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Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 02 OF 2026
DATE ISSUED 23 JANUARY 2026

1. Introduction

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

2. Directions to candidates

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

3. Directions to departments

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

4 SMS pre-entry certificate

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

AMENDMENTS

: **DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE:** Kindly note that the following post was advertised in Public Service Vacancy Circular 43 dated 21 November 2025 closing on 12 December 2025, (1) Personnel Practitioner: Human Resources Administration, Ref No: 2025/164, Centre: Bloemfontein Regional Office was advertised erroneously with the job title. The correct job title reads as follows: Senior Personnel Practitioner: Human Resources Administration. Kindly note that the following post was advertised in Public Service Vacancy Circular 01 dated 16 January 2026 closing on 30 January 2026, (1) Chief Works Manager: Manager: Ref no: 2026/182, Centre: Nelspruit regional office. Please note that the above post has been withdrawn.
PROVINCIAL ADMINISTRATION: NORTH WEST: OFFICE OF THE PREMIER: Kindly note that all the positions in the Office of the Premier advertised in the Public Service Vacancy Circular 01 dated 16 January 2026 with the closing date of 30 January 2025, the closing date was incorrectly captured. The correct closing date is 30 January 2026.

PROVINCIAL ADMINISTRATION: NORTH WEST: DEPARTMENT OF SOCIAL DEVELOPMENT: Please be advised that the Centre allocations of the posts that appeared on the Department of Public Service and Administration Circular No 1 of 2026 have been amended and should read as follows. Post 1/247 Child And Youth Care Worker Gr 1 (X6 Post) : Ref No: Sd/1/21/25/I Centre: JB Marks Treatment Center (X1 Post), Reamogetswe Child And Youth Care Center (X3 Posts), Khuseleka One Stop Center (X1 Post), Rustenburg Secure Care Centre (X1 Post), and Post 1/241 State Accountant (X4 Posts): Ref No: Sd/ 1/24/25/I Centre: Naledi Service Point (X1 Post),, Lekwa Teemane (X1 Post), Moretele (X1 Post), , Kgetleng (X1 Post), and Post 1/243 Supply Chain Clerk Supervisor X6: Ref No: Sd/ 1/18/25/I Centre: Mahikeng Service Point (X1 Post), Dr Kenneth Kaunda District (X1 Post), Mamusa Service Point (X1 Post), Taung Old Age Home (X1 Post), Sonop Old Age Home (X1 Post), , Reamogetswe CYCC (X1 Post), And Post 1/245 Community Development Practitioner Gr 1 (X9 Posts): Ref No: Sd/ 1/16/25/I Centre: Moses Kotane Service Point (X1 Post), , Matlosana Service Point (X3 Posts), Jb Marks Service Point (X1 Post), , Maquassi Hills Service Point (X2 Posts), Gretaer Taung Service Point (X1 Post), , Tswaing Service Point (X1 Post) We apologise for any inconvenience caused

**INDEX
NATIONAL DEPARTMENTS**

NATIONAL DEPARTMENTS	ANNEXURE	PAGES
AGRICULTURE	A	04 - 07
BASIC EDUCATION	B	08 - 09
ELECTRICITY AND ENERGY	C	10 - 11
EMPLOYMENT AND LABOUR	D	12 - 25
FORESTRY, FISHERIES AND THE ENVIRONMENT	E	26 - 31
GOVERNMENT COMMUNICATION AND INFORMATION SYSTEM	F	32 - 33
HIGHER EDUCATION AND TRAINING	G	34 - 45
JUSTICE AND CONSTITUTIONAL DEVELOPMENT	H	46 - 51
LAND REFORM AND RUARL DEVELOPMENT	I	52 - 54
NATIONAL PROSECUTING AUTHORITY	J	55 - 61
NATIONAL TREASURY	K	62 - 63
OFFICE OF THE CHIEF JUSTICE	L	64 - 70
PLANNING, MONITORING AND EVALUATION	M	71 - 73
SMALL BUSINESS DEVELOPMENT	N	74 - 77
SOUTH AFRICAN POLICE SERVICE	O	78 - 84
SPORT, ARTS AND CULTURE	P	85 - 88
STATISTICS SOUTH AFRICA	Q	89 - 93
TOURISM	R	94 - 96
TRADE INDUSTRY AND COMPETITION	S	97 - 98
WATER AND SANITATION	T	99 - 107
WOMEN, YOUTH AND PERSONS WITH DISABILITIES	U	108 - 110

PROVINCIAL ADMINISTRATIONS

PROVINCIAL ADMINISTRATION	ANNEXURE	PAGES
FREE STATE	V	111 - 159
KWAZULU-NATAL	W	160 - 182
LIMPOPO	X	183 - 188
MPUMALANGA	Y	189 - 231
NORTHERN CAPE	Z	232 - 240
NORTH WEST	AA	241 - 247
WESTERN CAPE	BB	248 - 292

DEPARTMENT OF AGRICULTURE (DOA)**CLOSING DATE**
NOTE

: 06 February 2026 at 16:00

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

OTHER POSTS**POST 02/01**

: **SENIOR PERSONAL ASSISTANT REF NO: 3/3/1/36/2025**
Directorate: Office of The Director General

SALARY

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

CENTRE

: Gauteng (Pretoria): Head Office

REQUIREMENTS

: Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Office Management / Public Administration / Office Management and Technology/ Public Management. Minimum of 3 years' experience in relevant environment. Job related knowledge: Knowledge of frontline customer care. Knowledge of Public Sector policies and procedures. Knowledge of

meeting procedures. Understanding of the manner in which the office of the Director General operates. Job related skills: Ability to communicate well with a variety of people. Organising skills, Computer skills and Interaction skills. A valid driver's licence.

DUTIES

: Schedule engagements of the Director General. Manage and maintain the manual diary of the Director General. Coordinate high level meetings on behalf of the Director General with other government Departments and stakeholders. Develop, update and circulate the departmental year calendar. Render administrative support services to the Director General. Manage all travel arrangements of the Director General. Ensure that subsistence and travel claims are finalised. Render support to Director General in the Pretoria and Cape Town offices. Manage emails of the Director-General. Coordinate external and internal meetings. Ensure that Information Technology equipment's and infrastructure of the Office of the Director General functions effectively and efficiently. Stay abreast of applicable prescripts and procedure to ensure efficient and effective support to the Director General. Study the relevant Public Service and departmental prescripts / policies and other documents to ensure that the application thereof is properly understood. Remain abreast with the procedures and processes that apply in the Office of the Director General. Coordinate the budget for the Office of the Director General and handling of petty cash requests. Facilitate, plan oversee and drive the timely and accurate preparation of the budget of the Office of the Director General in line with Public Finance Management Act (PFMA), Treasury Regulations and strategic priorities weekly, monthly and quarterly. Compile Demand Management Plan (DMP), Medium-Term Expenditure Framework (MTEF), Adjustment Estimates and Estimates of National Expenditure (ENE). Compile various submissions / memoranda and responses in relation to the disbursement function. Oversee effective, efficient, and economical utilization of the Director General's funds. Provide leadership and management in the Private Office. Maintain a professional environment in the Private Office. Coordinate and manage the quality of work in the Private Office. Monitor and manage the daily attendance register. Ensure the development of performance agreements and assessment reports. Facilitate all training requirements and activities. Facilitate recruitment processes. Maintain accurate leave records.

ENQUIRIES APPLICATIONS

: Ms Alicia Stevens Tel No: (012) 312 9667
: Applications can be submitted by hand delivery during office hours to: 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email SPArecruit362025@nda.agric.za.

NOTE

: Africans and Persons with disability.

POST 02/02

: **ASSISTANT DIRECTOR: INFORMATION CENTRE REF NO: 3/3/1/32/2025**
Directorate: Knowledge, Information and Records Management

SALARY CENTRE REQUIREMENTS

: R468 459 per annum (Level 09)
: Gauteng (Pretoria): Head Office
: Applicants must be in possession of a Bachelor's degree / National Diploma in Information Management / Information Science (NQF level 6). Minimum of three (3) years' experience. Job related knowledge: Basic knowledge of agriculture and related fields. Client information needs. Library stock. International library standards and procedure. Standards for library organization and administration. Applicable computer software and databases. Information retrieval. Departmental and other applicable policies. Financial matters. Human resource management matters. Job related skills: Planning and organizing, Computer literacy. Problem solving. Project management. Analytical thinking. Interviewing. Interpersonal relations. Verbal and written exchange of information. Tact and diplomacy. Creativity. A valid driver's license.

DUTIES

: Manage the rendering of information services to internal and external clients: Interpret and give guidance on library and information procedures and standards. Promote marketing of the library. Client orientation and customer focus: Deal with and /or assist with general enquiries. Advise other directorates on library and information matters. Deal with service providers and evaluate their products. Manage the creation of bibliographic records and maintenance of catalogues: Assist in management of cataloguing new additions to the library stock. Assist in management of classification of new stock. Assist in management of allocation of subject headings to new stock. Assist in management of allocation of shelf numbers to new stock. Assist in management of compilation of electronic asset register as required by supply

chain management. Assist with and check library assistant's inputs. Organizing, maintenance and preservation of collections: Assist in management of sorting and evaluation of new or donated materials. Assist in the management of shelving of new and returned items. Assist in managing that shelf reading is done as required. Assist in managing that weeding of outdated, surplus or damaged materials takes place. Assist in managing the repair of damaged books. Assist in managing that current stock is checked to substitute missing or damaged documents. Management of library and resource centre resources: Manage workflow. Deal with EPMDS matters. Provide in-service training and facilitate training by others. Deal with HRM matters. Interpret and give guidance on departmental policies. Liaise with human resources and other directorates when necessary. Apply financial management instructions concerning assets management. In the information centre and compile and submit quarterly reports in conjunction with the divisional asset's controller. Practice quality control with regards to financial registers. Deal with acquisition of library stock, store items, stationery and equipment.

ENQUIRIES : Mr Ephraim Senamela at (067) 410 6097
APPLICATIONS : Applications can be submitted by hand delivery during office hours to: 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email ASDICrecruit32025@nda.agric.za
NOTE : Africans, Indian Female, Coloured Female, and persons with disability.

POST 02/03 : **SUPPLY CHAIN PRACTITIONER: ORDERS REF NO: 3/3/1/33/2025**
 Directorate: Demand And Acquisition Management

SALARY : R325 101 per annum (Level 07)
CENTRE : Gauteng (Pretoria): Head Office
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate. Minimum of 3 years' experience in Logistics environment. Job related knowledge: Public Finance Management Act, Treasury Regulations, Preferential Procurement Policy Framework Act (PPPFA). Job related skills: Good written and verbal communication skills. Supervisory skills. Good interpersonal relation. Time management. Organizing and office administration. Good data analysis and report interpretation. Computer literacy. At-least LOGIS literacy certificate. Ability to work under pressure and meet deadlines. Ability to develop solutions to a variety of problems in line with SCM guidelines and departmental policies. A valid driver's license.

DUTIES : Receive requisitions for goods and services. Check whether all the relevant documents are attached. Record all requisitions received in a register. Distribute as per Supply Chain Delegations of authority. Process requisitions for goods and services. Capture requisitions on LOGIS as per SCM delegations of authority. Authorize requisitions on LOGIS as per SCM delegations of authority. Create Procurement advice. Process petty cash transactions. Capture requisitions for petty cash transactions. Create petty cash vouchers. Creation / authorization of purchase orders. Authorize procurement advises as per SCM delegations of authority. Run the batch to consolidate approved procurement advises into orders authorise orders online as per SCM delegations of authority.

ENQUIRIES : Ms IM Molopyane Tel No: (012) 312 8659
APPLICATIONS : Applications can be submitted by hand delivery during office hours to: 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email SCPOrecruit332025@nda.agric.za.

NOTE : Africans, Coloured and Persons with disability.

POST 02/04 : **SECRETARY: VARIOUS COMPONENTS REF NO: 3/3/1/34/2025**
 Directorate: Human Resource Utilization and Development

SALARY : R228 321 per annum (Level 05)
CENTRE : Gauteng (Pretoria): Head Office
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate (NQF 4). No experience required. Job related knowledge: Knowledge of the relevant legislation/policies/prescripts and procedure. Telephone etiquette. Basic knowledge of financial administration. Job related skills: Sound organizational skills. Computer literacy (MS Office). Good interpersonal relations. High level of reliability. Written communication skills. Language skills. Ability to communicate well with people at different levels and from different backgrounds. Ability to do

DUTIES

research and analyze documents situations. Ability to act with tact and discretion. Good grooming and presentation. Self-management and motivation. Ability to work long extended hours.

- : Provide secretarial / receptionist support service to the Director. Receive telephone calls and refer the calls to the correct role players if not meant for the relevant senior manager. Record appointments and events on the diary. Type documents for the senior manager and other staff within the unit. Operate office equipment e.g. Fax machine and photocopiers. Provide clerical support services to the senior manager. Liaise with travel agencies to make travel arrangements. Check the arrangements when relevant documents are received. Arrange meetings and events for senior manager and employees in the unit. Identify venues, invite role players, organise refreshments, set up schedules for meetings and events. Process the travel and subsistence claims for the unit. Process all invoices that emanate from the activities of the work of the senior manager. Record basic minutes of the meetings of the senior manager where required. Draft routine correspondence and reports. Do filing of documents for the senior manager and the unit where necessary. Administer matters such as leave registers and telephone accounts. Receive, record and distribute all incoming and outgoing documents. Handle the procurement of standards items such as stationary, refreshments etc. Collect all relevant documents to enable the Director to prepare for meetings. Remain up to date with regard to prescripts / policies and procedures applicable to the work environment to ensure efficient and effective support to the senior manager. Study the relevant Public Service and the departmental prescripts / policies and other documents to ensure that the application thereof is understood properly. Remain abreast with the procedures and processes that apply in the office of the senior manager.

**ENQUIRIES
APPLICATIONS**

- : Ms Lexy Manamela Tel No: (012) 312 9569
- : Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email SVCrecruit342025@nda.agric.za

NOTE

- : Africans, Coloured, Indians, Whites and Persons with disabilities.

POST 02/05

- : **FARM AID REF NO: 3/31/35/2025**
Directorate: Grootfontein Agricultural Development Institute (GADI)

**SALARY
CENTRE
REQUIREMENTS**

- : R138 486 per annum (Level 02)
- : Middelburg (Eastern Cape) Grootfontein Agricultural Development Institute
- : Applicants must be in possession of NQF level 1 or 2 (Abet level 2/3 certificate). No previous experience required.

DUTIES

- : Perform general activities in respect of crop production through inter-alia the following: Irrigation of crops, soil cultivation, apply chemical crop protection, reaping, grading, weighing, packing and storage of farm produce, tending of crops/orchards/vineyards e.g pruning, weeding etc. Perform general activities in respect of livestock through inter-alia the following: Care for livestock, dipping, vaccination & dosing, assist with calving, lambing, hatching, count livestock, shepherding, moving, weighing of livestock, slaughtering, culling, weighing, milling, mixing of feeds, feeding, milking, stacking and storing of fodder and feeds etc. Perform general activities which would include inter-alia the following: Cleaning of facilities, disposal of farm waste material, providing water supply for livestock and farm building, maintain equipment e.g cleaning, oiling, sharpening etc, firefighting and prevention, opening of springs, troughs and unblocking of drains, Loading/off-loading. Perform general activities in respect of infrastructure which would include inter-alia the following: Maintain and build roads, fences, pipelines, canals, dams, drinking troughs, animal housing, buildings etc. Maintain windmills and water supply system.

**ENQUIRIES
APPLICATIONS**

- : Mr Thabo Molekwa Tel No: (049) 802 6633
- : Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email Farecruit352025@nda.agric.za

NOTE

- : African Male, Indians, Whites and Persons with disability.

DEPARTMENT OF BASIC EDUCATION

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

<u>APPLICATIONS</u>	:	Submitted via post to: Private Bag X895, Pretoria, 0001 or hand-deliver to: The Department of Basic Education, 222 Struben Street, Pretoria or you can email your application at HR@dbe.gov.za . Please visit the Department of Education's website at www.education.gov.za
<u>FOR ATTENTION</u>	:	Mr M Segowa/Ms M Monyela/Ms N Kumalo
<u>CLOSING DATE</u>	:	06 February 2026
<u>NOTE</u>	:	Applications must be submitted on the most recently approved Z83 Application for Employment Form, obtainable from the DBE Website or any Public Service Department/Webpage. Use of the old Z83 Form will result in disqualification. The Z83 must be completed in full and page 2 duly signed. A clear indication of the post and reference number that is being applied for must be indicated on your Z.83. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 with a detailed Curriculum Vitae (only). Certified copies of qualifications and other relevant documents will be requested from shortlisted candidates on or before the day of the interview. Successful candidates will be subjected to Personnel Suitability Checks (criminal record, citizenship & financial/asset record checks, qualification and employment verification including social media profiles). Appointment is subject to positive results of the security clearance process. The successful candidate will be required to sign an annual performance agreement and, where applicable, annually disclose his/her financial interests. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with. Applicants who do not comply with the abovementioned requirements will not be considered. Applications received after the closing date or faxed applications will not be considered.

OTHER POST

<u>POST 02/06</u>	:	<u>DEPUTY DIRECTOR: RESEARCH COORDINATION, MONITORING AND EVALUATION REF NO: DBE/30/2025 (X2 POSTS)</u> Branch: Business Intelligence Chief Directorate: Strategic Planning, Research, Evaluation and Monitoring. Kindly note that this is a re-advertisement
<u>SALARY</u>	:	R1 059 105 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	The applicants must be in a possession of an appropriate Bachelor's Degree (NQF Level 7) or equivalent qualification as recognised by SAQA; At least four years of relevant technical experience as an Assistant Director or equivalent in research, monitoring and evaluation with supervisory responsibilities is required, in project management, coordinating research projects, and coordinating work amongst team members; At least two years of experience in managing evaluations in the education sector, involving aspects such as the coordination of large data collection exercises, data management, questionnaire design for school - based survey and service provider management; Knowledge of basic education regulations and policies; Knowledge of the latest research on education system reform and a proven personal track record of undertaking research, monitoring and evaluation in the basic education sector will be highly advantageous; Knowledge of relevant national education datasets and working experience of such datasets will be highly advantageous; Ability and experience in writing research reports where the candidate was the primary author of at least two technical evaluation or research reports; Ability to develop monitoring tools; and high level skills in the use of the MS Office Suite; Ability to make presentations to stakeholders; Ability to analyse, interpret and report on quantitative as well as qualitative data; Working experience of statistical packages such as R or STATA.

DUTIES

: The successful candidate will be responsible for monitoring and evaluating the policy outputs of the education system and co-ordinating research; Designing, managing and supporting large scale evaluation and research studies commissioned by the Department; Facilitating capacity building on planning, monitoring and evaluation; Liaising and network with research organisations, including presenting DBE research at conferences.

ENQUIRIES

: Ms N Kumalo Tel No: (012) 357 3398/ Ms N Monyela 3294/ Mr M Segowa Tel No: (012) 357 4291

NOTE

: All shortlisted candidates shall undertake a pre-entry practical exercise to demonstrate their skills in a short task as part of the interview and will be subjected to a security clearance. The successful candidate have to sign an annual performance agreement, annually disclose his/ her financial interests and be subjected to a security clearance

DEPARTMENT OF ELECTRICITY AND ENERGY (DEE)

- APPLICATIONS** : Please forward your application, quoting reference, addressed to: The Director-General, Department of Electricity and Energy, Private Bag X96, Pretoria, 0001, or hand deliver at Matimba House Building 192 Visagie Street (Corner Paul Kruger & Visagie Street), Pretoria, or email directly to the email address dedicated to a specific post. General enquiries may be brought to the attention of Ms Thabitha Maloka Tel No: (012) 406 7563 / Ms Tinyiko Malatji Tel No: (012) 406 7835.
- CLOSING DATE** : 06 February 2026 at 16h00 (Walk-in) 23h59 (online). N.B: It is the sole responsibility of an applicant to ensure that their application reaches the Department on or before the set deadline.
- NOTE** : The Department of Electricity and Energy would like to invite qualifying applicants to apply for a Graduate Internship Programme for the Financial Years 2026/2027 – 2027/2028. Graduates with Disabilities are encouraged to apply. Successful applicants will be responsible for arranging their own accommodation and transport to and from place of work, during the period of the Internship Programme. Applicants are informed to submit their application(s) by completing the 2021 version of the Z83 form quoting the relevant reference number and a comprehensive CV only. The CV must indicate qualifications, experience “if any” and the period thereof. The 2021 version of the Z83 form is obtainable at www.dpsa.gov.za or www.gov.za/documents. It is important to ensure that the Z83 is completed in full. This means that all fields of Section A, B, C and D of the Z83 must be completed in full. It is acceptable under section E, F, G, for applicants to indicate “refer to CV or see attached” due to the limited space provided on the Z83 form. However, the question related to conditions that prevent re-appointment under Part “F” must be answered. Please initial the form and sign the declaration. Email application(s) must strictly be submitted as one (1) PDF document or attachment (i.e. Z83 and CV scanned as one PDF document). It is also important to indicate the correct job title and the reference number of the post on the subject line of your email. Use the correct email address associated with the post. JPEG (picture/snapshot) application will not be accepted. Failure to do so, your application will be disqualified. Applications submitted using the incorrect application form (old Z83) will not be considered. Each advertised post must be accompanied by its own application for employment. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview. The Department does not accept applications via fax. Applicants who do not comply with the abovementioned instructions/ requirements, as well as applications received late will not be considered. 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. Applicants who participated in any other Government Internship Programme before will not be considered. Students requiring experiential training as part of their qualification must attach a formal letter from their Tertiary Institution. Failure to submit all the requested documents will result in the application not being considered. 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. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Due to the large volume of responses anticipated, receipt of applications will not be acknowledged, and correspondence will be limited to shortlisted candidates only. Note: is an equal opportunity; affirmative action employer and it is its intention to improve representivity in the Public Sector through the filling of these posts.

INTERNSHIP PROGRAMME 2026/2027 – 2027/2028

OTHER POST

<u>POST 02/07</u>	:	<u>INTERNSHIP TRAINING PROGRAMME REF NO DEE INTERN 01</u>
<u>STIPEND</u>	:	R7860 38 per month
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Degree/BSC in Physics, Chemistry, Chemical and Nuclear Engineering, National Diploma in Public Administration / Management, National Diploma/Degree/B.com Degree in Business Management, Degree in Law / Bachelor of Laws (LLB), National Diploma/Degree in Internal Audit, National Diploma in Administration, National Diploma/Degree in Finance and Management Accounting, National Diploma / Degree in Graphic Design / Integrated Communication design, National Diploma / B.com / Btech in Accounting / Financial Management, Degree in Social Services, Psychology and Social Work, Degree in Supply Chain Management, Degree in Office Administration
<u>ENQUIRIES</u>	:	Ms. MT Maloka Tel No: (012) 406 7563 / MT Malatji. Tel No: (012) 406 7835
<u>APPLICATIONS</u>	:	Vacancies1@dee.gov.za
	:	Vacancies2@dee.gov.za
<u>NOTE</u>	:	Persons with disability are encouraged to apply.

DEPARTMENT OF EMPLOYMENT AND LABOUR

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

CLOSING DATE

: 06 February 2026 at 16:00 (walk-in) and 23:59 (online)

NOTE

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

ERRATUM: Kindly take note that the post of Commissioner: Compensation Fund (Deputy Director-General) with a Ref No: HR4/25/03/31HO, as published in the Public Service Vacancy Circular 11 dated 28 March 2025 with a closing date of 16 April 2025 is withdrawn. Sorry for inconveniences caused.

OTHER POSTS

<u>POST 02/08</u>	:	<u>DEPUTY DIRECTOR: UI OPERATIONS REF NO: HR4/4/01/07</u> Re-advertisement, applicants who previously applied must re-apply.
<u>SALARY</u>	:	R1 059 105 per annum, (all inclusive)
<u>CENTRE</u>	:	Provincial Office: Mmabatho
<u>REQUIREMENTS</u>	:	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. Valid driver's License. Five (5) years' experience of which two (2) years must be functional and three (3) years at Assistant Director Level in Operations or Insurance environment. Knowledge: Public Service Regulation (PSR), Public Finance Management Act (PFMA), Batho Pele Principles, Basic Conditions of Employment Act (BCEA), Labour Relations Act (LRA), Employment Equity Act (EEA), Public Service Regulations (PSR), Public Service Act (PSA), Treasury Regulations, Operations Systems, Unemployment Insurance Act and Regulations (UIAR), Unemployment Insurance Contributions Act (UICA). Skills: Leadership, Management, Report Writing, Computer Literacy, Team Building, Project management, Analytical, Communication, Innovative/ Creative.
<u>DUTIES</u>	:	Manage Employer Services functions. Manage assessment services and local appeal and complaints. Monitor the provision of General Support and Registry Services. Manage the provision of comprehensive financial administration. Manage resources (Human, Financial, Equipment/ Assets).
<u>ENQUIRIES</u>	:	Ms W Maphakela Tel No: (018) 387 8195
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at: Provident House, University Drive, Mmabatho. or Email: Jobs-NW03@labour.gov.za
<u>POST 02/09</u>	:	<u>ASSISTANT DIRECTOR: WORK-SEEKER REGISTRATION CO-ORDINATOR REF NO: HR4/4/5/84</u> Re-advertisement, applicants who previously applied must re-apply.
<u>SALARY</u>	:	R582 444 per annum
<u>CENTRE</u>	:	Provincial Office: KZN
<u>REQUIREMENTS</u>	:	n undergraduate qualification at (NQF 6) as recognized by the South African Qualifications Authority (SAQA) in Social Sciences (Psychology) / Bachelor of Arts (Psychology) /Public Administration / Public Management / Business Administration/ Business Management. Two (2) years functional experience in Public Employment Services/Programmes. Two (2) years at Supervisory experience. Knowledge: ILO Conventions, Financial Management, Human Resource Management, Knowledge management. Unemployment Insurance Act, Compensation for Occupational Injuries and Diseases Act, Public Finance Management Act (PFMA), Public Service Act (PSA. Skills: Planning and organizing, Communication, Computer literacy, Analytical, Presentation, Interpersonal, Report writing, Leadership, Information Management. Assertive, Client focused, Sense of responsibility, Ability to work under pressure.
<u>DUTIES</u>	:	Provide operational and technical support to labour centres for the delivery of effective work-seeker registration services. Facilitate the provision of IT infrastructure and implementation of innovations to render effective registration service. Facilitate the training of ESSA end users (internal and external) on work-seeker registration service. Manage and analyse reports for work-seeker registration. Manage operations and personnel resources for work-seeker registration service for subunit.
<u>ENQUIRIES</u>	:	Ms Z Maseko Tel No: (031) 366 2010
<u>APPLICATIONS</u>	:	Director: Public Employment Services, Provincial Operations: P. O. Box 940, Durban, 4000 or hand deliver at 267 Anton Lembede Street, Durban. For online Applications Email to: Jobs-KZN8@Labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Operations, Provincial Office: KwaZulu-Natal
<u>POST 02/10</u>	:	<u>ASSISTANT DIRECTOR: FINANCIAL MANAGEMENT REF NO: HR4/4/01/01</u>
<u>SALARY</u>	:	R582 444 per annum
<u>CENTRE</u>	:	Provincial Office: Mmabatho

<u>REQUIREMENTS</u>	:	A three (3) year tertiary qualification (NQF Level 6) in Financial Management/ Public Finance Management/ Cost and Management Accounting/ Financial Accounting, Accounting Science, Auditing. Four (4) years' experience of which two (2) years must be supervisory experience. Knowledge: Unemployment Insurance Act (UIA). Unemployment Insurance Contributions Act (UICA). Generally Recognized Accounting Principles (GRAP). Generally Recognized Accounting Principles (GAAP). Treasury Regulations. Public Service Act (PSA). Public Service Regulation (PSR). Basic Condition of Employment Act (BCEA). Public Financial Management Act (PFMA). Skills: Innovative/ Creative, Report writing, People Management, Financial Management, Communication (both verbal and written), Computer literacy, Time Management, Interpersonal, Budgeting.
<u>DUTIES</u>	:	Facilitate the payment of UIF benefits in relation to accounts receivable and payable functions. Coordinate financial activities relating to procurement of goods and services including reconciliation of accounts. Facilitate integrated budget planning and expenditure relating to UIF operations. Coordinate the provisioning of technical support and report on all UIF Financial matters including financial systems. Manage resources in the Unit.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms W Maphakela Tel No: (018) 387 8195
	:	Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at: Provident House, University Drive, Mmabatho. or Email: Jobs-NW05@labour.gov.za
<u>POST 02/11</u>	:	<u>ASSISTANT DIRECTOR: COID STATUTORY SERVICES REF NO: HR4/4/5/101</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 per annum
	:	Provincial Office: KZN
	:	BCom Law/LLB Law degree. Admission as an Attorney or Advocated will be an added advantage. Valid driving licence. Two (2) years functional experience in legal/statutory services environment. Two (2) tears supervisory experience. Knowledge: Public service transformation and management issues, Public Service Act, Ability to convert policy into action, Treasury Regulations, Public Service Regulations and relevant prescripts, Departmental policies and procedures, Accounting systems and Internal Control, Corporate governance, Batho pele principles, Employment Equity Act, Basic Conditions of Employment Act, Unemployment Insurance Act, Occupational Health and Safety Act, Compensation for Occupational Injuries and Diseases Act, Labour Relations Act, Employment Services Act. Skills: Administration and financial management, Strong leadership, strategic decision-making abilities, Verbal and written communication, Good interpersonal relations, Ability to build high-performance teams, Computer literacy, Project management, Communication skills, Analytical, Innovative, Client focused/centric, Sense of responsibility, Organisational/Goal Driven, Disciplined and ability to meet deadlines, Assertiveness.
<u>DUTIES</u>	:	Implement strategies to enforce compliance with COID legislation. Conduct research on COID legislation. Encourage and support cooperation of relevant stakeholder's e.g. internal stakeholder and external stakeholder. Evaluate provincial performance and provide technical support to the provinces. Coordinate the development of policy and provide technical advice to the relevant stakeholders.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr CM Zondi Tel No: (031) 366 2203
	:	Provincial Chief Inspector: Provincial Operations: P. O. Box 940, Durban, 4000 or hand deliver at 267 Anton Lembede Street, Durban. For online Applications Email to: Jobs-KZN9@Labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Operations, Provincial Office: KwaZulu-Natal
<u>POST 02/12</u>	:	<u>ASSISTANT DIRECTOR: ADMINISTRATIVE SUPPORT SERVICES REF NO: HR4/4/8/143</u> Re-advertisement, applicants who previously applied must re-apply.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 per annum
	:	Provincial Office Northern Cape
	:	Three (3) year National Diploma (NQF6)/Undergraduate bachelor's degree (NQF7) in Office Management/ Public Management/ Public Administration/ Business Management/ Business Administration. Four (4) years' experience of

		which two (2) years at Supervisory level (Senior Admin Officer/Practitioner) and two (2) years functional experience in Inspection/Administration Services. Knowledge: Departmental Policies and procedures. Skills Development Act. Labour Relations Act. Basic Conditions of Employment Act. Public Service Regulations. Occupational Health and Safety Act. COIDA. Unemployment Insurance Act. Employment Equity Act. Skills: Facilitation. Planning and Organizing. Computer literacy. Interpersonal. Problem Solving. Interviewing. listening and observation. Innovative. Analytical. Verbal and written communication.
<u>DUTIES</u>	:	Perform all administration pertaining to inspections and enforcement services. Conduct labour centre verification and audits to check if necessary tools of trade are in place with a view to improve IES systems and processes. Collect, compile and consolidate IES statistical reports and submit to the PCI. Coordinate and monitor projects of the Unit. Compile reports for the complex cases that require the attention of the PCI. Attend to DG and Ministerial enquiries. Manage resources of the Unit.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms S Kleinsmith Tel No: (053) 838 1707
	:	Chief Director: Provincial Operations: Private Bag X5012, Kimberley, 8301 or hand deliver at Laboria House, c/o Pniel & Compound Street, Kimberley. EMAIL: Jobs-NCKIM@labour.gov.za
<u>FOR ATTENTION</u>	:	Human Resources Operations, Provincial Office Kimberley
<u>POST 02/13</u>	:	<u>ASSISTANT DIRECTOR: RISK MANAGEMENT REF NO: HR4/4/8/144</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 per annum
	:	Provincial Office Northern Cape
	:	Three (3) years tertiary qualification in Risk management/Internal Auditing/Accounting/Economics. Two (2) years Supervisory experience. Two (2) years functional experience in Risk Management/Internal Audit. Knowledge: Public Sector Risk Management Framework, COSO Framework, King Report on Corporate Governance, Treasury Regulation, Anti-Fraud and corruption policies, Criminal & Commercial Law, Labour Relations, legislation, policies and procedures. Skills: Analytical, Strategic Management, Financial Management, Facilitation, Investigation, Interviewing, People Management, Computer literacy, Time Management, Communication, Interpersonal, Presentation, Planning and organizing.
<u>DUTIES</u>	:	Implement Risk management strategies/policies and systems for the Province. Promote risk awareness culture and conduct risk assessment throughout the Department through communication and training Programmes. Establish and manage an integrated risk management framework for all aspects of risk across the Department. Manage the resources within the Risk Management Unit.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms Sherelda Kleinsmith Tel No: (053) 838 1517
	:	Chief Director: Provincial Operations: Private Bag X5012, Kimberley, 8301 or hand deliver at Cnr Compound and Pniel Road. Email: Jobs-NCKIM@labour.gov.za
<u>FOR ATTENTION</u>	:	Human Resources Operations, Provincial Office Kimberley
<u>POST 02/14</u>	:	<u>SENIOR PRACTITIONER: ACCOUNTS RECEIVABLE REF NO: HR4/4/8/145</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R397 116 per annum
	:	Provincial Office: Northern Cape
	:	Three (3) year tertiary qualification in (NQF Level 6) in Accounting /Finance. Two (2) years functional experience in accounts receivable environment. Knowledge: Unemployment Insurance Act and Regulations (UIAR). Unemployment Insurance Contributions Act (UICA), Public Finance Management Act (PFMA), Public Service Regulations (PSR), Public Service Act (PSA). Skills: Communication, Listening, Computer literacy, Time Management, Analytical, Numeracy, Interpersonal.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms Sherelda Kleinsmith Tel No: (053) 838 1517
	:	Chief Director: Provincial Operations: Private Bag X5012, Kimberley, 8301 or hand deliver at Cnr Compound and Pniel Road Email: Jobs-NCKIM@labour.gov.za
<u>FOR ATTENTION</u>	:	Human Resources Operations, Provincial Office Kimberley

<u>POST 02/15</u>	:	<u>TEAM LEADER REF NO: HR4/4/8/146 (X1 POST)</u>
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Labour Centre: De Aar
<u>REQUIREMENTS</u>	:	Three (3) year's National Diploma (NQF6)/Undergraduate Bachelor Degree (NQF7) in Labour Relations/Labour Law/LLB/BCOM Law. Valid driver's license. Two (2) years functional experience in Inspection and Enforcement Services. Knowledge: Departmental Policies and procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Skills Development Levies Act, Occupational Health and Safety Act, COIDA, SABS Codes, Unemployment Insurance Act, UI Contribution Act, Employment Equity Act, Immigration Act. Skills: Facilitation, Planning and Organizing, Computer literacy, Interpersonal, Conflict handling, Negotiation, Problem solving, Innovative, Analytical, Verbal and written communication skills.
<u>DUTIES</u>	:	Plan and conduct substantive inspection with the aim of enforcing and ensuring compliance with labour legislations, namely, Basic Conditions of Employment Act (BCEA), Labour Relations Act (LRA), Employment Equity Act (EEA), Unemployment Insurance Act (UIA), Compensation for Occupational Injuries and Diseases Act (COIDA), Occupational Health and Safety (OHS), and UI Contribution Act (UCA), Plan and execute investigations independently on reported cases pertaining to contravention of labour legislation and enforce as and when necessary including making preparations for and appearing in Court as a State witness. Conduct proactive (Blitz) inspection regularly to monitor compliance with labour legislation. Conduct advocacy campaign on labour legislations regularly. Draft Contributions to planning, drafting and maintenance of regional inspection plans and reports including execution of analysis and compilation of consolidated statistical reports on regional and allocated cases. Supervise the resources in the Sub-section.
<u>ENQUIRIES</u>	:	Ms Sherelda Kleinsmith Tel No: (053) 838 1517
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X5012, Kimberley, 8301 or hand deliver at Cnr Compound and Pniel Road. Email: Jobs-NCDEAR@labour.gov.za
<u>FOR ATTENTION</u>	:	Human Resources Operations, Provincial Office Kimberley
<u>POST 02/16</u>	:	<u>FIELD ICT TECHNICIAN REF NO: HR4/4/8/147</u>
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Provincial Office: Northern Cape
<u>REQUIREMENTS</u>	:	A Three-year National Diploma (NQF6)/Undergraduate Degree (NQF7) in Information Technology/Information Systems Plus a valid code 8 driver's license. Two (2) year functional experience in the ICT field/technical support environment with understanding of network connective technologies. Knowledge: Technical standards/procedures. End user support procedures. Operating systems. Active Directory. Backup technologies and processes. ICT Service Management Processes. Departmental Policies and procedures. Batho Pele Principles. Skills: Communications. Analytical thinking. Process improvement. Leadership. Good interpersonal relation. Listening.
<u>DUTIES</u>	:	Provide Desktop and Printer support. Provide Call management on Information Technology Service Management System (ITSM). Provide Local Area Network (LAN) Support.
<u>ENQUIRIES</u>	:	Ms Sherelda Kleinsmith Tel No: (053) 838 1517
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X5012, Kimberley, 8301 or hand deliver at Cnr Compound and Pniel Road Email: Jobs-NCKIM@labour.gov.za
<u>FOR ATTENTION</u>	:	Human Resources Operations, Provincial Office Kimberley
<u>POST 02/17</u>	:	<u>EMPLOYMENT SERVICE PRACTITIONER ESP2 (X2 POSTS)</u>
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Labour Centre: Richmond Ref No HR4/4/5/83 (X1 Post) (Re-advertisement, applicants who previously applied must re-apply)
<u>REQUIREMENTS</u>	:	Labour Centre: Brits Ref No: HR4/4/12/10 (X1 Post) Three (3) year relevant qualification in Social Science (Psychology, Industrial Psychology)/ Public Administration/Business Management/Public Management. Valid driver's license. Two (2) years functional experience in a client-oriented environment. Knowledge: Employment Service Act,

