. Sound knowledge of the principles of community development and service delivery. Knowledge of water Services Act. Willingness to travel extensively and work long hours.
DUTIES : Support, coordinate and participate in public education programmes. Coordinate the involvement of Water and Sanitation Forums in DWS programmes. Coordinate capacity-building sessions for Water and Sanitation Forums. Investigate community water provision and related water sector complaints. Engage municipalities and update the weekly water and sanitation services monitoring report. Conduct provincial public participation programmes. Assist to establish and coordinate Project Steering Committees for DWS funded projects. Ensure Platforms such as Inter-Governmental Relations (IGR) are sustained and utilized to facilitate coordination and communication with Water Service Authorities, to foster collaboration and information sharing between different levels of government (national, provincial, local) and other stakeholders involved in water and sanitation management. Facilitate the implementation of integrated development activities identified according to the plans developed by involving the community mobilization and resources.
ENQUIRIES : Ms Z Xokozela Tel No: (051) 405 9000

POST 41/165 : **COMMUNICATION OFFICER: CORPORATE SUPPORT SERVICES REF NO: 271126/23**
Branch: Water And Sanitation Services Management: FS
CD: Provincial Operations: Free State

SALARY : R338 106 per annum (Level 07)
CENTRE : Bloemfontein
REQUIREMENTS : An NQF level 6 qualification in Communications, Journalism, Public Relations or Media Studies. One (1) year experience in Communications and Event Management. The disclosure of a valid unexpired driver's license. A thorough understanding of government policies and priorities. Knowledge and understanding of water sector legislation, and PFMA. Clear understanding of government communications methodologies. Knowledge and experience in article writing and production of leaflets, in-house newsletters, brochures, posters. Good verbal and written communications skill. Good interpersonal relations, conflict management, creative and cultural awareness. Understanding of programme and project management. Client orientation and customer focused. Photographic skills. Ability to work under pressure, and work independently. Incumbents should be proficient in at least three (3) official languages. Knowledge of Microsoft Office. Ability to design will be an added advantage.
DUTIES : Develop and implement communication plans in support of campaigns. Analyse departmental strategic objectives and align communication efforts accordingly. Engage with key role players to ensure alignment and collaboration. Execute media production, issue publications, organize press conferences and media coverage to the Department. Develop or improve concepts, theories and operational methods. Develop media products. Assist in crafting the strategic plan and budget management for the communication section. Foster and maintain positive stakeholder relations. Develop and update media contact lists. Disseminate knowledge relating to information on work organization. Promote departmental image and identity. Organise and implement publicity projects and events. Establish and maintain stakeholder

relations with community and media. Manage all social media platforms. Compile monthly and quarterly reports. Extensive travelling.

ENQUIRIES : Mr L Crisp Tel No: (051) 405 9000

POST 41/166 : **HUMAN RESOURCES PRACTITIONER REF NO: 271126/24 (X2 POSTS)**
Branch: Infrastructure Management: Eastern Operations
CD: Water Resource Infrastructure Operations and Maintenance
Dir: Operations Eastern

SALARY : R338 106 per annum (Level 07)
CENTRE : Midmar dam
REQUIREMENTS : A National Diploma in Human Resources Management/Human Resources Development/Labour Relations qualification. One (1) year work experience in Human Resources environment. The disclosure of a Valid unexpired driver's license. Knowledge of PERSAL system. Knowledge of Public Service Act and Public Service Regulations. Knowledge of Administrative procedures. Basic Financial Management and Knowledge of PFMA. Disciplinary knowledge of Human Resources. Knowledge of dispute resolution process. Knowledge of Recruitment and Selection Processes. Problem solving and analysis. Communication Skills.
DUTIES : HR Provisioning (recruitment and selection, appointments, transfers, verification of qualifications, secretariat functions at interviews. Implementation conditions of service and service benefits (leave, housing, medical aid, injury on duty, long service recognition, overtime, relocation, pensions, allowances. Termination of service. Prepare reports on human administration issues and statistics. Provide human resource information services and records management services. Compile monthly reports. Implement PMDS in the department by assisting in analysing the alignment of individual performance agreement with the business plan in the department. Keep records of individual performance agreement. Supply statistics on PMDS issues in the department.
ENQUIRIES : Mr Musa Mncwabe Tel No: (033) 239 1900/1301
NOTE : NB: Shortlisted candidates will be subjected to practical exercise and integrity (Ethical conduct) assessment.

