



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 04 OF 2026

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1. Introduction

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

2. Directions to candidates

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

3. Directions to departments

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

4 SMS pre-entry certificate

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

AMENDMENT

: **DEPARTMENT OF PLANNING, MONITORING & EVALUATION:** Kindly note that the post of Director-General: Planning, Monitoring & Evaluation with Ref No: 01/2026 was advertised in the Public Service Vacancy Circular 02 dated 23 January 2026 with the extended closing date of 13 February 2026, was advertised erroneously requiring the proof of successful completion of Executive Induction Programme to be submitted before appointment. Only the appointed candidate will be required to attend the Executive Induction Programme after appointment, therefore applicants are not required to be in possession of the certificate.

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DEPARTMENT OF AGRICULTURE (DOA)

CLOSING DATE : 20 February 2026 at 16:00

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

OTHER POSTS

POST 04/01 : **DEPUTY DIRECTOR: ADMINISTRATION SUPPORT REF NO: 3/3/1/45/2025**
Directorate: Office of the Chief Information Officer

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

CENTRE : Gauteng (Pretoria)

REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and National Diploma Public Administration / Public Management / Business Administration / Business Management. Minimum of 3 years' experience at junior management level in administration environment. Job related knowledge:

Knowledge of Supply Chain Management process. Knowledge of government systems and structure. Public Service Regulations. Treasury Regulations. Public Finance Management Act (PFMA). Preferential Procurement Policy Framework Act. Knowledge on Departmental transversal system (Basic Accounting System (BAS), Personnel and Salary Administration (PERSAL), Logistical Information System (LOGIS). Knowledge of legislation, policies and procedure: The Constitution, Good governance and Batho-Pele principles, Public Finance Management Act, Public Service Regulations, Government decision making processes, Government systems and structures. Job related skills: Planning and organising skills. Analytical skill. Document management skills. Office management skills. Financial Management skills. Interpersonal skills. Computer skills. Resource planning skills. Problem solving and decision-making skills. Time management skills. Communication skills. A valid driver's licence. Willingness to travel and / or work irregular hours. Ability to work under pressure.

DUTIES : Manage the coordination of financial management services. Ensure sufficient budget for expenditure incurred. Certify correctness of invoices. Compile budget inputs. Ensure Medium Term Expenditure Framework processes are adhered to. Ensure that expenditure is within the correct allocation. Take precaution of unauthorised, wasted or fruitless irregular expenditure. Manage the administration support services. Coordinate the development / reviewal of operational / strategic plan. Oversee logistical arrangements. Manage office accommodation. Manage registry services. Compile reports. Attend to queries from Internal Audit. Provide secretariat support services. Oversee the drafting of minutes and signing off where applicable. Manage the procurement of goods and services. Manage the compilation of Demand Management Plan. Facilitate supply chain management services. Facilitate monthly, quarterly, and annual reporting on SCM related matters. Manage the safekeeping, utilisation and maintenance of all assets. Ensure proper administration of sourcing and evaluation of quotations. Handle queries from internal and external clients relating to supply chain matters. Manage compliance with regards to the implementation, interpretation and application of administration policies. Promote adherence to policies such as Public Finance Management Act, Procurement, Human Resource, Transport and Records management policies. Develop administrative policies procedures and provide inputs for policy development. Manage the coordination of human resources support services. Manage all training requirement and activities. Manage the component equity plan and ensure vacancies are filled accordingly. Manage recruitment process. Manage leave record. Ensure that quarterly and annual Employee Performance Management and Development System evaluations for the component are done.

ENQUIRIES : Ms Tsoiso Sehoole Tel No: (012) 319 6196
APPLICATIONS : Applications can be submitted by hand delivery during office hours to: 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email DDASrecruit452025@nda.gov.za

NOTE : EE Target: African Male, Coloured Female and Persons with Disability.

POST 04/02 : **SCIENTIST PRODUCTION GRADE – A REF NO: 3/3/1/41/2025**
 Directorate: Genetic Resources

SALARY : R761 157 per annum, (OSD), (all-inclusive package to be structure in accordance with the OSD rules).

CENTRE : Gauteng (Pretoria)
REQUIREMENTS : Applicant must be in possession of a Grade 12 Certificate and BSc (Hon) in Agricultural Science or Botanical Science or Biological Science. Compulsory registration with South African Council for Natural Scientific Professions (SACNASP) as a Professional Natural Scientist. Job Related Work Experience: Three (3) years' post qualification natural scientific experience. Job Related Knowledge: Plant Breeders' Rights Act. UPOV Convention. Plant morphology. Plant taxonomy/systematics. Plant Breeding. Job Related Skills: Computer skills. Problem solving skills, Communication (oral & written) skills. Planning and organization skills. Research skills. Plant variety evaluations. The candidate will be required to work under harsh environmental conditions, travelling nationally and internationally. A valid Driver's license.

DUTIES : Develop and implement relevant systems, and procedures in terms of the Plant Breeder's Rights Act, and DUS reports from evaluation centres for Agricultural, Vegetables, Fruit and Ornamental Crops. Verifying new applications forms for

completeness, accuracy and relevant fees paid; notify applicants of outstanding issues, before PT registration numbers are issued and opening of files facilitated. Check proposed denominations to be valid by consulting PBR registers, Varietal Lists, UPOV PLUTO database & CPVO database. Draft letters of acknowledgement for Registrars' signatures, signed letters forwarded to relevant official for filling and posting and facilitate submission of application forms and propagation material, where applicable, to the relevant evaluation centres. Receive DUS reports, verify that all required documentation is correct for approved varieties, issues ZA registration numbers and draft PBR certificates and rejection letters for the Registrar's signatures. Facilitate purchasing of DUS reports when applicable. DUS reports, signed PBR certificate and rejection letters forwarded to the relevant official for filling and posting. Provide scientific data, information, and advice with regard to the registration of varieties in terms of Plant Breeder's Rights Act. Provide clients with scientific support and advice related to application forms, technical questionnaires, and any requested information pertaining to application and granting of PBRs. Develop working relations with clients base and other directorates regarding varieties under consideration for Plant Breeder's Rights. Provide relevant information for updating on the Department of Agriculture (DoA) website. Compile and submit relevant PBR statistics (TWP documents and WIPO) to the Registrar for verification and submission thereof to relevant bodies. Compile information requested in terms of PAIA and submit to Registrar for further processing. To perform scientific regulatory function in relation to the administration of the PBR Act. Participate in consultations on South Africa's accession to the UPOV 1991 Convention. Develop SOP's for approval. Provide technical support in drafting amendments to regulations (e.g. tariffs and declarations) and facilitate publication thereof. Provide technical support in drafting of new regulations for the PBR Amendment Act. Research and development in relation to the management of Plant Breeders's Rights. Ensure proper management of registers. Enter the application details of the new application in the register. Enter new information with regard to any changes in status of the applications in the register. Provide updated register to the Registrar for verification. Send the electronic registers to both the Registrar and the evaluation centres quarterly. Compile and review scientific information as per required format for each publication and provide draft publication to the Registrar for editing. Distribute relevant publications to stakeholders. Upload updated merged database online onto PLUTO. Human Capital Management. Mentor, train and develop candidates scientists and other officials to promote skills/knowledge transfer. Monitor administrative services in order to ensure effectiveness and efficiency admin operations with regard to PBR. Manage performance of staff relating to the updating and maintenance of relevant databases. Manage the development of staff.

**ENQUIRIES
APPLICATIONS**

: Mr Madzinge Tel No: (012) 319 6084
 : Applications can be submitted by hand delivery during office hours to: 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email SPGrecruit412025@nda.gov.za

NOTE

: EE Target Africans and Indian Males and Coloured Females, and persons with disability.

POST 04/03

: **SCIENTIFIC TECHNICIAN PRODUCTION GRADE A REF NO: 3/3/1/42/2025 (X3 POSTS)**
 Directorate: Food Safety and Quality Assurance
 This is a readvertisement, applicants who applied previously need to reapply.

**SALARY
CENTRE
REQUIREMENTS**

: R391 671 per annum, (OSD)
 : Western Cape (Stellenbosch)
 : Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Analytical Chemistry or Chemistry or a 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 legal compliance. 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.

- DUTIES** : Planning and organising. Conflict management. Negotiation skills. Change management. Networking.
- : Develop and implement methodologies, policies, systems and procedures. 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. Preparation for and participation in research activities. Data collection through field surveys. Maintenance, calibration and operation of scientific equipment. Provide technical support and advice. 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. Preparation of data and routine interpretation. Database and data management. Analysis of technical scientific data. Dissemination of information. Apply the appropriate scientific and technical procedures / skills to generate information and knowledge. Formulate proposals and compile reports. Develop and customise operational procedures. Conduct research and development. Ensure continuous professional development to keep up with new technologies and procedures. Conceptualise and develop scientific equipment. Equipment review. Research / literature studies to improve expertise. Publish and present technical reports and research findings. Liaise with relevant bodies / councils on technology-related matters. Human capital development. Mentor, train and develop candidate research technicians and others to promote skills / knowledge transfer and adherence to sound scientific principles and code of practice. Supervise technical support and processes. Manage the performance management and development of staff.
- ENQUIRIES APPLICATIONS** : Dr A Seepe Tel No: (012) 319 6126
- : Applications can be submitted by hand delivery during office hours to: 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email STPGrecruit422025@nda.gov.za
- NOTE** : Equity Target: Africans and Coloured males and African and Coloured females and Persons with disability.
- POST 04/04** : **SCIENTIFIC TECHNICIAN PRODUCTION GRADE A REF NO: 3/3/1/43/2025**
Directorate: Food Safety and Quality Assurance
This is a readvertisement, applicants who applied previously need to reapply.
- SALARY CENTRE REQUIREMENTS** : R391 671 per annum, (OSD)
: Western Cape (Stellenbosch)
: Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Analytical Chemistry or Chemistry or a relevant qualification. Compulsory registration with the South African Council for Natural Scientific Professions (SACNASP) as a Certified Natural Scientist. Minimum of 3 years post qualification technical (scientific) experience. Job related knowledge: Knowledge of legal compliance. 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. 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. Preparation for and participation in research activities. Data collection through field surveys. Maintenance, calibration and operation of scientific equipment. Provide technical support and advice. 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. Preparation of data and routine interpretation. Database and data management. Analysis of technical scientific data. Dissemination of information. Apply the appropriate scientific and technical procedures / skills to generate information and knowledge. Formulate proposals and compile reports. Develop and customise operational procedures. Conduct research and development. Ensure

continuous professional development to keep up with new technologies and procedures. Conceptualise and develop scientific equipment. Equipment review. Research / literature studies to improve expertise. Publish and present technical reports and research findings. Liaise with relevant bodies / councils on technology-related matters. Human capital development. Mentor, train and develop candidate research technicians and others to promote skills / knowledge transfer and adherence to sound scientific principles and code of practice. Supervise technical support and processes. Manage the performance management and development of staff.

ENQUIRIES : Ms X Tlali Tel No: (021) 809 1643
APPLICATIONS : Applications can be submitted by hand delivery during office hours to: 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email STPGrecruit432025@nda.gov.za

NOTE : EE Target: Africans and Coloured males and African and Coloured females and Persons with disability.

POST 04/05 : **SENIOR ADMINISTRATIVE OFFICER (VARIOUS COMPONENTS) REF NO: 3/3/1/44/2025**
Chief Directorate: Natural Resources and Disaster Management

SALARY : R397 116 per annum (Level 08)
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Public Administration / Public Management / Business Administration / Business Management (NQF 6). Minimum of 2 years' experience in administration environment. Job related knowledge: Knowledge of Public Service Regulations, Financial procedures, Treasury Regulations and Basic Accounting System (BAS). Job related skills: Computer literacy. Interpersonal skills. Organising and planning skills. Communication skills (written and verbal). Analytical skills. Problem solving skills. Financial management skills and Report writing skills.

DUTIES : Provide financial management services. Facilitate, plan, oversee, drive the timely and accurate preparation of the annual budget in line with Public Finance Management Act (PFMA), Treasury Regulations, Strategic priorities weekly / monthly / quarterly. Compile Demand Management Plan (DMP), Medium Term Expenditure Framework (MTEF), Adjustment Estimates (AE) and Estimated National Expenditure (ENE). Oversee effective, efficient and economical utilisation of funds. Document and communicate procedures for accessing and shifting of funds. Coordinate budgeting, auditing and financial functions. Verify transport and subsistence, sundry and overtime payments. Administer the procurement of goods and services. Compile, manage and maintain the Demand Management Plan. Facilitate supply chain management services. Facilitate monthly, quarterly and annual reporting on supply chain management related matters. Control over safekeeping, utilisation and maintenance of all assets. Ensure proper administration of sourcing and evaluation of quotations. Capture and authorise goods / services on Logistical Information System (LOGIS). Handle queries from internal and external clients relating to supply chain matters. Render general office support services. Supervise, motivate and develop staff through individual performance agreements. Provide assistance in the developing / reviewing of operational plan. Compile various submissions / memoranda and responses. Attend to queries from Internal Audit. Administer leave forms / attend to queries. Make travel / conference bookings and confirmations. Provide secretariat services. Administer asset. Maintain asset register. Liaise with asset unit during asset verification. Manage outgoing and on-going assets. Allocate equipment to officials.

ENQUIRIES : Ms Lydia Bosoga Tel No: (012) 319 7675 / 7308
APPLICATIONS : Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email SAOVCreruit442025@nda.gov.za

NOTE : EE Target: African, Coloured and Indian Males and Persons with disabilities are encouraged to apply.

POST 04/06 : **SUPPLY CHAIN CLERK: LOGIS (SUPERVISOR) REF NO: 3/3/1/46/2025**
Directorate: Demand and Acquisition Management

SALARY : R325 101 per annum (Level 07)
CENTRE : Gauteng (Pretoria)

REQUIREMENTS

: Applicants must be in possession of a Grade 12 Certificate. Minimum of 3 years' experience in Supply Chain Management environment. Basic knowledge of supply chain duties, practices as well as the ability to collect statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Planning and organise skills. Computer literacy (SCM Systems). Interpersonal relations. Communication skills (verbal and written). Time Management. Numerical skills. Customer relations. Ability to supervise and people management.

DUTIES

: Supervise and render asset management clerical services. Oversee the compilation and maintenance of records. Verify the issuing of equipment and accessories to components and individuals in need. Identify redundant, non-serviceable and obsolete equipment for disposal. Oversee the verification of the asset register. Supervise and render demand and acquisition clerical services. Update and maintain supplier (including contractors) database. Ensure that suppliers are captured and registered on the system. Request and receive quotations. Capture specification on the electronic purchasing system. Ensure that all orders are placed on time. Issue and receive bid documents. Provide secretariat or logistical support during the bid consideration and contracts conclusions. Supervise and undertake logistical support services. Check, place and verify orders for goods. Receive and verify goods from suppliers. Capture and ensure that goods are captured in registers and databases. Receive request for goods from end users. Issue goods to end users. Check and maintain goods registers. Update and ensure the maintenance of the register of suppliers. Supervise human resources / staff. Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.

ENQUIRIES
APPLICATIONS

: Ms IM Molopyane Tel No: (012) 312 8659
: Applications can be submitted by hand delivery during office hours to: 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email SCCLrecruit462025@nda.gov.za

NOTE

: EE Target: Africans, Coloureds and Persons with disability.

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. Please visit the Department of Education's website at www.education.gov.za
- FOR ATTENTION** : Ms M Mahape/Ms N Kumalo
- CLOSING DATE** : 20 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 or faxed applications will not be considered.

OTHER POSTS

- POST 04/07** : **DEPUTY DIRECTOR REF NO: DBE/10/2026**
Branch: Infrastructure
Chief Directorate: Implementation and Monitoring
Directorate: Grant Management and Compliance
- SALARY** : R896 436 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : The applicants must be in a possession of an appropriate three-year (NQF level 6) post matric or equivalent qualification as recognized by SAQA in the built environment disciplines; Four years' relevant experience as an Assistant Director or equivalent in a built environment or related environment; Experience in Programme and Project management; Experience in the planning and execution of infrastructure projects; Extensive knowledge in school infrastructure; An understanding of the built environment legislation including the Division of Revenue Act(DORA), PFMA, IDIP, CIDB; Ability to work independently under pressure and adhere to deadlines; Ability to organize and direct groups of professionals in the built environment sector; Excellent communication skills (written and verbal); Good interpersonal relation skills; Construction programme and project management skills will be an advantage. A valid driver's license will be a prerequisite for this post.
- DUTIES** : The successful candidate will be responsible for coordinating, monitoring and reporting on infrastructure programmes implemented by provincial departments; Monitoring the implementation of the programmes and projects; Producing quality programme and project performance reports; Developing & strengthening of partnerships at Departmental, Provincial and District level; Developing, reviewing and evaluating education infrastructure guidelines, regulations, policies and best practice guidelines; Providing monthly analytical and strategic assessment reports on progress against sector programme targets; Verifying projects and physical progress against reported expenditure

and report on the physical and financial performance; Engaging with provincial departments on infrastructure matters relating to planning, designing, construction, commissioning, operation and maintenance of education infrastructure; Managing the disaster management programme in the sector; Conducting inspection of existing education facilities infrastructure and prepare reports thereon; Conducting research and developing and formulating policies, procedures and programmes directly related to education infrastructure; Rendering specialist advice, guidance and assistance with regard to technical matters within the field of education infrastructure, external to the directorate and the Department.

ENQUIRIES : Ms M Mahape Tel No: (012) 357 3291/Ms N Kumalo Tel No: (012) 357 3398
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 must sign an annual performance agreement, annually disclose his/her financial interests and be subjected to a security clearance.

POST 04/08 : **DEPUTY DIRECTOR REF NO: DBE/11/2026**
 Branch: Infrastructure
 Chief Directorate: Implementation and Monitoring
 Directorate: Grant Management and Compliance

SALARY : R896 436 per annum
CENTRE : Pretoria
REQUIREMENTS : The applicants must be in a possession of an appropriate three-year (NQF level 6) post matric or equivalent qualification as recognized by SAQA in the built environment disciplines; Four years' relevant experience as an Assistant Director or equivalent obtained in school infrastructure project monitoring; Understanding of the Division of Revenue Act (DORA) and grant framework as well as built environment legislation; Ability to work independently under pressure and adhere to deadlines; Ability to organise and direct groups of professionals in the built environment sector; Excellent communication skills (written and verbal); Good interpersonal relation skills; A valid driver's license will be a prerequisite for this post.

DUTIES : The successful candidate will be responsible for monitoring and reporting on the implementation of infrastructure projects in the sector, including projects relating to operation and maintenance of education infrastructure; Monitoring the implementation of norms and standards for school infrastructure; Developing the required reporting templates in accordance with the identified priorities; Analysing performance reports received from provinces; Producing quality programme and project performance reports on projects implemented at provincial level; Ensuring effective monitoring and submission of compliance reports; Conducting processes of physical verification visits to provinces; Conducting research, developing and formulating policies, procedures and programmes directly related to education infrastructure; Preparing presentations in relation to performance analysis; Verifying quarterly reported performance of running projects and update records of projects implemented as per the identified priorities; Leading task teams comprising education and built environment professionals on reviewing and evaluating education infrastructure guidelines, facility maintenance and best practice guidelines.

ENQUIRIES : Ms M Mahape Tel No: (012) 357 3291/Ms N Kumalo Tel No: (012) (012) 357 3398

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

POST 04/09 : **SENIOR ADMINISTRATIVE OFFICER (SCHOOL INFRASTRUCTURE MONITORING) REF NO: DBE/12/2026**
 Branch: Infrastructure
 Chief Directorate: Implementation and Monitoring
 Directorate: Grant Management and Compliance

SALARY : R397 116 per annum

- CENTRE** : Pretoria
- REQUIREMENTS** : The applicants must be in a possession of a an appropriate three-year post matric qualification (NQF level 6) in the built environment or relevant equivalent qualification; Two years relevant working experience in the school infrastructure environment; Understanding of the Division of Revenue Act (DORA) and grant framework as well as built environment legislation; Ability to work independently under pressure and adhere to deadlines; Excellent communication skills (written and verbal); Good interpersonal relation skills; A valid driver's license will be a prerequisite for this post.
- DUTIES** : The successful candidate will be responsible for monitoring and reporting on the implementation of infrastructure projects in the sector, including projects relating to operation and maintenance of education infrastructure, rehabilitation of schools affected by disasters; Monitoring processes relating to condition assessments; Conducting processes of physical verification visits to provinces; Verification of quarterly reported performance of running projects and update records of projects implemented as per the identified priorities.
- ENQUIRIES** : Ms M Mahape Tel No: (012) 357 3291/Ms N Kumalo Tel No: (012) (012) 357 3398
- 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 must sign an annual performance agreement, annually disclose his/her financial interests and be subjected to a security clearance.

DEPARTMENT OF COOPERATIVE GOVERNANCE

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

- CLOSING DATE** : 20 February 2026
- NOTE** : Applicants are advised that a new application for employment (Z83) has been in effect since 1 January 2021. The new application for employment form can be downloaded at <http://www.dpsa.gov.za/dpsa2g/vacancies.asp>. Applications submitted using the old Z83 form will not be accepted. Applications must be accompanied by a comprehensive CV, with specific starting and ending dates in all relevant positions and clarity on the levels and ranks pertaining to experience, as well as current remuneration package, as well as at least 2 contactable references. A recommended CV template is available on the department's website on www.cogta.gov.za, click on the jobs tab. Only shortlisted candidates will be requested to submit certified documents/ copies on or before the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Incomplete applications or applications received after the closing date will not be considered. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Following the interview and technical exercise(s), the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Core competencies: Strategic capacity and leadership. People management and empowerment. Advanced programme and project management. Change management. Financial management. Process Competencies: Knowledge management. Service Delivery Innovation. Advanced problem-solving and analysis. Client orientation and customer focus. Advanced communication skills (written and verbal). The successful candidate will be appointed to positive results of a pre-employment screening process which includes criminal, credit, citizenship checks and verification of educational qualification certificates. The successful candidate will be appointed to probation for a period of 12 months and will be required to sign a performance agreement. It is important to note that it is the applicant's responsibility to ensure that all information and attachments in support of the application are submitted by the due date. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful. The Department reserves the right to make an appointment. The below post is a senior management post. The requirements for appointment at Senior Management Service level include the successful completion of Senior Management Pre-entry Programme as endorsed by the National School of Government, which can be accessed using the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Candidates must provide proof of successful completion of the course prior to appointment. Persons with disabilities are encouraged to apply.

MANAGEMENT ECHELON

- POST 04/10** : **DIRECTOR: IGR SECRETARIAT AND CABINET SUPPORT REF NO: D-ISCS-01**
- SALARY** : R1 266 714 per annum (Level 13), (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.
- CENTRE** : Pretoria

- REQUIREMENTS** : A National Senior Certificate and an undergraduate qualification in Political Science/ Public Administration/ Management or equivalent qualification (NQF 7 as recognised by SAQA). A minimum of 5 years' experience at middle/ senior managerial level in IGR Secretariat and Cabinet Support environment. Proficiency in Microsoft Office Software packages (MS Word, MS PowerPoint, MS Teams, MS Excel and Outlook etc.). The Nyukela Senior Management Pre-Entry Programme is to be completed before appointment to the post. A valid driver's license. Intensive travelling. Added Advantage: Exceptional writing skills. Core Competencies: Strategic capacity and leadership. People Management and Empowerment. Programme and project management. Financial management. Change management. Knowledge management. Service delivery innovation. Problem solving and analysis. Client orientation and customer focus. Communication (verbal and written). Technical Competencies: Intergovernmental Relation System, public service and departmental prescripts/ policies/ ministerial handbook, political landscape of government, three spheres of government, the government priorities of South Africa, high level of ethical conduct.
- DUTIES** : The successful candidate will perform the following duties: Manage and facilitate the establishment of relevant IGR structures as stipulated in Chapter 2 of the IGRFA. Oversee the development of procedures and processes for Intergovernmental Relations Structures based on the principles of the IGRFA. Oversee the provision of secretariat services to intergovernmental relations forums such as PCC, MINMEC, IMC, ICDM, JEXCO and technical meetings. Direct and manage the recording of resolutions, follow-ups and report on the implementation of IGR forums decision matrix. Provide cluster and cabinet support to the Director-General and Minister.
- ENQUIRIES** : Mr X Xundu Tel No: (012) 334 0643
For application enquiries contact: To the T Recruitment at 067 391 7387
- APPLICATIONS** : Applications must be submitted electronically via email to: dcog9@tttrecruitment.co.za

OTHER POSTS

- POST 04/11** : **DEPUTY DIRECTOR: SPATIAL AND URBAN DEVELOPMENT PLANNING REF NO: DDSUDP004**
- SALARY CENTRE REQUIREMENTS** : R896 436 per annum (Level 11)
: Pretoria
- REQUIREMENTS** : A National Senior Certificate and a Bachelor's Degree in Urban/ Town and Regional Planning/ Development Planning or equivalent qualification at NQF level 6/7 as recognised by SAQA. 3-5 years' experience in related field. Proficient in Microsoft Office packages (MS Word, MS PowerPoint, MS Teams, MS Excel and Outlook e.t.c). A valid driver's license. Intensive travelling. Added Advantage: Registration with SACPLAN as a Technical/ Professional Town Planner will be an added advantage. Generic Competencies: Planning and Organising. Problem solving and decision making. Coordination. Project Management. People management and empowerment. Team leadership. Client orientation and customer focus. Diversity management. Communication (verbal and written). Technical Competencies: In-depth knowledge of: Urban Development Planning. Research and Policy Development. Integrated Development Planning. Spatial Planning e.g. land use analysis and planning etc. Smart city design and small towns regeneration or refurbishment strategies.
- DUTIES** : The successful candidate will perform the following duties: Manage municipal spatial planning tools to guide strategic integrated development. Manage the implementation of the Small-Town Regeneration Strategy. Manage the implementation of the Smart Cities Framework (SCF) in municipalities through the development and implementation of smart city initiatives. Manage the development of Town Planning and GIS capacity strategy for the enhancement of planning skills in the municipalities. Manage the facilitation of land use management queries in the department.
- ENQUIRIES** : Ms A Ngwenya at 079 891 7991
For application enquiries contact: Mr. Sphamandla Ndlovu Tel No: (011) 763 1103
- APPLICATIONS** : Applications must be submitted electronically via email to: response3@multilead.co.za

POST 04/12 : **ASSISTANT DIRECTOR: LOCAL GOVERNMENT OPERATIONS AND SUPPORT (KWAZULU-NATAL) REF NO: ADLGOS005**

SALARY : R468 459 per annum (Level 09)

CENTRE : Pretoria

REQUIREMENTS : A National Senior Certificate and a three-year National Diploma or Bachelor's Degree in Public Administration / Local Government / Social Science or equivalent qualification at NQF level 6/7 as recognised by SAQA. 3-5 years' experience in a related field. Proficiency in Microsoft Office Software packages (MS Word, MS PowerPoint, MS Teams, MS Excel and Outlook e.t.c). A valid driver's license and willing to undertake Intensive travel. Generic Competencies: Planning and Organising. Problem solving and decision making. Coordination. Project Management. People management and empowerment. Team leadership. Client orientation and customer focus. Diversity management. Communication (verbal and written). Technical Competencies: Knowledge and understanding of Local Government legislation, such as the Municipal Systems and Structures Act. Local Government Structures and Systems, especially in the KZN province. Project coordination skills. Stakeholder engagement. Project/ programme management in the Built environment. Project/ programme formulation. Project monitoring and evaluation.

DUTIES : The successful candidate will perform the following duties: Coordinate and support the municipal support implementation plans processes across the spheres of government. Monitor and report on municipal governance, institutional capacity and compliance with legislation and regulations. Support and monitor initiated provincial and municipal interventions. Coordinate departmental projects e.g. Imbizo oversight visits, complaints, Ministerial/ DG outreach programmes.

ENQUIRIES : Mr S Maripane at 060 983 6796

For application enquiries contact: Mr. Sphamandla Ndlovu Tel No: (011) 763 1103

APPLICATIONS : Applications must be submitted electronically via email to: response4@multilead.co.za

POST 04/13 : **SENIOR ADMIN OFFICER: OFFICE OF THE DIRECTOR-GENERAL REF NO: SAO-ODG-02**

SALARY : R397 116 per annum (Level 08)

CENTRE : Pretoria

REQUIREMENTS : A National Senior Certificate and a three-year National Diploma or Bachelor's Degree in Public Administration / Management or equivalent qualification at NQF level 6/7 as recognised by SAQA. 2-3 years' experience in Office Management. Proficiency in Microsoft Office Software packages (MS Word, MS PowerPoint, MS Teams, MS Excel and Outlook e.t.c). A valid driver's license and willing to undertake Intensive travel. Generic Competencies: Quality of work, Initiative, Interpersonal Relations, Reliability, Verbal and written Communication, Teamwork. Technical Competencies: In- depth knowledge of: Office Management, Advanced computer proficiency, Coordination and Consolidation of documents, Organising.

DUTIES : The successful candidate will perform the following duties: Coordinate the electronic diary of the Director-General including the scheduling of meeting (daily, weekly, monthly) compilation of the Director-General diary. Co-ordinate all the correspondence in the office of the Director-General, Office of the Minister, Sector Departments, Spheres of Government, the department and external clients. Provide administrative support in relation to travelling bookings, claims and transport etc. Render support services in developing and maintaining the document management system to ensure proper workflow in the Director-General's office. Provide secretariat services to Director-General meetings.

ENQUIRIES : Ms M Bakhane Tel No: (012) 334 0628/0629

For application enquiries contact: To the T Recruitment at 067 391 7387

APPLICATIONS : Applications must be submitted electronically via email to: dcog10@tttreruitment.co.za

DEPARTMENT OF CORRECTIONAL SERVICES

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



- APPLICATIONS** : Indicate the reference number and position you are applying for on your application form (Z83) and post OR email your complete application to the address as indicated below: Send your complete application to:
Free State and Northern Cape Region: The Regional Commissioner Free State and Northern Cape, Recruitment Section, P/Bag X20530, Bloemfontein, 9300
OR hand deliver at: 103 Zastron Street, Agrimed Building, Bloemfontein, 9300
OR you can email your application to FSNCHRM@dcs.gov.za. Contact persons: Ms Mokuni NJ/ Ms Molutsokane N/ Ms. Ramncwana B/ Ms Radebe T at 082 306 9027.
- CLOSING DATE** : 20 February 2025 at 15h45. It is the sole responsibility of an applicant to ensure that their application reaches DCS before the closing date.
- NOTE** : Please take note that correspondence will only be conducted with the shortlisted candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application is unsuccessful. Please do not call the department to enquire about the progress of your application. Applicants must note that further checks will be conducted once they are shortlisted and that their appointment is subject to positive outcomes on these checks, which include security clearance, security vetting, qualification verification and criminal records verification. Appointment will be provisional, pending the issue of a security clearance. If you cannot get a security clearance, your appointment will be re-considered/possibly terminated. Fingerprints may be taken on the day of the interview. Applications: Applications must be submitted on the Z83 form (Public Service application form) obtainable from any Public Service department and must be completed in full. Only a detailed CV should be attached to your application form. Only shortlisted candidates will be required to submit certified copies not older than 6 months of qualifications and other related documents on or before the day of the interview. Please send a complete application for the post you apply for on a pdf format, stating the correct reference for the position you are interested in. Requirement for valid driver's licence is not applicable to applicants with a disability. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other will be an integrity (ethical conduct) assessment. Kindly Indicate The reference number on the subject line for emailed applications. Candidates must comply with the minimum appointment requirements. CV's should be aligned to reflect one's degree of compliance with the advert requirements and responsibilities. Current employees at Mangaung Correctional Centre are encouraged to apply and will be required to undergo the Correctional Services Learnership Programme/ Basic Training should their application be successful. The Department of Correctional Services reserves the right not to fill any of these advertised posts.

OTHER POSTS

- POST 04/14** : **HEAD OF CORRECTIONAL CENTRE (CB 6) REF NO: FSNC 2026/01/01**
- SALARY CENTRE** : R1 042 434 per annum, (all-inclusive package)
: Free State and Northern Cape Region Mangaung Maximum Correctional Centre
- REQUIREMENTS** : Relevant degree or national diploma in Behavioural Sciences and successful completion of the Corrections Science Learnership/ Basic/Training Induction

Training Course (ITC). Seven (7) years relevant experience in a supervisory post. Valid driver's licence. Computer literate. Competencies And Attributes: Firearm skills and the use of relevant security technology. Strategic capability and leadership, policy development and good communication skills. Sound project and programme management skills. Transformation, change and conflict management abilities. Stakeholder management skills. Problem solving, analysis and decision-making skills. Service delivery innovation. People management and empowerment. In depth understanding of safety and security within a correctional environment. Integrity and honesty. Good interpersonal relations. Knowledge of the Correctional Services Act, Act 111 of 1998.

DUTIES : Management of all aspects of the Correctional Centre on a day to day basis through the implementation of the Correctional Services Act, Act 111 of 1998. Manage the implementation of the imperatives of the White Paper on Corrections. Management of case management administration, security, development and care, unit management and case management committees. Foster a working relationship with the Justice Cluster and the community. Monitor, evaluate and take appropriate action in relation to outcomes on the risk trends. Management of performance information. Manage human resources, finances and assets.

ENQUIRIES : Free State and Northern Cape Region: Ms Mokuni NJ / Ms Molutsokane N/ Ms Radebe T/ Ms. Ramncwana B at 082 306 9027.

NOTE : Appointment under the Correctional Service Act.

POST 04/15 : **MEDICAL OFFICER GRADE 1-3 REF NO: FSNC 2026/01/28**

SALARY : Grade 1: R1 001 349 per annum, (all-inclusive package)
Grade 2: R1 142 553 per annum, (all-inclusive package)
Grade 3: R1 322 352 per annum, (all-inclusive package)

CENTRE : Free State and Northern Cape Region Mangaung Maximum Correctional Centre

REQUIREMENTS : An appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a medical officer. Registration with the HPCSA as a medical practitioner. Basic medical degree (MBChB or equivalent). **Grade 1:** No experience required. **Grade 2:** A minimum of 5 years appropriate experience as Medical Officer after registration with the HPCSA as a Medical Practitioner. **Grade 3:** A minimum of 10 years appropriate experience as Medical Officer after registration with the HPCSA as a Medical Practitioner. Computer literate. Valid driver's licence. Competencies And Attributes: Excellent clinical skills; history taking; examination; clinical assessment and management procedures. Good professional attitude, communication skills and ethics in relation to patients/relevant stakeholders. Knowledge of public health legislation. Financial management. Project and programme management, transformation management, change management and stakeholder management skills. Problem solving and analysis, service delivery innovation, decision making, people management and empowerment and evaluation skills. Integrity and honesty. Teamwork ability. Confidentiality and good interpersonal relations. Assertiveness and ability to network. Good understanding of the public service policy and legislative framework.

DUTIES : Facilitate and support the provision of primary health care services. Render basic medical health care services to inmates. Improve clinical quality of primary health care services through direct patient care, mentoring and supervision of health care professionals through an integrated approach programme. Render medico-legal services. Attendance of relevant administrative and clinical meetings. Improve the quality of medical care by providing appropriate clinical care services and maintain good medical practice. Implement and monitor adherence to national standards. Implement and monitor compliance with Standard Treatment Guidelines and Essential Medicine List as per Essential Drug Programme: South Africa. Facilitate and coordinate medical emergency preparedness and life support services. Provide emergency medical care, including after hours. Refer patients to authorised and recognised health care providers. Liaise with internal and external counterparts regarding healthcare delivery. Management of performance information, human resources, finance and assets.

ENQUIRIES : Free State and Northern Cape Region: Ms Mokuni NJ / Ms Molutsokane N/ Ms Radebe T/ Ms. Ramncwana B at 082 306 9027.

NOTE : Appointment under the Public Service Act.

- POST 04/16** : **PSYCHOLOGISTS: GRADE 1 REF NO: FSNC 2026/01/29 (X4 POSTS)**
- SALARY CENTRE** : R872 709 per annum, (all-inclusive package)
: Free State and Northern Cape Region Mangaung Maximum Correctional Centre
- REQUIREMENTS** : Matric/Grade 12 and appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Clinical Psychologist. Registration with the Health Professions Council of South Africa (HPCSA) as a Clinical Psychologist. Computer literate. Valid driver's licence. Competencies And Attributes: Financial management. Problem solving and decision-making. Facilitation skills. Plan, organise, lead and control. Change management. Team leadership. Project management. Presentation skills. Conflict management. Report writing. Training and development. Time management. Confidentiality. Coaching and mentoring. Understanding of the Public Service policy and legislative framework. Service delivery and client orientation. Integrity and honesty. Assertiveness. Ability to network. Influence and impact. Applied strategic thinking. Willingness to travel.
- DUTIES** : Render psychological services to inmates, parolees and probationers. Co-ordinate the rendering of psychological services to inmates, parolees and probationers. Liaise with internal and external organizations for the provision of psychological services.
- ENQUIRIES** : Free State and Northern Cape Region: Ms Mokuni NJ / Ms Molutsoane N/ Ms Radebe T/ Ms. Ramncwana B at 082 306 9027.
- NOTE** : Appointment under the Public Service Act.
- POST 04/17** : **PHARMACIST GRADE 1 REF NO: FSNC 2026/01/30**
- SALARY CENTRE** : R848 862 per annum, (all-inclusive package)
: Free State and Northern Cape Region Mangaung Maximum Correctional Centre
- REQUIREMENTS** : Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registration with the SAPC as a Pharmacist. Valid drivers' licence. Computer literate. Competencies and Attributes: Understanding of Public Service policy and legislative framework. Knowledge of public health. Good financial management, communication, evaluation, problem solving and analysis skills. Effective project, programme, transformation, change and stakeholder management. Service delivery innovation, decision making, people management, empowerment, integrity, honesty, confidentiality and good interpersonal relations. Accuracy, assertiveness and ability to network.
- DUTIES** : Manage the pharmacy facility in terms of applicable legislation, regulations and policies. Perform risk management and networking (internal and external stakeholders). Issuing and control of medicine. Render basic pharmaceutical services to offenders. Maintain good medical practice. Adhere to medical standards. Write and keep records. Provide training where necessary. Liaise with internal and external counterparts regarding pharmaceutical delivery. Adhere to departmental policies and orders. Effectively utilise and manage resource (financial, human, information, pharmaceutical stock and equipment). Management of performance information.
- ENQUIRIES** : Free State and Northern Cape Region: Ms Mokuni NJ / Ms Molutsoane N/ Ms Radebe T/ Ms. Ramncwana B at 082 306 9027.
- NOTE** : Appointment under the Public Service Act.
- POST 04/18** : **ASSISTANT MANAGER NURSING (PN-B4): PRIMARY HEALTH CARE (PHC) REF NO: FSNC 2026/01/31 (X2 POSTS)**
- SALARY CENTRE** : R755 355 per annum
: Free State and Northern Cape Region Mangaung Maximum Correctional Centre
- REQUIREMENTS** : Diploma/degree in Nursing or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Post basic qualification with a duration of at least 1 year in curative skills in Primary Health Care accredited with the SANC. A minimum of (10) years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 6 years of this period must be appropriate/recognisable experience after obtaining the 1-year post basic

qualification in the relevant speciality. Further, at least (3) years of the period referred to above must be appropriate/ recognisable experience at managerial level. Computer literate. Valid driver's licence. Competencies and Attributes: Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practises and how these impact on service delivery. Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate a basic understanding of HR and financial policies and practices. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues, including more complex report writing when required. Work as part of a multidisciplinary team at unit level to ensure good nursing care by the nursing team. Work effectively and amicably, at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Able to manage own work, time and that of junior colleagues to ensure proper nursing service in the unit. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Able to develop contacts, build and maintain a network of professional relations in order to enhance service delivery. Demonstrate basic computer literacy as a support tool to enhance service delivery.