		Unemployment Insurance Act, Public Service Act, Immigration Act, Skills Development Act, Social Plan Guidelines, Human Resource Management, Public Financial Management Act, ILO conventions related to PES. Skills: Planning and organising, Communication Skills, Computer, Analytical, Presentation, Interpersonal, Report writing, Networking, Negotiation, Marketing.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Mr P Mtolo Tel No: (033) 212 2768 Mr N Mthembu at 060 989 2433
<u>APPLICATIONS</u>	:	Deputy Director: Richmond Labour Centre, PO Box 852, Richmond, 3780 Or hand deliver at 60 Shepstone Street, Richmond. For Online Application: Jobs-KZN19@labour.gov.za For Attention: Sub-directorate: Human Resources Operations, KwaZulu-Natal Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at: Provident House, University Drive, Mmabatho. or Email: Jobs-NW10@labour.gov.za
<u>POST 02/18</u>	:	<u>SENIOR ADMINISTRATION OFFICERS UIF OPERATIONS (X16 POSTS)</u>
<u>SALARY CENTRE</u>	:	R397 116 per annum
	:	Labour Centre: Dundee Ref No: HR4/4/5/84 (X1 Post)
	:	Labour Centre: Estcourt Ref No: HR4/4/5/8584 (X1 Post)
	:	Labour Centre: Kokstad Ref No: HR4/4/5/87 84 (X1 Post)
	:	Labour Centre: Ladysmith Ref No: HR4/4/5/8884 (X1 Post)
	:	Labour Centre: Port Shepstone Ref No: HR4/4/5/9084 (X1 Post)
	:	Labour Centre: Prospecton Ref No: HR4/4/5/9184 (X1 Post)
	:	Labour Centre: Richards Bay Ref No: HR4/4/5/9284 (X1 Post)
	:	Labour Centre: Richmond Ref No: HR4/4/5/9384 (X1 Post)
	:	Labour Centre: Stanger Ref No: HR4/4/5/94 84 (X1 Post)
	:	Labour Centre: Ulundi Ref No: HR4/4/5/9584 (X1 Post)
	:	Satellite Office: Jozini Ref No: HR4/4/5/86 (X2 Posts)
	:	Labour Centre: Verulam Ref No: HR4/4/96 (X2 Posts)
	:	Satellite Office: Phoenix Ref No: HR4/4/5/89 (X1 Post)
	:	Labour Centre: Vryheid Ref No: HR4/4/5/97 (X1 Post)
<u>REQUIREMENTS</u>	:	An undergraduate qualification in Operations Management/ Public Management or Administration/ Business Administration or Management/ Financial Accounting/ Finance at NQF 6 as recognized by SAQA. Two (2) years functional experience in Client Services environment /Claims Processing environment or Insurance environment. Knowledge: Unemployment Insurance Act and Regulations (UIA), Unemployment Insurance Contributions Act (UICA), Department of Employment and Labour & UIF Policies and Procedure, Operation System, Batho Pele Principles, Protection of Personnel Information Act (POPI), Public Financial Management Act (PFMA), Treasury Regulations. Skills: Interpersonal, Presentation, Listening, Communication (verbal and written), Computer literacy, Problem Solving, Planning and Organizing, Dedicated, Team Player, Innovative, Supportive, Self-Motivated.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Ms T Khumalo Tel No: (034) 212 2421 (Dundee) Mr J Fakazi Tel No: (036) 352 7767 (Estcourt) Mr S Ngqoza Tel No: (039) 727 2140 (Kokstad) Ms L Radebe Tel No: (036) 638 1900 (Ladysmith) Mr S Biyase Tel No: (039) 688 6906 (Port Shepstone) Mr K Naidoo Tel No: (031) 065 1000 (Prospecton) Mr I Ximba Tel No: (035) 760 1614 (Richards Bay) Mr P Mtolo Tel No: (033) 212 2768 (Richmond) Ms S Mkhize Tel No: (032) 551 7300 (Stanger)

APPLICATIONS

Mr T Nkosi Tel No: (035) 879 8800 (Ulundi)
Mr T Nkosi Tel No: (035) 879 8800 (Jozini)
Mr B Zondi Tel No: (032) 541 5600 (Verulam)
Mr B Zondi Tel No: (032) 541 5600 (Phoenix)
Mr F Dladla Tel No: (034) 5980 8916 (Vryheid)

Deputy Director: Dundee Labour Centre, PO Box 445, Dundee, 3000 Or hand deliver at 63 Victoria Street, Dundee. For Online Applications Email to: Jobs-KZN4@Labour.gov.za

Deputy Director: Estcourt Labour Centre, P O Box 449, Estcourt, 3310 Or hand deliver at 75 Phillip Street, Estcourt. For Online Applications Email to: Jobs-KZN6@Labour.gov.za

Deputy Director: Kokstad Labour Centre, PO Box 260, Kokstad, 4700 Or hand deliver at 59 Hope Street, Kokstad. For Online Applications Email to: Jobs-KZN1@Labour.gov.za

Director: Ladysmith Labour Centre, Private Bag X9925, Ladysmith, 3370 Or hand deliver at 35 Keate Street, Ladysmith. For Online Applications Email to: Jobs-KZN5@Labour.gov.za

Deputy Director: Port Shepstone Labour Centre, P O Box 379, Port Shepstone, 4240 Or hand deliver at 17 Bisset Street, Port Shepstone. For Online Applications Email to: Jobs-KZN23@Labour.gov.za

Deputy Director: Prospection Labour Centre, P o Box 343, Umbogintwini, 4120 Or hand deliver at N 3 Prospection Place, Prospection. For Online Applications Email to: Jobs-KZN24@Labour.gov.za

Deputy Director: Richards Bay Labour Centre, Private Bag X20033, Empangeni, 3880 Or hand deliver at 11 Lira Rink Road, Richards Bay. For Online Applications Email to: Jobs-KZN28@Labour.gov.za

Deputy Director: Richmond Labour Centre, PO Box 852, Richmond, 3780 Or hand deliver at 60 Shepstone Street, Richmond. For Online Applications Email to: Jobs-KZN2@Labour.gov.za

Director: Stanger Labour Centre, PO Box 138, Stanger 4450 Or hand deliver at 12 Cator Street, Stanger. For Online Applications Email to: Jobs-KZN25@Labour.gov.za

Deputy Director: Ulundi Labour Centre, Private Bag X56, Ulundi, 3838 Or hand deliver at Unit A Wombe, Street Ulundi. For Online Applications Email to: Jobs-KZN3@Labour.gov.za

Deputy Director: Ulundi Labour Centre, Private Bag X56, Ulundi, 3838 Or hand deliver at Unit A Wombe, Street Ulundi. For Online Applications Email to: Jobs-KZN3@Labour.gov.za

Deputy Director: Verulam Labour Centre, PO Box 1144, Verulam Or hand deliver at 13 Wick Street, Verulam. For Online Applications Email to: Jobs-KZN30@Labour.gov.za

Deputy Director: Verulam Labour Centre, PO Box 1144, Verulam Or hand deliver at 13 Wick Street, Verulam. For Online Applications Email to: Jobs-KZN30@Labour.gov.za

Director: Vryheid Labour Centre, PO Box 430, Vryheid Or hand deliver at 99 Landrose Street, Vryheid. For Online Applications Email to: Jobs-KZN29@Labour.gov.za

POST 02/19

SENIOR ADMINISTRATION OFFICER: UIF CLAIMS PROCESSOR (X19 POSTS)

SALARY CENTRE

R397 116 per annum
Labour Centre: Christiana Ref No: HR4/4/12/01 (X3 Posts)
Labour Centre: Klerksdorp Ref No: HR4/4/12/02 (X1 Post)
Labour Centre: Lichtenburg Ref No: HR4/4/12/03 (X3 Posts)
Labour Centre: Mogwase Ref No. HR4/4/12/04 (X3 Posts)
Labour Centre: Potchefstroom Ref No. HR4/4/12/05 (X2 Posts)
Labour Centre: Rustenburg Ref No. HR4/4/12/06 (X1 Post)
Labour Centre: Taung Ref No. HR4/4/12/07 (X3 Posts)
Labour Centre: Vryburg Ref No. HR4/4/12/08 (X3 Posts)

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 recognised by SAQA. Two (2) year's functional experience in Client Services environment/ Claims Processing environment in Operations or Insurance environment. Knowledge: Unemployment Insurance Act and Regulations (UIA). Unemployment Insurance Contributions Act (UICA).

		Department of Employment and Labour & UIF Policies and Procedure. Operations System. Batho Pele Principles. Protection of Personal Information Act (POPIA). Skills: Interpersonal. Presentation. Listening. Communication (Verbal and written). Computer Literacy. Problem Solving. Planning and Organising.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Mr P Motlhabane at 082 909 4142 (Christiana Labour Centre) Mr T Tegele at 082 523 9489 (Klerksdorp Labour Centre) Ms N Mathule at 066 486 5064 (Lichtenburg Labour Centre) Mr BT Molefe at 082 908 1983 (Mogwase Labour Centre) Mr D Moshodi at 082 499 9382 (Potchefstroom Labour Centre) Ms BC Dirane at 072 880 7919 (Rustenburg Labour Centre) Mr T Lucas at 082 485 9486 (Taung Labour Centre) Mr P Mochwining at 082 908 1986 (Vryburg Labour Centre)
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at: Provident House, University Drive, Mmabatho. E-mail: Jobs-NW9@labour.gov.za (Christiana Labour Centre) E-mail: Jobs-NW011@labour.gov.za (Klerksdorp Labour Centre) E-mail: Jobs-NW013@labour.gov.za (Lichtenburg Labour Centre) E-mail: Jobs-NW014@labour.gov.za (Mogwase Labour Centre) E-mail: Jobs-NW015@labour.gov.za (Potchefstroom Labour Centre) E-mail: Jobs-NW012@labour.gov.za (Rustenburg Labour Centre) E-mail: Jobs-NW7@labour.gov.za (Taung Labour Centre) E-mail: Jobs-NW8@labour.gov.za (Vryburg Labour Centre)
<u>POST 02/20</u>	:	<u>SENIOR ADMINISTRATION OFFICER: UIF CLAIMS PROCESSING SERVICES REF NO: HR 4/4/6/119</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R397 116 per annum Labour Centre: Tzaneen An undergraduate qualification in Business Administration/Management; Public Administration/ Management/Operations/Accounting/Finance NQF Level 6 as recognized by SAQA. Valid Driver's license. Two (2) years functional experience in Client Services environment/Claims Processing environment in operations or Insurance environment. Knowledge: Unemployment Insurance Act and Regulations (UIA), Unemployment Insurance Contributions Act (UICA), Department of Employment and Labour & UIF Policies and Procedures, 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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. MS Lebogo Tel No: (015) 290 1662 Chief Director: Provincial Operations: Private Bag X9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane or UIJobs-TZN@labour.gov.za for Tzaneen
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management, Polokwane.
<u>POST 02/21</u>	:	<u>OHS INSPECTOR REF NO: HR4/4/12/09</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R397 116 per annum Mafikeng Labour Centre A 3-year tertiary qualification (NQF6) in Environmental Health, Mechanical Engineering, Mechatronic Engineering, Electrical Engineering, Chemical Engineering, Chemistry, Construction, Biology, Microbiology, Biomedical Sciences, Biotechnology, Biochemistry. A valid driver's licence. Knowledge: Departmental policies and procedures, Occupational Health and Safety Act, as amended, OHS Regulations, South African National Standards (Codes)-incorporated Codes become regulations, Compensation for Occupational injuries and Diseases Act, Unemployed Insurance Act. Skills: Planning and organizing, Communication skills, Computer Literacy, Facilitation skills,

		Interpersonal skills, Conflict handling skills, Negotiation skills, Problem solving skills, Interviewing skills, Presentation skills, Innovation skills, Analytical skills, Verbal and written communication skills.
<u>DUTIES</u>	:	To plan and independently conduct inspections with the aim of ensuring compliance with the Occupational Health and Safety Act, Act 85 of 1993, Regulations and incorporated Standards. Plan, investigate and finalise independently incidents and complaints reported pertaining to the OHS Act and other relevant regulations and enforce as and when necessary, appear in Court as a State witness. Plan and conduct allocated proactive inspections as per schedule to monitor compliance with the OHS and other relevant labour legislation including compiling and consolidating reports emanating from such inspections. Plan and conduct advocacy campaigns on all labour legislation independently, analyse impact thereof, consolidate and compile report. Contribute at a higher level to planning, drafting and maintenance of regional inspection plans and reports including, execution of analysis and compilation of consolidated statistical reports on regional and allocated cases.
<u>ENQUIRIES</u>	:	Mr P Mochwining at 082 908 1986.
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at: Provident House, University Drive, Mmabatho. or Email: Jobs-NW10@labour.gov.za
<u>POST 02/22</u>	:	<u>SENIOR PRACTITIONER: LABOUR MARKET INFORMATION SYSTEM REF NO HR4/4/01/02</u>
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Provincial Office: Mmabatho
<u>REQUIREMENTS</u>	:	Three (3) year tertiary qualification in Economics/ Statistics/ Sociology/ Psychology/ Demography/ Development Studies. One (1) year functional experience in Labour market research field. One-year supervisory experience and/ or two (2) years functional experience. Knowledge: Labour Legislation and relevant policies. Analytical methods. Batho Pele Principles. Labour market dynamics. Research Methodology. Skills: Analytical, Assertiveness, Communication, Interpersonal, Interviewing skills, Innovative, creative, Data analysis, Statistical and Research, computer, management and leadership.
<u>DUTIES</u>	:	Coordinate the provincial research process aimed to evaluate the impact of labour legislation on different stakeholders. Provide administrative support to the sub-unit.
<u>ENQUIRIES</u>	:	Ms W Maphakela Tel No: (018) 387 8195
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at: Provident House, University Drive, Mmabatho. E-mail: Jobs-NW03@labour.gov.za
<u>POST 02/23</u>	:	<u>SENIOR PRACTITIONER: LOCAL APPEAL AND COMPLAINTS REF NO: HR4/4/01/03</u>
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Provincial Office: Mmabatho
<u>REQUIREMENTS</u>	:	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 Service 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 (LRA), Unemployment Insurance Act (UIA), Unemployment Insurance Contribution Act (UICA). National Treasury Regulations. Skills: Interpersonal, Presentation, Listening, Communication (verbal and written), Computer Literacy, Problem Solving, Planning and Organizing.
<u>DUTIES</u>	:	Verify provision of secretariat functions for Local Appeal Board. Verify processing of appeals. Supervise rendering of administrative support to the Regional Appeals Boards. Supervise resources.
<u>ENQUIRIES</u>	:	Ms W Maphakela Tel No: (018) 387 8195
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at: Provident House, University Drive, Mmabatho. or Email: Jobs-NW07@labour.gov.za

<u>POST 02/24</u>	:	<u>SENIOR ADMINISTRATION OFFICER: FRAUD INVESTIGATION REF NO: HR4/4/01/04</u>
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Provincial Office: Mmabatho
<u>REQUIREMENTS</u>	:	Three years' qualification in Risk Management/ Internal Audit/ Risk and Security Management/ Accounting/ Law/ Policing/ Forensic Investigation/ CFE qualification Two (2) years functional experience in in anti-fraud and corruption environment. Knowledge: Investigative Principles and Practices. Departmental and the Fund's Policies and Procedures. Public Financial Management Act (PFMA). Unemployment Insurance and Insurance Contribution Act. Basic Knowledge of all Labour legislations. Anti-Fraud and corruption Policies. Legal environment: Court and Criminal procedures. Fraud related administration and operations. Batho Pele Principles. Skills: Planning and Organizing skills, Time Management, Conflict Management, Analytical skills, Computer Literacy, Presentation skills, Communication skills, Report writing skills.
<u>DUTIES</u>	:	Implement Fraud and Corruption Prevention Strategies. Conduct Investigations on reported fraud and Corruption. Analyse system capabilities to anti-fraud management programmes. Liaise with appropriate sections within the Department of Labour and external stakeholders on fraud Prevention measures. Supervise resources in the section.
<u>ENQUIRIES</u>	:	Ms W Maphakela Tel No: (018) 387 8195
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at: Provident House, University Drive, Mmabatho. or Email: Jobs-NW08@labour.gov.za
<u>POST 02/25</u>	:	<u>BCEA INSPECTOR REF NO: HR4/4/01/05 (X2 POSTS)</u>
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Rustenburg Labour Centre
<u>REQUIREMENTS</u>	:	Three (3) year tertiary qualification in Labour Relations/BCOM LAW/LLB. Valid motor vehicles driving licence. Two (2) years functional experience in inspection and enforcement services. Knowledge: Departmental policies and procedures. Labour Relations Act. Compensation of Injuries and Diseases Act. Occupational Health and Safety Act. UI Contribution. Employment Equity Act. Immigration Act. Skills: Facilitation skills, Planning and Organizing, Leadership, Computer literacy, Interpersonal skills, Problem solving skills, interviewing skills, Presentation skills, Written and Verbal communication skills, Innovative, Analytical.
<u>DUTIES</u>	:	Plan and independently conduct substantive inspections with the aim of ensuring compliance with Basic Conditions of Employment Act (BCEA). Sectoral Determinations and the National Minimum Wage Act. Plan and execute investigations independently on reported cases pertaining to contravention of BCEA, SD and NMWA & Regulations and enforce as and when necessary. Plan and conduct structured advocacy on BCEA, SD and NMWA independently and analyse impact thereof, consolidate and compile report. Contribute at higher level to planning, drafting and maintenance of regional inspection plans execution.
<u>ENQUIRIES</u>	:	Ms W Maphakela Tel No: (018) 387 9195
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at: Provident House, University Drive, Mmabatho. or Email: Jobs-NW09@labour.gov.za
<u>POST 02/26</u>	:	<u>ASSET MANAGEMENT OFFICER REF NO: HR 4/4/8/148</u>
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Provincial Office: Northern Cape
<u>REQUIREMENTS</u>	:	Three (3) years relevant tertiary qualification in Public Financial Management/Asset Management. One (1) year functional experience in Asset/Financial Management Services. Knowledge: Knowledge and understanding of Government Procurement Policies. Knowledge and understanding of Supply Chain Management procedures. Specific delegation from the relevant Act. Internal policies. LOGIS and BAS system. Skills: Verbal and written communication, Interpersonal relation, Decision making, Problem solving, Presentation, Decision-making, Problem solving, Presentation,

		Conflict management, Computer Literacy (MS Word, Excel, Power Point, Access, Internet).
<u>DUTIES</u>	:	Verify assets and record them in the Provincial asset register. Execute the disposal of assets in line with the departmental policies and procedures. Responsible for acquisition of assets in province. Monitor the operational performance and maintenance of assets in the province.
<u>ENQUIRIES</u>	:	Ms Sherelda Kleinsmith Tel No: (053) 838 1517
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X5012, Kimberley, 8301 or hand deliver at Cnr Compound and Pniel Road Email: Jobs-NCKIM@labour.gov.za
<u>FOR ATTENTION</u>	:	Human Resources Operations, Provincial Office Kimberley
<u>POST 02/27</u>	:	<u>ADMINISTRATION OFFICER: PROPERTY ACQUISITION AND LEASING</u> <u>REF NO: HR 4/4/01/13</u> Re-advertisement, applicants who previously applied must re-apply.
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Provincial Office, Parktown
<u>REQUIREMENTS</u>	:	Three (3) year National Diploma (NQF6), Undergraduate Bachelor Degree (NQF7) in Public Management, Facilities Management, Property Management and Bachelor of Arts in Disaster and Safety Management. 1-2 years' experience in the field of Property acquisition and leasing. Knowledge: Batho Pele Principles, Regulations (e.g. PFMA, Treasury Regulations), Building Environment. Skills: Strong sense of urgency and accountability, Computer literacy with knowledge of Excel, writing skills, Excellent Customer focus, Interpersonal relation skills, Communication skills, Problem Solving skills, Decision making.
<u>DUTIES</u>	:	Acquire lease office accommodation as well as renew leased accommodation. Conduct site inspection and ensure compliance in terms of OHS in all leased building (implementation of compliance notices). Process the lease expenditure and ensure the payments of leases within 30 days. Maintain electronic folder for accommodation issues.
<u>ENQUIRIES</u>	:	Ms KJ Ntshingane Tel No: (011) 853 0300
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand deliver at 47 Empire Road, Parktown. For online applications email: Jobs-GP7@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resource Management, Provincial Office: Gauteng
<u>POST 02/28</u>	:	<u>UI EMPLOYER AUDIT SERVICE OFFICER REF NO: HR 4/4/6/124</u>
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Provincial Office: Limpopo
<u>REQUIREMENTS</u>	:	Three-year tertiary qualification in Internal Audit/ Financial Accounting/ Cost and Management Accounting/ Financial Information System/ B. Com Accounting/ B. Compt Accounting/ B. Com Law/ LLB/ Financial Management. A valid motor vehicle driving license. Knowledge: Departmental Policies and Procedures, Batho Pele Principles, Public Service Act and Regulations, OHS Act and Regulations, COIDA, UIA, PFMA, BCEA, NMWA, LRA, UI Contribution Act, Employment Equity Act, Inspectors Code of Conduct. Skills: Facilitation, Planning and Organizing, Computer literacy, Interpersonal, Problem solving, interviewing listening and observation, Communication Written and Verbal, Innovative, Analytical, Research.
<u>DUTIES</u>	:	Conduct audits to determine compliance with UIA and UICA. Serve enforcement notices on non-complying employers. Refer non complying employers for prosecution. Provide support in the implementation of Advocacy Programs on the UIA and UIC Act.
<u>ENQUIRIES</u>	:	Ms. MS Lebogo Tel No: (015) 290 1662
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane Or Email address: Jobs-LP@labour.gov.za for Provincial Office: Limpopo.
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management, Polokwane
<u>POST 02/29</u>	:	<u>INSPECTOR REF NO: HR4/4/6/125</u>
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Labour Centre: Seshego

<u>REQUIREMENTS</u>	:	Three (3) years relevant tertiary qualification in Labour Relations/BCOM Law/LLB. One (1) year experience in Inspection and Enforcement Services. A Valid driver's license. Knowledge: Department policies and procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Skills Development Levies Act, Occupational Health and Safety Act, COIDA, Unemployment Insurance Act, Unemployment Insurance Contributions Act, Employment Equity Act. Skills: Facilitation skills, Planning and Organizing (Mainly for own), Computer literacy, Interpersonal skills, Conflict handling skills, Negotiation skills, Problem solving skills, Interviewing, listening and observation skills, Presentation skills, innovative, Analytical, Communication Skills (Verbal and Written).
<u>DUTIES</u>	:	Plan and independently conduct inspections with the aim of ensuring compliance with the Basic Conditions of Employment Act (BCEA). Execute investigations independently on reported cases pertaining to contravention of labour legislation and enforce as and when necessary. Plan and conduct proactive (Blitz) inspections regularly to monitor compliance with labour legislation. Conduct advocacy campaigns on all Labour legislation independently. Draft and maintain inspection plans and reports including analysis and compilation of consolidated statistical reports on only allocated cases.
<u>ENQUIRIES</u>	:	Ms. TE Maluleke Tel No: (015) 290 1768
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane Or Job-SESH@labour.gov.za for Seshego.
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management, Polokwane.
<u>POST 02/30</u>	:	<u>INSPECTOR REF NO: HR4/4/6/126</u>
<u>SALARY</u>	:	R269 499 per annum
<u>CENTRE</u>	:	Labour Centre: Thohoyandou
<u>REQUIREMENTS</u>	:	Three (3) years relevant qualification in Labour Relations/BCOM Law/LLB. A Valid driver's license. Knowledge: Department policies and procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Unemployment Insurance Act, Unemployment Insurance Contributions Act, Employment Equity Act. SKILLS: Facilitation Skills, Planning and Organizing (own work), Computing (spread sheets, PowerPoint and word processing), Interpersonal skills, Problem solving skills, Interviewing skills, Analytical skills, Communication Skills (Verbal and Written).
<u>DUTIES</u>	:	Conduct occupational inspections with the aim of ensuring compliance with all labour legislations. Execute investigations on reported cases pertaining to contravention of labour legislation and enforce where and when necessary. Conduct proactive (Blitz) inspections regularly to monitor compliance with labour legislation. Conduct advocacy campaigns on identified and allocated labour legislation. Assist in drafting of inspection plans, reports and compilation of statistics on allocated cases.
<u>ENQUIRIES</u>	:	Mr. MI Makgobola Tel No: (015) 290 1723
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane Or Job-THD@labour.gov.za for Thohoyandou
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management, Polokwane.
<u>POST 02/31</u>	:	<u>CLAIMS PROCESSOR REF NO: HR 4/4/8/151</u>
<u>SALARY</u>	:	R269 499 per annum
<u>CENTRE</u>	:	Labour Centre Kimberley
<u>REQUIREMENTS</u>	:	Undergraduate qualification (NQF level 6) as recognised by SAQA in Public Management / Business Management / Operations Management / Management / HRM / Nursing / Law/ LLB / Bcom / Finance / Administration. Experience: Experience in Claims Processing environment will be an added advantage. Knowledge: Relevant regulations, laws and legislation. 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 Principles). Promotion of Access to Information Act. The Constitution of RSA. Occupational Health and Safety Act (OHS). Public Service Act. Public Service Regulation.

	Skills: Claims Registration. Communication verbal and writing. Data Capturing. Data & Record Management. Excellent communication. Computer skills.
<u>DUTIES</u>	: Register and acknowledge claims. Prepare compensation benefits. Handle claim enquiries. Render administrative duties.
<u>ENQUIRIES</u>	: Ms Sherelda Kleinsmith Tel No: (053) 838 1517
<u>APPLICATIONS</u>	: Chief Director: Provincial Operations: Private Bag X5012, Kimberley, 8301 or hand deliver at Cnr Compound and Pniel Road Email: Jobs-NCKIM@labour.gov.za
<u>FOR ATTENTION</u>	: Human Resources Operations, Provincial Office Kimberley
<u>POST 02/32</u>	: <u>CLIENT SERVICE OFFICER COID (X2 POSTS)</u>
<u>SALARY</u>	: R269 499 per annum
<u>CENTRE</u>	: Labour Centre: Upington Ref No: HR 4/4/8/152 (X1 Post) Labour Centre: Lephalale Ref No: HR 4/4/6/123 (X1 Post)
<u>REQUIREMENTS</u>	: Grade 12. Knowledge: Public Service Act. Public Service Regulation. Compensation Fund business strategies and goals. Compensation Fund value chain. Directorate goals and performance requirements. PFMA and Treasury Regulations. Customer Service (Batho Pele Principles). Skills: Computer literacy. Business Writing Skills. Listening skills. Telephone etiquette. Basic interpersonal skills.
<u>DUTIES</u>	: Receive and verify documents for registration. Register the claims on the Operational System. Assist employer services at the kiosk, online system and service centres. Handle all service-related queries and complaints.
<u>ENQUIRIES</u>	: Ms Sherelda Kleinsmith Tel No: (053) 838 1517 Mr MI Makgobola Tel No: (015) 290 1723
<u>APPLICATIONS</u>	: Chief Director: Provincial Operations: Private Bag X5012, Kimberley, 8301 or hand deliver at Cnr Compound and Pniel Road Email: Jobs-NCKIM@labour.gov.za For Attention: Human Resources Operations, Provincial Office, Kimberley Chief Director: Provincial Operations: Private Bag X9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane Or Email address: CFJobs-LEP@labour.gov.za for Lephalale For Attention: Sub-directorate: Human Resources Management, Polokwane.
<u>POST 02/33</u>	: <u>UIF CLIENT SERVICE OFFICER (X7 POSTS)</u>
<u>SALARY</u>	: R269 499 per annum
<u>CENTRE</u>	: Labour Centre: Modimolle Ref No: HR4/4/6/120 (X4 Posts) Labour Centre: Tzaneen Ref No: HR4/4/6/121 (X1 Post) Labour Centre: Lephalale Ref No: HR4/4/6/122 (X1 Post) Labour Centre: Calvinia HR 4/4/8/150 (X1 Post)
<u>REQUIREMENTS</u>	: Matriculation/Grade 12/Senior Certificate. Knowledge: Unemployment Insurance Act and Regulations, Unemployment Insurance Contributions Act, Public Finance Management Act (PFMA), Protection of Personal Information Act (POPIA), Treasury Regulations, Batho Pele Principles, Department of Labour and UIF Policies and Procedures, UIF's Vision and Mission and Values, Customer Care Principles, Departmental Policies, Procedures and Guidelines. Skills: Interview, Communication (verbal and written), Computer Literacy, Listening, Interpretation (ability to interpret UI Act and Contributions Act), Conflict Management, Time Management, Customer Relations, Analytical, Interpersonal, Telephone etiquette, On job training (operational system).
<u>DUTIES</u>	: Provide screening services. Process applications for UIF benefits. Register payment continuation forms. Provide administrative functions.
<u>ENQUIRIES</u>	: Ms. TE Maluleke Tel No: (015) 290 1768 Ms Sherelda Kleinsmith Tel No: (053) 838 1517
<u>APPLICATIONS</u>	: Chief Director: Provincial Operations: Private Bag X9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane or email UIFJobs-MOD@labour.gov.za for Modimolle, UIFJobs-TZN@labour.gov.za for Tzaneen and UIFJobs-LEP@labour.gov.za for Lephalale. For Attention: Sub-directorate: Human Resources Management, Polokwane. : Chief Director: Provincial Operations: Private Bag X5012, Kimberley, 8301 or hand deliver at Cnr Compound and Pniel Road or email Jobs-NCCAL@labour.gov.za or Attention: Human Resources Operations, Provincial Office Kimberley.

<u>POST 02/34</u>	:	<u>PERSONNEL OFFICER HRM (X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R228 321 per annum Provincial Office: Northern Cape Ref No: HR4/4/8/153 (X1 Post) Provincial Office: Mmabatho Ref No: HR4/4/01/09 (X1 Post)
<u>REQUIREMENTS</u>	:	Matriculation/Grade 12/Senior certificate plus Certificate in Human Resource Management Field. Knowledge: Departmental policies and procedures.HR related systems (PERSAL). Batho Pele Principles. Employment Equity Act. Public Service Regulations. Skills: Computer literacy. Analytical. Communication. Planning and organizing. Computer Literacy. Analytical. Communication. Planning and organizing.
<u>DUTIES</u>	:	Facilitate and provide administrative support for service benefit of employees. Provide support to the recruitment and selection processes. Capture and update all personal data on PERSAL system. Attend to client's enquiries.
<u>ENQUIRIES</u>	:	Ms Sherelda Kleinsmith Tel No: (053) 838 1517 Mr UT Qambata Tel No: (018) 387 8195
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X5012, Kimberley, 8301 or hand deliver at Cnr Compound and Pniel Road or email: Jobs-NCKIM@labour.gov.za For Attention: Human Resources Operations, Provincial Office Kimberley Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at: Provident House, University Drive, Mmabatho or Email: Jobs-NW02@labour.gov.za
<u>POST 02/35</u>	:	<u>PROVISIONING CLERK REF NO: HR4/4/7/57</u>
<u>SALARY CENTRE</u>	:	R228 321 per annum Provincial Office: Mpumalanga
<u>REQUIREMENTS</u>	:	Matriculation/ Grade 12 with passed Commercial Subject (Business Management, Economics and Accounting) or equivalent certificate. No experience required. Knowledge: Public Service Financial Management Supply Chain Framework, LOGIS system, Preferential, Procurement Policy Framework Act, Departmental policies and procedures. Skills: Client, orientation and customer focus, Computer literacy, Presentation, Analytical, Communication, Numeracy.
<u>DUTIES</u>	:	Provide contract and tender management support to be in line with developed relevant prescripts. Administer open and close tender processes in compliance with SCM policies and Treasury Regulations. Procure goods and services in line with relevant prescripts in the province. Provide inventory management support to ensure effectiveness and efficient in the province. Render assets management support to comply with Departmental policies.
<u>ENQUIRIES</u>	:	Ms N Mashibini Tel No: (013) 655 8700
<u>APPLICATIONS</u>	:	Deputy Director: Finance: Private Bag X7263, Emalahleni, 1035 or hand deliver at: Labour Building, Corner Hofmeyer Street and Beatty Avenue, Emalahleni for online Email: Jobs-MP-SCM-provisioning@Labour.gov.za
<u>POST 02/36</u>	:	<u>ADMINISTRATION CLERK: PES REF NO: HR4/4/01/08</u>
<u>SALARY CENTRE</u>	:	R228 321 per annum Provincial Office: Mmabatho
<u>REQUIREMENTS</u>	:	Grade 12/ Matriculation Senior Certificate. No experience required. Knowledge: Relevant ILO Conventions, Human Resource Management, Batho Pele Principles. Skills: Planning and organising, Verbal and written communication, Analytical, Computer Literacy, Presentation, Interpersonal, Report writing, Analytical, Innovative.
<u>DUTIES</u>	:	Liaise with stakeholder relations for acquisition of placement opportunities. Avail information for coordination of International Cross-Border Labour Migration functions. Support coordination of the registration and certification of Private Employment Agencies. Coordinator large (Provincial) opportunities from key stakeholders.
<u>ENQUIRIES</u>	:	Ms W Maphakela Tel No: (018) 387 8195
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at: Provident House, University Drive, Mmabatho. or Email: Jobs-NW@labour.gov.za

DEPARTMENT OF FORESTRY, FISHERIES AND THE ENVIRONMENT

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

- APPLICATIONS** : May be forwarded to the Director-General, Department of Forestry, Fisheries and the Environment, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria.
- FOR ATTENTION** : Human Resources Management
- CLOSING DATE** : 09 February 2026
- NOTE** : Application must be submitted on a signed Z83 form obtainable from any Public Service Department accompanied by a recent detailed Curriculum Vitae only, to be considered. All attachments for online application must include an application form Z83 and CV only, in PDF and as one (1) document or attachment, indicate the correct job title and the reference number of the post on the subject line of your email. Use the correct email address associated with the post. JPEG (picture/snapshot) application will not be accepted. Shortlisted candidates will be required to submit certified copies of qualifications, Senior Certificate, identity document and driver's license on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the Department's equity plan. Persons with disabilities are encouraged to apply. Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Short-listed candidates will be expected to avail themselves at the Department's convenience. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG) prior to appointment. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme>. Furthermore, Shortlisted candidates must provide proof of successful completion of the course. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Following the interview and the technical exercise of all SMS posts, the Selection Panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the implementation of competency-based assessments. Persons appointed will be subjected to a security clearance, the signing of performance agreement and employment contract. The Department reserves the right not to make an appointment. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful. By submitting the employment application form, you agree and consent in terms of Section 11(1) of the Protection of Personal Information Act (POPIA), 2013 (Act 4 of 2013), for your personal information which you provide to the DFFE to being processed by the department and its employees, agents, Cabinet committees, and subcontractors for recruitment purposes, in accordance with the POPIA of 2013.

MANAGEMENT ECHELON

- POST 02/37** : **CHIEF DIRECTOR: RISK AND ETHICS MANAGEMENT REF NO: ODG01/2026**
- SALARY** : R1 494 900 per annum, (all-inclusive salary package)

<u>CENTRE REQUIREMENTS</u>	:	Pretoria
	:	An undergraduate qualification (NQF7) in Risk Management/Auditing/Strategic Management or relevant qualification within the related field as recognized by SAQA. Affiliation with relevant professional bodies (IRMSA, IIA, Ethics). Certification as a fraud examiner or ethics officer will be an advantage. Applicants must have a minimum of five (5) years of experience at senior management level within the relevant field. Successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government (NSG) must be submitted prior to appointment. Proven extensive work experience in the fields of risk management, forensics, auditing and/or ethics management. Extensive knowledge of Public Sector Risk Management Framework, Public Service Anti-Corruption Strategy, Prevention and Combating of Corrupt Activities Act, Knowledge of professional standards of the Associations of Certified Fraud Examiners, Preferential Procurement Policy Framework Act, 5 of 2000, Public Service Regulatory Framework, Public Finance Management Act (PFMA) and Treasury Regulations. Proven project and strategic management capability. An understanding of government priorities, policies, legislation and principles and practice of enterprise risk management. Excellent communication skills (both written and verbal), planning, facilitation and leadership skills. Ability to gather and analyse information, develop and apply policies. Ability to work under extreme pressure.
<u>DUTIES</u>	:	Provide advice to enable the implementation and maintenance of systems to identify and mitigate risks threatening the attainment of objectives and the optimisation of opportunities that would enhance institutional performance. Develop, implement and maintain an Enterprise Risk Management framework and support policies and procedures. Develop and implement a strategic and annual risk management plan. Ensure the development and implementation of risk assessment methodologies, models and systems. Manage ethics and the fraud prevention strategy of the department. Manage investigations into fraud and corruption allegations. Management of fraud risks. Provide oversight into ethics and fraud prevention processes. Conduct organisational awareness on risk management fraud and ethics processes. Facilitate and ensure adequate risk management. Facilitate and ensure adequate management of ethics and fraud prevention. Provide reports to Management and the Audit and Risk Committee; manage human and financial resources within the chief directorate.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms P Diphaha Tel No: (012) 399 9602/060 9765508
	:	ODG01-2026@dffe.gov.za
<u>POST 02/38</u>	:	<u>CHIEF DIRECTOR: DEMAND AND ACQUISITION MANAGEMENT REF NO: CFO01/2026</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 494 900 per annum, (all-inclusive salary package)
	:	Pretoria
	:	An undergraduate qualification (NQF7) in Supply Chain Management/ Financial Accounting or relevant qualification within the related field as recognised by SAQA. A minimum of five (5) years of experience at senior management level within the relevant field. Successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government (NSG) must be submitted prior to appointment. Knowledge of demand management, procurement, and business practices. Knowledge of acquisition and contract management services. Ability to establish and manage acquisition and contract management systems and controls. Knowledge of strategic planning and budgeting. Project Management skills. Service orientated. Sound organising, planning and leadership skills. Knowledge of HR management practices. Ability to develop, interpret and implement policies, strategies, and legislation. Excellent communication, analytical, innovative, problem solving, and interpersonal skills. Knowledge of the Public Finance Management Act (PFMA) and Treasury Regulations. Ability to work under pressure and long hours.
<u>DUTIES</u>	:	Ensure an effective and efficient acquisition management in compliance with SCM prescripts and improved compliance with SCM reporting requirements. Facilitate an effective and efficient demand Management framework. Ensure improved adequate contract management and compliance with reporting requirements. Facilitate the establishment of Bid Specification Committee (BSC), Bid Evaluation Committee (BEC) and Bid Adjudication Committee (BAC). Manage and lead the Secretariat services for the BAC. Sound corporate

governance and improved compliance with SCM reporting requirements (Internal and external reporting). Provide strategic leadership to the Chief Directorate and ensure effective strategy to achieve Annual Performance Plan targets. Provide advice to enable the implementation and maintenance of systems to identify and mitigate risks threatening the attainment of objectives and the optimisation of opportunities that would enhance institutional performance. Ensure effective SCM risk assessment, development, and implementation of risk response plan. Provide reports to Management and the Audit and Risk Committee on SCM related matters. Manage human and financial resources within the Chief Directorate.

ENQUIRIES
APPLICATIONS

: Ms P Diphaha Tel No: (012) 399 9602/060 9765508
: CFO01-2026@dffe.gov.za

POST 02/39

: **DIRECTOR: MINING APPEALS REF NO: RCSM01/2026**

SALARY
CENTRE
REQUIREMENTS

: R1 266 714 per annum, (all-inclusive salary package)
: Pretoria
: An undergraduate qualification (NQF7) in Law or relevant qualification within the related field as recognised by SAQA. A minimum of five (5) years of experience at middle/senior managerial level within the legal field. Successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government (NSG) must be submitted prior to appointment. Admission as an attorney or advocate with proven years of practice. A valid certificate of good standing from the relevant professional body must be provided. Additional qualifications or demonstrable experience in Environmental Impact Assessments (EIAs) and/or compliance and enforcement of EIA instruments will be considered an advantage. Knowledge of Environmental and mining law; constitutional law and administrative law; and relevant common law principles. Legislative interpretation, policy analysis and application of guideline documents. Principles of legal drafting, professional report writing and research methodology. Knowledge of strategic planning and budgeting. Project Management skills. Service orientated. Sound organising, planning and leadership skills. Knowledge of HR management practices. Ability to develop, interpret and implement policies, strategies, and legislation. Excellent communication, analytical, innovative, problem solving, and interpersonal skills. Knowledge of the Public Finance Management Act (PFMA) and Treasury Regulations •Ability to work under pressure and long hours.

DUTIES

: Manage the administration and coordination of appeals lodged against environmental decision and/or other decision made by the regional offices of the Department of Mineral Resources and Energy. Manage and review draft integrated environmental authorization appeal decision related to the Mining function. Manage the coordination and administration of mining, waste management and enforcement appeals. Oversee the provision of technical legal support to the Minister and input in the processing and drafting of mining appeals decision. Coordinate general reporting on mining related appeals. Manage the provision of general legal support services. Manage and review the compilation of documents and courts records and attend consultation with Legal Counsel on mining appeal decision challenged in court. Provide technical legal support and advice to the Minister responsible for the environment, including input into litigation matters arising from appeal decisions. Ensure effective contract management for the Advisory or appeal panels, and compliance with procurement legislation and regulations. Oversee and manage all assets and resources within the directorate.

