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

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 10 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.

AMENDMENTS : **DEPARTMENT OF HEALTH**: Kindly note that the salary details for the post of Director-General: Health with Ref No: NDOH 23/2026, advertised in the Public Services Vacancy Circular 09 dated 13 March 2026, should be as follows "R2 352 642 per annum, (an all-inclusive remuneration package), (basic salary consists of 70% of total package, the State's contribution to the Government Employee's Pension Fund (13% of basic salary) and a flexible portion. The

flexible portion of the package can be structured according to Senior Management Service Guidelines. A non-pensionable allowance equal to 10% of the annual all-inclusive remuneration package is also payable". We apologise for the inconvenience.

DEPARTMENT OF SPORT, ARTS AND CULTURE: Kindly note that the job title for the post of Assistant Director: Terminology and Editing (English) with Ref No: DSAC-09/03/2026 as advertised in the Public Service Vacancy Circular 09 dated 13 March 2026 with the closing date of 27 March 2026, should read as Assistant Director: Translation and Editing (English) Ref No: DSAC-09/03/2026.

PROVINCIAL ADMINISTRATION: GAUTENG: DEPARTMENT OF RAODS AND TRANSPORT: Kindly note that the following posts for Administrative Clerk X3 – Traffic Engineering Services: Overload Management with Ref No:035718 and Administrative Clerk Traffic Engineering: Road Signs and Road Markings with Ref No: Refs/038558, advertised in Public Service Vacancy Circular 09 dated 13 March 2026, the Centre has been amended to Johannesburg (Head Office) and extends the closing date to 10 April 2026.

PROVINCIAL ADMINISTRATION: EASTERN CAPE: DEPARTMENT OF AGRICULTURE: Kindly note that the following post was advertised in Public Service Vacancy Circular 08 dated 06 March 2026, The amendments are as follows: State Veterinarian: O.R. Tambo District - (KSDx1) with Ref No: DoA02/03/2026. Note: Z83 in the e-recruitment system is currently not downloadable and therefore not signable; so, applicants who submitted applications via the e-recruitment system will not be disqualified for an unsigned Z83 instead will be requested to sign on interview day. For e-Recruitment Technical Enquiries: erecruitment@ecagriculture.gov.za

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ANNEXURE A

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 Recruitment@dbe.gov.za. Please visit the Department of Education's website at www.education.gov.za or the Department of Public Service and Administration vacancy circulars at www.dpsa.gov.za
FOR ATTENTION	:	Ms M Mahape/Ms N Kumalo
CLOSING DATE	:	07 April 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 Z83. 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.

MANAGEMENT ECHELON

POST 10/01	:	**CHIEF DIRECTOR: CURRICULUM IMPLEMENTATION AND MONITORING REF NO: DBE/24/2026** Branch: Curriculum Policy, Support and Monitoring Chief Directorate: Curriculum Implementation and Monitoring Applicants who previously applied need not re-apply
SALARY	:	R1 494 900 per annum
CENTRE	:	Pretoria
REQUIREMENTS	:	The applicant must be in a possession of a relevant Bachelor's degree (NQF level 7) or equivalent qualification as recognised by SAQA; Five years' experience at a Senior managerial level and in high level planning and management; Extensive knowledge, insight and experience in the broad education policy framework that guides the provision of education in South African schools, curriculum development and support as it applies to the National Curriculum Framework (NCF) for the 0-4 years old as well as the National Curriculum Statement and Curriculum Assessment Policy Statement (CAPS) for Grades R to 12.Process Competencies: Knowledge Management; Service Delivery Innovation; Problem Solving and Analysis; Client Oriented, customer focus and communication skills. Core Competencies: Strategic capability and Leadership; Programme and project management; Financial Management; Knowledge management; People management and Empowerment; Promotion of communication, Innovation and Creativity.
DUTIES	:	The successful candidate will be responsible for providing strategic leadership, managing, guiding and supporting the Chief Directorate: Curriculum Implementation and Monitoring in its objective to improve the quality of Basic Education for the 0-4 years olds in Grades R to 12 through improving teacher capacity and practices; Increasing learner participation and success rate to meet the National Development Plan and Action Plan 2019 towards Schooling

2030; Collaborating with state institutions, National and International Bodies as well as NGO's; Developing and ensuring implementation of Norms and Standards in line with section 3 and 8 of the National Education Policy Act; Strengthening School Based Assessment to enhance teaching practice; Developing and implementing a strategy to promote the utilisation of data to enhance teaching quality and efficiency; Developing and implementing business processes on the work done to inform Norms and Standards; Improving the quality of Early Childhood Development (ECD); Improving the access of children to qualify for ECD below Grade 1 as well as the grade promotion of learners through Grade 1 to 9 phases of school; Improving the access of Inclusive Education; Ensuring that all children remain effectively enrolled in school up to the year in which they turn 15; Development and maintaining of policies and programmes to ensure quality implementation of the NCF and the CAPS, including having responsibility for quality programmes for children experiencing barriers to learning; Increasing the number of learners in Grade 6 who have mastered the minimum language and mathematics competencies; Increase the number of learners in Grade 9 who by the end of the year have mastered the minimum language and mathematics competencies; Implementation of the IIAL and GET Strategy and increasing the number of Grade 12 learners who became eligible for a Bachelor's programme at University.

ENQUIRIES : Ms M Mahape Tel No: (012) 357 3291 or Ms N Kumalo Tel No: (012) 357 339

NOTE : A Certificate for SMS pre-entry programme is required for all SMS appointments, the full details of the outlined requirements and course information can be sourced by following the link https://www.thensg.gov.za/training-course/sms-pre-entry programme. 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 competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The incumbent will have to sign an annual performance agreement as well as annually disclose his/her financial interests and be subjected to a security clearance.

ANNEXURE B

DEPARTMENT OF CORRECTIONAL SERVICES

Note: Before you apply: 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 : Send your complete application to: **Eastern Cape Region**: The Regional Commissioner Eastern Cape. Recruitment Section, P/Bag X9013, East London OR hand deliver at: Moore Street, Block E Ocean Terrace Quigney, East London, 5211 OR you can email your application to ECHRM@dcs.gov.za. Contact persons: Ms Myataza Z (043) 706 7866/Ms Mgugudo N Tel No: (043) 706 7882.

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 Mkuni NJ /Ms Molutsoane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027.

Gauteng Region: The Regional Commissioner Gauteng, Recruitment Section, P/Bag X393, Pretoria, 0001 OR hand deliver at: 1077 Forum East Building, Arcadia Street, Hatfield OR you can email your application to GPHRM@dcs.gov.za. Contact persons: Mr Masango SS (012) 420 0173/Ms Feni SAP (012) 420 0173/(012) 420 0179.

Kwazulu-Natal Region: The Regional Commissioner: KwaZulu Natal, Recruitment Section, P/Bag X9126, Pietermaritzburg, 3201 OR hand deliver at: Correctional Services, Eugene Marais Road, Napierville, Pietermaritzburg, 3201 OR you can email your application to KZNHRM@dcs.gov.za. Contact persons: Mr Singh M (033) 355 7380/Ms Zuma NI Tel No: (033) 355 7367.

Limpopo, Mpumalanga and North West Region: The Regional Commissioner Limpopo, Mpumalanga & North West, Recruitment Section, P/Bag X142, Pretoria, 0001 OR hand deliver at: Cnr Johannes Ramokhoase (Proes) & Paul Kruger Street, 196 Masada Building, 09th Floor, Pretoria, 0001 OR you can email your application to LMNHRM@dcs.gov.za. Contact persons: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD Tel No: (012) 306 2034.

Western Cape Region: The Regional Commissioner Western Cape, Recruitment Section, P/Bag X14, Goodwood, 7459 OR hand deliver at: Peninsula Drive, Monte Vista, 7460 OR you can email your application to WCHRM@dcs.gov.za. Contact persons: Ms NA Mdladlamba Tel No: (021) 550 6014/Ms A Reddy Tel No: (021) 559 7929/Mr S Sikisazane Tel No: (021) 558 0108/Ms NC Sotyibi Tel No: (021) 558 0518.

CLOSING DATE : 10 April 2026 @ 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. For re-advertisement, people who previously applied need to re-apply. 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 Department of Correctional Services reserves the right not to fill any of these advertised posts.

OTHER POSTS

POST 10/02 : **CHIEF CONSTRUCTION PROJECT MANAGER: GRADE A REF NO: EC 2026/03/01**

SALARY : R1 266 450 per annum, (all-inclusive package)
CENTRE : Eastern Cape region: Regional Office
REQUIREMENTS : National Higher Diploma (Built Environment field) with a minimum of 6 years' experience as a registered Professional Construction Project Manager with the SACPCMP. BTech (Built Environment field) with a minimum of 6 years' experience as a registered Professional Construction Project Manager with the SACPCMP. Honours degree in any Built Environment field with a minimum of 6 years' experience as a registered Professional Construction Project Manager with the SACPCMP. Compulsory registration with the SACPCMP as a Professional Construction Project Manager. Computer literate. Valid driver's licence. Competencies and Attributes: Programme and project management. Principles and methodologies. Project and professional judgement. Computer-aided engineering and project applications. Project design and analysis knowledge. Project operational communication. Process, maintenance and project management skills and knowledge. Mobile equipment operating skills. Legal and operational compliance. Research and development. Creating high performance culture. Technical consulting. Strategic capability and leadership. Problem solving and analysis. Decision making. Team leadership. Creativity. Financial management. Customer focus and responsiveness. Communication. People Management. Planning and organising. Conflict management. Negotiation skills. Change Management.
DUTIES : Perform final review and approvals or audits on project designs according to design principles or theory. Coordinate design efforts and integration across disciplines to ensure seamless integration with the current technology. Manage the execution of project management strategy through the provision of appropriate structures, systems and resources. Set project standards, specifications and service levels according to the organisational objectives to ensure optimum operational availability. Monitor project management efficiencies according to organisational goals to direct or redirect project services for the attainment of organisational objectives. Ensure the availability and management of funds to meet the MTEF objectives within the project environment/ services. Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organisational.
ENQUIRIES : Eastern Cape: Ms Myataza Z Tel No: (043) 706 7866/Ms Mgugudo N Tel No: (043) 706 7882.
NOTE : Appointment under the Public Service Act.

POST 10/03 : **HEAD OF CORRECTIONAL CENTRE (CB6)**

SALARY : R1 042 434 per annum, all-inclusive package
CENTRE : **Free State and Northern Cape Region:**
Goedemoed Med A Ref No: FSNC 2026/03/137
Western Cape Region: Southern Cape:
Oudtshoorn Med A Ref No: WC 2026/03/186
West Coast Med A Ref No: WC 2026/03/187
Brandvlei Med Ref No: WC 2026/03/188
REQUIREMENTS : Relevant degree or national diploma in Behavioural Sciences and successful completion of Corrections Science Learnership. Seven (7) years relevant experience in a supervisory post. Computer literate. Valid driver's licence. 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 : Perform final review and approvals or audits on project designs according to design principles or theory. Coordinate design efforts and integration across disciplines to ensure seamless integration with the current technology. Manage the execution of project management strategy through the provision of appropriate structures, systems and resources. Set project standards, specifications and service levels according to the organisational objectives to ensure optimum operational availability. Monitor project management efficiencies according to organisational goals to direct or redirect project services for the attainment of organisational objectives. Ensure the availability and management of funds to meet the MTEF objectives within the project environment/ services. Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organisational objectives. Ensure the availability and management of funds to meet the MTEF objectives within the project environment/services. Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organisational objectives. Manage the commercial added value of the discipline – related programmes and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organisational principles. Allocate, monitor, control expenditure according to budget to ensure efficient cash flow management. Allocate and monitor and control resources. Compile risks logs (databases) and manages significant risk according to sound risk management practice and organisational requirements. Provide technical consulting services for the operation of project risks. Manage and implement knowledge sharing initiatives e.g. short – term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment. Continuously monitor the exchange and protection of information between operations and individuals to ensure the effective knowledge management according to the departmental objectives. Direct the development motivation and utilisation of human resources for the discipline to ensure competent knowledge base for the continued success of project services according to organisational needs and requirements. Manage the subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.

ENQUIRIES : Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsoane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027
Western Cape: Ms NA Mdladlamba Tel No: (021) 550 6014/Ms A Reddy Tel No: (021) 559 7929/Mr S Sikisazane Tel No: (021) 558 0108/Ms NC Sotyibi Tel No: (021) 558 0518.

NOTE : Appointment under the Correctional Services Act.

POST 10/04 : **DEPUTY MANAGER NURSING: PRIMARY HEALTH CARE (PNA-8)**

SALARY : R1 028 091 per annum, all-inclusive package

CENTRE : **Free State and Northern Cape Region:**
Regional Office Ref No: FSNC 2026/03/01
Gauteng Region:
Johannesburg Ref No: GP 2026/03/01
Western Cape Region:
Regional Office Ref No: WC 2026/03/01

REQUIREMENTS : Basic qualification accredited with the SANC in terms of Government Notice 425 (i.e. Diploma/ Degree in nursing) or equivalent qualification that allows registration with the SANC as a professional nurse. Registration with SANC as a Professional Nurse. A minimum of nine (9) years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least four (4) years of the period referred to above must be appropriate/recognisable experience at management level. Computer literate. Valid driver's licence. Competencies and Attributes: Policy coordination, communication, financial management, project and programme

management, change management, client orientation and customer focus, problem solving and analysis, service delivery innovation and decision making. People management and empowerment, integrity and honesty, confidentiality, good interpersonal relations. Understanding of Public service policies and legislative frameworks. assertiveness, ability to network, diplomacy and tact, influence and impact.

DUTIES : Coordinate policies related to healthcare, physical care and nutrition within the region. Conduct quality assessments of Hygiene conditions and Nutrition services. Implement standards, criteria and indicators for quality nursing and patient care. Oversee the management of infrastructure for health, nutrition and physical care. Ensure service levels for offenders' bedding, ablution facilities, personal care. Supervise and provide direction for nursing plans and clinical practice. Practise nursing and healthcare in accordance with the relevant laws and regulations. Promote patient-centred care and adherence to Batho Pele principles. Manage and utilize human, material and physical resources efficiently and effectively. Maintain quality nursing data for advising, advancing and evaluating care and cost-effectiveness. Plan activities and provide leadership and guidance in the implementation of health and nutrition programs. Advocate for patients, ensuring their needs and expectations are met. Manage human resources, finances and assets. Manage performance information.

ENQUIRIES : Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsoane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027
Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179
Western Cape: Ms NA Mdladlamba Tel No: (021) 550 6014/Ms A Reddy Tel No: (021) 559 7929/Mr S Sikisazane Tel No: (021) 558 0108/Ms NC Sotyibi Tel No: (021) 558 0518.

NOTE : Appointment under the Public Service Act.

POST 10/05 : **MEDICAL OFFICER: GRADE 1 REF NO: LMN 2026/03/01**

SALARY : R1 001 349 per annum, (all-inclusive package)
CENTRE : Limpopo, Mpumalanga and North West region: Witbank
REQUIREMENTS : Recognized MBChB with traceable experience in the Health Services environment. Registration as Medical Practitioner with the Health Professional Council of South Africa. Public Health experience will be an advantage. Computer literate. Valid driver's licence. Competencies and Attributes: Knowledge of Public Health, financial management, communication, project and programme management. Transformation management, change management, stakeholder management, problem solving and analysis, service delivery innovation and decision making. People management and empowerment, evaluation skills, integrity and honesty, confidentiality, good interpersonal relations. Understanding of Public service policies and legislative frameworks. Assertiveness and ability to network.

DUTIES : Render basic medical healthcare services to offenders. Provide clinical care and relevant Primary Healthcare Programmes. Render medico-legal services. Maintain good medical practice. Adhere to medical standards. Write reports and keep records. Effectively utilize resources. Provide emergency medical care, including after hours. Refer patients to authorised and Recognized healthcare providers. Provide training where necessary. Perform medical procedures. Liaise with internal and external counterparts regarding healthcare delivery. Adhere to departmental policies and orders.

ENQUIRIES : Limpopo, Mpumalanga and North West Region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD Tel No: (012) 306 2034.

NOTE : Appointment under the Public Service Act.

POST 10/06 : **SOCIAL WORK MANAGER GRADE 1**

SALARY : R970 686 per annum, (all-inclusive package)
CENTRE : **Limpopo, Mpumalanga and North West Region:**
Polokwane Ref No: LMN 2026/03/02
Thohoyandou Ref No: LMN 2026/03/03
Rooigrond Ref No: LMN 2026/03/04
Rustenburg Ref No: LMN 2026/03/05

REQUIREMENTS : Relevant BA Degree in Social Work and a minimum of (10) years appropriate experience in the field of Social Work after registration with South African Council for Social Services Profession. 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, listening and interpersonal skills.

DUTIES : Provide needs based social work service most advanced and specialised nature within a defined area/s of specialization with regard to the care, development, correction and after care of offenders through the relevant departmental programmes. Provide mentorship and guidance to senior social workers (specialists) in order to assist them to integrate theory and practice and develop appropriate skills relevant to area of specialization. Monitor, interpret and review legislation and policies to determine whether the legislation and policies are still relevant and complies with current requirements. Develop proposals to change the relevant acts and policies to maintain them and research and develop new policies where required. Facilitate the development and planning of programmes and interventions to render a social work service through the efficient, economical and effective utilization of financial resources in compliance with the PFMA. Manage a social work unit to ensure that an efficient and effective social work service is delivered through the efficient and effective utilization of human resources. Keep up to date and ensure compliance with new developments in the social work/correctional social work field. Plan and ensure that social work research and development are undertaken. Undertake complex social work research. Perform and/or ensure that all administrative functions required in the unit are performed. Manage human resources, finances and assets. Manage performance information.

ENQUIRIES : Limpopo, Mpumalanga and North West Region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD Tel No: (012) 306 2034.

NOTE : Appointment under the Public Service Act.

POST 10/07 : **AREA COORDINATOR: CORRECTIONS (NCB4)**

SALARY : R925 380 per annum, (all-inclusive package)

CENTRE :

Eastern Cape Region:
East London Ref No: EC 2026/03/99
Kirkwood Ref No: EC 2026/03/100

Free State and Northern Cape Region:
Bizzah Makhate Ref No: FSNC 2026/03/138
Grootvlei Ref No: FSNC 2026/03/139
Groenpunt Ref No: FSNC 2026/03/140
Kimberley Ref No: FSNC 2026/03/141
Upington Ref No: FSNC 2026/03/142

Gauteng Region:
Krugersdorp Ref No: GP 2026/03/203
Boksburg Ref No: GP 2026/03/204
Leeuwkop Ref No: GP 2026/03/205
Baviaanspoort Ref No: GP 2026/03/206

KwaZulu Natal Region:
Pietermaritzburg Ref No: KZN 2026/03/94
Waterval Ref No: KZN 2026/03/95

Limpopo, Mpumalanga and North West Region:
Bethal Ref No: LMN 2026/03/145
Barberton Ref No: LMN 2026/03/146
Rooigrond Ref No: LMN 2026/03/147
Rustenburg Ref No: LMN 2026/03/148
Klerksdorp Ref No: LMN 2026/03/149
Witbank Ref No: LMN 2026/03/150

Western Cape Region:
Brandvlei Ref No: WC 2026/03/189
Goodwood Ref No: WC 2026/03/190
Overberg Ref No: WC 2026/03/191
Southern Cape Ref No: WC 2026/03/192
West Coast Ref No: WC 2026/03/193
Voorberg Ref No: WC 2026/03/194

REQUIREMENTS : Relevant Degree or National Diploma in Behavioural Sciences and successful completion of Corrections Science learnership/Basic Training. At least seven (7) years combined relevant experience on supervision and junior management production levels. Computer literate. Valid driver's licence. Competencies and Attributes: Firearm skills and the use of relevant security technology. Communication, project and programme management, transformation management, change management, 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. Knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network, diplomacy and tact, resilience, influence and impact.

DUTIES : Implement and monitor correctional, security and facility policies and procedures. Coordinate the collation and dissemination of security and correction information. Coordinate activities relating to critical DCS support structures such as the Parole Boards and Office of the Inspecting Judge within the management area. Promote corrections and security awareness. Manage the emergency support systems. Provision of early warning intelligence correction and security risks. Manage human resources, finances and assets. Manage performance information.

ENQUIRIES : Eastern Cape: Ms Myataza Z Tel No: (043) 706 7866/Ms Mgugudo N Tel No: (043) 706 7882.
Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsoane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027
Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179
KwaZulu Natal Region: Mr Singh M Tel No: (033) 355 7380/Ms Zuma NI Tel No: (033) 355 7367.
Limpopo, Mpumalanga and North West Region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD Tel No: (012) 306 2034.
Western Cape: Ms NA Mdladlamba Tel No: (021) 550 6014/Ms A Reddy Tel No: (021) 559 7929/Mr S Sikisazane Tel No: (021) 558 0108/Ms NC Sotyibi Tel No: (021) 558 0518.

NOTE : Appointment under the Correctional Services Act.

POST 10/08 : **AREA COORDINATOR: DEVELOPMENT AND CARE (NCB4)**

SALARY : R925 380 per annum, (all-inclusive package)

CENTRE : **Eastern Cape Region:**
Mthatha Ref No: EC 2026/03/101
Sada Ref No: EC 2026/03/102
Free State and Northern Cape Region:
Groenpunt Ref No: FSNC 2026/03/143
Kimberley Ref No: FSNC 2026/03/144
Gauteng Region:
Baviaanspoort Ref No: GP 2026/03/207
Boksburg Ref No: GP 2026/03/208
Leeuwkop Ref No: GP 2026/03/209
KwaZulu Natal Region:
Glencoe Ref No: KZN 2026/03/96
Waterval Ref No: KZN 2026/03/97
Empangeni Ref No: KZN 2026/03/98
Limpopo, Mpumalanga and North West Region:
Bethal Ref No: LMN 2026/03/151
Western Cape Region:
Breede River Ref No: WC 2026/03/195
Drakenstein Ref No: WC 2026/03/196

REQUIREMENTS Relevant Degree or National Diploma in Behavioural Sciences and successful completion of Corrections Science learnership/Basic Training. At least seven (7) years combined relevant experience on supervision and junior management production levels. Computer literate. Valid driver's licence. Competencies and Attributes: Firearm skills and the use of relevant security technology. Communication, project and programme management, transformation management, change management, 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. Knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network, diplomacy and tact, resilience, influence and impact.

DUTIES : Manage the implementation of effective and efficient health care services within the management area. Ensure adherence to nutritional and hygienic standards. Manage social work services, provision of psychological services, education and training, spiritual care services to offenders in the management area. Oversee agricultural and production workshop activities. Manage human resources, finances and assets. Manage performance information.

ENQUIRIES : Eastern Cape: Ms Myataza Z Tel No: (043) 706 7866/Ms Mgugudo N Tel No: (043) 706 7882.
Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsoane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027
Gauteng region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179.
KwaZulu Natal Region: Mr Singh M Tel No: (033) 355 7380/Ms Zuma NI Tel No: (033) 355 7367
Limpopo, Mpumalanga and North West Region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD Tel No: (012) 306 2034
Western Cape: Ms NA Mdladlamba Tel No: (021) 550 6014/Ms A Reddy Tel No: (021) 559 7929/Mr S Sikisazane Tel No: (021) 558 0108/Ms NC Sotyibi Tel No: (021) 558 0518.

NOTE : Appointment under the Correctional Services Act.

POST 10/09 : **REGIONAL COORDINATOR: SECURITY (NCB4)**

SALARY : R925 380 per annum, (all-inclusive package)

CENTRE : **Free State and Northern Cape Region:**
Regional Office Ref No: FSNC 2026/03/145
KwaZulu Natal Region:
Regional Office Ref No: KZN 2026/03/99
Limpopo, Mpumalanga and North West Region:
Regional Office Ref No: LMN 2026/03/152

REQUIREMENTS : Relevant Degree or National Diploma in Behavioural Sciences and successful completion of Corrections Science learnership/Basic Training. At least seven (7) years combined relevant experience on supervision and junior management production levels. Computer literate. Valid driver's licence. Competencies and Attributes: Firearm skills and the use of relevant security technology. Communication, project and programme management, transformation management, change management, 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. Knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network, diplomacy and tact, resilience, influence and impact.

DUTIES : Implement and monitor correctional, security and facility policies and procedures. Conduct quality assessments of security services and ensure compliance with the Occupational Safety and Health (OSH) Act. Ensure the maintenance of physical security standards in the region. Manage regional security in accordance with the Minimum Information Security Standards (MISS). Oversee the Emergency Support Team (EST). Manage security services infrastructure. Maintain communication with relevant interest groups. Ensure appropriate service levels for the accommodation of offenders. Determine the need for new correctional centres. Plan and coordinate security related activities. Provide early warning intelligence on potential security risks. Manage human resources, finances and assets. Manage performance information.

ENQUIRIES : Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsoane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027
KwaZulu Natal Region: Mr Singh M Tel No: (033) 355 7380/Ms Zuma NI Tel No: (033) 355 7367.

Limpopo, Mpumalanga and North West Region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD Tel No: (012) 306 2034.

NOTE : Appointment under the Correctional Services Act.

POST 10/10 : **REGIONAL COORDINATOR: CORRECTIONAL ADMINISTRATION (NCB4) REF NO: KZN 2026/03/100**

SALARY : R925 380 per annum, (all-inclusive package)
CENTRE : KwaZulu Natal Region: Regional Office
REQUIREMENTS : Relevant Degree or National Diploma in Behavioural Sciences and successful completion of Corrections Science learnership/Basic Training. At least seven (7) years combined relevant experience on supervision and junior management production levels. Computer literate. Valid driver's licence. Competencies and Attributes: Firearm skills and the use of relevant security technology. Communication, project and programme management, transformation management, change management, 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. Knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network, diplomacy and tact, resilience, influence and impact.

DUTIES : Manage the rendering of correctional services in the region. Conduct research into possible improvements in correctional services. Set standards for corrections. Monitor performance in corrections and develop strategies to improve performance where necessary. Undertake research on the results achieved. Represent the Department at regional forums. Engage in negotiations with relevant role players. Promote the marketing of correctional services rendered in the region. Obtain external expertise when required to enhance service delivery. Conduct short, medium and long-term planning. Provide advice on corrections. Ensure adherence to strategic and security objectives of the Department. Identify infrastructure requirements necessary for effective correctional service delivery. Implement and monitor correctional policies and procedures. Coordinate the collation and dissemination of correctional information. Coordinate activities relating to critical DCS support structures such as the Parole Boards and the Office of the Inspecting Judge within the management area. Promote correctional awareness and manage Emergency Support Systems. Provide early warning intelligence relating to correctional risks and security matters. Manage human resources, finances and assets. Manage performance information.

ENQUIRIES : KwaZulu Natal Region: Mr Singh M Tel No: (033) 355 7380/Ms Zuma NI Tel No: (033) 355 7367.

NOTE : Appointment under the Correctional Services Act.

POST 10/11 : **REGIONAL COORDINATOR: SOCIAL REINTEGRATION SERVICES (AFTER CARE) (NCB4)**

SALARY : R925 380 per annum, (all-inclusive package)
CENTRE : **Gauteng Region:**
Regional Office Ref No: GP 2026/03/210
KwaZulu Natal Region:
Regional Office Ref No: KZN 2026/03/101
Western Cape region:
Regional Office Ref No: WC 2026/03/197

REQUIREMENTS : Relevant Degree or National Diploma in Behavioural Sciences and successful completion of Corrections Science learnership/Basic Training. At least seven (7) years combined relevant experience on supervision and junior management production levels. Computer literate. Valid driver's licence. Competencies and Attributes: Firearm skills and the use of relevant security technology. Communication, project and programme management, transformation management, change management, 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. Knowledge of the Correctional Services Act, Act 111 of

1998, as amended. Assertiveness, ability to network, diplomacy and tact, resilience, influence and impact.

DUTIES : Coordinate and implement policies relating to community corrections. Monitoring of offenders. Setting supervisory conditions. Tracing absconders and manage parole supervision projects. Oversee the monitoring of parolees. Assessment and admission or release of cases. Management of day parolees. Detention of supervisory cases. Facilitate development programmes for individuals serving community-based sentences. Coordinate community corrections supervisory committees. Promote community involvement and ensure DCS participation in community safety centres. Ensure the availability of cost-effective monitoring systems and appropriate infrastructure for community corrections. Conduct research on community corrections and manage data integrity. Coordinate and evaluate aftercare policy inputs to Head Office. Promote and market aftercare services in the region. Ensure quality assessment of aftercare services. Manage aftercare infrastructure and plan related activities effectively. Manage human resources, finances and assets. Manage performance information.

ENQUIRIES : Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179.
KwaZulu Natal Region: Mr Singh M Tel No: (033) 355 7380/Ms Zuma NI Tel No: (033) 355 7367.
Western Cape: Ms NA Mdladlamba Tel No: (021) 550 6014/Ms A Reddy Tel No: (021) 559 7929/Mr S Sikisazane Tel No: (021) 558 0108/Ms NC Sotyibi Tel No: (021) 558 0518.

NOTE : Appointment under the Correctional Services Act.

POST 10/12 : **CORRECTIONAL POLICY ADMINISTRATOR: INSPECTORATE (NCB4)**

SALARY : R925 380 per annum, (all-inclusive package)

CENTRE : **Gauteng Region:**
Regional Office Ref No: GP 2026/03/211
KwaZulu Natal Region:
Regional Office Ref No: KZN 2026/03/102
Western Cape Region:
Regional Office Ref No: WC 2026/03/198

REQUIREMENTS : Relevant Degree or National Diploma in Behavioural Sciences and successful completion of Corrections Science learnership/Basic Training. At least seven (7) years combined relevant experience on supervision and junior management production levels. Computer literate. Valid driver's licence. Competencies and Attributes: Firearm skills and the use of relevant security technology. Communication, project and programme management, transformation management, change management, 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. Knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network, diplomacy and tact, resilience, influence and impact.

DUTIES : Manage/Assist in the planning and compilation of the annual inspection programme. Conduct evaluations to identify deviations from policies and procedures. Determine the effectiveness of internal control measures in preventing non-compliance. Compile and submit reports on inspection findings to support informed management decision-making. Provide guidance and support to institutions to ensure policies are practical and aligned with operational requirements. Assist in the development and maintenance of inspection tools. Manage human resources, finances and assets. Manage performance information.

ENQUIRIES : Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179.
KwaZulu Natal Region: Mr Singh M Tel No: (033) 355 7380/Ms Zuma NI Tel No: (033) 355 7367.
Western Cape: Ms NA Mdladlamba Tel No: (021) 550 6014/Ms A Reddy Tel No: (021) 559 7929/Mr S Sikisazane Tel No: (021) 558 0108/Ms NC Sotyibi Tel No: (021) 558 0518.

NOTE : Appointment under the Correctional Services Act.

POST 10/13 : **DEPUTY DIRECTOR: INCARCERATION AND REMIND DETENTION (NCB4) REF NO: GP 2026/03/212**

SALARY : R925 380 per annum, (all-inclusive package)
CENTRE : Gauteng region: Regional Office
REQUIREMENTS : Relevant Degree or National Diploma in Behavioural Sciences and successful completion of Corrections Science learnership/Basic Training. At least seven (7) years combined relevant experience on supervision and junior management production levels. Computer literate. Valid driver's licence. Competencies and Attributes: Firearm skills and the use of relevant security technology. Communication, project and programme management, transformation management, change management, 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. Knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network, diplomacy and tact, resilience, influence and impact.
DUTIES : Coordination of Policy. Align security operations with departmental policies. Ensure all security personnel understand and implement these policies consistently. Quality Assessment of Security Services. Evaluate the effectiveness and efficiency of security measures. Conduct regular audits, inspections and performance reviews to maintain service quality. Ensure Standards of Physical Security. Maintain facility safety, access control and perimeter protection. Ensure compliance with occupational safety and health standards. Management of security operations. Oversee the management of Information Security Systems (MISS) or regional security operations. Coordinate personnel, resources, and response strategies across facilities. Management of Emergency Support Teams (EST). Deploy ESTs to respond to emergencies, incidents or security breaches. Manage human resources, finances and assets. Manage performance information.
ENQUIRIES : Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179.
NOTE : Appointment under the Correctional Services Act.

POST 10/14 : **DEPUTY DIRECTOR: FACILITIES AND SECURITY (NCB4)**

SALARY : R925 380 per annum, all-inclusive package
CENTRE : **KwaZulu Natal Region:**
Durban Corrections Ref No: KZN 2026/03/103
Western Cape Region:
Pollsmoor Ref No: WC 2026/03/199
REQUIREMENTS : Recognized national diploma/ degree in Behavioural Science or equivalent relevant qualification. At least 3 - 5 years relevant management experience at an Assistant Director level. Computer literate. Valid driver's licence. Competencies and Attributes: Firearm skills and the use of relevant security technology. Communication, Project and programme management, Transformation management, Change Management, 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, knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, Ability to network, Diplomacy and tact, Resilience, Influence and impact.
DUTIES : Coordinate and ensure implementation of security policies across the management area. Ensure physical security standards are maintained and improved. Oversee the management of Information Security Systems (MISS). Assess and monitor the quality of security services. Supervise access control to correctional facility grounds. Supervise the manning and operations of watchtowers. Ensure separation of high-risk offenders. Manage Emergency Support Teams. Manage infrastructure for security services including management of asset maintenance and building services. Plan and oversee activities related to security operations. Plan new correctional facilities and ensure compliance with standards. Manage allocated finances and budgeting for security operations. Manage personnel assigned to security duties. Maintain communication with interest groups. Manage human resources, finances and assets. Manage performance information.

ENQUIRIES	:	KwaZulu Natal Region: Mr Singh M Tel No: (033) 355 7380/Ms Zuma NI Tel No: (033) 355 7367. Western Cape: Ms NA Mdladlamba Tel No: (021) 550 6014/Ms A Reddy Tel No: (021) 559 7929/Mr S Sikisazane Tel No: (021) 558 0108/Ms NC Sotyibi Tel No: (021) 558 0518.
NOTE	:	Appointment under the Correctional Services Act.
POST 10/15	:	**AREA CORRDINATOR: CORPORATE SERVICES**
SALARY	:	R896 436 per annum, (all-inclusive package)
CENTRE	:	**Eastern Cape Region:** Sada Ref No: EC 2026/03/02 **Gauteng Region:** Leeuwkop Ref No: GP 2026/03/02 Modderbee Ref No: GP 2026/03/03 Zonderwater Ref No: GP 2026/03/04 **KwaZulu Natal Region:** Kokstad Ref No: KZN 2026/03/01 **Limpopo, Mpumalanga and North West Region:** Rustenburg Ref No: LMN 2026/03/06 Klerksdorp Ref No: LMN 2026/03/07 Thohoyandou Ref No: LMN 2026/03/08 **Western Cape Region:** Voorberg Ref No: WC 2026/03/02
REQUIREMENTS	:	Recognized Degree/ National Diploma in Human Resource Management or equivalent qualification. At least 3 - 5 years relevant management experience at an Assistant Director level in Corporate Services/Human Resource Management environment. Knowledge of PERSAL system. Computer literate. Valid driver's licence. Competencies and Attributes: HR policies, transformation and change management, empathy, analytical, compliance, skills management, organisational development, training and development, conflict resolution, employees' performance, technical report writing, creating high performance culture, technical consulting. Decision making, team leadership, analytical skills, creativity, self-management, financial management, customer focus and responsiveness. communication, planning and organization, conflict management, problem solving and analysis, people management, change management and innovation.
DUTIES	:	Ensure the implementation of Human Resource policies, including leave administration, performance management, employee development systems, grievances, disciplinary procedures, injury-on duty cases, transfers, and service terminations. Communicate and interpret HR policy matters for staff and management. Coordinate and facilitate personnel meetings and maintain an accurate post establishment. Oversee the effective management of human resource practices and support the implementation of HR development initiatives. Ensure proper management of official accommodation and exercise control over the organisational establishment. Manage and administer PERSAL functions. Oversee the management of human resources, finances, and physical assets to ensure efficiency and compliance. Manage performance information.
ENQUIRIES	:	Eastern Cape: Ms Myataza Z Tel No: (043) 706 7866/Ms Mgugudo N Tel No: (043) 706 7882. Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179. KwaZulu Natal Region: Mr Singh M Tel No: (033) 355 7380/Ms Zuma NI Tel No: (033) 355 7367. Limpopo, Mpumalanga and North West Region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD Tel No: (012) 306 2034. Western Cape: Ms NA Mdladlamba Tel No: (021) 550 6014/Ms A Reddy Tel No: (021) 559 7929/Mr S Sikisazane Tel No: (021) 558 0108/Ms NC Sotyibi Tel No: (021) 558 0518.
NOTE	:	Appointment under the Public Service Act.
POST 10/16	:	**REGIONAL COORDINATOR: PERFOMANCE MANAGEMENT AND MONITORING**
SALARY	:	R896 436 per annum, (all-inclusive package)

CENTRE	:	**Limpopo, Mpumalanga and North West Region:** Regional Office Ref No: LMN 2026/03/09 **Western Cape Region:** Regional Office Ref No: WC 2026/03/03
REQUIREMENTS	:	Recognized Degree/National Diploma in Human Resource Management or equivalent qualification. 3 - 5 years relevant management experience at an Assistant Director level in Human Resource Management environment. Knowledge of PERSAL system. Computer literate. Valid driver's licence. Competencies and Attributes: Policy coordination, communication, financial management, project and programme management. Change management, client orientation and customer focus, problem solving and analysis, service delivery innovation, decision making, people management and empowerment. Integrity and honesty, confidentiality and good interpersonal relations. Understanding of Public Service policies and legislative frameworks. Assertiveness, ability to network and diplomacy. Proven knowledge of Human Resource and labour relation policies and procedures in the Public Service. Strong leadership qualities.
DUTIES	:	Oversee the implementation and management of the performance assessment policy. Monitor and ensure the effective execution of HR support processes. Facilitate the operationalization of human resource policies across the region. Manage the quality assurance of performance management practices within the region. Oversee personnel investigations and administer promotion processes. Coordinate matters related to Occupational Specific Dispensation (OSD). Manage the planning and execution of personnel awards and achievement bonuses. Lead the planning of regional activities and ensure the efficient management of human resources, finances, and assets. Manage performance information.
ENQUIRIES	:	Limpopo, Mpumalanga and North West Region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD Tel No: (012) 306 2034. Western Cape: Ms NA Mdladlamba Tel No: (021) 550 6014/Ms A Reddy Tel No: (021) 559 7929/Mr S Sikisazane Tel No: (021) 558 0108/Ms NC Sotyibi Tel No: (021) 558 0518.
NOTE	:	Appointment under the Public Service Act.
POST 10/17	:	**AREA COORDINATOR: HR ADMINISTRATION**
SALARY	:	R896 436 per annum, (all-inclusive package)
CENTRE	:	**Gauteng Region:** Johannesburg Ref No: GP 2026/03/05 Kgoši Mampuru II Ref No: GP 2026/03/06 **Western Cape Region:** Pollsmoor Ref No: WC 2026/03/04
REQUIREMENTS	:	Recognized Degree/National Diploma in Human Resource Management or equivalent qualification. At least 3 - 5 years relevant management experience at an Assistant Director level in Corporate Services/Human Resource Management environment. Knowledge of PERSAL system. Computer literate. Valid driver's licence. Competencies and Attributes: Policy coordination, communication, financial management, project and programme management. Change management, client orientation and customer focus, problem solving and analysis, service delivery innovation, decision making, people management and empowerment. Integrity and honesty, confidentiality and good interpersonal relations. Understanding of Public Service policy and legislative framework, assertiveness, ability to network and diplomacy. Proven knowledge of Human Resource and labour relation policies and procedures in the Public Service. Strong leadership qualities.
DUTIES	:	Ensure the implementation of Human Resource policies such as leave administration, performance management, development system grievances, disciplinary procedure and injury on duty, transfers and termination of services. Communicate policy matters. Arrange personnel meetings. Maintain post establishment. Effective management of human resources practices. Ensure management of official accommodation. Exercise control over the establishment. Management of PERSAL. Manage human resources, finances and assets. Manage performance information.
ENQUIRIES	:	Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP (012) 420 0173/ (012) 420 0179.

		Western Cape: Ms NA Mdladlamba Tel No: (021) 550 6014/Ms A Reddy Tel No: (021) 559 7929/Mr S Sikisazane Tel No: (021) 558 0108/Ms NC Sotyibi Tel No: (021) 558 0518.
NOTE	:	Appointment under the Public Service Act.
POST 10/18	:	**REGIONAL COORDINATOR: CARE REF NO: WC 2026/03/05**
SALARY	:	R896 436 per annum, (all-inclusive package)
CENTRE	:	Western Cape region: Regional Office
REQUIREMENTS	:	Recognized Degree/ National Diploma in Social Work, Psychological Services or equivalent relevant qualification. Professional registration with a Council for Social Workers or relevant. At least 3 - 5 years relevant management experience at an Assistant Director level in Social Work or Psychology. Computer literate. Valid driver's licence. Competencies and Attributes: Programme and project management, project principles and methodologies, research and development, computer aided engineering applications. Knowledge of legal compliance, technical report writing, creating high performance culture, technical consulting, professional judgement. Decision making, team leadership, analytical skills, creativity, self-management, financial management, customer focus and responsiveness. Communication, planning and organization, conflict management, problem solving and analysis, people management, change management and innovation.
DUTIES	:	Ensure the effective conduct and oversight of quality assessments for all care services delivered in the region. Maintain consistent delivery of social work services by monitoring key performance indicators, identifying service gaps, and upholding established service standards. Manage and coordinate the provision of psychological services across the region. Oversee the delivery of spiritual care services to ensure comprehensive support. Lead strategic planning for care related activities and supervise the management, maintenance, and enhancement of infrastructure that supports care services. Manage human resources, financial resources, and physical assets to ensure optimal operational performance. Management of performance information.
ENQUIRIES	:	Western Cape: Ms NA Mdladlamba Tel No: (021) 550 6014/Ms A Reddy Tel No: (021) 559 7929/Mr S Sikisazane Tel No: (021) 558 0108/Ms NC Sotyibi Tel No: (021) 558 0518.
NOTE	:	Appointment under the Public Service Act.
POST 10/19	:	**REGIONAL COORDINATOR: FACILITIES**
SALARY	:	R896 436 per annum, (all-inclusive package)
CENTRE	:	**Eastern Cape Region:** Regional Office (Ref No: EC 2026/03/03 **Free State and Northern Cape Region:** Regional Office Ref No: FSNC 2026/03/02 **Gauteng Region:** Regional Office Ref No: GP 2026/03/07 **Limpopo, Mpumalanga and North West Region:** Regional Office Ref No: LMN 2026/03/10
REQUIREMENT	:	Relevant Bachelor's Degree/National technical diploma in Building related disciplines or equivalent qualification. 3 - 5 years relevant management experience at an Assistant Director level in a comparable environment. Computer literate. Valid driver's licence. Competencies and Attributes: Policy coordination, communication, financial management, project and programme management, change management, client orientation and customer focus, problem solving and analysis, service delivery innovation, decision making, people management and empowerment. Integrity and honesty, confidentiality, good interpersonal relations. Understanding of Public service policies and legislative frameworks. Assertiveness, ability to network and diplomacy.
DUTIES	:	Ensure the cost effective management of building works across the region. Conduct facility quality assessments to maintain required infrastructure standards. Develop, implement, and continuously improve building works standards within the region. Oversee both capital and maintenance projects to ensure timely and compliant delivery. Facilitate the capacity development of personnel responsible for building works to strengthen technical and operational competencies. Supervise the management, maintenance, and optimal functioning of buildings and related equipment. Manage human

resources, financial resources, and physical assets. Manage performance information.

ENQUIRIES : Eastern Cape: Ms Myataza Z Tel No: (043) 706 7866/Ms Mgugudo N Tel No: (043) 706 7882.
Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsoane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027.
Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179.
Limpopo, Mpumalanga and North West Region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD Tel No: (012) 306 2034.

NOTE : Appointment under the Public Service Act.

POST 10/20 : **REGIONAL COORDINATOR: SPECIAL PROGRAMS REF NO: EC 2026/03/04**

SALARY : R896 436 per annum, (all-inclusive package)
CENTRE : Eastern Cape region: Regional Office
REQUIREMENTS : Recognized Degree/National Diploma in Human Resource Management or equivalent with 3 - 5 years relevant management experience at an Assistant Director level in comparable environment. Computer literate. Valid driver's licence. Competencies and Attributes: Policy coordination, communication, financial management, project and programme management, change management, client orientation and customer focus, problem solving and analysis, service delivery innovation, decision making, people management and empowerment. Integrity and honesty, confidentiality, good interpersonal relations. Understanding of Public service policies and legislative frameworks. Assertiveness, ability to network and diplomacy.

DUTIES : Promote and enforce adherence to the Department's Code of Conduct throughout the region. Coordinate and manage all Employee Assistance Programme (EAP) activities, ensuring comprehensive support services are effectively delivered. Coordinate the implementation and monitoring of employment equity programmes. Coordinate gender sensitivity initiatives and promote the meaningful inclusion and employment of persons with disabilities. Ensure alignment with Department of Correctional Services (DCS) policies and directives. Coordinate regional policies and programmes related to sport and recreation, including the planning, organisation and management of regional sporting and recreational events. Conduct performance assessments for subordinates and ensure compliance with all DCS Human Resource policies and guidelines. Manage and monitor allocated budgets, ensuring adherence to approved business plans. Manage performance information.

ENQUIRIES : Eastern Cape: Ms Myataza Z Tel No: (043) 706 7866/Ms Mgugudo N Tel No: (043) 706 7882.

NOTE : Appointment under the Public Service Act.

POST 10/21 : **REGIONAL COORDINATOR: POLICY COORDINATOR REF NO: EC 2026/03/05**

SALARY : R896 436 per annum, (all-inclusive package)
CENTRE : Eastern Cape region: Office of the Regional Commissioner
REQUIREMENTS : Recognized Degree/ National Diploma in Public Management or equivalent qualification. 3 - 5 years relevant management experience at an Assistant Director level in a similar environment. Computer literate. Valid driver's licence. Competencies and Attributes: Policy coordination, communication, financial management, project and programme management, change management, client orientation and customer focus, problem solving and analysis, service delivery innovation, decision making, people management and empowerment. Integrity and honesty, confidentiality, good interpersonal relations. Understanding of Public service policies and legislative frameworks. Assertiveness, ability to network and diplomacy. Knowledge of post establishment cost and estimating.

DUTIES : Manage and coordinate the formulation and analysis of policies. Provide advice and support to management and operational staff with regards to strategic planning. Operational planning, monitoring, evaluation and reporting. Management of processes of compliance in the Branch. Serve as principal interface between central finance and regional finance operations. Provide administrative support in the Regional Commissioner's office. Research and

benchmark on issues pertaining to strategic management. Manage human resources, finances and assets. Manage performance information.

ENQUIRIES : Eastern Cape: Ms Myataza Z Tel No: (043) 706 7866/Ms Mgugudo N Tel No: (043) 706 7882.

NOTE : Appointment under the Public Service Act.

POST 10/22 : **AREA COORDINATOR: FINANCIAL MANAGEMENT AND ACCOUNTING**

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

CENTRE : **Gauteng Region:**
Johannesburg Ref No: GP 2026/03/08
Kgoši Mampuru II Ref No: GP 2026/03/09

REQUIREMENTS : Recognized Degree/ National Diploma in Financial Management or equivalent with 3 - 5 years relevant management experience at an Assistant Director level in a financial and management accounting environment. Computer literate. Valid driver's licence. Competencies and Attributes: In-depth knowledge of BAS and LOGIS. Advanced financial management. Problem solving and decision making. Facilitation, plan, organize, lead and control. Change management, project management, presentation, conflict management, training and communication skills. Time management. Confidentiality, coaching and mentoring skills. Proven knowledge of the Public Finance Management Act, 1999 and Treasury Regulations relating to financial management and accounting. Public finance administration. Service delivery and client orientation. Integrity and honesty. Assertiveness. Influence and impact. Ability to network.

DUTIES : Effective management of financial controls in the management area. Implementation and monitoring of execution of duties in terms of the Public Finance Management Act, 1999 (PFMA). Ensure adherence to financial policies and procedures. Ensure enforcement of financial discipline. Manage human resources, finances and assets. Manage performance information.

ENQUIRIES : Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179.

NOTE : Appointment under the Public Service Act.

POST 10/23 : **REGIONAL COORDINATOR: FINANCIAL PLANNING AND ADMINISTRATION REF NO: FSNC 2026/03/03**

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

CENTRE : Free State and Northern Cape region: Regional Office

REQUIREMENTS : Recognized Degree/ National Diploma in Financial Management or equivalent with 3 - 5 years relevant management experience at an Assistant Director level in a financial and management accounting environment. Computer literate. Valid driver's licence. Competencies and Attributes: In-depth knowledge of BAS and LOGIS. Advanced financial management. Problem solving and decision making. Facilitation, plan, organize, lead and control. Change management, project management, presentation, conflict management, training and communication skills. Time management. Confidentiality, coaching and mentoring skills. Proven knowledge of the Public Finance Management Act, 1999 and Treasury Regulations relating to financial management and accounting. Public finance administration. Service delivery and client orientation. Integrity and honesty. Assertiveness. Influence and impact. Ability to network.

DUTIES : Management of budgetary expenditure control through the compilation and coordination of the Medium-Term Expenditure Framework (MTEF) and Estimates of National Expenditure (ENE) processes, including in-year monitoring and overall expenditure control. Ensure the implementation of effective financial accounting practices within the Region by maintaining sound revenue and debt management systems, as well as the proper maintenance of accounts. Coordinate internal control and compliance activities by monitoring audit action plans and managing losses and damages. Monitor and evaluate performance information and facilitate the improvement of structures, systems and processes required for the effective management of performance information. Manage human resources, finances and assets.

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

NOTE : Appointment under the Public Service Act.

POST 10/24 : **AREA COORDINATOR: FINANCE**

SALARY : R896 436 per annum, (all-inclusive package)
CENTRE : **Eastern Cape Region:**
East London Ref No: EC 2026/03/06
St Albans Ref No: EC 2026/03/07
Gauteng Region:
Boksburg Ref No: GP 2026/03/10
Leeuwkop Ref No: GP 2026/03/11
KwaZulu Natal Region:
Empangeni Ref No: KZN 2026/03/02
Western Cape Region:
Brandvlei Ref No: WC 2026/03/06
Breede River Ref No: WC 2026/03/07
Drakenstein Ref No: WC 2026/03/08
Voorberg Ref No: WC 2026/03/09
REQUIREMENTS : Relevant B Degree/National Diploma in Accounting or Financial Management. At least 3 - 5 years relevant management experience at an Assistant Director level in Finance and Supply Chain Management environment. Computer literate. Valid driver's licence. Competencies and Attributes: Proven knowledge of the Public Finance Management Act, 1999 and Treasury Regulations relating to financial management and accounting. Procurement administration and public finance administration on management level. Knowledge of LOGIS and BAS. Programme and project management, project principles and methodologies, research and development, computer aided engineering applications. Knowledge of legal compliance, technical report writing, creating high performance culture, technical consulting, professional judgement. Decision making, team leadership, analytical skills, creativity, self-management, financial management, customer focus and responsiveness. Communication, planning and organization, conflict management, problem solving and analysis, people management, change management and innovation.
DUTIES : Manage budgetary expenditure control through the compilation and coordination of MTEF/ENE processes, In Year monitoring and comprehensive expenditure oversight. Ensure the optimal utilization of financial and material resources. Provide support in managing regional budgets in accordance with applicable legal frameworks, directives, and regulations. Perform budget control functions and enforce strict financial discipline. Oversee logistics and procurement management processes. Ensure effective financial accounting practices within the Management Area by maintaining sound revenue management, debt management and accurate account maintenance. Prevent under collection of revenue and ensure timely submission of Section 32 compliance certifications. Manage cash and cash equivalents and conduct audits on all collected revenue. Execute Supply Chain Management (SCM) functions, including acquisition, demand and contract management. Oversee asset management responsibilities, including the signing of asset control sheets (R022) and the continuous maintenance and updating of the asset register. Oversee the administration of tenders, contracts and transport services. Manage human resources, financial resources, and physical assets. Manage performance information.
ENQUIRIES : Eastern Cape: Ms Myataza Z Tel No: (043) 706 7866/Ms Mgugudo N Tel No: (043) 706 7882.
Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179.
KwaZulu Natal Region: Mr Singh M Tel No: (033) 355 7380/Ms Zuma NI Tel No: (033) 355 7367.
Western Cape: Ms NA Mdladlamba Tel No: (021) 550 6014/Ms A Reddy Tel No: (021) 559 7929/Mr S Sikisazane Tel No: (021) 558 0108/Ms NC Sotyibi Tel No: (021) 558 0518.
NOTE : Appointment under the Public Service Act.

POST 10/25 : **REGIONAL COORDINATOR: COMMUNICATION REF NO: EC 2026/03/08**

SALARY : R896 436per annum, (all-inclusive package)
CENTRE : Eastern Cape region: Regional Office
REQUIREMENTS : Recognized Degree/ National Diploma in Communication Sciences and 3 - 5 years relevant management experience at an Assistant Director level in the

communication environment. Computer literate. Valid driver's licence. Competencies and Attributes: Financial management, plan, organize, lead and control. Presentation, conflict management, time management, confidentiality, coaching and mentoring skills. Understanding of Public Service policy and legislative framework including PFMA. Service delivery and client orientation, integrity and honesty. assertiveness, influence and impact, communication, decision making, problem solving, networking/liaison with stakeholders, negotiation skills and conflict management skills.

DUTIES : Gather information on newsworthy incidents in the management area and report to management. Draft media releases on incidents/activities. Disseminate information within the Management Area. Evaluate effectiveness of communication within the Management Area and submit recommendations for improvement. Arrange visits to centres by groups with interest as approved by management. Arrange and manage public displays on activities of the department. Manage marketing strategy of the region. Liaise with external media. Manage human resources, finances and assets. Manage performance information.

ENQUIRIES : Eastern Cape: Ms Myataza Z Tel No: (043) 706 7866/Ms Mgugudo N Tel No: (043) 706 7882.

NOTE : Appointment under the Public Service Act.

POST 10/26 : **DEPUTY DIRECTOR: SPIRITUAL CARE (CHAPLAIN)**

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

CENTRE : **Free State and Northern Cape Region:**
Bizzah Makhate Ref No: FSNC 2026/03/04
Upington Ref No: FSNC 2026/03/05
KwaZulu Natal Region:
Waterval Ref No: KZN 2026/03/03
Limpopo, Mpumalanga and North West Region:
Bethal Ref No: LMN 2026/03/11
Klerksdorp Ref No: LMN 2026/03/12
Polokwane Ref No: LMN 2026/03/13
Witbank Ref No: LMN 2026/03/14
Thohoyandou Ref No: LMN 2026/03/15
Western Cape Region:
Breede River Ref No: WC 2026/03/10

REQUIREMENTS : Recognized Degree/National Diploma in Theology from an accredited theological institution or equivalent qualification. Ordination as a minister of religion/faith with 3 - 5 years relevant management experience at an Assistant Director level. Computer literate. Valid driver's licence. Competencies and Attributes: Policy coordination, communication, financial management, project and programme management, change management, client orientation and customer focus, problem solving and analysis skills. Service delivery innovation, decision making, people management and empowerment. Integrity and honesty, confidentiality, good interpersonal relations. Understanding of Public service policies and legislative frameworks. Assertiveness, ability to network and diplomacy.

DUTIES : Manage and coordinate the delivery of spiritual care services. Implement, monitor and evaluate relevant policies and procedures to ensure consistent and effective service delivery. Provide empowerment, guidance and capacity building support to spiritual care personnel. Develop and present needs based spiritual care programmes tailored to both offenders and personnel. Promote and market spiritual care services while establishing partnerships with internal and external stakeholders. Provide and facilitate supportive services to personnel to enhance their well being. Oversee the management, maintenance and proper functioning of spiritual care infrastructure. Implement the Moral Renewal Programme for offenders and collaborate with stakeholders to strengthen social reintegration services. Ensure the effective management of human resources, finances and physical assets. Manage performance information.

ENQUIRIES : Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsoane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027.
KwaZulu Natal Region: Mr Singh M Tel No: (033) 355 7380/Ms Zuma NI Tel No: (033) 355 7367.

Limpopo, Mpumalanga and North West Region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD Tel No: (012) 306 2034.
Western Cape: Ms NA Mdladlamba Tel No: (021) 550 6014/Ms A Reddy Tel No: (021) 559 7929/Mr S Sikisazane Tel No: (021) 558 0108/Ms NC Sotyibi Tel No: (021) 558 0518.

NOTE : Appointment under the Public Service Act.

POST 10/27 : **REGIONAL COORDINATOR: HUMAN RESOURCES DEVELOPMENT**

SALARY : R896 436 per annum, (all-inclusive package)
CENTRE : **Free State and Northern Cape Region:**
Regional Office Ref No: FSNC 2026/03/06
KwaZulu Natal Region:
Regional Office Ref No: KZN 2026/03/04
REQUIREMENTS : Recognized Degree/National Diploma in Human Resource Development or equivalent qualifications. 3 - 5 years relevant management experience at an Assistant Director level in human resource development environment. Training experience Computer literate. Valid driver's licence. Competencies and Attributes: Policy coordination, communication, financial management, project and programme management, change management, client orientation and customer focus, problem solving and analysis skills. Service delivery innovation, decision making, people management and empowerment. Integrity and honesty, confidentiality, good interpersonal relations. Understanding of Public service policies and legislative frameworks. Assertiveness, ability to network and diplomacy.
DUTIES : Implement training and development interventions across all salary levels. Compile the Human Resource Development (HRD) business plan and conduct comprehensive training needs analyses. Prepare and submit monthly training statistics and annual training reports. Facilitate and coordinate employee development activities in alignment with regional HRD needs. Ensure the effective implementation of human resource development policies and programmes. Oversee the facilitation of internship and learnership programmes, as well as the administration of bursary applications. Manage human resources, financial resources and physical assets to support training and development functions. Manage performance information.
ENQUIRIES : Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsoane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027.
KwaZulu Natal Region: Mr Singh M (033) 355 7380/Ms Zuma NI Tel No: (033) 355 7367
NOTE : Appointment under the Public Service Act.

POST 10/28 : **REGIONAL COORDINATOR: INFORMATION TECHNOLOGY REF NO: FSNC 2026/03/07**

SALARY : R896 436 per annum, (all-inclusive package)
CENTRE : Free State and Northern Cape Region: Regional Office
REQUIREMENTS : Recognized Degree/National Diploma in Information Technology coupled with 3 - 5 years relevant management experience at an Assistant Director level in Information Technology (Novell, MS-Word, Windows, Word Perfect, In-house Soft-ware, and Hardware) in accordance with the PAS. Computer literate. Valid driver's licence. Competencies and Attributes: Policy coordination, communication, financial management, project and programme management, change management, client orientation and customer focus, problem solving and analysis skills. Service delivery innovation, decision making, people management and empowerment. Integrity and honesty, confidentiality, good interpersonal relations. Understanding of Public service policies and legislative frameworks. Assertiveness, ability to network and diplomacy.
DUTIES : Coordinate and implement Information Technology (IT) policies across the Region. Manage and maintain computer hardware and related equipment to ensure optimal functionality. Conduct quality assessments of services delivered by IT personnel and ensure adherence to required service standards. Oversee the integration, compatibility, and effective functioning of software systems. Provide customer support and technical assistance to resolve IT related challenges. Manage and safeguard data security within the Region to ensure compliance with information protection standards. Plan, coordinate and oversee IT related activities and operational requirements. Manage human

resources, financial resources and physical assets to support IT operations effectively. Manage performance information.

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

NOTE : Appointment under the Public Service Act.

POST 10/29 : **DEPUTY DIRECTOR: PROGRAMME COORDINATOR (HIV AND AIDS) REF NO: GP 2026/03/12**

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

CENTRE : Gauteng region: Regional Office

REQUIREMENTS : Recognized Degree/Diploma in Nursing / social sciences or equivalent qualification with 3 - 5 years relevant management experience at an Assistant Director level. Computer literate. Valid driver's licence. Competencies and Attributes: Research and knowledge of sexually transmitted diseases. Management / supervisory training, training in project and financial management, training in research methodology. Policy coordination, communication, financial management, project and programme management, change management, client orientation and customer focus, problem solving and analysis skills. Service delivery innovation, decision making, people management and empowerment. Integrity and honesty, confidentiality, good interpersonal relations. Understanding of Public service policies and legislative frameworks. Assertiveness, ability to network and diplomacy.

DUTIES : Coordinate the implementation of policies and programmes aimed at combating HIV/AIDS among offenders and staff in the region. Promote and implement an interdisciplinary approach to HIV/AIDS prevention, treatment, care and awareness programmes. Liaise and collaborate with external stakeholders to ensure effective policy coordination and programme delivery. Conduct and support research to assess the effectiveness and impact of HIV/AIDS interventions and programmes within the region. Manage financial resources allocated for HIV/AIDS programmes. Manage human resources and assets. Manage performance information.

ENQUIRIES : Gauteng region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179.

NOTE : Appointment under the Public Service Act.

POST 10/30 : **REGIONAL COORDINATOR: HIV AND AIDS**

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

CENTRE : **Gauteng Region:**
Regional Office Ref No: GP 2026/03/12
Free State and Northern Cape Region:
Regional Office Ref No: FSNC 2026/03/08

REQUIREMENTS : Recognized Degree/Diploma in Nursing / social sciences or equivalent qualification with 3 - 5 years relevant management experience at an Assistant Director level. Computer literate. Valid driver's licence. Competencies and Attributes: Policy coordination, communication, financial management, project and programme management, change management, client orientation and customer focus, problem solving and analysis skills. Service delivery innovation, decision making, people management and empowerment. Integrity and honesty, confidentiality, good interpersonal relations. Understanding of Public service policies and legislative frameworks. Assertiveness, ability to network and diplomacy.

DUTIES : Monitor and evaluate the implementation of comprehensive HIV and AIDS programmes, communicable diseases and services for offenders at the Management Area and Correctional Centre level. Monitor and evaluate the implementation of relevant HIV and AIDS policies and procedures. Provide statistical data and other relevant information for reporting purposes. Monitor the donor funded HIV and AIDS activities and programmes for offenders at Management Area and Correctional Centre level. Liaise with internal and external stakeholders at Correctional Centre, Management Area and Regional level. Manage human resources, finances and assets. Manage performance information.

ENQUIRIES : Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179.
Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsoane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027.

NOTE : Appointment under the Public Service Act.

POST 10/31 : **REGIONAL COORDINATOR: EMPLOYEE RELATIONS AND PERSONNEL DISCIPLINE**

SALARY : R896 436 per annum, (all-inclusive package)
CENTRE : **Free State and Northern Cape Region:**
Regional Office Ref No: FSNC 2026/03/09
Gauteng Region:
Regional Office Ref No: GP 2026/03/13
REQUIREMENTS : Recognized B Degree/National Diploma in Labour Law/Labour Relations or equivalent relevant qualification with 3 - 5 years relevant management experience at an Assistant Director level in a comparable environment. Computer literate. Valid driver's licence. Competencies and Attributes: Policy coordination, communication, financial management, project and programme management, change management, client orientation and customer focus, problem solving and analysis skills. Service delivery innovation, decision making, people management and empowerment. Integrity and honesty, confidentiality, good interpersonal relations. Understanding of Public service policies and legislative frameworks. Assertiveness, ability to network and diplomacy.
DUTIES : Ensure the effective implementation of national employee relations policies. Coordinate the grievance procedure, bargaining council resolutions and the disciplinary system at the regional level. Develop regional policies where required and communicate relevant updates and feedback to stakeholders. Manage and coordinate collective bargaining processes and engage with personnel by receiving, processing and evaluating the merits of grievances submitted. Assist management with negotiations, dispute resolution and the drafting of informed recommendations. Provide guidance and support to line functionaries within the Department of Correctional Services (DCS) on matters related to labour relations. Conduct employee relations research to strengthen labour relations practices and improve policy alignment. Manage human resources, financial resources and physical assets. Manage performance of information.
ENQUIRIES : Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsoane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027.
Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179.
NOTE : Appointment under the Public Service Act.

POST 10/32 : **REGIONAL COORDINATOR: HUMAN RESOURCE MANAGEMENT AND SUPPORT**

SALARY : R896 436 per annum, (all-inclusive package)
CENTRE : **Gauteng Region:**
Regional Office Ref No: GP 2026/03/14
Free State and Northern Cape Region:
Regional Office Ref No: FSNC 2026/03/10
KwaZulu Natal Region:
Regional Office Ref No: KZN 2026/03/05
REQUIREMENTS : Recognized Degree/National Diploma in HR Management/Administration with 3 - 5 years relevant management experience at an Assistant Director level. Computer literate. Valid driver's licence. Competencies and Attributes: Policy coordination, communication, financial management, project and programme management, change management, client orientation and customer focus, problem solving and analysis skills. Service delivery innovation, decision making, people management and empowerment. Integrity and honesty, confidentiality, good interpersonal relations. Understanding of Public service policies and legislative frameworks. Assertiveness, ability to network and diplomacy.
DUTIES : Ensure cost effective personnel administration and the optimal utilization of human resources. Initiate and implement regional HR policies in alignment with national frameworks. Develop and manage strategies that support the departmental mission and objectives, including the formulation of overarching HR strategies and goals. Conduct research to enhance national HR policies and procedures related to service terminations, remuneration control, service benefits, transfers, recruitment and appointments, allowances and other HR

matters. Manage and monitor performance information to support effective decision making, accountability and continuous improvement. Oversee the management of human resources, financial resources and physical assets to ensure efficient and compliant operations. Manage performance information.

ENQUIRIES : Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179.
Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsoane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027.
KwaZulu Natal region: Mr Singh M Tel No: (033) 355 7380/Ms Zuma NI Tel No: (033) 355 7367.

NOTE : Appointment under the Public Service Act.

POST 10/33 : **REGIONAL COORDINATOR: HEALTH SERVICES REF NO: EC 2026/03/09**

SALARY : R896 436 per annum, (all-inclusive package)
CENTRE : Eastern Cape Region: Regional Office
REQUIREMENTS : A relevant Health-related Bachelor's Degree / National Diploma in Nursing / Public Health / Environmental Health / Medical / Clinical Sciences / Health Services Management or equivalent qualification. 3 - 5 years relevant management experience in a health-related environment. Computer literate. Valid driver's licence. Competencies and Attributes: Policy coordination, communication, financial management, project and programme management, change management, client orientation and customer focus, problem solving and analysis skills. Service delivery innovation, decision making, people management and empowerment. Integrity and honesty, confidentiality, good interpersonal relations. Understanding of Public service policies and legislative frameworks. Assertiveness, ability to network and diplomacy.

DUTIES : Provide strategic leadership and coordination of all regional health services, including Primary Health Care (PHC), medical services, nursing services, environmental health and nutritional and dietary services. Oversees the performance of PHC services against public health indicators, norms, standards and targets, ensuring the timely implementation of corrective actions. Ensure high-quality, comprehensive inmate health care through effective coordination of nursing and clinical services, while monitor and evaluate all PHC programmes for the region. Ensures robust health data analysis to support planning and performance improvement and leads the development, implementation and monitoring of guidelines, standards, protocols and best practices to ensure regulatory compliance and continuous service excellence. Manage human resources, finances and assets. Manage performance information.

ENQUIRIES : Eastern Cape: Ms Myataza Z Tel No: (043) 706 7866/Ms Mgugudo N Tel No: (043) 706 7882.

NOTE : Appointment under the Public Service Act.

POST 10/34 : **CONSTRUCTION PROJECT MANAGER: GRADE A**

SALARY : R879 342 per annum, (all-inclusive package)
CENTRE : **Free State and Northern Cape Region:**
Regional Office Ref No: FSNC 2026/03/11
Limpopo, Mpumalanga and North West Region:
Regional Office Ref No: LMN 2026/03/16 (X2 Posts)
REQUIREMENTS : National Higher Diploma (Built Environment field) with a minimum of 4 years and six months certified experience or B Tech (Built Environment field) with a minimum of 4 years certified managerial experience or honours degree in any Built Environment field with a minimum of 3 years' experience. Compulsory registration with the SACPCMP as a Professional Construction Project Manager on appointment. Computer literate. Valid driver's licence. Competencies and Attributes: Programme and project management. Project principles and methodologies. Research and development. Computer-aided engineering applications. Knowledge of legal compliance. Technical report writing. Creating high performance culture. Technical consulting. Professional judgement. Decision making, team leadership and analytic skills. Creativity, self-management and financial management. Customer focus and responsiveness. Communication, planning and organizing. Conflict management. Problem solving and analysis. People management. Change management. Innovation.