DUTIES : Ensure that a comprehensive nursing treatment and care service is delivered to patients in a cost effective, efficient and equitable manner, including the overall management of nursing services (i.e. operational, HR and Finance of the nursing department). Ensure compliance to professional and ethical practice. Ensure that the clinical nursing practice by the nursing team in the facility is rendered in accordance with the scope of practice and nursing standards as determined by relevant health facility. Promote quality nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Management of performance information. Management of human resources, finances and assets.

ENQUIRIES : Free State and Northern Cape Region: Ms Mokuni NJ / Ms Molutsoane N/ Ms Radebe T/ Ms. Ramncwana B at 082 306 9027.

NOTE : Appointment under the Public Service Act.

POST 04/19 : **OPERATIONAL MANAGER NURSING [PN-B3]: PRIMARY HEALTH CARE (PHC) REF NO: FSNC 2026/01/32 (X2 POSTS)**

SALARY CENTRE : R693 096 per annum
: Free State and Northern Cape Region Mangaung Maximum Correctional Centre

REQUIREMENTS : Degree/diploma in nursing or an equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Post basic qualification with a duration of at least one (1) year in curative skills in Primary Health Care accredited with the SANC. A minimum of nine (9) years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least five (5) years of the said period must be appropriate/ recognisable experience after obtaining the one (1) year post basic qualification in the relevant speciality. Registration with the SANC as a Professional Nurse. Computer literate. Valid driver's licence. Competencies and Attributes: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practises and how these impact on service delivery. Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate a basic understanding of HR and financial policies and practices. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues, including more complex report writing when required. Work as part of a multidisciplinary team at unit level to ensure good nursing care by the nursing team. Work effectively and amicably, at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Able to manage own work, time and that of junior colleagues to ensure proper nursing service in the unit. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles

- of Batho Pele. Able to develop contacts, build and maintain a network of professional relations in order to enhance service delivery. Demonstrate basic computer literacy as a support tool to enhance service delivery.
- DUTIES** : Provide direction and supervision in the implementation of the nursing plan (clinical practice/ quality patient care). Implement standards, practices, criteria and indicators for quality nursing (quality of practices). Practice nursing and health care in accordance with the relevant laws and regulations. Display a concern for patients. Promoting and advocating proper treatment and care including an awareness and willingness to respond to patient's needs, requirements and expectations (Batho Pele Principles). Maintain the quality of nursing data and information and utilize it to advise accordingly. Advance and evaluate the quality and cost-effectiveness of nursing care. Ensure that a comprehensive general nursing service is delivered to patients in a cost effective, efficient and equitable manner at a primary health care facility. Ensure compliance to professional and ethical practice. Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Management of human resource, finance and assets. Management of performance information.
- ENQUIRIES** : Free State and Northern Cape Region: Ms Mokuni NJ / Ms Molutsoane N/ Ms Radebe T/ Ms. Ramncwana B at 082 306 9027.
- NOTE** : Appointment under the Public Service Act.
- POST 04/20** : **CENTRE COORDINATOR: CORRECTIONS (CB 5) REF NO: FSNC 2026/01/02**
- SALARY CENTRE** : R579 738 per annum
: Free State and Northern Cape Region Mangaung Maximum Correctional Centre
- REQUIREMENTS** : Relevant degree or national diploma in Behavioural Sciences and successful completion of the Corrections Science Learnership/ Basic Training/ Induction Training Course (ITC). Seven (7) years relevant experience in a supervisory post. Valid driver's licence. Computer literate. Competencies and Attributes: Firearm skills and the use of relevant security technology. Communication skills. Project and programme management. Transformation, change and stakeholder management. Problem solving and analysis. Service delivery innovation. Decision making. People management and empowerment. In depth understanding of safety and security in a correctional environment. Integrity and honesty, confidentiality, good inter-personal relations and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness. Ability to network and diplomacy.
- DUTIES** : Ensure the development of correctional sentence plan and facilitate the implementation thereof. Execute correctional policies and procedures. Coordinate the collation and dissemination of correction information. Coordinate activities relating to rehabilitation, case management administration and unit management systems. Promote corrections and security. Manage human resources, finance and assets. Management of performance information.
- ENQUIRIES** : Free State and Northern Cape Region: Ms Mokuni NJ / Ms Molutsoane N/ Ms Radebe T/ Ms. Ramncwana B at 082 306 9027.
- NOTE** : Appointment under the Correctional Service Act.
- POST 04/21** : **CENTRE COORDINATOR: OPERATIONAL SUPPORT (CB 5) REF NO: FSNC 2026/01/03**
- SALARY CENTRE** : R579 738 per annum
: Free State and Northern Cape Region Mangaung Maximum Correctional Centre
- REQUIREMENTS** : Relevant degree or national diploma in Behavioural Sciences and successful completion of the Corrections Science Learnership/ Basic Training/ Induction Training Course (ITC). Seven (7) years relevant experience in a supervisory post. Valid driver's licence. Computer literate. Competencies and Attributes: Firearm skills and the use of relevant security technology. Communication skills. Project and programme management. Transformation, change and stakeholder management. Problem solving and analysis. Service delivery innovation. Decision making. People management and empowerment. In

- depth understanding of safety and security in a correctional environment. Integrity and honesty, confidentiality, good inter-personal relations and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness. Ability to network and diplomacy.
- DUTIES** : Execution of control regarding safe custody, physical care and treatment. Create secure environment conducive for rehabilitation. Execution of control regarding the establishment and rendering of security. Provide advice on departmental policy directives. Management of inmates' safe custody (internal and external security). Management of development and care and health care services. Manage human resources, finance and assets. Management of performance information.
- ENQUIRIES** : Free State and Northern Cape Region: Ms Mokuni NJ / Ms Molutsokane N/ Ms Radebe T/ Ms. Ramncwana B at 082 306 9027.
- NOTE** : Appointment under the Correctional Service Act.
- POST 04/22** : **CENTRE COORDINATOR: STAFF SUPPORT (CB 5) REF NO: FSNC 2026/01/04**
- SALARY** : R579 738 per annum
- CENTRE** : Free State and Northern Cape Region Mangaung Maximum Correctional Centre
- REQUIREMENTS** : Relevant degree or national diploma in Human Resources and successful completion of the Corrections Science Learnership/ Basic Training/ Induction Training Course (ITC). Seven (7) years relevant experience in a supervisory post. Valid driver's licence. Computer literate. Competencies and Attributes: Firearm skills and the use of relevant security technology. Communication skills. Project and programme management. Transformation, change and stakeholder management. Problem solving and analysis. Service delivery innovation. Decision making. People management and empowerment. In depth understanding of safety and security in a correctional environment. Integrity and honesty, confidentiality, good inter-personal relations and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness. Ability to network and diplomacy.
- DUTIES** : Provide human resources and related functions to the correctional centre. Effective management of the registration activities. Ensure proper dissemination of information for the correctional centre. Management of duty register and leave arrangements. Management of human resources, finances and assets. Management of correctional centre through the implementation of correctional services act, Act 111 of 1998 as amended. Management of performance information.
- ENQUIRIES** : Free State and Northern Cape Region: Ms Mokuni NJ / Ms Molutsokane N/ Ms Radebe T/ Ms. Ramncwana B at 082 306 9027.
- NOTE** : Appointment under the Correctional Service Act.
- POST 04/23** : **CHAIRPERSON: CASE MANAGEMENT COMMITTEE (CB 5) REF NO: FSNC 2026/01/05**
- SALARY** : R579 738 per annum
- CENTRE** : Free State and Northern Cape Region Mangaung Maximum Correctional Centre
- REQUIREMENTS** : Relevant degree or national diploma in Behavioural Sciences and successful completion of the Corrections Science Learnership/ Basic Training/ Induction Training Course (ITC). Seven (7) years relevant experience in a supervisory post. Valid driver's licence. Computer literate. Competencies And Attributes: Firearm skills and the use of relevant security technology. Communication skills. Project and programme management. Transformation, change and stakeholder management. Problem solving and analysis. Service delivery innovation. Decision making. People management and empowerment. In depth understanding of safety and security in a correctional environment. Integrity and honesty, confidentiality, good inter-personal relations and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness. Ability to network and diplomacy.
- DUTIES** : Planning of the activities of the Case Management Committee (CMC). Holding of meetings of the CMC. Management of sentence plans. Control of inmates' records. Management of inmates in assessment, housing, special care and in pre-release units. Management of human resources, finances and assets. Management of performance information.

ENQUIRIES : Free State and Northern Cape Region: Ms Mokuni NJ / Ms Molutsoane N/ Ms Radebe T/ Ms. Ramncwana B at 082 306 9027.

NOTE : Appointment under the Correctional Service Act.

POST 04/24 : **DIVISIONAL HEAD: FOOD SERVICES (CB 4) REF NO: FSNC 2026/01/06**

SALARY : R491 799 per annum

CENTRE : Free State and Northern Cape Region Mangaung Maximum Correctional Centre

REQUIREMENTS : Relevant degree or national diploma in Food/ Chef Services or equivalent and successful completion of the Corrections Science Learnership/ Basic Training/ Induction Training Course (ITC). Seven (7) years relevant experience gained in a supervisory post. Valid driver's licence. Computer literate. Competencies and Attributes: Strong people management and leadership abilities. Ability to work under pressure in a regulated environment. Good problem-solving and decision-making skills. High level of integrity, professionalism and confidentiality. Awareness of security protocols and risk management. Networking/ liaison with internal and external stakeholders. Good communication and report writing skills. Knowledge of Public Service Regulations, Treasury Regulations and Public Finance Management Act.

DUTIES : Manage and supervise the operations of the kitchen. Plan, prepare and oversee daily meal production in accordance with approved menus and dietary standards. Ensure meals meet nutritional requirements and accommodate special dietary needs (medical, religious, cultural). Manage meal schedules to ensure timeous and secure serving of food to all inmates. Supervise, train and schedule kitchen staff and assigned inmates. Ensure proper conduct, discipline and adherence to security procedures within the kitchen area. Provide on-the-job training and skills development to inmates, where applicable. Ensure full compliance with food safety, hygiene and sanitation regulations. Maintain high standards of cleanliness in all kitchen and storage areas. Conduct regular inspections and take corrective action where necessary. Enforce correctional centre security procedures related to tools, equipment and supplies. Maintain accurate records of kitchen equipment, utensils and controlled items. Report any security breaches, safety hazards or incidents immediately. Manage ordering, receipt, storage and stock rotation of food supplies. Monitor inventory levels and minimize waste and losses. Ensure compliance with budgetary controls and cost management targets. Keep accurate records of meals produced, inventory, staff attendance and incidents. Prepare operational reports as required by management. Assist with audits, inspections and compliance reporting. Provide safe and secure detention, rehabilitation process and humane incarceration in a correctional environment. Management of human resources, finances and assets. Manage of performance information.

ENQUIRIES : Free State and Northern Cape Region: Ms Mokuni NJ / Ms Molutsoane N/ Ms Radebe T/ Ms. Ramncwana B (0823069027).

NOTE : Appointment under the Correctional Service Act.

POST 04/25 : **DIVISIONAL HEAD: SECURITY (INTERNAL) (CB 4) REF NO: FSNC 2026/01/07**

SALARY : R491 799 per annum

CENTRE : Free State and Northern Cape Region Mangaung Maximum Correctional Centre

REQUIREMENTS : Relevant degree or national diploma in Behavioural Sciences and successful completion of the Corrections Science Learnership/ Basic Training/ Induction Training Course (ITC). Seven (7) years relevant experience gained in a supervisory post. Valid driver's licence. Computer literate. Competencies and Attributes: Firearm skills and the use of relevant security technology. Communication, project and programme management. Transformation, change and stakeholder management. Problem solving, analysis, service delivery Innovation, decision making, people management and empowerment. In depth understanding of safety and security in a correctional environment. Integrity and honesty, confidentiality, good interpersonal relations and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network and diplomacy.

DUTIES : Manage security matters. Responsible for maintenance of existing security matters and the upgrading thereof. Implement departmental policies. Advice management regarding security matters. Management of escorts to hospitals,

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| | | courts and other destinations. Keep personnel up to date regarding security matters. Management of human resources, finances and assets. Manage of performance information. |
| <u>ENQUIRIES</u> | : | Free State and Northern Cape Region: Ms Mokuni NJ / Ms Molutsoane N/ Ms Radebe T/ Ms. Ramncwana B at 082 306 9027. |
| <u>NOTE</u> | : | Appointment under the Correctional Service Act. |
| <u>POST 04/26</u> | : | <u>DIVISIONAL HEAD: DEVELOPMENT (CB 4) REF NO: FSNC 2026/01/08</u> |
| <u>SALARY CENTRE</u> | : | R491 799 per annum Free State and Northern Cape Region Mangaung Maximum Correctional Centre |
| <u>REQUIREMENTS</u> | : | Relevant degree or national diploma in Education and Training or Training/Educational Management/M + 4 qualification in Education. Successful completion of the Corrections Science Learnership/ Basic Training/ Induction Training Course (ITC). Seven (7) years relevant experience gained in a supervisory post. Valid driver's licence. Computer literate. Competencies and Attributes: Good communication, report writing and listening skills. Negotiation, problem solving, analysis and presentation skills. Fire-arm skills and the use of relevant security technology. Project and programme management. Transformation, change and stakeholder management. Service delivery innovation, decision making, people management and empowerment. In depth understanding of safety and security in a correctional environment. Integrity and honesty, confidentiality, good interpersonal relations and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network and diplomacy. |
| <u>DUTIES</u> | : | Management of formal education. The management of academic tuition to school students. The management of examinations and skills development. The management of vocational training, examinations and trade tests. Management of arts, culture, sport and recreation. The supervision of the correctional centre library. The management of arts and cultural activities. Management of human resources, finances and assets. Manage of performance information. |
| <u>ENQUIRIES</u> | : | Free State and Northern Cape Region: Ms Mokuni NJ / Ms Molutsoane N/ Ms Radebe T/ Ms. Ramncwana B at 082 306 9027 |
| <u>NOTE</u> | : | Appointment under the Correctional Service Act. |
| <u>POST 04/27</u> | : | <u>DIVISIONAL HEAD: CARE (CB 4) REF NO: FSNC 2026/01/09</u> |
| <u>SALARY CENTRE</u> | : | R491 799 per annum Free State and Northern Cape Region Mangaung Maximum Correctional Centre |
| <u>REQUIREMENTS</u> | : | Relevant degree or national diploma in Social Work or Nursing. Successful completion of the Corrections Science Learnership/ Basic Training Induction Training Course (ITC)/. Seven (7) years relevant experience gained in a supervisory post. Valid driver's licence. Computer literate. Competencies and Attributes: Good communication, report writing and listening skills. Negotiation, problem solving, analysis and presentation skills. Fire-arm skills and the use of relevant security technology. Project and programme management. Transformation, change and stakeholder management. Service delivery innovation, decision making, people management and empowerment. In depth understanding of safety and security in a correctional environment. Integrity and honesty, confidentiality, good interpersonal relations and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network and diplomacy. |
| <u>DUTIES</u> | : | Coordination of Corrections and Care services. Implement Corrections and Care strategies. Implement Corrections and Care services level agreement standards. Networking and attending meetings with internal and external stakeholders. Serve as an advocacy for the Department to the community. Implement policy and guidelines. Monitor and evaluate policy implementation. Ensure adherence to policies and guidelines by functionaries. Provide statutory guidelines on inspection manuals, brochures and pamphlets. Coordinate latest training developments and requirements with external role players. Provide safe and secure detention, rehabilitation process and humane incarceration in a correctional environment. Management of human resources, finances and assets. Manage of performance information. |

ENQUIRIES : Free State and Northern Cape Region: Ms Mokuni NJ / Ms Molutsoane N/ Ms Radebe T/ Ms. Ramncwana B at 082 306 9027.

NOTE : Appointment under the Correctional Service Act.

POST 04/28 : **DIVISIONAL HEAD: CASE MANAGEMENT ADMINISTRATION (CB 4) REF NO: FSNC 2026/01/10**

SALARY CENTRE : R491 799 per annum
: Free State and Northern Cape Region Mangaung Maximum Correctional Centre

REQUIREMENTS : Relevant degree or national diploma in Behavioural Sciences and successful completion of the Corrections Science Learnership/Basic Training/ Induction Training Course (ITC) Seven (7) years relevant experience gained in a supervisory post. Valid driver's licence. Computer literate. Competencies and Attributes: Firearm skills and the use of relevant security technology. Communication, project and programme management. Transformation, change and stakeholder management. Problem solving, analysis, service delivery innovation, decision making, people management and empowerment. In depth understanding of safety and security in a correctional environment. Integrity and honesty, confidentiality, good interpersonal relations and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network and diplomacy.

DUTIES : Management of admission and release system. Supervision of offender movements, offender cash administration and offender bail/fine payments. Ensure continuity and consistency in case management administration. Management of human resources, finance and assets. Management of performance information.

ENQUIRIES : Free State and Northern Cape Region: Ms Mokuni NJ / Ms Molutsoane N/ Ms Radebe T/ Ms. Ramncwana B at 082 306 9027.

NOTE : Appointment under the Correctional Service Act.

POST 04/29 : **DIVISIONAL HEAD: HUMAN RESOURCE MANAGEMENT (CB 4) REF NO: FSNC 2026/01/11**

SALARY CENTRE : R491 799 per annum
: Free State and Northern Cape Region Mangaung Maximum Correctional Centre

REQUIREMENTS : Relevant degree or national diploma in Human Resource Management and successful completion of the Corrections Science Learnership/ Basic Training/ Induction Training Course (ITC). Seven (7) years relevant experience gained in a supervisory post. Valid driver's licence. Computer literate. Competencies And Attributes: Firearm skills and the use of relevant security technology. Communication, project and programme management. Transformation, change and stakeholder management. Problem solving, analysis, service delivery Innovation, decision making, people management and empowerment. In depth understanding of safety and security in a correctional environment. Integrity and honesty, confidentiality, good interpersonal relations and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network and diplomacy.

DUTIES : Provide human resources functions at the correctional centre. Manage the registration activities. Ensure proper dissemination of information for the correctional centre. Management of duty registers and leave arrangements. Ensure that disciplinary measures are instituted where necessary. Act as initiator in disciplinary hearings. Management of human resources, finances and assets. Management of performance information.

ENQUIRIES : Free State and Northern Cape Region: Ms Mokuni NJ / Ms Molutsoane N/ Ms Radebe T/ Ms. Ramncwana B at 082 3069027.

NOTE : Appointment under the Correctional Service Act.

POST 04/30 : **DIVISIONAL HEAD: FINANCE (CB 4) REF NO: FSNC 2026/01/12**

SALARY CENTRE : R491 799 per annum
: Free State and Northern Cape Region Mangaung Maximum Correctional Centre

REQUIREMENTS : Recognized three-year degree/diploma in Accounting or Financial Management with (7) years relevant experience. Successful completion of the Corrections Science Learnership/ Basic Training/ Induction Training Course

(ITC). Computer literate. Valid Driver's licence. Competencies and Attributes: Financial management and facilitation skills. Plan, organize, lead and control. Project management, presentation skills, conflict management, report writing, time management, confidentiality, coaching and mentoring. Understanding of Public Service Policy and legislative framework. Knowledge of the Correctional Services Act, Act 111 of 1998. Service delivery and client orientation. Integrity and honesty, Assertiveness. Influence and impact. Decision making, problem solving, networking/liaison with stakeholders and negotiation. Excellent verbal and written communication skills. Strong leadership qualities, initiative and drive. Proven knowledge of the Public Finance Management Act, 1999 and Treasury Regulations relating to financial management and accounting. Experience in procurement administration and public finance administration at management level.

DUTIES : Inspection of financial administration at the correctional centre. Ensuring the correct management of special function accounts. Ensuring control over all financial documentation. Ensure the correct management of ledgers. Monitoring of expenditure within the bounds of allocated funds. Investigate irregularities in financial management at the correctional centre. Ensure the correct distribution of funds and the inclusion of approved new services/expansions in the budget. Submission of recommendations on the financing of activities. Ensure that financial requirements by individual sections are correctly reflected on the appropriate budgetary responsibilities/objectives and on the budgetary reports. Ensure optimum utilization of resources with regard to management of budgets within the framework of relevant legal directives and regulations. Management of human resources, finances and assets. Management of performance information.

ENQUIRIES : Free State and Northern Cape Region: Ms Mokuni NJ / Ms Molutsoane N/ Ms Radebe T/ Ms. Ramncwana B at 082 306 9027.

NOTE : Appointment under the Correctional Service Act.

POST 04/31 : **UNIT MANAGERS: (CB 4) REF NO: FSNC 2026/01/130 (X6 POSTS)**

SALARY : R491 799 per annum
CENTRE : Free State and Northern Cape Region Mangaung Maximum Correctional Centre

REQUIREMENTS Relevant degree or national diploma in Behavioural Sciences and successful completion of the Corrections Science Learnership/ Basic Training/ Induction Training Course (ITC). Seven (7) years relevant experience gained in a supervisory post. Valid driver's licence. Computer literate. Competencies and Attributes: Financial management and facilitation skills. Plan, organize, lead and control. Project management, presentation skills, conflict management, report writing, time management, confidentiality, coaching and mentoring. Understanding of Public Service Policy and legislative framework. Knowledge of the Correctional Services Act, Act 111 of 1998. Service delivery and client orientation. Integrity and honesty, Assertiveness. Influence and impact. Decision making, problem solving, networking/liaison with stakeholders and negotiation. Excellent verbal and written communication skills. Strong leadership qualities, initiative and drive. Proven knowledge of the Public Finance Management Act, 1999 and Treasury Regulations relating to financial management and accounting. Experience in procurement administration and public finance administration at management level.

DUTIES : Manage the safe custody of offenders. Manage the process of representation of offenders. Develop measures for handling offender complaints and requests. Facilitate the induction of new offenders. Implementation of unit management principles. Management of case files. Provision of infrastructural needs to enhance the implementation of unit management principles. Manage human resource, finance and assets. Management of performance information.

ENQUIRIES : Free State and Northern Cape Region: Ms Mokuni NJ / Ms Molutsoane N/ Ms Radebe T/ Ms. Ramncwana B at 082 306 9027.

NOTE : Appointment under the Correctional Service Act.

POST 04/32 : **CHIEF ARTISAN GRADE A (ASSET MAINTENANCE) REF NO: FSNC 2026/01/33**

SALARY : R480 261 per annum
CENTRE : Free State and Northern Cape Region Mangaung Maximum Correctional Centre

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| <u>REQUIREMENTS</u> | : | An appropriate trade test certificate underwritten by the Manpower Training Act (Red Seal). Ten years post qualification experience required as an Artisan/Artisan Foreman. Valid driver's licence. Competencies and Attributes: Project management. Technical design and analysis knowledge. Computer-aided technical applications. Knowledge of legal compliance. Technical report writing. Technical consulting. Production, process knowledge and skills. Problem solving and analysis. Decision making, team work, creativity, change management, financial management, customer focus and responsiveness. Communication, planning and organising skills. |
| <u>DUTIES</u> | : | Manage technical services and support in conjunction with Technicians/Artisans and associates in field, workshop and technical office activities. Ensure the promotion of safety in line with statutory and regulatory requirements. Provide inputs into existing technical manuals, standard drawings and procedures to incorporate new technology. Ensure quality assurance in line with specifications. Manage administrative and related functions. Provide inputs into the budgeting process. Compile and submit reports as required. Provide and consolidate inputs to the technical operational plan. Update databases. Management of human resource, finance and assets. Management of performance information. |
| <u>ENQUIRIES</u> | : | Free State and Northern Cape Region: Ms Mokuni NJ / Ms Molutsoane N/ Ms Radebe T/ Ms. Ramncwana B at 082 306 9027. |
| <u>NOTE</u> | : | Appointment under the Public Service Act. |
| <u>POST 04/33</u> | : | <u>SOCIAL WORK SUPERVISOR GRADE 1 REF NO: FSNC 2026/01/34 (X4 POSTS)</u> |
| <u>SALARY CENTRE</u> | : | R477 564 per annum |
| <u>REQUIREMENTS</u> | : | Free State and Northern Cape Region Mangaung Maximum Correctional Centre |
| <u>REQUIREMENTS</u> | : | BA degree in Social Work and seven (7) years relevant experience in social work after registration with the South African Council for Social Services Profession (SACSSP). Current registration with the South African Council for Social Services Professions. Computer literate. Valid driver's licence. Competencies and Attributes: Conversant with acts, policies and legislation pertaining to social work practice. Understanding of human behaviour social systems. Social work intervention. Empowerment, confidentiality, time management and listening skills. Interpersonal, client orientation and good communication skills. Empathy, tactfulness, integrity and honesty. Good report writing skills. Adaptability. Conflict management. Ability to coordinate and collaborate with internal and external stakeholders. |
| <u>DUTIES</u> | : | Provide needs-based social work services to offenders through individual attention, group work and community work. Conduct research and social work administration. Conduct individual assessments. Market social work service. Monitor and evaluate social work interventions. Provide guidance to subordinates and ensure that the requirements of the operational plans are complied with. Manage human resources, finance and assets. Management of performance information. |
| <u>ENQUIRIES</u> | : | Free State and Northern Cape Region: Ms Mokuni NJ / Ms Molutsoane N/ Ms Radebe T/ Ms. Ramncwana B at 082 306 9027. |
| <u>NOTE</u> | : | Appointment under the Public Service Act. |
| <u>POST 04/34</u> | : | <u>CLINICAL NURSE PRACTITIONER GRADE 1: PN-B1 (PRIMARY HEALTH CARE) REF NO: FSNC 2026/01/35 (X12 POSTS)</u> |
| <u>SALARY CENTRE</u> | : | R476 367 per annum |
| <u>REQUIREMENTS</u> | : | Free State and Northern Cape Region Mangaung Maximum Correctional Centre |
| <u>REQUIREMENTS</u> | : | Degree/national diploma in nursing. A post basic qualification with a duration of at least 1 year in Curative Skills in Primary Health Care accredited with the SANC. Current registration with the council as a professional nurse. A minimum of 4 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. Computer literate. Valid driver's licence. Competencies and Attributes: Demonstrate an understanding of nursing legislation and related legal and ethical nursing practises within a primary health care environment. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined for a primary health care facility. Promote quality of nursing care as directed by |

the professional scope of practice and standards as determined for a primary health care facility. Demonstrate a basic understanding of HR and financial policies and practices. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multidisciplinary team to ensure good nursing care at primary health care level. Work effectively, co-operatively and amicably with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organise own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient's needs, requirements and expectations (Batho Pele).

DUTIES : Provide quality comprehensive primary health care services through promoting preventative, curative and rehabilitative services for offenders. Perform clinical nursing practice in accordance with the scope of practice and nursing standards for primary health care. Conduct routine examination of offenders and treatment of minor ailments according to scope of practice. Render administrative services such as providing accurate statistics for evaluation and future planning. Identifying needs for financial planning and indirect control of expenditure as an integral part of planning and organizing, including ordering and control of medicine and medical stock. Develop and ensure implementation of nursing care plans. Updating of offender's records and participate in clinical records audits. Provide safe and therapeutic environment as laid down by the Nursing, Occupational Health and Safety Act and all other applicable prescripts. Manage human resources, finance and assets. Management of performance information.

ENQUIRIES : Free State and Northern Cape Region: Ms Mokuni NJ / Ms Molutsoane N/ Ms Radebe T/ Ms. Ramncwana B at 082 306 9027.

NOTE : Appointment under the Public Service Act.

POST 04/35 : **SECTION HEAD: EDUCATIONIST REF NO: FSNC 2026/01/14**

SALARY CENTRE : R438 585 per annum
Free State and Northern Cape Region Mangaung Maximum Correctional Centre

REQUIREMENTS : Recognised National Diploma/ Degree or equivalent qualification in Education and registration with the South African Council of Educators (SACE). Six (6) years relevant experience gained after registration with SACE. Valid driver's licence. Registration with the South African Council of Educators. Competencies and Attributes: Plan, organise, lead and control. Client orientation and communication. Policy implementation. Report writing. Diversity management. Training and development. Service delivery innovation and creativity. Project management, conflict management and facilitation management skills. Integrity and honesty. Coaching and mentoring. Good work ethics. Confidentiality. Good interpersonal relations. Openness and transparency. Networking. Influence and impact. Willingness to travel. Presentation, conceptual and conflict management skills.

DUTIES : Quality assessment of education services. Monitor performance in education services. Evaluate and ensure service levels. Undertake educational research. Investigate learner related complaints. Plan educational activities. Manage training requirements. Arrange training workshops. Manage human resource, finance and assets. Management of performance information.

ENQUIRIES : Free State and Northern Cape Region: Ms Mokuni NJ / Ms Molutsoane N/ Ms Radebe T/ Ms. Ramncwana B at 082 306 9027.

NOTE : Appointment under the Correctional Service Act.

POST 04/36 : **CASE MANAGEMENT SUPERVISOR: (CB 3-1) REF NO: FSNC 2026/01/15 (X14 POSTS)**

SALARY CENTRE : R404 466 per annum
Free State and Northern Cape Region Mangaung Maximum Correctional Centre

REQUIREMENTS : Relevant degree or national diploma in Behavioural Sciences and successful completion of the Corrections Science learnership/ Basic Training/ Induction Training Course (ITC). Five (5) years relevant experience gained at a production post (CB2). Valid driver's licence. Computer literate. Competencies and Attributes: Firearm skills and the use of relevant security technology. Communication, project and programme management. Transformation,

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| | | change and stakeholder management. Problem solving, analysis, service delivery innovation, decision making, people management and empowerment. In depth understanding of safety and security in a correctional environment. Integrity and honesty, confidentiality, good interpersonal relations and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network and diplomacy. |
| <u>DUTIES</u> | : | Supervise and maintain security of the unit in a correctional centre. Ensure safe custody of offenders. Supervision of offenders' programmes. The implementation and following of the day structured programme and regular progress report. Management and review of case file. Provide guidance and support to case officers with the updating of offenders' case files and in determining of aspects for specific counselling. Provide support on the development of offenders. Provide guidance and support to case officers in observing problematic behaviour, defining causes, results and possible remedies to address these, referring offenders to Social Workers, Education and Psychologists personnel for attention. Manager of the correctional case management team. Provide guidance and support to offenders in their progress with regard to developmental programmes. Management of human resources, finances and assets. |
| <u>ENQUIRIES</u> | : | Free State and Northern Cape Region: Ms Mokuni NJ / Ms Molutsoane N/ Ms Radebe T/ Ms. Ramncwana B at 082 306 9027. |
| <u>NOTE</u> | : | Appointment under the Correctional Service Act. |
| <u>POST 04/37</u> | : | <u>SECTION HEAD (SUPERVISOR): EXTERNAL SECURITY (CB 3-1) REF NO: FSNC 2026/01/16 (X7 POSTS)</u> |
| <u>SALARY CENTRE</u> | : | R404 466 per annum |
| | : | Free State and Northern Cape Region Mangaung Maximum Correctional Centre: |
| <u>REQUIREMENTS</u> | : | Relevant degree or national diploma in Behavioural Sciences and successful completion of the Corrections Science learnership/ Basic Training/ Induction Training Course (ITC). Five (5) years relevant experience gained at a production post (CB2). Valid driver's licence. Computer literate. Competencies and Attributes: Firearm skills and the use of relevant security technology. Communication, project and programme management. Transformation, change and stakeholder management. Problem solving, analysis, service delivery innovation, decision making, people management and empowerment. In depth understanding of safety and security in a correctional environment. Integrity and honesty, confidentiality, good interpersonal relations and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network and diplomacy. |
| <u>DUTIES</u> | : | Supervision of entry control to prison grounds. Preventing access to/from the prison by unauthorized persons. Preventing entry/removal of unauthorized items. Supervision of patrol of prison grounds. Detection and prevention of escapes. Prevention of the theft of government property. Supervision of the manning of watch towers. Standing guard to prevent the escape of offenders. Prevention of the smuggling of unauthorized items. Supervision escort of offenders to courts, doctors, hospitals etc. Ensure correct staff utilisation when accompanying offenders to external institutions in order to prevent escapes and the smuggling of unauthorized items. Prevention of unauthorized contact with offenders. Supervision of guarding of offenders at work teams. Prevention of unauthorized contact with offenders outside the prison. Ensure the safety of offenders and searching of offenders. Supervision of guarding of offenders in external hospitals. Supervision of visits to offenders. Supervision of contact visits. Control of security equipment. Searching of cells, offenders, other areas of prison and work areas, etc. Ensure that sufficient staff are available for the searching offenders and work areas. Supervision of the dog unit. Supervision of the mounted unit. Management of human resources, finances and assets. |
| <u>ENQUIRIES</u> | : | Free State and Northern Cape Region: Ms Mokuni NJ / Ms Molutsoane N/ Ms Radebe T/ Ms. Ramncwana B at 082 306 9027. |
| <u>NOTE</u> | : | Appointment under the Correctional Service Act. |
| <u>POST 04/38</u> | : | <u>SECTION HEAD (SUPERVISOR): INTERNAL SECURITY (CB 3-1) REF NO: FSNC 2026/01/17 (X12 POSTS)</u> |
| <u>SALARY</u> | : | R404 466 per annum |

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| <u>CENTRE</u> | : | Free State and Northern Cape Region Mangaung Maximum Correctional Centre |
| <u>REQUIREMENTS</u> | : | Relevant degree or national diploma in Behavioural Sciences and successful completion of the Corrections Science learnership/ Basic Training/ Induction Training Course (ITC). Five (5) years relevant experience gained at a production post (CB2). Valid driver's licence. Computer literate. Competencies And Attributes: Firearm skills and the use of relevant security technology. Communication, project and programme management. Transformation, change and stakeholder management. Problem solving, analysis, service delivery innovation, decision making, people management and empowerment. In depth understanding of safety and security in a correctional environment. Integrity and honesty, confidentiality, good interpersonal relations and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network and diplomacy. |
| <u>DUTIES</u> | : | Supervision of entry control to prison grounds, sections and cells. Supervision of the issuing of security equipment/manning of security systems. Supervision of escort of offenders inside prison. Accompanying of offenders to other sections in order to prevent escapes and the smuggling of unauthorized items. Supervision of visits to offenders. Identification of visitors/offenders. Collection of offenders. Control of security equipment in the armoury. Supervision of offenders in accommodation sections. Searching of cells, offenders, other areas of prison and work areas etc. Ensure that sufficient staff are available for the searching offenders during march-in. Supervision of the section store and the prison laundry. Management of human resources, finances and assets. |
| <u>ENQUIRIES</u> | : | Free State and Northern Cape Region: Ms Mokuni NJ / Ms Molutsoane N/ Ms Radebe T/ Ms. Ramncwana B at 082 306 9027. |
| <u>NOTE</u> | : | Appointment under the Correctional Service Act. |
| <u>POST 04/39</u> | : | <u>SECTION HEAD (SUPERVISOR): SPORTS AND RECREATION (CB 3- 1) REF NO: FSNC 2026/01/18</u> |
| <u>SALARY</u> | : | R404 466 per annum |
| <u>CENTRE</u> | : | Free State and Northern Cape Region Mangaung Maximum Correctional Centre |
| <u>REQUIREMENTS</u> | : | Relevant degree or national diploma in Sport Management Sciences/ Behavioural Sciences and successful completion of the Corrections Science learnership/ Basic Training/ Induction Training Course (ITC). Five (5) years relevant experience gained at a production post (CB2). Valid driver's licence. Computer literate. Competencies And Attributes: Firearm skills and the use of relevant security technology. Communication, project and programme management. Transformation, change and stakeholder management. Problem solving, analysis, service delivery innovation, decision making, people management and empowerment. In depth understanding of safety and security in a correctional environment. Integrity and honesty, confidentiality, good interpersonal relations and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network and diplomacy. |
| <u>DUTIES</u> | : | The supervision of the prison library. Implementation and maintenance of administrative control system regarding the issuing/receiving of books/periodicals. Obtaining of new books/periodicals. The management of arts and cultural activities. Establishment of concert groups. Establishment of offender choirs. The management of recreation and sport. Establish sporting codes for the correctional centre. Provide information and training to participants. Treatment of offenders. Ensure that offenders have the opportunity to attend social work sessions. Ensure that offenders have the opportunity to participate in educational programs. Maintenance of safe custody. Searching of venues and offenders for contraband. Ensure that contra-band/dangerous objects are removed and safely stored. Management of human resources, finances and assets. |
| <u>ENQUIRIES</u> | : | Free State and Northern Cape Region: Ms Mokuni NJ / Ms Molutsoane N/ Ms Radebe T/ Ms. Ramncwana B at 082 306 9027. |
| <u>NOTE</u> | : | Appointment under the Correctional Service Act |
| <u>POST 04/40</u> | : | <u>EDUCATIONIST (M+4) REF NO: FSNC 2026/01/19 (X8 POSTS)</u> |
| <u>SALARY</u> | : | R360 837 per annum |
| <u>CENTRE</u> | : | Free State and Northern Cape Region Mangaung Maximum Correctional Centre |