ENQUIRIES
APPLICATIONS

: Adv F Patel Tel No: (012) 399 9330
: RCSM01-2026@dffe.gov.za

POST 02/40

: **DIRECTOR: PRIORITY INFRASTRUCTURE PROJECTS REF NO: RCSM02/2026**

SALARY
CENTRE
REQUIREMENTS

: R1 266 714 per annum, (all-inclusive salary package)
: Pretoria
: An undergraduate qualification (NQF7) in Natural Science/Social Science or relevant qualification within the related field as recognised by SAQA. A postgraduate qualification in a related field as recognised by SAQA and formal training in environmental law will be an added advantage. A minimum of five (5) years' experience at middle/senior managerial level within the environmental management space, primarily focusing on processing and or

overseeing review of environmental impact assessment applications, and implementing the Integrated Environmental Management Instruments outlined in Chapter 5 of NEMA. Successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government (NSG) must be submitted prior to appointment. Registration with the Environmental Assessment Practitioners Association of South Africa as a practicing Environmental Assessment Practitioner is a must for consideration for this position. Proven ability in implementing Integrated Environmental Management (IEM) tools. Functional experience and knowledge in reviewing environmental impact assessment applications and quality assurance thereof. Ability to establish and manage systems and controls to prioritise and track strategic environmental applications for processing within improved timeframes. Understanding of the environmental management regulatory cycle, environmental planning, and the permitting integration that exists in the NEMA suite of legislation. Ability to compile EIA status update reports for the Strategic Integrated Project Steering committees, NECOM Steering committees, and other management meetings. Intimate knowledge and working understanding of the Environmental Impact Assessment Regulations. Knowledge of Public Service financial legislative frameworks. Strategic Capability and Leadership; Programme and Project Management; Financial Management; People Management and Empowerment; Knowledge Management; Service Delivery Innovation; Problem Solving and Analysis; Research skills; Sound organising skills; Stakeholder engagement. Excellent communication skills (written and Verbal); analytical, innovative, problem-solving, and interpersonal skills. Ability to work under pressure and long hours.

DUTIES

: Oversee, process, and review environmental impact assessment applications mainly relating to strategic integrated projects within legislated timeframes. Implement and promote integrated environmental decision-making. Implement and periodically review developed and adopted Integrated Environmental Management tools to improve their effectiveness in promoting sustainable development. Process NEMA Section 30A directives and Initial Environmental Evaluation (IEE) in terms of Article 8 of the Protocol on Environmental Protection as per Regulation 5(1) of the Antarctic Treaties Act of 1996, applications within requisite timeframes. Respond timely to Ministerial, PAIA, Parliamentary queries and other related queries. Oversee and manage all assets and resources within the directorate and ensure sound corporate governance and improved compliance with reporting requirements. Ensure continuous improvements in our quest to comply with regulated timeframes for the permitting system by introducing enhanced controls.

ENQUIRIES APPLICATIONS

: Dr Sabelo Malaza Tel No: (012) 399 8792
: RCSM02-2026@dffe.gov.za

POST 02/41

: **DIRECTOR: EIA STRATEGIC SUPPORT, COORDINATION AND REPORTING REF NO: RCSM03/2026**

SALARY CENTRE REQUIREMENTS

: R1 266 714 per annum, (all-inclusive salary package)
: Pretoria
: An undergraduate qualification (NQF7) in Natural Science/Social Science or relevant qualification within the related field as recognised by SAQA. A postgraduate qualification in a related field as recognised by SAQA will be an added advantage. A minimum of five (5) years' experience at middle/senior managerial level within the environmental management space, primarily focusing on the implementation of Integrated Environmental Management Instruments outlined in Chapter 5 of NEMA. Successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government (NSG) must be submitted prior to appointment. Registration with the Environmental Assessment Practitioners Association of South Africa as a practicing Environmental Assessment Practitioner is a must for consideration for this position. Proven ability in implementing Integrated Environmental Management (IEM) tools. Functional experience and knowledge in reviewing environmental impact assessment applications and quality assurance thereof. Ability to establish management systems and controls to administer an efficient and functional environmental impact assessment process that provides timely responses to interpretation queries. Proven knowledge and ability to facilitate NEMA S24H initiatives and manage relations with related stakeholders. Ability to process and review other environmental applications (requests for registrations) within requisite

		timeframes. Knowledge to manage all requirements to comply with Chapter 3 of NEMA, Intimate knowledge and working understanding of the Environmental Impact Assessment Regulations. Knowledge of Public Service financial legislative frameworks. Strategic Capability and Leadership; Programme and Project Management; Financial Management; People Management and Empowerment; Knowledge Management; Service Delivery Innovation; Problem Solving and Analysis; Research skills; Sound organising skills; Stakeholder engagement. Excellent communication skills (written and Verbal); analytical, innovative, problem-solving, and interpersonal skills. Ability to work under pressure and long hours.
<u>DUTIES</u>	:	Finalize and process all Environmental Impact Assessment interpretation queries received within agreed time frames. Develop and implement a process that allows for implementation and compliance with Chapter 3 of NEMA. Lead the coordination of discussions towards the NEMA planning regime and the monitoring of progress thereafter. Coordinate and manage the finalization of the NEMA Section 24H legislative reform process towards the establishment of a Council to manage practitioners' registration. Ensure better regulation of practitioners by facilitating the NEMA Section 24H Registration process and managing relations with EAPASA. Effectively track all EIA applications with particular focus on SIP and power generation applications and respond timely to parliamentary queries, media queries, Minister's correspondents, procurement of services, as well as PAIA and PAJA requests. Oversee and manage all assets and resources within the directorate and ensure sound corporate governance and improved compliance with reporting requirements. Ensure continuous improvements in our quest to comply with regulated timeframes for the permitting system by introducing enhanced controls.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr Sabelo Malaza Tel No: (012) 399 8792
	:	RCSM03-2026@dffe.gov.za
<u>POST 02/42</u>	:	<u>DIRECTOR: BIODIVERSITY CONSERVATION REF NO: BC01/2026</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 266 714 per annum, (all-inclusive salary package)
	:	Pretoria
	:	An undergraduate qualification (NQF 7) in Environmental Science / Environmental Management or relevant qualification within the related field as recognized by SAQA. A minimum of five (5) years' experience at Middle/Senior managerial level within the relevant field. Successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government (NSG) must be submitted prior to appointment. Knowledge on Natural resource management planning and implementation; Natural resource management or Natural resource-based rural development; Programme-based natural resource operational management and/or planning; Research and development; Stakeholder management experience. Experience on policy development and application. Advanced skills in financial management and project management. Good interpersonal relations and diplomatic skills. Ability to gather and analyse information. Good negotiating skills and communication skills (written and spoken).
<u>DUTIES</u>	:	Providing specialist policy advice on the ecosystem-based conservation programmes and other national biodiversity conservation plans of South Africa. Coordinate the development, implementation of relevant national policies, legislation and related tools, strategies, programmes for conservation and management of ecosystems. Facilitate the development and implementation of Biodiversity Management Plans. Manage the development and implementation of national policies, legislation, strategies, programmes, norm and standards in aspects relating to conservation management. Provide technical inputs related to species conservation and management into relevant Multilateral Environmental Agreements. Manage the development of tools and policies in line with the legislation framework. Monitor incorporation of biodiversity concerns in Environmental Authorisations. Provide biodiversity inputs into the appeal process. Manage and coordinate implementation of biodiversity related multilateral agreements. Prepare national reports for Convention on Migratory Species and African-Eurasian Migratory Waterbirds related activities respectively. Develop proposals for mobilising resources for biodiversity conservation.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms M Matshusa Tel No: (012) 399 8877
	:	BC01-2026@dffe.gov.za

OTHER POST

<u>POST 02/43</u>	:	<u>ASSISTANT DIRECTOR: INTERNAL CONTROL AND COMPLIANCE REF NO: CFO02/2026</u>
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	National Diploma (NQF6) in Auditing/Accounting/Financial Management or relevant qualification with accounting as major subject. A minimum of three (3) years' experience in internal control/ Supply Chain Management/ Auditing/Financial Management or related field. Knowledge: Demonstrated an in-depth knowledge of the legislative environment applicable to government finance and supply chain management and the development, implementation and monitoring of related policies and procedures within a government environment. Knowledge of relevant prescripts (PFMA, Treasury regulations, BBBEE Act, PPPFA). Knowledge and experience on BAS, LOGIS and PERSAL will be an advantage. Ability to establish and manage financial management systems and controls. Skills: The ability to maintain high levels of confidentiality and to prioritize work in high-pressure environments. Good interpersonal, administrative, managerial skills, communication (verbal and writing) skills. Ability to interpret and evaluating information. Conflict management skills. Skills in policy formulation and review, financial management. Knowledge management and change management. Ability to work independently and in a team. Be able to work under pressure.
<u>DUTIES</u>	:	Investigate irregular and fruitless and wasteful expenditure, identify potential financial risks (inclusive of fraud risks) and facilitate management action to mitigate the identified risks. Test and monitor level of compliance to enabling legislation: PFMA, Treasury Regulations, SCM and HR prescripts by performing assessments and raise findings on areas of concern relating to weaknesses in controls to assist and enhance effectiveness of the process. Monitor the implementation of internal and external audit recommendations based on the audit results. Attend audit steering committee meetings. Monitor the progress of audit recommendations, Coordinate, monitor and report on fruitless and wasteful expenditure registers. Coordinate, monitor and report on irregular expenditure registers. Monitor and strengthen the control environment within the Department through performance of planned internal control assessments, of Quarterly key control assessments and follow through of all data analysis reviews. Co-ordinate the assurance process (e.g., response to external and internal auditor's queries, management responses, etc.) and facilitate the development and implementation of Departmental action plans to address identified control deficiencies relating to Irregular Expenditure and Fruitless and Wasteful Expenditure. Facilitate the implementation and maintenance of Departmental loss control system and serve as secretariat of the Departmental Loss Control Committee.
<u>ENQUIRIES</u>	:	Mr S Kulube Tel No: (012) 399 8979
<u>APPLICATIONS</u>	:	<u>CFO02-2026@dffe.gov.za</u>

GOVERNMENT COMMUNICATION AND INFORMATION SYSTEM (GCIS)

The GCIS is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1) (i) of the Constitution of South Africa of 1996, the Employment Equity (EE) imperatives as defined by the EE Act of 1998 (Act 55 of 1998) and relevant Human Resource policies of the department 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 department in achieving its EE targets in terms of the department's EE Plan. People with disabilities will be given preference regardless of race or gender.

<u>APPLICATIONS</u>	:	The Director-General (DG) of GCIS, Private Bag X745, Pretoria, 0001, hand deliver to Tshedimosetso House, 1035 cnr Francis Baard and Festival streets, Hatfield, Pretoria or or emailed to recruitment@gcis.gov.za
<u>FOR ATTENTION</u>	:	Ms P. Kgopyane
<u>CLOSING DATE</u>	:	06 February 2026
<u>NOTE</u>	:	Applicants with disabilities are encouraged to apply. The old prescribed application or employment form Z83 was withdrawn with effect from 31 December 2020. As per the Government Gazette No: 43872, any applicant who submits an application on or after 1 January 2021 must do so on the new prescribed Z83 form, obtainable from any Public Service department or on the internet at www.gov.za/documents . Failure to submit an application on the new prescribed Z83 form will lead to disqualification. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the fully completed and signed Z83 form and a detailed curriculum vitae only. Communication regarding submission of certified copies of qualifications and other relevant documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates will be required to submit certified documents on or before the day of the interview, following communication from the department. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Correspondence will be limited to shortlisted candidates. 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 successful candidate must disclose to the DG, particulars of all registrable financial interests, sign a performance agreement and employment contract with the DG within three months from the date of assumption of duty and obtain a Top Secret security clearance. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. The department reserves the right to fill or not to fill the vacant post. The successful candidates will sign an employment contract with the GCIS that will be reviewed based on performance expiration. By submitting the employment application form, you agree and consent in terms of Section 11(1) of the Protection of Personal Information Act (POPIA) of 2013 (Act 4 of 2013), for your personal information which you provide to the GCIS to being processed by the department and its employees, agents, Cabinet committees and subcontractors for recruitment purposes in accordance with POPIA.

OTHER POST

<u>POST 02/44</u>	:	<u>MEMBER OF THE AUDIT COMMITTEE MAC REF NO: 3/1/5/1-26/01</u>
<u>SALARY</u>	:	In terms of section 38 of the Public Finance Management Act of 1999 (PFMA), the Department of Government Communication and Information System requires the services of a qualified person to serve as a member of the Department's Audit Committee. Successful candidates appointed will be remunerated according to the rates prescribed by National Treasury Regulations 20.2.2.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria Applicants should be in possession of a Bachelor of Laws (LLB) Degree or equivalent related qualification as recognised by SAQA. Experience as a legal practitioner in legal and compliance at an executive level (as a Board of Directors, a Board Committee member, Audit Committee, particularly in the public sector at a senior level, will be given preference. Interested candidates

must be independent non-executives and may not have business interests or dealings with the GCIS. Preference will be given to candidates who demonstrate experience in participating in governance structures – especially the Audit and Risk Committee, ability to dedicate their resources to the work of the GCIS Audit Committee.

DUTIES

- : The successful candidate will operate in accordance with an approved Audit Committee charter. The responsibilities include overseeing the system of governance, risk and control and making recommendations to the Accounting Officer on the adequacy and effectiveness of: Internal and External Audit, Internal Controls, Risk Management, Governance (including IT Governance), Financial Management, Financial and Non-Financial Reporting, and Compliance with Laws and Regulations. Additionally, helping the Accounting Officer in ensuring an effective combined assurance plan is developed and implemented.

ENQUIRIES

- : Mr Sathasivan Vandayar Tel No: (012) 473 0304

NOTE

- : The initial term of office for the appointed candidate will be 3 years. The term may be renewed for another 3 years subject to satisfactory performance, or at the discretion of GCIS. The successful candidate will be expected to participate in six Audit Committee (AC) meetings per annum (four ordinary and two special meetings).

DEPARTMENT OF HIGHER EDUCATION AND TRAINING

It is the department's intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required.

(Tshwane South TVET College)

(South Cape TVET College)

(Western Cape False Bay TVET College)

OTHER POSTS

POST 02/45 : **ASSISTANT DIRECTOR: PARTNERSHIP AND LINKAGES REF NO: ASDPLCO 26/01/2026**

SALARY : R582 444 per annum (Level 10)
CENTRE : False Bay TVET College, Central Office
REQUIREMENTS : Grade12/ Matric. An undergraduate qualification (NQF level 6) in Project Management, Business Management or Marketing as recognized by SAQA. Minimum of 3 years' working experience in Project Management and/or Business Development environment at supervisory level. Proficient in Microsoft Office. Valid driver's license. Building partnerships, Innovation. Marketing and Entrepreneurial Insight, Financial Management, Mobilizing resources. Interpretation of statutes, Knowledge of Public Service Act, PFMA, Treasury regulations and other frameworks, Business planning, Visibility analysis, Knowledge and understanding of administration reporting process and procedures. Competencies: knowledge: Building partnerships, Innovation, Marketing and Entrepreneur insight, Financial Management, Mobilising resources, Interpretation of statutes, Knowledge of Public Service Act, PFMA, Treasury regulations and other frameworks, Business planning, Visibility analysis, Knowledge and understanding of administration reporting process and procedures.

DUTIES : Partnership Management build a database of local business and other linkages, participate in business forums and identify project opportunities, develop project proposals and plans for joint initiatives, facilitate handover with the College managers, form partnership with industry and relevant stakeholders, Business opportunities scanning identify opportunities for college income generation, Establish work environment simulation potential. Provide market needs business case rationale for all opportunities, Identify appropriate partner or service provider. Coordinate the submission of tenders and funding proposals locally and internationally, Provide information and reports on programmers, funding and partnerships to DHET and other stakeholders. Local, Provincial and International government relations. Develop and update schedule of local, national and international government projects and opportunities, Identify College synergies potential contribution to provincial departments. Build relationships with relevant officials, establish a database of key contacts and participate in meetings as appropriate Develop proposals for partnering on specific practical opportunities aligned with college core business. Research Management, Oversee and maintain student work placement and work Integrated Learning (WIL) Management of all Human, Financial and other resources of the unit.

ENQUIRIES : S Baboo Tel No: (021) 787 0800
APPLICATIONS : Apply online at <https://falsebayz83.ngnscan.co.za/>
NOTE : Applicants are not required to submit any copies of qualifications and other relevant documents on application but must submit a fully signed Z83 form and detailed Curriculum Vitae. Certified copies of qualifications and other relevant documents will be submitted by shortlisted candidates. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use

incorrect/no reference number(s) on their applications. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other will be integrity (ethical conduct) assessment.

CLOSING DATE : 12 February 2026. Applications received after the closing date will not be considered.

POST 02/46 : **ASSISTANT DIRECTOR: STUDENT SUPPORT SERVICES REF NO: SSSCO/26/01/2026**

SALARY : R582 444 per annum, (Level 10)
CENTRE : False Bay TVET College, Central Office
REQUIREMENTS : Grade12/Matric. Appropriate bachelor's degree (NQF7) in Psychology or BA. Social Work (Major in Psychology)/Education/equivalent qualification. Minimum of 3 years' working experience in Education/teaching and learning environment or related field at supervisory level. Computer Literacy, Valid driver's license, Knowledge of PSET and CET Act, Knowledge of Teaching and Learning, Knowledge of skills development Act, Public Service Regulations and Public Service Act, Labour Relations Act, Knowledge of the National Student Financial Aid Scheme and related legislation. Knowledge of the Public TVET sector and its regulatory and legislative framework, Knowledge of the Ethical regulatory and legislative framework, Knowledge and understanding of the Higher Education sector, Knowledge of Education Act.

REQUIREMENTS : Grade12/Matric. Appropriate bachelor's degree (NQF7) in Psychology or BA. Social Work (Major in Psychology)/Education/equivalent qualification. Minimum of 3 years' working experience in Education/teaching and learning environment or related field at supervisory level. Computer Literacy, Valid driver's license, Knowledge of PSET and CET Act, Knowledge of Teaching and Learning, Knowledge of skills development Act, Public Service Regulations and Public Service Act, Labour Relations Act, Knowledge of the National Student Financial Aid Scheme and related legislation. Knowledge of the Public TVET sector and its regulatory and legislative framework, Knowledge of the Ethical regulatory and legislative framework, Knowledge and understanding of the Higher Education sector, Knowledge of Education Act. Competencies: Knowledge: PSET and CET Act., Teaching and Learning, Skills Development Act, Public, Service Regulations and Public.

DUTIES : Oversee the administration of the student support services unit, Develop the annual Student Support Services (SSS) operational plan, assigning relevant tasks to the staff and ensuring progress against the approved annual targets. Develop and review relevant SSS policies, processes, procedures and job profiles. Ensure and maintain the compilation of learner progress reports, statement, results and student enquiries. Manage student counselling across the college, Manage the implementation of counselling, guidance policy, procedure and best practice. Coordinate and monitor the provision of counselling services across the college, Design life skills programme as a proactive measure for counselling, manage counselling services conducted by SSS to ensure that service is conducted at required standard and comply with code of ethics. Ensure that individual counselling services take place including intervention programme on psycho-social issues that effecting students. Ensuring that counselling database system is designed and frequently updated for referral purposes, Track the behaviour and academic performance of students participating in internal and external counselling programme. Provide student with career guidance, counselling and academic support. Develop and monitor implementation of relevant career guidance plans for prospective students and enrolled students towards academic achievement. Liaise with the Vocational Programme Manager and relevant stakeholders in ensuring a well-developed system in providing adequate workplace student experience. Monitor and control direct and motive career guidance at the central office and campus level. Oversee and maintain the sport, recreation, arts and culture activities for students. Coordinate the implementation of sports and reaction programs. Ensure that college sport coordinators are implementing sport activities and students participate fully on such activities at colleges, Ensure that the colleges is represented on Provincial and National sport tournament as planned, Ensure that there is Sport, Arts and culture annual activity plan and budget .Facilitate student governance and student leadership development, Coordinate and monitor annual SRC election processes, Coordinate training

ENQUIRIES
APPLICATIONS
NOTE

and mentoring on SRC roles, duties, protocols and practices. Facilitate regular reviews and update student code of conduct guidelines and SRC constitution. Monitor the implementation of the student orientation and induction programme, Manage mainstreaming of gender and disability within students, Management of all Human, Financial and other resources of the unit.

: S Baboo Tel No: (021) 787 0800

: Apply online at <https://falsebayz83.ngnscan.co.za/>

: Applicants are not required to submit any copies of qualifications and other relevant documents on application but must submit a fully signed Z83 form and detailed Curriculum Vitae. Certified copies of qualifications and other relevant documents will be submitted by shortlisted candidates. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other will be integrity (ethical conduct) assessment.

CLOSING DATE

: 12 February 2026. Applications received after the closing date will not be considered.

POST 02/47

: **PROJECT MANAGER: NSF AND SPECIAL PROJECTS REF NO: PS01 OF 2026**

(3 years- College Council fixed term Contract Appointment – Project Based with a 12 month probationary period)

SALARY
CENTRE
REQUIREMENTS

: R468 459 per annum (Level 09), plus 37% service benefits

: Central Office - George

: An appropriate 3-Year Diploma/ bachelor's degree (NQF Level 6/7) in Financial Management, Management Accounting. A Project Management qualification will be an added advantage. A minimum of three (3) to five (5) years' work experience at a supervisory level in Public Service Delivery environment, project management and management of resources. Must have the relevant knowledge of the Public Service, NSF and SETA mandates and strategies. Candidates who have experience in managing large projects, portfolios of projects, and/or Programmes in the private or public sector will have an added advantage, as well as those who are registered as Project Managers or professionals in the Public Sector with Project Management South Africa or other related bodies. A valid driver's license is compulsory. Must be willing to work irregular hours and extensive travelling. Competencies, Abilities, And Skills: Knowledge of other NSF and SETA funded programmes. Knowledge of the Government wide Legislation, QCTO qualifications, Legislative Knowledge and Prescripts including the Skills Development Act, Skills Development Levies Act, Public Service Act, Public Financial Management Act, National Treasury Regulations, general knowledge of the Public Service Regulations. The successful candidate must be able to apply strategic thinking, apply technology, budget and financial management experience, be able to manage communication and information, good management, planning, organising, problem solving, quality management and decision-making skills. Must be able to manage projects and programmes. Must be able to engage and manage stakeholders. Candidates must be proficient in English with proven experience in Monitoring and Evaluation of NSF and SETA Projects. Further skills requirements relate to technical proficiency, data verification, problem solving and analysis, report writing, preparing presentations. The incumbent must be client-oriented, customer-focused, and be able to perform in a team environment.

DUTIES

: Provide support to the office of ASD: Partnership and Linkages on Occupational and Skills Programmes. Responsible for establishing the project office and ensuring the smooth running of Occupational / Special Projects /

Trades Programmes and all other NSF and SETA funded Programmes. Develop and submit funding proposals and applications to NSF and other SETA's for funding and roll out of occupational and skills Programmes including proposals for infrastructure and equipment of various effectively monitor, evaluate, and report on the achievements, challenges, management, operational performance and procurement of occupational/skills Programmes, special projects/trades and NSF and SETA funded Programmes. Verify the accuracy and validity of performance reports. Monitor the status of outputs from sites. Monitor site facilities and administration to ensure that training provided by facilitators meets the requirements of the Service Level Agreement. Conduct site visits. Escalate and communicate risks to relevant Supervisor. Manage invoicing and financial reporting. Liaise with SETAs on outstanding invoices and related financial requests. Conduct due diligence regarding change requests, complete change requests and communicate such to Supervisor. Support project reporting by developing and upload of monthly and quarterly project progress report onto management system. Manage staff under his/her supervision.

<u>ENQUIRIES</u>	:	Ms. S Madabane Tel No: (044) 884 0359
<u>APPLICATIONS</u>	:	Applications must be forwarded: The Deputy Principal: Corporate Services, electronically via the College Website, https://sccollege.co.za/vacancies
<u>FOR ATTENTION</u>	:	Ms. Zoleka Maimane
<u>NOTE</u>	:	All applications must be submitted in a New Z83 form obtainable on the internet at www.dpsa.gov.za/dpsa2g/vacancies . The application must include completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za , a detailed Curriculum Vitae. Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date will not be accepted. Successful candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks [where applicable], qualification and employment verification). Where applicable, shortlisted candidates will be subjected to a skills/knowledge/competence test. Matching and redeployment to other workstations within the College may be considered based on the operational requirements. The College/DHET reserves the right not to make appointments where it deems fit to do so. Correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after closing date of this advertisement, kindly accept that your application as unsuccessful. Preference will be given to persons from designated groups, especially regarding race, gender and disability. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidates suitability based on the post's technical and generic requirements and the other must be an integrity(ethical) conduct assessment. In terms of Public Service Regulations 60(1) an executive authority shall not re-appoint a former employee, if that employee left the public service: (a) earlier on the condition that he or she would not accept or seek re-appointment.(b) due to ill health and cannot provide sufficient evidence of recovery.(c) Was dismissed from the Public service for misconduct.
<u>CLOSING DATE</u>	:	06 February 2026 before 16:00
<u>POST 02/48</u>	:	<u>PROGRAMME MANAGER EARLY CHILDHOOD DEVELOPMENT REF NO: PS02 OF 2026</u> (College Council Contract Position – 3-Years Fixed Term Project Contract with a probationary period of 12 months).
<u>SALARY</u>	:	R397 116 per annum (Level 08), (plus 37% in lieu of benefits)
<u>CENTRE</u>	:	Oudtshoorn Campus
<u>REQUIREMENTS</u>	:	Matric plus a minimum 3-year relevant and recognized Degree/Diploma (NQF LEVEL6/REQV13) in Early Childhood Development. A professional qualification as an Assessor and/or Moderator with ETDP seta. A minimum of 5 years' experience within the ECD work environment. At least 1 year experience in the TVET Sector which must include managerial/supervisory experience. Computer Literacy (MS Office, MS WORD, MS EXCEL). A Valid code 08 driver's license is compulsory. Knowledge: Energetic and dedicated to Learner success. Sound knowledge of the Continuous Education and Training 16 of 2006. Statistical analyses an interpretation of student data. Complete annual survey's. Knowledge and experience of assessment processes,

DUTIES

moderation, and verification processes. Skills: Rolling out programmes. Excellent report writing and communication skills. A Certified Assessor and Moderator. Ability to effectively communicate in at least two of the three official languages of the Western Cape. Ensure adherence to quality assurance standards. Adherence to all College policies and quality management system. Manage, co-ordinate and facilitate, when necessary, the implementation of Occupational programmes (Learnerships and Skills programmes) across delivery sites of the Southern Cape & Klein Karoo area as required. Give subject/practice related guidance to facilitators and ensure quality delivery of teaching and learning as well as workshop practice. Need to work very closely with Facilitators (coaching and mentoring). Oversee workplace assessment as and when required. Liaise with Business and Industry and assist with student placement and workplace-based experience (WBE). Initiate new projects, prepare budgets, monitor costs and project manage work assignments with a focus on efficiency, effectiveness, and economical out-puts. Must be prepared to work under pressure and to work after hours when necessary. Oversee and be accountable for all administration tasks regarding Assessments, Moderation, and Verification. Provide facilitators with relevant training material for occupational programmes. Ensuring facilitators meet SETA and QCTO requirements in terms of qualifications and registrations. Responsible for continuous programme site visits. Ensure the Portfolio of Administration is compiled and submitted to MIS for uploading. Strict adherence to College, QCTO and SETA evaluation processes, policies, and procedures of the Quality Management System (QMS). Responsible for writing reports and close out of programmes rolled out. Ensure timely submission of learner attendance registers and compiling of stipend spreadsheets.

**ENQUIRIES
APPLICATIONS**

Ms. R Kirchner Tel No: (044) 884 0359
Applications must be forwarded: The Deputy Principal: Corporate Services, electronically via the College Website, <https://sccollege.co.za/vacancies>

**FOR ATTENTION
NOTE**

Ms. Zoleka Maimane
All applications must be submitted in a New Z83 form obtainable on the internet at www.dpsa.gov.za/dpsa2g/vacancies. The application must include completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, a detailed Curriculum Vitae. Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date will not be accepted. Successful candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks [where applicable], qualification and employment verification). Where applicable, shortlisted candidates will be subjected to a skills/knowledge/competence test. Matching and redeployment to other workstations within the College may be considered based on the operational requirements. The College/DHET reserves the right not to make appointments where it deems fit to do so. Correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after closing date of this advertisement, kindly accept that your application as unsuccessful. Preference will be given to persons from designated groups, especially regarding race, gender and disability. 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. In terms of Public Service Regulations 60(1) an executive authority shall not re-appoint a former employee, if that employee left the public service: (a) earlier on the condition that he or she would not accept or seek re-appointment.(b) due to ill health and cannot provide sufficient evidence of recovery.(c) Was dismissed from the Public service for misconduct.

CLOSING DATE

06 February 2026 before 16:00

POST 02/49

SENIOR ADMINISTRATION OFFICER (SHERQ) REF NO: HO 07/01/26

**SALARY
CENTRE
REQUIREMENTS**

R397 116 per annum
Tshwane South TVET College
An undergraduate qualification Three (3) year National Diploma/Degree in Building Management/Safety Management/ Construction Management or relevant qualification as recognized by SAQA or equivalent qualifications plus 3-5 years' experience in Facilities Management, SHERQ and OHS

		environment or the relevant field. Advanced Knowledge of Public Service Act and Regulations, Occupational Health and Safety Act, Immovable Asset Management Act, Telephone Management system, Fire control system and facilities management system. Knowledge of Occupational Health and Safety Act 85 of 1993 and related Regulations Computer literacy in MS Office software (Word, Excel, PowerPoint and Outlook). Typing skills and effective office administrative skills including project management skills. Sound communication (verbal and written) skills as well as good interpersonal relations. Ability to work independently and within a team. Good organisational, co-ordination and planning skills.
<u>DUTIES</u>	:	Ensure overall supervision, coordination, implementation and monitor compliance with SHERQ programmes. Ensure overall supervision and coordinate the establishment of an OHS committee. Ensure overall supervision and conduct OHS-related training and continuous educational programmes. Ensure overall supervision and identify hazards and risks at the workplace and initiate appropriate actions. Ensure overall supervision, develop, implement and monitor SHERQ management system. Supervise human, physical, financial and other resources.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. N Mngcisana/ Ms MF Sambo Tel No: (012) 401 5115/ 5121
	:	The applications can be delivered to the Human Resources Unit, Tshwane South TVET College, PO Box 151, Pretoria, 0001, or hand deliver to the HR Offices at Campus level or at the Tshwane South TVET College Central Office, 85 Francis Baard Street, Pretoria, 0001 or e-mail applications at senioradminofficer@tsc.edu.za
<u>NOTE</u>	:	Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . The Completed and signed form should be accompanied by a recently comprehensive CV. Please indicate the reference number and position you are applying for on your application form. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment.
<u>CLOSING DATE</u>	:	06 February 2026
<u>POST 02/50</u>	:	<u>SENIOR LABOUR RELATIONS OFFICER REF NO: HO 08/01/26</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R397 116 per annum
	:	Tshwane South TVET College
	:	An undergraduate qualification Three (3) year National Diploma/Degree in Labour Relations, Employment Relations/Human Resource Management or equivalent qualifications as recognized by SAQA or equivalent qualifications plus 3-5 years' experience in Labour Relations or Human Resource Management environment or the relevant field. Advanced Knowledge of Labour Relations Act, Public Services legislations and policies related to Human Resource Management (HRM). Knowledge of implementing PSCBC and GPSSBC resolutions. Knowledge and understanding of bargaining process, grievance and dispute resolutions process. Sound knowledge of Labour Relation statutes. Sound knowledge of International Labour Organization (ILO). Knowledge and understanding of the TVET/ CET Administration. Knowledge and understanding of the Higher Education sector (PSET and CET). Knowledge of PERSAL. Advanced investigations and negotiations skills. Computer literacy in MS Office software (Word, Excel, PowerPoint and Outlook). Typing skills and effective office administrative skills including project management skills. Sound communication (verbal and written) skills as well as good interpersonal relations. Ability to work independently and within a team. Good organisational, co-ordination and planning skills.
<u>DUTIES</u>	:	Ensure overall supervision and proper implementation of labour relations guidelines and processes. Ensure overall supervision and proper implementation on resolution of disciplinary cases, grievances and dispute processes. Ensure overall supervision and proper implementation of misconduct case processes. Ensure overall supervision and proper implementation of collective bargaining and dispute resolutions. Ensure overall supervision and represent the employer and monitor the implementation of

		litigation outcomes. Ensure overall supervision and sound employment relationships. Ensure overall supervision and monitor PERSAL and database on grievance, disputes, misconduct and collective bargaining. Supervise human, physical, financial and other resources.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. N Mngcisana/ Ms MF Sambo Tel No: (012) 401 5115/ 5121
	:	The applications can be delivered to the Human Resources Unit, Tshwane South TVET College, PO Box 151, Pretoria, 0001, or hand deliver to the HR Offices at Campus level or at the Tshwane South TVET College Central Office, 85 Francis Baard Street, Pretoria, 0001 or e-mail applications at seniorlabourrelations@tsc.edu.za
<u>NOTE</u>	:	Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . The Completed and signed form should be accompanied by a recently comprehensive CV. Please indicate the reference number and position you are applying for on your application form. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment.
<u>CLOSING DATE</u>	:	06 February 2026
<u>POST 02/51</u>	:	<u>INFORMATION TECHNOLOGY: SENIOR TECHNICIAN REF NO: HO 09/01/26</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R397 116 per annum
	:	Tshwane South TVET College
	:	An undergraduate qualification Three (3) year National Diploma/Degree/ Higher Certificate in Information Technology, Computer Science, Information Systems or equivalent qualifications as recognized by SAQA or equivalent qualifications plus 3-5 years' experience in IT technical support or network/system administration. Relevant industry certifications (advantageous): CompTIA A+/N+, Microsoft Certified Solutions Expert (MCSE), Cisco CCNA, ITIL Foundation. Knowledge of COLTECH and PERSAL systems Advanced knowledge of Windows/Linux environments, Active Directory, and virtualization. Understanding of cybersecurity principles and data protection standards. High level of integrity, confidentiality, and attention to detail. Computer literacy in MS Office software (Word, Excel, PowerPoint and Outlook). Typing skills and effective office administrative skills including project management skills. Sound communication (verbal and written) skills as well as good interpersonal relations. Ability to work under pressure and independently and within a team. Good interpersonal skills.
<u>DUTIES</u>	:	Maintain and manage the Network system. Handle computer hardware and software. Technical Support and Maintenance Provide administrative service. Provide technical support. Administer and maintain operating systems, databases, and servers. Manage user accounts, permissions, and security access in line with organizational policies. Ensure regular data backups and implement disaster recovery plans. Cybersecurity and Compliance management. Provide user support and guidance on IT systems and applications. Manage IT assets, maintain inventories, and prepare technical reports.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. N Mngcisana/ Ms MF Sambo Tel No: (012) 401 5115/ 5121
	:	The applications can be delivered to the Human Resources Unit, Tshwane South TVET College, PO Box 151, Pretoria, 0001, or hand deliver to the HR Offices at Campus level or at the Tshwane South TVET College Central Office, 85 Francis Baard Street, Pretoria, 0001 or e-mail applications at seniorittechnician@tsc.edu.za
<u>NOTE</u>	:	Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . The Completed and signed form should be accompanied by a recently comprehensive CV. Please indicate the reference number and position you are applying for on your application form. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's

		suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment.
<u>CLOSING DATE</u>	:	06 February 2026
<u>POST 02/52</u>	:	<u>SENIOR MIS OFFICER- REF NO: HO 10/01/26</u>
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Tshwane South TVET College
<u>REQUIREMENTS</u>	:	An undergraduate qualification Three (3) year National Diploma / Bachelor's degree in Information Management / Data Management or equivalent qualifications as recognized by SAQA or equivalent qualifications plus 3-5 years' experience in Data Management / TVET MIS environment or the relevant field. Advanced Knowledge of policies and governance environment of TVET Colleges including knowledge of the TVETMIS system, annual reporting requirements by the Higher Education Institutions. Knowledge and understanding of Information Management. Knowledge, understanding, application and interpretation of office management, COLTECH, data warehouse and IT prescripts. Computer literacy in MS Office software (Word, Excel, PowerPoint and Outlook). Typing skills and effective office administrative skills including project management skills. Sound communication (verbal and written) skills as well as good interpersonal relations. Ability to work independently and within a team. Good organisational, co-ordination and planning skills.
<u>DUTIES</u>	:	Ensure the overall supervision and proper management of TVET MIS, capturing and data extraction for the college. Ensure the overall supervision, coordination, compilation and submission of MIS reports and statistics. Ensure the overall supervision and verification of inputs captured on COLTECH system and other related systems. Ensure the overall supervision and administration of all academic and student related system programmes, course and qualification. Ensure the overall supervision and maintenance of MIS licenses are renewed before expiry dates. Supervise human, physical, financial and other resources.
<u>ENQUIRIES</u>	:	Ms. N Mngcisa/ Ms MF Sambo Tel No: (012) 401 5115/ 5121
<u>APPLICATIONS</u>	:	The applications can be delivered to the Human Resources Unit, Tshwane South TVET College, PO Box 151, Pretoria, 0001, or hand deliver to the HR Offices at Campus level or at the Tshwane South TVET College Central Office, 85 Francis Baard Street, Pretoria 0001 or e-mail applications at seniormisofficer@tsc.edu.za
<u>NOTE</u>	:	Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . The Completed and signed form should be accompanied by a recently comprehensive CV. Please indicate the reference number and position you are applying for on your application form. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment.
<u>CLOSING DATE</u>	:	06 February 2026
<u>POST 02/53</u>	:	<u>EMPLOYEE HEALTH AND WELLNESS PRACTITIONER REF NO: HO 11/01/26</u>
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Tshwane South TVET College
<u>REQUIREMENTS</u>	:	An undergraduate qualification Three (3) year Bachelor's degree (NQF 7) in Psychology or BA. Social Work (Major in Psychology) or Sports Science or equivalent qualifications as recognized by SAQA or equivalent qualifications plus 3-5 years' experience in Employee Health and Wellness environment or the relevant field. Driver's License as the added advantage. Advanced knowledge of integrated Employee Health and Wellness strategic framework. Understanding of Wellness Management including psychosocial, physical, financial, and organisational wellness. Understanding of HIV/AIDS and TB Management. Understanding Health and Productivity, including PILLIR. Understanding Safety Health Environment Risk Quality Management including processes of COIDA. In-depth knowledge of conducting counselling.

