



the dpsa

Department:  
Public Service and Administration  
REPUBLIC OF SOUTH AFRICA

## PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 03 OF 2026

DATE ISSUED 30 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](http://www.thensg.gov.za).

### AMENDMENT

: **DEPARTMENT OF PLANNING, MONITORING & EVALUATION:** Kindly note that the post of Director-General: Planning, Monitoring and Evaluation with Ref No: 01/2026 was advertised in Public Service Vacancy Circular 02 dated 23 January 2026. The closing date is extended from 06 February 2026 to 13 February 2026.

**INDEX  
NATIONAL DEPARTMENTS**

<b>NATIONAL DEPARTMENTS</b>	<b>ANNEXURE</b>	<b>PAGES</b>
<b>AGRICULTURE</b>	<b>A</b>	<b>03 - 09</b>
<b>BASIC EDUCATION</b>	<b>B</b>	<b>10 - 13</b>
<b>EMPLOYMENT AND LABOUR</b>	<b>C</b>	<b>14 - 16</b>
<b>FORESTRY, FISHERIES AND THE ENVIRONMENT</b>	<b>D</b>	<b>17 - 28</b>
<b>JUSTICE AND CONSTITUTIONAL DEVELOPMENT</b>	<b>E</b>	<b>29 - 36</b>
<b>OFFICE OF THE CHIEF JUSTICE</b>	<b>F</b>	<b>37 - 42</b>
<b>PUBLIC WORKS AND INFRASTRUCTURE</b>	<b>G</b>	<b>43 - 53</b>
<b>SOCIAL DEVELOPMENT</b>	<b>H</b>	<b>54 - 55</b>
<b>TOURISM</b>	<b>I</b>	<b>56 - 57</b>
<b>TRADITIONAL AFFAIRS</b>	<b>J</b>	<b>58 - 59</b>
<b>WOMEN, YOUTH AND PERSONS WITH DISABILITIES</b>	<b>K</b>	<b>60 - 63</b>

**PROVINCIAL ADMINISTRATIONS**

<b>PROVINCIAL ADMINISTRATION</b>	<b>ANNEXURE</b>	<b>PAGES</b>
<b>GAUTENG</b>	<b>L</b>	<b>64 - 73</b>
<b>KWAZULU NATAL</b>	<b>M</b>	<b>74 - 75</b>
<b>LIMPOPO</b>	<b>N</b>	<b>76 - 106</b>
<b>MPUMALANGA</b>	<b>O</b>	<b>107 - 124</b>
<b>NORTHERN CAPE</b>	<b>P</b>	<b>125 - 133</b>
<b>NORTH WEST</b>	<b>Q</b>	<b>134 - 136</b>
<b>WESTERN CAPE</b>	<b>R</b>	<b>137 - 160</b>

## DEPARTMENT OF AGRICULTURE (DOA)

**CLOSING DATE**  
**NOTE**

: 13 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.

**ERRATUM:** The positions of Scientist Productions - Grade A (X2 Posts) with Ref No: 3/3/1/30/2025 for the Directorate: Genetic Resources: Gauteng (Pretoria): Head Office that was advertised in the Public Service Vacancy Circular 01 dated 16 January 2026 has reference. The Centre was incorrectly stated in the Public Service Vacancy Circular 01; the correct Centre is Directorate: Genetic Resources: Western Cape (Stellenbosch Office). The closing date for these positions is now extended to 06 February 2026 at 16:00. The Department apologies for any inconvenience caused.

## OTHER POSTS

- POST 03/01** : **SCIENTIFIC MANAGER GRADE A REF NO: 3/3/1/40/2025**  
Directorate: Land Use and Soil Management
- SALARY** : R1 099 488 per annum, (OSD), (all-inclusive package to be structured in accordance with the OSD rules)
- CENTRE** : National Office: Gauteng (Pretoria)
- REQUIREMENTS** : Applicants must be in a possession of a Grade 12 Certificate and a MSc Degree in agriculture or equivalent Agricultural NQF level 9 qualifications. SACNAP registration as a Professional Natural Scientist (Agriculture, Soil Science). 6 years relevant post qualification experience in the field of natural agricultural resources management. Appropriate experience in the application of Geographical Information System (GIS) within the field of natural agricultural resources assessment and inventories. Job Related Knowledge: Knowledge and application of Conservation of Agricultural Resources Act 43 of 1983, Subdivision of Agricultural Land Act 70 of 1970, Preservation and Development of Agricultural Land Act, 39 Of 2024, Spatial Data Infrastructure Act 54 of 2003 and Spatial Planning and Land Use Management Act 16 of 2013. Advanced knowledge and understanding of the natural agricultural resources of South Africa, the protection and long-term sustainable use thereof within a set of related systems. Broad knowledge and understanding of natural agricultural resource, sustainable land use and data policies, conventions, legislations, regulations, norms and standards. Broad knowledge and understanding of research, research principles, methodologies and approaches use for natural agricultural resources / sustainable land use. Knowledge of stand-alone mobile and internet based Geographical Information Systems, applications and tools including the principles, concepts, modelling and software packages used. Knowledge regarding the methodologies / formats used and the application thereof in the development of user requirements, system specifications and test cases. Knowledge to develop and present training courses on the use of data, Information and Systems (including GIS) and the interpretation / limitations and the use of available data. Knowledge on effective stakeholder management including leadership, consultation, negotiation and development. Knowledge on effective management of personnel, HR matters and assets including effective project management. Knowledge of relevant computer equipment, hard and software. Job Related Skills: Geo- data collection, verification, analysis and modelling, interpretation, visualisation and publishing with regards to: Land capacity, Land suitability, Agricultural potential, Agricultural ecological and land use zones, Land use systems & practices and conservation status of the natural agricultural resources. Formulation, interpretation and implementation of related policies, legislation, strategies and standards. Analytical and critical/strategic thinking, monitoring, analysis, report writing, communication and presentation skills including verbal and electronic exchange of information, national as well as international verbal presentations on complex topics, complex scientific publications, governance related motivations and project management. Planning organisation, execution maintenance and problem-solving pertaining to GIS. Ability to develop and present training courses on the collection, management and use of Geo-referenced data, information and knowledge. Development of user and systems requirements in the absence of establishment frameworks based on research and user needs. Ability to manage personnel, knowledge and change. Computer skills. Customer focus and responsiveness. Extended working hours. Travelling. Valid driver's license.
- DUTIES** : Provide leadership to develop and implement national policy, regulatory strategic and administrative frameworks/ systems to manage the collection, use and preservation of data, information and knowledge require for the planning, management and sustainable use of natural agricultural resources. Develop relationships and collaborations with provincial, national, regional and international counterparts. Provide inputs and/or develop policies, legislation, strategies and administrative systems to ensure the collection, analysis, dissemination, use and archiving of data, information and knowledge. Evaluate and monitor the effectiveness, efficiency of and compliance with policies, legislation and administrative systems and guide the setting of scientific standards, specifications and service standards. Provide expert support and advice to stakeholders. Oversee the development and application of scientific/technical methodologies, procedures and standards to ensure the

availability and use of geo-referenced data, information and knowledge, monitor the efficiency thereof and evolve with new technology. Develop relationships and collaborations with provincial, national and international counterpart. Design scientific methodologies, procedures and standards for and ensure the collection, analysis dissemination, use and archiving of scientific data and information. Present and exchange scientific data, information and knowledge at national, regional and international forums. Evaluate and monitor the efficiency/impact of methodologies, systems, standards and the accuracy of data and information. Provide expert support and advice to stakeholders. Lead and coordinate research programmes/projects and conduct research to deliver the data, information and knowledge required for the planning, management and sustainable use of the natural agricultural resources. Lead, co-ordinate and conduct basic (fundamental) and applied research. Liaise with relevant bodies/councils on science related matters. Ensure knowledge generation and dissemination. Formulate and evaluate research proposals. Review scientific reports and publications. Compile research reports, publish and present research findings. Source funding for research projects. Manage the development of human resources effectively and efficiently. Continuous own professional development to keep up with new technologies and procedures. Mentor, train and develop scientists and others to promote skills/knowledge transfer and adherence to sound scientific principles and code of practice. Supervise scientific work and processes. Manage the development and performance of staff.

- ENQUIRIES** : Mr R K Mompholo Tel No: (012) 319 7687
- APPLICATIONS** : Applications can be submitted by hand delivery during office hours to: 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email [SMrecruit402025@nda.gov.za](mailto:SMrecruit402025@nda.gov.za)
- NOTE** : Coloured and Indian Males and African, Coloured and Indians Females, and persons with disability are encouraged to apply.
- POST 03/02** : **SCIENTIST PRODUCTION GRADE A REF NO: 3/3/1/38/2025**  
Directorate: Food Safety and Quality Assurance
- SALARY** : R761 157 per annum, (OSD), (all-inclusive package structured in accordance with the OSD rules)
- CENTRE** : Gauteng (Pretoria)
- REQUIREMENTS** : Science degree (BSc)(Hon) in Food Sciences / Food Technology or relevant qualification. Compulsory registration with South African Council for Natural Scientific Professions (SACNSP) as a Professional Natural Scientist. Job Related Work Experience: Three (3) years post- qualification experience. Job Related Knowledge: Applicants must have knowledge of Public Service and Departmental prescripts/policies. Public Finance Management Act (PFMA). Agricultural Products Standard Act 119 of 1990. International agreements, conventions and bilateral agreements relating to sanitary and food quality matters. Relevant legislation and regulations, norms and standards. Export and import requirements. Job Related Skills: Programme & project management. Scientific methodologies. Research & development. Knowledge of legal compliance. Data analysis. Computer-aided scientific applications. Technical report writing. Creating a high-performance culture. Professional judgment. Presentation skills. Mentoring. Decision making. Team leadership. Analytical skills. Creativity. Financial management. Customer focus and responsiveness. Communication. Networking. Computer literacy. People management. Planning and organizing. Conflict management. Change management. Problem solving and analysis. Extended working hours. Handling of hazardous chemicals.
- DUTIES** : Develop and implement methodologies, systems and procedures. Evaluate, Compile and amend regulations, product standards, policies, guidelines with regard to the quality, composition, packaging, marking, labelling, inspection, control and monitoring of identified agricultural products destined for export, import and local markets and ensure that these are in compliance with international food safety and quality requirements. Obtain inputs from industry and other relevant role players with regard to the drafted product standards, policies, procedures and guidelines. Draft/amend regulations, export standards and requirements for local and imported agricultural products. Identify food safety and quality risks by monitoring international standards, best practices, and local conditions. Conduct a needs assessment and evaluate the results thereof. Compile draft legal framework and publish a government gazette

notice to invite comments. Coordinate the publication of approved regulations in the government gazette. Improve internal processes by providing inputs into the drafting of policies and/or guidelines on the interpretation of the relevant Act and assisting with and reviewing of the implementation thereof by other divisions. Perform scientific analysis and regulatory functions. Provide technical advice and guidance on the interpretation and application of the legislative framework to stakeholders. Provide inputs in the drafting of policies and guidelines on the Agricultural Products Act (APS Act) and the implementation thereof by other divisions. Evaluate labels and / or marking requirements for agricultural products and make recommendations. Conduct import and export risk assessment on agricultural products and issue certification documentation accordingly. Process applications for dispensations, registrations, etc. Obtain, evaluate and disseminate information on international trends to local industries to keep them informed of new trends/requirements. Manage and maintain databases and information related to the following. registrations and /or cancellation of labels for the export of agricultural products, maximum residue limits (MRLs) for processed products, etc, destined for export, newly published regulations, import and export standards, notices and draft regulations and standards for gathering public comments, and Standard Operating Procedures. Research and Development. Liaise with national and international stakeholders, industry role players, other departments and DoA officials on technical matters related to food safety and quality assurance. Obtain, evaluate, update and disseminate the relevant international information to keep South African (SA) industries and other divisions informed of new trends/requirements. Participate in the formulation of SA's positions in international meetings with regard to the harmonization of food safety and quality assurance issues. Provide inputs (technical and scientific) on resolutions, guidelines, scientific papers, technologies, and production practices to ensure compliance with national and international food safety and quality requirements for agricultural products in terms of South Africa's membership to international standard setting bodies (e.g, United Nations Economic Commission for European, Codex Alimentarius Commission, and Organisation for Economic Co-operation and Development etc.) Coordinate and participate in local meetings, workshops, seminars relevant to food quality and sanitary matters. Human Capital and Development. Mentor, train and develop staff in order to promote skills/knowledge transfer. Supervise scientific work and processes. Manage the performance and development of staff.

- ENQUIRIES** : Dr Mbulaheni Mutengwe Tel No: (012) 319 6121
- APPLICATIONS** : Applications can be submitted by hand delivery during office hours to: 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email [SPrecruit382025@nda.gov.za](mailto:SPrecruit382025@nda.gov.za)
- NOTE** : African and Indian Males and India Females, and persons with disability are encouraged to apply.
- POST 03/03** : **SCIENTIFIC TECHNICIAN - GRADE A REF NO: 3/3/1/29/2025**  
Directorate: Genetic Resources
- SALARY** : R391 671 per annum
- CENTRE** : Western Cape (Stellenbosch)
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Agricultural Science / Biological Science / Botanical Science or relevant qualification. Compulsory registration with the South African Council for Natural Scientific Professions (SACNASP) as a Certified Natural Scientist. 3 years post-qualification technical (scientific) experience. Job related knowledge: Knowledge of Plant Breeder's Rights Act and Plant Improvement Act. Scientific methodologies. Research and development. Computer-aided Scientific application. Technical report writing. Creating high performance culture. Professional judgement. Data analysis. Mentoring. Job related skills: Analytical skills. Problem solving and analysis. Team leadership. Creativity. Financial management. Customer focus and responsiveness. Communication. Computer literacy. People management. Planning and organising. Conflict management. Negotiation skills. Change management. Networking.
- DUTIES** : Develop and implement methodologies, policies, systems and procedures relevant to evaluation of new plant varieties. Perform technical scientific functions and tasks that require interpretation in the presence of an established framework. Apply operational standards and consolidate methodologies,

policies, systems and procedures. Identify gaps and develop appropriate interventions. Prepare for and participate in research activities. Collect data through field surveys. Maintain, calibrate and operate scientific equipment. Provide technical support and advice relevant to evaluation of new plant varieties. Develop working relations with client base. Promote public awareness of scientific activities. Provide technical / scientific data, information and advice. Perform technical scientific analysis and regulatory functions relevant to evaluation of new plant varieties. Preparation of data and routine interpretation. Manage database. Analysis of technical scientific data. Disseminate information. Apply the appropriate scientific and technical procedures / skills to generate information and knowledge. Formulate proposals and compile reports. Develop and customise operational procedures. Conduct research and development relevant to evaluation of new plant varieties. Ensure continuous professional development to keep up with new technologies and procedures. Conceptualise and develop scientific equipment. Review equipment. Research / literature studies to improve expertise. Publish and present technical reports and research findings. Liaise with relevant bodies / councils on technology-related matters. Develop human capital. Mentor, train and develop candidate research technicians and others to promote skills / knowledge transfer and adherence to sound scientific principles and code of practice. Supervise technical support and processes. Manage the performance management and development of staff.

- ENQUIRIES** : Mr SJ Ndlazi Tel No: (012) 319 6086
- APPLICATIONS** : Applications can be submitted by hand delivery during office hours to: 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email [STrecruit292025@nda.gov.za](mailto:STrecruit292025@nda.gov.za).
- NOTE** : African and Indian Males and Coloured Females, and persons with disability are encouraged to apply.
- POST 03/04** : **SENIOR AGRICULTURE REGISTRATION OFFICER REF NO: 3/3/1/37/2025**  
Directorate: Agriculture Inputs Control
- SALARY** : R397 116 per annual
- CENTRE** : Gauteng (Pretoria)
- REQUIREMENTS** : Applicant must be in possession of a Grade 12 certificate and National Diploma or B-Degree in Public Management or Administration / Office Administration (NQF 6). Must have a minimum of one (1) year relevant experience. Job-Related Knowledge: Knowledge of Fertilizer, Farm Feeds, Agriculture Remedies and Stock Remedies Act No.36 of 1947 together with its regulations and standard operating procedures. Public Service Regulations, Procurement procedures. Regulations relating to agricultural inputs, pest control operators and sterilizing plants. Public Finance Management Act (PFMA), Planning and organizing. DPSA HR policies and prescripts. Job Related Skills: Supervisory skills, Planning and executions, Good interpersonal skills, Problem solving skills, Computer literacy, report writing, Ability to communicate well with people at different levels. Customer services skills, Telephonic etiquette, Motivational skills, Innovative thinking and Communication skills (verbal & written). The candidate must be willing to work extended hours and be in a possession of a valid driver's license.
- DUTIES** : To coordinate and oversee the provision of administrative services in the registration of agricultural inputs in line with relevant legislations. Manage the registration of agricultural remedies applications in terms of the Fertilizer, Farm Feeds, Agricultural Remedies and Stock Remedies Act (Act No. 36 of 1947). Respond to routine enquires with both the internal and external stakeholder. Develop and ensure maintenance of information databases and records management system. Verify the correctness of the registration documents issued to stakeholders. Compile correspondence to clients and external and internal stakeholders in relation to the registration applications. Compile statistical information/reports relating to the registration applications. Liaise with the Agricultural Management Advisors or Registrar for processing of registration applications. Represent the unit at the stakeholder liaison meetings. Oversee and provide general financial administrative support for registration of Agricultural Inputs. Facilitate payment to service providers for service rendered. Ensure that the prescribed registration application fees are paid as per the regulations. Locate and verify the payment of application received. Verify and reconcile the revenue collected through ledger notices. Provide support in the review of tariffs for services offered by the directorate.

Facilitate the refunding of overpayments or duplicate revenue. Assist auditors with audit process in the directorate. Process minor Agricultural Inputs registration applications. Receive and verify documentation for minor applications (e.g. renewal of products, products name changes and product ownership changes). Ensure that the correct prescribed tariffs are paid. Approve minor applications and issue certificate accordingly. Staff Supervision. Allocate and ensure quality of work. Ensure capacity and development of staff. Ensure proper utilization of equipment. Assess staff performance. Apply discipline.

- ENQUIRIES** : Mr David Motloi Tel No: (012) 319 6889
- APPLICATIONS** : Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email [SAROrecruit372025@nda.gov.za](mailto:SAROrecruit372025@nda.gov.za)
- NOTE** : African, Coloured, Indian, White Males and African, Coloured and White Females, and persons with disability are encouraged to apply.
- POST 03/05** : **CHIEF AGRICULTURAL LEGISLATIVE INSPECTOR REF NO: 3/3/1/39/2025 (X2 POSTS)**  
Directorate: Agriculture Inputs Control
- SALARY CENTRE** : R397 116 per annum  
Northern Cape (Upington)  
KwaZulu Natal
- REQUIREMENTS** : Applicant must be in possession of a Grade 12 certificate and Bachelor of Science in the field of Agriculture (NQF 7). Must have a minimum of two (2) years of experience in Agricultural Products Inspection. Job-Related Knowledge: Knowledge of Public Finance Management Act (PFMA), Public Service Act, Document tracking system, Relevant computer training, Relevant Acts and International Agreement, Regulations and Standards, Customer Services, Financial management, Meeting procedures, Evaluation of products, Compute networks, Supervision of personnel and related matters. Job Related Skills: Good interpersonal skills, Ability to communicate well with people at different levels, Planning and organizing skills, Ability to motivate people/subordinates, Good telephonic etiquette, Ability to act with tact and discretion, interpretation of relevant legislations language, identification of shortcomings in legislations, Training/guide of personnel in performance of their task, Communication skills (verbal & written). Negotiating/influencing skills, budgeting and application of funds, Public Speaking, Problem Solving, Conflict resolution and management, Information management, Identification and planning, Chairing of meetings. The candidate must be willing to travel, work extended hours and be in a possession of a valid driver's license.
- DUTIES** : Render inspection in accordance with relevant act and legislation. Conduct inspections at manufacturing facilities and retailers, Pest Control Operators, sterilizing plants and import sites. Issue non-compliance / compliance notice to clients. Conduct plant pre-inspections to facilitate registration. Provide advice and guidance to stakeholders, manufacturer, farmers, distributors, Pest Control Operators and consultants with regards to compliance to legislation, regulations and procedures. Provide technical reports to stakeholders and other strategic partners (inspection, compliance and non-compliance). Seize non-complying products/operations. Conduct sampling of for monitoring purposes. Interact and collaborate with various stakeholders with regards to technical matters. Develop/compile progress reports on outstanding and finalised work. Initiate prosecution with non-compliance. Conduct audits. Assess compliance to all applicable regulatory standards through performance of quality audits. Assess quality assurance practices within the industry, Pest Control Operators, sterilizing plants and farmers including Quality System requirements. Apply appropriate auditing methodologies (sampling techniques, following audits trails, investigations, reporting, etc. Issue non-compliance / enforcement notice to clients. Initiate the review and approval of audit responses and corrective action plans. Advise the industry on regulatory requirements including domestic and internal standards applicable to the company and consequences of non-conformance. Make recommendations, follow up and initiate prosecution for non-complying products/operation. Seize non-complying products / operations. Compile reports. Complaint management. Analyse, categorise and prioritise complaints according to the level of risk involved. Conduct inspections and investigations on the matter and report thereon. Initiate prosecution for non-compliance. Refer dockets to the

relevant authorities (SAPS/Court prosecutors) for finalisation. Give guidance to the SAPS, Prosecutor, etc, with regards to handling matters related to Act 36/47 and which needs to be prosecuted to SAPS and Prosecutor. Prepare and provide advice for trial purposes. Testify in court where necessary. Present condemnation to be filed to State Attorneys and Legal counsel and appeal court cases. Seize non-compliance products/operations. Provide reports accordingly. Conduct awareness campaign/capacity building. Develop presentation and awareness material. Conduct awareness campaigns for internal and external stakeholders (farmers' day, agricultural shows, meetings, workshops, etc.). Coordinate, liaise and lead in activities related to awareness with various stakeholders. Conduct raids at points of interest (railways stations, taxi ranks and other informal markets). Represent the department at stakeholder meetings (industries, various departments, directorates, farmer's organisations. Etc.)

**ENQUIRIES**

: Ms Melanie Israel Tel No: (051) 409 2628

**APPLICATIONS**

: Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email [CALIrecruit392025@nda.gov.za](mailto:CALIrecruit392025@nda.gov.za).