DUTIES : Manage and coordinate all aspects of projects. Guide the project planning, implementation, monitoring, reporting and evaluation in line with project management methodology. Create and execute project work plans and revise as appropriate to meet changing needs and requirements. Identify resources needed and assign individual responsibilities. Manage day-to-day operational aspects of a project and scope. Effectively apply methodology and enforce project standards to minimize risk on projects. Project accounting and financial management. Report project progress to Director: Construction Project Management. Manage project budget and resources. Provide inputs to other professionals with tender administration. Liaise and interact with service providers, client and management. Maintain the record management system and the architectural library. Utilize resources allocated effectively. Keep up with new technologies and procedures. Research literature on new developments on project management methodologies. Liaise with relevant bodies/councils on project management. Manage human resources, finances and assets. Manage performance information.

ENQUIRIES : Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsoane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027.
Limpopo, Mpumalanga and North West Region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD Tel No: (012) 306 2034.

NOTE : Appointment under the Public Service Act.

POST 10/35 : **PSYCHOLOGIST GRADE 1**

SALARY : R872 709 per annum, (all-inclusive package)

CENTRE :
Eastern Cape Region:
St Albans Ref No: EC 2026/03/10
Free State and Northern Cape Region:
Upington Ref No: FSNC 2026/03/12
Gauteng Region:
Boksburg Med A Ref No: GP 2026/03/15
Boksburg: Juvenile Ref No: GP 2026/03/16
Kgoši Mampuru II: Atteridgeville Ref No: GP 2026/03/17
Kgoši Mampuru II Comcor Ref No: GP 2026/03/18
Leeuwkop Med C Ref No: GP 2026/03/19
Modderbee: Nigel Ref No: GP 2026/03/20
Limpopo, Mpumalanga and North West Region:
Bethal Ref No: LMN 2026/03/17
Western Cape Region:
Allandale (Hawequa) Ref No: WC 2026/03/11
Overberg Ref No: WC 2026/03/12
West Coast Ref No: WC 2026/03/13 (X2 Posts)
Drakenstein Ref No: WC 2026/03/14
Voorberg Ref No: WC 2026/03/15
Breede River Ref No: WC 2026/03/16
Pollsmoor Ref No: WC 2026/03/17

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 Professional 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. Computer literacy. Training and development. Time management. Confidentiality. Coaching and mentoring. Understanding of the Public service policies and legislative frameworks. Service delivery and client orientation. Integrity and honesty. Assertiveness. Ability to network. Influence and impact. Applied strategic thinking. Willingness to travel.

DUTIES : Provide psychological services to inmates, parolees and probationers, including assessment, counselling, intervention and rehabilitation support. Coordinate and oversee the delivery of psychological services across the Management Area to ensure consistency, quality and compliance with departmental standards. Contribute to case planning, offender rehabilitation programmes and reintegration processes by providing expert psychological input. Maintain accurate, confidential clinical records and compile professional reports as required by departmental policies and legal frameworks. Identify

mental health risks and recommend appropriate interventions or referrals in line with ethical standards and DCS guidelines. Manage performance information.

ENQUIRIES : Eastern Cape: Ms Myataza Z Tel No: (043) 706 7866/Ms Mgugudo N Tel No: (043) 706 7882.
Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsoane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027.
Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179.
Limpopo, Mpumalanga and North West Region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD Tel No: (012) 306 2034.
Western Cape: Ms NA Mdladlamba Tel No: (021) 550 6014/Ms A Reddy Tel No: (021) 559 7929/Mr S Sikisazane Tel No: (021) 558 0108/Ms NC Sotyibi Tel No: (021) 558 0518.

NOTE : Appointment under the Public Service Act.

POST 10/36 : **PHARMACIST GRADE 1 REF NO: FSNC 2026/03/13**

SALARY R848 862 per annum, (all-inclusive package)
CENTRE : Free State and Northern Cape region: Kimberley
REQUIREMENTS : Recognized 4-year Degree in Pharmacy or equivalent qualification. Registration with the South African Pharmaceutical Council as pharmacists. Computer literate. Valid driver's licence. Competencies and Attributes: Knowledge of the Public health and pharmaceutical system will be a strong recommendation. Financial management experience. Problem solving and decision making. Facilitation skills. Plan, organize lead and control. Presentation skills. Conflict Management. Report writing. Confidentiality. Understanding of the Public service policies and legislative frameworks. Service delivery orientation. Integrity and honesty. Assertiveness.

DUTIES : Oversee and manage the pharmacy facility in full compliance with relevant legislation, regulations and departmental policies. Conduct pharmacy related risk management activities and maintain effective internal and external professional networks. Dispense and manage controlled medicines in accordance with legal and ethical standards. Ensure that all medicines are stored, handled and secured in line with prescribed pharmaceutical requirements. Monitor stock levels continuously and initiate timely orders from approved suppliers to prevent shortages. Identify, report and address any irregular prescriptions, discrepancies or questionable expenditures during prescription checks and stock reconciliations. Ensure that the pharmacy facility meets the minimum compliance standards set by the South African Pharmacy Council. Manage human resources, finances and physical assets within the pharmacy environment to support effective service delivery. Management of performance information.

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

NOTE : Appointment under the Public Service Act.

POST 10/37 : **ASSISTANT MANAGER NURSING GRADE 1 (PN-B4): PRIMARY HEALTH CARE (PHC)**

SALARY : R755 355 per annum
CENTRE : **Free State and Northern Cape Region:**
Bizzah Makhate Ref No: FSNC 2026/03/14
KwaZulu Natal Region:
Ncome Development and Care Ref No: KZN 2026/03/06
Kokstad: Embongweni Ref No: KZN 2026/03/07
Gauteng Region:
Boksburg Med A Ref No: GP 2026/03/21
Johannesburg Med A Ref No: GP 20265/03/22
Limpopo, Mpumalanga and North West Region:
Witbank: Area Commissioner's Office Ref No: LMN 2026/03/18
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: Financial management, problem solving, decision-making and facilitation skills. Plan, organize, 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 frameworks. Service delivery and client orientation. Integrity and honesty. Assertiveness. Ability to network. Influence and impact. Applied strategic thinking. Willingness to travel.

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. Manage human resources, finances and assets. Manage performance information.

ENQUIRIES : Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsoane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027.
Gauteng region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179.
KwaZulu Natal Region: Mr Singh M Tel No: (033) 355 7380/Ms Zuma NI Tel No: (033) 355 7367.
Limpopo, Mpumalanga and North West Region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD Tel No: (012) 306 2034.

NOTE : Appointment under the Public Service Act.

POST 10/38 : **OPERATIONAL MANAGER NURSING [PN-B3]: PRIMARY HEALTH CARE (PHC)**

SALARY : R693 096 per annum

CENTRE :
Eastern Cape Region:
St Albans Max Ref No: EC 2026/03/11
St Albans Med B Ref No: EC 2026/03/12
Free State and Northern Cape Region:
Bizzah Makhate Med B Ref No: FSNC 2026/03/15
Groenpunt Max Ref No: FSNC 2026/03/15
Groenpunt Med Ref No: FSNC 2026/03/17
Kimberley Ref No: FSNC 2026/03/18 (X2 Posts)
KwaZulu Natal Region:
Durban Med A Ref No: KZN 2026/03/08
Durban Med C Ref No: KZN 2026/03/09
Ncome Med A Ref No: KZN 2026/03/10
Gauteng Region:
Johannesburg Med A Ref No: GP 2026/03/23
Johannesburg Med C Ref No: GP 2026/03/24
Kgoši Mampuru II Odi Ref No: GP 2026/03/25
Limpopo, Mpumalanga and North West Region:
Bethal Ref No: LMN 2026/03/19
Standerton Ref No: LMN 2026/03/20
Barberton Med B Ref No: LMN 2026/03/21
Witbank Ref No: LMN 2026/03/22
Western Cape Region:
Pollsmoor (Female) Ref No: WC 2026/03/18
Southern Cape (Knysna) Ref No: WC 2026/03/19

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. Manage human resources, finances and assets. Manage performance information.

ENQUIRIES : Eastern Cape: Ms Myataza Z Tel No: (043) 706 7866/Ms Mgugudo N Tel No: (043) 706 7882.
Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsoane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027.
Gauteng region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179.
KwaZulu Natal Region: Mr Singh M Tel No: (033) 355 7380/Ms Zuma NI Tel No: (033) 355 7367.
Limpopo, Mpumalanga and North West Region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD Tel No: (012) 306 2034.
Western Cape: Ms NA Mdladlamba Tel No: (021) 550 6014/Ms A Reddy Tel No: (021) 559 7929/Mr S Sikisazane Tel No: (021) 558 0108/Ms NC Sotyibi Tel No: (021) 558 0518.

NOTE : Appointment under the Public Service Act.

POST 10/39 : **REGIONAL COORDINATOR: EDUCATION AND TRAINING**

SALARY : R637 626 per annum

CENTRE : **Eastern Cape Region:**
Regional Office Ref No: EC 2026/03/13
Free State and Northern Cape Region:
Regional Office Ref No: FSNC 2026/03/19
KwaZulu Natal Region:
Regional Office Ref No: KZN 2026/03/11
Limpopo, Mpumalanga and North West Region:
Regional Office Ref No: LMN 2026/03/23

REQUIREMENTS	:	Basic 4-year Diploma/Degree in Education (REQV 15) NQF Level 7 or an equivalent qualification, coupled with 12 years' experience in the educational of which 3 years management experience field. Post graduate degree will be an added advantage. Registration with SACE as professional Educator Registration with SACE as professional Educator is preferred. Computer literate. Valid driver's licence. Competencies and Attributes: Thorough knowledge of programme management. Financial management, facilitation, plan, organize, lead and control. Change management, team leadership, project management, presentation, conflict management, report writing, problem solving, decision-making, training and development, sound communication and time management skills. Confidentiality. Coaching and mentoring. Understanding of Public service policies and legislative frameworks. Service delivery and client orientation, integrity and honesty, assertiveness, ability to network, influence and impact, dynamic and professional.
DUTIES	:	Administer and coordinate education and training services, ensuring quality assessments and compliance with service standards. Oversee planning, coordination and infrastructure for education, training, sport, recreation, library and life skills programmes. Engage with external stakeholders to expand educational and recreational opportunities and manages human resources, finances and assets within the education and training environment. Manage performance information.
ENQUIRIES	:	Eastern Cape: Ms Myataza Z Tel No: (043) 706 7866/Ms Mgugudo N Tel No: (043) 706 7882. Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsoane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027. KwaZulu Natal Region: Mr Singh M Tel No: (033) 355 7380/Ms Zuma NI Tel No: (033) 355 7367. Limpopo, Mpumalanga and North West Region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD Tel No: (012) 306 2034.
NOTE	:	Appointment under the Public Service Act.
POST 10/40	:	**SENIOR LEGAL ADMINISTRATIVE OFFICER (MR6)**
SALARY	:	R586 956 per annum
CENTRE	:	**Free State and Northern Cape Region:** Regional Office Ref No: FSNC 2026/03/20 **KwaZulu Natal Region:** Regional Office Ref No: KZN 2026/03/12
REQUIREMENTS	:	LLB or equivalent legal qualification. Eight (8) years post-qualification legal experience. Admitted attorney/advocate will be an advantage. Supervisory experience in legal administrative environment. Computer literate. Valid driver's licence. Competencies and Attributes: Excellent verbal and written communication skills. Good negotiation, conflict resolution and facilitation skills. Service rendering and credibility. Presentation, analytical thinking and decision-making skills. Planning, organizing, conceptualization, listening and report writing skills. Lead and control. Financial management. Change management. Team leadership. Project management. Presentation skills. Conflict management. Training and development. Time management. Confidentiality. Coaching and mentoring. Understanding of public service policies and legislative frameworks. Service delivery and client orientation. Integrity and honesty. Assertiveness. Ability to network. Willingness to travel. Applied strategic thinking. Influence and impact.
DUTIES	:	Management, administration and handling of litigation for and against the department. Provide legal advice to the department. Initiate policy amendments in the department. Draft memoranda on policy amendments. Draft legislation/legal documents. Receive request from functionaries for legal assistance. Furnish legal advice to the department. Conduct legal research and legal education. Represent the department at various forums. Supervise legal administrative officers within the component. Maintain legal libraries. Manage human resources, finances and assets. Manage performance information.
ENQUIRIES	:	Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsoane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027. KwaZulu Natal Region: Mr Singh M Tel No: (033) 355 7380/Ms Zuma NI Tel No: (033) 355 7367.
NOTE	:	Appointment under the Public Service Act.

POST 10/41	:	**HEAD OF CORRECTIONAL CENTRE (CB5)**
SALARY	:	R579 738 per annum
CENTRE	:	**Free State and Northern Cape Region:** Hennenman Ref No: FSNC 2026/03/146 **Western Cape Region:** Southern Cape (Knysna) Ref No: WC 2026/03/200 Pollsmoor Med C Ref No: WC 2026/03/201
REQUIREMENTS	:	Relevant Degree or National Diploma in Behavioural Sciences and successful completion of Corrections Science Learnership. Seven (7) years relevant experience in a supervisory post. Computer literate. Valid driver's licence. 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. Manage human resources, finances and assets. Manage performance information.
ENQUIRIES	:	Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsoane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027 Western Cape: Ms NA Mdladlamba Tel No: (021) 550 6014/Ms A Reddy Tel No: (021) 559 7929/Mr S Sikisazane Tel No: (021) 558 0108/Ms NC Sotyibi Tel No: (021) 558 0518.
NOTE	:	Appointment under the Correctional Services Act.
POST 10/42	:	**CENTRE COORDINATOR: STAFF SUPPORT (CB5) REF NO: FSNC 2026/03/147**
SALARY	:	R579 738 per annum
CENTRE	:	Free State and Northern Cape Region: Kimberley
REQUIREMENTS	:	Relevant Degree or National Diploma in Behavioural Sciences and successful completion of Corrections Science Learnership. Seven (7) years relevant experience in a supervisory post. Computer literate. Valid driver's licence. 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. Manage human resources, finances and assets. Manage performance information.
ENQUIRIES	:	Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsoane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027
NOTE	:	Appointment under the Correctional Services Act.
POST 10/43	:	**CENTRE COORDINATOR: OPERATIONAL SUPPORT (CB5)**
SALARY	:	R579 738 per annum
CENTRE	:	**Free State and Northern Cape Region:** Grootvlei Max Ref No: FSNC 2026/03/148

Virginia Ref No: FSNC 2026/03/149
Western Cape Region:
Voorberg Med B Ref No: WC 2026/03/202

REQUIREMENTS : Relevant Degree or National Diploma in Behavioural Sciences and successful completion of Corrections Science Learnership. Seven (7) years relevant experience in a supervisory post. Computer literate. Valid driver's licence. 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 interpersonal 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, finances and assets. Manage performance information.

ENQUIRIES : Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsoane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027.
Western Cape: Ms NA Mdladlamba Tel No: (021) 550 6014/Ms A Reddy Tel No: (021) 559 7929/Mr S Sikisazane Tel No: (021) 558 0108/Ms NC Sotyibi Tel No: (021) 558 0518.

NOTE : Appointment under the Correctional Services Act.

POST 10/44 : **MANAGER: EDUCATION AND TRAINING**

SALARY : R525 057 per annum

CENTRE : **Free State and Northern Cape Region:**
Bizzah Makhate Ref No: FSNC 2026/03/150
Limpopo, Mpumalanga and North West Region:
Polokwane Ref No: LMN 2026/03/153
Western Cape Region:
Pollsmoor Ref No: WC 2026/03/203
Brandvlei Ref No: WC 2026/03/204
Breede River Ref No: WC 2026/03/205
Drakenstein Ref No: WC 2026/03/206

REQUIREMENTS : Relevant Degree or National Diploma in Education coupled with eight (08) years teaching experience in education. Registration with the South African Council for Educators (SACE). Post graduate degree will be an added advantage. Computer literate. Valid driver's licence. Competencies and Attributes: Financial management, problem solving and decision-making. Plan, organise, lead and control. Change management. Team leadership. Project management. Presentation, conflict management, report writing, training and development. Training, facilitation, time management skills. Confidentiality. Coaching and mentoring. Understanding of Public service policies and legislative frameworks. Service delivery and client orientation. Integrity and honest. Assertiveness. Ability to network. Influence and impact. Applied strategic thinking. Willingness to travel.

DUTIES : Administration of education and training. Manage budget for education and training. Advise the Area Commissioner. Provide personal development of officials within the area. Responsible for the total establishment of the area. Initiate policy with regard to sport and recreation, libraries and life skills programmes. Manage education and training system. Liaise with external role players regarding education and recreation opportunities. Manage human resources, finances and assets. Manage performance information.

ENQUIRIES : Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsoane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027.
Limpopo, Mpumalanga and North West Region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD Tel No: (012) 306 2034.
Western Cape: Ms NA Mdladlamba Tel No: (021) 550 6014/Ms A Reddy Tel No: (021) 559 7929/Mr S Sikisazane Tel No: (021) 558 0108/Ms NC Sotyibi Tel No: (021) 558 0518.

NOTE : Appointment under the Correctional Services Act.

POST 10/45 : **DIVISIONAL HEAD: EDUCATIONIST**

SALARY : R525 057 per annum
CENTRE : **Gauteng Region:**
Zonderwater Ref No: GP 2026/03/213
Limpopo, Mpumalanga and North West Region:
Barberton Town Youth Centre Ref No: LMN 2025/03/154
Barberton Max Ref No: LMN 2026/03/155
Bethal: Standerton Ref No: LMN 2026/03/156
Polokwane Ref No: LMN 2026/03/157
Polokwane: Modimolle Ref No: LMN 2026/03/158
Rooigrond Lichtenburg Ref No: LMN 2026/03/159
Rustenburg Centre of Excellence Juvenile Ref No: LMN 2026/03/160
Witbank Ref No: LMN 2026/03/161
REQUIREMENTS : Recognised four (4) year qualification in Education or equivalent qualification and registration with the South African Council of Educators. 3-5 years supervisory experience gained after registration with SACE. Computer literate. Valid driver's licence. Competencies and Attributes: Plan, organise, lead and control, client orientation and communication, understanding of Public Service policy and Legislative framework, policy implementation, report writing, diversity management, training and development, service delivery innovation and creativity, project management, facilitation management, integrity and honesty, influence and impact, presentation skills, conceptual skills, conflict management, assertiveness and ability to work under pressure.
DUTIES : Oversee the administration of all education and training programmes. Manage the professional growth and skills development of staff within the centre. Apply policies related to Sport and recreation activities, library services and life skills programmes. Maintain and update the education and training system. Engage with external stakeholders to expand educational and recreational opportunities. Manage human resources, finances and assets. Manage performance information.
ENQUIRIES : Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179.
Limpopo, Mpumalanga and North West Region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD Tel No: (012) 306 2034.
NOTE : Appointment under the Correctional Services Act.

POST 10/46 : **ASSISTANT DIRECTOR: INSPECTORATE (NCB3)**

SALARY : R506 667 per annum
CENTRE : **Eastern Cape Region:**
Regional Office Ref No: EC 2026/03/103 (X4 Posts)
Limpopo, Mpumalanga and North West Region:
Regional Office Ref No: LMN 2026/03/162 (X2 Posts)
KwaZulu Natal Region:
Regional Office Ref No: KZN 2026/03/104
Western Cape Region:
Regional Office Ref No: WC 2026/03/207 (X3 Posts)
REQUIREMENTS : Relevant Degree or National Diploma in Behavioural Sciences or equivalent qualification and 5 years' relevant experience gained in a supervisory post NCB2. Successful completion of Corrections Science Learnership/Basic Training. Computer literate. Valid driver's licence. Competencies and Attributes: Policy coordination, communication, financial management, Plan, organise, lead and control, Project and Programme management, Change Management, Client orientation and Customer focus, Problem solving and analysis, Service Delivery innovation, decision making, people management and empowerment, integrity and honesty, Confidentiality, Good interpersonal relations, understanding of Public Service Policy and legislative framework, Assertiveness, Ability to network and Diplomacy. Willingness to travel.
DUTIES : Assist in the planning and compilation of the annual inspection programme. Assist in the evaluation and identification of deviations from policy. Determine the extent to which internal control measures are effective in the prevention of deviations from policies and procedures. Submit reports on inspection findings to enable management to make informed decisions. Assist institutions that are

being reconcilable with the practical operations. Assist in the development and maintenance of inspection tools. Manage human resources, finances and assets. Manage performance information.

ENQUIRIES : Eastern Cape: Ms Myataza Z Tel No: (043) 706 7866/Ms Mgugudo N Tel No: (043) 706 7882.
KwaZulu Natal Region: Mr Singh M Tel No: (033) 355 7380/Ms Zuma NI Tel No: (033) 355 7367.
Limpopo, Mpumalanga and North West Region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD Tel No: (012) 306 2034.
Western Cape: Ms NA Mdladlamba Tel No: (021) 550 6014/Ms A Reddy Tel No: (021) 559 7929/Mr S Sikisazane Tel No: (021) 558 0108/Ms NC Sotyibi Tel No: (021) 558 0518.

NOTE : Appointment under the Correctional Services Act.

POST 10/47 : **ASSISTANT DIRECTOR: CORRECTIONS (NCB3)**

SALARY : R506 667 per annum

CENTRE : **Free State and Northern Cape Region:**
Groenpunt Ref No: FSNC 2026/03/151
Goedemoed Ref No: FSNC 2026/03/152
Kimberley Ref No: FSNC 2026/03/153
Colesberg Ref No: FSNC 2026/03/154
Limpopo, Mpumalanga and North West Region:
Klerksdorp Ref No: LMN 2026/03/163
Witbank Ref No: LMN 2026/03/164
Western Cape Region:
Drakenstein Ref No: WC 2026/03/208
Pollsmoor Ref No: WC 2026/03/209
West Coast Ref No: WC 2026/03/210

REQUIREMENTS : Relevant Degree or National Diploma in Behavioural Sciences and successful completion of Corrections Science learnership/Basic Training. At least five (5) years relevant experience gained in a supervisory post (NCB2). Computer literate. Valid driver's licence. Competencies and Attributes: Firearm skills and the use of relevant security technology. Communication, project and programme management, transformation management, change management, 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. Knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network, diplomacy and tact, resilience, influence and impact.

DUTIES : Handling all incoming and outgoing documentation related to prisons and community corrections. Management of Classified Information. Management of Policy Documentation (DCS). Maintaining up-to-date departmental policies and procedural manuals. Investigation of Incidents. Manage human resources, finances and assets. Manage performance information.

ENQUIRIES : Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsoane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027.
Limpopo, Mpumalanga and North West Region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD Tel No: (012) 306 2034.
Western Cape: Ms NA Mdladlamba Tel No: (021) 550 6014/Ms A Reddy Tel No: (021) 559 7929/Mr S Sikisazane Tel No: (021) 558 0108/Ms NC Sotyibi Tel No: (021) 558 0518.

NOTE : Appointment under the Correctional Services Act.

POST 10/48 : **ASSISTANT DIRECTOR: FACILITIES AND SECURITY (NCB3)**

SALARY : R506 667 per annum

CENTRE : **Eastern Cape Region:**
East London Ref No: EC 2026/03/104
Free State and Northern Cape Region:
Upington Ref No: FSNC 2026/03/155
Gauteng Region:
Modderbee Ref No: GP 2026/03/214
KwaZulu Natal Region:

Ncome Ref No: KZN 2026/03/105
Waterval Ref No: KZN 2026/03/106
Limpopo, Mpumalanga and North West Region:
Polokwane Ref No: LMN 2026/03/165
Rustenburg Ref No: LMN 2026/03/166
Witbank Ref No: LMN 2026/03/167
Rooigrond Ref No: LMN 2026/03/168
Western Cape Region:
Brandvlei Ref No: WC 2026/03/211
Goodwood Ref No: WC 2026/03/212
West Coast Ref No: WC 2026/03/213
Overberg Ref No: WC 2026/03/214

REQUIREMENTS : Relevant Degree or National Diploma in Behavioural Sciences and successful completion of Corrections Science learnership/Basic Training. At least five (5) years relevant experience gained in a supervisory post (NCB2). Computer literate. Valid driver's licence. Competencies and Attributes: Firearm skills and the use of relevant security technology. Communication, project and programme management, transformation management, change management, 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. Knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network, diplomacy and tact, resilience, influence and impact.

DUTIES : Implement the policy to relevant role players. Supervise access control to correctional centres grounds. Supervise the manning of watch towers. Supervise the escort of inmates to courts, doctors, hospital etc. Assess security services. Improve standard of physical security in the management area. Manage Emergency Support Team. Manage infrastructure for security service. Communicate with interest groups. Ensure service level standards for accommodation of inmates. Ensure the separation of high-risk offenders. Manage human resources, finances and assets. Manage performance information.

ENQUIRIES : Eastern Cape: Ms Myataza Z Tel No: (043) 706 7866/Ms Mgugudo N Tel No: (043) 706 7882.
Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsoane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027.
Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179.
KwaZulu Natal Region: Mr Singh M Tel No: (033) 355 7380/Ms Zuma NI Tel No: (033) 355 7367.
Limpopo, Mpumalanga and North West Region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD Tel No: (012) 306 2034.
Western Cape: Ms NA Mdladlamba Tel No: (021) 550 6014/Ms A Reddy Tel No: (021) 559 7929/Mr S Sikisazane Tel No: (021) 558 0108/Ms NC Sotyibi Tel No: (021) 558 0518.

NOTE : Appointment under the Correctional Services Act.

POST 10/49 : **HEAD OF CORRECTIONAL CENTRE (CB4) REF NO: FSNC 2026/03/156**

SALARY : R491 799 per annum
CENTRE : Free State and Northern Cape Region: Brandfort
REQUIREMENTS : Relevant Degree or National Diploma in Behavioural Sciences and successful completion of Corrections Science Learnership. Seven (7) years relevant experience in a supervisory post. Computer literate. Valid driver's licence. 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. Manage human resources, finances and assets. Manage performance information.
ENQUIRIES	:	Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsoane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027
NOTE	:	Appointment under the Correctional Services Act.
POST 10/50	:	**SECURITY MANAGER: AGRICULTURE (ANIMAL PRODUCTION) (CB4**)
SALARY	:	R491 799 per annum
CENTRE	:	**Western Cape Region:** Brandvlei Med (Dairy Productions) Ref No: WC 2026/03/215 Voorberg Med A Ref No: WC 2026/03/216
REQUIREMENTS	:	Relevant Degree or National Diploma in Agriculture Management/ Animal Production or relevant equivalent qualification and successful completion of Corrections Science Learnership. Seven (7) years relevant experience in a supervisory post. Computer literate. Valid driver's licence. 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 interpersonal relations and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness. Ability to network and diplomacy.
DUTIES	:	Quality assessment of agricultural services. Develop/maintain agricultural services standards in the Management Area. Management of animal production, agricultural labour, environment, agricultural equipment and occupational safety. Manage human resources, finances and assets. Manage performance information.
ENQUIRIES	:	Western Cape: Ms NA Mdladlamba Tel No: (021) 550 6014/Ms A Reddy Tel No: (021) 559 7929/Mr S Sikisazane Tel No: (021) 558 0108/Ms NC Sotyibi Tel No: (021) 558 0518.
NOTE	:	Appointment under the Correctional Services Act.
POST 10/51	:	**SECURITY MANAGER: AGRICULTURE (PLANT PRODUCTION) (CB4)**
SALARY	:	R491 799 per annum
CENTRE	:	**Western Cape Region:** Southern Cape (George) Ref No: WC 2026/03/217 Voorberg Med A Ref No: WC 2026/03/218 (X2 Posts)
REQUIREMENTS	:	Relevant Degree or National Diploma in Agriculture Management/Animal Production or relevant equivalent qualification and successful completion of Corrections Science Learnership. Seven (7) years relevant experience in a supervisory post. Computer literate. Valid driver's licence. 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	:	Quality assessment of agricultural services. Develop/maintain agricultural services standards in the Management Area. Management of plant production, agricultural labour, environment, agricultural equipment and occupational safety. Manage human resources, finances and assets. Manage performance information.
ENQUIRIES	:	Western Cape: Ms NA Mdladlamba Tel No: (021) 550 6014/Ms A Reddy Tel No: (021) 559 7929/Mr S Sikisazane Tel No: (021) 558 0108/Ms NC Sotyibi Tel No: (021) 558 0518.
NOTE	:	Appointment under the Correctional Services Act.

POST 10/52	:	**SECURITY MANAGER: AGRICULTURE (CB4) REF NO: EC 2026/03/105**
SALARY	:	R491 799 per annum
CENTRE	:	Eastern Cape region: Amathole
REQUIREMENTS	:	Relevant Degree/National Diploma in Agricultural Science or equivalent qualification. Successful completion of Corrections Science Learnership. Seven (7) years relevant experience in a supervisory post. Computer literate. Valid driver's licence. 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	:	Promotion of self-sufficiency with regard to agricultural products. Coordinate the implementation of agriculture service. Maintain agricultural production and service standards in the management area. Manage the implementation of Occupation Health and Safety Act. Manage human resources, finances and assets. Manage performance information.
ENQUIRIES	:	Eastern Cape: Ms Myataza Z Tel No: (043) 706 7866/Ms Mgugudo N Tel No: (043) 706 7882.
NOTE	:	Appointment under the Correctional Services Act.
POST 10/53	:	**SECTION HEAD: PRODUCTION WORKSHOPS (CB4) REF NO: FSNC 2026/03/157**
SALARY	:	R491 799 per annum
CENTRE	:	Free State and Northern Cape region: Kimberley
REQUIREMENTS	:	Relevant Degree or National Diploma in Textile Industry or relevant equivalent qualification and successful completion of Corrections Science Learnership. Seven (7) years relevant experience in a supervisory post. Computer literate. Valid driver's licence. 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	:	Training of offenders as well as apprentices. Execute work as per requisition/orders received from clients. Apply quality control to manufactured products. Costing of products as well as services and supply quotes. Execute basic workshop administration. Planning and controlling of production/manufacturing. Ensure the effectiveness of workshop administration. Perform financial management functions. Manage stock and equipment. Manage the training of personnel and offenders. Perform general ad-hoc tasks as required. Manage human resources, finances and assets. Manage performance information.
ENQUIRIES	:	Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsoane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027.
NOTE	:	Appointment under the Correctional Services Act.
POST 10/54	:	**SECURITY MANAGER: NUTRITIONAL SERVICES (CB4) REF NO: GP 2026/03/215**
SALARY	:	R491 799 per annum
CENTRE	:	Gauteng Region: Johannesburg
REQUIREMENTS	:	Recognized Degree/National Diploma in Food Service Management/Food and Beverage Management or equivalent qualification. Successful completion of Corrections Science Learnership. Seven (7) years relevant experience in a supervisory post. Computer literate. Valid driver's licence. Competencies and Attributes: Firearm skills and the use of relevant security technology. communication, project and programme management, transformation management, change management, 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, knowledge of the Correctional Services Act, Act 111 of 1998, as amended, assertiveness, ability to network and diplomacy.

DUTIES : Oversee all nutritional services and food service activities. Ensure smooth production, serving, and distribution of meals in line with prescribed prescripts. Monitor production processes to maintain quality and operational efficiency. Track and reduce plate wastage through monitoring and analysis. Implement and enforce hygiene and food safety standards. Ensure compliance with all policies, procedures and guidelines relating to food services. Set departmental goals aligned with short- and long-term plans for food service operations. Participate in the planning and development of food service systems. Ensure effective implementation of policies and procedures within the department. Regularly evaluate food service processes to identify areas for improvement. Ensure that operational practices are consistent with established standards. Manage human resources, finances and assets. Manage performance information.

ENQUIRIES : Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179.

NOTE : Appointment under the Correctional Services Act.

POST 10/55 : **UNIT MANAGER: PAROLEES AND PROBATIONERS (CB4)**

SALARY : R491 799 per annum

CENTRE : **Western Cape Region:**
Southern Cape (George ComCor) Ref No: WC 2026/03/219
West Coast (Malmesbury ComCor) Ref No: WC 2026/03/220

REQUIREMENTS : Relevant Degree or National Diploma in Behavioural Sciences and successful completion of Corrections Science learnership. Seven (7) years relevant experience gained in a supervisory post. Computer literate. Valid driver's licence. 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 monitoring services. Determine the conditions of house arrest and supervision for persons serving sentences in the community. Participate in case review team for community corrections. Management of programmes. Identification of community service programme. Logistical administration. Manage the facilities and equipment of the section. Allocation of staff to specific duties. Disciplinary action against offending staff. Manage human resources, finances and assets. Manage performance information.

ENQUIRIES : Western Cape: Ms NA Mdladlamba Tel No: (021) 550 6014/Ms A Reddy Tel No: (021) 559 7929/Mr S Sikisazane Tel No: (021) 558 0108/Ms NC Sotyibi Tel No: (021) 558 0518.

NOTE : Appointment under the Correctional Services Act.

POST 10/56 : **CENTRE COORDINATOR: CORRECTIONS (CB4)**

SALARY : R491 799 per annum

CENTRE : **Free State and Northern Cape Region:**
Odendaalsrus Ref No: FSNC 2026/03/158
Western Cape Region:
Breede River (Warmbokkeveld) Ref No: WC 2026/03/221

REQUIREMENTS : Relevant Degree or National Diploma in Behavioural Sciences and successful completion of Corrections Science Learnership. Seven (7) years relevant experience in a supervisory post. Computer literate. Valid driver's licence. 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 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, finances and assets. Manage performance information.

ENQUIRIES : Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsoane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027
Western Cape: Ms NA Mdladlamba Tel No: (021) 550 6014/Ms A Reddy Tel No: (021) 559 7929/Mr S Sikisazane Tel No: (021) 558 0108/Ms NC Sotyibi Tel No: (021) 558 0518.

NOTE : Appointment under the Correctional Services Act.

POST 10/57 : **CENTRE COORDINATOR: STAFF SUPPORT (CB4)**

SALARY : R491 799 per annum

CENTRE : **Free State and Northern Cape Region:**
Bloemfontein Ref No: FSNC 2026/03/159
De Aar Ref No: FSNC 2026/03/160
Kuruman Ref No: FSNC 2026/03/161
Groenpunt Med Ref No: FSNC 2026/03/162
Western Cape Region:
Overberg (Buffeljagsrivier) Ref No: WC 2026/03/222
Southern Cape (George) Ref No: WC 2026/03/223

REQUIREMENTS : Relevant Degree or National Diploma in Behavioural Sciences and successful completion of Corrections Science Learnership. Seven (7) years relevant experience in a supervisory post. Computer literate. Valid driver's licence. 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 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 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. Manage human resources, finances and assets. Manage performance information.

ENQUIRIES : Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsoane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027.
Western Cape: Ms NA Mdladlamba Tel No: (021) 550 6014/Ms A Reddy Tel No: (021) 559 7929/Mr S Sikisazane Tel No: (021) 558 0108/Ms NC Sotyibi Tel No: (021) 558 0518.

NOTE : Appointment under the Correctional Services Act.

POST 10/58 : **UNIT MANAGER (CB4)**

SALARY : R491 799 per annum

CENTRE : **Free State and Northern Cape Region:**
Goedemoed Max Ref No: FSNC 2026/03/163 (X2 Posts)
Groenpunt Max Ref No: FSNC 2026/03/164
Tswelopele Ref No: FSNC 2026/03/165 (X2 Posts)
Upington Ref No: FSNC 2026/03/166)
Western Cape Region:
Goodwood Ref No: WC 2026/03/224
Pollsmoor Med A Ref No: WC 2026/03/225
Southern Cape (Oudtshoorn Med A) Ref No: WC 2026/03/226
Southern Cape (Beaufort West) Ref No: WC 2026/03/227
West Coast Med A Ref No: WC 2026/03/228
Brandvlei (Juvenile) Ref No: WC 2026/03/229

REQUIREMENTS : Relevant Degree or National Diploma in Behavioural Sciences and successful completion of Corrections Science learnership. Seven (7) years relevant experience gained in a supervisory post. Computer literate. Valid driver's licence. 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 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 resources, finances and assets. Manage performance information.
ENQUIRIES	:	Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsoane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027. Western Cape: Ms NA Mdladlamba Tel No: (021) 550 6014/Ms A Reddy Tel No: (021) 559 7929/Mr S Sikisazane Tel No: (021) 558 0108/Ms NC Sotyibi Tel No: (021) 558 0518.
NOTE	:	Appointment under the Correctional Services Act
POST 10/59	:	**DIVISIONAL HEAD: SECURITY (CB4)**
SALARY	:	R491 799 per annum
CENTRE	:	**Free State and Northern Cape Region:** Goedemoed Med A Ref No: FSNC 2026/03/167 **Western Cape Region:** Pollsmoor (Female) Ref No: WC 2026/03/230 Southern Cape (Mossel Bay) Ref No: WC 2026/03/231
REQUIREMENTS	:	Relevant Degree or National Diploma in Behavioural Sciences and successful completion of Corrections Science learnership. Seven (7) years relevant experience gained in a supervisory post. Computer literate. Valid driver's licence. 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. Maintenance of existing security matters and the upgrading thereof. Implement departmental policies. Advise management regarding security matters. Management of escorts to hospitals, courts and other destinations. Keep personnel up to date regarding security matters. Manage human resources, finances and assets. Manage performance information.
ENQUIRIES	:	Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsoane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027. Western Cape: Ms NA Mdladlamba Tel No: (021) 550 6014/Ms A Reddy Tel No: (021) 559 7929/Mr S Sikisazane Tel No: (021) 558 0108/Ms NC Sotyibi Tel No: (021) 558 0518.
NOTE	:	Appointment under the Correctional Services Act
POST 10/60	:	**SECURITY MANAGER: INTERNAL SECURITY (CB4) REF NO: WC 2026/03/232**
SALARY	:	R491 799 per annum
CENTRE	:	Western Cape region: Drakenstein Med A
REQUIREMENTS	:	Relevant Degree or National Diploma in Behavioural Sciences and successful completion of Corrections Science learnership. Seven (7) years relevant experience gained in a supervisory post. Computer literate. Valid driver's licence. 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	:	Supervise access control to the correctional centre's grounds. Manage internal security. Supervise the movement and safe custody for offenders. Patrol at the section (general accommodation areas, single cells, kitchens, hospitals and work sections). Manage security systems. Supervise visits to offenders. Manage human resources, finances and assets. Manage performance information.
ENQUIRIES	:	Western Cape: Ms NA Mdladlamba Tel No: (021) 550 6014/Ms A Reddy Tel No: (021) 559 7929/Mr S Sikisazane Tel No: (021) 558 0108/Ms NC Sotyibi Tel No: (021) 558 0518.
NOTE	:	Appointment under the Correctional Services Act
POST 10/61	:	**DIVISIONAL HEAD: CORRECTIONS AND CARE (CB4) REF NO: WC 2026/03/233**
SALARY	:	R491 799 per annum
CENTRE	:	Western Cape Region: Drakenstein (Stellenbosch ComCor)
REQUIREMENTS	:	Relevant Degree or National Diploma in Behavioural Sciences and successful completion of Corrections Science learnership. Seven (7) years relevant experience gained in a supervisory post. Computer literate. Valid driver's licence. 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	:	Enhance coordination of policies and quality assessment of services. Ensure service level standards for Social Work Services. Plan activities. Manage infrastructure for Social Work Services/Psychological Services and Spiritual Care programme interventions. Ensure the implementation and compliance with Departmental legislation, policies and procedures relating to special categories offenders. Ensure the implementation of checklist for all special category offenders to ensure adequate service delivery. Report on the offender enrolment and participation (including special categories of offenders) in Social Work, Psychological, Spiritual Care, HIV, AIDS, Formal Education, Skill Development and SRAC Programmes). Ensure effective risk mitigation of risk management within the Care division. Ensure the implementation of need-based programmes in partnership with external service providers. Manage human resources, finances and assets. Manage performance information.
ENQUIRIES	:	Western Cape: Ms NA Mdladlamba Tel No: (021) 550 6014/Ms A Reddy Tel No: (021) 559 7929/Mr S Sikisazane Tel No: (021) 558 0108/Ms NC Sotyibi Tel No: (021) 558 0518.
NOTE	:	Appointment under the Correctional Services Act
POST 10/62	:	**DIVISIONAL HEAD: FINANCE (CB4) REF NO: FSNC 2026/03/168**
SALARY	:	R491 799 per annum
CENTRE	:	Free State and Northern Cape Region: Vereeniging
REQUIREMENTS	:	Relevant Degree or National Diploma in Accounting or Financial Management with (7) years relevant experience. Successful completion of the Corrections Science Learnership/ Basic Training. 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 policies and legislative frameworks. 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. Manage human resources, finances and assets. Manage performance information.
ENQUIRIES	:	Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsoane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027.
NOTE	:	Appointment under the Correctional Services Act
POST 10/63	:	**DIVISIONAL HEAD: HUMAN RESOURCE MANAGEMENT (CB4)**
SALARY	:	R491 799 per annum
CENTRE	:	**Free State and Northern Cape Region:** Goedemoed Med B Ref No: FSNC 2026/03/169 Upington Ref No: FSNC 2026/03/170 Vereeniging Ref No: FSNC 2026/03/171
REQUIREMENTS	:	Relevant Degree or National Diploma in Human Resource Management and successful completion of the Corrections Science Learnership/ Basic Training. Seven (7) years relevant experience gained in a supervisory post. Computer literate. Valid driver's licence. 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. Manage human resources, finances and assets. Manage performance information.
ENQUIRIES		Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsoane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027.
NOTE	:	Appointment under the Correctional Services Act
POST 10/64	:	**DIVISIONAL HEAD: CASE MANAGEMENT ADMINISTRATION (CB4) REF NO: FSNC 2026/03/172**
SALARY	:	R491 799 per annum
CENTRE	:	Free State and Northern Cape region: Grootvlei Max
REQUIREMENTS	:	Relevant Degree or National Diploma in Behavioural Sciences and successful completion of Corrections Science learnership. Seven (7) years relevant experience gained in a supervisory post. Computer literate. Valid driver's licence. 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. Manage human resources, finances and assets. Manage performance information.

ENQUIRIES	:	Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsoane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027.
NOTE	:	Appointment under the Correctional Services Act
POST 10/65	:	**DIVISIONAL HEAD: CASE MANAGEMENT ADMINISTRATION (CB4) REF NO: FSNC 2026/03/172**
SALARY	:	R491 799 per annum
CENTRE	:	Free State and Northern Cape region: Grootvlei Max
REQUIREMENTS	:	Relevant Degree or National Diploma in Behavioural Sciences and successful completion of Corrections Science learnership. Seven (7) years relevant experience gained in a supervisory post. Computer literate. Valid driver's licence. 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. Manage human resources, finances and assets. Manage performance information.
ENQUIRIES	:	Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsoane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027.
NOTE	:	Appointment under the Correctional Services Act
POST 10/66	:	**SECURITY MANAGER: CASE MANAGEMENT COMMITTEE (CB4)**
SALARY	:	R491 799 per annum
CENTRE	:	**Free State and Northern Cape Region:** Groenpunt Med Ref No: FSNC 2026/03/173 **Western Cape Region:** West Coast Med A Ref No: WC 2026/03/234
REQUIREMENTS	:	Relevant Degree or National Diploma in Behavioural Sciences and successful completion of Corrections Science learnership. Seven (7) years relevant experience gained in a supervisory post. Computer literate. Valid driver's licence. 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 to support individual offenders in their personal development. Ensure that the 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 (such as Case Management Committee, Case Management Administration). Manage human resources, finances and assets. Manage performance information.
ENQUIRIES	:	Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsoane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027. Western Cape: Ms NA Mdladlamba Tel No: (021) 550 6014/Ms A Reddy Tel No: (021) 559 7929/Mr S Sikisazane Tel No: (021) 558 0108/Ms NC Sotyibi Tel No: (021) 558 0518.
NOTE	:	Appointment under the Correctional Services Act.
POST 10/67	:	**DIVISIONAL HEAD: CARE SERVICES (CB4) REF NO: FSNC 2026/03/174**
SALARY	:	R491 799 per annum
CENTRE	:	Free State and Northern Cape Region: Vereeniging
REQUIREMENTS	:	Relevant Degree or National Diploma in Education and Training, Training/Educational Management/M + 4 qualification in Education, Social

Work and Nursing. Successful completion of the Corrections Science Learnership/ Basic Training). Seven (7) years relevant experience gained in a supervisory post. Computer literate. Valid driver's licence. Competencies and Attributes: Good communication, report writing and listening skills. Negotiation, problem solving, analysis and presentation skills. Firearm 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.

DUTIES : 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. Manage human resources, finances and assets. Manage performance information.

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

NOTE : Appointment under the Correctional Services Act

POST 10/68 : **CHIEF ARTISAN GRADE A: ASSET MAINTENANCE**

SALARY : R480 261 per annum

CENTRE : **Free State and Northern Cape Region:**
Kimberley Ref No: FSNC 2026/03/21
Gauteng Region:
Kgoši Mampuru II Central Ref No: GP 2026/03/26
Limpopo, Mpumalanga and North West Region:
Thohoyandou Ref No: LMN 2026/03/24
Western Cape Region:
Voorberg (Ref no: WC 2026/03/20

REQUIREMENTS : An appropriate Trade Test Certificate. 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.

DUTIES : 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. Manage human resources, finances and assets. Manage performance information.

ENQUIRIES : Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsoane N/Ms Radebe T/ Ms. Ramncwana B (082) 306 9027.
Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179.
Limpopo, Mpumalanga and North West Region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD Tel No: (012) 306 2034.
Western Cape: Ms NA Mdladlamba Tel No: (021) 550 6014/Ms A Reddy Tel No: (021) 559 7929/Mr S Sikisazane Tel No: (021) 558 0108/Ms NC Sotyibi Tel No: (021) 558 0518.

NOTE : Appointment under the Public Service Act.

POST 10/69 : **CHIEF ARTISAN GRADE A: PRODUCTION WORKSHOPS**

SALARY : R480 261 per annum

CENTRE : **Gauteng Region:**
Boksburg Ref No: GP 2026/03/27
Free State and Northern Cape Region:
Bizzah Makhate Ref No: FSNC 2026/03/22

REQUIREMENTS : An appropriate Trade Test Certificate. Ten years post qualification experience required as an Artsan/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.

DUTIES : Policy development and interpretation. Monitoring, evaluation and support service to workshop personnel. Economic analysis of work-shop performance. Research and development of new workshop projects. Monitor and evaluate adherence to set service level standards for production workshop. Interpret the relevant workshop policies, manuals and legislation for workshop personnel. Conduct compliance inspection workshop policies, manuals and legislation. Compiling financial budgets and estimates. Evaluate financial expenditure and control at all workshop facilities. Understand and apply good human resources relations with subordinates and workshop personnel. Monitor and evaluate the credibility and effective management of the workshops costing system and its reports. Manage human resources, finances and assets. Manage performance information.

ENQUIRIES : Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179.
Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsoane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027.

NOTE : Appointment under the Public Service Act

POST 10/70 : **SOCIAL WORK SUPERVISOR GRADE 1**

SALARY : R477 564 per annum

CENTRE : **Eastern Cape Region:**
Amathole Ref No: EC 2026/03/14
Limpopo, Mpumalanga and North West Region:
Bethal: Ermelo Med A Ref No: LMN 2026/03/25
Standerton Med A Ref No: LMN 2026/03/26 (X2 Posts)
Rooigrond Ref No: LMN 2026/03/27
Thohoyandou Ref No: LMN 2026/03/28
Western Cape Region:
Allandale Ref No: WC 2026/03/21
Brandvlei (Juvenile) Ref No: WC 2026/03/22
Brandvlei Med Ref No: WC 2026/03/23)
Southern Cape (George) Ref No: WC 2026/03/24

REQUIREMENTS : 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 co-ordinate and collaborate with internal and external stakeholders.

DUTIES : 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, finances and assets. Manage performance information.

ENQUIRIES : Eastern Cape: Ms Myataza Z (043) 706 7866/Ms Mgugudo N (043) 706 7882. Limpopo, Mpumalanga and North West region: Mr Buthelezi Z (012) 306 2025/Ms Nomvela PM (012) 306 2033/Ms Lekhuleni TD (012) 306 2034. Western Cape: Ms NA Mdladlamba (021) 550 6014/Ms A Reddy (021) 559 7929/Mr S Sikisazane (021) 558 0108/Ms NC Sotyibi (021) 558 0518.

NOTE : Appointment under the Public Service Act

POST 10/71 : **CLINICAL NURSE PRACTITIONER GRADE 1: PN-B1 (PRIMARY HEALTH CARE)**

SALARY : R476 367 per annum

CENTRE :

Eastern Cape Region:
East London Max Ref No: EC 2026/03/15
Mthatha Max Ref No: EC 2026/03/16 (X2 Posts)
Mt Fletcher Ref No: EC 2026/03/17
Mthatha Remand Ref No: EC 2026/03/18
St Albans: Med B Ref No: EC 2026/03/19
Max Ref No: EC 2026/03/20 (X4 Posts)
Port Elizabeth Ref No: EC 2026/03/21
Amathole Ref No: EC 2026/03/22 (X3 Posts)
Middledrift Ref No: EC 2026/03/23
Sada (Burgersdorp) Ref No: EC 2026/03/24

Free State and Northern Cape Region:
Bizzah Makhate Med C Ref No: FSNC 2026/03/23
Bethlehem Ref No: FSNC 2026/03/24
Bizzah Makhate Med B Ref No: FSNC 2026/03/25
Brandfort Ref No: FSNC 2026/03/26
Harrismith Ref No: FSNC 2026/03/27
Hennenman Ref No: FSNC 2026/03/28
Ventersburg Ref No: FSNC 2026/03/29
Virginia Ref No: FSNC 2026/03/30
Colesberg Ref No: FSNC 2026/03/31
De Aar Ref No: FSNC 2026/03/32
Douglas Ref No: FSNC 2026/03/33) (X2 Posts)
Grootvlei Max Ref No: FSNC 2026/03/34
Grootvlei Max Ref No: FSNC 2026/02/35 (X2 Posts)
Grootvlei Med B Ref No: FSNC 2026/03/36
Groenpunt Youth Ref No: FSNC 2026/03/37
Hope Town Ref No: FSNC 2026/03/38
Frankfort Ref No: FSNC 2026/03/39
Kuruman Ref No: FSNC 2026/03/40
Odendaalsrus Ref No: FSNC 2026/03/41
Vereeniging Ref No: FSNC 2026/03/42
Parys Ref No: FSNC 2026/03/43
Tswelopele Ref No: FSNC 2026/03/44 (X4 Posts)
Upington Ref No: FSNC 2026/03/45
Upington Ref No: FSNC 2026/03/46
Victoria West Ref No: FSNC 2026/03/47

Gauteng Region: Boksburg Med A Ref No: GP 2026/03/28
Kgoši Mampuru II Odi Ref No: GP 2026/03/29) (X2 Posts)
Johannesburg Med A Ref No: GP 2026/03/30
Johannesburg Med B Ref No: GP 2026/03/31
Johannesburg Ref No: GP 2026/03/32
Krugersdorp Ref No: GP 2026/03/33
Modderbee Ref No: GP 2026/03/34) (X5 Posts)
Modderbee Devon Ref No: GP 2026/03/35
Zonderwater Med A Ref No: GP 2026/03/36
Zonderwater Med B Ref No: GP 2026/03/37

KwaZulu Natal Region:
Durban Med A Ref No: KZN 2026/03/13 (X4 Posts)
Durban Med B Ref No: KZN 2026/03/14
Durban Med C Ref No: KZN 2026/03/15
Umzinto Ref No: KZN 2026/03/16
Durban female Ref No: KZN 2026/03/17
Kokstad: Ebongweni Ref No: KZN 2026/03/18 (X3 Posts)
Pietermaritzburg Med A Ref No: KZN 2026/03/19 (X2 Posts)
Pietermaritzburg Med B Ref No: KZN 2026/03/20

New Hanover Ref No: KZN 2026/03/21
Glencoe Ref No: KZN 2026/03/22
Ncome (Vryheid) Ref No: KZN 2026/03/23
Limpopo, Mpumalanga and North West Region:
Barberton: Nelspruit Ref No: LMN 2026/03/29
Bethal: Standerton Ref No: LMN 2026/03/30 (X3 Posts)
Piet Retief Ref No: LMN 2026/03/31
Rustenburg: Mogwase Ref No: LMN 2026/03/32
Rustenburg: Losperfontein Ref No: LMN 2026/03/33
Thohoyandou Med A Ref No: LMN 2026/03/34
Witbank: Middleburg Ref No: LMN 2026/03/35
Witbank Ref No: LMN 2026/03/36) (X2 Posts)
Polokwane: Tzaneen Ref No: LMN 2026/03/37
Western Cape Region:
Allandale Ref No: WC 2026/03/25
Allandale (Paardeberg) Ref No: WC 2026/03/26
Brandvlei Max Ref No: WC 2026/03/27
Brandvlei Med Ref No: WC 2026/03/28
Brandvlei (Juvenile) Ref No: WC 2026/03/29
Southern Cape (Oudtshoorn) Ref No: WC 2026/03/30 (X2 Posts)
Southern Cape (George) Ref No: WC 2026/03/31 (X3 Posts)
Southern Cape (Mossel Bay) Ref No: WC 2026/03/32
Overberg Med Ref No: WC 2026/03/33
Pollsmoor Med A Ref No: WC 2026/03/34 (X4 Posts)
Pollsmoor Med B Ref No: WC 2026/03/35 (X2 Posts)
Pollsmoor (Female) Ref No: WC 2026/03/36
Drakenstein Ref No: WC 2026/03/37 (X2 Posts)
Voorberg (Van Rhynsdorp) Ref: WC 2026/03/38 (X2 Posts)
Breede River (Males) Ref No: WC 2026/03/39
Breede River (Females) Ref No: WC 2026/03/40 (X2 Posts)
Breede River (Robertson) Ref No: WC 2026/03/41
Goodwood Ref No: WC 2026/03/42 (X2 Posts)

REQUIREMENTS : Degree/National Diploma with four years relevant nursing experience after registration as a professional nurse with the South African Nursing Council and post basic qualification in Primary Health Care accredited with the Council. 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. Computer literate. Valid driver's licence. Competencies and Attributes: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks such as: Nursing, Health, Occupational and Safety Act. Knowledge of Offender Rights Charter and Batho-Pele principles. Sound knowledge of the health programmes run at the PHC level. Ability to relieve in different service areas. Co-ordination, planning team building, supervisory, good communication and problem-solving skills. Knowledge of all applicable legislation guidelines and policies related to nursing principles. Good interpersonal relationship and listening skills. Empathy, tactfulness, integrity and honesty. Report writing skills. Adaptability and conflict management. Ability to coordinate and collaborate with internal and external stakeholders.

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, finances and assets. Manage performance information.

ENQUIRIES : Eastern Cape: Ms Myataza Z Tel No: (043) 706 7866/Ms Mgugudo N Tel No: (043) 706 7882.
Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsoane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027.

Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179.
KwaZulu Natal Region: Mr Singh M Tel No: (033) 355 7380/Ms Zuma NI Tel No: (033) 355 7367.
Limpopo, Mpumalanga and North West Region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM (012) 306 2033/Ms Lekhuleni TD Tel No: (012) 306 2034.
Western Cape: Ms NA Mdladlamba Tel No: (021) 550 6014/Ms A Reddy Tel No: (021) 559 7929/Mr S Sikisazane Tel No: (021) 558 0108/Ms NC Sotyibi Tel No: (021) 558 0518.

NOTE : Appointment under the Public Service Act.

POST 10/72 : **ASSISTANT DIRECTOR: OCCUPATIONAL HEALTH AND SAFETY PRACTITIONER REF NO: WC 2026/03/43**

SALARY : R468 459 per annum
CENTRE : Western Cape region: Regional Office
REQUIREMENTS : Recognized Degree/National Diploma in Safety Management or equivalent qualification. 3-5 years' supervisory experience in an Occupational Health and Safety environment. Computer literate. Valid driver's licence. Competencies and Attributes: Knowledge of OHS Act. Knowledge of COID Act. Knowledge of DCS employee occupational health and safety policy and processes. HR Mandates regarding employee occupational health and safety. Public Service Regulations. Knowledge of collective Agreements with regard to employee occupational health and safety. Information collection, analyses, interpretation, dissemination with regard to performance assessment policies regulations and acts. Knowledge of COID Act (Workman Compensation Act). Safety standards. Basic Conditions of Employment Act. Public Service Regulations. DCS Financial Policy regarding claims, expenditure, advances, payments, invoices, etc. HR Policies related to leave, performance assessment, discipline, grievances, skills development, occupational health and safety, employee wellness, remuneration and allowances, etc. Project management principles. PFMA – compilation of budgets, estimation, expenditure and reporting. The ability to access and interpret required management information. Communication, presentations, decision making, problem solving, networking/liaison with stakeholders and listening skills. Technical report writing and analytical thinking. Policy development, analysis, monitoring, evaluation and implementation. Knowledge of DPSA Circulars with regard to employee occupational health and safety.
DUTIES : Facilitate the implementation of OHS as incorporated in the IEHW policy and procedure. Monitor the compliance of Occupational Health and safety in terms of COID Acts within the region and management area. Monitor and promote corporate culture of Safety, Health, Environment, Risk and Quality (SHERQ) in the region. Facilitate the implementation of corrective measures in order to mitigate SHERQ risks. Coordinate and facilitate emergency preparedness plan and response procedures within the region.
ENQUIRIES : Western Cape: Ms NA Mdladlamba Tel No: (021) 550 6014/Ms A Reddy Tel No: (021) 559 7929/Mr S Sikisazane Tel No: (021) 558 0108/Ms NC Sotyibi Tel No: (021) 558 0518.
NOTE : Appointment under the Public Service Act.

POST 10/73 : **ASSISTANT DIRECTOR: ADMINISTRATIVE SECRETARY**

SALARY : R468 459 per annum
CENTRE
Free State and Northern Cape Region:
Office of the Deputy Regional Commissioner Ref No: FS/NC 2026/03/49
Gauteng Region:
Office of the Deputy Regional Commissioner Ref No: GP 2026/03/39
Western Cape Region:
Pollsmoor: Office of the Area Commissioner Ref No: WC 2026/03/44
REQUIREMENTS : A recognized Degree/National Diploma in Office Management /Public Administration/related qualification. 3-5 years' supervisory experience in a relevant environment. Computer literate. Valid driver's licence. Competencies and Attributes: Performance planning, reporting and service delivery Improvement. Financial management, problem solving and decision-making, facilitation, plan, organize, lead and control. Team leadership, project management, presentation, conflict management and report writing skills.

Training and development. Time management. Confidentiality. Coaching and mentoring. Understanding of public service policies and legislative frameworks. Service delivery and client orientation. Integrity and honesty. Assertiveness. Ability to network. Influence and impact. Applied strategic thinking. Willingness to travel.

DUTIES : Prepare and consolidate reports for the office. Ensure a smooth document flow system in the office. Ensure compliance of return dates for memorandums and projects. Ensure quality control over the documentation received. Facilitate the convening of meetings, minute taking and implementation of decisions taken at meetings. Ensure the drafting of routine letters and memoranda, receipt of correspondence and documentation and proactively acknowledging receipt of correspondence. Process content of incoming and outgoing documentation. Ensure appropriate filing of documents. Liaise with various stakeholders. Manage human resources, finances and assets. Manage performance information.

ENQUIRIES : Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsoane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027.
Gauteng region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179.
Western Cape: Ms NA Mdladlamba Tel No: (021) 550 6014/Ms A Reddy Tel No: (021) 559 7929/Mr S Sikisazane Tel No: (021) 558 0108/Ms NC Sotyibi Tel No: (021) 558 0518.

NOTE : Appointment under the Public Service Act.

POST 10/74 : **ASSISTANT DIRECTOR: EMPLOYEE RELATIONS**

SALARY : R468 459 per annum

CENTRE :
Eastern Cape Region:
Kirkwood Ref No: EC 2026/03/25
Free State and Northern Cape Region:
Upington Ref No: FSNC 2026/03/50
Goedemoed Ref No: FSNC 2026/03/51
KwaZulu Natal Region:
Kokstad Ref No: KZN 2026/03/24
Pietermaritzburg Ref No: KZN 2026/03/25
Waterval Ref No: KZN 2026/03/26
Durban Ref No: KZN 2026/03/27
Glencoe Ref No: KZN 2026/03/28
Gauteng Region:
Johannesburg Ref No: GP 2026/03/40
Kgoši Mampuru II Ref No: GP 2026/03/41
Limpopo, Mpumalanga and North West Region:
Thohoyandou Ref No: LMN 2026/03/39
Western Cape Region:
Brandvlei Ref No: WC 2026/03/45
Goodwood Ref No: WC 2026/03/46
Pollsmoor Ref No: WC 2026/03/47
Drakenstein Ref No: WC 2026/03/48

REQUIREMENTS : Recognized Degree/National Diploma in Labour Law/Labour Relations or equivalent relevant qualification. At least 3-5 years' supervisory experience in the employee relations environment. Computer literate. Valid driver's licence. Competencies and Attributes: Financial management, problem solving and decision-making. Plan, organise, lead and control. Change management. Team leadership. Project management, presentation, conflict management, report writing, training and development, facilitation and training skills. Time management. Confidentiality. Coaching and mentoring. Understanding of Public service policies and legislative frameworks. Service delivery and client orientation. Integrity and honest. Assertiveness. Ability to network. Influence and impact. Applied strategic thinking. Willingness to travel.

DUTIES : Administer the Department's Employee Relations Management Information System (ERMIS). Design and implement systems and procedures for collecting, monitoring, analysing and interpreting data related to disciplinary hearings, appeals, suspensions, grievances and disputes within the Management Area and ensure that corrective actions are taken. Develop management information reports for DCS regional management. Administer employee grievances in the Management Area and support the development of related policies and procedures. Serve as the custodian of the grievance

procedure and monitor compliance with DCS grievance guidelines. Facilitate conflict management processes at both individual and collective levels. Represent the Department/Management Area during conciliation and arbitration proceedings. Oversee the management of human resources, finances and assets.

ENQUIRIES : Eastern Cape: Ms Myataza Z Tel No: (043) 706 7866/Ms Mgugudo N Tel No: (043) 706 7882.
Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsoane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027.
Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179.
KwaZulu Natal Region: Mr Singh M Tel No: (033) 355 7380/Ms Zuma NI Tel No: (033) 355 7367.
Limpopo, Mpumalanga and North West Region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD Tel No: (012) 306 2034.
Western Cape: Ms NA Mdladlamba Tel No: (021) 550 6014/Ms A Reddy Tel No: (021) 559 7929/Mr S Sikisazane Tel No: (021) 558 0108/Ms NC Sotyibi Tel No: (021) 558 0518.

NOTE : Appointment under the Public Service Act.

POST 10/75 : **ASSISTANT DIRECTOR: HR PROVISIONING**

SALARY : R468 459 per annum
CENTRE : **Gauteng Region:**
Regional Office: Ref No: GP 2026/03/42
KwaZulu Natal Region:
Regional Office Ref No: KZN 2026/03/29

REQUIREMENTS : Recognized three (3) year Degree/National Diploma in Human Resource Management or equivalent qualification and 3-5 years' supervisory experience in human resource environment. PERSAL knowledge. Computer literate. Valid driver's licence. Competencies and Attributes: Financial management, problem solving and decision-making. Plan, organise, lead and control. Change management. Team leadership. Project management, presentation, conflict management, report writing, training and development, facilitation and training skills. Time management. Confidentiality. Coaching and mentoring. Understanding of Public service policies and legislative frameworks. Service delivery and client orientation. Integrity and honest. Assertiveness. Ability to network. Influence and impact. Applied strategic thinking. Willingness to travel.

DUTIES : Management of policy on HR provisioning. Manage recruitment objectives for entry level posts. Management of promotion posts up to DD level. Management of psychometric testing. Advertisements of posts. Ensure that post applications are evaluated. Ensuring that shortlists are compiled. Ensuring that candidates are interviewed. Manage the appointment/placement of candidates. Manage human resources, finances and assets. Manage performance information.

ENQUIRIES : Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179.

NOTE : Appointment under the Public Service Act.

POST 10/76 : **ASSISTANT DIRECTOR: WORKSTUDY REF NO: GP 2026/03/43**

SALARY : R468 459 per annum
CENTRE : Gauteng region: Regional Office

REQUIREMENTS : Recognized three (3) year Degree/National Diploma in Management Services/Production or Operations Management or equivalent qualification and 3-5 years' supervisory experience in HR Organisational Design, Business Process Re-engineering and Job evaluation. Computer literate. Valid driver's licence. Competencies and Attributes: Knowledge of the Constitution, Public Service Act, Public Service Act Public regulations, Labour Relations Act, organisational design principles, business process principles job evaluation policies and procedure, OrgPlus, Visio or WinOrg, DPSA Directives and Circulars. Practices. Knowledge of SMS handbook, Batho Pele principles, national development plan, departmental strategy plan, annual performance plan, service delivery model, codes of conduct, stakeholder management, project management.

DUTIES : Conduct investigation on organisational structures and post establishment of the Department and make recommendations to national. Develop job

descriptions for newly created and newly defined jobs and jobs being evaluated. Evaluate existing and newly created posts establishment of the department and report the findings and solutions/recommendations. Facilitate the development of business process management and standard operating procedure in the Department. Coordinate and facilitate the development of Standard Operating Procedures (SOP) in the Department. Facilitate human resource planning with line functional managers or section head within the region. Manage human resources, finances and assets. Manage performance information.

ENQUIRIES : Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179.

NOTE : Appointment under the Public Service Act.

POST 10/77 : **ASSISTANT DIRECTOR: PERSAL**

SALARY : R468 459 per annum

CENTRE : **Eastern Cape Region:**
Regional Office Ref No: EC 2026/03/26
KwaZulu Natal Region:
Regional Office Ref No: KZN 2026/03/30

REQUIREMENTS Recognized three (3) year Degree/National Diploma in Human Resource Management and 3-5 years' supervisory experience in Human Resource environment. Successful completion of PERSAL Training (Personnel, Salaries, Establishment, Introduction). Computer literate. Valid driver's licence. Competencies and Attributes: Financial management, problem solving and decision-making. Plan, organise, lead and control. Change management. Team leadership. Project management, presentation, conflict management, report writing, training and development, facilitation and training skills. Time management. Confidentiality. Coaching and mentoring. Understanding of Public service policies and legislative frameworks. Service delivery and client orientation. Integrity and honest. Assertiveness. Ability to network. Influence and impact. Applied strategic thinking. Willingness to travel.

DUTIES : Manage PERSAL access security system within the region. Ensure data integrity on personnel and salary records. Conduct PERSAL inspection to ensure the effective implementation of internal policies, guidelines in relation to the HR practices within the region. Manage PERSAL establishment within the Region. Monitor the implementation of PERSAL data management and access security policy and procedure. Conduct training of PERSAL users. Monitor the selective allocation of functions. Creation and maintenance of departmental codes on the departmental code file. Evaluate and recommend/reject requested changes on the PERSAL systems. Manage and control PERSAL notices and messages and bring important issues to the attention of management. Monitor effective use of the PERSAL system. Ensure interaction between the PERSAL user support and the Department. Composition and maintenance of Departmental PERSAL policy, manuals and procedures. Manage human resources, finances and assets. Manage performance information.

ENQUIRIES : Eastern Cape: Ms Myataza Z Tel No: (043) 706 7866/Ms Mgugudo N Tel No: (043) 706 7882
KwaZulu Natal Region: Mr Singh M Tel No: (033) 355 7380/Ms Zuma NI Tel No: (033) 355 7367.

NOTE : Appointment under the Public Service Act.

POST 10/78 : **ASSISTANT DIRECTOR: HUMAN RESOURCE DEVELOPMENT**

SALARY : R468 459 per annum

CENTRE : **Gauteng Region:**
Boksburg: (Ref: GP 2026/03/44)
Limpopo, Mpumalanga and North West Region:
Barberton Ref No: LMN 2026/03/40
Rustenburg Ref No: LMN 2026/03/41
Klerksdorp Ref No: LMN 2026/03/42

REQUIREMENTS : Relevant Degree/National Diploma in Human Resource Development or equivalent qualification. OD-ETDP will be an added advantage. 3-5 years relevant work experience gained on a supervisory level in HRD. Computer literate. Valid driver's licence. Competencies and Attributes: Financial management, problem solving and decision-making. Plan, organise, lead and

control. Change management. Team leadership. Project management, presentation, conflict management, report writing, training and development, facilitation and training skills. Time management. Confidentiality. Coaching and mentoring. Understanding of Public service policies and legislative frameworks. Service delivery and client orientation. Integrity and honest. Assertiveness. Ability to network. Influence and impact. Applied strategic thinking. Willingness to travel.

DUTIES : Conduct training needs analyses and compile monthly training statistics as well as annual HRD reports. Deliver effective HRD administration, including managing learnerships such as the Correctional Science Learnership (NQF Level 4) and assessing learner performance. Oversee internship programmes and facilitate HRD training interventions through proper programming, scheduling, logistics coordination, monitoring and evaluation. Assist with the marketing and administration of bursaries and manage human resources, finances and assets within the HRD environment. Manage performance information.