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| <u>REQUIREMENTS</u> | : | Matric/Grade 12 and recognized 4-year degree or equivalent qualification in Education that allows registration with the South African Council for Educators. Registration with the South African Council for Educators. Computer literate. Valid driver's licence. Competencies and Attributes: Plan, organise, lead and control. Client orientation and communication. Policy implementation, report writing, diversity management, training and development. Service delivery innovation and creativity. Project management, conflict management and facilitation management. Integrity and honesty. Knowledge and understanding of the public service management framework. Influence and impact. Presentation, conceptual and conflict management skills. |
| <u>DUTIES</u> | : | Implement educational programs for offenders. Implement educational policy at the correctional facility in the management area. Adhere to set standards for education services in accordance with government education departments. Assess educational services. Ensure service level standards for education and training. Management of human resources, finances and assets. |
| <u>ENQUIRIES</u> | : | Free State and Northern Cape Region: Ms Mokuni NJ / Ms Molutsoane N/ Ms Radebe T/ Ms. Ramncwana B at 082 306 9027. |
| <u>NOTE</u> | : | Appointment under the Correctional Service Act. |
| <u>POST 04/41</u> | : | <u>SOCIAL WORKER GRADE 1 REF NO: FSNC 2026/01/36 (X12 POSTS)</u> |
| <u>SALARY</u> | : | R325 200 per annum |
| <u>CENTRE</u> | : | Free State and Northern Cape Region Mangaung Maximum Correctional Centre |
| <u>REQUIREMENTS</u> | : | BA degree in Social Work. Registration with the South African Council for Social Service Professions. Computer literate. Valid driver's licence. competencies and attributes: Problem solving and decision making, facilitation, plan, organize, lead and control, project management, presentation and counselling skills. Ability to interpret policy/legislation. Conflict management, coaching and mentoring. Understanding of Public Service policy and legislative framework. Service delivery and client orientation. Integrity and honesty. Assertiveness, willingness to travel, influence and impact and ability to network. Ability to coordinate and collaborate with internal and external stakeholders. |
| <u>DUTIES</u> | : | Provide needs-based social work services to offenders through individual attention, group work, community work, research and social work administration. Conduct individual assessments. Market social work services. Monitor and evaluate social work, intervention work, community work, research and social work administration. Manage human resources, finance and assets. Management of performance information. |
| <u>ENQUIRIES</u> | : | Free State and Northern Cape Region: Ms Mokuni NJ / Ms Molutsoane N/ Ms Radebe T/ Ms. Ramncwana B at 082 306 9027. |
| <u>NOTE</u> | : | Appointment under the Public Service Act |
| <u>POST 04/42</u> | : | <u>PROFESSIONAL NURSE GRADE 1 (GENERAL NURSING) REF NO: FSNC 2026/01/37 (X4 POSTS)</u> |
| <u>SALARY</u> | : | R324 384 per annum |
| <u>CENTRE</u> | : | Free State and Northern Cape Region Mangaung Maximum Correctional Centre |
| <u>REQUIREMENTS</u> | : | Degree/national diploma in Nursing or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. Current registration with the South African Nursing Council (SANC). Computer literate. Valid driver's licence. Competencies and Attributes: Knowledge of nursing care process and procedures, nursing statutes and other relevant legal frameworks including grievance procedure and disciplinary code and procedure, communication, report-writing, liaison, coordination, facilitation, problem-solving, planning and organising skills. |
| <u>DUTIES</u> | : | Provide direction and supervision in the implementation of the nursing plan (Clinical practice/quality patient care). Implement standards, practices, criteria and indicators for quality nursing (quality of practice). Practice nursing and healthcare in accordance with the relevant laws and regulations. Utilise human, material and physical resources efficiently and effectively. Display a concern for patients, promoting and advocating proper treatment and care including an awareness and willingness to respond to patients' needs, requirement and expectations (Batho Pele principles). Maintain a constructive working |

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| | | relationship with nursing and other stakeholders. Management of resources. Management of performance information. |
| <u>ENQUIRIES</u> | : | Free State and Northern Cape Region: Ms Mokuni NJ / Ms Molutsoane N/ Ms Radebe T/ Ms. Ramncwana B at 082 306 9027. |
| <u>NOTE</u> | : | Appointment under the Public Service Act |
| <u>POST 04/43</u> | : | <u>CATERERS (CB 2-1) REF NO: FSNC 2026/01/20 (X2 POSTS)</u> |
| <u>SALARY CENTRE</u> | : | R313 521 per annum |
| | : | Free State and Northern Cape Region Mangaung Maximum Correctional Centre |
| <u>REQUIREMENTS</u> | : | Matric/ Grade 12 or relevant NQF level 6 qualification in Food/ Chef Services and successful completion of the Correctional Science Learnership/ Basic Training/ Induction Training Course (ITC). 10 years relevant experience gained at the entry level production post (CB 1) or for a person appointed with a relevant NQF level 6 qualification, no previous experience is required for appointment to this post. Valid driver's licence. Computer literate. Competencies and Attributes: Firearm skills and the use of relevant security technology. Communication, project and programme management. Transformation, change and stakeholder management. Problem solving, analysis, service delivery innovation, decision making, people management and empowerment. In depth understanding of safety and security in a correctional environment. Integrity and honesty, confidentiality, good interpersonal relations and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network and diplomacy. |
| <u>DUTIES</u> | : | Prepare and serve meals to inmates. Maintain the cleanliness of the catering equipment and kitchen. Provide catering training to offenders. Maintain hygienic standards in the kitchen. Management of human resources, finances and assets. |
| <u>ENQUIRIES</u> | | Free State and Northern Cape Region: Ms Mokuni NJ / Ms Molutsoane N/ Ms Radebe T/ Ms. Ramncwana B at 082 306 9027. |
| <u>NOTE</u> | : | Appointment under the Correctional Service Act. |
| <u>POST 04/44</u> | : | <u>SENIOR SECURITY OFFICER (TEAM LEADER): INTERNAL SECURITY (CB 2-1) REF NO: FSNC 2026/01/21 (X30 POSTS)</u> |
| <u>SALARY CENTRE</u> | : | R313 521 per annum |
| | : | Free State and Northern Cape Region Mangaung Maximum Correctional Centre |
| <u>REQUIREMENTS</u> | : | Matric/ Grade 12 or relevant NQF level 6 qualification in Behavioural Sciences and successful completion of the Correctional Science Learnership/ Basic Training/ Induction Training Course (ITC). 10 years relevant experience gained at the entry level production post (CB 1) or for a person appointed with a relevant NQF level 6 qualification, no previous experience is required for appointment to this post. Valid driver's licence. Computer literate. Competencies and Attributes: Firearm skills and the use of relevant security technology. Communication, project and programme management. Transformation, change and stakeholder management. Problem solving, analysis, service delivery innovation, decision making, people management and empowerment. In depth understanding of safety and security in a correctional environment. Integrity and honesty, confidentiality, good interpersonal relations and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network and diplomacy. |
| <u>DUTIES</u> | : | Ensure provision of Team Leader role to correctional centre prison grounds. Preventing access to/from the correctional centre by unauthorized persons. Preventing entry/removal of unauthorized items. Ensure patrol of correctional centre grounds. Detection and prevention of escapes. Prevention of the theft of government property. Coordinates manning of watch towers. Standing guard to prevent the escape of offenders. Prevention of the smuggling of unauthorized items. Ensure escort of offenders to courts, doctors, hospitals etc. Ensure correct staff utilisation when accompanying offenders to external institutions in order to prevent escapes and the smuggling of unauthorized items. Prevention of unauthorized contact with offenders. Supervision of guarding of offenders at work teams. Prevention of unauthorized contact with offenders outside the prison. Ensure the safety of offenders and searching of offenders. Supervision of visits to offenders. Supervision of contact visits. Control of security equipment. Searching of cells, offenders, other areas of |

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| | | prison and work areas, etc. Ensure that sufficient staff are available for the searching offenders and work areas. Ensure Team Leader role of the dog unit and the mounted unit. Management of human resources, finances and assets. |
| <u>ENQUIRIES</u> | : | Free State and Northern Cape Region: Ms Mokuni NJ / Ms Molutsoane N/ Ms Radebe T/ Ms. Ramncwana B at 082 306 9027. |
| <u>NOTE</u> | : | Appointment under the Correctional Service Act. |
| <u>POST 04/45</u> | : | <u>SENIOR SECURITY OFFICER (TEAM LEADER): EXTERNAL SECURITY (CB 2-1) REF NO: FSNC 2026/01/22 (X14 POSTS)</u> |
| <u>SALARY CENTRE</u> | : | R313 521 per annum |
| | : | Free State and Northern Cape Region Mangaung Maximum Correctional Centre |
| <u>REQUIREMENTS</u> | : | Matric/ Grade 12 or relevant NQF level 6 qualification in Behavioural Sciences and successful completion of the Correctional Science Learnership/ Basic Training/ Induction Training Course (ITC).10 years relevant experience gained at the entry level production post (CB 1) or for a person appointed with a relevant NQF level 6 qualification, no previous experience is required for appointment to this post. Valid driver's licence. Computer literate. Competencies and Attributes: Firearm skills and the use of relevant security technology. Communication, project and programme management. Transformation, change and stakeholder management. Problem solving, analysis, service delivery innovation, decision making, people management and empowerment. In depth understanding of safety and security in a correctional environment. Integrity and honesty, confidentiality, good interpersonal relations and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network and diplomacy. |
| <u>DUTIES</u> | : | Ensure provision of Team Leader role to correctional centre prison grounds. Preventing access to/from the correctional centre by unauthorized persons. Preventing entry/removal of unauthorized items. Ensure patrol of correctional centre grounds. Detection and prevention of escapes. Prevention of the theft of government property. Coordinates manning of watch towers. Standing guard to prevent the escape of offenders. Prevention of the smuggling of unauthorized items. Ensure escort of offenders to courts, doctors, hospitals etc. Ensure correct staff utilisation when accompanying offenders to external institutions in order to prevent escapes and the smuggling of unauthorized items. Prevention of unauthorized contact with offenders. Supervision of guarding of offenders at work teams. Prevention of unauthorized contact with offenders outside the prison. Ensure the safety of offenders and searching of offenders. Supervision of visits to offenders. Supervision of contact visits. Control of security equipment. Searching of cells, offenders, other areas of prison and work areas, etc. Ensure that sufficient staff are available for the searching offenders and work areas. Ensure Team Leader role of the dog unit and the mounted unit. Management of human resources, finances and assets. |
| <u>ENQUIRIES</u> | : | Free State and Northern Cape Region: Ms Mokuni NJ / Ms Molutsoane N/ Ms Radebe T/ Ms. Ramncwana B at 082 306 9027. |
| <u>NOTE</u> | : | Appointment under the Correctional Service Act. |
| <u>POST 04/46</u> | : | <u>LIBRARIAN (CB2-1) REF NO: FSNC 2026/01/23</u> |
| <u>SALARY CENTRE</u> | : | R313 521 per annum |
| | : | Free State and Northern Cape Region Mangaung Maximum Correctional Centre |
| <u>REQUIREMENTS</u> | : | Matric/ Grade 12 or relevant NQF level 6 qualification in Library and Information Sciences/ Behavioural Sciences and successful completion of the Correctional Science Learnership/ Basic Training/ / Induction Training Course (ITC). 10 years relevant experience gained at the entry level production post (CB 1) or for a person appointed with a relevant NQF level 6 qualification, no previous experience is required for appointment to this post. Valid driver's licence. Computer literate. Competencies and Attributes: Firearm skills and the use of relevant security technology. Communication, project and programme management. Transformation, change and stakeholder management. Problem solving, analysis, service delivery innovation, decision making, people management and empowerment. In depth understanding of safety and security in a correctional environment. Integrity and honesty, confidentiality, good interpersonal relations and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network and diplomacy. |

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| <u>DUTIES</u> | : | Supervision and marketing of the prison library services. Implementation and maintenance of administrative control system regarding the issuing/receiving of books/periodicals. Obtaining of new books/periodicals. Returning of books/periodicals to provincial libraries. Render library education programs to the offenders. Advise readers on the use of the library. Obtain inter-library loans for students. Assist students with the sourcing of documentation. Ordering of intellectual material for students (also video and sound material). Manage resources. |
| <u>ENQUIRIES</u> | : | Free State and Northern Cape Region: Ms Mokuni NJ / Ms Molutsoane N/ Ms Radebe T/ Ms. Ramncwana B at 082 306 9027. |
| <u>NOTE</u> | : | Appointment under the Correctional Service Act. |
| <u>POST 04/47</u> | : | <u>SPORTS FACILITATORS (CB2-1) REF NO: FSNC 2026/01/24 (X14 POSTS)</u> |
| <u>SALARY</u> | : | R313 521 per annum |
| <u>CENTRE</u> | : | Free State and Northern Cape Region Mangaung Maximum Correctional Centre |
| <u>REQUIREMENTS</u> | : | Matric/ Grade 12 or relevant NQF level 6 qualification in Sport Management Sciences/ Behavioural Sciences and successful completion of the Correctional Science Learnership/ Basic Training/ Induction Training Course (ITC). 10 years relevant experience gained at the entry level production post (CB 1) or for a person appointed with a relevant NQF level 6 qualification, no previous experience is required for appointment to this post. Recognised coaching accreditation(s) in at least one sport code will be advantageous. Valid driver's licence. Computer literate. Competencies and Attributes: Valid First Aid Level 1. Basic understanding of OHSA. Coaching, facilitation, and group management skills. Strong interpersonal and conflict management abilities. Ability to work within secure and regulated environment. Planning, organising and time management. Report writing and basic data management. Integrity, professionalism and resilience. Culturally sensitive and inclusive practice. |
| <u>DUTIES</u> | : | Develop and implement annual and weekly sports and recreation activity plans aligned to rehabilitation goals. Facilitate coaching, drills, conditioning and basic sport skills development across multiple codes (e.g., soccer, rugby, netball, athletics, volleyball). Adapt programmes for different risk categories, abilities, ages and special needs (including medical and disability considerations). Integrate life skills, discipline and teamwork into sports activities. Recruit, register and monitor offender participation in line with case management plans. Reinforce pro-social behaviour, fair play, conflict resolution and respect. Collaborate with psychologists, social workers, educators and CMCs to align activities with rehabilitation and reintegration plans. Record participation, progress and behavioural outcomes for reporting. Organise internal leagues, tournaments, well-ness days and approved inter-centre fixtures. Coordinate logistics (venues, fixtures, officials, first aid, equipment, refreshments) and obtain required approvals. Ensure all activities adhere to security, safety and crowd management protocols. Inspect and maintain sports facilities, fields, courts and gymnasiums to safe and serviceable standards. Manage issuing of equipment, returns, tool control and asset registers. Conduct risk assessments and pre-activity safety briefings; ensure hydration, warm-up/cool-down, and injury prevention practices. Coordinate first aid response and incident reporting where needed. Provide safe and secure detention, rehabilitation process and humane incarceration in a correctional environment. Management of human resources, finances and assets. |
| <u>ENQUIRIES</u> | : | Free State and Northern Cape Region: Ms Mokuni NJ / Ms Molutsoane N/ Ms Radebe T/ Ms. Ramncwana B at 082 306 9027. |
| <u>NOTE</u> | : | Appointment under the Correctional Service Act. |
| <u>POST 04/48</u> | : | <u>SPECIALISED CASE OFFICERS (CB2-1) REF NO: FSNC 2026/01/25 (X14 POSTS)</u> |
| <u>SALARY</u> | : | R313 521 per annum |
| <u>CENTRE</u> | : | Free State and Northern Cape Region Mangaung Maximum Correctional Centre |
| <u>REQUIREMENTS</u> | : | Matric/ Grade 12 or relevant NQF level 6 qualification in Behavioural Sciences and successful completion of the Correctional Science Learnership/ Basic Training// Induction Training Course (ITC). 10 years relevant experience gained at the entry level production post (CB 1) or for a person appointed with a relevant NQF level 6 qualification, no previous experience is required for |

appointment to this post. Valid driver's licence. Computer literate. Competencies and Attributes: Firearm skills and the use of relevant security technology. Communication, project and programme management. Transformation, change and stakeholder management. Problem solving, analysis, service delivery innovation, decision making, people management and empowerment. In depth understanding of safety and security in a correctional environment. Integrity and honesty, confidentiality, good interpersonal relations and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network and diplomacy.

DUTIES : Ensure the facilitation of the implementation of the offender's individual sentence plan. Support individual offenders in their personal development. Ensure monitoring and evaluation reports on offender behaviour are provided. Provide safe custody services in the unit. Ensure that complaints and requests are registered and referred to relevant structures (Case Management Committees, Case Management Administration). Manage resources.

ENQUIRIES : Free State and Northern Cape Region: Ms Mokuni NJ / Ms Molutsoane N/ Ms Radebe T/ Ms. Ramncwana B (0823069027).

NOTE : Appointment under the Correctional Service Act.

POST 04/49 : **SECURITY OFFICERS (CB1-1; CB1-2; CB1-3) REF NO: FSNC 2026/01/26 (X381 POSTS)**

SALARY : CB1-1: R212 358 per annum
CB1-2: R257 895 per annum
CB1-3: R313 521 per annum

CENTRE : Free State and Northern Cape Region Mangaung Maximum Correctional Centre

REQUIREMENTS : Matric/ Grade 12 and successful completion of the Correctional Science Learnership/ Basic Training/ Induction Training Course (ITC). CB1-1: No previous experience is required for appointment to this post. CB1-2: (10) years relevant experience on CB1-1. CB1-3: (10) years relevant experience on CB1-2. Competencies and Attributes: Computer literacy. Firearm compandncy. Good communications, interpersonal and report writing skills. Knowledge of relevant legislations, policies and procedures. Knowledge of Minimum-Security Standards for correctional centres.

DUTIES : Perform access control at the correctional centre or between areas within the Correctional Centre. Control movement of inmates both internally and externally. Guarding of inmates in correctional centres and external public institutions. Perform physical security inspections. Controlling stores and security equipment. Manage security control room. Ensure rehabilitation of offenders through correction and human development in a secure, safe and humane detention facility.

ENQUIRIES : Free State and Northern Cape Region: Ms Mokuni NJ / Ms Molutsoane N/ Ms Radebe T/ Ms. Ramncwana B at 082 306 9027.

NOTE : Appointment under the Correctional Service Act.

POST 04/50 : **CASE OFFICERS (CB1-1; CB1-2; CB1-3) REF NO: FSNC 2026/01/27 (X107 POSTS)**

SALARY : CB1-1: R212 358 per annum
CB1-2: R257 895 per annum
CB1-3: R313 521 per annum

CENTRE : Free State and Northern Cape Region Mangaung Maximum Correctional Centre

REQUIREMENTS : Matric/ Grade 12 and successful completion of the Correctional Science Learnership/ Basic Training/ Induction Training Course (ITC). **CB1-1:** No previous experience is required for appointment to this post. **CB1-2:** (10) years relevant experience on CB1-1. **CB1-3:** (10) years relevant experience on CB1-2. Competencies And Attributes: Computer literacy. Firearm competency. Good communication, interpersonal and report writing skills. Knowledge of relevant legislations, policies and procedures. Knowledge of Minimum-Security Standards for correctional centres.

DUTIES : Control over sentence plans. Update sentence plans with due consideration to the recommendations of the CMC and the feedback of the responsible functionaries. Responsible for the completion and appropriation of G331 and G356 forms and updating the computer in accordance with the decisions/recommendations of the CMC. Responsible for the referral of the

written decisions/recommendations of the committee to the correct office/functionary. Ensure that the referral of cases/enquiries by the CMC occurs under signature of the chairperson and that feedback is received. Control over profile reports (G326). Compile profile reports and ensure that it is correctly filled in. Ensure that all relevant information has been provided. Refer profile reports to the Secretary of the CMC. Maintain profile register. Record on computer the receipt/forwarding/receiving back of the recommendations in respect of parole/correctional supervision per G326 forms. Documentation control. Responsible for keeping the control page G325 form up to date in respect of the recommendations/decisions made by the CMC. Opening/closing/addressing of mail. Filing of documents. Receiving and forwarding of documents from the CMC. Care of classified documents. Dealing with representations. Verification of information provided. Check that information provided on offenders is correct. Check that calculations regarding minimum detention periods and release dates are correct. Check that all relevant documentation is attached to submissions to the Head of the Correctional Centre. Ensure confidentiality of correspondence between the offender and the CMC. Check that original documentation is sent to the Head of the Correctional Centre. Maintenance of safe custody. Searching of venues and offenders. Ensure that offenders do not wander around uncontrolled. Ensure that the number of offenders received and returned to units corresponds. Ensure that equipment is not abused by offenders.

- ENQUIRIES** : Free State and Northern Cape Region: Ms Mokuni NJ / Ms Molutsoane N/ Ms Radebe T/ Ms. Ramncwana B at 082 306 9027.
- NOTE** : Appointment under the Correctional Service Act.
- POST 04/51** : **PHARMACIST ASSISTANT (BASIC): GRADE 1-3 REF NO: FSNC 2026/01/38**
- SALARY** : Grade 1: R162 894 per annum
Grade 2: R215 013 per annum
Grade 3: R250 383 per annum
- CENTRE** : Free State and Northern Cape Region Mangaung Maximum Correctional Centre
- REQUIREMENTS** : **Grade 1:** Basic qualification as required by the training facility and the South African Pharmacy Council (SAPC). Registration with the SAPC to study towards a basic Pharmacist Assistant qualification. **Grade 2:** Basic qualification as required by the training facility and the South African Pharmacy Council (SAPC) and basic Pharmacist Assistant qualification that allows registration with the SAPC as Pharmacist Assistant (basic). Registration with the SAPC as Pharmacist Assistant (Basic) or registration with the SAPC to study towards a Post Basic Pharmacist Assistant qualification (where applicable). **Grade 3:** Basic qualification as required by the training facility and the South African Pharmacy Council (SAPC) and basic Pharmacist Assistant qualification that allows registration with the SAPC as Pharmacist Assistant (Basic). Registration with the SAPC as Pharmacist Assistant (Basic) or registration with the SAPC to study towards a Post Basic Pharmacist Assistant qualification (where applicable). Computer literate. Valid driver's licence. Competencies And Attributes: Knowledge and experience in warehousing, logistics, supply chain management, transportation, and the hospital pharmacy sector. Empowerment, confidentiality, time management and listening skills. Interpersonal, client orientation and good communication skills. Empathy, tactfulness, integrity and honesty. Good report writing skills. Adaptability. Conflict management. Ability to coordinate and collaborate with internal and external stakeholders.
- DUTIES** : Receiving of stock from suppliers according to standard operating procedures. Good distribution practice and good pharmacy practice standards. Offloading trucks and moving stock into the appropriate quarantine area. Moving of stock to storage areas and packing stock on correct shelves according to the first expired, first out (FEFO) and first in, first out (FIFO) principle. Stock rotation and participating in stock takes. Issuing of ordered stock according to scope of practice to the health facility.
- ENQUIRIES** : Free State and Northern Cape Region: Ms Mokuni NJ / Ms Molutsoane N/ Ms Radebe T/ Ms. Ramncwana B at 082 306 9027.
- NOTE** : Appointment under the Public Service Act.

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

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

OTHER POSTS

POST 04/52 : **DEPUTY DIRECTOR: DEMAND AND ACQUISITION REF NO: HR4/4/3/2DDDA/UIF**

SALARY : R896 436 per annum, (all-inclusive package)

CENTRE : Unemployment Insurance Fund, Pretoria

REQUIREMENTS : A three (3) year undergraduate qualification in Commerce / Logistic Management/ Supply Chain Management/ Purchasing Management/

Procurement and Supply Management at NQF Level 6 as recognised by SAQA. Five (5) years' experience of which three (2) years must be functional experience in Supply Chain Management and two (3) years' experience at junior managerial level. Registration with the Procurement and Supply professional body is recommended. Knowledge: Public Service Regulations (PSR). Public Service Act (PSA). Public Financial Management Act (PFMA). Unemployment Insurance Contributions Act and Regulations (UIAR). Unemployment Insurance Contributions Act (UICA). Preferential Procurement Policy Framework Act (PPPFA). Broad Based Black Economic Empowerment (BBBEE). Supply Chain Management Systems and Processes. Labour Relations Act. Basic Condition of Employment (BCEA). Skills: Financial Management. Analysis. Project Solving. Presentation. Planning and Organizing. Communication (verbal and written). Computer Literacy. Minutes writing.

DUTIES : Manage the provision and administration of demand services. Manage acquisition services. Manage the provisioning of an effective stores and warehouse services. Manage resources.

ENQUIRIES : Ms MM Ramoshaba Tel No: (012) 337 1412/1405.

APPLICATIONS : email: Jobs-UIF1@labour.gov.za

NOTE : Coloureds Males and Females, Indians Males and Females, White Females and Persons with disabilities are encouraged to apply

POST 04/53 : **ASSISTANT DIRECTOR: OPERATION SYSTEMS SUPPORT SERVICES**
REF NO: HR4/4/3/2ASDOSSS/UIF

SALARY : R468 459 per annum

CENTRE : Unemployment Insurance Fund, Pretoria

REQUIREMENTS : An undergraduate qualification in Operations Management/ Computer Science/ Informatics at NQF Level 6 as recognised by SAQA. Four (4) years' experience of which two (2) years' must be functional and two (2) years' at Practitioner level in Operations Management/ System Support Management environment. Knowledge: Public Finance Management Act (PFMA). National Archives and Records Service of South Africa Act. Electronic Document Management System. Basic Conditions of Employment Act (BCEA). Labour Relations Act (LRA). Employment Equity Act (EEA). Public Service Act (PSA). Operations Systems. State Information Technology Agency Processes. Information Technology. SITA MIS & Database & Data Security Policy. Project Management Systems. System Development and Database Management. SAP Business Intelligence including SAP BI Design and universe creation from SAP BW. Skills: Communication (verbal and written). People Management. Listening. Computer Literacy. Time Management. Analytical. Numeracy. Interpersonal. Planning and Organizing.

DUTIES : Facilitate Operations Applications and ensure that systems are accessible effective and efficient. Provide support in managing service providers and suppliers contract. Coordinate all the Applications Within Business Operations. Manage resources (Finance, Human, Equipment/ Assets) in the sub-directorate.

ENQUIRIES : Ms MM Mathobela Tel No: (012) 337 1428

APPLICATIONS : email: Jobs-UIF2@labour.gov.za

NOTE : African Females, White Males and Females and Persons with disabilities are encouraged to apply.

POST 04/54 : **ASSISTANT DIRECTOR: BOARD SERVICES AND CASE MANAGEMENT**
REF NO: HR4/4/3/2/ASDBSCM/UIF

(1 Year Contract)
Re-advertisement

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

CENTRE : Unemployment Insurance Fund, Pretoria

REQUIREMENTS : Three (3) year tertiary qualification (NQF Level 6) in Public Administration and Business Administration. Four (4) years' experience of which two (2) years must be functional experience in Board Services and secretariat environment and two (2) years' at supervisory level. Knowledge: Public Finance Management Act (PFMA). Promotion of Access to Information Act (PAIA). Protected Disclosure Act. Unemployment Insurance Act (UIA). Unemployment Insurance Contributions Act (UICA). Labour Relation Act (LRA). Public Service Act (PSA). Public Service Regulations (PSR). Appeal Processes and

Procedures. Board Services Charter. Skills: Financial Management. Communication. Analytical. Problem Solving. Presentation. Planning and Organizing. Computer Literacy. Report Writing.

DUTIES : Facilitate investigations on national appeal cases referred by Provinces. Coordinate the administration support services to the Board. Facilitate the provision of technical support on enquiries referred to the Fund E.G. Minister's Office Public Protector Director General and Commissioner. Manage all resources (Human, Financial Equipment/Assets) in the Sub-Directorate.

ENQUIRIES APPLICATIONS : Ms. LJ Van Wyk Tel No: (012) 337 1950
: email: Jobs-UIF5@labour.gov.za

POST 04/55 : **SENIOR PRACTITIONER: CORPORATE GOVERNANCE REF NO: HR4/4/3/1SPCG/UIF**
(1 Year Contract)

SALARY CENTRE REQUIREMENTS : R397 116 per annum, plus 37% in lieu of benefits
: Unemployment Insurance Fund, Pretoria
: A three year (3) tertiary qualification (NQFL 6) in Public Management/ Administration/ Auditing /Law/ BCom Law/ BCom. Two (2) years functional experience in Board Services and Case Management environment. Knowledge: Public Financial Management Act (PFMA). Protocol on Corporate Governance in the Public Sector (PCGPS). Handbook on Appointment of Person/s in Board of State and State Owned Entities (HAPBSSOE)). Companies Act (CA). Unemployment Insurance Act (UIA). Unemployment Insurance Contributions Act (UICA). Labour Relations Act (LRA). Public Service Act (PSA). Public Service Regulations (PSR). Skills: Financial Management. Communication. Analytical. Problem Solving. Presentation. Planning and Organizing. Computer Literacy. Report Writing.

DUTIES : Provide support in conducting research on governance developments and best practices. Implement corporate governance practices in the Fund. Compile charters/ Terms of Reference and work plans for all Committees. Consolidate inputs and recommendations from Board and Committees Members on quarterly validation reports and ensure implementation thereof. Render support in the Board and Committees annual evaluations.

ENQUIRIES APPLICATIONS : Ms. LJ Van Wyk Tel No: (012) 337 1950
: email: Jobs-UIF6@labour.gov.za

POST 04/56 : **SENIOR PRACTITIONER: RECORDS MANAGEMENT REF NO: HR4/4/3/1SPRM/UIF**

SALARY CENTRE REQUIREMENTS : R397 116 per annum
: Unemployment Insurance Fund, Pretoria
: An undergraduate qualification in Achieves and Records Management/Achieve Administration and Records Management/Records Management/Public Management/Public Administration at NQF Level 6 as recognised by SAQA. Two (2) years' functional experience in Records/Knowledge Management. Knowledge: Public Financial Management Act (PFMA). Promotion of Administration Justice Act. Information Security Policy. Electronic Communication Transaction Act. Electronic Document Management System. Minimum Information Security Standard (MISS). Public Regulations Act (PRA). Public Service Act (PSA). Labour Relations Act. Employment Equity Act. Basic Conditions of Employment Act (BCEA). Skills: Records Management. Financial Management. Analytic. Problem Solving. Presentation. Panning and Organizing. Communication (Verbal and Written). Computer Literacy. Report Writing.

DUTIES : Implement record keeping systems and control mechanism. Implement records management systems (the provision of storage and custody of records). Supervise the provision of registry services. Implement the disposal of records in accordance with National Archives and Records Services of South Africa Act. Supervise the provision of access and security of records within the UIF. Supervise the provision and management of electronic records according to NARS requirement. Supervise resources in the Sub – Directorate.

ENQUIRIES APPLICATIONS NOTE : Mr MC Moroaswi Tel No: (012) 337 1562
: email: Jobs-UIF7@labour.gov.za
: African Males and Females, White Males and Persons with disabilities are encouraged to apply.

POST 04/57 : **INSPECTOR REF NO: HR/4/4/1/25**

SALARY : R325 101 per annum
CENTRE : eQonce Labour Centre
REQUIREMENTS : Three (3) year relevant tertiary qualification Labour Relations/ BCOM Law/ LLB. One (1) year functional experience in Inspection and Enforcement Services. A valid driver's licence. Knowledge: Departmental policies, procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Skills Development Levies Act, Occupational Health and Safety Act, COIDA, Unemployment Insurance Act, UI Contribution Act, Employment Equity Act. Skills: Facilitation skills, Planning and Organizing (Mainly for own), Computer literacy, Interpersonal skills, Conflict handling skills, Negotiation skills, Problem solving skills, Interviewing, listening and observation skills, Presentation skills, Innovative, Analytical, Verbal and written communication skills.

DUTIES : Plan and independently conduct inspections with the aim of ensuring compliance with the Basic Conditions of Employment Act (BCEA). Execute investigations independently on reported cases pertaining to contravention of labour legislation and enforce as and when necessary. Plan and conduct proactive (Blitz) inspection regularly to monitor compliance with labour legislation. Conduct advocacy campaign on all Labour Legislation independently. Draft and maintain inspection plans and reports including analysis and compilation of consolidated statistical reports on only allocated cases.

ENQUIRIES : Mr. Mbande Tel No: (043) 718 8380
APPLICATIONS : Deputy Director: Labour Centre Operations, PO Box 260 Qonce 5600, Hand deliver at 41 Arthur Street Qonce 5600. Email: Jobs-ECKWT@labour.gov.za

POST 04/58 : **CLIENT SERVICE OFFICER: PES REF NO: HR/4/4/1/26**

SALARY : R269 499 per annum
CENTRE : Butterworth Labour Centre
REQUIREMENTS : Grade 12/ National Senior Certificate. No experience required. Valid driver's licence will be an added advantage. Knowledge: Departmental policies, procedures and guidelines, Labour Legislation and Regulations, Employment Services Act, Public Service Act and Regulations, Batho Pele principles. Skills: Interpersonal, Telephone etiquette, Interviewing, Computer Literacy, Communication (verbal and written), Listening, Problem solving, Ability to interpret legislation.

DUTIES : Render registration services of work-seekers on ESSA. Render registration services of work and learning opportunities on ESSA. Refer work seekers for Employment Counselling services. Provide administrative support with the placement of work seekers in work and learning opportunities. Render general administrative duties and participate in advocacy sessions as and when required.

ENQUIRIES : Ms. NA Getyeza Tel No: (047) 491 0656
APPLICATIONS : Deputy Director: Labour Centre Operations, Private Bag X3081, Butterworth, 4960, Hand deliver at ERF 9369 Blyth and Robison Streets, Butterworth, 4960: email: Jobs-ECBTW@labour.gov.za

FOR ATTENTION : Deputy Director: Labour Centre Operations

POST 04/59 : **INSPECTOR (X3 POSTS)**

SALARY : R269 499 per annum
CENTRE : Labour Centre: Vryheid Ref No: HR4/4/5/103 (X2 Posts)
Labour Centre: Durban Ref No: HR4/4/5/02 (X1 Post)
REQUIREMENTS : Three (3) year tertiary qualification in Labour Relations/ BCOM Law/ LLB. Valid Driver's licence. Knowledge: Departmental policies and procedures, Skills Development Act, Labour Relations Act, Basic Conditions, of Employment Act, Unemployment Insurance Act, Unemployment Insurance Contributions Act. Skills: Facilitation Skills, Planning and Organizing (Own work), Computing (Spread sheets, PowerPoint and word processing), Interpersonal, Problem solving, Interviewing Skills, Analytical, Verbal and Written communication skills, Employment Equity Act.

DUTIES : Conduct occupational inspections with the aim of ensuring compliance with all labour legislations. Executive investigations on reported cases pertaining to contravention of labour legislation and enforce where and when necessary.

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| | | Conduct proactive (Blitz) inspections regularly to monitor compliance with labour legislation. Assist in drafting of inspection plans, reports and compilation of statistics on allocated cases. |
| <u>ENQUIRIES</u> | | Mr F Dladla Tel No: (034) 9808 916 Mr SA Mchunu Tel No: (031) 336 1500 |
| <u>APPLICATIONS</u> | : | Deputy Director: Vryheid Labour Centre , P O Box 430, Vryheid 3100 Or hand deliver at 99 Landrose Street, Vryheid 3100. For Online Application: Jobs-KZN29@labour.gov.za For Attention: Sub-directorate: Human Resources Operations, KwaZulu-Natal |
| | : | Deputy Director: Durban Labour Centre , PO Box 10074, Durban 4056 Or hand deliver at Govt Buildings Masonic Grove, 16 Beach Grove, Durban. For online applications email Jobs-KZN27@labour.gov.za For Attention: Sub-directorate: Human Resources Operations, KwaZulu-Natal |
| <u>POST 04/60</u> | : | <u>ADMINISTRATIVE CLERK: MANAGEMENT SUPPORT SERVICES (X2 POSTS)</u> |
| <u>SALARY CENTRE</u> | : | R228 321 per annum |
| | : | Labour Centre: Vryheid Ref No: HR4/4/5/102 (X1 Post) |
| | : | Labour Centre: Port Shepstone Ref No: HR4/4/5/103 (X1 Post) |
| <u>REQUIREMENTS</u> | : | Matriculation/ Grade 12/ Senior Certificate. Knowledge: Batho Pele principles, Departmental Policies and Procedures, Treasury Regulations. Skills: Verbal and written communication, Interpersonal Relations, Problem Solving, Computer Literacy, Analytical, Planning and Organizing. |
| <u>DUTIES</u> | : | To provide technical advice on operational matters and render administrative support in the Labour Centre. To render Supply Chain Management Function in a Labour Centre Daily. Provide a Finance and office management service to the Labour Centre. Render a Human Resource Management. Responsible for training and performance activities in a Labour Centre. Responsible for the records management in the labour Centre. |
| <u>ENQUIRIES</u> | : | Mr F Dladla Tel No: (034) 9808916 Mr S Biyase Tel No: (039) 6886900 |
| <u>APPLICATIONS</u> | : | Deputy Director: Vryheid Labour Centre , PO Box 430, Vryheid 3100 or hand deliver at 99 Landrose Street, Vryheid. For Online Application: Jobs-KZN29@labour.gov.za For Attention: Sub-directorate: Human Resources Operations, KwaZulu-Natal |
| | : | Deputy Director: Port Shepstone Labour Centre , PO Box 379, Port Shepstone or hand deliver at 17 Bissett Street, Port Shepstone. For Online Application: Jobs-KZN23@labour.gov.za For Attention: Sub-directorate: Human Resources Operations, KwaZulu-Natal |
| <u>POST 04/61</u> | : | <u>TEAM LEADER: PHYSICAL AND INFORMATION SECURITY SERVICES REF NO: HR 4/4/3/1/TLPISS/UIF</u> |
| <u>SALARY CENTRE</u> | : | R228 321 per annum |
| <u>REQUIREMENTS</u> | : | Unemployment Insurance Fund, Pretoria |
| | : | Grade 12, Private Security Industry Regulatory Authority (PSIRA) Grade B Certificate. One (01) year experience in the Security Environment. Registration with Private Security Industry Regulatory (PSIRA). Knowledge: Access to Public premises and vehicles Act. Private Security Industry Regulatory Authority Procedures. Evacuation Procedures. Minimum Information Security Standard (MISS). Minimum Physical Security Standard (MPSS). Batho Pela Principles. Public Service Regulation Act. Departmental Procedures and Policies. Skills: Verbal and written communication. Problem solving skills. Analytical skills. Computer skills. Good interpersonal relation skills. Customer care. |
| <u>DUTIES</u> | : | Provide physical security services. Render information security services. Render access to the building and key control. Supervise security officers on shifts. |
| <u>ENQUIRIES</u> | : | Mr PT Lebetel Tel No: (012) 337 1749 |
| <u>APPLICATIONS</u> | : | email: Jobs-UIF9@labour.gov.za |
| <u>NOTE</u> | : | Indian Males and Females, White Males and Females and Persons with disabilities are encouraged to apply. |

DEPARTMENT OF FORESTRY, FISHERIES AND THE ENVIRONMENT

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

- APPLICATIONS** : **Pretoria:** Must be submitted to the Director-General, Department of Forestry, Fisheries and the Environment, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria. or can be emailed to the respective email address quoting the reference number on the subject email.
- Cape Town, North West (Forestry), Cape, Eastern Cape, Free State, Mpumalanga and Limpopo.** 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 63 Strand Street, Cape Town or can be emailed to the respective email address quoting the reference number on the subject email.
- CLOSING DATE** : 23 February 2026, 16:00 Late Applications will not be accepted.
- NOTE** : Application must be submitted on a New signed Z83 form obtainable from any Public Service Department accompanied by a recent detailed Curriculum Vitae only, to be considered. All attachments for online application must include an application form Z83 and CV only, in PDF and as one (1) document or attachment, indicate the correct job title and the reference number of the post on the subject line of your email. Use the correct email address associated with the post. JPEG (picture/snapshot) application will not be accepted. Shortlisted candidates will be required to submit certified copies of qualifications, Senior Certificate, identity document and driver's license on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the Department's equity plan. Persons with disabilities are encouraged to apply. Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Short-listed candidates will be expected to avail themselves at the Department's convenience. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for 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.