**NOTE**

: African, Coloured, Indian, White Males and African, Coloured and White Females, and persons with disability are encouraged to apply.

## DEPARTMENT OF BASIC EDUCATION

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

- APPLICATIONS** : 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](mailto:HR@dbe.gov.za). Please visit the Department of Education's website at [www.education.gov.za](http://www.education.gov.za)
- FOR ATTENTION** : Mr M Segowa/Ms M Monyela/Ms N Kumalo
- CLOSING DATE** : 13 February 2026
- NOTE** : Applications must be submitted on the most recently approved Z83 Application for Employment Form, obtainable from the DBE Website or any Public Service Department/Webpage. Use of the old Z83 Form will result in disqualification. The Z83 must be completed in full and page 2 duly signed. A clear indication of the post and reference number that is being applied for must be indicated on your 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 will not be considered.

## OTHER POSTS

- POST 03/06** : **DEPUTY DIRECTOR RESEARCH COORDINATION, MONITORING AND EVALUATION REF NO: DBE/30/2025 (X2 POSTS)**  
Branch: Business Intelligence  
Chief Directorate: Strategic Planning, Research Evaluation and Monitoring  
Kindly note that this is a re-advertisement.
- SALARY** : R1 059 105 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : The applicant must be in possession of a three (3) year relevant post matric qualification (NQF level 6) or equivalent qualification as recognised by SAQA; 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 networking 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, 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 have to sign an annual performance agreement, annually disclose his/ her financial interests and be subjected to a security clearance.
- POST 03/07** : **ASSISTANT DIRECTOR: INITIAL TEACHER EDUCATION REF NO: DBE/02/2026**  
Branch: Teacher Education Human Resources and Institutional Development  
Chief Directorate: Education Human Resources Development  
Directorate: Initial Teacher Education
- SALARY** : R582 444 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : The Applicants must be in possession of an appropriate three (3) year relevant post matric qualification (NQF level 6) as recognised by SAQA in Economics or Business Administration with Project Management as a subject. An academic record should be attached; A master's degree will be added advantage); Three (3) years relevant experience at supervisory level; Applicants must have at least two years' working experience in the research and management of data; Knowledge of policies of the Education sector and Higher Education Institution (HEI) environment; Analytical, planning, facilitation, communication, interpersonal, problem solving organisational skills; Data analysis, interpretation and reporting skills; Report writing skills and policy development. An understanding of teacher education environment; Highly credible professional with good policy formulation and conflict resolution; Ability to use surveys to determine the identification of teachers needs/demand and supply; Ability to review and recommend changes in any programme/project; Ability to revamp and aligned the recommendations to improve the implementation of the project or programme of induction of new teachers; Ability to work with diverse teams at National, Provincial, District, circuits, schools and HEIs; Innovation and creativity for the programme NTIP and Funza Lushaka; Proficiency in Quantitative research and STATA, project management tools and software; Ability to prioritise and work under pressure.
- DUTIES** : The successful candidate will be expected to work close with Deputy Director and the Director: Initial Teacher Education in the implementation of Funza Lushaka Bursary; Recruitment of youths to study teaching and Teacher Internship Programmes; Supports visits to Universities and the New Teacher Induction Programme (NTIP) as well as any other project that the sub-directorate will be focusing on annually; Supports role in Funza Lushaka Bursary recruitment of youths to study teaching and Teacher Internship Programmes; Supports with the proper administration of the Funza Lushaka Bursary Programme; Assists with the expansion of teacher recruitment in key scarce subject priority areas and phases through programmes for school going youths and out of school youth; Assists with the implementation of advocacy programmes of the Funza Lushaka Bursary; Participates in the modernisation of the Funza Lushaka Information Management System; Supports the implementation of New Teacher Induction Programme in provinces; Supports the broadening of teacher internship programme in provinces and Non-Governmental Organisations; Assists with the analysis of Provincial, Higher Education Institutions as well as National Student Financial Aid Scheme plans and reports; Support visits to Universities, develop tools for the visit, interpretate data collected from the visit and writing reports; Supports the maintenance, data collection and management of database of Funza Lusaka Bursary Programme and reporting; Assists with the co-ordination of final lists with the districts and Higher Education Institutions; Assists with the co-ordination and arrangements of selections at Higher Education Institutions; Use research to implement effective teacher recruitment programmes and

selections of potential prospective teachers; Co-ordinate of data from various sources such as SA-SAMS, Persal, DDD and grade 12 examination results; Report needs to be mitigated through series of meetings with provinces and HEIs; Conduct school visits for new teachers to provide support.

**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, 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 have to sign an annual performance agreement, annually disclose his/ her financial interests and be subjected to a security clearance.

**POST 03/08** : **ASSISTANT DIRECTOR (DEBT, REVENUE AND FINANCIAL COMPLIANCE): FINANCIAL SERVICES REF NO: DBE/01/2026**

Branch: Finance and Administration  
Chief Directorate: Financial Management Services  
Directorate: Financial Services

**SALARY CENTRE REQUIREMENTS** : R468 459 per annum  
: Pretoria

: The applicant must be in possession of a three (3) year relevant post matric qualification (NQF level 6) in Auditing, Accounting, Financial Management, or relevant qualification with accounting as major subject as recognised by SAQA; Three (3) years relevant experience at a supervisory level; A minimum of three (3) years' experience in internal control/ Auditing, Financial Management or related field; 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, and LOGIS will be an advantage; Knowledge management and change management; Ability to establish and manage financial management systems and controls; Ability to maintain high level of confidentiality and prioritise work in high-pressure environments; Ability to work independently and in a team; Ability to interpret and evaluate information; Good interpersonal, administrative, managerial, Conflict management, communication (verbal and writing) skills; Skills in policy formulation and review, financial management; Ability able to work under pressure.

**DUTIES** : The successful candidate will be responsible for assisting to manage and report on revenue; Assisting to manage and reporting on debt and receivables; Assisting to ensure accurate management reports are compiled; Assisting to produce Generally Recognized Accounting Practices (GRAP) compliant annual financial statements (AFS) and regulatory bodies reports; Investigating irregular and fruitless and wasteful expenditure; Identifying potential financial risks (inclusive of fraud risks) and facilitating management action to mitigate the identified risks; Testing and monitoring level of compliance to enabling legislation (PFMA, Treasury Regulations, SCM); Raising findings on areas of concern relating to weaknesses in controls to assist and enhance effectiveness of the process; Monitoring the implementation of internal and external audit recommendations based on the audit results; Monitoring the progress of audit recommendations; Coordinating, monitoring and reporting on fruitless and wasteful expenditure registers; Coordinating, monitoring and reporting on irregular expenditure registers; Monitoring and strengthening the control environment within the Department through performance of planned internal control assessments of quarterly key control assessments and follow through all data analysis reviews; Monitoring and ensuring that departmental policies and procedures are updated and valid; Managing operational risk register; Attending audit steering committee meetings; Performing any duties as delegated.

**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, 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

have to sign an annual performance agreement, annually disclose his/ her financial interests and be subjected to a security clearance.

**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** : 13 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](http://www.gov.za/documents). Received applications using the incorrect application for employment (old Z83) will not be considered. Each post(s) advert must be accompanied by its own application form for employment and must be fully completed, initialled and signed by the applicant as instructed below. Failure to fully complete, initial and sign the Z83 form will lead to 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)

**OTHER POSTS**

**POST 03/09** : **SENIOR PRACTITIONER: ANTI FRAUD AND ANTI CORRUPTION REF NO: HR4/4/7/57**

**SALARY** : R397 116 per annum

**CENTRE** : Provincial Office: Mpumalanga

**REQUIREMENTS** : A Three-year qualification (NQF Level 6) in Risk Management/ Internal Audit/ Risk and Security Management/ Accounting/ Forensic Investigation.

		Knowledge: Public Financial Management Act (PFMA), Fraud and Corruption Legislative Framework, Prevention. Skills: Conflict Management, Analytical and Creativity, Time Management, Problem Solving, Presentation, Planning and Organizing, Communication, Computer Literacy and Report Writing.
<b><u>DUTIES</u></b>	:	Implement the department anti-fraud and anti-corruption strategies, identify potential fraud and corruption risks and interventions to manage them. Conduct investigation of fraud and corruption business cases and propose measures to prevent them. Conduct fraud and corruption business cases and propose measures to prevent them. Conduct fraud and corruption awareness campaigns. Supervise resources (Human/Finance/Equipment/Assets) in the section.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Rev MG Sibanyoni Tel No: (013) 655 8700
	:	Chief Director: Provincial Operations: Private Bag X7263, Emalahleni, 1035 or hand delivery to Labour Building Corner Hofmeyer and Beatty Avenue, Emalahleni <a href="mailto:Jobs-MP-PRACTITIONER-RISK@LABOUR.gov.za">Jobs-MP-PRACTITIONER-RISK@LABOUR.gov.za</a>
<b><u>POST 03/10</u></b>	:	<b><u>EMPLOYER AUDIT OFFICER: IES REF NO: HR4/4/1/180 (X2 POSTS)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R325 101 per annum
	:	Provincial Office: East London, Eastern Cape
	:	Three (3) year tertiary qualification in Financial Accounting / BCOM Accounting/ Accounting/ LLB/BCOM LAW/BCOM in Commerce/ Auditing. Valid driver's licence. Knowledge: Departmental Policies and Procedures, Public Financial Management Act (PFMA), Unemployment Insurance Act (UIA), Public Service Act and Regulations, OHS Act and Regulations, COIDA, BCEA, SDLA, LRA, UI Contribution Act, Skills Development Act, Employment Equity Act, Batho Pele Principles. Skills: Facilitation, Planning and Organizing, Computer literacy, Interpersonal, Problem Solving, Interviewing Skills, Communication Written and Verbal, Innovative, Analytical, Research, Project management.
<b><u>DUTIES</u></b>	:	Perform monitor the implementation of UIA and COIDA Programmes. Analyse the systems that provide expert advice on sector specific UIA & COIDA matters. Co-ordinate the process that monitors and evaluates impact of UIA & COIDA programs. Provide support in the implementation of Advocacy Campaigns on UI & COIDA regularly and there are amendments. Supervise resources within the Unit.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms A Mayedwa Tel No: (043) 701 3289
	:	Chief Director: Provincial Operations, Private Bag X9005, East London, 5201, Hand deliver at No.3 Hill Street East London. Or email: <a href="mailto:Jobs-EC10@labour.gov.za">Jobs-EC10@labour.gov.za</a>
<b><u>FOR ATTENTION</u></b>	:	Chief Director: Provincial Operations
<b><u>POST 03/11</u></b>	:	<b><u>CLIENT SERVICE OFFICER (X146 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R269 499 per annum
	:	Labour Centre: Alberton Ref No: HR4/4/4/01/01 (X8 Posts)
	:	Labour Centre: Benoni Ref No: HR4/4/4/01/02 (X6 Posts)
	:	Labour Centre: Boksburg Ref No: HR4/4/4/01/03 (X5 Posts)
	:	Labour Centre: Brakpan Ref No: HR4/4/4/01/04 (X6 Posts)
	:	Labour Centre: Carletonville Ref No: HR4/4/4/01/05 (X7 Posts)
	:	Labour Centre: Germiston Ref No: HR4/4/4/01/06 (X10 Posts)
	:	Labour Centre: Johannesburg Ref No: HR4/4/4/01/07 (X2 Posts)
	:	Labour Centre: Kempton Park Ref No: HR4/4/4/01/08 (X9 Posts)
	:	Labour Centre: Nigel Ref No: HR4/4/4/01/09 (X6 Posts)
	:	Labour Centre: Roodepoort Ref No: HR4/4/4/01/10 (X6 Posts)
	:	Labour Centre: Sandton Ref No: HR4/4/4/01/11 (X2 Posts)
	:	Labour Centre: Sebokeng Ref No: HR4/4/4/01/12 (X7 Posts)
	:	Labour Centre: Soweto Ref No: HR4/4/4/01/13 (X6 Posts)
	:	Labour Centre: Springs Ref No: HR4/4/4/01/14 (X5 Posts)
	:	Labour Centre: Vanderbijlpark Ref No: HR4/4/4/01/15 (X7 Posts)
	:	Labour Centre: Vereeniging Ref No: HR4/4/4/01/16 (X4 Posts)
	:	Labour Centre: Atteridgeville Ref No: HR4/4/4/01/17 (X5 Posts)
	:	Labour Centre: Bronkhorstspuit Ref No: HR4/4/4/01/18 (X5 Posts)
	:	Labour Centre: Ga-Rankuwa Ref No: HR4/4/4/01/19 (X5 Posts)
	:	Labour Centre: Krugersdorp Ref No: HR4/4/4/01/20 (X8 Posts)
	:	Labour Centre: Mamelodi Ref No: HR4/4/4/01/21 (X6 Posts)
	:	Labour Centre: Pretoria Ref No: HR4/4/4/01/22 (X2 Posts)
	:	Labour Centre: Randfontein Ref No: HR4/4/4/01/23 (X6 Posts)

		Labour Centre: Soshanguve Ref No: HR4/4/4/01/24 (X8 Posts)
		Labour Centre: Temba Ref No: HR4/4/4/01/25 (X5 Posts)
<b><u>REQUIREMENTS</u></b>	:	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).
<b><u>DUTIES</u></b>	:	Provide screening services. Process applications for UIF benefits. Register payment continuation forms. Provide administrative functions.
<b><u>ENQUIRIES</u></b>	:	Mr PP Godongwana at 082 883 7553, Mr N Pillay at 071 471 0542 and Mr T Nengwekhulu at 060 968 6158
<b><u>APPLICATIONS</u></b>	:	Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand deliver at 47 Empire Road, Parktown. For online applications email: <a href="mailto:Jobs-UIF-GP1@labour.gov.za">Jobs-UIF-GP1@labour.gov.za</a>
<b><u>NOTE</u></b>	:	NB: Please note that you will receive an auto-reply with a link and/or QR code which can be clicked or scanned respectively for you to update crucial information.
<b><u>POST 03/12</u></b>	:	<b><u>SENIOR ADMINISTRATION CLERK: MANAGEMENT SUPPORT SERVICES (X2 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R228 321 per annum
	:	Secunda Labour Centre Ref No: HR4/4/7/42 (X1 Post)
	:	Caroline Labour Centre Ref No: HR4/4/7/46 (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	Matriculation/ Grade 12/ Senior Certificate. Knowledge: Batho Pele Principles, Public Service Act, Public Service Regulation, Treasury Regulations. Departmental Policies and Procedures. Skills: Computer literacy, Verbal and Written Communication Skills, Problem solving Skills, Planning and organizing Skills and interpersonal relations skills.
<b><u>DUTIES</u></b>	:	To render Supply Chain Management Function in a Labour Centre Daily, provide a Finance and Office management service to the Labour Centre Daily, Render a Human Resource Management service at a Labour Centre, Responsible for training and performance activities in a Labour Centre Daily, Responsible for the records Management in a Labour Centre Daily.
<b><u>ENQUIRIES</u></b>	:	Mr S Ndimande Tel No: (017) 631 2585/2652/2672 (Secunda)
	:	Mr RL Mokoena Tel No: (017) 843 1077/2111/3190 (Carolina)
<b><u>APPLICATIONS</u></b>	:	Acting Deputy Director Labour Centre Operations: Private Bag X9057, Secunda, 2302, 4 Waterson Street, Sunset park, Secunda email: <a href="mailto:Jobs-SCU-MSS@LABOUR.gov.za">Jobs-SCU-MSS@LABOUR.gov.za</a> Deputy Director Labour Centre Operations: Private Bag X718, Carolina, 1185, Landbou Building 20B Breytenbach Street Carolina or through email: <a href="mailto:Jobs-CRL-MSS@LABOUR.gov.za">Jobs-CRL-MSS@LABOUR.gov.za</a>

## DEPARTMENT OF, FORESTRY, FISHERIES AND THE ENVIRONMENT

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

- APPLICATIONS** : **Pretoria and Limpopo:** Must be submitted to the Director-General, Department of Forestry, Fisheries and the Environment, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria. or can be emailed to the respective email address quoting the reference number on the subject email.
- Cape Town, Free State and Northern Cape:** Must be submitted to the Director-General, Department of Forestry, Fisheries and the Environment, The Director: Integrated Human Resource Management, Private Bag X4390, Cape Town, 8000 or hand-deliver to 14 Loop Street, Cape Town or can be emailed to the respective email address quoting the reference number on the subject email.
- CLOSING DATE** : 16 February 2026, 16:00
- FOR ATTENTION** : Human Resource Management
- NOTE** : Application must be submitted on a New signed Z83 form obtainable from any Public Service Department accompanied by a recent detailed Curriculum Vitae only, to be considered. All attachments for online application must include an application form Z83 and CV only, in PDF and as one (1) document or attachment, indicate the correct job title and the reference number of the post on the subject line of your email. Use the correct email address associated with the post. JPEG (picture/snapshot) application will not be accepted. Shortlisted candidates will be required to submit certified copies of qualifications, Senior Certificate, identity document and driver's license on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the Department's equity plan. Persons with disabilities are encouraged to apply. Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Short-listed candidates will be expected to avail themselves at the Department's convenience. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for SMS posts from 1 April 2020 is a successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG) prior to appointment. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>. Furthermore, all shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Following the interview and the technical exercise, the Selection Panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the implementation of competency-based assessments. The person appointed to this position will be subjected to a security clearance, the signing of performance agreement and employment contract. The Department reserves the right not to make an appointment. By submitting the employment application form, you agree and consent in terms of Section 11(1) of the Protection of Personal Information Act (POPIA), 2013 (Act 4 of 2013), for your personal information which you provide to the DFFE to being processed by the department and its employees, agents, Cabinet committees, and subcontractors for recruitment purposes, in accordance with the POPIA of 2013. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful.

## MANAGEMENT ECHELON

**POST 03/13** : **CHIEF DIRECTOR: COMMUNICATIONS AND ADVOCACY REF NO: CMS01/2026**

**SALARY** : R1 494 900 per annum, (all-inclusive salary package)

**CENTRE** : Pretoria

**REQUIREMENTS** : An undergraduate qualification (NQF7) in Communication or relevant qualification within the related field as recognized by SAQA. A minimum of five (5) years' experience at a senior managerial level in the related 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. Extensive knowledge of corporate communications. Understanding of media management legislation and regulatory framework. Strategic capability and leadership; people management and empowerment. Knowledge of media. Ability to develop and apply policies. Understanding of change management, project management and financial management (PFMA and Treasury regulations). Ability to lead a multidisciplinary team. Strategic planning management. Administrative and HR procedures. Good coordination and stakeholder liaison. Sound research, analytical, organising, planning and presentation skills. Excellent communication skills (verbal and written). Sense of responsibility and loyalty. Ability to work long hours.

**DUTIES** : Provide efficient strategic communications and advocacy service for the Department aimed at ensuring that internal and external publics are informed, educated, and mobilized to play an active role in realizing the goals of a society that lives in harmony with its environment. Provide corporate communications governance support including the management and production of electronic communication products, exhibitions, internal communication, publications, corporate identity, and branding of the department. Improved access to information to the public at national and provincial. Convene and manage the MICMEC established Environmental Affairs Government communications forum. Ensure that parliamentary questions are responded to within timeframes. Manage, plan, and monitor effective events management functions in the Department. Management of environmental and departmental related events. Development of financial planning and costing guidelines. Management of cost effective professional in-house events. Plan, coordinate, execute or supervise the proper protocol conduct of ceremonies, special events, official functions, and visits of distinguished visitors. Manage the design and implementation of Stakeholder Communications and Outreach Programmes and provide platform for external communications Effective building and sustaining the positive reputation of the department. Ensure that media briefing takes place when requested. Provide statement/speeches to the public regarding the services offered by the department. Facilitate stakeholder relations and manage the implementation of public awareness education and events. Manage the development and implementation of events and campaigns plan. Ensure that environmental Awareness campaigns are conducted. Develop and maintain green car campaign. Develop and implement women in Environment awareness plan. Effective management and utilisation of the appropriate communication channels. Ensure that annual publications programme is implemented. Oversee that all the internal information sessions. Participation in exhibition within the department. Ensure that all information related to communication is available on the departmental website.

**ENQUIRIES** : Ms P Diphaha at (060) 976 5508

**APPLICATIONS** : [CMS01-2026@dffe.gov.za](mailto:CMS01-2026@dffe.gov.za)

**POST 03/14** : **CHIEF DIRECTOR: GOVERNMENT INFORMATION TECHNOLOGY OFFICE REF NO: CMS02/2026**

**SALARY** : R1 494 900 per annum, (all-inclusive salary package)

**CENTRE** : Pretoria

**REQUIREMENTS** : An undergraduate qualification (NQF7) in Information Technology or relevant qualification within the related field as recognized by SAQA. A minimum of five (5) years' experience at a senior managerial level in the related 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. Extensive knowledge of Information Technology. Experience in project management. Knowledge of financial management. Ability to develop and apply policies. Experience in contract management. Understanding of financial management (PFMA and Treasury regulations). Ability to lead a multidisciplinary team. Strategic planning skills. Administrative and HR procedures. Good coordination and stakeholder liaison. Innovative and proactive. Sound research, analytical, organising, planning and presentation skills. Excellent communication skills (verbal and written). Sense of responsibility and loyalty. Ability to work long hours.