		Understanding of special programs such as Gender and Disability. Knowledge and understanding of research methods. Knowledge of PERSAL. Knowledge and understating of the application of Public Service legislative framework (PSA, PFMA, LRA, PSR etc.). Knowledge and understanding of bargaining process and dispute resolutions. Basic knowledge of Health and Wellness policies, processes and systems. Computer literacy in MS Office software (Word, Excel, PowerPoint and Outlook). Typing skills and effective office administrative skills including project management skills. Sound communication (verbal and written) skills as well as good interpersonal relations. Ability to work independently and within a team. Good organisational, co-ordination and planning skills.
<u>DUTIES</u>	:	Provide Effective and efficient administrative support in the implementation of Employee Health and Wellness strategic framework. Provide support in the implementation of Employee Wellness programme services. Provide effective and efficient administrative support in the mitigation of the impact on HIV/AIDS, TB and STI epidemic in the college. Provide logistical support in commemoration of HIV/AIDS, STI and TB events in accordance with the nation strategic plan. Provide effective and efficient administrative support.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. N Mngcisana/ Ms MF Sambo Tel No: (012) 401 5115/ 5121
	:	The applications can be delivered to the Human Resources Unit, Tshwane South TVET College, PO Box 151, Pretoria, 0001, or hand deliver to the HR Offices at Campus level or at the Tshwane South TVET College Central Office, 85 Francis Baard Street, Pretoria, 0001 or e-mail applications at employeeewellnesspractitioner@tsc.edu.za
<u>NOTE</u>	:	Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . The Completed and signed form should be accompanied by a recently comprehensive CV. Please indicate the reference number and position you are applying for on your application form. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment.
<u>CLOSING DATE</u>	:	06 February 2026
<u>POST 02/54</u>	:	<u>STUDENT SUPPORT OFFICER/ LIAISON OFFER REF NO: ODI 05/01/26</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 per annum
	:	Tshwane South TVET College
	:	An undergraduate qualification Three (3) year National Diploma/ Bachelor's degree Social Science / Psychology / Education or equivalent qualifications as recognized by plus 3-5 years' experience in Student Support Administration Education/Teaching and Learning environment. Advanced Knowledge of PSET and CET Act. Knowledge and understanding of Student Support Services Act. Knowledge and understanding of electoral processes. Knowledge of Teaching and Learning. Knowledge of career guidance and extra-curricular activities. Knowledge of Skills Development Act, Public Service Regulations and Public Service Act, Labour Relations Act. Knowledge of the National Student Financial Aid Scheme and related legislation. Knowledge of the Public TVET sector and its regulatory and legislative framework. Knowledge of the Ethical regulatory and legislative framework. Knowledge and understanding of the Higher Education sector. Knowledge of Education Act. Computer literacy in MS Office software (Word, Excel, PowerPoint and Outlook). Typing skills and effective office administrative skills. Sound communication (verbal and written) skills as well as good interpersonal relations. Ability to work independently and within a team. Good organisational, co-ordination and planning skills.
<u>DUTIES</u>	:	Provide student support services. Provide career guidance, counselling and academic support for students. Provide student counselling or referral services. Implement student work placement and Work Integrated Learning (WIL) policies. Supervisor staff. Implement the sport, recreation, arts and culture programs for student in the campus. Facilitate student governance and student leadership development and exit support programme.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. N Mngcisana/ Ms MF Sambo Tel No: (012) 401 5115/ 5121
	:	The applications can be delivered to the Human Resources Unit, Tshwane South TVET College, PO Box 151, Pretoria, 0001, or hand deliver to the HR

		Offices at Campus level or at the Tshwane South TVET College Central Office, 85 Francis Baard Street, Pretoria, 0001 or e-mail applications at studentsupportofficer@tsc.edu.za
<u>NOTE</u>	:	Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . The Completed and signed form should be accompanied by a recently comprehensive CV. Please indicate the reference number and position you are applying for on your application form. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment.
<u>CLOSING DATE</u>	:	06 February 2026
<u>POST 02/55</u>	:	<u>CAMPUS ADMINISTRATOR REF NO: CEN 03/10/26</u>
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Tshwane South TVET College
<u>REQUIREMENTS</u>	:	An undergraduate qualification Three (3) year Office Management and Technology/Public Management or equivalent qualifications as recognized by SAQA plus 3-5 years' experience in Student Administration and Registration environment. Advanced Knowledge of office administration. Knowledge of Public Service legislation and policies. Knowledge of PSET. Knowledge and understanding of the TVET/ CET Administration. Understanding of the Higher Education sector. Understanding of corporate governance. Understanding Cost center budgetary, expenditure and cash flow management. Employment Equity Act, Public Service Regulations and Public Service Act, Labour Relations Act and any other related legislation Computer literacy in MS Office software (Word, Excel, PowerPoint and Outlook). Knowledge of Financial management and Project management. Good interpersonal skills. Typing skills and effective office administrative skills including project management skills. Sound communication (verbal and written) skills as well as good interpersonal relations. Ability to work independently and within a team. Good organisational, co-ordination and planning skills.
<u>DUTIES</u>	:	Render administrative support services. Administer and coordinate human resource services. Provide procurement services. Ensure the overall supervision and administration of all client services and student related enquiries. Maintain a proper filing system. Supervise human, physical, financial and other resources. Administer student registration and examination process.
<u>ENQUIRIES</u>	:	Ms. N Mngcisanu/ Ms MF Sambo Tel No: (012) 401 5115/ 5121
<u>APPLICATIONS</u>	:	The applications can be delivered to the Human Resources Unit, Tshwane South TVET College, PO Box 151, Pretoria, 0001, or hand deliver to the HR Offices at Campus level or at the Tshwane South TVET College Central Office, 85 Francis Baard Street, Pretoria, 0001 or e-mail applications at campusadministrator@tsc.edu.za
<u>NOTE</u>	:	Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . The Completed and signed form should be accompanied by a recently comprehensive CV. Please indicate the reference number and position you are applying for on your application form. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment.
<u>CLOSING DATE</u>	:	06 February 2026
<u>POST 02/56</u>	:	<u>OFFICE OF THE DEPUTY PRINCIPAL CORPORATE SERVICES: SECRETARY REF NO: HO 12/01/26</u>
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Tshwane South TVET College
<u>REQUIREMENTS</u>	:	An undergraduate qualification Three (3) year Office Administration/Management and Assistance/Public Management or equivalent

	qualifications as recognized by SAQA plus 2-3 years' experience in public institution, TVET college, or corporate services environment. Advanced Knowledge of relevant legislation, prescripts, policies and procedures. Basic knowledge of financial Management Record management of documents. Computer literacy in MS Office software (Word, Excel, PowerPoint and Outlook). Good interpersonal skills. Typing skills and effective office administrative skills including project management skills. Sound communication (verbal and written) skills as well as good interpersonal relations. Ability to work independently and under pressure.
<u>DUTIES</u>	: Provide a clerical support service to the manager. Provide comprehensive secretarial and administrative support to the Deputy Principal Corporate Services. Manage the diary of the Corporate Services Manager/Director, including scheduling meetings and appointments. Ensure timely submission of reports and all other related documents to relevant authorities or units. Maintain confidentiality of documents and information discussed in management offices or committee meetings. Department. Remains up to date with regard to prescripts/ policies and procedures applicable to her/his work terrain to ensure efficient and effective support to the manager. Maintain a proper filing system in the office of DPC. Ensure smooth flow of documents and keep records.
<u>ENQUIRIES APPLICATIONS</u>	: Ms. N Mngcisanana/ Ms MF Sambo Tel No: (012) 401 5115/ 5121 : The applications can be delivered to the Human Resources Unit, Tshwane South TVET College, PO Box 151, Pretoria, 0001, or hand deliver to the HR Offices at Campus level or at the Tshwane South TVET College Central Office, 85 Francis Baard Street, Pretoria, 0001 or e-mail applications at corporatesecretary@tsc.edu.za
<u>NOTE</u>	: Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently comprehensive CV. Please indicate the reference number and position you are applying for on your application form. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment.
<u>CLOSING DATE</u>	: 06 February 2026
<u>POST 02/57</u>	: <u>ADMINISTRATION CLERKS REF NO: 05/2026 (X2 POSTS)</u> (College Council Contract Position 12 Months)
<u>SALARY CENTRE</u>	: R228 321 per annum, (plus 37% service in lieu of benefits) : Oudtshoorn (X1 Post) : George (X1 Post)
<u>REQUIREMENTS</u>	: Matric plus a 3-year recognized National Diploma in the field of Administration. A minimum of at least 1-2 years relevant experience in Clerical/Administrative duties. Computer Literacy (MS Office). A valid code 08 driver's license compulsory. Knowledge: Clerical/Administrative experience. Ability to capture data. Knowledge of the Legislative framework governing the Public Services. Collecting statistics of student data. Knowledge of procedures in terms of the working environment. Good Skills: Communication and report writing skills. Operating a computer. Planning and organizing skills. Client Orientated ECD experience.
<u>DUTIES</u>	: Provide administrative support to programme manager. Create a database for student information and MIS files. Assist with walk-in student's enquiries, queries and referrals. Provide support on student and facilitator administrative matters. Ensure correct classification of documents and safekeeping of documents, manually and electronically. Ensure facilitators and students have learning material Assist pro-gramme manager with site visits. Assist with system uploads of students and capturing of competencies. Assist with co-ordination of project close out reports.
<u>ENQUIRIES APPLICATIONS</u>	: Ms. R Kirchner Tel No: (044) 884 0359 : Applications must be forwarded: The Deputy Principal: Corporate Services, electronically via the College Website, https://sccollege.co.za/vacancies
<u>FOR ATTENTION</u>	: Ms. Zoleka Maimane

NOTE

: All applications must be submitted in a New Z83 form obtainable on the internet at www.dpsa.gov.za/dpsa2g/vacancies. The application must include completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, a detailed Curriculum Vitae. Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date will not be accepted. Successful candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks [where applicable], qualification and employment verification). Where applicable, shortlisted candidates will be subjected to a skills/knowledge/competence test. Matching and redeployment to other workstations within the College may be considered based on the operational requirements. The College/DHET reserves the right not to make appointments where it deems fit to do so. Correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after closing date of this advertisement, kindly accept that your application as unsuccessful. Preference will be given to persons from designated groups, especially regarding race, gender and disability. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidates suitability based on the post's technical and generic requirements and the other must be an integrity(ethical) conduct assessment. In terms of Public Service Regulations 60(1) an executive authority shall not re-appoint a former employee, if that employee left the public service: (a) earlier on the condition that he or she would not accept or seek re-appointment.(b) due to ill health and cannot provide sufficient evidence of recovery.(c) Was dismissed from the Public service for misconduct.

CLOSING DATE

: 06 February 2026 before 16:00

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

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

- APPLICATIONS** : Interested applicants must submit their applications for employment to <https://forms.office.com/r/X2XaVPasWu> or alternatively the address specified in each post.
- CLOSING DATE** : 09 February 2026
- NOTE** : The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. Application that do not comply with the above specifications will not be considered and will be disqualified. It remains the responsibility of an applicant to ensure that application reaches the department noting different options provided for submission. Applicants who wish to post their application forms are encouraged to utilize courier services in light of the current post office challenges. A SAQA evaluation report must accompany foreign qualifications. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. A pre-entry certificate obtained from National School of Government (NSG) is required before appointment for all SMS positions. Candidate will complete a financial disclosure form and also be required to undergo a security clearance. Foreigners or dual citizenship holder must provide the Police Clearance certificate from country of origin only when shortlisted. The DOJ&CD is an equal opportunity employer. In the filling of vacant posts the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Reasonable accommodation shall be applied for People with Disabilities including where driver's license is a requirement. Correspondence will be limited to short-listed candidates only. If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. Women and people with disabilities are encouraged to apply and preference will be given to the EE Target.
- ERRATUM:** Kindly note that the post of Chief Administration Clerk with Ref No: 25/VA40/NW advertised in the Public Service Vacancy Circular 01 dated 16 January 2026 with the closing date of 02 February 2026, has been withdrawn. We apologize for any inconvenience caused.

MANAGEMENT ECHELON

- POST 02/58** : **DIRECTOR: FINANCE REF NO: 110/25EC**
This is a re-advertisement, applicants who previously applied are encouraged to re-apply.
- SALARY** : R1 266 714 - R1 492 122 per annum, (all-inclusive remuneration package).
The successful candidate will be required to sign a performance agreement.
- CENTRE** : Provincial Office – East London
- REQUIREMENTS** : An NQF level 7 qualification as recognized by SAQA in Financial Management/Financial Accounting/ Internal Audit; Nyukela certificate is required for all SMS positions before appointment (Certificate of entry into Senior Management Service from the (NSG) National School of Government); 5 years' experience at middle/senior managerial level in financial management environment; Knowledge of budget management and financial management

principles; Knowledge and understanding of the legislative framework governing the Public Service: Financial Management and regulatory framework/guidelines, the Public Service Act, the Public Service Regulations, Treasury Regulations, Departmental Financial Instructions, the Public Finance Management Act. Skills and Competencies: Strategic capability and leadership; Programme and project management; Financial management; Change management; Knowledge management; Service delivery innovation (SDI); Problem solving and analysis; People management and empowerment; Client orientation and customer focus; Communication skills; Computer literacy; Honesty and integrity.

DUTIES : Key Performance Areas: Manage the development of budget; Manage the expenditure patterns; Manage and provide asset management services; Manage and provide supply chain services; Manage and provide Third Party Funds (TPF) services; Manage human, finance and other resources.

ENQUIRIES : Mr A Jilana Tel No: (043) 702 7000 / 7010
APPLICATIONS : Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X9065, East London, 5200 or hand deliver at the Provincial Office, Department of Justice, 3 Phillip Frame Road, Waverley Park complex, East London or to <https://forms.office.com/r/X2XaVPasWu>

OTHER POSTS

POST 02/59 : **COURT MANAGER REF NO 31/26EC**

SALARY : R582 444 – R686 091 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Magistrate Office: Willowvale
REQUIREMENTS : An undergraduate National Diploma/Degree qualification (NQF 6) as recognized by SAQA in Public Administration / Management / Law / Legal studies or field of study or equivalent legal qualification; A minimum of three years' experience in court management environment with a minimum of two years (2) as a supervisor or team leader; Knowledge and experience in office and district administration; Knowledge of Public Financial Management Act (PFMA); Experience in managing Trust (Third Party Funds) and Vote Account; Experience in the court environment will be an added advantage; A valid driver's license. Skills and Competencies: Applied strategic thinking; Applied technology; Budget and Financial Management; Communication and information Management; Diversity management; Impact and influence; Planning and organizing; Problem solving; Computer literacy; Project management.

DUTIES : Key Performance Areas: Coordinate and manage the financial, human resource, risk and security in the court; Manage the strategic and business planning processes; Manage the facility, physical resources, information and communication related to courts; Lead and manage the transformation of the office; Compile and analyse court statistics to show performance and trends; Support case flow management at the court; Compile annual performance and statutory reports to the relevant users; Develop and implement.

ENQUIRIES : Mr A Jilana Tel No: (043) 702 7000 / 7010
APPLICATIONS : Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X9065, East London, 5200 or hand deliver at the Provincial Office, Department of Justice, 3 Phillip Frame Road, Waverley Park complex, East London or to <https://forms.office.com/r/X2XaVPasWu>

POST 02/60 : **CHIEF WORKSTUDY OFFICER REF NO: 26/01/CS (X5 POSTS)**

SALARY : R468 459 – R551 823 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : National Office: Pretoria
REQUIREMENTS : An NQF level 6 qualification in Operations/Production management/ Management Services/ Industrial Psychology/Engineering as recognised by SAQA; A minimum of 3 years' working experience in an Organisational design environment at a functional level; Knowledge of Organisational Design, Job Evaluation policies; Knowledge and understanding of Business Process Re-engineering (BPR); Knowledge and understanding of Public Service Regulations, Public Finance Management Act, Treasury Regulations and Government financial process and systems. Skills and Competencies: Applied strategic thinking; Applied technology; Budgeting and financial management;

		Communication and information management; Diversity management; Impact and influence; Interpersonal relations and conflict resolution; Planning and organizing; Decision making; Project management; Computer literacy; Team leadership.
<u>DUTIES</u>	:	Key Performance Areas: Develop and review organizational structures and align with the post establishment; Conduct business process re-engineering, norms and standards procedures; Develop and review job descriptions/profiles; Implement Job Evaluation (JE) systems and processes; Coordinate and facilitate the alignment and maintenance of functional post establishment; Manage human, finance and other resources.
<u>ENQUIRIES</u>	:	Ms. A van Ross Tel No: (012) 315 1094
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Postal address: The Human Resource: Department of Justice and Constitutional Development; Private Bag X81, Pretoria, 0001 OR Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001 OR https://forms.office.com/r/X2XaVPasWu
<u>POST 02/61</u>	:	<u>PRINCIPAL COURT INTERPRETER REF NO: 2025/58/MP</u>
<u>SALARY</u>	:	R397 116 – R467 790 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Barberton Magistrate Office
<u>REQUIREMENTS</u>	:	NQF level 4/Grade 12; National Diploma: Legal Interpreting at NQF Level 5 or any other relevant tertiary qualification at NQF Level 5; Five years of practical experience as a Court Interpreter with minimum two years supervisory experience; Proficiency in English and two or more indigenous languages; Valid driver's license. Language requirements: siSwati; Xitsonga. Skills and Competencies: Communications skills; Listening skills; Interpersonal skills; Time management; Computer literacy, Analytical thinking; Problem solving; Planning and organising; Confidentiality; Ability to work under pressure; Art of interpreting.
<u>DUTIES</u>	:	Key Performance Areas: Manage and supervise interpreters; Render interpreting services; Translate legal documents and exhibits; Develop terminology; Assist with the reconstruction of court records; Attend to personnel administrative aspects; Provide effective people management; Procure Foreign Language Interpreters and Casual Interpreters.
<u>ENQUIRIES</u>	:	Ms KN Zwane at (060) 532 2006
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X11249, 24 Brown Street, Nedbank centre ,4th floor building, Nelspruit 1200 or to https://forms.office.com/r/X2XaVPasWu
<u>POST 02/62</u>	:	<u>SENIOR COURT INTERPRETER (X3 POSTS)</u>
<u>SALARY</u>	:	R325 101 – R382 959 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate Office: Cradock Ref No: 28/26EC (X1 Post) Magistrate Office: Keiskammahoek Ref No: 29/26EC (X1 Post) Magistrate Office: Uitenhage Ref No: 30/26EC (X1 Post)
<u>REQUIREMENTS</u>	:	Grade 12 with 10 years' practical experience as a Court Interpreter or a grade 12 certificate with a National Diploma: Legal Interpreting at NQF level 5 or any other relevant tertiary qualification in the field of languages at NQF level 5 plus 3 years' practical experience as a Court Interpreter; Proficiency in English and in two or more indigenous languages (preference will be given to languages used in area and sign language); (Applicants will be subjected to a language test – speak, read and written); Driver's license will serve as an added advantage. Skills and Competencies: Good communication (written and verbal); Planning and organizing; Computer literacy; Confidentiality; Ability to maintain interpersonal relations; Accuracy and attention to detail.
<u>DUTIES</u>	:	Key Performance Areas: Render interpreting services; Translate legal document and exhibits; Assist with the reconstruction of Court Records; Perform specific line and administrative support functions; Provide effective people management; Develop Terminology.
<u>ENQUIRIES</u>	:	Mr. S Nofemela Tel No: (043) 702 7000 / 7131
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X9065, East London, 5200 or hand deliver at the Provincial Office, Department of Justice, 3 Phillip Frame Road, Waverley Park complex, East London or to https://forms.office.com/r/X2XaVPasWu

<u>NOTE</u>	:	Separate application must be made quoting relevant reference number
<u>POST 02/63</u>	:	<u>MAINTENANCE OFFICER (MR1-MR5) (X2 POSTS)</u>
<u>SALARY</u>	:	R252 855 – R1 111 323 per annum. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate, Mount Frere and Offices within the District Ref No: 34/26EC (X1 Post) Magistrate Office: Nigel Ref No: 2026/01/GP (X1 Post)
<u>REQUIREMENTS</u>	:	An LLB Degree or a four (4) year recognized legal qualification; Knowledge of the maintenance system; Maintenance Act and family law matters; Understanding of all services and procedures in the area of Maintenance. Languages requirements: Gauteng English; Sepedi/Northern Sotho; Southern Sotho; Tswana and IsiZulu. Skills and Competencies: Computer literacy (MS Office); Good communication skills (verbal and written); Numeracy skills; interpersonal relations; Problem solving skills; Report writing and time management skills; Accuracy and attention to detail.
<u>DUTIES</u>	:	Key Performance Areas: Perform the powers; duties or functions of a Maintenance Officer in terms of the Maintenance Act; Obtain financial information for the purposes of maintenance enquiries; Guide Maintenance Investigators in the performance of their functions; Appear in the Maintenance Court and conduct proceedings in terms of the Maintenance Act; Implement Bench Orders; Compile statistics.
<u>ENQUIRIES</u>	:	Eastern Cape: Mr. L Mthantlala Tel No: (043) 702 7000 / 7133 Gauteng Ms: RR Moabelo Tel No: (011) 332 9000
<u>APPLICATIONS</u>	:	Gauteng: Quoting the relevant reference number, direct your application to: Provincial Office-Gauteng, Private Bag X6, Johannesburg 2000 Or Physical Address: Provincial Office–Gauteng; Department of Justice and Constitutional Development; 7th floor Schreiner chambers, 94 Pritchard, Johannesburg or to https://forms.office.com/r/X2XaVPasWu Eastern Cape: Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X9065, East London, 5200 or hand deliver at the Provincial Office, Department of Justice, 3 Phillip Frame Road, Waverley Park complex, East London or to https://forms.office.com/r/X2XaVPasWu
<u>NOTE</u>	:	Separate application must be made quoting relevant reference number
<u>POST 02/64</u>	:	<u>ESTATE CONTROLLER (EC1-EC4) (X2 POSTS)</u>
<u>SALARY</u>	:	R252 855 – R586 956 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Master of The High Court: Port Elizabeth Ref No: 35/26EC (X1 Post) Master of The High Court: Grahamstown Ref No: 36/26EC (X1 Post)
<u>REQUIREMENTS</u>	:	An LLB Degree or recognized four years legal qualification; Knowledge of Administration of Estates Act, Compliance, Mental Health, Insolvency Act and other related Act, Registration of trusts Act, Curatorship's Act; knowledge of all local and international Legislation that regulates protection of children, South African legal system, legal practices and related spheres with specific reference to civil litigation and the law of contract. Knowledge of the Constitution, the Institution of Legal Proceedings Against Certain Organs of State Act, State Attorney Act, the Public Finance Management Act, Treasury Regulations and the State Liability Act. Skills and Competencies: Legal research and drafting; Case flow management; Estate duties; Trust; Dispute resolution; Communication skills (verbal and written); Problem solving; Customer focus; Attention to detail; Computer literacy.
<u>DUTIES</u>	:	Key Performance Areas: Administer deceased and Insolvent Estates, Curatorships, Trusts and all aspects related to the administration thereof; Determine and assess estate duties in terms of the Estate Duties Act; Conduct research and draft legal documents; Render administrative functions of the office.
<u>ENQUIRIES</u>	:	Mr Ndamase Tel No: (043) 702 7000 / 7129
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X9065, East London, 5200 or hand deliver at the Provincial Office, Department of Justice, 3 Phillip Frame Road, Waverley Park complex, East London or to https://forms.office.com/r/X2XaVPasWu
<u>NOTE</u>	:	Separate application must be made quoting relevant reference number

<u>POST 02/65</u>	:	<u>COURT INTERPRETER (X14 POSTS)</u>
<u>SALARY</u>	:	R228 321 – R268 950 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate Office: Queenstown Ref No: 14/26EC (X1 Post) Magistrate Office: Adelaide Ref No: 15/26EC (X1 Post) Magistrate Office: Aliwal North Ref No: 16/26EC (X1 Post) Magistrate Office: Elliotdale Ref No: 17/26EC (X1 Post) Magistrate Office: Uitenhage Ref No: 18/26EC (X2 Posts) Magistrate Office: Centane Ref No: 19/26EC (X1 Post) Magistrate Office: New Brighton Ref No: 20/26EC (X1 Post) Magistrate Office: Umtata Ref No: 21/26EC (X3 Posts) Magistrate Office: Maclear Ref No: 22/26EC (X1 Post) Magistrate Office: Fort Beaufort Ref No: 23/26EC (X1 Post) Magistrate Office: Ermelo Ref No: 2025/57/MP (X1 Post)
<u>REQUIREMENTS</u>	:	NQF level 4 / Grade 12; Proficiency in English and one or more indigenous languages; Language Requirements: Eastern Cape: preference will be given to languages used in area (Xhosa, Afrikaans, Sotho) as well as sign language. Ermelo: IsiXhosa; IsiZulu; A valid driver's license will serve as an added advantage. Skills and Competencies: Good communication (written and verbal); Ability to maintain interpersonal relations; Accuracy and attention to detail.
<u>DUTIES</u>	:	Key Performance Areas: Interpret in Criminal Court, Civil Court, Labour Court, quasi-judicial proceedings; Interpret during consultation; Translate legal documents and exhibits; Record cases in criminal record book; Draw case records on request of the Magistrate and Prosecutors; Keep records of statistics.
<u>ENQUIRIES</u>	:	Eastern Cape: Ms Msimang Tel No: (043) 702 7000 / 7136 Mpumalanga Mr. LT Mndebele at 078 802 0880
<u>APPLICATIONS</u>	:	Eastern Cape: Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X9065, East London, 5200 or hand deliver at the Provincial Office, Department of Justice, 3 Phillip Frame Road, Waverley Park complex, East London or to https://forms.office.com/r/X2XaVPasWu Mpumalanga: Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X 11249, 24 Brown Street, Nedbank centre ,4th floor building, Nelspruit 1200 or to https://forms.office.com/r/X2XaVPasWu
<u>NOTE</u>	:	Separate application must be made quoting relevant reference number
<u>POST 02/66</u>	:	<u>ADMINISTRATION CLERK (X13 POSTS)</u>
<u>SALARY</u>	:	R228 321 – R268 950 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate Office: Sterkspruit Ref No: 1/26EC (X1 Post) Magistrate Office: Queenstown Ref No: 2/26EC (X1 Post) Magistrate Office: Kirkwood Ref No: 3/26EC (X1 Post) Magistrate Office: Keiskammahoek Ref No: 4/26EC (X1 Post) Magistrate Office: Flagstaf Ref No: 5/26EC (X1 Post) Magistrate Office: Cofimvaba Ref No: 6/26EC (X1 Post) Magistrate Office: Qumbu Ref No: 7/26EC (X1 Post) Magistrate Office: Nerina House Ref No: 8/26EC (X1 Post) Magistrate Office: Libode Ref No: 9/26EC (X1 Post) Master of The High Court: Grahamstown Ref No: 10/26EC (X1 Post) Provincial Office: East London Ref No: 11/26EC (X1 Post) Magistrate Office: Fort Beaufort Ref No: 12/26EC (X1 Post) State Attorney Kimberley Ref No: 39/25/NC/SA-KIM (X1 Post)
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification. Skills and Competencies: Computer literacy (MS Office); Planning and organizing skills.; Good communication skills (verbal and written); Good interpersonal relations; Attention to detail.
<u>DUTIES</u>	:	Key Performance Areas: Render general clerical support services; Provide supply chain clerical support services within the component; Provide personnel administration clerical support services within the component; Provide financial administration support services in the component.
<u>ENQUIRIES</u>	:	Eastern Cape: Ms. C Williams Tel No: (043) 702 7000 / 7131 Northern Cape: Ms K. Fritz Tel No: (053) 802 1308

<u>APPLICATIONS</u>	:	Eastern Cape Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X9065, East London, 5200 or hand deliver at the Provincial Office, Department of Justice, 3 Phillip Frame Road, Waverley Park complex, East London or to https://forms.office.com/r/X2XaVPasWu Northern Cape: Quoting the relevant reference number, direct your application to: Postal address: The Provincial Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300. OR hand delivers at the New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7th floor, Kimberley, 8301 OR https://forms.office.com/r/X2XaVPasWu
<u>NOTE</u>	:	Northern Cape: Applicants who wish to post their application forms are encouraged to utilize courier services in light of the current postal service challenges. Separate application must be made quoting relevant reference number
<u>POST 02/67</u>	:	<u>MESSENGER (X4 POSTS)</u>
<u>SALARY</u>	:	R193 359 – R227 766 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate Office: Bizana Ref No: 24/26EC (X1 Post) Magistrate Office: Centane Ref No: 25/26EC (X1 Post) Magistrate Office: Tsole Ref No: 26/26EC (X1 Post) Magistrate Office: Elliotdql Ref No: 27/26EC (X1 Post)
<u>REQUIREMENTS</u>	:	Grade 10 / Abet level 4 qualification; A valid drivers' licence. Skills and Competencies: Interpersonal skills; Creative thinking; Customer service orientation; Problem analysis; Self-management; Self-management; Ability to work in a Team; Technical proficiency.
<u>DUTIES</u>	:	Key Performance Areas: Render Driver / Messenger support services; Collect correspondence, Distribute mail and parcels to the various offices; Collect documents from respective government institutions; Transport officials to various destinations; Render Clerical support services.
<u>ENQUIRIES</u>	:	Mr, W Ndamase Tel No: (043) 702 702 7000/7133
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X9065, East London, 5200 or hand deliver at the Provincial Office, Department of Justice, 3 Phillip Frame Road, Waverley Park complex, East London or to https://forms.office.com/r/X2XaVPasWu
<u>NOTE</u>	:	Separate application must be made quoting relevant reference number

DEPARTMENT OF LAND REFORM AND RURAL DEVELOPMENT

CLOSING DATE
NOTE

- : 06 February 2026 at 16:00
- : To apply, submit a completed Z83 form and detailed Curriculum Vitae (PDF document to a maximum of 10 megabytes) via e-mail or hand delivery. The Department will not be held responsible for server delays. Late applications due to technical issues will not be considered. Shortlisted candidates must provide certified copies of required documents (Identity Document, qualifications, etc) where necessary and service certificates to support senior management experience to Human Resources before the interviews, including South African Qualifications Authority (SAQA) evaluation reports for foreign qualifications. Failure to comply will result in disqualification. To be appointed at Senior Management Service (SMS) level, you must complete the SMS Pre-entry programme offered by the National School of Government (NSG). Find course details here: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/> appointment is subject to successful competition of the Nyukela Programme: Pre-entry Certificate to SMS and submission of proof. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process, the selection committee will recommend candidates for a generic management competency assessment, as per the Department of public Service and Administration (DPSA) directives. The assessment will evaluate candidates' managerial competencies using standardised tools. NB: Please note that false or fraudulent qualifications submitted by applicants will be reported to the South African Police Services (SAPS), and a criminal case shall be opened. Applications: Please submit your application before the closing date as late applications will not be considered. Do not submit duplicate applications. If applying for multiple posts, submit separate applications for each post. Due to high volumes, the Department will not acknowledge receipt of applications. If you have not heard from us within 3 months, please consider your application to be unsuccessful. Should, during any stage of the recruitment process, a moratorium be placed on the filling of posts or the Department is affected by any process such as, but not limited to, restructuring or reorganisation of posts, the Department reserves the right to cancel the recruitment process and re-advertise the post at any time in the future. Important: DLRRD is an equal opportunity employer committed to promoting representivity and affirmative action. We encourage applications from all qualified candidates. The Department reserves the right not to fill vacancies. By applying you consent to the collection and processing of your personal information for recruitment purposes. Shortlisted candidates will be required to be available for assessments and interviews at a date and time as determined by the Department. Shortlisted candidates will undergo personnel suitability checks, security vetting and reference checks (including social media profiles). Applications must declare any pending criminal, disciplinary or any other allegations or investigations. Successful candidates must pass security clearance, sign an employment contract, sign an annual performance agreement and disclose financial interests. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with. Failure to disclose relevant information may result in disqualification or termination.
- ERRATUM:** The position of Assistant Director: Project Implementation (X2 Posts) with Ref No: 3/1/1/1/2026/6 for the Directorate: OR Tambo and Sarah Baartman District: Eastern Cape (East London) that was advertised in Public Service Vacancy Circular 01 dated 16 January 2026 has reference. The Office was incorrectly stated in PSVC 01, the correct office details are Directorate: National Rural Youth Service Corps (NARYSEC): Eastern Cape (OR Tambo and Sarah Baartman District). The Department apologises for any inconvenience caused.

MANAGEMENT ECHELON

<u>POST 02/68</u>	:	<u>DIRECTOR: PLAS TRADING ACCOUNT FINANCIAL MANAGEMENT REF NO: 3/1/1/1/2026/15</u> Chief Directorate: Proactive Land Acquisition Strategy (Plas) Financial Support
<u>SALARY</u>	:	R1 266 714 per annum (Level 13), (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS)
<u>CENTRE REQUIREMENTS</u>	:	Gauteng (Pretoria) Minimum requirements: Applicants must be in a possession of Grade 12 Certificate and a Bachelor's Degree or Advanced Diploma in Accounting (NQF Level 7) or related equivalent qualification and a Nyukela certificate (Pre-entry Certificate to the SMS) submitted prior to appointment. Minimum of 5 years' experience at a middle / senior managerial level in the financial environment field. Job related knowledge: Government systems, Treasury Regulations, Public Finance Management Act, Financial Systems, Generally Recognised Accounting Practice. Job related skills: Communication (verbal and written), Computer literacy, Stakeholder relationship, Facilitation / coordination, Presentation, Analytical and Problem-solving, Career management, Financial management, Project management and Interpersonal relations. Willingness to travel. Ability to work under pressure. A valid driver's licence.
<u>DUTIES</u>	:	Develop and maintain budget and reporting systems for Agricultural Land Holding Account (ALHA) trading account. Plan and coordinate the development of trading account budget. Monitor and evaluate revenue trends and integrate funding needs. Compile financial and treasury reports. Provide trading account payment services. Manage payments to service providers. Manage accounting control and expenditure services. Liaise with management and external clients. Provide operational access and improvements systems support and training to Provincial Offices. Provide internal control and reporting services for trading account. Manage the control environment of the entity and all financial policies, procedures. Coordinate all aspects of the trading account annual financial reporting. Provide advice on accounting standards. Liaise with management and external clients. Coordination of the monthly management reports. Manage the process of preparation of financial statements. Coordination audit and implementation of audit management plans. Manage the trading entity banking services. Provide PLAS investment management support. Undertake due diligence on investment options for PLAS Trading account. Provide advice on investment decisions of PLAS trading account. Manage PLAS Trading account investment. Report on PLAS Trading account investment. Management of systems. Manage maintenance of trading accounts systems and support to the Provincial Offices. Manage maintenance of standard chart of accounts on Accpac system. Management of the project registrations process.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr C Nyamandi Tel No: (012) 312 9215 Applications can be submitted by hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or by email to Post15@dlrrd.gov.za
<u>NOTE</u>	:	EE Targets: Coloured and White Males and African and Coloured Females and Persons with disabilities.

OTHER POST

<u>POST 02/69</u>	:	<u>SECRETARY REF NO: 3/1/1/1/2026/14</u> Directorate: Corporate Services This is a re-advertisement, applicants who applied previously are encouraged to re-apply.
<u>SALARY</u>	:	R228 321 per annum (Level 05)
<u>CENTRE</u>	:	Eastern Cape (East London)
<u>REQUIREMENTS</u>	:	Minimum requirements: Applicants must be in possession of a Grade 12 Certificate or relevant equivalent qualification. Job related knowledge: Computer literacy (Microsoft Word, Microsoft Excel, PowerPoint, etc.) Job related skills: Good telephone etiquette, Sound organisational skills, Good people skills, Computer literacy, Ability to communicate well with people at different levels and from different backgrounds (both written and verbal), Ability to act with tact and discretion. Good grooming and presentation.

DUTIES

: Provide a secretariat / receptionist support service to the Director. Receive telephonic calls and refers the calls to the correct role players if not meant for the relevant senior manager. Record appointments and events in the diary. Types documents for the senior manager and other staff within the unit on a word process. Operate office equipment e.g. Fax machines and photocopiers. Provide a clerical support service to the Senior Manager. Liaise with travel agencies to make travel arrangements. Check arrangements when relevant documents are received. Arrange meetings and events for the senior manager and the staff in the unit. Identifies venues, invite role players, organise refreshments and sets up schedules for meeting and events. Process the travel and subsistence claims for the unit. Process all invoices that emanate from the activities of the work of the senior manager. Records basic minutes of meetings of the senior manager where required. Draft routine correspondence and reports. Do filling of documents for the senior manager and the unit where necessary. Administer matters like leave registers and telephonic accounts. Receive, records and distributes all incoming and outgoing documents. Handle the procurement of standard items like stationery, refreshments etc. Collects all relevant documents to enable the Director to prepare for meetings. Remains up to date with regard to prescripts / policies and procedures applicable to her / his work environment to ensure efficient and effective support to the senior manager. Study the relevant public service and the departmental prescripts / policies and other documents to ensure that the application thereof is understood properly. Remain abreast with the procedures and process that apply in the office of the senior manager.

**ENQUIRIES
APPLICATIONS**

: Ms A van Vuuren Tel No: (043) 701 8127 or Ms A Kili Tel No: (043) 701 8186
: Applications can be submitted by hand delivered during office hours to: Ocean Terrace, Coner Moore and Coutts Street, Block H, Quigney, East London, 5201 or by email to Post14@dlrrd.gov.za

NOTE

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

NATIONAL PROSECUTING AUTHORITY

The NPA is an equal opportunity employer. People with disabilities will be given preference and are encouraged to apply. In the filling of vacancies, the objectives of Section 195(1)(i) of the Constitution of the Republic of South Africa, 1996, and in particular the Employment Equity Act, 1998 (Act 55 of 1998) and the NPA Employment Equity Strategy 2022-2026, will take highest preference in selection of suitable candidates.

- APPLICATIONS** : All applications must be submitted to the relevant Recruitment Response E mails stated below.
- CLOSING DATE** : 09 February 2026
- NOTE** : Applicants must apply by submitting applications on the most recent Z83 form obtainable from any Public Service Department or on the DPSA web site link: <https://www.dpsa.gov.za/newsroom/psvc/> and a comprehensive CV only (with detailed experience information). Failure to do so will result in your application being disqualified. Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA (only when shortlisted). It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation (only when shortlisted). All applications must reach the NPA on/or before the closing date. No late applications will be accepted/processed. Documents should not be password protected, and ZIP files will be blocked. The NPA cannot be held responsible for server delays. All applications must reach the NPA on/or before the closing date. No late applications will be accepted/processed. The applicant's attention is drawn to the fact that the NPA uses an Electronic Response Handling System in terms of e-mailed applications. Please do not contact the NPA directly after you have e-mailed your applications to enquire if your application(s) have been received. If you have not received an acknowledgement of receipt within one week after the closing date, then you can contact the NPA. The NPA reserves the right not to fill any particular position. If you do not hear from us within (6) six months from the closing date of the advert, please accept that your application was unsuccessful. Successful candidates will be subjected to a security clearance of at least confidential. Appointment to this position will be provisional, pending the issue of security clearance. Fingerprints will be taken on the day of the interview. The social media accounts of shortlisted applicants may be accessed as part of the verification process. A valid driver's license will be a requirement where applicable. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments which are, a practical exercise and an integrity (ethical conduct) assessment. SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the NPA. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency-based assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will test generic managerial competencies using the mandated DPSA SMS competency assessment tools. A Pre-entry certificate obtained from the National School of Government (NSG) is required for all SMS applicants for Public Service Act positions in the NPA (SMS pre-entry certificate to be submitted prior to appointment). NPA Act appointments are exempted from the pre-entry certificate requirement. This is a Public Service specific training programme. The name of the course is Certificate for entry into the SMS. The full details can be sourced from the link <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Applicants are advised that from 1 January 2021 a new application form for employment (Z83) is in use. The new application for employment form can be downloaded at www.dpsa.gov.za-vacancies. From 1 January 2021 should an application be received using the incorrect (old) application for employment (Z83), it will not be considered. NB! Applicants Who Are Successful Must Please note that the NPA is not in a position to pay resettlement costs.
- ERRATUM:** kindly take note that the post of Deputy Director of Public Prosecutions – AFU Nelspruit with Ref No: Recruit 2025/524 advertised in Public Service Vacancy Circular 41 dated 07 November 2025; Assistant Director: Labour Relations – Head Office: Pretoria with Ref No: Recruit

2025/607 advertised in Public Service Vacancy Circular 45 dated 05 December 2025; Senior Financial Investigator – AFU Kimberley with Ref No: Recruit 2024/207 advertised in Public Service Vacancy Circular 30 dated 22 August 2025 are hereby withdrawn.