ENQUIRIES : Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179.
Limpopo, Mpumalanga and North West Region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD Tel No: (012) 306 2034.

NOTE : Appointment under the Public Service Act.

POST 10/79 : **ASSISTANT DIRECTOR: HUMAN RESOURCE SUPPORT REF NO: GP 2026/03/45**

SALARY : R468 459 per annum
CENTRE : Gauteng Region: Johannesburg
REQUIREMENTS : Recognized three (3) year Degree/National Diploma in Human Resource Management or equivalent qualification and 3-5 years supervisory experience in human resource environment. PERSAL knowledge. Computer literate. Valid driver's licence. Competencies and Attributes: Financial management, problem solving and decision-making. Plan, organise, lead and control. Change management. Team leadership. Project management, presentation, conflict management, report writing, training and development, facilitation and training skills. Time management. Confidentiality. Coaching and mentoring. Understanding of Public service policies and legislative frameworks. Service delivery and client orientation. Integrity and honest. Assertiveness. Ability to network. Influence and impact. Applied strategic thinking. Willingness to travel.

DUTIES : Facilitate the implementation of the Performance Management Development System (PMDS), including the setup and maintenance of performance management tools. Ensure effective execution of pay progression, performance incentives and grade progression processes. Coordinate and manage long service awards, ensuring compliance with departmental guidelines. Manage performance information. Manage human resources, finances and assets. Manage performance information.

ENQUIRIES : Gauteng region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179.

NOTE : Appointment under the Public Service Act.

POST 10/80 : **ASSISTANT DIRECTOR: HR ADMINISTRATION**

SALARY : R468 459 per annum
CENTRE : **Free State and Northern Cape Region:**
Goedemoed Ref No: FSNC 2026/03/52
Grootvlei Ref No: FSNC 2026/03/53
Upington Ref No: FSNC 2026/03/54
KwaZulu Natal Region:
Empangeni Ref No: KZN 2026/03/31
Limpopo, Mpumalanga and North West Region:
Thohoyandou Ref No: LMN 2026/03/43
Rooigrond Ref No: LMN 2026/03/44
Western Cape Region:
Regional Office Ref No: WC 2026/03/49
Pollsmoor Ref No: WC 2026/03/50
Southern Cape Ref No: WC 2026/03/51

REQUIREMENTS : Recognized Degree/National Diploma in Human Resource Management or equivalent qualification. At least 3-5 years supervisory experience in a Human Resource environment. Knowledge of PERSAL system. Computer literate. Valid driver's licence. Competencies and Attributes: Knowledge of HR policies, transformation and PMDS, training and development plan, organise, lead and control. Change management. Team leadership. Project management, presentation, conflict management, report writing, training and development, facilitation and training skills. Time management. Confidentiality. Coaching and mentoring. Understanding of Public service policies and legislative frameworks. Service delivery and client orientation. Integrity and honest. Assertiveness. Ability to network. Influence and impact. Applied strategic thinking. Willingness to travel.

DUTIES : Ensure the implementation of Human Resource policies, including leave administration, performance management, employee development systems, grievances, disciplinary procedures, injury-on duty cases, transfers and service terminations. Communicate and interpret HR policy matters for staff and management. Coordinate and facilitate personnel meetings and maintain an accurate post establishment. Oversee the effective management of human resource practices and support the implementation of HR development initiatives. Ensure proper management of official accommodation and exercise control over the organisational establishment. Manage and administer PERSAL functions. Oversee the management of human resources, finances and physical assets to ensure efficiency and compliance. Manage performance information.

ENQUIRIES : Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsoane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027
KwaZulu Natal Region: Mr Singh M Tel No: (033) 355 7380/Ms Zuma NI Tel No: (033) 355 7367
Limpopo, Mpumalanga and North West Region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD Tel No: (012) 306 2034.
Western Cape: Ms NA Mdladlamba Tel No: (021) 550 6014/Ms A Reddy Tel No: (021) 559 7929/Mr S Sikisazane Tel No: (021) 558 0108/Ms NC Sotyibi Tel No: (021) 558 0518

NOTE : Appointment under the Public Service Act.

POST 10/81 : **ASSISTANT DIRECTOR: EMPLOYMENT EQUITY**

SALARY : R468 459 per annum

CENTRE : **Eastern Cape Region:**
Regional Office Ref No: EC 2026/03/27
Western Cape Region:
Regional Office Ref No: WC 2026/03/52

REQUIREMENTS : Recognized Degree/National Diploma in Social Work/Psychology or equivalent relevant qualification. At least 3-5 years supervisory experience in a Human Resource environment. Knowledge of PERSAL system. Computer literate. Valid driver's licence. Competencies and Attributes: Financial management, problem solving and decision-making. Plan, organise, lead and control. Change management. Team leadership. Project management, presentation, conflict management, report writing, training and development, facilitation and training skills. Time management. Confidentiality. Coaching and mentoring. Understanding of Public service policies and legislative frameworks. Service delivery and client orientation. Integrity and honest. Assertiveness. Ability to network. Influence and impact. Applied strategic thinking. Willingness to travel.

DUTIES : Promote and mainstream gender sensitivity across the region while managing employment equity matters in line with departmental and legislative requirements. Monitor and support the implementation of transformation processes to ensure an inclusive and equitable work environment. Manage human resources, finances and assets within the equity and transformation portfolio. Manage human resources, finances and assets. Manage performance information.

ENQUIRIES : Eastern Cape: Ms Myataza Z Tel No: (043) 706 7866/Ms Mgugudo N Tel No: (043) 706 7882
Western Cape: Ms NA Mdladlamba Tel No: (021) 550 6014/Ms A Reddy Tel No: (021) 559 7929/Mr S Sikisazane Tel No: (021) 558 0108/Ms NC Sotyibi Tel No: (021) 558 0518

NOTE : Appointment under the Public Service Act.

POST 10/82 : **ASSISTANT DIRECTOR: HR UTILIZATION**

SALARY : R468 459 per annum

CENTRE : **Eastern Cape Region:**
Kirkwood Ref No: EC 2026/03/28)
Mthatha Ref No: EC 2026/03/29
Gauteng Region:
Johannesburg Ref No: GP 2026/03/46
Limpopo, Mpumalanga and North West Region:
Bethal Ref No: LMN 2026/03/45
Western Cape Region:
West Coast Ref No: WC 2026/03/53

REQUIREMENTS : Recognized Degree/National Diploma in Human Resource Management and 3-5 years' supervisory experience in a similar environment. Computer literate. Valid driver's licence. Competencies and Attributes: Financial management, problem solving and decision-making. Plan, organise, lead and control. Change management. Team leadership. Project management, presentation, conflict management, report writing, training and development, facilitation and training skills. Time management. Confidentiality. Coaching and mentoring. Understanding of Public service policies and legislative frameworks. Service delivery and client orientation. Integrity and honest. Assertiveness. Ability to network. Influence and impact. Applied strategic thinking. Willingness to travel.

DUTIES : Coordinate and oversee the recruitment, appointment and promotion processes to ensure efficient staffing. Monitor the vacancy rate in line with the departmental Annual Performance Plan (APP) and advise management on any discrepancies. Manage and administer employee transfers within the Management Area, as well as all service terminations. Oversee the effective management of human resources, finances and physical assets in the recruitment and staffing environment. Manage human resources, finances and assets. Manage performance information.

ENQUIRIES : Eastern Cape: Ms Myataza Z Tel No: (043) 706 7866/Ms Mgugudo N Tel No: (043) 706 7882.
Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179.
Limpopo, Mpumalanga and North West Region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD Tel No: (012) 306 2034.
Western Cape: Ms NA Mdladlamba Tel No: (021) 550 6014/Ms A Reddy Tel No: (021) 559 7929/Mr S Sikisazane Tel No: (021) 558 0108/Ms NC Sotyibi Tel No: (021) 558 0518

NOTE : Appointment under the Public Service Act.

POST 10/83 : **ASSISTANT DIRECTOR: SPECIAL PROGRAMMES**

SALARY : R468 459 per annum

CENTRE : **Free State and Northern Cape Region:**
Grootvlei Ref No: FSNC 2026/03/55
Goedemoed Ref No: FSNC 2026/03/56
Kimberley Ref No: FSNC 2026/03/57
Gauteng Region:
Baviaanspoort Ref No: GP 2026/03/47
Limpopo, Mpumalanga and North West Region:
Bethal Ref No: LMN 2026/03/46
Polokwane Ref No: LMN 2026/03/47
Western Cape Region:
Allandale Ref No: WC 2026/03/54
Brandvlei Ref No: WC 2026/03/55
Pollsmoor Ref No: WC 2026/03/56

REQUIREMENTS : Recognized Degree/National Diploma in Human Resource Management or equivalent qualification. At least 3-5 years supervisory experience in a Human Resource environment. Computer literate. Valid driver's licence. Competencies and Attributes: Financial management, problem solving and decision-making. Plan, organise, lead and control. Change management. Team leadership. Project management, presentation, conflict management, report writing, training and development, facilitation and training skills. Time management. Confidentiality. Coaching and mentoring. Understanding of Public service

policies and legislative frameworks. Service delivery and client orientation. Integrity and honest. Assertiveness. Ability to network. Influence and impact. Applied strategic thinking. Willingness to travel.

DUTIES : Manage the Employee Assistance Programme (EAP) and overall employee wellness services within the Management Area. Oversee gender and employment equity affairs, ensuring alignment with departmental transformation objectives. Coordinate and manage sports events, including organising tournaments and trials across all sporting codes. Administer Occupational Health and Safety (OHS) processes to ensure a safe working environment. Oversee the administration of clubs and messes, ensuring effective governance and resource management. Manage human resources, finances and assets. Manage performance information.

ENQUIRIES : Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsoane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027.
Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179.
Limpopo, Mpumalanga and North West Region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM (012) 306 2033/Ms Lekhuleni TD (012) 306 2034.
Western Cape: Ms NA Mdladlamba Tel No: (021) 550 6014/Ms A Reddy Tel No: (021) 559 7929/Mr S Sikisazane Tel No: (021) 558 0108/Ms NC Sotyibi Tel No: (021) 558 0518

NOTE : Appointment under the Public Service Act.

POST 10/84 : **ASSISTANT DIRECTOR: SPECIAL CATEGORIES REF NO: FSNC 2026/03/58**

SALARY : R468 459 per annum
CENTRE : Free State and Northern Cape region: Regional Office
REQUIREMENTS : Recognized Degree / National Diploma in Financial Management / Accounting/ Public Administration or equivalent. At least 3-5 years supervisory experience in a comparable environment. Computer literate. Valid driver's licence. Competencies and Attributes: Financial management, problem solving and decision-making. Plan, organise, lead and control. Change management. Team leadership. Project management, presentation, conflict management, report writing, training and development, facilitation and training skills. Time management. Confidentiality. Coaching and mentoring. Understanding of Public service policies and legislative frameworks. Service delivery and client orientation. Integrity and honest. Assertiveness. Ability to network. Influence and impact. Applied strategic thinking. Willingness to travel.

DUTIES : Oversee the proper administration and governance of general clubs and sub clubs in the region, ensuring sound financial and inventory management. Monitor stocktaking, control of club assets and compliance with all applicable legal prescripts, including recruitment regulations, VAT and licensing requirements. Ensure that malpractices, losses, damages and corruption are investigated and addressed. Provide training and updated guidance to all club functionaries, monitor club committee meetings and offer overall oversight to ensure effective and compliant administration of Clubs and Messes. Manage human resources, finances and assets. Manage performance information.

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

NOTE : Appointment under the Public Service Act.

POST 10/85 : **ASSISTANT DIRECTOR: FINANCIAL AND MANAGEMENT ACCOUNTING**

SALARY : R468 459 per annum
CENTRE : **Gauteng Region:**
Baviaanspoort Ref No: GP 2026/03/48
Modderbee Ref No: GP 2026/03/49
Krugersdorp Ref No: GP 2026/03/50
Zonderwater Ref No: GP 2026/03/51
Free State and Northern Cape Region:
Upington Ref No: FSNC 2026/03/59
KwaZulu Natal Region:
Kokstad Ref No: KZN 2026/03/32
Limpopo, Mpumalanga and North West Region:
Polokwane Ref: LMN 2026/03/48
Klerksdorp Ref No: LMN 2026/03/49

Rooigrond Ref No: LMN 2026/03/50
Western Cape Region:
Regional Office Ref No: WC 2026/03/57
Drakenstein Ref No: WC 2026/03/58
Southern Cape Ref No: WC 2026/03/59

REQUIREMENTS : Recognized Degree/National Diploma in Financial Management or Accounting with 3-5 years' supervisory experience in a financial and management accounting environment. Computer literate. Valid driver's licence. Competencies and Attributes: In-depth knowledge of BAS and LOGIS. Advance financial management. Problem solving and decision making. Facilitation skills. Plan, organize, lead and control. Change management, project management, presentation, conflict management, training and communication skills. Time management. Confidentiality, coaching and mentoring skills. Proven knowledge of the Public Finance Management Act, 1999 and Treasury Regulations relating to financial management and accounting. Public Finance Administration. Service delivery and client orientation. Integrity and honesty. Assertiveness. Influence and impact and the ability to network.

DUTIES : Ensure effective financial control within the Management Area by administering the budget, revenue management and bookkeeping processes. Implement and monitor compliance with the Public Finance Management Act (PFMA) and departmental financial policies, ensuring strict adherence to approved financial procedures. Enforce financial discipline and sound internal controls while overseeing the management of human resources, finances and assets to support effective financial governance. Manage human resources, finances and assets. Manage performance information.

ENQUIRIES : Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsoane N/Ms Radebe T/ Ms. Ramncwana B (082) 306 9027.
Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179.
KwaZulu Natal Region: Mr Singh M Tel No: (033) 355 7380/Ms Zuma NI Tel No: (033) 355 7367.
Limpopo, Mpumalanga and North West Region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD Tel No: (012) 306 2034.
Western Cape: Ms NA Mdladlamba Tel No: (021) 550 6014/Ms A Reddy Tel No: (021) 559 7929/Mr S Sikisazane Tel No: (021) 558 0108/Ms NC Sotyibi Tel No: (021) 558 0518

NOTE : Appointment under the Public Service Act.

POST 10/86 : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT**

SALARY : R468 459 per annum
CENTRE : **Eastern Cape Region:**
Sada Ref No: EC 2026/03/30
Free State and Northern Cape Region:
Upington Ref No: FSNC 2026/03/60
Groenpunt Ref No: FSNC 2026/03/61
Gauteng Region:
Baviaanspoort Ref No: GP 2026/03/52
Krugersdorp Ref No: GP 2026/03/53
Johannesburg Ref No: GP 2026/03/54
KwaZulu Natal Region:
Kokstad Ref No: KZN 2026/03/33
Western Cape Region:
Voorberg Ref No: WC 2026/03/60
Overberg Ref No: WC 2026/03/61
Brandvlei Ref No: WC 2026/03/62

REQUIREMENTS : Recognized Degree/National Diploma in Supply Chain Management or equivalent relevant qualification. 3-5 years' relevant experience in a supervisory post. Computer literate. Valid driver's licence. Competencies and Attributes: In-depth knowledge of LOGIS system. Financial management, problem solving and decision-making. Plan, organise, lead and control. Change management. Team leadership. Project management, presentation, conflict management, report writing, training and development, facilitation and training skills. Time management. Confidentiality. Coaching and mentoring. Understanding of Public service policies and legislative frameworks. Service

delivery and client orientation. Integrity and honest. Assertiveness. Ability to network. Influence and impact. Applied strategic thinking. Willingness to travel.

DUTIES : Management of procurement of assets, storage and distribution process in the management area. Operationalization of logistical policy in the management area. Management of stock, logistical investigation, administration of tenders' contracts and transport. Manage human resources, finances and assets. Manage performance information.

ENQUIRIES : Eastern Cape: Ms Myataza Z Tel No: (043) 706 7866/Ms Mgugudo N Tel No: (043) 706 7882.
Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsoane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027.
Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179.
KwaZulu Natal Region: Mr Singh M Tel No: (033) 355 7380/Ms Zuma NI Tel No: (033) 355 7367
Western Cape: Ms NA Mdladlamba Tel No: (021) 550 6014/Ms A Reddy Tel No: (021) 559 7929/Mr S Sikisazane Tel No: (021) 558 0108/Ms NC Sotyibi Tel No: (021) 558 0518

NOTE : Appointment under the Public Service Act.

POST 10/87 : **ASSISTANT DIRECTOR: USER ASSET MANAGEMENT PLAN**

SALARY : R468 459 per annum
CENTRE : **Eastern Cape Region:**
Regional Office Ref No: EC 2026/03/31
Gauteng Region:
Regional Office Ref No: GP 2026/03/55

REQUIREMENTS : An Appropriate Diploma/Degree in Building, Property Management or Quantity Surveying. Relevant experience in construction, maintenance, costing and building assessments with 3-5 years' supervisory experience in the built environment. Computer literate. Valid driver's licence. Competencies and Attributes: relationship building innovation and creativity, people management, time management, openness and transparency. integrity and honest, coaching and mentoring, confidentiality, interpersonal relations. programme and project management skills. stakeholder management. Knowledge of OHS Act compliance matters. Networking and tact.

DUTIES : Conduct condition assessments of existing and new building facilities and interpret technical working drawings. Support municipalities in preparing and implementing sector development plans and represent the Department in municipal property forums to coordinate maintenance of departmental facilities. Perform feasibility studies to estimate material, labour and time requirements, and conduct cost analyses for building tenders and contracts. Coordinate contracts and projects, and provide technical guidance on legal and contractual matters, including JBCC, NEC and related frameworks. Manage human resources, finances and assets. Manage performance information.

ENQUIRIES : Eastern Cape: Ms Myataza Z Tel No: (043) 706 7866/Ms Mgugudo N Tel No: (043) 706 7882
Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP (012) 420 0173/ (012) 420 0179.

NOTE : Appointment under the Public Service Act.

POST 10/88 : **ASSISTANT DIRECTOR: TECHNICIAN: FACILITIES REF NO: LMN 2026/03/51**

SALARY : R468 459 per annum
CENTRE : Limpopo, Mpumalanga and North West region: Regional Office
REQUIREMENTS : Recognized Degree/National Diploma in Civil engineering or Building studies. 3-5 years' relevant work experience gained on supervisory level. Registration with ECSA as Professional Technician will be an added advantage). Computer literate. Valid driver's licence. Competencies and Attributes: Financial management, problem solving and decision-making. Plan, organise, lead and control. Change management. Team leadership. Project management, presentation, conflict management, report writing, training and development, facilitation and training skills. Time management. Confidentiality. Coaching and mentoring. Understanding of Public service policies and legislative frameworks. Service delivery and client orientation. Integrity and honest. Assertiveness. Ability to network. Influence and impact. Applied strategic

thinking. Willingness to travel. Knowledge of Property Management Act and Building Act. Knowledge of Constitution of the Republic of South Africa.

DUTIES : Coordinate building conditional assessments and maintenance of departmental property. Ensure effective risk and compliance management within the asset management unit. Implement sector policy and set norms and standards for the sector, which addresses infrastructure development. Implementation of infrastructure policy and delivery systems, sectorial norms and standards, mobilize and coordinate support. Assist in management of utility services and verification of accounts payments. Verify sector information in key performance indicator reports as part of the monitoring system. Provide technical advice as required through the feasibility planning, design, tender and construction phases of a departmental infrastructure project. Manage human resources, finances and assets. Manage performance information.

ENQUIRIES : Limpopo, Mpumalanga and North West Region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD Tel No: (012) 306 2034.

NOTE : Appointment under the Public Service Act.

POST 10/89 : **ASSISTANT DIRECTOR: INFORMATION TECHNOLOGY**

SALARY : R468 459 per annum

CENTRE : **Free State and Northern Cape Region:**
Upington Ref No: FSNC 2026/03/62
Gauteng Region:
Modderbee Ref No: GP 2026/03/56
KwaZulu Natal Region:
Regional Office Ref No: KZN 2026/03/34
Limpopo, Mpumalanga and North West Region:
Barberton Ref No: LMN 2026/03/52
Rooigrond Ref No: LMN 2026/03/53
Western Cape Region:
Allandale Ref No: WC 2026/03/63
Brandvlei Ref No: WC 2026/03/64
Southern Cape Ref No: WC 2026/03/65

REQUIREMENTS : Recognized Degree/National Diploma in Information Technology/ Computer Science or an equivalent relevant qualification. At least 3- 5 five years relevant supervisory experience in a similar environment. Traceable experience as a network controller. Computer literate. Valid driver's licence. Competencies and Attributes: Financial management, problem solving and decision-making. Plan, organise, lead and control. Change management. Team leadership. Project management, presentation, conflict management, report writing, training and development, facilitation and training skills. Time management. Confidentiality. Coaching and mentoring. Understanding of Public service policies and legislative frameworks. Service delivery and client orientation. Integrity and honest. Assertiveness. Ability to network. Influence and impact. Applied strategic thinking. Willingness to travel.

DUTIES : Oversee and control physical access to server rooms, ensuring compliance with security standards. Maintain servers and ensure all required registers including call log registers, backup registers, equipment removal registers and asset registers—are accurately completed and updated. Ensure proper maintenance and updating of software and manage data security across the Management Area. Plan, design and support the implementation of new network infrastructure. Maintain desktop system hygiene and enforce minimum standards for server room requirements to ensure secure, stable and compliant IT operations. Manage human resources, finances and assets. Manage performance information.

ENQUIRIES : Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsoane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027.
Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179
KwaZulu Natal Region: Mr Singh M Tel No: (033) 355 7380/Ms Zuma NI Tel No: (033) 355 7367.
Limpopo, Mpumalanga and North West Region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD Tel No: (012) 306 2034.

Western Cape: Ms NA Mdladlamba Tel No: (021) 550 6014/Ms A Reddy Tel No: (021) 559 7929/Mr S Sikisazane Tel No: (021) 558 0108/Ms NC Sotyibi Tel No: (021) 558 0518.

NOTE : Appointment under the Public Service Act.

POST 10/90 : **ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING REF NO: FSNC 2026/03/63**

SALARY : R468 459 per annum
CENTRE : Free State and Northern Cape region: Reginal Office
REQUIREMENTS : Recognized Degree/National Diploma in Accounting or Financial Management coupled with 3-5 years relevant experience on supervisory post. Proven experience in a BAS environment. Computer literate. Valid driver's licence. Competencies and Attributes: Knowledge of PFMA, Treasury Regulations and BAS. Financial management, problem solving and decision-making. Plan, organise, lead and control. Change management. Team leadership. Project management, presentation, conflict management, report writing, training and development, facilitation and training skills. Time management. Confidentiality. Coaching and mentoring. Understanding of Public service policies and legislative frameworks. Service delivery and client orientation. Integrity and honest. Assertiveness. Ability to network. Influence and impact. Applied strategic thinking. Willingness to travel.
DUTIES : Implement financial accounting policies within the region in line with applicable procedures and prescripts. Plan and conduct financial accounting inspections and undertake financial investigations to ensure compliance and accuracy. Maintain and standardise the departmental financial accounting system while providing relevant training programmes. Oversee effective control of revenue collection and allocation and ensure the integrity of financial data recorded on BAS. Execute the responsibilities assigned to officials under Section 45 of the Public Finance Management Act (PFMA), including managing debts and control accounts to support sound financial governance. Manage human resources, finances and assets. Manage performance information.
ENQUIRIES : Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsoane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027.
NOTE : Appointment under the Public Service Act.

POST 10/91 : **ASSISTANT DIRECTOR: COMMUNICATIONS**

SALARY : R468 459 per annum
CENTRE : **Free State and Northern Cape Region:**
Upington Ref No: FSNC 2026/03/64
KwaZulu Natal Region:
Waterval Ref No: KZN 2026/03/35
Limpopo, Mpumalanga and North West Region:
Witbank Ref No: LMN 2026/03/54
REQUIREMENTS : Recognized Degree/National Diploma in Communication Science and 3-5 years relevant experience gained on a supervisory level in a communication environment. Computer literate. Valid driver's licence. Competencies and Attributes: Financial management, problem solving and decision-making. Plan, organise, lead and control. Change management. Team leadership. Project management, presentation, conflict management, report writing, training and development, facilitation and training skills. Time management. Confidentiality. Coaching and mentoring. Understanding of Public service policies and legislative frameworks. Service delivery and client orientation. Integrity and honest. Assertiveness. Ability to network. Influence and impact. Applied strategic thinking. Willingness to travel.
DUTIES : Oversee the effective administration of the communication component and represent the Department of Correctional Services (DCS) in GCIS and other professional communication forums. Manage all internal communication platforms such as notice boards and ensure consistent coverage of events, contributing content to departmental newsletters. Promote and market departmental programmes and core activities to enhance public understanding of the DCS mandate. Ensure that signage across correctional centres complies with the DCS Corporate Identity Manual. Develop news articles, and capture photographs and video materials for newsworthy events, ensuring adequate media coverage. Provide media liaison services in accordance with national directives on official departmental spokespersons and monitor local media for

DCS related content. Manage human resources, finances and assets. Manage performance information.

ENQUIRIES : Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsoane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027.
KwaZulu Natal Region: Mr Singh M Tel No: (033) 355 7380/Ms Zuma NI Tel No: (033) 355 7367
Limpopo, Mpumalanga and North West Region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD Tel No: (012) 306 2034.

NOTE : Appointment under the Public Service Act.

POST 10/92 : **SECTION HEAD: EDUCATIONIST**

SALARY : R438 585 per annum
CENTRE : **Free State and Northern Cape Region:**
Tswelopele Ref No: FSNC 2026/03/175
Gauteng Region:
Baviaanspoort Ref No: GP 2026/03/216 (X2 Posts)
Kgoši Mampuru II Ref No: GP 2026/03/217
Leeuwkop Med B (Youth) Ref No: GP 2026/03/218
Johannesburg Ref No: GP 2026/03/219 (X2 Posts)
Zonderwater Ref No: GP 2026/03/220

REQUIREMENTS : Recognized 4 years Degree in Education with 7 years teaching experience gained after registration with SACE. Registration with the South African Council of Educators. for Educationists. 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, facilitation management integrity and honesty, influence and impact, presentation skills, conceptual skills 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 resources, finances and assets. Manage performance information.

ENQUIRIES : Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsoane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027.
Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179.

NOTE : Appointment under the Correctional Services Act.

POST 10/93 : **SECTION HEAD: FORMAL EDUCATION**

SALARY : R438 585 per annum
CENTRE : **KwaZulu-Natal Region:**
Durban Juvenile Ref No: KZN 2026/03/107
Western Cape Region:
Brandvlei (Juvenile) Ref No: WC 2026/03/235
Brandvlei Max Ref No: WC 2026/03/236
Drakenstein Ref No: WC 2026/03/237
Pollsmoor Med A Ref No: WC 2026/03/238

REQUIREMENTS : Recognized 4 years Degree in Education with 7 years teaching experience gained after registration with SACE. Registration with the South African Council of Educators. for Educationists. 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, facilitation management integrity and honesty, influence and impact, presentation skills, conceptual skills and conflict management skills.

DUTIES : Implement educational programmes for offenders. Implement educational policy at correctional facilities 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. Manage human resources, finances and assets. Manage performance information.

ENQUIRIES : KwaZulu Natal Region: Mr Singh M Tel No: (033) 355 7380/Ms Zuma NI (033) 355 7367.
Western Cape: Ms NA Mdladlamba Tel No: (021) 550 6014/Ms A Reddy Tel No: (021) 559 7929/Mr S Sikisazane Tel No: (021) 558 0108/Ms NC Sotyibi Tel No: (021) 558 0518.

NOTE : Appointment under the Correctional Services Act.

POST 10/94 : **SENIOR CORRECTIONAL OFFICER: CORRECTIONAL ADMINISTRATION (NCB2)**

SALARY : R429 285 per annum

CENTRE : **Gauteng Region:**
Regional Office Ref No: GP 2026/03/221
Western Cape Region:
Regional Office Ref No: WC 2026/03/239 (X2 Posts)

REQUIREMENTS : Relevant NQF 6 qualification in Behavioural Sciences. At least 5 years relevant experience gained in a production post (NCB1). Successful completion of the Correctional Science Learnership or Basic Training. Computer literate. Valid driver's licence. Competencies and Attributes: Firearm skills and the use of relevant security technology. Problem solving, service delivery innovation. Knowledge of and the application of the Correctional Services Act, Act 111 of 1998, as amended, Control of Access to Public Premises and Vehicle Act, Minimum Physical Security Standards Document, Minimum Security Standards Document, Fire Arms Control Act, 2000 and other relevant legislation. People management and empowerment skills. Report writing and good communication skills. Ability to work under pressure. Planning and organizing, analytical thinking, co-ordination, time management, policy implementation and interpersonal skills.

DUTIES : Policy Coordination. Ensure regional compliance with departmental policies. Oversee subordinates and their day-to-day tasks. Ensure efficiency and accountability in work processes. Draft, review and maintain official reports and correspondence. Prepare documents for meetings, audits and inspections. Organize and coordinate meetings for the Regional Head of Corrections. Manage budgets, financial reports and expenditure tracking. Manage primary measurements. Manage human resources, finances and assets. Manage performance information.

ENQUIRIES : Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179.
Western Cape: Ms NA Mdladlamba Tel No: (021) 550 6014/Ms A Reddy Tel No: (021) 559 7929/Mr S Sikisazane Tel No: (021) 558 0108/Ms NC Sotyibi Tel No: (021) 558 0518.

NOTE : Appointment under the Correctional Services Act.

POST 10/95 : **SECRETARY: PAROLE BOARD (NCB2)**

SALARY : R429 285 per annum

CENTRE : **Eastern Cape Region:**
Amathole Ref No: EC 2026/03/106
Mthatha Ref No: EC 2026/03/107
Sada Ref No: EC 2026/03/108
St Albans Ref No: EC 2026/03/109
Free State and Northern Cape Region:
Bizzah Makhate Ref No: FSNC 2026/03/176
Colesberg Ref No: FSNC 2026/03/177
Kimberley Ref No: FSNC 2026/03/178
Gauteng Region:
Johannesburg Ref No: GP 2026/03/222
Modderbee Ref No: GP 2026/03/223
KwaZulu Natal Region:
Glencoe Ref No: KZN 2026/03/108
Limpopo, Mpumalanga and North West Region:
Polokwane Ref No: LMN 2026/03/169
Rooigrond Ref No: LMN 2026/03/170
Western Cape Region:
Allandale Ref No: WC 2026/03/240
Brandvlei Ref No: WC 2026/03/241
Drakenstein Ref No: WC 2026/03/242

Voorberg Ref No: WC 2026/03/243

REQUIREMENTS : Relevant Degree or National Diploma in Behavioural Sciences and successful completion of Corrections Science learnership/Basic Training. At least five (5) years relevant experience gained in a production post (NCB1). Computer literate. Valid driver's licence. Competencies and Attributes: Firearm skills and the use of relevant security technology. Communication, project and programme management, transformation management, change management, 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. Knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network, diplomacy and tact, resilience, influence and impact.

DUTIES : Effective administration of the parole board meetings including minutes taking. Supervise verification offender information prior to the meetings. Inform offenders of the decision of the board. Supervise representations activities. Supervise safe custody of offenders during board meetings. Manage human resources, finances and assets. Manage performance information.

ENQUIRIES : Eastern Cape: Ms Myataza Z Tel No: (043) 706 7866/Ms Mgugudo N Tel No: (043) 706 7882
Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsoane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027.
Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179.
KwaZulu Natal Region: Mr Singh M Tel No: (033) 355 7380/Ms Zuma NI Tel No: (033) 355 7367.
Limpopo, Mpumalanga and North West Region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD Tel No: (012) 306 2034.
Western Cape: Ms NA Mdladlamba Tel No: (021) 550 6014/Ms A Reddy Tel No: (021) 559 7929/Mr S Sikisazane Tel No: (021) 558 0108/Ms NC Sotyibi Tel No: (021) 558 0518.

NOTE : Appointment under the Correctional Services Act.

POST 10/96 : **SENIOR CORRECTIONAL POLICY ADMINISTRATOR: AFTER CARE (SOCIAL REINTEGRATION) (NCB2)**

SALARY : R429 285 per annum

CENTRE : **Free State and Northern Cape Region:**
Regional Office Ref No: FSNC 2026/03/179
Limpopo, Mpumalanga and North West Region:
Regional Office Ref No: LMN 2026/03/171
Western Cape Region:
Regional Office Ref No: WC 2026/03/244

REQUIREMENTS : Relevant Degree or National Diploma in Behavioural Sciences. At least 5 years relevant experience gained in a production post (NCB1). Successful completion of the Correctional Science Learnership or Basic Training. Computer literate. Valid driver's licence. Competencies and Attributes: Firearm skills and the use of relevant security technology. Problem solving, service delivery innovation. Knowledge of and the application of the Correctional Services Act, Act 111 of 1998, as amended, Control of Access to Public Premises and Vehicle Act, Minimum Physical Security Standards Document, Minimum Security Standards Document, Fire Arms Control Act, 2000 and other relevant legislation. People management and empowerment skills. Report writing and good communication skills. Ability to work under pressure. Planning and organizing, analytical thinking, co-ordination, time management, policy implementation and interpersonal skills.

DUTIES : Manage monitoring services. Oversee the implementation of court sentences. Ensure the implementation of Community Corrections policies and procedures. Participate in case review teams. Management and preparation of technical reports. Arrangement of meetings for the Sub-Directorate. Manage human resources, finances and assets. Manage performance information.

ENQUIRIES : Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsoane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027.
Limpopo, Mpumalanga and North West Region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD Tel No: (012) 306 2034.

Western Cape: Ms NA Mdladlamba Tel No: (021) 550 6014/Ms A Reddy Tel No: (021) 559 7929/Mr S Sikisazane Tel No: (021) 558 0108/Ms NC Sotyibi Tel No: (021) 558 0518.

NOTE : Appointment under the Correctional Services Act.

POST 10/97 : **SENIOR CORRECTIONAL POLICY ADMINISTRATOR: CORRECTIONS (NCB2)**

SALARY : R429 285 per annum

CENTRE : **Gauteng Region:**
Boksburg Ref No: GP 2026/03/224
KwaZulu Natal Region:
Durban Ref No: KZN 2026/03/109

REQUIREMENTS : Relevant Degree or National Diploma in Behavioural Sciences. At least 5 years relevant experience gained in a production post (NCB1). Successful completion of the Correctional Science Learnership or Basic Training. Computer literate. Valid driver's licence. Competencies and Attributes: Firearm skills and the use of relevant security technology. Problem solving, service delivery innovation. Knowledge of and the application of the Correctional Services Act, Act 111 of 1998, as amended, Control of Access to Public Premises and Vehicle Act, Minimum Physical Security Standards Document, Minimum Security Standards Document, Fire Arms Control Act, 2000 and other relevant legislation. People management and empowerment skills. Report writing and good communication skills. Ability to work under pressure. Planning and organizing, analytical thinking, co-ordination, time management, policy implementation and interpersonal skills.

DUTIES : Implement and monitor correctional, security and facility policies and procedures. Coordinate the collation and dissemination of security and correction information. Coordinates activities relating to critical DCS support structures such as the Parole Boards and Office of the Inspecting Judge within the management area. Promote corrections and security awareness. Manage the emergency support systems. Provision of early warning intelligence correction and security risk. Manage human resources, finances and assets. Manage performance information.

ENQUIRIES : Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179.
KwaZulu Natal Region: Mr Singh M Tel No: (033) 355 7380/Ms Zuma NI Tel No: (033) 355 7367.

NOTE : Appointment under the Correctional Services Act.

POST 10/98 : **SENIOR CORRECTIONAL POLICY ADMINISTRATOR: SECURITY (NCB2)**

SALARY : R429 285 per annum

CENTRE : **Free State and Northern Cape Region:**
Regional Office Ref No: FSNC 2026/03/180
KwaZulu Natal Region:
Regional Office Ref No: KZN 2026/03/110

REQUIREMENTS : Relevant Degree or National Diploma in Behavioural Sciences. At least 5 years relevant experience gained in a production post (NCB1). Successful completion of the Correctional Science Learnership or Basic Training. Computer literate. Valid driver's licence. Competencies and Attributes: Firearm skills and the use of relevant security technology. Problem solving, service delivery innovation. Knowledge of and the application of the Correctional Services Act, Act 111 of 1998, as amended, Control of Access to Public Premises and Vehicle Act, Minimum Physical Security Standards Document, Minimum Security Standards Document, Fire Arms Control Act, 2000 and other relevant legislation. People management and empowerment skills. Report writing and good communication skills. Ability to work under pressure. Planning and organizing, analytical thinking, co-ordination, time management, policy implementation and interpersonal skills.

DUTIES : Communicate policy matters to the relevant role players. Coordinate policy at regional level with regard to security classification. Supervision of access control and patrol of the grounds of the centre. Control of security equipment. Quality assessment of security services including compliance with OHS Act. Ensure the standards of physical security in the region. Manage Emergency Support Teams (EST). Evaluate representation of interest groups on security

matters. Ensure service levels for the accommodation of offenders. Manage human resources, finances and assets. Manage performance information.

ENQUIRIES : Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsoane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027.
KwaZulu Natal Region: Mr Singh M Tel No: (033) 355 7380/Ms Zuma NI Tel No: (033) 355 7367.

NOTE : Appointment under the Correctional Services Act.

POST 10/99 : **SENIOR ADMINISTRATIVE OFFICER**

SALARY : R397 116 per annum

CENTRE : **Eastern Cape Region:**
Amathole: Area Commissioners Office Ref No: EC 2026/03/33
Limpopo, Mpumalanga and North West Region:
Witbank: Area Commissioner's Office Ref No: LMN 2026/03/55
Regional Office: Office of RH: Finance and Supply Chain Management Ref No: LMN 2026/03/56
Western Cape Region:
Regional Office: Office of the Regional Head: Corporate Services Ref No: WC 2026/03/66

REQUIREMENTS : Recognized Degree/National Diploma in Public Administration/Office Administration or equivalent qualification and 3-5 years relevant experience in administration support services. Computer literate. Valid driver's licence. Competencies and Attributes: Performance planning, reporting and service delivery Improvement. Financial management, problem solving and decision-making, facilitation, plan, organize, lead and control. Team leadership, project management, presentation, conflict management and report writing skills. Training and development. Time management. Confidentiality. Coaching and mentoring. Understanding of public service policies and legislative frameworks. Service delivery and client orientation. Integrity and honesty. Assertiveness. Ability to network. Influence and impact. Applied strategic thinking. Willingness to travel.

DUTIES : Manage documentation in the office of the Area Commissioner and monitoring compliance thereof. Filing, quality control of documentation forwarded to the Regional Commissioner/Area Commissioner. Coordinate meetings, agenda preparation, minute taking and development of an action plan and reporting system on decisions taken in meetings. Financial and logistical management of the office including budgeting and costing processes. Drafting of routine letters and memos, receipt of correspondence and documentation and proactively acknowledging correspondence. Financial administration, expenditure and financial reporting of the office. Coordination of performance information. Coordination of reports in liaison with Department's oversight bodies. Liaise with various stakeholders. Manage human resources, finances and assets. Manage performance information.

ENQUIRIES : Eastern Cape: Ms Myataza Z Tel No: (043) 706 7866/Ms Mgugudo N Tel No: (043) 706 7882.
Limpopo, Mpumalanga and North West Region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD Tel No: (012) 306 2034
Western Cape: Ms NA Mdladlamba Tel No: (021) 550 6014/Ms A Reddy Tel No: (021) 559 7929/Mr S Sikisazane Tel No: (021) 558 0108/Ms NC Sotyibi Tel No: (021) 558 0518

NOTE : Appointment under the Public Service Act.

POST 10/100 : **INTERNAL AUDITOR**

SALARY : R397 116 per annum

CENTRE : **Free State and Northern Cape Region:**
Regional Office Ref No: FSNC 2026/03/65
Gauteng Region:
Regional Office Ref No: GP 2026/03/57
KwaZulu Natal Region:
Regional Office Ref No: KZN 2026/03/36
Limpopo, Mpumalanga and North West Region:
Regional Office Ref No: LMN 2026/03/57

REQUIREMENTS : Recognized Degree/National Diploma in Internal Auditing or equivalent qualification and 2-3 years' experience working in a comparable auditing

environment. Computer literate. Valid driver's licence. Competencies And Attributes: Knowledandof Public Finance Management Act (PFMA) and accompanying Treasury Regulations, Public Service Regulatory Framework (PSRF), Public Service Financial and other system/s and standards for the professional practices of Internal Auditing and generally recognized accounting principles. Risk management. Human resources management practices and service delivery principles (Batho Pele). Ability to work in a team. Planning and organizing. Good written and verbal skills. Lateral and innovative thinking. Interpersonal relations. Problem solving skills. Time management. Application and interpretation of legislation and project management. Confidentiality, fairness, respect and honesty.

DUTIES : Plan and allocate audit assignments. Conduct audit engagements in accordance with approved audit programmes and established auditing standards. Communicate audit findings and results to relevant stakeholders. Follow up on the implementation of audit recommendations to ensure compliance and improvement. Compile and maintain comprehensive audit files and supporting documentation. Manage human resources, finances and assets. Manage performance information.

ENQUIRIES : Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsoane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027.
Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179.
KwaZulu Natal Region: Mr Singh M Tel No: (033) 355 7380/Ms Zuma NI Tel No: (033) 355 7367.
Limpopo, Mpumalanga and North West Region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD Tel No: (012) 306 2034.

NOTE : Appointment under the Public Service Act.

POST 10/101 : **SENIOR ADMINISTRATIVE OFFICER: HR ADMINISTRATION**

SALARY : R397 116 per annum

CENTRE : **Eastern Cape Region:**
Regional Office Ref No: EC 2026/03/33
Sada Ref No: EC 2026/03/34
Western Cape Region:
Breede River Ref No: WC 2026/03/67
Overberg Ref No: WC 2026/03/68
Voorberg Ref No: WC 2026/03/69

REQUIREMENTS : Recognized Degree/National Diploma in Human Resource Management or equivalent qualification. At least 3-5 relevant experience in a Human Resource environment. Knowledge of PERSAL system. Computer literate. Valid driver's licence. Competencies and Attributes: Performance planning, reporting and service delivery Improvement. Financial management, problem solving and decision-making, facilitation, plan, organize, lead and control. Team leadership, project management, presentation, conflict management and report writing skills. Training and development. Time management. Confidentiality. Coaching and mentoring. Understanding of public service policies and legislative frameworks. Service delivery and client orientation. Integrity and honesty. Assertiveness. Ability to network. Influence and impact. Applied strategic thinking. Willingness to travel.

DUTIES : Ensure the effective implementation of Human Resource policies, including leave administration, the Performance Management and Development System (PMDS), grievance procedures, disciplinary processes, injury on duty (IOD), transfers, and termination of services. Communicate and provide guidance on Human Resource policy matters to management and staff. Arrange and coordinate personnel meetings and provide administrative support where required. Maintain and manage the post establishment to ensure proper staffing structures. Oversee the effective management and administration of Human Resource practices within the organisation. Ensure the proper management of official accommodation and related administrative processes. Exercise control over the establishment to ensure compliance with relevant policies and regulations. Administer and maintain the Personnel and Salary Administration System (PERSAL). Manage human resources, finances and assets. Manage performance information.

ENQUIRIES : Eastern Cape: Ms Myataza Z Tel No: (043) 706 7866/Ms Mgugudo N Tel No: (043) 706 7882

		Western Cape: Ms NA Mdladlamba Tel No: (021) 550 6014/Ms A Reddy Tel No: (021) 559 7929/Mr S Sikisazane Tel No: (021) 558 0108/Ms NC Sotyibi Tel No: (021) 558 0518
NOTE	:	Appointment under the Public Service Act.
POST 10/102	:	**SENIOR ADMINISTRATIVE OFFICER: HR SUPPORT REF NO: WC 2026/03/70**
SALARY	:	R397 116 per annum
CENTRE	:	Western Cape region: Pollsmoor
REQUIREMENTS	:	Recognized Degree/National Diploma in Human Resource Management. At least 3- 5 years relevant experience in HR Administration and Management. Knowledge of PERSAL system. Computer literate. Valid driver's licence. Competencies and Attributes: Performance planning, reporting and service delivery Improvement. Financial management, problem solving and decision-making, facilitation, plan, organize, lead and control. Team leadership, project management, presentation, conflict management and report writing skills. Training and development. Time management. Confidentiality. Coaching and mentoring. Understanding of public service policies and legislative frameworks. Service delivery and client orientation. Integrity and honesty. Assertiveness. Ability to network. Influence and impact. Applied strategic thinking. Willingness to travel.
DUTIES	:	Facilitate the implementation of the performance management Development system, including the setup and maintenance of performance management tools. Ensure effective execution of pay progression, performance incentives and grade progression processes. Coordinate and manage long service awards, ensuring compliance with departmental guidelines. Management of Resources. Manage human resources, finances and assets. Manage performance information.
ENQUIRIES	:	Western Cape: Ms NA Mdladlamba Tel No: (021) 550 6014/Ms A Reddy Tel No: (021) 559 7929/Mr S Sikisazane Tel No: (021) 558 0108/Ms NC Sotyibi Tel No: (021) 558 0518
NOTE	:	Appointment under the Public Service Act.
POST 10/103	:	**HUMAN RESOURCE PRACTITIONER: HUMAN RESOURCES DEVELOPMENT**
SALARY	:	R397 116 per annum
CENTRE	:	**Western Cape Region:** Allandale Ref No: WC 2026/03/71 Overberg Ref No: WC 2026/03/72
REQUIREMENTS	:	Recognized Degree/National Diploma in Human Resources Development/ Human Resource Management or equivalent qualification. At least 3 -5 years' experience in the field of training/development. OD-ETDP certificate /assessor/moderator will an added advantage. Computer literate. Valid driver's licence. Competencies and Attributes: Performance planning, reporting and service delivery Improvement. Financial management, problem solving and decision-making, facilitation, plan, organize, lead and control. Team leadership, project management, presentation, conflict management and report writing skills. Training and development. Time management. Confidentiality. Coaching and mentoring. Understanding of public service policies and legislative frameworks. Service delivery and client orientation. Integrity and honesty. Assertiveness. Ability to network. Influence and impact. Applied strategic thinking. Willingness to travel.
DUTIES	:	Conduct skills audits to identify training and development needs and compile the Workplace Skills Plan (WSP) for the Management Area. Coordinate, manage and facilitate training interventions in line with the WSP, including conducting needs analyses and designing programmes to address identified gaps. Administer internal and external bursaries or study loans and ensure effective marketing of available bursaries as guided by Head Office. Facilitate, coordinate and monitor Learnership, Internship and Experiential Training Programmes, including recruitment, selection, placement and related logistics. Manage HRD statistical reporting by compiling databases, controlling data accuracy and analysing statistics to ensure compliance with the WSP and operational training targets. Manage human resources, finances and assets. Manage performance information.

ENQUIRIES	:	Western Cape: Ms NA Mdladlamba Tel No: (021) 550 6014/Ms A Reddy Tel No: (021) 559 7929/Mr S Sikisazane Tel No: (021) 558 0108/Ms NC Sotyibi Tel No: (021) 558 0518
NOTE	:	Appointment under the Public Service Act.
POST 10/104	:	**ASSISTANT PERSAL CONTROLLER**
SALARY	:	R397 116 per annum
CENTRE	:	**Western Cape Region:** Voorberg Ref No: WC 2026/03/73 Southern Cape Ref No: WC 2026/03/74
REQUIREMENTS	:	Recognized Degree/National Diploma in Human Resource Management or equivalent relevant qualification. At least 3-5 years' experience in Human Resources environment. Successful completion of PERSAL training course. Computer literate. Valid driver's licence. Competencies and Attributes: Performance planning, reporting and service delivery Improvement. Financial management, problem solving and decision-making, facilitation, plan, organize, lead and control. Team leadership, project management, presentation, conflict management and report writing skills. Training and development. Time management. Confidentiality. Coaching and mentoring. Understanding of public service policies and legislative frameworks. Service delivery and client orientation. Integrity and honesty. Assertiveness. Ability to network. Influence and impact. Applied strategic thinking. Willingness to travel.
DUTIES	:	Ensure the effective management of the PERSAL system within the Region. Registration of supervisors and users on PERSAL and the allocation of specific functions according to their job responsibilities and levels of authority. Monitor, evaluate and implement PERSAL transactions to ensure accuracy and compliance. Monitor system changes and updates in line with the SCC system requirements. Maintain the post establishment on the PERSAL system. Facilitate PERSAL training to ensure proper system usage. Manage human resources, finances, and assets, and ensure the effective management of performance information.
ENQUIRIES	:	Western Cape: Ms NA Mdladlamba Tel No: (021) 550 6014/Ms A Reddy Tel No: (021) 559 7929/Mr S Sikisazane Tel No: (021) 558 0108/Ms NC Sotyibi Tel No: (021) 558 0518
NOTE	:	Appointment under the Public Service Act.
POST 10/105	:	**SENIOR ADMINISTRATIVE OFFICER: HIV AND AIDS**
SALARY	:	R397 116 per annum
CENTRE	:	**Western Cape Region:** Goodwood Ref No: WC 2026/03/75 Overberg Ref No: WC 2026/03/76
REQUIREMENTS	:	Recognized Degree/National Diploma in Social Science, or equivalent qualification. At least 3-5 relevant experience in HIV/Aids programme management. Computer literate. Valid driver's licence. Competencies And Attributes: Conflict resolution. Report writing. Presentation skills, problem solving and decision-making, team leadership, policy interpretation, facilitation, analytical and training skills. Confidentiality, integrity and honesty, time management, assertiveness, ability to network, service delivery and client orientation. Friendly and adaptability. Confident and independent. Ability to work under pressure. Willingness to travel.
DUTIES	:	Administer the implementation of comprehensive HIV and AIDS programmes and services for offenders at Management Area and Correctional Centre levels in accordance with the National Strategic Plan (NSP) on HIV and AIDS. Administer the implementation of relevant HIV and AIDS policies and procedures. Compile and submit weekly, monthly and quarterly statistical reports and other relevant information to the Regional Office. Provide reports to Management Area and Correctional Centre management. Manage human resources, finances and assets. Ensure effective management of performance information.
ENQUIRIES	:	Western Cape: Ms NA Mdladlamba Tel No: (021) 550 6014/Ms A Reddy Tel No: (021) 559 7929/Mr S Sikisazane Tel No: (021) 558 0108/Ms NC Sotyibi Tel No: (021) 558 0518
NOTE	:	Appointment under the Public Service Act.

POST 10/106 : **SENIOR PERSONNEL OFFICER: HUMAN RESOURCE ADMINISTRATION**

SALARY : R397 116 per annum

CENTRE : **Gauteng Region:**
Kgoši Mampuru II Ref No: GP 2026/03/58
Free State and Northern Cape Region:
Bizzah Makhate Ref No: FSNC 2026/03/66
Upington Ref No: FSNC 2026/03/67
KwaZulu Natal Region:
Waterval Ref No: KZN 2026/03/37
Limpopo, Mpumalanga and North West Region:
Bethal Ref No: LMN 2026/03/58
Barberton Ref No: LMN 2026/03/59
Polokwane Ref No: LMN 2026/03/60
Klerksdorp Ref No: LMN 2026/03/61

REQUIREMENTS : Recognized Degree/National Diploma in Human Resource Management or equivalent qualifications. 3- 5 years relevant work experience in HR Administration and Management. Successful completion of full PERSAL training course. Computer literate. Valid driver's licence. Competencies and Attributes: Performance planning, reporting and service delivery Improvement. Financial management, problem solving and decision-making, facilitation, plan, organize, lead and control. Team leadership, project management, presentation, conflict management and report writing skills. Training and development. Time management. Confidentiality. Coaching and mentoring. Understanding of public service policies and legislative frameworks. Service delivery and client orientation. Integrity and honesty. Assertiveness. Ability to network. Influence and impact. Applied strategic thinking. Willingness to travel.

DUTIES : Administer and maintain the PERSAL system, ensuring accurate processing of appointments, transfers and service terminations. Handle the administration of promotions, personnel rewards, qualification bonuses and remuneration control. Manage housing subsidies and official accommodation allocations in line with applicable prescripts. Oversee leave administration in accordance with public service policies. Coordinate medical board processes and ensure correct documentation. Support the handling of disciplinary matters in compliance with relevant procedures and regulation. Manage human resources, finances and assets. Manage performance information.

ENQUIRIES : Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179.
Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsoane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027.
KwaZulu Natal Region: Mr Singh M Tel No: (033) 355 7380/Ms Zuma NI Tel No: (033) 355 7367.
Limpopo, Mpumalanga and North West Region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD Tel No: (012) 306 2034.

NOTE : Appointment under the Public Service Act.

POST 10/107 : **ADMINISTRATION OFFICER: HR ADMINISTRATION (PERSAL)**

SALARY : R397 116 per annum

CENTRE : **Free State and Northern Cape Region:**
Regional Office Ref No: FSNC 2026/03/68
Bizzah Makhate Ref No: FSNC 2026/03/69
Goedemoed Ref No: FSNC 2026/03/70
Upington Ref No: FSNC 2026/03/71
Gauteng Region:
Baviaanspoort Ref No: GP 2026/03/59
Modderbee Ref No: GP 2026/03/60
Krugersdorp Ref No: GP 2026/03/61
Zonderwater Ref No: GP 2026/03/62
KwaZulu Natal Region:
Waterval Ref No: KZN 2026/03/38
Ncome Ref No: KZN 2026/03/39

REQUIREMENTS : Recognized Degree/National Diploma in Human Resource Management and 3-5 relevant experience working with PERSAL. Successful completion of PERSAL Course. Computer literate. Valid driver's licence. Competencies and Attributes: Thorough knowledge of the requirements applicable to the work

sphere and that of PERSAL users. Supervisory skills. Ability to manage PERSAL function. Knowledge of Basic Conditions of Employment Act and Labour Relations. Plan, organize, lead and control. Project management, presentation, conflict management, report writing, time management, confidentiality, coaching and mentoring, communication, financial management, decision-making, problem-solving, networking/liaison with stakeholders and negotiation skills, and facilitation skills. Understanding of Public Service policy and legislative framework. Knowledge of Correctional Service Act. Service delivery and client orientation, integrity and honesty, assertiveness, influence and impact.

DUTIES : Administer and maintain the PERSAL system in the Management Area. Oversee and monitor the effective utilisation of the PERSAL system to ensure compliance with departmental policies and procedures. Monitor the selective allocation of PERSAL functions to authorised users in accordance with their roles and responsibilities. Create and maintain departmental codes on the departmental code file. Evaluate requests for changes on the PERSAL system and recommend approval or rejection in line with system controls and departmental requirements. Manage and control PERSAL notices and system messages, ensuring that critical information is communicated to management. Monitor the effective and efficient use of the PERSAL system. Ensure effective interaction and communication between PERSAL User Support and the Department. Compile, maintain and update Departmental PERSAL policies, manuals and procedures to ensure standardised system use and compliance. Manage human resources, finances and assets. Manage performance information.

ENQUIRIES : Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsoane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027
Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179
KwaZulu Natal Region: Mr Singh M Tel No: (033) 355 7380/Ms Zuma NI Tel No: (033)355 7367.

NOTE : Shortlisted candidates may be subjected to a PERSAL test as part of the interview process. Appointment under the Public Service Act.

POST 10/108 : **SENIOR STATE ACCOUNTANT: BUSINESS PLANS REF NO: LMN 2026/03/62**

SALARY : R397 116 per annum
CENTRE : Limpopo, Mpumalanga and North West Region: Regional Office
REQUIREMENTS : Recognized Degree/National Diploma in Financial Management or equivalent qualification and 3-5 relevant experience working on BAS. Computer literate. Valid driver's licence. Competencies and Attributes: Financial management. Bookkeeping. Knowledge of budget management. Good Communication, client orientation and customer focus, problem solving and analysis, service delivery innovation, decision making, people management and empowerment, integrity and honesty, confidentiality, good interpersonal relations, Understanding of Public Service policy and legislative framework. Assertiveness, ability to network and diplomacy. Knowledge of the Public Finance Management Act and Treasury Regulations. Must be dynamic and professional. Ability to plan and organise. Excellent negotiation and problem-solving skills.

DUTIES : Support regional ENE, AENE and MTEF processes by coordinating and consolidating budget inputs in alignment with strategic priorities. Provide financial management support and monitor regional expenditure trends, preparing regular analyses and reports on budget allocations, monthly spending patterns and variances. Maintain and update costing and budget models, ensuring accurate financial reporting through approved systems. Strengthen budget management controls, review financial reporting tools and ensure full compliance with the PFMA and Treasury Regulations. ollaborate with the Assistant Director to promote efficient, compliant and informed budget utilisation within the Region. Manage human resources, finances and assets. Manage performance information.

ENQUIRIES : Limpopo, Mpumalanga and North West Region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD Tel No: (012) 306 2034.

NOTE : Appointment under the Public Service Act.

POST 10/109 : **SENIOR ADMINISTRATIVE OFFICER: COMMUNICATIONS**

SALARY : R397 116 per annum

CENTRE : **Gauteng Region:**
Leeuwkop Ref No: GP 2026/03/63
KwaZulu Natal Region:
Regional Office Ref No: KZN 2026/03/40
Limpopo, Mpumalanga and North West Region:
Regional Office Ref No: LMN 2026/03/63
Western Cape Region:
Voorberg Ref No: WC 2026/03/77
Regional Office Ref No: WC 2026/03/78
Overberg Ref No: WC 2026/03/79

REQUIREMENT : Recognized Degree/National Diploma in Communication Sciences. At least 3-5 years' experience in the Communication environment. Computer literate. Valid driver's licence. Competencies and Attributes: Knowledge and perspectives of incidents in Correctional Centres. programme and project management, project principles and methodologies, research and development, computer aided engineering applications. Knowledge of legal compliance, technical report writing, creating high performance culture, technical consulting, professional judgement. decision making, team leadership, analytical skills, creativity, self-management. Financial management, customer focus and responsiveness, communication, planning and organization, conflict management, problem solving and analysis, people management, change management and innovation.

DUTIES : Oversee the effective administration of the communication component and represent the Department of Correctional Services (DCS) in GCIS and other professional communication forums. Manage all internal communication platforms such as notice boards and ensure consistent coverage of events, contributing content to departmental newsletters. Promote and market departmental programmes and core activities to enhance public understanding of the DCS mandate. Ensure that signage across correctional centres complies with the DCS Corporate Identity Manual. Develop news articles, and capture photographs and video materials for newsworthy events, ensuring adequate media coverage. Provide media liaison services in accordance with national directives on official departmental spokespersons and monitor local media for DCS related content. Manage human resources, finances and assets. Manage performance information.

ENQUIRIES : Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179.
KwaZulu Natal Region: Mr Singh M Tel No: (033) 355 7380/Ms Zuma NI Tel No: (033)355 7367
Limpopo, Mpumalanga and North West Region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD Tel No: (012) 306 2034.
Western Cape: Ms NA Mdladlamba Tel No: (021) 550 6014/Ms A Reddy Tel No: (021) 559 7929/Mr S Sikisazane Tel No: (021) 558 0108/Ms NC Sotyibi Tel No: (021) 558 0518.

NOTE : Appointment under the Public Service Act.

POST 10/110 : **SENIOR ADMINISTRATIVE OFFICER: INVESTIGATIONS**

SALARY : R397 116 per annum

CENTRE : **Eastern Cape Region:**
East London Ref No: EC 2026/03/35
Free State and Northern Cape Region:
Grootvlei Ref No: FSNC 2026/03/72
Gauteng Region:
Leeuwkop Ref No: GP 2026/03/64
Zonderwater Ref No: GP 2026/03/65
KwaZulu Natal Region:
Durban Ref No: KZN 2026/03/41
Limpopo, Mpumalanga and North West Region:
Bethal Ref No: LMN 2026/03/64
Barberton Ref No: LMN 2026/03/65
Western Cape Region:
Goodwood Ref No: WC 2026/03/80

REQUIREMENTS	:	Recognized Degree/National Diploma in Forensic Investigation/Labour Relations or equivalent qualification. At least 3-5 years relevant experience. Computer literate. Valid driver's licence. Competencies and Attributes: Policy coordination, communication, financial management, project and programme management, change management, client orientation and customer focus, problem solving and analysis skills. Service delivery innovation, decision making, people management and empowerment. Integrity and honesty, confidentiality, good interpersonal relations. Understanding of Public service policies and legislative frameworks. Assertiveness, ability to network and diplomacy.
DUTIES	:	Oversee and conduct investigations into escapes, assaults and injuries involving offenders and staff, ensuring accurate and up-to-date maintenance of investigation registers within the Management Area. Serve as an initiator in disciplinary hearings, ensuring all proceedings comply with relevant labour relations policies, procedures and regulations. Manage human resources, finances and assets. Manage performance information.
ENQUIRIES	:	Eastern Cape: Ms Myataza Z Tel No: (043) 706 7866/Ms Mgugudo N Tel No: (043) 706 7882. Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsoane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027. Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179. KwaZulu Natal Region: Mr Singh M Tel No: (033) 355 7380/Ms Zuma NI Tel No: (033)355 7367 Limpopo, Mpumalanga and North West Region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD Tel No: (012) 306 2034. Western Cape: Ms NA Mdladlamba Tel No: (021) 550 6014/Ms A Reddy Tel No: (021) 559 7929/Mr S Sikisazane Tel No: (021) 558 0108/Ms NC Sotyibi Tel No: (021) 558 0518.
NOTE	:	Appointment under the Public Service Act.
POST 10/111	:	**SENIOR ADMINISTRATIVE OFFICER: HR ADMINISTRATION (REGISTRATION) REF NO: EC 2026/03/36**
SALARY	:	R397 116 per annum
CENTRE	:	Eastern Cape region: St Albans
REQUIREMENTS	:	Recognized Degree/National Diploma in Human Resource Management or equivalent qualifications and 3-5 years relevant experience in Human Resources environment. Successful completion of PERSAL training course. Computer literate. Valid driver's licence. Competencies and Attributes: Policy coordination, communication, financial management, project and programme management, change management, client orientation and customer focus, problem solving and analysis skills. Service delivery innovation, decision making, people management and empowerment. Integrity and honesty, confidentiality, good interpersonal relations. Understanding of Public service policies and legislative frameworks. Assertiveness, ability to network and diplomacy.
DUTIES	:	Administer the archives and registry functions by ensuring proper transfer, storage and retrieval of records in line with approved records management procedures. Control the withdrawal of documents from archives and registry and oversee the disposal of files according to authorised schedules. Maintain a uniform filing and records classification system and ensure the safe keeping of all departmental files and records. Perform general filing, record-keeping and registry duties to support effective information management. Manage human resources, finances and assets. Manage performance information.
ENQUIRIES	:	Eastern Cape: Ms Myataza Z Tel No: (043) 706 7866/Ms Mgugudo N Tel No: (043) 706 7882.
NOTE	:	Appointment under the Public Service Act.
POST 10/112	:	**SENIOR ADMINISTRATIVE OFFICER: CLUBS**
SALARY	:	R397 116 per annum
CENTRE	:	**Free State and Northern Cape Region:** Bizzah Makhate Ref No: FSNC 2026/03/73 Grootvlei Ref No: FSNC 2026/03/74 Groenpunt Ref No: FSNC 2026/03/75

Gauteng Region:
Baviaanspoort Ref No: GP 2026/03/66
KwaZulu Natal Region:
Waterval Ref No: KZN 2026/03/42
Limpopo, Mpumalanga and North West Region:
Witbank Ref No: LMN 2026/03/66
Western Cape Region:
Voorberg Ref No: WC 2026/03/81

REQUIREMENTS : Recognized Degree/National Diploma in Financial Management/Accounting, Public Administration or equivalent. At least 3-5 years relevant experience in a comparable environment. Computer literate. Valid driver's licence. Competencies and Attributes: Policy coordination, communication, financial management, project and programme management, change management, client orientation and customer focus, problem solving and analysis skills. Service delivery innovation, decision making, people management and empowerment. Integrity and honesty, confidentiality, good interpersonal relations. Understanding of Public service policies and legislative frameworks. Assertiveness, ability to network and diplomacy.

DUTIES : Ensure effective implementation of all policies and procedures governing clubs and mess operations. Oversee the daily operations of mess facilities and financial outlets. Ensure compliance with financial, hygiene and service standards. Manage membership processes for clubs and sub-clubs. Maintain accurate membership records and facilitate member engagement. Organize and promote sport and recreational activities. Financial management of club affairs. Plan, monitor and control budgets for clubs and mess operations. Ensure transparent financial reporting and accountability. Manage human resources, finances and assets. Manage performance information.

ENQUIRIES : Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsoane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027
Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179
KwaZulu Natal Region: Mr Singh M Tel No: (033) 355 7380/Ms Zuma NI Tel No: (033)355 7367
Limpopo, Mpumalanga and North West Region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD Tel No: (012) 306 2034
Western Cape: Ms NA Mdladlamba Tel No: (021) 550 6014/Ms A Reddy Tel No: (021) 559 7929/Mr S Sikisazane Tel No: (021) 558 0108/Ms NC Sotyibi Tel No: (021) 558 0518.

NOTE : Appointment under the Public Service Act.

POST 10/113 : **SENIOR ADMINISTRATIVE OFFICER: MESS**

SALARY : R397 116 per annum
CENTRE
Eastern Cape Region:
East London Ref No: EC 2026/03/37
Free State and Northern Cape Region:
Bizzah Makhate Ref No: FSNC 2026/03/76
KwaZulu Natal Region:
Kokstad Ref No: KZN 2026/03/43

REQUIREMENTS : Recognized Degree/National Diploma in Hospitality/Food Services or equivalent plus 3-5 years' experience in a comparable environment. Computer literate. Valid driver's licence. Competencies And Attributes: Policy coordination, communication, financial management, project and programme management, change management, client orientation and customer focus, problem solving and analysis skills. Service delivery innovation, decision making, people management and empowerment. Integrity and honesty, confidentiality, good interpersonal relations. Understanding of Public service policies and legislative frameworks. Assertiveness, ability to network and diplomacy.

DUTIES : Implement and maintain nutritional and hygienic standards in meal preparation. Supervise hygienic storage of food and adherence to food safety policies. Supervise preparation of meals and cleaning of utensils, kitchen, and service areas. Monitor the use and maintenance of catering equipment (knives, cookery, etc.). Conduct regular searches of the kitchen to ensure compliance with standards. Control and monitor security equipment such as keys, batons, teargas, and radios. Ensure proper handling and accountability of catering and

security equipment. Implement policies and procedures governing clubs and canteens. Ensure compliance with departmental guidelines in kitchen and club operations. Verify and monitor income, expenditure, and investments of clubs. Prepare annual financial statements and ensure readiness for audit. Manage human resources, finances and assets. Manage performance information.

ENQUIRIES : Eastern Cape: Ms Myataza Z Tel No: (043) 706 7866/Ms Mgugudo N Tel No: (043) 706 7882
Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsoane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027
KwaZulu Natal Region: Mr Singh M Tel No: (033) 355 7380/Ms Zuma NI Tel No: (033)355 7367.

NOTE : Appointment under the Public Service Act.

POST 10/114 : **SENIOR ADMINISTRATIVE OFFICER: LOGISTICS**

SALARY : R397 116 per annum

CENTRE : **Free State and Northern Cape Region:**
Kimberley Ref No: FSNC 2026/03/77
Gauteng Region:
Johannesburg Ref No: GP 2026/03/67

REQUIREMENTS : Recognized Degree/National Diploma in Fleet Management or equivalent qualification with 3-5 years' experience in a comparable environment. Computer literate. Valid driver's licence. Competencies And Attributes: Policy coordination, communication, financial management, project and programme management, change management, client orientation and customer focus, problem solving and analysis skills. Service delivery innovation, decision making, people management and empowerment. Integrity and honesty, confidentiality, good interpersonal relations. Understanding of Public service policies and legislative frameworks. Assertiveness, ability to network and diplomacy.

DUTIES : Identify transport infrastructure and operational needs within the management area. Ensure effective maintenance and service management of fleet. Implement and manage transport policies, standards and procedures. Monitor and control the utilization of departmental vehicles. Conduct regular transport inspections, audits and investigations. Promote efficient, safe and cost-effective transport operations. Manage human resources, finances and assets. Manage performance information.

ENQUIRIES : Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsoane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027.
Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179.

NOTE : Appointment under the Public Service Act.