**DUTIES**

: Align the department's information management (information management systems included) and information technology strategy with the strategic direction, management plans and the business processes of the department. Develop departmental supporting information management and information technology enabler policies and strategies, regulations, standards, norms, guidelines, best practices and procedures, derived from the national information management and information technology policy and strategy, standards and norms developed by the GITO Council and DPSA, but focussed on the specific requirements of the department. Develop draft plan for cloud computing. Represent the department at the GITO Council. Promote effective management of information and information technology as enabler as a strategic resource. Apply an enterprise-wide approach to the use of information management, (information technology systems and infrastructure included) in supporting the business units and business processes, bridging diverse systems to establish a client-focussed service strategy, eliminating unnecessary duplication, increase overall coordination and control, and rapidly introduce new systems and technology to improve service delivery. \* Development information and technology systems infrastructure architecture and conduct investigations into the maintenance of existing technologies, availability, needs and demand of new technologies. Rationalise unnecessary duplication and redundancy of information and technologies in the department. Promote common solutions for common requirements across the department. Promote the utilisation of technology as a key enabler for the future in delivering information and services and promote its use in the re-engineering/transformation of government service delivery. Raising the level of awareness of top management to the potential of the delivery of information services through enabling technologies. Change the culture of the department to embrace an enterprise-wide information management and information technology approach. Manage the SITA relationship, control of the Business Agreement (BA) and Service Level Agreements (SLA's) with SITA and/or other suppliers of information management and information technology goods and services. Utilization of security mechanisms and ensure compliance to the relevant regulatory framework. Responsible for ensuring development and training of the members in the department in relevant information technology matters. Manage the relevant component of the Department where applicable

**ENQUIRIES  
APPLICATIONS**

: Ms P Diphaha at (060) 976 5508  
: [CMS02-2026@dffe.gov.za](mailto:CMS02-2026@dffe.gov.za)

**OTHER POSTS**

**POST 03/15**

: **DEPUTY DIRECTOR: STAKEHOLDER COOPERATION AND AWARENESS  
REF NO:CMS03/2026**

**SALARY  
CENTRE  
REQUIREMENTS**

: R896 436 per annum, (all-inclusive salary package)  
: Cape Town  
: National Diploma (NQF6) in Communications, Marketing or relevant qualification as recognized by SAQA. A minimum of five (5) years' experience in Stakeholder Engagement, Community and School Awareness, Exhibitions and Events Management of which three (3) should be at entry/ junior managerial level (Assistant Director level or equivalent). Knowledge of Administrative procedures, Financial Management, Project Management, HR Practices. Must have Leadership and Management Coordination skills, organizing and planning. Must have good communication skills (written and spoken). Ability to work long hours voluntarily, gather and analyze information and be able to develop and apply policies. Be able to work under extreme pressure, also work independently and in a team and lead multidisciplinary team. Must be able to collect and interpret information and reports. Willingness to travel. Must have a valid driver's license.

**DUTIES** : Manage school and community awareness programmes, manage stakeholder engagements, manage departmental events, conferences, and exhibitions in the coastal provinces. Manage campaigns and implement the departmental communications strategy. Manage the procurement of promotional and awareness material. Establish and strengthen partnerships. Ensure the effective flow of information between branches, stakeholders and partners. Facilitate communications activities with financial needs. Ensure that contractual obligations are met and ensure adherence to PFMA regulations in terms of procurement of communications, promotional and awareness resources. Provide general communication support. Manage and implement events calendar in line with the Department calendar of events. Input in the development and implementation of Departmental calendar of events.

**ENQUIRIES** : Mr Z Nqayi Tel No: (021) 493 7137  
**APPLICATIONS** : [CMS03-2026@dffe.gov.za](mailto:CMS03-2026@dffe.gov.za)

**POST 03/16** : **DEPUTY DIRECTOR: IT BUSINESS SYSTEMS ANALYST REF NO: CMS04/2026**

**SALARY** : R896 436 per annum, (all-inclusive remuneration package)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : National Diploma (NQF6) in Information Technology or relevant qualification as recognized by SAQA. A minimum of five (5) years' experience in Information Technology of which three (3) should be at entry/ junior managerial level (Assistant Director level or equivalent). Experience in assessing the overall business and information needs of the Department and co-ordinate the design of new IT solutions to improve business efficiency and productivity. Project Management, Change Management, Knowledge Management, Service Delivery Innovation (SDI) and Problem Solving and Analysis skills. Knowledge of process and business requirements studies, IT support services, ITC management legislative frameworks, Information Systems, Desktop management, Systems Development Life Cycle and Infrastructure Development. Sound organizing and planning skills. Good communication skills. Writing skills Interpersonal skills. Ability to gather and analyze information. Ability to develop and apply policies. Ability to work individually and in team.

**DUTIES** : Analyse the business needs and identify possible solutions. Co-ordinate and facilitate joint application development (JAD) sessions. Develop functional specifications. Identify and define business rules. Create systems designs. Develop technical design specifications. Develop database design. Improve, map and model business processes. Update and maintain system configuration and documentation. Ensure the delivery of quality solutions. Liaise with the developers and users to ensure that both business and technical requirements are achieved. Development of resource allocation plan for solutions. Facilitate user training. Develop user manuals. Train users on the system. Identify operational deficiencies. Conduct user training assessment. Maintain Departments Enterprise Systems Architecture. Develop and update business architecture information models. Design and refine data architecture models. Manage and enhance application architecture models. Administer and optimise technology architecture models.

**ENQUIRIES** : Ms N Dlamini Tel No: (012) 399 8725  
**APPLICATIONS** : [CMS04-2026@dffe.gov.za](mailto:CMS04-2026@dffe.gov.za)

**POST 03/17** : **ANALYST DEVELOPER REF NO: CMS05/2026**

**SALARY** : R896 436 per annum, (all-inclusive remuneration package)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : National Diploma (NQF6) in Information Technology or relevant qualification as recognized by SAQA. A minimum of five (5) years' experience in Information Technology of which three (3) should be at entry/ junior managerial level (Assistant Director level or equivalent). Project Management, Change Management, Knowledge Management, Service Delivery Innovation (SDI) and Problem Solving and Analysis skills. Knowledge of process and business requirements studies, IT support services, ITC management legislative frameworks, Information Systems, Desktop management, Systems Development Life Cycle and Infrastructure Development. Sound organizing and planning skills. Good communication skills. Writing skills Interpersonal

skills. Ability to gather and analyze information. Ability to develop and apply policies. Ability to work individually and in team.

**DUTIES** : Design and Maintain Technical Specifications. Conduct analysis of the business requirements. Draft updated technical specification document. Finalize updated technical specifications. Conduct analysis of the survey request. Draft and finalize the integration functionality technical specification. Develop and maintain the application system interface. Initiate development of Automated statistics report. Implement Managed Service Provider (MSP). Initiate the appointment of Service Provider. Initiate project and compile project charter and scope statement. Initiate and finalize business requirement specification. Draft Technical specification. Administer and implement management. Construct solutions to problems and implement changes according to implementation. Monitor previous implementation of change request. Monitor and administer IIS for procurement, EDMS, invoice tracking system etc. Analyse and assessment of existing systems. Review existing solution, assess and recommend improvements. Assess system strengths, gaps, risks, and integration capabilities to identify improvement opportunities.

**ENQUIRIES** : Ms N Dlamini Tel No: (012) 399 8725  
**APPLICATIONS** : [CMS05-2026@dffe.gov.za](mailto:CMS05-2026@dffe.gov.za)

**POST 03/18** : **DEPUTY DIRECTOR: STRATEGIC REGIONAL ENFORCEMENT AND INVESTIGATION SUPPORT REF NO: RCSM04/2026**  
(2 Years Contract)

**SALARY** : R896 436 per annum  
**CENTRE** : Limpopo Province (to operate between Limpopo and Mpumalanga provinces)  
**REQUIREMENTS** : National Diploma (NQF6) in Policing, Forensic Investigation, Law, Environmental Law or relevant qualification as recognized by SAQA. A minimum of five (5) years' experience in investigation or enforcement, forensic or crime investigation or prosecution or relevant of which three (3) years should be at entry/junior management level (Assistant Director level or equivalent). Knowledge of environmental policies and related legislations, international instruments, civil procedures, criminal procedure, constitutional law and administrative law. Extensive knowledge of criminal justice system. Knowledge of natural resource management specifically TOPS/CITES. Good legal drafting, investigative and evidence gathering skills. Strategic, analytical, problem solving and negotiation skills. Information management and computer literacy. Report writing, communication, facilitation, organising and good interpersonal skill. Ability to gather and analyse information, ability to develop and apply policies, conflict management and resolution. A service -oriented approach and the ability to work efficiently and effectively under pressure. Ability to work independently and within a team. The candidate must have a valid driver's license as will be expected to travel extensively.

**DUTIES** : Co-ordinate joint initiatives to strengthen the anti-poaching and anti-trafficking capabilities in the Premier Integrated Wildlife Zone (IWZ). Manage case dockets and provide criminal investigation support for wildlife related crimes to ensure effective case management, prosecution support and compliance with legal procedures. Provide support in relation to court appearances. Liaise with stakeholders within the Premier IWZ. Attend Provincial Wildlife Crime Forums, IWZ meetings and other relevant meetings. Provide strategic support to national wildlife trafficking projects. Ensure the coordination of enforcement and investigation operations to promote effective compliance and law enforcement outcomes.

**ENQUIRIES** : Mr O Chauke Tel No: (012) 399 9317  
**APPLICATIONS** : [RCSM04-2026@dffe.gov.za](mailto:RCSM04-2026@dffe.gov.za)

**POST 03/19** : **DEPUTY DIRECTOR: DEMERSAL FISHERIES MANAGEMENT REF NO: FIM01/2026**

**SALARY** : R896 436 per annum, (all-inclusive salary package)  
**CENTRE** : Cape Town (Foretrust Building)  
**REQUIREMENTS** : National Diploma (NQF 6) in Fisheries Resource Management/Oceanography/Natural Science or relevant qualification as recognised by SAQA. A minimum of five (5) years' experience in natural resources or relevant field of which three (3) should be at entry/ junior managerial level (Assistant Director level or equivalent). Relevant working experience in natural resource management i.e. Fisheries Management.

		Knowledge of the Marine Living Resources Act, 1998 (Act No. 18 of 1998), the Regulations promulgated thereunder and departmental policies with special reference to commercial fishing rights. Proven management, financial and project management skills. Proven experience in policy development and report writing.
<b><u>DUTIES</u></b>	:	Develop and implement fisheries administration and regulatory processes of the demersal fisheries sectors. Ensure the development of the fisheries management tool. Develop and or review the permit conditions for the sector. Manage the collection, collation and dissemination of data and information for the demersal fisheries sector. Monitor right holders catch records and refer rights holders that have failed to effectively utilise rights allocated in terms of the MLRA, Regulations, Fisheries Policies and Permit Conditions for the purposes of section 28 proceedings. Compile summaries of the services output of the Sub-Directorate. Manage the sustainable utilization of the demersal sector. Provide technical support in Fishing Rights Allocation Process and related activities. Provide technical support/ and or recommendations in ensuring compliance with the MLRA. Coordinate inputs for policy development. Compile budget and participate in the procurement of goods and services. Manage stakeholder participation in the demersal fisheries sector. Convene the management working group meetings and/ or roadshows for the sector. Compile submissions and responses in respect to of Ministerial/ DG/ Chief Director/ Director inquiries and media enquiries as and when required. Provide technical support in monitoring, control, and surveillance of the stakeholder's activities as and when required.
<b><u>ENQUERIES APPLICATIONS</u></b>	:	Mr. S Pheeha at (082) 558 5837 or email <a href="mailto:Spheeha@dffe.gov.za">Spheeha@dffe.gov.za</a>
	:	<a href="mailto:FIM01-2026@dffe.gov.za">FIM01-2026@dffe.gov.za</a>
<b><u>POST 03/20</u></b>	:	<b><u>DEPUTY DIRECTOR: DEMAND AND ACQUISITION MANAGEMENT REF NO: CFO03/2026</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R896 436 per annum, (all-inclusive salary package)
	:	Cape Town
	:	National Diploma (NQF6) in Supply Chain Management or relevant qualification as recognised by SAQA. A minimum of five years (5) years' experience in Demand and Acquisition Management of which three (3) years should be at an entry/ junior level (Assistant Director level or equivalent). Knowledge of demand and acquisition management, procurement and business practices. Ability to establish and manage demand and acquisition management systems and controls. Knowledge of strategic planning and budgeting. Ability to develop, interpret and apply policies, strategies and legislation. Knowledge of HR management practices, legal issues, negotiations and dealing with conflict. Assist in career planning and effective deployment of personnel. Ability to control and manage the acquisition of services and acquisition of the department. Sufficient knowledge of specific computer software packages and efficient use of associated hardware. Knowledge of Government budgeting processes; Risk management; Public Service financial legislative frameworks; Contract management; Financial Management; Risk management; PFMA; Departmental policies and procedures. Skills: Advanced skills in policy formulation; Advanced skills in respect of formal presentation and public speaking; negotiation skills; Good interpersonal relations; Stakeholder engagement; Public Relations; Financial Management; Knowledge Management; Service Delivery Innovation (SDI); Problem Solving and Analysis. Personal Attributes: Ability to work long hours voluntarily; Ability to gather and analyse information; Ability to work individually and in team; Creativity Ability to work under pressure; Ability to work with difficult persons and to resolve conflict.
<b><u>DUTIES</u></b>	:	Manage an effective and efficient approved Procurement Plan. Ensure the consolidation of the procurement requirements from Branches in line with the strategic plan of the department timeously. Ensure a consolidated Procurement Plan for goods and services with critical delivery dates and the approval thereof on time and submission to National Treasury by 31 March annually. Facilitation of Bid Specification Committee Meetings. Manage the schedule of the Bid Specification Committee Meetings as per planned dates on the procurement plan. Ensure that the specifications/terms of reference are in an unbiased manner to allow all potential bidders to offer their goods or services without favour or prejudice. Effective and Efficient acquisition of goods and services. Facilitate the bid process in line with the National Treasury Regulations. Ensure

all bids received and awarded are correctly published on DFFE website and Government Tender Bulletin and media which it was advertised in. Verify bidding documentation for distribution. Provide technical support to the bid evaluation committee and calculate points in terms of functionality, price and B-BBEE. Facilitation of Bid Evaluation Committee Meetings. Facilitate the appointment of the Bid Evaluation Committees (“BEC”). Ensure verification of minutes, consistency of the score sheets and all returnable documents are signed by the relevant official. Ensure the final award of bids or recommend the bids to the accounting officer for bids that are above R50M. Ensure sound corporate governance and improved compliance with SCM reporting requirements (Internal and external reporting. Ensure an improved contract management and compliance with reporting requirements.

**ENQUIRIES  
APPLICATIONS**

: Ms N Mabece Tel No: (021) 493 7239  
: [CFO03-2026@dffe.gov.za](mailto:CFO03-2026@dffe.gov.za)

**POST 03/21**

: **SCIENTIST PRODUCTION GRADE A: AQUACULTURE INNOVATION & TECHNOLOGY DEVELOPMENT REF NO FIM02/2026**

**SALARY  
CENTRE**

: R761 157 per annum, (OSD)  
: Aquaculture Technology and Demonstration Centre (ATDC), Gariep Dam, Free State

**REQUIREMENTS**

: Bachelor of Science Honours Degree (NQF8) in Aquaculture/ Agriculture/ Ichthyology/ Aquatic Parasitology/ Zoology or relevant qualification as recognized by SAQA. Three (3) years’ post qualification experience in aquaculture research and compulsory registration with the SACNASP as a Professional Natural Scientist. Theoretical and practical knowledge of aquaculture production systems, inland fisheries, breeding and aquatic animal health and welfare. Proven ability to carry out quantitative analysis and report and peer reviewed scientific publication writing and scientific reviews. Knowledge of animal ethics as it relates to animal research. Familiar with software applications and statistical analysis of data. Knowledge of animal ethics as it relates to animal and applied aquaculture research. Practical aquaculture breeding, aquatic animal handling and biosecurity skills. Good communication, analytical and problem solving and analysis skills. A valid driver’s license.

**DUTIES**

: Undertake basic and applied aquaculture and inland fisheries research on priority species in line with the Aquaculture Research and Technology programme and inland fisheries policy. Provide information on new technologies and research developments through continuous professional developments. Perform scientific analysis and regulatory functions. Gather, interpret and statistically evaluate empirical and experimental data to inform policy and practice. Compile detailed technical and scientific reports, proposals, concept notes and policy briefs for departmental identity and consolidate sectoral needs for methodologies and decision-support tools in inland aquaculture and inland fisheries. Monitor and evaluate aquaculture research programmes and demonstrate activities. Support the ATDC with optimizing breeding and hatchery programmes. Maintain effective stakeholder and client relationships to promote adoption of best practices and evidence-based approaches. Mentor, train and supervise candidate scientists, interns, students and aquaculture technicians at the ATDC and provide structured learning and development opportunities to support growth of technical capacity in the sector

**ENQUIRIES  
APPLICATIONS**

: Ms A Bernatzeder at (082) 687 5333  
: [FIM02-2026@dffe.gov.za](mailto:FIM02-2026@dffe.gov.za)

**POST 03/22**

: **CONTROL ENVIRONMENTAL OFFICER GRADE A: UNITED NATIONAL FRAMEWORK CONVENTION ON CLIMATE CHANGE REF NO: CCAQ01/2026**

Re-advertisement, applicants who have previously applied must re-apply.

**SALARY  
CENTRE  
REQUIREMENTS**

: R612 480 per annum, (OSD)  
: Pretoria  
: A four-year Degree (NQF8) or equivalent qualification in Natural or Environmental Sciences plus six years post qualification experience in the relevant field. Knowledge of PFMA, International climate change issues and awareness. South Africa and the government’s priorities. Broad understanding and knowledge of environmental and developmental issues (globally,

regionally, locally). Ability to interpret and apply policies, strategies, and legislation. Ability to manage and control budget. Good analytical skills, ability to work under pressure and independently. Skills: Computer literacy; Organisational; Interpersonal; Communication; financial and budget management; project management and policy formulation. Personal attributes: Management of finances and personnel. Planning and execution. Teamwork; Teachable; Technical skills; Delegation and empowerment.

**DUTIES** : Conduct research and support the preparation, formulation, consultation and approval of South African positions on climate change–related multilateral and cooperation agreements. Facilitate and coordinate stakeholder consultation and lobbying for SA positions on climate change–related multilateral and cooperation agreements, including support for Climate Change Gender Mainstreaming. Coordinate and support the negotiation of South Africa’s position in multilateral fora and cooperation agreements, ensuring national interests are reflected in outcomes. Formulate reporting on international engagements, including approval for participation in climate change-related meetings and compliance with national reporting requirements.

**ENQUIRIES** : Ms S Motshwanedi Tel No: (012) 399 9155  
**APPLICATIONS** : [CCAQ01-2026@dffe.gov.za](mailto:CCAQ01-2026@dffe.gov.za)

**POST 03/23** : **CONTROL ENVIRONMENTAL OFFICER GRADE A: INTEGRATED GHG EMISSIONS MODELLING & ANALYSIS REF NO: CCQA02/2026**

**SALARY** : R612 480 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A four-year Degree (NQF8) or equivalent qualification in Natural or Environmental Sciences plus six years post qualification experience in the relevant field Knowledge of South Africa’s greenhouse gas emission profile and climate change mitigation. Climate Change legislation polices and Strategies. Climate Change Mitigation scenarios development and Modelling. Ability to conduct research, gather and analyse information. Climate change models. Ability to conduct social economic analysis. Skills: Data collection and analysis. Climate change modelling. Climate Change Scenario Development. Systems thinking and dynamics. Basic modelling skills; Coordination skills’ Organizational and planning; Communication skills (written and spoken); Programme and Project Management; Listening skills; Writing skills; Decision-making skills; Report writing skills; Organizational skills and Computer Literacy. Personal Attributes: Innovative and proactive. Ability to work long hours voluntarily. Ability to gather and analyse information. Proven leadership skills. Ability to develop and apply policies. Ability to work independently and in a team. Ability to lead multidisciplinary team. Good interpersonal relations skills. Ability to work under extreme pressure. Conflict management and resolution. Ability to organize and plan under pressure. Ability to collect and interpret information and reports. Interpersonal relations. Initiative. Responsibility and loyalty.

**DUTIES** : Facilitate the collection of greenhouse related data and Climate change mitigation Information for the country. Ensure the facilitation and conduction climate change mitigation research, analysis and studies to inform mitigation interventions and response measures of low carbon development. Develop methodologies and approaches that facilitate the implementation of climate change mitigation response measures and interventions. Facilitate the development of analysis tools such as models to be used for the analysis of greenhouse gas data, socio-economic impact etc.

**ENQUIRIES** : Mr. P Mabina at (082) 537 4924  
**APPLICATIONS** : [CCAQ02-2026@dffe.gov.za](mailto:CCAQ02-2026@dffe.gov.za)

**POST 03/24** : **ASSISTANT DIRECTOR: EP NON-INFRASTRUCTURE PROGRAMMES REF NO: EP01/2026**

**SALARY** : R582 444 per annum  
**CENTRE** : Northern Cape  
**REQUIREMENTS** : National Diploma (NQF6) in Environmental Science/Environmental Management or relevant qualification as recognized by SAQA. A minimum of three (3) years’ experience in a Project Management role. Knowledge of Environmental related legislation. Natural resource management. Invasive alien species management. South African National Standards. Administrative procedures. Financial management. Project management. Personnel

management. Programme-based natural resource operational planning. Public Finance Management Act and Treasury Regulations. Human resource and Statistical analysis Extensive management and technical training in order to understand operational functioning of the programme. Public Service and departmental procedures and prescripts. Socio-economic development. The incumbent should have the following skills: Leadership and Management. Strategic thinking and planning. Analytical and Systems thinking. Conceptual thinking, Problem solving, Computer literacy, Communication skills, technical writing skills, Report/professional writing, Mentorship skills, Organizing skills, Facilitation skills, Planning skills. Innovative and proactive. Ability to work long hours voluntarily. Ability to gather and analyse information. Proven leadership skills. Ability to develop and apply policies. Ability to work independently and in a team. Good interpersonal relations skills. Ability to work under extreme pressure. Conflict management and resolution. Ability to organize and plan under pressure. Ability to collect and interpret information and reports.

**DUTIES** : Coordinate the implementation of EP Non-infrastructure projects and invasive alien plant clearing activities within the province. Ensure compliance with EP Non-Infrastructure projects operational standard, procedures and legal requirements for all projects implemented within the province. Facilitate the development and review of project operational plans for EP Non-infrastructure within the province. Facilitate stakeholder engagement to support EP Non-Infrastructure projects operations within the province.

**ENQUIRIES** : Ms J Aysen at (064) 847 9618

**APPLICATIONS** : [EP01-2026@dffe.gov.za](mailto:EP01-2026@dffe.gov.za)

**POST 03/25** : **REGIONAL REF NO: WB01/2026**

**SALARY** : R468 459 per annum, plus 37 % in lieu of benefits

**CENTRE** : Pretoria

**REQUIREMENTS** : National Diploma (NQF6) in Transport Management/ Logistics, Environmental Management / Environmental Sciences or relevant qualification as recognised by SAQA. A minimum of two (2) years' experience in Environmental Management or relevant field. Knowledge and Understanding of Project management, General Administration, Financial Administration, Project Management, Departmental procedures and prescript/policies. Knowledge of environmental management. Knowledge and exposure in depot operations. Ability to develop, interpret and apply policies, strategies and legislation. Knowledge and exposure in depot operations. Knowledge of waste management processes and procedures. Knowledge in logistics. Sound organising and planning skills. Good communications skills. Coordination skills. Computer literacy. Report Writing skills. Ability to work under pressure. Good interpersonal relations. Ability to work long hours voluntary. Ability to work independently. Responsible and loyal. Honest and reliable. A valid driver's licence will be an added advantage.