OTHER POSTS

<u>POST 02/70</u>	:	<u>DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS REF NO: RECRUIT 2026/16</u> Asset Forfeiture Unit
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 563 183 per annum (Level 14), (total cost package) Middelburg (Nelspruit) An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least ten (10) years' post qualification experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Admitted Attorney and/or Advocate. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Demonstrate experience in managing motion proceedings. Good advocacy and legal drafting skills. Good knowledge of civil and/or criminal procedure. Knowledge of Asset Forfeiture law will be added advantage. Ability to act independently. Good interpersonal, analytical, presentation and communication skills. Strong computer skills. Willing to travel and able to work extended hours. Valid driver's licence.
<u>DUTIES</u>	:	Undertake litigation and supervision of litigation. Representing the state in all courts. Conduct civil litigation regarding all aspects of the freezing and forfeiture / confiscation of property / assets derived from criminal activity. Draft applications. Prepare heads of arguments and present cases in court. Train and provide mentorship and guidance to staff. Assist in managing the regional office.
<u>ENQUIRIES APPLICATIONS</u>	:	Lindie Swanepoel Tel No: (012) 845 6638 e mail: Recruit202616@npa.gov.za
<u>POST 02/71</u>	:	<u>SENIOR PUBLIC PROSECUTOR REF NO: RECRUIT 2026/17</u> National Prosecutions Service
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 195 110 – R1 859 814 per annum (CM-1), (total cost package) CPP: Wynberg (Worcester) An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least eight (8) years post qualification legal experience. Five (5) years' experience in legal practice will be an added advantage. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Good management skills. Manage, give guidance to and train prosecutors. Proficiency in prosecuting, guiding investigations and giving instructions in reasonably complex or more difficult common law and statutory offences. Able to draft charge sheets and complex court documents. Ability to act independently without constant supervision. Must have good administrative skills.
<u>DUTIES</u>	:	Manage and supervise allocation of work and management of performance for lower level prosecutors including trainee Prosecutor. Train and guide Prosecutors including trainee Prosecutors and stakeholders in preparation of case dockets and deciding on the institution and conduct criminal proceedings. Represent the State in all courts. Present and assist prosecutors including trainee Prosecutors in presentation of state's case court, lead and cross examination of witnesses and address court on inter alia conviction and the like. Attend to representations and complaints. Attend to instructions of the Chief Prosecutor and the Director of Public Prosecutions. Lead Prosecutors towards achieving strategic goals and operational targets set by NPA, DPP office and CPP. Perform all duties including administrative duties related thereto, in accordance with code of conduct, policy directives of NPA. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice.
<u>ENQUIRIES APPLICATIONS</u>	:	Thuso Damane Tel No: (021) 487 7129 e mail: Recruit202617@npa.gov.za

<u>POST 02/72</u>	:	<u>SENIOR STATE ADVOCATE REF NO: RECRUIT 2026/18</u> National Prosecutions Service
<u>SALARY</u>	:	R1 195 110 – R1 859 814 per annum (LP-9), (total cost package)
<u>CENTRE</u>	:	DDPP: Gqeberha
<u>REQUIREMENTS</u>	:	An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least eight (8) years post qualification legal experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Five (5) years' experience in legal practice will be an added advantage. Ability to act independently. Experience or knowledge in environmental cases will be an added advantage. Strong interpersonal and communication skills. Decision making ability. Computer literacy and knowledge of programs in MS Office. The incumbent will be required to travel within the region. A valid drivers license.
<u>DUTIES</u>	:	Study case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets, indictments and other court documents. Represent the State in all courts. Prepare cases for court, including the acquisition of additional evidence and draft charge sheets, indictments and court documents. Present the State's case in court, lead and cross examine witnesses, address the court on, inter alia, conviction and sentence. Attend to representations, prepare opinions and head of arguments and argue cases in appropriate court. Appear in court in motion application pertaining to criminal matters and in general conduct prosecution on behalf of the state. Perform all duties related thereto in accordance with the code of conduct policy and directives of the NPA. Ensure accurate statistics and good governance. Mentor and coach junior staff (Prosecutors/Advocates) and quality check their work. Provide appropriate guidance and direction and issue proper instructions to Advocates/Prosecutors/SAPS/DPCI on all aspects of work. Participate in the performance assessment of staff being mentored. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.
<u>ENQUIRIES</u>	:	Andiswa Tengile Tel No: (012) 842 1450
<u>APPLICATIONS</u>	:	e mail: Recruit202618@npa.gov.za
<u>POST 02/73</u>	:	<u>STATE ADVOCATE REF NO: RECRUIT 2026/19</u> Asset Forfeiture Unit
<u>SALARY</u>	:	R932 904 - R1 539 321 per annum (Level LP- 7 to LP-8), (total cost package)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least five (5) years post qualification legal experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Professional and able to work independently. Willing to travel and able to work extended hours. Excellent communication skills. Well-developed skills in legal drafting and advocacy. Good knowledge of Asset Forfeiture Law will be an added advantage. Excellent interpersonal, analytical and presentation skills. Strong computer skills and knowledge of MS Word, Excel, Outlook and PowerPoint. Literacy and numeracy. Valid driver's license.
<u>DUTIES</u>	:	Civil litigation on behalf of the State regarding all aspects of freezing of property and obtaining final forfeiture confiscation orders. Liaise with prosecutors on cases with asset forfeiture potential. Draft and present asset forfeiture applications in all courts. Train prosecutors and investigators in the use of Asset Forfeiture Law. Keep up to date with legal developments.
<u>ENQUIRIES</u>	:	Lindie Swanepoel Tel No: (012) 845 6638
<u>APPLICATIONS</u>	:	e mail: Recruit202619@npa.gov.za
<u>POST 02/74</u>	:	<u>STATE ADVOCATE REF NO: RECRUIT 2026/20</u> National Prosecutions Service Re-advert
<u>SALARY</u>	:	R932 904 - R1 539 321 per annum (Level LP- 7 to LP-8), (total cost package)
<u>CENTRE</u>	:	CPP: Kimberley (De Aar) (Sexual Offences)
<u>REQUIREMENTS</u>	:	An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. Right of appearance as contemplated in section 25(2) of the NPA

Act, 32 of 1998. At least five (5) years' post qualification legal experience in the prosecution of Sexual Offences; Criminal Procedure, Civil litigation and management of Gender based violence matters. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. High level of proficiency in prosecuting and presenting/ arguing cases in court. Experience in guiding investigations and giving instructions in law and statutory offences.

DUTIES : To institute and conduct criminal proceedings on behalf of the State, to perform any act incidental thereto and to carry out the duties and functions assigned to the prosecution under any Act and/ or the Policy Manual and / or any directives, inter alia, study case dockets, decide on the institution of and conduct criminal proceedings, including proceedings of an advanced or complex nature in the dedicated sexual offences courts. Prepare cases for court, guide investigations, and consult with witnesses, draft charge sheets and other court documents, including documents that are more complex in nature. Present the State's case in court. Present evidence, cross-examine and address the court on, inter alia, conviction and sentence. To ensure criminal and civil litigation in compliance with requirements legally imposed upon the State regarding aspects of criminal and civil activities relevant to the mandate of the National Prosecuting Authority on the management of gender-based violence and all matters incidental there to. To track, monitor and facilitate cases through the Criminal Justice System, manage the court rolls at dedicated sexual offences courts. Securing the attendance of witnesses, investigating officer's and accused in custody at court. Ensuring a reduction of turnaround time in the finalization of cases in line with the mandate of NPA. Assist to improve functional relationships with stakeholders. Constant follow up with the relevant stakeholders. Assist to improve the conviction rate. Supervise, train and develop relevant role-players where required. Submit monthly reports (including statistics) regarding performance management.

ENQUIRIES : Nicholas Mogongwa Tel No: (053) 807 4539
APPLICATIONS : e mail: Recruit202620@npa.gov.za

POST 02/75 : **ASSISTANT DIRECTOR: LABOUR RELATIONS REF NO: RECRUIT 2026/27**
Strategy Operations and Compliance: HRM & D - Labour Relations

SALARY : R582 444 per annum (Level 10), (excluding benefits)
CENTRE : Bloemfontein
REQUIREMENTS : An appropriate B Degree (NQF Level 7) or Three (3) year Diploma (NQF level 6) in Labour Relations or equivalent. (Studying towards LLB Degree will be an added advantage). Three (3) years' experience in Labour Relations. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of the employment relations legislative and regulatory framework. Experience in appearing in conciliations, mediations, and arbitration proceedings. Knowledge and experience in the handling of complaints, disciplinary hearings, and grievances. Dispute resolution skills. Valid driver's license.

DUTIES : Represent the NPA in disciplinary hearings, conciliations, mediations, and arbitration proceedings. Facilitate NPA representations and provide support to the counsel representing the NPA in external disputes. Facilitate the resolution of grievances and conduct necessary investigations for such resolutions. Facilitate disciplinary proceedings and conduct necessary investigations. Proactively implement mechanisms that minimize disputes and create sound employment relations. Participate in collective bargaining and facilitate the implementation of collective agreements. Prepare the necessary documents and provide opinions on the management and resolution of labour matters. Ensure compliance with grievances and disciplinary policies. Research and advice the NPA on the relevant legislative framework.

ENQUIRIES : Ronnie Pather Tel No: (012) 845 6186
APPLICATIONS : e mail: Recruit202627@npa.gov.za

POST 02/76 : **FORENSIC DATA CASE ANALYST REF NO: RECRUIT 2026/28 (X8 POSTS)**
Investigating Directorate Against Corruption
Re-advert

SALARY : R582 444 per annum (Level 10), (excluding benefits)
CENTRE : Pretoria: Head office

<u>REQUIREMENTS</u>	:	An appropriate B Degree (NQF level 7) in Computer Science/ Information Systems/ Statistics/ Forensic Science/ Forensic Accounting/ Policing/ Criminology or related qualification with specialization in data analysis and/or forensic investigations. Minimum of three years' experience in data analysis in a legal/investigative/financial environment in roles related to investigations, financial crime, forensic accounting or compliance. Vocational training in Anti-corruption and financial crime/anti-money laundering/corruption investigation techniques/ data analysis tools/ cybersecurity/Digital Forensics. Certified Fraud examiner (CFE), Certified Data Analyst (CDA), Certified Information System Auditor (CISA), Certified Anti-Money Laundering Specialist (CAMS) or other Data Science and Analytics certifications. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Excellent written and verbal communication skills, innovative and proactive. General management and project management Skills. Strategic capability and leadership. People management and empowerment. Customer service and responsiveness. Communication Skills. Planning and Prioritising. Research Skills and Administration skills. A valid driver's license.
<u>DUTIES</u>	:	Plan and implement data analysis and research. Collect and manage data. Conduct quality analysis of data to support investigation and prosecution of crimes. Execute special operations in line with the provisions of relevant legislation. Compile and present investigation report.
<u>ENQUIRIES APPLICATIONS</u>	:	Bheki Sithole Tel No: (012) 845 7786
	:	e mail: Recruit202628@npa.gov.za
<u>POST 02/77</u>	:	<u>FINANCIAL INVESTIGATOR REF NO: RECRUIT 2026/21</u> Asset Forfeiture Unit
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 per annum (Level 09), (excluding benefits)
	:	Johannesburg
	:	An appropriate B Degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in one of the following: Forensic Investigations, Forensic Auditing, Criminal Investigation, Certified Fraud Examiner or equivalent. Three (3) years' experience in financial investigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. The ability to perform administrative tasks efficiently, effectively, and error free to provide a record of the activities/deliverables. The means of formal, clear, and persuasive presentation of facts and ideas. Communication includes the ability to convey messages to individuals and groups at the appropriate time and to incorporate listening proficiencies so as to identify ideas, attitudes and actual content. Excellent written and verbal communication. Ability to plan and organize work and distinguish between urgent and important tasks/activities. Ability to achieve excellence in delivering the planned customer service outcomes (i.e. service levels and standards) for the NPA and ensure the highest level of customer care and customer satisfaction. Ability to identify and solve problems by analysing situations and apply critical thinking in order to resolve problems and decide on courses of action and implement the solutions developed in order to overcome problems and constraints. Valid driver's licence.
<u>DUTIES</u>	:	Conduct case assessments. Conduct case planning. Conduct a detailed financial investigation in high value and complex matters. Undertake stakeholder engagements. Provide administration support services with regard to case management.
<u>ENQUIRIES APPLICATIONS</u>	:	Lindie Swanepoel Tel No: (012) 845 6638
	:	e mail: Recruit202621@npa.gov.za
<u>POST 02/78</u>	:	<u>FINANCIAL ANALYST REF NO: RECRUIT 2026/22</u> Asset Forfeiture Unit
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 per annum (Level 09), (excluding benefits)
	:	East London
	:	An appropriate B Degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in Accounting, Forensic Auditing or equivalent. Three (3) years financial analysis experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. The ability to offer direction and leadership to a team of officials to ensure the attainment of objectives. Seeks opportunities to increase personal contribution and level of responsibility. The ability to perform administrative tasks efficiently, effectively, and error free to provide a record of the activities/deliverables. The means of

formal, clear and persuasive presentation of facts and ideas. Communication includes the ability to convey messages to individuals and groups at the appropriate time-and to incorporate listening proficiencies so as to identify ideas, attitudes and actual content. Written and verbal communication. Must be able to plan and organise work and distinguish between urgent and important tasks/activities. Must be able to achieve excellence in delivering the planned customer service outcomes (i.e. service levels and standards) for the department and ensure the highest level of customer care and customer satisfaction. Must be able to identify and solve problems by analysing situations and apply critical thinking in order to resolve problems and decide on courses of action and implement the solutions developed in order to overcome problems and constraints.

DUTIES : Capture and convert data into usable information. Conduct analysis of information gathered.

ENQUIRIES :
APPLICATIONS : Lindie Swanepoel Tel No: (012) 845 6638
e mail: Recruit202622@npa.gov.za

POST 02/79 : **ENFORCEMENT OFFICER REF NO: RECRUIT 2026/23**
Asset Forfeiture Unit

SALARY : R468 459 per annum (Level 09), (excluding benefits)
CENTRE : Pretoria
REQUIREMENTS : An appropriate B Degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in Finance or equivalent. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Three (3) years' relevant experience. Strategic capability and leadership. General management, administration, and communication skills. People management and empowerment skills. Customer focus and responsiveness. Planning and prioritizing, including interpersonal relation skills. Problem solving and Decision-making skills. Knowledge of the following Acts: PSA, SA Archives, PFMA, POCA, Administration of Estates, Insolvency, NPA, Access to Information and SCM Framework. Knowledge of Finance, Supply Chain Management, Information Management. Skills in MS Office suite, specifically MS Word, Excel, Outlook, Power Point, Visio and MS Project. Skills in ECMS and iBase, including Operations Management, Public, Information and Finance Management and Writing. Skills in Administration systems, Task/time management, conflict and Analytic.

DUTIES : Facilitate the SCM process of identifying curators and appointing auctioneers. Monitor the performance of curators or delegated officials to ensure prompt collection of money due to the state. Perform reconciliations on curator accounts and the criminal asset recovery account. Capture finance information on the system: Curator disbursements and fees, deposits, and payment to victims. Process payments.

ENQUIRIES :
APPLICATIONS : Lindie Swanepoel Tel No: (012) 845 6638
e mail: Recruit202623@npa.gov.za

POST 02/80 : **SENIOR ORGANISATIONAL DEVELOPMENT PRACTITIONER REF NO: RECRUIT 2026/24**
Strategy Operations and Compliance: HRM & D: Organisational Development

SALARY : R397 116 per annum (Level 08), (excluding benefits)
CENTRE : Pretoria: Head Office
REQUIREMENTS : An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6) in Management Services/Operations Management/Production Management or related qualification i.e. Industrial Psychology. Minimum of two (2) years' experience in the field of organisational design/development/work-study. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of Public Service Act, Public Service Regulations and NPA Act. Good knowledge of organisational design, frameworks, practices, and processes in the public service. Knowledge of various DPSA directives, circulars etc. related to organisational development/change management. Knowledge of Human Resource Management and labour relations in general. Knowledge of job evaluation process, business process management, Total quality management, project management principles and methodologies. Strong Project management skills. Practical knowledge of Microsoft Office Suite (Specifically Project, Visio, Word, Excel, PowerPoint and Outlook) and Bizagi Process Modeller. Communication

		skill (both written and verbal). Presentation skill. Good report writing skills. People management and empowerment. Knowledge of the Compensate-Evaluate job evaluation system. A valid driver's license.
<u>DUTIES</u>	:	Undertake work-study investigations within the NPA. Conduct job evaluation exercises. Compile and review job descriptions. Conduct business process mapping. Optimise work procedures and methods (work processes, workflow and standard operating procedures). Render organisation development administrative duties.
<u>ENQUIRIES APPLICATIONS</u>	:	Nobuzwe Mwanaumo Tel No: (012) 845 6423
	:	e mail: Recruit202624@npa.gov.za
<u>POST 02/81</u>	:	<u>COURT PREPARATION OFFICER REF NO: RECRUIT 2026/25</u> National Prosecutions Service
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 per annum (Level 07), (excluding benefits)
	:	CPP: Witbank
	:	An appropriate B Degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in Social Science/Behavioural Studies or equivalent. At least one (1) year working experience which includes experience gained during training. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Sound co-ordination and counselling experience. Ability to work well with children. Knowledge of the Criminal Justice System. Excellent administrative skills, good communication skills and problem-solving skills.
<u>DUTIES</u>	:	Provide holistic and integrated care for the victims of crime, customers and witnesses within the court environment. Prevent secondary traumatization by providing a safe and secure environment in which to testify. Implement court preparation for children and adult victims of crime, customers and witnesses and perform all other duties in relation thereto. Liaise with and report to the Prosecutor/Manager. Perform all duties in accordance with general accepted court preparation technique.
<u>ENQUIRIES APPLICATIONS</u>	:	Tebogo Mashile Tel No: (013) 045 0686
	:	e mail: Recruit202625@npa.gov.za
<u>POST 02/82</u>	:	<u>PERSONAL ASSISTANT REF NO: RECRUIT 2026/26</u> National Prosecutions Service Re-advert
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 per annum (Level 07), (excluding benefits)
	:	DPP: Cape Town
	:	Grade 12 and secretarial Diploma or equivalent qualification. Minimum three (3) years' experience in rendering support service to senior management. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. General computer literacy. Language skills and ability to communicate well with people at different levels and from different background. Good telephone etiquette and sound organisational skills. Good people skills. High level of reliability. Written communication skills. Ability to do research and analyse documents and situations. Ability to act with tact and discretion. Knowledge of the relevant legislations, policies, prescripts and procedures applicable in the public sector. Basic knowledge of financial administration.
<u>DUTIES</u>	:	Provide secretarial, administration support (including answering telephone and handling of diary to the senior managers) Typing letters, memorandums and presentations. Operate office equipment like fax machines and photocopiers. Make travel and logistical arrangements for meetings and events. Prepare travel documentation and coordinate bookings. Take minutes during meetings. Develop maintain an accessible and user-friendly filing system. Performing secretarial and other related administration tasks. Case administration.
<u>ENQUIRIES APPLICATIONS</u>	:	Phyllis Lujabe Tel No: (021) 487 7281
	:	e mail: Recruit202626@npa.gov.za

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 for the 2026 CAA programme, login to the following link: [National Treasury | e-Recruitment](#) and attach all the required documents (CV, Grade 12 certificate, South African ID and the full official academic record). Please note that e-mailed, post, hand delivered, faxed and late applications will not be accepted
- CLOSING DATE** : 06 February 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, CV, full official academic record, etc. These documents need not be certified at the point of application however certification will be required prior to attending the interview. Please note: All shortlisted candidates will be subjected to two assessments. The first assessment will be a technical exercise that intends to test relevant technical elements of the job, while the second assessment will be an integrity (ethical conduct) assessment, the logistics of which will be communicated by the Department. It should be noted that the National Treasury does not support the use of Artificial Intelligence (AI) in any of its recruitment and selection processes and will disqualify an application if it picks up the use of AI when completing assessments without acknowledging the source of information. All qualifications, criminal and SA citizenship checks will be conducted on candidates where applicable. Additional checks will be conducted in line with the new DPSA Directive effective 01 April 2024. By submitting your application, it also means you consent to the National Treasury processing your information for Human Resources Management purposes. It is the applicant's responsibility to have all their foreign qualifications (this includes O and A level certificates) evaluated by the South African Qualifications Authority (SAQA), at your own expense. Upon appointment, successful candidates will be required to sign a learning Agreement within 3 months from date of appointment. The status of your application will be visible on the e-Recruitment system. However, if you have not received feedback from the National Treasury within 3 months of the closing date, please regard your application as unsuccessful. Note: The National Treasury reserves the right not to fill the below-mentioned posts, withdraw or to put on hold a position and/or to re-advertise a post. All queries must be submitted via email addressed to the CAA Team on caa@treasury.gov.za. The National Treasury is compliant with the requirements of POPIA.

OTHER POST

<u>POST 02/83</u>	:	<u>CHARTERED ACCOUNTANTS ACADEMY REF NO: CHARTERED ACCOUNTANTS ACADEMY 2025</u> Division: Office of The Accountant-General Chartered Accountants Academy (CAA) 2026 (36 Months) Purpose: The National Treasury's Chartered Accountants Academy offers a three-year full-time training contract that will provide trainees with an opportunity to develop the Professional Values, Attitudes and Acumens (PVAA) proficiency in pursuance of the Chartered Accountancy CA(SA) profession.
<u>STIPEND</u>	:	R397 116 per annum, (all-inclusive)
<u>CENTRE</u>	:	Pretoria, Johannesburg, Cape Town & Durban
<u>REQUIREMENTS</u>	:	Certificate in the Theory of Accounting (CTA) or equivalent qualification that meets SAICA requirements to write Initial Test of Competence (ITC) in January 2026.
<u>DUTIES</u>	:	Key learning areas to be clarified by various units where the successful trainees will be placed.
<u>ENQUIRIES</u>	:	caa@treasury.gov.za
<u>NOTE</u>	:	Training Programme: Candidates are invited to apply for the programme and will be exposed to the public sector with a view to meeting the skills shortage in the sector. Trainees will have an opportunity to be on the cutting edge of financial management transformation and be part of policy development initiatives while developing technical and PVAA.

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 (Act 55) of 1998) and the relevant Human Resources policies of the Department will be taken into consideration and preference will be given to Women, Persons with Disabilities and youth.

**APPLICATIONS**

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

Gauteng/Land Court 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.

CLOSING DATE

: 06 February 2026

NOTE

: All applications must be submitted on a New Z83 form, which can be downloaded on internet at www.judiciary.org.za/ / www.dpsa.gov.za/dpsa2g/vacancies.asp or obtainable from any Public Service Department and should be accompanied by a recent comprehensive CV only; contactable referees (telephone numbers and email addresses must be indicated). Please send your documents in a PDF and put them in one folder. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. Applicants could be required to provide consent for access to their social media accounts. Prior to appointment for SMS, a candidate would be required to complete the Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course, endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/> Each application form must be fully completed, duly signed and initialed on both pages by the applicant. The application must indicate the correct job title, the office where the position is advertised and the reference number as stated in the advert. Failure by the applicant to fully 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 a possession of a foreign qualification, it must be accompanied by an evaluation 7considered. Suitable candidates will be subjected to a personnel suitability check (criminal record, financial checks, qualification verification, citizenship checks, reference checks and employment verification). Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make any appointment(s) to the advertised post(s). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Failure to submit all the requested documents will result in the application not being considered during the selection process. All successful candidates will be expected to enter into an employment contract and a performance

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

MANAGEMENT ECHELON

<u>POST 02/84</u>	:	<u>CHIEF DIRECTOR: EXECUTIVE SUPPORT AND INTERGOVERNMENTAL RELATION REF NO: 2025/380/OCJ</u> (12 Months Fixed Term Contract)
<u>SALARY</u>	:	R1 494 900 - R1 787 328.per annum (Level 14), (all-inclusive package), consisting of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	National Office: Midrand
	:	Applicants should be in possession Bachelors Degree (NQF Level 7) as by SAQA in Public Administration / Management / Business Administration / Management or equivalent. An LLB qualification and proven research capabilities will be an added advantage. The applicant should have a minimum of 5 years experience at senior management level. Experience in executive support or strategic management either in public or private sector. Successful completion of the Public Service SMS pre-entry Certificate (Nyukela Certificate) as endorsed by the National School of Government is a pre-requisite for appointment. Proven ability to draft and quality control highly complex policy documents and legal instruments. An understanding of the South African legal system. Extensive knowledge of the functioning of an executive office and related administrative systems. Organizational ability and analytical acumen. Advanced research and writing skills. Advanced knowledge of the application of MS Office applications. Ability and willingness to travel often and work long hours. A valid driver's license. The candidate need to meet the requirements for a top secret security clearance. Attributes: Self-driven. Display initiative. Ability to meet strict deadlines and to work under pressure. A sense of attention to detail. Excellent communication skills (written and verbal). Process Competencies: Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication Honesty and integrity. Required Core Competencies: Strategic Capacity and Leadership, People Management and Empowerment, Financial Management, Change Management, Programme and project Management.
<u>DUTIES</u>	:	Strategic management and oversight of Units and resources attached to the Secretary General's office. Management of Governance structures. Provide technical, administrative and secretariat support services. Provide technical and administrative support on matters pertaining to Parliament, Cabinet, Departmental and Portfolio Committees, as well as other relevant committees and structure such as FOSAD, G&A cluster. Maintain PSA and PFMA delegation register (delegations are developed by the assigned officials i.e. CFO and Head of Corporate Services). Facilitate stakeholder engagement and participation. Manage and facilitate the provision of institutional internal control and compliance services. Manage risk and comply with audit requirements. Manage human and financial resources of the Chief Directorate according to departmental prescripts. Provide strategic leadership for the overall functioning and performance of the Chief Directorate to ensure targets are met.
<u>ENQUIRIES</u>	:	Technical related enquiries: Ms P Mpe Tel No: (010) 493 2500/2524 HR related enquiries: Ms P Mpe Tel No: (010) 493 2500/2524
<u>APPLICATIONS</u>	:	Applications can be sent via email to: 2025/380/OCJ@judiciary.org.za
<u>NOTE</u>	:	OCJ will give preference to candidates in line with the departmental Employment Equity goals.

OTHER POSTS

<u>POST 02/85</u>	:	<u>ASSISTANT DIRECTOR: JSC REF NO: 2025/381/OCJ</u>
<u>SALARY</u>	:	R468 459 - R551 823 per annum (Level 09). The successful candidate will be required to sign a performance agreement
<u>CENTRE</u>	:	National Office, Midrand
<u>REQUIREMENTS</u>	:	Applicants should be in possession of an LLB degree or a four-year recognized legal qualification. A valid driver's license. A minimum three (3) years' relevant legal experience in the judicial regulatory environment. An understanding of the functioning of Commissions or Tribunals would be an added advantage. Candidates must demonstrate in-depth knowledge of the Judicial Service Commission Act, 1994 and the Code of Judicial Conduct. Skills and Competencies: Report writing and editing skills, legal research and analytical skills, Project Management, Planning and organizing, Accuracy and paying attention to detail, Communication skills, Computer literacy, Excellent interpersonal skills, Ability to work under pressure and independently. Problem solving skills, Administration skills. Willingness to travel. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.
<u>DUTIES</u>	:	Rendering support to the Judicial Service Commission and its Committees, Receiving and attending to complaints against Judges, maintaining a register of complaints lodged against Judges, Consulting with the State Attorney and Advocates on Litigation matters Maintaining of stakeholder relations with referral institutions Provide research and legal assistance to the Unit, Assist with any relevant ad hoc tasks within the Unit.
<u>ENQUIRIES</u>	:	Technical enquiries Mr N Phakola Tel No: (010) 493 2580 HR enquiries: Mr A Khadambi Tel No: (010) 493 2619
<u>APPLICATIONS</u>	:	Applications can be sent via email to: 2025/381/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 02/86</u>	:	<u>JUDGE SECRETARY REF NO: 2025/382/OCJ</u>
<u>SALARY</u>	:	R325 101 - R382 959 per annum (Level 07). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Land Court (Durban)
<u>REQUIREMENTS</u>	:	Applicants should be in possession of a Grade 12 certificate, a minimum of one (01) year secretarial experience or as an office assistant in a legal environment. A valid drivers' license, LLB degree or minimum of 20 modules completed towards an LLB, NA/Bcom Law degree will serve as an added advantage, and results must accompany the application. Skills and competencies: Excellent communication skills (verbal & written); Computer literacy; Numerical skills; Attention to detail; Planning, organizing and control; Problem solving and decision-making skills; Customer service oriented; Interpersonal skills; Conflict management and strong work ethics; Professionalism; Ability to work under pressure and meeting deadlines; Results driven; Honesty and trustworthy. Observance of confidentiality. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.
<u>DUTIES</u>	:	Ensure attendance and screening of all incoming and outgoing calls. To ensure that judgments are typed, and correspondences is appropriately captured and saved in the correct locations and safeguarded; Provide general secretarial / administrative duties to the Judge. Arrange and diarize appointments, meetings, official visits and make travel and accommodation arrangements. etc; Perform digital recording of court proceedings urgent court after hours and ensure integrity of such recordings, store, keep and file court records safely: after a case has been completed and opinion, decision or judgment entry released, returns case file to the Registrar; Accompany the Judge to the court 37 and circuit courts; ensure that the register/template for the reserved judgments is updated timeously and that the Statistics Officer is notified when judgment remains outstanding and/or has been handed down, Cooperate with Judges, Supervisors and co-workers as necessary to ensure the smooth and efficient operation of the Court; Management of Judge's vehicle and logbook; compile data and prepares reports and documents for assigned judges as necessary, including expenses reports, continuing legal hours, financial

disclosure statement, and case management; Arrange receptions for the Judge, and his visitors and attend to their needs; To remind the Judge of invoices so that the submission of the S&T claims can be processed. To ensure the submissions of Cell phone and 3G data claims for process purposes. To ensure that stats are submitted to the Statistical Officer timeously. To ensure that the Judge's logbook is submitted on or before 5th of every month to the Transport Office. Management of Judge's Library and updating of loose-leaf publications; Ensure that the Judge's stationery is ordered and collected; Execute Legal research as directed by the Judge. Good communication skills (verbal and written). Administration and organizational skills. Exceptional interpersonal 22 skills. Ability to meet strict deadlines and to work under pressure. Attention to detail. Customer service skills and Computer literacy (MS Word) and including Dictaphone typing, Confidentiality and time management. Comply with departmental policies and prescripts and procedures or guidelines.

<u>ENQUIRIES</u>	:	Technical enquiries: Ms N Mhlambi Tel No: (010) 493 6316 HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
<u>APPLICATIONS</u>	:	Applications can be sent via email to: 2025/382/OCJ@judiciary.org.za
<u>NOTE</u>	:	OCJ will give preference to candidates in line with the departmental Employment Equity goals.
<u>POST 02/87</u>	:	<u>JUDGE SECRETARY REF NO: 2025/384/OCJ (X2 POSTS)</u>
<u>SALARY</u>	:	R325 101 - R382 959 per annum (Level 07). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Land Court: Randburg
<u>REQUIREMENTS</u>	:	Applicants should be in possession of a Grade 12. A minimum of one (01) to two (2) years secretarial experience. A valid driver's license. An LLB Degree, Bachelor of Law Degree or a minimum of 20 modules completed towards an LLB, BA or Bachelor of Law Degree will serve as an advantage. Skills and competencies: Excellent communication skills (verbal & written); Computer literacy; Numerical skills; Attention to detail; Planning, organizing and control; Problem solving and decision-making skills; Customer service oriented; Interpersonal skills; Conflict management and strong work ethics; Professionalism; Ability to work under pressure and meeting deadlines; Results driven; Honesty and trustworthy. Observance of confidentiality. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.
<u>DUTIES</u>	:	Ensure attendance and screening of all incoming and outgoing calls. Ensure that appointments and meetings of the Judge are diarized. Ensure that the judgments are typed and filed when delivered. Ensure that 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. Ensure that all incoming and outgoing documents are recorded and filed. Ensure that stationery for the Judge is ordered and collected. Ensure that before the commencement of a Criminal matter the file/s are collected from the Registrar's office at the Criminal section and be made available to the Judge. Ensure that the register of reviews is up to date and signed on receipt and return of the reviews to the review Clerk. Ensure that the register/template of the reserved judgement is updated and notifying the Statistics Officer as well as 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 (when the Senior Judge allocated matters to the Junior Judges) for Opposed Motion and Urgent Court and distribute to stakeholders. Ensure that the Heads of Arguments from various stakeholders (Legal Practitioners and In- person Litigants) are made available to the Judge as per the filing that was done. Inform all parties involved via email and or telephonically of time and date when Judgments and Reserved Judgements will be handed down. 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. Record the outcome of each matter. Before end of proceedings to verify that each matter

on the roll has been called and is furnished with an outcome. Ensure that the correct Oath ID or declaration is administered in court, when required. Ensure that in the Criminal Court exhibits are handled, controlled and noted professionally. Prepare an exhibit bundle during and after court proceedings whereby exhibits are flagged and marked as per the Judges instructions. Ensure that the correct order is endorsed on the file, on Court Online and or on Case-lines after it is granted by Judge in court. Ensure that all the travel, accommodation arrangements are in order on time, attend to sign the documents being signed prior 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. Ensure that court roll/s is submitted to the Statistical Officer. Ensure that all updates on the loose leafs in the Judges library are attended to (in dispute).

<u>ENQUIRIES</u>	:	Technical enquiries: Ms N Mhlambi Tel No: (010) 493 6316 HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
<u>APPLICATIONS</u>	:	Applications can be sent via email to: 2025/384/OCJ@judiciary.org.za
<u>NOTE</u>	:	OCJ will give preference to candidates in line with the departmental Employment Equity goals.
<u>POST 02/88</u>	:	<u>REGISTRAR (OSD) REF NO: 2025/383/OCJ</u>
<u>SALARY</u>	:	R324 579 – R1 111 323 per annum (MR3-MR5). Salary will be in accordance with the 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.
<u>CENTRE</u>	:	Land Court: Randburg
<u>REQUIREMENTS</u>	:	Applicants should be in possession of an LLB Degree or Four (04) year legal qualifications, a valid driver's license. A MR3 : LLB Degree or equivalent plus a minimum of 2 years post qualification experience in legal profession. MR4 : LLB Degree or equivalent plus a minimum of 8 years post qualification experience in legal profession. MR5 : LLB Degree or equivalent plus a minimum of 14 years post qualification experience in legal profession). Skills and competencies: Excellent communication skills (verbal & written); Computer literacy; Numerical skills; Attention to detail; Planning, organizing and control; Problem solving and decision-making skills; Customer service oriented; Interpersonal skills; Conflict management and strong work ethics; Professionalism; Ability to work under pressure and meeting deadlines; Results driven; Honesty and trustworthy. Observance of confidentiality. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.
<u>DUTIES</u>	:	Issue writ of execution (Rule 45). Ensure accuracy of all orders issued under my control in the section. Determine whether pleadings/processes comply with the court rules. 100% Taxing of assigned bills of cost – by hearing arguments from the parties and applying discretion and knowledge to the reasonable of litigation costs. Deal with and finalize taxation reviews (Rule 48). Fixing Security for costs (Rule 47). Participation in Legal Training. Convene monthly sectional meetings. Resolve Presidential Hotline queries and chapter 9 institution enquiries. Giving effect to all instructions made by JP, DJP, Judges and Court Manager. Review court rules practice manual and in house directives in conjunction with the Judge President. Ensure production of Court Rolls and the record keeping. Ensure 100% safekeeping of case records and delivery of files and appeal records to judges on time. Analyses statistical data to assess trends and devise strategies to address identified risk factors. Gather and collate statistical data. Manage the collation of statistics and keeping summary of weekly statistics. Managing and safeguarding court files. Provide information on legal proceedings and requirements of the courts. no legal advice to be given. Executing Registrar delegations. Attend to enquiries on section in person/telephonically/electrically. Facilitate Stakeholders meetings. In office liaison and attend to enquiries of the section. Ensure prompt answering of telephone calls in section. Ensure effective risk management. Attend to complaints received or unsatisfactory service. Provide support and monitor the resolution of audit queries findings and report. Ensure compliance with the Leave policy. Ensure that leave planning take in to account the reporting

obligations within each section. Submit leave plan for the section per annum. Ensure that the time frames for submission of leave forms are complied. Ensure that planned leave is submitted 5 days prior to commencement of leave and reporting. Ensure that sick leave is submitted within 5 days of taking leave. Submit attendance registers to Human Resources office for verification against PERSAL. Maintain a register of all correspondence/ enquiries received where on the date of receipt and brief nature etc. is recorded. Nominate officials for training. Check physical section and work of the sub-ordinates under your control. Prompt application of disciplinary measures for non-compliant subordinates. Implement consequence management where persistent non-compliance is identified. Coordinate completion and submission of performance agreement/ job description and assessment of official's performance in accordance with PDMS policy.

ENQUIRIES : Technical enquiries: Ms N Mhlambi Tel No: (010) 493 6316
HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
APPLICATIONS : Applications can be sent via email to: 2025/383/OCJ@judiciary.org.za
NOTE : OCJ will give preference to candidates in line with the departmental Employment Equity goals.

POST 02/89 : **ADMINISTRATION CLERK (DRCS) REF NO: 2025/385/OCJ**

SALARY : R228 321 - R268 950 per annum (Level 05) per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Land Court: Randburg
REQUIREMENTS : Applicants should be in possession of a grade 12 (NQF4) certificate or equivalent. No previous experience required and valid Driver's License. Skills and Competencies: Good Communication skills (written and Verbal) Good Administration and Organizational skills; Customer service skills and ability to work under pressure; good interpersonal and public relations. Team work. The following will serve as an added advantage: court administration or court related functions with regard to court recordings. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment methods to determine the candidate's suitability based on the posts' technical and generic requirements.

DUTIES : Check the readiness of the court prior the court proceedings. Test the CRT machine (Circuit court and local court) and reports all faults detected on the machine. Capture cases set down on the CRT machine and the court book/J406. Pre- schedule the cases prior to commencement of the court proceedings. Record court proceedings as per the level of court. Add parties details per court appearance and add related annotations for the case type in session. Pause and resume the recorder during court session breaks, and stop at the end of the day. Set up and operate the equipment for testifying in the Children's court. Annotate all the postponed cases. Conduct regular backups of data and transfer court recordings at the end of the week. Utilize the headphones to monitor accurate recording of the court proceedings. Attend to request for playback to verify court orders and download to CD/USB. Retrieve and download cases on request. Playback the court recording to detect any discrepancies on the recordings. Inform the Judge immediately when discrepancies are detected. File and check audio CD's in the strong room/Court Recording Technology office. Submit work performed at the circuit court immediately upon arrival. Update backups of audio CD's. Download CD's for transcription for the running record. Attend to queries relating to court recordings. Arrange own travelling to circuit courts in advance.

ENQUIRIES : Technical enquiries: Ms N Mhlambi Tel No: (010) 493 6316
HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
APPLICATIONS : Applications can be sent via email to: 2025/385/OCJ@judiciary.org.za
NOTE : OCJ will give preference to candidates in line with the departmental Employment Equity.

POST 02/90 : **HANDYMAN REF NO: 2025/386/OCJ**

SALARY : R163 680 – R192 810 per annum (Level 03). The successful candidate will be required to sign a performance agreement.

CENTRE : Land Court: Randburg
REQUIREMENTS : Grade 10, ABET level 3 or recognized trade certificate. A minimum of (01) year experience in the relevant field. Skills & Competencies: Knowledge of the Occupational Health and Safety Act. Knowledge on how to operate hand and

power tools. Knowledge of building infrastructure layouts. Basic Computer literate. Communication skills. To work as part of a team. Reliability. Hard working. Problem solving skills. Innovation. Ability to work independently. Must be semi-skilled in trades of plumbing, electrical, bricklaying and carpentry or mechanical. Must be willing to do all other general worker duties when required to do so and be keen to learn. Must be physical healthy. Experienced driving capabilities.

DUTIES

: Relocate office equipment as and when required. Coordinate removal of damaged office disposal and repair/replace broken furniture. Safety awareness with use of all equipment on all tasks. Fitting of globes and fixing of plugs, unblocking of toilets, basins and drains. Fit and fix doors and locks. Ensure that all work done complies with the Occupational Health and Safety Act and that all departmental standards and specifications are observed. Oversee the quality of office equipment delivered. Report breakages to the supervisor for repairs by the landlord. Repair damaged office equipment. Attend to minor repairs. Sign job cards for services rendered by service providers. Oversee building maintenance rendered by service providers. Accompany landlord and contractors during repairs/maintenance. Record inspection done on infrastructure. Keep all records of all maintenance done at the national office.

ENQUIRIES

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

APPLICATIONS

: Applications can be sent via email to: 2025/386/OCJ@judiciary.org.za

NOTE

: OCJ will give preference to candidates in line with the departmental Employment Equity goals.