POST 10/115 : **SENIOR STATE ACCOUNTANT: FINANCIAL ACCOUNTING**

SALARY : R397 116 per annum

CENTRE : **Free State and Northern Cape Region:**
Bizzah Makhate Ref No: FSNC 2026/03/78
Goedemoed Ref No: FSNC 2026/03/79
Grootvlei Ref No: FSNC 2026/03/80
Gauteng Region:
Regional Office Ref No: GP 2026/03/68
KwaZulu Natal Region:
Durban Ref No: KZN 2026/03/44
Limpopo, Mpumalanga and North West Region:
Barberton Ref No: LMN 2026/03/67
Bethal Ref No: LMN 2026/03/68
Western Cape Region:
Breede River Ref No: WC 2026/03/82 (X2 Posts)
Drakenstein Ref No: WC 2026/03/83

REQUIREMENTS : Recognized Degree/National Diploma in Accounting or Financial Management. At least 3-5 years' experience in a financial management environment. In depth knowledge of BAS and LOGIS. Computer literate. Valid driver's licence. Competencies and Attributes: Financial management, policy coordination, communication, project and programme management, change management, client orientation and customer focus, problem solving and analysis skills. Service delivery innovation, decision making, people management and

empowerment. Integrity and honesty, confidentiality, good interpersonal relations. Understanding of Public service policies and legislative frameworks. Assertiveness, ability to network and diplomacy.

DUTIES : Ensure implementation of financial accounting policies and procedures in the management area. Maintain compliance with approved accounting standards and operational guidelines. Plan and execute management accounting activities and financial inspections. Monitor financial records to ensure accuracy, completeness, and reliability. Conduct financial investigations relating to irregularities, losses, or suspected financial misconduct. Maintain integrity of financial information and reporting systems. Execute responsibilities of officials as stipulated in Section 45 of the Public Finance Management Act. Ensure adherence to all relevant financial directives and governance requirements. Support budget planning and management processes within the management area. Ensure optimal and efficient utilization of financial resources. Monitor expenditure against approved budgets. Enforce financial discipline through regular review of financial transactions and commitments. Oversee procurement processes and logistics operations. Ensure procurement activities comply with applicable policies and regulations. Manage allocation, capturing, maintenance and distribution of the management area budget. Provide financial and budgetary advisory support to the management area. Assist in financial planning, monitoring, and reporting. Manage human resources, finances and assets. Manage performance information.

ENQUIRIES : Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsoane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027.
Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179.
KwaZulu Natal Region: Mr Singh M Tel No: (033) 355 7380/Ms Zuma NI Tel No: (033)355 7367.
Limpopo, Mpumalanga and North West Region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD Tel No: (012) 306 2034.
Western Cape: Ms NA Mdladlamba Tel No: (021) 550 6014/Ms A Reddy Tel No: (021) 559 7929/Mr S Sikisazane Tel No: (021) 558 0108/Ms NC Sotyibi Tel No: (021) 558 0518.

NOTE : Appointment under the Public Service Act.

POST 10/116 : **SENIOR STATE ACCOUNTANT: MANAGEMENT ACCOUNTING REF NO: GP 2026/03/69**

SALARY : R397 116 per annum

CENTRE : Gauteng Region: Zonderwater

REQUIREMENTS : Recognized Degree/National Diploma in Accounting or Financial Management with at least 3-5 years' experience in Government Financial systems. Computer literate. Valid driver's licence. Competencies and Attributes: Good communication and presentation skills. Dynamic and professional. Plan and organize events properly. Knowledge of the Public Finance Management Act, Treasury Regulations, BAS and project management. Proven experience in a BAS environment. Plan, organise, lead and control, client orientation, policy analysis and interpretation. Report writing, facilitation, presentation, problem solving and decision-making skills. Knowledge of the Public Finance Management Act (PFMA) and Treasury Regulations relating to Supply Chain Management. Good knowledge of Public Service regulations. Knowledge of procurement administration and public finance administration. Financial management. Integrity and honesty, good work ethics, confidentiality, interpersonal relations, people management, accuracy, independent networking, influence and impact.

DUTIES : Implementation of financial accounting policy in the management area in accordance with current procedures. Planning and execution of management accounting functions/inspections. Undertaking of financial investigations. Keep financial accounting system on standard. Execute the responsibilities of officials as stipulated in Section 45 of the Public Finance Management Act. Ensure optimal utilisation of resources and support with regard to management of budgets within the framework of relevant legal directives and regulations. Perform budget control and ensure enforcement of financial discipline. Perform responsibilities for logistics and procurement management. Manage the allocation, maintenance, capturing and distribution of the budget for the management area. Render a support service form the Financial Control Office

(FCO) in terms of giving financial and budgetary advice to the management area. Manage human resources, finances and assets. Manage performance information.

ENQUIRIES : Gauteng region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179.

NOTE : Appointment under the Public Service Act.

POST 10/117 : **DATA ANALYSIS AND DISTRIBUTION OFFICER: SUPPLY CHAIN MANAGEMENT REF NO: GP 2026/03/70**

SALARY : R397 116 per annum

CENTRE : Gauteng Region: Regional Office

REQUIREMENTS : Recognized Degree/National Diploma in Logistics with 3-5 years' experience in Logistical systems. Knowledge LOGIS system. Computer literate. Valid driver's licence. Competencies and Attributes: Financial management, policy coordination, communication, project and programme management, change management, client orientation and customer focus, problem solving and analysis skills. Service delivery innovation, decision making, people management and empowerment. Integrity and honesty, confidentiality, good interpersonal relations. Understanding of Public service policies and legislative frameworks. Assertiveness, ability to network and diplomacy. Knowledge of the Public Finance Management Act, 1999 and Treasury regulations. Knowledge of tender process. Service delivery and client orientation, integrity and honesty, assertiveness, influence and impact and ability to network.

DUTIES : Ensure the effective application of departmental logistical policies and procedures in the region. Administration and management of the LOGIS. Conduct regular inspections of logistical processes and resources. Undertake investigations related to logistical discrepancies, losses or irregularities. Plan, coordinate and monitor all logistical operations in the region. Ensure infrastructure meets operational standards and safety requirements. Control logistics-related finances, including budgeting, expenditure monitoring and financial reporting. Ensure compliance with financial regulations and accountability standards. Collect, consolidate and analyze logistical data and returns. Analyze logistical data to identify trends, inefficiencies and areas for improvement. Manage human resources, finances and assets. Manage performance information.

ENQUIRIES : Gauteng region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179.

NOTE : Appointment under the Public Service Act.

POST 10/118 : **SYSTEM CONTROLLER (LOGIS): SUPPLY CHAIN**

SALARY : R397 116 per annum

CENTRE : **Free State and Northern Cape Region:**
Regional Office Ref No: FSNC 2026/03/81
Gauteng Region:
Regional Office Ref No: GP 2026/03/71

REQUIREMENTS : Recognized Degree/National Diploma in Supply Chain Management or equivalent qualification with 3-5 years' experience in a supply chain management environment. Knowledge LOGIS system. Computer literate. Valid driver's licence. Competencies And Attributes: Financial management, policy coordination, communication, project and programme management, change management, client orientation and customer focus, problem solving and analysis skills. Service delivery innovation, decision making, people management and empowerment. Integrity and honesty, confidentiality, good interpersonal relations. Understanding of Public service policies and legislative frameworks. Assertiveness, ability to network and diplomacy. Knowledge of the Public Finance Management Act, 1999 and Treasury regulations. Knowledge of tender process. Service delivery and client orientation, integrity and honesty, assertiveness, influence and impact and ability to network.

DUTIES : Ensure the proper execution of logistical policies within the region in line with departmental standards and guidelines. Assist with the operation, maintenance and reporting functions of the PAS System to enhance logistical efficiency. Oversee and account for all movable assets within the region, ensuring proper allocation, maintenance and utilization. Plan, undertake and manage regular inspections to ensure compliance with logistical procedures and standards. Conduct investigations related to logistical discrepancies, losses or

irregularities. Develop and coordinate logistical plans for operational activities, ensuring resources are available and processes are efficient. Oversee the maintenance, optimization and development of logistical infrastructure to support operational needs. Monitor and control logistics-related finances. Collect, manage and consolidate logistical returns. Provide or facilitate IT training related to logistics systems to improve staff competency and operational efficiency. Manage human resources, finances and assets. Manage performance information.

ENQUIRIES : Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsoane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027.
Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179.

NOTE : Appointment under the Public Service Act.

POST 10/119 : **SENIOR PROVISIONING ADMINISTRATIVE OFFICER: LOGISTICS ADMINISTRATION**

SALARY : R397 116 per annum

CENTRE : **Gauteng Region:**
Boksburg Ref: GP 2026/03/72 (X2 Posts)
Limpopo, Mpumalanga and North West Region:
Bethal Ref No: LMN 2026/03/69
Rooigrond Ref No: LMN 2026/03/70
KwaZulu Natal Region:
Ncome Ref No: KZN 2026/03/45
Western Cape Region:
Brandvlei Ref No: WC 2026/03/84
Breede River Ref No: WC 2026/03/85
Regional Office Ref No: WC 2026/03/86

REQUIREMENTS : Recognized Degree/National Diploma in Logistics Management/ Supply Chain Management or equivalent relevant qualification. At least 3-5 years' experience in a Supply Chain Management environment. Computer literate. Valid driver's licence. Competencies And Attributes: Knowledge of LOGIS. Financial management, policy coordination, communication, project and programme management, change management, client orientation and customer focus, problem solving and analysis skills. Service delivery innovation, decision making, people management and empowerment. Integrity and honesty, confidentiality, good interpersonal relations. Understanding of Public service policies and legislative frameworks. Assertiveness, ability to network and diplomacy. Knowledge of the Public Finance Management Act, 1999 and Treasury regulations. Knowledge of tender process. Service delivery and client orientation, integrity and honesty, assertiveness, influence and impact and ability to network.

DUTIES : Execute and enforce departmental logistical policies within the Management Area. Ensure compliance with standard operating procedures for all logistical operations. Oversee the monitoring of incoming and outgoing stock. Maintain accurate records of inventory movements. Manage the administration of warehouses and storage facilities. Supervise fleet management and coordination of transport logistics. Ensure smooth operation of transit processes. Conduct regular asset verification and ensure logistical processes are followed. Manage asset reconciliations and maintain balanced inventory records. Supervise reconciliation between BAS (Basic Accounting System) and LOGIS (Logistics Information System). Ensure accuracy and consistency of logistical and financial data. Facilitate training programs on logistical procedures and systems to promote understanding of best practices and compliance requirements. Manage human resources, finances and assets. Manage performance information.

ENQUIRIES : Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179.
KwaZulu Natal Region: Mr Singh M Tel No: (033) 355 7380/Ms Zuma NI Tel No: (033)355 7367.
Limpopo, Mpumalanga and North West Region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD Tel No: (012) 306 2034.
Western Cape: Ms NA Mdladlamba Tel No: (021) 550 6014/Ms A Reddy Tel No: (021) 559 7929/Mr S Sikisazane Tel No: (021) 558 0108/Ms NC Sotyibi Tel No: (021) 558 0518.

NOTE : Appointment under the Public Service Act.

POST 10/120 : **SENIOR ADMINISTRATIVE OFFICER: GENERAL STOCK PROCUREMENT**

SALARY : R397 116 per annum
CENTRE : Free State and Northern Cape region: Reginal Office Ref No: FSNC 2026/03/82
KwaZulu Natal region: Regional Office Ref No: KZN 2026/03/46
Limpopo, Mpumalanga and North West region: Regional Office Ref No: LMN 2026/03/71
REQUIREMENTS : Recognized Degree/National Diploma in Purchasing Management/ Logistics/ Supply Chain Management or any equivalent qualification. 3-5 years relevant work experience in Supply Chain Management. Computer literate. Valid driver's licence. Competencies And Attributes: Financial management, policy coordination, communication, project and programme management, change management, client orientation and customer focus, problem solving and analysis skills. Service delivery innovation, decision making, people management and empowerment. Integrity and honesty, confidentiality, good interpersonal relations. Understanding of Public service policies and legislative frameworks. Assertiveness, ability to network and diplomacy.
DUTIES : Assist end-users in drafting clear and compliant procurement specifications. Facilitate the advertisement of tenders in accordance with applicable procurement procedures. Support Bid Evaluation Committees during the evaluation of bids. Liaise with the Government Shared Services Centre (GSSC) regarding the acquisition of goods and services, as well as the processing of supplier and service provider payments. Ensure adherence to all procurement-related legislation, regulations and policy requirements. Manage human resources, finances and assets. Manage performance information.
ENQUIRIES : Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsoane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027.
KwaZulu Natal Region: Mr Singh M Tel No: (033) 355 7380/Ms Zuma NI Tel No: (033)355 7367.
Limpopo, Mpumalanga and North West Region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD Tel No: (012) 306 2034.
NOTE : Appointment under the Public Service Act.

POST 10/121 : **PROCUREMENT ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT**

SALARY : R397 116 per annum
CENTRE : **Gauteng Region:**
Boksburg Ref No: GP 2026/03/73 (X2 Posts)
Johannesburg Ref No: GP 2026/03/74
Free State and Northern Cape Region:
Colesberg Ref No: FSNC 2026/03/83
Western Cape Region:
Breede River Ref No: WC 2026/03/87
REQUIREMENTS : Recognized Degree/National Diploma in Supply Chain Management or equivalent relevant qualification. At least 3-5 years' experience in a Supply Chain Management environment. Computer literate. Valid driver's licence. Competencies And Attributes: Financial management, policy coordination, communication, project and programme management, change management, client orientation and customer focus, problem solving and analysis skills. Service delivery innovation, decision making, people management and empowerment. Integrity and honesty, confidentiality, good interpersonal relations. Understanding of Public service policies and legislative frameworks. Assertiveness, ability to network and diplomacy. Knowledge of the Public Finance Management Act, 1999 and Treasury regulations. Knowledge of tender process. Service delivery and client orientation, integrity and honesty, assertiveness, influence and impact and ability to network.
DUTIES : Conduct quality assessment of building services within the management area. Develop and maintain standards for building works in accordance with operational requirements. Manage capital infrastructure projects and ensure effective implementation. Plan, coordinate and monitor short-, medium- and long-term maintenance programmes. Ensure alignment with the strategic maintenance objectives of the Department of Correctional Services (DCS)

within the management area. Assist end-users in drafting technical specifications for procurement of goods and services. Facilitate the advertisement of tenders in accordance with procurement procedures. Support Bid Evaluation Committees in the assessment and evaluation of bids. Liaise with the GSSC regarding procurement of goods and services and the processing of supplier payments. Ensure compliance with all procurement legislation, regulations and policy frameworks. Maintain and manage a database of contracts. Manage human resources, finances and assets. Manage performance information.

ENQUIRIES : Gauteng region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179.
Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsoane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027.
Western Cape: Ms NA Mdladlamba Tel No: (021) 550 6014/Ms A Reddy Tel No: (021) 559 7929/Mr S Sikisazane Tel No: (021) 558 0108/Ms NC Sotyibi Tel No: (021) 558 0518.

NOTE : Appointment under the Public Service Act.

POST 10/122 : **SENIOR PROVISIONING ADMINISTRATIVE OFFICER: TENDER ADMINISTRATION REF NO: KZN 2026/03/47**

SALARY : R397 116 per annum
CENTRE : KwaZulu Natal region: Regional Office
REQUIREMENTS : Recognized Degree/National Diploma in Supply Chain Management or equivalent qualification with 3-5 years' experience in supply chain management environment. Knowledge LOGIS system. Computer literate. Valid driver's licence. Competencies and Attributes: Financial management, policy coordination, communication, project and programme management, change management, client orientation and customer focus, problem solving and analysis skills. Service delivery innovation, decision making, people management and empowerment. Integrity and honesty, confidentiality, good interpersonal relations. Understanding of Public service policies and legislative frameworks. Assertiveness, ability to network and diplomacy. Knowledge of the Public Finance Management Act, 1999 and Treasury regulations. Knowledge of tender process. Service delivery and client orientation, integrity and honesty, assertiveness, influence and impact and ability to network.

DUTIES : Ensure the effective implementation of procurement policies within the region in accordance with applicable legislation and departmental procedures. Manage and administer tender processes, including preparation, advertisement, evaluation support and award administration. Undertake procurement compliance inspections to ensure adherence to procurement standards, policies and regulatory requirements. Conduct procurement related investigations where irregularities, disputes or risks are identified. Plan procurement activities in line with operational priorities and approved budgets. Manage and maintain procurement infrastructure and systems to support efficient service delivery. Manage human resources, finances and assets. Manage performance information.

ENQUIRIES : KwaZulu Natal Region: Mr Singh M Tel No: (033) 355 7380/Ms Zuma NI Tel No: (033)355 7367.

NOTE : Appointment under the Public Service Act.

POST 10/123 : **EMPLOYEE ASSISTANCE PRACTITIONER (EAP): SPECIAL PROGRAMS**

SALARY : R397 116 per annum
CENTRE : **Free State and Northern Cape Region:**
Bizzah Makhate Ref No: FSNC 2026/03/84
Upington Ref No: FSNC 2026/03/85
Gauteng Region:
Boksburg Ref No: GP 2026/03/75
Johannesburg Ref No: GP 2026/03/76
Leeuwkop Ref No: GP 2026/03/77
KwaZulu Natal region: Waterval Ref No: KZN 2026/03/48
Limpopo, Mpumalanga and North West Region:
Barberton Ref No: LMN 2026/03/72
Bethal Ref No: LMN 2026/03/73
Klerksdorp Ref No: LMN 2026/03/74
Rooigrond Ref No: LMN 2026/03/75

Western Cape Region:
Voorberg Ref No: WC 2026/03/88
Brandvlei Ref No: WC 2026/03/89

REQUIREMENTS : Recognized Degree/National Diploma in relation Social Science, Social work or an equivalent qualification. 3-5 relevant experience in EAP. A postgraduate qualification in Social Work or Clinical Psychology will serve as a strong recommendation. Computer literate. Valid driver's licence. Competencies and Attributes: Counselling, presentation and communication skills. Professionalism, ability to plan and organise. Problem solving and decision making, facilitation skills, project management. Ability to interpret policy/legislation conflict management, coaching and mentoring. Understanding of Public Service policies and legislative frameworks. Service delivery and client orientation, integrity and honesty, assertiveness, willingness to travel, influence and impact. Ability to network.

DUTIES : Provide direct EAP services to members and their families while upholding confidentiality and a strong professional ethical code. Conduct assessments, make appropriate referrals and offer short-term problem-solving interventions. Maintain accurate, confidential records and ensure effective data management. Plan and implement programme promotion, training and awareness activities. Develop annual programme budgets, evaluate achievement of programme objectives and provide regular feedback on performance outcomes. Manage human resources, finances and assets. Manage performance information.

ENQUIRIES : Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsoane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027.
Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179.
KwaZulu Natal Region: Mr Singh M Tel No: (033) 355 7380/Ms Zuma NI Tel No: (033)355 7367.
Limpopo, Mpumalanga and North West Region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD Tel No: (012) 306 2034.
Western Cape: Ms NA Mdladlamba Tel No: (021) 550 6014/Ms A Reddy Tel No: (021) 559 7929/Mr S Sikisazane Tel No: (021) 558 0108/Ms NC Sotyibi Tel No: (021) 558 0518.

NOTE : Appointment under the Public Service Act.

POST 10/124 : **ARTISAN FOREMAN GRADE A**

SALARY : R382 047 per annum

CENTRE : **Eastern Cape Region: Plumber:**
East London Ref No: EC 2026/03/38
Kirkwood Ref No: EC 2026/03/39
St Albans Ref No: EC 2026/03/40
Cabinet Maker: St Albans Ref No: EC 2026/03/41
Electrician: East London Ref No: EC 2026/03/42
Radio Technician: St Albans Med B Ref No: EC 2026/03/43 (Re-advertisement)
Free State and Northern Cape Region: Cabinet Maker:
Bizzah Makhate Med A Ref No: FSNC 2026/03/86
Upholstrey: Bizzah Makhate Med A Ref No: FSNC 2026/03/87
Fitter: Kimberley Ref No: FSNC 2026/03/88
Gauteng Region: Production Workshops (Wood Machinist):
Kgoši Mampuru II Ref No: GP 2026/03/78
Zonderwater Ref No: GP 2026/03/79
Welder: Baviaanspoort Ref No: GP 2026/03/80
Kgoši Mampuru II Ref No: GP 2026/03/81
Wood Finishing: Kgoši Mampuru II (Ref No: GP 2026/03/82
Carpenter: Baviaanspoort Ref No: GP 2026/03/83
Plumber: Baviaanspoort Ref No: GP 2026/03/84
Zonderwater Ref No: GP 2026/03/85
Bricklayer: Leeuwkop Ref No: GP 2026/03/86 (X2 Posts)
Electrician: Baviaanspoort Ref No: GP 2026/03/87
Kgoši Mampuru II Central Ref No: GP 2026/03/88
Leeuwkop Ref No: GP 2026/03/89
Cabinet Maker: Kgoši Mampuru II Central Ref No: GP 2026/03/90
Leeuwkop Ref No: GP 2026/03/91
Upholstery: Kgoši Mampuru II Ref No: GP 2026/03/92

Fitter and Turner: Kgoši Mampuru II Ref No: GP 2026/03/93
Painter: Baviaanspoort Ref No: GP 2026/03/94
Kgoši Mampuru II Central Ref No: GP 2026/03/95
KwaZulu Natal Region: Carpenter:
Waterval Med A Ref No: KZN 2026/03/49
Plumber: Pietermaritzburg Med A Ref No: KZN 2026/03/50
Limpopo, Mpumalanga and North West Region: Welder:
Bethal: Standerton Ref No: LMN 2026/03/76
Western Cape Region: Asset Maintenance (HVACR):
Allandale Ref No: WC 2026/03/90
Drakenstein Ref No: WC 2026/03/91
Pollsmoor Ref No: WC 2026/03/92
Production Workshops (Wood Machinist): Pollsmoor Ref No: WC 2026/03/93

REQUIREMENTS : An appropriate Trade Test Certificate underwritten by the Manpower Training Act (Red Seal). Five (5) years post qualification experience as an Artisan. Valid driver's licence. Competencies and Attributes: Team leadership. Technical analysis knowledge. Computer-aided applications. Knowledge of legal compliance. Technical report writing. Production, process knowledge and skills. Problem solving and analysis. Decision making, team work and analytical skills. Creativity, self-management, customer focus and responsiveness. Communication, planning and organizing skills. Conflict Management.

DUTIES : Training and development of offenders. Management of administration task. Control over work-places and tools. Inventory control and logistical administration as well as efficient management of resources and work orders and compliance with administration. Design, production, maintenance, performance administrative and related function. Maintain and advance expertise. Manage human resources, finances and assets. Manage performance information.

ENQUIRIES : Eastern Cape: Ms Myataza Z Tel No: (043) 706 7866/Ms Mgugudo N Tel No: (043) 706 7882
Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsoane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027.
Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ Tel No: (012) 420 0179.
KwaZulu Natal Region: Mr Singh M Tel No: (033) 355 7380/Ms Zuma NI Tel No: (033)355 7367.
Limpopo, Mpumalanga and North West Region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD Tel No: (012) 306 2034.
Western Cape: Ms NA Mdladlamba Tel No: (021) 550 6014/Ms A Reddy Tel No: (021) 559 7929/Mr S Sikisazane Tel No: (021) 558 0108/Ms NC Sotyibi Tel No: (021) 558 0518.

NOTE : Appointment under the Public Service Act.

POST 10/125 : **EDUCATIONIST M+4: FORMAL EDUCATION**

SALARY : R360 837 per annum

CENTRE : Limpopo, Mpumalanga and North West region: Bethal: Standerton Ref No: LMN 2026/03/172
Western Cape region: West Coast Ref No: WC 2026/03/245
Pollsmoor Med B (STEM) Ref No: WC 2026/03/246
Pollsmoor Med B (Catering and Hospitality) Ref No: WC 2026/03/247

REQUIREMENTS : Relevant Recognized four (4) year Degree or equivalent qualification in Education. Registration with the South African Council of Educators. Computer literate. Valid driver's licence. Competencies and Attributes: Firearm skills and the use of relevant security technology. Communication, project and programme management, transformation management, change management, 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, knowledge of the Correctional Services Act, Act 111 of 1998, as amended, assertiveness, ability to network and diplomacy.

DUTIES : Conduct educational programmes for offenders, Implement educational policy at correctional facilities 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. Manage human resources, finances and assets. Manage performance information.

ENQUIRIES : Limpopo, Mpumalanga and North West region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD Tel No: (012) 306 2034.
Western Cape: Ms NA Mdladlamba Tel No: (021) 550 6014/Ms A Reddy Tel No: (021) 559 7929/Mr S Sikisazane Tel No: (021) 558 0108/Ms NC Sotyibi Tel No: (021) 558 0518.

NOTE : Appointment under the Correctional Services Act.

POST 10/126 : **EDUCATIONIST (M+4) TVET (ENGINEERING STUDIES)**

SALARY : R360 837 per annum
CENTRE : Gauteng Region: Leeuwkop Med C (Technical) Ref No: GP 2026/03/225
Limpopo, Mpumalanga and North West region: Barberton Youth Town Centre Ref No: LMN 2026/03/173
Rooigrond Med A Ref No: LMN 2026/03/174

REQUIREMENTS : Recognized four (4) year Degree or equivalent qualification in Education Specialising in Electrical / Electronic / Welding / Mechanical / Motor Mechanic / Building. Registration with the South African Council of Educators. Computer literate. Valid driver's licence. Competencies and Attributes: Plan, organize, 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, facilitation management integrity and honesty, knowledge and understanding of public service management framework, influence and impact, presentation skills, conceptual skills and conflict management skills.

DUTIES : Implement educational programs for offenders. Implement educational policy at correctional facilities 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. Manage human resources, finances and assets. Manage performance information.

ENQUIRIES : Gauteng region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179.
Limpopo, Mpumalanga and North West region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD Tel No: (012) 306 2034.

NOTE : Appointment under the Correctional Services Act.

POST 10/127 : **EDUCATIONIST (M+4): AGRICULTURE REF NO: LMN 2026/03/175**

SALARY : R360 837 per annum
CENTRE : Limpopo, Mpumalanga and North West region: Thohoyandou Med A
REQUIREMENTS : Recognized four (4) year Degree or equivalent qualification in Education Specialising in Agriculture. Registration with the South African Council of 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, facilitation management integrity and honesty, knowledge and understanding of public service management framework, influence and impact, presentation skills, conceptual skills and conflict management skills.

DUTIES : Implement educational programs for offenders. Implement educational policy at correctional facilities 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. Manage human resources, finances and assets. Manage performance information.

ENQUIRIES : Limpopo, Mpumalanga and North West region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD Tel No: (012) 306 2034.

NOTE : Appointment under the Correctional Services Act.

POST 10/128	:	**EDUCATIONIST (M+4): ISIZULU AND GEOGRAPHY REF NO: LMN 2026/03/176**
SALARY	:	R360 837 per annum
CENTRE	:	Limpopo, Mpumalanga and North West region: Barberton Max
REQUIREMENTS	:	Recognized four (4) year Degree or equivalent qualification in Education Specialising in IsiZulu (Languages) and Geography. Registration with the South African Council of 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, facilitation management integrity and honesty, knowledge and understanding of public service management framework, influence and impact, presentation skills, conceptual skills and conflict management skills.
DUTIES	:	Implement educational programs for offenders. Implement educational policy at correctional facilities 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. Manage human resources, finances and assets. Manage performance information.
ENQUIRIES	:	Limpopo, Mpumalanga and North West region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD Tel No: (012) 306 2034.
NOTE	:	Appointment under the Correctional Services Act.
POST 10/129	:	**EDUCATIONIST (M+4): MATHEMATICS LITERACY AND ENGLISH REF NO: LMN 2026/03/177**
SALARY	:	R360 837 per annum
CENTRE	:	Limpopo, Mpumalanga and North West region: Barberton Max
REQUIREMENTS	:	Recognized four (4) year Degree or equivalent qualification in Education Specialising in English and Mathematics literacy. Registration with the South African Council of 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, facilitation management integrity and honesty, knowledge and understanding of public service management framework, influence and impact, presentation skills, conceptual skills and conflict management skills.
DUTIES	:	Implement educational programmes for offenders. Implement educational policy at correctional facilities 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. Manage human resources, finances and assets. Manage performance information.
ENQUIRIES	:	Limpopo, Mpumalanga and North West region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD Tel No: (012) 306 2034.
NOTE	:	Appointment under the Correctional Services Act.
POST 10/130	:	**EDUCATIONIST (M+4): MATHEMATICS AND LIFE SCIENCE REF NO: FSNC 2026/03/181**
SALARY	:	R360 837 per annum
CENTRE		Free State and Northern Cape region: Groenpunt Youth
REQUIREMENTS	:	Recognized four (4) year Degree or equivalent qualification in Education majoring in Maths and Life Science. 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, facilitation management integrity and honesty, knowledge and understanding of public service management framework, influence and impact, presentation skills, conceptual skills and conflict management skills.

DUTIES	:	Implement educational programs for offenders. Implement educational policy at correctional facilities 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. Understanding of public service management framework. Influence and impact, presentation, conceptual and conflict management skills. Manage human resources, finances and assets. Manage performance information.
ENQUIRIES	:	Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsoane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027.
NOTE	:	Appointment under the Correctional Services Act.
POST 10/131	:	**EDUCATIONIST (M+4): TVET CHEMICAL INDUSTRY REF NO: FSNC 2026/03/182**
SALARY	:	R360 837 per annum
CENTRE	:	Free State and Northern Cape region: Groenpunt Med
REQUIREMENTS	:	Recognized four (4) year Degree or equivalent qualification in Education majoring in Chemical Industry. Registration with the South African Council for Educators. Computer literate. Valid driver's license. Competencies And Attributes: Plan, organize, lead and control. Client orientation and communication, policy implementation, report writing, diversity management, training and development. Service delivery innovation, creativity, project management, conflict management, facilitation management, integrity and honesty. Knowledge and under-standing of public service management framework. Influence and impact, presentation, conceptual and conflict management skills.
DUTIES	:	Implement educational programs for offenders. Implement educational policy at correctional facilities 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 resources and performance information. Manage human resources, finances and assets. Manage performance information.
ENQUIRIES	:	Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsoane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027.
NOTE	:	Appointment under the Correctional Services Act.
POST 10/132	:	**EDUCATIONIST (M+4): AFRIKAANS HOME LANGUAGE AND LIFE ORIENTATION REF NO: FSNC 2026/03/183**
SALARY	:	R360 837 per annum
CENTRE	:	Free State and Northern Cape region: Tswelopele
REQUIREMENTS	:	Recognized four (4) year Degree or equivalent qualification in Education majoring in Afrikaans and Life Orientation. 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, facilitation management integrity and honesty. Knowledge and understanding of public service management framework, influence and impact, presentation skills, conceptual skills and conflict management skills.
DUTIES	:	Implement educational programs for offenders. Implement educational policy at correctional facilities 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. Manage human resources, finances and assets. Manage performance information.
ENQUIRIES	:	Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsoane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027.
NOTE	:	Appointment under the Correctional Services Act.
POST 10/133	:	**FORMAL EDUCATIONIST M+4: GEOGRAPHY AND MATHEMATICS LITERACY REF NO: FSNC 2026/03/184**
SALARY	:	R360 837 per annum
CENTRE	:	Free State and Northern Cape region: Tswelopele

REQUIREMENTS	:	Recognized Degree or equivalent qualification in Education specializing in Geography and Mathematics Literacy. Registration with the South African Council of Educators (SACE). Computer literate. Valid driver's licence. Competencies and Attributes: Plan, organize, 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, facilitation management integrity and honesty, knowledge and understanding of public service management framework, influence and impact, presentation skills, conceptual skills and conflict management skills.
DUTIES	:	Implement educational programs for offenders. Implement educational policy at correctional facilities 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. Manage human resources, finances and assets. Manage performance information.
ENQUIRIES	:	Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsoane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027.
NOTE	:	Appointment under the Correctional Services Act.
POST 10/134	:	**SKILLS DEVELOPMENT EDUCATIONIST (M+4) AET REF NO: FSNC 2026/03/185**
SALARY	:	R360 837 per annum
CENTRE	:	Free State and Northern Cape region: Kuruman
REQUIREMENTS	:	Recognized four (4) year Degree or equivalent qualification in in Education. Registration with the South African Council for Educators. Computer literate. Valid driver's licence. Competencies and Attributes: Plan, organize, lead and control. Client orientation and communication, policy implementation, report writing, diversity management, training and development. Service delivery innovation, creativity, project management, conflict management, facilitation management integrity, and honesty. Knowledge and understanding of public service management framework. Influence and impact, presentation, conceptual and conflict management skills.
DUTIES	:	Implement educational programs for offenders. Implement educational policy at correctional facilities 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. Manage human resources, finances and assets. Manage performance information.
ENQUIRIES	:	Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsoane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027.
NOTE	:	Appointment under the Correctional Services Act.
POST 10/135	:	**EDUCATIONIST (M+4): ECONOMICS AND MANAGEMENT SCIENCE REF NO: FSNC 2026/03/186**
SALARY	:	R360 837 per annum
CENTRE	:	Free State and Northern Cape region: Goedemoed Med A
REQUIREMENTS	:	Recognized four (4) year Degree or equivalent qualification in Education majoring in Economics. Registration with the South African Council for Educators. Computer literate. Valid driver's licence. Competencies and Attributes: Plan, organize, lead and control. Client orientation and communication, policy implementation, report writing, diversity management, training and development. Service delivery innovation, creativity, project management, conflict management, facilitation management integrity, and honesty. Knowledge and understanding of public service management framework. Influence and impact, presentation, conceptual and conflict management skills.
DUTIES	:	Implement educational programs for offenders. Implement educational policy at correctional facilities 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. Manage human resources, finances and assets. Manage performance information.
ENQUIRIES	:	Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsoane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027.

NOTE	:	Appointment under the Correctional Services Act.
POST 10/136	:	**EDUCATIONIST M+4: COMPUTER STUDIES REF NO: FSNC 2026/03/187**
SALARY	:	R360 837 per annum
CENTRE	:	Free State and Northern Cape region: Grootvlei Med A
REQUIREMENTS	:	Recognized four (4) year Degree or equivalent qualification in Education majoring in Computer Science. 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, facilitation management integrity and honesty, knowledge and understanding of public service management framework, influence and impact, presentation skills, conceptual skills and conflict management skills.
DUTIES	:	Implement educational programs for offenders. Implement educational policy at correctional facilities 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. Manage human resources, finances and assets. Manage performance information.
ENQUIRIES	:	Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsoane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027.
NOTE	:	Appointment under the Correctional Services Act.
POST 10/137	:	**EDUCATIONIST (M+4): SMALL MEDIUM MICRO ENTERPRISE (SMME) AND SETSWANA REF NO: LMN 2026/03/178**
SALARY	:	R360 837 per annum
CENTRE	:	Limpopo, Mpumalanga and North West region: Rustenburg Juvenile
REQUIREMENTS	:	Recognized four (4) year Degree or equivalent qualification in Education Specialising in Business Management and Setswana. Registration with the South African Council of 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, facilitation management integrity and honesty, knowledge and understanding of public service management framework, influence and impact, presentation skills, conceptual skills and conflict management skills.
DUTIES	:	Implement educational programmes for offenders. Implement educational policy at correctional facilities 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. Manage human resources, finances and assets. Manage performance information.
ENQUIRIES	:	Limpopo, Mpumalanga and North West region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD Tel No: (012) 306 2034.
NOTE	:	Appointment under the Correctional Services Act.
POST 10/138	:	**EDUCATIONIST (M+4): TRAVEL AND TOURISM REF NO: LMN 2026/03/179**
SALARY	:	R360 837 per annum
CENTRE	:	Limpopo, Mpumalanga and North West region: Rustenburg Med A
REQUIREMENTS	:	Recognized four (4) year Degree or equivalent qualification in Education Specialising in Travel and Tourism. Registration with the South African Council of 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, facilitation management integrity and honesty, knowledge and understanding of public service management framework, influence and impact, presentation skills, conceptual skills and conflict management skills.

DUTIES : Implement educational programmes for offenders. Implement educational policy at correctional facilities 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. Manage human resources, finances and assets. Manage performance information.

ENQUIRIES : Limpopo, Mpumalanga and North West Region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD Tel No: (012) 306 2034.

NOTE : Appointment under the Correctional Services Act.

POST 10/139 : **EDUCATIONIST (M+4): LIFE ORIENTATION AND SEPEDI REF NO: LMN 2026/03/180**

SALARY : R360 837 per annum

CENTRE : Limpopo, Mpumalanga and North West Region: Rustenburg Juvenile

REQUIREMENTS : Recognized four (4) year Degree or equivalent qualification in Education Specialising in Life Orientation and Sepedi. Registration with the South African Council of 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, facilitation management integrity and honesty, knowledge and understanding of public service management framework, influence and impact, presentation skills, conceptual skills and conflict management skills.

DUTIES : Implement educational programmes for offenders. Implement educational policy at correctional facilities 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. Manage human resources, finances and assets. Manage performance information.

ENQUIRIES : Limpopo, Mpumalanga and North West Region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD Tel No: (012) 306 2034.

NOTE : Appointment under the Correctional Services Act.

POST 10/140 : **EDUCATIONIST (M+4): ISIXHOSA REF NO: EC 2026/03/110**

SALARY : R360 837 per annum

CENTRE : Eastern Cape region: Sada: Cradock

REQUIREMENTS : Recognized four (4) year Degree or equivalent qualification in Education specializing in isiXhosa. Registration with the South African Council of Educators. Computer literate. Valid driver's licence. Competencies and Attributes: Plan, organise, lead and control, client orientation and communication, policy implantation, report writing, diversity management, training development, service delivery and honest, coaching and mentoring, good work ethics, confidentiality, interpersonal relation, openness and transparency, networking, influence and impact, presentation skills, conceptual skills and conflict management skills.

DUTIES : Implement educational programmes for offenders. Implement educational policy at correctional facilities 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. Manage human resources, finances and assets. Manage performance information.

ENQUIRIES : Eastern Cape: Ms Myataza Z Tel No: (043) 706 7866/Ms Mgugudo N Tel No: (043) 706 7882.

NOTE : Appointment under the Correctional Services Act.

POST 10/141 : **EDUCATIONIST (M+4): AFRIKAANS REF NO: EC 2026/03/111**

SALARY : R360 837 per annum

CENTRE
Eastern Cape region: St Albans

REQUIREMENTS : Recognized four (4) year Degree or equivalent qualification in Education majoring in Afrikaans. Registration with the South African Council of 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 and honest, coaching and mentoring, good work ethics, confidentiality, interpersonal relation, openness and transparency, networking, influence and impact, presentation skills, conceptual skills and conflict management skills.

DUTIES : Implement educational programmes for offenders. Implement educational policy at correctional facilities 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. Manage human resources, finances and assets. Manage performance information.

ENQUIRIES : Eastern Cape: Ms Myataza Z Tel No: (043) 706 7866/Ms Mgugudo N Tel No: (043) 706 7882.

NOTE : Appointment under the Correctional Services Act

POST 10/142 : **EDUCATIONIST (M+4): TVET N1 - N4**

SALARY : R360 837 per annum

CENTRE : Free State and Northern Cape region: Groenpunt Max Ref No: FSNC 2026/03/188
Vereeniging Ref No: FSNC 2026/03/189

REQUIREMENTS : Recognized four (4) year Degree or equivalent qualification in Education. Registration with the South African Council of Educators. Computer literate. Valid driver's licence. Competencies And Attributes: Plan and organize, lead and control orientation and communication, policy implementation, report writing, diversity management, training and development, service delivery innovation and creativity, project management, conflict management, facilitation management integrity and honesty, knowledge of the Correctional Service Act, 111 of 1998, as amended, influence and impact, presentation skills, conceptual skills and conflict management skills.

DUTIES : Implement educational programmes for the offenders. Implement educational policy at correctional facilities in the Correctional Centre. Adhere to set standards for education services in accordance with Government Education Departments. Assess educational services. Ensure service level standards for education and training. Manage human resources, finances and assets. Manage performance information.

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

NOTE : Appointment under the Correctional Services Act.

POST 10/143 : **EDUCATIONIST (M+4): BUSINESS STUDIES REF NO: GP 2026/03/226**

SALARY : R360 837 per annum

CENTRE : Gauteng region: Baviaanspoort Max

REQUIREMENTS : Recognized four (4) year Degree or equivalent qualification in Education specializing in Business Studies. Registration with the South African Council of 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, facilitation management integrity and honesty, coaching and mentoring, good work ethics, confidentiality, interpersonal relations, openness and transparency, networking, influence and impact, presentation skills, conceptual skills, and conflict management skills.

DUTIES : Implement educational programmes for offenders. Implement educational policy at correctional facilities 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. Manage human resources, finances and assets. Manage performance information.

ENQUIRIES : Gauteng region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP (012) 420 0173/ (012) 420 0179.

NOTE : Appointment under the Correctional Services Act.

POST 10/144 : **EDUCATIONIST (M+4): MATHEMATICS REF NO: GP 2026/03/227**

SALARY : R360 837 per annum
CENTRE : Gauteng region: Boksburg Med A
REQUIREMENTS : Recognized four (4) year Degree or equivalent qualification in Education specializing in Mathematics. Registration with the South African Council of 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, facilitation management integrity and honesty, coaching and mentoring, good work ethics, confidentiality, interpersonal relations, openness and transparency, networking, influence and impact, presentation skills, conceptual skills, and conflict management skills.
DUTIES : Implement educational programmes for offenders. Implement educational policy at correctional facilities 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. Manage human resources, finances and assets. Manage performance information.
ENQUIRIES : Gauteng region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP (012) 420 0173/ (012) 420 0179.
NOTE : Appointment under the Correctional Services Act.

POST 10/145 : **EDUCATIONIST (M+4): ENGLISH/BUSINESS STUDIES REF NO: GP 2026/03/228**

SALARY : R360 837 per annum
CENTRE : Gauteng region: Baviaanspoort (Emthonjeni)
REQUIREMENTS : Recognized four (4) year Degree or equivalent qualification in Education specializing in English/Business Studies. Registration with the South African Council of 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, facilitation management integrity and honesty, coaching and mentoring, good work ethics, confidentiality, interpersonal relations, openness and transparency, networking, influence and impact, presentation skills, conceptual skills, and conflict management skills.
DUTIES : Implement educational programmes for offenders. Implement educational policy at correctional facilities 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. Manage human resources, finances and assets. Manage performance information.
ENQUIRIES : Gauteng region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP (012) 420 0173/ (012) 420 0179.
NOTE : Appointment under the Correctional Services Act.

POST 10/146 : **EDUCATIONIST (M+4): ELECTRICAL (TECHNICAL) REF NO: GP 2026/03/229**

SALARY : R360 837 per annum
CENTRE : Gauteng region: Boksburg (Heidelberg)
REQUIREMENTS : Recognized four (4) year Degree or equivalent qualification in Education specializing in Electrical (Technical). Registration with the South African Council of 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, facilitation management integrity and honesty, coaching and mentoring, good work ethics, confidentiality, interpersonal relations, openness and transparency, networking, influence and impact, presentation skills, conceptual skills, and conflict management skills.
DUTIES : Implement educational programmes for offenders. Implement educational policy at correctional facilities 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. Manage human resources, finances and assets. Manage performance information.

ENQUIRIES Gauteng region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP (012) 420 0173/ (012) 420 0179.

NOTE : Appointment under the Correctional Services Act.

POST 10/147 : **EDUCATIONIST (M+4): VOCATIONAL EDUCATION AND TRAINING/TECHNICAL (REF: GP 2026/03/230) (X2 POSTS)**

SALARY : R360 837 per annum
CENTRE : Gauteng region: Leeuwkop Med B (Youth)
REQUIREMENTS : Recognized four (4) year Degree or equivalent qualification in Education specializing in Vocational Education and Training/Technical. Registration with the South African Council of 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, facilitation management integrity and honesty, coaching and mentoring, good work ethics, confidentiality, interpersonal relations, openness and transparency, networking, influence and impact, presentation skills, conceptual skills, and conflict management skills.
DUTIES : Implement educational programmes for offenders. Implement educational policy at correctional facilities 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. Manage human resources, finances and assets. Manage performance information.
ENQUIRIES : Gauteng region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP (012) 420 0173/ (012) 420 0179.
NOTE : Appointment under the Correctional Services Act.

POST 10/148 : **EDUCATIONIST (M+4): PLUMBING / BUILDING AND PLASTERING / ELECTRICAL (TECHNICAL) REF NO: GP 2026/03/231**

SALARY : R360 837 per annum
CENTRE : Gauteng region: Johannesburg Med B
REQUIREMENTS : Recognized four (4) year Degree or equivalent qualification in Education specializing in Plumbing/Building and Plastering/Electrical (Technical). Registration with the South African Council of 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, facilitation management integrity and honesty, coaching and mentoring, good work ethics, confidentiality, interpersonal relations, openness and transparency, networking, influence and impact, presentation skills, conceptual skills, and conflict management skills.
DUTIES : Implement educational programmes for offenders. Implement educational policy at correctional facilities 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. Manage human resources, finances and assets. Manage performance information.
ENQUIRIES : Gauteng region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP (012) 420 0173/ (012) 420 0179.
NOTE : Appointment under the Correctional Services Act.

POST 10/149 : **EDUCATIONIST (M+4): BUSINESS STUDIES/TOURISM REF NO: GP 2026/03/232**

SALARY : R360 837 per annum
CENTRE : Gauteng region: Johannesburg Med C
REQUIREMENTS : Recognized four (4) year Degree or equivalent qualification in Education specializing in Business Studies/Tourism. Registration with the South African Council of 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, facilitation management integrity and honesty, coaching and mentoring, good work ethics, confidentiality, interpersonal relations, openness and transparency, networking, influence and impact, presentation skills, conceptual skills, and conflict management skills.

DUTIES : Implement educational programmes for offenders. Implement educational policy at correctional facilities 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. Manage human resources, finances and assets. Manage performance information.

ENQUIRIES : Gauteng region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP (012) 420 0173/ (012) 420 0179.

NOTE : Appointment under the Correctional Services Act

POST 10/150 : **EDUCATIONIST (M+4): ENGINEERING RELATED STUDIES: TECHNICAL REF NO: GP 2026/03/233**

SALARY : R360 837 per annum

CENTRE : Gauteng region: Leeuwkop Med C

REQUIREMENTS : Recognized four (4) year Degree or equivalent qualification in Education specializing in Engineering Related Studies: Technical. Registration with the South African Council of 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, facilitation management integrity and honesty, coaching and mentoring, good work ethics, confidentiality, interpersonal relations, openness and transparency, networking, influence and impact, presentation skills, conceptual skills, and conflict management skills.

DUTIES : Implement educational programmes for offenders. Implement educational policy at correctional facilities 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. Manage human resources, finances and assets. Manage performance information.

ENQUIRIES : Gauteng region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179.

NOTE : Appointment under the Correctional Services Act

POST 10/151 : **EDUCATIONIST (M+4): ISIXHOSA AND ENGLISH REF NO: EC 2026/03/112**

SALARY : R360 837 per annum

CENTRE : Eastern Cape region: Amathole: Middledrift

REQUIREMENTS : Recognized four (4) year Degree or equivalent qualification in Education specializing in isiXhosa and English. Registration with the South African Council of 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, facilitation management integrity and honesty, coaching and mentoring, good work ethics, confidentiality, interpersonal relations, openness and transparency, networking, influence and impact, presentation skills, conceptual skills, and conflict management skills.

DUTIES : Implement educational programmes for offenders. Implement educational policy at correctional facilities 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. Manage human resources, finances and assets. Manage performance information.

ENQUIRIES : Eastern Cape: Ms Myataza Z Tel No:(043) 706 7866/Ms Mgugudo N Tel No: (043) 706 7882.

NOTE : Appointment under the Correctional Services Act.

POST 10/152 : **EDUCATIONIST (M+4): ENGLISH AND HISTORY REF NO: KZN 2026/03/111**

SALARY : R360 837 per annum
CENTRE : KwaZulu Natal region: Durban Juvenile
REQUIREMENTS : Recognized four (4) year Degree or equivalent qualification in Education specializing in English and History. Registration with the South African Council of 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, facilitation management integrity and honesty, coaching and mentoring, good work ethics, confidentiality, interpersonal relations, openness and transparency, networking, influence and impact, presentation skills, conceptual skills, and conflict management skills.
DUTIES : Implement educational programmes for offenders. Implement educational policy at correctional facilities 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. Manage human resources, finances and assets. Manage performance information.
ENQUIRIES : KwaZulu Natal region: Mr Singh M Tel No: (033) 355 7380/Ms Zuma NI Tel No: (033) 355 7367.
NOTE : Appointment under the Correctional Services Act

POST 10/153 : **EDUCATIONIST (M+4): ENGLISH AND MATHS REF NO: KZN 2026/03/112**

SALARY : R360 837 per annum
CENTRE : KwaZulu Natal region: Durban Juvenile
REQUIREMENTS : Recognized four (4) year Degree or equivalent qualification in Education specializing in English and Maths. Registration with the South African Council of 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, facilitation management integrity and honesty, coaching and mentoring, good work ethics, confidentiality, interpersonal relations, openness and transparency, networking, influence and impact, presentation skills, conceptual skills, and conflict management skills.
DUTIES : Implement educational programmes for offenders. Implement educational policy at correctional facilities 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. Manage human resources, finances and assets. Manage performance information.
ENQUIRIES : KwaZulu Natal region: Mr Singh M Tel No: (033) 355 7380/Ms Zuma NI Tel No: (033) 355 7367.
NOTE : Appointment under the Correctional Services Act

POST 10/154 : **EDUCATIONIST (M+4): LIFE ORIENTATION AND ISIZULU REF NO: KZN 2026/03/113**

SALARY : R360 837 per annum
CENTRE : KwaZulu Natal Region: Durban Juvenile
REQUIREMENTS : Recognized four (4) year Degree or equivalent qualification in Education specializing in Life Orientation and Isizulu. Registration with the South African Council of 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, facilitation management integrity and honesty, coaching and mentoring, good work ethics, confidentiality, interpersonal relations, openness and transparency, networking, influence and impact, presentation skills, conceptual skills, and conflict management skills.
DUTIES : Implement educational programmes for offenders. Implement educational policy at correctional facilities 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. Manage human resources, finances and assets. Manage performance information.

ENQUIRIES : KwaZulu Natal Region: Mr Singh M Tel No: (033) 355 7380/Ms Zuma NI Tel No: (033) 355 7367.

NOTE : Appointment under the Correctional Services Act

POST 10/155 : **EDUCATIONIST (M+4): ISIZULU AND ECONOMICS REF NO: KZN 2026/03/114**

SALARY : R360 837 per annum
CENTRE : KwaZulu Natal Region: Ekuseni
REQUIREMENTS : Recognized four (4) year Degree or equivalent qualification in Education specializing in Isizulu and Economics. Registration with the South African Council of 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, facilitation management integrity and honesty, coaching and mentoring, good work ethics, confidentiality, interpersonal relations, openness and transparency, networking, influence and impact, presentation skills, conceptual skills, and conflict management skills.
DUTIES : Implement educational programmes for offenders. Implement educational policy at correctional facilities 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. Manage human resources, finances and assets. Manage performance information.
ENQUIRIES : KwaZulu Natal region: Mr Singh M Tel No: (033) 355 7380/Ms Zuma NI Tel No: (033) 355 7367.
NOTE : Appointment under the Correctional Services Act

POST 10/156 : **EDUCATIONIST (M+4): ENGLISH AND MATHS LITERACY REF NO: KZN 2026/03/115**

SALARY : R360 837 per annum
CENTRE : KwaZulu Natal Region: Ekuseni
REQUIREMENTS : Recognized four (4) year Degree or equivalent qualification in Education specializing in English and Maths Literacy. Registration with the South African Council of 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, facilitation management integrity and honesty, coaching and mentoring, good work ethics, confidentiality, interpersonal relations, openness and transparency, networking, influence and impact, presentation skills, conceptual skills, and conflict management skills.
DUTIES : Implement educational programmes for offenders. Implement educational policy at correctional facilities 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. Manage human resources, finances and assets. Manage performance information.
ENQUIRIES : KwaZulu Natal Region: Mr Singh M Tel No: (033) 355 7380/Ms Zuma NI Tel No: (033) 355 7367.
NOTE : Appointment under the Correctional Services Act

POST 10/157 : **EDUCATIONIST (M+4): LIFE SCIENCES AND AGRICULTURAL SCIENCES REF NO: KZN 2026/03/116**

SALARY : R360 837 per annum
CENTRE : KwaZulu Natal Region: Estcourt
REQUIREMENTS : Recognized four (4) year Degree or equivalent qualification in Education specializing in Life Sciences and Agricultural Science. Registration with the South African Council of 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, facilitation management integrity and honesty, coaching and mentoring, good work ethics, confidentiality, interpersonal relations, openness and transparency, networking, influence and impact, presentation skills, conceptual skills, and conflict management skills.

DUTIES : Implement educational programmes for offenders. Implement educational policy at correctional facilities 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. Manage human resources, finances and assets. Manage performance information.

ENQUIRIES : KwaZulu Natal region: Mr Singh M Tel No: (033) 355 7380/Ms Zuma NI Tel No: (033) 355 7367.

NOTE : Appointment under the Correctional Services Act.

POST 10/158 : **EDUCATIONIST (M+4): MATHS AND ENGINEERING SCIENCE REF NO: KZN 2026/03/117**

SALARY : R360 837 per annum

CENTRE : KwaZulu Natal Region: Ncome Med B

REQUIREMENTS : Recognized four (4) year Degree or equivalent qualification in Education specializing in Maths and Engineering Science. Registration with the South African Council of 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, facilitation management integrity and honesty, coaching and mentoring, good work ethics, confidentiality, interpersonal relations, openness and transparency, networking, influence and impact, presentation skills, conceptual skills, and conflict management skills.

DUTIES : Implement educational programmes for offenders. Implement educational policy at correctional facilities 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. Manage human resources, finances and assets. Manage performance information.

ENQUIRIES : KwaZulu Natal region: Mr Singh M Tel No: (033) 355 7380/Ms Zuma NI Tel No: (033) 355 7367.

NOTE : Appointment under the Correctional Services Act.

POST 10/159 : **EDUCATIONIST (M+4): SKILLS DEVELOPMENT (BUILDING AND CONSTRUCTION)**

SALARY : R360 837 per annum

CENTRE : **KwaZulu Natal Region:**
Pietermaritzburg Med A Ref No: KZN 2026/03/118
Waterval Med A (Building and Construction) Ref No: KZN 2026/03/119

REQUIREMENTS : Recognized four (4) year Degree or equivalent qualification in Education. Registration with the South African Council of 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, facilitation management integrity and honesty, coaching and mentoring, good work ethics, confidentiality, interpersonal relations, openness and transparency, networking, influence and impact, presentation skills, conceptual skills, and conflict management skills.

DUTIES : Implement educational programmes for offenders. Implement educational policy at correctional facilities 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. Manage human resources, finances and assets. Manage performance information.

ENQUIRIES : KwaZulu Natal Region: Mr Singh M Tel No: (033) 355 7380/Ms Zuma NI Tel No: (033) 355 7367.

NOTE : Appointment under the Correctional Services Act.

POST 10/160 : **EDUCATIONIST (M+4): ABET REF NO: EC 2026/03/113**

SALARY : R360 837 per annum
CENTRE : Eastern Cape region: Sada: Cradock
REQUIREMENTS : Recognized four (4) year Degree or equivalent qualification in Education. Registration with the South African Council of Educators. Computer literate. Valid driver's licence. Competencies and Attributes: Plan, organise, lead and control, client orientation and communication, policy implantation, report writing, diversity management, training development, service delivery and honest, coaching and mentoring, good work ethics, confidentiality, interpersonal relation, openness and transparency, networking, influence and impact, presentation skills, conceptual skills and conflict management skills.
DUTIES : Implement educational programmes for offenders. Implement educational policy at correctional facilities 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. Manage human resources, finances and assets. Manage performance information.
ENQUIRIES : Eastern Cape: Ms Myataza Z Tel No: (043) 706 7866/Ms Mgugudo N Tel No: (043) 706 7882.
NOTE : Appointment under the Correctional Services Act.

POST 10/161 : **EDUCATIONIST (M+4): BUSINESS STUDIES, ACCOUNTING AND ECONOMICS REF NO: FSNC 2026/03/190**

SALARY : R360 837 per annum
CENTRE : Free State and Northern Cape region: Groenpunt Youth
REQUIREMENTS : Recognized four (4) year Degree or equivalent qualification in Education majoring in Business, Accounting and Economics. Registration with the South African Council of 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, facilitation management integrity and honesty, knowledge and understanding of public service management framework, influence and impact, presentation skills, conceptual skills and conflict management skills.
DUTIES : Implement educational programs for offenders. Implement educational policy at correctional facilities 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. Manage human resources, finances and assets. Manage performance information.
ENQUIRIES : Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsoane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027.
NOTE : Appointment under the Correctional Services Act

POST 10/162 : **SOCIAL WORKER GRADE 1**

SALARY : R325 200 per annum
CENTRE : Eastern Cape Region:
Sada: Butterworth Ref No: EC 2026/03/44)
Mthatha Med Ref No: EC 2026/03/45) (X2 Posts)
St Albans: PE Ref No: EC 2026/03/46
St Albans Max Ref No: EC 2026/03/47
Kirkwood Ref No: EC 2026/03/48
Free State and Northern Cape Region:
Tswelopele Ref No: FSNC 2026/03/89
Vereeniging Ref No: FSNC 2026/03/90
Parys Ref No: FSNC 2026/03/91
Richmond Ref No: FSNC 2026/03/92
Gauteng Region:
Baviaanspoort Max Ref No: GP 2026/03/96
Johannesburg Ref No: GP 2026/03/97
Johannesburg Med C Ref No: GP 2026/03/98
Leeuwkop Med A Ref No: GP 2026/03/99

Leeuwkop Med C Ref No: GP 2026/03/100
Kgoši Mampuru II: Atteridgeville Ref No: GP 2026/03/101
Zonderwater Med A Ref No: GP 2026/03/102
KwaZulu Natal Region:
Durban Med B Ref No: KZN 2026/03/51 (X3 Posts)
Vryheid Ref No: KZN 2026/03/52
Sevontein Ref No: KZN 2026/03/53
Umzinto Ref No: KZN 2026/03/54
Durban Comm Corr Ref No: KZN 2026/03/55
Limpopo, Mpumalanga and North West Region:
Bethal: Standerton Med A Ref No: LMN 2026/03/77
Barberton: Youth Town Centre Ref No: LMN 2026/03/78
Rooigrond: Rooigrond Med A Ref No: LMN 2026/03/79
Rustenburg: Losperfontein Ref No: LMN 2026/03/80
Western Cape Region:
Allandale (Obiqua) Ref No: WC 2026/03/94
Allandale (Hawequa) Ref No: WC 2026/03/95
Brandvlei Max Ref No: WC 2026/03/96 (X2 Posts)
Breede River (Robertson Comcor) Ref No: WC 2026/03/97
Overberg Med Ref No: WC 2026/03/98
Pollsmoor (Female) Ref No: WC 2026/03/99
Southern Cape (Knysna) Ref No: WC 2026/03/100
Southern Cape (Ladysmith) Ref No: WC 2026/03/101
Drakenstein (Stellenbosch) Ref No: WC 2026/03/102
Goodwood (Bellville Comcor) Ref No: WC 2026/03/103

REQUIREMENTS : 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 policies and legislative frameworks. 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.

DUTIES : 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.

ENQUIRIES : Eastern Cape: Ms Myataza Z Tel No: (043) 706 7866/Ms Mgugudo N Tel No: (043) 706 7882.
Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsoane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027.
Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179.
KwaZulu Natal Region: Mr Singh M Tel No: (033) 355 7380/Ms Zuma NI Tel No: (033)355 7367.
Limpopo, Mpumalanga and North West Region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD Tel No: (012) 306 2034.
Western Cape: Ms NA Mdladlamba Tel No: (021) 550 6014/Ms A Reddy Tel No: (021) 559 7929/Mr S Sikisazane Tel No: (021) 558 0108/Ms NC Sotyibi Tel No: (021) 558 0518.

NOTE : Appointment under the Public Service Act

POST 10/163 : **HUMAN RESOURCE PRACTITIONER: RECRUITMENT REF NO: LMN 2026/03/81 (X2 POSTS)**

SALARY : R325 101 per annum
CENTRE : Limpopo, Mpumalanga and North West Region: Regional Office
REQUIREMENTS : Recognized Degree/National Diploma in Human Resource or equivalent qualification. 1-2 years' experience in the recruitment and appointment environment. Knowledge of PERSAL system. Computer literate. Valid driver's licence. Competencies And Attributes: Financial management, problem solving and decision-making. Plan, organise, lead and control. Change management. Team leadership. Project management, presentation, conflict management,

report writing, training and development, facilitation and training skills. Time management. Confidentiality. Coaching and mentoring. Understanding of Public service policies and legislative frameworks. Service delivery and client orientation. Integrity and honest. Assertiveness. Ability to network. Influence and impact. Applied strategic thinking. Willingness to travel.

DUTIES : Implementation of HR provisioning policy. Administration of new appointees on PERSAL Ensure that all documents regarding appointment are correctly completed and signed. Compile shortlisting and appointment memorandum. Ensuring that documentations are forwarded to Security Standards for vetting. Ensure that on assumption of duty the medical certificate is thoroughly checked. Implement the HR provisioning policy within the region. Administer the onboarding and processing of new appointees on the PERSAL. Ensure that all appointment related documentation is accurately completed, verified and duly signed. Compile and prepare shortlisting and appointment memoranda in accordance with HR recruitment procedures. Forward relevant documentation to Security Standards for vetting and clearance processes. Verify medical certificates submitted on assumption of duty to ensure authenticity and compliance with employment requirements. Management of resources. Management of performance information.

ENQUIRIES : Limpopo, Mpumalanga and North West Region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD Tel No: (012) 306 2034.

NOTE : Appointment under the Public Service Act.

POST 10/164 : **HUMAN RESOURCE PRACTITIONER: RECRUITMENT AND PLACEMENT**

SALARY : R325 101 per annum

CENTRE : **Gauteng Region:**
Leeuwkop Ref No: GP 2026/03/103
Limpopo, Mpumalanga and North West Region:
Barberton Ref No: LMN 2026/03/82 (X2 Posts)
Klerksdorp Ref No: LMN 2026/03/83

REQUIREMENTS : Recognized Degree/National Diploma in Human Resource or equivalent qualification and 1-2 years' experience in the recruitment and placement environment. Knowledge of PERSAL system. Computer literate. Valid driver's licence. Competencies and Attributes: Financial management, problem solving and decision-making. Plan, organise, lead and control. Change management. Team leadership. Project management, presentation, conflict management, report writing, training and development, facilitation and training skills. Time management. Confidentiality. Coaching and mentoring. Understanding of Public service policies and legislative frameworks. Service delivery and client orientation. Integrity and honest. Assertiveness. Ability to network. Influence and impact. Applied strategic thinking. Willingness to travel.

DUTIES : Implementation of HR provisioning policy. Administration of new appointees, interns and contract workers on PERSAL. Manage employee transfers in the Management Area. Ensure that all documents regarding appointment are correctly completed and signed. Compile shortlisting and appointment memorandum. Ensuring that documentations are forwarded to Security Standards for vetting. Ensure that on assumption of duty the medical certificate is thoroughly checked. Manage the onboarding process for new appointees, interns, and contract workers on PERSAL. Ensure all employment documents are accurately completed and signed. Oversee and coordinate employee transfers within the Management Area. Update PERSAL records promptly to reflect transfers. Compile shortlisting and appointment memoranda. Forward all documentation to the Security Standards for vetting. Ensure that medical certificates are thoroughly checked upon assumption of duty. Maintain strict adherence to HR provisioning policies and applicable legislation. Keep accurate records of all appointments, transfers and related administrative actions for auditing purposes. Management of resources. Management of performance information.

ENQUIRIES : Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179.
Limpopo, Mpumalanga and North West Region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD Tel No: (012) 306 2034.

NOTE : Appointment under the Public Service Act

POST 10/165 : **HUMAN RESOURCE PRACTITIONER: PLACEMENT AND TRANSFERS REF NO: LMN 2026/03/84**

SALARY : R325 101 per annum
CENTRE : Limpopo, Mpumalanga and North West Region: Regional Office
REQUIREMENTS : Recognized Degree/National Diploma in Human Resource or equivalent qualification and 1-2 years' experience in placement and transfers. Knowledge of PERSAL system. Computer literate. Valid driver's licence. Competencies And Attributes: Sound communication skills. Plan, organise, lead and control, client orientation, punctuality and confidentiality. Understanding of Public Service policy, recruitment processes and legislative frameworks. Service delivery, report writing, Integrity and honesty, assertiveness, influence and impact. Ability to work under pressure. Dynamic and professional.
DUTIES : Implementation of HR policies. Administration of Transfers and Placements for the Region. Administration of Personnel Utilization and support services. Administration of remuneration control. Ensure effective implementation and compliance with HR policies and procedures in the region. Administer employee transfers, placements and placement of personnel within the region. Administration of personnel utilization and support services. Monitor and control remuneration processes to ensure accuracy, compliance and proper authorization of payments. Management of resources. Management of performance information.
ENQUIRIES : Limpopo, Mpumalanga and North West Region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD Tel No: (012) 306 2034.
NOTE : Appointment under the Public Service Act.

POST 10/166 : **PERSONNEL OFFICER: HR ADMINISTRATION**

SALARY : R325 101 per annum
CENTRE : **Eastern Cape Region:**
Regional Office Ref No: EC 2026/03/49
Kirkwood Ref No: EC 2026/03/50
St Albans Ref No: EC 2026/03/51 (X2 Posts)
East London Ref No: EC 2026/03/52
Sada Ref No: EC 2026/03/53
Gauteng Region:
Boksburg: Ref No: GP 2026/03/104
Modderbee Ref No: GP 2026/03/105 (X4 Posts)
Kgoši Mampuru II Ref No: GP 2026/03/106
Zonderwater Ref No: GP 2026/03/107
Limpopo, Mpumalanga and North West Region:
Barberton Ref No: LMN 2026/03/85
Polokwane Ref No: LMN 2026/03/86
Witbank Ref No: LMN 2026/03/87
Regional Office Ref No: LMN 2026/03/88
Klerksdorp Ref No: LMN 2026/03/89
REQUIREMENTS : Recognized Degree/National Diploma in Human Resource Management or equivalent qualification. 1-2 years relevant work experience. Knowledge of PERSAL system. Computer literate. Valid driver's licence. Competencies and Attributes: Financial management, problem solving and decision-making. Plan, organise, lead and control. Change management. Team leadership. Project management, presentation, conflict management, report writing, training and development, facilitation and training skills. Time management. Confidentiality. Coaching and mentoring. Understanding of Public service policies and legislative frameworks. Service delivery and client orientation. Integrity and honest. Assertiveness. Ability to network. Influence and impact. Applied strategic thinking. Willingness to travel.
DUTIES : Maintain and update the duty register. Ensure timely submission of human resources information to the Head of Personnel. Calculate and verify overtime worked in accordance with applicable policies. Manage leave administration in line with HR policies. Capture leave transactions on PERSAL. Process and manage promotions, applications for personnel rewards and qualification bonuses. Exercise remuneration control and administer housing subsidies and official accommodation. Manage transfers, appointments, termination of service and disciplinary matters. Coordinate ill-health retirement cases.

Administer Injury-on-Duty claims. Management of resources. Management of performance information.

ENQUIRIES : Eastern Cape: Ms Myataza Z Tel No: (043) 706 7866/Ms Mgugudo N Tel No: (043) 706 7882.
Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179.
Limpopo, Mpumalanga and North West Region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD Tel No: (012) 306 2034.

NOTE : Appointment under the Public Service Act.

POST 10/167 : **HUMAN RESOURCE PRACTITIONER: CAREER MANAGEMENT**

SALARY : R325 101 per annum

CENTRE : **Free State and Northern Cape Region:**
Grootvlei Ref No: FSNC 2026/03/93 (X2 Posts)
Limpopo, Mpumalanga and North West Region:
Bethal Ref No: LMN 2026/03/90
Witbank Ref No: LMN 2026/03/91
Western Cape Region:
Brandvlei Ref No: WC 2026/03/104 (X2 Posts)
Voorberg Ref No: WC 2026/03/105
Drakenstein Ref No: WC 2026/03/106

REQUIREMENTS : Recognized Degree/National Diploma in Human Resources Management/Human Resource Development/ Organisational Development and Training Practices or equivalent qualification. 1-2 years relevant experience in the field of training and development. Computer literate. Valid driver's licence. Competencies and Attributes: Financial management, problem solving and decision-making. Plan, organise, lead and control. Change management. Team leadership. Project management, presentation, conflict management, report writing, training and development, facilitation and training skills. Time management. Confidentiality. Coaching and mentoring. Understanding of Public service policies and legislative frameworks. Service delivery and client orientation. Integrity and honest. Assertiveness. Ability to network. Influence and impact. Applied strategic thinking. Willingness to travel.