POST 41/167 : **ADMINISTRATION CLERK SUPERVISOR: FACILITIES MANAGEMENT REF NO: 271126/25**
(Re-advertisement, applicants who have previously applied need to re-apply)
Branch: Infrastructure Management: Central Operations
CD: Water Resource Infrastructure Operations and Maintenance
Dir: Operations Central

SALARY : R338 106 per annum (Level 07)
CENTRE : Pretoria Central Operations
REQUIREMENTS : A Senior/Grade 12 certificate or relevant qualification. National Diploma in Public Management / Administration qualification or in Facility Management field will serve as an added advantage. Three (3) to five (5) years relevant experience in facilities Management. The disclosure of a valid unexpired driver's license. Computer Literacy (Microsoft package). Batho Pele Principles, Regulations (e.g. PFMA, Treasury Regulations), Building Environment, Occupational Health and Safety, Government operations regarding Facilities Management. Skills: Communication skills, Report Writing, Problem Solving, Decision Making, Supervisory experience.
DUTIES : Implement building maintenance services plan within the Department of Water and Sanitation. Provide support in monitoring deliverables of the appointed service provider in terms of the Service Level Agreements (SLA). Supervise Human Resources/Staff. Provides office accommodation. Facilitate office accommodation/ equipment. Facilitate maintenance services. Facilitate cleaning services. Monitor Occupational Health and Safety (OHS) standards and regulations. Ensure proper management of mobile services. Monitor proper management of leased equipment. Monitor proper administration of afterhours bookings. Monitor proper administration of travel and accommodation requests. Manage building parking's.
ENQUIRIES : Mr. SM Muelelwa Tel No: (012) 741 7349
NOTE : Candidates may be required to complete a practical and theoretical test. Please be advised that the office will transition to an SANWRI agency.

POST 41/168 : **ADMINISTRATIVE CLERK SUPERVISOR REF NO: 271126/26**
Branch: Infrastructure Management: Eastern Operations
CD: Water Resource Infrastructure Operations and Maintenance
Dir: Operations Eastern

SALARY : R338 106 per annum (Level 07)
CENTRE : Klipfontein Dam Area Office
REQUIREMENTS : A Senior/Grade 12 certificate or relevant qualification. Three (3) to five (5) years' experience in administrative support services required, Knowledge and insight of human resource prescripts. Knowledge of clerical functions. Ability to capture data, operate computer and collate administrative statistics. Knowledge and understanding of legislative frameworks governing the public services. Knowledge of operating systems (PERSAL, BAS, LOGIS, SAP, etc). Be client orientated and customer focused. Good communication skills both (verbal and written).
DUTIES : Supervise and render general clerical support services. Supervise and provide supply chain clerical support services within the component. Supervise and provide personnel administration clerical support services within the component. Supervise and provide financial administration support services in the component. Supervise human resources/staff.
ENQUIRIES : Mr M Mncwabe Tel No: (033) 239 1900

POST 41/169 : **FINANCE CLERK PRODUCTION REF NO: 271126/27 (X5 POSTS)**
Branch Finance WTE
Dir: Financial Accounting
Sd: Accounts Payable

SALARY : R237 453 per annum (Level 05)
CENTRE : Pretoria Head Office
REQUIREMENTS : A Senior/Grade 12 Certificate with Accounting/Mathematics, A three year recognized National Diploma or Degree in Financial Accounting/Financial Management /Cost and Management Accounting (NQF6/7) and experience in financial management will serve as an added advantage. Knowledge of clerical function, practices as well as the ability to capture data, operate computer and collate financial statistics. Basic experience of public service financial legislations, procedures and Treasury Regulations (PFMA, GAAP, GRAP financial manual). Knowledge of basic financial operating systems (SAP system, PERSAL, BAS, LOGIS, etc.). Basic understating of Reconciliations, procure to pay process and Accruals. Knowledge management, people and diversity management. Basic knowledge of problem solving and analysis. People and diversity management. Client orientation and customer focus. Good communication skills (both verbal and written). Accountability and ethical conduct.
DUTIES : Receive, record, monitor Invoices from suppliers on Invoice Tracking Register, Compile sources documents and capture invoices to pay Sundry and Purchase Order suppliers, including Journals on SAP System. Ensure payments are made within 30 days. Management of Sundry Vendor Master Registration on SAP System. Attend to queries from Regional and Provincial Offices.
ENQUIRIES : Mr. Willie Tsoenyane, Cell: No: (060) 569 2645

POST 41/170 : **FINANCE CLERK PRODUCTION REF NO: 271126/28**
Branch: Infrastructure Management: Northern Operations
CD: Water Resource Infrastructure Operations and Maintenance
Dir: Operations Northern

SALARY : R237 453 per annum (Level 05)
CENTRE : Hartbeespoort Area Office
REQUIREMENTS : A Senior/Grade 12 certificate with accounting. Computer literacy (MS Word, Excel, Outlook). Basic knowledge of financial functions, practices as well as the ability to capture data and collate financial statistics by use of spreadsheets. Basic knowledge and insight of the Public Service Financial legislation, procedures and Treasury Regulations, PFMA, DORA, PSA, PISR, PPPFA and Financial Manual. Knowledge of systems such as PERSAL and SAP will be an advantage. Good communication skills, problem solving and time management. Accountability, integrity, honesty and ethical conduct. Must be able to work under pressure.