DEPARTMENT OF PLANNING, MONITORING AND EVALUATION



- APPLICATIONS** : Applications must be posted / or hand-delivered to: The Department of Planning, Monitoring and Evaluation (DPME), Private Bag X944, Pretoria, 0028 or hand delivered to 330 Grosvenor Street, Hatfield, Pretoria, 0028 (please quote the relevant post and reference number). Applications can also be emailed to Recruitment22@dpme.gov.za
- FOR ATTENTION** : Human Resource Admin & Recruitment
- CLOSING DATE** : 06 February 2026 @ 16:30
- WEBSITE** : www.dpme.gov.za
- NOTE** : The relevant reference number must be quoted on all applications. The successful candidate will have to sign an annual performance agreement and will be required to undergo a security clearance. Applications must be submitted on a signed Z83 accompanied by a comprehensive CV only specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate. Certified copies of qualifications and other relevant documents will be requested from shortlisted candidates only. Applicants will be required to meet vetting requirements as prescribed by Minimum Information Security Standards. The DPME is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s). Failure to submit the above information will result in the application not being considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Reference checks will be done during the selection process. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. Shortlisted candidates must be available for interviews at a date and time determined by DPME. Applicants must note that pre-employment checks will be conducted once they are short-listed and the appointment is also subject to positive outcomes on these checks, which include security clearance, security vetting, qualification verification and criminal records. 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. For salary levels 11 to 15, the inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employees Pension Fund and a flexible portion in terms of applicable rules. SMS will be required to undergo a Competency Assessment as prescribed by DPSA. The DPME reserves the right to utilise practical exercises/tests for non-SMS positions during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). The DPME also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process. Prior to appointment, 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/>. Candidates are required to use the new Z83 (Application for employment) that is implemented with effect from 1 January 2021. A copy can be downloaded on the website of the Department of Public Service & Administration (DPSA) at www.dpsa.gov.za

MANAGEMENT ECHELON

<u>POST 02/91</u>	:	<u>DIRECTOR-GENERAL: PLANNING, MONITORING AND EVALUATION REF NO: 01/2026</u> (5 years contract) Office of the Director-General
<u>SALARY</u>	:	R2 352 642 per annum (Level 16), (all-inclusive salary package) and a 10% non-pensionable HOD - allowance. The remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to personal needs within the relevant framework.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria A Bachelor's Honours Degree/Post Graduate Diploma qualification (NQF level 8) as recognised by SAQA. A minimum of 10-year experience at a Senior Managerial level in strategic and administrative positions which involve the setting up and maintenance of systems. Proof of successful completion of Executive Induction Programme (submitted only when shortlisted). Competency requirements: Experience in the areas of planning, (short, medium and long term) and implementation, monitoring and support of programmes and priorities across all spheres of government and evaluation of Government Policies will serve as a strong recommendation. A strong understanding of the work/functioning of Government and the various stakeholders. Well-developed strategic management and leadership capabilities. A thorough understanding of Government policy and administrative processes. Well-developed innovation and organisational abilities. A good understanding of political and governance issues. Knowledge of the Public Service Act (PSA), Public Financial Management Act (PFMA) and Treasury Regulations. Skills requirements: Management skills including people management and empowerment and experience in managing multi-disciplinary teams. Ability to provide strategic direction and leadership. The ability/experience to create an environment for a high-performance culture and staff development. A deep understanding of key policy imperatives of Government, including relevant Public Sector Governance prescripts. A good understanding of the National Development Plan (NDP). Ability to build trust amongst relevant internal and external stakeholders at a high level. Ability to manage multiple projects. Well-developed interpersonal & communication skills (written & verbal) and the ability to communicate with diverse audiences. Highly developed negotiation skills. Conflict management skills. Strategic and analytical skills. Research and policy analysis skills. Financial management and project / programme management skills with credible experience in managing complex systems, policy and multiple sector processes. Personal Attributes: The incumbent must be assertive and self-driven, innovative and creative, client oriented and customer focused. Honesty and integrity, solution oriented and able to work under stressful situations. Must be willing to travel on a regular basis, possess a valid driver's licence and be flexible.
<u>DUTIES</u>	:	Reporting to the Minister in the Presidency for Planning, Monitoring and Evaluation. As the Accounting Officer in terms of the PFMA, provide strategic leadership to ensure that the Department achieves its strategic outcome orientated goals and objectives. Ensure that the strategic direction and policies of the Department are aligned with Government priorities, the National Development Plan and other Government strategic documents. Ensure that governance structures and delegations of authority are in place to deliver the strategic objectives and outputs of the Department as defined in the Strategic Plan, Annual Performance Plan, Operational Plans, Human Resource Plan, Service Delivery Improvement Plan and Employment Equity Plan. Co-ordinate and manage the implementation of the Government Planning, Monitoring and Evaluation system and Service Delivery Improvement programme. Support the implementation of the Medium-Term Development Plan (MTDP) priorities and oversee the development and implementation of a government wide Monitoring and Evaluations System. Co-ordinate and facilitate the implementation of Public Sector Administration oversight services. This includes: Overseeing Public Sector Monitoring, overseeing the effective monitoring of the implementation of the District Development Model (DDM) and overseeing the coordination of the reviews of Ministerial Performance Score cards. Ensure a smooth transition and effective SOE Centralised Entity to support economic development drive and structural reforms. Overseeing the

ENQUIRIES

provision of corporate management services which includes overseeing the management of financial services and Supply Chain, the provision of advice to management on the adequacy, economic and effectiveness of systems of internal control, risk management and governance processes.

:

Mr N Nomlala Tel No: (012) 312-0452

DEPARTMENT OF SMALL BUSINESS DEVELOPMENT

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

- APPLICATIONS** : Applications can be submitted by email to the relevant email and by quoting the relevant reference number provided on the subject line. Acceptable formats for submission of documents are limited to MS Word, PDF.
- CLOSING DATE** : 06 February 2026 at 16h00. Applications received after the closing date will not be considered.
- NOTE** : Applications must quote the relevant reference number and consist of: A fully completed and signed Z83 form and a recent comprehensive CV. Submission of copies of qualifications, Identity document, and any other relevant documents will be limited to shortlisted candidates only. All non-SA citizens will be required to submit proof of permanent residence in South Africa when shortlisted. Personnel suitability checks will be done during the selection process. Applicants could be required to provide consent for access to their social media accounts. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 1 month of the closing date of this advertisement, please accept that your application was unsuccessful. In the pursuit of diversity and redress, appointments will be made in line with the DSBD EE Plan. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The successful candidate will be required to sign a performance agreement within three months of appointment, as well as complete a financial interest declaration form within one month of appointment and annually thereafter. The Department reserves the right not to fill or withdraw any advertised post. Note: a new application for employment (Z83) form is applicable from 01 January 2021. The new form can be downloaded online at <http://www.dpsa.gov.za/dpsa2g/vacancies.asp>.

MANAGEMENT ECHELON

- POST 02/92** : **CHIEF DIRECTOR: SECTOR SPECIFIC SUPPORT "REF NO: CD – SSS"**
- SALARY** : R1 494 900 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : A Senior Certificate and an undergraduate qualification (NQF level 7) in Economics / Development Studies / Public Administration / Social Sciences or equivalent / related as recognised by SAQA. Possess a minimum of 5 years of experience at a senior managerial level within the Enterprise Development / Supplier Development / Project Management / Program related to sector-specific programs environment. A compulsory pre-entry into the Senior Management Service Certificate from the National School of Government will be required before assumption of duty (<https://thensg.gov.za/training-course/sms-pre-entry-programme>). Display competencies in Strategic Capability & Leadership, Financial Management, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus and Communication.
- DUTIES** : Provide leadership in respect of managing support provided and influence the inclusiveness for entry and growth of MSMEs in prioritized and designated sectors/industries (i.e., primary, secondary and tertiary). Develop and implement systems for monitoring the effectiveness of sector-specific programs and projects. Oversee the development of policies, strategies and interventions and manage the alignment of sector skills plans to sector-wide MSME development plans. Lead, manage the coordination and implementation of sector master plans for prioritised sectors in collaboration with District Development Model (DDM) and report on implementation and support provided across assigned areas. Lead responses to sector-related economic shocks and unexpected challenges, ensuring continuity and effective problem resolution. Provide strategic direction, management and control of the Chief Directorate and ensure effective and efficient administration of finance, human and physical resources. Communicate with internal and external

- stakeholders and provide progress to relevant structures through formal engagements and periodic reports.
- ENQUIRIES** : Enquiries for all advertised posts should be directed to the recruitment office Tel No: (012) 394-5286/3097
- APPLICATIONS** : The Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates must submit applications to recruitment8@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying, i.e., "REF NO: CD - SSS"

OTHER POSTS

- POST 02/93** : **ASSISTANT DIRECTOR: BUSINESS INFRASTRUCTURE "REF NO: ASD B INFRA" (X3 POSTS)**

- SALARY** : R468 459 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Bachelor's Degree (NQF level 7) in Economics / Commerce / Project Management / Property Development / Business Development or equivalent / related as recognised by SAQA. 3 years' relevant experience in Business Administration/ Infrastructure/ Development Finance /Project Management / Construction/ Property Development / Commercial Property environment. Post-graduate qualification in Project Management will be an added advantage. Training in MS Office packages and Project Management A valid driver's licence is required. Have competencies in: Communication (verbal and written), Programme and Project Management, Financial Management, Client orientation and customer focus, Problem solving and analysis, Service Delivery Innovation.

- DUTIES** : Conduct and coordinate research to identify, assess, and map available and potential business infrastructure assets across public and private sectors. Analyse zoning regulations, land-use frameworks, and spatial development plans to guide investment and utilisation decisions. Contribute to the design, rollout, and continuous improvement of the Business Infrastructure Support (BIS) Model, ensuring integration with complementary enterprise support mechanisms such as equipment provision, shared utilities, and alternative energy solutions. Assist with directorate project conceptualisation, implementation and monitoring of infrastructure support programmes and the drafting of reports pertaining to business infrastructure project execution. Liaise with property owners to ensure that property leases, zoning certificates, and related permits are current and compliant with relevant regulations. Conduct due diligence for new projects and interface with all stakeholders. Provide technical advice to management on emerging trends and innovations in business infrastructure and enterprise support. Contribute to policy research and benchmarking exercises that inform programme refinement and integration into broader MSME support frameworks. Develop and maintain comprehensive databases of infrastructure assets, inclusive of but not limited to: state-owned properties and private sector facilities, refurbished, repurposed or share-use properties, lease agreements, etc. Communicate with stakeholders, clients, management & colleagues: Written, Verbal, and formal presentations/workshops/information sessions.

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

- APPLICATIONS** : The Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates must submit applications to recruitment6@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying, i.e., "REF NO: ASD B INFRA"

- POST 02/94** : **ASSISTANT DIRECTOR: MSME POLICY AND OVERSIGHT "REF NO: ASD: MSP&O"**

- SALARY** : R468 459 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : An undergraduate qualification (NQF 7) in Business Management or Economics / or equivalent / related as recognised by SAQA. Candidates holding a Bachelor's Degree (NQF Level 7) specifically in Economics as recognised by SAQA will be given preference. 3 years' experience at a

Functional Specialist level in policy development or enterprise development environment. Training in MS Office packages and Valid drivers' licence. Have proven competencies: Communication (verbal and written), Problem Solving Skills, Planning and Organising Skills, Advanced Analytical Thinking, Interpersonal skills, Advanced Client orientation and customer focus, Advanced Stakeholder relations, Standard Service delivery and innovation and Basic Networking.

DUTIES :

Conduct research inclusive of but not limited to: Identifying best practices for the development of policies and strategies for small businesses, Comparison studies between the available policies and strategies on the development of small businesses to assist in selecting the best fit for the South African ecosystem. Collate information for gap analysis and prepare reports, Collate and maintain a reliable database on sector policies, strategies, masterplans and programmes. Develop implementation guidelines for the small business development policies and strategy. Provide Policy and Programme advisory service to potential and existing customers. Coordinate piloting of new and improved small business development programmes. Liaise with key stakeholders on sector policy and strategies for the promotion and development of small businesses. Coordinate policy discussion meetings with other departments (national and Provincial), local municipalities, private sector and international organisations, etc. Communicate with stakeholders, clients, management & colleagues: Written, Verbal and formal presentations / workshops / information sessions etc.

ENQUIRIES :

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

APPLICATIONS :

The Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates must submit applications to recruitment5@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying i.e., "REF NO: ASD: MSP&O"

POST 02/95 : **SENIOR EVENTS COORDINATOR REF NO: SEC**

SALARY : R397 116 per annum

CENTRE : Pretoria

REQUIREMENTS :

National Diploma (NQF level 6) in Communication / Marketing / Journalism / Public Relations or equivalent / related as recognised by SAQA. An Advanced Diploma in Management (NQF level 7) as recognised by SAQA within the same categories will be advantageous. Possess a minimum of 1 year of experience in Coordinating Events / Marketing Outreach. Display proven competencies in public relations and protocol, Events Coordination, Communication (Verbal and Written), Client focus, Analytical skills, Problem-solving skills, Computer literacy, Planning, and Organising Skills.

DUTIES :

Event Planning and Execution: Develop and manage comprehensive event plans, including timelines, budgets, and logistics for various events such as conferences, seminars, trade shows, and corporate functions. Coordinate all aspects of event logistics including venue selection, catering, transportation, accommodations, and technical requirements. Oversee on-site event management, ensuring all aspects of the event run smoothly and addressing any issues that arise promptly. Events team leadership and Coordination: Lead the support staff during planned events. Provide guidance and support. Delegate tasks effectively and manage workflows to ensure deadlines and event goals are met. Event Admin, Marketing, and Promotion: Develop event budgets, ensuring cost-effective solutions and adherence to financial constraints. Track expenses, process invoices, and provide detailed financial reports post-event. Coordinate marketing and promotional activities to maximize event attendance and visibility, including social media, email campaigns, and print materials. Develop event collateral and oversee design, production, and distribution. Events Management: Conduct research to stay abreast with industry trends and event ideas from other brands nationwide. Update the corporate events calendar in line with DSBD objectives. Track the execution of the events management plans against timelines for deliverables. Identify event risks and propose risk-mitigating measures to management for approval. Implement solution – crisis management at events. Act as a "brand ambassador" at events including negotiating with sponsors, and event producers and interacting with the general public Conduct Post-Event Evaluation: Post-Event Evaluation: Conduct post-event evaluations to assess

outcomes, gather feedback, and identify areas for improvement. Prepare and present detailed reports on event performance and recommendations for future events. Communicate with internal, external, and colleagues: Draft general correspondence such as response letters, emails, status reports, presentations, memos, and submissions. Coordinate events/workshops/information sessions. Conduct formal presentations at external and internal departmental events.

ENQUIRIES

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

APPLICATIONS

: The Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates must submit applications to recruitment7@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying i.e., "REF NO:SEC"

SOUTH AFRICAN POLICE SERVICE

CLOSING DATE
NOTE

: 06 February 2026 at 16:00

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

OTHER POSTS

POST 02/96**SECRETARY (X46 POSTS)****SALARY**
CENTRE

: R228 321 per annum (Level 05)

: Directorate for Priority Crime Investigation: Head Office and Provincial level:
Component: Executive Support Services:
Office of the Component Head: Executive Support Services Ref No: DPCI/HO/69/2025
Office of the Section Head: Legal Services Ref No: DPCI/HO/70/2025
Office of the Section Head: Risk and Integrity Management Ref No: DPCI/HO/71/2025
Office of the Section Head: Executive Secretariat and Information Management Ref No: DPCI/HO/72/2025

Component: Governance And Corporate Services:

Office of the Section Head: Policy and Standards Ref No: DPCI/HO/73/2025

Office of the Section Head: Strategic Management Ref No: DPCI/HO/74/2025

Office of the Section Head: Human Resource Management and Development Ref No: DPCI/HO/75/2025

Office of the Section Head: Financial Management Services Ref No: DPCI/HO/76/2025

Office of the Section Head: Supply Chain Management Ref No: DPCI/HO/77/2025

Component: Priority Crime Specialised Investigation:

Office of the Section Head: Financial Investigation Ref No: DPCI/HO/78/2025

Office of the Section Head: Asset Forfeiture Investigation Ref No: DPCI/HO/79/2025

Office of the Section Head: Cybercrime Investigation Ref No: DPCI/HO/80/2025

Component: Priority Crime Management Centre:

Office of the Section Head: Threat Analysis and Assessment Ref No: DPCI/HO/81/2025

Component: Serious Corruption Investigation:

Office of the Section Head: Anti-Corruption Investigation Ref No: DPCI/HO/82/2025

Office of the Section Head: Serious Corruption Offences Ref No: DPCI/HO/83/2025

Component: Serious Organised Crime Investigation:

Office of the Component Head: Serious Organised Crime Investigation Ref No: DPCI/HO/84/2025

Office of the Section Head: Economic and Protected Resources Ref No: DPCI/HO/85/2025

Component: Serious Commercial Crime Investigation:

Office of the Section Head: Serious Economic Offences Ref No: DPCI/HO/86/2025

Office of the Section Head: Commercial Crime Investigation Ref No: DPCI/HO/87/2025

Component: Forensic Accounting Investigation:

Office of the Section Head: Investigative Accounting Ref No: DPCI/HO/88/2025

Divisional Commissioner: National Priority Offences Operations:

Office of the Section Head: Tactical Operations Ref No: DPCI/HO/89/2025

Province: Eastern Cape:

Office of the Provincial Commander: Corporate Support Services Ref No: DPCI/EC/92/2025

Office of the Provincial Commander: Serious Organised Crime Investigation Ref No: DPCI/EC/93/2025

Office of the Provincial Commander: Priority Crime Specialised Investigation Ref No: DPCI/EC/94/2025

Province: Free State:

Office of the Provincial Head: Free State Ref No: DPCI/FS/95/2025

Office of the Provincial Commander: Corporate Support Services Ref No: DPCI/FS/96/2025

Office of the Provincial Commander: Serious Commercial Crime Investigation Ref No: DPCI/FS/97/2025

Office of the Provincial Commander: Priority Crime Specialised Investigation Ref No: DPCI/FS/98/2025

Province: Gauteng:

Office of the Provincial Commander: Corporate Support Services Ref No: DPCI/GP/99/2025

Office of the Provincial Commander: Serious Commercial Crime Investigation Ref No: DPCI/GP/100/2025

Office of the Provincial Commander: Priority Crime Specialised Investigation Ref No: DPCI/GP/101/2025

Province: KwaZulu Natal:

Office of the Provincial Head: KwaZulu Natal Ref No: DPCI/KZN/102/2025

Office of the Provincial Commander: Corporate Support Services Ref No: DPCI/KZN/103/2025

Office of the Provincial Commander: Serious Organised Crime Investigation Ref No: DPCI/KZN/104/2025

Office of the Provincial Commander: Priority Crime Specialised Investigation Ref No: DPCI/KZN/105/2025

Province: Limpopo:

Office of the Provincial Commander: Priority Crime Specialised Investigation
Ref No: DPCI/LIM/106/2025

Province: Mpumalanga:

Office of the Provincial Head: Mpumalanga Post Number: DPCI/MP/107/2025
Office of the Provincial Commander: Priority Crime Specialised Investigation
Ref No: DPCI/MP/108/2025

Province: North West:

Office of the Provincial Commander: Corporate Support Services Ref No:
DPCI/NW/109/2025

Office of the Provincial Commander: Serious Corruption Investigation Ref No:
DPCI/NW/110/2025

Office of the Provincial Commander: Serious Commercial Crime Investigation
Ref No: DPCI/NW/111/2025

Office of the Provincial Commander: Priority Crime Specialised Investigation
Ref No: DPCI/NW/112/2025

Province: Northern Cape:

Office of the Provincial Commander: Corporate Support Services Ref No:
DPCI/NC/113/2025

Office of the Provincial Commander: Priority Crime Specialised Investigation
Ref No: DPCI/NC/114/2025

Province: Western Cape:

Office of the Provincial Commander: Corporate Support Services Ref No:
DPCI/WC/115/2025

Office of the Provincial Commander: Serious Commercial Crime Investigation
Ref No: DPCI/WC/116/2025

REQUIREMENTS

: Applicants must display competency in the post-specific functions of the post
Be in possession of a Senior Certificate (Grade 12) or National Certificate
(Vocational) recorded on the National Learner Record Database on NQF Level
4. Be proficient in at least two official languages, of which one must be English
Must be a South African citizen. Must have no previous convictions or cases
pending. Applicants will be subjected to a vetting process which will include
security screening and fingerprint verification. Computer literacy, interpersonal
communication (verbal and written) and organizational skills
Appropriate/relevant experience in the field of the post, Tertiary qualification
and developmental courses may serve as an advantage.

DUTIES

: To provide secretarial support functions in the relevant office. Type reports,
letters, memoranda and monitor flow of documents to and from the relevant
office. Manage the diary of the Head of the office for internal and external
engagements. Co-ordinate travel arrangements, including accommodation and
subsistence allowances as well as claims. Maintain an updated filing system in
the relevant office. Distribute correspondence and circulars to the relevant
stakeholders and keep a register of all incoming and outgoing post up to date.
Handle routine correspondence, send and receive e-mails and faxes
immediately. Answer and make telephone calls on behalf of the Head of the
office and take messages professionally. Provide support during meetings and
workshops involving the relevant office. Handle confidential documents. Be
able to operate standard equipment (fax, photocopy machine, telephone,
computers, etc.). Host and serving of refreshments to visitors during meetings.
Manage the inventory of the relevant office. Be willing to work extended hours.

ENQUIRIES

: **Head Office Level:** Brigadier Mogoma Monyela, Colonel A Wessels and
Lieutenant Colonel BK Mhlahlo Tel No: (012) 846 4067/4110

DPCI: Eastern Cape: Enquiries can be directed to: Lieutenant Colonel Batyi
and Captain Poswa Tel No: (043) 709 0524 / 0525 / 0527

DPCI: Free State: Lieutenant Colonel Vethezo and Warrant Officer Mkumla
Tel No: (051) 503 2753 and 071 481 2464/3136

DPCI: Gauteng: Colonel Mashakane and Captain Rasekganya at (071) 481
3763 / (082) 335 0409

DPCI: KwaZulu Natal: Lieutenant Colonel Phungula and Captain Moodley Tel
No: (031) 325 4913

DPCI: Limpopo: Lieutenant Colonel Seabi and Captain Machete at (071) 481
3316 / (082) 580 4681

DPCI: Mpumalanga: Lieutenant Colonel Shongwe and Captain Maseko Tel
No: (013) 759 1366 / 1365 / 1377

DPCI: Northern Cape: Colonel Mkwane and Captain Damons at (082) 779
8553 and (071) 481 3000

		DPCI: North West: Lieutenant Colonel Mbulawa and Warrant Officer Mokoena Tel No: (018) 464 5316 / 5332 DPCI: Western Cape: Captain Xhego and HRCS Matlou Tel No: (021) 918 3309 / 3322
<u>APPLICATIONS</u>	:	Application forms must be posted / hand delivered or emailed to the following addresses (Please utilize only one (1) mode of delivery which is convenient to you): Head Office Level: Hand delivery: Main Security gate at 1 Cresswell Road, Promat Building, Silverton, Email address: dpcivacancies@saps.gov.za Provincial Level: DPCI: Eastern Cape: Hand delivered or couriered to: Cnr Buxton and Oxford Street, Old Allied Building, East London. Email address: PoswaN@saps.gov.za and SobutyuN@saps.gov.za DPCI: Free State: Hand delivered or couriered to: Charlotte Maxeke Street/ Maitland Street, 46 ABSA Building, Bloemfontein. Email address: VethezoX@saps.gov.za and MkumlaU@saps.gov.za DPCI: Gauteng: Hand delivered or couriered to: 165 Meyer Street, Benmare Building, Germiston. Email address: RasekganyaCS@saps.gov.za DPCI: KwaZulu Natal: Hand delivered or couriered to: 15 Bram Fischer Road, Servamus Building, Durban. Email address: MoodleyP4@saps.gov.za DPCI: Limpopo: Hand delivered or couriered to: 106 Hans van Rensburg Street, Suite 02, 106 Empire Place, Polokwane. Email address: SeabiMJ2@saps.gov.za DPCI: Mpumalanga: Hand delivered or couriered to: 17 Henshall Street, Stats House, Nelspruit. Email address: NgwenyaTP@saps.gov.za DPCI: Northern Cape: Hand delivered or couriered to: 36 Stockdale Street, De-Beers Building (Cheapside), Kimberley. Email address: DamonsM@saps.gov.za DPCI: North West: Hand delivered or couriered to: 51 Leask Street, 3rd floor, Westend Building, Klerksdorp. Email address: MokoenaN7@saps.gov.za DPCI: Western Cape: Hand delivered or couriered to: 3 AJ West Street, Old SARS Building, Bellville. Email address: Sibelekwanas@saps.gov.za
<u>POST 02/97</u>	:	<u>ADMINISTRATION CLERK REF NO: DPCI/HO/90/2025 (X2 POSTS)</u> Directorate for Priority Crime Investigation: Head Office and Provincial level Component: executive support services Section: Risk and Integrity Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 per annum (Level 05) Head Office Applicants must display competency in the post-specific functions of the post Be in possession of a Senior Certificate (Grade 12) or National Certificate (Vocational) recorded on the National Learner Record Database on NQF Level 4 Knowledge of Batho Pele principles, operation of telecommunication system and front office etiquette is essential Be proficient in at least two official languages, of which one must be English Must be a South African citizen Must have no previous convictions or cases pending Applicants will be subjected to a vetting process which will include security screening and fingerprint verification Computer literacy, interpersonal communication (verbal and written) and organisational skills Appropriate/relevant experience in the field of the post, Tertiary qualification and developmental courses may serve as an advantage.
<u>DUTIES</u>	:	To provide receptionist support functions in the relevant office, Attend to all incoming and outgoing telephone calls, direct calls to the relevant official/office, render onsite and online receptionist services, proper maintenance of equipment, and coordinate the travel and meeting bookings and telephonic calls Maintain the telephone directory for the District Office, maintain relevant files Receive and re-reroute incoming mail and packages Ensure no visitor proceeds to offices without first verifying with the relevant office and signing in Maintain the cleanliness and order of the reception area.
<u>ENQUIRIES</u>	:	Brigadier Mogoma Monyela, Colonel A Wessels and Lieutenant Colonel BK Mhlaho: Tel No: (012) 846 4067/4110
<u>APPLICATIONS</u>	:	Application forms must be posted / hand delivered or emailed to the following addresses (Please utilize only one (1) mode of delivery which is convenient to you): Hand delivery: Main Security gate at 1 Cresswell Road, Promat Building, Silverton, Email address: dpcivacancies@saps.gov.za

<u>POST 02/98</u>	:	<u>SECURITY OFFICERS (X75 POSTS)</u>
<u>SALARY CENTRE</u>	:	R163 680 per annum (Level 03) Directorate for Priority Crime Investigation: Head Office and Provincial level Component: Executive Support Services Office of the Section Head: Risk and Integrity Management, Head Office: Post Ref No: DPCI/HO/91/2025 (x50 posts) Province: Eastern Cape DPCI/EC/117/2025: Komani (x3 Posts) Province: Free State DPCI/FS/118/2025: Bloemfontein (x2 Posts) DPCI/FS/119/2025: Bethlehem (x1 Post) Province: Gauteng DPCI/GP/120/2025: Germiston (x3 Posts) Province: Kwazulu Natal DPCI/KZN/121/2025: Port Shepstone (x2 Post) DPCI/KZN/122/2025: Newcastle (x2 Posts) Province: Limpopo DPCI/LIM/123/2025: Phalaborwa (x3 Posts) Province: Mpumalanga DPCI/MP/124/2025: Nelspruit (x3 Posts) Province: Northern Cape DPCI/NC/125/2025: Kimberley (X3 Posts) Province: Western Cape DPCI/WC/126/2025: Bellville (X3 Posts)
<u>REQUIREMENTS</u>	:	Applicants must display competency in the post-specific functions of the post. Be proficient in at least two official languages, of which one must be English. Must be a South African citizen. Must have no previous convictions or cases pending. Applicants will be subjected to a vetting process which will include security screening and fingerprint verification. Must have successfully completed Grade 10 (Standard 8)/ Basic Education and Training (NQF level 3), for which documentary proof can be produced when required; Have valid certificate of registration with the Private Security Industry Regulatory Authority (PSIRA). Be in possession of at least a Grade C security certificate or higher. Not declared unfit to possess a fire-arm. Be willing to undergo firearm competency training and maintain firearm competency training. Be willing to work shifts and extended hours. Degree/Diploma in the field of security services, relevant courses in the field of the post and a valid driver's license for at least a light motor vehicle will serve as an advantage.
<u>DUTIES</u>	:	Execute Access Control in terms of the Control of Access to Public Premises and Vehicles Act (Act No 53 of 1985). Positive identification of employees, visitors and maintenance personnel before they are allowed to enter the premises. Registering employees, visitors and maintenance personnel, electronic searching of employees, visitors and maintenance personnel. Issue admission control cards to visitors and receive them back. Keep the necessary visitors register. Authorise entry into the premises to the employees, visitors and maintenance personnel after complying with all the legislative requirements, confirm visits with the hosts and ensure escort in line with all the prescripts. Check suppliers, articles and objects where necessary before they are allowed to be brought into the premises to ensure that the safety of the premises will not be threatened. Control the admission of vehicles and equipment in the field. Guard vehicles and equipment in the field, supervise cleaners and maintenance personnel – ONLY from a security point of view. Check all security equipment and facilities and take action, when necessary. Patrol buildings and fenced-off areas. Render assistance to security offices in the performance of duties. Bring any deficiencies or problems with regard to security matters to the attention of senior security personnel.
<u>ENQUIRIES</u>	:	Head Office Level: Brigadier Mogoma Monyela, Colonel A Wessels and Lieutenant Colonel BK Mhlahlo Tel No: (012) 846 4067/4110 DPCI: Eastern Cape: Enquiries can be directed to: Lieutenant Colonel Batyi and Captain Poswa Tel No: (043) 709 0524 / 0525 / 0527 DPCI: Free State: Lieutenant Colonel Vethezo and Warrant Officer Mkumla Tel No: (051) 503 2753 and 071 481 2464/3136 DPCI: Gauteng: Colonel Mashakane and Captain Rasekganya at (071) 481 3763 / (082) 335 0409 DPCI: KwaZulu Natal: Lieutenant Colonel Phungula and Captain Moodley Tel No: (031) 325 4913

DPCI: Limpopo: Lieutenant Colonel Seabi and Captain Machete at (071) 481 3316 / (082) 580 4681

DPCI: Mpumalanga: Lieutenant Colonel Shongwe and Captain Maseko Tel No: (013) 759 1366 / 1365 / 1377

DPCI: Northern Cape: Colonel Mkwane and Captain Damons at (082) 779 8553 and (071) 481 3000

DPCI: North West: Lieutenant Colonel Mbulawa and Warrant Officer Mokoena Tel No: (018) 464 5316 / 5332

DPCI: Western Cape: Captain Xhego and HRCS Matlou Tel No: (021) 918 3309 / 3322

APPLICATIONS

: Application forms must be posted / hand delivered or emailed to the following addresses (Please utilize only one (1) mode of delivery which is convenient to you):

Head Office Level: Hand delivery: Main Security gate at 1 Cresswell Road, Promat Building, Silverton, Email address: dpcivacancies@saps.gov.za

Provincial Level:

DPCI: Eastern Cape: Hand delivered or couriered to: Cnr Buxton and Oxford Street, Old Allied Building, East London. Email address: PoswaN@saps.gov.za and SobutyuN@saps.gov.za

DPCI: Free State: Hand delivered or couriered to: Charlotte Maxeke Street/ Maitland Street, 46 ABSA Building, Bloemfontein. Email address: VethezoX@saps.gov.za and MkumlaU@saps.gov.za

DPCI: Gauteng: Hand delivered or couriered to: 165 Meyer Street, Benmare Building, Germiston. Email address: RasekganyaCS@saps.gov.za

DPCI: KwaZulu Natal: Hand delivered or couriered to: 15 Bram Fischer Road, Servamus Building, Durban. Email address: MoodleyP4@saps.gov.za

DPCI: Limpopo: Hand delivered or couriered to: 106 Hans van Rensburg Street, Suite 02, 106 Empire Place, Polokwane. Email address: SeabiMJ2@saps.gov.za

DPCI: Mpumalanga: Hand delivered or couriered to: 17 Henshall Street, Stats House, Nelspruit. Email address: NgwenyaTP@saps.gov.za

DPCI: Northern Cape: Hand delivered or couriered to: 36 Stockdale Street, De-Beers Building (Cheapside), Kimberley. Email address: DamonsM@saps.gov.za

DPCI: North West: Hand delivered or couriered to: 51 Leask Street, 3rd floor, Westend Building, Klerksdorp. Email address: MokoenaN7@saps.gov.za

DPCI: Western Cape: Hand delivered or couriered to: 3 AJ West Street, Old SARS Building, Bellville. Email address: Sibelekwanas@saps.gov.za

POST 02/99

: **CLEANERS (X15 POSTS)**
Directorate for Priority Crime Investigation: Provincial level
Section: Corporate Support Services

SALARY CENTRE

: R138 486 per annum (Level 02)
: **Province: Eastern Cape:**
Ref No: DPCI/EC/127/2025: Mbizana
Province: Free State:
Ref No: DPCI/FS/128/2025: Bloemfontein
Ref No: DPCI/FS/129/2025: Welkom
Province: Gauteng:
Ref No: DPCI/GP/130/2025: Johannesburg
Province: KwaZulu Natal:
Ref No: DPCI/KZN/131/2025: Richards Bay
Province: Limpopo:
Ref No: DPCI/LIM/132/2025: Polokwane
Ref No: DPCI/LIM/133/2025: Musina
Province: Mpumalanga:
Ref No: DPCI/MP/134/2025: Nelspruit
Ref No: DPCI/MP/135/2025: Secunda
Province: Northern Cape:
Ref No: DPCI/NC/136/2025: Kimberley (X2 Posts)
Province: North West:
Ref No: DPCI/NW/137/2025: Mmabatho
Ref No: DPCI/NW/138/2025: Rustenburg
Province: Western Cape:
Ref No: DPCI/WC/139/2025: Bellville
Ref No: DPCI/WC/140/2025: George

<u>REQUIREMENTS</u>	:	Applicants must display competency in the post-specific functions of the post. Be proficient in at least two official languages, of which one must be English. Must be a South African citizen. Must have no previous convictions or cases pending. Applicants will be subjected to a vetting process which will include security screening and fingerprint verification. A grade 10 qualification will service as an advantage. Basic literacy, numeracy and communication skills. Be able to read and write. The ability to operate elementary machines and equipment. Willing to work extended hours, when necessary.
<u>DUTIES</u>	:	Maintaining high level of hygiene in and around the workplace where routine tasks are to be performed, which may include either inner or outer parameters. Performing routine tasks such as dusting, polishing furniture and floors, removing refuse bags. Moping of all tiled flooring and vacuum carpets. Cleaning bathrooms and kitchens. Safekeeping and handling of a variety of cleaning materials. Loading and unloading of goods. Garden maintenance services, washing and cleaning of state vehicles, kitchenware and utensils.
<u>ENQUIRIES</u>	:	DPCI: Eastern Cape: Enquiries can be directed to: Lieutenant Colonel Batyi and Captain Poswa Tel No: (043) 709 0524 / 0525 / 0527 DPCI: Free State: Lieutenant Colonel Vethezo and Warrant Officer Mkumla Tel No: (051) 503 2753 and 071 481 2464/3136 DPCI: Gauteng: Colonel Mashakane and Captain Rasekganya at (071) 481 3763 / (082) 335 0409 DPCI: KwaZulu Natal: Lieutenant Colonel Phungula and Captain Moodley Tel No: (031) 325 4913 DPCI: Limpopo: Lieutenant Colonel Seabi and Captain Machete at (071) 481 3316 / (082) 580 4681 DPCI: Mpumalanga: Lieutenant Colonel Shongwe and Captain Maseko Tel No: (013) 759 1366 / 1365 / 1377 DPCI: Northern Cape: Colonel Mkwane and Captain Damons at (082) 779 8553 and (071) 481 3000 DPCI: North West: Lieutenant Colonel Mbulawa and Warrant Officer Mokoena Tel No: (018) 464 5316 / 5332 DPCI: Western Cape: Captain Xhego and HRCS Matlou Tel No: (021) 918 3309 / 3322
<u>APPLICATIONS</u>	:	Application forms must be posted / hand delivered or emailed to the following addresses (Please utilize only one (1) mode of delivery which is convenient to you): DPCI: Eastern Cape: Hand delivered or couriered to: Cnr Buxton and Oxford Street, Old Allied Building, East London. Email address: PoswaN@saps.gov.za and SobutyuN@saps.gov.za DPCI: Free State: Hand delivered or couriered to: Charlotte Maxeke Street/ Maitland Street, 46 ABSA Building, Bloemfontein. Email address: VethezoX@saps.gov.za and MkumlaU@saps.gov.za DPCI: Gauteng: Hand delivered or couriered to: 165 Meyer Street, Benmare Building, Germiston. Email address: RasekganyaCS@saps.gov.za DPCI: KwaZulu Natal: Hand delivered or couriered to: 15 Bram Fischer Road, Servamus Building, Durban. Email address: MoodleyP4@saps.gov.za DPCI: Limpopo: Hand delivered or couriered to: 106 Hans van Rensburg Street, Suite 02, 106 Empire Place, Polokwane. Email address: SeabiMJ2@saps.gov.za DPCI: Mpumalanga: Hand delivered or couriered to: 17 Henshall Street, Stats House, Nelspruit. Email address: NgwenyaTP@saps.gov.za DPCI: Northern Cape: Hand delivered or couriered to: 36 Stockdale Street, De-Beers Building (Cheapside), Kimberley. Email address: DamonsM@saps.gov.za DPCI: North West: Hand delivered or couriered to: 51 Leask Street, 3rd floor, Westend Building, Klerksdorp. Email address: MokoenaN7@saps.gov.za DPCI: Western Cape: Hand delivered or couriered to: 3 AJ West Street, Old SARS Building, Bellville. Email address: Sibelekwanas@saps.gov.za

DEPARTMENT OF SPORT, ARTS AND CULTURE

<u>APPLICATIONS</u>	:	Applicants must use this link or QR code below to access DSAC E-Recruitment System. https://erecruit.dsac.gov.za/public/login_test.php
<u>CLOSING DATE</u>	:	06 February 2026 at 12h00
<u>NOTE</u>	:	Please create a user profile by completing all required personal information and setting up your login credentials. Once registration is complete, log in to the system and you will be directed to the "Welcome Page". From the Welcome Page, you may browse all Internship opportunities listed below. Applicants are strongly advised to complete all information required for the electronic Z83 form on the system before applying for any placement programme. The Z83 form has been adopted into the system, and applications cannot be processed unless all mandatory fields are completed. After completing your profile and Z83 information, you may apply for any relevant advertised placement opportunities through the system. Supporting documents and copies of qualifications will only be required from shortlisted candidates and not at the initial application stage. Ensure that your application is fully completed and submitted before the closing date, as incomplete or late applications will not be considered. Once submitted, the system will provide a confirmation message indicating that your application has been successfully received. Applicants who do not have access to a computer or internet facilities may, before the closing date, contact the Department through the Enquiries Personnel to make an appointment to access the e-Recruitment system at the Department's offices, where they will be assisted to register and submit their applications electronically. The e-Recruitment portal is also accessible via smartphones and other mobile devices. Correspondence will be limited to shortlisted candidates only. Note: All placement opportunities are based in Pretoria. The Department will not provide transport and/or accommodation to any candidate, whether, travelling from or outside Gauteng Province.