DUTIES : Apply HR development policies in the management area. Administrate training programmes. Administrate examinations. Conduct training research. Administrate in-service training programmes. Administrate self-development activities. Administrate bursaries/ study loans. Administrate infrastructural requirements for HR development. Implement HR development policies within the management area. Administer and coordinate training programmes in accordance with organisational needs. Manage the administration of examinations related to training interventions. Conduct research to identify appropriate training and development interventions. Administer in-service training programmes. Facilitate and monitor self-development initiatives. Administer bursary and study loan programmes in line with organisational policy. Manage infrastructural and logistical requirements supporting HR development activities. Management of resources. Management of performance information.

ENQUIRIES : Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsoane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027
Limpopo, Mpumalanga and North West Region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD Tel No: (012) 306 2034
Western Cape: Ms NA Mdladlamba Tel No: (021) 550 6014/Ms A Reddy Tel No: (021) 559 7929/Mr S Sikisazane Tel No: (021) 558 0108/Ms NC Sotyibi Tel No: (021) 558 0518.

NOTE : Appointment under the Public Service Act.

POST 10/168 : **INVESTIGATOR: EMPLOYEE RELATIONS**

SALARY : R325 101 per annum

CENTRE : **Gauteng Region:**
Baviaanspoort Ref No: GP 2026/03/108 (X2 Posts)
Johannesburg Ref No: GP 2026/03/109
Kgoši Mampuru II Ref No: GP 2026/03/110 (X2 Posts)
Krugersdorp Ref No: GP 2026/03/111

Limpopo, Mpumalanga and North West Region:
Klerksdorp Ref No: LMN 2026/03/92

REQUIREMENTS : Recognized Degree/National Diploma in Human Resource/Public Management/Labour Relations or equivalent qualification. 1-2 years' experience gained in a comparable environment. Computer literate. Valid driver's licence. Competencies and Attributes: Financial management, problem solving and decision-making. Plan, organise, lead and control. Change management. Team leadership. Project management, presentation, conflict management, report writing, training and development, facilitation and training skills. Time management. Confidentiality. Coaching and mentoring. Understanding of Public service policies and legislative frameworks. Service delivery and client orientation. Integrity and honest. Assertiveness. Ability to network. Influence and impact. Applied strategic thinking. Willingness to travel.

DUTIES : Investigate reported incidents of misconduct, including escapes, assaults and injuries to offenders. Investigate injuries sustained by staff and ensure proper prosecution where applicable. Coordinate all logistics related to investigations, including transport arrangements, accommodation for personnel involved in investigations and other related travel requirements. Ensure that all investigation and management related documents are properly filed according to the DCS filing system. Maintain the integrity and safety of all files. Manage classified information. Oversee general administrative operations within the management area. Monitor that all documents are processed, finalized and handled according to prescribed procedures. Ensure compliance with administrative standards and protocols in all investigative and operational tasks. Management of resources. Management of performance information.

ENQUIRIES : Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179.
Limpopo, Mpumalanga and North West Region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD Tel No: (012) 306 2034.

NOTE : Appointment under the Public Service Act.

POST 10/169 : **PROCUMENT ADMNISTRATIVE OFFICER: SUPPLY CHAIN**

SALARY : R325 101 per annum

CENTRE : **Eastern Cape Region:**
Kirkwood Ref No: EC 2026/03/54 (X3 Posts)
Gauteng Region:
Baviaanspoort Ref No: GP 2026/03/112
Johannesburg Ref No: GP 2026/03/113
Kgoši Mampuru II Ref No: GP 2026/03/114 (X2 Posts)
Free State and Northern Cape Region:
Colesberg Ref No: FSNC 2026/03/94
Goedemoed Ref No: FSNC 2026/03/95
Grootvlei Ref No: FSNC 2026/03/96
Grootvlei Ref No: FSNC 2026/03/97
Kimberley Ref No: FSNC 2026/03/98
Upington Ref No: FSNC 2026/03/99
KwaZulu Natal Region:
Glencoe Ref No: KZN 2026/03/56
Limpopo, Mpumalanga and North West Region:
Barberton Ref No: LMN 2026/03/93 (X2 Posts)
Polokwane Ref No: LMN 2026/03/94
Rooigrond Ref No: LMN 2026/03/95
Western Cape Region:
Breede River Ref No: WC 2026/03/107 (X2 Posts)
Drakenstein Ref No: WC 2026/03/108
Voorberg Ref No: WC 2026/03/109

REQUIREMENTS : Recognized Degree/National Diploma in Purchasing Management/Logistics/Supply Chain Management or any equivalent qualification. 1-2 years' experience in Supply Chain Management. Working experience on LOGIS will be an added advantage. Computer literate. Valid driver's licence. Competencies and Attributes: Financial management, problem solving and decision-making. Plan, organise, lead and control. Change management. Team leadership. Project management, presentation, conflict management, report writing, training and development, facilitation and training skills. Time management. Confidentiality. Coaching and mentoring.

Understanding of Public service policies and legislative frameworks. Service delivery and client orientation. Integrity and honest. Assertiveness. Ability to network. Influence and impact. Applied strategic thinking. Willingness to travel.

DUTIES : Implement and administer procurement policies and LOGIS procedures, oversees procurement transactions, and ensures compliance through regular inspections. Resolve audit queries, administering and processing bids in line with procurement guidelines, and coordinating training on procurement processes and systems. Maintain accurate records, generating reports, and supporting ethical and efficient supplier and procurement management across the Management Area. Management of resources. Management of performance information.

ENQUIRIES : Eastern Cape: Ms Myataza Z Tel No: (043) 706 7866/Ms Mgugudo N Tel No: (043) 706 7882.
Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsoane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027.
Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179.
KwaZulu Natal Region: Mr Singh M Tel No: (033) 355 7380/Ms Zuma NI Tel No: (033) 355 7367.
Limpopo, Mpumalanga and North West Region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD Tel No: (012) 306 2034.
Western Cape: Ms NA Mdladlamba Tel No: (021) 550 6014/Ms A Reddy Tel No: (021) 559 7929/Mr S Sikisazane Tel No: (021) 558 0108/Ms NC Sotyibi Tel No: (021) 558 0518.

NOTE : Appointment under the Public Service Act.

POST 10/170 : **ADMINISTRATIVE OFFICER: CARE SERVICES REF NO: LMN 2026/03/96**

SALARY : R325 101 per annum
CENTRE : Limpopo, Mpumalanga and North West Region: Regional Office: Regional Commissioner's Office
REQUIREMENTS : Recognized Degree/National Diploma in Management Assistant/Public Management/Correctional Services Management or any equivalent qualification. 1-2 years relevant experience in a comparable environment. Computer literate. Valid driver's licence. Competencies and Attributes: Problem solving and decision making, ability to interpret policies/legislations. Report writing, time management, confidentiality, coaching and mentoring. Understanding of public service policies and legislative frameworks. Service delivery and client orientation, integrity and honesty, assertiveness, ability to network, influence and impact.

DUTIES : Administer and ensure quality control of documentation within the Office of Care Services while monitoring compliance with relevant standards and procedures. Coordinate meetings by preparing agendas, recording minutes, and developing action plans and reporting systems to track the implementation of decisions. Carry out financial and logistical administrative duties for the office. Draft routine correspondence, including letters and memorandums, and manage incoming correspondence by acknowledging and processing it promptly. Coordinate performance information management within the office and compile as well as coordinate monthly Care Services statistical reports. Liaise with and maintain effective working relationships with both internal and external stakeholders. Ensure the proper handling and management of classified and sensitive information. Management of resources.

ENQUIRIES : Limpopo, Mpumalanga and North West Region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD Tel NO: (012) 306 2034.

NOTE : Appointment under the Public Service Act.

POST 10/171 : **ADMINISTRATIVE OFFICER: SPORTS AND RECREATION REF NO: GP 2026/03/115**

SALARY : R325 101 per annum
CENTRE : Gauteng Region: Baviaanspoort
REQUIREMENTS : Recognized Degree/National Diploma in Sport Management or equivalent qualification. coupled with 1-2 years relevant experience. Valid driver's license. Computer literate. Valid driver's licence. Competencies and Attributes: Financial management, problem solving and decision-making. Plan, organise,

lead and control. Change management. Team leadership. Project management, presentation, conflict management, report writing, training and development, facilitation and training skills. Time management. Confidentiality. Coaching and mentoring. Understanding of Public service policies and legislative frameworks. Service delivery and client orientation. Integrity and honest. Assertiveness. Ability to network. Influence and impact. Applied strategic thinking. Willingness to travel.

DUTIES : Administer and support the coordination and implementation of policies related to sports and recreation within the management areas. Represent the region in Inter-Regional Championship events and other related sporting competitions. Maintain and update a comprehensive database of sports achievements across all management areas. Co-ordinate and administer sporting events within the management area while ensuring effective planning and execution. Ensure proper record keeping, data management and accurate reporting of all sporting activities. Management of resources. Management of performance information.

ENQUIRIES : Gauteng region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179.

NOTE : Appointment under the Public Service Act.

POST 10/172 : **ADMINISTRATIVE OFFICER: EMPLOYEE RELATIONS REF NO: LMN 2026/03/97**

SALARY : R325 101 per annum

CENTRE : Limpopo, Mpumalanga and North West Region: Regional Office

REQUIREMENTS : Recognized Degree/National Diploma in Labour Law/Labour Relations or equivalent relevant qualification and 1-2 years relevant experience in a comparable environment. Computer literate. Valid driver's licence. Competencies And Attributes: Financial management, problem solving and decision-making. Plan, organise, lead and control. Change management. Team leadership. Project management, presentation, conflict management, report writing, training and development, facilitation and training skills. Time management. Confidentiality. Coaching and mentoring. Understanding of Public service policies and legislative frameworks. Service delivery and client orientation. Integrity and honest. Assertiveness. Ability to network. Influence and impact. Applied strategic thinking. Willingness to travel.

DUTIES : Administer the Department's Employee Relations Management Information System (ERMIS) and ensure the accurate capturing and maintenance of data relating to disciplinary hearings, appeals, suspensions, grievances and disputes. Collect, compile and submit management information reports for Regional Management. Facilitate the resolution of employee grievances within the Region while ensuring compliance with relevant policies and procedures. Provide support in managing conflict for both individual and collective labour relations matters. Facilitate the appointment of investigators, initiators and presiding officers where required. Coordinate meetings by preparing agendas, recording minutes, developing action plans and monitoring the implementation of decisions taken. Provide financial and logistical administrative support to the office, compile and manage monthly statistics for the Employee Relations office. Management of resources. Management of performance information.

ENQUIRIES : Limpopo, Mpumalanga and North West region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD Tel No: (012) 306 2034.

NOTE : Appointment under the Public Service Act.

POST 10/173 : **NETWORK CONTROLLER: INFORMATION TECHNOLOGY**

SALARY : R325 101 per annum

CENTRE : Eastern Cape Region:
Kirkwood Ref No: EC 2026/03/55)
Mthatha Ref No: EC 2026/03/56
Sada Ref No: EC 2026/03/57
St Albans Ref No: EC 2026/03/58 (X2 Posts)
Free State and Northern Cape Region:
Bizzah Makhate Ref No: FSNC 2026/03/100 (X2 Posts)
Grootvlei Ref No: FSNC 2026/03/101
Goedemoed Ref No: FSNC 2026/03/102
Gauteng Region:

Baviaanspoort Ref No: GP 2026/03/116
Kgoši Mampuru II Ref No: GP 2026/03/117 (X2 Posts)
Modderbee Ref No: GP 2026/03/118
Regional Office Ref No: GP 2026/03/119
Zonderwater Ref No: GP 2026/03/120
KwaZulu Natal Region:
Waterval Ref No: KZN 2026/03/57
Ncome Ref No: KZN 2026/03/58
Durban Ref No: KZN 2026/03/59
Limpopo, Mpumalanga and North West Region:
Bethal Ref No: LMN 2026/03/98
Thohoyandou Ref No: LMN 2026/03/99
Witbank Ref No: LMN 2026/03/100
Klerksdorp Ref No: LMN 2026/03/101
Western Cape Region:
Breede River Ref No: WC 2026/03/110
Drakenstein Ref No: WC 2026/03/111
Goodwood Ref No: WC 2026/03/112
Voorberg Ref No: WC 2026/03/113 (X2 Posts)
Southern Cape Ref No: WC 2026/03/114

REQUIREMENTS : Recognized Degree/National Diploma in Information Technology/Computer Science or equivalent qualification. A+, N+, Security+ will be an added advantage. 1-2 years' experience in an Information Technology environment. Valid driver's licence. Competencies And Attributes: Good understanding of current MS Windows as well as the MS Office suite. Report writing. Problem solving skills, interpersonal relations, punctuality, conflict resolution and communication skills. Integrity and honest, friendly and adaptability, self-discipline, confident and the ability to work under pressure. Policy implementation, assertiveness, ability to network, influence and impact.

DUTIES : Perform system back-ups and monitor wide and local area networks to ensure optimal performance. Detect and resolve faults on LAN/WAN, PCs, peripherals, network points and software. Install and maintain printing services across all systems, including Transversal Systems such as LOGIS, PERSAL, BAS and DCS Business Systems. Provide desktop support to users, manage and maintain a virus-free network environment, and liaise with users regarding service requests and system faults. Create and maintain an inventory of all desktop equipment, install and support software and applications, and monitor IP telephony and video conferencing systems. Support and implement software and hardware rollout projects across the Management Area. Management of resources. Management of performance information.

ENQUIRIES : Eastern Cape: Ms Myataza Z Tel No: (043) 706 7866/Ms Mgugudo N Tel No: (043) 706 7882.
Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsoane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027.
Gauteng region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179.
KwaZulu Natal Region: Mr Singh M Tel No: (033) 355 7380/Ms Zuma NI Tel No: (033) 355 7367
Limpopo, Mpumalanga and North West Region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD Tel No: (012) 306 2034.
Western Cape: Ms NA Mdladlamba Tel No: (021) 550 6014/Ms A Reddy Tel No: (021) 559 7929/Mr S Sikisazane Tel No: (021) 558 0108/Ms NC Sotyibi Tel No: (021) 558 0518.

NOTE : Appointment under the Public Service Act.

POST 10/174 : **STATE ACCOUNTANT: EXPENDITURE CONTROL (FINANCIAL ACCOUNTING)**

SALARY : R325 101 per annum
CENTRE : **Eastern Cape Region:**
Kirkwood Ref No: EC 2026/03/59
St Albans Ref No: EC 2026/03/60
Limpopo, Mpumalanga and North West Region:
Polokwane Ref No: LMN 2026/03/102
Rooigrond Ref No: LMN 2026/03/103

REQUIREMENTS : Recognized Degree/National Diploma in finance or equivalent qualification. 1-2 years' experience within the finance environment. Computer literate. Experience working on BAS will be advantageous. Computer literate. Valid driver's licence. Competencies and Attributes: Financial management, problem solving and decision-making. Plan, organise, lead and control. Change management. Team leadership. Project management, presentation, conflict management, report writing, training and development, facilitation and training skills. Time management. Confidentiality. Coaching and mentoring. Understanding of Public service policies and legislative frameworks. Service delivery and client orientation. Integrity and honest. Assertiveness. Ability to network. Influence and impact. Applied strategic thinking. Willingness to travel.

DUTIES : Oversee the handling of State monies and petty cash. Ensure that all cash transactions are accurately recorded and reconciled. Process and manage payment of subsistence and travel claims, including foreign travel advances. Verify and approve claims in accordance with departmental policies and regulations. Approve BAS sundry payment advices, journals, receipts, debt take-on transactions and telephone registers. Ensure correct issuing of receipts and accurate data capturing in the BAS system. Manage and verify Z59 salary claims within BAS. Check and validate MMS and SMS kilometre claims for Motor Finance Scheme. Execute responsibilities as stipulated in Section 45 of the Public Finance Management Act. Management of resources. Management of performance information.

ENQUIRIES : Eastern Cape: Ms Myataza Z Tel No: (043) 706 7866/Ms Mgugudo N Tel No: (043) 706 7882.
Limpopo, Mpumalanga and North West Region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD Tel No: (012) 306 2034.

NOTE : Appointment under the Public Service Act.

POST 10/175 : **STATE ACCOUNTANT: BASIC ACCOUNTING SYSTEM (FINANCIAL ACCOUNTING)**

SALARY : R325 101 per annum

CENTRE : **Eastern Cape Region:**
Kirkwood Ref No: EC 2026/03/61
Sada Ref No: EC 2026/03/62
Gauteng Region:
Kgoši Mampuru II Ref No: GP 2026/03/121
Zonderwater Ref No: GP 2026/03/122
KwaZulu Natal Region:
Glencoe Ref No: KZN 2026/03/60 (X3 Posts)
Pietermaritzburg Ref No: KZN 2026/03/61
Limpopo, Mpumalanga and North West Region:
Barberton Ref No: LMN 2026/03/104
Witbank Ref No: LMN 2026/03/105
Western Cape Region:
Allandale Ref No: WC 2026/03/115 (X2 Posts)
Drakenstein Ref No: WC 2026/03/116 (X2 Posts)
Goodwood Ref No: WC 2026/03/117 (X3 Posts)

REQUIREMENTS : Recognized Degree/National Diploma in Accounting /Financial Management or relevant qualification and 1-2 years relevant experience. Experience working on BAS will be advantageous. Computer literate. Valid driver's licence. Competencies and Attributes: Plan, organise, lead and control. Client orientation and communication, policy analysis and interpretation, report writing, facilitation, presentation, problem solving and decision-making skills. Knowledge of the Public Finance Management Act (PFMA) and Treasury Regulations. Good knowledge of Public Service regulations. Knowledge of procurement administration and public finance administration. Financial management, integrity and honesty, good work ethics, confidentiality, interpersonal relations, people management, accuracy, independent networking, influence and impact.

DUTIES : Execute financial management policies and procedures in accordance with applicable regulations. Manage and monitor the allocated budget to ensure the effective, efficient and economical utilisation of funds. Render general financial and administrative support activities to facilitate the smooth functioning of the office. Oversee and administer the Basic Accounting System (BAS), ensuring

accurate capturing, processing and reporting of financial transactions. Management of resources. Management of performance information.

ENQUIRIES : Eastern Cape: Ms Myataza Z Tel No: (043) 706 7866/Ms Mgugudo N Tel No: (043) 706 7882.
Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179.
KwaZulu Natal Region: Mr Singh M Tel No: (033) 355 7380/Ms Zuma NI Tel No: (033) 355 7367.
Limpopo, Mpumalanga and North West Region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD Tel No: (012) 306 2034.
Western Cape: Ms NA Mdladlamba Tel No: (021) 550 6014/Ms A Reddy Tel No: (021) 559 7929/Mr S Sikisazane Tel No: (021) 558 0108/Ms NC Sotyibi Tel No: (021) 558 0518.

NOTE : Appointment under the Public Service Act.

POST 10/176 : **STATE ACCOUNTANT: BUDGET (FINANCIAL PLANNING) REF NO: LMN 2026/03/106 (X2 POSTS)**

SALARY : R325 101 per annum
CENTRE : Limpopo, Mpumalanga and North West Region; Regional Office
REQUIREMENTS : ecognized Degree/National Diploma in Accounting/Financial Management or relevant qualification and 1-2 years relevant experience. Experience working on BAS will be advantageous. Computer literate. Valid driver's licence. Competencies and Attributes: Plan, organise, lead and control. Client orientation and communication, policy analysis and interpretation, report writing, facilitation, presentation, problem solving and decision-making skills. Knowledge of the Public Finance Management Act (PFMA) and Treasury Regulations. Good knowledge of Public Service regulations. Knowledge of procurement administration and public finance administration. Financial management, integrity and honesty, good work ethics, confidentiality, interpersonal relations, people management, accuracy, independent networking, influence and impact.

DUTIES : Execute management accounting policy within the management area in accordance with applicable procedures. Plan, coordinate and execute management accounting functions and financial inspections. Conduct financial investigations. Provide technical advice on budget related matters to support decision-making. Ensure budget data integrity and accuracy of information captured on the Basic Accounting System (BAS). Evaluate expenditure trends. Ensure that Medium-Term Expenditure Framework (MTEF) planning is implemented and aligned with organisational priorities. Manage and monitor budget allocation, utilisation and reporting processes. Execute responsibilities of officials as stipulated in Section 45 of the Public Finance Management Act, 1999 to ensure accountability, compliance and sound financial governance. Management of resources. Management of performance information.

ENQUIRIES : Limpopo, Mpumalanga and North West Region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD Tel No: (012) 306 2034.

NOTE : Appointment under the Public Service Act

POST 10/177 : **STATE ACCOUNTANT: ACCOUNTING AND BOOKKEEPING**

SALARY : R325 101 per annum
CENTRE : **Eastern Cape region:**
Regional Office Ref No: EC 2026/03/63
Limpopo, Mpumalanga and North West Region:
Regional Office Ref No: LMN 2026/03/107
REQUIREMENTS : Recognized Degree/National Diploma in Accounting /Financial Management or relevant qualification and 1-2 years relevant experience. Experience working on BAS will be advantageous. Computer literate. Valid driver's licence. Competencies And Attributes: Plan, organise, lead and control. Client orientation and communication, policy analysis and interpretation, report writing, facilitation, presentation, problem solving and decision-making skills. Knowledge of the Public Finance Management Act (PFMA) and Treasury Regulations. Good knowledge of Public Service regulations. Knowledge of procurement administration and public finance administration. Financial management, integrity and honesty, good work ethics, confidentiality,

interpersonal relations, people management, accuracy, independent networking, influence and impact.

DUTIES : Execute financial accounting duties and policies within the region and management areas in accordance with applicable procedures and prescripts. Plan, coordinate and implement management accounting functions and monitoring. Conduct financial investigations. Provide professional advice and guidance on financial management matters. Execute the responsibilities of officials as stipulated in Section 45 of the Public Finance Management Act (PFMA). Manage revenue accounts, control/suspense accounts and debtors' accounts effectively. Ensure settlement of creditor payments within the required 30-day period and oversee the management of financial losses. Monitor and ensure compliance with financial management legislation, policies, procedures and related directives. Maintain and ensure the integrity and functionality of the BAS system. Management of resources. Management of performance information.

ENQUIRIES : Eastern Cape: Ms Myataza Z Tel No: (043) 706 7866/Ms Mgugudo N Tel No: (043) 706 7882.
Limpopo, Mpumalanga and North West Region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD Tel No: (012) 306 2034.

NOTE : Appointment under the Public Service Act.

POST 10/178 : **STATE ACCOUNTANT: LEDGER DEBT AND ACTIVITY (FINANCIAL ACCOUNTING)**

SALARY : R325 101 per annum

CENTRE : **Limpopo, Mpumalanga and North West Region:**
Thohoyandou Ref No: LMN 2026/03/108
Rustenburg Ref No: LMN 2026/03/109
Klerksdorp Ref No: LMN 2026/03/110

REQUIREMENTS : Recognized Degree/National Diploma in Financial Accounting/Management or equivalent qualification. 1-2 years relevant experience. Experience working on BAS. Computer literate. Valid driver's licence. Competencies and Attributes: Plan, organise, lead and control. Client orientation and communication, policy analysis and interpretation, report writing, facilitation, presentation, problem solving and decision-making skills. Knowledge of the Public Finance Management Act (PFMA) and Treasury Regulations. Good knowledge of Public Service regulations. Knowledge of procurement administration and public finance administration. Financial management, integrity and honesty, good work ethics, confidentiality, interpersonal relations, people management, accuracy, independent networking, influence and impact.

DUTIES : Execute and administer the implementation of financial management policies. Administer budget, ledger, debt and Activity. Control and account for state funds in accordance with financial regulations. Administer and monitor the utilization of petty cash. Manage and maintain BAS ledger accounts. Administer BAS debt accounts. Capture BAS sundry payments, journals and debts. Render general financial administrative activities. Maintain proper filing and record-keeping of financial documentation. Management of resources. Management of performance information.

ENQUIRIES : Limpopo, Mpumalanga and North West Region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD Tel No: (012) 306 2034.

NOTE : Appointment under the Public Service Act.

POST 10/179 : **STATE ACCOUNTANT: BUDGET (MANAGEMENT ACCOUNTING)**

SALARY : R325 101 per annum

CENTRE : **Gauteng Region:**
Boksburg Ref No: GP 2026/03/123
Johannesburg Ref No: GP 2026/03/124
Leeuwkop Ref No: GP 2026/03/125

REQUIREMENTS : Recognized Degree/National Diploma in Accounting or Financial Management coupled with 1-2 years relevant experience. Proven experience in a BAS environment. Computer literate. Valid driver's licence. Competencies And Attributes: Plan, organise, lead and control. Client orientation and communication, policy analysis and interpretation, report writing, facilitation, presentation, problem solving and decision-making skills. Knowledge of the

Public Finance Management Act (PFMA) and Treasury regulations. Good knowledge of Public Service regulations. Knowledge of procurement administration and public finance administration. Financial management, integrity and honesty, good work ethics, confidentiality, interpersonal relations, people management, accuracy, independent networking, influence and impact.

DUTIES : Coordinate the Management Area budget, including the Medium-Term Expenditure Framework (MTEF) and Estimates of National Expenditure (ENE) inputs. Consolidate the Management Area budget and ensure alignment with departmental financial planning processes. Coordinate and ensure the submission of Management Area Monthly In-Year Monitoring (IYM) Management Accounting reports within the prescribed deadlines. Facilitate the allocation and distribution of the Management Area budget. Manage and oversee the capturing of the Management Area budget. Administer and control Management Area cash flow and revenue management processes. Manage and monitor Management Area debt accounts and suspense accounts. Oversee and manage all Financial Accounting functions. Management of resources. Management of performance information.

ENQUIRIES : Gauteng region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179.

NOTE : Appointment under the Public Service Act.

POST 10/180 : **PROVISIONING ADMINISTRATIVE OFFICER: TRANSIT AND WAREHOUSE (LOGISTICS)**

SALARY : R325 101 per annum

CENTRE : **Eastern Cape Region:**
Kirkwood Ref No: EC 2026/03/64
Free State and Northern Cape Region:
Bizzah Makhate Ref No: FSNC 2026/03/103
Groenpunt Ref No: FSNC 2026/03/104
Gauteng Region:
Kgoši Mampuru II Ref No: GP 2026/03/126 (X3 Posts)
Zonderwater Ref No: GP 2026/03/127
Limpopo, Mpumalanga and North West Region:
Barberton Ref No: LMN 2026/03/111

REQUIREMENTS : Recognized Degree / National Diploma in Purchasing Management / Logistics/ Supply Chain Management or equivalent qualification. 1-2 years relevant experience in Supply Chain Management. Computer literate. Valid driver's licence. Competencies and Attributes: Knowledge of LOGIS. Plan, organise, lead and control, client orientation and communication, policy analysis and interpretation, report writing, facilitation skills, presentation, problem solving and decision-making Knowledge of the Public Finance Management Act (PFMA). Treasury Regulations relating to Supply Chain Management. Good knowledge of Public Service Regulation. Knowledge of procurement administration and public finance administration. Financial management, integrity and honesty, good work ethics, confidentiality, interpersonal relations, people management, accuracy, independent networking, influence and impact.

DUTIES : Plan and coordinate the receipt of stock and equipment. Manage and oversee the safe keeping, storage and proper care of stock and equipment. Maintain, check and update bin cards to ensure accurate stock records. Package, distribute and dispatch items to relevant sections. Monitor and verify the quality and quantity of items received, delivered and distributed. Management of resources. Management of performance information.

ENQUIRIES : Eastern Cape: Ms Myataza Z Tel No: (043) 706 7866/Ms Mgugudo N Tel No: (043) 706 7882.
Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsoane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027.
Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179
Limpopo, Mpumalanga and North West Region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD Tel No: (012) 306 2034.

NOTE : Appointment under the Public Service Act.

POST 10/181 : **STAFF SHOPKEEPER: SPECIAL PROGRAMS**

SALARY : R325 101 per annum

CENTRE : **Eastern Cape Region:**
Kirkwood Ref No: EC 2026/03/65
St Albans Ref No: EC 2026/03/66

REQUIREMENTS : Recognized Degree/National Diploma Logistics/Supply Chain Management or equivalent. 1-2 years relevant experience. Adequate knowledge of the Pastel booking and King post system will be an added advantage. Computer literate. Valid driver's licence. Competencies and Attributes: Adequate knowledge of VAT, LBS and UIF submissions. Sound communication skills (writing and speaking) and ability to plan/organize. interpersonal, problem solving, interpersonal relations, punctuality, conflict resolution and communication skills. Integrity and honesty. Friendly and adaptability. Self-discipline.

DUTIES : Ensure proper hygiene and cleanliness standards are maintained in the shop and petrol station. Perform administrative duties related to the daily operations of the shop and petrol station. Marketing and promotion of shop and petrol station products and services. Oversee the general management and smooth operation of the shop and petrol station. Order and purchase stock from suppliers according to operational needs. Maintain effective stock control. Management of resources. Management of performance information.

ENQUIRIES : Eastern Cape: Ms Myataza Z Tel No: (043) 706 7866/Ms Mgugudo N Tel No: (043) 706 7882.

NOTE : Appointment under the Public Service Act.

POST 10/182 : **TRANSPORT OFFICER: LOGISTICS**

SALARY : R325 101 per annum

CENTRE : **KwaZulu Natal Region:**
Glencoe Ref No: KZN 2026/03/62
Limpopo, Mpumalanga and North West Region:
Bethal Ref No: LMN 2026/03/112
Thohoyandou Ref No: LMN 2026/03/113
Witbank Ref No: LMN 2026/03/114

REQUIREMENTS : Recognized Degree/National Diploma in Transport Management/Logistics Management or equivalent qualification and 1-2 years relevant experience in a comparable environment. Computer literate. Valid driver's licence. Competencies and Attributes: Financial management, problem solving and decision-making. Plan, organise, lead and control. Change management. Team leadership. Project management, presentation, conflict management, report writing, training and development, facilitation and training skills. Time management. Confidentiality. Coaching and mentoring. Understanding of Public service policies and legislative frameworks. Service delivery and client orientation. Integrity and honest. Assertiveness. Ability to network. Influence and impact. Applied strategic thinking. Willingness to travel.

DUTIES : Conduct transport inspections and provide recommendations based on inspection findings. Assist in the formulation of transport strategies. Provide transport related advice to officials and evaluate proposed amendments to transport policies and procedures. Undertake transport investigations, including the investigation and reporting of irregularities related to transport matters. Plan transport activities and work session goals to ensure efficient transport management within the management area. Provide advisory support to the Area Commissioner's Office on transport related matters. Manage transport resources and evaluate losses incurred with official vehicles. Assess requests and grant approval for the use of official vehicles in accordance with transport policies and regulations. Management of resources. Management of performance information.

ENQUIRIES : KwaZulu Natal Region: Mr Singh M Tel No: (033) 355 7380/Ms Zuma NI Tel No: (033) 355 7367.
Limpopo, Mpumalanga and North West Region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD Tel No: (012) 306 2034.

NOTE : Appointment under the Public Service Act.

POST 10/183 : **ADMINISTRATIVE OFFICER: REGISTRATION (HR ADMINISTRATION)**

SALARY : R325 101 per annum

CENTRE : **Eastern Cape Region:**
Kirkwood Ref No: EC 2026/03/67
Sada Ref No: EC 2026/03/68

Mthatha Ref No: EC 2026/03/69
Gauteng Region:
Krugersdorp Ref No: GP 2026/03/128
Modderbee Ref No: GP 2026/03/129
Regional Office Ref No: GP 2026/03/130
KwaZulu Natal Region:
Glencoe Ref No: KZN 2026/03/63
Waterval Ref No: KZN 2026/03/64
Western Cape Region:
Brandvlei (Ref: WC 2026/03/118
Breede River Ref No: WC 2026/03/119
Overberg Ref No: WC 2026/03/120
Goodwood Ref No: WC 2026/03/121
Southern Cape Ref No: WC 2026/03/122

REQUIREMENTS : Recognized Degree/National Diploma Public Administration or equivalent qualifications coupled with 1-2 years' relevant experience. Computer literate. Valid driver's licence. Competencies And Attributes: Financial management, problem solving and decision-making. Plan, organise, lead and control. Change management. Team leadership. Project management, presentation, conflict management, report writing, training and development, facilitation and training skills. Time management. Confidentiality. Coaching and mentoring. Understanding of Public service policies and legislative frameworks. Service delivery and client orientation. Integrity and honest. Assertiveness. Ability to network. Influence and impact. Applied strategic thinking. Willingness to travel.

DUTIES : Maintain and update records for the Archives and Registry section. Transfer records and files to the Archives. Withdraw and issue files from the Archives and Registry when required. Dispose of obsolete files in line with approved policies. Control and maintain a uniform filing system. Ensure the safe keeping and proper storage of departmental files. Management of resources. Management of performance information.

ENQUIRIES : Eastern Cape: Ms Myataza Z Tel No: (043) 706 7866/Ms Mgugudo N Tel No: (043) 706 7882.
Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179.
KwaZulu Natal Region: Mr Singh M Tel No: (033) 355 7380/Ms Zuma NI Tel No: (033) 355 7367.
Western Cape: Ms NA Mdladlamba Tel No: (021) 550 6014/Ms A Reddy Tel No: (021) 559 7929/Mr S Sikisazane Tel No: (021) 558 0108/Ms NC Sotyibi Tel No: (021) 558 0518.

NOTE : Appointment under the Public Service Act

POST 10/184 : **ADMINISTRATIVE OFFICER: MESS**

SALARY : R325 101 per annum
CENTRE : **Gauteng Region:**
Baviaanspoort Ref No: GP 2026/03/131
Zonderwater Ref No: GP 2026/03/132

REQUIREMENTS : Recognized Degree/National Diploma in Food Services/Hospitality Management coupled with 1-2 years relevant experience. Computer literate. Valid driver's licence. Competencies and Attributes: Financial management, problem solving and decision-making. Plan, organise, lead and control. Change management. Team leadership. Project management, presentation, conflict management, report writing, training and development, facilitation and training skills. Time management. Confidentiality. Coaching and mentoring. Understanding of Public service policies and legislative frameworks. Service delivery and client orientation. Integrity and honest. Assertiveness. Ability to network. Influence and impact. Applied strategic thinking. Willingness to travel.

DUTIES : Preparing and serving of meals. Supervise the cleaning of kitchen areas, utensils and serveries to maintain hygiene. Train and supervise inmates assigned to catering and kitchen duties. Screen inmates for kitchen work. Ensure proper and hygienic storage of food supplies. Control and safeguard kitchen equipment and resources. Supervise the unlocking of inmates assigned to kitchen duties. Ensure attendance of medical parades. Conduct regular searches of the kitchen area to detect and prevent contraband. Management of resources. Management of performance information.

ENQUIRIES : Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179.

NOTE : Appointment under the Public Service Act.

POST 10/185 : **ADMINISTRATIVE OFFICER: PERSONNEL ADMINISTRATION**

SALARY : R325 101 per annum
CENTRE : **Western Cape Region:**
Allandale Ref No: WC 2026/03/123
Brandvlei Ref No: WC 2026/03/124 (X5 Posts)
Pollsmoor Ref No: WC 2026/03/125
Overberg Ref No: WC 2026/03/126
Goodwood Ref No: WC 2026/03/127
Regional Office Ref No: WC 2026/03/128

REQUIREMENTS : Recognized Degree/National Diploma in Human Resource Management. 1-2 years relevant experience in human resource environment. Knowledge of PERSAL. Computer literate. Valid driver's licence. Competencies and Attributes: Knowledge of PERSAL. Financial management, problem solving and decision-making. Plan, organise, lead and control. Change management. Team leadership. Project management, presentation, conflict management, report writing, training and development, facilitation and training skills. Time management. Confidentiality. Coaching and mentoring. Understanding of Public service policies and legislative frameworks. Service delivery and client orientation. Integrity and honest. Assertiveness. Ability to network. Influence and impact. Applied strategic thinking. Willingness to travel.

DUTIES : Process and administer promotions. Process PERSAL awards and achievement bonuses. Administer and monitor remuneration control to ensure accurate salary payments. Process applications and maintain records for housing subsidies and official accommodation. Capture leave applications on the system. Process and record staff transfers. Facilitate and administer medical board processes when required. Process appointments of new employees. Administer termination of service in line with relevant legislation and policies. Provide administrative support in disciplinary matters. Management of resources. Management of performance information.

ENQUIRIES : Western Cape: Ms NA Mdladlamba Tel No: (021) 550 6014/Ms A Reddy Tel No: (021) 559 7929/Mr S Sikisazane Tel No: (021) 558 0108/Ms NC Sotyibi Tel No: (021) 558 0518.

NOTE : Appointment under the Public Service Act.

POST 10/186 : **ADMINISTRATIVE OFFICER: PERFORMANCE MANAGEMENT (HR SUPPORT)**

SALARY : R325 101 per annum
CENTRE : **Gauteng Region:**
Baviaanspoort Ref No: GP 2026/03/133
Western Cape Region:
Allandale Ref No: WC 2026/03/129

REQUIREMENTS : Recognized Degree/National Diploma in Human Resource Management. 1-2 years relevant experience in human resource environment. Knowledge of PERSAL. Computer literate. Valid driver's licence. Competencies and Attributes: Knowledge of PERSAL and Occupational Specific Dispensations (OSD's). Financial management, problem solving and decision-making. Plan, organise, lead and control. Change management. Team leadership. Project management, presentation, conflict management, report writing, training and development, facilitation and training skills. Time management. Confidentiality. Coaching and mentoring. Understanding of Public service policies and legislative frameworks. Service delivery and client orientation. Integrity and honest. Assertiveness. Ability to network. Influence and impact. Applied strategic thinking. Willingness to travel.

DUTIES : Process and administer promotions, grade progressions, PERSAL awards and achievement bonuses. Control and process remuneration related matters. Administer housing subsidies and official accommodation allocations. Capture leave, transfers, medical board processes, appointments and termination of service on PERSAL. Provide administrative support during disciplinary matters. Maintain accurate filing system. Management of resources. Management of performance information.

ENQUIRIES : Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179.

Western Cape: Ms NA Mdladlamba Tel No: (021) 550 6014/Ms A Reddy Tel No: (021) 559 7929/Mr S Sikisazane Tel No: (021) 558 0108/Ms NC Sotyibi Tel No: (021) 558 0518.

NOTE : Appointment under the Public Service Act.

POST 10/187 : **ADMINISTRATIVE OFFICER: CLUBS**

SALARY : R325 101 per annum

CENTRE : **Eastern Cape Region:**
St Albans Ref No: EC 2026/03/70
Kirkwood Ref No: EC 2026/03/71
Western Cape Region:
Pollsmoor Ref No: WC 2026/03/130 (X2 Posts)
Voorberg Ref No: WC 2026/03/131
Brandvlei Ref No: WC 2026/03/132

REQUIREMENTS : Recognized Degree/National Diploma in Financial Management/Accounting or equivalent. At least 1-2 years relevant experience in a comparable environment. Computer literate. Valid driver's licence. Competencies and Attributes: Financial management, problem solving and decision-making. Plan, organise, lead and control. Change management. Presentation, conflict management, report writing, training and development, facilitation and training skills. Time management. Confidentiality. Coaching and mentoring. Understanding of Public service policies and legislative frameworks. Service delivery and client orientation. Integrity and honest. Assertiveness. Ability to network. Influence and impact. Applied strategic thinking. Willingness to travel.

DUTIES : Manage mess and financial outlets operations. Oversee membership administration for clubs and sub-clubs. Promote sport and recreational activities. Ensure proper financial management of club affairs. Management of resources. Management of performance information.

ENQUIRIES : Eastern Cape: Ms Myataza Z Tel No: (043) 706 7866/Ms Mgugudo N Tel No: (043) 706 7882
Western Cape: Ms NA Mdladlamba Tel No: (021) 550 6014/Ms A Reddy Tel No: (021) 559 7929/Mr S Sikisazane Tel No: (021) 558 0108/Ms NC Sotyibi Tel No: (021) 558 0518.

NOTE : Appointment under the Public Service Act.

POST 10/188 : **ADMINISTRATIVE OFFICER: CLUB TREASURER REF NO: KZN 2026/03/65**

SALARY : R325 101 per annum

CENTRE : KwaZulu-Natal Region: Pietermaritzburg

REQUIREMENTS : Recognized Degree/National Diploma in financial management or equivalent. 1-2 years relevant experience in a comparable environment. Computer literate. Valid driver's licence. Competencies and Attributes: Financial management, problem solving and decision-making. Plan, organise, lead and control. Change management. Presentation, conflict management, report writing, training and development, facilitation and training skills. Time management. Confidentiality. Coaching and mentoring. Understanding of Public service policies and legislative frameworks. Service delivery and client orientation. Integrity and honest. Assertiveness. Ability to network. Influence and impact. Applied strategic thinking. Willingness to travel.

DUTIES : Receive stock from suppliers and ensure proper verification of deliveries. Conduct stock-taking and inventory control at the different trading points. Collect and bank cash from all trading points. Place orders for stock based on operational requirements. Update and maintain records on the Pastel accounting system. Process and manage payments to creditors. Compile financial reports including income statements and balance sheet reconciliations. Perform regular bank reconciliations. Ensure compliance with SARS payment requirements. Attend club meetings and accurately record and compile minutes. Management of resources. Management of performance information.

ENQUIRIES : KwaZulu Natal Region: Mr Singh M Tel No: (033) 355 7380/Ms Zuma NI Tel No: (033) 355 7367.

NOTE : Appointment under the Public Service Act.

POST 10/189 : **HUMAN RESOURCE PRACTITIONER: SERVICE TERMINATIONS**

SALARY : R325 101 per annum

CENTRE : **Eastern Cape Region:**
Kirkwood Ref No: EC 2026/03/72
St Albans Ref No: EC 2026/03/73
KwaZulu Natal Region:
Pietermaritzburg Ref No: KZN 2026/03/66
Glencoe Ref No: KZN 2026/03/67

REQUIREMENTS : Recognized Degree/National Diploma in Human Resource. 1-2 years relevant experience in a comparable environment. Knowledge of PERSAL. Computer literate. Valid driver's licence. Competencies and Attributes: Financial management, problem solving and decision-making. Plan, organise, lead and control. Change management. Presentation, conflict management, report writing, training and development, facilitation and training skills. Time management. Confidentiality. Coaching and mentoring. Understanding of Public service policies and legislative frameworks. Service delivery and client orientation. Integrity and honest. Assertiveness. Ability to network. Influence and impact. Applied strategic thinking. Willingness to travel.

DUTIES : Request pension benefits by preparing withdrawal forms for all types of termination and ensuring that all relevant supporting documents are attached. Manage inter-departmental transfers to guarantee correct recording of pensionable service. Process and administer applications for buy-back service. Provide guidance and advice to officials, ex-officials and their dependants regarding the pension benefits they are entitled to. Assist officials, ex-officials and dependants with the correct completion of benefit application documents. Interpret, implement and explain relevant policies and procedures to improve service delivery quality. Attend to general enquiries, including telephonic and written correspondence. Capture termination of service information on the PERSAL. Maintain accurate filing systems and ensure proper record keeping of all documents. Organize and order office stationery to support daily office operations. Management of resources. Management of performance information.

ENQUIRIES : Eastern Cape: Ms Myataza Z Tel No: (043) 706 7866/Ms Mgugudo N Tel No: (043) 706 7882.
KwaZulu Natal Region: Mr Singh M Tel No: (033) 355 7380/Ms Zuma NI Tel No: (033) 355 7367.

NOTE : Appointment under the Public Service Act.

POST 10/190 : **ADMINISTRATIVE OFFICER: HR ADMINISTRATION (PERSAL)**

SALARY : R325 101 per annum

CENTRE : **Gauteng Region:**
Kgoši Mampuru II Ref No: GP 2026/03/134 (X2 Posts)
Free State and Northern Cape Region:
Colesberg Ref No: FSNC 2026/03/105
KwaZulu Natal Region:
Regional Office Ref No: KZN 2026/03/68
Pietermaritzburg Ref No: KZN 2026/03/69

REQUIREMENTS : Recognized Degree/National Diploma in Human Resource Management or equivalent qualification. At least 1-2 years' experience in Human Resources environment. Successful completion of PERSAL training course. Computer literate. Valid driver's licence. Competencies and Attributes: Financial management, problem solving and decision-making. Plan, organise, lead and control. Change management. Team leadership. Project management, presentation, conflict management, report writing, training and development, facilitation and training skills. Time management. Confidentiality. Coaching and mentoring. Understanding of Public service policies and legislative frameworks. Service delivery and client orientation. Integrity and honest. Assertiveness. Ability to network. Influence and impact. Applied strategic thinking. Willingness to travel.

DUTIES : Ensure effective administration of the PERSAL system within the management area. Register supervisors and users on PERSAL and allocate specific functions according to their job roles and levels. Monitor, evaluate and implement PERSAL transactions. Monitor system changes in line with SCC system requirements. Maintain the post establishment on PERSAL. Facilitate

PERSAL training. Management of resources. Management of performance information.

ENQUIRIES : Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179.
KwaZulu Natal Region: Mr Singh M Tel No: (033) 355 7380/Ms Zuma NI Tel No: (033) 355 7367.

NOTE : Appointment under the Public Service Act.

POST 10/191 : **ADMINISTRATIVE OFFICER: HEALTH ADMINISTRATION REF NO: KZN 2026/03/70**

SALARY : R325 101 per annum
CENTRE : KwaZulu Natal Region: Regional Office
REQUIREMENTS : Recognized Degree/National Diploma in Public Administration/Office Administration or equivalent qualification with 1-2 years relevant experience in a comparable environment. Computer literate. Valid driver's licence. Competencies and Attributes: Financial management, problem solving and decision-making. Plan, organise, lead and control. Change management. Presentation, conflict management, report writing, training and development, facilitation and training skills. Time management. Confidentiality. Coaching and mentoring. Understanding of Public service policies and legislative frameworks. Service delivery and client orientation. Integrity and honest. Assertiveness. Ability to network. Influence and impact. Applied strategic thinking. Willingness to travel.

DUTIES : Ensure that all correspondence prepared for the signature of the Regional Head and Regional Coordinator: Health Services complies with relevant policies, legislative requirements and prescribed standards. Ensure that memoranda and official communications are distributed to the relevant offices timeously. Attend to enquiries and requests for information from Head Office and ensure responses are prepared and submitted within the required timeframe under the signature of the Regional Coordinator: Health Care. Liaise with external organisations and stakeholders. Coordinate, compile and manage presentations and inputs from stakeholders. Management of resources. Management of performance information.

ENQUIRIES : KwaZulu Natal Region: Mr Singh M Tel No: (033) 355 7380/Ms Zuma NI Tel No: (033) 355 7367.

NOTE : Appointment under the Public Service Act.

POST 10/192 : **STATE ACCOUNTANT: VOUCHER CONTROL**

SALARY : R325 101 per annum
CENTRE : **Eastern Cape Region:**
Kirkwood Ref No: EC 2026/03/74
Gauteng Region:
Baviaanspoort Ref No: GP 2026/03/135
Johannesburg Ref No: GP 2026/03/136
Krugersdorp Ref No: GP 2026/03/137
Free State and Northern Cape Region:
Bizzah Makhate Ref No: FSNC 2026/03/106
KwaZulu Natal Region:
Glencoe Ref No: KZN 2026/03/71 (X2 Posts)
Limpopo, Mpumalanga and North West Region:
Barberton Ref No: LMN 2026/03/115 (X2 Posts)
Witbank Ref No: LMN 2026/03/116
Western Cape Region:
Voorberg Ref No: WC 2026/03/133
West Coast Ref No: WC 2026/03/134
Brandvlei Ref No: WC 2026/03/135

REQUIREMENTS : Recognized Degree/National Diploma in Accounting or Financial Management. At least 1-2 years relevant experience in Government Financial systems. Computer literate. Valid driver's licence. Competencies and Attributes: Proven financial experience. Good knowledge of Public Finance. The ability to perform under pressure. Knowledge of BAS. Facilitation, report writing and presentation skills. Problem solving and decision-making. Interpersonal relations. Policy implementation. Conflict resolution. Communication and typing skills. Training skills. Confidentiality. Integrity and hones. Friendly and adaptability. Confident and independent. Accuracy. Ability to work under pressure. Ability long hours.

DUTIES : Manage and maintain the infrastructure supporting finance related practices. Plan activities. Verify the accuracy and completeness of documentation before data capturing. Receive, organise and file all captured documentation in accordance with relevant policies and procedures. Management of resources. Management of performance information.

ENQUIRIES : Eastern Cape: Ms Myataza Z Tel No: (043) 706 7866/Ms Mgugudo N Tel No: (043) 706 7882.
Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsoane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027
Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179
KwaZulu Natal Region: Mr Singh M Tel No: (033) 355 7380/Ms Zuma NI Tel No: (033) 355 7367
Limpopo, Mpumalanga and North West Region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD Tel No: (012) 306 2034
Western Cape: Ms NA Mdladlamba Tel No: (021) 550 6014/Ms A Reddy Tel No: (021) 559 7929/Mr S Sikisazane Tel No: (021) 558 0108/Ms NC Sotyibi Tel No: (021) 558 0518

NOTE : Appointment under the Public Service Act.

POST 10/193 : **STATE ACCOUNTANT: BUDGETS**

SALARY : R325 101 per annum

CENTRE : Free State and Northern Cape region: Bizzah Makhate (Ref: FSNC 2026/03/107) (2 Posts)
Western Cape region: Breede River (Ref: WC 2026/03/136)
Southern Cape (Ref: WC 2026/03/137)

REQUIREMENTS : Recognized Degree/National Diploma in Accounting or Financial Management. At least 1-2 years relevant experience in Government Financial systems. Computer literate. Valid driver's licence. Competencies And Attributes: Proven financial experience. Good knowledge of Public Finance. The ability to perform under pressure. Knowledge of BAS. Facilitation, report writing and presentation skills. Problem solving and decision-making. Interpersonal relations. Policy implementation. Conflict resolution. Communication and typing skills. Training skills. Confidentiality. Integrity and hones. Friendly and adaptability. Confident and independent. Accuracy. Ability to work under pressure. Ability long hours.

DUTIES : Manage and monitor the allocated budget. Oversee the infrastructure and systems supporting finance related practices. Plan and coordinate financial administrative activities to ensure efficient workflow and service delivery. Verify the accuracy and completeness of documentation before data capturing or processing. Receive, record and file all financial documentation in accordance with departmental policies and record keeping procedures. Management of resources. Management of performance information.

ENQUIRIES : Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsoane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027.
Western Cape: Ms NA Mdladlamba Tel No: (021) 550 6014/Ms A Reddy Tel No: (021) 559 7929/Mr S Sikisazane Tel No: (021) 558 0108/Ms NC Sotyibi Tel No: (021) 558 0518.

NOTE : Appointment under the Public Service Act.

POST 10/194 : **PROVISIONING ADMINISTRATIVE OFFICER: LOGISTICS ADMINISTRATION**

SALARY : R325 101 per annum

CENTRE : **Eastern Cape Region:**
Kirkwood Ref No: EC 2026/03/75
St Albans Ref No: EC 2026/03/76
Free State and Northern Cape Region:
Bizzah Makhate Ref No: FSNC 2026/03/108
Goedemoed Ref No: FSNC 2026/03/109
Grootvlei Ref No: FSNC 2026/03/110 (X2 Posts)
Grootvlei Ref No: FSNC 2026/03/111 (X4 Posts)
Kimberley Ref No: FSNC 2026/03/112 (X2 Posts)
Upington Ref No: FSNC 2026/03/113
Gauteng Region:
Baviaanspoort Ref No: GP 2026/03/138 (X3 Posts)

Boksburg Ref No: GP 2026/03/139 (X3 Posts)
Johannesburg Ref No: GP 2026/03/140 (X3 Posts)
Kgoši Mampuru II Ref No: GP 2026/03/141 (X2 Posts)
Leeuwkop Ref No: GP 2026/03/142 (X2 Posts)
Zonderwater Ref No: GP 2026/03/143 (X3 Posts)
Limpopo, Mpumalanga and North West Region:
Bethal Ref No: LMN 2026/03/117
Barberton Ref No: LMN 2026/03/118 (X2 Posts)
Thohoyandou Ref No: LMN 2026/03/119
Witbank Ref No: LMN 2026/03/120
Rustenburg Ref No: LMN 2026/03/121
KwaZulu Natal Region:
Empangeni Ref No: KZN 2026/03/72
Glencoe Ref No: KZN 2026/03/73
Western Cape Region:
Allandale Ref No: WC 2026/03/138 (X2 Posts)
Brandvlei Ref No: WC 2026/03/139 (X2 Posts)
Breede River Ref No: WC 2026/03/140
Drakenstein Ref No: WC 2026/03/141 (X5 Posts)
Goodwood Ref No: WC 2026/03/142
Overberg Ref No: WC 2026/03/143 (X2 Posts)
Pollsmoor Ref No: WC 2026/03/144
Voorberg Ref No: WC 2026/03/145 (X3 Posts)
West Coast Ref No: WC 2026/03/146 (X2 Posts)

REQUIREMENTS : Recognized Degree/National Diploma in Supply Chain Management or Supply Chain Management environment. At least 1-2 years relevant experience. Computer literate. Valid driver's licence. Competencies and Attributes: Financial management, problem solving and decision-making. Plan, organise, lead and control. Change management. Presentation, conflict management, report writing, training and development, facilitation and training skills. Time management. Confidentiality. Coaching and mentoring. Understanding of Public service policies and legislative frameworks. Service delivery and client orientation. Integrity and honest. Assertiveness. Ability to network. Influence and impact. Applied strategic thinking. Willingness to travel.

DUTIES : Implement logistical policies in the Management Area. Monitor and control incoming and outgoing stock. Administration of the warehouse, transit and fleet. Ensure assets verification and logistical processes, asset reconciliations and inventory balancing. Reconcile BAS and LOGIS. Conduct logistical training. Management of performance information. Management of resources. Management of performance information.

ENQUIRIES : Eastern Cape: Ms Myataza Z Tel No: (043) 706 7866/Ms Mgugudo N Tel No: (043) 706 7882.
Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsoane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027.
Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179.
KwaZulu Natal Region: Mr Singh M Tel No: (033) 355 7380/Ms Zuma NI Tel No: (033) 355 7367.
Limpopo, Mpumalanga and North West Region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD Tel No: (012) 306 2034.
Western Cape: Ms NA Mdladlamba Tel No: (021) 550 6014/Ms A Reddy Tel No: (021) 559 7929/Mr S Sikisazane Tel No: (021) 558 0108/Ms NC Sotyibi Tel No: (021) 558 0518.

NOTE : Appointment under the Public Service Act.

POST 10/195 : **PROVISIONING ADMINISTRATIVE OFFICER: TRANSIT/WAREHOUSE**

SALARY : R325 101 per annum

CENTRE : **Western Cape Region:**
Brandvlei Ref No: WC 2026/03/147
Voorberg Ref No: WC 2026/03/148 (X2 Posts)

REQUIREMENTS : Recognized Degree/National Diploma in Purchasing Management/ Logistics/Supply Chain Management or any equivalent qualification. At least 1-2 years relevant experience. Computer literate. Valid driver's licence. Competencies and Attributes: Plan, organise, lead and control, client orientation and communication, policy analysis and interpretation, report

writing, facilitation skills, presentation, problem solving and decision-making. Knowledge of the Public Finance Management Act (PFMA). Treasury Regulations relating to supply chain management. Good knowledge of Public Service Regulation. Knowledge of procurement administration and public finance administration, financial management, Integrity and honesty, good work ethics, confidentiality, interpersonal relations, people management, accuracy, independent networking, influence and impact.

DUTIES : Administrate the transit functions. Manage the planning of receipts with regard to stock/equipment. Manage and administer the safe keeping, storage and care of stock and equipment. Manage, check and update bin cards. Package and distribute/dispatch items to sections. Manage the quality and quantity of items received/delivered and distributed. Management of resources. Management of performance information.

ENQUIRIES : Western Cape: Ms NA Mdladlamba Tel No: (021) 550 6014/Ms A Reddy Tel No: (021) 559 7929/Mr S Sikisazane Tel No: (021) 558 0108/Ms NC Sotyibi Tel No: (021) 558 0518.

NOTE : Appointment under the Public Service Act.

POST 10/196 : **PROVISIONING ADMINISTRATIVE OFFICER: SECRETARIATE (TENDER COMMITTEE)**

SALARY : R325 101 per annum

CENTRE : **Gauteng Region:**
Regional Office Ref No: GP 2026/03/144
Western Cape Region:
Regional Office Ref No: WC 2026/03/149

REQUIREMENTS Recognized Degree/National Diploma in Logistics or any equivalent relevant qualification. At least 1-2 years relevant experience in a comparable environment. Computer literate. Valid driver's licence. Competencies and Attributes: Plan, organise, lead and control, client orientation and communication, policy analysis and interpretation, report writing, facilitation skills, presentation, problem solving and decision-making. Knowledge of the Public Finance Management Act (PFMA). Treasury regulations relating to Supply Chain Management. Good knowledge of Public Service Regulation. Knowledge of procurement administration and public finance administration, financial management, Integrity and honesty, good work ethics, confidentiality, interpersonal relations, people management, accuracy, independent networking, influence and impact.

DUTIES : Manage incoming and outgoing mail. File documents and safeguard classified information. Receive and distribute documents between components. Requisition supplies and obtain quotations. Maintain inventory control. Arrange transport, accommodation and workshops. Facilitate fund reallocation and distribution. Process staff claims and leave applications. Maintain duty registers. Management of resources. Management of performance information.

ENQUIRIES : Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179.
Western Cape: Ms NA Mdladlamba Tel No: (021) 550 6014/Ms A Reddy Tel No: (021) 559 7929/Mr S Sikisazane Tel No: (021) 558 0108/Ms NC Sotyibi Tel No: (021) 558 0518.

NOTE : Appointment under the Public Service Act.

POST 10/197 : **PROFESSIONAL NURSE GRADE 1 (GENERAL NURSING) (PN-A2)**

SALARY : R324 384 per annum

CENTRE : **Eastern Cape Region:**
Mthatha Max Ref No: EC 2026/03/77
Ngqeleni Ref No: EC 2026/03/78
Lusikisiki Ref No: EC 2026/03/79
Mt Fletcher Ref No: EC 2026/03/80
Free State and Northern Cape Region:
De Aar Ref No: FSNC 2026/03/114
Goedemoed Med B Ref No: FSNC 2026/03/115
Frankfort Ref No: FSNC 2026/03/116
Grootvlei Med Ref No: FSNC 2026/03/117
Boshoff Ref No: FSNC 2026/03/118
Harrismith Ref No: FSNC 2026/03/119

Gauteng Region:
Baviaanspoort: Emthonjeni Ref No: GP 2026/03/145
Johannesburg Med B Ref No: GP 2026/03/145
Krugersdorp Ref No: GP 2026/03/147
Kgoši Mampuru II Central Ref No: GP 2026/03/148
Modderbee Ref No: GP 2026/03/149
Modderbee Nigel Ref No: GP 2026/03/150
Boksburg Med A Ref No: GP 2026/03/151
Boksburg Heidelberg Ref No: GP 2026/03/152
Zonderwater Med A Ref No: GP 2026/03/153
Zonderwater Med B Ref No: GP 2026/03/154) (X3 Posts)
KwaZulu Natal Region:
Pietermaritzburg Med A Ref No: KZN 2026/03/74
Glencoe Ref No: KZN 2026/03/75 (X3 Posts)
Ncome: Melmoth Ref No: KZN 2026/03/76
Kokstad: Ebongweni Ref No: KZN 2026/03/77
Western Cape Region:
Southern Cape (Uniondale) Ref No: WC 2026/03/150
West Coast Med A Ref No: WC 2026/03/151 (X2 Posts)
Voorberg Med A Ref No: WC 2026/03/152
Pollsmoor Max Ref No: WC 2026/03/153

REQUIREMENTS : Recognized 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.

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 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 relationship with nursing and other stake-holders. Management of resources. Management of performance information.

ENQUIRIES : Eastern Cape: Ms Myataza Z Tel No: (043) 706 7866/Ms Mgugudo N Tel No: (043) 706 7882
Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsoane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027.
Gauteng region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179.
KwaZulu Natal Region: Mr Singh M Tel No: (033) 355 7380/Ms Zuma NI Tel No: (033) 355 7367
Limpopo, Mpumalanga and North West Region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD Tel No: (012) 306 2034.
Western Cape: Ms NA Mdladlamba Tel No: (021) 550 6014/Ms A Reddy Tel No: (021) 559 7929/Mr S Sikisazane Tel No: (021) 558 0108/Ms NC Sotyibi Tel No: (021) 558 0518.

NOTE : Appointment under the Public Service Act.

POST 10/198 : **AGRICULTURE TECHNICIAN (CB2-1) REF NO: GP 2026/03/234**

SALARY : R313 521 per annum
CENTRE : Gauteng Region: Leeuwkop
REQUIREMENTS : Matric/Grade 12 or relevant NQF level 6 qualification in Agriculture. 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. Computer literate. Valid driver's licence. 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 Assertiveness, ability to network and diplomacy.

DUTIES : Capture, issue and receive vouchers on Agriculture system. Capture order numbers on Agriculture system. Ensure compliance with finance and logistical procedures. Create Log 1 requisitions. Handling enquiries of outstanding documents. Collect and print orders from Supply Chain. Update computer and files regarding clearances. Conduct assets and inventory control. Appoint asset controllers. Monthly verification of assets and update and maintain asset registers. Management information. Printing of stock on hand reports, empty reports for project managers monthly. Collect and sign off internal cleaning material for projects at Logistics. Management of resources. Management of performance information.

ENQUIRIES : Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179.

NOTE : Appointment under the Correctional Services Act.

POST 10/199 : **SENIOR HUMAN RESOURCE CLERK: RECRUITMENT AND PLACEMENT**

SALARY : R269 499 per annum

CENTRE : **Eastern Cape Region:**
East London Ref No: EC 2026/03/81
KwaZulu Natal Region:
Ncome Ref No: KZN 2026/03/78
Glencoe Ref No: KZN 2026/03/79
Limpopo, Mpumalanga and North West Region:
Witbank Ref No: LMN 2026/03/122

REQUIREMENTS : Recognized Degree/National Diploma in Human Resource or equivalent qualification. Experience in recruitment and placement will be an added advantage. Knowledge of PERSAL system. Computer literate. Valid driver's licence. Competencies and Attributes: Knowledge of the recruitment processes and legislative frameworks. Financial management, problem solving and decision-making. Plan, organise, lead and control. Change management. Presentation, conflict management, report writing, training and development, facilitation and training skills. Time management. Confidentiality. Coaching and mentoring. Understanding of Public service policies and legislative frameworks. Service delivery and client orientation. Integrity and honest. Assertiveness. Ability to network. Influence and impact. Applied strategic thinking. Willingness to travel.

DUTIES : Capture newly appointed employees, interns and contract workers on PERSAL. Ensure appointment documents are correctly completed and signed. Compile shortlisting and appointment memoranda. Forward documentation to Security Standards for vetting and verify medical certificates on assumption of duty. Management of resources.

ENQUIRIES : Eastern Cape: Ms Myataza Z Tel No: (043) 706 7866/Ms Mgugudo N Tel No: (043) 706 7882.
KwaZulu Natal Region: Mr Singh M Tel No: (033) 355 7380/Ms Zuma NI Tel No: (033) 355 7367.
Limpopo, Mpumalanga and North West Region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD Tel No: (012) 306 2034.

NOTE : Appointment under the Public Service Act.

POST 10/200 : **SENIOR PROCUREMENT CLERK: PROCUREMENT ADMINISTRATION**

SALARY : R269 499 per annum

CENTRE : **Eastern Cape Region:**
Kirkwood Ref No: EC 2026/03/82
St Albans Ref No: EC 2026/03/83 (X2 Posts)
KwaZulu Natal Region:
Waterval Ref No: KZN 2026/03/80
Limpopo, Mpumalanga and North West Region:
Thohoyandou Ref No: LMN 2026/03/123

REQUIREMENTS : Recognized Degree/National Diploma in Logistics/SCM or equivalent qualification. Knowledge of LOGIS will be an added advantage. Computer

literate. Valid driver's licence. Competencies and Attributes: Plan, organise, lead and control, client orientation and communication, policy analysis and interpretation, report writing, facilitation skills, presentation, problem solving and decision-making. Knowledge of the Public Finance Management Act (PFMA). Treasury Regulations relating to supply chain management. Good knowledge of Public Service Regulation. Knowledge of procurement administration and public finance administration, financial management, Integrity and honesty, good work ethics, confidentiality, interpersonal relations, people management, accuracy, independent networking, influence and impact.

DUTIES : Placement of orders. Generate procurement advices. Conduct enquiries on orders and commitments placed. Maintain and update the supplier database. Administer awarded quotations. Management of resources.

ENQUIRIES : Eastern Cape: Ms Myataza Z Tel No: (043) 706 7866/Ms Mgugudo N (043) 706 7882.
KwaZulu Natal region: Mr Singh MTel No: (033) 355 7380/Ms Zuma NI (033) 355 7367.
Limpopo, Mpumalanga and North West Region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD (012) 306 2034.

NOTE : Appointment under the Public Service Act.

POST 10/201 : **SENIOR LOGISTICK CLERK: LOGISTICS**

SALARY : R269 499 per annum
CENTRE : **Gauteng Region:**
Baviaanspoort Ref No: GP 2026/03/155 (X3 Posts)
Boksburg Ref No: GP 2026/03/156 (X3 Posts)
Johannesburg Ref No: GP 2026/03/157 (X3 Posts)
Kgoši Mampuru II Ref No: GP 2026/03/158 (X2 Posts)
Leeuwkop Ref No: GP 2026/03/159 (X2 Posts)
Zonderwater Ref No: GP 2026/03/160 (X3 Posts)
Limpopo, Mpumalanga and North West Region:
Bethal Ref No: LMN 2026/03/124
Barberton Ref No: LMN 2026/03/125 (X2 Posts)
Witbank Ref No: LMN 2026/03/126

REQUIREMENTS : Recognized Degree/National Diploma in Logistics/SCM or equivalent qualification. Experience in Supply Chain Management will be an added advantage. Computer literate. Valid driver's licence. Competencies and Attributes: Knowledge of PAS2.6/LOGIS. Plan, organise, lead and control, client orientation and communication, policy analysis and interpretation, report writing, facilitation skills, presentation, problem solving and decision-making. Knowledge of the Public Finance Management Act (PFMA). Integrity and honesty, good work ethics, confidentiality, interpersonal relations, people management, accuracy, independent networking, influence and impact.

DUTIES : Implement logistical policies within the Management Area. Administer incoming and outgoing stock. Manage warehouse, transit and fleet administration. Conduct asset verification and oversee logistical processes. Perform asset reconciliations and inventory balancing. Reconcile BAS and LOGIS records. Provide logistical training. Management of resources.

ENQUIRIES : Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179.
Limpopo, Mpumalanga and North West Region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD Tel No: (012) 306 2034.

NOTE : Appointment under the Public Service Act.

POST 10/202 : **SENIOR HR CLERK: TERMINATION REF NO: LMN 2026/03/127**

SALARY : R269 499 per annum
CENTRE : Limpopo, Mpumalanga and North West Region: Barberton
REQUIREMENTS : Recognized Degree/National Diploma in Human Resource Management or equivalent qualification. Knowledge of PERSAL system will be an added advantage. Computer literate. Valid driver's licence. Competencies and Attributes: Financial management, problem solving and decision-making. Plan, organise, lead and control. Change management. Presentation, conflict management, report writing, training and development, facilitation and training skills. Time management. Confidentiality. Understanding of Public service

policies and legislative frameworks. Service delivery and client orientation. Integrity and honest. Assertiveness. Ability to network. Influence and impact. Applied strategic thinking. Willingness to travel.

DUTIES : Administer pension benefits by preparing withdrawal forms for all types of terminations and ensuring all required documents are attached. Handle inter-departmental transfers to ensure correct pensionable service. Handle all applications for buy-back service. Provide advice and guidance to officials, ex-officials and their dependants regarding GEPF benefits and completion of documents. Interpret and implement policies and procedures to ensure quality service delivery. Attend to general enquiries (telephonic and written). Capture terminations on PERSAL. Ensure proper filing, maintain accurate records and manage office stationery. Management of resources.

ENQUIRIES : Limpopo, Mpumalanga and North West Region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD Tel No: (012) 306 2034.

NOTE : Appointment under the Public Service Act.