DUTIES : Compiling, checking and capturing allowances on PERSAL e.g. Subsistence and Travel claims, overtime, standby claims and payroll deduction transactions. Liaise with third party with regards to court maintenance orders to submit and implement. Distribute pay slips plus supplementary pay slips to officials and submit signed certificates to head office. Attend to payroll enquiries. Receive vendor invoices and keep accurate register. Compile and complete accurate invoice spreadsheet each month. Liaise with different sections regarding source documents. Compile documents and capture invoices to pay vendors on SAP. Ensure that creditors are paid within 30 days. Attend to vendor enquiries. Scan paid invoices onto SAP. Perform cashier duties, receiving and issuing receipts and banking of cash. Perform petty cash transactions. Order and distribute stationery. File all face value documents systematically and complete. Attend to audit samples and ensure compliance.

ENQUIRIES : Dr A Naicker, Cell No: (087) 943 3710

POST 41/171 : **SUPPLY CHAIN CLERK PRODUCTION REF NO: 271126/29 (X2 POSTS)**
Branch: Infrastructure Management: Northern Operations
CD: Water Resource Infrastructure Operations and Maintenance
Dir: Operations Northern

SALARY : R237 453 per annum (Level 05)
CENTRE : Hartbeespoort Area Office
REQUIREMENTS : A Senior/Grade 12 certificate. The disclosure of a valid unexpired driver's license. Basic knowledge of supply chain management, practices as well as the ability to capture data and operate computer. Basic knowledge of work procedures in terms of the working environment. Working knowledge and understanding of the legislative framework. Governing the public service. Flexibility. Teamwork. Basic knowledge of problem solving and analysis. People and diversity Management. Client orientation and customer focus. Communication. Accountability and Ethical Conduct.

DUTIES : Render demand and acquisition clerical support. Update and maintain a supplier (including contractors) database. Register suppliers on Logis or similar system. Request and receive quotations. Capture specification on the electronic purchasing system. Place orders. Issue and receive bid documents. Provide secretariat or logistical support during the bid consideration and contracts conclusion process. Contractors database updated and well maintained. Orders placed accordingly. Render logistical support services. Place orders of goods. Receive and verify goods from suppliers. Capture goods in registers databases. Receive request for goods from end users. Issue goods to end users. Maintain goods register. Update and maintain register of suppliers. Orders well placed. Keep filling records up to date. Electronic filing system updated accordingly. NOTE: One (1) post is targeted for a person with disability.

ENQUIRIES : Dr A Naicker, Cell No: (087) 943 3710

POST 41/172 : **SECURITY OFFICER SUPERVISOR REF NO: 271126/30 (X2 POSTS)**
(Re-advertisement, applicants who have previously applied need to re-apply)
Branch: Infrastructure Management: Central Operations
CD: Water Resource Infrastructure Operations and Maintenance
Dir: Operations Central

SALARY : R237 453 per annum (Level 05)
CENTRE : Pretoria Central Operations
REQUIREMENTS : An NQF Level 4 (A Senior/Grade 12 Certificate or relevant qualification). Three (3) years working experience in security environment. Grade B PSIRA certificate. The disclosure of a valid unexpired driver's license, NKP certificate, will serve as an added advantage. Knowledge of access control procedures. Knowledge of measures for the control movement of equipment in and out of the premises. Knowledge of prescribed security procedures (e.g., OHS Act, Access Control Act, MISS, MPSS, Protection of Information Act, and the authority of security officers under these Documents. Good listening skills and interpersonal skills. Good verbal and written communication skills and Computer skills.

DUTIES : Supervise the security functions performed by contracted security (PSSP), ensuring adherence to Department security policies. Administrative and Related functions, provide security-related support and administer all control

room operations to safeguard the department assets, conducts preliminary investigation. perform unannounced visits or inspections.

ENQUIRIES : Mr. MV Phosa Tel No: (012) 741 7355/7378

NOTE : Candidates may be required to complete a practical and theoretical test. Please be advised that the office will transition to an SANWRI agency.