**DUTIES** : Ensure the improvement of Waste Tyre collection and transportation services; Compile monitoring report on the collection service. Monitor the allocated collection points on a quarterly basis. Update the collection schedule. Keep files and records of all Monitored participants. Receive and attend to queries and complaints. Ensure compliance to relevant legislation by participants. Conduct sites visits at collection points, depots and processors. Undertake compliance promotions to legislation. Compile compliance report. Make follow up of the recommendations and comments made. Ensure the verification of the signed Service Level Agreements (SLA). Consolidate report from depot operators monthly. Plan and arrange compliance session with the transporters. Facilitate payments of transporters and depot operators. Verify and capture collection notes and monthly reports from all allocated transporters and depot operators on a weekly and monthly basis respectively. Receive invoices with their respective supporting documents. Verify and submit the allocated invoice spreadsheets together with invoices. Load invoices, collection notes and monthly reports on Electronic Document Management System (EDMS). Keep files and recoils of all the invoices verified. Contribute toward increasing the processing of collected waste tyres. Receive secondary industry applications from the applicants. Verify and process the secondary industry applications received within two weeks after receipt of the full applications. Conduct a pre-approval inspection. Compile an inspection report within two days after site assessments. Provide feedback to the applicant on the status of the applications. Keep database records and processed applications received.

Receive secondary industry monthly processing tonnages reports Load the monthly tonnages reports on EDMS. Keep files and records of the reports received. Provide feedback to the Managers. Keep files and records of the verification reports.

**ENQUERIES APPLICATIONS** : Ms K Masinga Tel No: (012) 399 8629  
: [WB01-2026@dffe.gov.za](mailto:WB01-2026@dffe.gov.za)

**POST 03/26** : **ASSISTANT DIRECTOR: ACQUISITION MANAGEMENT REF NO: CFO7/2026**

**SALARY CENTRE REQUIREMENTS** : R468 459 per annum  
: Pretoria  
: National Diploma (NQF6) in Supply Chain Management or relevant qualification as recognized by SAQA. A minimum of 3 years' experience in Supply Chain Management (Acquisition Management). Knowledge of: Acquisition management, procurement and business practices; strategic planning and budgeting. Ability to establish acquisition management systems and controls. Ability to control and manage assets of the department. Ability to develop and apply policies. Ability to gather and analyse information. Ability to control and manage assets of the department. Problem identification and solving skills. organisation and presentation skills. Interpersonal and diplomacy skills; decision-making skills; negotiation and conflict management.

**DUTIES** : Implementation of Chapter 16A OF Treasury Regulations. Check and verify approval for outsourcing of goods/services. Publish all bids received on the departmental website and Government Tender Bulletin. Facilitate inputs from the Branch: Directors of Administrations on procurement. Receive specifications/TOR for advertisement of projects. Provide technical support on Bid Specification Committee and Bid Evaluation Committee for procurement of goods/services and profession services. Ensure terms of references or specifications are in line with Treasury Regulations. Render secretariat services to the Departmental Adjudication Committee (DAC). Facilitate the damages to vehicles/theft and losses of departmental assets.

**ENQUIRIES APPLICATIONS** : Mr Hector Muthabo Tel No: (012) 399 9055  
: [CFO07-2026@dffe.gov.za](mailto:CFO07-2026@dffe.gov.za)

**POST 03/27** : **SENIOR PROVISIONING ADMINISTRATIVE OFFICER REF NO: FIM09/2026**

**SALARY CENTRE REQUIREMENTS** : R397 116 per annum  
: Cape Town (Foretrust Building)  
: National Diploma (NQF 6) in Supply Chain Management/Inventory Management or relevant qualification as recognized by SAQA. A minimum of two (2) years' experience in Supply Chain Management or Inventory Management or relevant field. Knowledge of Marine Living Resources Act, GRAP, PFMA, Treasury Regulations, Public Service Act and Supply Chain Management Procedures. Leadership skills, Peoples management skills, Analytical thinking, Innovative and creativity, Communication (verbal, writing and other), Computer literacy and the ability to work under pressure.

**DUTIES** : Record and report confiscated marine resources and equipment. Maintain register and stock control of receipts, samples, release for processing disposed of all confiscated marine resources throughout South Africa. Maintain and submit monthly and quarterly stock control register and movements of all confiscated marine resources and equipment throughout South Africa. Prepare monthly GRAP-compliant stock reports. Prepare GRAP-compliant journals and accounting reporting for stock. Collect and safeguards storage of confiscated marine and aquaculture resources. Co-ordinate the collection of confiscated abalone from various organs of state across the country. Co-ordinate the counting process and record data. Ensure timeous receipting of confiscated marine and aquaculture resources to ensure the requirements of the MLRA are met. Prepare confiscated marine and aquaculture resources for audit purposes or for disposal for processing and court attendance. Coordinate disposal of marine and aquaculture resources according to MLRA. Coordinate the release of confiscated abalone for control deliveries (252A). Coordinate the releasing of abalone to the abalone processors. Coordinate the selling of fish products other than abalone confiscated. Facilitate dumping of unfit fish and fish products. Facilitate disposal of MLRF assets and confiscated equipment. Compile a list of assets and confiscated equipment to be disposed. Co-ordinate the process to dispose of assets and confiscated equipment. Collect assets

and confiscated equipment for disposal. Implement disposal related outcome. Safekeeping of the relevant proof of disposal. Administer database for possible sales and/or donations of asset and confiscated equipment.

**ENQUIRIES**  
**APPLICATIONS**

: Ms Leticia Nel Tel No: (021) 402 3432 / 066 471 1287  
: [FIM09-2026@dffe.gov.za](mailto:FIM09-2026@dffe.gov.za)

**POST 03/28**

: **ENVIRONMENTAL OFFICER PRODUCTION GRADE A: LAND  
REMEDICATION MANAGEMENT REF NO: CWM01/2026**

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

: R343 842 per annum, (OSD)  
: Pretoria  
: National Diploma (NQF6) in Environmental Sciences / Natural Sciences or relevant qualification as recognized by SAQA. A minimum of on (1) year experience in environmental management or relevant field. Understanding and knowledge of environmental quality and protection related policies. Applicant must have a broad knowledge of environmental policy, legislation and regulation development, waste management planning and environmental issues relation to pollution and waste management. Policy and legislative framework governing pollution and waste management. Understanding of government standard administrative procedure. Applicant must have knowledge and understanding public service and departmental procedure. Have the following personal attributes: strategic, analytical and creative thinking, ability to collect and interpret information and reports, ability to apply policies, good interpersonal relations skills, conflict management and resolution, ability to organise and plan under pressure. Must have good report writing skills, communication skills, advanced computer skills and excellent time management. The incumbent must have a valid driver's license and be willing to travel.

**DUTIES**

: Conduct Environmental Performance Assessments (EPA) and prepare the findings and recommendations report. Review and evaluate Site Assessment Reports, Remedial Action Plans, Monitoring Reports, Environmental Management Plans. Process Orders, Remediation Orders, remediation Closures and section 36(6) notices within timeframes. Monitor compliance with the Orders or Remediation Orders. Assist other directorates with technical guidance and expertise related remediation of contaminated land. Assist and support industries to achieve compliance with the National Environmental Management: Waste Act, 2008 and any other environmental legislation. Formulating, coordinating and monitoring the implementation of national environmental policies, programmes and legislation. Manage and monitor the Land Remediation and Industry Support online system. Assist in developing educational resources and training content for Environmental Assessment Practitioners' workshops, including materials for industry forums and general environmental awareness programs. Identifying and prioritizing the development of the required guidelines, norms and standards for planning and management of waste for various sectors of the industry.

**ENQUIRIES**  
**APPLICATIONS**

: Ms XB Bango/Ms LC Rabonda Tel No: (012) 399 9798 / (012) 399 9797  
: [CWM01-2026@dffe.gov.za](mailto:CWM01-2026@dffe.gov.za)

**POST 03/29**

: **BIODIVERSITY OFFICER PRODUCTION GRADE A: BIODIVERSITY  
ECONOMY REF NO: BC03/2026**

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

: R343 842 per annum, (OSD)  
: Pretoria  
: National Diploma (NQF Level 6) in Environmental Management/ Natural Sciences or qualification as recognised by SAQA. A minimum of one (1) years' experience required in a relevant environment. Knowledge of Biodiversity Sector; Knowledge of the marine and environmental legislation (MLRA, ICM Act & NEMA). Knowledge of the regulations promulgated there under and departmental policies with special reference to Biodiversity Enforcement. Understanding of social issues, and macro and micro-economic principles, and its application. Knowledge in general of government and administrative procedures and processes (PSA & PSR). Experience and knowledge of policy development and implementation. Knowledge of Financial and Procurement administrative procedures (PFMA & Treasury Regulations). Understanding of Environmental issues. Innovative and proactive. Ability to collect and interpret information and write reports. Ability to work long hours voluntarily. Ability to work under extreme pressure. Conflict management and resolution.

**DUTIES** : Assist with the development of the economic value of indigenous biological and genetic resources and associated traditional knowledge into actual sustainable income and economic development. Provide technical support in the coordination of the contribution of the biodiversity sector in the green economy activities. Provide technical support in cooperation and liaison with other departments and stakeholders in all matters relating to pro-poor pro-biodiversity activities, programmes and projects. Assist in identifying SMMEs/cooperatives for capacity development initiatives. Provide inputs in content development for capacity development areas. Provide technical support in the development and implementation of mechanisms to promote the biodiversity economy and the sectors contributors to the Green Economy, including transformation. Assist in finalizing weekly reports on BioProducts Advancement Network of South Africa (BioPANZA) related initiatives. Facilitate the uploading of weekly reports and related evidence for BioPANZA related initiatives.

**ENQUIRIES APPLICATIONS** : Ms N Feltman at (082) 653 2713  
: [BC03-2026@dffe.gov.za](mailto:BC03-2026@dffe.gov.za)

**POST 03/30** : **SENIOR COMMUNICATION OFFICER: MEDIA AND EDITORIAL SERVICES**  
**REF NO: CMS06/2026**

**SALARY CENTRE REQUIREMENTS** : R325 101 per annum  
: Cape Town  
: National Diploma (NQF6) in Communication/Marketing/Journalism or relevant as qualification recognized by SAQA. A minimum of one (1) year experience in the field of Communications or relevant field. Knowledge Desktop publishing and production, printing process/production, Marketing and promotions. Knowledge of administration fields, Public Service prescripts and procedures as well as Departmental procedures, policies. Skills: Good communication (verbal and written), organising, planning skills, effective customer relationships management and personnel skills. Good interpersonal relations, Effective analytical skills, be able to engage with senior managers and work under pressure and extra hours. Ability to develop and apply policies. Ability to work individually and in to lead multidisciplinary team. Ability to work under extreme pressure and organise and plan under pressure. Good interpersonal relations skills. Ability to take initiatives and provide creative solutions. Ability to work with difficult persons and resolve conflict. Willingness to travel and work extended hours. Must have a valid driver's license.

**DUTIES** : Monitoring & sourcing news stories related to Environment from all media platforms; compiling and distributing daily media monitoring reports; utilising media clippings from the media monitoring & analysis Service Provider to compile reports that will be incorporated in the media liaison exit reports; sourcing content about departmental programmes from branches for the purpose of drafting editorial content; drafting social media content/ media advisories/ media statements; compiling and editing audio and video clips for Departmental online platforms; distributing approved editorial content to media and on the department's digital platforms; creating and maintaining a log and file of drafted and distributed editorial content; distributing media invites and confirming media attendance; arranging broadcast interviews and providing schedule; arranging media tours; accompanying media on departmental tours; conducting media registration at events and providing photography at events, coordinating branding arranging; facilitating and video recording interviews for placement on departmental external online platforms; liaising with mainstream and community media contacts and updating the media database.

**ENQUIRIES APPLICATIONS** : Mr K Letsebe Tel No: (021) 493 7137  
: [CMS06-2026@dffe.gov.za](mailto:CMS06-2026@dffe.gov.za)

## 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** : 16 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](http://www.gov.za), and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. Application that do not comply with the above specifications will not be considered and will be disqualified. It remains the responsibility of an applicant to ensure that 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.

## OTHER POSTS

- POST 03/31** : **SENIOR FAMILY ADVOCATE (LP-9) REF NO: 01/2026/FAWC**
- SALARY** : R1 195 110 – R1 859 814 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE** : Office of the Family Advocate, Cape Town
- REQUIREMENTS** : An LLB Degree or recognized four (4) year legal qualification; At least eight (8) years appropriate post qualification litigation experience; Admitted as an Advocate; The right of appearance in the High Court of South Africa; A valid driver's licence. Skills and Competencies: Good communication (written and verbal) skills; Research, investigation, presentation, monitoring and evaluation; Attention to detail; Diversity Management; Dispute and Conflict resolution skills; Operational and People management; Financial management; Computer literacy.
- DUTIES** : Key Performance Areas: Execute the mandate of the Office of the Family Advocate; Perform all functions and duties of the Senior Family Advocate (Head of Office) in accordance with relevant legislation; Continuous

		improvement in the organisational performance of the office and its satellites; Management of performance information; Manage and ensure effective and efficient service delivery at the various service points within the respective jurisdiction (Head of Office), Performance Management, conduct complex enquiries, training, mentoring and coaching of all occupational classes in the Office; Perform all functions of the implementation of Risk Management Plan; Ensure audit compliance; Reporting to the Principal Family Advocate.
<b><u>ENQUIRIES</u></b>	:	Ms P Paraffin Tel No: (021) 462 5471
<b><u>APPLICATIONS</u></b>	:	Please forward your application to: Provincial Head: Private Bag X 9171, Cape Town, 8000 or physical address: 8 Riebeeck Street, 5th Floor Norton Rose House, Cape Town OR visit: <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a>
<b><u>FOR ATTENTION</u></b>	:	Ms P Paraffin
<b><u>NOTE</u></b>	:	Applicants are required to attach service certificates to determine salary in accordance to experience.
<b><u>POST 03/32</u></b>	:	<b><u>COURT MANAGER (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R582 444 – R686 091 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	Magistrate Office: Kokstad Ref No: 26/01/KZN (X1 Post) Office: Howick Ref No: 26/02/KZN (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	An undergraduate National Diploma/Degree qualification (NQF level 6) as recognized by SAQA in Public Administration /Management/Law/Legal studies or field of study or equivalent legal qualification; A minimum of 3 years' experience in court management environment of which 2 years should be as a supervisor or team leader; Knowledge and experience in office and district administration; Knowledge of the Public Financial Management Act (PFMA); Experience in managing Trust (Third Party Funds) and Vote Accounts; A valid driver's license. Skills and Competencies: Applied strategic thinking; Computer literacy; Budgeting and financial management; Communication and information management; Continuous improvement; Citizen focus and responsiveness; Developing others; Diversity management; Planning and organizing; Problem solving; Project management.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Coordinate and manage the financial, human resource, risk and security in the court; Manage the strategic and business planning processes; Manage the facility, physical resources, information and communication related to courts; Lead and manage the transformation of the office; Compile and analyse court statistics to show performance and trends; Support case flow management at the court; Compile annual performance and statutory reports to the relevant users; Develop and implement customer service improvements strategies; Manage service level agreements.
<b><u>ENQUIRIES</u></b>	:	Ms N.F. Nkosi Tel No: (031) 3723000
<b><u>APPLICATIONS</u></b>	:	Quoting the relevant reference number and courier your application to: Physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban or drop-off on the above address OR <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a>
<b><u>NOTE</u></b>	:	Separate application must be made quoting the relevant reference number
<b><u>POST 03/33</u></b>	:	<b><u>ASSISTANT DIRECTOR: CHANGE MANAGEMENT REF NO: 26/09/FMS (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R468 459 – R551 823 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	National Office: Pretoria
<b><u>REQUIREMENTS</u></b>	:	An NQF level 6 qualification in Industrial and Organisational Psychology/ Management Services/ Production Management/ Operations Management/ Industrial Engineering/ Human Resource Management/ Public Management/ Administration as recognized by SAQA; A minimum of 3 years' experience in a Change Management environment; Knowledge of Corporate Governance of Policy Framework and Change Management Systems; Knowledge and understanding of Public Service Regulations and Public Finance Management Act. Skills and Competencies: Applied strategic thinking; Applied technology; Budgeting and financial management; Communication and information management; Citizen focus and responsiveness; Diversity management; Impact and influence; Managing interpersonal conflict and resolving problems; Planning and organizing; Decision making; Project management; Computer literacy (MS Word, PowerPoint, Outlook, Excel).

- DUTIES** : Key Performance Areas: Facilitate and coordinate the design of Change Management processes, strategies and frameworks; Coordinate the design and implementation of department-wide change interventions and programmes; Coordinate and mitigate resistance to change; Coordinate and facilitate capacity change management workshops.
- ENQUIRIES APPLICATIONS** : Ms A Van Ross Tel No: (012) 315 1094  
: 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>
- POST 03/34** : **ASSISTANT DIRECTOR: DISPOSAL MANAGEMENT REF NO: 26/02/FMS**
- SALARY** : R468 459 – R551 823 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office: Pretoria  
: An NQF level 7 in Financial Management/ Accounting/ Supply Chain Management/ Logistics/ Purchasing Management/ Auditing/ Public Management/ Cost Management/ Asset Management/ Business Management as recognized by SAQA; A minimum of 3 years' experience in Asset Management at supervisory level; Knowledge and proper understanding of the Asset Management and Supply Chain Management Frameworks; Knowledge of Financial Management, National Treasury Regulations; Knowledge Policy Development and Government-Wide Immovable Asset Management. Skills and Competencies: Applied strategic thinking; Applied technology; Budgeting and financial management; Communication and information management; Citizen focus and responsiveness; Diversity management; Impact and influence; Managing interpersonal conflict and resolving problems; Planning and organizing; Decision making; Project management; Computer literacy (MS Word, PowerPoint, Outlook, Excel).
- DUTIES** : Key Performance Areas: Monitor and report on the implementation of the moveable asset verification plan; Monitor and review existence and completeness of leased assets; Monitor and review the capturing of disposal of assets; Prepare the Disclosure note for the leases and the disposals for Interim and Annual Financial Statements; Provide effective people management.
- ENQUIRIES APPLICATIONS** : Ms A Van Ross Tel No: (012) 315 1094  
: 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>
- POST 03/35** : **ADMINISTRATIVE OFFICER (X6 POSTS)**
- SALARY** : R397 116 – R467 790 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate Office: Pretoria Ref No: 2026/04/GP (X1 Post)  
: Magistrate Office: Himeville Ref No: 26/03/KZN (X1 Post)  
: Magistrate Office: Ndwedwe Ref No: 26/04/KZN (X1 Post)  
: Magistrate Office: Dealesville Ref No: 26/03/FS (X1 Post)  
: Magistrate Office: Phuthaditjhaba Ref No: 26/06/FS (X1 Post)  
: Magistrate Office: Reitz Ref No: 26/09/FS (X1 Post)
- REQUIREMENTS** : Three-year National Diploma / Bachelor Degree in Public Administration / Public Management or equivalent; 3 years administration experience; Knowledge of Human Resource Management, Supply Chain Management and Risk Management; Knowledge of Public Finance Management Act, Knowledge of Financial Management (Vote and Trust Account); Departmental Financial Instructions, BAS and Justice Yellow Pages. Skills and Competencies: People Management; Computer Literacy (Microsoft packages); Good communication skills (written and verbal); Organizing and problem-solving skills; Sound leadership and management skills; Good interpersonal relations.
- DUTIES** : Key Performance Areas: Co-ordinate and manage the financial and human resources of the office; Co-ordinate and manage risk and security in the court; Manage the strategic and business planning process; Manage the Criminal and Civil Court Administration Section and other sections related to Family Court

and Supply Chain; Manage Third Party Funds and Vote Accounts for the office; Co-ordinate, Manage and administer support services to Case Flow Management and other court users.