POST 10/203 : **SENIOR PROVISIONING ADMINISTRATION CLERK: GENERAL STOCK PROCUREMENT REF NO: GP 2026/03/161**

SALARY : R269 499 per annum

CENTRE : Gauteng Region: Regional Office

REQUIREMENTS : Recognized Degree/National Diploma in Purchasing Management or equivalent qualification. Experience in supply chain management will be an added advantage. Computer literate. Valid driver's licence. Competencies and Attributes: Communication skills. Client orientation and customer focus. Problem solving and analysis. Service delivery innovation. Decision making. People management and empowerment. Integrity and honesty. Confidentiality. Good interpersonal relations. Understanding of Public Service policies and legislative frameworks. Knowledge of Supply Chain Management legislations and prescripts. Knowledge of government procurement processes. Assertiveness. Ability to network and diplomacy.

DUTIES : Execute the administration of bids. Attend bid specification and evaluation committee meetings. Assist the bid specification committee in compiling terms of reference/task directives. Ensure bids are properly advertised. Attend compulsory briefing sessions with prospective bidders and provide guidance on the bidding process. Monitor compliance with bid evaluation procedures and ensure recommendations align with relevant policies and prescripts. Participate in bid committee meetings as and when required. Management of resources.

ENQUIRIES : Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179.

NOTE : Appointment under the Public Service Act.

POST 10/204 : **SENIOR HR CLERK: PERSONNEL**

SALARY : R269 499 per annum

CENTRE : **KwaZulu Natal Region:**
Regional Office Ref No: KZN 2026/03/81
Pietermaritzburg Ref No: KZN 2026/03/82
Kokstad Ref No: KZN 2026/03/83
Limpopo, Mpumalanga and North West Region:
Thohoyandou Ref No: LMN 2026/03/128

REQUIREMENTS : Recognized Degree/National Diploma in Human Resource Management or equivalent qualification. Knowledge of PERSAL system will be an added advantage. Computer literate. Valid driver's licence. Competencies and Attributes: Financial management, problem solving and decision-making. Plan, organise, lead and control. Change management. Presentation, conflict management, report writing, training and development, facilitation and training skills. Time management. Confidentiality. Understanding of Public service policies and legislative frameworks. Service delivery and client orientation. Integrity and honest. Assertiveness. Ability to network. Influence and impact. Applied strategic thinking. Willingness to travel.

DUTIES : Maintenance of duty register. Ensure submission of HR information to Head Personnel. Calculation of overtime worked. Management of leave in line with policies and capturing on PERSAL. Manage applications for promotions, personnel rewards, service bonuses, remuneration control, housing subsidies,

		official accommodation, transfers, medical boards, appointments, termination of service and disciplinary matters. Management of resources.
ENQUIRIES	:	KwaZulu Natal Region: Mr Singh M Tel No: (033) 355 7380/Ms Zuma NI (033)355 7367. Limpopo, Mpumalanga and North West Region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD Tel No: (012) 306 2034.
NOTE	:	Appointment under the Public Service Act.
POST 10/205	:	**SENIOR ACCOUNTING CLERK: EXPENDITURE CONTROL (FINANCIAL ACCOUNTING) REF NO: EC 2026/03/84**
SALARY	:	R269 499 per annum
CENTRE	:	Eastern Cape Region: Kirkwood
REQUIREMENTS	:	Recognized Degree/National Diploma in Financial Management with 1-2 years' experience in a comparable environment will be an added advantage. Computer literate. Valid driver's licence. Competencies and Attributes: Knowledge of BAS. Strong communication skills. Dynamic and professional. Event planning, organisational, project management and business planning skills. Knowledge of the PFMA and treasury regulations.
DUTIES	:	Control the accounting of State monies. Ensure proper administration and utilization of petty cash. Control BAS ledger accounts. Control payments of subsistence and travel advances. Control the institution of various debt accounts. Approve BAS sundry payments advices, BAS journals, BAS debt take-on and telephone registers for the financial control office. Control the correct issuing of receipts and correct data capturing on BAS. Check claims for the motor finance scheme for senior employees. Control the filing of BAS documentation. Execute the responsibilities of officials, as stipulated in section 45 of PFMA. Manage the office. Coordinate Audit queries. Execute control over all captured documents for Audit purposes. Advice management with regard to any financial accounting issues pertaining to the Branch Financial Management. Management of resources.
ENQUIRIES	:	Eastern Cape: Ms Myataza Z Tel No: (043) 706 7866/Ms Mgugudo N Tel No: (043) 706 7882.
NOTE	:	Appointment under the Public Service Act.
POST 10/206	:	**SENIOR ACCOUNTING CLERK: EXPENDITURE CONTROL (FINANCIAL ACCOUNTING) REF NO: EC 2026/03/85**
SALARY	:	R269 499 per annum
CENTRE	:	Eastern Cape region: Kirkwood
REQUIREMENTS	:	Recognized Degree/National Diploma in Financial Management with 1-2 years' experience in a comparable environment will be an added advantage. Computer literate. Valid driver's licence. Competencies and Attributes: Knowledge of BAS. Strong communication skills. Dynamic and professional. Event planning, organisational, project management and business planning skills. Knowledge of the PFMA and treasury regulations.
DUTIES	:	Control the accounting of State monies. Ensure proper administration and utilization of petty cash. Control BAS ledger accounts. Control payments of subsistence and travel advances. Control the institution of various debt accounts. Approve BAS sundry payments advices, BAS journals, BAS debt take-on and telephone registers for the financial control office. Control the correct issuing of receipts and correct data capturing on BAS. Check claims for the motor finance scheme for senior employees. Control the filing of BAS documentation. Execute the responsibilities of officials, as stipulated in section 45 of PFMA. Manage the office. Coordinate Audit queries. Execute control over all captured documents for Audit purposes. Advice management with regard to any financial accounting issues pertaining to the Branch Financial Management. Management of resources.
ENQUIRIES	:	Eastern Cape: Ms Myataza Z Tel No: (043) 706 7866/Ms Mgugudo N Tel No: (043) 706 7882.
NOTE	:	Appointment under the Public Service Act.
POST 10/207	:	**ASSISTANT PHARMACIST (POST BASIC) GRADE 1 REF NO: GP 2026/03/162 (X2 POSTS)**
SALARY	:	R264 750 per annum

CENTRE	:	Gauteng Region: Johannesburg
REQUIREMENTS	:	Basic qualification as required by the training facility and the South African Pharmacy Council (SAPC). Post-Basic Pharmacist Assistant qualification that allows registration with the SAPC as Pharmacist. Registration with the SAPC as Pharmacist Assistant (Post-Basic). No experience required after registration with the SAPC as Pharmacist's Assistant (Post-Basic). Computer literate. Valid driver's licence. Competencies and Attributes: Self-motivation. Effective communication skills and teamwork. Ability to work in a fast-paced environment and manage multiple tasks simultaneously. Computer skills including Microsoft systems, pharmacy systems and make arithmetical calculations and maintain accurate records and document actions. Ability to maintain confidentiality of information. Own valid driver's licence.
DUTIES	:	Execute routine pharmacist tasks under direct or indirect supervision, including making, repacking and labelling medicines (mixtures, solutions, ointments, drops, powders) and maintaining medicine records. Issue medicines and supplies per prescription or clinic stock as instructed by the pharmacist. Assist with administrative processes for ordering, receiving, storing, and distributing supplies. Maintain effective environmental control measures to ensure medicine quality. Perform ad hoc tasks as required under the supervision of the pharmacist. Management of performance information.
ENQUIRIES	:	Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179.
NOTE	:	Appointment under the Public Service Act.
POST 10/208	:	**LEGAL ADMINISTRATIVE OFFICER (MR1-5)**
SALARY	:	R252 855 – R659 436 per annum, (Grade and salary notch will be determined in accordance with the OSD appointment requirements and years of experience)
CENTRE	:	**Eastern Cape Region:** Amathole Ref No: EC 2026/03/85 **Free State and Northern Cape Region:** Grootvlei Ref No: FSNC 2026/03/120) **Limpopo, Mpumalanga and North West Region:** Barberton Ref No: LMN 2026/03/129 Rustenburg Ref No: LMN 2026/03/130 Western Cape Region: Southern Cape Ref No: WC 2026/03/154 Pollsmoor Ref No: WC 2026/03/155
REQUIREMENTS	:	LLB or equivalent legal qualification. Prescribed experience requirement is as follows: **MR1-** no previous legal experience required. **MR2-** at least 1-years' appropriate post qualification legal experience. **MR3**- at least 2-years' appropriate post qualification legal experience. **MR4-** at least 8-years' appropriate post qualification legal experience. **MR5-** at least 14-years' appropriate post qualification legal experience. Computer literate. Valid driver's licence. Competencies and Attributes: Financial management. Problem solving, decision-making and 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 Public service policies and legislative frameworks. Service delivery and client orientation. Integrity and honesty. Assertiveness. Ability to network. Willingness to travel. Applied strategic thinking. Influence and impact.
DUTIES	:	Administration and handling of litigation for and against the department. Initiation of policy amendments in the department. Rendering of legal advice on the activities of the department. Provide legal training. Represent the department at various forums. Undertaking of hearings/trials administration. Maintenance of legal libraries. Planning of activities. Management of human resources, finance and assets. Manage performance information.
ENQUIRIES	:	Eastern Cape: Ms Myataza Z Tel No: (043) 706 7866/Ms Mgugudo N Tel No: (043) 706 7882. Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsoane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027. Limpopo, Mpumalanga and North West Region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD Tel No: (012) 306 2034

Western Cape: Ms NA Mdladlamba Tel No: (021) 550 6014/Ms A Reddy Tel No: (021) 559 7929/Mr S Sikisazane Tel No: (021) 558 0108/Ms NC Sotyibi Tel No: (021) 558 0518.

NOTE : Appointment under the Public Service Act.

POST 10/209 : **ARTISAN PRODUCTION GRADE A: WELDER**

SALARY : R243 597 per annum

CENTRE : **Eastern Cape Region:**
St Albans Ref No: EC 2026/03/86
Gauteng Region:
Johannesburg Ref No: GP 2026/03/163
Zonderwater Ref No: GP 2026/03/164

REQUIREMENTS : An appropriate Trade Test Certificate underwritten by the Manpower Training Act (Red Seal). Valid driver's licence. Competencies and Attributes: Technical analysis knowledge. Computer-aided technical applications. Knowledge of legal compliance. Technical report writing. Production, process knowledge and skills. Problem solving and analysis. Decision making. Team work. Analytical skills. Creativity, self-management, customer focus and responsiveness. Communication. Planning and organizing.

DUTIES : Training of offenders as well as apprentices. Execute work as per requisition/orders received from clients. Apply quality control to manufactured products. Costing of product and supply quotes. Execute basic workshop administration. Execute administrative and related functions. Perform welding maintenance services. Manage resources.

ENQUIRIES : Eastern Cape: Ms Myataza Z Tel No: (043) 706 7866/Ms Mgugudo N Tel No: (043) (043) 706 7882.
Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (043) (012) 420 0173/ (012) 420 0179.

NOTE : Appointment under the Public Service Act.

POST 10/210 : **ARTISAN PRODUCTION GRADE A: PLUMBER**

SALARY : R243 597 per annum

CENTRE : **Free State and Northern Cape Region:**
Grootvlei Med B Ref No: FSNC 2026/03/121
Kimberley Ref No: FSNC 2026/03/122
Gauteng Region:
Krugersdorp Ref No: GP 2026/03/165 (X2 Posts)
Kgoši Mampuru II Central Ref No: GP 2026/03/166
Zonderwater Ref No: GP 2026/03/167 (X2 Posts)
Limpopo, Mpumalanga and North West Region:
Bethal Ref No: LMN 2026/03/131
Polokwane Ref No: LMN 2026/03/132

REQUIREMENTS : An appropriate Trade Test Certificate underwritten by the Manpower Training Act (Red Seal). Valid driver's licence. Competencies and Attributes: Technical analysis knowledge. Computer-aided technical applications. Knowledge of legal compliance. Technical report writing. Production, process knowledge and skills. Problem solving and analysis. Decision making. Team work. Analytical skills. Creativity, self-management, customer focus and responsiveness. Communication. Planning and organizing.

DUTIES : Training of offenders as well as apprentices. Execute work as per requisition/orders received from clients. Apply quality control to plumbing services. Costing of product and supply quotes. Execute basic workshop administration. Execute administrative and related functions. Perform plumbing maintenance services. Manage resources.

ENQUIRIES : Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsoane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027.
Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179.
Limpopo, Mpumalanga and North West Region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD Tel No: (012) 306 2034.

NOTE : Appointment under the Public Service Act.

POST 10/211	:	**ARTISAN PRODUCTION GRADE A: CARPENTER**
SALARY	:	R243 597 per annum
CENTRE	:	**Gauteng Region:** Baviaanspoort Ref No: GP 2026/03/168 Zonderwater Ref No: GP 2026/03/169 **Limpopo, Mpumalanga and North West Region:** Thohoyandou Ref No: LMN 2026/03/133
REQUIREMENTS	:	An appropriate Trade Test Certificate underwritten by the Manpower Training Act (Red Seal). Valid driver's licence. Competencies and Attributes: Technical analysis knowledge. Computer-aided technical applications. Knowledge of legal compliance. Technical report writing. Production, process knowledge and skills. Problem solving and analysis. Decision making. Team work. Analytical skills. Creativity, self-management, customer focus and responsiveness. Communication. Planning and organizing.
DUTIES	:	Training of offenders as well as apprentices. Execute work as per requisition/orders received from clients. Apply quality control to manufactured products. Costing of product and supply quotes. Execute basic workshop administration. Execute administrative and related functions. Perform carpentry maintenance services. Manage resources.
ENQUIRIES	:	Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179. Limpopo, Mpumalanga and North West Region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD Tel No: (012) 306 2034.
NOTE	:	Appointment under the Public Service Act
POST 10/212	:	**ARTISAN PRODUCTION GRADE A: CABINET MAKER**
SALARY	:	R243 597 per annum
CENTRE	:	**Gauteng Region:** Boksburg Ref No: GP 2026/03/170 (X3 Posts) Zonderwater Medium B Ref No: GP 2026/03/171
REQUIREMENTS	:	An appropriate Trade Test Certificate underwritten by the Manpower Training Act (Red Seal). Valid driver's licence. Competencies and Attributes: Technical analysis knowledge. Computer-aided technical applications. Knowledge of legal compliance. Technical report writing. Production, process knowledge and skills. Problem solving and analysis. Decision making. Teamwork. Analytical skills. Creativity, self-management, customer focus and responsiveness. Communication. Planning and organizing.
DUTIES	:	Perform cabinet making duties. Train offenders in the applicable trade. Execute work as per requisition/orders received from clients. Apply quality control to manufactured products. Costing of product and supply quotes. Execute basic workshop administration. Perform maintenance services. Manage resources.
ENQUIRIES	:	Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179.
NOTE	:	Appointment under the Public Service Act.
POST 10/213	:	**ARTISAN PRODUCTION GRADE A: BRICKLAYER**
SALARY	:	R243 597 per annum
CENTRE	:	**Gauteng Region:** Baviaanspoort Ref No: GP 2026/03/172 Leeuwkop Ref No: GP 2026/03/173 **Limpopo, Mpumalanga and North West Region:** Bethal: Standerton Ref No: LMN 2026/03/134 **Western Cape Region:** Overberg Ref No: WC 2026/03/156
REQUIREMENTS	:	An appropriate Trade Test Certificate underwritten by the Manpower Training Act (Red Seal). Valid driver's licence. Competencies and Attributes: Technical analysis knowledge. Computer-aided technical applications. Knowledge of legal compliance. Technical report writing. Production, process knowledge and skills. Problem solving and analysis. Decision making. Teamwork. Analytical skills. Creativity, self-management, customer focus and responsiveness. Communication. Planning and organizing.
DUTIES	:	Produce building designs according to specifications. Laying bricks with material and equipment according to job specifications and recognized

		standards. Inspect brick laying equipment and facilities for technical faults. Repair equipment according to standards. Apply brick laying according to schedule. Train offenders in the applicable trade. Execute work as per requisition/orders received from clients. Apply quality control to manufactured products. Costing of product and supply quotes. Execute basic workshop administration. Manage resources.
ENQUIRIES	:	Gauteng Region: Mr Masango SS (Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179. Limpopo, Mpumalanga and North West Region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD Tel No: (012) 306 2034 Western Cape: Ms NA Mdladlamba Tel No: (021) 550 6014/Ms A Reddy Tel No: (021) 559 7929/Mr S Sikisazane Tel No: (021) 558 0108/Ms NC Sotyibi Tel No: (021) 558 0518.
NOTE	:	Appointment under the Public Service Act.
POST 10/214	:	**ARTISAN PRODUCTION GRADE A: WOOD MACHINIST**
SALARY	:	R243 597 per annum
CENTRE	:	**Gauteng Region:** Boksburg Ref No: GP 2026/03/174 Zonderwater Ref No: GP 2026/03/175
REQUIREMENTS	:	An appropriate Trade Test Certificate underwritten by the Manpower Training Act (Red Seal). Valid driver's licence. Competencies and Attributes: Technical analysis knowledge. Computer-aided technical applications. Knowledge of legal compliance. Technical report writing. Production, process knowledge and skills. Problem solving and analysis. Decision making. Team work. Analytical skills. Creativity, self-management, customer focus and responsiveness. Communication. Planning and organizing.
DUTIES	:	Perform wood machinist duties. Train offenders in the applicable trade. Execute work as per requisition/orders received from clients. Apply quality control to manufactured products. Costing of product and supply quotes. Execute basic workshop administration. Perform maintenance services. Manage resources.
ENQUIRIES	:	Gauteng region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179.
NOTE		Appointment under the Public Service Act.
POST 10/215	:	**ARTISAN PRODUCTION GRADE A: PAINTER REF NO: GP 2026/03/176**
SALARY	:	R243 597 per annum
CENTRE	:	Gauteng Region: Boksburg
REQUIREMENTS	:	An appropriate Trade Test Certificate underwritten by the Manpower Training Act (Red Seal). Valid driver's licence. Competencies and Attributes: Technical analysis knowledge. Computer-aided technical applications. Knowledge of legal compliance. Technical report writing. Production, process knowledge and skills. Problem solving and analysis. Decision making. Team work. Analytical skills. Creativity, self-management, customer focus and responsiveness. Communication. Planning and organizing.
DUTIES	:	Train offenders in the applicable trade. Execute work as per requisition/orders received from clients. Apply quality control to manufactured products. Costing of product and supply quotes. Execute basic workshop administration. Perform painting services according to client specification and within limits production capability. Produce objects with material and equipment according to job specifications and recognized standards. Inspect equipment and facilities for technical faults. Repair equipment according to standards. Service equipment according to schedule. Execute basic workshop administration and related functions. Maintain and advance expertise. Manage resources.
ENQUIRIES	:	Gauteng region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179.
NOTE	:	Appointment under the Public Service Act.
POST 10/216	:	**ARTISAN PRODUCTION GRADE A: AIR CONDITIONING AND REFRIGERATION REF NO: GP 2026/03/176**
SALARY	:	R243 597 per annum
CENTRE	:	Gauteng Region: Zonderwater

REQUIREMENTS : An appropriate Trade Test Certificate underwritten by the Manpower Training Act (Red Seal). Valid driver's licence. Competencies and Attributes: Technical analysis knowledge. Computer-aided technical applications. Knowledge of legal compliance. Technical report writing. Production, process knowledge and skills. Problem solving and analysis. Decision making. Team work. Analytical skills. Creativity, self-management, customer focus and responsiveness. Communication. Planning and organizing.

DUTIES : Train offenders in the applicable trade. Execute work as per requisition/orders received from clients. Apply quality control to manufactured products. Costing of product and supply quotes. Execute basic workshop administration. Perform maintenance services. Manage resources.

ENQUIRIES : Gauteng region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179.

NOTE : Appointment under the Public Service Act.

POST 10/217 : **ARTISAN PRODUCTION GRADE A: ASSET MAINTENANCE REF NO: KZN 2026/03/84**

SALARY : R243 597 per annum

CENTRE : KwaZulu Natal Region: Durban
Limpopo, Mpumalanga and Northwest region Witbank (Ref: LMN 2026/03/135)

REQUIREMENTS : An appropriate Trade Test Certificate underwritten by the Manpower Training Act (Red Seal). Valid driver's licence. Competencies and Attributes: Technical analysis knowledge. Computer-aided technical applications. Knowledge of legal compliance. Technical report writing. Production, process knowledge and skills. Problem solving and analysis. Decision making. Team work. Analytical skills. Creativity, self-management, customer focus and responsiveness. Communication. Planning and organizing.

DUTIES : Train offenders in the applicable trade. Execute work as per requisition/orders received from clients. Apply quality control to manufactured products. Costing of product and supply quotes. Execute basic workshop administration. Perform maintenance services. Manage resources.

ENQUIRIES : KwaZulu Natal region: Mr Singh M Tel No: (033) 355 7380/Ms Zuma NI Tel No: (033) 355 7367.
Limpopo, Mpumalanga and North West Region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD Tel No: (012) 306 2034.

NOTE : Appointment under the Public Service Act.

POST 10/218 : **ARTISAN PRODUCTION GRADE A: ELECTRICIAN**

SALARY : R243 597 per annum

CENTRE : **Free State and Northern Cape Region:**
Kimberley Ref No: FSNC 2026/03/123
Limpopo, Mpumalanga and North West Region:
Bethal Ref No: LMN 2026/03/136
Barberton Med B Ref No: LMN 2026/03/137
KwaZulu Natal Region:
Durban Ref No: KZN 2026/03/85
Western Cape Region:
West Coast Ref No: WC 2026/03/157

REQUIREMENTS : An appropriate Trade Test Certificate underwritten by the Manpower Training Act (Red Seal). Valid driver's licence. Competencies and Attributes: Technical analysis knowledge. Computer-aided technical applications. Knowledge of legal compliance. Technical report writing. Production, process knowledge and skills. Problem solving and analysis. Decision making. Team work. Analytical skills. Creativity, self-management, customer focus and responsiveness. Communication. Planning and organizing.

DUTIES : Training of offender as well as apprentices. The quality assessment of electrical services. Maintenance of building works standard in the management area. The management of maintenance project. Perform electrical maintenance services. Manage resources.

ENQUIRIES : Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsoane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 902
KwaZulu Natal Region: Mr Singh M Tel No: (033) 355 7380/Ms Zuma NI Tel No: (033) 355 7367.

Limpopo, Mpumalanga and North West Region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD Tel No: (012) 306 2034
Western Cape: Ms NA Mdladlamba (021) 550 6014/Ms A Reddy Tel No: (021) 559 7929/Mr S Sikisazane Tel No: (021) 558 0108/Ms NC Sotyibi Tel No: (021) 558 0518

NOTE : Appointment under the Public Service Act.

POST 10/219 : **ARTISAN PRODUCTION GRADE A: UPHOLSTERY**

SALARY : R243 597 per annum
CENTRE : **Gauteng Region:**
Boksburg Ref No: GP 2026/03/177) (X2 Posts)
Zonderwater Ref No: GP 2026/03/178
Western Cape Region:
Pollsmoor Ref No: WC 2026/03/158

REQUIREMENTS : An appropriate Trade Test Certificate underwritten by the Manpower Training Act (Red Seal). Valid driver's licence. Competencies and Attributes: Technical analysis knowledge. Computer-aided technical applications. Knowledge of legal compliance. Technical report writing. Production, process knowledge and skills. Problem solving and analysis. Decision making. Team work. Analytical skills. Creativity, self-management, customer focus and responsiveness. Communication. Planning and organizing.

DUTIES : Perform upholstery duties. Train offenders in the applicable trade. Execute work as per requisition/orders received from clients. Apply quality control to manufactured products. Costing of product and supply quotes. Execute basic workshop administration. Perform maintenance services. Manage resources.

ENQUIRIES : Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179.
Western Cape: Ms NA Mdladlamba Tel No: (021) 550 6014/Ms A Reddy Tel No: (021) 559 7929/Mr S Sikisazane Tel No: (021) 558 0108/Ms NC Sotyibi Tel No: (021) 558 0518.

NOTE : Appointment under the Public Service Act.

POST 10/220 : **ARTISAN PRODUCTION GRADE A: DIESEL MECHANIC**

SALARY : R243 597 per annum
CENTRE : **Free State and Northern Cape Region:**
Goedemoed Med A Ref No: FSNC 2026/03/124
Limpopo, Mpumalanga and North West Region:
Barberton Med B Ref No: LMN 2026/03/138

REQUIREMENTS : An appropriate Trade Test Certificate underwritten by the Manpower Training Act (Red Seal). Valid driver's licence. Competencies and Attributes: Technical analysis knowledge. Computer-aided technical applications. Knowledge of legal compliance. Technical report writing. Production, process knowledge and skills. Problem solving and analysis. Decision making. Team work. Analytical skills. Creativity, self-management, customer focus and responsiveness. Communication. Planning and organizing.

DUTIES : Train offenders in the applicable trade. Execute work as per requisition/orders received from clients. Apply quality control to manufactured products. Costing of product and supply quotes. Execute basic workshop administration. Perform maintenance services. Manage resources.

ENQUIRIES : Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsoane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027.
Limpopo, Mpumalanga and North West Region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD Tel No: (012) 306 2034.

NOTE : Appointment under the Public Service Act.

POST 10/221 : **ARTISAN PRODUCTION GRADE A: BUILDER**

SALARY : R243 597 per annum
CENTRE : **Limpopo, Mpumalanga and North West Region:**
Barberton Med B Ref No: LMN 2026/03/139
KwaZulu Natal Region:
Durban Ref No: KZN 2026/03/86

REQUIREMENTS : An appropriate Trade Test Certificate underwritten by the Manpower Training Act (Red Seal). Valid driver's licence. Competencies and Attributes: Technical analysis knowledge. Computer-aided technical applications. Knowledge of legal compliance. Technical report writing. Production, process knowledge and skills. Problem solving and analysis. Decision making. Team work. Analytical skills. Creativity, self-management, customer focus and responsiveness. Communication. Planning and organizing.

DUTIES : Design, production, maintenance, performance administrative and related function. Maintain and advance expertise. Manage resources.

ENQUIRIES : Limpopo, Mpumalanga and North West Region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD Tel No: (012) 306 2034.
KwaZulu Natal Region: Mr Singh M Tel No: (033) 355 7380/Ms Zuma NI Tel No: (033) 355 7367.

NOTE : Appointment under the Public Service Act.

POST 10/222 : **ARTISAN PRODUCTION GRADE A: BUILDER**

SALARY : R243 597 per annum

CENTRE : **Limpopo, Mpumalanga and North West Region:**
Barberton Med B Ref No: LMN 2026/03/139
KwaZulu Natal Region:
Durban Ref No: KZN 2026/03/86

REQUIREMENTS : An appropriate Trade Test Certificate underwritten by the Manpower Training Act (Red Seal). Valid driver's licence. Competencies and Attributes: Technical analysis knowledge. Computer-aided technical applications. Knowledge of legal compliance. Technical report writing. Production, process knowledge and skills. Problem solving and analysis. Decision making. Team work. Analytical skills. Creativity, self-management, customer focus and responsiveness. Communication. Planning and organizing.

DUTIES : Design, production, maintenance, performance administrative and related function. Maintain and advance expertise. Manage resources.

ENQUIRIES : Limpopo, Mpumalanga and North West Region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD Tel No: (012) 306 2034.
KwaZulu Natal Region: Mr Singh M Tel No: (033) 355 7380/Ms Zuma NI Tel No: (033) 355 7367.

NOTE : Appointment under the Public Service Act.

POST 10/223 : **ADMINISTRATION CLERK: TRANSIT/ WAREHOUSE (LOGISTICS)**

SALARY : R228 321 per annum

CENTRE : **Eastern Cape Region:**
Kirkwood Ref No: EC 2026/03/87
Mthatha Ref No: EC 2026/03/88
Western Cape Region:
West Coast Ref No: WC 2026/03/159

REQUIREMENTS : Grade 12. Relevant working experience will be an added advantage. Computer literate. Competencies and Attributes: Plan, organise, lead and control, client orientation and communication, policy analysis and interpretation, report writing, facilitation skills, presentation, problem solving and decision-making. Knowledge of the Public Finance Management Act (PFMA). Treasury Regulations relating to supply chain management. Good knowledge of Public Service Regulation. Knowledge of procurement administration and public finance administration, financial management, Integrity and honesty, good work ethics, confidentiality, interpersonal relations, people management, accuracy, independent networking, influence and impact.

DUTIES : Administer transit functions. Plan and manage the receipt of stock and equipment. Ensure safe keeping, storage and proper care of stock and equipment. Maintain and update bin cards. Package and dispatch items to relevant sections. Verify the quality and quantity of items received, delivered and distributed. Manage assets.

ENQUIRIES : Eastern Cape: Ms Myataza Z Tel No: (043) 706 7866/Ms Mgugudo N Tel No: (043) 706 7882.
Western Cape: Ms NA Mdladlamba Tel No: (021) 550 6014/Ms A Reddy Tel No: (021) 559 7929/Mr S Sikisazane Tel No: (021) 558 0108/Ms NC Sotyibi Tel No: (021) 558 0518.

NOTE : Appointment under the Public Service Act.

POST 10/224 : **PERSONNEL CLERK: HR ADMINISTRATION**

SALARY : R228 321 per annum
CENTRE : Eastern Cape region; Sada Ref No: EC 2026/03/89
Limpopo, Mpumalanga and North West Region:
Regional Office Ref No: LMN 2026/03/140
Free State and Northern Cape Region:
Regional Office Ref No: FSNC 2026/03/125
Goedemoed Ref No: FSNC 2026/03/126
Kimberley Ref No: FSNC 2026/03/127
Upington Ref No: FSNC 2026/03/128
Gauteng Region:
Modderbee Ref No: GP 2026/03/180
Western Cape Region:
Allandale Ref No: WC 2026/03/160
Brandvlei Ref No: WC 2026/03/161
Overberg Ref No: WC 2026/03/162 (X2 Posts)
Breede River Ref No: WC 2026/03/163 (X2 Posts)
Pollsmoor Ref No: WC 2026/03/164 (X2 Posts)
Regional Office Ref No: WC 2026/03/165

REQUIREMENTS : Grade 12. Relevant working experience and knowledge of PERSAL will be an added advantage. Computer literate. Competencies And Attributes: Knowledge of PERSAL. Financial management, problem solving and decision-making. Plan, organise, lead and control. Change management. Presentation, conflict management, report writing. Time management. Confidentiality. Coaching and mentoring. Understanding of Public service policies and legislative frameworks. Service delivery and client orientation. Integrity and honest. Assertiveness. Ability to network. Influence and impact. Applied strategic thinking. Willingness to travel.

DUTIES : Administer and process promotions, PERSAL awards, achievement bonuses, remuneration control, housing subsidies, official accommodation, leave, transfers, medical boards, appointments, terminations of service and disciplinary matters. Manage assets.

ENQUIRIES : Eastern Cape: Ms Myataza Z Tel No: (043) 706 7866/Ms Mgugudo N Tel No: (043) 706 7882
Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsoane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027.
Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179.
Limpopo, Mpumalanga and North West Region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD Tel No: (012) 306 2034.
Western Cape: Ms NA Mdladlamba Tel No: (021) 550 6014/Ms A Reddy Tel No: (021) 559 7929/Mr S Sikisazane Tel No: (021) 558 0108/Ms NC Sotyibi Tel No: (021) 558 0518.

NOTE : Appointment under the Public Service Act.

POST 10/225 : **ADMINISTRATION CLERK: LEGAL SERVICES**

SALARY : R228 321 per annum
CENTRE : **Free State and Northern Cape Region:**
Regional Office Ref No: FSNC 2026/03/129
Western Cape Region:
Regional Office Ref No: WC 2026/03/166

REQUIREMENTS : Grade 12. Knowledge and experience in a comparable environment will be an added advantage. Computer literate. Competencies and Attributes: Financial management, problem solving and decision-making. Plan, organise, lead and control. Change management. Presentation, conflict management, report writing. Time management. Confidentiality. Coaching and mentoring. Understanding of Public service policies and legislative frameworks. Service delivery and client orientation. Integrity and honest. Assertiveness. Ability to network. Influence and impact. Applied strategic thinking. Willingness to travel.

DUTIES : Assist with investigations relating to escapes, assaults and injuries involving offenders and staff. Arrange and coordinate disciplinary hearings. Compile and type memoranda, reports and presentations. Perform general office and

		administrative duties. Manage the electronic document tracking system and acknowledge receipt of documents. Maintain and manage diaries and schedule appointments. Record, compile and distribute meeting minutes. Exercise inventory control and maintain asset records. Arrange transport and book accommodation when required. Coordinate and arrange work sessions and workshops with relevant stakeholders. Assist with the consolidation and submission of reports/returns. Process staff claims. Maintain duty registers and process leave applications. Ensure proper management and control of assets.
ENQUIRIES	:	Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsoane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027. Western Cape: Ms NA Mdladlamba Tel No: (021) 550 6014/Ms A Reddy Tel No: (021) 559 7929/Mr S Sikisazane Tel No: (021) 558 0108/Ms NC Sotyibi Tel No: (021) 558 0518.
NOTE	:	Appointment under the Public Service Act.
POST 10/226	:	**ADMINISTRATION CLERK: LOGISTICS**
SALARY	:	R228 321 per annum
CENTRE	:	**Eastern Cape Region:** Mthatha Ref No: EC 2026/03/90 **Limpopo, Mpumalanga and North West Region:** Witbank Ref No: LMN 2026/03/141
REQUIREMENTS	:	Grade 12. Experience in purchasing management, logistics, supply chain management, stores and inventory management will be an added advantage. Computer literate. Competencies and Attributes: Plan, organise, lead and control, client orientation and communication, policy analysis and interpretation, report writing, facilitation skills, presentation, problem solving and decision-making. Knowledge of the Public Finance Management Act (PFMA). Treasury Regulations relating to supply chain management. Good knowledge of Public Service Regulation. Integrity and honesty, good work ethics, confidentiality, interpersonal relations, people management, accuracy, independent networking, influence and impact.
DUTIES	:	Implement logistical policies within the Management Area. Monitor and control assets while overseeing the overall administration of logistical activities. Ensure effective asset management and compliance with logistical procedures and regulations.
ENQUIRIES	:	Eastern Cape: Ms Myataza Z Tel No: (043) 706 7866/Ms Mgugudo N Tel No: (043) 706 7882. Limpopo, Mpumalanga and North West Region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD Tel No: (012) 306 2034.
NOTE	:	Appointment under the Public Service Act.
POST 10/227	:	**ACCOUNTING CLERK: VOUCHER CONTROL REF NO: EC 2026/03/91**
SALARY	:	R228 321 per annum
CENTRE	:	Eastern Cape Region: Mthatha
REQUIREMENTS	:	Grade 12. Relevant experience in a comparable environment will be an added advantage. Computer literate. Competencies and Attributes: Financial management, problem solving and decision-making. Plan, organise, lead and control. Change management. Presentation, conflict management, report writing. Time management. Confidentiality. Coaching and mentoring. Understanding of Public service policies and legislative frameworks. Service delivery and client orientation. Integrity and honest. Assertiveness. Ability to network. Influence and impact. Applied strategic thinking. Willingness to travel.
DUTIES	:	Oversee and manage the infrastructure supporting finance related practices to ensure smooth operations. Plan and coordinate finance related activities. Review and verify all documentation for correctness before data capturing to maintain data integrity. Receive, organize and file all captured documentation in accordance with policies and procedures. Monitor, track and manage assets relevant to finance operations to ensure proper accountability.
ENQUIRIES	:	Eastern Cape: Ms Myataza Z Tel No: (043) 706 7866/Ms Mgugudo N Tel No: (043) 706 7882.
NOTE	:	Appointment under the Public Service Act.

POST 10/228 : **ADMINISTRATION CLERK: CLUBS**

SALARY : R228 321 per annum
CENTRE : **KwaZulu Natal Region:**
Waterval Ref No: KZN 2026/03/87
Pietermartizburg Ref No: KZN 2026/03/88
Western Cape Region:
Brandvlei Ref No: WC 2026/03/167
REQUIREMENTS : Grade 12. Relevant experience in a comparable environment will be an added advantage. Computer literate. Competencies and Attributes: Ability to plan, organise, lead and control. Change management. Presentation, conflict management, report writing. Time management. Confidentiality. Understanding of Public service policies and legislative frameworks. Service delivery and client orientation. Integrity and honest. Assertiveness. Ability to network. Influence and impact. Applied strategic thinking.
DUTIES : Manage mess and financial outlets. Oversee club and sub-club membership. Promote sport and recreation. Handle financial affairs of clubs and ensure proper management and safeguarding of assets.
ENQUIRIES : KwaZulu Natal Region: Mr Singh M Tel No: (033) 355 7380/Ms Zuma NI Tel No: (033) 355 7367.
Western Cape: Ms NA Mdladlamba Tel No: (021) 550 6014/Ms A Reddy Tel No: (021) 559 7929/Mr S Sikisazane Tel No: (021) 558 0108/Ms NC Sotyibi Tel No: (021) 558 0518.
NOTE : Appointment under the Public Service Act.

POST 10/229 : **ADMINISTRATION CLERK: CLUB TREASURER**

SALARY : R228 321 per annum
CENTRE : **Gauteng Region:**
Krugersdorp Ref No: GP 2026/03/181
Modderbee Ref No: GP 2026/03/182
REQUIREMENTS : Grade 12. Relevant experience in a comparable environment will be an added advantage. Computer literate. Competencies and Attributes: Ability to plan, organise, lead and control. Change management. Presentation, conflict management, report writing. Time management. Confidentiality. Understanding of Public service policies and legislative frameworks. Service delivery and client orientation. Integrity and honest. Assertiveness. Ability to network. Influence and impact. Applied strategic thinking.
DUTIES : Receive stock from suppliers. Collect and deposit cash from all trading points. Pay creditors and maintain payments to SARS. Compile income statements and balance sheet reconciliations. Perform bank reconciliations. Update Pastel System. Conduct stock taking at different trading points. Order stock as needed. Attend club meetings and take minutes. Manage club assets.
ENQUIRIES : Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179.
NOTE : Appointment under the Public Service Act.

POST 10/230 : **ADMINISTRATION CLERK: REGISTRATION (HR ADMINISTRATION)**

SALARY : R228 321 per annum
CENTRE : **Eastern Cape Region:**
St Albans Ref No: EC 2026/03/92
Free State and Northern Cape Region:
Grootvlei Ref No: FSNC 2026/03/130
Sasolburg Ref No: FSNC 2026/03/131
Western Cape Region:
Brandvlei Ref No: WC 2026/03/168
Southern Cape Ref No: WC 2026/03/169
REQUIREMENTS : Grade 12. Relevant experience in a comparable environment will be an added advantage. Computer literate. Competencies And Attributes: Ability to plan, organise, lead and control. Change management. Presentation, conflict management, report writing. Time management. Confidentiality. Understanding of Public service policies and legislative frameworks. Service delivery and client orientation. Integrity and honest. Assertiveness. Ability to network. Influence and impact. Applied strategic thinking.
DUTIES : Oversee archives and registry section. Transfer records to archives and retrieve them as needed. Dispose of redundant files. Maintain and control a

uniform filing system. Ensure safe keeping and proper organization of departmental files. Perform general filing tasks. Manage assets.

ENQUIRIES : Eastern Cape: Ms Myataza Z Tel No: (043) 706 7866/Ms Mgugudo N Tel No: (043) 706 7882.
Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsoane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027.
Western Cape: Ms NA Mdladlamba Tel No: (021) 550 6014/Ms A Reddy Tel No: (021) 559 7929/Mr S Sikisazane Tel No: (021) 558 0108/Ms NC Sotyibi Tel No: (021) 558 0518.

NOTE : Appointment under the Public Service Act.

POST 10/231 : **ADMINISTRATION CLERK: PRODUCTION WORKSHOP AND AGRICULTURE REF NO: FSNC 2026/03/132**

SALARY : R228 321 per annum
CENTRE : Free State and Northern Cape region: Regional Office
REQUIREMENTS : Grade 12. Relevant experience in a comparable environment will be an added advantage. Computer literate. Competencies and Attributes: Ability to plan, organise, lead and control. Change management. Presentation, conflict management, report writing. Time management. Confidentiality. Understanding of Public service policies and legislative frameworks. Service delivery and client orientation. Integrity and honest. Assertiveness. Ability to network. Influence and impact. Applied strategic thinking.

DUTIES : Provide comprehensive administrative and supportive services to the workshop. Register all work orders and manage administrative processes arising from requisitions. Update and maintain the Workshop Costing System. Enforce access control and maintain the neatness and organization of the safe, strong room and storeroom. Execute routine daily procedures to ensure smooth workshop operations. Manage and safeguard assets in line with policies and standards.

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

NOTE : Appointment under the Public Service Act.

POST 10/232 : **HUMAN RESOURCE CLERK: RECRUITMENT AND APPOINTMENT REF NO: FSNC 2026/03/133**

SALARY : R228 321 per annum
CENTRE : Free State and Northern Cape Region: Regional Office
REQUIREMENTS : Grade 12. Knowledge and experience in Human Resource Management and knowledge of PERSAL will be an added advantage. Computer literate. Competencies And Attributes: Ability to plan, organise, lead and control. Change management. Presentation, conflict management, report writing. Time management. Confidentiality. Understanding of Public service policies and legislative frameworks. Service delivery and client orientation. Integrity and honest. Assertiveness. Ability to network. Influence and impact. Applied strategic thinking.

DUTIES : Implement HR provisioning policies. Facilitate the appointment of new entry-level staff, interns and contract workers on PERSAL. Ensure all appointment documentation is properly completed and signed. Maintain accurate filing and record keeping. Liaise with Management Areas regarding recruitment and appointments. Ensure vetting is completed upon assumption of duty. Manage assets.

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

NOTE : Appointment under the Public Service Act.

POST 10/233 : **ADMINISTRATION CLERK**

SALARY : R228 321 per annum
CENTRE : **Gauteng Region:**
Regional Office Ref No: GP 2026/03/183
Free State and Northern Cape Region:
Bizzah Makhate: Development and Care (Ref: FSNC 2026/03/134
KwaZulu Natal Region:
Regional Office: Secretariat (Tender Committee) Ref No: KZN 2026/03/89
Western Cape Region:

Regional Office: Development and Care Ref No: WC 2026/03/170
Regional Office: Inspectorate Ref No: WC 2026/03/171
Southern Cape: Development and Care Ref No: WC 2026/03/172

REQUIREMENTS : Grade 12. Relevant experience in a comparable environment will be an added advantage. Computer literate. Competencies and Attributes: Ability to plan, organise, lead and control. Change management. Presentation, conflict management, report writing. Time management. Confidentiality. Understanding of Public service policies and legislative frameworks. Service delivery and client orientation. Integrity and honest. Assertiveness. Ability to network. Influence and impact. Applied strategic thinking. Ability to work under pressure and telephone etiquette.

DUTIES : Opening, closing and addressing incoming and outgoing mail. Filing documents, safe keeping classified materials and forwarding documents from various components. Requisitioning supplies and obtaining quotations. Monitoring and managing stock and assets. Arranging transport and booking accommodation. Organizing work sessions and workshops for the Directorate. Facilitating fund reallocation and distribution. Processing staff claims and leave applications. Maintain duty register. Overseeing and managing assets.

ENQUIRIES : Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsoane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027.
Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179.
KwaZulu Natal Region: Mr Singh M Tel No: (033) 355 7380/Ms Zuma NI Tel No: (033) 355 7367.
Western Cape: Ms NA Mdladlamba Tel No: (021) 550 6014/Ms A Reddy Tel No: (021) 559 7929/Mr S Sikisazane Tel No: (021) 558 0108/Ms NC Sotyibi Tel No: (021) 558 0518.

NOTE : Appointment under the Public Service Act.

POST 10/234 : **ADMINISTRATION CLERK: CORRECTIONS ADMINISTRATION REF NO: GP 2026/03/184**

SALARY : R228 321 per annum
CENTRE : Gauteng Region: Regional Office
REQUIREMENTS : Grade 12. Relevant experience in a comparable environment will be an added advantage. Computer literate. Competencies and Attributes: Ability to plan, organise, lead and control. Change management. Presentation, conflict management, report writing and facilitation skills. Time management. Confidentiality. Understanding of Public service policies and legislative frameworks. Service delivery and client orientation. Integrity and honest. Assertiveness. Ability to network. Influence and impact.

DUTIES : Handle all incoming and outgoing correspondence for the Regional Head: Corrections. Draft and type documents on behalf of the Regional Coordinator: Corrections Administration. Arrange, schedule and administer meetings. Plan and manage activities for the Regional Coordinator: Corrections Administration. Handle internal and external calls professionally. Communicate on behalf of the Regional Coordinator. Manage classified information securely. Ensure sensitive information is shared only on a need-to-know basis. Perform logistical administration tasks. Coordinate monthly statistics reporting for the Regional Coordinator. Manage assets effectively.

ENQUIRIES : Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179.

NOTE : Appointment under the Public Service Act.

POST 10/235 : **HUMAN RESOURCE CLERK: RECRUITMENT AND SELECTION**

SALARY : R228 321 per annum
CENTRE : **Eastern Cape Region:**
Mthatha Ref No: EC 2026/03/93
Gauteng Region:
Regional Office Ref No: GP 2026/03/185

REQUIREMENTS : Grade 12. Relevant experience in a comparable environment will be an added advantage. Computer literate. Competencies and Attributes: Ability to plan, organise, lead and control. Change management. Presentation, conflict management, report writing and facilitation skills. Time management. Confidentiality. Understanding of Public service policies and legislative

frameworks. Service delivery and client orientation. Integrity and honest. Assertiveness. Ability to network. Influence and impact.

DUTIES : Render clerical support for staff transfers and placements. Assist in processing and compiling appointment memoranda. Schedule interviews with prospective candidates. Assist in the interview and selection process. Present shortlisted candidates to selection panels. Compile memoranda for shortlists and interview panels. Secure storage of memoranda and confidential documentation. Control and manage personnel information. Retrieve mail from the registration office as required. Ensure proper management and control of assigned assets.

ENQUIRIES : Eastern Cape: Ms Myataza Z Tel No: (043) 706 7866/Ms Mgugudo N Tel No: (043) 706 7882.
Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179.

NOTE : Appointment under the Public Service Act.

POST 10/236 : **ADMINISTRATION CLERK: COMMUNICATIONS REF NO: GP 2026/03/186**

SALARY : R228 321 per annum
CENTRE : Gauteng Region: Regional Office
REQUIREMENTS : Grade 12. Relevant experience in a comparable environment will be an added advantage. Computer literate. Competencies and Attributes: Ability to plan, organise, lead and control. Change management. Presentation, conflict management, report writing and facilitation skills. Time management. Confidentiality. Understanding of Public service policies and legislative frameworks. Service delivery and client orientation. Integrity and honest. Assertiveness. Ability to network. Influence and impact.

DUTIES : Assist with the alignment and communication of organizational policies. Assist with planning, organizing and overseeing events while maintaining proper protocol. Assist with profiles management to enhance public image and communication. Assist with management of corporate gifts. Assist with execution of publicity campaigns to enhance organizational visibility. Maintain and reinforce brand image and identity across all platforms. Assist with management of departmental museums. Assist with handling media relations. Ensure proper control and maintenance of all PR related assets.

ENQUIRIES : Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179.

NOTE : Appointment under the Public Service Act.

POST 10/237 : **ADMINISTRATION CLERK: CAREER MANAGEMENT REF NO: GP 2026/03/187**

SALARY : R228 321 per annum
CENTRE : Gauteng Region: Modderbee
REQUIREMENTS : Grade 12. Relevant experience in a comparable environment will be an added advantage. Computer literate. Competencies and Attributes: Ability to plan, organise, lead and control. Change management. Presentation, conflict management, report writing and facilitation skills. Time management. Confidentiality. Understanding of Public service policies and legislative frameworks. Service delivery and client orientation. Integrity and honest. Assertiveness. Ability to network. Influence and impact.

DUTIES : Administration of performance management and development system. Provide administration during moderation process and merit list. Monitoring of long service recognition and grade progression data base. Administration of pay progression and performance bonuses. Compiling of memoranda, faxes and taking minutes during meetings. Manage assets.

ENQUIRIES : Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179.

NOTE : Appointment under the Public Service Act.

POST 10/238 : **ADMINISTRATION CLERK: TRANSPORT**

SALARY : R228 321 per annum
CENTRE : **Free State and Northern Cape Region:**
Kimberley Ref No: FSNC 2026/03/135
Gauteng Region:
Johannesburg Ref No: GP 2026/03/188 (X4 Posts)

Kgoši Mampuru II Ref No: GP 2026/03/189
Modderbee Ref No: GP 2026/03/190

REQUIREMENTS : Grade 12. Relevant experience in administration will be an added advantage Computer literate. Competencies and Attributes: Financial management, problem solving and decision-making. Plan, organise, lead and control. Change management. Team leadership. Project management, presentation, conflict management, report writing, training and development, facilitation and training skills. Time management. Confidentiality. Coaching and mentoring. Understanding of Public service policies and legislative frameworks. Service delivery and client orientation. Integrity and honest. Assertiveness. Ability to network. Influence and impact. Applied strategic thinking. Willingness to travel. Knowledge of Traffic Regulations. Basic knowledge and insight of the Public Service Financial legislation (PFMA and Financial Manual). Basic knowledge of financial functions and practices.

DUTIES : Issue and manage GG vehicles, including inspecting them prior to issuance and upon return. Facilitate vehicle maintenance by booking services, delivering vehicles to service points and recollecting them afterward. Liaise with G-Fleet officials to report vehicle conditions and register any issues. Oversee the cleaning and tidying of government vehicles. Ensure proper management of all associated assets.

ENQUIRIES : Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsoane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027.
Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179.

NOTE : Appointment under the Public Service Act.

POST 10/239 : **ACCOUNTING CLERK: LEDGER, DEPARTMENT AND ACTIVITY REF NO: EC 2026/03/94**

SALARY : R228 321 per annum
CENTRE : Eastern Cape region: East London
REQUIREMENTS : Grade 12. Experience in governmental financial system will be an added advantage. Computer literate. Competencies and Attributes: Financial management, problem solving and decision-making. Plan, organise, lead and control. Change management. Team leadership. Project management, presentation, conflict management, report writing, training and development, facilitation and training skills. Time management. Confidentiality. Coaching and mentoring. Understanding of Public service policies and legislative frameworks. Service delivery and client orientation. Integrity and honest. Assertiveness. Ability to network. Influence and impact. Applied strategic thinking. Willingness to travel.

DUTIES : Ensure that all financial accounting systems and directives or policies are kept up to date and complied with. Maintain the integrity and accuracy of financial data and information. Exercise control over all financial accounting documents, records and registers. Monitor and control ledger accounts as well as related financial activities. Manage assets.

ENQUIRIES : Eastern Cape: Ms Myataza Z Tel No: (043) 706 7866/Ms Mgugudo N Tel No: (043) 706 7882.

NOTE : Appointment under the Public Service Act.

POST 10/240 : **ADMINISTRATION CLERK: SOCIAL REINTERGRATION REF NO: EC 2026/03/95**

SALARY : R228 321 per annum
CENTRE : Eastern Cape Region: Regional Office
REQUIREMENTS : Grade 12. Relevant experience in a comparable environment will be an added advantage. Computer literate. Competencies and Attributes: Financial management, problem solving and decision-making. Plan, organise, lead and control. Change management. Project management, presentation, conflict management, report writing, training and development, facilitation and training skills. Time management. Confidentiality. Understanding of Public service policies and legislative frameworks. Service delivery and client orientation. Integrity and honest. Assertiveness. Ability to network. Influence and impact. Applied strategic thinking. Willingness to travel.

DUTIES : Type and compile memoranda and presentations. Execute office and general administrative duties. Manage the electronic document tracking system. Acknowledge receipt of documents. Manage the diary and schedule

appointments. Record and distribute meeting minutes. Exercise inventory control. Arrange transport, book accommodation and coordinate work sessions or workshops with relevant stakeholders upon request. Assist with the consolidation of returns. Process staff claims. Maintain duty registers and process leave applications. Manage assets.

ENQUIRIES : Eastern Cape: Ms Myataza Z Tel No: (043) 706 7866/Ms Mgugudo N Tel No: (043) 706 7882.

NOTE : Appointment under the Public Service Act.

POST 10/241 : **SECRETARY**

SALARY : R228 321 per annum

CENTRE : **Eastern Cape Region:**
Regional Office: Office of the Regional Commissioner Ref No: EC 2026/03/96
St Albans: Office of the Area Commissioners Office Ref No: EC 2026/03/97
Free State and Northern Cape Region:
Regional Office: Office of the Regional Head: Facilities Ref No: FSNC 2026/03/136
Gauteng Region:
Regional Office: Office of the Regional Commissioner Ref No: GP 2026/03/191
Regional Office: Office of the Regional Head: Development and Care Ref No: GP 2026/03/192
Regional Office: Office of the Regional Head: Corporate Services Ref No: GP 2026/03/193
Johannesburg: Office of the Area Commissioner Ref No: GP 2026/03/194
Johannesburg: Office of the Area Coordinator: Development and Care Ref No: GP 2026/03/195
Leeuwkop: Office of the Area Commissioner Ref No: GP 2026/03/196)
KwaZulu Natal Region:
Regional Office: Office of the Regional Head: Development and Care Ref No: KZN 2026/03/90
Limpopo, Mpumalanga and North West Region:
Witbank: Office of the Area Commissioner Ref No: LMN 2026/02/142
Western Cape Region:
Allandale: Office of the Area Commissioner Ref No: WC 2026/03/173
Brandvlei: Office of the Area Commissioner Ref No: WC 2026/03/174
Overberg: Office of the Area Commissioner Ref No: WC 2026/03/175
Drakenstein: Office of the Area Commissioner Ref No: WC 2026/03/176

REQUIREMENTS : Grade 12 with typing as a subject or any other training course or qualification that will enable the person to perform the work satisfactorily. Computer literate. Competencies and Attributes: Honesty and integrity. Attention to detail. Plan and organize. Punctuality and confidentiality. Service delivery and client orientation. Excellent communication skills (written and verbal). Ability to work under pressure. Ability to coordinate and organize work related tasks. Good telephone etiquette. High level of reliability. Ability to act with tact and discretion.

DUTIES : Execute office and general administrative duties. Screen and answer telephone calls. Type correspondence. Compile documentation and presentations. Ensure proper record management through effective filing systems. Manage electronic document tracking system. Maintain diary and manage appointments. Responsible for the management of document tracking system. Arrange and coordinate meetings, workshops etc. Facilitate the procurement of office equipment such as stationery. Perform all such tasks and duties related to the role. Make all transport arrangements for conferences, courses, meetings and hearings away from the office. Management of assets.

ENQUIRIES : Eastern Cape: Ms Myataza Z Tel No: (043) 706 7866/Ms Mgugudo N Tel No: (043) 706 7882.
Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsoane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027
Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179
KwaZulu Natal Region: Mr Singh M Tel No: (033) 355 7380/Ms Zuma NI Tel No: (033) 355 7367
Limpopo, Mpumalanga and North West Region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD Tel No: (012) 306 2034

		Western Cape: Ms NA Mdladlamba Tel No: (021) 550 6014/Ms A Reddy Tel No: (021) 559 7929/Mr S Sikisazane Tel No: (021) 558 0108/Ms NC Sotyibi Tel No: (021) 558 0518.
NOTE	:	Appointment under the Public Service Act.
POST 10/242	:	**DRIVER/MESSENGER**
SALARY	:	R193 359 per annum
CENTRE	:	**Gauteng Region:** Regional Office: Office of the Regional Commissioner Ref No: GP 2026/03/197 Boksburg Ref No: GP 2026/03/198 Modderbee Ref No: GP 2026/03/199 **Limpopo, Mpumalanga and North West Region:** Regional Office: Office of the Regional Commissioner Ref No: LMN 2026/03/143
REQUIREMENTS	:	Grade 12. Three (3) years' experience in driving. Completion of an advanced driver's course will be an advantage. Computer literate. Valid driver's licence. Competencies and Attributes: Knowledge of Government regulations relating to Transport. Financial management, problem solving and decision-making. Plan, organise, lead and control. Change management. Project management, presentation, conflict management, report writing, training and development, facilitation and training skills. Time management. Confidentiality. Understanding of Public service policies and legislative frameworks. Service delivery and client orientation. Integrity and honest. Assertiveness. Ability to network. Influence and impact.
DUTIES	:	Drive light and medium motor vehicles to transport passengers and deliver other items (mail and documents). Collect and deliver documentation and related items in the Department. Make copies of documents and assist in the registry. Distribute documents in and outside of the Department. Maintain the vehicle allocated by ensuring it is kept clean, in good working condition and used in accordance with departmental policies and regulations. Keep accurate record of all the official trips and complete the logbook. Manage assets.
ENQUIRIES	:	Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179. Limpopo, Mpumalanga and North West Region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD Tel No: (012) 306 2034.
NOTE	:	Appointment under the Public Service Act
POST 10/243	:	**DATA CAPTURERS**
SALARY	:	R193 359 per annum
CENTRE	:	**Gauteng Region:** Modderbee Ref No: GP 2026/03/200 Boksburg (Juvenile) Ref No: GP 2026/03/201
REQUIREMENTS	:	Grade 12 with typing as a subject. Ability to type approximately 55 words per minute. Successful completion of a word processing course. Computer literate. Competencies and Attributes: Financial management, problem solving and decision-making. Plan, organise, lead and control. Change management. Project management, presentation, conflict management and report writing. Time management. Confidentiality. Understanding of Public service policies and legislative frameworks. Service delivery and client orientation. Integrity and honest. Assertiveness. Ability to network. Influence and impact. Applied strategic thinking. Willingness to travel.
DUTIES	:	Capture data from available records into the required formats such as databases, tables and spreadsheets. Verify queries of missing data and correct errors observed during data entry. Review and validate all captured data from records before submission. Make regular backups to ensure data safety. Update registers and statistics as required. Keep and maintain accurate records and files. Ensure that records and files are properly sorted and secured. Provide information to relevant components when required. Manage assets.
ENQUIRIES	:	Gauteng region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179.
NOTE	:	Appointment under the Public Service Act

POST 10/244 : **SWITCHBOARD OPERATOR**

SALARY : R193 359 per annum

CENTRE : **Eastern Cape Region:**
St Albans: PE Centre Ref No: EC 2026/03/98
Gauteng Region:
Modderbee: Nigel Ref No: GP 2026/03/202
KwaZulu Natal Region:
Pietermaritzburg Ref No: KZN 2026/03/91
Sevontein Ref No: KZN 2026/03/92
Umzinto Ref No: KZN 2026/03/93
Limpopo, Mpumalanga and North West Region:
Rustenburg Ref No: LMN 2026/03/144
Western Cape Region:
Allandale Ref No: WC 2026/03/177
Regional Office Ref No: WC 2026/03/178
Goodwood Ref No: WC 2026/03/179
Overberg Ref No: WC 2026/03/180
Voorberg Ref No: WC 2026/03/181

REQUIREMENTS : Grade 12. Experience in the operation of the switchboard. Good communication skills as well as a strong and friendly personality. Computer literate. Valid driver's licence will be an added advantage. Competencies and Attributes: Good communication, plan, organise, lead and control. Conflict management and report writing and time management skills. Confidentiality. Understanding of Public service policies and legislative frameworks. Service delivery and client orientation. Integrity and honest. Assertiveness. Ability to network. Influence and impact. Applied strategic thinking. Willingness to travel.

DUTIES : Ensure the proper maintenance of switchboard equipment. Handle incoming telephone calls and redirect them to the appropriate individuals. Keep an updated telephone contact list. Record and maintain the register for security related matters. Manage assets.

ENQUIRIES : Eastern Cape: Ms Myataza Z Tel No: (043) 706 7866/Ms Mgugudo N Tel No: (043) 706 7882
Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179.
KwaZulu Natal Region: Mr Singh M Tel No: (033) 355 7380/Ms Zuma NI Tel No: (033) 355 7367.
Limpopo, Mpumalanga and North West Region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD Tel No: (012) 306 2034.
Western Cape: Ms NA Mdladlamba Tel No: (021) 550 6014/Ms A Reddy (021) 559 7929/Mr S Sikisazane Tel No: (021) 558 0108/Ms NC Sotyibi Tel No: (021) 558 0518.

NOTE : Appointment under the Public Service Act.

POST 10/245 : **SOCIAL AUXILIARY WORKER GRADE 1**
(12 Months Contract)

SALARY : R192 972 per annum, (plus 37% in lieu of benefits)

CENTRE : **Western Cape Region:**
Brandvlei Ref No: WC 2026/03/182
Breede River Ref No: WC 2026/03/183
Overberg Ref No: WC 2026/03/184
West Coast Ref No: WC 2026/03/185

REQUIREMENTS : Registration with the SA Council for Social Service Professions (SACSSP) as a Social Auxiliary Worker. Computer literate. Competencies and Attributes: Report writing, problem solving, interpersonal relations, conflict resolution and communication skills. Integrity and honesty. Friendly and adaptable. Self-discipline. Ability to work under pressure. Punctuality. Ability to network and willingness to travel.

DUTIES : Keep updated on the Victim Offender Dialogue Programme and the objectives and targets as set out in the Strategic Plan and Operational Plan. Locate victims. Keep records on all attempts to locate victims. Orientation of victims with regard to the aims and benefits of the Victim Offender Dialogue programme. Facilitate contact between offender and victim. Assessment of potential areas of conflict. Referral of identified areas of conflict to the Departmental social workers for further intervention. Provision of particulars of

victims to Case Management Committee and Parole Boards. Establish database of available support structures in the community (NGO's, religious care organizations, etc). Orientation of NGO's community leaders and other stakeholders with regard to the aims and benefits of the Victim Offender Dialogue Programme. Orientate NGO's, community leaders and families of both the offender as well as the victim (s) regarding the benefits of the acceptance and reintegration of offenders into the communities. Handling monthly returns to Head Office with regard to performance on targets as contained in the Strategic Plan. Provision of needs to Head Community Corrections with regard to communication and travel.

ENQUIRIES : Western Cape: Ms NA Mdladlamba Tel No: (021) 550 6014/Ms A Reddy Tel No: (021) 559 7929/Mr S Sikisazane Tel No: (021) 558 0108/Ms NC Sotyibi Tel No: (021) 558 0518.

NOTE : Appointment under the Public Service Act

ANNEXURE C

DEPARTMENT OF DEFENCE

CLOSING DATE : 08 April 2026 at 16h00 (Applications received after the closing date and faxed copies will not be considered).

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

OTHER POSTS

POST 10/246 : **DEPUTY DIRECTOR COMPLIANCE VERIFICATION REF NO: NCACI/06/10/26**
Directorate: National Conventional Arms Control Inspectorate

SALARY : R896 436 – R1 055 958 per annum (Level 11)
CENTRE : Armscor Building, Erasmuskloof, Pretoria
REQUIREMENTS Grade 12 (NQF L4) or equivalent with (NQF Level 6) National Diploma/Diploma/Advance Diploma in Public Administration/Business Administration/Law as recognised by SAQA with a minimum of three (3) years proven experience in a junior management level. Special requirements (skills needed): Competency in effective communication and writing. Strong analytical thinking; problem solving; negotiation; investigation and reporting skills; planning; organizing; administration and interpersonal relation skills. Driver license is essential. Knowledge in Conventional Arms Control/ Compliance Verification and Investigation background. The successful candidate must be flexible, prepared to travel and work under pressure. Knowledge in the following general management competencies is strongly recommended:

financial management, human resource management and general operation management. The person to be appointed should have the following general attributes: Ability to lead and give direction to subordinates.

DUTIES : Manage compliance verification in the defence – related industry to ensure the trade in controlled items and possession is conducted in compliance with the RFMA Act, NCAC Act and its accompanying regulations. Conduct National and International verifications for foreign end users, including meetings, shows and exhibitions. Advice the NCACC on issues of compliance in terms of compliance verification conducted. Manage the review process for all permits to be issued to companies. Manage the gathering of information to facilitate the successful imposition of administrative fines in cases of non- compliance. Manage resources (Human, Finance, Assets, PMDS, Training of subordinates).

ENQUIRIES : Mr C.S. Maseko Tel No: (012) 355 5077

APPLICATIONS : Department of Defence, Directorate National Conventional Arms Control Inspectorate (NCACI), Private Bag X910, Pretoria, 0001. Armscor Building C/O Nossob & Boeing Street, Erasmuskloof or email to christopher.maseko@dod.mil.za

POST 10/247 : **FOOD SERVICE AID: SUPERVISOR REF NO: JSBGAR/09/10/26/01 (X2 POSTS)**

These posts are being re-advert Applicants who previously applied for these posts are encouraged to re-apply.

SALARY : R193 359 - R227 766 per annum (Level 04)

CENTRE : Joint Support Base (JSB) Garrison, Thaba Tshwane

REQUIREMENTS : A minimum of Grade 11 (NQF Level 3) or equivalent with at least 3 years' experience in food service aid environment. Special requirements (Skills needed): Language proficiency in English (written and verbal). Planning and organising skills. Good interpersonal skills. Operating skills. Inventory management skills. Cleaning and maintenance. Understanding of health and safety regulations to prevent contamination. Be able to work after hours when the unit is hosting functions and or formal dinners after hours.

DUTIES : Effective supervising of supervise food service aids, create shift schedules, manage attendance and ensure adequate staffing. Ensure that the dining hall is clean at all times, tables are clean, neat and set correctly according to the menu. Train stuff on food safety. Ensure that cutlery, serviettes condiments, butter and assorted jams are available on the tables. Maintain cleanness and safety standards. Assist in preparing and serving food. Report all losses, damages and theft observed. Ensure food quality and presentation meet standards.

ENQUIRIES : Lt Col A. Zombe Tel No: (012) 684 2198 / Ms M.T.P. Lekgetho Tel No: (012) 684 2029

APPLICATIONS : Department of Defence, Joint Support Base Garrison, 42 Broadway East Private Bag X1038, Valhalla, Pretoria, 0137 or hand deliver at Joint Support Base Garrison, No1 Van Reeback Road, Thaba Tshwane or email to Ndishavhelafhi.Netshutungulu@dod.mil.za

POST 10/248 : **CLEANER: SUPERVISOR REF NO: JSBGAR/09/10/26/02 (X2 POSTS)**

These posts are being re-advert Applicants who previously applied for these posts are encouraged to re-apply.

SALARY : R193 359 – R227 766 per annum (Level 04)

CENTRE : Joint Support Base (JSB) Garrison, Thaba Tshwane

REQUIREMENTS : ABET Level 4 or equivalent with a minimum 2 years' experience in cleaning services environment. Special requirements (Skills needed): Knowledge of types and purpose of cleaning materials and operating cleaning equipment. Good understanding of Occupational Health and Safety Act (OHSA). Ability to handle large staff component. Good interpersonal skills and effective communication skills. Problem solving and analytical skills.

DUTIES : Effective supervising of cleaning services. Inspecting physical environments to ensure hygiene and cleanliness. Monitor availability and condition of cleaning equipment. Control inventory of cleaning materials and equipment in various buildings. Order, receive and issue cleaning materials. Compile cleaning reports. Draft cleaning programs for various buildings. Liaise with seniors timeously with regards to problem situations that may arise. Control and manage leave for the cleaning personnel under supervision. Monitor and manage discipline of subordinates. Manage staff according to PMDS.

ENQUIRIES : Lt Col A. Zombe Tel No: (012) 684 2198 / Ms M.T.P. Lekgetho Tel No: (012) 684 029

APPLICATIONS : Department of Defence, Joint Support Base Garrison, 42 Broadway East Private Bag X1038, Valhalla, Pretoria, 0137 or hand deliver at Joint Support Base Garrison, No1 Van Reeback Road, Thaba Tshwane or email to Ndishavhelafhi.Netshutungulu@dod.mil.za

POST 10/249 : **FOOD SERVICE AID REF NO: JSBGAR/09/10/26/03 (X5 POSTS)**
These posts are being re-advert Applicants who previously applied for these posts are encouraged to re-apply.

SALARY : R138 486 – R163 131 per annum (Level 02)
CENTRE : Joint Support Base (JSB) Garrison, Thaba Tshwane
REQUIREMENTS : A minimum of ABET qualification. No experience. Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Basic knowledge of health and safety. Knowledge of food preparation. Knowledge of basic food preparation equipment. Ability to operate cleaning machines. Ability to perform routine tasks. Ability to work in shifts. Good interpersonal relation, endurance, good integrity, punctuality.
DUTIES : Prepare meals. Prepare snacks. Make salads. Prepare drinks for each meal. Make garnish for meals and snacks. Assist with the dishing up of food per meal. Assist with the receiving of rations. Assist with food preparations and other related responsibilities during field exercises. Remove kitchen waste. Pack supplies received in the food storage areas. Keep the kitchen, dining hall and food storage areas clean and tidy. Apply hygiene as well as safety measures in work environment.
ENQUIRIES : Lt K.P. Matebula Tel No: (012) 684 2198 or Ms M.T.P. Lekgetho Tel No: (012) 684 2029.
APPLICATIONS : Department of Defence, Joint Support Base Garrison, 42 Broadway East Private Bag X1038, Valhalla, Pretoria, 0137 or hand delivered at Joint Support Base Garrison, No1 Van Reeback Road, Thaba Tshwane or email to Ndishavhelafhi.Netshutungulu@dod.mil.za

POST 10/250 : **CLEANER REF NO: JSBGAR/09/10/26/04 (X5 POSTS)**
These posts are being re-advert Applicants who previously applied for these posts are encouraged to re-apply.