ERRATUM: Kindly note that the following post Regional with Ref No: WB01/2026 advertised in the Public Service Vacancy Circular 03 dated 30 January 2026 with the closing date of 16 February 2026 is amended. The correct post name is Regional Coordinator.

MANAGEMENT ECHELON

POST 04/62 : **CHIEF DIRECTOR OCEANS AND COASTAL RESEARCH REF NO: OC/CT01/2026**

SALARY : R1 494 900 per annum, (all-inclusive salary package)
CENTRE : Cape Town
REQUIREMENTS : An undergraduate qualification in Natural Sciences or relevant qualification on (NQF level 7) within the related field recognized by SAQA. A minimum of five (5) years' experience at senior management level within 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. A thorough understanding and experience of project management. Knowledge and understanding of policies and relevant legislation pertaining to the various aspects of the Oceans and Coasts Environment. Knowledge of an inter-governmental system. Knowledge of government Administration and financial procedures. People Management; Financial Management; Public Finance Management Act. Good communication skills; Good formal presentation skills and public speaking skills. Ability to work long hours voluntarily. Ability to gather and analyse information. Ability to develop and apply policies. Good interpersonal relations and diplomatic skills; ability to work under pressure.

DUTIES : Plan, coordinate and implement oceanographic process research. Develop appropriate technology base for research. Investigate ocean processes and conduct long-term monitoring to enhance forecasting and scenario planning. Plan, coordinate and implement coastal research, including research in support of enhancing community resilience against ocean, weather, climate and pollutions threats. Conduct research and long-term monitoring of coastal biodiversity and coastal ecosystems. Investigate the vulnerability of, and develop scenarios for, coastal use areas and communities. Coordinate and lead the development and management of national oceans and coastal Information Management System (OCIMS). Provide technical advice to the Department officials during key meetings and knowledge sharing sessions and commenting on/ reviewing of existing and new policies, legislation, Programmes, strategies, plans and key documents in order to share information, improve quality and promote better integration and alignment between integrated coastal management and oceans management. To advise and integrate, coordinate, facilitate and implement effective integrated oceans and coastal management in South Africa and the region.

ENQUIRIES : Ms S Nzwane Tel No: (021) 491 7223
APPLICATIONS : OCCT01-2025@dffe.gov.za

POST 04/63 : **DIRECTOR: LEGAL SUPPORT NEMA REF NO: RCSM13/2026**

SALARY : R1 266 714 per annum, (all-inclusive salary package)
CENTRE : Pretoria
REQUIREMENTS : An undergraduate qualification (NQF level 7) in Law or relevant qualification as recognised by SAQA. A minimum of five (5) years' experience at middle or senior managerial level. Successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government (NSG) must be submitted prior to appointment. Experience in the legislation and policy development process. Knowledge: public service and departmental policies, legislation and procedures; environmental, administrative and mining legislation; research methodologies and presentation skills; legal administration; strategic coordination/ planning; business planning; report/professional writing; business process management; organisation performance management; risk management; audit procedures; project management; planning and performance management legislation. Skills & Competencies required: Advanced skills in policy formulation; advanced skills in legislative drafting; advanced negotiation skills; advanced statutory interpretation skills, adequate skills in computer use; advanced skills in financial and project management; advanced skills in respect of formal

presentation and public speaking; good interpersonal relations and diplomatic skills; relationship management; stakeholder engagement; public relations; research; strategic capability and leadership; programme and project management; change management; knowledge management; service delivery innovation (SDI); problem solving and analysis; people management and empowerment; client orientation and customer focus; ability to work under pressure and long hours; ability to work individually and in a team; good interpersonal relations, ability to work with difficult persons and to resolve conflict; sense of responsibility and loyalty; objectiveness; integrity; service orientated; self-supervision; highly developed sense of honesty and protect the confidentiality of documents. Must have a valid driver's licence.

DUTIES : Provide legislative support to the department (drafting, vetting and commenting on Bills, policies and subordinate legislation); provide general legal support relating to the National Environmental Management Act (NEMA) and its subordinate legislation (Legal opinions/ advice/ research on legislation administered by the Department, submissions, briefing documents, responses to the public, media queries, parliamentary questions, support to interpretation queries in terms of NEMA and subordinate legislation); provide legal support in relation to NEMA/ Specific environmental management Acts and mining alignment support; taking Bills through and assisting in the Cabinet and Parliamentary processes; responsible for ensuring that the work produced by the Directorate is legally defensible and of good quality, and that the timelines and prescripts set by the legislation and departmental service standards are adhered to; provide legislative and policy coordination support to Working Groups and subordinate structures dealing with NEMA and subordinate legislation; and participate in law reform fora of other Departments and inputs on draft Bills, subordinate legislation, policies and guidelines with specific focus areas.

ENQUIRIES : Mr S Kobese Tel No: (012) 399 9351
APPLICATIONS : RCSM13-2026@dffe.gov.za

POST 04/64 : **DIRECTOR: BIODIVERSITY ENFORCEMENT REF NO: RCSM14/2026**

SALARY : R1 266 714 per annum, (all-inclusive salary package)
CENTRE : Pretoria
REQUIREMENTS : An Undergraduate qualification (NQF level 7) in Natural Science or relevant qualification within the related field as recognised by SAQA. A minimum of five (5) years' experience at middle or senior managerial level. Successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government (NSG) must be submitted prior to appointment. Experience specifically in environmental / biodiversity compliance and enforcement will be an added advantage. Knowledge: Environmental/biodiversity policies, legislation, relevant international instruments, civil procedure, criminal procedure, constitutional law and administrative law; together with practical experience in the application thereof to cases of non-compliance. Audit procedures and risk management, Public Service and Departmental procedures and prescripts, Planning and performance management legislation, Skills & Competencies: Good written and verbal communication skills. Ability to interact with and provide assistance to a wide range of stakeholders as well as an understanding of intergovernmental relations and co-operative governance. Adequate skills in computer use, Adequate skills in respect of formal presentation and public speaking; Good interpersonal relations and diplomatic skills, Relationship Management, Stakeholder engagement, Public Relations, Strategic Capability and Leadership, Performance Management, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation (SDI), Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus, Ability to work individually and in a team, Ability to work with difficult persons and to resolve conflict, Sense of responsibility and loyalty, Objectiveness, Integrity, Service orientated, Self supervision, Highly developed sense of honesty, Protect the confidentiality of documents. Must have a valid driver's licence and willingness to travel.

DUTIES : Provide Strategic Enforcement Projects and Support related to Wildlife Trafficking. Enforcement with Biodiversity-related legislation and management of a team of Environmental Management Inspectors (EMIs), including responding to complaints and Incidents relating to Biodiversity Enforcement

(Threatened or Protected Species Regulations, CITES Regulations; Alien & Invasive Species Regulations etc); undertaking administrative enforcement action and initiating and undertaking criminal investigations EMI / Stakeholder Capacity Input and assistance provided in relation to EMI Basic/Specialised Training courses, Prosecutor training, training to other law enforcement agencies and Border stakeholders on wildlife crime. . Stakeholder Engagement and International Liaison, co-operate with and liaise with enforcement stakeholders on matters relating to biodiversity enforcement activities at a national level, programmes and projects including national joint strategic partners, namely: Border stakeholders (SARS, BMA), National Prosecuting Authority, SAPS, Departments of Agriculture and Water & Sanitation, Provincial Conservation Authorities and SANParks. Co-operate with and liaise with enforcement stakeholders on matters relating to biodiversity enforcement activities, programmes and projects at an international level, namely: SADC, African Union, INTERPOL, CITES, UNODC. Co-ordinate operations and gather information to support investigations, operations and work undertaken to meet international commitments including co-ordination of and participation in national and international enforcement operations.

ENQUIRIES : Ms F Craige Tel No: (012) 399 9460
APPLICATIONS : RCSM14-2026@dffe.gov.za

POST 04/65 : **DIRECTOR: STATE FOREST MANAGEMENT REF NO: FOM/CT02/2026**

SALARY : R1 266 714 per annum, (all-inclusive annual salary package)
CENTRE : Limpopo / Mpumalanga
REQUIREMENTS : An undergraduate qualification in Forestry or Natural Resource Management (NQF level 7) or relevant qualification within the related field recognized by SAQA. A minimum of Five (5) years of experience in Commercial Forestry or related field at middle / senior managerial level within 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. Knowledge of relevant policies, legislations and frameworks relating to Forestry e.g. National Forests Act, 1998 (Act No 84 of 1998) (NFA) and the National Veld and Forest Fire Act, 1998 (Act No 101 of 1998) (NVFFA). Knowledge and understanding of all relevant legislation and regulations that govern the Public Service including Public Finance Management Act (PFMA) and treasury regulations, Public Service Act, Labour Relations Act etc. Knowledge and understanding of National Priorities of government e.g. National Development Plan 2030, Commercial Forestry Sector Master Plan, Accelerated and shared growth Initiative South Africa Knowledge and understanding of Silviculture and Harvesting practices in relation to sustainable management of biological assets. Project Management and strategic planning. Stakeholder Engagement. Ability to negotiate in difficult situations and to resolve conflict. Good interpersonal relations skills. Good Communication skills. A valid Driving license and willingness to travel.

DUTIES : Manage the state-owned plantations and implement the annual plan of operations for the plantations. Manage State Forests, personnel and associated assets. Develop and implement Fire Management Plans, Ensure the implementation of Sustainable Forest Management in line with the National Forest Act and National Veld and Forest Fire Act. Proactive mitigation of audit risks, develop and implement audit interventions. Stakeholder Liaison. Provide post settlement support and support state forest Land administration and State Forest Land transfer programmes. Plan and initiate EPWP to serve as force multiplier for commercial forestry operations.

ENQUIRIES : Ms M Leseke at 072 199 1291
APPLICATIONS : FOMCT02-2026@dffe.gov.za

OTHER POSTS

POST 04/66 : **SCIENTIFIC MANAGER: MARINE BIODIVERSITY RESEARCH REF NO: OC/CT03/2026**

SALARY : R1 099 488 per annum
CENTRE : Cape Town
REQUIREMENTS : MSc degree (NQF level 9) or in Natural Science or relevant qualification recognised by SAQA. 6 years post qualification experience in natural scientific environment or related field. Compulsory registration with SACNASP as a

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| | | professional Natural Scientist. Knowledge of the Marine Living Resources Act, National Environmental Management Biodiversity Act and related legislation; Biodiversity and Conservation Sector; Science to policy development and analysis; Scientific methodologies and models; Research and development; National and International co-operation; Computer-aided scientific applications; Technical report writing; Data analysis; Scientific presentation. Job related Skills: Analytical; Communication; Strategic capability and leadership; Networking; Planning and organizing; Decision making; Customer focus and responsiveness; Financial management; Conflict management; Change management; Programme and project management; People management; Mentoring. A valid, unendorsed Code B driving license. |
| <u>DUTIES</u> | : | The candidate will be responsible to Facilitate the translation of scientific knowledge into policies, systems and procedures through: Communicating scientific knowledge to policy makers; Review and recommend / approve scientific research and policy related projects; Facilitate the setting of scientific standards, specifications and service levels according to organizational objectives; Monitor scientific efficiencies according to organizational goals; Facilitate the compilation of innovation proposals to ensure validity and adherence to organizational principles. While science to policy recommendations will more focus on top marine predators, biodiversity and coastal the incumbent will be expected to perform across all related marine science to policy aspects. Provide strategic leadership and direction by: Alignment of research projects to organizational strategies; Provide support and advice on policy to the industry and stakeholders; Develop and maintain relationships / collaborations and review scientific documents. |
| <u>ENQUIRIES</u> | : | Dr. G. Cilliers at (064) 908 6574; Tel No: (021) 463 7294, e-mail: GCilliers@dffe.gov.za |
| <u>APPLICATIONS</u> | : | OCCT03-2026@dffe.gov.za |
| <u>POST 04/67</u> | : | <u>DEPUTY DIRECTOR: STATE FOREST MANAGEMENT REF NO: FOM/CT03/2026</u> |
| <u>SALARY</u> | : | R1 059 105 per annum, (all-inclusive salary package) |
| <u>CENTRE</u> | : | Western Cape |
| <u>REQUIREMENTS</u> | : | National Diploma (NQ 6) in Forestry or Natural Resource Management or relevant qualification within the related field recognized by SAQA. A minimum of five (5) years' experience in Commercial Forestry or related field, of which three (3) years should be at an entry/junior managerial level (Assistant Director level or equivalent). Knowledge and experience on the application of the National Forests Act, 1998 (Act No 84 of 1998) (NFA) and the National Veld and Forest Fire Act, 1998 (Act No 101 of 1998) (NVFFA), including other relevant Acts such as NEMA, NEMBA, and Protected Areas. Knowledge and understanding of Forestry Management. Knowledge in the enumeration and management of biological assets for data collection purposes. Financial Management. Project Management and strategic planning. Proven expertise in stakeholder engagement, including the ability to build and maintain productive relationships, facilitate effective communication, and ensure stakeholder needs and concerns are addressed appropriately. Ability to work under pressure and handle criticism. Ability to negotiate in difficult situations and to resolve conflict. Good interpersonal relations skills. Good Communication skills. A valid Driving license and willingness to travel. |
| <u>DUTIES</u> | : | Manage and coordinate the implementation, maintenance, and improvement of the Sustainable Forest Management (SFM) business processes. Develop and implement Annual Plan of Operational APOs) that will facilitate the rehabilitation and restoration of timber within the forest plantations in the province. Ensure business processes for Sustainable Forest Management (SFM) are developed, implemented, reviewed, and disseminated to all forest managers within the plantations. Ensure development, review, and implementation of forest growth and yield model for commercial forest plantations. Maintain an inventory for biological asset register through stock enumeration, develop plan to ensure physical verification is conducted for all state forest plantations in the Region. Ensure and support monitoring and assessment of the performance of state forest plantations against the principles, criteria and indicators of sustainable forest management, including the implementation of policies and regulations. Ensure that revenue collection in the plantations is in line with finance policies and prescripts. Identify risks affecting biological assets and develop risk mitigation plan. Develop and |

implement Fire Management Plans for estates/plantations. Strengthening human resource development, technical capacity and cooperation at a regional level to ensure implementation of appropriate legislation for the management of forests. Participate in the Fire Protection Association activities in the region. Initiate EPWP to serve as force multiplier for commercial forestry operations. Facilitate the establishment of liaison Forums and manage stakeholder liaison. Participate in the forestry provincial development forums and development initiatives by other organisations.

ENQUIRIES : Ms M Leseke at 072 1991 291
APPLICATIONS : FOMCT03-2026@dffe.gov.za

POST 04/68 : **DEPUTY DIRECTOR: FOREST BASED ENTERPRISES REF NO: FOM/CT01/2026**

SALARY : R1 059 105 per annum, (all-inclusive salary package)
CENTRE : Nelspruit (Mpumalanga)
REQUIREMENTS : National Diploma (NQF 6) in Forestry or relevant qualification within the related field recognized by SAQA. A minimum of three (3) years' experience in the related field of which three (3) years should be at an entry/junior managerial level (Assistant Director level or equivalent). Experience in Forestry or related field. Experience in Forestry or related field. Knowledge and understanding in the application of National Forests Act, 1998 (Act No 84 of 1998) (NFA) and National Environmental management Act, 107 of 1998. Knowledge of Environmental Legislation and policies impacting on the forestry sector. Knowledge in the regulation of natural resources. Knowledge of government administrative procedures (PFMA and Treasury Regulations). Stakeholder Engagement. Strategic thinking and Leadership Management. Problem Solving skills. Expert Level of Computer Literacy. Ability to work under pressure and handle criticism. Ability to gather and analyse information. Ability to interpret regulation and develop appropriate policy. Good interpersonal relations skills. Good Communication skills. A valid Driving license and willingness to travel.

DUTIES : Manage and implement programmes aimed at supporting and developing forestry small growers, timber production enterprises, Non-Timber Forest Product initiatives, and forestry-related SMMEs across the forestry value chain. Provide technical and business development support to timber growers, forestry SMMEs, community forestry projects, and post-settlement/transfer beneficiaries. Facilitate access to markets, funding, and certification for forestry enterprises. Coordinate the development/expansion of small-scale timber production enterprises, including implementation of the afforestation programme and facilitation of water trading processes. Develop and implement non-Timber Forest Products strategy framework. Establish and coordinate provincial structures and forums to support forestry SMMEs, timber growers, and the broader forestry value chain. Engage with communities, traditional authorities, government departments, and development partners to ensure effective coordination and implementation of Forestry Enterprise Support Programmes. Participate in the Implementation of the Forestry Blended Finance Scheme and Forestry Masterplan.

ENQUIRIES : Ms. Onica Zikhali at 060 973 4232
APPLICATIONS : FOMCT01-2026@dffe.gov.za

POST 04/69 : **DEPUTY DIRECTOR: FORESTRY POLICY DEVELOPMENT REF NO: FOM/CT09/2026**

SALARY : R1 059 105 per annum, (all-inclusive salary package)
CENTRE : Pretoria
REQUIREMENTS : National Diploma (NQF level 6) or in Forestry or Natural Resources Management or Resource Economics or relevant equivalent qualification within the related field. A minimum of five (5) years' experience in Forestry or related field, of which three (3) years should be at an entry/junior managerial level (Assistant Director level or equivalent). An in-depth knowledge in the application of the National Forests Act, 1998 (Act No 84 of 1998) (NFA) and the National Veld and Forest Fire Act, 1998 (Act No 101 of 1998) (NVFFA), National Environmental Management Act, 1998 (NEMA), NEMBA, including other relevant Environmental Legislations. Knowledge of government administrative procedures (Public Service Act, Public Service Regulations, Labour Relations Act, PFMA and Treasury Regulations). Sound knowledge of

Public Policy Development. Intergovernmental and stakeholder relations. Project Management and Strategic Planning. Stakeholder Engagement. Facilitation and coordination skills. Ability to gather and analyse information. Ability to lead multidisciplinary teams. Ability to work under pressure and handle criticism. Ability to negotiate in difficult situations and to resolve conflict. Excellent Communication skills. A valid Driving license and willingness to travel.

DUTIES : Develop and review forestry policy framework, norms and standards for the sustainable development of forests. Work closely with other line function directorates to ensure that their strategies and implementation programmes are delivered in line with policy directives – as well as broader government’s development imperatives. Ensure the development of protocols for cooperative governance. Facilitate the implementation of forestry policy. Develop and maintain systems for Monitoring & Evaluating policy. Identify the implementation challenges of forest sector policies and programmes. Provide support on the forest sector policy awareness at national, provincial and local government levels. Collaborate with other government departments to ensure that forestry issues are well represented in broader government policy development processes. Monitor compliance with regional and international forestry-related processes. Ensure that regional and international reporting requirements are met. Facilitate bilateral and multilateral collaboration on forestry matters.

ENQUIRIES : Mr AR Madula at 072 199 1136
APPLICATIONS : FOMCT09-2026@dffe.gov.za

POST 04/70 : **DEPUTY DIRECTOR: ADMINISTRATION AND COORDINATION REF NO: CFO15/2026**

SALARY : R896 436 per annum, (all-inclusive salary package)
CENTRE : Pretoria
REQUIREMENTS : National Diploma (NQF 6) in Public Administration/Business Management or relevant qualification within the related field as recognised by SAQA. A minimum of 5 years’ experience in Public Administration or relevant field of which three (3) years should be at an entry/junior managerial level (Assistant Director level). Good command of written and oral English and any other official languages. Good Strategic coordination/ planning and business planning; Good Report/professional writing; Business process management; Organisation performance management. Knowledge of Risk management; Audit procedures and Project management background. Good Knowledge of accessing and operating the computerized post tracking system; Formats and routes of documentation throughout the department; Quality Control of documents. Knowledge of Public Service and Departmental procedures and prescripts. Ability to communicate effectively with stakeholders/senior managers at various levels. Ability to work with difficult people and to resolve conflict. The candidates must be in possession of the following skills: Organising, Facilitation skills, Communication (Written and verbal); interpersonal relations and good computer skills. Ability to protect the confidentiality of documents. Ability to gather and analyse information; to work independently and in a team. A highly developed sense of honesty. Ability to work under pressure and to work long hours voluntarily.

DUTIES : Provide Financial Management and Branch Administration Support. Compile and collate the Branch’s budget breakdowns. Coordinate and compile the Branch’s inputs on Procurement Plans. Coordination of the Budget review and preparation. Compile and collate Branch’s expenditure. Coordination of PAIA, EDMS Referrals and Parliamentary Questions. Provide administrative support to the Chief Financial Officer. Provide Secretariat Support for the G&A Cluster Meeting. Provide Strategic Planning and Reporting. Provide strategic and annual performance planning support for the Branch. Coordinate of inputs to the Strategic Plan, APP and AOP. Mitigation of the Branch financial risk and audit exposure. Facilitate risk assessment for the Branch. Consolidate and analyse the Branch Risk Mitigation quarterly reports. Submission of the quarterly Forensic Recommendations report.

ENQUIRIES : Ms S Zungu Tel No: (012) 399 8635
APPLICATIONS : CFO15-2026@dffe.gov.za

POST 04/71 : **DEPUTY DIRECTOR: FINANCIAL REPORTING, REVENUE AND DEBT MANAGEMENT REF NO: CFO09/2026**

SALARY : R896 436 per annum, (all-inclusive remuneration salary package)
CENTRE : Pretoria
REQUIREMENTS : National Diploma (NQF 6) in Accounting / Financial Management or relevant qualification within the related field as recognised by SAQA. A minimum of five (5) years' experience in Financial Management or relevant field of which three years should be at an entry /junior managerial level (Assistant Director level). Knowledge of financial management, accounting and business practices. Financial management, Accounting. Government budgeting processes. Costs accounting. Risk management. Public Service financial legislative frameworks. Ability to establish and manage financial management systems and controls. Knowledge of strategic planning and budgeting and Modified Cash Standards (MCS). 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 asset of the department. Sufficient knowledge of specific computer software packages and efficient use of associated hardware. Perform in-house training for subordinates. The candidates must be in possession of the following skills: Organising, Facilitation skills, Communication (Written and verbal); interpersonal relations and good computer skills. Advanced skills in respect of formal presentation and public speaking; negotiation skills. Stakeholder engagement and project management Ability to protect the confidentiality of documents. Ability to gather and analyse information; to work independently and in a team. A highly developed sense of honesty. Ability to work under pressure and to work long hours voluntarily.

DUTIES : Develop project plans for monthly, quarterly and Annual Financial Statements. Compile Financial Statements and Interim Financial Statements in accordance with Modified Cash Standards and the relevant guidelines issued by the National Treasury. Provide advice and guidance on MCS and accounting manuals for the departments. Attend to all audit queries in respect of the Financial Statements. Review inputs for preparation of financial statement and ensure proper audit trail and working papers. Compile inputs and proofreading Annual Reports. Manage the development and implementation of revenue enhancement initiatives to enhance revenue collection of the department. Manage the coordination and development of the departmental debt collection strategies and financial recovery plans. Manage Entity Control and ensure effective Public Entities Oversight. Supervise and authorise work that has been done in the section.

ENQUERIES : Mr N Leshabane Tel No: (012) 399 9115
APPLICATIONS : CFO09-2026@dffe.gov.za

POST 04/72 : **DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: FIM/CT03/2026**

SALARY : R896 436 per annum
CENTRE : Cape Town (Foretrust Building)
REQUIREMENTS : National Diploma (NQF 6) or higher in Supply Chain Management or relevant equivalent qualification. A minimum of five (5) years' experience in Supply Chain Management or relevant field of which three (3) years should be at an entry/junior managerial level (Assistant Director level or equivalent). Knowledge of Marine Living Resources Act, GRAP, PFMA, Treasury Regulations, Public Service Act. Extensive experience in supply chain management, fixed asset management. Experience in Accrual Accounting principles (GRAP) and management reporting Exposure to computerised procurement systems Proper understanding of the ORACLE system. Computer literacy. A valid driver's license. 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 : Manage the Acquisition management function. Ensure that an effective bid/quotation process is implemented and maintained. Ensure that the bid committees are functional. Ensure that all acquisitions are evaluated in terms of the pre-approved and published evaluation criteria. Ensure that goods and services are provided to the cost centre managers at the right time, right quality

and right quantity. Ensure that all a complete and accurate supplier database is developed and effectively utilised. Ensure that an effective logistics function including ordering, receiving and distribution of goods, and accounts payable. Manage the demand management function. Procurement Plan is prepared for each cost centre and consolidated for the whole of the MLRF. Specifications for all transaction are precisely determined. The Procurement Plan is linked to the budget of each cost centre. Manage the Asset Management function. Ensure that all the assets of the MLRF are verified annually. Ensure that the asset register is maintained monthly. Ensure effective functioning of the loss committee. Ensure effective functioning of the disposal committee. Compile confiscated fish products report. Ensure that the stores for confiscated fish products is managed in terms of the pre-determined procedures. Provide GRAP compliant asset management reports. Manage the Contract Management function. Ensure that the SCM Directorate has all the MLRF's original contracts, MOU, MOA, SLA, single source approval, sole-service provider approvals etc. Ensure that performance information is provided for all the contracts by the relevant Project Manager. Promptly advise on the course of action where a supplier fails to perform as expected. Ensure that each supplier and project manager is notified in advance when the contract ends. Maintain discipline and quality control of work delivered by employees.

**ENQUIRIES
APPLICATIONS**

: Ms Leticia Nel Tel No: (021) 402 3432 / 066 471 1287
: FIMCT03-2026@dffe.gov.za

POST 04/73

: **DEPUTY DIRECTOR: REVENUE MANAGEMENT REF NO: FIM/CT04/2026**

**SALARY
CENTRE
REQUIREMENTS**

: R896 436 per annum
: Cape Town (Foretrust Building)
: Undergraduate (NQF Level 6) in Accounting/ Financial Accounting or relevant equivalent qualification within the related field recognized by SAQA, with related field. A minimum of five (5) years' experience in financial management or related field of which three (3) should be at an entry/junior management level (Assistant Director or equivalent). Applicant must also have at least three (3) years' experience in a Revenue and Debt Collection environment. Knowledge of the PFMA and Treasury Regulations and other relevant legislation. Knowledge of the planning and budgeting framework for government (MTEF). Knowledge of government's financial policies, processes, including budgeting and reporting. Knowledge and experience of accounting standards and practices including International Financial Reporting Standard (IFRS) or Generally Recognized Accounting Practices (GRAP). Proven work experience/understanding of Oracle system or similar ERP system. Knowledge and understanding of the white paper on the transformation of public service delivery (Batho Pele Principles) and Marine Living Resource Act and all applicable legislations. Must be computer literate. A valid driving license.

DUTIES

: Ensure effective collection of monies due to the MLRF. Assist with developing and implementing an effective debtor's management system. Ensure effective management of debtor's book. Assist with establishing and managing effective processes to collect outstanding debt. Review of existing fees and tariffs relating to revenue accruing to the MLRF. Provide inputs for revenue enhancement. Prepare revenue management reports and reconciliations with accepted budgetary framework. Assist and prepare the annual budget. Assist with the preparation of Annual Financial Statement specifically account receivable components on the financial statement. Ensure that the MLRF complies with PFMA and Treasury Regulations. Manage the implementation of good corporate governance principles. Develop and manage the implementation of internal control procedures to ensure the effective functioning of the Directorate and management of risk. Respond to internal audit and Auditor General queries with regards to revenue management. Develop the operational plan for the Directorate.

**ENQUIRIES
APPLICATIONS**

: Mr Zamuxolo Qhanqisa Tel No: (021) 402 3554 / 082 782 7173
: FIMCT04-2025@dffe.gov.za

POST 04/74

: **SCIENTIST PRODUCTION GRADE A REF NO: OC/CT02/2026**

**SALARY
CENTRE
REQUIREMENTS**

: R761 157 per annum
: Cape Town
: Bachelor's (BSc) Honours Degree (NQF level 8) in Physical Oceanography or equivalent qualification within the Science field recognised by SAQA.

Compulsory registration with the SACNASP as a professional scientist. Relevant three (3) years post qualification experience, with a proven track record of relevant research and development output, including mentoring. Proven good knowledge of Physical Oceanography dynamics, processes and variability. Knowledge of Scientific methodologies and models and to analyse, interpret large datasets. Ability to conduct basic and applied oceanographic research. Skills: Decision making, analytical skills, customer focus and responsiveness, networking and mentoring. Must have good communication (both verbal and written), and report writing skill. Willingness and ability to go to sea and/or conduct field work regularly and for extended periods of time. Prior to commencement of duty, the successful candidate must pass a compulsory medical examination for seafarers (Section 101 of the SAMSA Act 57 of 1951) in order to undertake research at sea.

DUTIES : Develop and implement methodologies, systems, policies, procedures. Conduct basic and applied research required to develop and implement methodologies, policies, systems and procedures. Monitor and evaluate project performance. Provide scientific, data, advice and information when requested. Perform scientific analyses and sample processing. Gather and process in situ and satellite data and samples, and model output as required. Conduct basic and applied analysis of data and samples as required. Formulate proposals and compile reports. Conduct research and advance professional development. Conduct basic and applied physical oceanography research as required. Participate in research cruises and/or coastal field trips as required. Perform Environmental Monitoring and Assessment. Investigate variations and patterns of physical oceanographic dynamics, processes, and variability by using in situ and satellite data, and additional model outputs as required. Assess impacts of physical oceanographic dynamics, processes, and variability on the southern African marine ecosystem. Perform regulatory functions and administrative tasks. Participate in outreach events, including public talks, exhibitions, conferences, stakeholder meetings, etc.

ENQUIRIES : Dr Tarron Lamont, tlamont@dffe.gov.za
APPLICATIONS : OCCT04-2026@dffe.gov.za

POST 04/75 : **CONTROL ENVIRONMENTAL OFFICER GRADE A: SYSTEM MANAGEMENT REF NO: CWM02/2026**

SALARY : R612 480 per annum
CENTRE : Pretoria
REQUIREMENTS : A four (4) year degree in Natural Science or relevant qualification as recognised by SAQA, plus six (6) years' post qualification experience in a related field. Must understand the policy and legislative framework governing pollution and waste management. Sound analytical and research skills. Ability to manage and plan for activities, including projects and policy matters. Knowledge and experience in contract management. Ability to develop, interpret and apply policies, strategies and legislation. Good interpersonal relations skills, Stakeholder engagement, Strategic Capability and Leadership skills. Financial Management, work individually and in team. The incumbent must be able to work independently and efficiently under pressure as well as part of a multidisciplinary team. Ability to work with difficult persons and to resolve conflict. Good interpersonal relations skills. A valid Driver's license and willingness to travel.

DUTIES : Facilitate development and manage Web based online system that incorporates licensing of waste activities and associated applications; exclusions applications and registration in terms of National Norms Standards provided in National Environmental Management: Waste Act (Act No 59 of 2008). Responding to queries relating to licensing, exclusions and registration processes. Develop and maintain database of all licences, authorisations and registrations. Develop a system to manage record of decisions, designs drawings, 24G applications, Promotion of Access to Information Act (PAIA) request, external audit reports and other related documents. Develop information and record management system. Develop tools, guidelines and Standard Operating procedure for efficient administrations of Directorate. Develop and implement reporting system for directorate. Provide technical support in development of waste policy relating to directorate. Render support for license reviews. Organise and ensure successful delivery of waste licensing task team meetings. Manage schedules for preapplication and Environmental Committee Meetings and reviews.

ENQUIRIES APPLICATIONS : Mr M Phaladi Tel No: (012) 399 9852
: CWM02-2026@dffe.gov.za

POST 04/76 : **CONTROL BIODIVERSITY OFFICER GRADE A: PROTECTED AREAS LEGISLATION AND MANAGEMENT EFFECTIVENESS REF NO: BC02/2026**

SALARY CENTRE REQUIREMENTS : R612 480 per annum
: Pretoria
: A four (4) year degree (NQF level 8) in Natural Science or relevant qualification as recognised by SAQA plus six (6) years' post qualification experience field. Knowledge of legislative frameworks regulating environmental management, biodiversity, and protected areas management. Knowledge and experience in protected area management; and in the development or implementation of protected areas performance monitoring systems. Knowledge of the PFMA and supply chain management processes. The incumbent must possess the following skills and abilities: Experience and knowledge of policy development, interpretation and implementation. Programme and project Management. Ability to conduct research, gather and analyse information. Problem solving/conflict management. Intermediate computing and applications, Good interpersonal relations skills. A valid driver's license and willingness to travel.

DUTIES : Development of policy and legislation for protected areas to ensure the protection of species and ecosystems. Monitor the implementation of NEMPAA and its sub-ordinate legislation. Review and monitor management plans for national protected areas. Ensure Oversight of SANParks for equitable and sound corporate governance. Provide support in strengthening and in the implementation of protected areas monitoring systems. Provide regulatory oversight of proposed mining related activities within protected areas.

ENQUIRIES APPLICATIONS : Ms A Dana-Mfikili Tel No: (012) 399 9830
: BC02-2026@dffe.gov.za

POST 04/77 : **CONTROL ENVIRONMENTAL OFFICER GRADE A: MINING APPEALS REF NO: RC09/2026**

SALARY CENTRE REQUIREMENTS : R612 480 per annum, (OSD)
: Pretoria
: A four (4) years Degree in Natural Sciences or relevant qualification as recognized by SAQA plus six (6) years' post qualification experience within the relevant field. An extensive understanding of legal administration and environmental processes. Applicant must have an understanding and knowledge of Public Service and Departmental procedures, prescripts and audit procedures Knowledge of relevant legislations: MPRDA, NEMA and associated regulations. Possess expertise of strategic coordination, operational planning, policy development and risk management. Have good professional writing, negotiation, research, presentation initiative and creativity skills. Ability to gather and analyse information. Ability to work with difficult persons and to resolve conflict. The incumbent must have a valid driver's license.

DUTIES : Coordination and administer mining appeals and objectives in accordance with prescripts of NEMA and its associated regulations. Initiate the appeal process within the timeframes, provide appeals protocol and regulations. Convene Mining Appeal committee meetings to discuss the appeals depending on the complexity of the appeals. Manage and review EIA mining and mining related appeals and ensuring the adherence to timeframes as per appeal regulation. Draft appeal decisions and ministerial submission on mining and related appeals. Ensure that relevant maps and information, where possible, are attached to draft appeal decision. Provide general environmental management advisory support services. Liaise with the State Attorney on environmental matters arising from mining appeals. Provide technical support during consultation with counsel. Provide support to the Litigation unit within the department in the compilation of documents and court records.

ENQUIRIES APPLICATIONS : Ms H Van Schalkwyk / Ms F Patal Tel No: (012) 399 8835 / (012) 399 9330
: RC09-2026@dffe.gov.za

POST 04/78 : **SENIOR LEGAL ADMINISTRATION OFFICER (MR6): MINING APPEALS**

SALARY : R586 956 per annum, (OSD)

CENTRE REQUIREMENTS : Pretoria Ref No: RCSM08/2026
: LLB Degree or relevant qualification as recognized by SAQA. A minimum of eight (8) years' experience post qualification in the relevant field. An extensive understanding of law, Public Services and Departmental procedures. Applicant must have a broad knowledge of strategic coordination, policy development, risk management and audit procedures. Understand the facilitation of project management, research methodologies and presentation. Have good reporting / professional writing, policy formulation and negotiation skills. Ability to gather and analyse information, and adherence to timelines is essential. Ability to work with difficult persons and to resolve conflict. The incumbent must have a valid driver's license.

DUTIES : Manage the coordination and administration of appeals in terms of NEMA and other applicable legislation with specific on mining related appeals. Receive and respond to all appeals related queries from stakeholders including the appellants and applicants using the CD service standards. Convene appeals committee meeting to discuss the appeals depending on the complexity of the appeal. Attend the filing of finalized appeals in terms of internal filing policies and guidelines. Manage the coordination and administration of waste management and enforcement appeals. Manage the drafting of ministerial submissions and appeal decisions in respect of environmental authorizations issued by the DMRE. All grounds of appeal, responding statements and line function comment to be captured in a logical sequence in appeal decision. Adherence to timeframes as per the 2014 National Appeal Regulations. Manage the provision of general legal support. Ensure the drafting of instructions to counsel requesting legal opinions. Provide support to litigation on appeals matters by attending consultations with counsel and compile record.

ENQUIRIES APPLICATIONS : Ms H Van Schalkwyk / Ms F Patal Tel No: (012) 399 8835 / (012) 399 9330
: RCSM08-2026@dffe.gov.za

POST 04/79 : **ASSISTANT DIRECTOR: STATE FOREST MANAGEMENT REF NO: FOM/CT04/2026**

SALARY CENTRE REQUIREMENTS : R582 444 per annum
: Western Cape
: National Diploma (NQF level 6) in Forestry or Natural Resource Management or relevant qualification within the related field. Three (3) years' experience in Forestry Management / Commercial Forestry or related field. Knowledge and understanding in the application of the National Forest Act 1998 (Act 84 of 1998), National Veld and Forest Fire Act (NVFFA), National Environmental Management Act 1998 (Act 107 of 1998) and NEMBA, including regulations and policies regulating Natural Resources. Policies impacting on the forestry sector. Knowledge of Enumeration for data collection. Knowledge of Financial Management. Knowledge and understanding of stakeholder engagement. Good communication skills (verbal and written). Computer literacy. Ability to work under pressure and handle criticism. Ability to lead a team. Project management skills. Good interpersonal relations skills. Ability to negotiate in difficult situations and to resolve conflicts. Ability to work long hours. A Valid Driving License and Willingness to travel.

DUTIES : Facilitate and coordinate the implementation, maintenance and improvement of the Sustainable Forest Management (SFM) business processes. Facilitate and implement strategies for technical forest management support service in the province. Facilitate and provide support to the development, review and implementation of the forest growth and yield model for commercial forest plantations. Provide support in the monitoring and assessment of state forest plantations in the region against the principles, criteria and indicators of sustainable forest management, including the implementation of policy and regulations. Monitor the implementation of risk mitigation plans for the state forest plantations in the region. Provide support in the development and strengthening of human resource capacity, technical capacity and cooperation at a regional level to ensure implementation of appropriate legislation for the management of forests. Facilitate the creation of work opportunities through the EPWP. Provide support to the liaison Forums within the sector. Participate in the forestry provincial development forums and development initiatives by other sector organisations.