INTERNSHIPS PROGRAMME 2026/2028 (24 MONTHS)

OTHER POSTS

<u>POST 02/100</u>	:	<u>INTERN AT NATIONAL ARCHIVES AND FILM ARCHIVES REF NO: 01/2026 (X3 POSTS)</u>
<u>STIPEND</u>	:	R7 860.50 per month
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Senior Certificate/ Matric Certificate/ Grade 12 Certificate together with Three-year Degree/ National Diploma (NQF 6) as recognised by SAQA in Archival Studies, Museum, Heritage, History, Library Information, Media Studies, IT, Sound, Film & Television, Book & Paper Conservation, or any other relevant field of study.
<u>ENQUIRIES</u>	:	Ms Emelda Baloyi Tel No: (012) 441-3602, Mr Mbudzeni Mashapha Tel No: (012) 441-3524 and Mamoshane Mashabela Tel No: (012) 304-3031
<u>POST 02/101</u>	:	<u>INTERN AT HERITAGE PROMOTION AND PRESERVATION REF NO: 02/2026 (X3 POSTS)</u>
<u>STIPEND</u>	:	R7 860.50 per month
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Senior Certificate/ Matric Certificate/ Grade 12 Certificate together with Three-year Degree/ National Diploma (NQF 6) as recognised by SAQA in Museums and Heritage Studies, History, Anthropology, Archaeology, Indigenous Knowledge System, Fine Arts or Graphic design or any other relevant field of study.
<u>ENQUIRIES</u>	:	Ms Emelda Baloyi Tel No: (012) 441-3602, Mr Mbudzeni Mashapha Tel No: (012) 441-3524 and Mamoshane Mashabela Tel No: (012) 304-3031
<u>POST 02/102</u>	:	<u>INTERN AT NATIONAL LANGUAGE SERVICES REF NO: 03/2026 (X3 POSTS)</u>
<u>STIPEND</u>	:	R7 860.50 per month
<u>CENTRE</u>	:	Pretoria

<u>REQUIREMENTS</u>	:	Senior Certificate/ Matric Certificate/ Grade 12 Certificate together with Three-year Degree/ National Diploma (NQF 6) as recognised by SAQA in one of the following fields – Language Planning, Terminology Development, Translation and Editing, Human Language Technology and SA Sign Language Interpreting or any other relevant field of study.
<u>ENQUIRIES</u>	:	Ms Emelda Baloyi Tel No: (012) 441-3602, Mr Mbudzeni Mashapha Tel No: (012) 441-3524 and Mamoshane Mashabela Tel No: (012) 304-3031
<u>POST 02/103</u>	:	<u>INTERN AT CULTURAL DEVELOPMENT REF NO: 04/2026 (X3 POSTS)</u>
<u>STIPEND</u>	:	R7 860.50 per month
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Senior Certificate/ Matric Certificate/ Grade 12 Certificate together with; Three-year Degree/ National Diploma (NQF 6) as recognised by SAQA in Dramatic Arts, Fine Arts, Motion Picture and Media Studies or any other relevant field of study.
<u>ENQUIRIES</u>	:	Ms Emelda Baloyi Tel No: (012) 441-3602, Mr Mbudzeni Mashapha Tel No: (012) 441-3524 and Mamoshane Mashabela Tel No: (012) 304-3031
<u>POST 02/104</u>	:	<u>INTERN AT ENTITY, OVERSIGHT, AND INTERFACE REF NO: 05/2026 (X1 POST)</u>
<u>STIPEND</u>	:	R7 860.50 per month
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Senior Certificate/ Matric Certificate/ Grade 12 Certificate together with: Three-year Degree/ National Diploma (NQF 6) as recognised by SAQA in Public Administration, Corporate Governance, Monitoring and Evaluation, Financial Management, Public Finance, Audit, Accounting, Cost and Management Accounting or any other relevant field of study.
<u>ENQUIRIES</u>	:	Ms Emelda Baloyi Tel No: (012) 441-3602, Mr Mbudzeni Mashapha Tel No: (012) 441-3524 and Mamoshane Mashabela Tel No: (012) 304-3031
<u>POST 02/105</u>	:	<u>INTERN AT INTERNATIONAL COOPERATION AND DONOR COORDINATION REF NO: 06/2026 (X3 POSTS)</u>
<u>STIPEND</u>	:	R7 860.50 per month
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Senior Certificate/ Matric Certificate/ Grade 12 Certificate or equivalent; Three-year Degree/ National Diploma (NQF 6) as recognised by SAQA in International Relations, Politics, or any other relevant field of study
<u>ENQUIRIES</u>	:	Ms Emelda Baloyi Tel No: (012) 441-3602, Mr Mbudzeni Mashapha Tel No: (012) 441-3524 and Mamoshane Mashabela Tel No: (012) 304-3031
<u>POST 02/106</u>	:	<u>INTERN AT HUMAN RESOURCE MANAGEMENT REF NO: 07/2026 (X1 POST)</u>
<u>STIPEND</u>	:	R7 860.50 per month
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Senior Certificate/ Matric Certificate/ Grade 12 Certificate together with; Three-year Degree/ National Diploma (NQF 6) as recognised by SAQA in Human Resource Management, Public Administration/ Management, or any other relevant field of study.
<u>ENQUIRIES</u>	:	Ms Emelda Baloyi Tel No: (012) 441-3602, Mr Mbudzeni Mashapha Tel No: (012) 441-3524 and Mamoshane Mashabela Tel No: (012) 304-3031
<u>POST 02/107</u>	:	<u>INTERN AT SOCIAL COHESION & NATION BUILDING REF NO: 08/2026 (X2 POSTS)</u>
<u>STIPEND</u>	:	R7 860.50 per month
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Senior Certificate/ Matric Certificate/ Grade 12 Certificate together with Three-year Degree/ National Diploma (NQF 6) as recognised by SAQA in Social Sciences Major in one of the following or Related Fields Sociology, History, Anthropology, Economics, Education, Gender studies and Religious Studies or any other relevant field of study.
<u>ENQUIRIES</u>	:	Ms Emelda Baloyi Tel No: (012) 441-3602, Mr Mbudzeni Mashapha Tel No: (012) 441-3524 and Mamoshane Mashabela Tel No: (012) 304-3031

<u>POST 02/108</u>	:	<u>INTERN AT RISK MANAGEMENT REF NO: 09/2026 (X2 POSTS)</u>
<u>STIPEND</u>	:	R7 860.50 per month
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Senior Certificate/ Matric Certificate/ Grade 12 Certificate together with: Three-year Degree/ National Diploma (NQF 6) as recognised by SAQA in Risk Management, Accounting, Commerce, Auditing, Data Science (Data Analytics) Project Management, or any other relevant field of study.
<u>ENQUIRIES</u>	:	Ms Emelda Baloyi Tel No: (012) 441-3602, Mr Mbudzeni Mashapha Tel No: (012) 441-3524 and Mamoshane Mashabela Tel No: (012) 304-3031
<u>POST 02/109</u>	:	<u>INTERN AT FINANCIAL ADMINISTRATION / MANAGEMENT REF NO: 10/2026 (X1 POST)</u>
<u>STIPEND</u>	:	R7 860.50 per month
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Senior Certificate/ Matric Certificate/ Grade 12 Certificate together with; Three-year Degree/ National Diploma (NQF 6) as recognised by SAQA in Finance, Accounting, Economics or any other relevant field of study.
<u>ENQUIRIES</u>	:	Ms Emelda Baloyi Tel No: (012) 441-3602, Mr Mbudzeni Mashapha Tel No: (012) 441-3524 and Mamoshane Mashabela Tel No: (012) 304-3031
<u>POST 02/110</u>	:	<u>INTERN AT SUPPLY CHAIN MANAGEMENT REF NO: 11/2026 (X1 POST)</u>
<u>STIPEND</u>	:	R7 860.50 per month
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Senior Certificate/ Matric Certificate/ Grade 12 Certificate along with a Three-year Degree/ National Diploma (NQF 6) as recognised by SAQA in Supply Chain Management, Purchasing Management, Logistic Management or any other relevant field of study.
<u>ENQUIRIES</u>	:	Ms Emelda Baloyi Tel No: (012) 441-3602, Mr Mbudzeni Mashapha Tel No: (012) 441-3524 and Mamoshane Mashabela Tel No: (012) 304-3031
<u>POST 02/111</u>	:	<u>INTERN AT COMMUNICATIONS AND MARKETING REF NO: 12/2026 (X1 POST)</u>
<u>STIPEND</u>	:	R7 860.50 per month
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Senior Certificate/ Matric Certificate/ Grade 12 Certificate along with a; Three-year Degree/ National Diploma (NQF 6) as recognised by SAQA in Communication and Marketing, Journalism, Public Relations, Media Studies or any other relevant field of study.
<u>ENQUIRIES</u>	:	Ms Emelda Baloyi Tel No: (012) 441-3602, Mr Mbudzeni Mashapha Tel No: (012) 441-3524 and Mamoshane Mashabela Tel No: (012) 304-3031
<u>POST 02/112</u>	:	<u>INTERN AT INFORMATION AND COMMUNICATION TECHNOLOGY REF NO: 13/2026 (X1 POST)</u>
<u>STIPEND</u>	:	R7 860.50 per month
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Senior Certificate/ Matric Certificate/ Grade 12 Certificate along with a; Three-year Degree/ National Diploma (NQF 6) as recognised by SAQA in Information Technology, Software Development, Web and Application Development or any other relevant field of study.
<u>ENQUIRIES</u>	:	Ms Emelda Baloyi Tel No: (012) 441-3602, Mr Mbudzeni Mashapha Tel No: (012) 441-3524 and Mamoshane Mashabela Tel No: (012) 304-3031
<u>POST 02/113</u>	:	<u>INTERN AT LEGAL SERVICES REF NO: 14/2026 (X1 POST)</u>
<u>STIPEND</u>	:	R7 860.50 per month
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Senior Certificate/ Matric Certificate/ Grade 12 Certificate along with a BProc or LLB degree as recognised by SAQA or any other relevant field of study.
<u>ENQUIRIES</u>	:	Ms Emelda Baloyi Tel No: (012) 441-3602, Mr Mbudzeni Mashapha Tel No: (012) 441-3524 and Mamoshane Mashabela Tel No: (012) 304-3031

<u>POST 02/114</u>	:	<u>INTERN AT INTERNAL AUDIT REF NO: 15/2026</u>
<u>STIPEND</u>	:	R7 860.50 per month
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Senior Certificate/ Matric Certificate/ Grade 12 Certificate along with a Three-year Degree/ National Diploma (NQF 6) as recognised by SAQA in Information Systems, Computer Science, Auditing, or any other relevant field of study.
<u>ENQUIRIES</u>	:	Ms Emelda Baloyi Tel No: (012) 441-3602, Mr Mbudzeni Mashapha Tel No: (012) 441-3524 and Mamoshane Mashabela Tel No: (012) 304-3031
<u>POST 02/115</u>	:	<u>INTERN AT STRATEGIC MANAGEMENT AND PLANNING REF NO: 16/2026 (X1 POST)</u>
<u>STIPEND</u>	:	R7 860.50 per month
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Senior Certificate/ Matric Certificate/ Grade 12 Certificate along with a; Three-year Degree/ National Diploma (NQF 6) as recognised by SAQA in Public Administration/ Management, Monitoring and Evaluation, Strategic Management, Knowledge Management, Auditing / Commerce or any other relevant field of study.
<u>ENQUIRIES</u>	:	Ms Emelda Baloyi Tel No: (012) 441-3602, Mr Mbudzeni Mashapha Tel No: (012) 441-3524 and Mamoshane Mashabela Tel No: (012) 304-3031
<u>POST 02/116</u>	:	<u>INTERN AT INFRASTRUCTURE REF NO: 17/2026 (X3 POSTS)</u>
<u>STIPEND</u>	:	R7 860.50 per month
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Senior Certificate/ Matric Certificate/ Grade 12 Certificate along with a; Three-year Degree/ National Diploma (NQF 6) as recognised by SAQA in Build Environment or any other relevant field of study.
<u>ENQUIRIES</u>	:	Ms Emelda Baloyi Tel No: (012) 441-3602, Mr Mbudzeni Mashapha Tel No: (012) 441-3524 and Mamoshane Mashabela Tel No: (012) 304-3031
<u>POST 02/117</u>	:	<u>INTERN AT ACTIVE AND WINNING NATIONS REF NO: 18/2026 (X6 POSTS)</u>
<u>STIPEND</u>	:	R7 860.50 per month
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Senior Certificate/ Matric Certificate/ Grade 12 Certificate along with a or equivalent; Three-year Degree/ National Diploma (NQF 6) as recognised by SAQA in Sports Management, Recreation Management, Sports Science, B.Sc. Biokinetics, or any other relevant field of study.
<u>ENQUIRIES</u>	:	Ms Emelda Baloyi Tel No: (012) 441-3602, Mr Mbudzeni Mashapha Tel No: (012) 441-3524 and Mamoshane Mashabela Tel No: (012) 304-3031
<u>POST 02/118</u>	:	<u>INTERN AT SECURITY AND WORK ENVIRONMENT REF NO: 19/2026 (X1 POST)</u>
<u>STIPEND</u>	:	R7 860.50 per month
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Senior Certificate/ Matric Certificate/ Grade 12 Certificate or equivalent; Three-year Degree/ National Diploma (NQF 6) as recognised by SAQA in Public Administration, Accounting, or any other relevant field of study.
<u>ENQUIRIES</u>	:	Ms Emelda Baloyi Tel No: (012) 441-3602, Mr Mbudzeni Mashapha Tel No: (012) 441-3524 and Mamoshane Mashabela Tel No: (012) 304-3031

STATISTICS SOUTH AFRICA

Stats SA provides scientific knowledge that enables society to understand complex socio-economic phenomena. It draws its mandate from the Statistics Act, 1999 (Act No 6 of 1999). Stats SA strives to excel in the following five competencies: Intellectual capability to lead the scientific work of statistics, Technological competence for purposes of large-scale processing and for complex computations and accessibility of information to the public, Logistical competence for deployment of (forward and reverse) logistics of large-scale field operations and for strategic choices regarding operational efficiency and cost-effectiveness, Political competence in understanding the political environment without being political or Politicised (commitment of delivery without fear or favour), Administrative competence: The ability of bringing it all together.



<u>APPLICATIONS</u>	:	All applications must be submitted online on the following link: www.statssa.gov.za/recruitment
<u>CLOSING DATE</u>	:	06 February 2026
<u>NOTE</u>	:	Applications must be submitted online and must be completed in full on all fields including the declaration part. Clear indication of the post and reference number that is being applied for must be selected. The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za , and a detailed Curriculum Vitae. Submission of certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary are optional but will only be submitted by shortlisted candidates to HR on or before the day of the interview date. General information: Females, youth and people with disabilities are targeted for these positions and are hereby encouraged to apply. All shortlisted candidates for SMS posts will be subjected to two pre-entry technical exercises and a competency assessment that intend to test both the technical and generic managerial competencies of the job, the logistics of which will be communicated by the Department. The shortlisted candidate(s) will be required to undergo a Competency Assessment and must be available for interviews at a date and time determined by Statistics South Africa. One of the minimum entry requirements for SMS positions is the pre-entry certificate submitted prior to appointment. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/smspre-entry-programme/ . The successful candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests and be subjected to security clearance. Applications that do not comply with the requirements will not be taken into consideration. If you have not received a response from this Department within three months of the closing date, please consider your application unsuccessful. Note: Statistics South Africa reserves the right to fill or not fill the below-mentioned post.

MANAGEMENT ECHELON

<u>POST 02/119</u>	:	<u>DIRECTOR: DATA VALIDATION & ADMINISTRATION SUPPORT REF NO: 01/01/26HO</u>
<u>SALARY</u>	:	R1 216 824 per annum (Level 13), (all-inclusive remuneration package)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	A Bachelor's degree (NQF 7) in Statistics/ Demography/ Econometrics/ Economics/ Population Studies, Training in Project Management, Statistical Analysis, SAS or training in other statistical packages. At least 5 years' experience at middle or senior managerial level in a statistics environment, Knowledge of statistical and related legislation, data management, data quality and indicator development, Good interpersonal, communication, report-writing, problem-solving and analytical skills, An innovative thinker who is assertive, creative, self-driven, result-driven, open to change and improvement, with a high level of conceptual and abstract thinking, Ability to articulate abstract concepts simply to stakeholders.
<u>DUTIES</u>	:	Ensure the implementation of statistical plans in accordance with Integrated Indicator Framework (IIF), Ensure coordination of statistical data flow between South Africa and other countries and international agencies, Ensure validation of data emanating from entities within the NSS intended for national and international consumption, Ensure the development, application and review of

		new validation standards, Ensure the development of policies and procedures; processes and plans, Manage staff and other resources.
<u>ENQUIRIES</u>	:	Ms S Twala Tel No: (012) 310 8326
<u>POST 02/120</u>	:	<u>DIRECTOR: SOCIAL STATISTICS ASSESSMENT REF NO: 02/01/26HO</u>
<u>SALARY</u>	:	R1 216 824 per annum (Level 13), (all-inclusive remuneration package)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	A Bachelor's degree (NQF 7) in Statistics/ Demography/ Social Sciences, Training in official statistics, data quality including the use of SASQAF, At least 5 years' experience at middle management or senior managerial level and exposure to statistical production process in the field of social surveys and data quality assessment using SASQAF, Knowledge of international guidelines and methodologies as applicable to the field of social statistics such as labour market statistics, population statistics, poverty and inequality statistics etc, Knowledge of fundamental principles of official statistics, Knowledge of Statistics Act and legislations and various statistical standards and classification systems, Knowledge of statistical processes and statistical processes and statistical value-chain/ generic statistical business process model, Knowledge of MS Office Suite, Planning, time management, problem solving, communication, interpretation, conceptualising skills, An innovative thinker who is committed, consistent, organised and a good communicator who is able to work in a team, Ability to think strategically and show perseverance, Willingness to travel.
<u>DUTIES</u>	:	Manage data quality assessment for social statistics products, Ensure the development of independent quality assessment reports for social statistics products, Manage and coordinate the process of certifying statistics as official, Ensure the development and review of data quality instruments and tools, Ensure the development of policies and procedures; processes and plans, Manage staff and other resources.
<u>ENQUIRIES</u>	:	Ms S Twala Tel No: (012) 310 8326

OTHER POSTS

<u>POST 02/121</u>	:	<u>DEPUTY DIRECTOR: SOCIAL STATISTICS ASSESSMENT REF NO: 03/01/26HO</u>
<u>SALARY</u>	:	R896 436 per annum (Level 11), (all-inclusive remuneration package)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	A bachelor's degree (NQF 7) in Statistics/Social Sciences/ Demography, Training in official statistics, data quality including the use of SASQAF, MS Office suite and MS Project, At least 3-4 years' relevant experience at ASD level and exposure in statistical production processes in the field of social surveys and exposure in data quality assessment using SASQAF, Knowledge of international guidelines and methodologies as applicable to the field of social statistics such as labour market statistics, population statistics, poverty and inequality etc, Knowledge of fundamentals principles of official statistics, Statistics Act and legislations, Knowledge of various statistical standards and classification systems , Knowledge of statistical processes and the statistical value chain/generic statistical business process model, Planning, time management, communication, interpretation, conceptualising and problem-solving skills, An innovative and analytical thinker who is a good communicator, committed, organised and consistent, Ability to think strategically and show perseverance, Ability to work under pressure and meet deadlines, Willingness to travel.
<u>DUTIES</u>	:	Monitor independent data quality assessment for social statistics products, Monitor and coordinate the development of independent quality assessment reports for social statistics products, Coordinate the establishment of data quality assessment team, Guide the development and review of SASQAF instruments and tools for the social statistics series, Develop policies and frameworks, Manage staff and other resources.
<u>ENQUIRIES</u>	:	Ms L Dooka Tel No: (012) 336 0161
<u>POST 02/122</u>	:	<u>DEPUTY DIRECTOR: ECONOMIC STATISTICS ASSESSMENT REF NO: 04/01/26HO</u>
<u>SALARY</u>	:	R896 436 per annum (Level 11), (all-inclusive remuneration package)

<u>CENTRE REQUIREMENTS</u>	:	Head Office
	:	A bachelor's degree (NQF 7) in Statistics/ Accounting/ Economics/ Econometrics, Training in official statistics, data quality including the use of SASQAF. At least 3-4 years' experience at ASD level and exposure to statistical production process in the field of economic surveys and exposure in data quality assessment using SASQAF, Knowledge of international guidelines and methodologies as applicable to the field of economic statistics such as national accounts, price statistics, labour market statistics and government finance statistics etc, Knowledge of fundamentals principles of official statistics, Statistics Act and legislations, Knowledge of various statistical standards and classification systems , Knowledge of statistical processes and the statistical value chain/generic statistical business process model, Planning, time management, communication, interpretation, conceptualising and problem-solving skills, An innovative and analytical thinker who is a good communicator, committed, organised and consistent, Ability to think strategically and show perseverance, Ability to work under pressure and meet deadlines, Willingness to travel.
<u>DUTIES</u>	:	Monitor independent data quality assessment for economic statistical products, Monitor and coordinate the development of independent quality assessment reports for economic statistical products, Coordinate the establishment of data assessment team, Guide the development and review of SASQAF instruments and tools for the economic statistical series, Develop policies and frameworks, Manage staff and other resources.
<u>ENQUIRIES</u>	:	Ms LC Dooka Tel No: (012) 336 0106
<u>POST 02/123</u>	:	<u>DEPUTY DIRECTOR: INDICATOR DEVELOPMENT REF NO: 05/01/26HO</u>
<u>SALARY</u>	:	R896 436 per annum (Level 11), (all-inclusive remuneration package)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	A bachelor's degree (NQF 7) in Statistics/ Demography/ Economics/Population studies, Training in Project Management, Statistical analysis, SAS Training or training in another statistical package, At least 3-4 years' experience at ASD level in a statistical environment, Knowledge of statistical and related legislation, data management, data quality and Indicator development, High-level of conceptual and abstract thinking, excellent problem solving and analytical skills, good interpersonal and report writing skills, An innovative thinker who is creative, assertive, self-driven, results-driven, open to change and improvement and a team player, Ability to articulate abstract concepts simply to stakeholders.
<u>DUTIES</u>	:	Guide the development and review the integrated indicators framework (IIF), Guide the development of training materials for indicator capacity building, Guide the development and review of IIF metadata, Guide and advice on the maintenance and review periodic data values, Develop and review frameworks, Manage staff and other resources.
<u>ENQUIRIES</u>	:	Ms L Dooka Tel No: (012) 336 0161
<u>POST 02/124</u>	:	<u>DEPUTY DIRECTOR: ECONOMICS REF NO: 06/01/26HO (X2 POSTS)</u>
<u>SALARY</u>	:	R896 436 per annum (Level 11), (all-inclusive remuneration package)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	A bachelor's degree (NQF 7) in Economics/ Statistics/ Accounting; Training in System of National Accounts (SNA), as well as other international guidelines and methodologies as applicable to the work area, e.g. Handbook on Supply and Use Tables (SUT) and Input-Output tables with extensions and applications and other subject specific manuals. Training in SAS, Introduction to Project Management, Introduction to economic indicators and analysis, Labour Relations and Financial Management. At least 3 - 4 years' experience at an Assistant Director level in a similar field; Knowledge of SNA, Government Financial Statistics (GFS) and various classification systems. Competence in the use of office software packages such as MS Office, specifically Excel, Word and Power Point. Ability to plan work and meet timelines, innovative, analytical thinker, good communicator, works in a team. Should be organised, able to think strategically, to be committed, able to show perseverance, be consistent, balanced and communicate processes effectively. This position will suite a person with excellent verbal and written communication skills and strong numeric and analytical skills. Willingness to travel, A valid driver's licence.

<u>DUTIES</u>	:	Monitor and innovate the production of SUTs data, Monitor and coordinate the collection of SUTs, regional estimates of Gross Domestic Product (GDP) and satellite accounts data, Monitor and coordinate the analysis of SUTs, regional estimates of GDP and satellite accounts data, Monitor and coordinate the compilation of SUTs, regional estimates of GDP and satellite accounts statistics, Develop and review frameworks, Manage staff and other resources.
<u>ENQUIRIES</u>	:	Ms L Dooka Tel No: (012) 336 0161
<u>POST 02/125</u>	:	<u>ASSISTANT DIRECTOR: ECONOMICS REF NO: 07/01/26HO</u>
<u>SALARY</u>	:	R468 459 per annum (Level 09)
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	A bachelor's degree (NQF 7) in Economics/ Statistics/ Accounting. Training in System of National Accounts (SNA), as well as other international guidelines and methodologies as applicable to the work area, e.g. Handbook on Supply and Use Tables (SUT) and Input-Output tables with extensions and applications and other subject specific manuals. Training in SAS, Introduction to Project Management, Introduction to economic indicators and analysis, Labour Relations and Financial Management, At least 1 – 2 years' supervisory experience in a similar field. Knowledge of the System of National Accounts (SNA), System of Environmental Economic Accounting (SEEA-Central Framework and SEEA-Ecosystem Accounting) and various relevant classification systems, Ability to plan, work and meet timelines, Innovative, analytical thinker and good communicator that works well in a team, Should be organised and able to think strategically and communicate processes effectively, Competence in the use of office software packages such as MS Office, specifically Excel, Word and Power Point, Excellent verbal and written communication skills and strong numeric and analytical skills.
<u>DUTIES</u>	:	Coordinate the partnerships with role players outside of the South African National Statistics System (SANSS), Coordinate and innovate the production of Environmental Economic Accounts (EEA) and Ecosystem Accounts (EA) data, Coordinate the collection of EEA and EA data, Coordinate the analysis of economic, social and environment data indicators, Coordinate the compilation of EEA and EA statistics, Conduct mapping and project planning, Supervise staff and other resources of the directorate.
<u>ENQUIRIES</u>	:	Ms S Khoza Tel No: (012) 310 8097
<u>POST 02/126</u>	:	<u>ASSISTANT DIRECTOR: ECONOMICS REF NO: 08/01/26HO</u>
<u>SALARY</u>	:	R468 459 per annum (Level 09)
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	A bachelor's degree (NQF 7) in Economics/ Statistics/ Accounting, Training in System of National Accounts (SNA), as well as other international guidelines and methodologies as applicable to the work area, e.g. Handbook on Supply and Use Tables (SUTs) and Input-Output tables with extensions and applications; and other subject specific manuals. Knowledge of Government Financial Statistics (GFS) and various classification systems. Training in SAS, Introduction to Project Management, Introduction to economic indicators and analysis, Labour Relations and Financial Management, At least 1 – 2 years supervisory experience in a similar field, Ability to plan, work and meet timelines. Innovative, analytical thinker and good communicator that works well in a team. Should be organised and able to think strategically and communicate processes effectively. Competence in the use of office software packages such as MS Office, specifically Excel, Word and Power Point. This position will suite a person with excellent verbal and written communication skills and strong numeric and analytical skills.
<u>DUTIES</u>	:	Coordinate and innovate the production of Gross Domestic Product (GDP) Expenditure data, Coordinate the collection of GDP Expenditure data, Coordinate the analysis of GDP Expenditure data indicators, Coordinate and reconcile the quarterly estimates of GDP Expenditure with annual SUT's information, Coordinate the compilation of GDP Expenditure statistics, Conduct mapping and project planning, Supervise staff and other resources of the directorate.
<u>ENQUIRIES</u>	:	Ms S Khoza Tel No: (012) 310 8097

<u>POST 02/127</u>	:	<u>ECONOMIST REF NO: 09/01/26HO</u>
<u>SALARY</u>	:	R397 116 per annum (Level 08)
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	A Bachelor's degree (NQF 7) in Economics/Statistics/Accounting, Training in System of National Accounts (SNA), as well as other international guidelines and methodologies as applicable to the work area, e.g. Handbook on Supply and Use Tables (SUTs) and Input-Output tables with extensions and applications, and other subject specific manuals. Training in SAS, Introduction to Project Management, Introduction to economic indicators and analysis, Labour Relations and Financial Management. Introduction to economic indicators and analysis, Labour Relations and Financial Management. At least 1 – 2 years' experience in a similar field, Knowledge of SNA, Government Financial Statistics (GFS) and various classification systems, Ability to plan, work and meet timelines, An innovative and analytical thinker who is professional and a good communicator that works well in a team, Should be organised and able to think strategically and communicate processes effectively. Competence in the use of office software packages such as MS Office, specifically Excel, Word and Power Point, Excellent verbal and written communication, numeric and analytical skills, Willingness to travel.
<u>DUTIES</u>	:	Compile new innovative improvements for the production of GDP Production and Income data, Develop and maintain the standardised data collection templates for GDP Production and Income data indicators, Conduct the analysis of GDP Production and Income data indicators, Reconcile quarterly estimates of GDP Production and Income with annual SUTs information.
<u>ENQUIRIES</u>	:	Ms S Khoza Tel No: (012) 310 8097
<u>POST 02/128</u>	:	<u>COUNTRY REPORTING COORDINATOR REF NO: 10/01/26HO</u>
<u>SALARY</u>	:	R397 116 per annum (Level 08)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	A bachelor's degree (NQF 7) in Statistics/ Demography/ Econometrics/ Economics/ Population Studies, Training in Project Management, Statistical Analysis, Database and System development, SAS and other Statistical packages, At least 3-4 years' relevant experience, Knowledge of the relevant sources of administrative data, Knowledge of statistical and related legislation, Extensive knowledge on the need for monitoring and evaluation systems and the purpose they serve, Knowledge of survey methodologies, Ability to articulate abstract concepts simply to stakeholders, High-level of conceptual and abstract thinking, Excellent problem solving and analytical skills. Diversity awareness, Creativity, innovative thinker, assertiveness, open to change and improvement self-driven, result-driven and a team player.
<u>DUTIES</u>	:	Update and maintain the establishment of governance structures for statistical reporting, Domesticating the indicators and identifying the data sources, Coordinate the collection of data, review of metadata and quality assurance thereof, Produce statistical reports in pursuance of the country's reporting obligations, Conduct mapping and project planning.
<u>ENQUIRIES</u>	:	Ms S Khoza Tel No: (012) 310 8097

DEPARTMENT OF TOURISM

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

<u>APPLICATIONS</u>	:	Applications, quoting the relevant reference number, must be forwarded to the attention of Chief Director: HR Management and Development at Department of Tourism, Private Bag X424, Pretoria, 0001, or hand delivered at Tourism House, 17 Trevenna Road, Sunnyside, Pretoria, or by email as provided.
<u>CLOSING DATE</u>	:	06 February 2026 by 16:30 (Late applications will not be considered)
<u>NOTE</u>	:	Application must include a Z83 form and CV only. Electronic application must be in PDF format and made up of a single document file. Indicate the correct job title and the reference number of the post on the subject line of your email. Failure to do so, your application will be disqualified. Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents . Received applications using the incorrect application for employment (old Z83) will not be considered. Each post(s) advert must be accompanied by its own application form for employment and must be fully completed, initialled and signed by the applicant as instructed below. Failure to fully complete, initial, and sign the Z83 form will lead to disqualification of the application during the selection process. All fields of Section A, B, C, and D of the Z83 must be completed in full. Section E, F, G (Due to the limited space on the Z83, it is acceptable for applicants to refer to their CV or see attached. However, the question related to conditions that prevent re-appointment under Part "F" must be answered, and the declaration signed. Only an updated comprehensive CV (with detailed previous experience if any) and a completed and signed new Z83 application form are required. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following the communication from Human Resources, and such qualifications (s) and other related documents (s) will be in line with the requirements of the advert. Non-RSA Citizens/Permanent Resident Permit holders in possession of foreign qualifications must be accompanied by an evaluation report issued by the South African Qualification Authority (SAQA) (only when shortlisted). Applicants who do not comply with the abovementioned instructions/requirements, as well as applications received late, will not be considered. Correspondence will be limited to shortlisted candidates only. All shortlisted candidates shall undertake a (1) practical exercise as part of the assessment method to determine the candidate's suitability based on the posts' technical and generic requirements and (2) an ethical conduct test. Candidates will further be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification, and employment verification). Some of the interviewed candidates for Senior Management level vacancies may be subjected to a 2-day competency assessment that will test generic competencies. Appointment will be subject to the signing of the performance agreement, employment contract, and annual financial disclosure, and must attain a security clearance (vetting) applicable to the post. The Department reserves the right not to make an appointment. You are consenting to the Department of Tourism processing your personal information, subject to POPIA, by applying for this post.

OTHER POSTS

<u>POST 02/129</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: INTERNAL CONTROL AND COMPLIANCE REF NO: DT34/2025</u> (6 Months Contract)
<u>SALARY</u>	:	R397 116 per annum, plus 37% in lieu of service benefits
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	National Diploma in Accounting/Finance/Internal Audit. Minimum of three years experience in Internal Audit/Internal Control and Compliance. Strong understanding of regulatory standards and internal control frameworks, Knowledge of relevant prescripts, Policy formulation within government. Basic knowledge and insight of the Public Service financial legislations, procedures and Treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial

DUTIES

: Manual). Skills: Computer Literacy (MS Office), Written and verbal communication skills, Interpersonal skills, Organisational and analytical skills.

: Assist in coordinating the audit responses, Prepare and organise required documents for audits, Follow up on audit queries and facilitate timely responses, Make follow-ups on the implementation of findings on the Audit Action Plan, Receive and evaluate responses on the implementation of findings on the Audit Action Plan to ensure that they are sufficient, Track and monitor the implementation status of audit recommendations and the Audit Committee Action Plan. Assist with the development, review, implementation and maintenance of internal control systems, policies and procedures for the general operation of the compliance program and its related activities to prevent illegal, unethical or improper conduct, Monitor the implementation of financial policies and procedures and coordinating policy review with relevant policy owners within the Chief Directorate, Verify areas of compliance against all financial legislation, Maintain a comprehensive compliance register and conduct a routine assessment, Review financial transactions and records for adherence to controls, Collaborate with branches to correct identified deviations, Assist in evaluating the performance of current control activities, Identify and report areas of operational inefficiency or risk, Propose actionable solutions to enhance control effectiveness, Assist in compiling periodic reports on compliance status, issues and resolutions for management, Assist with monitoring of the performance of the Compliance Program and relate activities on a continuous basis, taking appropriate steps to improve its conduct, Liaise with stakeholders to ensure the integration of programs, Serve as a Secretariat for the Financial Misconduct Committee, Compile action plans and monitor the implementation of FIMICO decisions, Source supporting documents for Financial Misconduct Committee, Compile letters of representation for alleged fruitless and wasteful, irregular and unauthorised expenditure in line with applicable frameworks, Send representation letters to employees, Receive and evaluate responses to ensure that they are sufficient.

**ENQUIRIES
APPLICATIONS
NOTE**

: Mr B Mtsweni Tel No: (012) 444 9242

: ecruitment34@tourism.gov.za

: EE Requirements: Coloured Male and White Male candidates as well as youth and people with disabilities are encouraged to apply.

POST 02/130

: **FINANCE CLERK: FINANCIAL CONTROL AND ACCOUNTING REF NO: DT35/2025**

(6 Months Contract)

**SALARY
CENTRE
REQUIREMENTS**

: R228 321 per annum, plus 37% in lieu of service benefits

: Pretoria

: Grade 12 certificate or equivalent and a relevant accounting/finance qualification (Diploma or Degree). One-year relevant experience. 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 legislations, procedures and Treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Knowledge of basic financial operating systems (PERSAL, BAS, Safetyweb, LOGIS etc). Skills: Computer operating skills, Planning and organisation, Good verbal and written communication skills, Basic Numeracy skills, Ability to perform routine tasks, Ability to operate office equipment.

DUTIES

: Clearing BAS exceptions online, Request BAS reports and clear PMG accounts, Process journals on BAS, Receive entity information to create, import, link or to maintain on BAS and LOGIS, Capture on Safetyweb and obtain Bank detail verification, Create, import, link or amend entities on BAS and LOGIS, File entity information and make sure all entities have a verified report from Safetyweb and a CSD report if applicable, Archive to storeroom, Attends to enquiries received with regards to entities, Sign off Logis Procurement form for verification of banking details, Check verification status of project bank details prior to payment processing, Receive and print notification (e-mail) from National Treasury for CR transfer payments to authorize, Receive copies of payment documents and payment stub from Credit section, Check and Verify that the information captured on BAS is correct on Safetyweb and authorize, Print a status report on Safetyweb, update register and file and the documents, Receive Financial batches from different sections, Verify and sign reports that all batches are received, Reconcile user report with the BAS payment register, Sort batches in form type and number

sequence, Reconcile batches received with the different BAS registers, Ensure that the checklists are completed, forms are signed, that there are supporting documents attached and the paid stamp is on each document, Send incomplete documents back to the section with written explanation of the problem, Follow-up outstanding cases, File reconciled payment registers and batches in storeroom and maintain the neatness of the documents, Archive of documents, Print and reconcile payment stubs and disbursement reports, Attend to queries related to the section, Filing payment stubs in disbursement date sequences, Extracting payment stubs for internal and external clients on request.

ENQUIRIES : Ms N Molefe Tel No: (012) 444 6228
APPLICATIONS : Recruitment35@tourism.gov.za
NOTE : EE Requirements: Coloured Male and White Male candidates as well as youth and people with disabilities are encouraged to apply.

POST 02/131 : **FINANCE CLERK: CREDITORS, TRAVEL, ACCOMODATION AND SUBSISTANCE REF NO: DT36/2025 (X2 POSTS)**
 (6 Months Contract)

SALARY : R228 321 per annum, plus 37% in lieu of service benefits
CENTRE : Pretoria
REQUIREMENTS : Matric (with subjects Mathematics and Accounting) or a relevant accounting/finance qualification (Diploma or Degree). One-year relevant experience. Basic knowledge and insight of the Public Service financial legislations, procedures and Treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS etc). Skills: Computer operating skills, Planning and organisation, Good verbal and written communication skills, Basic Numeracy skills, Ability to perform routine tasks, Ability to operate office Equipments. Ability to manage projects independently, Knowledge and skills in financial management, Ability to interpret and apply policies, strategies and legislation.

DUTIES : Receive claim forms from officials / clients (outside department), Check if claims are: (Correctly compiled and amounts calculated per period away, Copy of agenda, transport, travel request form or invitation is attached, Original receipts for actual expenses e.g. tollfees, taxi and parking are attached, Ensure that the claim is signed / approved before processing, Verify if advance was taken for trip), Capture on PERSAL, Attend to enquiries, Claims to be recorded in register and filed on weekly basis after stamped paid, Receive T&S Advance forms from officials within the department for domestic trips, Check if the advance is: (Correctly calculated according to the period away, Ensure that the advance is signed / authorized, If copy of agenda, transport or travel request form or invitation is attached), Capture on BAS, Verify correctness of: allocation, invoice number, amount, banking details and signatures, Verify limits of cellphones & 3G claims per official and also certify tax invoice, Download information from BAS and compile register of Bas payments for payments captured, Finalizing of batches and stubs, Submit weekly batches to management accounting for safe keeping. Attend to enquiries relating to payments, Receive LOGIS on-line orders from Procurement, Verify: invoice number, order number, allocation, amounts, banking details and signatures, Capture orders, Download information from BAS and compile register of LOGIS payments, Finalizing of batches and stubs, Submit weekly batches to management accounting for safe keeping, Attend to enquiries relating to LOGIS payments.

ENQUIRIES : Ms A Griesel Tel No: (012) 444 6244
APPLICATIONS : Recruitment36@tourism.gov.za
NOTE : EE Requirements: Coloured Male and White Male candidates as well as youth and people with disabilities are encouraged to apply.