- ENQUIRIES** : Gauteng: Ms V Shiburi Tel No: (011) 332 9000  
KwaZulu-Natal: Ms V.T. Mlandeliso Tel No: (031) 3723000  
Free State: Ms NM Dywili at 073 775 0709
- APPLICATIONS** : **Free State** Please direct your applications to: The Director: Human Resource, Private Bag X20578, Bloemfontein, 9300 or hand delivered at No 108 St Andrew Street, Bloemfontein OR <https://forms.office.com/r/X2XaVPasWu>. Obtainable using Microsoft edge or the latest Chrome version.  
**KwaZulu-Natal** Quoting the relevant reference number and courier your application to: Physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban or drop-off on the above address OR <https://forms.office.com/r/X2XaVPasWu>  
**Gauteng:** Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X6, Johannesburg, 2000 Or Physical Address: Provincial Office –Gauteng; Department of Justice and Constitutional Development; 7th floor Schreiner Chambers, Corner Pritchard and Kruis street, Johannesburg Or <https://forms.office.com/r/X2XaVPasWu>
- NOTE** : Separate application must be made quoting the relevant reference number.
- POST 03/36** : **PRINCIPAL COURT INTERPRETER (X2 POSTS)**  
This is a re-advertisement, applicants who previously applied are encouraged to re-apply.
- SALARY** : R397 116 – R467 790 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate Court: Port Shepstone Ref No: 26/05/KZN (X1 Post)  
Magistrate Court: Ntuzuma Ref No: 26/06/KZN (X1 Post)
- REQUIREMENTS** : 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; A valid driver's license. Skills and Competencies: Communications skills; Computer literacy; Listening skills; Interpersonal skills; Time management; Computer literacy, Analytical thinking; Problem solving; Planning and organising; Confidentiality; Ability to work under pressure; Art of interpreting.
- DUTIES** : Key Performance Areas: Manage and supervise Interpreters for offices under District; Render interpreting services; Translate legal document and exhibits; Develop terminology; Assist with the reconstruction of Court Records; Provide effective people management; Procure foreign language interpreters and casual Interpreters.
- ENQUIRIES** : Ms V. Mlandeliso Tel No (031) 372 3000
- APPLICATIONS** : Quoting the relevant reference number and courier your application to: Physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban or drop-off on the above address OR <https://forms.office.com/r/X2XaVPasWu>
- NOTE** : Separate application must be made per centre and quoting the relevant reference number.
- POST 03/37** : **STATE ACCOUNTANT: THIRD PARY FUNDS REF NO: 26/13/FS**
- SALARY** : R325 101 – R382 959 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Provincial Office, Bloemfontein
- REQUIREMENTS** : Grade 12 or equivalent; An NQF level 6 in Financial Accounting/ Financial Management/Economics / Public Finance/ Internal Audit, B com in Finance recognized by SAQA; 3 years' experience in Financial Management environment. Knowledge of Public Service Act, Public Service Regulations, Treasury Regulations, Public Finance Management Act, and Budget Management; Knowledge of Division of Revenue Act (DORA), Preferential Procurement Policy Framework Act (PPPFA), Public Audit Act; Knowledge of Payroll administration; Budget management and costing. Skills and Competencies: Computer literacy (MS Word, PowerPoint, Outlook, Excel, etc.); Research and analytical skills; Strong leadership with strategic capabilities; Policy Development, Research, monitoring and Evaluation and

- report writing; Accuracy and attention to detail; Good communication (written and verbal); Presentation and facilitation skills.
- DUTIES** : Key Performance Areas: Monitor the Cash Flow Management for the province; Provide financial administration in the province; Monitor the monthly Third Party Funds (TPF) Bank Reconciliation in the province; Implement and Monitor compliance; Facilitate audit process within the province.
- ENQUIRIES APPLICATIONS** : Ms N Dywili at 073 775 0709  
: Direct your application to: The Director: HR, Private Bag X20578; Bloemfontein, 9300 or hand delivered at 108 St Andrew Street, Bloemfontein, 9300. OR <https://forms.office.com/r/X2XaVPasWu>. Obtainable using Microsoft edge or the latest Chrome version.
- POST 03/38** : **CHIEF ACCOUNTING CLERK REF NO: 26/VA01/NW**
- SALARY** : R325 101 – R382 959 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Provincial Office: North West  
: Grade 12 certificate or equivalent; Three years relevant experience; Knowledge of Public Finance Management Act and Budget Management, Public Service Regulations and Public Service Act, Treasury Regulations, Division of Revenue Act (DORA), Preferential Procurement Policy Framework Act (PPPFA) and Public Audit Act. Skills and Competencies: Computer literacy (MS Word, PowerPoint, Outlook, Excel, etc) Research and analytical skills; Monitoring, Evaluation and report writing skills; Accuracy and attention to detail; Good communication (Verbal and written) skills; Presentation and facilitation skills.
- DUTIES** : Key Performance Areas: Supervise and render financial accounting transactions; Supervise and perform administration support services; Supervise and perform bookkeeping support services; Render a budget support service; Provide effective people management.
- ENQUIRIES APPLICATIONS** : Ms. PM Seletedi Tel No: (018) 39 7 7088/7106  
: Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X2033, Mmabatho, 2735 or hand deliver at 22 Molopo Road, Ayob Gardens, Mafikeng OR <https://forms.office.com/r/X2XaVPasWu>
- POST 03/39** : **MAINTENANCE INVESTIGATOR REF NO: 26/08/FS**
- SALARY** : R325 101 - R382 959 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Magistrate's Office: Odendaalsrus  
: Grade 12 Certificate or equivalent qualification; Relevant Administrative experience in Family Law Matters; Knowledge of the Maintenance Act (Act of 99 of 1989). Skills and Competencies: Computer literacy (MS Office). Good communication skills (verbal and written). Numeric skills; Planning and organizing; Good interpersonal relations; Time management; Ability to work under pressure; Facilitation skills.
- DUTIES** : Key Performance Areas: Serve Maintenance Summons, Warrants and Garnishee Orders for the District in terms of the Maintenance Act; Locate whereabouts of Persons; Give Testimony in Court under oath; Render administrative support to the Office.
- ENQUIRIES APPLICATIONS** : Ms. NM Dywili at 073 775 0709  
: Direct your application to: The Director: HR, Private Bag X20578; Bloemfontein, 9300 or hand delivered at 108 St Andrew Street, Bloemfontein, 9300 OR <https://forms.office.com/r/X2XaVPasWu>. Obtainable using Microsoft edge or the latest Chrome version
- POST 03/40** : **SENIOR COURT INTERPRETER REF NO: 26/02/FS**
- SALARY** : R325 101 – R382 959 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Magistrate Office: Bethlehem  
: Grade 12 and National Diploma in Legal Interpreting or equivalent qualification in the field of languages. OR Grade 12 with 10 year's practical experience in court interpreting. A minimum of three years practical experience in court interpreting, A valid driver's license. Language Proficiency: Bethlehem: English, IsiZulu, Afrikaans and Sesotho. Skills and Competences: Excellent

- communication, Listening, Inter-personal relations, Problem solving, Planning and organising and Analytical thinking skills. Time management. Confidentiality and ability to work under pressure.
- DUTIES** : Key Performance Areas: Render interpreting services; Translate legal documents and exhibits; Develop terminology; Assist with reconstruction of Court Records; Perform specific line and administrative support functions; Assist with capturing on ICMS; Supervise Court Interpreters.
- ENQUIRIES APPLICATIONS** : Ms NM Dywili Tel No: (051) 407 1800/073 775 0709  
: Please direct your applications to: The Director: Human Resource, Private Bag X20578, Bloemfontein 9300 or hand delivered at No 108 St Andrew Street, Bloemfontein OR <https://forms.office.com/r/X2XaVPasWu>. Obtainable using Microsoft edge or the latest Chrome version.
- POST 03/41** : **LEGAL SECRETARY REF NO: 2026/02/GP (X2 POSTS)**
- SALARY** : R228 321 – R268 950 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : State Attorney Pretoria  
: Grade 12 (with typing as subject or Secretarial Certificate or relevant training/qualification that will enable the person to perform the work satisfactorily). Skills and Competencies: Computer literacy; Communication skills (verbal and written); Planning and organizing skills; Interpersonal skills; Attention to detail; Integrity and loyalty; Knowledge of the relevant policies and prescripts; Good telephone etiquette; Sound organizing skills; High level of reliability.
- DUTIES** : Key Performance Areas: Provide secretarial and administrative support; Render administrative support for meetings, functions and conferences; Provide general clerical office administration; Prepare documents for the process to pay accounts
- ENQUIRIES APPLICATIONS** : Ms. V Shiburi Tel No: (011) 332 9000  
: 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 <https://forms.office.com/r/X2XaVPasWu>
- POST 03/42** : **ADMINISTRATION CLERK (DCRS) REF NO: 2026/03/GP**
- SALARY** : R228 321 – R268 950 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Magistrate Office: Garankuwa  
: Grade 12 Certificate or equivalent qualification. Skills and Competencies: Communication skills (verbal and written); Above average computer literacy; Good interpersonal relations; Ability to work under pressure and also solve problems; Customer service; Knowledge of document management and filing.
- DUTIES** : Key Performance Areas: Conduct daily court recordings; Prepare and setup the recording machines and ensuring that microphones are functioning; Report all malfunctions from the machines; Recording of court proceedings; Keep record of all the requests for transcription and record time spent in court per case; Ensure proper management of digital recording of court proceedings and integrity of records; Capturing of cases on ECMS/ ICMS daily; Ensure correct equipment is available for children and disabled; Prepare court records for Appeal and Review; Render assistance in general case flow management; Perform other administration duties as directed by the Court Manager from time to time.
- ENQUIRIES APPLICATIONS** : Ms V Shiburi Tel No: (011) 332 9000  
: Quoting the relevant reference number, direct your application to: The Provincial Office, Private Bag X6, Johannesburg, 2000 OR Physical address: Department of Justice and Constitutional Development; 7th floor Schreiner Chambers, 94 Pritchard Street; Johannesburg OR <https://forms.office.com/r/X2XaVPasWu>
- POST 03/43** : **PROVISIONING ADMINISTRATION CLERK REF NO: 26/11/FS**
- SALARY** : R228 321 – R268 950 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Provincial Office, Bloemfontein

<b><u>REQUIREMENTS</u></b>	:	Grade 12 or equivalent. Skills and Competencies: Interpersonal relations; Flexibility; Teamwork; Accuracy; Accuracy; Aptitude of figures; Technical Competencies; Computer operating skills; Planning and organization; Good verbal and written communication skills; Basic Numeracy skills; Ability to perform routine tasks; Ability to operate office equipment.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Render asset management clerical support. Render demand and acquisition clerical support. Render logistical support services.
<b><u>ENQUIRIES</u></b>	:	Ms N Dywili at 073 775 0709
<b><u>APPLICATIONS</u></b>	:	Direct your application to: The Director: HR, Private Bag X20578; Bloemfontein, 9300 or hand delivered at 108 St Andrew Street, Bloemfontein, 9300. OR <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a> . Obtainable using Microsoft edge or the latest Chrome version.
<b><u>POST 03/44</u></b>	:	<b><u>ADMINISTRATION CLERK (X8 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R228 321 – R268 950 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	Magistrate Office: Hlanganani Ref No: 26/07/KZN (X1 Post) Magistrate Office: Mtunzini Ref No: 26/08/KZN (X1 Post) Magistrate Office: Scottburgh Ref No: 26/09/KZN (X2 Posts) Magistrate Office: Weenen Ref No: 26/10/KZN (X1 Post) Magistrate Office: Lindley Ref No: 26/04/FS (X1 Post) Magistrate Office: Vrede Ref No: 26/ 05/FS (X1 Post) Magistrate Office: Heilbron Ref No: 26/07/FS (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	Grade12 or equivalent qualification. Skills and competencies: Good communication skills (verbal and written); Computer literacy (MS Office); Administrative and Organizational skills; Ability to work under pressure; Good interpersonal relations; Customer service; Document management and filing.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Render clerical support services; Provide supply chain clerical support services within the component; Provide personnel administration support within the component; Provide financial administration support services in the component; Provide various administrative duties.
<b><u>ENQUIRIES</u></b>	:	KwaZulu-Natal: Ms M.P. Khoza Tel No: (031) 372 3000 Free State: Ms N Dywili Tel No: (073) 775 0709
<b><u>APPLICATIONS</u></b>	:	<b>KwaZulu-Natal</b> Quoting the relevant reference number and courier your application to: Physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban or drop-off on the above address OR <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a> <b>Free State;</b> Please direct your applications to: The Director: Human Resource, Private Bag X20578, Bloemfontein, 9300. Or hand delivered at No 108 St Andrew Street, Bloemfontein OR <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a> . Obtainable using Microsoft edge or the latest Chrome version.
<b><u>NOTE</u></b>	:	Separate application must be made quoting the relevant reference number.
<b><u>POST 03/45</u></b>	:	<b><u>COURT INTERPRETER (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R228 321 – R268 950 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	Magistrate's Office: Phuthaditjhaba Ref No: 26/10/FS (X1 Post) Magistrate Office: Pinetown Ref No: 26/11/KZN (X1 Post) (This is a re-advertisement, applicants who previously applied are encouraged to re-apply)
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or equivalent qualification; Proficiency in English and one or more indigenous languages: Language Proficiency: KwaZulu-Natal: IsiZulu and IsiXhosa; Phuthaditjhaba: English, Sesotho and Zulu. Three months Practical experience and driver's license will be an added advantage. Applicants will be subjected to a language test. Skills and Competencies: Computer literacy (MS Office); Good communication (written and verbal); Administration and organizational skills; Ability to maintain interpersonal relations; Accuracy and attention to detail.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES</u></b>	:	Free State: Ms NM Dywili at 073 775 0709 KwaZulu-Natal: Ms V Mlandeliso Tel No: (031) 372 3000

- APPLICATIONS** : **Free State:** Direct your application to: The Director: HR, Private Bag X20578; Bloemfontein, 9300 or hand delivered at 108 St Andrew Street, Bloemfontein, 9300. OR <https://forms.office.com/r/X2XaVPasWu>. Obtainable using Microsoft edge or the latest Chrome version.  
**KwaZulu-Natal:** Quoting the relevant reference number and courier your application to: Physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban or drop-off on the above address OR <https://forms.office.com/r/X2XaVPasWu>
- POST 03/46** : **REGISTRY CLERK REF NO: 26/14/FS**
- SALARY** : R228 321 – R268 950 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : State Attorney: Bloemfontein  
Grade 12 or equivalent qualification; Knowledge of document management and filing. Skills and Competencies: Good communication skills (written and verbal); Good interpersonal skills; Ability to work under pressure and to solve problems; Customer service; Computer literacy (MS Office).
- DUTIES** : Key Performance Areas: Provide registry counter services; Handle incoming and outgoing correspondence; Render an effective filing and record management service; Operate office machines in relation to the registry function; Process documents for archiving and/ disposal.
- ENQUIRIES APPLICATIONS** : Ms N Dywili at 073 775 0709  
Direct your application to: The Director: HR, Private Bag X20578; Bloemfontein, 9300 or hand delivered at 108 St Andrew Street, Bloemfontein, 9300 OR <https://forms.office.com/r/X2XaVPasWu>. Obtainable using Microsoft edge or the latest Chrome version.
- POST 03/47** : **MESSENGER REF NO: 26/12/KZN**
- SALARY** : R193 359 – R227 766 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Magistrate's Office, Newcastle  
Grade 10/Abet level 4; A valid driver's license. Skills and Competencies: Basic Computer literacy; Communication at appropriate level; Sound interpersonal relations; Ability to liaise with team members and members of the public.
- DUTIES** : Key Performance Areas: Render driver/ messenger support services; Collect correspondence, distribute mail and parcels to the various office; Collect documents from respective government institutions; Transport officials to various destinations; Render clerical support services.
- ENQUIRIES APPLICATIONS** : Ms N.F. Nkosi Tel No: (031) 372 3000  
Quoting the relevant reference number and courier your application to: Physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban or drop-off on the above address OR <https://forms.office.com/r/X2XaVPasWu>
- POST 03/48** : **SECURITY OFFICER REF NO: 26/13/KZN**
- SALARY** : R163 680 – R192 810 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Magistrate's Office, Empangeni  
Grade 12; Knowledge of Physical Security procedures and processes, Safety and Security Legislative Frameworks, PSIRA Grade C. Skills and Competencies: Communication skills (verbal and written); Problem solving; Good interpersonal relations; Planning and organizing skills; Computer literacy; Ability to operate security equipment; Understanding of confidentiality in Government.
- DUTIES** : Key Performance Areas: Provide access control; Improve safety in the building or premises; Prohibit unauthorized items from entering or leaving the building or premises; Watch CCTV cameras; Enrol staff on bio-metric system; Provide access to staff coming to the premises over weekends.
- ENQUIRIES APPLICATIONS** : Ms M.P. Khoza Tel No: (031) 372 3000  
Quoting the relevant reference number and courier your application to: Physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban or drop-off on the above address OR <https://forms.office.com/r/X2XaVPasWu>

## OFFICE OF THE CHIEF JUSTICE

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

**APPLICATIONS**

- : **National Office (Midrand):** Quoting the relevant reference number, direct your application to: The Director: Human Resources, Office of the Chief Justice, Private Bag X10, Marshalltown, 2107 or hand deliver applications to the Office of the Chief Justice, Human Resource Management, 188, 14th Road, Noordwyk, Midrand, 1685.
- : **Western Cape Provincial Service Centre:** Quoting the relevant reference number, direct your application to: The provincial Head, Office of the Chief Justice, Postal Address: Private Bag X9020, Cape Town, 8000, or hand deliver applications to the Office of the Chief Justice, Provincial Service centre 30 Queen Victoria Street, Cape Town.
- : **Gauteng:** Pretoria High 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.
- : **KwaZulu-Natal/Durban:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X54314, Durban, 4001. Applications can also be hand delivered to 1st Floor Office No 118, CNR Somtseu8 & Stalwart Simelane Streets, Durban, 4000.

**CLOSING DATE**

: 13 February 2026

**NOTE**

: All applications must be submitted on a New Z83 form, which can be downloaded on internet at [www.judiciary.org.za](http://www.judiciary.org.za) / [www.dpsa.gov.za/dpsa2g/vacancies.asp](http://www.dpsa.gov.za/dpsa2g/vacancies.asp) or obtainable from any Public Service Department and should be accompanied by a recent comprehensive CV only; contactable referees (telephone numbers and email addresses must be indicated). Please send your documents in a PDF and put them in one folder. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. Applicants could be required to provide consent for access to their social media accounts. Prior to appointment for SMS, a candidate would be required to complete the Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course, endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Each application form must be fully completed, duly signed and initialed on both pages by the applicant. The application must indicate the correct job title, the office where the position is advertised and the reference number as stated in the advert. Failure by the applicant to 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.

#### **OTHER POSTS**

- POST 03/49** : **LAW RESEARCHER REF NO: 2025/388/OCJ**
- SALARY** : R468 459 - R551 823 per annum (Level 09). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Western Cape Division of The High Court: Cape Town  
Applicants should be in possession of LLB degree or a four-year recognised legal qualification. A minimum of three (3) years legal research experience. Sound knowledge of domestic and international legal databases. A valid driver's license and LLM will be an added advantage. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements. Skills And Competencies: Excellent communication skills (written and verbal); Understanding of the Constitution and relevant legislation; Computer literacy (MS Word, Outlook and Internet); Ability to access and utilize computer research programmes (Westlaw, LexisNexis, Jutastat); Planning and organizing; Ability to integrate knowledge from diverse sources; Accuracy and attention to detail; Interpersonal skills; Problems solving skills; Ability to work under pressure; Ability to work independently.
- DUTIES** : Perform all legal duties for the Judges to enable them to prepare judgments. Research and retrieve all material from all sources in both hard copy and electronic format on legal issues, as requested by Judges. Read all the relevant material and analyse it thoroughly. Discuss all possible variations on a legal point with colleagues and/or the Judge. Prepare a comprehensive memorandum on the outcome of the research. Proof read all judgments, articles, speeches and conference papers. Verify all references and footnotes in all judgments and legal articles against the original text for correctness. Correct documents with the help of track changes to allow for the acceptance/rejection of the proposed changes. Drafting of speeches, conference notes and legal articles. Monitoring and bringing to the attention of Judges of the court recent developments in case law and jurisprudence. Provide support to court personnel with research related queries as assigned.
- ENQUIRIES** : Technical Related Enquiries: Mr. S Coko Tel No: (021) 480 2586  
HR Related Enquiries: Mr. SD Hlongwane Tel No: (021) 469 40328
- APPLICATIONS** : Applications can be sent via email at [2025/388/OCJ@judiciary.org.za](mailto:2025/388/OCJ@judiciary.org.za)
- NOTE** : The Organization will give preference to candidates in line with the Employment Equity goals.
- POST 03/50** : **SENIOR HUMAN RESOURCE INFORMATION PRACTITIONER REF NO: 2025/389/OCJ**
- SALARY** : R397 116 – R467 790 per annum (Level 08). The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office: Midrand

**REQUIREMENTS**

: Applicants should be in possession of a National Diploma in Human Resources Management or an equivalent and relevant qualification in the field at NQF Level 6, as recognised by SAQA, A minimum of three (3) years related working experience and PERSAL Certificates, a valid Driver's license will serve as an advantage. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements. Knowledge and Skills: Good knowledge of organisational design, frameworks, practices, and processes in the Public service, knowledge of HR policies/ implementation strategies, knowledge of relevant HR Management, knowledge of Labour Relations Act, knowledge of Public Service Act 1994, knowledge of Public Service Regulations 2016, knowledge of Treasury Regulations and Public Financial Management Act, Basic Conditions of Employment Act 1997, good understanding of departmental prescripts and frameworks (e.g. departmental codes), Batho Pele principles. computer literacy, analytical thinking, problem solving skills, motivational skills, time management, presentation skills, communication and report writing skills, practical Knowledge of Computer Skills, presentation skills, report Writing Skills and project Management Skills.

**DUTIES**

: Maintain PERSAL information for OCJ: Maintain information on PERSAL in line with the OCJ structure, update PERSAL transactions e.g. movements, relocations, job titles, component changes, salary and rank codes, align PERSAL establishment with the Organogram, update PERSAL on a regular basis. Maintain staff establishment on PERSAL: Create and abolish positions in line with Public Service Act 1994 and Public Service Regulations 2016, maintain staff establishment information, update details of positions on PERSAL system according to the structure and the staff establishment, monitor information on PERSAL, attend to enquiries relating to staff establishment. Serve as PERSAL Controller during the absence of the Departmental PERSAL Controller. Conduct the Employment Equity in the workplace: Provide support with the Departmental Employment Equity (EE) Plan, provide support with the process of effective implementation of the Employment equity plan and conduct EE audits to identify the barriers, develop numerical targets that will guide recruitment targets, compile the Employment Equity report to be submitted to Department of Labour, coordinate the quarterly sitting of the Employment Equity Committee and the reaching of the numeric goals and targets, communicate approved EE plan to the EE Committee, branches and regions, coordinate and monitor compliance of Employment Equity. Provide support with the review and implementation of the Departmental Human Resource Planning (HRP) strategies, facilitate and co-ordinate the development, implementation and maintenance of the Departmental Human Resource Planning (HRP) strategies: Provide support with the functioning of HRP Committee, coordinate and facilitate Employment Equity Plans and issues, monitor and evaluate HRP and EE implementation plans.

**ENQUIRIES**

: Technical Related Enquiries: Ms D Kupa Tel No: (010) 493 8771  
HR Related Enquiries: Mr A Khadambi Tel No: (010) 493 8771

**APPLICATIONS**

: Applications can be via email to: [2025/389/OCJ@judiciary.org.za](mailto:2025/389/OCJ@judiciary.org.za)

**NOTE**

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

**POST 03/51**

: **JUDGE'S SECRETARY REF NO: 2025/390/OCJ**

**SALARY**

: R325 101 – R382 959 per annum (Level 07). The successful candidate will be required to sign a performance agreement.

**CENTRE**

: KwaZulu Natal Division of The High Court: Durban

**REQUIREMENTS**

: Applicants should be in possession of a grade 12 certificate. An LLB degree or a minimum of 20 modules completed towards an LLB, BA/ BCom Law degree. A minimum of one (1) year secretarial experience. A valid driver's license will serve as an added advantage. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements. Skills and Competencies: Good communication skills (verbal and written). Administration and organizational skills. Exceptional interpersonal skills. Ability to meet strict deadlines and to work under pressure. Attention to detail. Customer service skills and excellent typing skills including Dictaphone typing. Confidentiality and time management. Computer literacy (MS Word) and research capabilities.