ENQUIRIES APPLICATIONS : Ms M Leseke at 072 1991 291
: FOMCT04-2026@dffe.gov.za

POST 04/80 : **ASSISTANT DIRECTOR: FORESTRY DEVELOPMENT (GREENING AND LIVELIHOODS IMPLEMENTATION SUPPORT) (X2 POSTS)**

SALARY CENTRE : R582 444 per annum
: North West Ref No: FOM/CT10/2026)
: KwaZulu Natal Ref No: FOM/CT11/2026)

REQUIREMENTS : National Diploma (NQ6) in Forestry or Developmental Studies or equivalent qualification within the related field. A minimum of three (3) years' experience in Forestry or related field. Knowledge of the National Forests Act, 1998 (Act No 84 of 1998) (NFA) and the National Veld and Forest Fire Act, 1998 (Act No 101 of 1998) (NVFFA). Knowledge of the function of different departments and levels of government. Government business practices and policies. Departmental service delivery. Reporting systems and processes. Project Management and strategic planning. Stakeholder Engagement. Strategic Capability and Leadership. Financial Management. People Management and Empowerment. Ability to work under pressure and handle criticism. Ability to gather and analyse information. Ability to negotiate in difficult situations and to resolve conflict. Good interpersonal relations skills. Good Communication skills. A valid Driving license and willingness to travel.

DUTIES : Provide technical advice and support in terms of greening programmes or initiatives. Promote partnerships between government, Non-Government Organisations (NGOs) and private individuals and communities to ensure long term commitment to land under forestry programmes. Promote sustainable use of natural resources on indigenous forest areas on both communal and privately owned land through partnerships with interested and affected parties. Coordinate and facilitate forestry greening and livelihood programmes and projects. Facilitate the implementation of greening initiatives (Ten Million Trees) programmes. Provide technical support in the development of business plans and source funding for enterprise and livelihoods projects. Facilitate the integration of Forestry Development into Local, Provincial and National Government Development spheres. Participate in the Comprehensive Rural Development and Urban Renewal Programmes. Render support in the coordination of forestry greening campaigns. Provide support for the Arbor Month and Arbor City Awards Programme.

ENQUIRIES : North West: Ms A Mbunge at 064 847 9530
: KwaZulu Natal: Ms N Ndzimbomvu at 066 487 6993

APPLICATIONS : FOMCT10-2026@dffe.gov.za
: FOMCT11-2026@dffe.gov.za

POST 04/81 : **ASSISTANT DIRECTOR: BUSINESS DEVELOPMENT REF NO: FOM/CT15/2026**

SALARY CENTRE : R468 459 per annum
: Mpumalanga, Ermelo

REQUIREMENTS : National Diploma (NQF level 6) Forestry or a relevant equivalent qualification. A minimum of three (3) years' experience in Forestry or a relevant field. Knowledge in the regulation of natural resources. Knowledge of National Forests Act, 1998 and National Environmental management Act, 107 of 1998. Knowledge of Environmental Legislation and policies impacting on the forestry sector. Knowledge of Forestry /Agricultural Economics. Knowledge of Business Plan Development. Knowledge of government administrative procedures (PFMA and treasury regulations). Leadership and management. Strategic thinking. Analytical thinking. Conceptual. Problem solving. Process design. Expert level of computer literacy. Negotiation skills. Communication, especially in writing. Ability to gather and analyse information. Ability to work individually and in a team. Ability to interpret regulation and develop appropriate policy. Ability to work under extreme pressure. Articulate. Multi-tasking. Creativity. Service-oriented. Self-supervision. A Valid Driver's License and Willingness to travel.

DUTIES : Ensure provision of technical and business support of SMMEs. Conduct needs assessments to identify technical, operational, and business support requirements of SMMEs. Facilitate access to business development services, mentorship, incubation, and technical advisory support. Support SMMEs with business plans, market access initiatives, and compliance requirements. Facilitate the establishment and expansion of small grower timber production and afforestation initiatives in targeted areas. Coordinate technical support to

small growers on planting, silviculture practices, harvesting, and sustainability standards. Liaise with relevant stakeholders, including extension services, municipalities, and industry partners, to support small grower development. Facilitate afforestation licences and compliance with relevant legislations. Profiling of post settlement support project. Coordinate post-settlement support programmes for beneficiaries to ensure sustainability of supported enterprises. Identify challenges affecting post-settlement projects and recommend appropriate interventions. Compile and submit regular post-settlement support reports in line with departmental requirements. Identify and engage development agencies, funding institutions, and strategic partners that can support SMMEs. Coordinate joint programmes and initiatives aimed at enhancing SMMEs growth and sustainability. Facilitate and monitor implementation of MOUs and partnership agreements. Coordinate information sharing and reporting on partnership outcomes. Maintain a database of partners and support opportunities available to SMMEs. Contribute to the review of SMME strategies in line with departmental priorities. ii. Analyse projects performance, sector trends, and stakeholder inputs to inform strategy improvements. Provide inputs and recommendations to management on strategic risks, gaps, and opportunities. Support the development and implementation of the Blended Finance Scheme. Coordinate engagement with funding institutions, development finance institutions (DFIs), and private investors

ENQUIRIES : Ms Sibiya at 067 417 3696
APPLICATIONS : FOMCT15-2026@dffe.gov.za

POST 04/82 : **ASSISTANT DIRECTOR: NURSERY MANAGEMENT REF NO: FOM/CT12/2026**

SALARY : R468 459 per annum
CENTRE : North West
REQUIREMENTS : National Diploma (NQF level 6) in Forestry or Environmental Science or equivalent qualification within the related field. A minimum of three (3) years' experience in Forestry or related field. Knowledge of the National Forests Act, 1998 (Act No 84 of 1998) (NFA) and the National Veld and Forest Fire Act, 1998 (Act No 101 of 1998) (NVFFA). Knowledge of Housing Management, and Operations Management. Knowledge of the function of different departments and levels of government. Government business practices and policies. Departmental service delivery. Reporting systems and processes. Project Management and strategic planning. Stakeholder Engagement. Strategic Capability and Leadership. Financial Management. Client Orientation and Customer Focus. Ability to work under pressure and handle criticism. Ability to gather and analyse information. Ability to negotiate in difficult situations and to resolve conflict. Good interpersonal relations skills. Good Communication skills. A valid Driving license and willingness to travel.

DUTIES : Provide technical advice and support in terms of greening programmes or initiatives for institutional development. Promote sustainable use of natural resources on woodland & indigenous forest areas on privately and communal owned land through partnerships with interested and affected party. Render support on the implementation of livelihood development programs or projects. Facilitate the implementation of projects such as mushroom, bee keeping, vegetable gardens and medical gardens etc. Render support on the implementation of forestry enterprise development initiatives. Assist the communities with regards to the licensing of legal entities. Develop Annual Plan of Operation for nursery activities and its implementation thereof. Ensure propagation of good quality seedlings. Provide general administration support services. Revenue collection. Facilitate the coordination of capacity building workshops on the public participation processes targeting communities. Compile monthly and quarterly progress reports.

ENQUIRIES : Ms A Mbunge at 064 847 9530
APPLICATIONS : FOMCT12-2026@dffe.gov.za

POST 04/83 : **ASSISTANT DIRECTOR: ADMINISTRATION AND COORDINATION REF NO: FOM/CT14/2026**

SALARY : R468 459 per annum
CENTRE : Pretoria

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| <u>REQUIREMENTS</u> | : | National Diploma (NQF level 6) in Public Administration or relevant qualification within the related field. A minimum of three 3 years' experience in administration/management and coordination. Knowledge of Departmental or government policies, procedures and practices (Knowledge of PFMA and other Financial Management and associated prescripts). Understanding of Inter-governmental relations. Good command of written and oral English and any other official language. Strategic coordination/ planning. Business planning. Report/professional writing. Policy development. Organisation performance management. Risk management. Audit procedures. Research methodologies and presentation. Project management. Accessing and operating the computerized post tracking system. The hierarchy and management structure of the department. Different specialised fields of the branches and chief directorates expertise and responsibility. Sound organising and planning skills. Analytical thinking. Expert level of computer literacy- skilled and confident user in office applications such as MS Word, Excel, PowerPoint, Publisher. Excellent communication, interpersonal and writing skills. Ability to work individually and in a team. Ability to work effectively with stakeholders at various levels. Ability to work under extreme pressure. Proactive approach to meeting deadlines and delivering results with limited supervision. Articulate. Multi-tasking. Sense of responsibility and loyalty. Proactive approach to meeting deadlines and delivering results with limited supervision. Ability to analyse and verify data. Creativity. Innovation. Maturity and professionalism. A Valid Driver's License and willingness to travel. |
| <u>DUTIES</u> | : | Provide administration and coordination support services. Provide document management support quality control and tracking of documents. Develop, implement and maintain the filing system for the Branch administrative records. Management Branch EDMS processing of documents. Draft submissions / letters/ memos to line functionaries, Ds, CD, DG, and Minister. Develop, oversee and maintain office procedures for handling and distributing information and records. Oversee and monitor progress on correspondence referred to the CDs from the ODG, Ministry and Deputy Ministry and other stakeholders. Coordinate inputs. Provide support on the coordination of parliamentary questions, cabinet, media and other enquiries. Liaise and develop relationship with internal/external stakeholders and other government department. Coordinate stakeholder communications material, including presentations, documents, profiles, letters and database. Provide support on the consolidation of inputs from components into the Branch Business plan. Provide support on the coordination and verification of monthly, quarterly, bi-annual and annual performance reports. Manage Branch calendar. Organize meetings, workshops and briefing sessions and provide logistics support. Compile minutes and reports and provide support on the implementation of management decisions. Present submission status report to supervisor /management. Provide financial control support function and compile monthly reports (expenditure, procurement, etc.) Verify financial and non-financial information. Procure/ oversee the procurement of goods and services. |
| <u>ENQUIRIES</u> | : | Ms N Sibiyi at 067 417 3696 |
| <u>APPLICATIONS</u> | : | FOMCT14-2026@dffe.gov.za |
| <u>POST 04/84</u> | : | <u>ASSISTANT DIRECTOR: CONTRACT ADMINISTRATION REF NO: CFO/CT10/2026</u> |
| <u>SALARY</u> | : | R468 459 per annum |
| <u>CENTRE</u> | : | Cape Town |
| <u>REQUIREMENTS</u> | : | National Diploma (NQF level 6) in Financial Management or relevant qualification within the related field recognised by SAQA. A minimum of three (3) years' experience in Financial Management or relevant field. Knowledge of financial management, and accounting. Government budgeting processes. Costs accounting. Risk management. Public Service financial legislative frameworks. Strategic planning and budgeting. HR management practices, legal issues, negotiations and dealing with conflict. Advanced skills in policy formulation. Adequate skills in computer use. Advanced skills in financial management. Project management. Stakeholder engagement. Research. Honesty. Ability to work long hours voluntarily. Ability to gather and analyse information. Ability to develop and apply policies. Ability to work individually and in team. Good interpersonal relations skills. Creativity. Ability to work under pressure. Ability to work with difficult persons and to resolve conflict. Sense of responsibility and loyalty. Initiative and creativity. |

DUTIES : Facilitate the development and review of the annual and medium-term expenditure framework budgets. Support the development and review of financial plans in line with the operational plans. Provide all contract administration support. Facilitate contract generation and facilitate vetting of contracts by Legal Services. Develop systems and procedures for the management of contract amendment process. Provide support on the interpretation of contracts and provide guidance on contract management. Facilitate the review of NRMP contracts in consultation with all stakeholders. Maintain contract database. Facilitate effective partnerships that support the unlocking of natural resource restoration and management.

ENQUIRIES APPLICATIONS : Mr N Essack Tel No: (021) 493 7165
: CFOCT10-2026@dffe.gov.za

POST 04/85 : **ASSISTANT DIRECTOR: ACCOUNTING AND CASH MANAGEMENT REF NO: CFO/CT01/2026**

SALARY CENTRE REQUIREMENTS : R468 459 per annum
: Cape Town
: National Diploma (NQF level 6) in Financial Management or relevant qualification within the related field recognised by SAQA. A minimum of three (3) years' experience in Financial Management or relevant field. Knowledge of financial management, accounting and business practices. Knowledge of strategic planning and budgeting processes. Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations, Financial Management, Cash and accrual accounting standards, planning and budget procedures in the public sector, as well as revenue and cash management experience. Must have extensive experience operating transversal financial systems (BAS and LOGIS). Proven planning and organising, communication, interpersonal, conflict resolution, supervisory and analytical skills. Must be computer literate and be able to work well individually and in a team as well as under extreme pressure. Must be able to maintain good inter-governmental relations and work effectively with stakeholders.

DUTIES : Co-ordinate budget capturing and monthly monitoring. Maintenance of budget policies and procedure. Capture budget on BAS. Monitoring and reporting on Expenditure. Monitor budget and expenditure daily. Prepare journals for incorrect allocations. Report on orders issued. Exercise control over filed payment documents. Download a monthly register of payment from BAS Exercise control on Revenue and Petty Cash. Adequately account for all revenue received. Supervision of staff. Exercise control over Coastal regions filed payment documents. Ensure documents are filed as per payment number (Numerical order). Follow up with all queries from Head Office, line managers, Internal and External Auditors and other stakeholders.

ENQUIRY APPLICATIONS : Mr N Essack Tel No: (021) 4937165
: CFOCT01-2026@dffe.gov.za

POST 04/86 : **LEGAL ADMINISTRATION OFFICER (MR5): MINING APPEALS REF NO: RCSM10/2026 (X2 POSTS)**

SALARY CENTRE REQUIREMENTS : R464 634 per annum, (OSD)
: Pretoria
: LLB Degree or relevant qualification as recognized by SAQA. A minimum of eight (8) years' experience post qualification within the relevant field. An extensive understanding of law administration, Public Services and Departmental procedures. Applicant must have a broad knowledge of strategic coordination, policy development, risk management and audit procedures. Understand the facilitation of project management, research methodologies and presentation. Have good reporting / professional writing, policy formulation and negotiation skills. Ability to gather and analyse information, and adherence to timelines is essential. Ability to work with difficult persons and to resolve conflict. The incumbent must have a valid driver's license.

DUTIES : Coordinate and administer appeals in terms of the relevant legislation and guidelines and specific focus on Oceans and Coasts related appeals. Receive and respond to all appeals related queries from stakeholders including the appellants and applicants. Convene appeals committee meeting to discuss the appeals depending on the complexity of the appeal. Attend the filing of finalised appeals in terms of internal filing policies and guidelines. Coordinate and administer permitting appeals. Draft ministerial submission and appeal

decisions in respect of oceans and coastal appeals. Ensure that all grounds of appeal, responding statements and line function comment to be captured in a logical sequence in appeal decision. Prepare briefing notes for the Minister on appeals. Provide general legal support. Provide support to litigation on appeals matters by attending consultations with counsel and compile record.

ENQUIRIES : Ms H Van Schalkwyk / Ms F Patal Tel No: (012) 399 8835 / (012) 399 9330
APPLICATIONS : RCSM10-2026@dffe.gov.za

POST 04/87 : **ENVIRONMENTAL OFFICER SPECIALISED PRODUCTION GRADE A: MINING APPEALS REF NO: RCSM11/2026**

SALARY : R343 842 per annum, (OSD)
CENTRE : Pretoria

REQUIREMENTS : A four (4) year Degree in Natural Sciences or relevant qualification as recognized by SAQA. A minimum of three years' experience post qualification within the relevant field. An extensive understanding of legal administration and environmental processes. Applicant must have an understanding and knowledge of Public Service and Departmental procedures, prescripts and audit procedures Knowledge of relevant legislations: MPRDA, NEMA and associated regulations. Possess expertise of strategic coordination, operational planning, policy development and risk management. Have good professional writing, negotiation, research, presentation initiative and creativity skills. Ability to gather and analyse information. Ability to work with difficult persons and to resolve conflict. The incumbent must have a valid driver's license.

DUTIES : Administer mining appeals and objectives in accordance with prescripts of NEMA and its associated regulations. Coordinate the appeal process within the timeframes, provide appeals protocol and regulations. Participate in Mining Appeal committee meetings to discuss the appeals depending on the complexity of the appeals. Attend the filing of finalised appeals in terms of internal filing policies and guidelines. Review EIA mining and mining related appeals. Adhere to timeframes as per appeal regulation. Draft appeal decisions and ministerial submission on mining and mining related appeals. Ensure that relevant maps and information, where possible, are attached to draft appeal decision. Provide general environmental management advisory support services. Liaise with the State Attorney on environmental matters arising from mining appeals. Draft submission, briefing documents, responses to the public, media statements, etc. in relation to appeals.

ENQUIRIES : Ms H Van Schalkwyk / Ms F Patal Tel No: (012) 399 8835 / (012) 399 9330
APPLICATIONS : RCSM11-2026@dffe.gov.za

POST 04/88 : **SENIOR HUMAN RESOURCE PRACTITIONER: SKILLS DEVELOPMENT (WSP& BUSARIES) REF NO:CMS/CT01/2026**

SALARY : R397 116 per annum
CENTRE : Cape Town

REQUIREMENTS : National Diploma (NQF level 6) or higher in Human Resource Management/ Development or relevant qualification within the related field recognised by SAQA. A minimum of two (2) years of experience in Human Resources or relevant field. Knowledge of Administrative procedures, Project Management, Monitoring and control, Personnel Management and Financial Management. Knowledge of Skills Development Act, Skills Levies Act, Employment Equity Act, SAQA Act and knowledge of relevant policies. Knowledge of HR Practices Public Services, Department procedures. Must have ETDP, Mentoring, Coaching and Moderator and Assessor certificate and Skills Development Facilitator. Organisational, planning, supervising and communication skills (written and spoken). Must have Coordination skills, Report writing and decision-making skills. Ability to gather analyse information. Be Innovative and proactive, Good interpersonal relations skills. Ability to develop and apply policies Knowledge of Mentoring, Coaching and Moderator. Ability to work long hours voluntarily, work under extreme pressure and work independently and in a team.

DUTIES : Facilitate the process to compile the Workplace Skills Plans. Request Personal Development plans (PDP) from officials. Analyse the PDPs to prepare the WSP. Provide support on the compilation of the Departments WSP according to PSETA standards. Implement the WSP and ad hoc training requests. Draw a training calendar (generic courses). Conduct quality assurance (ensure

accreditation of the course, service provider & NQF aligned). Compile a training logistics. Update the Skills development database. Ensure that training request is on the officials PDP. Implementation of the bursary programmes. Advertise bursaries. Capture the application forms and prepare bursary letters. Establish and coordinate internal and external stakeholders' relationships. Submit DDG assessment report per biannual. Coordinate the open day with the institutions of Higher Learning. Prepare and submit one expenditure report per quarter. Provide inputs to compilation of HRD implementation plans and progress report for the Department.

ENQUIRIES : Mr M Beta, email: mbeta@dffe.gov.za
APPLICATIONS : CMSCT01-2026@dffe.gov.za

POST 04/89 : **SENIOR HUMAN RESOURCE PRACTITIONER: PERFORMANCE MANAGEMENT REF NO: CMS/CT02/2026**

SALARY : R397 116 per annum
CENTRE : Cape Town
REQUIREMENTS : National Diploma (NQF level 6) or higher in Human Resource Management or relevant qualification within the related field recognised by SAQA. A minimum of two (2) years' experience in Human Resource Management. Knowledge of Human Resource Management within specific reference to Performance Management. Knowledge of Departmental procedures and prescripts within the Public Service. Knowledge of Human Resource processes and practices. Knowledge of PERSAL system. Knowledge of Administration fields, Public Finance Management Act (PFMA), Treasury Regulations, Project Management and Personnel Management. Sound organising and planning skills. Good communication skills (verbal and written), be able to operate a computer and be able to compile performance reports. Must have leadership skills, facilitation and creativity. Ability to develop and apply policies, gather and analyse information. Ability to work with difficult persons and resolve conflict Ability to sense of responsibility and loyalty. Ability to work individually and in teams. Good interpersonal relations skills, sense of responsibility and loyalty. Be willing to travel. Ability to work under extreme pressure.

DUTIES : Facilitate the submission of Performance Agreement and work plans. Conduct training and empower line managers and non-SMS officials for proper facilitation of evaluations. Capture all performance agreements on database. Identify and capture poor performance on PERSAL and inform line manager. Conduct quality check of received PMDS documents. Facilitate the submission of first bi-annuals and final annual assessments. Prepare documents for committee members. Conduct the first and final performance appraisals of employee on level 4 to 12. Circulate the updated database to all branches. Maintain SMS & Non- SMS performance management database and filing system. Ensure quality assurance of received documents. Send updated database to branch administrator regarding compliance on their branches. Facilitate the management of probations. Oversee administration process of probations. Manage database and filling of probations.

ENQUIRIES : Mr M Beta email: mbeta@dffe.gov.za
APPLICATIONS : CMSCT02-2026@dffe.gov.za

POST 04/90 : **PROJECT COORDINATOR REF NO: EP/CT01/2026**

SALARY : R397 116 per annum
CENTRE : Kwa Zulu Natal
REQUIREMENTS : National Diploma (NQF level 6) in Natural Science / Environmental Science or relevant qualification within the related field recognised by SAQA. A minimum two (2) years' experience in relevant field. Understanding of Project management. Knowledge of Alien vegetation control. Good communication skills and sound organisation and planning skills. Knowledge of Working for Water policies and procedures, knowledge of legislation relevant to alien vegetation control will serve as an added advantage. Knowledge of the Public Service and Departmental procedures and prescripts. Computer literacy, knowledge of the Public Finance Management Act (PFMA). People management, change management and empowerment skills. Valid driver's licence and willingness to travel and work long hours with limited supervision.

DUTIES : Provide project planning support services to the project by developing a strategic clearing plan and an Annual Plan of Operation (APO) for approval of budget allocation. Facilitate the implementation of project plans through the

establishment of stakeholder engagement. Monitor implementation of project plans by conducting site audits to ensure compliance with Working for Water policies/standards, health and safety prescripts and various environment and agriculture legislation which govern alien vegetation control. Render project close out services by conducting final site inspections and facilitating in the handing over of cleared land to the land user.

ENQUIRIES
APPLICATIONS

: Mr R Brudvig, email address: Rbrudvig@dffe.gov.za
: EPCT01-2026@dffe.gov.za

DEPARTMENT OF HEALTH

It is the Department's intension to promote equity (race, gender and disability) through the filing 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.

- APPLICATIONS** : The Director-General, National Department of Health, Private Bag X399, Pretoria, 0001. Hand delivered application may be submitted at Reception (Brown Application Box), Dr AB Xuma Building, 1112 Voortrekker Rd, Pretoria Townlands 351-JR or should be forwarded to recruitment@health.gov.za quoting the reference number on the subject e-mail.
- FOR ATTENTION** : Ms M Shitiba
- CLOSING DATE** : 23 February 2026
- NOTE** : All short-listed candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise for SMS posts, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment batteries. Applications should be submitted on the new Z83 form obtainable from any Public Service department and should be accompanied by a CV only (previous experience must be comprehensively detailed). The Z83 must be fully completed (in line with DPSA Practice note), failure to comply will automatically disqualify the applicant. Applicants are not required to submit copies of qualification and other relevant documents on application. Certified copies of qualifications and other relevant documents will be requested prior to the final selection phase. Applications should be on one PDF format (If emailed). Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). 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 fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications.

MANAGEMENT ECHELON

- POST 04/91** : **CHIEF-DIRECTOR: INTERNATIONAL HEALTH AND DEVELOPMENT REF NO: NDOH 3/2026**
- SALARY** : R1 494 900 per annum, (an all-inclusive remuneration package), (basic salary consists of 70% of total package, the State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion. The flexible portion of the package can be structured according to the Senior Management Service guidelines.
- CENTRE** : National Department of Health, Pretoria
- REQUIREMENTS** : A Grade 12 certificate and an undergraduate qualification (NQF level 7) as recognised by SAQA. A qualification in Health Science / Public Health/International relations will be an advantage. At least five (5) years' experience at a senior managerial level in International Relations. Proven track record of managing strategic programmes/projects of national scope. Knowledge of Public Service Act, Financial Management Act and Treasury Regulations. Understanding of National Health Insurance Bill and National Health Act as well as knowledge of Government protocol, processes and regulations. Good strategic capability and leadership, financial management,

strong managerial and administrative skills, ability to analyse and synthesise information and formulate policies and strategies. Good inter-personal relations, diplomacy and communication skills. Computer skills. Willingness to work irregular hours and travel frequently. Valid driver's license. The SMS pre-entry certificate is required for appointment finalization.

DUTIES : Strengthen technical capacity of the health sector to improve its health outcome and to harness focused intervention towards the Sustainable Development Goals (SDG). Support the prevention and control of regional public health risks that threaten South Africa and African population including humanitarian assistance. Facilitate participation in various international structures to strengthen bilateral, trilateral relations including multilateral treaties. Support the Facilitation of the International Development Assistance and Partnership programme. Advance and coordinate global health agenda in Africa and Middle East, North-South Partnerships as well as South-South relations. Enhance knowledge, capacity and research skills on global health. Effective and efficient management of the resources.

ENQUIRIES : Mr PP Mamogale Tel No: (012) 395 9378

OTHER POSTS

POST 04/92 : **ASSISTANT DIRECTOR: DIETETICS GRADE 1 REF NO: NDOH 1/2026**
Directorate: Child and Youth Health

SALARY CENTRE REQUIREMENTS : R638 856 – R707 625 per annum, as per OSD
: Pretoria
: Grade 12 certificate (NQF level 4) and appropriate qualification in Dietetics or Nutrition. Registration with Health Profession Council of South Africa (HPCSA). A minimum of three (3) years' appropriate experience after registration with the HPCSA in maternal and child nutrition, infant and young child feeding in the context of HIV, prevention and management of acute malnutrition, training, advocacy and liaison, monitoring and evaluating as well as conducting research. Comprehensive knowledge of Integrated Nutrition Programmes specifically maternal nutrition, infant and young child feeding and overall maternal and child nutrition and disease specific nutrition. Comprehensive understanding of current nutrition issues. Knowledge of the Public Finance Management Act. Good communication (verbal and written), organizational, facilitation and training, project management, advocacy, monitoring, evaluation and research skills.

DUTIES : Support coordination, implementation of activities to promote, protect and support breastfeeding on Nine (9) provinces. Support planning, coordination and monitoring of implementation of the Mother Baby-Friendly Initiative (MBFI) in all 9 provinces. Consolidate and disseminate MBFI monitoring report to 9 provinces. Ensuring quality of implementation for the MBFI. Facilitate the development of the expanded MBFI tools incorporating community MBFI. Contribute to the improvement of the management of acute malnutrition. Support provincial technical support to monitor implementation of the Integrated Management of Acute Malnutrition (IMAM) guidelines. Participate in the Child Health and Infant Feeding activities. Support all key activities for infant and young child feeding promotion in South Africa. Support planning for the annual breastfeeding campaign.

ENQUIRIES : Ms Zandile Kubeka Tel No: (012) 395 8517

POST 04/93 : **ASSISTANT DIRECTOR: WOMEN'S HEALTH REF NO: NDOH 5/2026**
Chief Directorate: Women's Health and Reproductive Health

SALARY CENTRE REQUIREMENTS : R468 459 per annum, plus competitive benefits
: Pretoria
: A Grade 12 certificate and NQF 6 qualification in Nursing. Current registration with the South African Nursing Council. At least three (3) years' experience in Women's Health or Sexual and Reproductive Health, and working in the field of reproductive health cancers and/or managing women's health programmes at sub-district, district or provincial level. In-depth knowledge of Women's Health policies, guidance and services at national, provincial and district levels, knowledge of policy analysis and development, legislation in health as well as financial and project management. Good communication (verbal and written), strategic capability, planning and organizing, teamwork and computer skills (MS Office package). A valid driver's license.

- DUTIES** : Coordinate and monitor progress on the implementation of the National Cervical policies, guidelines and SOPs at provincial and district levels. Coordinate and facilitate the implementation of the Strategic Framework for Cervical Cancer Elimination in South Africa. Coordinate and monitor progress on the implementation of the Breast Cancer policies, guidelines and SOPs at provincial and district levels. Conduct capacity building on reproductive cancers in provinces. Create community awareness on reproductive health cancers. Perform any other duties that support sexual and reproductive health and rights.
- ENQUIRIES** : Ms S Ngake Tel No: (012) 395 8382
- POST 04/94** : **FINANCE CLERK (PRODUCTION) REF NO: NDOH 2/2026 (X2 POSTS)**
 Directorate: Financial and Management Accounting
 Please note that this is a re-advertisement. Applicants who have previously applied need to re-apply
- SALARY CENTRE REQUIREMENTS** : R228 321 per annum, (plus competitive benefits)
 : Pretoria
 : Grade 12 certificate (NQF level 4). A Degree or Diploma in Finance will be an advantage. Experience in government finance will be added advantage. Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Basic knowledge and insight of the Public Service financial legislations, procedures and Treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Good communication (verbal and written), interpersonal, planning, organizing, numeracy, and computer skills (MS Office package). Ability to perform routine task and operate office equipment.
- DUTIES** : Render financial accounting transactions. Receive and check sundry payments for processing. Perform salary administration support services. Monitor, reconcile, and clear the salaries suspense account. Process advices (e.g. check advices for correctness, capture salaries, bonuses, salary adjustments, capture all deductions etc). Perform bookkeeping support services. Capture all financial transactions (e.g. interdepartmental claims). Clear suspense accounts. Render a budget support service. Collect input from budget holders. Prepare expenditure reports and distribute to managers.
- ENQUIRIES** : Ms G Mawela Tel No: (012) 395 8695
- POST 04/95** : **ADMINISTRATION CLERK: PRODUCTION REF NO: NDOH 4/2026**
 Directorate: Mental Health and Substance Abuse
- SALARY CENTRE REQUIREMENTS** : R228 321 per annum, (plus competitive benefits)
 : Pretoria
 : A Grade 12 certificate or equivalent NQF 4 qualification. Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. And understanding of records management (electronic and manual). Good communication (written and verbal), interpersonal, flexibility, planning and organization and computer (MS package) skills. Ability to work independently and with a team.
- DUTIES** : Perform administrative procedures regarding care, treatment and rehabilitation of state patients and mentally ill prisoners. Receive and process documents submitted for the admission of State patients and mentally ill prisoners and submit to the deputy director. Administer records of state patients and mentally ill prisoners. Keep regular update of the electronic and manual records system of State patients and mentally ill prisoners including their movements. Handle all enquiries relating to forensic mental health documents and records. Handle routine enquiries, both telephonic and written regarding State patients and mentally ill prisoners. Render administrative support to the directorate and sub-directorate for special projects and when needs arise. Check correctness of subsistence and travel claims of officials and submit to the manager for approval. Assist with travel arrangement for the sub directorate. Assist with accommodation and transport, and parking when required.
- ENQUIRIES** : Mr Bashu Pule Tel No: (012) 395 9533

DEPARTMENT OF HIGHER EDUCATION AND TRAINING
(Tshwane North TVET College)
(Western TVET College)
(Motheo TVET College)

OTHER POSTS

- POST 04/96** : **SAFETY, HEALTH, ENVIRONMENT, RISK AND QUALITY MANAGEMENT OFFICER REF NO: TNC/CO/26 – 02/1**
 Nature of Appointment: Permanent
- SALARY CENTRE REQUIREMENTS** : R325 101 per annum (Level 07), plus benefits
 : Central Office
 : Recognized three (3) year National Diploma (NQF 6) in Building Management/Safety. Management/ Construction Management or related qualification. Driver's License. 2-3 years in Facilities Management, SHERQ and OHS environment. Fire marshal and First aid certificate will be an added advantage. Competencies, Abilities and Skills: Knowledge of Public Service Act and Regulations, Occupational Health and Safety Act, immovable Asset Management Act, Telephone Management system, fire control system and facilities management system. Knowledge of Occupational Health and Safety Act 85 of 1993 and related Regulations. Knowledge of COIDA. Knowledge of incident reporting processes and procedures. Operating of fire extinguisher. Marketing research skills. Internet usage skills. Planning and organizing. Financial management. Report writing. Communication and interpersonal. Problem solving. Computer literacy. Analytical. Client oriented. Project management. Team leadership. Planning and organizing. People management.
- DUTIES** : Provide assistance in the coordination, implementation and monitoring of compliance on SHERQ programmes. Coordinate the establishment of OHS committee. Coordinate OHS-related training and continuous educational programmes. Participate in identification of hazards and risks at the workplace and assist in initiating appropriate actions. Implement and monitor SHERQ management system. Compile monthly, Quarterly and annual reports. Report all OHS to the Deputy Principal: Corporate Services.
- ENQUIRIES** : Should you have enquiries or experience any problem submitting your application contact Mr TH Ngubane Tel No: (012) 401 1989 / Ms JM Nyalunga Tel No: (012) 401 1940.
- APPLICATIONS NOTE** : Email to sherqofficer@tnc.edu.za
 : Tshwane North TVET College would like to invite suitably qualified, innovative, result-orientated and self-driven candidates to apply for their vacant positions. Applications must be submitted on the New Z83 which must be fully completed, obtainable from any Public Service Department and must be accompanied by a comprehensive Curriculum Vitae. Only shortlisted candidates will be required to submit certified copies of qualifications including academic records, driver's license, and identity document. Please take note that communication in relation to the process will be limited to the short-listed candidates. If you have not received any correspondence within three (3) months after the closing date, please consider your application unsuccessful. Note: Please quote the relevant reference number of the post you are applying for. Applications received after the closing date will not be accepted. Shortlisted candidates will be subjected to a vetting process: criminal record, citizenship, credit record checks, and qualifications. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The College/DHET reserves the right not to make appointments. Preference will be given to African male, African female, White male, White female, Coloured Male, Coloured female and Indian female as per the EE targets of the College. People with disability are encouraged to apply. All costs incurred due to your application and interviews will be at your own expense.
- CLOSING DATE** : 20 February 2026

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| <u>POST 04/97</u> | : | <u>CAMPUS ADMINISTRATOR REF NO: RFT/CAMPUSADMINISTRATOR/01</u> |
| <u>SALARY</u> | : | R325 101 per annum (Level 07), plus benefits |
| <u>CENTRE</u> | : | Western TVET College - Randfontein Campus |
| <u>REQUIREMENTS</u> | : | Matric/Grade12 Certificate plus a recognised 3-year National Diploma or Degree in Office Management and Technology/Public Management/Management Assistant or any other relevant qualification. Must have a minimum of 1 to 2 years relevant work experience in the administration environment. Supervisory experience will be an added advantage. Must have a valid driver's license. Must be computer literate. Competencies, Knowledge, And Skills: Must have knowledge and understanding of office administration. Knowledge of Public Service prescripts, regulations and legislations. Knowledge and understanding of the TVET sector administration. Understanding of corporate governance and any other related legislation. Should have good planning, organising, report writing, presentation, communication, leadership and good decision-making skills. |
| <u>DUTIES</u> | : | Management of campus and student administration function, including the implementation of Standard Operating Procedure on student enrolment. Thorough working knowledge of student enrolment, linking of lecturers and students, creating and printing control lists and registers, capturing of marks and absenteeism, enrolment reports. Process the details of applications for programmes and credits. Prepare reports, presentations, and other correspondence. Arrange meetings, conferences, workshops, and other gatherings as required by campus management. Coordinate leave forms and submit them at corporate office. Coordinate PMDS & IQMS documents and submit to corporate office. Monitor the attendance register for all staff at the campus. Provide procurement services. Complete requisition forms, receive goods and services. Verify the correctness of goods and services supplied against the appropriate documentation. Put processes in place for proper record keeping (storage and retrieval) of all student data. Provide finance and asset management services at the campus. Assist in the development, implementation, and monitoring of data policies on student enrolments. |
| <u>ENQUIRIES</u> | : | Mr P Motai Tel No: (011) 692 4004 Ext. 1010/1061/1062 |
| <u>APPLICATIONS</u> | : | Please hand deliver your application or email it to campusadmin2026@westcol.co.za in a pdf format and as one attachment, quoting the relevant reference number to the Principal, Western TVET College, Corporate Office, 42 Johnstone Street, Randfontein, 1760. |
| <u>NOTE</u> | : | All applications must be accompanied by a signed and fully completed NEW Z83 form obtainable from any public service Department or DPSA website, a comprehensive CV including at least three contactable references. Only shortlisted candidates will be required to submit certified copies of original documents with academic records/transcripts and other relevant supporting documents on or before the day of the interview following communication from HR Office. Foreign qualifications must be accompanied by a SAQA evaluation report. 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. Successful candidates will be subjected to a vetting and financial disclosure process (criminal record, citizenship, qualification verification and employment verification). People living with disability are encouraged to apply. If you have not been contacted within six months after closing date, please consider your application as unsuccessful. Western TVET College is an equal opportunities employer and reserves the right not to fill the posts. Please ensure that the Z83 form is completed in full. Incomplete Z83 will be disqualified. |
| <u>CLOSING DATE</u> | : | 20 February 2026 at 12:00. |
| <u>POST 04/98</u> | : | <u>SECRETARY TO THE CAMPUS MANAGER REF NO: TNC/TC/26 – 02/2</u> Nature of Appointment: Permanent) Re-advertisement |
| <u>SALARY</u> | : | R228 321 per annum (Level 05), plus benefits |
| <u>CENTRE</u> | : | Temba Campus |
| <u>REQUIREMENTS</u> | : | Senior Certificate or equivalent plus a National Diploma in Management Assistant/Office Administration. 1-3 years' experience in typing and secretarial support. Basic knowledge of financial management. Record management of documents. Ability to communicate well with people at different levels and |

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| | | backgrounds. Good telephone etiquette. Computer literacy. Sound organizational skills. Good people skills. High level of reliability. Basic written communication skills. Ability to act with tact and discretion. |
| <u>DUTIES</u> | : | Provide secretarial/ receptionist support service to the manager. Receive telephone calls and refer the calls to the correct role players if not meant for the relevant manager. Ensure proper record keeping in the office of the Campus Manager. Filing of documents for the manager and the campus where required. Receive, record, and distribute all incoming and outgoing correspondence. Collect all relevant documents to enable the manager to prepare for meetings. Prepare travel claims and other payments in the office of the Campus Manager. Arrange meetings and events for the manager and the staff in the campus. Identify venues, invite role players, organize refreshments, and sets up schedules for meetings and events. Arrange all logistics for workshops. Track and process documents. Manage the office of the Campus Manager and receive visitors. Perform any other administrative duties that will be assigned by the Campus Manager. Compile and consolidate sectional reports for the campus. |
| <u>ENQUIRIES</u> | : | Should you have enquiries or experience any problem submitting your application contact Mr TH Ngubane Tel No: (012) 401 1989 / Ms JM Nyalunga Tel No: (012) 401 1940. |
| <u>APPLICATIONS</u> | : | Email to secretarytocm@tnc.edu.za |
| <u>NOTE</u> | : | Tshwane North TVET College would like to invite suitably qualified, innovative, result-orientated and self-driven candidates to apply for their vacant positions. Applications must be submitted on the New Z83 which must be fully completed, obtainable from any Public Service Department and must be accompanied by a comprehensive Curriculum Vitae. Only shortlisted candidates will be required to submit certified copies of qualifications including academic records, driver's license, and identity document. Please take note that communication in relation to the process will be limited to the short-listed candidates. If you have not received any correspondence within three (3) months after the closing date, please consider your application unsuccessful. Note: Please quote the relevant reference number of the post you are applying for. Applications received after the closing date will not be accepted. Shortlisted candidates will be subjected to a vetting process: criminal record, citizenship, credit record checks, and qualifications. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The College/DHET reserves the right not to make appointments. Preference will be given to African male, African female, White male, White female, Coloured Male, Coloured female and Indian female as per the EE targets of the College. People with disability are encouraged to apply. All costs incurred due to your application and interviews will be at your own expense. |
| <u>CLOSING DATE</u> | : | 20 February 2026 |
| <u>POST 04/99</u> | : | <u>HANDYMAN REF NO: MOT/DHET/HANDY/BFN/2026(1)</u> |
| <u>SALARY</u> | : | R163 680 per annum (Level 03) |
| <u>CENTRE</u> | : | Bloemfontein Campus |
| <u>REQUIREMENTS</u> | : | ABET Level4/Standard 8/Gr 10. Basic literacy, numeracy and communication skills. Must be able to read and write. Must be able to operate elementary machines and equipment. Willingness to work extended hours, when required. Ability to interact with other officials in a professional manner. Knowledge of storage requirements, operating of machines as well as the cleaning thereof. Good Verbal and written communication skills. Planning and organising skills. |
| <u>DUTIES</u> | : | Perform general maintenance and repairs within the Campus. Conduct regular building inspection. Carry out tasks related to plumbing, electrical infrastructure repairs. Maintenance of office equipment and furniture. Safekeeping of maintenance tools and supplies prevent loss and ensure viability. |
| <u>ENQUIRIES</u> | : | Mrs MR Tebele Tel No: (051) 014 7601 |
| <u>APPLICATIONS</u> | : | All applications should be mailed to: Deputy Principal Corporate Services Motheo TVET College, Private Bag X20509, Bloemfontein, 9300 or hand delivered at Motheo TVET College, Central office Corner St George and Alwal Streets alternatively be sent by e-mail to: recruitment@motheotvet.edu.za |
| <u>FOR ATTENTION</u> | : | Mr J Ntsane/Ms N Nameka Tel No: (051) 014 7850 |
| <u>NOTE</u> | : | Applicants are required to submit only a completed signed New Z83 form, obtainable from any Public Service Department or on the internet at |

www.gov.za and a detailed Curriculum Vitae (eg. Indicating positions held, dates and key performance areas/responsibilities. Certified copies of ID, Valid driver's Licence, where applicable, and all other required relevant documents like qualifications, will only be requested from shortlisted candidates on or before the interview date. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One will be 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. Correspondence will be limited to shortlisted candidates only. People with disabilities are encouraged to apply. Foreign qualifications must be accompanied by a SAQA evaluation report. Immigrants should apply for work permits before assumption of duty. Successful candidates will be subjected to security screening and may be required to work at other places as may reasonably be required by the College. Motheo TVET College reserves the right to withdraw the mentioned advert. Please consider your application as unsuccessful should you not be contacted within 3 months from the closing date. Failure to comply to this requirement will result in the candidate being disqualified NB: Candidates whose appointments promote representativity in terms of gender, race and disability will receive first preference.