SALARY : R138 486 – R163 131 per annum (Level 02)
CENTRE : Joint Support Base (JSB) Garrison, Thaba Tshwane
REQUIREMENTS : A minimum of ABET qualification. No experience. Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Knowledge of basic maintenance of cleaning machinery with low level of complexity in operating it. Knowledge of basic hand tools and cleaning equipment. Ability to operate cleaning machines. Ability to perform routine tasks. Ability to work in team and individually.
DUTIES : Perform cleaning related duties in offices and other facilities as determined by Supervisor (i.e. sweeping, vacuuming, window cleaning, dusting, polishing furniture and floors). Clean ablution facilities. Report any defects in the work place to immediate supervisor.
ENQUIRIES : Lt K.P. Matebula Tel No: (012) 684 2198 or Ms M.T.P. Lekgetho Tel No: (012) 684 2029
APPLICATIONS : Department of Defence, Joint Support Base Garrison, 42 Broadway East Private Bag X1038, Valhalla, Pretoria, 0137 or hand delivered at Joint Support Base Garrison, No1 Van Reeback Road, Thaba Tshwane or email to Ndishavhelafhi.Netshutungulu@dod.mil.za

POST 10/251 : **GROUNDSMAN REF NO: JSBGAR/09/10/26/05 (X5 POSTS)**
These posts are being re-advert Applicants who previously applied for these posts are encouraged to re-apply.

SALARY : R138 486 – R163 131 per annum (Level 02)
CENTRE : Joint Support Base (JSB) Garrison, Thaba Tshwane
REQUIREMENTS : A minimum of ABET qualification. No experience. Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Basic knowledge of health and safety. Knowledge of basic maintenance of machinery with low level of complexity in operating it. Knowledge of basic hand tools and cleaning equipment. Ability to operate cleaning machines. Knowledge of

		gardening and maintenance of equipment. Ability to perform routine tasks. Ability to work in team and individually.
DUTIES	:	Cultivate garden areas. Prepare soil for the planting of plants. Maintain flower and other beds by fertilizing, irrigating, weeding and pruning. Mow lawns and cut edges. Load and unload various articles and equipment needed on the grounds. Irrigate lawns. Remove refuge from the terrain. Load refuge on the truck for transformation to refuge dumps or burn refuge. Maintain neatness of unit areas.
ENQUIRIES	:	Lt K.P. Matebula Tel No: (012) 684 2198 or Ms M.T.P. Lekgetho Tel No: (012) 684 2029
APPLICATIONS	:	Department of Defence, Joint Support Base Garrison, 42 Broadway East Private Bag X1038, Valhalla, Pretoria, 0137 or hand delivered at Joint Support Base Garrison, No1 Van Reeback Road, Thaba Tshwane or email to Ndishavhelafhi.Netshutungulu@dod.mil.za

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 : 08 April 2026 at 16:00 (walk-in) and 23:59 (online)

NOTE : All attachments for online application must include an application form Z83 and CV only combined, in PDF and as one (1) document or attachment. Zipped and JPEG documents will not be accepted. indicate the correct job title and the reference number of the post on the subject line of your email. Use the correct email address associated with the post. Failure to do so, your application will be disqualified. Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using the incorrect application for employment (old Z83) will not be considered. Each post(s) advert must be accompanied by its own application form for employment and must be fully completed, initialled and signed by the applicant as instructed below. Failure to fully complete, initial and sign the Z83 form will lead to disqualification of the application during the selection process. All fields of Section A, B, C and D of the Z83 must be completed in full. Section E, F, G (Due to the limited space on the Z83 it is acceptable for applicants to indicate refer to CV or see attached. However, the question related to conditions that prevent re-appointment under Part "F" must be answered and declaration signed. Only an updated comprehensive CV (with detailed previous experience if any) and a completed and signed new Z83 application form is required. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following the communication from Human Resources and such qualification(s) and other related document(s) will be in line with the requirements of the advert. Non-RSA Citizens/Permanent Resident Permit holders in posession 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 soley for the purpose of this promotion and will not be shared with third parties without prior consent unless required by law. The Department reserves the right not to make any appointment(s) to the below advertised post(s). The successful candidate will be expected to sign a performance agreement. The Department is an equal opportunity affirmative action employer. The Employment Equity Plan of the Department shall inform the employment decision. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s)

ERRATUM: Please be advised that the position of Deputy Director: Management Support Services (HR & Finance) with Ref No: HR4/26/02/02HO, has been withdrawn. The Sorry for any inconvenience this may have caused. For inquiries, please contact Dr. Noel Sicwebu Tel No: (012) 309 4382. The experience required for the post of Assistant Director: Risk Management with Ref No: HR4/26/03/06HO is Four (4) years' experience in Risk Management/ Internal Audit/Accounting of which two (2) years at a Supervisory level. The post of Deputy Director: SAP Application Maintenance and Support with Ref No: HR4/26/03/04HO is a re-advertisement, applicants who previously applied

must re-ply not application who previously applied must re-apply that statement is incorrect. For enquiries: Mr Frank Thengwayo Tel No: (012) 309 4497. These positions are advertised on Public Service Vacancy 09 of 2026 dated 13 March 2026, with a closing date of 27 March 2026

OTHER POSTS

POST 10/252 : **DEPUTY DIRECTOR: LABOUR CENTRE OPERATIONS (X3 POSTS)**

SALARY : R1 059 105 per annum, (all inclusive)
CENTRE : Stanger Labour Centre Ref No: HR 4/4/03/39 (X1 Post)
Verulam Labour Centre Ref No: HR/4/4/03/40 (X1 Post)
Ladysmith Labour Centre Ref No: HR4/4/3/41 (X1 Post)
REQUIREMENTS : Three (3) years National Diploma (NQF 6) / Undergraduate Bachelor Degree (NQF 7) in Financial Management, Accounting, Human Resource Management, Labour Relations, Social science, Engineering Sciences, Public Administration/Management, Business Administration/ Management, Operations Management, Project Management, three (3) years Legal qualification. Five (5) years' experience of which two (2) at an Assistant Director level and three (3) years functional experience in Labour Market Operations/Service delivery environment. Valid Driver's license. Knowledge: Public Finance Management Act. Treasury Regulations. Supply Chain Management processes. Asset Management. All labour Legislations. Departmental Policies and Procedures. Public Service Regulations. Batho Pele Principles. Skills: Management. Computer. Presentation Skills. Communication (Both Verbal and written). Interpersonal. Conflict Management. Leadership. Project Management. Diversity Management. Change Management, Monitoring and Evaluation.
DUTIES : Manage the service delivery objectives as per mandate of the Department of Employment and Labour. Represent the Department in key stakeholder forums including interdepartmental structures of government and municipalities including those dictated by the District Development Model (DDM). Implement and manage service delivery improvement interventions. Manage all resources of the Labour Centre.
ENQUIRIES : Dr N Kahla Tel No: (031) 3662116
APPLICATIONS : Acting Chief Director: Provincial Operations: P O Box 940, Durban, 4001 or hand deliver at: Department of Employment and Labour, The Royal Hotel, 267 Anton Lembede Street, Durban, 4001 or Email: Jobs-KZN33@LABOUR.gov.za

POST 10/253 : **DEPUTY DIRECTOR: LABOUR ACTIVATION PROGRAMMES REF NO: HR4/4/3/3/2DDLAP/UIF (X4 POSTS)**
(3- Year Contract)

SALARY : R896 436 per annum, (all-inclusive)
CENTRE : Unemployment Insurance Fund, Pretoria
REQUIREMENTS : An undergraduate qualification in Public Administration / Public Management / Business Administration / Business Management / Development Studies / Project Management / Social Science / Risk Management / Auditing / Accounting at NQF level 6 as recognized by SAQA. Five (5) years' experience of which three (3) years must be functional experience in Labour Activation Programmes / Project Management / Employment and Job Preservations Programmes / Enterprise Development / Entrepreneurial environment and two (2) years' experience at Assistant Director / Junior management level. Knowledge: Departmental and the Fund's Policies and Procedures. Public Financial Management Act (PFMA). Unemployment Insurance and Unemployment Insurance Contributions Act. All Labour legislations. Project Management. Batho Pele Principles. Skills: Planning and Organizing. People Management. Conflict Management. Analytical. Problem Solving. Communication. Computer Literacy. Ability to think strategically. Event Management. Coordination. Facilitation. Project Management.
DUTIES : Coordinate collaborations with relevant stakeholders on training / skills programmes that will benefit UIF beneficiaries. Manage the process of identifying beneficiaries and institutions to be funded for Labour Activation Programmes. Monitor the activities of institutions receiving funding and report on constrains including corrective actions. Participate in advocacy campaigns to create awareness on Labour Activation Programmes in operation within the

Communications Business units. Manage resources in the section (Human, Finance, Equipment and Assets).

ENQUIRIES : Ms Pumla Duma Tel No: (012) 337 1767
APPLICATIONS : email: Jobs-UIF18@labour.gov.za

POST 10/254 : **ASSISTANT DIRECTOR: FINANCIAL MANAGEMENT REF NO: HR4/4/03/37**

SALARY : R582 444 per annum
CENTRE : Provincial Office: Durban
REQUIREMENTS : A three (3) year tertiary qualification (NQF Level 6) in Financial Management/ Public Finance Management/ Cost and Management Accounting/ Financial Accounting, Accounting Science, Auditing. Four (4) years' experience of which two (2) years must be supervisory experience. Knowledge: Unemployment Insurance Act (UIA). Unemployment Insurance Contributions Act (UICA). Generally Recognized Accounting Principles (GRAP). Generally Accepted Accounting Principles (GAAP). Treasury Regulations. Public Service Act (PSA). Public Service Regulation (PSR). Basic Condition of Employment Act (BCEA). Public Financial Management Act (PFMA). Skills: Innovative/Creative, Report Writing, People Management, Financial Management, Communication (both verbal and written), Computer literacy, Time Management, Interpersonal, Budgeting.
DUTIES : Facilitate the payment of UIF benefits in relation to accounts receivable and payable functions. Coordinate financial activities relating to procurement of goods and services including reconciliation of accounts. Facilitate Integrated Budget Planning and expenditure relating to UIF operations. Coordinate the provisioning of technical support and report on all UIF Financial matters including financial systems. manage resources in the unit.
ENQUIRIES : Mr S Mchunu Tel No: (031) 366 2000
APPLICATIONS : Chief Director: Provincial Operations: P.O Box 940, Durban, 4000 or hand deliver at 267 Anton Lembede Street, Durban. For online applications Email to: Jobs-KZN10@labour.gov.za
FOR ATTENTION : Sub-directorate: Human Resources Operations, KwaZulu-Natal

POST 10/255 : **ASSISTANT DIRECTOR: LAP PROJECT ACCOUNTANT REF NO: HR4/4/3/2ASDLAPPA/UIF**
(1-Year Contract)

SALARY : R468 459 per annum, plus 37% in lieu of benefits
CENTRE : Unemployment Insurance Fund, Pretoria
REQUIREMENTS : Three-year tertiary qualification (NQF Level 6) in Accounting Sciences/ Financial Management / Commerce. Four (4) years' experience in Financial Management and governance of which two (2) years must be functional and two (2) years' experience at Supervisory level. Knowledge: Public Finance Management Act (Act 1 of 1999). Basic Conditions of Employment Act (Act 75 of 1997). Public Service Regulations (PSR). Public Service Act (Act 103 of 1994). Unemployment Insurance Act (Act 63 of 2001). Unemployment Insurance Contributions Act (Act 4 of 2002). Intergovernmental Relations Framework Act (Act 13 of 2005). Skills Development (Act 97 of 1998). Protection of Personal Information Act (Act 4 of 2013). Treasury Regulations. Generally Recognised Accounting Principles (GRAP). International Financial Reporting Standards (AFRS). Batho Pele Principles. National Youth Employment Accord. National Youth Policy 2020 – 2030 Skills: Financial. Communication. Training and Coaching. Diversity Management. Problem Solving. Computer Literacy. Time Management. Report Writing. Planning. Analytical. Numeracy. Presentation. Interpersonal. Research. Monitoring and Evaluation.
DUTIES : Reconcile payments for Employability Initiatives for the unemployed, Temporary Employer – Employee Relive Scheme and Business Turnaround and Recovery Programme. Process invoices received by the UIF for LAP projects. Provide inputs into financial reports on invoices paid and commitment schedule for LAP projects. Implement internal controls. Serve as Secretariats for all LAP Committees.
ENQUIRIES : Ms PP Duma Tel No: (012) 337 1767
APPLICATIONS : email: Jobs-UIF19@labour.gov.za

POST 10/256	:	**ASSISTANT DIRECTOR: LABOUR ACTIVATION PROGRAMMES REF NO: HR4/4/3/2ASDLAP/UIF (X70 POSTS)** (3-Year Contract)
SALARY	:	R468 459 per annum, plus 37% in lieu of benefits
CENTRE	:	Unemployment Insurance Fund, Pretoria Ref No: HR4/4/3/2ASDLAP/UIF (X10 Posts) Provincial Office: Gauteng Ref No: HR4/4/3/2ASDLAP/GP (X15 Posts) Provincial Office: Kwa-Zulu Natal Ref No: HR4/4/3/2ASDLAP/KZN (X11 Posts) Provincial Office: Eastern Cape Ref No: HR4/4/3/2ASDLAP/EC (X9 Posts) Provincial Office: Mpumalanga Ref No: HR4/4/3/2ASDLAP/MP (X4 Posts) Provincial Office: Limpopo Ref No: HR4/4/3/2ASDLAP/LP (X4 Posts) Provincial Office: Free State Ref No: HR4/4/3/2ASDLAP/FS (X5 Posts) Provincial Office: North West Ref No: HR4/4/3/2ASDLAP/NW (X3 Posts) Provincial Office: Northern Cape Ref No: HR4/4/3/2ASDLAP/NC (X3 Posts) Provincial Office: Western Cape Ref No: HR4/4/3/2ASDLAP/WC (X6 Posts)
REQUIREMENTS	:	An undergraduate qualification in Public Administration / Public Management / Business Administration / Business Management / Development Studies / Project Management / Social Science / Risk Management / Auditing / Accounting at NQF level 6 as recognized by SAQA. Four (4) years' experience of which two (2) years must be functional experience in Labour Activation Programmes / Project Management / Employment and Job Preservations Programmes / Enterprise Development / Entrepreneurial environment and two (2) years' at Supervisory level. Knowledge: Public Financial Management Act (PFMA). Public Service Regulations (PSR). Labour Activation Framework. Skills Development Act (SDA). Project Management Principles (PMP). Diversity Management. Basic Education and Training (BET). Unemployment Insurance Act (UIA). Unemployment Insurance Contributions Act (UICA). Project Management Methodologies (PMBOK). Skills: Negotiation. Interpersonal. Presentation. Problem Solving. Planning and Organizing. Policy analysis and interpretation. Communication (verbal and written). Computer Literacy. Report Writing.
DUTIES	:	Facilitate engagements with relevant stakeholders on Temporary Employer-Employee Relief Scheme, Business Turnaround and Recovery Programme and Employability of the Unemployed projects. Coordinate the implementation of Temporary Employer-Employee Relief Scheme, Business Turnaround and Recovery Programme and Employability of the Unemployed in line the mandate of the Fund in the relevant provinces. Facilitate Awareness campaigns on Temporary Employer-Employee Relief Scheme, Business Turnaround and Recovery Programmer and Employability of the Unemployed. Source approval of Temporary Employer-Employee Relief Scheme, Business Turnaround and Recovery Programme and Employability of the Unemployed projects. Monitor Temporary Employer-Employee Relief Scheme, Business Turnaround and Recovery Programme and Employability of the Unemployed projects. Manage resources (Human, Finance, Equipment / Assets).
ENQUIRIES	:	Ms PP Duma Tel No: (012) 337 1767 Ms H Rampou at 082 758 7855 Mr SV Dludla Tel No: (031) 366 2080 Mr S Joko Tel No: (043) 701 3030 Ms. E Baholo Tel No: (013) 655 8700 Mr M Phala Tel No: (015) 290 1742 or Ms. M.S Lebogo Tel No: (015) 290 1662 Ms. N Zama at Tel No: (051) 505 6276 Mr T Mokoena at 072 187 6588 Mr G Morebodi at 060 373 0643 Ms K Fuller Tel No: (021) 441 8119
APPLICATIONS	:	email: Jobs-UIF20@labour.gov.za Chief Director: Provincial Operations, PO Box 4560, Johannesburg, 2001. Or hand deliver at Department Employment and Labour, No. 47 Empire Road, Parktown. For online Applications Email to: Jobs-LAP-GP1@labour.gov.za For Attention: Human Resource Management Gauteng Provincial Office. Chief Director: Provincial Operations, 267 Anton Lembede Street, Durban. Email to: JobsKZN9@labour.gov.za For Attention: Human Resource Management Kwa-Zulu Natal Provincial Office. Chief Director: Provincial Operations, No. 3 Hill Street. East London. Email to: Jobs-EC3@labour.gov.za For Attention: Human Resource Management Eastern Cape Provincial Office.

Chief Director: Provincial Operations, Private Bag X7263, Emalahleni, 1035 or hand deliver at: Labour Building, Corner of Hofmeyer Street and Beatty Avenue, Emalahleni. Email to: Jobs-MPU-ASDLAP@labour.gov.za For Attention: Human Resource Management Mpumalanga Provincial Office.
Chief Director: Provincial Operations, Private Bag X9368, Polokwane, 0700 or hand deliver at 42a Schoeman Street, Polokwane. Email to: UIFJobs-LP@labour.gov.za.For Attention: Human Resource Management Limpopo Provincial Office. Chief Director: Provincial Operations, Laboria House, 43 Charlotte Maxeke, Street, Bloemfontein, 9301. Email to: jobs-FS7@labour.gov.za For Attention: Human Resource Management Free State Provincial Office.
Chief Director: Provincial Operations, Private Bag X2040, Mmabatho, 2735 or hand deliver at: Provident House, University Drive, Mmabatho. For online Applications Email to: Jobs-NW1@Labour.gov.za For Attention: Human Resource Management North West Provincial Office.
Chief Director: Provincial Operations, Private Bag X5012, Kimberley, 8301 or hand deliver at Cnr Compound and Pniel Road. For online Applications Email to: Jobs-NCKIM@labour.gov.za For Attention: Human Resource Management Northern Cape Provincial Office.

: Chief Director: Provincial Operations, hand deliver at 9 Long Street, Cape Town, 8001. For online Applications Email to: WesternCapeHRM@labour.gov.za For Attention: Human Resource Management Western Cape Provincial Office.

POST 10/257 : **SENIOR ADMINISTRATION OFFICER: OPERATIONS REF NO: HR4/4/03/45**

SALARY : R397 116 per annum
CENTRE : Provincial Office: Durban
REQUIREMENTS : An undergraduate qualification in Operations Management/ Public Management or Administration/ Business Administration or Management/ Administrative Management/ Management/ Financial Accounting/ Finance at NQF Level 6 as recognized by SAQA. Two (2) years' functional experience in Client Services environment/ Claims Processing environment in operations or Insurance environment. Knowledge: Unemployment Insurance Act (UIA). Unemployment Insurance Contributions Act (UICA). Department of Employment and Labour & UIF Policies and Procedure. Operations System. Batho Pele Principles. Protection of Personal Information Act (POPIA). Skills: Interpersonal, Presentation, Listening, Communication (verbal and written), Computer Literacy, Problem Solving, Planning and Organizing.
DUTIES : Provide Unemployment insurance services through interaction with customers. provide quality assurance and follow-up on unemployment insurance applications. administer the UIF claims and processing services. supervise resources (human, financial, equipment/ assets) in the section.
ENQUIRIES : Mr S Mchunu Tel No: (031) 366 2000
APPLICATIONS : Chief Director: Provincial Operations: P.O Box 940, Durban, 4000 or hand deliver at 267 Anton Lembede Street, Durban. For online applications email to: Jobs-KZN7@labour.gov.za
FOR ATTENTION : Sub-directorate: Human Resources Operations, KwaZulu-Natal

POST 10/258 : **SENIOR PRACTITIONER: LABOUR ACTIVATION PROGRAMMES (X69 POSTS)**
(3-Year Contract)

SALARY : R397 116 per annum, plus 37% in lieu of benefits
CENTRE : Unemployment Insurance Fund, Pretoria Ref No: HR4/4/3/1SPLAP/UIF (X9 Posts)
Provincial Office: Gauteng Ref No: HR4/4/3/1SPLAP/GP (X15 Posts)
Provincial Office: Kwa-Zulu Natal Ref No: HR4/4/3/1SPLAP/KZN (X11 Posts)
Provincial Office: Eastern Cape Ref No: HR4/4/3/1SPLAP/EC (X9 Posts)
Provincial Office: Mpumalanga Ref No: HR4/4/3/1SPLAP/MP (X4 Posts)
Provincial Office: Limpopo Ref No: HR4/4/3/1SPLAP/LP (X4 Posts)
Provincial Office: Free State Ref No: HR4/4/3/1SPLAP/FS (X5 Posts)
Provincial Office: North West Ref No: HR4/4/3/1SPLAP/NW (X3 Posts)
Provincial Office: Northern Cape Ref No: HR4/4/3/1SPLAP /NC (X3 Posts)
Provincial Office: Western Cape Ref No: HR4/4/3/1SPLAP/WC (X6 Posts)
REQUIREMENTS : An undergraduate qualification in Public Administration/ Public Management/ Business Management/ Business Administration/ Development Studies/

Project Management/ Social Science/ Risk Management/ Auditing / Accounting at NQF Level 6 as recognized by SAQA. Two (2) years functional experience in Labour Activation Programmes/ Project management/ Employment and Job Preservation Programmes/ Enterprise Development/ Entrepreneurial environment. Knowledge: Public Finance Management Act (Act 1 of 1999). Basic Conditions of Employment Act (Act 75 of 1997). Public Service Act (PSA). Public Service Regulations (PSR). Unemployment Insurance Act (Act 63 of 2001). Unemployment Insurance Contributions Act (Act 4 of 2002). Intergovernmental Relations Framework Act (Act 13 of 2005), Skills Development Act (Act 97 of 1998). Protection of Personal Information Act (Act 4 of 2013). Treasury Regulations. General Recognized Accounting Principles (GRAP). International Financial Reporting Standards (IFRS). Batho Pele Principles. National Youth Empowerment Accord. National Youth Policy 2020-2030. Skills: Financial Management. Communication. Training and Coaching. Diversity Management. Computer Literacy. Time Management. Report Writing. Planning. Analytical. Numeracy. Presentation. Interpersonal. Research. Monitoring and Evaluation.

DUTIES : Implement deliverables of Labour Activation Programmes projects. Collate and arrange project information. Provide Administrative support on project contracts. Supervise resources in the Sub-directorate.

ENQUIRIES : Ms. NR Taukobong Tel No: (012) 337 1646
Ms H Rampou at 082 758 7855
Mr SV Dludla Tel No: (031) 366 2080
Mr S Joko Tel No: (043) 701 3030
Ms. E Baholo Tel No: (013) 655 8700
Mr M Phala Tel No: (015) 290 1742 or Ms. M.S Lebogo Tel No: (015) 290 1662
Ms. N Zama Tel No: (051) 505 6276
Mr T Mokoena at 072 187 6588
Mr G Morebodi at 060 373 0643
Ms K Fuller Tel No: (021) 441 8119

APPLICATIONS : email: Jobs-UIF21@labour.gov.za
Chief Director: Provincial Operations, PO Box 4560, Johannesburg, 2001. Or hand deliver at Department Employment and Labour, No. 47 Empire Road, Parktown. For online Applications Email to: Jobs-LAP-GP2@labour.gov.za For Attention: Human Resource Management Gauteng Provincial Office.
Chief Director: Provincial Operations, 267 Anton Lembede Street, Durban. Email to: JobsKZN7@labour.gov.za For Attention: Human Resource Management Kwa-Zulu Natal Provincial Office.
Chief Director: Provincial Operations, No. 3 Hill Street. East London. Email to: Jobs-EC8@labour.gov.za For Attention: Human Resource Management Eastern Cape Provincial Office.
Chief Director: Provincial Operations, Private Bag x7263, Emalahleni, 1035 or hand deliver at: Labour Building, Corner of Hofmeyer Street and Beatty Avenue, Emalahleni. Email to: Jobs-MPU-SAOLAP@labour.gov.za For Attention: Human Resource Management Mpumalanga Provincial Office.
Chief Director: Provincial Operations, Private Bag X9368, Polokwane, 0700 or hand deliver at 42a Schoeman Street, Polokwane. Email to: UIFJobs-LP@labour.gov.za For Attention: Human Resource Management Limpopo.
Chief Director: Provincial Operations, Laboria House, 43 Charlotte Maxeke, Street, Bloemfontein, 9301. Email to: jobs-FS8@labour.gov.za For Attention: Human Resource Management Free State Provincial Office.
Chief Director: Provincial Operations, Private Bag X 2040, Mmabatho, 2735 or hand deliver at: Provident House, University Drive, Mmabatho. For online Applications Email to: Jobs-NW2@Labour.gov.za For Attention: Human Resource Management North West Provincial Office.
Chief Director: Provincial Operations, Private Bag X 5012, Kimberley, 8301 Or hand deliver at Cnr Compound and Pniel Road. For online Applications Email to: Jobs-NCKIM@labour.gov.za For Attention: Human Resource Management Northern Cape Provincial Office.

: Chief Director: Provincial Operations, hand deliver at 9 Long Street, Cape Town, 8001. For online Applications Email to: WesternCapeHRM@labour.gov.za For Attention: Human Resource Management Western Cape Provincial Office.

POST 10/259 : **INSPECTOR: IES REF NO: HR4/4/5/26**

SALARY : R269 499 per annum

CENTRE	:	Estcourt Labour Centre
REQUIREMENTS	:	Three (3) years relevant qualification in Labour Relations/ BCOM Law/ LLB. Valid driver's licence. Knowledge: Departmental Policies and procedures, Skills Development Act, Labour Relation 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 skills, Problem Solving skills, 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, Execute investigations on reported cases pertaining to contravention of labour legislation and enforce where and when necessary, Conduct proactive (Blitz) inspections regularly to monitor compliance with labour legislation, Conduct advocacy campaigns on identified and allocated labour legislation, Assist in drafting of inspection plans, reports and compilation of statistics on allocated cases.
ENQUIRIES	:	Ms AJ Fakazi Tel No: (036) 352 7767
APPLICATIONS	:	Deputy Director: Durban Labour Centre, PO Box 10074, Durban, 4056 Or hand deliver at Govt Buildings Masonic Grove, Durban. For online applications: Jobs-KZN18@labour.gov.za
FOR ATTENTION	:	Sub-directorate: Human Resources Operations, KwaZulu-Natal
POST 10/260	:	**ADMINISTRATION CLERK: ACCOUNTS PAYABLE REF NO: HR4/4/3/38**
SALARY	:	R228 321 per annum
CENTRE	:	Provincial Office: Durban
REQUIREMENTS	:	Senior Certificate/Grade 12. No experience required. Knowledge: Public Service Regulations (PSR), Public Service Act (PSA), Batho Pele Principles. Skills: Problem Solving, Planning and Organizing, Communication (written & verbal), Computer Literacy, Report Writing.
DUTIES	:	Render general clerical support services. Provide supply chain clerical support services. Provide personnel administration clerical support services. Attend to all enquiries and queries in the sub-directorate.
ENQUIRIES	:	Mr SA Mchunu Tel No: (031) 366 2000
APPLICATIONS	:	Chief Director: Provincial Operations: P.O Box 940, Durban, 4000 or hand deliver at 267 Anton Lembede Street, Durban. For online applications email to: Jobs-KZN8@labour.gov.za
FOR ATTENTION	:	Sub-directorate: Human Resources Operations, KwaZulu-Natal

ANNEXURE E

DEPARTMENT OF, FORESTRY, FISHERIES AND THE ENVIRONMENT

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

APPLICATIONS	:	Must be submitted to the Director-General, Department of Forestry, Fisheries and the Environment, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria. or can be emailed to the respective email address quoting the reference number on the subject email.
CLOSING DATE	:	13 April 2026, 16:00
FOR ATTENTION	:	Human Resource Management
NOTE	:	Application must be submitted on a New signed Z83 form obtainable from any Public Service Department accompanied by a recent detailed Curriculum Vitae only, to be considered. All attachments for online application must include an application form Z83 and CV only, in PDF and as one (1) document or attachment, indicate the correct job title and the reference number of the post on the subject line of your email. Use the correct email address associated with the post. JPEG (picture/snapshot) application will not be accepted. Shortlisted candidates will be required to submit certified copies of qualifications, Senior Certificate, identity document and driver's license on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the Department's equity plan. Persons with disabilities are encouraged to apply. Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Short-listed candidates will be expected to avail themselves at the Department's convenience. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for SMS posts from 1 April 2020 is a successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG) prior to appointment. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/. Furthermore, all shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Following the interview and the technical exercise, the Selection Panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the implementation of competency-based assessments. The person appointed to this position will be subjected to a security clearance, the signing of performance agreement and employment contract. The Department reserves the right not to make an appointment. By submitting the employment application form, you agree and consent in terms of Section 11(1) of the Protection of Personal Information Act (POPIA), 2013 (Act 4 of 2013), for your personal information which you provide to the DFFE to being processed by the department and its employees, agents, Cabinet committees, and subcontractors for recruitment purposes, in accordance with the POPIA of 2013. If you have not been contacted within three (3) months after the closing date of the advertisement, please accept that your application was unsuccessful. **ERRATUM:** Kindly note that the post for Senior Legal Administration Officer Cape Town with Ref No: (RCSCPT01/2026) advertised in the Public Service Vacancy Circular 8 dated 06 March 2026 with the closing date of 23 March 2026 is amended. The amendment is as follows, the email address is RCSMCPT01-2026@dffe.gov.za. The post of Legal Administration Officer MR5 with Ref No: RCSM-CPT02/2026 advertised in the Public Service Vacancy Circular 8 dated 06 March 2026 with the closing date of 23 March 2026 is

amended. The amendment is as follows, the email address is RCSMCPT02-2026@dffe.gov.za.

OTHER POSTS

POST 10/261 : **DEPUTY DIRECTOR: EP INFRASTRUCTURE PROGRAMMES REF NO: EP11/2026**

SALARY : R1 059 105 per annum, (terms and conditions apply)
CENTRE : North West
REQUIREMENTS : National Diploma (NQF6) in Environmental Science or relevant in the related field. A minimum of five (5) years' experience in the related field of which three (3) years should be at an entry/junior managerial level (Assistant Director level or equivalent). Knowledge of environmental management and the associated legislations. Good project and financial management background. Knowledge of public service and departmental procedures and prescripts. Have knowledge of inter-governmental relations. The Candidate must be in possession of the following skills: Planning, Organizing, Facilitation, Communication and technical writing skills. Must have leadership and management skills. Advance office application such as MS Word, Excel and PowerPoint. Ability to collaborate effectively with stakeholders at various levels. Ability to work independently and in a team. Good interpersonal relations. Ability to work with difficult persons and to resolve conflict. Proactive approach to functions deadlines and delivering results with limited supervision.
DUTIES : Provide contract management with respect to implementation of the project. Managing monthly reporting requirements and the review of monthly reports. Conduct the site and administrative inspections for the projects and ensuring the facilitation of the corrective measures in instances of non-compliance. Provide support in the development of plans for projects. Facilitate inputs into project business plans. Manage cash-flow and expenditure in respect to the implementation of the projects. Manage stakeholders involved in the implementation of the projects. Review implementers' performance against the contracts. Facilitate the establishment of Project Advisory Committees and meetings. Convene implementers' briefing sessions. Manage processes and procedures involved in the closeout of the projects. Facilitate the submission and evaluation of project completion reports. Facilitate the project hand-over processes.
ENQUIRIES : Mr U R Bahadur Tel No: (012) 399 9162
APPLICATIONS : EP11-2026@dffe.gov.za

POST 10/262 : **DEPUTY DIRECTOR: EPWP COORDINATION REF NO: EP16/2026**

SALARY : R896 436 per annum, (all-inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : Degree/National Diploma (NQF6) in Natural Science, Environmental Management Sciences, Development Studies or relevant qualification in the related field. 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). Knowledge of poverty alleviation programmes of Government, specifically the EPWP (including applicable legislation governing the implementation of the programme) and programmes implemented in the Environment and Culture Sector, extensive relevant experience in coordination, complex stakeholder management and understanding of government reporting protocols. Demonstrated application of relevant legislation relating, but not limited to, Inter-governmental Framework Relations. Extensive knowledge of EPWP reporting requirements and systems employed. Proven communication (written and verbal), interpersonal and problem-solving skills. Ability to work under pressure and meet deadlines. and proven track record in management of staff, Proficiency in Excel spreadsheets & Sound numerical and analytical acumen & Experience in human resources and financial management. A Valid Code B drivers' licence is compulsory & willingness to travel extensively.
DUTIES : Ensure effective functioning of the mechanisms for provincial coordination structures. Ensure that all the national coordination mechanisms are functional and effective. Ensure development of annual/multiyear provincial sector plans. Monitor compliance of sector projects with EPWP guidelines. Ensure

participation of national programmes in the sector. Manage staff in the Sub-directorate.

ENQUIRIES : Mr M Moela Tel No: (012) 399 9730
APPLICATIONS : EP16-2026@dffe.gov.za

POST 10/263 : **PROJECT COORDINATOR: EP NON-INFRASTRUCTURE PROGRAMMES REF NO: EP12/2026 (X2 POSTS)**

SALARY : R397 116 per annum
CENTRE : North West
REQUIREMENTS : National Diploma (NQF6) in Natural Science/Environmental Management or relevant qualification within the related field qualification as recognised by SAQA. A minimum of two (2) years' experience in relevant field. Understanding of Project management. Knowledge of Alien vegetation control. Good communication skills and sound organization 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 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 license and willingness to travel and work long hours with limited supervision.
DUTIES : Provide project planning support services to projects 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 governs alien vegetation control. Render project close out services by conducting final site inspections and facilitating the handing over of cleared land to the land user.
ENQUIRIES : Mr U R Bahadur Tel No: (012) 399 9162
APPLICATIONS : EP12-2026@dffe.gov.za

GOVERNMENT TECHNICAL ADVISORY CENTRE (GTAC)

The GTAC is an equal-opportunity employer and encourages applications from women and people with disabilities. Our buildings are accessible to people with disabilities and reasonable accommodation is provided for persons with disabilities.

APPLICATIONS	:	Only online applications will be accepted. Applications not accompanied by a comprehensive CV and a fully completed Z83 form will not be considered. Please register, or if you are already registered, sign in and apply for this position on the GTAC eRecruitment website https://erecruitment.gtac.gov.za/erecruitment/
CLOSING DATE	:	10 April 2026 at 12h00 pm.
NOTE	:	Only South African Citizens, and Permanent Residents need apply as per PSR 2016. Applications should be accompanied by a duly completed and signed Z83 form (obtainable from any Public Service department). The post title and reference number must be clearly indicated on the Z83 form. A recent comprehensive CV. Only short-listed candidates will be required to submit certified copies of qualifications and other relevant documents. All short-listed candidates must make themselves available for a panel interview on the date determined by the GTAC. All short-listed candidates will be subjected to personnel suitability checks and the successful candidate will undergo security vetting in order to confirm employment. 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. Late applications, and those not meeting the requirements, will not be considered. Should you not receive feedback from GTAC within 2 months of the closing date, please consider your application unsuccessful. GTAC reserves the right to fill or not fill the advertised post. Preference will be given according to EE and Gender target.

OTHER POST

POST 10/264	:	**DEPUTY DIRECTOR: INFRASTRUCTURE FINANCE REF NO: G03/2026** Term: Permanent
SALARY	:	R1 059 105 - R1 247 574 per annum (Level 12), (all-inclusive package)
CENTRE	:	Pretoria
REQUIREMENTS	:	A Bachelor's degree/ Advanced Diploma (NQF level 7) in Finance, Economics, Project Management or related fields. At least 5-6 years' experience in financial analysis, and project management. Must have financial markets and modelling and Public Administration experience. A minimum of 3-5 years junior and/or middle management experience. Competencies Required: Administrative Operations: Knowledge, capabilities and practices associated with the support of administrative and management activities to facilitate organisational and mission goals and objectives. This competency requires knowledge of the appropriate rules, regulations, processes and associated systems within various enabling functions which may include human resources management, resource management, employee support services, documentation, procurement and financial management. Computer Literacy: Knowledge and ability to use computers and technology efficiently. Refers to the comfort level someone has with using computer programs and other applications associated with computers (MSOffice, Internet, email). Corporate Finance: Specific area of finance dealing with the financial decisions corporations make and the tools as well as analyses used to make these decisions. The discipline as a whole may be divided among long-term and short-term decisions and techniques with the primary goal being the enhancing of corporate value by ensuring that return on capital exceeds cost of capital, without taking excessive financial risks. Econometrics/ Statistics: The quantitative examination of economic trends and relationships using statistical techniques and the development, examination, and refinement of those techniques. Economic Principles: Basic knowledge and understanding of economics main concepts such as supply and demand, price, marginalism. Financial Analysis: Analysis of the accounts and the economic prospects of a firm or a project; it is undertaken from the perspective of the firm or the individual, rather than having an economic or system-wide perspective, as used in cost benefit analysis. Financial analysis aims to assess

the firm's/project's performance and how to improve it, solvency or potential value. It deals with the costs and revenues flows and traces the monetary effects of an investment. Policy Development and Management: Knowledge of Treasury-related legislation, the legislative process and public affairs as it pertains to NT. Includes the ability to monitor legislation that is of interest to Treasury. Utilizes a wide variety of resources and tools to develop, maintain, monitor, enforce and provide oversight of policies and regulations. Project Management: Knowledge of the principles, methods, or tools for developing, scheduling, coordinating, and managing projects and resources, including monitoring and inspecting costs, work, and contractor performance. It deals with the costs and revenues flows and traces the monetary effects of an investment. Public Finance: Field of economics that studies government activities and the alternative means of financing them. Client Service Orientation: Client-service orientation implies helping or serving others, to meet their needs. It means focusing on discovering those needs, figuring out how to best meet them as well as putting into practice the Batho Pele spirit. The term "clients" refers to both internal and external clients. Concern for Quality and Order: Desire to see things done logically, clearly and well. It takes various forms: monitoring and checking work and information, insisting on the clarity of roles and duties, setting up and maintaining information system. Effective Communication: Ability to transmit and receive information clearly and communicate effectively to others by considering their points of view in order to respond appropriately. This may involve listening, interpreting, formulating and delivering: verbal, non-verbal, written, and/or electronic messages. It includes the ability to convey ideas and information in a way that brings understanding to the target audience. Emotional Intelligence: Capacity for recognising their own feelings and those of others, for motivating themselves and others as a result of this awareness, and for managing emotions within themselves and in others. Networking and Influencing: Establishes, maintains and utilizes a relevant network of contacts in order to keep a pulse on public, political and internal issues and make informed decisions. It implies an intention to persuade, convince, influence, or impress others in order to meet the intended objectives. Problem Solving and Analysis: Understanding a situation, issue, problem, etc., by breaking it into smaller pieces, or tracing the implications of a situation in a step-by-step way. It includes organizing the parts of a problem, situation, etc., in a systematic way; making systematic comparisons of different features or aspects; setting priorities on a rational basis; and identifying time sequences, causal relationships, or if-then relationships. Create timely and well developed solutions by examining alternatives, risks and consequences. Resilience: Ability to cap one's emotions to avoid negative reactions when provoked, when faced with opposition or hostility, or when working under stress. It also includes the ability to maintain stamina under continuing stress. Valuing Diversity: Ability to understand and respect the practices, customs, values and norms of other individuals, groups and cultures. It goes beyond what is required by governmental employment equity regulations to include the ability to respect and value different points-of-view, and to be open to others of different backgrounds or perspectives. It includes seeing others' differences as a positive part of the work environment. It also means being able to work well with a wide variety of people representing different backgrounds, cultures and socio-economic levels. Vision and Purpose: Modelling and promoting high personal and professional standards that support the organisation's vision, mandate and values. Sharing goals, objectives and ideas to encourage others to commit to and be enthusiastic about realising the vision.

DUTIES : To undertake detailed financial analysis of PPP projects. Project Management: Detailed analysis of the financial models of PPP feasibility studies, specifically to assess project affordability and initial indications of value-for-money and appropriate risk transfer. To contribute to the ongoing formulation of national policy, guidelines and support systems for PPPs. Increasing awareness in the public and private sectors of government's value-for-money standards for PPPs. Financial analysis of all PPP projects regulated by the PPP Unit: At TA1 stage Analysis of all PPP feasibility studies and amendments to feasibility studies, specifically the financial models thereof, to test for affordability, value-for-money and appropriate risk allocation. At TA11B and TA111 stages: Evaluation of the financial proposals, models, PPP and Direct Finance Agreements of bid documents received from the private parties to test for affordability, optimal value-for-money and the impact of the proposed risk

allocation. Participation in negotiations with preferred bidders where required to ensure affordability, value-for-money and appropriate risk allocation in the final contract. Supervision of the work of one or more Deputy Directors to help achieve the above. Senior Project Advisor responsibilities with regards to technical assistance for all regulatory responsibilities of assigned PPP projects: Assisting departments and public entities to draft Terms of Reference and appoint Project Officers and Transaction Advisors at project initiation. Being an active member of department/public entity project management teams throughout the PPP project preparation and life-cycle phases, ensuring capacity building of the department/public entity and the transfer of skills, experience and lessons learnt on other transactions to the project management teams. Managing efficient and high-quality processing of all approval processes for Treasury Approval I, II and III in terms of Treasury Regulation 16. Supervision of the work of one or more Deputy Directors to help achieve the above. Advocacy for PPP policy and PPP guidelines of the south African National Treasury: Inputs to regular training programmes conducted by the PPP Unit for stakeholders in both the public and private sectors. Inputs to PPP Policy and guideline updates. Inputs to public communication materials of the PPP Unit. Capacity building to expand and improve government's abilities to plan for an implement infrastructure project specifically PPPs: Building the PPP financial analysis team (through recruitment and skills development) of the PPP Unit as agreed and directed by the Head: PPP Unit. Developing the PPP financial analysis and structuring skills of all professional staff of the National Treasury's PPP Unit. Interaction with senior government officials on feasibilities, financing and implementing PPPs. Developing PPP skills and capacity of project managers in institutions. Enhancement of competition and broadening participation in the PPP market: Identifying the important PPP market weaknesses, develop and propose possible solutions for corrective measures for implementation. Monitor implementation for results. Developing mechanism for cooperation and funding for PPPs with Development Finance Institutions such as the DBSA, IDC and PIC. Regular interaction with the PPP Market participants to understand their concerns. Managing Project Development Fund: Financial management responsibilities for Project Development Funds. Reporting as per PFMA. Interaction with donors and other funders. Project Appraisal: Proficiency in project appraisal. Project Management: Proficiency in project management. Negotiations: Good negotiating and influencing skills.

ENQUIRIES : Kaizer Malakoane at 066 250 7072 or kaizer.malakoane@gtac.gov.za

ANNEXURE G

DEPARTMENT OF HIGHER EDUCATION AND TRAINING
(Ingwe TVET College)
(Maluti TVET College)
(Western TVET College)

OTHER POSTS

POST 10/265 : **ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING**
Nature of appointment (Fixed - Term Contract)

SALARY : R468 459.per annum (Level 09), plus 37% in lieu of benefits
CENTRE : Corporate Office
REQUIREMENTS : Matric/Grade12 Certificate plus a recognised three (3) year National Diploma or Degree in Financial Accounting/Public Management/ BCom or a relevant qualification. Must have a minimum of 3 to 5 years relevant work experience in finance or accounting field of which 2 years is on supervisory level. Must be computer literate. Must have a valid driver's license. Competencies, Knowledge, and Skills: Advanced experience in interpretation, development and implementation of financial policies. Knowledge of PSET and CET Act. Knowledge and understanding PFMA. Knowledge and understanding Treasury Regulations. Knowledge of GRAP accounting framework. Knowledge of payroll taxation. Understanding of the National Student Financial Aid Scheme and related legislation. Strong knowledge of financial management systems such as Pastel Evolution, Sage 300, SAP and other relevant financial management systems. Must have good administrative, planning, organising, financial management and project management skills. Must be able to compile financial reports. Must have good communication, problem solving and analytical skills. Must be analytical, client oriented.

DUTIES : Collection and recording of revenue: Cashier, banking service and electronic payments. Monitor and review the procedures for the collection and safekeeping of all monies and compliance with the relevant prescripts. Monitor and review the receipt and collection of monies to ensure that it is in accordance with the appropriate tariffs and properly recorded. Oversee that the banking of monies is done in accordance with the prescribed processes. Oversee that bank reconciliations are performed and are correct. Oversee the verification of the validity and allocation of payments received via electronic transfers. Oversee the safeguarding of source documents and face value forms. Debt management: Oversee the identification and accurate recording of debts owed to the department. Liaise with debtors in the most complex and problematic cases to determine payback conditions and time span. Oversee the process of obtaining the accounting officer's approval for debt collection conditions. Obtain the accounting officers approval for debt payback conditions and time span on the cases handled. Oversee the accurate allocation of monies received. Monitoring and reporting on revenue: Oversee and monitor income against budget and review reconciliations. Oversee and undertake the development of corrective measures when required. Oversee and review disclosure notes on revenue collection. Oversee and collate financial supporting information for planning purposes. Ensure completeness and accuracy of financial information. Expenditure management: Compensation of employees. Oversee the verification of the capturing of payroll transactions on the accounting system. Oversee quality assure al payroll transactions. Authorise reimbursement transactions on the accounting system. Oversee the reconciliation of transactions(interface) on the payroll (PERSAL) with the accounting system (BAS). Authorise payments to third parties (employer contributions to pension funds, medical aid funds, tax contributions and reconciliations etc) outside the payroll system. Oversee verification of information for payroll certification. Goods and services: Oversee verification of source documents. Oversee the quality assurance and verification of transactions on BAS/LOGIS. Ensure that expenditure is in line with budget and item provisioning. Oversee the correct capturing of banking details on the accounting system. Oversee creditor reconciliation (ensure that service providers are paid timely and correctly). Transfers and subsidies. Oversee and reconcile payment requests with budget provisions and the availability of funds. Oversee the process to ensure that the relevant institution is eligible for a transfer payment/subsidy and that they comply with the relevant financial

		legislative requirements. Authorise the payment of transfers and subsidies processed on the accounting system. Reporting: Oversee the processing of information to determine expenditure against budget. Review and analyses expenditure report, distribute to budget holders and obtain inputs on expenditure status. Oversee the compilation of interim and annual reports on conditional grants. Ensure the safeguarding of all source documents. Supervise employees to ensure an effective financial accounting service.
ENQUIRIES	:	Ms M Hlatshwayo/Mr P Motai Tel No: (011) 692 4004 Ext. 1010/1061/1062
APPLICATIONS	:	Please hand deliver your application or email it to ASDfin2026@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.
NOTE	:	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.
CLOSING DATE	:	07 April 2026 at 12:00.
POST 10/266	:	**SENIOR PRACTITIONER: HUMAN RESOURCE DEVELOPMENT REF NO: MALUTITVET/HRD006/2026** Re-advert, Candidates who previously applied are encouraged to re-apply.
SALARY	:	R397 116 per annum (Level 08)
CENTRE	:	Corporate Office
REQUIREMENTS	:	National Senior Certificate/ Grade 12/ Standard 10 or NCV Level 4. National Diploma/Degree in Human Resource Management/Development. Minimum of three (3) years relevant experience. Minimum of two (2) years experience at supervisory level (added advantage). Computer literacy (MS Word, MS Excel, and MS Power point). PERSAL introduction certificate. Valid driver's license (except for persons with disabilities). Competencies and attributes: Knowledge and understanding of PMDS and IQMS. Knowledge and understanding of coordination and facilitation of training. Understanding of legislative framework governing the Public Service. Storage and retrieval procedures in terms of the working environment.
DUTIES	:	Ensure the implementation of training and development programmes. Facilitate the development of Work Skills Plan. Administer bursaries in the College. Administer Internship and learnership programmes. Administer Performance Management Development System, Integrated Quality Management System and coordinate Training for College. Facilitate the development of job descriptions. Formulate the Employment Equity Plan for the College. Manage human, financial and other resources in the unit. Perform any other duty related to the post.
ENQUIRIES	:	Ms T Mathipe Tel No: (058) 303 1732
APPLICATIONS	:	All applications should be posted or hand delivered to Human Resource Management: Maluti TVET College, Corporate Office, Private Bag X33, Bethlehem, 9700 or hand delivered at Maluti TVET College: Corporate Office, Corner High & Broster Street, Bethlehem, 9700. Email applications can be forwarded to hrrecruitment@malutitvet.co.za in pdf format and as one attachment. Indicate the relevant reference number and job title on the subject line.
NOTE	:	Applications quoting the relevant reference number must be submitted on a Z83 form (effective from 01 January 2021) obtainable from any Public Service department as well as Maluti TVET College Corporate Office or from Maluti

TVET College Official website www.malutitvet.co.za. The Z83 form must be signed, initialed and dated. All fields of Section A, B, C and D of the Z83 must be completed in full. Section E, F, G (Due to the limited space on the Z83 it is acceptable for applicants to indicate refer to CV or see attached. However, the question related to conditions that prevent re-appointment under Part "F" must be answered. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed Z83 form and a detailed curriculum vitae. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from HR. Foreign qualifications must be accompanied by a SAQA evaluation report. Immigrants should apply for work permits before assumption of duty. Each post(s) advert must be accompanied by its own application for employment. Applicants who do not comply with the abovementioned instructions/ requirements, as well as applications received late will not be considered. Failure to submit all the requested documents will result in the application not being considered. Maluti TVET College is an equal opportunity affirmative action employer. Preference will be given to Indians and Coloured as per the EE targets of the College. People with disability are encouraged to apply. It is the College's intention to promote equity (race, gender and disability) through the filling of this posts. NB: Please consider your application as unsuccessful should you not be contacted within 60 days from the closing date of this advertisement. Correspondence will be limited to shortlisted candidates only. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Successful candidates may be required to work at other places as may reasonably be required by the Department and the College. Maluti TVET College reserves the right to withdraw any of the mentioned advert.

CLOSING DATE : 17 April 2026 @13:00

POST 10/267 : **STATE ACCOUNTANT REF NO: CORP/STATEACCOUNTANT/01**
Nature of appointment (Permanent)
Re-advertisement

SALARY : R325 101 per annum (Level 07), plus benefits
CENTRE : Corporate Office
REQUIREMENTS : Matric/Grade12 Certificate plus a recognised three (3) year National Diploma or Degree in Accounting/Financial Management or a relevant qualification. Must have a minimum of 2 to 3 years' experience in payroll financial management environment. Knowledge of BAS and PERSAL systems will be an added advantage. Sage 300 People and Sage Evolution Certificate will be an added advantage. Must be computer literate. Must have a valid driver's license. Competencies, Knowledge, And Skills: Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Basic knowledge of the Public Service financial legislations and procedures. Knowledge and understanding of the Treasury Regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS). Must have computer, planning and organising skills. Must have good verbal and written communication skills. Must have basic numeracy skills. Ability to perform routine tasks and operate office equipment. Flexibility, interpersonal relations, accuracy and aptitude of figures.

DUTIES : Provide salary administration service: Process monthly payroll. process payroll deductions accurately (taxes, pensions etc). Ensure compliance with applicable tax legislation. Handle salary queries and disputes promptly. Prepare and distribute salary slips. Coordinate with HR for employee data updates. Perform creditor management function. Process invoices and expense claims. Verify supporting documentation for payments. Prepare payment packs. Prepare payment requisitions and obtain approvals. Initiate payments via electronic funds transfer or checks. Monitor outstanding payments and ensure timely settlements. Reconcile supplier statements with accounts payable ledger. Maintain relationships with supplier and resolve payment issues. Provide financial accounting services: Record financial

transactions in the general ledger. Prepare trial balances. Perform month-end and year-end closing procedures. Maintain accounts receivable and accounts payable ledgers. Process creditor invoices and performing creditors reconciliations. Reconcile bank statements and other financial accounts. Provide financial data for audits and budget preparation. Provide other financial management services: Debtors control, budget management, inventory management. Perform any other related financial management functions and duties.

ENQUIRIES : Ms M Hlatshwayo/Mr P Motai Tel No: (011) 692 4004 Ext. 1010/1061/1062.

APPLICATIONS : Please hand deliver your application or email it to SAccountant2026@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.

NOTE : 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.

CLOSING DATE : 10 April 2026 at 12:00.

POST 10/268 : **FACILITATOR: PLUMBING REF NO: MALUTITVET/ITE-LP007/2026**
College Council Appointment: 12 Months Contract

SALARY : R269 499 per annum (Level 06)

CENTRE : Itemoheleng Campus

REQUIREMENTS : National Senior Certificate/Grade 12/Standard 10 /NCV Level 4. Trade Test (Plumber). Competencies and attributes: Knowledge of TVET environment, National Diploma/Degree in Civil Engineering, A recognized Teacher's qualification. Valid SACE registration.

DUTIES : Plan, prepare and deliver lectures to students. Set, moderate and administer assessment tasks as per the College Assessment schedule. Mark, moderate and compile mark sheets as per the College Academic Calendar and College assessment schedule. Compile and keep up to date POAs, subject files and students POE's as requested. Handle all student/learners related administrative duties. Verification of ICASS marks. Examination invigilation. Monitor and keep correct records of student's attendance and performance records. Monitor the work placement for students for period of workplace. Carry out all other duties related to the post including the administration part related to the post.

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

APPLICATION : All applications should be posted or hand delivered to Human Resource Management: Maluti TVET College, Corporate Office, Private Bag X33, Bethlehem 9700 or hand delivered at Maluti TVET College: Corporate Office, Corner High & Broster Street, Bethlehem 9700. Email applications can be forwarded to hrrecruitment@malutitvet.co.za in pdf format and as one attachment. Indicate the relevant reference number and job title on the subject line.

NOTE : Applications quoting the relevant reference number must be submitted on a Z83 form (effective from 01 January 2021) obtainable from any Public Service department as well as Maluti TVET College Corporate Office or from Maluti TVET College Official website www.malutitvet.co.za. The Z83 form must be signed, initialed and dated. All fields of Section A, B, C and D of the Z83 must be completed in full. Section E, F, G (Due to the limited space on the Z83 it is acceptable for applicants to indicate refer to CV or see attached. However, the

question related to conditions that prevent re-appointment under Part “F” must be answered. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed Z83 form and a detailed curriculum vitae. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from HR. Foreign qualifications must be accompanied by a SAQA evaluation report. Immigrants should apply for work permits before assumption of duty. Each post(s) advert must be accompanied by its own application for employment. Applicants who do not comply with the abovementioned instructions/ requirements, as well as applications received late will not be considered. Failure to submit all the requested documents will result in the application not being considered. Maluti TVET College is an equal opportunity affirmative action employer. Preference will be given to Indians and Coloured as per the EE targets of the College. People with disability are encouraged to apply. It is the College’s intention to promote equity (race, gender and disability) through the filling of this posts. NB: Please consider your application as unsuccessful should you not be contacted within 60 days from the closing date of this advertisement. Correspondence will be limited to shortlisted candidates only. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate’s suitability based on the post’s technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Successful candidates may be required to work at other places as may reasonably be required by the Department and the College. Maluti TVET College reserves the right to withdraw any of the mentioned advert.

CLOSING DATE : 17 April 2026 @13:00

POST 10/269 : **DATA CAPTURER: MALUTI CAMPUS REF NO: 2026/03/07**
Permanent

SALARY : R193 359 per annum (Leve 04)
CENTRE : Ingwe TVET College, Maluti Campus
REQUIREMENTS : Grade 12 or NCV Level 4. Knowledge of computer literacy. Sound knowledge of learner capturing system. Teamwork and communication skills.
DUTIES : Capturing students’ information on the ITS system. Verify information correctness and proofread data for accuracy. Register students on the ITS system. Printing proof of registration from the system. Filling – sort applications and admissions forms on the files and sort files on the cabinets. To calculate campus statics. Student data verification. Ability to work with multiethnic and multi-cultural environment with students and staff. Ability to interpret College or departmental policies. Ability to deal with problems, apply common sense and carry out instructions from supervisor. Complete required tasks within desired time.
ENQUIRIES : Ms NA Damoyi Tel No: (039) 940 2142
APPLICATIONS : Ingwe TVET College, HRA Unit, PO Box 92491, Mount Frere, 5090 Or email to applications@ingwecollege.edu.za can be delivered at Ingwe TVET College.
NOTE : Applications must be submitted on the new approved Z83 obtained from schools, colleges, and government departments and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z83. A recent, comprehensive Curriculum Vitae. Applications are not required to submit copies of qualifications and other relevant documents on application but must submit the fully completed Z83 and detailed curriculum Vitae. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA) only when shortlisted. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be practical exercise to determine a candidate’s suitable based on the posts technical and generic requirements and the other must be on integrity (ethical conduct) assessment. Late (received after closing date and time), incomplete. The employer is an equal opportunity

affirmative, action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) in the Department through the filling of this post(s) with a candidate whose appointment will promote representatively in line with the numerical targets as contained in our Employment Equity Plan. The Employer reserves the right not to make an appointment. Where applicable, candidates will be subjected to a skills test. Correspondence will be limited to short-listed candidates. All short-listed candidates will be subjected to a qualifications and citizen verification; criminal record and financial/asset record checks. Applicants who have not been invited for an interview within 90 days of the closing date should consider their application unsuccessful.

CLOSING DATE : 07 April 2026 at 16:00

POST 10/270 : **HANDYMAN: SITETO CAMPUS REF NO: 2026/03/04**
Permanent

SALARY : R163 680 per annum (Level 03)
CENTRE : Ingwe TVET College, Siteto Campus
REQUIREMENTS : Grade 12/NCV Level 4. One year experience. Must have Plumbing/Carpentry/ Electrical certificate. Trade test certificate will be an added advantage. Must have driver's licence. Good listening and writing skills and good interpersonal relations.
DUTIES : Carry out Carpentry by fixing furniture, roof and ceilings. Monitor repair on electricity. Install, repair and maintain complete plumbing system and appliances. Conduct regular inspections on buildings and other facilities. Identify any machinery faults, health safety environmental system. Hazards and report with recommendations. Place order for relevant repairs and installation. Coordinating health and safety committee in the Campus. Liaising with suppliers and constructors for the new structure and major maintenance. Making contributions in health, safety and environmental system in the workplace and Maintenance of office equipment and furniture.
ENQUIRIES : Ms NA Damoyi Tel No: (039) 940 2142
APPLICATIONS : Ingwe TVET College, HRA Unit, PO Box 92491, Mount Frere, 5090 0r email to applications@ingwecollege.edu.za can be delivered at Ingwe TVET College.
NOTE : Applications must be submitted on the new approved Z83 obtained from schools, colleges, and government departments and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z83. A recent, comprehensive Curriculum Vitae. Applications are not required to submit copies of qualifications and other relevant documents on application but must submit the fully completed Z83 and detailed curriculum Vitae. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA) only when shortlisted. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be practical exercise to determine a candidate's suitable based on the posts technical and generic requirements and the other must be on integrity (ethical conduct) assessment. Late (received after closing date and time), incomplete. The employer is an equal opportunity affirmative, action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) in the Department through the filling of this post(s) with a candidate whose appointment will promote representatively in line with the numerical targets as contained in our Employment Equity Plan. The Employer reserves the right not to make an appointment. Where applicable, candidates will be subjected to a skills test. Correspondence will be limited to short-listed candidates. All short-listed candidates will be subjected to a qualifications and citizen verification; criminal record and financial/asset record checks. Applicants who have not been invited for an interview within 90 days of the closing date should consider their application unsuccessful.
CLOSING DATE : 07 April 2026 at 16:00

POST 10/271	:	**HANDYMAN: MOUNT FRERE CAMPUS REF NO: 2026/03/06** Permanent
SALARY	:	R163 680 per annum (Level 03)
CENTRE	:	Ingwe TVET College, Mount Frere
REQUIREMENTS	:	Grade 12/NCV Level 4. One year experience. Must have Plumbing/Carpentry/ Electrical certificate. Trade test certificate will be an added advantage. Must have driver's licence. Good listening and writing skills and good interpersonal relations.
DUTIES	:	Carry out Carpentry by fixing furniture, roof and ceilings. Monitor repair on electricity. Install, repair and maintain complete plumbing system and appliances. Conduct regular inspections on buildings and other facilities. Identify any machinery faults, health safety environmental system. Hazards and report with recommendations. Place order for relevant repairs and installation. Coordinating health and safety committee in the Campus. Liaising with suppliers and constructors for the new structure and major maintenance. Making contributions in health, safety and environmental system in the workplace and Maintenance of office equipment and furniture.
ENQUIRIES	:	Ms NA Damoyi Tel No: (039) 940 2142
APPLICATIONS	:	Ingwe TVET College, HRA Unit, PO Box 92491, Mount Frere, 5090 0r email to applications@ingwecollege.edu.za can be delivered at Ingwe TVET College.
NOTE	:	Applications must be submitted on the new approved Z83 obtained from schools, colleges, and government departments and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z83. A recent, comprehensive Curriculum Vitae. Applications are not required to submit copies of qualifications and other relevant documents on application but must submit the fully completed Z83 and detailed curriculum Vitae. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA) only when shortlisted. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be practical exercise to determine a candidate's suitable based on the posts technical and generic requirements and the other must be on integrity (ethical conduct) assessment. Late (received after closing date and time), incomplete. The employer is an equal opportunity affirmative, action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) in the Department through the filling of this post(s) with a candidate whose appointment will promote representatively in line with the numerical targets as contained in our Employment Equity Plan. The Employer reserves the right not to make an appointment. Where applicable, candidates will be subjected to a skills test. Correspondence will be limited to short-listed candidates. All short-listed candidates will be subjected to a qualifications and citizen verification; criminal record and financial/asset record checks. Applicants who have not been invited for an interview within 90 days of the closing date should consider their application unsuccessful.
CLOSING DATE	:	07 April 2026 at 16:00
POST 10/272	:	**GROUNDSMAN: SITETO CAMPUS REF NO: 2026/03/05 (X2 POSTS)** Permanent
SALARY	:	R138 486 per annum (Level 02)
CENTRE	:	Ingwe TVET College, Siteto Campus
REQUIREMENTS	:	Grade 10/ STD 8. Be flexible to changing demands of the post. Able to communicate at least two official languages. Basic literacy skills to read operating instructions and notices. Knowledge of cleaning procedures, maintenance procedures and safety requirements attached to the duties assigned. Able to use cleaning materials appropriately. Ensure high level of cleanliness throughout the Campus. Be flexible to manage time effectively.
DUTIES	:	Ensure the cleaning of classrooms and surroundings. Carry out numerous gardening duties, requiring a minimum amount of supervision. Soil cultivation, digging forking, watering, raking, weeding, edging, pruning and planting. Empty

litter bins around the campus. Keep the borders, throughfare and highway footpaths clear free from.

ENQUIRIES : Ms NA Damoyi Tel No: (039) 940 2142

APPLICATIONS : Ingwe TVET College, HRA Unit, PO Box 92491, Mount Frere, 5090 0r email to applications@ingwecollege.edu.za can be delivered at Ingwe TVET College.

NOTE : Applications must be submitted on the new approved Z83 obtained from schools, colleges, and government departments and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z83. A recent, comprehensive Curriculum Vitae. Applications are not required to submit copies of qualifications and other relevant documents on application but must submit the fully completed Z83 and detailed curriculum Vitae. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA) only when shortlisted. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be practical exercise to determine a candidate's suitable based on the posts technical and generic requirements and the other must be on integrity (ethical conduct) assessment. Late (received after closing date and time), incomplete. The employer is an equal opportunity affirmative, action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) in the Department through the filling of this post(s) with a candidate whose appointment will promote representatively in line with the numerical targets as contained in our Employment Equity Plan. The Employer reserves the right not to make an appointment. Where applicable, candidates will be subjected to a skills test. Correspondence will be limited to short-listed candidates. All short-listed candidates will be subjected to a qualifications and citizen verification; criminal record and financial/asset record checks. Applicants who have not been invited for an interview within 90 days of the closing date should consider their application unsuccessful.

CLOSING DATE : 07 April 2026 at 16:00

POST 10/273 : **CLEANERS (X2 POSTS)**
Permanent

SALARY : R138 486 per annum (Level 02)

CENTRE : Siteto Campus Ref No: 2026/03/08
Ngqungqushe Campus Ref No: 2026/03/09

REQUIREMENTS : Grade 10/ STD 8. Be flexible to changing demands of the post. Able to communicate at least two official languages. Basic literacy skills to read operating instructions and notices. Knowledge of cleaning procedures, maintenance procedures and safety requirements attached to the duties assigned. Able to use cleaning materials appropriately. Ensure high level of cleanliness throughout the Campus. Be flexible to manage time effectively.

DUTIES : Ensure the cleaning of classrooms and surroundings. Carry out numerous gardening duties, requiring a minimum amount of supervision. Soil cultivation, digging forking, watering, raking, weeding, edging, pruning and planting. Empty litter bins around the campus. Keep the borders, throughfare and highway footpaths clear free from.

ENQUIRIES : Ms NA Damoyi Tel No: (039) 940 2142

APPLICATIONS : Ingwe TVET College, HRA Unit, PO Box 92491, Mount Frere, 5090 0r email to applications@ingwecollege.edu.za can be delivered at Ingwe TVET College.

NOTE : Applications must be submitted on the new approved Z83 obtained from schools, colleges, and government departments and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z83. A recent, comprehensive Curriculum Vitae. Applications are not required to submit copies of qualifications and other relevant documents on application but must submit the fully completed Z83 and detailed curriculum Vitae. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day

of the interview following communication from HR. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA) only when shortlisted. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be practical exercise to determine a candidate's suitable based on the posts technical and generic requirements and the other must be on integrity (ethical conduct) assessment. Late (received after closing date and time), incomplete. The employer is an equal opportunity affirmative, action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) in the Department through the filling of this post(s) with a candidate whose appointment will promote representatively in line with the numerical targets as contained in our Employment Equity Plan. The Employer reserves the right not to make an appointment. Where applicable, candidates will be subjected to a skills test. Correspondence will be limited to short-listed candidates. All short-listed candidates will be subjected to a qualifications and citizen verification; criminal record and financial/asset record checks. Applicants who have not been invited for an interview within 90 days of the closing date should consider their application unsuccessful.

CLOSING DATE : 07 April 2026 at 16:00

ANNEXURE H

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

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

CLOSING DATE : 10 April 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.

MANAGEMENT ECHELON

POST 10/274 : **DIRECTOR: FAMILY ADVOCATE REF NO: 26/14/KZN**

SALARY : R1 266 714 – R1 492 122 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

CENTRE : Office of The Family Advocate– Durban

REQUIREMENTS : An undergraduate qualification (NQF level 7) LLB or equivalent four-year Legal Qualification as recognized by SAQA Law Degree; A minimum of 5 years' experience at middle/senior management level; Nyukela certificate is required for all SMS positions before appointment (Certificate for Entry into the Senior Management Service from the School of Government) (NSG); Admitted as an Advocate; Knowledge of the South African legal system, legal practices and related spheres with specific reference to civil litigation and the law of contract; Knowledge of the Constitution, Institution of Legal Proceedings Against Certain Organs of State Act, Prescription Act, the State Attorney, Public Finance Management Act, Treasury Regulations, Department Financial Instructions and the State Liability Act; Knowledge and experience in office administration; Extensive knowledge of all local and international Legislation that regulates protection of children; Knowledge of the Foundations of South African law, South African private law, co-Institutional law, criminal law, intellectual property, evidence and African Customary Law. Muslim Personal Law, Private

International Law; Children's Act, The Hague Convention of the Civil Aspects of International Child Abduction, 1996 (Act 72 of 1996), Maintenance Act, reciprocal enforcement of Maintenance Orders Act, Child Care Act. Skills and Competencies: Strategic capability and leadership; Project and programme management; Financial management; Change management; Knowledge management; Continuous improvement; Service Delivery Innovation (SDI); Problem solving and analysis; Diversity management; Communication; Honesty and integrity; Project management; Computer literacy.