- DUTIES** : Ensure attendance and screening of all incoming and outgoing calls. To ensure that appointments and meetings of the Judge are diarized. To ensure that the judgments are typed and correspondences are filed accordingly in the right sections. To ensure that signed Judgments and orders handed down in court or virtually are sent to the typist and the Library (Judgment only). To ensure that all visitors are received, screened and their queries are attended to. To ensure that all incoming and outgoing documents are recorded and filed. To ensure that stationery for the Judge is ordered and collected. To ensure that the court files are ready and Judge has all documents in the file on time as per duty roster. To ensure that all files received from various section(s) are verified by the Registrar of that section. To ensure that the register of reviews is up to date and signed on receipt and return of reviews to the review Clerk. To ensure that he register/template of the reserved judgment is updated and notifying the Statistics officer as well as the office of the Judge President when judgment has been handed down. To ensure 12 that the transcribed judgments from transcribers reach the Judges for approval and signature. To ensure that the Heads of Arguments from various stakeholders are received filed and verified. Informing parties involved via e-mail and or telephonically of time and date when reserved judgments will be handed down, further notifying them on how the judgement will be handed down. To ensure that the bench book of the Judge is prepared and files are in court before the court starts or before Judge enters the court. To ensure that all cases are called and recorded as per court roll. Calling the case number and the parties' names on record before Judge can allow parties to start with their matters. To ensure that the correct Oath ID or declaration is administered in court, when required. To ensure that the exhibits are handled, controlled and noted professionally and captured accordingly. To ensure that the correct order is endorsed on the file and or on Case lines after it was granted by Judge in court. To ensure that all the travel, accommodation arrangements are in order on time, attend to sign the documents being signed prior approval. To ensure that the Judge's logbook is submitted on or before 5th of every month to the Transport Officer. To ensure that the car is booked for either maintenance and service, receive the preauthorization for the Judge's vehicle. To remind the Judge of the 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 court roll(s) is submitted to the Statistical Officer on or before every Friday.
- ENQUIRIES** : Technical enquiries: Ms K Marais Tel No: (031) 492 4699  
HR related enquiries: Ms SZ Mvuyana Tel No. (031) 492 1721
- APPLICATIONS** : Applications can be sent via email at [2025/390/OCJ@judiciary.org.za](mailto:2025/390/OCJ@judiciary.org.za)
- NOTE** : The Organisation will give preference to candidates in line with the Employment Equity goals.
- POST 03/52** : **JUDGE'S SECRETARY REF NO: 2025/391/OCJ**  
(12 months non-renewable contract)
- SALARY** : R325 101 - R382 959 per annum, plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Gauteng Division of The High Court: Pretoria
- REQUIREMENTS** : Applicants should be in possession of a Grade 12. A minimum of one (01) to two (02) 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. 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. 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.
- DUTIES** : To ensure attendance and screening of all incoming and outgoing calls. To ensure that appointments and meetings of the Judge are diarized. To ensure that the judgments are typed, and correspondence is appropriately captured and saved in the correct locations and safeguarded. To ensure that signed Judgments and orders are properly handed down in person in court and/or virtually. To ensure that draft judgements are expeditiously handled and typed.

To ensure all visitors in the Judge's Chambers are received, screened and their queries are attended to. To ensure that all incoming and outgoing documents are recorded and filed. To ensure that stationery for the Judge is ordered and collected. To ensure that the court files are ready, the Judge has access to all his allocated files and documents in the file on time as per duty roster. To ensure that all files received from various sections(s) are verified by the Registrar of that section. To ensure that the Judges Chamber register of reviews is up to date and signed on receipt and return of review files to the review Clerk. To ensure that the register/template for the reserved judgements is updated timeously and that the Statistics Officer as well as the office of the Judge President is notified when judgement remains outstanding and/or has been handed down. To ensure that transcribed judgements from transcribers reach the Judges for approval and signature. To prepare court rolls for Opposed Motion and Urgent Court and distribute to stakeholders. To ensure that the Heads of Argument from various stakeholders are received, filed and verified. Informing parties involved via e-mail and or the time telephonically of time and date when reserve judgements will be handed down, further notifying them on how the judgement will be handed down. To ensure that the bench book of the Judge is prepared, and files are in court before the court starts or before the Judge enters the court. To ensure that all stakeholders involved are present in court before commencement of proceedings. To ensure that all cases are called and recorded as per court roll. Calling the case number and the parties' names on record before Judge can allow parties to start with their matters. To ensure that the correct Oath ID or declaration is administered in court, when required. To ensure that the exhibits are handled, controlled and noted professionally and captured accordingly. To ensure that the correct order is endorsed on the file and or on Case lines after it was granted by Judge in court. To ensure that all the travel and accommodation arrangements are in order on time, attend to sign the documents being signed prior approval. To ensure that the Judge's logbook is submitted on or before 5th of every month to the Transport Officer. To ensure that the car is booked for either maintenance and service, receive the pre-authorization for the Judge's vehicle. To ensure the submissions of Cell phone and 3G data claims for process purposes. To ensure that court roll(s) are submitted to the Statistical Officer on or before every Friday. To ensure that all updates on the loose leafs in the Judge's library are attended to. Good communication skills (verbal and written) Administration and organizational skills. Exceptional interpersonal skills. Ability to meet strict deadlines and to work under pressure. Attention to detail. Customer service skills and excellent typing skills including Dictaphone typing. Confidentiality and time management. Computer literacy (MS Word) and research capabilities. The Department reserves the right not to make any appointments.

- ENQUIRIES** : Technical enquiries: Ms M Campbell Tel No: (012) 492 6799  
HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
- APPLICATIONS** : Applications can be sent via email at [2025/391/OCJ@judiciary.org.za](mailto:2025/391/OCJ@judiciary.org.za)
- NOTE** : The Organization will give preference to candidates in line with the Employment Equity goals.
- POST 03/53** : **HUMAN RESOURCE CLERK REF NO: 2025/392/OCJ**
- SALARY** : R228 321 – R268 950 per annum (Level 05). The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office: Midrand
- REQUIREMENTS** : Applicants should be in possession of a grade 12 (NQF 4) certificate or equivalent. A National Diploma in Human Resources Management or an equivalent and relevant qualification in the field at NQF Level 6, as recognised by SAQA will be an added advantage. No experience required. Exposure in the field will be an added advantage. Knowledge: knowledge and understanding of the legislative framework governing the Public Service, Knowledge of Public Service Act, Knowledge of Public Service Regulations 2016, Knowledge of storage and retrieval procedures in terms of working environment, Batho Pele Principles, Knowledge of PERSAL system will be an added qualification. Skills: Communication skills (verbal and written), Administration skills, Planning and organizing skills, Computer skills, Time management skills, Basic numeracy skill, Interpersonal relations, Typing skill.
- DUTIES** : Render administration services for recruitment, selection and appointment processes within the unit, Provide support to the Conditions of Services,

**ENQUIRIES**  
**APPLICATIONS**  
**NOTE**

- Provide administrative support services. Provide support to HR records management.
- : Technical enquiries/HR related: Mr A Khadambi Tel No: (010) 493 8771
  - : Applications can be sent via email to: [2025/392/OCJ@judiciary.org.za](mailto:2025/392/OCJ@judiciary.org.za)
  - : OCJ will give preference to candidates in line with the departmental Employment Equity.

## DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

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



- CLOSING DATE** : 20 February 2026 at 16H00
- NOTE** : Applications must be submitted on the prescribed Z83 application form (obtainable from any Public Service Department or on the DPSSA website link: <https://www.dpsa.gov.za/newsroom/psvc/>, which must be signed, initialled and dated by the applicant, and must be accompanied by a detailed curriculum vitae (CV) only. Candidates are not required to submit certified copies of qualifications and related documents on application. Only shortlisted candidates will be required to submit certified copies of qualification and other related documents on or before the date of interview, which should not be older than six months. Should an application be submitted using incorrect/old Z83 application form, such an application will be disqualified. Further take note of the following on completion of Z83 application form: PART A and PART B must be fully completed. PART C - PART G: Noting that there is a limited space provided applicants may refer to CV or indicate. This will be acceptable as long as the CV has been attached and provides the required information. Page 1 of the Z83 application form must be initialled and page 2 signed and dated by the applicant. Failure to comply with the above instructions may result in an application being disqualified. Applicants applying for more than one advertised post must submit separate Z83 application forms and CVs in respect to each post being applied for. Should an application be received where an applicant has applied for more than one posts on the same Z83 application form, the applicant will be considered for the first post indicated on the Z83 application form only. Applications will be received via post/courier services, hand deliveries or email. Late applications will not be considered. Regulation 57 (c) and 67 (9) of the Public Service Regulations 2016, as amended, requires the executive authority to ensure that he or she is fully satisfied of the claims being made and the finalisation of Personnel Suitability Checks in order to verify claims and check the candidate for purpose of being fit and proper for employment, respectively. Shortlisted candidates must be willing to undergo normal vetting and verification processes. Note: It is the responsibility of all applicants to ensure that foreign qualifications are evaluated by SAQA. Due to large volume of responses anticipated, receipt of applications will not be acknowledged, and correspondence will be limited to shortlisted candidates only. Should you not have heard from us within three months from the closing date, please regard your application as unsuccessful. 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. Entry level requirements for SMS posts: in terms of the Directive on Human Resource Management and Development on Public Service Professionalisation Volume 1 a requirement for appointment into SMS posts is the successful completion of the Senior Management Pre-Entry programme as endorsed by the National School of Governance (NSG) (submitted 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-entry-programme/>. Note: For emailed applications, please submit a single PDF document or One Attachment per application to the email address designated on the specific position. Kindly note that the emailed applications and attachments should not exceed 15mb. It remains the candidate's responsibility to ensure that their application is successfully submitted using the required single pdf document.
- ERRATUM:** Kindly note that the following post was advertised in Public Service Vacancy Circular 01 dated 16 January 2026 with closing dated of 30 January

2026, (1) Chief Works Manager: Manager with Ref No: 2026/182, Centre: Nelspruit regional office, (2) Chief Artisan (Grade A): Electrical/Mechanical Workshop with Ref No: 2026/02, Centre: Cape Town Regional Office. Please note that the above pots are withdrawn.

**OTHER POSTS**

- POST 03/54** : **DEPUTY DIRECTOR: FINANCIAL ACCOUNTING REF NO: 2026/28**
- SALARY** : R896 436 per annum
- CENTRE** : Mmabatho Regional Office
- REQUIREMENTS** : A minimum of three years tertiary qualification (NQF Level 6) in Accounting or Financial Management. (An undergraduate qualification (NQF Level 7) in Accounting / Financial Management and Completed SAICA Articles. CA(SA) / CTA will be an added advantage); Relevant years post articles experience in Finance or relevant field; Demonstrative experience in accrual accounting; Willingness to adapt to a work schedule in accordance with office requirements. Knowledge: Financial prescripts (IFRS, GRAP, SA GAAP); Knowledge of ERP environment; Financial Statement preparation and consolidation including posting of general journals. Skills: Planning and organizing; Problem solving; Analytical thinking; Interpersonal relations and diplomacy; Ability to conduct research and gather information; Report writing; Management skills; Numeric; Advanced computer skills including MS Excel. Personal Attributes: Creative, Dedicated, Approachable, Hard-working, Trustworthy. Other: Ability to work within specific timeframes. Ability to communicate at all levels.
- DUTIES** : Preparing Financial Statement for the Property Management Trading Entity and Management of AFS accounting and disclosure of assets, accruals, operating & finance leases, prepaid expenses, commitments and retentions. Reviewing efficiency and effectiveness of systems of internal controls at the regions in order to improve the integrity of financial information. Liaising with line function and other finance officials in order to obtain accurate and reliable inputs for financial reporting purposes within deadlines (focusing on accrued expenses, prepaid expenses, immovable assets and construction projects related expenses, commitments). Compilation of accurate financial inputs for reporting purposes, including creation of audit file with supporting schedules and evidence. Provide technical accounting support to line function and finance officials. Assist in the development and monitoring of the audit action plan. Updating and maintenance of the operating lease register. Assist in the tracking of invoices to ensure invoices are paid within 30 days of receipt. Responsible for providing responses to audit findings, discussing technical audit issues with AGSA as well providing guidance on audit issues to line function and finance units within the regions. Performing month-end procedures including clearing suspense accounts and financial information for construction project management. Empower officials with GRAP accounting and financial management skills development. Effective management of the finance officials under candidate's supervision. Ensure effective corporate governance processes and sound resources management.
- ENQUIRIES** : Mr. R Matlala Tel No: (012) 406 2194
- APPLICATIONS** : The Regional Manager, Department of Public Works, Private Bag X120, Mmabatho, 2735 or 810 Corner Albert Luthuli Drive and Maisantwa Streets, Unit3, Mmabatho, 2735 or email to: [RecruitMBT26-03@dpw.gov.za](mailto:RecruitMBT26-03@dpw.gov.za)
- FOR ATTENTION** : Mr. T Oagile
- POST 03/55** : **ASSISTANT DIRECTOR: OCCUPATIONAL HEALTH & SAFETY OFFICER (BUILDING) STATUTORY COMPLIANCE- OHS REF NO: 2026/29**
- SALARY** : R582 444 per annum
- CENTRE** : Nelspruit Regional Office
- REQUIREMENTS** : A minimum three tertiary qualification (NQF Level 06) and appropriate years work-related experience in the field of Building/ Environment/ Civil Engineering. A SAMTRAC NOSA qualification will serve as an added advantage. Valid driver's license. Extensive knowledge of building services and structural elements, civil services and associated infrastructure and drawing designs, Understanding of Occupational Health and Safety Act and regulations, Code of Practice of South African National Standard and related prescripts and National Building Regulations, Good verbal and written communication skills,

- Computer literacy, Good interpersonal relations, Incident investigation, report writing and presentation skills.
- DUTIES** : Ensure and facilitate the implementation of the Occupational Health and Safety Act and regulations within the Region. Effectively manage general administration and safety regulations. Ensure workplaces are accessible to people with disabilities. Conduct construction worksite audits/inspections. Evaluate and conduct inspections in state and leased buildings. Facilitate the issuing of the electrical certificate of Compliance including the occupancy certificate issued by local authority. Conduct incident investigations. Effectively manage HRA. Research and improve existing systems. Facilitate information sessions/ training. Compile and present presentations and assist in the implementation of the evacuation drill within the regional office. Provide technical advice to client's departments. Prepare H&S specifications. Approve the H&S Plan. Attend site meetings for departmental projects Compile monthly/quarterly reports and make recommendations.
- ENQUIRIES APPLICATIONS** : Mr N Mathivha Tel No: (013) 753 6303
- FOR ATTENTION** : The Regional Manager, Department of Public Works, Private Bag X11280, Nelspruit, 1200. Physical Address: 30 Brown Street, Nedbank Building, 9th Floor, Nelspruit or email to: [RecruitNEL26-01@dpw.gov.za](mailto:RecruitNEL26-01@dpw.gov.za)
- POST 03/56** : Mr E Nguyuza
- ASSISTANT DIRECTOR: BUDGETS (ACCOUNTS AND BUDGETS OFFICE)**  
**REF NO: 2026/30**
- SALARY CENTRE REQUIREMENTS** : R468 459 per annum  
: Cape Town Regional Office  
: A minimum of three years tertiary qualification (NQF Level 6) in Financial Management or related. Relevant years of experience at supervisory. Good verbal and written communication skills; basic numeracy; advanced interpersonal and diplomacy skills; problem solving skills; decision making skills; numeracy; statistical skills. Public Finance Management Act; National Department of Treasury regulations, guidelines and directives; Departments' Reconciliation processes; Understanding of Governments financial delegations; Management of governments departments chart of accounts; Government Budget systems and procedures; Government Financial Systems; Supply Chain Management; Financial prescripts (GAAP and GRAP). Ability to work under stressful situations; ability to communicate at all levels.
- DUTIES** : Participate in the development, maintenance and implementation of departmental financial policies. Advice line function on the implementation and interpretation of financial procedures and policies. Facilitate the implementation of changes in public finance management policies. Implement internal control measures in compliance with departmental policies. Facilitate the implementation of Treasury Regulation in the department. Issue guidelines to and train line managers on latest developments in public finance management regulations. Facilitate budget planning, adjustment and reporting. Verify the capturing of payroll transactions on the accounting system. Monitor income against budget and review reconciliations. Oversee and undertake the development of corrective measures when required. Coordinate and review disclosure notes on revenue collection. Coordinate and collate financial supporting information for planning purposes. Ensure completeness and accuracy of financial information. Ensure cash flow management of the regional office for monthly reporting. Attend to internal and external queries including audit queries. Report on revenue collected. Attend to and investigate each transaction on the BAS financial reports to obtain supporting documents and provide support within the budget sections. Manually authorise journals to correct cost centres and ensure that all necessary supporting documents are verifiable and authentic. Approve journals on BAS for the clearing of transactions to correct cost centres. Ensure that all misallocation of expenditure are attended to on daily basis. Provide general supervision of employees. Allocate duties and do quality control of the work delivered by supervisees. Advice and lead supervisees with regard to all aspects of the work. Manage performance, conduct and discipline of supervisees. Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively. Develop, implement and monitor work systems and processes to ensure efficient and effective functioning.
- ENQUIRIES** : Ms. N Ndiyane Tel No: (021) 402 2108

**APPLICATIONS** : The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000 or Hand Deliver at Ground floor, Customs House Building, Lower Heerengracht Street, Cape Town or email to: [RecruitCPT26-20@dpw.gov.za](mailto:RecruitCPT26-20@dpw.gov.za)

**FOR ATTENTION** : Ms. C Rossouw

**POST 03/57** : **ASSISTANT DIRECTOR: REVENUE AND DEBT MANAGEMENT (ACCOUNTS RECEIVABLES) REF NO: 2026/ 31**

**SALARY** : R468 459 per annum  
**CENTRE** : Head Office (Pretoria)  
**REQUIREMENTS** : A minimum of three years tertiary qualification (NQF Level 6) in Accounting. Relevant years of experience in Debt Management as State Accountant level (07) in a GRAP environment. Supervisory skills and articles will be an added advantage. Knowledge of Public Finance Management Act, National Treasury Regulations, ERP/BAS systems (SAGEX3 an advantage) and other sound Financial Management prescripts. A valid driver's license. Willingness to travel. Skills: Strong administrative, analytical and communication skills (both written and verbal), computer literacy with advanced Excel skills and good interpersonal skills. Presentation and report writing skills, organizing and planning, problem solving, diplomacy, ability to work independently and under pressure to meet tight deadlines. Team player with strong negotiation skills.

**DUTIES** : The successful candidate will: Assist effective management of accounts receivables as well as implementation and maintenance of debt risk management system. Co-ordinate the financial processes for the recovery of funds owed to the department. Co-ordinate the compilation of invoices and claims based on consolidated details and calculate monthly advance charges for Client Departments. Ensure timeous payment of advances on accommodation charges. Ensure that clients are billed timeously. Compile/Manage the compilation of accounts receivable reports and GRAP accounting of leases. Assist regional offices to reconcile the accounts and ensure completeness and accuracy. Collate all sub-directorate financial reports, including Regions. Assist in management of timeous resolution of audit queries. Record and manage claims issued to National Government Departments, for accuracy and recoverability. Communicate with client departments regarding non-payment of services and advances. Monitor and manage the consolidated payments reconciliation on SAGEX3 Financial System. Report on revenue collected by the department, follow up on non-payment of invoices and assist with the management of the Debt Management team. Monitor the year end consolidation and submission of AFS inputs.

**ENQUIRIES** : Mr. B Leketi Tel No: (012) 406 1223  
**APPLICATIONS** : The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand Delivered to CGO Building, Corner Bosman and Madiba Street, Pretoria. Or email to: [Recruitment26-01@dpw.gov.za](mailto:Recruitment26-01@dpw.gov.za)

**FOR ATTENTION** : Ms NP Mudau

**POST 03/58** : **ASSISTANT DIRECTOR: PROPERTY PAYMENTS REF NO: 2026/32**

**SALARY** : R468 459 per annum  
**CENTRE** : Bloemfontein Regional Office  
**REQUIREMENTS** : A minimum of three years tertiary qualification (NQF Level 6) in Economics, Finance and Accounting, Business Management. Valid driver's license. Knowledge of PFMA, Treasury Regulations and other transcripts. Relevant years of experience at Supervisory level. Computer literacy. Knowledge of financial and payment systems will be an added advantage. Relevant years of experience in payment of accounts. Report writing and good communication skills, verbal and written. Organising and problem solving abilities. Good financial, interpersonal, analytical and budgeting skills. Ability to manage stakeholders' i.e. municipalities, clients department, landlords and private individuals. Ability to work under pressure.

**DUTIES** : Responsible to supervise the expenditure on properties through supervising payment of rates and taxes, municipal services, lease rentals and other property related payment in the region. Implement long-term strategies to contain municipal services expenditure. Ensure a sound property expenditure management system, including minimization of accounts payable to avoid fruitless, wasteful, irregular and unauthorized expenditure. Assist in the compilation of the sub-directorate's budget. Ensure that an accurate asset register is in place and maintained regularly for use in processing expenditure

for all state owned properties. Ensure that all financial transactions for four stages of the life cycle of the property are recorded and monitored on PMIS. Responsible for implementing strategies to ensure good audit reports. Supervise staff and manage their performance according to the Performance Management System.

**ENQUIRIES** : Mr. T Manamela Tel No: (051) 408 7539  
**APPLICATIONS** : The Regional Manager, Department of Public Works, Private Bag X20605, Bloemfontein, 9301 or Hand Delivered to 18 President Brandt Street Bloemfontein, 9301 or email to: [RecruitBloem26-04@dpw.gov.za](mailto:RecruitBloem26-04@dpw.gov.za)  
**FOR ATTENTION** : Mr D Manus

**POST 03/59** : **ASSISTANT DIRECTOR: PROPERTY BUDGET MANAGEMENT REF NO: 2026/33**

**SALARY** : R468 459 per annum  
**CENTRE** : Head Office (Pretoria)  
**REQUIREMENTS** : A minimum of three years tertiary qualification (NQF Level 6) in Accounting, Financial Management or equivalent qualifications. Relevant years of experience in budgeting and planning, willing to adapt to work schedule in accordance with office requirements. Have knowledge of Public Finance Management Act; Treasury Regulations; MS Office – Word and Excel; basic research and information gathering. Sound interpersonal and communication skills, computer literate, multi-tasked skills, self-driven, result orientated, motivated, meet deadlines and acceptance of responsibility. Applicants must clearly demonstrate their competencies regarding MS Office packages, especially Excel.