CLOSING DATE

: 24 February 2026 at 14h00

POST 04/100

: **HANDYMAN REF NO: MOT/DHET/HANDY/TBN/2026(2)**

SALARY CENTRE REQUIREMENTS

: R163 680 per annum (Level 03)
 : Thaba Nchu Campus
 : ABET Level4/Standard 8/Gr 10. Basic literacy, numeracy and communication skills. Must be able to read and write. Must be able to operate elementary machines and equipment. Willingness to work extended hours, when required. Ability to interact with other officials in a professional manner. Knowledge of storage requirements, operating of machines as well as the cleaning thereof. Good Verbal and written communication skills. Planning and organising skills.

DUTIES

: Perform general maintenance and repairs within the Campus. Conduct regular building inspection. Carry out tasks related to plumbing, electrical infrastructure repairs. Maintenance of office equipment and furniture. Safekeeping of maintenance tools and supplies prevent loss and ensure viability.

ENQUIRIES APPLICATIONS

: Mr NP Lintoe Tel No: (051) 014 7947
 : All applications should be mailed to: Deputy Principal Corporate Services Motheo TVET College, Private Bag X20509, Bloemfontein 9300 or hand delivered at Motheo TVET College, Central office Corner St George and Aliwal Streets alternatively be sent by e-mail to: recruitment@motheotvet.edu.za

FOR ATTENTION NOTE

: Mr J Ntsane/Ms N Nameka Tel No: (051) 014 7850
 : Applicants are required to submit only a completed signed New Z83 form, obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae (eg. Indicating positions held, dates and key performance areas/responsibilities. Certified copies of ID, Valid driver's Licence, where applicable, and all other required relevant documents like qualifications, will only be requested from shortlisted candidates on or before the interview date. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One will be 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. Correspondence will be limited to shortlisted candidates only. People with disabilities are encouraged to apply. Foreign qualifications must be accompanied by a SAQA evaluation report. Immigrants should apply for work permits before assumption of duty. Successful candidates will be subjected to security screening and may be required to work at other places as may reasonably be required by the College. Motheo TVET College reserves the right to withdraw the mentioned advert. Please consider your application as unsuccessful should you not be contacted within 3 months from the closing date. Failure to comply to this requirement will result in the candidate being disqualified NB: Candidates whose appointments promote representativity in terms of gender, race and disability will receive first preference.

CLOSING DATE

: 24 February 2026 at 14h00

DEPARTMENT OF INTERNATIONAL RELATIONS AND COOPERATION

The Department of International Relations and Cooperation is an equal opportunity, affirmative action employer.

- APPLICATIONS** : Please e-mail your applications to the e-mail address indicated below each post and quote the post name in the subject line of the e-mail address to receive an acknowledgement; Hand-delivered applications can be submitted to the OR Tambo Building, 460 Soutpansberg Road, Pretoria.
- CLOSING DATE** : 27 February 2026. Applications received after the closing date will not be considered.
- NOTE** : Applications must be submitted on the new form Z83 (effective from 1 January 2021) (duly completed and hand signed) obtainable from any Public Service department or on the DIRCO website - www.dirco.gov.za. For other relevant information and how to apply, kindly visit the Department's website (www.dirco.gov.za) – home page under Jobs. Applications should be accompanied by a detailed Curriculum Vitae (CV). Certified copies of qualifications, Identity Document (ID), Drivers licence as well as any other relevant documents will be submitted by shortlisted candidates only. Received applications using the incorrect Z83 for employment will not be considered. All appointments will be subjected to a process of security clearance. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). All shortlisted candidates shall undertake two pre-entry assessments. One must be a practical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department, and the other must be an Integrity (Ethical Conduct) Assessment. 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), using the mandated DPSA SMS competency assessment tools; All shortlisted candidates will be subjected to personnel suitability checks and verification of qualifications; In line with Cabinet decision taken on 2 March 2016, all applicants are required to indicate in their Curriculum Vitae the number of Boards he/she is serving on. Where this information is not provided, such application will not be considered; A pre-entry certificate (Nyukela certificate) obtained from National School of Government (NSG) is required for all SMS appointments. 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 link below: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme> ; The successful candidate will have to complete a Financial Disclosure form annually; We thank all applicants for their interest; DIRCO reserves the right not to make appointments; Correspondence will be limited to short-listed candidates only. If you have not been contacted within four (4) months after the closing date of this advertisement, please accept that your application was unsuccessful.

MANAGEMENT ECHELON

- POST 04/101** : **CHIEF DIRECTOR: FOREIGN SERVICE (BILATERAL) - (VARIOUS POSTS)**
Branch: Africa, Asia & Middle East and Europe & Americas
- SALARY** : R1 494 900 per annum. This all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured in terms of the applicable rules. Successful candidates will be required to sign a performance contract.
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants must be in possession of an undergraduate qualification (NQF level 7) in Political / Social / Human Science as recognised by SAQA. At least five (5) years of experience at Senior Managerial level in International Relations or related fields. A pre-entry certificate (Nyukela certificate) obtained from National School of Government (NSG) submitted prior to appointment. Competencies: Knowledge and understanding of the Legislative Framework governing Public Service Knowledge and understanding of national policies and priorities Advanced Knowledge and understanding of SA Foreign Policy Advanced knowledge of the history of South Africa and Africa Advanced

understanding of international politics and diplomacy Excellent managerial skills Liaison with internal and external stakeholders Understanding of Batho Pele Principles Financial Management and understanding of the PFMA Well-developed strategic capacity and leadership skills People management and empowerment High degree of strategic and analytical thinking Good communication, negotiation and drafting skills, including in the areas of conference diplomacy and international agreements Well-developed strategic capacity and leadership skills High degree of strategic and analytical thinking Well-developed project management skills.

DUTIES : Serve South African domestic priorities through the promotion of bilateral relations and execution of specific projects in the political, economic and cultural sectors with foreign countries. Manage and provide advice to the Departmental Executives in relations to foreign policy direction with foreign countries under jurisdiction Establish, manage, and maintain internal and external stakeholder relations Provide strategic leadership and management support in the Chief Directorate and to South African missions abroad in promoting the interests of the country Manage the overall performance of the Chief Directorate and participate in corporate governance: manage financial resources, provide leadership and manage human resources, manage planning, monitor and Evaluate and participate in corporate governance.

ENQUIRIES : Mr N Sekalo Tel No: (012) 301 8689
APPLICATIONS : Please e-mail your application to cdirfsbil26@dirco.gov.za Please quote the post name in the subject line of the e-mail address to receive an acknowledgement.

POST 04/102 : **CHIEF DIRECTOR: FOREIGN SERVICE – HUMAN RIGHTS & HUMANITARIAN AFFAIRS**
 Branch: Global Governance and Continental Agenda

SALARY : R1 494 900 per annum. This all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured in terms of the applicable rules. Successful candidates will be required to sign a performance contract.

CENTRE : Pretoria
REQUIREMENTS : Applicants must be in possession of an undergraduate qualification (NQF level 7) in Political Science, International Relations or related fields, as recognised by SAQA. At least five (5) years of experience at Senior Managerial level in International Relations A pre-entry certificate (Nyukela certificate) obtained from National School of Government (NSG) submitted prior to appointment. Competencies: Knowledge and Understanding of Legislative Framework governing the Public Service Understanding of Batho Pele Principles Financial Management and understanding of the PFMA Well-developed strategic capacity and leadership skills Excellent managerial skills People management and empowerment High degree of strategic and analytical thinking Good communication, negotiation and drafting skills, including in the areas of conference diplomacy and international agreements Well-developed project management skills Liaison with internal and external stakeholders Knowledge and understanding of national policies and priorities In-depth knowledge and understanding of South Africa's foreign policy and national interests Extensive understanding of international politics Knowledge of Agenda 2063: The Africa We Want and the 2030 Agenda for Sustainable Development. Knowledge of the South African Constitution, the Bills of Rights and South Africa's broader human rights frameworks. An understanding of the core humanitarian principles that govern the work of the United Nations, as well as familiarity with the Universal Declaration of Human Rights.

DUTIES : Lead and manage the functioning of the Chief Directorate: Human Rights and Humanitarian Affairs and participate in corporate governance: Manage financial resources, provide leadership and manage human resources, manage planning, monitor and evaluate and participate in corporate governance. Coordinate South Africa's engagement in international and regional human rights processes. Lead South Africa's global efforts aimed at the promotion, protection and fulfilment of all Human Rights, including upholding of the rule of law, democracy and good governance. Advance South Africa's interest in global and regional humanitarian work and policy processes.

ENQUIRIES : Mr E Mahalefa Tel No: (012) 351 0884
APPLICATIONS : Please e-mail your application to cdirfshrha26@dirco.gov.za

- NOTE** : Please quote the post name in the subject line of the e-mail address to receive an acknowledgement.
- POST 04/103** : **CHIEF DIRECTOR: FINANCIAL MANAGEMENT**
Branch: Financial and Asset Management
- SALARY** : R1 494 900 per annum. This all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured in terms of the applicable rules. The successful candidate will be required to sign a performance contract.
- CENTRE REQUIREMENTS** : Pretoria
Applicants must be in possession of an undergraduate qualification (NQF Level 7) as recognized by SAQA in Financial Management or related fields. At least five (5) years' experience at a Senior Managerial level in Financial Management A pre-entry certificate (Nyukela certificate) obtained from National School of Government (NSG) submitted prior to appointment. Competencies: Knowledge and understanding of relevant public service legislation Knowledge and understanding of SA Foreign Policy Knowledge and understanding of Financial Management Knowledge and understanding of PFMA 1999 Knowledge and understanding of National Treasury Regulation People management Planning and organising Time management Strategic planning Policy analysis and Development Facilitation skills Report writing Skills Ability to work as a team and independently Ability to work under pressure Political and cultural sensitivity.
- DUTIES** : Manage departmental budgeting and cash-flow processes for both head office and missions including the production of monthly, quarterly and annual financial reports Manage the provision of revenue and expenditure management services Manage the development of integrated accounting and financial management systems including financial reports Manage the overall performance of the Chief Directorate and participate in corporate governance: manage financial resources, provide leadership and manage human resources, manage planning, monitor and evaluate and participate in corporate governance.
- ENQUIRIES APPLICATIONS NOTE** : Ms V Beshe Tel No: (012) 351 1327
: Please e-mail your application to cdifrm26@dirco.gov.za
: Please quote the post name in the subject line of the e-mail address to receive an acknowledgement.
- POST 04/104** : **CHIEF DIRECTOR: FOREIGN SERVICE TRAINING & INTERNATIONAL SCHOOL**
Branch: Diplomatic Training, Research & Development (DTRD)
- SALARY** : R1 494 900 per annum. This all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured in terms of the applicable rules. The successful candidates will be required to sign a performance contract with the Director-General of the Department.
- CENTRE REQUIREMENTS** : Pretoria
Applicants must be in possession of an undergraduate qualification (NQF level 7) or equivalent as recognised by SAQA At least 5 years of experience at Senior Management level in Training on International Relations and Diplomacy or related fields. A pre-entry certificate (Nyukela certificate) obtained from National School of Government (NSG) submitted prior to appointment. Competencies: Knowledge and understanding of DIRCO policies and procedures Extensive knowledge of the Foreign Service Act Knowledge and understanding of general governmental processes and procedures Language proficiency Strategic Capability and Leadership Knowledge of the PFMA and Financial Management People Management and Empowerment Change Management Knowledge and Information Management Client Orientation and Customer Focus Computer literacy Project Management Policy development and implementation Verbal and written communication Planning and organising Knowledge of South Africa's domestic and foreign policy priorities and strategies.
- DUTIES** : Oversee the management and provisioning of training of the Diplomatic representatives on relevant skills, knowledge and competencies that will enable them to present, articulate and promote South Africa's Foreign and Domestic policies Oversee training of Corporate Service Managers and

Attaches on necessary skills and aptitude to serve at South African Missions
Oversee the provision of foreign language skills training to DIRCO Officials,
Officials from other government departments, and foreign diplomats as well as
interpreting and translation services
Oversee the implementation of the Quality Assurance and Accreditation systems
Oversee the management of the Library Services
Manage the overall performance of the Chief Directorate and participate in corporate governance, manage financial resources, provide leadership and manage human resources, manage planning, monitor and evaluate and participate in corporate governance.

ENQUIRIES
APPLICATIONS

: Ms J Moepya Tel No: (012) 301 8754
: Please e-mail your application to cdfstis26@dirco.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** : 23 February 2026
- NOTE** : The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. Application that do not comply with the above specifications will not be considered and will be disqualified. It remains the responsibility of an applicant to ensure that application reaches the department noting different options provided for submission. Applicants who wish to post their application forms are encouraged to utilize courier services in light of the current post office challenges. A SAQA evaluation report must accompany foreign qualifications. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. A pre-entry certificate obtained from National School of Government (NSG) is required before appointment for all SMS positions. Candidate will complete a financial disclosure form and also be required to undergo a security clearance. Foreigners or dual citizenship holder must provide the Police Clearance certificate from country of origin only when shortlisted. The DOJ&CD is an equal opportunity employer. In the filling of vacant posts the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Reasonable accommodation shall be applied for People with Disabilities including where driver's license is a requirement. Correspondence will be limited to short-listed candidates only. If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. Women and people with disabilities are encouraged to apply and preference will be given to the EE Target.

OTHER POSTS

- POST 04/105** : **DEPUTY DIRECTOR: ORGANISATIONAL DEVELOPMENT REF NO: 26/05/CS**
- SALARY** : R896 436 – R1 055 958 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office: Pretoria
- REQUIREMENTS** : An NQF level 6 qualification in Industrial Psychology/ Management Services/Production Management/ Operations Management/ Industrial Engineering as recognized by SAQA; A minimum of 3 years' experience in an organizational development environment at managerial (Assistant Director) level; Knowledge of Organisational Design and Development, Job Evaluation system and processes, Development of job profile and job competencies, Business Process Management (mapping, standard operating procedures, norms and standards, analyses of process and improvement); Knowledge and understanding of Public Service statutory frameworks: Financial Management and regulatory framework/guidelines, Public Service Act; Public Service Regulations, Treasury Regulations; Departmental Financial Instructions, Public

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| | | Finance Management Act, Government initiatives and decisions, etc. 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. |
| <u>DUTIES</u> | : | Key Performance Areas: Manage and coordinate the development, review and implementation of organizational design services; Manage the alignment and maintenance of functional post establishment; Manage and coordinate the development and implementation of business processes; Manage and develop norms and standards for departmental operations; Manage and coordinate job analysis and evaluation process; Manage and facilitate the development and review of job descriptions; Manage human, finance and other resources. |
| <u>ENQUIRIES APPLICATIONS</u> | : | Ms A van Ross Tel No: (012) 315 1094 |
| | : | Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: 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 Street, Pretoria OR https://forms.office.com/r/X2XaVPasWu |
| <u>POST 04/106</u> | : | <u>COURT MANAGER REF NO: 02/2026/WC</u> |
| <u>SALARY</u> | : | R582 444 – R686 091 per annum. The successful candidate will be required to sign a performance agreement. |
| <u>CENTRE REQUIREMENTS</u> | : | Magistrate Office: Caledon |
| | : | 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. |
| <u>DUTIES</u> | : | 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 an 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. |
| <u>ENQUIRIES APPLICATIONS</u> | : | Ms P Paraffin Tel No: (021) 462 5471 |
| | : | Please direct your applications to: Provincial Head: Private Bag X9171, Cape Town, 8000 OR physical address: 8 Riebeeck Street, 5th Floor Norton Rose House, Cape Town OR https://forms.office.com/r/X2XaVPasWu |
| <u>FOR ATTENTION</u> | : | Ms P Paraffin |
| <u>POST 04/107</u> | : | <u>ASSISTANT DIRECTOR: GENDER MAINSTREAMING REF NO: 26/10/DG</u> |
| <u>SALARY</u> | : | R468 459 – R551 823 per annum. The successful candidate will be required to sign a performance agreement. |
| <u>CENTRE REQUIREMENTS</u> | : | National Office: Pretoria |
| | : | An undergraduate qualification (NQF level 6) as recognized by SAQA in LLB/ B Proc/Social Sciences; A minimum of 3 years' experience of which at supervisory level; Knowledge of government prescripts, Public Finance Management Act, Public Service Act, Treasury Regulations and relevant governance prescripts; Knowledge and understanding of court processes. Skills and Competencies: Applied strategic thinking; Applied technology; Budgeting and financial management; Communication and information management; Research; Citizen focus and responsiveness; Diversity management; Impact and influence; Managing interpersonal conflict and resolving problems; Planning and organizing; Decision making; Project management; Computer literacy. |

- DUTIES** : Key Performance Areas: Implement, mainstream and develop interventions for gender equality and gender empowerment; Review the Departmental policies in line with legislation for the promotion of gender equality and women empowerment; Coordinate capacity building on the mainstreaming of programs promoting gender equality and women empowerment; Implement statutory reporting and compliance; Manage human, financial and other resources.
- ENQUIRIES APPLICATIONS** : Mr R Chauke Tel No: (012) 315 1329
: Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: 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 Street, Pretoria OR <https://forms.office.com/r/X2XaVPasWu>
- POST 04/108** : **SENIOR WORK STUDY OFFICER: ORGANISATIONAL DEVELOPMENT REF NO: 26/04/CS (X2 POSTS)**
- SALARY** : R397 116 – R467 790 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office: Pretoria
: An NQF level 6 qualification in Management Services /Organisation and Work Study/ Operations Management / Production Management as recognized by SAQA; A minimum of 2 years functional work experience in an organisational development environment; Knowledge of Organisational Design and Development, job Evaluation system and processes, Development of job profile and job competencies, Business Process Management (mapping, standard operating procedures, norms and standards, analysis of process and improvement); Knowledge and understanding of the Public Service statutory frameworks: Financial Management and regulatory framework/guidelines, Public Service Act, Public Service Regulations, Treasury Regulations, Departmental Financial Instructions, Public Finance Management Act, Government initiatives, etc. Skills and Competencies: Applied strategic thinking; Applied technology; Budgeting and financial management; Diversity management; Impact and influence; Interpersonal relations and conflict resolution; Planning and organizing; Decision making; Project management; Teamwork; Critical thinking; Computer literacy.
- DUTIES** : Key Performance Areas: Develop, review and implement Organisational structures and systems; Develop business processes; Develop norms and standards for the departmental operations; Conduct of job analysis and evaluation process; Develop and review job descriptions; Promote efficiency through the design and control of departmental forms.
- ENQUIRIES APPLICATIONS** : Ms A van Ross Tel No: (012) 315 1094
: Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: 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 Street, Pretoria OR <https://forms.office.com/r/X2XaVPasWu>
- POST 04/109** : **CHIEF ADMINISTRATION CLERK REF NO: 03/2026/M/WC**
- SALARY** : R325 101 – R382 959 per annum. The successful candidate will be required to sign a performance agreement
- CENTRE REQUIREMENTS** : Master of the Western Cape High Court: Cape Town
: Grade 12 or equivalent qualification; Three (3) years' experience in Administration; Knowledge and understanding of the legislative framework governing the Public Service; Knowledge of Public Finance Management Act (PFMA); Treasury Regulations; Departmental Financial Instructions (DFI); Public Service Act and other relevant legislation. Skills and Competencies: Good communication skills (verbal and written); Computer literacy (MS Office); Planning and organising skills; Ability to work under pressure Communication skills (verbal and written); Problem Solving skills; Customer Service; Document Management and filing; Numerical skills.
- DUTIES** : Key Performance Areas: Supervise and render clerical support services; Supervise and Provide supply chain clerical support services within the component; Supervise and provide personnel administration clerical support services within the component; Supervise and provide financial administration support services in the component; Provide effective people management.

ENQUIRIES APPLICATIONS : Ms P Paraffin Tel No: (021) 462 5471
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 <https://forms.office.com/r/X2XaVPasWu>

FOR ATTENTION : Ms P Paraffin

POST 04/110 : **MAINTENANCE INVESTIGATOR REF NO: 07/2026/WC**

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

CENTRE REQUIREMENTS : Magistrate Office: Hermanus
Grade 12 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 P Paraffin Tel No: (021) 462 5471
Please direct your applications to: Provincial Head: Private Bag X9171, Cape Town, 8000 OR physical address: 8 Riebeeck Street, 5th Floor Norton Rose House, Cape Town OR <https://forms.office.com/r/X2XaVPasWu>

FOR ATTENTION : Ms P Paraffin

POST 04/111 : **HUMAN RESOURCE OFFICER REF NO: 26/12/FS**

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

CENTRE REQUIREMENTS : Provincial Office: Bloemfontein
Grade 12 or equivalent qualification; Knowledge of human resource duties, practices as well as the ability to capture data and operate computer; Understanding of the of the legislative framework governing the Public Service; Knowledge of procedures in terms of the working environment. Skills and Competencies: Computer literacy (MS Office); Communication (verbal and written) skills; Good organizing skills; Organizational abilities; Accuracy and attention to detail.

DUTIES : Key Performance Areas: Implementing human resources administration practices: Recruitment and Selection (Advertisements, Appointments, Transfer, verification of qualifications, secretariat functions at interview, absorptions, probationary period); Implement conditions of services (leave, housing, medical, injury on duty, long service recognition, overtime, relocation, pension, allowances, PILIR or etc); Performance Management; Termination of services etc.

ENQUIRIES APPLICATIONS : Ms N Dywili Tel No: (051) 407 1800
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 04/112 : **ADMINISTRATION CLERK REF NO: 06/2026/M/WC**

SALARY : R228 321 – R268 950 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : Master of the Western Cape, Cape Town
Grade 12 or equivalent qualification. Skills and Competencies: Computer literacy (MS Office); Planning and organizing skills.; Good communication skills (verbal and written); Good interpersonal relations; Attention to detail.

DUTIES : Key Performance Areas: Render general clerical support services; Provide supply chain clerical support services within the component; Provide personnel administration clerical support services within the component; Provide financial administration support services in the component.

ENQUIRIES : Ms P Paraffin Tel No: (021) 462 5471

APPLICATIONS : Please direct your applications to: Provincial Head: Private Bag X9171, Cape Town, 8000 OR physical address: 8 Riebeeck Street, 5th Floor Norton Rose House, Cape Town OR <https://forms.office.com/r/X2XaVPasWu>

FOR ATTENTION : Ms P Paraffin

POST 04/113 : **TELECOM OPERATOR REF NO: 05/2026/WC**

SALARY : R193 359 – R227 766 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Magistrate Office, Kuilsriver

REQUIREMENTS : Grade 12 or equivalent qualification. Skills and Competencies: Communication (written and verbal); Computer literacy (MS Office); Interpersonal skills; Good telephone etiquette; Numerical skills; Ability to operate technical equipment; Loyalty and high levels of integrity; Ability to work under pressure; Conflict management skills.

DUTIES : Key Performance Areas: Handle incoming and outgoing calls, transfer calls, take and convey messages; Ensure that the switchboard is manned at all times; Attend to all other duties that may be required.

ENQUIRIES : Ms P Paraffin Tel No: (021) 462 5471

APPLICATIONS : Please direct your applications to: Provincial Head: Private Bag X 9171, Cape Town, 8000 OR physical address: 8 Riebeeck Street, 5th Floor Norton Rose House, Cape Town OR <https://forms.office.com/r/X2XaVPasWu>

FOR ATTENTION : Ms P Paraffin

POST 04/114 : **MESSENGER REF NO: 04/2026/WC**

SALARY : R193 359 – R227 766 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Magistrate Office: Kuilsriver

REQUIREMENTS : Grade 10 / Abet level 4 qualification; A valid drivers' licence. Skills and Competencies: Interpersonal skills; Creative thinking; Customer service orientation; Problem analysis; Self-management; Self-management; Ability to work in a Team; Technical proficiency.

DUTIES : Key Performance Areas: Render Driver / Messenger support services; Collect correspondence, distribute mail and parcels to the various offices; Collect documents from respective government institutions; Transport officials to various destinations; Render Clerical support services.

ENQUIRIES : Ms P Paraffin Tel No: (021) 462 5471

APPLICATIONS : Please direct your applications to: Provincial Head: Private Bag X9171, Cape Town, 8000; OR physical address: 8 Riebeeck Street, 5th Floor Norton Rose House, Cape Town OR <https://forms.office.com/r/X2XaVPasWu>

FOR ATTENTION : Ms P Paraffin

MUNICIPAL INFRASTRUCTURE SUPPORT AGENT (MISA)

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

- APPLICATIONS** : Please forward your application, quoting the relevant reference number to: misa22@tttreruitment.co.za
- CLOSING DATE** : 23 February 2026
- NOTE** : MISA invites suitable candidates to apply for the following positions, based in MISA Head Office in Centurion, Pretoria, and other Provinces.: Note For All Applications: Applications must quote the relevant reference number and consist of: A fully completed and signed New Z83 form which can be downloaded at www.dpsa.gov.za/ "From 1 January 2021 should an application be received using the incorrect application for employment (Z83), it will not be considered", a recent comprehensive CV; contactable referees (telephone numbers and email addresses must be indicated); Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed curriculum vitae (Only shortlisted candidates will be required to submit certified qualifications , only shortlisted candidates will submit proof of permanent residence. Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). All shortlisted candidates for all posts will be subjected to (1) a technical/practical exercise; (2) integrity assessment (3) personnel suitability checks on criminal records, citizen verification, financial records, qualification; and for SMS posts (4) verification a generic managerial competency assessment and applicants could be required to provide consent for access to their social media accounts. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. The successful candidate will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as completing a financial interest declaration within one month of appointment and annually thereafter. The department reserves the right not to fill the post(s). One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process.

OTHER POST

- POST 04/115** : **LEGAL ADMINISTRATIVE OFFICER REF NO: MISA-LAO-18 (X1 POST)**
- SALARY** : R324 579 – R1 111 323 per annum, (OSD), Total cost package
- CENTRE** : MISA Head Office - Centurion
- REQUIREMENTS** : **MR 3:** LLB degree or equivalent relevant qualification plus 5 years post qualification experience in the legal profession. **MR 4:** LLB degree or equivalent relevant qualification plus 8 years post qualification experience in the legal profession. **MR 5:** LLB degree or equivalent relevant qualification plus 14 years post qualification experience in the legal profession. Must be admitted as attorney or advocate of the High Court. Minimum of five years' experience in the legal field. Experience in the public sector is an added advantage. Appointment to be made as per the OSD provisions. Process Competencies: Applied Strategic Thinking. Problem Solving & Decision Making. Project Management. Developing others. Team leadership. Diversity Management. Communication & Information Management Technical competencies: In depth knowledge and understanding of: Public Finance Management Act. Public Service Act. PSA Regulations 2016. Treasury Regulations, Procurement Regulations and Departmental Policies. Framework for Supply Chain Management. Tender and contract administration; Preferential Procurement Policy Framework Act.
- DUTIES** : The successful candidate will perform the following duties: Handling legal matters that impact on the work and including litigation support, drafting/vetting/editing contracts, SLAs, MOUs, debt collection. Serving on various committees/bodies. Rendering legal advice on a wide range of areas

ENQUIRIES

including procurement, labour legislative, contract and policy advice, interpretation of legislation and policies and advice on the infrastructure procurement regulatory framework.
: Ms Zipho Thete & Thato Noge Tel No: (012) 848 5308/5401/ 5305 / 5305 / To The T Recruitment at 067 391 7387

NATIONAL TREASURY

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



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| <u>APPLICATIONS</u> | : | To apply visit: https://erecruitment.treasury.gov.za/eRecruitment |
| <u>CLOSING DATE</u> | : | 23 February 2026 at 12:00 pm (Midday) |
| <u>NOTE</u> | : | Effective from 7 April 2021, the National Treasury now utilises an e-Recruitment System which means all applicants must login/register to apply for positions, we only accept hand delivered/posted applications should an applicant prove that he/she tried to apply via e-Recruitment with no success and the National Treasury ICT unit was unable to assist. The applicant's profile on the e-Recruitment is equivalent to the newly approved Z83, and it is the responsibility of applicants to ensure their profiles are fully completed or their applications will not be considered, as per the DPSA Practice Note. Certain documentation will still be required to be uploaded on the system such as copies of all qualifications including National Senior Certificate/Matric certificate, ID, etc., however these documents need not be certified at point of application, however certification will be required prior to attending the interview. Please note: All shortlisted candidates will be subjected to two assessments. The first assessment will be a technical exercise that intends to test relevant technical elements of the job, while the second assessment will be an integrity (ethical conduct) assessment, the logistics of which will be communicated by the Department. It should be noted that the National Treasury does not support the use of Artificial Intelligence (AI) in any of its recruitment and selection processes and will disqualify an application if it picks up the use of AI when completing assessments without acknowledging the source of information. Successful completion of the Nyukela Public Service SMS Pre-entry Programme as endorsed by the National School of Government, available as an online course on https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ , prior to finalisation of appointment, is a requirement for all SMS positions. For SMS positions certain candidates may be required to undergo additional Psychometric Assessments. All qualifications, criminal and SA citizenship checks will be conducted on all short-listed candidates and, where applicable, additional checks will be conducted in line with the new DPSA Directive effective 01 April 2024. By submitting your application, it also means you consent to the National Treasury processing your information for Human Resources Management purposes. It is the applicant's responsibility to have all their foreign qualifications (this includes O and A level certificates) evaluated by the South African Qualifications Authority (SAQA), at your own expense. Upon appointment, successful candidates will be required to sign a Performance Agreement within 3 months from date of appointment and for candidates whose appointment exceeds 12 calendar months will be appointed on probation for the period of twelve (12) calendar months excluding leave taken as prescribed by Public Service Regulation 68. The status of your application will be visible on the e-Recruitment system. However, if you have not received feedback from the National Treasury within 3 months of the closing date, please regard your application as unsuccessful. Note: The National Treasury reserves the right not to fill the below-mentioned posts, withdraw or to put on hold a position and/or to re-advertise a post. All queries must be submitted via email addressed to the Human Resources Recruitment Support Team on Recruitment.Enquiries@treasury.gov.za . The National Treasury is compliant with the requirements of POPIA. |

OTHER POSTS

POST 04/116 : **DEPUTY DIRECTOR: QUALITY ASSURANCE & IMPROVEMENT PROGRAM REF NO: S003/2026**

Division: Office of The Director-General (ODG)

Purpose: To manage the completion of the Quality Assurance and Improvement Program (QAIP) for NT, ASB, IRBA and GTAC in accordance with the Global Internal Audit Standards.

SALARY CENTRE REQUIREMENTS

: R896 436 per annum, (all-inclusive)
: Pretoria

: A Grade 12 is required coupled with a minimum National Diploma (equivalent to NQF level 6) or Bachelor's Degree (equivalent to NQF level 7) in Internal Auditing or Accounting. Certified Internal Auditor (CIA) or Professional Internal Auditor (PIA) and Quality Assurance Certificate will be an added advantage. A minimum of 4 years' experience of which 2 years should be at an Assistant Director level or equivalent obtained in internal auditing. Knowledge and experience of Quality Assurance and Improvement Program.

DUTIES

: Stakeholder Management: Contribute to awareness of Internal Audit with specific emphasis on Quality Assurance and Improvement Program. Initiate plans and guidelines for completion of strategic and operational activities. Engage stakeholders in the establishment and maintenance of good relations on audit matters. Contribute towards initiatives and recommendations as approved by the Audit Committee. Audit Process Risk assessment, audit plan, assurance and consulting services: Perform quality assurance on the audit work produced by other directorates within internal audit. Contribute to the review of the annual risk assessment. Contribute to the development and alignment of the audit plan and annual Quality Assurance and Improvement Program based on the strategic and operational risks. Provide advice and guidance on Quality Assurance and Improvement Program initiatives and propose solutions. Initiate the completion of Quality Assurance and Improvement Program and the findings register. Providing feedback to internal audit directorates on audit reports and technology related matters. Resource Management: Manage and develop Quality Assurance resources to ensure effective and efficient delivery and achievement of objectives. Develop a training plan for development and retention of capacity. Perform resource allocation and prioritisation across the unit. Process improvements and research: Keep abreast of trends, new developments in the broader audit environment. Identify areas for improvement to ensure a sustainable Audit Strategy, Quality Assurance and Improvement Program, Methodologies and Resource Plan to ensure continuity of the Internal Audit function. Management reporting: Manage the Quality Assurance reporting processes and assist with the development of the audit committee packs. Present Quality Assurance reports and provide feedback on the progress against the approved Quality Assurance and Improvement Plan.

ENQUIRIES

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

POST 04/117

: **ASSISTANT DIRECTOR: BUDGET REFORM REF NO: S001/2026**

Division: Budget Office (BO)

Purpose: To support the effective management and continuous improvement of the Vulekamali budget data portal, ensuring that South Africa's budget information is accurate and accessible.

SALARY CENTRE REQUIREMENTS

: R582 444 per annum, (Excl. benefits)
: Pretoria

: A Grade 12 coupled with minimum National Diploma (equivalent to NQF level 6) in Information Technology or Informatics. A Bachelor's Degree (equivalent to NQF level 7) will be an added advantage. A minimum of 3 years' experience obtained in Information Technology, Programming, Software development, Data Mining, Data Analysis and related technical fields.

DUTIES

: Data Preparation and uploading: Collect, clean, and validate raw budget datasets to ensure accuracy, consistency, and readiness for integration into the Vulekamali portal, Standardise and upload datasets in line with metadata, formatting, and international open data standards, ensuring completeness and usability for stakeholders, Develop and document data dictionaries, methodologies, and transformation processes, while maintaining version control and archiving for audit and reference purposes, Monitor data pipelines

and coordinate with internal teams to ensure timely availability and seamless integration of budget information on the portal, Develop and maintain a budget data portal meeting international standard: Development of an online and active data portal containing budget and related information, Provide for business intelligence and basic data analysis tables, graphs, narratives available on latest budget data, Provide links between the data portal and other related information sites owned by stakeholders to the portal, Daily maintenance of the portal, Troubleshooting: Provide first-line support for technical issues raised by users and stakeholders, Stakeholder Engagements: Coordinate with government departments, civil society, and partners to align on budget data requirements, Facilitate workshops, training, and demonstrations on how to use and interpret Vulekamali data, Implement service delivery standards, Gather stakeholder feedback to inform portal improvements and policy reforms.

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

POST 04/118 : **ASSISTANT DIRECTOR: LEGAL ADMINISTRATION REF NO: S004/2026**
 Division: Office of The General-Counsel (O-GC)
 Purpose: To assist with the management and administration of trust deeds, bona vacantia assets, judgments, operational reports and labour relations.

SALARY : R468 459 per annum, (Excl. benefits)
CENTRE : Pretoria
REQUIREMENTS : A grade 12 is required coupled with a minimum LLB degree or equivalent four-year Bachelor's Degree in Law (equivalent to NQF level 7). A minimum of 3 years' experience in a legal environment. Knowledge of Constitutional and Administrative law and relevant legislative framework. Drafting and research experience. Computer literacy.