DEPARTMENT OF TRADE INDUSTRY AND COMPETITION

<u>APPLICATIONS</u>	:	can be submitted: Via e-mail to applications@thedtic.gov.za (Ref no. must appear in subject-line – if no reference no. is provided the application may not be considered), by post to The Director: Human Resources Management, Private Bag X84, Pretoria, 0001; Hand-delivered to the dtic Campus, corner of Meintjies and Robert Sobukwe Streets, Sunnyside, Pretoria.
<u>CLOSING DATE</u>	:	09 February 2026
<u>NOTE</u>	:	The application must include a completed and signed new Z83 Form, obtainable from any Public Service Department, the dtic website or on the internet at www.gov.za , and a detailed Curriculum Vitae. Applications received that do not comply with this requirement will not be considered. Certified copies of qualifications and Identity Document or any other relevant documents are to be submitted by only shortlisted candidates to HR on or before the day of the interview date. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection panel for Senior Management Services (SMS) positions will further recommend candidates to attend a generic managerial competency-based assessment. The Senior Management Pre-Entry Programme (Nyukela Programme) as endorsed by the National School of Government (NSG) must be completed before an appointment on SMS level can be considered. The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: https://www.thensg.gov.za/training-course/sms-pre-entry-programme . No appointment on SMS level will take place without the successful completion of the pre-entry certificate and submission of proof thereof. Background verification, social media checks and security vetting will form part of the selection process and successful candidates will be subjected to security vetting. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Applications received after the closing date will not be considered. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. The dtic reserves the right not to fill any advertised position(s). The dtic is an equal opportunity and affirmative action employer, and candidates whose appointment will promote representivity, will be given preference.
MANAGEMENT ECHELON		
<u>POST 02/132</u>	:	<u>CHIEF DIRECTOR: TECHNICAL INFRASTRUCTURE REF NO: IC&G - 082</u> Overview: To provide strategic leadership and management to the Technical Infrastructure Unit within the Branch.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 494 900 per annum (Level 14), (all-inclusive remuneration package) Sunnyside, Pretoria A qualification at NQF level 7, as recognised by SAQA in a Science, Engineering, Commerce, or a related field. 5 years' relevant experience at a senior managerial level in a Technical infrastructure-related environment. Key Requirements: Extensive experience in technical infrastructure areas, including standards, accreditation and metrology. Sound knowledge of industrial policy and its application to technical infrastructure. Proven stakeholder management experience and ability to develop strategic partnerships locally and internationally. Proven ability in strategy planning, performance monitoring, and reporting. Experience in managing multidisciplinary teams and overseeing financial and operational performance. Excellent communication, project management, and policy development skills. Knowledge of relevant legislation, including the Standards Act, Metrology Act, NRCS Act, PFMA, and Public Service Regulations. Advanced skills in research, analysis, and corporate governance.
<u>DUTIES</u>	:	Strategic Planning: Manage strategic planning for the chief directorate. Direct, manage, and transform the chief directorate into a highly effective technical infrastructure unit. Establish clear performance criteria for staff and service

standards in consultation with external stakeholders. Design and implement strategies and action plans in the sectors incorporated in the Industrial Policy. Manage and guide the work of Technical Infrastructure entities to ensure alignment with the dtic's strategic plans and industrial policy. Coordination and development of interventions: Provide guidance to develop and manage systems, policies, and procedures to ensure effective and efficient growth of the Technical Infrastructure. Lead the coordination and development of interventions in line with Technical Infrastructure priorities. Identify and address challenges faced by the Technical Infrastructure sector. Conduct research and implement business processes. Monitoring and Evaluation: Monitoring performance of the chief directorate against business and project plans, and corrective measures are introduced where necessary. Ensure compliance with the integrated performance reporting system, including high-level dashboard reporting. Monitor and evaluate the strategy implemented in the Technical Infrastructure. Stakeholder management: Establish and maintain strategic partnerships with local and international institutions in the area of Technical Infrastructure. Engage in ongoing interaction with key stakeholders. Manage the relationships with key stakeholders to ensure the implementation of the programs. Ensure effective communication of the work of the chief directorate to key stakeholders. Ensure that there is a coherent system and framework for stakeholder engagement. Develop and maintain strong relationships with the stakeholders. Chief Directorate Management: Oversee the financial resources and assets of the Chief Directorate. Oversee and manage human resources. Oversee the strategic planning of the unit and execution of the operational and business plan. Oversee the reporting against the Chief Directorate's business and operational plans.

ENQUIRIES

: Ms K Xaluva Tel No: (012) 394 1563 / L Mdashe Tel No: (012) 394 3103/ L Mabokela Tel No: (012) 394 1809

DEPARTMENT OF WATER AND SANITATION

CLOSING DATE
NOTE

- : 06 February 2026
- : Interested applicants must submit their applications via the online link <https://erecruitment.dws.gov.za/> Other related documentation such as copies of qualifications, identity document, driver's license etc need not to accompany the application when applying for a post as such documentation must only be produced by shortlisted candidates during the interview date in line with DPSA circular 19 of 2022. With reference to applicants bearing professional or occupational registration, fields provided in Part B on the online Z83 must be completed as these fields are regarded as compulsory. Failure to complete or disclose all required information will automatically disqualify the applicant. No late applications will be accepted. Shortlisted candidates will be subjected to suitability checks (SAQA verification, reference checks criminal and credit checks). SAQA evaluation certificate must accompany foreign qualifications (only when shortlisted). Applications that do not comply with the above-mentioned requirements will not be considered. All shortlisted candidates pertaining to Senior Management Services (SMS) posts will be subjected to a technical and competency assessment and a pre-entry certificate obtained from the National School of government is required prior to the appointment. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Candidates will be required to complete a financial disclosure form and undergo security clearance. Foreigners or dual citizenship holders must provide a police clearance certificate from country of origin (only when shortlisted). The Department of Water Sanitation is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996) the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Correspondence will be limited to short-listed candidates only. If you do not hear from us within three (3) months of this advertisement, please accept that your application has been unsuccessful. Faxed applications will not be considered. The department reserves the right not to fill these positions. Women and persons with disabilities are encouraged to apply and preference will be given to the EE Targets.

MANAGEMENT ECHELON**POST 02/133**

- : **CHIEF RISK MANAGER (MAIN ACCOUNT) REF NO: 060226/01**
- : Branch: Departmental Management
- : Cd: Risk and Compliance Management
- : Re-advertisement, applicants who have previously applied must reapply.

SALARY
CENTRE
REQUIREMENTS

- : R1 266 714 per annum (Level 13), (all-inclusive salary package)
- : Pretoria Head Office
- : An appropriately recognised undergraduate NQF level 7 qualification in Risk Management, Auditing, Strategic Management, Public Administration or equivalent relevant qualifications as recognised by SAQA. Affiliation with the relevant professional bodies (IRMSA, IIA, SAICA, ACFE). Certification: (risk management professional, internal auditor, chartered accountant, certified fraud examiner) will be an added advantage. Applicant must have five (5) years' proven extensive experience in risk management environment at a middle management/senior managerial level. Extensive knowledge of the Public Finance Management Act, public sector risk management framework and public service anti-corruption strategy. Excellent communication skills (both written and verbal), financial management, planning, problem solving and analysis. Proven project and strategic management capability, facilitation and leadership skills. Corporate governance principles. People management and development. Knowledge of policy and business process development and standard operating procedures. Ensure implementation of policy processes and procedures. Ability to gather analyse information, develop and apply policies.

- DUTIES** : Provide advice to management to enable the implementation and maintenance of systems to identify and manage risks threatening the achievement of the strategic outcomes and legislative mandate of the department, Direct optimisation of opportunities to enhance the department's performance. Develop, implement and maintain an enterprise-wide risk management framework, supporting policies and procedures. Develop and implement a strategic and annual risk management plan. Ensure regular development of risk management methodologies, models and systems for implementation of risk management. Provide reports to management, risk committees, audit committee and other stakeholders. Provide strategic leadership and business planning for the directorate.
- ENQUIRIES** : Mr M Malindisa Tel No: (012) 336 8084
- APPLICATIONS** : All applications to be submitted online on the following link: <https://erecruitment.dws.gov.za/>

OTHER POSTS

- POST 02/134** : **DEPUTY PROJECT MANAGER REF NO: 060226/02**
Branch: Water and Sanitation Services Management EC
Cd: Provincial Operations: Eastern Cape

- SALARY** : R1 059 105 per annum (Level12), (all-inclusive salary package)
- CENTRE** : Qonce
- REQUIREMENTS** : A relevant qualification in Civil Engineering (NQF7) with a certificate in project management. Five (5) years of managerial experience in engineering project management environment. The disclosure of a valid unexpired driver's license. Understanding of contract administration, business principles and business law. A broad understanding of each engineering discipline. Computer skills: Microsoft Office Software (MS Word, Excel and PowerPoint), Lotus Notes, and other Company and discipline-specific software applications. Financial Management. Programme and project management. Knowledge of policy development and implementation. Public Finance Management Act (PFMA), Division of Revenue Act (DoRA), National Water Act. (NWA), Water Services Act (WSA) and related legislation. Understanding of legislative and policy frameworks governing the water sector. Understanding of legislative and policy frameworks governing the public sector. Good communication, presentations, report writing, and networking skills. Accountability and ethical conduct. Knowledge of Conflict Management tools and methodologies.

- DUTIES** : Provide support in the implementation of water services infrastructure grant programmes. Ensure co-ordination and analysis of strategic inputs and budget planning. Preparation of the implementation plan and project costing. Facilitate various water sector consultations on water issues. Ensure the needs of business sectors are catered for in the water service infrastructure grant programmes. Implement water policies for water services infrastructure grants programmes in the Provincial Operations. Research/literature on new developments in project management methodologies. Monitor technical due diligence and all environmental and social issues. Render technical advisory support on the integrated Infrastructure Planning Processes. Make inputs with the Assessment on the integrated Infrastructure planning processes. Formulation of the project objective(s) and strategic alignment. Support the development and evaluation of the Implementation Readiness Study reports, Feasibility Studies, and Business Plans for water infrastructure grant programmes by all water sectors. Full project management function, costs, quality, and time control. Contribute inputs to the development of project planning in the design and/or testing phases. (Project initiation, project scope, activities and objectives, measures to be evaluated to ensure completion. Facilitate the development and implementation of policies and frameworks. Promote partnership between the government, public entities, the private sector, and civil society regarding the water services infrastructure grant programme. Participates in the Collaborative process with other public sector agencies and the private sector to ensure effective consultation and inclusion regarding bulk infrastructure programmes. Ensure water supply availability for all business sectors. Avail raw water supply for all municipalities. Consultations on water issues are communicated with all key stakeholders and various water sectors. Needs of business sectors catered for on bulk infrastructure programme. Manage the water services infrastructure, grant programmes, budget planning, monitoring, and reporting. Assure that water services

infrastructure grant programmes are budgeted for in medium term expenditure framework. Compile budget for building water services infrastructure grant programmes. Ensure that budgeted funds are used efficiently and effectively. Develop and implement early warning management system. Ensuring adherence to financial prescripts, monitoring compliance with financial regulations, Ensure effective monthly and quarterly reporting, and information dissemination. Effectively manage the MTEF project budget and ensure ongoing monitoring and reporting of financial performance. Monitor and evaluate the implementation of all water services infrastructure development programmes. Regularly review the quality of work completed to ensure standards are met. Conduct regular visits to ensure that project deliverables are on time, within budget, and meet the required quality standards. Monitoring and Evaluation Assessment reports on budget and expenditure outcomes are affirmed through physical verification of infrastructure Projects Develop forms and records to document and file project activities and ensure that project information is appropriately documented and secured. Monitor project and programme progress and make necessary adjustments to ensure successful project completion. Establish a communication schedule to update stakeholders, including appropriate staff in the organization, on project progress. Management of resources. Human resources, Work allocation, discipline, performance management. Equipment, Recommendation, allocation.

<u>ENQUIRIES</u>	:	Mr Z Nonjuzana. Tel No: (043) 604 5413
<u>APPLICATIONS</u>	:	All applications to be submitted online on the following link: https://erecruitment.dws.gov.za/
<u>POST 02/135</u>	:	<u>ENGINEERING PRODUCTION GRADE A-C (ENGINEERING SERVICES)</u> <u>REF NO: 060226/03 (X2 POSTS)</u> Branch: Infrastructure Management: Head Office Dir: Infrastructure Capacity Analysis Sd: Gauging Weirs
<u>SALARY</u>	:	R879 342 – R1 323 267 per annum, (OSD), (Offer will be based on proven years of experience)
<u>CENTRE</u>	:	Pretoria Head Office
<u>REQUIREMENTS</u>	:	An Engineering Degree (B Eng/BSc Eng) in Civil Engineering. Three (3) years post-qualification engineering experience in water and civil engineering related to gauging structure/weirs design, construction management and safety of hydraulic structures required for a registered professional engineer. Compulsory registration with the Engineering Council of South Africa (ECSA) as a professional engineer. Excellent technical knowledge of current design standards, calibration procedures, and best practices applicable to hydraulic structures such as flood outlets and gauging weirs. Demonstrable experience in hydraulic and hydrological analyses, including the use of relevant engineering software and computer applications. Knowledge of hydraulic structure modelling, dam safety principles, environmental legislation, and other applicable legal frameworks. Proven practical experience in the design of hydraulic structures (e.g., canals, dams, gauging weirs) is essential. Strong skills in data management, analysis, and interpretation.
<u>DUTIES</u>	:	Perform engineering design and analysis work related to new and existing gauging weirs within the Directorate, ensuring appropriate, efficient, and cost-effective design solutions. Undertake the hydraulic and structural design of gauging structures in accordance with national and international standards. Conduct and supervise quality control, construction monitoring, and on-site problem-solving during project implementation. Assist with the establishment and improvement of flow-gauging sites, including direct and indirect hydraulic calibration and verification of flow-measurement systems. Review, audit, and quality-assure engineering reports produced within the section. Provide professional technical advice and engineering support to internal directorates and external stakeholders. Keep up to date with developments in dam safety, water engineering, hydraulic modelling, flow measurement technologies, and applicable legislation, and contribute to the development or refinement of engineering policies and standards. Participate in inter-directorate engagements and maintain close liaison with hydrological teams at national and provincial levels. Support and perform activities related to high flood line determinations. Mentor and train junior engineers, engineering technologists, and technicians. Attend site visits, meetings, and undertake work across the

		country, which may involve extensive travel and irregular or extended working hours.
<u>ENQUIRIES</u>	:	Mrs AA Coetzee Tel No: (012) 336 6938
<u>APPLICATIONS</u>	:	All applications to be submitted online on the following link: https://erecruitment.dws.gov.za/
<u>POST 02/136</u>	:	<u>ASSISTANT DIRECTOR: QUALITY MANAGEMENT SYSTEMS REF NO: 060226/04</u> Branch: Infrastructure Management: Head Office Dir: Technical Engineering Support Services Sd: Quality Management Systems
<u>SALARY</u>	:	R582 444 per annum (Level 10)
<u>CENTRE</u>	:	Pretoria Head Office
<u>REQUIREMENTS</u>	:	A relevant NQF level 6 qualification. Certified lead auditor in ISO 9001. Five (5) years' experience in an ISO9001 certified construction/engineering related environment. Understanding of business process mapping and governance structures. Excellent understanding of ISO 9001 standard requirements and implementation. Knowledge of Public Service and built-environment related legislation. Good communication skills (both verbal and written). Good Project Management skills. Good presentation skills. Good computer skills. Ability to work independently. Code 08 driver's licence is essential. The role requires extensive travel to various construction and engineering sites nationwide.
<u>DUTIES</u>	:	Plan and coordinate quality management system activities to obtain ISO 9001 certification in a construction/engineering environment. Coordinate the development of quality management system policies, guidelines, templates and monitoring tools. Prepare and conduct presentations to stakeholders. Stakeholder engagement. Ensure business process mapping activities are conducted. Ensure effective document management systems are in place aligned to organisational requirements. Ensure ISO 9001 certification is maintained once certification is obtained. Plan and ensure implementation of the auditing programme. Compile audit reports. Ensure management review meetings take place timeously. Monitor customer satisfaction. Monitor actions to address non-conformities. Reporting to management. Supervision of staff. Ensure a high standard of quality is maintained in all meetings/activities/reporting.
<u>ENQUIRIES</u>	:	Ms V Govender Tel No: (012) 336 7005/ 0829407763
<u>APPLICATIONS</u>	:	All applications to be submitted online on the following link: https://erecruitment.dws.gov.za/
<u>POST 02/137</u>	:	<u>ASSISTANT DIRECTOR SANITATION: WATER AND SANITATION SERVICES SUPPORT REF NO: 060226/05</u> Branch: Water and Sanitation Services Management FS Cd: Provincial Operations Free State Provincial Operations Office Dir: Water & Sanitation Services Support
<u>SALARY</u>	:	R582 444 per annum (Level 10)
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	A relevant NQF 6 qualification in Development studies/Public administration /Social Science / Built environment. The disclosure of a valid unexpired driver's license (candidates should be able to drive), Computer proficiency. Three (3) years technical and social experience specifically on Sanitation. Project Management will serve as an added advantage. Knowledge of business and management principles. Knowledge of strategic planning, resource allocation and human resources. Knowledge of Public Service Act, Regulations and Public Finance Management Act. Sound knowledge of Project, Programme, Financial and Change Management.
<u>DUTIES</u>	:	Provide input into strategic and business planning of the section. Ensure that programmes are in line with sanitation regulations, norms and standards. Co-ordinate and oversee sanitation programmes implementation in all sectors. Regular reporting on programme achievements. Ensure that inputs, buy-in and collaboration by all stakeholders into sanitation programmes are made. Establish and maintain provincial relations with all stakeholders. Incorporate provincial inputs into National Policy and Strategies. Promote a culture of learning and exchange of information (Sector Advocacy) and promotion of Hygiene. Ensure that cross cutting issues such as gender and disability are incorporated into sanitation initiatives. Engage the public on implementation of

		Infrastructure projects and is also expected to do monitoring and evaluation of sanitation programmes. Appraisal of Sanitation Business Plans for presentation and ratification to the Regional Appraisal Committee. Ensure inputs into water services and integrated development plans. Participate in the development of Integrated Development Plans (IDP) and Water Services Development Plans (WSDP) and ensure alignment of National and Provincial priorities in such plans.
<u>ENQUIRIES</u>	:	Ms Z Xokozela Tel No: (051) 405 9000
<u>APPLICATIONS</u>	:	All applications to be submitted online on the following link: https://erecruitment.dws.gov.za/
<u>POST 02/138</u>	:	<u>CONTROL ENGINEERING TECHNICIAN GRADE A REF NO: 060226/06</u> Branch: Water and Sanitation Services Management NS Cd: Provincial Operations: Northern Cape Dir: Water & Sanitation Services Support Sd: Water Service Planning Support Re-advertisement, applicants who have previously applied must reapply.
<u>SALARY</u>	:	R551 493 per annum, (OSD)
<u>CENTRE</u>	:	Kimberley
<u>REQUIREMENTS</u>	:	A National Diploma in Engineering or relevant Engineering qualification. Six (6) years post qualification in technical Engineering experience. Compulsory registration with Engineering Council of South Africa (ECSA) as a Professional Engineering Technician. The disclosure of a valid unexpired driver's license. Knowledge of project management, technical design, and analysis. Knowledge and understanding of research and development. Knowledge and experience in Computer-aided engineering applications. Knowledge of legal compliance and technical report writing. Good communication skills both (verbal and written), conflict management and negotiation skills. Problem solving and analysis, decision making, teamwork, creativity, financial management, people management, customer focus, responsiveness, planning and organizing.
<u>DUTIES</u>	:	Manage technical services and support in conjunction with Engineers, Technologist and associates in the field, workshop, and technical office activities. Ensure the promotion of safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings, and procedures to incorporate new technology. Ensure quality assurance of technical designs with specifications and authorize / make recommendations for approval by the relevant authority. Manage administrative, human resource and related functions. Provide inputs into the budgeting process, operational plan, procurement plan and related matters. Compile and submit reports as required. Attend to Risk and Disaster Management matters. Research and development through continuous professional development to keep up with new technologies and procedures. Provide mentorship and supervision of personnel. Research/literature studies on technical engineering technology to improve expertise. Liaise with relevant bodies/councils on engineering related matters. Must be prepared to work away from the office and travel extensively for extended periods of time.
<u>ENQUIRIES</u>	:	Mr. K Kgarane Tel No: (053) 830 8800
<u>APPLICATIONS</u>	:	All applications to be submitted online on the following link: https://erecruitment.dws.gov.za/
<u>POST 02/139</u>	:	<u>ASSISTANT DIRECTOR: HUMAN RESOURCE ADMINISTRATION REF NO: 060226/07</u> Branch: Water and Sanitation Services Management EC Cd: Provincial Operations: Eastern Cape
<u>SALARY</u>	:	R468 459 per annum (Level 09)
<u>CENTRE</u>	:	King William's Town
<u>REQUIREMENTS</u>	:	A relevant NQF qualification 6 in Human Resource Management/Public Administration/ Management. Five (5) years relevant experience in Human Resource Management with experience in Recruitment, Selection and Benefits Administration of which three (3) years should be at supervisory level. The disclosure of a valid unexpired driver's license. PERSAL Introduction Certificate. Ability to interpret Policies and Legislation. Knowledge of Public Service Regulations, Basic Conditions of Employment Act, Employment Equity Act, Government Employment Medical Scheme, Policy on Incapacity and ill-health Retirement, Housing Allowance. Knowledge of policy development and

		implementation. Knowledge of HR transactions. Knowledge of recruitment, selection, and appointment procedures. Knowledge of PERSAL and BAS System. Knowledge of Pension Case Management. Knowledge of Comp Easy System. Knowledge of equal opportunities and Affirmative action guidelines and laws. Disciplinary knowledge of HR transactions. Understanding of Government legislation. Financial management and knowledge of PFMA. Knowledge of techniques and procedures for the planning and execution of operations. Programme and Project Management. Knowledge of relationship management. Problem solving and Analysis. People and Diversity Management. Client Orientation and Customer Focus. Communication. Accountability and Ethical Conduct. Knowledge of analytical procedures.
<u>DUTIES</u>	:	Implement HR transactions policies and strategies. Analyse current policies. Analyse Departmental strategic objectives. Analyse human resource transaction trends. Monitor the implementation of human resource in the Department. Evaluate implementation of HR information policy in the Department. Measure compliance in terms of HR information processes. Implement HR transactions systems and database. Develop implementation plan. Hold roadshows advising department on key policy issues. Develop training programs for HR regional managers. Brief managers on policy requirements. Implement according to delegations. Formulate delegations. Give advice on the implementation of HR transactions policies and guidelines. Expert advice to managers on the implementation of HR transaction information. Monitor policy implementation. Give advice on HR policies in the Department. Implement the best practice on HR transaction. Conduct research on the latest development on HR issues. Provide Guidance on COIDA. Provide advice and guidance to employees regarding IOD matters. Submit cases of IOD to DOL (Labour Department). Maintain database of HR transaction. Accurate HR information data. HR information implemented on the System. Monthly report available for managers. Issue HR information report. Ensure proper filing and safekeeping of HRM documents. The administration of recruitment and selection in the region. Implement the process of advertising vacant post. Draft submission for approval. Serve as panel member or secretary during selection process. Conduct reference check verification of qualification.
<u>ENQUIRIES</u>	:	Ms PN Tshevu. Tel No: (043) 701 5372
<u>APPLICATIONS</u>	:	All applications to be submitted online on the following link: https://erecruitment.dws.gov.za/
<u>POST 02/140</u>	:	<u>ASSISTANT DIRECTOR: MANAGEMENT ACCOUNTING REF NO: 060226/08</u> Branch: Water and Sanitation Services Management EC Cd: Provincial Operations: Eastern Cape
<u>SALARY</u>	:	R468 459 per annum (Level 09)
<u>CENTRE</u>	:	King William's Town
<u>REQUIREMENTS</u>	:	A relevant tertiary qualification in Financial Management / Management Accounting / Financial Accounting at NQF level 7. Three(3) years relevant supervisory experience. The disclosure of a valid unexpired driver's license. Knowledge and understanding on 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. Communication. Accountability and Ethical Conduct.
<u>DUTIES</u>	:	Planning- Coordinate, review, analyse and quality assure the financial supporting information for planning purposes. Coordinate and review the necessary financial supporting documents required for the strategic and annual performance planning process. Analyse and quality assures the relevant financial information required in the evaluation and development of business and project plans. Check and verify the supporting information for various financial planning processes. Budgeting- Coordinate, review, analyse and quality assure the budget preparation process. Coordinate the preparation and

consultation for the MTEF budget process. 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. Align budget statements with the annual performance plan, strategic plan, national and provincial spending priorities. Analyse and interpret the requirements for the monthly cash flow and adjusted cash flow as prescribed by Treasury and recommend corrective action where required. Undertake the planning and supervise the preparation and consultation process in the implementation of the adjustments estimates process. Assess where shifting of funds/ virements is required and possible by reviewing expenditure against budget and make recommendations. Ensure submission and the recording of adjustments estimates of national expenditure (AENE) and provide feedback to the relevant components. Provide information for the preparation of the annual financial statements. Monitor that all shifts/ virements are included in the adjusted budget. Analyse requests for the rollovers and make recommendations in compliance with prescripts (including funds committed but not spent). Reporting- Coordinate, review, analyse and quality assure the management accounting reporting processes. Evaluate information on monthly reports produces (variance between actual versus budgeted expenditure) and recommend appropriate actions where necessary. Monitor that all shifts/ virements are included in the line In Year Monitoring Report. Provide advice and guidance to role players on the use of forecasting methods and tools. Compile information for the interim and annual performance reports. Manage the operational processes, resources and procedures associated with the management accounting functions. Develop and review departmental policies procedures applicable to management accounting (planning and budgeting). Allocate duties to personnel, monitoring outcomes and instituting the necessary corrective measures to address deviations from standards. Determine workflow requirements. Monitor performance of employees and determine training needs. Management of Human Resources, Financial Resources and Physical resources under the area of responsibility.

- ENQUIRIES** : Mr ML Sigobo Tel No: (043) 604 5417
- APPLICATIONS** : All applications to be submitted online on the following link:
<https://erecruitment.dws.gov.za/>
- POST 02/141** : **ENGINEERING TECHNICIAN PRODUCTION GRADE A-C (ENGINEERING SERVICES) REF NO: 060226/09**
Branch: Infrastructure Management: Head Office
Dir: Infrastructure Capacity Analysis
Sd: Gauging Weirs
- SALARY** : R391 671 – R586 665 per annum, (OSD), (Offer will be based on proven years of experience)
- CENTRE** : Pretoria Head Office
- REQUIREMENTS** : A National Diploma in Civil Engineering or relevant qualification. Three (3) years post-qualification technical engineering experience. The disclosure of a valid unexpired driver's license. Compulsory registration with the Engineering Council of South Africa (ECSA) as an Engineering Technician (Civil stream). At least three (3) years of technical experience in water or civil engineering, preferably involving gauging structures, weirs, hydraulic structures, or construction supervision. Good knowledge of practical design standards, calibration procedures, and construction methods for hydraulic structures such as gauging weirs and small dams. Experience with hydraulic or hydrological data, measurements, and the use of related software or equipment. Understanding of dam safety, environmental requirements, and relevant legislation will be an advantage. Ability to manage technical information and maintain accurate data records.
- DUTIES** : Assist with the technical design, drafting, and analysis of new and existing gauging weirs and other hydraulic structures. Support onsite construction activities, including quality control, progress monitoring, and identifying and solving technical issues. Assist with the installation, maintenance, and calibration of flow-gauging equipment and sites. Contribute to the preparation, checking, and organisation of technical reports. Provide technical support and advice to engineers, technologists, other directorates, and external stakeholders. Keep updated with developments in water engineering and dam safety practices. Liaise with hydrology teams at national and provincial levels. Assist in training and mentoring junior staff where required. Support activities

		related to flood hydrology, including collecting field data, preparing survey information, assisting with hydraulic modelling tasks when required, and supporting flood line determinations for planning or compliance purposes. Attend meetings and perform fieldwork across the country, which may include extensive travel and irregular working hours.
<u>ENQUIRIES APPLICATIONS</u>	:	Mrs AA Coetzee Tel No: (012) 336 6938
	:	All applications to be submitted online on the following link: https://erecruitment.dws.gov.za/
<u>POST 02/142</u>	:	<u>ENVIRONMENTAL OFFICER PRODUCTION GRADE A-C: (DRINKING WATER REGULATION) REF NO: 060226/10</u> Branch: Water and Sanitation Services Management FS Cd: Provincial Operations Free State Provincial Operations Office Dir: Water Service Regulation
<u>SALARY</u>	:	R343 842 - R586 665 per annum, (OSD), (Offer will be based on proven years of experience)
<u>CENTRE REQUIREMENTS</u>	:	Bloemfontein
	:	A National Diploma in Environmental Management or Natural Sciences. Experience in water services management or regulation will be an added advantage. The disclosure of a valid unexpired driver's license. Computer skills (MS Office). Data analysis, good presentation and communication skills. Technical report writing and professional judgement skills. Understanding of the National Water Act, Water Services Act and related legislation. An understanding of the National Blue Drop Program. Willingness to travel and work extensive hours.
<u>DUTIES</u>	:	Conducting inspections on water supply systems infrastructure and compilation of detailed inspection reports with recommendations. Monitoring compliance to drinking water quality standards and compilation of relevant reports with recommendations. Issuing letters of non-compliance to drinking water quality standards and monitoring remedial actions. Investigation of drinking water quality failures, issuing relevant non-compliance letters and ensure initiating of emergency management protocol by Water Services Institutions where necessary. Monitoring loading of drinking water services data by Water Services Institutions in the Integrated Regulatory Information System (IRIS). Compilation of presentations for catchment management forums and DWS management. Preparations, and conducting of assessments relating to Blue Drop regulatory Programme. Coordinating submission and monitoring implementation of submitted corrective action plans for the Blue Drop programme. Evaluate and provide comments on Environmental Impact Assessment, Basic Assessment Reports, and Environmental Management Plans relating to infrastructure developments projects (e.g. housing developments, shopping centres, etc.)
<u>ENQUIRIES APPLICATIONS</u>	:	Mr N Musekene Tel No: (051) 405 9000
	:	All applications to be submitted online on the following link: https://erecruitment.dws.gov.za/
<u>POST 02/143</u>	:	<u>COMMUNITY DEVELOPMENT OFFICER: WATER AND SANITATION SERVICES SUPPORT REF NO: 060226/11</u> Branch: Water and Sanitation Services Management FS Cd: Provincial Operations Free State Dir: Water and Sanitation Services Support
<u>SALARY</u>	:	R325 101 per annum (Level 07)
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	A National Diploma / Degree in Human Sciences. One (1) to three (3) years experience in water and sanitation stakeholder management, education and awareness, hygiene, community development and project management. The disclosure of a valid unexpired driver's license (candidates should be able to drive), Computer proficiency. Good communication, liaison, interpersonal, presentation, report writing and networking skills. Sound knowledge of the principles of community development and service delivery. Knowledge of the National Water Act 1998 and Water Services Act 1997. Willingness to travel extensively and work long hours.
<u>DUTIES</u>	:	Organisation and facilitation of workshops in line with sanitation regulations, norms and standards and assessing impact and compliance. Organisation and facilitation sanitation programmes implementation in all sectors. Accurate

reporting for sanitation to various authorities and bodies. To facilitate, identify and implement social sanitation development programmes with key stakeholders. Maintain provincial relations with all stakeholders. Promote a culture of learning and exchange of information (Sector Advocacy) and promotion of Hygiene. Liaison, co-ordinate and monitor projects and other community development ventures. Assist with Institutional Business planning support, appraisal and monitoring. Provide logistical support. Implement culture and innovation programmes.

ENQUIRIES
APPLICATIONS

- : Ms Z Xokozela Tel No: (051) 405 9000
- : All applications to be submitted online on the following link:
<https://erecruitment.dws.gov.za/>

DEPARTMENT OF WOMEN, YOUTH AND PERSONS WITH DISABILITIES

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

- APPLICATIONS** : Applicants are urged to choose/ utilise one of the methods provided below: you may forward your application, quoting reference, addressed to: The Acting Director-General, Department of Women, Youth and Persons with Disabilities, Private Bag X931, Pretoria, 0001. Alternatively, applications may also be hand delivered to 268 Lilian Ngoyi Street, Fedsure Forum Building, 1st floor, Pretoria CBD. Another option is to submit application through email. All attachments for online application must include an application form Z83 and CV only, in PDF and as one (1) document or attachment, indicate the correct job title and the reference number of the post on the subject line of your email. Use the correct email address associated with the post. JPEG (picture/snapshot) application will not be accepted. Failure to do so, your application will be disqualified. Kindly note that the emailed applications and attachments should not exceed 15 MB). General enquiries may be brought to the attention of Mr Joseph Mahlangu Tel No: (012) 359 0238/ Mr Amukelani Misunwa Tel No: (012) 359 0240
- CLOSING DATE** : 06 February 2026 at 16:00
- NOTE** : Applications must be submitted on new Z83 form, which can be downloaded from: <http://www.gov.za/dpsa2g/vacancies.asp>. Applications submitted on the old application for employment (Z83) will not be considered. All fields in the Z83 application form must be completed in full, in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form. It is therefore prudent that fields be completed by applicants and signed, noting the importance of the declaration. South African applicants need not to provide passport numbers. Candidate must respond "Yes" or "No" to the question whether you are conducting business with the state. If "Yes", details thereof only shortlisted candidates will submit Declaration form for conducting business with the state when shortlisted to the application. It is acceptable for applicant to indicate "not applicable" or leave a blank to the question "In the event that you are employed in the Public Service, will you immediately relinquish such business interest?" Applicants are not required to submit copies of qualifications and other relevant documents but must submit the completed and signed Z83 and detailed Curricula Vitae. The communication from HR of the Department regarding the requirement for certified document will be limited to shortlisted candidates. Therefore, only shortlisted candidate for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Non-RSA citizens/permanent resident permit holders must submit a copy only when shortlisted. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Should you not hear from the Department within three (3) months of the closing date of the advertisement, please consider your application to be unsuccessful. The Department reserves the right not to fill and/or make an appointment to any of the advertised posts. 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 that and generic requirements and the other must be an integrity (ethical conduct) assessment. Successful candidates shall be required to enter into performance agreement within three (3) months of assuming their duties in the Department, and within one (1) month of the date of their appointment conclude the prescribed contract of employment. Designated employees shall be required to disclose their financial interest within 30 days after assumption of duty. Appointments will only be made on the first notch of the advertised salary level. All shortlisted candidates will be subjected to personal security vetting. Note that in terms of the Protection of Personal Information Act, 2021, the Department will ensure the protection of applicants' personal information and only collect, use and retain applicants' personal information for the purposes of recruitment and selection processes. The Department shall safeguard such personal information against access by unauthorised persons, unlawful disclosure, or breaches. The Department is an equal opportunity employer. In the filling of these posts, the objectives of

section 195 of the Constitution of the Republic of South Africa and the Employment Equity Act, 1998 (Act 55 of 1998) will be taken into consideration and preference will be given to Women, Youth and Persons with Disabilities.

OTHER POSTS

<u>POST 02/144</u>	:	<u>PARLIAMENTARY AND CABINET SUPPORT REF NO: DWYPD/003/2026</u>
<u>SALARY</u>	:	R896 436 per annum (Level 11), fully inclusive remuneration package
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Grade 12 certificate, an appropriate National Diploma or Degree or equivalent qualification at NQF level 6/7. A minimum of 3-5 years' experience at management level. Knowledge: Knowledge of Minister's operations; Proven management competencies; broad knowledge and understanding of the functional areas covered by the executive authority's portfolio; Working knowledge of the political and parliamentary processes in South Africa. Skills: Communication skills (Verbal and Written); Computer literacy (MS Office); Strategic leadership; Financial management; Project and programme management; Change management; Knowledge management; Customer relations management; Negotiation and facilitation; Advanced verbal and written communication; Problem solving and crisis management; Research; Networking; Decision Making; People management; Good interpersonal skills; Diversity management. Personal Attributes: Analytical thinking; Innovative and creation; Effective Interpersonal relations; Ability to work effectively under stressful situations; solution orientated, ability to design ideas without direction; Systematic and proactive; Visionary and strategist; Assertive; Adaptable and flexible; People orientated and able to function within a group; Highly motivated, goal orientated and driven; High sense of urgency; Confidentiality; Integrity.
<u>DUTIES</u>	:	Monitor events in Parliament/the legislature to identify matters that have a bearing on the portfolio of the Minister: Peruse documents like Hansard speeches, minutes of portfolio and standing committees, and monitor meetings of legislative structures to identify matters that have a bearing on the portfolio of the Minister; Liaise with structures like portfolio and standing committees on matters that have a bearing on the portfolio of the Minister and brief departments on decisions taken. Monitor events in Cabinet/Executive council to identify matters that have a bearing portfolio of the Minister: Peruse documents like minutes of Cabinet and cluster committees and monitor meetings of the executive structures to identify matters that have a bearing on the portfolio of the Minister; Liaise with structures, by attending meetings, like cluster and cabinet committees.
<u>ENQUIRIES</u>	:	Ms Val Mathobela Tel No: (012) 359 0270
<u>APPLICATIONS</u>	:	Recruitment01@dwypd.gov.za
<u>NOTE</u>	:	Preference will be given to African Females, Coloureds, as well as Persons with Disabilities.
<u>POST 02/145</u>	:	<u>ADMINISTRATIVE SUPPORT AND COORDINATION REF NO: DWYPD/001/2026</u>
<u>SALARY</u>	:	R896 436 per annum (Level 11), fully inclusive remuneration package
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Grade 12 certificate, an appropriate National Diploma or Degree in Public Administration or equivalent qualification at NQF level 6. A minimum of 3 years' experience should be at First level (Assistant Director)/Middle Management level in a related field. Broad knowledge and understanding of the functional areas covered by the executive authority's portfolio. Working experience/knowledge of Ministry operations. Proven experience in rendering administrative support to executive. In-depth knowledge and understanding of the functional areas covered by the Minister's portfolio; The political and parliamentary processes in South Africa; Departmental policies and applicable protocols; Departmental governance framework and mandate; Administrative computer packages; Departmental strategic objectives; Relevant prescripts applicable to the Ministry i.e. MISS; Batho Pele Principles and practice thereof; Public Service prescripts on office and information management. Skills: Strategic leadership; Financial management; Project and programme management; Change management; Knowledge management; Customer relations management; Negotiation and facilitation; Advanced verbal and

written communication; Problem solving and crisis management; Research; Networking; Decision making; People management; Computer literacy (MS Office); Good interpersonal skills; Diversity Management. Personal attributes: Analytical thinking; Innovative and creation; Effective Interpersonal relations; Ability to work effectively under stressful situations; solution orientated- ability to design ideas without direction; Systematic and proactive; Visionary and strategist; Assertive; Adaptable and flexible; People orientated and able to function within a group; Highly motivated, goal orientated and driven; High sense of urgency; Confidentiality; Integrity.

DUTIES

: Manage the administrative activities within the office of the Minister: Develop, implement and maintain systems, registers and databases to monitor and manage the flow of documents to, from and within the office of the executive authority; Compile correspondence, submissions and cabinet memoranda as required; Study, edit and comment on submissions to be submitted to the executive authority for consideration; Manage the procurement and maintenance of equipment and administer the budget in the office of the executive authority; Manage logistical support in the office of the executive authority; Develop, implement and maintain a filing system for the office of the executive authority; Manage the registry of the office of the executive authority; Ensure that documents are classified in accordance with the MIS prescripts and are handled in accordance with their classification. Liaise with internal and external role players with regard to matters relating to the portfolio of the Minister: Brief the Chief of Staff on matters with regard to the executive authority's portfolio on the agenda of Cabinet/executive council; Liaise with senior managers in the institutions within the executive authority's portfolio; Co-ordinate the activities of the executive authority's office. Render a Cabinet/executive council support service to the Minister: Manage the distribution of memoranda to Cabinet/executive council members; Manage the distribution of documents and submissions to the relevant legislature and standing/portfolio committees; Keep record of decisions of Cabinet/executive council and alert the Chief of Staff and executive authority of actions to be taken and due dates. Supervise employees: General supervision of the employees in the office of the executive authority; Quality control of the work delivered by supervisees; Advise supervisees with regard to all aspects of the work; Serve as the formal disciplinary authority with regard to supervisees; Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively. Coordinate the Minister's constituency work and stakeholder relations: Support Parliamentary Constituency office; Strengthen the relation between the Minister and the community in her constituency; Support the Minister with her political responsibilities; Advise the Minister on client engagement status; Lead specific outreach initiatives, dialogues and other forms of engagement to understand key concerns.

ENQUIRIES APPLICATIONS NOTE

: Ms Val Mathobela Tel No: (012) 359 0270
: Recruitment01@dwypd.gov.za
: Preference will be given to African Male and Females, Indians and Coloured, as well as Persons with Disabilities.