**DUTIES** : Compile, analyse and submit budget review and proposal documents for the PMTE during the annual budget process; Prepare the monthly expenditure report and advice thereof; analyse expenditure; evaluate financial implications on policy development and changes, provide budget and financial advice to budget managers in terms of PFMA, Treasury Regulation and Treasury Guidelines, attend to internal and external queries, including audit queries, facilitate the collection of budget inputs from line managers; analyse and verify budget inputs with line managers; consolidation of budget inputs and allocating per objective; assist in coordinating the shifting of funds; ensure that budget planning is within the statutory requirements; advise line managers on over and under expenditure, drawing financial reports from SAGE, WCS and ARCHIBUS; compiling progress reports and submit to management for financial reporting; assist in providing financial support to management and assist with the implementation of the strategic plan of the PMTE; ensure that all financial records are in compliance with financial policies, regulations, manuals, directives, Acts and Accounting Standards before any transaction can be effected either manually or on the system; Implement Internal control measures and conduct risk assessments. Management and supervision of subordinates.

**ENQUIRIES** : Ms. F Makhubela Tel No: (012) 406 2071  
**APPLICATIONS** : The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand Delivered to CGO Building, Corner Bosman and Madiba Street, Pretoria. Or email to: [Recruitment26-02@dpw.gov.za](mailto:Recruitment26-02@dpw.gov.za)  
**FOR ATTENTION** : Ms NP Mudau

**POST 03/60** : **ASSISTANT DIRECTOR: PROPERTY BUDGET MANAGEMENT (PROPERTY BUDGET ADMINISTRATION) REF NO: 2026/34**

**SALARY** : R468 459 per annum  
**CENTRE** : Head Office (Pretoria)  
**REQUIREMENTS** : A minimum of three years tertiary qualification (NQF Level 6) in Project/Property Budget Administration field or Quantity Surveying or Finance field/Budget Management. Relevant years of experience in project budget administration. Knowledge of the Works Control System (WCS) and the ability to source and analyse information to formulate financial reports. Sound budgeting, financial, programme management (relevant to the built environment) and administrative skills. Possess analytical, and problem-solving skills. Have an understanding of the various facets of the built (construction) environment. Computer literacy in MS Office (with specific reference to MS Word, MS Excel, MS PowerPoint and MS Outlook).

**DUTIES** : Assist with the programming of services on the Works Control system (WCS). Approve authorisations on WCS once confirmation of funding is approved by the relevant stakeholders. Liaise with Client Departments for confirmation of funding. Liaise with Project Managers on budget related matters. Report shortages or surplus of funds to the DD: PBM. Monitor the Implementation programmes in terms of expenditure, cash flow projections, forced tender dates and the overall data integrity of WCS and ensure constant updating where applicable to PBA. Assist with budget control of the Capital Works and Repair and Refurbishment budgets. Distribute the monthly Programme Management schedules to the relevant executing units and return the updated documents to the relevant Head Office stakeholders on receipt thereof. Prepare monthly presentations and submit to DD: PBM before the due dates. Monitor, manage and report on all funding requests submitted via the Funds Tracking System. Attend various meetings as and when required. Arrange the allocation/re-allocation meetings and ensure that all stakeholders (internal and external) are notified of the meetings well in advance. Manage the human resources of the unit.

**ENQUIRIES** : Mr M Letsoalo Tel No: (012) 406 1137  
**APPLICATIONS** : The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand Delivered to CGO Building, Corner Bosman and Madiba Street, Pretoria. or email to: [Recruitment26-03@dpw.gov.za](mailto:Recruitment26-03@dpw.gov.za)

**FOR ATTENTION** : Ms NP Mudau

**POST 03/61** : **SENIOR STATE ACCOUNTANT: PROPERTY PAYMENTS REF NO: 2026/35**

**SALARY** : R397 116 per annum  
**CENTRE** : Mthatha Regional Office  
**REQUIREMENTS** : A minimum of three years tertiary qualification (NQF Level 6) in the Finance field or Accounting. Appropriate years of experience in property payments or experience in the account payments section. Basic understanding of PFMA, Treasury Regulations and property related legislations. A valid driver's licence. Computer literacy. The following will serve as recommendations: knowledge of BAS and PMIS, knowledge of property industry, knowledge of procurement and tender regulations. Good verbal and written communication skills.

**DUTIES** : Timeous payment of accounts received from municipalities, service providers and landlords in respect of rates, municipal services and accommodation leased by the Department. Compilation and rendering of accounts to tenants and clients in respect of accommodation and services provided by the department. Handling of inquiries from municipalities, service providers, property owners, tenants and clients. Monitor and follow up on outstanding balances on relevant accounts. Writing monthly reports. Assist in capturing of batches and general administration of the section.

**ENQUIRIES** : Ms T Rhubushe Tel No: (012) 492 3116/Mr A Ngqongqo Tel No: (047) 502 7003  
**APPLICATIONS** : The Regional Manager, Department of Public Works and Infrastructure, Private Bag X5007, Mthatha, 5009. Alternatively, hand deliver to Prd II Building 5th floor, Sutherland Street, Mthatha or email to [RecruitMTH26-02@dpw.gov.za](mailto:RecruitMTH26-02@dpw.gov.za)

**FOR ATTENTION** : Ms. N Mzalisi Tel No: (047) 502 7005

**POST 03/62** : **SENIOR STATE ACCOUNTANT: BUDGET REF NO: 2026/36**

**SALARY** : R397 116 per annum  
**CENTRE** : Polokwane Regional Office  
**REQUIREMENTS** : A minimum of three years tertiary qualification (NQF Level 6) in Commerce/Finance/Cost Accounting/Management Accounting/Accounting. Relevant years of experience in Budget and Finance field. Knowledge of transversal systems applicable in the Public Service will be an added advantage. Knowledge of budgeting system of the government. Understanding of PFMA and relevant Government Regulations and Policies. Computer literacy (preferably MS Excel). Willing to work extra hours and independently.

**DUTIES** : Consolidate and check financial supporting information for various financial planning purposes. Collect and consolidate budget data from line managers. Consolidate budget information for the completion of the Medium-Term Expenditure Framework (MTEF) and Estimates National Expenditure (ENE) in compliance with National Treasury guidelines. Capturing budget on budgeting system of government. Check and verify the monthly cash flow and adjusted cash flow against the estimates of expenditure/adjusted estimates of expenditure. Monitoring and shifting of funds. Confirmation of availability of

funds. Prepare, consult and implement the adjustment estimate process. Passing journals, authorizing payments and rendering financial support to Line Managers. Attend to enquiries from internal and external auditors in respect of captured documents. Reconciliation and clearing of suspense account. Administer the flow of information in and out of the Office. Prepare administration reports as required. Assist in preparing financial statements by providing reports to management for submission to the Auditor-General. Ensure transactions are in compliance with the PFMA, National Treasury Regulations and Treasury prescripts.

**ENQUIRIES** : Ms. M.C. Shokane Tel No: (015) 293 8061  
**APPLICATIONS** : The Regional Manager, Department of public works, Private Bag X9469, Polokwane, 0700 or Hand deliver at 77 Hans van Rensburg Street, Sanlam Building, Ground Floor, Polokwane or email to [RecruitPLK26-01@dpw.gov.za](mailto:RecruitPLK26-01@dpw.gov.za)  
**FOR ATTENTION** : Mr. NJ Khotsa

**POST 03/63** : **SENIOR STATE ACCOUNTANT: PROPERTY PAYMENTS REF NO: 2026/37**

**SALARY** : R397 116 per annum  
**CENTRE** : Polokwane Regional Office  
**REQUIREMENTS** : A minimum of three years tertiary qualification (NQF Level 6) in the Finance/ Accounting. Appropriate years of experience in property payments or experience in the account payments section. Basic understanding of PFMA, Treasury Regulations and property related legislations. A valid driver's licence. Computer literacy. The following will serve as recommendations: knowledge of BAS and PMIS, knowledge of property industry, knowledge of procurement and tender regulations. Good verbal and written communication skills.

**DUTIES** : Timeous payment of accounts received from municipalities, service providers and landlords in respect of rates, municipal services and accommodation leased by the Department. Compilation and rendering of accounts to tenants and clients in respect of accommodation and services provided by the department. Handling of inquiries from municipalities, service providers, property owners, tenants and clients. Monitor and follow up on outstanding balances on relevant accounts. Writing monthly reports. Assist in capturing of batches and general administration of the section.

**ENQUIRIES** : Mr TG Rangolo Tel No: (015) 291 6401  
**APPLICATIONS** : The Regional Manager, Department of public works, Private Bag X9469, Polokwane, 0700 or Hand deliver at 77 Hans van Rensburg Street, Sanlam Building, Ground Floor, Polokwane or email to [RecruitPLK26-02@dpw.gov.za](mailto:RecruitPLK26-02@dpw.gov.za)  
**FOR ATTENTION** : Mr. NJ Khotsa

**POST 03/64** : **ADMINISTRATION OFFICER: CONSTRUCTION PROJECTS REF NO: 2026/38**

**SALARY** : R325 101 per annum  
**CENTRE** : Head Office (Pretoria)  
**REQUIREMENTS** : A minimum of three-year tertiary qualification (NQF Level 06) in Public/ Project Administration, Management assistant, Business Management, Public Relations or related qualification. Appropriate years of experience in Office Administration/ Project Administration field. Willing to adapt work schedule in accordance with office requirements. Knowledge: Office management and administration, Reporting procedures, Project administration, Project principles and methodologies, Knowledge of legal compliance, PFMA, SCM and NT regulations. Skills: Analytical skills, Creativity, Self-management, Customer focus and responsiveness, Communication, Computer literacy, Planning and organising, Problem solving and analysis, Innovation. Personal Attributes: People orientated, High level of reliability, Hardworking, Resourceful, Self-motivated, Trustworthy, Creative.

**DUTIES** : Monitor and administer construction projects claims and payments: Collect/ receive invoices from Registry Services. Capture invoice on Re-a-Patala system. Forward the invoice to the relevant stakeholders. Identify discrepancies related to payment certificates. Update payments on WCS. Keep the Project Manager(s) abreast with the budget adjustments as required. Attend, respond and redirect enquiries related to the project invoices and payments. Provide projects administrative support services to the Chief/Construction Project managers: Administer office correspondence, documents and reports. Monitor, update and maintain the WCS and Re-a-patala database. Disseminate status reports on the development of the project.

Handle queries from consultants and contractors. Liaise with stakeholders relevant to the office. Attend to audit queries. Render general clerical support services to the component: Provide supply chain clerical support services. Monitor the communication and administer the flow of information and documents in the office. Maintain the filing system and records for projects documents and the unit where required. Maintain a leave register for the component. Provide financial administration support services. Capture and update component expenditure. Handle telephone accounts and petty cash for the component. Render secretariat and logistical support service to the Committees and internal and external meetings: Arrange meetings and workshops for the unit with internal and external stakeholders. Prepare and type documents presentations and reports. Draft agenda and record minutes/decisions. Communicate to relevant role-players and follow-up on progress made. Compile submissions and reports. Ensures that travel arrangements are well coordinated. Complete and submit S&Ts forms.

- ENQUIRIES** : Ms M Serogole at (072) 443 5574
- APPLICATIONS** : The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand Delivered to CGO Building, Corner Bosman and Madiba Street, Pretoria. Or email to: [Recruitment26-04@dpw.gov.za](mailto:Recruitment26-04@dpw.gov.za)
- FOR ATTENTION** : Ms NP Mudau
- POST 03/65** : **STATE ACCOUNTANT: INTERNAL CONTROL REF NO: 2026/39**
- SALARY** : R325 101 per annum
- CENTRE** : Bloemfontein Regional Office
- REQUIREMENTS** : A minimum of three years tertiary qualification (NQF Level 6) in Auditing / Financial Management/ Supply Chain Management/ Accounting. Appropriate years of experience Supply Chain Management/ Internal Control/Compliance Management/Auditing. Knowledge of Property Industry, Financial prescripts (GAAP and GRAP standards), working knowledge of Government Financial systems (SAGE, ARCHIBUS, PMIS, WCS, LOGIS, BAS), Public Finance and Management Act, National Treasury Regulations (Directives and guidelines), ICT Procurement, Supply Chain Management Framework, Skills and personal attributes: administrative skills, report writing, good communication skills (written and verbal), interpersonal skills, organising and planning, goal and solution orientated, assertiveness, people and client orientated, team player, innovative, ability to work under stressful conditions and meet deadlines, dedicated, hardworking, ability to communicate at all levels, trustworthy, attention to detail, ability to adapt in accordance to office requirements.
- DUTIES** : The effective implementation of internal compliance impacting on Finance and Supply Chain Management performance. Monitor whether finance and supply chain objectives are consistent with Government's broader policy. Ensure that the Departmental SCM processes are aligned with those standards that support International best practice. Implement Finance and SCM processes, Standard Operating Procedure manuals, Delegations documents and identify opportunities for alignment with legislation. Communicate new prescripts from National Treasury. Identify and communicate internal control deficiencies. Identify potential risks. Provide support in the implementation of departmental loss control system. Manage acceptance of tenders by verifying completeness and correctness of documentation to ensure legally binding documents on respective parties. Verify by scrutinizing the bid/ contract documents for compliance. Perform pre and post audit procedures on bids awarded to identify instances of non-compliance. Conduct Assessments on reported cases of financial misconduct. Validate possible non-compliant transactions. Provide inputs to the report on non-compliant transactions. Compile the disclosure notes for Irregular Expenditure and Fruitless & Wasteful Expenditure to the financial statements. Compile monthly registers for Irregular Expenditure and Fruitless & Wasteful Expenditure. Audit coordination process between Auditor General and the Department (Main Account and Trading Entity). Receive information requests and audit queries from auditors and identify responsible branches / units for dissemination. Update records / schedules of requests and audit queries. Provide information requested by the auditors within agreed time. Follow up with branches / units on outstanding responses and requested information. Assist with arranging of Audit Steering Committee meetings and meetings between branch heads and the auditors. Assist with developing Audit Action Plan that addresses all the findings raised by auditors. Assist with inputs/update of the risk register. Provide administrative and supervisory

services to support effective functioning of the sub-directorate. Maintain and report registers of pre/ post audit transactions and submit to supervisor. Administer the flow of information in and out of the office. Ensure adherence to developed and approved internal controls.

**ENQUIRIES APPLICATIONS** : Ms B Phahlane Tel No: (051) 408 7588  
: The Regional Manager, Department of Public Works, Private Bag X20605, Bloemfontein, 9301 or Hand Delivered to 18 President Brandt Street Bloemfontein, 9301 or email to: [RecruitBloem26-05@dpw.gov.za](mailto:RecruitBloem26-05@dpw.gov.za)

**FOR ATTENTION** : Mr D Manus

**POST 03/66** : **STATE ACCOUNTANT: PROPERTY PAYMENTS REF NO: 2026/40**

**SALARY CENTRE REQUIREMENTS** : R325 101 per annum  
: Bloemfontein Regional Office  
: A minimum of three years tertiary qualification (NQF Level 6) in Financial Management/ Financial Information System/ Business Management/ Accounting. Appropriate years of experience in property payments or experience in the account's payment environment. Basic understanding of PFMA, Treasury Regulations and property related legislations. Computer literacy. The following will serve as recommendations: knowledge of SAGE and PMIS, knowledge of property industry, knowledge of property payments, knowledge of procurement and tender regulations. Good verbal and written communication skills.

**DUTIES** : Timeous processing of payments of accounts received from municipalities, service providers and landlords in respect of rates, municipal services and accommodation leased by the Department. Ensure that all property payments invoices are countersigned and authorized. Ensure that all payments comply with related prescripts, delegations and procedures. Provide budget inputs on property payments and liaise with clients regarding property payments. Compilation and rendering of accounts to tenants and clients in respect of accommodation and services provided by the department. Handling of queries from municipalities, service providers, property owners, tenants and clients. Monitor and follow up on outstanding balances on relevant accounts. Writing monthly reports. Assist in capturing of batches and general administration of the section. Compile creditors reconciliations and register new services and service providers.

**ENQUIRIES APPLICATIONS** : Mr. T Manamela Tel No: (051) 051 408 7539  
: The Regional Manager, Department of Public Works, Private Bag X20605, Bloemfontein, 9301 or Hand Delivered to 18 President Brandt Street Bloemfontein 9301 or email to: [RecruitBloem26-06@dpw.gov.za](mailto:RecruitBloem26-06@dpw.gov.za)

**FOR ATTENTION** : Mr D Manus

**POST 03/67** : **STATE ACCOUNTANT: PROPERTY PAYMENT REF NO: 2026/41**

**SALARY CENTRE REQUIREMENTS** : R325 101 per annum  
: Gqeberha Regional Office  
: A minimum of three years tertiary qualification (NQF Level 6) in Finance. Knowledge of PFMA including inputs to financial reports. Appropriate years of experience in creditor's reconciliation environment. Computer literate in Microsoft packages such as Microsoft word, Excel, outlook and Power Point. Good written, analytic and financial skills, communication and interpersonal skills. Ability to work in a team is necessary. A valid drivers license.

**DUTIES** : Responsible for creditor reconciliations and settling all municipal accounts on properties owned and leased properties. Regular engagements with municipalities and landlords in respect of creditor statements, amounts billed to ensure that all creditor accounts are up to date. Ensure that all suppliers are paid correctly and on time. Monthly reconciliations and updating of payment records. Regular engagements with internal stakeholders to avoid disconnections of services. Comply with the requirements of the PFMA to avoid irregular expenditure and fruitless and wasteful expenditure. Handling of queries from municipalities. Service providers, property owners and tenants.

**ENQUIRIES APPLICATIONS** : Mr. L Funde Tel No: (041) 408 2017  
: The Regional Manager, Department of Public Works, Private Bag X3913, North End, Port Elizabeth, 6056. Hand delivery: Room 430, Corner. Hancock & Robert Street, North End, Port Elizabeth, 6056 or email to [RecruitPE26-01@dpw.gov.za](mailto:RecruitPE26-01@dpw.gov.za)

**FOR ATTENTION** : Ms PT Buswa

**POST 03/68** : **STATE ACCOUNTANT: COSTING, FUNDING AND BUDGET MANAGEMENT REF NO: 2026/42 (X2 POSTS)**

**SALARY** : R325 101 per annum  
**CENTRE** : Head Office (Pretoria)  
**REQUIREMENTS** : A minimum of three years tertiary qualification (NQF Level 6) in Financial Management or Accounting. Relevant years of experience in property budgeting and planning will be an added advantage. Have knowledge of Public Finance Management Act; Treasury Regulations; MS Office – Word and Excel; basic research and information gathering. Have skills in analytical thinking; Have the following personal attributes: Interpersonal skills; Hardworking; Assertive; Self-motivated; Approachable; Trustworthy and Innovative.

**DUTIES** : Assist in requesting and consolidation of property budget inputs from regions and Head Office; Assist with the monthly property budget review meetings, assist with the allocation of funds to executing units, administer property budget allocation schedules; follow up, analyse and verify budget inputs and costing with line managers and capturing of budget allocations on SAGEx3, Assist with the compilation of the monthly expenditure report, assist with the analysis of the expenditure patterns and report on deviations, inform the executing units of the incorrect allocation of expenditure, ensure effective flow of information within the directorate; assist with the monthly reconciliation of the expenditure from WCS and SAGE systems and with the verification/analysis of the Day to Day Maintenance services on PMIS.

**ENQUIRIES** : Ms. F Makhubela Tel No: (012) 406 2071  
**APPLICATIONS** : The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand Delivered to CGO Building, Corner Bosman and Madiba Street, Pretoria. Or email to: [Recruitment26-05@dpw.gov.za](mailto:Recruitment26-05@dpw.gov.za)

**FOR ATTENTION** : Ms NP Mudau

**POST 03/69** : **STATE ACCOUNTANT: PROPERTY BUDGET MANAGEMENT REF NO: 2026/43**

**SALARY** : R325 101 per annum  
**CENTRE** : Head Office (Pretoria)  
**REQUIREMENTS** : A minimum of three years tertiary qualification (NQF Level 6) in Financial Management or Accounting. Relevant years of experience in property budgeting and planning will be an added advantage. Have knowledge of Public Finance Management Act; Treasury Regulations; MS Office – Word and Excel; basic research and information gathering. Have skills in analytical thinking; Have the following personal attributes: Interpersonal skills; Hardworking; Assertive; Self-motivated; Approachable; Trustworthy and Innovative.

**DUTIES** : Assist in requesting and consolidation of property budget inputs from regions and Head Office; Assist with the monthly property budget review meetings, assist with the allocation of funds to executing units, administer property budget allocation schedules; follow up, analyse and verify budget inputs and costing with line managers and capturing of budget allocations on SAGEx3, Assist with the compilation of the monthly expenditure report, assist with the analysis of the expenditure patterns and report on deviations, inform the executing units of the incorrect allocation of expenditure, ensure effective flow of information within the directorate; assist with the monthly reconciliation of the expenditure from WCS and SAGE systems and with the verification/analysis of the Day to Day Maintenance services on PMIS.

**ENQUIRIES** : Ms. F Makhubela Tel No: (012) 406 2071  
**APPLICATIONS** : The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand Delivered to CGO Building, Corner Bosman and Madiba Street, Pretoria. Or email to: [Recruitment26-05@dpw.gov.za](mailto:Recruitment26-05@dpw.gov.za)

**FOR ATTENTION** : Ms NP Mudau

**POST 03/70** : **ACCOUNTING CLERK: FINANCIAL ACCOUNTING REF NO: 2026/42**

**SALARY** : R228 321 per annum  
**CENTRE** : Head Office (Pretoria)  
**REQUIREMENTS** : A Minimum of Grade 12/Matric (Matric with Accounting or similar will be an added advantage). A working knowledge of ERP systems and/or Government transversal systems, payments and receipts and financial procedures. The

candidate should be trustworthy, honest, and possess planning, organising, written, verbal and good interpersonal skills and computer literacy.

**DUTIES**

: The management and administration of petty cash and cash receipts – custodian of and safeguarding of petty cash float, receive, validate and process petty cash requests, record petty cash voucher with supporting documentation, replenish petty cash, perform daily and monthly reconciliations, effective document control of petty cash claims. Receive and issue money and allocate on ERP system. Prepare and complete daily banking of all cash receipts and allocation on. Make inputs to petty cash related policies and procedures. Provide petty cash related inputs for the preparation of financial statements in line with GRAP and respond to audit queries on related petty cash and cash receipts matters.