DUTIES : Administer and manage bona vacantia applications and judgements received in terms of the State Liability Act: Accurately record all new bona vacantia applications and judgments received and ensure that all records are easily accessible. Assess and verify documentation submitted in support of judgements and draft and execute response letters to relevant departments and / or third parties. Assess and verify documentation received in respect of bona vacantia matters, including litigation, and draft and execute responses to relevant legal practitioner regarding it. Maintain and keep up to date the database of all bona vacantia matters and judgements for effective record keeping. Provide legal assistance with Labour Relations matters: Consult and liaise both internally and externally with stakeholders on labour matters. Assist with the execution of referrals and handling of labour matters by the State Attorney. Assist with the preparation process of Bargaining council and Labour Court matters. Provide custody of all relevant documents and pleadings received. Ensure that where external resources are utilised the scope and costs have been approved by the Chief Director and the resources are managed in line with the agreed quality, milestones, deadlines and budget. Draft briefing documents and legal pleadings, etc. Represent clients at appropriate Forums. Provide support to the Director and Deputy Director on labour relation matters. Provide legal advice: Analyse specific legal problems and assist in the development of legally sound and responsive solutions and strategies. Perform legal and/or factual research and investigations as specifically assigned, analyse data and recommend courses of action, as appropriate. Draft written or oral legal advice on legal matters relating to the National Treasury's mandate. Assist with responses to Public Protector, commissions of enquiry, oversight bodies, etc. Assist with the review of PAIA submissions for legal compliance. Compile operational reports: Populate and update legal services operational reports. Distribute reports for input and incorporate inputs for final approval prior to submission. Manage the operations, systems and processes of the Directorate: Implement service delivery standards. Maintain effective and efficient systems to address internal and external risks. Incorporate inputs on legal reports, correspondences and other documents emanating from the Chief Directorate.

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

POST 04/119 : **ASSISTANT DIRECTOR: HUMAN RESOURCES PLANNING AND INFORMATION SYSTEMS REF NO: S004/2026**
 Division: Corporate Services (CS)
 Purpose: To facilitate and implement HR Planning services in the National Treasury.

SALARY CENTRE REQUIREMENTS : R468 459 per annum, (Excl. benefits)
 : Pretoria
 : A Grade 12 is required coupled with a minimum National Diploma (equivalent to NQF level 6) in Human Resources Management or Business Administration or Management or Public Administration. A Bachelor's Degree (equivalent to NQF level 7) will be an added advantage. A minimum of 3 years' experience obtained in the Human Resources Management service environment.

DUTIES : Facilitate, co-ordinate and monitor workforce planning in the Department: Facilitate and implement workforce planning and plans according to the financial planning process and (budget) financial plan, Facilitate and adjust HR plan processes and procedures in the Department, Ensure that the workforce plan has a clear understanding of the Departmental objectives, Facilitate and analyze present and future workforce needs to determine gaps or surplus, Facilitate and analyze the current workforce profile to establish a baseline of the current state of the Department (i.e. demographic data on the workforce, retirement eligibility, skills and competencies, salary data, supervisory ratios, and management, projected leadership positions). Facilitate the development and implementation of HR plan analysis: Facilitate HR forecasting in line with Organisational strategy, Facilitate, monitor, and maintain comprehensive workforce analysis, Conduct research and provide recommendations to inform organizational capacity requirements, Identify the gaps between the needs and what is available and recommend the necessary action plans to bridge the gaps. Ensure business transformation and partnership with various stakeholders: Liaise with the Department of Public Service and Administration on HR Planning matters, Benchmark with various institutions for best practice, Revisit, review, and streamline all processes to ensure accuracy and efficiency in operations execution, Monitor and participate in the implementation of efficiency improvement projects, Facilitate best practices to contribute towards improved processes and procedures. Establish quality assurance practices and procedures to verify whether assigned tasks were implemented according to standards: Initiate the quality assurance on the source document and data verification of all PERSAL transactions, Develop methodologies and standards measuring the effectiveness of internal governance within business, Develop and implement metrics and systems to measure quality of outputs and propose remedial actions, Generate managerial reports and statistics for governance purpose.

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

OFFICE OF THE CHIEF JUSTICE

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

**APPLICATIONS**

National Office (Midrand): 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.

North West: Quoting the relevant reference number, direct your application to: The OCJ Provincial Head, Office of the Chief Justice, Private Bag X 2033, Mmabatho, 2735. Applications can also be hand delivered to 22 Molopo Road, Ayob Gardens, Mafikeng;

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.

Mpumalanga Provincial Service Centre: Quoting the relevant reference number, direct your application to: The Provincial Head: Office of the Chief Justice, Private Bag X 20051, Mbombela 1211. Applications can also be hand delivered to, Mpumalanga Division of the High Court, Office of the Chief Justice Provincial Service Centre, 311 Samora Machel Drive, Mbombela 1200

CLOSING DATE

: 20 February 2026

NOTE

: All applications must be submitted on a New Z83 form, which can be downloaded on internet at www.judiciary.org.za/ / www.dpsa.gov.za/dpsa2g/vacancies.asp or obtainable from any Public Service Department and should be accompanied by a recent comprehensive CV only; contactable referees (telephone numbers and email addresses must be indicated). Please send your documents in a PDF and put them in one folder. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. Applicants could be required to provide consent for access to their social media accounts. Prior to appointment for SMS, a candidate would be required to complete the Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course, endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Each application form must be fully completed, duly signed and initialed on both pages by the applicant. The application must indicate the correct job title, the office where the position is advertised and the reference number as stated in the advert. Failure by the applicant to fully complete, sign and initial the application form will lead to disqualification of the application during the selection process. Applications on the old Z83 will unfortunately not be considered. Should you be in a possession of a foreign qualification, it must be accompanied by an evaluation 7considered. Suitable candidates will be subjected to a personnel suitability check (criminal record, financial checks,

qualification verification, citizenship checks, reference checks and employment verification). Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make any appointment(s) to the advertised post(s). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Failure to submit all the requested documents will result in the application not being considered during the selection process. All successful candidates will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as be required to undergo a security clearance three (3) months after appointment. The Office of 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 04/120** : **DEPUTY DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: 2025/393/OCJ**
Re-advert, Applicants who previously applied are encouraged to re-apply
- SALARY** : R896 436 – R1 055 958 per annum (Level 11), (all-inclusive package), consisting of 70%/ 75% basic salary and 30%/25% flexible portion that may be structured in terms of the applicable rules. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Western Cape Provincial Service Centre, Cape Town
: Applicants should be in possession of three (3) year National Diploma in Human Resource Management and/or Development or Public Administration. A minimum of 5 years' experience in Human Resource Management of which three years' must be at Junior Management/ Assistant Director level. Applicant should have knowledge of OSD and a valid driver's license. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements. Knowledge and Skills: Knowledge of Human Resource Administration as well as Recruitment and Selection. Basic Conditions of Employment Act and Employment Equity Act. Knowledge and understanding of the current Public Service Legislations, Regulations and Policies. Knowledge of HR related standards, practices, processes and procedures. Computer literacy in MS Office. Skills and Competencies: Good communication skills (written and verbal); Accuracy and attention to detail; Good administration and organizing skills; Good interpersonal and public relations skills; Ability to work under pressure, independently and self-motivated. Skills and Competencies: Skills and Competencies: Good communication skills (written and verbal); Accuracy and attention to detail; Good administration and organizing skills; Good interpersonal and public relations skills; Ability to work under pressure, independently and self-motivated.
- DUTIES** : Manage staff establishment of the Province; Manage HR Administration, Training and HR Records in the Province; Manage the Performance Management and Development System; Manage conditions of service and benefits for all levels including OSD, MMS and SMS employees; Facilitate the process of Employee Relations in the Province; Provide expert advisory support to stakeholders; Responsible for the interpretation and implementation of OSD policies and resolutions; Give advice on Procedural and technical related matters in respect of Human Resource administration policies and strategies to ensure compliance with applicable prescripts and regulations governing Human Resource Management; Manage and administer the implementation of the policy and procedure on incapacity leave and ill-health retirement (PILIR) in the Department. Manage the performance of personnel

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| | | within the Human Resource section / unit; Manage compliance with and provide guidance on the Disciplinary Code and Procedure in the Public Service and Labour Relations. |
| <u>ENQUIRIES</u> | : | Technical Related Enquiries: Mrs RM David Tel No: (021) 469 4048 HR Related Enquiries Mr K Mphela Tel No: (010) 493 2527 |
| <u>APPLICATIONS</u> | : | Applications can be sent via email at 2025/393/OCJ@judiciary.org.za |
| <u>NOTE</u> | : | The Organisation will give preference to candidates in line with the Employment Equity goals. |
| <u>POST 04/121</u> | : | <u>ASSISTANT DIRECTOR: RECRUITMENT AND SELECTION REF NO: 2025/394/OCJ</u> |
| <u>SALARY</u> | : | R468 459 – R551 823 per annum (Level 09). The successful candidate will be required to sign a performance agreement. |
| <u>CENTRE</u> | : | National Office: Midrand |
| <u>REQUIREMENTS</u> | : | Applicants should be in possession of a National Diploma in Human Resource Management/ Public Administration/ Management/ Personnel Management/ relevant equivalent qualifications at (NQF Level 6), a minimum of three (03) years' experience in the relevant field of which one (01) year should be at supervisory level. Knowledge and understanding of OSD and a valid driver's license. 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: Knowledge of and understanding of the Legislation/ Prescript and framework governing the Public Service i.e., Public Service Act, Public Service Regulation, Labour Relations Act, Employment Equity Act, Basic Conditions of Employment Act, Skills Development Act, Collective Agreements, Codes of Remuneration and the Public Finance Management Act, knowledge of HRM policies, knowledge of HR related standards, practices, processes and procedure, Knowledge of Batho Pele Principles, computer literacy, analytical thinking, problem solving skills, decision making skills, motivational skills, time management, strategic skills, conflict management and communication and report writing abilities. |
| <u>DUTIES</u> | : | Facilitate the implementation of recruitment processes in the department: Facilitate the placement of adverts with agencies, DPSA and on Judiciary website. Implement and monitor compliance of selection processes within the department. Provide support in the development of recruitment and selection policies. Provide support in the development of recruitment and selection reports. Ensure administrative support within the sub-directorate: Ensure the updating of all recruitment and selection database. Supervise and develop staff. |
| <u>ENQUIRIES</u> | : | HR and Technical Related Enquiries: Ms D Kupa S Tshidino Tel No: (010) 493 8771 |
| <u>APPLICATIONS</u> | : | Applications can be sent via email at 2025/394/OCJ@judiciary.org.za |
| <u>NOTE</u> | : | The Organization will give preference to candidates in line with the Employment Equity goals. |
| <u>POST 04/122</u> | : | <u>ASSISTANT DIRECTOR: FINANCIAL SYSTEMS (FUNCTIONAL) REF NO: 2025/395/OCJ</u> 12- months contract |
| <u>SALARY</u> | : | R468 459 – R551 823 per annum (Level 09), plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement. |
| <u>CENTRE</u> | : | National Office: Midrand |
| <u>REQUIREMENTS</u> | : | Applicants should be in possession of a National Diploma in Accounting/Financial Management/Information Systems or relevant equivalent qualification at NQF level 6 or. A minimum of three (3) years' experience in Financial Systems environment. Extensive understanding of the LOGIS systems and Basic Accounting Principles. Sound knowledge and understanding of the PFMA and Treasury Regulations. 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: Ability to conduct financial analysis. Required technical proficiency. Planning and organizing. Problem solving and decision making. Customer focus and responsiveness. Prepare reports and proposals related to the Department's strategic and |

- operational plans. Strong analytical skills. Advanced computer skills and good communication skills.
- DUTIES** : Handle daily operations of the LOGIS system and deliver ongoing support to the system users. Investigate user requests and provide solutions to all functional related system queries. Log departmental requests with National Treasury. Escalate queries that are long outstanding to management. Monitor and update item classifications, accountability, reporting categories and ensure alignment with financial reporting standards. Maintain a knowledge base of frequently asked questions and solutions. Track unresolved issues and follow up with relevant stakeholders. Assist with the implementation of procurement system. Assist in creation of regional Logis stores. Support function on newly implemented LOGIS stores. Ensure the correctness of control files during implementation which ensures data integrity. Reporting on progress with implementation of new LOGIS Stores. Verify and uphold the system's operational integrity and functionality through regular quality checks. Facilitate LOGIS functional training to system users. Maintain the administration of LOGIS to ensure reliable record keeping for audit purposes and ensure that filing is completed daily. Submit monthly, quarterly and annual reports to the Manager to assist in the monitoring of achievement of the objective for Financial Systems sub-division.
- ENQUIRIES** : Technical Related Enquiries: Ms. Buntu Sompini Tel No: (010) 493 2588 / 069 310 7419
HR Related Enquiries: Mr A Khadambi Tel No: (010) 493 2619
- APPLICATIONS** : Applications can be via email to: 2025/395/OCJ@judiciary.org.za
- NOTE** : OCJ will give preference to candidates in line with the departmental Employment Equity goals
- POST 04/123** : **JUDGE'S SECRETARY REF NO: 2025/396/OCJ**
- SALARY** : R325 101 – R382 959 per annum (Level 07). The successful candidate will be required to sign a performance agreement.
- CENTRE** : North West High Court: Mmabatho
- 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 and proficiency in English.
- DUTIES** : Typing (or formatting) of draft memorandum decisions, opinions or judgment entries written by or assigned by the judge. Provide general secretarial/administrative duties to the judge. Manage and type correspondence, judgments and orders for the judge (including Dictaphone typing). Arrange and diarize appointments, meetings and official visits and make travel and accommodation arrangements. Safeguarding of all case files and the endorsement of case files with an order made by the judge. Update files and documents and provide copies of documents to the Registrar. Perform digital recording of court proceedings on urgent court applications (after hours) and circuit court and ensure integrity of such recordings. Store, keep and file court records safely. After a case has been completed and the opinion, decision or judgment entry released, return case file to the Registrar. Accompany the judge to the court and circuit courts. Cooperate with judges, supervisors and co-workers as necessary to ensure the smooth and efficient operation of the court. Management of the judge's vehicle, logbook and driving thereof. Compile data and prepare reports and documents for assigned judges as necessary including expense reports, continuing legal hours, financial disclosure statements and case management. Arrange reception for the Judge and his/her visitors and attend to their needs. Management of the Judge's library and updating of loose-leaf publications. Will be required to work with other Judges should there be a need. Capture statistics, execute legal research as directed by the Judge and comply with Departmental prescripts, policies, procedures and guidelines.

- ENQUIRIES** : Technical enquiries: Mr O Sebatso Tel No: (018) 397 7064/ 7000
HR related enquiries: Ms KE Zwane Tel No: (018) 397 7114/ 7064
- APPLICATIONS** : Applications can be sent via email at 2025/396/OCJ@judiciary.org.za
- NOTE** : The Organisation will give preference to candidates in line with the Employment Equity goals.
- POST 04/124** : **REGISTRAR REF NO: 2025/397/OCJ**
- SALARY** : R324 579 - R1 111 323 per annum (MR3-MR5), (Salary to be determined in accordance with experience as per OSD salary determination). Shortlisted candidates will be required to submit a service certificate/s for determination of their experience. The successful candidate will be required to sign a performance agreement.
- CENTRE** : North West Division of The High Court: Mmabatho
- REQUIREMENTS** : Applicants should be in possession of an LLB Degree or a four (4) years Legal qualification. A minimum of three (3) years legal experience obtained after qualification. Superior Court or litigation experience and a valid driver's license and 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 (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; Strong work ethics; Professionalism; Ability to work under pressure and deadlines; Results driven; Honesty/ Trustworthy; Observance of confidentiality.
- DUTIES** : Process default judgments to enhance efficiency of the court in handling of quasi-judicial functions: Determine whether pleadings/ processes comply with the court rules, consider applications for default judgment (Rule 31[5]) – by applying Court rules and regulations, case law, discretion and knowledge, capture accurate outcome of discretion applied on the file cover, ensure circulation of the outcome to the relevant litigating party, capture and update accurate, default applications register and data tool registered in the Office daily, verify data and submit reporting tool on percentage of default judgments granted by Registrars to the Statistician. execute taxations to enhance efficiency of the court in handling of quasi-judicial functions: Determine whether pleadings/ processes comply with the court rules, tax bills of cost - by hearing arguments from the parties and apply discretion and knowledge to the reasonable litigation costs. Process and finalize Opposed and Unopposed Taxations in accordance with SOP, deal with and finalize taxation reviews (Rule 48) through the drafting of stated cases, replies, and submission to the Judiciary, finalize taxation reviews (Rule 48) through the drafting of stated cases, replies, and submission to the Judiciary, capture and update accurate Bills of costs registered and data tools in the Office, submit reporting Tool on Taxations to the Statistician, verify data and submit reporting taxations dealt with by Registrars to the Statistician. Manage criminal/civil process to enhance efficiency of the court: Analyse statistical data to assess trends and devise strategies to address identified risk factors, resolve Presidential Hotline queries and chapter 9 institution enquiries, co-ordinate and report on the provision of support staff in Court Rooms and Registrars supporting offices, manage the collation of performance information/ data/ Statistics for purpose of reporting as per Reporting Tools, Maintain and update manual registers for Audit of reported Performance information. Supervise and develop staff: Ensure general supervision of employees, allocate duties and perform quality control on the work delivered by officials, manage leave of staff, advise and lead supervisees with regard to all aspects of the work, manage performance, conduct and discipline of employees, ensure that all employees are trained and developed to be able to deliver work of the required standard efficiently and effectively, develop, implement and monitor work systems and processes to ensure efficient and effective functioning, address enquiries and provide advice and guidance on asset allocation and control.
- ENQUIRIES** : Technical Related Enquiries: Ms. L Makula Tel No: (018) 397 7064/7000
HR Related Enquiries: Mr OPS Sebatso Tel No: (018) 397 7064/7000
- APPLICATIONS** : Applications can be via email to: 2025/397/OCJ@judiciary.org.za
- NOTE** : OCJ will give preference to candidates in line with the departmental Employment Equity goals.

- POST 04/125** : **REGISTRARS CLERK: CASEFLOW REF NO: 2025/398/OCJ**
- SALARY** : R228 321 – R268 950 per annum (Level 05). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Western Cape High Court: Cape Town
- : Applicants should be in possession of Grade 12. A minimum of one (1) year administration experience preferably in a court environment, An LLB qualification, B Com Law, BA: Law, Paralegal Degree / Diploma and experience in general legal administration 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 (written and verbal). Computer literacy (MS Office). Good interpersonal and public relation skills. Ability to work under pressure and solve problems, numerical skills, accuracy and attention to detail, planning, organizing and skills and customer service skills orientated. Knowledge of the Rules of the High Court. Knowledge of Court Online.
- DUTIES** : Render administrative support services to the caseflow management division of the court in terms of the relevant rules of court, Filing of civil process, render counter services, act as liaison between Judges and Legal Practitioners, attend and oversee general public queries, rendering of efficient and effective support services to the court, attend to telephonic and /electronic official queries / correspondence, manual data collection, capturing, monitoring and control, provide any administrative support as required by the Judiciary, Chief Registrar, Court Manager and / or supervisor, and assist in archiving and safekeeping of the recorded cases, uploading and updating case information on registrars' tools and on Court Online.
- ENQUIRIES** : Technical enquiries: Ms. N Hanekom Tel No: (021) 480 2635
HR enquiries: Mr SD Hlongwane Tel No: (021) 469 4032
- APPLICATIONS NOTE** : Applications can be sent via email at 2025/398/OCJ@judiciary.org.za
The Organization will give preference to candidates in line with the Employment Equity goals.
- POST 04/126** : **HUMAN RESOURCE CLERK REF NO: 2025/399/OCJ**
- SALARY** : R228 321 – R268 950 per annum (Level 05). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Mpumalanga Provincial Service Centre
- : Applicants should be in possession of a grade 12 (NQF 4) certificate or equivalent. A National Diploma in Human Resources Management or an relevant equivalent 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. 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: 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, Provide administrative support services. provide support to HR records management.
- ENQUIRIES** : Technical enquiries: Mr SJ Zwane Tel No: (013) 758 0000
HR enquiries: Mr MV Maeko Tel No: (013) 758 0000
- APPLICATIONS NOTE** : Applications can be sent via email at 2025/399/OCJ@judiciary.org.za
The Organization will give preference to candidates in line with the Employment Equity goals.

OFFICE OF THE PUBLIC SERVICE COMMISSION

The Office of the Public Service Commission (OPSC) is an equal opportunity representative employer. Therefore, the OPSC is intentional in promoting representivity (race, gender and disability) in the Public Service through filling these positions in line with the approved Employment Equity Plan. All candidates whose appointment/transfer/promotion will promote representativeness are encouraged to apply. Preference will be given to Coloureds, Indians, Whites and persons with disabilities. An indication of representativeness profile by applicants will expedite the processing of applications.

- APPLICATIONS** : You can apply on www.psc.gov.za under “vacancies”. Forward your application/s stating the relevant reference number to: The Director-General, Office of the Public Service Commission, Private Bag X121, Pretoria, 0001 or hand-deliver at Commission House, Office Park Block B, 536 Francis Baard Street, Arcadia, Pretoria.
- FOR ATTENTION** : Mr M Mabuza
- CLOSING DATE** : 20 February 2026; 16h30
- NOTES** : Applications must consist of a) A fully completed and signed PDF Z83 application form which came into effect on 1 January 2021 and can be downloaded at www.dpsa.gov.za-vacancies. b) A recent comprehensive PDF CV with a minimum of three (3) contactable referees with their telephone numbers and email addresses. Only shortlisted candidates will be required to bring certified copies of ID, drivers’ license and qualifications on or before the interviews. Should you be in possession of a foreign qualification(s), it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). The successful candidate will be required to obtain a top-secret clearance issued by the State Security Agency. The OPSC will verify the qualifications and conduct personnel suitability checks on recommended candidates. Correspondence will be limited to shortlisted candidates only, thus, if you have not been contacted within 3 months from the closing date of this advertisement, please accept that your application was unsuccessful. Please take note that late applications will not be considered and the OPSC will not be held liable. All shortlisted candidates including SMS shall undertake two pre-entry assessments. Following the interview and technical exercise on SMS posts, the Selection Committee will recommend a candidate/s to attend a generic managerial competency assessment (in compliance with the DPSA Directives on the competency-based assessments). The competency will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Note (A pre-entry certificate (Nyukela) obtained from the National School of Government (NSG) prior appointment for all SMS appointments is required). Applicants are advised against the use of the old Z83 application form which was valid until 31 December 2020 because it will render such application/s invalid. All shortlisted candidates must avail themselves on the date and time determined by the OPSC. The OPSC reserves the right to fill or not fill any vacant post.

MANAGEMENT ECHELON

- POST 04/127** : **CHIEF DIRECTOR: INTEGRITY MANAGEMENT AND ETHICS REF NO: CD/IME/01/2026**
- SALARY** : R1 494 900 per annum, (all-inclusive remuneration package). The package includes a basic salary (70% of package), State’s contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion of 30% that may be structured in terms of applicable rules. The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.
- CENTRE** : Public Service Commission House, Pretoria
- REQUIREMENTS** : Ideal candidate’s profile: The successful candidate must have an appropriate recognized Bachelor’s degree (NQF level 7) in Public Management/Public Administration / Developmental Social Sciences, Law or related field. A Master’s degree in Workplace/Business Ethics and Certification as Ethics Officer will serve as an added advantage. A Nyukela certificate for entry into the Senior Management Service (SMS) obtained from the National School of Government (NSG) should be submitted prior to appointment. Five (5) years’ experience at the senior managerial level in Ethics / Integrity or Anti-corruption environment. Proven experience in advocacy. Proven experience in applied

research, monitoring and evaluation. Proficiency in coordinating multi-stakeholder projects. Thorough understanding and knowledge of the legislative framework governing ethics / integrity/anti-corruption. Skills: Knowledge of handling legal, administrative and ethical practices and corporate governance. Strategic capability and leadership. Programme and project management. People management and empowerment. Team leadership. Financial Management. Planning and organizing. Strategic capability and leadership. Communication. Honesty and integrity. Problem solving and analysis. Client orientation and customer focus. Knowledge management. Technical skills: Change management. Service delivery innovation. Risk management. Analytical skills Microsoft Office Suite. Must possess a valid driver's license (with exception of disabled applicants).

DUTIES : Provide strategic direction and conceptual leadership to ensure quality delivery in the area of Professional Ethics. Conduct research in the area of Professional Ethics. Manage and support evaluations and promotion of the Constitutional Values and Principles in the Chief Directorate. Manage the monitoring and reporting on implementation of the Public Service Commission (PSC) recommendations and directions. Provide strategic support to the Office and the Commission in the execution of the PSC mandate. Manage human and financial resources.

ENQUIRIES : Mr M Malatsi Tel No: (012) 352 1073

POST 04/128 : **CHIEF DIRECTOR: PEOPLE MANAGEMENT PRACTICES REF NO: CD/PMP/01/2026**

SALARY : R1 494 900 per annum, (all-inclusive remuneration package). The package includes a basic salary (70% of package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion of 30% that may be structured in terms of applicable rules. The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.

CENTRE REQUIREMENTS : Public Service Commission House, Pretoria
 : Ideal candidate's profile: The successful candidate must have an appropriate recognised Bachelor's degree (NQF level 7) in Public Management/Public Administration/Human Resource Management/ Industrial Psychology. A Nyukela certificate for entry into the Senior Management Service (SMS) obtained from the National School of Government (NSG) should be submitted prior to appointment. 5 years' experience at the senior managerial level in Human Resource Management or Corporate Services. Thorough understanding and knowledge of the legislative framework governing human resources. Skills: Planning and organizing. Strategic capability and leadership. Communication. Honesty and integrity. Problem solving and analysis. Team leadership. Client orientation and customer focus. Knowledge management. Financial management. Programme & project management. Change management. Organisational development. Service delivery innovation. People management and empowerment. Microsoft Office Suite. Must possess valid driver's license (with exception of disabled applicants).

DUTIES : Ensure the provision of efficient Human Resource Management, Human Resource Development, Organisational Development and Transformation services to the clients of the organization. Ensure the provision of a safe, secure and conducive work environment. Ensure the provision of internal and external communication services. Lead and direct the utilization of the resources allocated to the Chief Directorate.

ENQUIRIES : Mr B Saki Tel No: (012) 352 1196

POST 04/129 : **PROVINCIAL DIRECTOR: MPUMALANGA REF NO: PD/MPU/01/2026**

SALARY : R1 266 714 per annum, (all-inclusive remuneration package). The package includes a basic salary (70% of package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion of 30% that may be structured in terms of applicable rules. The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.

CENTRE : Office of The Public Service Commission, Mpumalanga Provincial Office, Mbombela

REQUIREMENTS : Ideal candidate's profile: The successful candidate must have an appropriate recognized Bachelor's Degree /Advance Diploma/ Bachelor of Technology

Degree qualification (NQF level 7) in the field of Public Management/ Administration, Human Resource Management/Labour Relations/Law/Labour Law, Industrial and Organisation Psychology or Monitoring and Evaluation. A relevant NQF level 8 and above qualification will serve as an added advantage. Five (5) years' relevant experience at a middle/senior managerial level with specific focus on either of the following: Monitoring and Evaluation, Investigations, Integrity and Anti-corruption, Research or Labour Relations. A Nyukela certificate for entry into the Senior Management Service (SMS) obtained from the National School of Government (NSG) should be submitted prior to appointment. Proficiency in collecting and analysing data on the Public Service performance indicators. Knowledge and experience in the application of the provisions of the relevant legislation and regulations that govern the Public Service. Skills: Ability to plan and coordinate activities at executive level. Proficiency in the interpretation and application of prescripts Communication. Conflict Management and Mediation. Stakeholder engagement and management. People Management and Empowerment. Financial management. Report-writing. Research. Data Analysis. Project management. Change management. Strategic capability and leadership. Computer literacy (Microsoft Office Suite). A Valid Driver's License. (with exception of disabled applicants).

DUTIES : Manage, lead and provide effective support in the area of Leadership and Management Practices. Manage, lead and provide effective support in the area of Monitoring and Evaluation and Research. Manage, lead and provide effective support in the area of Integrity and Anti- Corruption. Provide strategic support to the Office and Provincially based Commissioner in the execution of the mandate of the PSC. Provide corporate service support to the Provincial Office.

ENQUIRIES : Mr M Malatsi Tel No: (012) 352 1073

OTHER POSTS

POST 04/130 : **DEPUTY DIRECTOR: INFORMATION TECHNOLOGY AND KNOWLEGDE MANAGEMENT REF NO: DD/IT&KM/01/2026**

SALARY : R1 059 105 per annum (Level 12), (all-inclusive remuneration package). The package includes a basic salary (75%/76% of package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion of 25% that may be structured in terms of applicable rules. The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.

CENTRE REQUIREMENTS : Public Service Commission House, Pretoria
: Ideal candidate's profile: The successful candidate must have an appropriate recognized Advance Diploma/Bachelor's degree/Bachelor of Technology degree NQF level 7 majoring in the field of Information Technology. 3-4 years' experience at an Assistant Director or equivalent level (for people outside government) in the area of software design and SharePoint administration. SharePoint Certificate is important and Project Management Certificate (e.g. PMBOK, PRINCCE2). Experience in system development. Knowledge of Public Service Regulatory framework and application thereof. Knowledge in the area of Information Technology and Communications. Knowledge in monitoring and assessment in the public sector/service. Skills: Analytical and report writing. Good verbal and communication skills. Project management and coordination. Financial management. Computer literacy (Microsoft Office Suite). Must possess a valid driver's license (with exception to people with disabilities).

DUTIES : Manage and facilitate infrastructure and operational support services. Manage and provide Microsoft Sharepoint systems development and administration. Manage and provide cloud security services and administration. Provide support for information and knowledge management processes. Provide support for IT governance risk and compliance services. Manage human and financial resources.

ENQUIRIES : Mr SH Katz Tel No: (012) 352-1001

POST 04/131 : **ASSISTANT DIRECTOR: LEGAL SUPPORT REF NO: ASD/LS/01/2026**

SALARY : R468 459 per annum (Level 09)
CENTRE : Public Service Commission House, Pretoria

- REQUIREMENTS** : Ideal candidate's profile: The successful candidate must have an appropriate recognized Advance Diploma/Bachelor's degree/Bachelor Proc /Law/Advance Law degree NQF level 7. 3 years' relevant experience in legal research, legal drafting, legal practice and legislative drafting. Admission as an attorney/advocate will be an added advantage). Knowledge of the following legislation and prescripts: The Constitution, Public Service Act, Public Administration Management Act, Public Service Commission Act, The Promotion of Administrative Justice Act, Public Finance Management Act, Public Service Regulations, National Treasury Regulations, Supply Chain Management prescripts. Skills: Ability to conduct investigations in respect of personnel and public administration practices. Ability to analyse, interpret and apply legislation, information, policies. Ability to function independently or as part of a team. Ability to work under pressure. Well organized. Knowledge of project management principles. Strategic planning. Coordination. Financial and Human Resource management. Ability to analyse financial reports. Ability to analyse the procurement process in the Public Service. Good written and verbal communication with specific reference to: conducting interviews, making presentations, writing reports, submissions and memorandums. Computer literacy (Microsoft office Suite). Good proficiency in English and other languages. Research and analytical. Team player and interpersonal relations. Ability to communicate potential legal risks. Time management. Legislative drafting. Attention to detail and correctness. Multi tasked. Adaptive, enthusiastic and respectful. An understanding of the Constitutional Values and Principles (CVPs) in Section 195 and how these CVPs contribute towards effective public service delivery. Must possess a valid driver's license (with exception to people with disabilities).
- DUTIES** : Conducting legal research. Draft legal opinions and provide legal support services. Provide legal administration support. Provide office support.
- ENQUIRIES** : Adv. S Makinde Tel No: (012) 352-1188
- POST 04/132** : **STATE ADMINISTRATION OFFICER: LEGAL SUPPORT REF NO: SAO/LS/01/2026**
- SALARY CENTRE REQUIREMENTS** : R325 101 per annum (Level 07)
: Public Service Commission House, Pretoria
: Ideal candidate's profile: The successful candidate must have an appropriate recognized Advance Diploma / Bachelor's degree in Social Sciences / Public Administration / Public Management and Human Resource Management. 1-2 years' relevant experience in Office Administration and Management. Knowledge of the public service regulatory framework and the application thereof. Skills: Telephone etiquette. Office etiquette. Research. Office Administration. Good stakeholder liaison. Interpersonal and communications (verbal and written). Planning, coordinating and organizing. Ability to work independently and efficiently under pressure. Approachable/friendly personality. Dedicated, loyal, reliable, honest and sense of responsibility. An understanding of the Constitutional Values and Principles (CVPs) in Section 195 and how these CVPs contribute towards effective public service delivery. Advance computer literacy (Microsoft Office Suite). Must possess a valid driver's license (with exception to people with disabilities).
- DUTIES** : Render Administrative Support service to Directorate: Litigation and Legal Services. Provide Secretarial and Personal Assistance services to the Directorate: Litigation and Legal Services. Conduct research and coordinate information for the Directorate. General Support to the Public Service Commission.
- ENQUIRIES** : Adv. S Makinde Tel No: (012) 352-1188

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** : 20 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. Received applications using the incorrect application for employment (old Z83) will not be considered. Each post(s) advert must be accompanied by its own application form for employment and must be fully completed, initialled and signed by the applicant as instructed below. Failure to fully complete, initial, and sign the Z83 form will lead to disqualification of the application during the selection process. All fields of Section A, B, C, and D of the Z83 must be completed in full. Section E, F, G (Due to the limited space on the Z83, it is acceptable for applicants to refer to their CV or see attached. However, the question related to conditions that prevent re-appointment under Part "F" must be answered, and the declaration signed. Only an updated comprehensive CV (with detailed previous experience if any) and a completed and signed new Z83 application form are required. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following the communication from Human Resources, and such qualifications (s) and other related documents (s) will be in line with the requirements of the advert. Non-RSA Citizens/Permanent Resident Permit holders in possession of foreign qualifications must be accompanied by an evaluation report issued by the South African Qualification Authority (SAQA) (only when shortlisted). Applicants who do not comply with the abovementioned instructions/requirements, as well as applications received late, will not be considered. Correspondence will be limited to shortlisted candidates only. All shortlisted candidates shall undertake a (1) practical exercise as part of the assessment method to determine the candidate's suitability based on the posts' technical and generic requirements and (2) an ethical conduct test. Candidates will further be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification, and employment verification). Some of the interviewed candidates for Senior Management level vacancies may be subjected to a 2-day competency assessment that will test generic competencies. Appointment will be subject to the signing of the performance agreement, employment contract, and annual financial disclosure, and must attain a security clearance (vetting) applicable to the post. The Department reserves the right not to make an appointment. You are consenting to the Department of Tourism processing your personal information, subject to POPIA, by applying for this post. The posts of Finance Clerk (Ref No: DT 35/2025 & Ref No: DT 36/2025) advertised in PSVC 02 of 2026 are withdrawn and replaced with the version herein.

OTHER POSTS

- POST 04/133** : **FINANCE CLERK: FINANCIAL CONTROL AND ACCOUNTING REF NO: DT03/2026 (X2 POSTS)**
6 Months Contract (X2)
This is a readvertisement, persons who previously applied must reapply
- SALARY CENTRE REQUIREMENTS** : R228 321 per annum, plus 37% in lieu of service benefits
: Pretoria
: Grade 12 certificate. Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Basic knowledge and insight of the Public Service financial legislations,

procedures and Treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Knowledge of basic financial operating systems (PERSAL, BAS, Safetyweb, LOGIS etc) will be a added advantage Skills: Computer operating skills, Planning and organisation, Good verbal and written communication skills, Basic Numeracy skills, Ability to perform routine tasks, Ability to operate office equipment.

DUTIES

: Clearing BAS exceptions online, Request BAS reports and clear PMG accounts, Process journals on BAS, Receive entity information to create, import, link or to maintain on BAS and LOGIS, Capture on Safetyweb and obtain Bank detail verification, Create, import, link or amend entities on BAS and LOGIS, File entity information and make sure all entities have a verified report from Safetyweb and a CSD report if applicable, Archive to storeroom, Attends to enquiries received with regards to entities, Sign off Logis Procurement form for verification of banking details, Check verification status of project bank details prior to payment processing, Receive and print notification (e-mail) from National Treasury for CR transfer payments to authorize, Receive copies of payment documents and payment stub from Credit section, Check and Verify that the information captured on BAS is correct on Safetyweb and authorize, Print a status report on Safetyweb, update register and file and the documents, Receive Financial batches from different sections, Verify and sign reports that all batches are received, Reconcile user report with the BAS payment register, Sort batches in form type and number sequence, Reconcile batches received with the different BAS registers, Ensure that the checklists are completed, forms are signed, that there are supporting documents attached and the paid stamp is on each document, Send incomplete documents back to the section with written explanation of the problem, Follow-up outstanding cases, File reconciled payment registers and batches in storeroom and maintain the neatness of the documents, Archive of documents, Print and reconcile payment stubs and disbursement reports, Attend to queries related to the section, Filing payment stubs in disbursement date sequences, Extracting payment stubs for internal and external clients on request.

ENQUIRIES

: Ms N Molefe Tel No: (012) 444 6228

APPLICATIONS

: Recruitment0326@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 04/134

: **FINANCE CLERK: CREDITORS, TRAVEL, ACCOMODATION AND SUBSISTANCE REF NO: DT 04/2026**

6 Months Contract

This is a readvertisement, persons who previously applied must reapply

SALARY

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

CENTRE

: Pretoria

REQUIREMENTS

: Matric (with subjects Mathematics and Accounting). Basic knowledge and insight of the Public Service financial legislations, procedures and Treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS etc) will be a added advantage. Skills: Computer operating skills, Planning and organisation, Good verbal and written communication skills, Basic Numeracy skills, Ability to perform routine tasks, Ability to operate office Equipments. Ability to manage projects independently, Knowledge and skills in financial management, Ability to interpret and apply policies, strategies and legislation.

DUTIES

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

payments captured, Finalizing of batches and stubs, Submit weekly batches to management accounting for safe keeping. Attend to enquiries relating to payments, Receive LOGIS on-line orders from Procurement, Verify: invoice number, order number, allocation, amounts, banking details and signatures, Capture orders, Download information from BAS and compile register of LOGIS payments, Finalizing of batches and stubs, Submit weekly batches to management accounting for safe keeping, Attend to enquiries relating to LOGIS payments.

ENQUIRIES
APPLICATIONS
NOTE

- : Ms A Griesel Tel No: (012) 444 6244
- : Recruitment0426@tourism.gov.za
- : EE requirements: Coloured Male and White Male candidates as well as youth and people with disabilities are encouraged to apply.

DEPARTMENT OF WATER AND SANITATION

CLOSING DATE : 20 February 2026

NOTE : Interested applicants must submit their applications via the online link <https://erecruitment.dws.gov.za> Other related documentation such as copies of qualifications, identity document, driver's license etc need not to accompany the application when applying for a post as such documentation must only be produced by shortlisted candidates during the interview date in line with DPSA circular 19 of 2022. With reference to applicants bearing professional or occupational registration, fields provided in Part B on the online Z83 must be completed as these fields are regarded as compulsory. Failure to complete or disclose all required information will automatically disqualify the applicant. No late applications will be accepted. Shortlisted candidates will be subjected to suitability checks (SAQA verification, reference checks criminal and credit checks). SAQA evaluation certificate must accompany foreign qualifications (only when shortlisted). Applications that do not comply with the above-mentioned requirements will not be considered. All shortlisted candidates pertaining to Senior Management Services (SMS) posts will be subjected to a technical and competency assessment and a pre-entry certificate obtained from the National School of government is required prior to the appointment. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Candidates will be required to complete a financial disclosure form and undergo security clearance. Foreigners or dual citizenship holders must provide a police clearance certificate from country of origin (only when shortlisted). The Department of Water Sanitation is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996) the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Correspondence will be limited to short-listed candidates only. If you do not hear from us within three (3) months of this advertisement, please accept that your application has been unsuccessful. Faxed applications will not be considered. The department reserves the right not to fill these positions. Women and persons with disabilities are encouraged to apply and preference will be given to the EE Targets. Note: The Pongola-Umzimkulu Catchment Management Agency is a Public Water Resource Management Agency, established in line with the provisions of the National Water Act, 1998 (Act no 36 of 1998) (NWA) and National Water Policy for South Africa. It is an entity of the National Department of Water and Sanitation. Employees appointed in the CMA have similar employment terms and conditions as those of employees appointed in terms of the Public Service Act, though not employed in terms of the Public Service Act.

OTHER POSTS

POST 04/135 : **CHIEF ENGINEER GRADE A REF NO: PUCMA 07**
Branch: Pongola-Umzimkulu Catchment Management Agency
Division: Water Resource Planning and Management

SALARY : R1 266 450 - R1 446 921 per annum, (all- inclusive OSD salary package)

CENTRE : Durban

REQUIREMENTS : An Engineering Degree (B Eng/BSc Eng) in Civil, Water or relevant qualification. Postgraduate qualification (MEng/MSc/ PhD) in Water Resources, Hydrology or related field will serve as an added advantage. Six (6) years post qualification engineering experience. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineer. The disclosure of a valid unexpired drivers license. Willingness to travel extensively. Experience in Water Resources Planning and Management, Modelling, Program, Project and Contract Management. Ability to relate with associated professional fields in a multi-disciplinary team and ability to train and develop young graduates. Knowledge of the National Water Act, Water Services Act, the Public Finance Management Act (PFMA), Environmental and

land legislation. Additional studies or experience in water resource management, hydrology, water quality, project management, engineering economics, project financing modelling, environmental engineering, assessments of projects, and institutional aspects will be an added advantage. Computer proficiency. Good written, verbal communication and presentation skills.

DUTIES

: The Chief Engineer will be responsible for Water Resource Planning and related duties within the Pongola-Mtamvuna Water Management Area including leading the preparation, review, and implementation of the Catchment Management Strategy (ensure the CMS is aligned with NWRS, provincial growth and development strategies, Municipal Integrated Development Plans, Coordinate reconciliation strategies and water balance assessments at catchment and sub-catchment level, ensure CMS implementation is measurable, adaptive, and reviewed at prescribed intervals). the coordination of all Water Resource Planning and allocation Programs (water use authorisations (licensing), compulsory licensing, and General Authorisation, ensure allocations support Equity and redress, efficient and beneficial use and socio-economic development, Guide development of water allocation schedules and reconciliation scenarios, and advise on restriction rules during drought), Resource Protection, Classification & Reserve (lead technical inputs into Water resource classification ecological reserve determination, resource quality objectives, ensure planning decisions protect Aquatic ecosystems, strategic water source areas, and groundwater-dependent ecosystems, and integrate reserve requirements into operational planning and licensing advice). Hydrology, Groundwater & Systems Analysis (oversee hydrological modelling and system yield analyses, guide groundwater assessments, aquifer management plans, and conjunctive use strategies, ensure use of approved national tools and datasets and Review and approve technical studies supporting infrastructure or licensing decisions), Climate Change Adaptation & Risk Management (Integrate climate change scenarios into water resource planning, lead development of drought management plans and flood risk considerations in resource planning, promote adaptive management approaches as required by NWRS-3 and advise CMA Executive and Board on climate-related water security risks), Infrastructure Planning & Augmentation, Water Quality & Load Management (Integrate water quality considerations into quantity planning, Support development of Catchment water quality objectives and pollution load management strategies, Oversee salinity, nutrient loading, and eutrophication risk assessments. and provide technical advice to enforcement and compliance units), Governance, Regulation & Advisory Support (provide expert technical advice to CMA Board, Chief Executive Officer, DWS, and Support licensing, compliance, and enforcement with defensible technical evidence), Stakeholder Engagement & Cooperative Governance (lead technical engagement with various institutions), Monitoring, Information & Knowledge Management (oversee hydrological, groundwater, and water quality monitoring programmes), and Leadership, Management & Transformation.

ENQUIRIES

: Mr Zakhele Buthelezi at 079 694 6787

APPLICATIONS

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

NOTE

: N.B.: This appointment will be made on the minimum notch of the salary range, however, a higher notch within the salary range of Grade A may be considered based on the candidate's current salary advice.

POST 04/136

: **ENGINEER PRODUCTION GRADE A-C REF NO: PUCMA 08**
 Branch: Pongola-Umzimkhulu Catchment Management Agency
 Division: Compliance Monitoring and Enforcement

SALARY

: R879 342 - R1 323 267 per annum, (All- inclusive OSD salary package), (Offer will be based on proven years of experience)

CENTRE

: Durban

REQUIREMENTS

: An Engineering degree (B Eng/ BSc Eng) in Civil Engineering. Three (3) years post qualification Civil Engineering experience required. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineer. The disclosure of a valid unexpired drivers license. Experience in dam engineering specifically in aspect of dam safety evaluation, design and construction supervision of dams is highly recommended. Knowledge of program and project management. Knowledge of technical

design and analyses of dams. Significant dam engineering experience related to design, flood hydrology, construction, management and safety of dams with a safety risk. Willingness to travel throughout KwaZulu-Natal for the execution of some duties. Knowledge of the water sector and relevant legislation (including but not limited to the Chapter 4 and Chapter 12 of National Water Act (NWA, Act No. 36 of 1998) and the Dam Safety Regulations published in Government Notice R. 139 of 24 February 2012). Understanding of research and development. Computer-aided engineering applications including relevant computer software knowledge. Technical report writing, networking, and professional judgement. Problem solving and analyses, decision making, team leadership, creativity, self-management, customer focus and responsiveness. Sound interpersonal and leadership skills. Strong verbal and written communication skills. Good communication skills both verbal and written. Planning, organising and people management.

DUTIES : Investigate, analyse and recommend classification of dams. Evaluate applications of Approved Professional Persons (APPs). Monitor the safety evaluation and investigation reports and carry out risk assessments of dams. Follow up on dam safety betterment work with dam owners. Liaise with dam owners, professional persons, APPs and the public regarding dam safety matters. Conduct dam safety inspections at dams with a safety risk to ensure compliance. Respond to emergency situations such as dam failures at dams and action emergency preparedness plans (EPPs). Conduct site visits to illegal or unlawful constructed dams and compile technical reports for the issuance of illegal dam letters and directives. Prepare necessary information, reports and evidence for court applications. Assist in the development and/or maintain guidelines and policies and advise on dam safety matters and legislation. Generate reports and statistics to measure progress with the Dam Safety Program. Support the Chief and/or Specialist Engineer with all reasonable requests pertaining to dam safety risks. Supervise junior staff and assist with the development of Candidate Engineers, Candidate Engineering Technicians and Candidate Engineering Technologists for registration as professionals.

ENQUIRIES : Ms Zanele Msimang at 082 908 8141
APPLICATIONS : All applications to be submitted online on the following link:
<https://erecruitment.dws.gov.za>

POST 04/137 : **CONTROL ENVIRONMENTAL OFFICER GRADE A REF NO: PUCMA 09**
 Branch: Pongola-Umzimkhulu Catchment Management Agency
 Division: Compliance Monitoring and Enforcement

SALARY : R612 480 per annum, (OSD)
CENTRE : Durban
REQUIREMENTS : A four-year degree in Natural Science / Environmental science or equivalent qualification. Six (6) years post qualification experience in compliance monitoring and enforcement environment. The disclosure of a valid unexpired drivers licence. Extensive experience in the environmental and water management field, waste management, industries, urban development and mining. A clear understanding of the Departments role and policies about water resource management. Knowledge of the National Water Act 36 of, 1998, other applicable laws and related policies, strategies and guidelines. Understanding the principles of Integrated Water Resource Management. Knowledge of Human Resources and Financial Management policies. Innovative thinking, negotiating, networking, managerial and good communication (verbal and written) skills. The willingness to travel extensively and work irregular hours. Technical report writing, Professional judgement and Data analysis skills. Mentoring and decision-making skills. Financial and team leadership management skills. Creativity and Problem solving. Computer literacy. People management and Conflict Management skills.

DUTIES : Implement and enforce the National Water Act and other relevant legislation, policies and regulations. Assist in the development of policies and regulations. Assist with the implementation of the Compliance Monitoring and Enforcement Strategy. implement compliance monitoring systems, inspection guidelines or protocols. Audit compliance with water use licences, legislation, policies, and regulations. Conduct routine inspections to ascertain compliance with relevant water and environmental prescripts. Conduct investigations, audits and prepare investigation and audit reports, implement enforcement action in the form of formal or informal warnings, administrative enforcement such as statutory notices, compliance notices and directives, and court applications to

enforce notices; as well as criminal enforcement. Prepare necessary information, reports and evidence for court applications. Advise relevant sector bodies on policies and strategies relevant to the Directorate and ensure compliance promotion. Ensure liaison, cooperation and coordination with other enforcement agencies and government institutions involved in compliance and enforcement. Supervision of junior staff.

ENQUIRIES : Ms Zanele Msimang at 082 908 8141
APPLICATIONS : All applications to be submitted online on the following link:
<https://erecruitment.dws.gov.za>

POST 04/138 : **CONTROL ENVIRONMENTAL OFFICER GRADE A REF NO: PUCMA 10**
Branch: Pongola-Umzimkhulu Catchment Management Agency
Division: Water Use Authorisation and Registration

SALARY : R612 480 per annum, (OSD)
CENTRE : Durban
REQUIREMENTS : A four-year degree in Natural Science / Environmental science or equivalent qualification (NQF 7). Six (6) years post qualification experience. The disclosure of a valid unexpired drivers license. Knowledge of research and development methodology. Extensive experience in the environmental and water management field, waste management, industries, urban development and mining, including the Department's water use authorization process i.e. SFRA. A clear understanding of the Department's role and policies with regard to water resource management. Knowledge of the National Water Act 36 of 1998 and related policies, strategies and guidelines. Understanding the principles of Integrated Water Resource Management. Knowledge of Human Resources and Financial Management policies. Innovative thinking, negotiating, networking, managerial and good communication skills both verbal and written. Willingness to travel extensively and work irregular hours. Technical report writing, professional judgement and data analysis skills. Mentoring and decision-making skills. Financial and team leadership management skills. Creativity and Problem solving. Computer literacy. People management and Conflict Management skills.

DUTIES : Liaise with clients and other stakeholders to obtain outstanding information during Water Use Licence Authorisation (WULA) assessments. Assess and evaluate socio economic and environmental information with regard to Stream Flow Reduction Activity (SFRA) water use licence application. Conduct GPS surveys of plantation and wetland areas. Inspect and evaluate field conditions where plantations are proposed. Liaise with other authorising departments on SFRA issues. Draft the record of recommendations (RoRs). Draft licence conditions to control/mitigate the negative impacts of water uses. Supervision of junior staff.

ENQUIRIES : Mr Jay Reddy at 082 803 1817
APPLICATIONS : All applications to be submitted online on the following link:
<https://erecruitment.dws.gov.za>

POST 04/139 : **CONTROL ENGINEERING TECHNICIAN REF NO: PUCMA 11**
Branch: Pongola-Umzimkhulu Catchment Management Agency
Division: Water Use Authorisation and Registration

SALARY : R551 493 per annum, (OSD)
CENTRE : Durban
REQUIREMENTS : A National Diploma in Engineering or relevant qualification. Six (6) years post qualification technical Engineering experience. B.Tech /Bachelor of engineering will serve as an added advantage. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineering Technician. The disclosure of a valid unexpired drivers license. Water resources related experience is a recommendation. Knowledge and understanding of the National Water Act, (Act 36 of 1998). Good computer literacy and computer programming skills, GIS knowledge and skills will be an added advantage. Good communication skills both verbal and written and negotiation skills.

DUTIES : Provide Responsible for Water Resource Management (WRM) within the Pongola to UMzimkhulu Water Management Area (WMA) with particular emphasis on: Registration and Identification of unregistered water users. The validation and verification of water use for individual users as well as Irrigation Boards and Water User Associations. Assessment of water use licensing taking

cognizance of hydrological, environmental, social and other factors. Attend to water resource related queries. Produce monthly reports on the WRM within the KZN region. Travel extensively as and when required.

ENQUIRIES : Mr Jay Reddy at 082 803 1817
APPLICATIONS : All applications to be submitted online on the following link:
<https://erecruitment.dws.gov.za>

POST 04/140 : **ENVIRONMENTAL OFFICER: SPECIALISED PRODUCTION REF NO: PUCMA 12 (X2 POSTS)**
Branch: Pongola-Umzimkhulu Catchment Management Agency
Division: Water Use Authorisation and Registration

SALARY : R498 816 per annum, (OSD)
CENTRE : Durban
REQUIREMENTS : A relevant Honours Degree in Environmental studies or related fields (NQF level 8). Experience in the field of Water Quality Management will serve as an advantage. The disclosure of a valid unexpired drivers license. A good understanding of Integrated Water Resources Management will be an added advantage. Knowledge of and experience in project management and research. Interpersonal relations/conflict management, negotiation and facilitation skills. Excellent communication skills, including verbal, report writing and presentation skills. Computer literacy.

DUTIES : Provide support and input in the development of policies and strategies to manage sector water use impacts in accordance with the National Water Act 36 of 1998 and other departmental policies and strategies. Assist with the supervision of staff. Undertake both routine and special investigations and work irregular hours. Prepare reports and interpret analytical results. Assist in the evaluation of water use license application, reports and other documents submitted in accordance with policy, procedures and guidelines relevant to Water Quality Management. Make recommendations regarding the issuing of licenses. Promote water conservation and efficient water utilisation through the authorisation process. Give inputs in the projects relevant to the management of water resources initiated by the Department. Assist in the management of the water management systems.

ENQUIRIES : Mr Jay Reddy at 082 803 1817
APPLICATIONS : All applications to be submitted online on the following link:
<https://erecruitment.dws.gov.za>

POST 04/141 : **ASSISTANT DIRECTOR: REVENUE MANAGEMENT REF NO: PUCMA 13**
Branch: Pongola-Umzimkhulu Catchment Management Agency
Division: Revenue Management

SALARY : R468 459 per annum (Level 09)
CENTRE : Durban
REQUIREMENTS : A relevant tertiary qualification in Financial Management at NQF level 7. Three (3) to Five (5) years' experience in Revenue Management of which three (3) years must be at a supervision level. The disclosure of a valid unexpired drivers license. Practical knowledge of Accrual Accounting. Computer literacy in Microsoft Office (particularly Excel). Extensive knowledge of SAP. Knowledge of Treasury Regulations, the Public Finance Management Act (PFMA), GAAP/GRAP, DORA and Public Service Act. Problem solving, analytical and report writing skills. Strategic thinking. Conversant in English. Good verbal and written communication skills.

DUTIES : Manage the co-ordination of debtor relationships. Manage the collection of debt and the reconciliation of customer accounts. Manage the recording of all receivables. Manage Billing, return to sender and unidentified revenue received within the region. Provide monthly age analysis reports on debtor's accounts. Manage and mentor revenue staff. Recommend action to be taken against defaulting debtors. Implement business policies and processes relating to debt management. Development and implementation of the revenue enhancement strategy. Supervise staff.

ENQUIRIES : Mr Zakhele Buthelezi at 079 694 6787
APPLICATIONS : All applications to be submitted online on the following link:
<https://erecruitment.dws.gov.za>

POST 04/142 : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: PUCMA 14**
Branch: Pongola-Umzimkhulu Catchment Management Agency
Division: Supply Chain and Asset Management

SALARY CENTRE REQUIREMENTS : R468 459 per annum (Level 09)
: Durban
: A tertiary qualification in Supply Chain Management / Finance at NQF level 7. Three (3) to five (5) years working experience in supply chain acquisition, logistic and demand management of which three (3) years must be at supervision level. The disclosure of valid unexpired drivers license. Excellent communication skills both written and verbal. Good planning and organizing skills. Be computer literate and have sound knowledge of Microsoft Office, i.e. MS Word, MS Excel, MS Outlook, MS PowerPoint and Internet Explorer. Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations and Broad Based Black Economic Empowerment Act 53 of 2003 and preferential procurement policy framework Act. Knowledge of contract management. Knowledge of strategic sourcing. Public sector supply chain management models and processes. Programme and project management. Problem solving and analysis. People and diversity management. Client orientation and customer focus. Accountability and ethical conduct. Knowledge of Supply Chain Management Regulations, practice notes, circulars and policy frameworks. Must be able to work on SAP and LOGIS systems. Excellent Interpersonal relation skills.

DUTIES : Manage and supervise acquisition, logistic and demand management. Ensure full compliance to all acquisition, logistic and demand management prescripts, policies, practice notes and delegations of authority. Develop and maintain internal control measures for procurement. Coordinate input in the Demand Management Plan. Ensure that procurement is in line with the approved demand plan. Ensure effective utilisation of the CSD. Compilation /verification of all monthly SCM reports. Manage the process of sourcing of quotations up to R1 000 000. Ensure that documents submitted to logistics for order creation are fully compliant with acquisition management prescripts. Provide regular feedback to clients with regards to quotations finalisation. Management of the bid processes in the Agency and ensure effective functioning of all Bid Committees. Management and effective utilisation of Transversal Contracts. Ensure implementation and compliance of the Instruction Notes as issued by National Treasury as well as Departmental SCM Policy. Identify and mitigate risks within the unit. Ensure that all administrative matters, correspondence and complex enquiries are attended to promptly. Assist in the compiling of monthly SCM performance reports. Perform human resources and administrative activities relating to SCM Assessing the Performance of Officials in the unit (PMDS).

ENQUIRIES APPLICATIONS : Mr Zakhele Buthelezi at 079 694 6787
: All applications to be submitted online on the following link:
<https://erecruitment.dws.gov.za>

POST 04/143 : **ASSISTANT DIRECTOR: HUMAN RESOURCES REF NO: PUCMA 15**
Branch: Pongola-Umzimkhulu Catchment Management Agency
Division: Human Resource Management

SALARY CENTRE REQUIREMENTS : R468 459 per annum (Level 09)
: Durban
: A National Diploma or Degree in Human Resource Management. Three (3) to five (5) years' experience of which three (3) years must be at a supervision level in Human Resource Management. The disclosure of valid unexpired drivers license. Knowledge of human resources functions, practices as well as the ability to capture data, operate computer and collate administrative statistics. Basic knowledge and insight of Human Resource prescripts. Applicants must have working experience on the PERSAL system and be in possession of a PERSAL certificate. Knowledge of database and spread sheet applications. Knowledge and experience of Pension Administration as well as conditions of service matters i.e. leave, housing allowances, policy on incapacity leave, ill health retirement (PILIR), appointments, injury on duty and other allowances. Have a working knowledge of the Basic Condition of employment Act and Labour Relations Act. Knowledge of the Public Service

- Act, Public Service Regulations and any other relevant prescripts. Good verbal and written communication skills.
- DUTIES** : The incumbent will be responsible for the effective management of the total human resource functions within Catchment Management Agency. Ensuring and managing the implementation of Human Resources, Human Resources Development which includes Performance Management and Development System, Planning and Recruitment as well as HR Administration, strategies, policies, practices and systems and monitoring the guidance, to subordinates and line managers. The interpretation and application of HR policies and directives. Management of PERSAL system that will expedite the provision of information and statistics. Ensuring and managing effective programming and coordination of training activities. Assessing the Performance of Officials in the unit (PMDS).
- ENQUIRIES APPLICATIONS** : Mr Zakhele Buthelezi at 079 694 6787
: All applications to be submitted online on the following link: <https://erecruitment.dws.gov.za>
- POST 04/144** : **INFORMATION TECHNOLOGY TECHNICIAN REF NO: PUCMA 16**
Branch: Pongola-Umzimkhulu Catchment Management Agency
Division: Management Support Services
- SALARY CENTRE REQUIREMENTS** : R397 116 per annum (Level 08)
: Durban
: A National Diploma or Degree in Information Technology. Three (3) years appropriate experience in IT. The disclosure of a valid unexpired drivers license. Certification in the following will be an added advantage: Certified Microsoft Engineer, Microsoft Certified Solutions Associate (MCSA) or Microsoft Certified Solutions Expert (MCSE). A+ and Network+ certification is required. Knowledge of Windows 7; Windows 8; Window 10; MS Office 2010, 2013 and Office 365; Symantec Ant-virus; Microsoft MS; Transversal systems (PERSAL, SAP and LOGIS) and ITIL will serve as an advantage. Willingness to travel to various remote sites and offices Competences: An in-depth knowledge of client server IT environment. Leadership qualities as well as strong customer service and interpersonal skills. Good computer knowledge and skills (Ms Word, Excel and PowerPoint). Ability to work under pressure. Good communication skills both verbal and written. Exposure to different business application platforms.
- DUTIES** : Manage calls logged on the call management systems. Provision of end-user support with regards to hardware, software and network connectivity. Ensure that all IT policies, norms and standards are enforced. Perform quality control for the Local Area Network (LAN). Perform installation, maintenance and upgrading of computer hardware as second fault-finding identification. Install and upgrade software applications not performed by resources from the outsourced partner. Provide and maintain internet and e-mail client services. Ensure that antivirus software signature and operating systems patches are up to date. Initiate and co-ordinate the change control procedures. Provide technical input for training and development of computer end-user skills. Perform routine back-up for all the available servers. Compile monthly performance reports. The appointees will be expected to perform overtime and standby duties when necessary as well as assist the Deputy Director: Regional Information Systems Support with all IT related tasks.
- ENQUIRIES APPLICATIONS** : Mr Zakhele Buthelezi at 079 694 6787
: All applications to be submitted online on the following link: <https://erecruitment.dws.gov.za>
- POST 04/145** : **SENIOR STATE ACCOUNTANT REF NO: PUCMA 17 (X2 POSTS)**
Branch: Pongola-Umzimkhulu Catchment Management Agency
Division: Financial Accounting
- SALARY CENTRE REQUIREMENTS** : R397 116 per annum (Level 08)
: Durban
: A National Diploma or Degree in Financial Management. Two (2) to three (3) years relevant financial experience in Financial Accounting of which one (1) year should be supervisory level. The disclosure of a valid unexpired drivers license. Knowledge and understanding of financial legislation, policies, practices and procedures. Knowledge and understanding of financial prescripts such as Treasury Regulations and PFMA. Knowledge and

experience on SAP and PERSAL systems. Computer literacy in Microsoft Office. Knowledge of Departmental policies and procedures. Knowledge and understanding of the framework for managing performance information. Problem solving and analysis. People and diversity management skills. Client orientation and customer focus. Good communication skills both verbal and written. Accountability and ethical conduct. Good presentation skills. Knowledge of accrual accounting.

DUTIES : Ensure compliance with management of invoices. Manage creditors by ensuring major accounts are reconciled with supplier statements. Monitor compliance with 30-day payments, administration of payroll, authorize PERSAL / SAP payments and journals. Monitor petty cash and supervise bank payments. Oversee safeguarding of state funds. Ensure proper documents control pertinent to financial documents. Compliance with monthly reporting on payables/accruals, 30day reports, creditor reconciliation reports, petty cash reconciliation and suspense account reconciliation. Provide assistance to internal and external client regarding general budgeting and financial reporting requirements. Supervise and evaluate personnel.

ENQUIRIES : Mr Zakhele Buthelezi at 079 694 6787
APPLICATIONS : All applications to be submitted online on the following link:
<https://erecruitment.dws.gov.za>

POST 04/146 : **SENIOR PROVISIONING ADMINISTRATION OFFICER: SCM REF NO: PUCMA 18**
 Branch: Pongola-Umzimkhulu Catchment Management Agency
 Division: SCM

SALARY : R397 116 per annum (Level 08)
CENTRE : Durban
REQUIREMENTS : A National Diploma or Degree in Supply Chain Management / Finance / Accounting / Public Finance. Two (2) to Three (3) years' experience in Supply Chain Management of which one (1) must be at supervisory experience. The disclosure of a valid unexpired drivers license. Knowledge of procurement administrative procedures. Knowledge of financial legislation. Knowledge of SAP. Knowledge of Accrual Accounting. Disciplinary knowledge of labour law. Knowledge to dispute resolution process. Knowledge of labour resolution policies. Understanding of Social and Economic development issues. Basic financial management and knowledge of PFMA and Supply Chain Management Regulations. Knowledge Management. Problem solving and analysis. People and Diversity Management. Client orientation and Customer focus. Communication. Accountability and Ethical Conduct.

DUTIES : Coordination of Demand Management Plans. Ensure that all Procurement is in line with demand plans. Perform quarterly reviews to ensure procurement purchases are in line with demand. Supervise Sourcing of quotations. Ensure that all procurement is in line with prescribed legislation and regulations. Assist with procurement of price quotations and tenders, evaluation and adjudication thereof. Effective Management of Controls and Registers Analyse procurement trends. Implement policies. Maintenance of Supplier Data Base. Management of Assets including Asset Disposal. Develop action plans for the section. Supervise human resources and ensure that PMDS is effectively implemented within section. Ensure that financial procedures are observed in the section. Compile monthly reports.

ENQUIRIES : Mr Zakhele Buthelezi at 079 694 6787
APPLICATIONS : All applications to be submitted online on the following link:
<https://erecruitment.dws.gov.za>

POST 04/147 : **ENGINEERING TECHNICIAN GRADE A-C REF NO: PUCMA 19**
 Branch: Pongola-Umzimkhulu Catchment Management Agency
 Division: Compliance Monitoring and Enforcement

SALARY : R391 671 - R586 665 per annum, (OSD), (Offer will be based on proven years of experience)
CENTRE : Durban
REQUIREMENTS : A National Diploma in Engineering or relevant qualification. Three (3) years post qualification technical Engineering experience. Compulsory registration with ECSA as a Professional Engineering Technician. The disclosure of a valid unexpired drivers license. Sound knowledge of integrated water resource management and water resource protection. Knowledge and understanding of

the water sector: relevant legislation (NWA, CARA and NEMA, MPRDA) together with the related policies, regulations, principles, guidelines, tools and procedures; policy development, implementation and monitoring. Skills and experience in management of human resources. Excellent communication skills including verbal, report writing, presentation skills. Sound interpersonal skills as well as the ability to work in a multi-disciplinary team. Willingness to work abnormal hours and under pressure as well as travel country wide. Proven liaison and networking skills relevant to Corporative Governance and stakeholder engagement.

DUTIES : Integrate legal-engineering aspects of water use regulation with water resource engineering projects, programmes, strategies, regulations, functions, policies and law amendments of the Department and with other government programmes. Ensure legal engineering effectiveness and consistency of measures of the Catchment Agency and other water management institutions to ensure and promote compliance and to manage compliance to the authorisations. Conduct site visits to illegal or unlawful constructed dams and compile technical reports for the issuance of illegal dam letters and directives. Assist in the preparation of the necessary information, reports and evidence for court applications.

ENQUIRIES : Ms Zanele Msimang at 082 908 8141
APPLICATIONS : All applications to be submitted online on the following link: <https://erecruitment.dws.gov.za>

POST 04/148 : **PERSONAL ASSISTANT (OFFICE OF THE CHIEF EXECUTIVE) REF NO: PUCMA 20**
 Branch: Pongola-Umzimkhulu Catchment Management Agency
 Division: Office of The Chief Executive

SALARY : R325 101 per annum (Level 07)
CENTRE : Durban
REQUIREMENTS : A Secretarial Diploma or relevant qualification. Three (3) to five (5) years experience in rendering support services to senior management. The disclosure of a valid unexpired drivers license. Excellent computer literacy skills. Advanced proficiency in Microsoft Office suite. Good Office management skills (document tracking, storage and retrieval system). Sound organizational skills. High level of reliability. Ability to act with tact and discretion. Ability to research and analyse documents and situations. Good grooming and presentation skills. Self-management and motivation. Knowledge of dispute resolution process. Knowledge of basic financial management and knowledge of relevant legislations skills. The successful candidate must be highly reliable, self-motivated, flexible, creative, client focused and quality orientated. Excellent communication skills both verbal and written. Good accountability and ethical conduct.

DUTIES : Provide personal assistance, including a secretarial support service, to the Office of the Chief Executive. Rendering administrative support services. Providing support to the Chief Executive Officer regarding meetings. Supporting the Chief Executive Officer with the administration of the budget of the office. Operates and ensures that office equipment, e.g. computer systems and photocopiers are in good working order. Perform advanced typing work. Utilise discretion to decide whether to accept / decline or refer to other employees requests for meetings, based on the assessed importance and urgency of the matter. Coordinates with and sensitises / advises the manager regarding engagements. Compiles realistic schedules of appointments. Ensure the effective flow of information and documents to and from the office of the manager. Ensure the safekeeping of all documentation in the office of the manager in line with relevant legislation and policies. Obtain inputs, collates reports, e.g. progress reports, monthly reports and management's reports. Scrutinise routine submissions / reports and make notes and / or recommendations for the manager. Draft documents as required. Do filing of documents for the manager and the unit where required. Collects, analyse and collates information requested by the manager. Clarifies instructions and notes on behalf of the manager. Prioritise issues in the office of the manager. Manages the leave register and the telephone accounts for the unit. Handle the procurement of standard items like stationary, refreshments etc. Scrutinise documents to determine actions / information / other documents required for meetings. Collects and compiles all necessary documents for the manager to inform the manager on the contents. Record minutes / decisions and

communicates to relevant role players, follow up on the progress made. Prepare briefing notes for the manager as required. Coordinate logistical arrangements for meetings required. Collect and coordinate all documents that relate to the manager's budget. Keep record of expenditure commitments, monitor expenditure and alert manager of possible over and under spending. Acquaintance with the relevant Public Services and departmental prescripts or policies and other documents. Remain up to date with regard to the prescripts / policies and procedures applicable to the manager ensure efficient and effective support.

ENQUIRIES : Mr Zakhele Buthelezi at 079 694 6787
APPLICATIONS : All applications to be submitted online on the following link:
<https://erecruitment.dws.gov.za>

POST 04/149 : **PERSONAL ASSISTANT (OFFICE OF THE CHIEF FINANCIAL OFFICER)**
REF NO: PUCMA 21
 Branch: Pongola-Umzimkhulu Catchment Management Agency
 Division: Office of The Chief Financial Officer

SALARY : R325 101 per annum (Level 07)
CENTRE : Durban
REQUIREMENTS : A Secretarial Diploma or relevant qualification. Three (3) to five (5) years experience in rendering support services to senior management. The disclosure of a valid unexpired drivers license. Excellent computer literacy skills. Advanced proficiency in Microsoft Office suite. Good Office management skills (document tracking, storage and retrieval system). Sound organizational skills. High level of reliability. Ability to act with tact and discretion. Ability to research and analyse documents and situations. Good grooming and presentation skills. Self-management and motivation. Knowledge of dispute resolution process. Knowledge of basic financial management and knowledge of relevant legislations skills. The successful candidate must be highly reliable, self-motivated, flexible, creative, client focused and quality orientated. Excellent communication skills both verbal and written. Good accountability and ethical conduct.

DUTIES : Provide a secretary/receptionist support service to the CFO, which includes the following: act as the primary point of contact for the CFO, handling inquiries and correspondence, manage the CFO's calendar, schedule meetings, and coordinate appointments with internal and external stakeholders, assist in preparing reports, presentations, and documents for meetings, ensuring accuracy and professionalism. Provide a clerical support service to the CFO which entails the following: Liaise with travel agencies to make travel arrangements, process travel and subsistence claims of the office, process all invoices that emanate from the activities of the work of the CFO, record minutes of meetings of the CFO where required, draft routine correspondence and reports, filing of documents for the CFO and the office, administer matters like the leave registers and telephone accounts, handle the procurement of standard items like stationery.

ENQUIRIES : Mr Zakhele Buthelezi at 079 694 6787
APPLICATIONS : All applications to be submitted online on the following link:
<https://erecruitment.dws.gov.za>

POST 04/150 : **HUMAN RESOURCE PRACTITIONER REF NO: PUCMA 22**
 Branch: Pongola-Umzimkhulu Catchment Management Agency
 Division: Human Resource Management

SALARY : R325 101 per annum (Level 07)
CENTRE : Durban
REQUIREMENTS : A National Diploma or Degree in Human Resource Management. Two (2) to four (4) years experience in the Human Resources field is required. The disclosure of a valid unexpired drivers license. Knowledge of human resources functions, practices as well as the ability to capture data, operate computer and collate administrative statistics. Basic knowledge and insight of Human Resource prescripts. Applicants must have working experience on the PERSAL system and be in possession of a PERSAL certificate. Knowledge of database and spread sheet applications. Knowledge and experience of Pension Administration as well as conditions of service matters i.e. leave, housing allowances, policy on incapacity leave, ill health retirement (PILIR), appointments, injury on duty and other allowances. Knowledge of the Public

- Service Act, Public Service Regulations and any other relevant prescripts.
Good verbal and written communication skills.
- DUTIES** : The successful candidate will be responsible for rendering professional advice to the line managers. Ensure effective and efficient interpretation and implementation of the departmental HRM Policies, system, regulation guidelines, resolution and other prescripts. Capturing transactions on PERSAL. Recruitment and Selection. Organizational Development. Employee Relations. Human Resource Development. Drafting of submissions. Handling all Human Resource administration i.e. conditions of service, termination of services and leave management. Liaison with National Treasury and Compensation Commissioner. Supervision, training and motivation of staff.
- ENQUIRIES APPLICATIONS** : Mr Zakhele Buthelezi at 079 694 6787
: All applications to be submitted online on the following link:
<https://erecruitment.dws.gov.za>
- POST 04/151** : **FINANCE CLERK REF NO: PUCMA 23 (X2 POSTS)**
Branch: Pongola-Umzimkhulu Catchment Management Agency
Division: Financial Accounting
- SALARY CENTRE REQUIREMENTS** : R228 321 per annum (Level 05)
: Durban
: A Senior Certificate with Accounting as a passed subject. A Diploma/Degree in finance, accounting, public finance, SCM will serve as an added advantage. One (1) to two (2) years' experience (internship experience) would serve as an added advantage. Good financial management skills. A sound knowledge of the Public Service Financial Management prescripts and Treasury Regulations. Knowledge of SAP and PERSAL will be an added advantage. Well-developed planning and organizing skills. Excellent problem-solving skills, good communication both written and verbal skills and good interpersonal skills. Computer literacy with good MS Excel and MS Word. Ability to work in a team and under pressure.
- DUTIES** : Manage Capture payments on SAP. Capture claims on PERSAL. Ensure monthly financial accounts are accurately and completely executed in terms of financial rules and regulations. Assist with all audit queries. Check S & T claims. Ensure that all filing is complete. Ensure adherence to all applicable prescripts and regulations.
- ENQUIRIES APPLICATIONS** : Mr Zakhele Buthelezi at 079 694 6787
: All applications to be submitted online on the following link:
<https://erecruitment.dws.gov.za>
- POST 04/152** : **SENIOR PROVISIONING ADMINISTRATION CLERK REF NO: PUCMA 24 (X2 POSTS)**
Branch: Pongola-Umzimkhulu Catchment Management Agency
Division: SCM
- SALARY CENTRE REQUIREMENTS** : R228 321 per annum (Level 05)
: Durban
: A Senior Certificate. Diploma/Degree in Finance, Accounting, Public Finance, SCM or related fields will serve as an added advantage. One (1) to two (2) years' experience (internship experience) would be added advantage. Computer Literacy, Government System (SAP) will serve as an advantage. Knowledge of Supply Chain Management procedures and policies. Able to take initiative and work under pressure to meet deadlines.
- DUTIES** : Capturing of requisitions, Orders, goods receipting and payments. Manage filling of the Supply chain management documentation. Maintain registers of orders, payments and requisitions. Handle queries from suppliers and capture new suppliers onto database. Maintain and administer stores. Stock and administer stock level issue. Recording, faxing, copying and filling. Serve as a secretariate in the bid committees of Agency.
- ENQUIRIES APPLICATIONS** : Mr Zakhele Buthelezi at 079 694 6787
: All applications to be submitted online on the following link:
<https://erecruitment.dws.gov.za>

POST 04/153 : **HUMAN RESOURCE CLERK REF NO: PUCMA 25 (X2 POSTS)**
Branch: Pongola-Umzimkhulu Catchment Management Agency
Division: Human Resource Management

SALARY : R228 321 per annum (Level 05)
CENTRE : Durban
REQUIREMENTS : A Senior Certificate. A Diploma/Degree in Human resources management will serve as an added advantage. One (1) to two (2) years experience (Including internship experience) would serve as an added advantage. The disclosure of a valid unexpired drivers license. Knowledge of PERSAL system, database and spread sheet application. Knowledge of the Public Service Act, Public Service Regulations and other relevant HR prescripts will be an advantage. Good communication skills both verbal and written.

DUTIES : The successful candidate will be responsible for rendering Human Resource clerical services. Provide administrative support for recruitment and selection, appointments, probation, and service terminations. Administer processes related to conditions of service (leave, housing, medical aid, allowances, etc.) Address enquiries and Human Resources registry services. Capture and update transactions on the PERSAL system. Address HR administration enquiries from internal and external stakeholders. Maintain and update personnel filing systems (electronic and physical). Provide general administrative support, including drafting routine correspondence, submissions and reports. Ensure effective and efficient interpretation and implementation of the departmental HRM Policies, system, regulation guidelines, resolution and other prescribes.

ENQUIRIES : Mr Zakhele Buthelezi at 079 694 6787
APPLICATIONS : All applications to be submitted online on the following link:
<https://erecruitment.dws.gov.za>