**ENQUIRIES  
APPLICATIONS**

: M Maningi Tel No: (012) 406 1147  
: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand Delivered to CGO Building, Corner Bosman and Madiba Street, Pretoria. Or email to: [Recruitment26-06@dpw.gov.za](mailto:Recruitment26-06@dpw.gov.za)

**FOR ATTENTION**

: Ms NP Mudau

**DEPARTMENT OF SOCIAL DEVELOPMENT**

***It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of this post and candidates whose transfer/promotion/appointment will promote representivity will receive preference.***

- APPLICATIONS** : Please forward your application, quoting the relevant reference number, to the Director-General, Department of Social Development, Private Bag X901, Pretoria, 0001. Physical Address: HSRC Building, 134 Pretorius Street In the event of hand delivery of applications, applicants must sign an application register book as proof of submission. E-mail applications must be send to the following email address: [eRecruit.DG123@dsd.gov.za](mailto:eRecruit.DG123@dsd.gov.za)
- FOR ATTENTION** : Mr S Boshielo
- CLOSING DATE** : 13 February 2026
- NOTE** : Curriculum vitae with a detailed description of duties, the names of two referees accompany your signed application for employment (Z83). Short listed candidates for a post will be required to submit certified documents on the date of the interview. Applicants are advised that from 1 January 2021, a new application for employment (Z83) form is effective and must be completed in full, failure to use the new Z83 will result in disqualification. The new form can be downloaded online at [www.dpsa.gov.za-vacancies](http://www.dpsa.gov.za-vacancies). Applicants applying for SMS posts are required to successfully complete the Certificate for entry into the SMS and full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Applicants are expected to pay for the course and may enrol for it at a cost of R400.00. The duration of the course is 120 hours. The nominated candidate must submit the pre-entry Certificate as proof that the course has been completed within 15 days from the conclusion of the interviews. All shortlisted candidates, including those for SMS posts, will be subjected to two pre-entry assessments. The first will be a practical technical exercise to determine each candidate's suitability based on the technical and generic requirements of the post. The second will be an integrity (ethical conduct) assessment, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate will sign an annual performance agreement, complete a financial discloser form and will also be required to undergo a security clearance. Candidates nominated for posts on salary levels 2-12 may be subjected to a competency assessment during the selection process. If the candidate is applying for an OSD post, certificates of service must be submitted on the date of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Failure to submit the requested documents will result in your application not being considered. Personnel suitability checks will be conducted on shortlisted candidates, and the appointment is subject to positive outcomes of the checks. Correspondence will be limited to shortlisted candidates only. Applications received after the closing date will not be taken into consideration. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. Candidates requiring additional information regarding the advertised post may direct their enquiries to the person as indicated above. Internal applicants must submit and register their employment applications at the register book in the DSD reception area for the attention of Ms P Sebatjane. DSD reserves the right to cancel the filling/ not to fill a vacancy that was advertised during any stage of the recruitment process.

**MANAGEMENT ECHELON**

- POST 03/71** : **DIRECTOR-GENERAL: SOCIAL DEVELOPMENT REF NO: A1/2026**  
(Five-year fixed term contract)
- SALARY** : R2 352 642 per annum, plus a 10% non-pensionable HoD allowance. This inclusive remuneration package consists of a basic salary, the states'

contribution to the Government Employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules. The successful candidate will be required to enter into a performance agreement, sign an employment contract and disclose her/his financial interest within one month of appointment and thereafter on an annual basis.

**CENTRE  
REQUIREMENTS**

: Pretoria, HSRC Building  
: A post graduate qualification at NQF level 8 as recognised by SAQA in Public Administration, Social Sciences or Public Management plus 10 years of experience at a senior managerial level. Knowledge of Constitution of South Africa; employment related legislations; Public Service legislative framework and regulations; iv) PFMA and Treasury Regulations and Public Administration. Knowledge and understanding of Policy Development. Knowledge of Social Assistance bills, policies, acts, frameworks and legislations; National Development Plan; Protection of Personal Information Act (POPIA); Promotion of Access to Information Act (PAIA); of government prescripts and policies; social welfare related legislation, framework, acts, policies and guidelines and King IV Report for Corporate Governance. Knowledge and understanding in the planning, monitoring implementation, compliance and reporting processes. Knowledge of community development related legislative frameworks, acts, policies and guidelines. Competencies: Strategic capability and leadership. Financial Management. Change management. Programme and project management. People management and empowerment. Knowledge management. Service delivery innovation. Problem-solving and analysis. Communication. Negotiation. Executive management. Attributes: Motivational. Influential. Ability to initiate and support organisational transformation and change. Ability to explore and implement new ways of delivering service. Ability to provide vision, set organisational direction and inspire others to deliver on the organisational mandate. Ability to work together with civil society, business, academia and the international community. Ability to account and work in an ethical conduct.

**DUTIES**

: Provide strategic leadership and accountability in the implementation of programmes towards achieving its constitutional, legislative and policy mandate. Provide leadership for the effective and efficient management and administration of the department. Provide leadership on inter and intra-government relations for effective coordination. Provide administrative support to the Executive Authority in performing oversight functions on the work entities and regulatory bodies. Serve as a main point of communication between the Executive Authority and the department.

**ENQUIRIES**

: Mr XA Brukwe Tel No: (012) 312-7654/ 7866

**DEPARTMENT OF TOURISM**

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

- APPLICATIONS** : Applications, quoting the relevant reference number, must be forwarded to the attention of Chief Director: HR Management and Development at Department of Tourism, Private Bag X424, Pretoria, 0001, or hand delivered at Tourism House, 17 Trevenna Road, Sunnyside, Pretoria, or by email as provided.
- CLOSING DATE** : 13 February 2026 by 16:30 (Late applications will not be considered)
- NOTE** : 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](http://www.gov.za/documents). Received applications using the incorrect application for employment (old Z83) will not be considered. Each post(s) advert must be accompanied by its own application form for employment and must be fully completed, initialled and signed by the applicant as instructed below. Failure to fully complete, initial, and sign the Z83 form will lead to 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 Qualifications Authority (SAQA) (only when shortlisted). Applicants who do not comply with the abovementioned instructions/requirements, as well as applications received late, will not be considered. Correspondence will be limited to shortlisted candidates only. All shortlisted candidates 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**

- POST 03/72** : **HR CLERK REF NO: 1/2026**  
(6 Months Contract)
- SALARY** : R228 321 per annum, plus 37% in lieu of service benefits
- CENTRE** : Pretoria
- REQUIREMENTS** : Grade 12 certificate or equivalent. Knowledge of relevant Acts, policies, and prescripts, Knowledge of relevant HR practices in the Public Service, PERSAL knowledge and Skills: Computer literacy (MS Office), Good Verbal and Written Communication, Flexibility and teamwork, Customer focus, Ability to work under pressure. Possession of PERSAL certificate/s will be an added advantage. Experiential learning in the HR field will be an added advantage.

- DUTIES** : The successful candidate will be responsible for supporting effective recruitment, selection and appointment processes, sorting, capturing and numbering of applications, planning and arranging logistics for various meetings, attending and taking minutes of meetings, drafting various submissions, facilitating and coordinating Personnel suitability checks, drafting of offer and regret letters, executing PERSAL transactions related to recruitment and service benefits, supporting the administration of conditions of service and benefits, receiving incoming leave application forms, checking information on leave forms and accompanying attachments, capturing of leave forms on PERSAL, printing leave applications on PERSAL and EDMS, sending advice to finance section for payment after obtaining approval for leave gratuity, responding to enquiries on leave matters, acknowledge the receipt of various documents, sending relevant HR forms to the applicant for completion, capturing nomination of beneficiaries, completing and attaching relevant documents for pension withdrawals, opening of sp files for employees and ensure that documents comply with set standards as per the checklist, auditing of sp files and providing overall administration support to the unit.
- ENQUIRIES** : Mr K Madike Tel No: (012) 444 6161  
**APPLICATIONS** : [Recruitment126@tourism.gov.za](mailto:Recruitment126@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 03/73** : **ADMIN: CLERK: INTERNAL CONTROL AND COMPLIANCE REF NO: 2/2026**  
(6 Months Contract)
- SALARY** : R228 321 per annum, plus 37% in lieu of service benefits  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Grade 12 certificate with accounting as one of the passed subjects. Knowledge of clerical duties, practices, as well as the ability to capture data, operate a computer, and collect statistics. Basic knowledge and insight of the Public Service financial legislations, procedures, and Treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Skills: Computer Literacy (MS Office), Written and verbal communication skills, Interpersonal skills, Organisational and analytical skills.
- DUTIES** : Record, organise, store, capture, and retrieve correspondence and data (line function), Update registers and statistics, Handle routine enquiries, Make photocopies and receive or send facsimiles, Distribute documents/packages to various stakeholders as required, Keep and maintain the filing system for the component, Type letters and/or other correspondence when required, Keep and maintain the incoming and outgoing document register of the component, Liaise with internal and external stakeholders in relation to procurement of goods and services, Obtain quotations, complete procurement forms for the purchasing of standard office items, Keep and maintain the asset register of the component, Establish and update a secure compliance filing system, Archive all reports, policy documents, and evidence of compliance activities, Maintain an audit trail for all key compliance events and decisions, Ensure that documents are easily retrievable, Maintain a leave register for the component, Keep and maintain personnel records in the component, Handle petty cash.
- ENQUIRIES** : Mr B Mtsweni Tel No: (012) 444 6242  
**APPLICATIONS** : [Recruitment226@tourism.gov.za](mailto:Recruitment226@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 TRADITIONAL AFFAIRS

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

<b><u>CLOSING DATE</u></b>	:	13 February 2026
<b><u>NOTE</u></b>	:	The successful candidate's appointment will be subject to a security clearance process and the verification of educational qualification certificates. Applications must quote the relevant reference number and must be completed on the New Z83 form obtainable from any Public Service department and signed when submitted. From 1 January 2021 should an application be received using the incorrect application for employment (Z83), the application will not be considered. Only shortlisted candidates will submit relevant documents. Applicants should submit CV and Z83 only. Shortlisted candidates will be required to submit certified copies a day before 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. Persons with a disability are encouraged to apply. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation only when shortlisted. Incomplete applications or applications received after the closing date will not be considered. It is important to note that it is the applicant's responsibility to ensure that all information and attachments in support of the application are submitted by the due date. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill the advertised position.

## OTHER POSTS

<b><u>POST 03/74</u></b>	:	<b><u>DEPUTY DIRECTOR: POLICY REF NO: 2026/01</u></b>
<b><u>SALARY</u></b>	:	R896 436.per annum (Level 11), (an all-inclusive remuneration package). The package includes a basic salary (70% of package) and a flexible portion that may be structured in terms of the applicable guidelines.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Pretoria A Bachelor's degree or equivalent qualification in Law at NQF level 7 plus 3-5 years' experience in legislation implementation, coordination and monitoring, providing secretariat or technical support to any statutory structure. A valid driver's licence. Knowledge and experience of legislation drafting, interpretation and implementation will serve as an added advantage. Generic competency: Programme and Project Management; Service delivery innovation, Problem solving and analysis, People management and empowerment, Client orientation and customer focus, computer literacy and communication, Communication (Verbal and written). Technical competencies: Legislation interpretation; Secretariat of Statutory structures; Coordination and monitoring skills; Legislation and/or Policy implementation.
<b><u>DUTIES</u></b>	:	The successful candidate will perform the following duties: Interpret and implement the provisions of traditional affairs sector legislation (administered by the COGTA Ministry). Develop plans for the implementation of traditional affairs legislation. Monitor implementation of and compliance with the provisions of traditional affairs legislation by role players. Coordinate role players on the implementation of and compliance with traditional affairs legislation. Provide secretariat, administrative and legislation interpretation and implementation technical support to the National Initiation Oversight Committee (NIOC).
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Dr S Singh Tel No: (012) 334 5857 Applications may be posted to: Human Resource Management, Department of Traditional Affairs, Private Bag X22, Arcadia, 0083 or Hand deliver to: 509 Pretorius Street, Arcadia, 2nd Floor, Pencardia 1 Building or email to <a href="mailto:DTARecruit202601@coqta.gov.za">DTARecruit202601@coqta.gov.za</a>
<b><u>FOR ATTENTION</u></b>	:	Director: Human Resource Management

**POST 03/75** : **ADMINISTRATIVE ASSISTANT: LEGAL SERVICES REF NO: 2026/02**

**SALARY** : R228 321 per annum

**CENTRE** : Pretoria

**REQUIREMENTS** : A Grade 12 Certificate or equivalent qualification plus a certificate in Office Management/Secretarial Studies. Core competencies: Client orientation and customer focus. Communication (written & verbal). Honesty and integrity. Planning and organizing. Telephone etiquette. Computer literacy. High level of proficiency in English. Technical Competencies: Office management and administration, secretarial functions and general administration. Shortlisted candidates will be required to undertake a technical assessment.

**DUTIES** : The successful candidate will perform the following duties: Develop and manage an efficient filing system and flow of documents in the unit: Receive and distribute documents. Record documents in the appropriate registers. File and manage paperwork of the line function. Establish an effective document tracking systems. Provide secretarial support services to the Head of Legal Services: Co-ordinate and prepare documentation for meetings. Coordinate line function meetings. Compile agenda, attendance registers, minutes and reports. Draft memoranda and any other correspondence as directed by the head of Legal Services. Manage the diary of the head of Legal Services. Provide administrative support services: Arrange logistics and related activities for travel, meetings, workshops, and conferences. Manage the telephone and communication systems in the office. Purchase and order stationery and equipment. Manage inventory and equipment within the office. Make copies, fax and email documents as required. The incumbent of the post will be office based.

**ENQUIRIES** : Ms K Pegu Tel No: (012) 065 3442

**APPLICATIONS** : Applications may be posted to: Human Resource Management, Department of Traditional Affairs, Private Bag X22, Arcadia, 0083 or Hand deliver to: 509 Pretorius Street, Arcadia, 2nd Floor Pencardia 1 Building or email to [DTARecruit202602@cogta.gov.za](mailto:DTARecruit202602@cogta.gov.za)

**FOR ATTENTION** : Director: Human Resource Management

**NOTE** : EE Target: Whites, Indians, Coloureds, and Persons with Disabilities are encouraged to apply.

**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 Lillian 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 Amukelane Misunwa Tel No: (012) 359 0240/ Ms Lerato Segodi Tel No: (012) 359 0073
- CLOSING DATE** : 13 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. A pre-entry certificate obtained from National School of Government (NSG) is required for applicant for all SMS posts prior the appointment; full details can be sourced from: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/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.

### **MANAGEMENT ECHELON**

**POST 03/76** : **GOVERNMENT INFORMATION TECHNOLOGY OFFICER (GITO) REF NO: DWYPD/003/2026**

**SALARY** : R1 266 741 per annum (Level 13), fully inclusive remuneration package  
**CENTRE** : Pretoria

**REQUIREMENTS** : Appropriate degree (NQF level 7) qualifications as recognised by SAQA in Information Technology/Computer Science/IT Engineering or related field. The following or other related Certificate will be an added advantage. CGEIT; CRISC/ CISM/ CISA; TOGAF; COBIT; ITIL; ISO 38500;31000;27000; and King IV. Certificate of successful completion of National School of Government's SMS Pre-Entry programme prior appointment. Minimum of Five (5) years' experience at Middle / senior managerial level in Information Management. /Information Technology: Progressive leadership and management; Corporate Governance and Governance of ICT; Project Management; Supplier Management; Stakeholder Management; Apply prescripts and protocols, including ICT, in Public Administration and Written and verbal communication on an executive level. Knowledge of: IT governance framework; SITA Act; HR regularity framework in the Public Service; Skills: Strategic capability and leadership; Financial management; project and programme management; Change management; Knowledge management; Customer relations management; People management and empowerment; Negotiation and facilitation; Advanced verbal and written communication; Problem solving; Honesty and integrity. Personal Attributes. Analytical thinking; Innovative and creative; Ability to work under stressful situations; Solution oriented- ability to design ideas without a group; Highly motivated.

**DUTIES** : ICT Strategy, Government and Digital Transformation: Drive the development of departmental technology standards, governance processes and performance metrics to ensure ICT delivers value to the department; Develop the ICT plan linked to the MTEF to prioritise ICT initiatives supporting the departmental strategic plan; Develop strategic IT plans that satisfy the current and ongoing needs of the organisation's business strategy and current and future capabilities; Introduce innovative methods and approaches to digitalise the department services; Develop and monitor the implementation of ICT policies, processes and procedures to ensure compliance with DPSA/Government-wide ICT prescripts customised according to departmental requirements. ICT Solution Delivery (Build): Analysis, design, and development of ICT solutions; Interoperability and integration of ICT systems; Establish Secure ICT systems, services, and infrastructure; Testing and quality assurance of ICT solutions; Applications development. ICT Operations and Services Management (Run): Develop and define the IT Service Management policy to implement and manage the quality of ICT Services that meets business needs and serves as the ICT functional commitment to the departments; Develop the ICT operational plan to reflect how the department intends to implement the Start plan over the financial year; Manage the optimal functioning of ICT service management operations and end-user support; Manage ICT infrastructure, data centre and support services; Manage the provision of ICT Security Operations and Compliance; Oversee and direct day-to-day activities of the departmental ICT function, ensuring that systems, services, and infrastructure work reliably and securely in line with the ITSM policy. Manage, ICT contracts and service level agreements with service provider: Manage all ICT-related business risks, including security and cyber security. (mitigated and audited regularly); Enable the department to achieve its strategic mandate (current and future capabilities) and objectives by aligning business, and IT plans; Enable the department to achieve all ICT investments' predetermined value and benefits; Manage financial, human resources, business plans, and reporting processes; Manage the departmental ICT assets; Optimise expenditure and eliminate duplication of ICT solutions and associated technologies; Manage Business Agreements (BA) and Services Level Agreements with SITA and/or other IT goods and Service Suppliers;

**ENQUIRIES**  
**APPLICATIONS**  
**NOTE**

Represent the interest of the relevant departments to the GITO Council; Interest with and external IT clients to ensure continuous customer satisfaction.  
: Mr Mbhazima Shiviti Tel No: (012) 359 0262  
: [Recruitment02@dwypd.gov.za](mailto:Recruitment02@dwypd.gov.za)  
: African Female, Coloured and Persons with disabilities are encouraged to apply

**OTHER POST**

**POST 03/77**

**DEPUTY DIRECTOR: RISK AND INTEGRITY MANAGEMENT REF NO: DWYPD/004/2026**

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

: R896 436 per annum (Level 11), fully inclusive remuneration package  
: Pretoria  
: Grade 12 certificate, A Degree in Risk Management or relevant tertiary qualification or equivalent qualification at NQF level 7. A minimum of 5 years' experience in a Risk and integrity management environment of which 3 must be at supervisory level (Assistant Director)/Middle Management level in a related field. IRMSA membership will be added an advantage. Knowledge: Public Sector Risk Management Framework; Departmental policies and applicable protocol; Departmental governance framework and mandate; Risk Management; SA legislative framework as it relates to departmental mandate and functioning; Departmental business processes; Internal audit processes; Department's Strategic objectives and interpretation thereof; Knowledge, understanding and practice of Batho Pele Principles; DPSA and National Treasury guidelines on risk management. Skills: Diversity awareness; Effective report writing, Verbal and written communication skills; Applied strategic thinking; Customer focus and responsiveness; Planning and organising; Continuous improvement; People management and development and team leadership; Basic Budgeting and Financial Management; Problem solving and decision-making; Project management; Computer Literacy (MS Office Suite); Networking and Building bonds; Impact and influence; Diversity management. Personal attributes: Ability to perform effective under pressure; Analytical thinking; Effective interpersonal and communication; results focused; Emotional intelligent; Solutions oriented; Passion and drive; Honesty and Integrity and ability to maintain confidential of information.

**DUTIES**

: Facilitate the development and implementation of risk management framework: Develop risk management strategies, systems (methodologies, models and tools etc,) policies and annual risk management plan; Manage, implement, review and improve the risk management framework; Compile risk profile and ensure that the risk register is maintained; Compile risk reports and presentations to management committees and oversight bodies as required; Facilitate the institutionalisation risk management. Manage Business Continuity: Develop the Business Continuity Management Policy and Plan; Manage and monitor business continuity plan and procedure quarterly and annual report; Communicate the value of Business Continuity Management and the risk of insufficient Business Continuity Management capabilities to the employees of the Department; Develop emergency management plans, measures, and arrangements to ensure the continuous delivery of critical services/processes which permit the department to recover its facility, data and assets; Identify the necessary resources to support business continuity. Manage, monitor and implement controls to combat fraud and corruption: Conduct periodic fraud and corruption risk assessments; Liaise with internal (e.g. ICT, security, Legal, Human resource, Labour relations, etc) and external stakeholders (law enforcement Agencies, etc) on Fraud Prevention and anti-Corruption measures; Facilitate the investigations of reported cases on Fraud and Corruption within the Department and follow ups on the progress made; Provide training and raise awareness on fraud and anti-corruption; Implement fraud and corruption policies, guidelines and procedures; develop and maintain the fraud register. Manage the promotion of good governance, Ethics and Integrity management: Manage and maintain aa departmental gift register; Ensure the full disclosure of assets/ properly by Senior managers and other designated officials/employees on E-disclosure systems and recommend consequence management where applicable; Compile requests to DPSA administrator to add or remove people from the system by following relevant prescripts/policy guidelines; Ensure the provision of information on remunerative work as requested by Internal Control, Auditor-General, Public

Service Commission and DPSA; Verify requests for approval of other remunerative work. Manage human and financial resources: Maintenance of discipline; Management of performance and development; Develop and manage the operational plant of the sub-directorate and report on progress as required; Serve as transversal task team or committees (Risk, Anti-corruption or risk committee) as required; Plan and allocate work; Quality control of work delivered by employees; Compile and submit all required administrative reports.

**ENQUIRIES**  
**APPLICATIONS**  
**NOTE**

- : Ms Val Mathobela Tel No: (012) 359 0270
- : [Recruitment04@dwypd.gov.za](mailto:Recruitment04@dwypd.gov.za)
- : African Male, Female, Coloured, Indian, White and Persons with disabilities are encouraged to apply.