DUTIES : Key Performance Areas: Manage and coordinate the provisioning of family advocate services; Manage and monitor the implementation of the Hague Convention on Civil aspects of International Child Abduction; Manage the implementation of policies, legislative frameworks and prescripts; Manage and monitor the provision of Forensic Social Work services; Manage human, financial and other resources.

ENQUIRIES : Mr J.N. Mdaka Tel No: (031) 3723000

APPLICATIONS : Quoting the relevant reference number and courier your application to: Physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban or drop-off on the above address OR https://forms.office.com/r/X2XaVPasWu

OTHER POSTS

POST 10/275 : **COURT MANAGER (X2 POSTS)**

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

CENTRE : Magistrate Office: Ingwavuma Ref No: 26/15/KZN (X1 Post)
Magistrate Office: Msinga Ref No: 26/16/KZN (X1 Post)

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

DUTIES : Key Performance Areas: Coordinate and manage the financial, human resource, risk and security in the court; Manage the strategic and business planning processes; Manage the facility, physical resources, information and communication related to courts; Lead and manage the transformation of the office; Compile 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.

ENQUIRIES : Ms M.P Khoza Tel No: (031) 3723000

APPLICATIONS : Quoting the relevant reference number and courier your application to: Physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban or drop-off on the above address OR https://forms.office.com/r/X2XaVPasWu

NOTE : Separate application must be made quoting the relevant reference number.

POST 10/276 : **ADMINISTRATIVE OFFICER REF NO: 26/17/KZN**

SALARY : R397 116 – R467 790 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Magistrate Office: Greytown

REQUIREMENTS : A three (3) year National Diploma/ Bachelor's degree in Public Administration / Public Management or equivalent; 3 years administration experience; Knowledge of Human Resource Management, Supply Chain Management and Risk Management; Knowledge of Public Finance Management Act, Knowledge of Financial Management (Vote and Trust Account); Departmental Financial Instructions (DFI), BAS and Justice Yellow Pages. Skills and Competencies: People management; Computer literacy (Microsoft packages); Good

communication skills (written and verbal); Organizing and problem-solving skills; Sound leadership and management skills; Good interpersonal relations.

DUTIES : Key Performance Areas: Co-ordinate and manage the financial and human resources of the office; Co-ordinate and manage risk and security in the court; Manage the strategic and business planning process; Manage the Criminal and Civil Court Administration Section and other sections related to Family Court and Supply Chain; Manage Third Party Funds and Vote Accounts for the office; Co-ordinate, manage and administer support services to Case Flow Management and other court users.

ENQUIRIES : Ms M.P. Khoza Tel No: (031) 3723000

APPLICATIONS : Quoting the relevant reference number and courier your application to: Physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban or drop-off on the above address OR https://forms.office.com/r/X2XaVPasWu

POST 10/277 : **ASSISTANT STATE ATTORNEY (LP3-LP4) REF NO: 26/18/KZN (X2 POSTS)**

SALARY : R377 523 – R659 436 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

CENTRE : State Attorney, Durban

REQUIREMENTS : An LLB or 4 year recognized legal qualification; Admission as an Attorney; At least 2 years appropriate post qualification legal/litigation experience; A valid driver's license. Skills and Competencies: Computer literacy; Legal research and drafting; Dispute resolution; Case flow management; Strategic and conceptual orientation; Communication skills (written and verbal).

DUTIES : Key Performance Areas: Handle litigation and appeals in the High Courts, Magistrate's Court, Labour Courts, Land Claims Court and CCMA; Draft and/or settle all types of agreements on behalf of the various clients; Render legal opinions and advice; Handle all forms of arbitration, including inter-departmental arbitration and debt collection. Provide effective people management

ENQUIRIES : Ms V.T. Mlandeliso Tel No: (031) 372 3000

APPLICATIONS : Quoting the relevant reference number and courier your application to: Physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban or drop-off on the above address OR https://forms.office.com/r/X2XaVPasWu

POST 10/278 : **SENIOR COURT INTERPRETER REF NO: 26/VA04/NW (X2 POSTS)**

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

CENTRE : Magistrate Court: Taung

REQUIREMENTS : Grade 12 and National Diploma in Legal Interpreting or equivalent qualification in the field of languages OR Grade 12 with 10 year's practical experience in court interpreting. A minimum of three years practical experience in court interpreting; Proficiency in two or more indigenous languages; A valid driver's license; NB: Applicants will be subjected to a language test. Language Proficiency: Setswana, English, Afrikaans and Sesotho, IsiZulu or IsiXhosa will serve as added advantage, Ability to interpret in sign language and or foreign language will also serve as added advantage. Skills and Competencies: Good communication skills (verbal and written); Computer literacy (Ms Word and Excel); Administrative and organizational skills; Sound interpersonal relations; Ability to work under pressure; Time management; Problem solving; Analytical thinking; Accuracy and attention to detail.

DUTIES : Key Performance Areas: Render interpreting services; Translate legal documents and exhibits; Develop terminology; Assist with reconstruction of Court Records; Perform specific line and administrative support functions; Assist with capturing on ICMS; Supervise Court Interpreters.

ENQUIRIES : Ms. L Shoai Tel No: (018) 397 7088

APPLICATIONS : Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X2033, Mmabatho, 2735, or hand deliver it at 22 Molopo Road, Ayob Gardens, Mafikeng, 2745 OR https://forms.office.com/r/X2XaVPasWu

POST 10/279	:	**CHIEF ADMINISTRATION CLERK REF NO: 26/19/KZN**
SALARY	:	R325 101 – R382 959 per annum. The successful candidate will be required to sign a performance agreement.
CENTRE	:	Family Advocate Office: Durban
REQUIREMENTS	:	Grade 12 certificate or equivalent qualification; 3 years' experience in Administration; Understanding of the legislative framework governing the Public Service; Knowledge of Public Finance Management Act, Treasury Regulations, Departmental Financial Instructions (DFI), Public Service Act and other relevant legislation. Skills and Competencies: Excellent communication (written and verbal skills), Computer literacy (MS Office), Mediation skills, Attention to detail, Conduct legal research, Good interpersonal relations.
DUTIES	:	Key Performance Areas; Supervise and render general clerical support services; Supervise and provide Supply Chain clerical support services within the component; Supervise and provide personnel administration clerical support services within the component; Supervise and provide financial administration support services in the component; Provide effective people management.
ENQUIRIES	:	Ms V.T Mlandeliso Tel No: (031) 372 3000
APPLICATIONS	:	Quoting the relevant reference number and courier your application to: Physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban or drop-off on the above address OR https://forms.office.com/r/X2XaVPasWu
POST 10/280	:	**OCCUPATIONAL HEALTH AND SAFETY PRACTIONER REF NO: 26/VA06/NW**
SALARY	:	R325 101 – R382 959 per annum. The successful candidate will be required to sign a performance agreement.
CENTRE	:	Provincial Office - NW
REQUIREMENTS	:	An NQF level 6 qualification as recognized by SAQA in Safety Management/ Environmental Management/Occupational Health and Safety; Registration with the relevant professional bodies for Occupational Health and Safety Practitioner/Occupational Health Hygienist/South African Institute of Occupational Safety and Health (SAIOSH)/South African Institute for Occupational Hygienist (SAIOH)/ South African Nursing Council for Occupational Health Practitioners; A minimum of 2 years' functional experience in Safety, Health Environment, Risk and Quality management environment; Knowledge on Health and Wellness Integrated Strategic Framework in the Public Service; Knowledge of Occupational Health and Safety Act (OHSA), Basic Condition of Employment Act (BCEA), Employment Equity Act (EEA), Compensation for Occupational Injuries and Diseases Act (COIDA), National Environmental Management Act (NEMA), Safety at Sports and Recreational Events Act (SASREA), Disaster Management Act, DPSA Strategic Framework on Employee Health and Wellness (EHW); Knowledge and understanding of the Public Service statutory frameworks: Financial Management and regulatory framework/guidelines, the Public Service Act, the Public Service Regulations, Treasury Regulations, Departmental Financial Instructions, the Public Finance Management Act, Government initiatives and decisions, etc; Knowledge of Departmental policies, SHER management standards and guidelines and data analysis; Ability to integrate with the Safety, Health and Environmental (SHE) team of specialists. Skills and Competencies: Concern of others; Creative thinking; Citizen Service Orientation; Decision making; Diversity citizenship; Computer literacy (MS Word); Communication (verbal and written) skills; Budgeting and financial management; Problem solving and decision making; Communication and information management; Team membership.
DUTIES	:	Key Performance Areas: Administer and implement SHER strategy and plan; Administer and implement risk management assessment and control; Administer and implement health and safety services; Administer and implement environmental management services; Manage human, finance and other resources.
ENQUIRIES	:	Ms. L Shoai Tel No: (018) 397 7088
APPLICATIONS	:	Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X2033, Mmabatho, 2735, Mafikeng, 2745 OR https://forms.office.com/r/X2XaVPasWu

POST 10/281	:	**MAINTENANCE INVESTIGATOR REF NO: 26/20/KZN**
SALARY	:	R325 101 – R382 959 per annum. The successful candidate will be required to sign a performance agreement.
CENTRE	:	Magistrate Office: Durban
REQUIREMENTS	:	A Grade 12 certificate or equivalent qualification; Relevant administrative experience in Family Law matters; Knowledge of the Maintenance Act (Act 99 of 1998. Skills and Competencies: Computer literacy (MS Office); Numeracy skills; Communication skills (verbal and written); Ability to work with the public in a professional and empathetic manner; Time management; Facilitation skills; Innovation and ability to work under pressure.
DUTIES	:	Key Performance Areas: Serve Maintenance Summons, subpoenas, warrants and garnishee orders for district in terms of the Maintenance Act; Locate whereabouts of persons; Give testimony in Court under oath; Render administrative support to the Office.
ENQUIRIES	:	Ms V Mlandeliso Tel No: (031) 3723000
APPLICATIONS	:	Quoting the relevant reference number and courier your application to: Physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban or drop-off on the above address OR https://forms.office.com/r/X2XaVPasWu
POST 10/282	:	**MAINTENANCE OFFICER (MR1 - MR5) REF NO: 26/21/KZN**
SALARY	:	R252 855 – R1 111 323 per annum (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
CENTRE	:	Magistrate Office: KwaDukuza
REQUIREMENTS	:	An LLB Degree or a four (4) year recognized legal qualification; Knowledge of maintenance system, Maintenance Act and family law matters; Understanding of all services and procedure in the area of Maintenance; A valid driver's license. Skills and Competencies: Computer literacy (MS Office); Good communication skills (verbal and written); Numeracy skills; Good interpersonal relations; Problem solving skills; Report writing and time management skills; Accuracy and attention to detail.
DUTIES	:	Key Performance Areas: Perform the powers, duties or functions of a Maintenance Officer in terms of the Maintenance Act; Obtain financial information for Maintenance enquiries; Guide Maintenance Investigators in the performance of their functions; Appear in the Maintenance Court and conduct proceedings in terms of the Maintenance Act; Implement Bench orders; Provide reports and compile statistics.
ENQUIRIES	:	Ms V Mlandeliso Tel No: (031) 372 3000
APPLICATIONS	:	Quoting the relevant reference number and courier your application to: Physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban or drop-off on the above address OR https://forms.office.com/r/X2XaVPasWu
POST 10/283	:	**ESTATE CONTROLLER (EC1 – EC4) REF NO: 2026/06/GP (X2 POSTS)**
SALARY	:	R252 855 – R586 956 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
CENTRE	:	Master of The High Court: Johannesburg
REQUIREMENTS	:	An LLB Degree or recognized four years legal qualification. Knowledge of Administration of Estates Act, Compliance, Mental Health, Insolvency Act and other related Act, Registration of trusts Act, Curatorship's Act; knowledge of all local and international Legislation that regulates protection of children, South African legal system, legal practices and related spheres with specific reference to civil litigation and the law of contract. Knowledge of the Constitution, the Institution of Legal Proceedings Against Certain Organs of State Act, State Attorney Act, the Public Finance Management Act, Treasury Regulations and the State Liability Act. Skills and Competencies: Legal research and drafting; Case flow management; Estate duties; Trust; Dispute resolution; Communication skills (verbal and written); Problem solving; Customer focus; Attention to detail; Computer literacy.
DUTIES	:	Key Performance Areas: Administer deceased and Insolvent Estates, Curatorship, Trusts and all aspects related to the administration thereof; Determine and asses estate duties in terms of the Estate Duties Act; Conduct

		research and draft legal documents; Render administrative function of the office.
ENQUIRIES	:	Ms. T Maphoto Tel No: (011) 332 9000
APPLICATIONS	:	Quoting the relevant reference number, direct your application to: The Provincial Office, Private Bag X6, Johannesburg, 2000 OR Physical address: Department of Justice and Constitutional Development; 7th floor Schreiner Chambers, 94 Pritchard Street; Johannesburg OR https://forms.office.com/r/X2XaVPasWu
POST 10/284	:	**ADMINISTRATION CLERK (X9 POSTS)**
SALARY	:	R228 321 – R268 950 per annum. The successful candidate will be required to sign a performance agreement.
CENTRE	:	Magistrate Office: Mahlabatthini Ref No: 26/22/KZN (X1 Post) Magistrate Office: Newcastle Ref No: 26/23KZN (X1 Post) Magistrate Office: Paulpietersburg Ref No: 26/24/KZN (X1 Post) Magistrate Office: Randfontein Ref No 2026/15/GP (X1 Post) Magistrate's Office: Taung Ref No: 26/VA05/NW (X2 Posts) Magistrate Office Klerksdorp Ref No: 26/VA07/NW (X2 Posts) Magistrate Office: Kempton Park Ref No: 2026/09/GP (X1 Post)
REQUIREMENTS	:	Grade12 or equivalent qualification. Skills and Competencies: Good communication skills (verbal and written); Computer literacy (MS Office); Administrative and Organizational skills; Ability to work under pressure; Good interpersonal relations; Customer service; Document management and filing.
DUTIES	:	Key Performance Areas: Render clerical support services; Provide supply chain clerical support services within the component; Provide personnel administration support within the component; Provide financial administration support services in the component; Provide various administrative duties.
ENQUIRIES	:	KwaZulu-Natal: Ms M.P. Khoza Tel No: (031) 372 3000 Gauteng: Ms V Shiburi or Ms T Maphoto Tel No: (011) 332 9000 North West: Ms. L Shoai Tel No: (018) 397 7088/7106
APPLICATIONS	:	**KwaZulu-Natal**: Quoting the relevant reference number and courier your application to: Physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban or drop-off on the above address OR https://forms.office.com/r/X2XaVPasWu **Gauteng:** Quoting the relevant reference number, direct your application to: The Provincial Office, Private Bag X6, Johannesburg, 2000 OR Physical address: Department of Justice and Constitutional Development; 7th floor Schreiner Chambers, 94 Pritchard Street; Johannesburg OR https://forms.office.com/r/X2XaVPasWu **North West:** Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X2033, Mmabatho, 2735 or hand deliver it at 22 Molopo Road, Ayob Gardens, Mafikeng OR https://forms.office.com/r/X2XaVPasWu
NOTE	:	Separate application must be made quoting the relevant reference number.
POST 10/285	:	**DRIVER REF NO: 26/VA07/NW**
SALARY	:	R193 359 – R227 766 per annum. The successful candidate will be required to sign a performance agreement
CENTRE	:	Magistrate's Office Schweizer - Reneke
REQUIREMENTS	:	Grade 10/Abet level 4; A valid driver's license. Skills and Competencies: Basic Computer literacy; Communication at appropriate level; Sound interpersonal relations; Ability to liaise with team members and members of the public.
DUTIES	:	Key Performance Areas: Render driver/ messenger support services; Collect correspondence, distribute mail and parcels to the various office; Collect documents from respective government institutions; Transport officials to various destinations; Render clerical support services.
ENQUIRIES	:	Ms. L Shoai Tel No: (018) 397 7088/7106
APPLICATIONS	:	Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X2033, Mmabatho, 2735 or hand deliver it at 22 Molopo Road, Ayob Gardens, Mafikeng OR https://forms.office.com/r/X2XaVPasWu

ANNEXURE I

NATIONAL SCHOOL OF GOVERNMENT

The National School of Government (The NSG) contributes to the building of an effective, capable and professional public service through the provision of relevant, mandatory and non-mandatory training programmes and professionalising the public sector towards a capable, ethical and developmental state.

APPLICATIONS : Applications must be submitted by using the relevant email address and quoting the reference number in the subject line or hand-delivered to the ZK Matthews Building, 70 Meintjies Street, Sunnyside, Pretoria, National School of Government, Applicants are encouraged to submit their applications electronically. E-mail to Recruitment.MMSSMS@thensg.gov.za, or hand deliver to ZK Mathews Building, 70 Meintjies Street, Sunnyside, Pretoria. For Attention And Enquiries: Kindly contact Mr Mpho Mugodo Tel No: (012) 441 6017 or Mr Thabo Ngwenya Tel No: (012) 441-6108.

CLOSING DATE : 10 April 2026

NOTE : Suitably qualified, dynamic, passionate, and experienced persons are invited to apply for the vacant permanent position(s). Applicants are requested to visit the NSG website at www.thensg.gov.za or www.dpsa.gov.za for information on the requirements and duties of the position. Applications must consist of: A fully completed and signed new Z83 form with a comprehensive CV containing contactable references. Use of the old Z83 Form will result in disqualification. Candidates should not attach certified documents to the application. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview. The relevant reference number must be written on the application form. Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). 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 must be an integrity (ethical conduct) assessment. All appointments are subject to personnel suitability checks such as security vetting, citizen verification, financial records check, and qualifications verifications. Applications that do not comply with the above-mentioned requirements as well as applications that are received late, will not be considered. The selection process of the SMS post will be in line with the Senior Management Service requirements. The successful candidate will be expected to sign a performance agreement within three months from the date of assumption of duties and where applicable to disclose particulars of all registrable financial interests within a month. The employment decision shall be informed by the Employment Equity Plan of the Department to achieve its employment equity targets. It is the Department's intention to promote equity (race, gender, and disability) through the filling of this post. The NSG reserves the right not to make an appointment and to use other recruitment processes. Correspondence will be limited to shortlisted candidates only. Successful completion of the Senior Management Pre-Entry Programme (Nyukela) is required for appointment of the SMS posts. Enrolment for the course should be made on the NSG's website at https://www.thensg.gov.za/training-course/sms-pre-entry-programme

MANAGEMENT ECHELON

POST 10/286 : **PRINCIPAL (DIRECTOR-GENERAL) REF NO: NSG 10/2025**

Five-year Contract

Job Purpose: To provide strategic, knowledge and operational leadership in building public sector capacity through education, training and development interventions, and professionalising the public sector towards a capable, ethical and developmental state.

SALARY : R2 352 642 per annum (Level 16), all-inclusive remuneration package, comprising of the basic salary (70% of package), employer's contribution to the Government Pension Fund (13% of the basic salary) and a flexible portion. The flexible portion of package can be structured according to Senior Management. A non-pensionable allowance equal to 10% of the annual all-inclusive remuneration package is also payable.

CENTRE : Pretoria

REQUIREMENTS : A postgraduate degree or equivalent (NQF level 8) in Public Administration, Economics, Political Science, Development Studies/Practice, Business Administration or any other relevant discipline. Master's degree (NQF Level 9) or PhD in Public Administration, Political Science, Development Studies/Practice, Business Administration or related discipline as an added-advantage. Where applicable, registration with a relevant professional body will be an added advantage. Experience: Minimum of 10 years' experience at a senior management level in the public sector, academia or development institutions, with demonstrated experience in leading complex institutions, managing stakeholder relationships and delivering impact. Substantial experience in education and training would be an added advantage. Knowledge: Deep understanding of the global and South African public administration landscape and public sector capacity building. Knowledge and experience with pedagogical and related epistemological issues relevant to the capacity building of individuals and institutions. Expert knowledge and understanding of the Constitution of the Republic of South Africa and public sector legislation (including the Public Service Act, Public Administration Management Act, Skills Development Act, Public Finance Management Act, National Qualifications Framework Act, Higher Education and Training Act, and Further Education and Training Act). Strategic leadership, management and governance in public institutions. Policy development, curriculum innovation, and adult learning methodologies. Research, academic governance and knowledge management principles. Digital transformation within an education and training environment. In-depth knowledge of corporate governance and risk management principles. Understanding and knowledge of stakeholder engagement and intergovernmental relations. Knowledge of strategic planning and performance monitoring. Skills: Strategic and visionary leadership. Policy influence and thought leadership. Stakeholder mobilisation and public engagement. Financial, risk, and performance management. Complex problem-solving and decision-making. Organisational agility and innovation orientation. Excellent communication and presentation skills. Digital acumen and change leadership. Analytical and decision-making skills. Conflict resolution and negotiation skills. Good conflict management skills. Advanced Computer skills. Project management and innovation. Competencies: Must be able to provide a vision, set the direction for the organisation and inspire others to deliver on the organisational mandate. Plan, manage, monitor and evaluate specific activities to deliver the desired outputs. Compile and manage budgets, control cash flow, institute risk management and administer tender procurement processes by generally recognised financial practices to ensure the achievement of strategic organisational objectives. Initiate and support organisational transformation and change to implement new initiatives and deliver on service delivery commitments successfully. Promote the generation and sharing of knowledge and learning to enhance the organisation's collective knowledge. Explore and implement new ways of delivering services that contribute to improving organisational processes to achieve organisational goals. Systematically identify, analyse and resolve existing and anticipated problems to reach optimum solutions on time. Manage and encourage people, optimise their outputs, and effectively manage relationships to achieve organisational goals. Must be willing and able to deliver services effectively and efficiently to put the spirit of customer service (Batho Pele) into practice. Exchange information and ideas clearly and concisely, appropriate for the audience to explain, persuade, convince and influence others to achieve the desired outcomes. Display and build the highest standards of ethical and moral conduct to promote confidence and trust in the Public Service. Personal Attributes: Participate in professional development activities to maintain and stay current with professional knowledge and curricular trends. Ability to multi-task and organise, prioritise, and follow multiple projects and tasks through to completion with attention to detail. Work independently while contributing to a team environment. Ability to analyse problems, identify solutions, take appropriate action, and resolve conflicts using independent judgment and decision-making. Establish and maintain effective working relationships with management, employees, stakeholders and the public. Integrity and honesty; detail-oriented; creative and innovative; ability to work under pressure. Be willing to travel and work extended hours. Preference will be given to African females, African and Coloured males and people with disability in accordance with our employment equity requirements.

DUTIES : The incumbent will be responsible for the following Key Results Areas: Provide knowledge leadership on state capacity building to enhance overall efforts of the government in building a capable developmental state. Lead the strategic direction and imperatives of the institution in line with key national and sectoral policy frameworks and developmental agendas. Lead the institutional repositioning towards a future-oriented public sector that embraces digital transformation, innovation and service excellence. Chair and provide leadership external and internal committees and governance structures that ensures inclusive participation, and drive decisions towards goals. Foster a culture of accountability, transparency and collaborative problem-solving within committees and governance structures. Ensure full compliance with PFMA and other legislative requirements as Accounting Officer, enable regular review, strengthen internal controls to mitigate risks and ensure financial integrity. Drive organisational change management initiatives for agility and responsiveness; maintain open channels (including with staff and organised labour) for communicating change initiatives. Foster an organisational culture that embraces innovation, flexibility, agility and continuous improvement. Provide leadership and oversight in governance by promoting open reporting and information sharing, model ethical behaviour and practices, enforce codes of conduct and regularly assess governance effectiveness. Provide leadership in data-driven research, business intelligence and market analysis to inform interventions and establish monitoring mechanisms such as digital dashboard) to track progress across the public sector. Integrate international capacity building standards through benchmarks and strategic alliances that assess the South African public sector progress. Provide strategic direction and leadership in the design and implementation of a structured learning pathway (including higher education qualifications) and curriculum framework. Lead and facilitate institutional development interventions (including strategic planning, change management, organisational design and skills audits). Lead the design, piloting and implementation of artificial intelligence (AI) innovation to support public sector service delivery models. Lead in the implementation and monitoring of professionalisation interventions, including the National Framework Towards the Professionalisation of the Public Sector. Lead and provide strategic direction in quality management to ensure the effectiveness, efficiency and continuous improvement of the education, training and development interventions. Lead the institution in its accreditation status with various bodies, including the PSETA, LGSETA, QCTO and CHE, adhere to minimum requirements and ensure compliance. Lead the design of strategies to monitor and evaluate ETD design and delivery as well as the measurement of data-driven and evidence-based institutional impact and outcomes. Lead in the quality of learner assessment and moderation, achievement of learning outcomes against specified criteria, and issuing of certificates. Foster a culture of institutional quality management through systems, processes, services and products, including peer reviews, performance audits and continuous improvement. Lead in the management and provide oversight of the NSG Training Trading Account to maximise revenue generation, including diversifying revenue streams. Expand offerings to fee-paying clients, including the three spheres of government, SOEs, the private sector and international partners. Monitor financial performance and undertake regular financial analytics to track revenue targets and identify business growth opportunities. Lead engagements with strategic partners in the joint design, delivery and revenue sharing of high-demand interventions, increasing market reach. Lead in the strategic design of ICT and procurement planning to leverage economies of scale and financial prudence. Oversee the financial and non-financial compliance, including payment of supplier invoices, reducing wasteful, irregular and fruitless expenditure. Provide leadership in financial and non-financial performance, including reporting and presentations to Department of Planning, Monitoring and Evaluation (DPME), National Treasury, parliamentary committees and the Audit Committee. Drive compliance with Minimum Information Security Standards, including security vetting and training initiatives. Provide leadership and implement interventions to promote equity, youth employment and disability inclusion. Engage with relevant authorising structures and political executives to secure ongoing support for NSG efforts and wider capability development interventions. Lead in the hosting of workshops, research colloquia, roundtable discussions and the NSG seminar series to stimulate debate, insight and understanding of public sector issues. Network and collaborate with relevant external and international stakeholders

to ensure mutually beneficial relationships that serve the interests of the NSG. Participate in domestic and global partnerships with Higher Education Institutions (HEI's), organs of state, research institutions and professional bodies to undertake joint projects. Undertake and present papers at national and/or international conferences, including providing support to NSG officials where required. Lead in the research with NSG stakeholders and partners (empirical and desktop research) to generate and disseminate knowledge through interaction and publications. Provide leadership to the secretariat of the African Management Development Institutes' Network (AMDIN), including the management of its revenue

ENQUIRIES : Ms Letty Raseroka Tel No: (012) 441 6017

ANNEXURE J

DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

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

CLOSING DATE : 10 April 2026 at 16H00

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

OTHER POSTS

POST 10/287	:	**CHIEF ENGINEER: CIVIL (PROFESSIONAL SERVICES) (GRADE A) REF NO: 2026/113**
SALARY	:	R1 266 450 per annum, (all-inclusive salary package), (total package to be structured in accordance with the rules of the OSD)
CENTRE	:	Pretoria Regional Office
REQUIREMENTS	:	Engineering Degree (B Eng/BSc (Eng) in Civil Engineering or relevant. Compulsory registration as a Professional Engineer (Pr Eng.) with the Engineering Council of South Africa. A minimum of 6 years' post qualification experience. A valid driver's license and the ability/willingness to travel are essential. Extensive experience in various fields of civil engineering which includes but not limited to geotechnical investigations and designs; water engineering (design and construction of: bulk water services, connector infrastructures, reticulation systems, water reservoirs, wastewater and water treatment works); and construction materials. Experience in traffic and transportation engineering will be an added advantage. Exposure to the four main contracts used in the civil engineering industry. Good understanding of the CIDB standard for uniformity and the standard professional services contract. Knowledge of the Infrastructure Delivery Management System (IDMS). Good communication skills. Excellent technical report writing and presentation skills are required. Innovative problem-solving ability and ability to work independently at strategic, production and execution levels. Applied knowledge of all relevant Built Environment legislative/regulatory requirements of National and International standards. Experience in managing and leading junior engineers, technicians, technologist and engineering candidates. (Postgraduate qualification will be an added advantage).
DUTIES	:	Technical specification and evaluation of professional service providers' and contractors' bids. Review and acceptance of the professional service provider's concept and detailed designs. Assist in compilation of tender documentation. Conduct technical inspections and integrity surveys on various civil engineering assets. Compilation of technical justifications to initiate new projects. Compilation of business cases to justify funds for new projects. Conduct quality control over the work of consultants and contractors during the execution phase of projects. Assist project managers in resolving technical disputes arising at different stages of projects. Review and audit final professional civil engineering accounts. Accept responsibility for the development, implementation, review and regular updating of standardised civil engineering practice manuals for the Department. Undertake detail design, documentation and implementation of minor projects. Engage with client departments and stakeholders on technical matters. Provide mentorship and supervision to candidate engineers, technologists and technicians.
ENQUIRIES	:	Mr L Ngobeni Tel No: (012) 492 3470/Mr T Masina Tel No: (012) 310 5254
APPLICATIONS	:	Pretoria Applications: The Regional Manager, Department of Public Works Private Bag X229, Pretoria, 0001 or 251 Nana Sita AVN Building, Cnr Thabo Sehume and Nana Sita Streets Pretoria or email to: RecruitPTA26-17@dpw.gov.za
FOR ATTENTION	:	Ms K. Tlhapane/ Ms MC. Lekganyane
POST 10/288	:	**CHIEF ENGINEER: STRUCTURAL (PROFESSIONAL SERVICES) (GRADE A)**
SALARY	:	R1 266 450 per annum, (all-inclusive salary package), (Total package to be structured in accordance with the rules of the OSD)
CENTRE	:	Pretoria Regional Office Ref No: 2026/114A (X1 Post) Cape Town Regional Office Ref No: 2026/114B (X1 Post)
REQUIREMENTS	:	Engineering Degree (B Eng/BSc (Eng) in Civil Engineering or relevant. Compulsory registration as a Professional Engineer (Pr Eng.) with the Engineering Council of South Africa. A minimum of 6 years' post qualification experience. A valid driver's license and the ability/willingness to travel are essential–Extensive experience in the field of structural engineering which includes but not limited to: design and construction of concrete structures (such as industrial, residential and office building; water and wastewater treatment works, bridges, dams etc.); Steel structures (such as industrial and office buildings) and masonry structures. Experience in the interpretation of

geological information and data obtained from geotechnical investigations and the application thereof in the design of building foundations. Exposure to the four main types of contracts used in the civil engineering industry. Good understanding of the CIDB standard for uniformity. Knowledge of the Standard for Infrastructure Delivery and Procurement Management (SIPDM). Good communication skills. Excellent technical report writing and presentation skills are required. Innovative problem-solving ability and ability to work independently at strategic, production and execution levels. Applied knowledge of all relevant Built Environment legislative/regulatory requirements of National and International standards (ISO/SANS), the Water Act, the Water Services Act, and the OHS Act is required. A valid driver's license (minimum code B) and the ability/willingness to travel are essential. Experience in managing and leading junior engineers, technicians, technologist and candidates. (Postgraduate qualification will be an added advantage).

DUTIES : Technical evaluation of professional service providers' and contractors' bids. Review and acceptance of the professional service provider's concept and detailed design. Assist in compilation of tender documentation. Conduct technical inspections and integrity surveys on various structural/ civil engineering assets. Conduct quality control over the work of the consultant and the contractor during the execution phase of the project. Assist project managers in resolving technical disputes arising at different stages of the project. Review and audit final professional structural/ civil engineering accounts and construction contract final accounts. Accept responsibility for the development, implementation, review and regular updating of standardized structural/ civil engineering practice manuals for the Department. Undertake detail design, documentation and implementation of minor projects. Provide mentorship and supervision to candidate engineers, technologists and technicians.

ENQUIRIES : Pretoria: Mr L Ngobeni Tel No: (012) 492 3470/Mr T Masina Tel No: (012) 310 5254
Cape Town: Ms T Kolele Tel No: (021) 402 2063

APPLICATIONS : **Pretoria Applications**: The Regional Manager, Department of Public Works Private Bag X229, Pretoria, 0001 or 251 Nana Sita AVN Building, Cnr Thabo Sehume and Nana Sita Streets Pretoria or email to: RecruitPTA26-18@dpw.gov.za For Attention: Ms K. Tlhapane/ Ms MC. Lekganyane
Cape Town Applications: Cape Town Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Ground floor, Customs House, Lower Heerengracht Street, Cape Town or email to: RecruitCPT26-27@dpw.gov.za For Attention: Ms. C Rossouw

POST 10/289 : **CHIEF CONSTRUCTION PROJECT MANAGER (GRADE A)**

SALARY : R1 266 450 per annum, (all-inclusive salary package), (Total package to be structured in accordance with the rules of the OSD)

CENTRE : Cape Town Regional Office Ref No: 2026/115A (X2 Posts)
Bloemfontein Regional Office Ref No: 2026/115B (X1 Post)
Head Office Ref No: 2026/115C (X1 Post)

REQUIREMENTS : A National Higher Diploma (Built Environment Field)/ B-Tech (Built Environment Field)/ Honours Degree in any Built environment field with a minimum of six (6) years post qualification experience. A valid driver's license. Compulsory registration with the SACPCMP as a Professional Construction Project Manager on appointment. Knowledge of programme and project management, project design and analysis, legal and operational compliance, as well as the creation of high-performance culture. Communication, problem solving, analytical, decision making and conflict management skills also are critical.

DUTIES : Monitor the performance of project managers under his/her supervision. Mentor, develop and offer technical support to improve performance. Manage construction projects on his/her own, ranging from large scale capital projects to maintenance projects and service contracts. Ensure that the needs of the clients are well interpreted into manageable scopes of work. Procure the services of built environment professionals through stipulated supply chain management process. Coordinate the work of various professionals to ensure the required design and documentation quality as well as delivery is in accordance with the project execution plans. Coordinate all internal resources required to ensure the bidding process for appointment of contractors. Ensure

that appointed consultants manage the quality of work within their professional scope and responsibility. Ensure that contractors timeously receive relevant specifications and details to contracts. Adjudicate all applications of variation orders and extensions of time and make recommendations to the approving authority within the Department. Process all monthly interim payments as per conditions of contract and in line with the Government's commitment to pay invoices timeously. Prepare and submit project information to be filled to the Head of Directorate. Secure all required funding for the projects through internal set processes. Ensure that project information is filled appropriately for easy access during audit. Cultivate a culture for good working relationships with fellow colleagues within the Department.

ENQUIRIES : Cape Town Ms T Kolele Tel No: (021) 402 2063
Bloemfontein Ms. P Zweni at (067) 414 3135
Head Office, Mr B Mokhothu Tel No: (012) 406 1741

APPLICATIONS : **Cape Town Applications**: Cape Town Regional Office Applications: The Regional Manager, National Dept of Public Works, Private Bag X9027, Cape Town, 8000 or hand delivered to Ground-floor, Customs House Building, Foreshore, Lower Heerengracht Street, Cape Town or email to: RecruitCPT26-28@dpw.gov.za For Attention: Ms C Rossouw NOTE: People with disabilities are encouraged to apply.
Bloemfontein Applications: Bloemfontein Regional Office: The Regional Manager, Department of Public Works, P/Bag X 20605, Bloemfontein, 9300 or Hand Delivered to 18 President Brandt Street Bloemfontein 9300 or email to: RecruitBLOEM26-10@dpw.gov.za For Attention: Mr D Manus
Head Office Applications: The Director-General, Department of Public Works, Private Bag x65, Pretoria, 0001 or Hand deliver at CGO Building, Corner Bosman and Madiba Street, Pretoria or email to: Recruitment26-28@dpw.gov.za For Attention: Ms NP Mudau

POST 10/290 : **CHIEF ENGINEER: ELECTRICAL (GRADE A) REF NO: 2026/116**

SALARY : R1 266 450 per annum, (all-inclusive salary package), (Total package to be structured in accordance with the rules of the OSD)

CENTRE : Cape Town Regional Office

REQUIREMENTS : Engineering degree (B Eng/ BSC (Eng) or relevant qualification; 6 years post qualification experience as an Engineer in Building Services Environment; compulsory registration with ECSA as professional Engineer. Valid drivers' license; Project Management; Electrical Engineering. Electrical Engineering. Electrical Engineering best practice; Project Management; Extensive knowledge of all electrical engineering aspects of the building and construction environment; Public Finance Management Act; Occupational Health and Safety Act; Supply Chain Management; Contract Management. Ability to undertake critical review/analysis and provide technical advice; Ability to maintain integrity of confidential information; Financial administration; Effective verbal communication; Advanced technical report writing; Numeracy; Computer Literacy; Planning and Organising; Relationship management; Programme and project management; Interpersonal and diplomacy skills; Problem solving; Decision making; Motivational skills; Conflict resolution; Negotiation skills. Analytical thinking; Innovative; Creative; Solution orientated; Ability to work under stressful situations; Ability to communicate at all levels; People oriented; Trustworthy; Assertive; Hard-working; Ability to work independently. Prepared to travel; willing to adapt to working schedule in accordance with office requirements.

DUTIES : Engineering design and analysis effectiveness; Perform final review and approvals or audits on new engineering designs according to design principles or theory; Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology; Pioneering of new engineering practices and management methods. Maintain engineering operational effectiveness; Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources; Set engineering maintenance standards, specifications and service levels according to organizational objectives to ensure optimum operational availability; Monitor maintenance efficiencies according to organizational goals to direct or redirect engineering services for the attainment of organizational objectives. Manage significant projects risk according to sound risk management practice and organizational requirements; Provide technical consulting services for the operation on engineering related matters to

minimize possible engineering risks; Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment; Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Financial Management; Manage the operational maintenance & capital projects portfolios for the operation to ensure effective resourcing according to organizational needs and objectives; Facilitate the compilation of innovation proposals to ensure validity and adherence to organizational principles; People management; Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of engineering services according to organizational needs and requirements; Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives. Conduct quality control over the work of consultants and contractors during the execution phase of projects. Assist project managers in resolving technical disputes arising at different stages of projects. Review and audit final consultants payments. Accept responsibility for the development, implementation, review and regular updating of standardised electrical engineering practice manuals for the Department. Undertake detail design, documentation and implementation of minor in-house projects. Engage with client departments and stakeholders on technical matters. Provide mentorship and supervision to candidate engineers, technologists and technicians. Comply with Engineering Services requirements to ensure uniform best practices across the department.

ENQUIRIES : Ms. T Kolele Tel No: (021) 402 2063

APPLICATIONS : Cape Town Applications: Cape Town Regional Office: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Ground floor, Customs House, Lower Heerengracht Street, Cape Town or email to: RecruitCPT26-29@dpw.gov.za

FOR ATTENTION : Ms. C Rossouw

POST 10/291 : **CHIEF QUANTITY SURVEYOR (GRADE A) REF NO: 2026/117**

SALARY : R1 099 488 per annum, (all-inclusive salary package), (Total package to be structured in accordance with the rules of the OSD)

CENTRE : Cape Town Regional Office

REQUIREMENTS : A Degree in Quantity Surveying or relevant qualification. Be registered as a Professional Quantity Surveyor with SACQSP (South African Council for the Quantity Surveying Profession). Six years post qualification Quantity Survey experience required. A valid driver's license and the ability/willingness to travel. Relevant experience in working on infrastructure projects (both capital / new and maintenance / existing) from inception to completion. Incumbent should be proficient in technical consulting and technical report writing. Must be able to draw up Bill of Quantities, submitting payment certificates and budget control of projects. Experience with institutional systems / processes. Candidate must be able to operate independently and as part of a team. Appropriate and good understanding of all relevant legislation and construction industry contracts. Good human relations. Good and oral written communication skills. Knowledge of Public Finance Management Act, Occupational Health and Safety Act, Supply chain management, Contract Management. Applied knowledge of all Built environment legislatives/regulating requirements.

DUTIES : Provide technical support to Project Managers in evaluating effectiveness and/or efficiency of solutions offered by consultants. Maintenance of operational agreements between Client Departments and Department of Public Works. Provide a quality survey on all building designs. Inspect buildings in the process of construction and ensure that the required standards are being applied in the building process-report on such inspections. Inspect existing buildings to ensure that the state property is sensibly utilized and not wasted. Perform final review and approval or audits on new architectural designs according to design principles, set maintenance standards specifications and service levels according to organizational objectives to ensure optimum operational availability. Compile risk logs and manage significant risk and provide technical consulting services for the operation on architectural related matters, Allocate, control, monitor expenditure according to budget, check tender documentation for inviting tenders. Monitor the performance of and

exercise control over appointed consultants in connection with the design and execution of work, as well as maintenance to existing structures and infrastructure and scrutinize and approve architectural fee accounts of consultants. Mentor, train and develop candidates and related technical personnel to promote skills/knowledge transfer. Develop, implement and monitor work systems and processes to ensure efficient and effective functioning.

ENQUIRIES : Ms. T. Kolele Tel No: (021) 402 2063

APPLICATIONS : Cape Town Applications: Cape Town Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000 or Hand Deliver at Ground floor, Customs House Building, Lower Heerengracht Street, Cape Town or email to: RecruitCPT26-30@dpw.gov.za

FOR ATTENTION : Ms. C Rossouw

POST 10/292 : **CHIEF ARCHITECT REF NO: 2026/118**

SALARY : R1 099 488 per annum, (all-inclusive salary package)

CENTRE : Bloemfontein Regional Office

REQUIREMENTS : B degree in Architecture or relevant qualification. Six years post Qualification architectural experience required. Valid driver's license. Compulsory registration with SACAP as a professional Architect. Willing to adapt to working schedule in accordance with office requirements. Knowledge: Architectural design and analysis knowledge Architectural principles. Project Management Computer-aided engineering applications, Research and development Public Finance Management Act, Occupational Health and Safety Act, Supply Chain Management, Contract Management, Knowledge of and experience in working in a High-Performance Centre environment to manage project delivery; Knowledge of and experience in the use of dashboards to track project progress. Knowledge of and experience in the development, implementation and oversight of recovery plans when projects are lagging.

DUTIES : Architectural design and analysis effectiveness: Perform final review and approvals or audits on architectural designs according to design principles or theory. Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology. Maintain engineering operational effectiveness: Manage the execution of architectural strategy through the provision of appropriate structures, systems and resources. Set architectural standards, specifications and service levels according to organizational objectives to ensure optimum operational availability. Monitor and maintain efficiencies according to organizational goals to direct or redirect architectural services for the attainment of organizational objectives. Financial Management: Ensure the availability and management of funds to meet the MTEF objectives within the engineering environment. Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organizational needs and objectives. Manage the commercial value add of the discipline-related programmes and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organizational principles. Allocate, control and monitor expenditure according to budget to ensure efficient cash flow management. Governance: Allocate, monitor and control resources. Compile risk logs and manage significant risk according to sound risk management practice and organizational requirements. Provide technical consulting services for the operation of architectural related matters to minimize possible architectural risks. Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. People management: Assess the work of support personnel for development. Identify on-job training requirements. Train and develop trainee cost engineers on the job and through formalised training programmes. Coach and mentor newly appointed personnel.

ENQUIRIES : Ms. P Zweni at (067) 414 3135

APPLICATIONS : Bloemfontein Applications: Bloemfontein Regional Office: The Regional Manager, Department of Public Works, P/Bag X20605, Bloemfontein, 9300 or Hand Delivered to 18 President Brandt Street Bloemfontein, 9300 or email to: RecruitBLOEM26-11@dpw.gov.za

FOR ATTENTION : Mr D Manus

POST 10/293	:	**DEPUTY DIRECTOR: EPWP ENVIRONMENT & CULTURE SECTOR (X2 POSTS)**
SALARY	:	R1 059 105 per annum, (all-inclusive salary package), (Total package to be structured in accordance with the rules of the Middle Management Service)
CENTRE	:	Pretoria Regional Office Ref No: 2026/119A Nelspruit Regional Office Ref No: 2026/119B
REQUIREMENTS	:	A Minimum of three-year tertiary qualification (NQF Level 06) in Environmental Sciences, Agriculture or related qualification, relevant years of working experience at a Junior Management/ Assistant Director equivalent level in the relevant field. Valid driver's license, Knowledge of Environmental related legislations, policies and regulations. People Management and empowerment skills, Sound analytical, problem identification and solving skills, Analytical thinking, Language proficiency, Report writing skills, Numeracy, Research skills, Organizing and planning, Computer literacy, Advanced interpersonal and diplomacy skills, Decision Making and Project making skills. An innovative, creative, resourceful, energetic, helpful, ability to work effectively and efficiently under sustained pressure. Ability to meet tight deadlines, ability to work long hours, exposed to natural and adverse weather conditions, people orientated, trustworthy, assertive, hardworking, highly motivated, ability to work independently.
DUTIES	:	The effective management of the Environmental and Culture sector and implementation of waste management initiatives, establish effective intervention to maximize implementation of EPWP projects in the Environment and Culture sector. Facilitates successful implementation of the Waste management initiatives in the municipalities. Facilitates identification of expansion areas and best practices. Sound and effective intervention for the Environment and Culture sector, provide reports to managing bodies and relevant stakeholders. Facilitates the development of the provincial sector plans and implementation plans. Comprehensive sector and implementation plans developed in provinces, Work closely with lead provincial departments and member departments to improve activities of the Environment and Culture sector Extent of support stakeholder–related support programs. Extent and effectiveness of administrative related matters.
ENQUIRIES	:	Pretoria: Ms B Kutumane Tel No: (012) 492 1499 Nelspruit: Mr IS Mothapo Tel No: (013) 753 6300
APPLICATIONS	:	**Pretoria Applications:** The Regional Manager, Department of Public Works and Infrastructure, Private BagX229, Pretoria, 0001 or 251 Nana Sita AVN Building, Cnr Thabo Sehume and Nana Sita Street, Pretoria or email to: RecruitPTA26-19@dpw.gov.za For Attention: Ms M Masubelele **Nelspruit Applications:** Nelspruit Regional Office Applications: The Regional Manager, Department of Public Works & Infrastructure, Private Bag X11280, Nelspruit, 1200, 30 Brown Street Nedbank Building Nelspruit 1200 or email to: RecruitNEL26-07@dpw.gov.za For Attention: Mr Evans Nguyuza
POST 10/294	:	**DEPUTY DIRECTOR: IMMOVABLE ASSET REGISTER REF NO: 2026/120**
SALARY	:	R1 059 105 per annum (all-inclusive salary package), (Total package to be structured in accordance with the rules of the Middle Management Service)
CENTRE	:	Mthatha Regional Office
REQUIREMENTS	:	A Minimum of three-year tertiary qualification (NQF 6) in Commerce, Real Estate Management, Property Management, Built Environment, Asset Management, Business Administration, Public Administration or equivalent. relevant years of working experience at a Junior Management/ Assistant Director equivalent level in the relevant field. Extensive relevant experience in managing projects. Experience in State land administration and verification of immovable assets (land and buildings) will be an added advantage. Willingness to travel. Valid unendorsed drivers licence, Excellent interpersonal Skills and Presentation Skills. Negotiation, Communication and networking Skills. Ability to work under pressure and deadline driven. Advanced MS Office Skills. Proven Skills in MS Project or similar tool skills is an added advantage. Prioritizing and managing workflow and to be outcome orientated. Use initiative but be flexible, energetic and able to act with authority. Provide support to Programme Managers. Good Verbal and written communication Skills. Understanding the mandate of the Department. People Management Skills, Strategic leadership and Economic orientation.

DUTIES	:	Effectively manage the life cycle of immovable assets under the custodianship of DPW through physical verification and condition assessment of these assets. Assist the Director to develop, review and implement Immovable Asset Register (IAR) policies, frameworks and guidelines in collaboration with other National and Provincial custodians of immovable assets. Coordinate physical verification logistics and activities to provide status information around the existence of all immovable assets in the register. Monitor that all improvements to state property are appropriately identified and recorded in the IAR. Ensure that the surveying of DPW land parcels including State Domestic Facilities is completed. Manage the vesting of land parcels and endorsement of title deeds under the custodianship of DPW. Provide appropriate support to other projects within the Asset Registry Unit. Manage, coach and monitor performance of subordinates.
ENQUIRIES	:	Mr. S Sokhela Tel No: (012) 406 2043
APPLICATIONS	:	Mthatha Applications: The Regional Manager, Department of Public Works, Private Bag X5007, Sutherland Street, Mthatha 5099 or Hand Deliver at 29 Sutherland Street, PRD II Building, 5th Floor, Mthatha or email to: RecruitMTH26-12@dpw.gov.za
FOR ATTENTION	:	Ms N Mzalisi
POST 10/295	:	**DEPUTY DIRECTOR: EPWP SOCIAL SECTOR REF NO: 2026/121**
SALARY	:	R1 059 105 per annum, (all-inclusive package), (Total package to be structured in accordance with the rules of the Middle Management Service).
CENTRE	:	Kimberley Regional Office
REQUIREMENTS	:	A Minimum of three-year tertiary qualification (NQF 6) in Social Sciences or related field of study. relevant years of working experience at a Junior Management/ Assistant Director equivalent level in the relevant field. Knowledge about applicable legislation, norms and standards related to the management of the Expanded Public Works Programme, Public Finance Management Act, Treasury Regulations, Public Service Act, Public Service Regulations, Protection of Personal Information Act (POPIA), the Minimum Information Security Standards (MISS) Act, Functioning of national, provincial and local government and SAQA/ NQF framework. Effective leadership and communications skills; advanced interpersonal and diplomacy skills; analytical and problem-solving skills; advanced report writing skills; change management and capacity building skills; decision making skills; ability to work effectively and efficiently under pressure; ability to work independently. Willing to adapt work schedule in accordance with office requirements.
DUTIES	:	Support the development of strategic operational plans and guidelines for the coordination of EPWP Social Sector programmes; Coordinate the implementation of EPWP Social Sector programmes; Coordinate the Social Sector activities between the Department and relevant stakeholders; and manage the sub-directorate.
ENQUIRIES	:	Dorothy Steenkamp Tel No: (053) 838 5327
APPLICATIONS	:	Kimberly Applications: The Regional Manager, Department of National Public Works and Infrastructure, Private Bag X5002, Kimberley, 8301. Or Hand Deliver at 21 – 23 Market Square Street, Old Magistrate Court, Kimberley or email to: RecruitKIM26-03@dpw.gov.za
FOR ATTENTION	:	Mr. S Xulu
POST 10/296	:	**DEPUTY DIRECTOR: CONDITIONAL GRANTS REF NO: 2026/122**
SALARY	:	R1 059 105 per annum, (all-inclusive package), (Total package to be structured in accordance with the rules of the Middle Management Service).
CENTRE	:	Head Office (Pretoria)
REQUIREMENTS	:	A Minimum of three-year tertiary qualification (NQF 6) in Financial Management, Applied Mathematics/ Development Economics/ Financial Modelling/ Statistical Analysis or related qualification; relevant years of working experience at a Junior Management/ Assistant Director equivalent level in the relevant field. Valid driver's license. The candidate must have knowledge of grant management, project management, Public Employment Programmes and labour-intensive methods; Experience in financial modelling; Middle management experience, Knowledge of the structure and functioning of the departments and government; Ability to communicate at all levels; Interpersonal and stakeholder management skills Strong analytical and problem-solving skills; Ability to meet tight deadlines whilst delivering excellent

results; Ability to work independently and under pressure. Willing to travel. Willing to adapt to a work schedule in accordance with office requirements.

DUTIES : Management and coordination of the EPWP Integrated Grant; Develop and review grant frameworks and models; Determine grant allocations and set targets; Compile grant manuals, grant agreements and other documentation necessary for effective administration of the grant; Provide support to public bodies to improve performance; Conduct grant workshops across all provinces; Assist stakeholder in developing proposal for planning base indicators; Establish effective interventions to maximize proper utilisation of the grant allocation across all spheres of government; Monitor performance and ensure compliance with the Division of Revenue (DoRA) requirements; Compile and submit grant progress reports to relevant stakeholders, including National Treasury; Provide professional inputs in the preparation of write-ups and submissions for the development and revision of the Incentive Grant. Liaise with relevant stakeholders; Facilitate successful implementation of the incentive programme across all spheres of government and provide reports to managing bodies and relevant stakeholders.

ENQUIRIES : Ms M Morulane Tel No: (012) 492 3012

APPLICATIONS : Head Office Applications: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand deliver at CGO Building, Corner Bosman and Madiba Street, Pretoria or email to: Recruitment26-29@dpw.gov.za

FOR ATTENTION : Ms NP Mudau

POST 10/297 : **DEPUTY DIRECTOR: USER DEMAND MANAGEMENT REF NO: 2026/123**

SALARY : R1 059 105 per annum, (all-inclusive salary package), (Total package to be structured in accordance with the rules of the Middle Management service)

CENTRE : Bloemfontein Regional Office

REQUIREMENTS : A Minimum of three-year tertiary qualification (NQF 6) in Public Management/Business Administration/ Real Estate Management. relevant years of working experience at a Junior Management/ Assistant Director equivalent level in the relevant field. A Valid Driver's License. Knowledge of Works Control System (WCS); Basic Accounting System (BAS); Public Finance Management Act (PFMA); Treasury Regulations; Financial management and administration; Technical knowledge of the built environment; project management; construction regulations; occupational health and safety; Emerging Contractor Development Programme; Financial administration processes and systems; maintenance of databases and procurement processes and systems. Skills: Advanced numeracy; organising; interpersonal skills; diplomacy; ability to follow a pro-active and creative problem; solving approach; communication and advanced computer literacy.

DUTIES : To coordinate the accommodation portfolio for client Departments. Develop, review and maintain user demand management policies and procedures: Undertake research on current best practices in relation to property management. Develop, implement and maintain user demand management policies, procedures and frameworks in line with applicable prescripts. Ensure compliance with related prescripts, delegations and procedures. Communicate all property user demand management policies and procedures to relevant stakeholders. Establish proper user demand governance processes and internal control measures. Coordinate the provision of accommodation to client departments: Manage the verification of accommodation particulars to determine correctness. Manage the assessment and analysis of accommodation requirements. Ensure that procurement instructions or pre-designed information requests are issued to relevant service providers. Liaise with client departments regarding leasing issues, facilities management and maintenance. Liaise and interact with service providers on regular basis. Assist client with request for funding of accommodation needs. Extract reports and data on request of the client and submit to confirm alternative accommodation arrangements. Manage the co-ordination and monitoring of the budget and expenditure levels for Client Departments -: Oversee the analysis of budget on WCS and PACE. Monitor expenditure levels. Manage the verification of funds which are deposited in client departments' suspense account. Verify if deposited funds are accounted for and allocated to the correct services. Conduct the monthly reconciliation of the suspense account. Prepare cost analyses for the development and leasing of accommodation. Align cash flows, project plans and quality reports per services on a monthly basis. Compile

client specific reports of expenditure and distribute reports to client departments. Manage the sub-directorate. Ensure improved client relationship management and integrated planning and coordination.

ENQUIRIES : Ms. T Zulu Tel No: (051) 408 7306

APPLICATIONS : Bolemfontein Applications: The Regional Manager, Department of Public Works, P/Bag X20605, Bloemfontein, 9300 or Hand Delivered to 18 President Brandt Street, Bloemfontein, 9300 or email to: RecruitBLOEM26-12@dpw.gov.za

FOR ATTENTION : Mr D Manus

POST 10/298 : **DEPUTY DIRECTOR: (UTILISATION AND CONTRACT ADMINISTRATION) REF NO: 2026/124**

SALARY : R1 059 105 per annum, (all-inclusive salary package), (Total package to be structured in accordance with the rules of the Middle Management service)

CENTRE : Gqeberha Regional Office

REQUIREMENTS : A minimum of three-year tertiary qualification (NQF Level 06) in Real Estate Management services or related qualification with relevant years of working experience at a Junior Management/ Assistant Director equivalent level. Knowledge of Property management aspect, public finance management act, Preferential procurement policy framework act, Procurement procedures and Directives, Public administration, Government objectives on BEE, report procedures. Must have good communication skills at all levels, negotiation skills, problem solving skills, computer literacy, report writing skills, analytical thinking skills, time management skills, decision making skills, diplomacy skills and planning and organizing skills. Ability to work under pressure and meet deadlines, Willingness to adapt work schedule in accordance with office requirements and willing to travel. Valid driver's license.

DUTIES : Maintenance and updating of fixed assets register. Conduct property audits on PMIS, check debtors report on PMIS, verify debtors monthly schedule, respond to and resolve audit queries, compile monthly expenditure reports. Manage private tenants occupying State supervise preparation processes of rental agreements, ensure timeous collection of rates, manage grievances related to rentals. Ensure effective and efficient utilization of State property, ensure proper maintenance of State property, responsible for the performance of risk management functions on property. Directs preparation of financial reports on status of property (e.g. occupying rates). Manage the employment of contractors for services of security, grounds keeping and maintenance personnel, ensure completeness of contractual documentation for contractors, monitor, and ensure property compliance with local regulations and laws. Monitor maintenance of vacant properties, supervise property maintenance operations, ensures that implementation of reconditioning of unimproved properties. Manage the periodic inventory of building contents and property conditions. Maintenance of discipline. Management of performance and development. Undertake Human Resource and other related administrative functions. Establish implement and maintain efficient and effective communication arrangements. Develop and manage the operational plan of the sub-directorate and report on progress as required. Develop implement and maintain processes to ensure proper control of work. Compile and submit all required administrative reports. Serve on transverse task teams as required. Procurement and asset management for sub-directorate. Plan and allocate work. Quality control of work delivered by employees.

ENQUIRIES : Ms. R. Jacobs Tel No: (041) 408 2302 (Gqeberha Regional Office)

APPLICATIONS : Gqeberha Applications: The Regional Manager, Department of Public Works, Private Bag X3913, North End, Port Elizabeth, 6056. Hand delivery: Room 430, Corner. Hancock & Robert Street, North End, Port Elizabeth, 6056 or email to: RecruitPE26-13@dpw.gov.za

FOR ATTENTION : Ms S Mafanya/ Ms. P Buwa

POST 10/299 : **DEPUTY DIRECTOR: ACQUISITIONS (SUPPLY CHAIN MANAGEMENT) REF NO: 2026/125**

SALARY : R896 436 per annum, (all-inclusive salary package), (Total package to be structured in accordance with the rules of the Middle Management Service)

CENTRE : Cape Town Regional Office

REQUIREMENTS : A minimum of three-year tertiary qualification (NQF Level 6) in Supply Chain Management/ Finance and Procurement or related. Extensive credible

		experience at a Junior Management/ Assistant Director equivalent level, with appropriate functional working experience in Supply Chain Management in Acquisition Management or Contract Management and extensive experience on management of resources. Valid driver's licence at least Code 8 (EB). Legislative Requirements: Practical knowledge and experience on implementation of Broad Based Black Economic Empowerment, Public Service Act, Public Finance Management Act, National Treasury Regulations, Preferential Procurement Policy Framework Skills. Good Knowledge of public sector procurement experience, Knowledge of strategic planning and budgeting, ability to develop, interpret and apply policies, CIDB strategies and legislation. Understanding of Government budgeting processes, experience in working with service providers/consultants. Knowledge of Public Service financial legislative frameworks, Understanding of Financial management; Risk Management; Knowledge and understanding of contract management. Key Skills: Negotiation Skills and Technical Proficiency, Business Writing Communication (verbal and written), Customer Focus and Responsiveness, People and Performance Management, Diversity Management, Interpersonal, Conflict management, Planning and Organising Problem solving and decision making, Team Leadership; Computer literate (especially with regard to MS Word, Excel, Projects and Power point), Basic Numeric skills and Excellent Presentation Skills.
DUTIES	:	Develop and implement the acquisition Management systems and appropriate acquisition Management internal controls and audit trails in the Department. Facilitate and manage the business process cycle (inviting, evaluating, adjudicating, and awarding) for all bids in terms of SCM regulations. Ensure proactive management and tracking of tenders and quotations for goods and services. Eligible knowledge of acquisition for REMS and Infrastructure Projects. Provide regular progress report to management highlighting procurement trends, problems, risks, deviation, delays and make appropriate recommendations for improvements. Manage the Departmental Bid Evaluation and Adjudication Committees secretariat. Compile and analyse management reports from various strategic activities. Provide strategic report, advice and guidance to all responsibility managers to ensure compliance with Supply Chain Management regulations. Management of human resource related issues including the implementation and facilitation of adherence to policies and process in Acquisition Unit.
ENQUIRIES	:	Mr D Gqibela Tel No: (021) 402 2315
APPLICATIONS	:	Cape Town Applications: Cape Town Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000 or Hand Deliver at Ground floor, Customs House Building, Lower Heerengracht Street, Cape Town or email to: RecruitCPT26-31@dpw.gov.za
FOR ATTENTION	:	Ms. C Rossouw
POST 10/300	:	**CONSTRUCTION PROJECT MANAGER (GRADE A)**
SALARY	:	R879 342 per annum, (all-inclusive salary package), (Total package to be structured in accordance with the rules of the OSD)
CENTRE	:	Cape Town Regional Office Ref No: 2026/126A (X3 Posts) Polokwane Regional Office Ref No: 2026/126B (X2 Posts) Bloemfontein Regional Office Ref No: 2026/126C (X1 Post)
REQUIREMENTS	:	A National Higher Diploma (Built Environment Field) with a minimum of four years (4) and six (6) months certified experience, B-Tech (Built Environment field) with a minimum of four (4) years certified managerial experience, Honours Degree in any Built environment field with a minimum of three (3) years' experience, Compulsory registration with the South African Council for the Project and Construction Management Professions (SACPCMP) as a Professional Construction Project Manager on appointment. A valid driver's license. Computer literacy, Knowledge and understanding of the following Acts: Public Finance Management Act, Occupational Health and Safety Act as well as Building Regulations and Environmental Conservation Act, Knowledge and understanding of the Government Procurement System, good planning, financial and budget skills, Sound analytical and good written and verbal communication skills; Knowledge and understanding of the JBCC and GCC form of contract.
DUTIES	:	Contribute to project initiation, scope definition and scope change control for envisaged projects. Full project management function, cost, quality and time control. Manage project cost estimates and control changes in line with

allocated budgets. Plan and attend project meetings during the project phases. Assist with the compilation of projects documentation to support project processes. Implement project administration processes according to Government requirements. Ensure implementation of procurement activities and adherence thereof to Government policies. Provide assistance in implementing and assuring that project execution is in accordance with the approved project norms and time schedules. Support the project environment and activities to ensure that project objectives are delivered timeously. Manage and engage in multi-disciplinary construction teams regarding the construction/maintenance of facilities; Ensure that construction projects are implemented and executed as envisaged in the Acquisition/procurement plan and that high quality projects are delivered within time, cost and quality framework.

ENQUIRIES : For Cape Town: Ms T Kolele Tel No: (021) 402 2063
For Polokwane: Ms M.S. Mkhonto Tel No: (015) 291 6305
For Bloemfontein: Ms P Zweni Tel No: (051) 408 7348

APPLICATIONS : **Cape Town Applications:** Cape Town Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000 or Hand Deliver at Ground floor, Customs House Building, Lower Heerengracht Street, Cape Town or email to: RecruitCPT26-32@dpw.gov.za For Attention: Ms. C Rossouw
Polokwane Applications: Polokwane regional office: The Regional Manager, Department of Public Works Private Bag X9469, Polokwane, 0700 or Hand deliver at 78 Hans van Rensburg Street, Old Mutual Building, 1st Floor, Polokwane or email to: RecruitPLK26-06@dpw.gov.za For Attention: Mr. NJ Khotsa
Bloemfontein Applications: The Regional Manager, Department of Public Works, P/Bag X20605, Bloemfontein, 9300 or Hand Delivered to 18 President Brandt Street, Bloemfontein, 9300 or email to: RecruitBLOEM26-13@dpw.gov.za

FOR ATTENTION : Mr D Manus

POST 10/301 : **ASSISTANT DIRECTOR: VETTING INVESTIGATOR SECURITY MANAGEMENT REF NO: 2026/127**

SALARY : R582 444.per annum
CENTRE : Head Office (Pretoria)
REQUIREMENTS : A minimum three-year tertiary (NQF Level 06) qualification in Social Science/ Security Management/ Public Management/ Administration. Valid driver's license. (State Security Agency (SSA) Vetting Course will be an added advantage). Relevant work experience in vetting investigations.

DUTIES : The collection of information and conducting of security vetting investigation-Identify Units and personnel that deal with sensitive and classified information; Conduct security vetting awareness programme; Conduct field-work security vetting investigation and information collection; protect information obtained during interview process; obtain information from other resources and contacts; ensure confidentiality of information collected; The processing of information collected and administration of vetting files-Brief/inform subjects with regards to the vetting process; compile vetting reports; file and manage vetting documents; determine if information collected is relevant; conduct administration of vetting in accordance with the SSA norms; assist in identifying risk and threats to the security of the departmental information; make recommendations justified by the facts and ensure they comply with regulations; report findings and recommendations to the supervisor; monitor and report to management cases of non-adherence to security policy. The liaison with the State Security Agency (SSA), source information on available technology regarding security related issues; seek advice and guidance regarding vetting process; finalise the vetting process. Knowledge: Relevant legislation related to security vetting, including Minimum Information Security Standards (MISS), Disciplinary procedures, Regional business processes, National Security Strategy, Minimum Information Security Standards (MISS), Security Vetting Policy, Risk and threat management, Safety and security management and administration including security auditing, physical security measures, contingency planning, occupational health and safety, personnel security, document security, surveillance, information technology security, fire regulations and fire protection, communication security (cryptography), Security vetting, Security breaches and investigations.

ENQUIRIES	:	Mr T Marageni Tel No: (012) 406 1632
APPLICATIONS	:	Head Office Applications: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand deliver at CGO Building, Corner Bosman and Madiba Street, Pretoria or email to: Recruitment26-30@dpw.gov.za
FOR ATTENTION	:	Ms NP Mudau
POST 10/302	:	**ASSISTANT DIRECTOR: ACQUISITIONS AND LEASING MANAGEMENT REF NO: 2026/128**
SALARY	:	R582 444.per annum
CENTRE	:	Pretoria Regional Office
REQUIREMENTS	:	A minimum of three-year tertiary (NQF Level 06) in Real Estate Management, Property Management, or related field. Relevant experience in the field. A valid driver's license. Public Finance Management Act. Financial administration. Procurement directives and procedures. Programme and project planning. Market research. Property economics. Reporting procedures. GIAMA. DISPOSAL ACT. BBBEE. Treasury Regulation. The PIE Act. SKILLS: Report writing. Accounts and numeric skills. Analytical thinking. Communication skills. Interpersonal skills. Problem solving skills. Organising and planning. Goal and solution orientate. Assertiveness. People and client orientate. Innovative. Ability to work under stressful condition. Hard working. Ability to communicate at all levels. Must be willing to travel. Willing to adapt work schedule in accordance with office requirements
DUTIES	:	Develop, implement and maintain property acquisition policies, procedures and strategies: -Participate in the development of acquisition policies procedures and frameworks and ensure maintenance and compliance thereof. Communicate all acquisition policies and procedures to relevant stakeholders. Obtain benchmarks on current best practices in relation to property acquisition. Facilitate the property acquisition process in line with the approved acquisition framework-: Conduct client needs assessment and establish availability of funds for client departments. Make findings regarding offices and procured accommodation in line with client requirements. Inspect and select suitable accommodation according to the requirements of client departments. Provide administration and monitoring of procured accommodation: -Confirm if the client still needs the premises prior lease expiration. Conduct new procurement processes in cases where a client still needs accommodation. Manage the Sub-directorate: Ensure maintenance of discipline. Manage performance and development. Establish, implement and maintain efficient and effective communication arrangements. Develop and manage the operational plan of the sub-directorate and report on progress as required.
ENQUIRIES	:	Ms P. Sethwana Tel No: (012) 310 5118
APPLICATIONS	:	Pretoria Applications: The Regional Manager, Department of Public Works Private Bag X229, Pretoria, 0001 or 251 Nana Sita Street AVN Building, Cnr Thabo Sehume and Nana Sita Street Pretoria or email to: RecruitPTA26-20@dpw.gov.za
FOR ATTENTION	:	Ms M Masubelele
POST 10/303	:	**ASSISTANT DIRECTOR: EPWP TRAINING COORDINATOR**
SALARY	:	R582 444 per annum
CENTRE	:	Pretoria Regional Office Ref No: 2026/129A (X1 Post) Mmabatho Regional Office Ref No: 2026/129B (X1 Post) Kimberly Regional Office Ref No: 2026/129C (X1 Post)
REQUIREMENTS	:	A minimum of three-year tertiary qualification (NQF Level 06) in Human Resources Management, Human Resource Development, Public Administration, Public Management, Sociology, Psychology, Education, Behavioural Sciences. Relevant experience in Training and Skills Development Coordination field. A valid driver's license. Ability to meet tight deadlines, ability to work long hours, people orientated, trustworthy, assertive, hardworking, highly motivated, ability to work independently. Good communication, presentation and facilitation skills. Computer literacy. Willing to travel.
DUTIES	:	Coordinate the training for EPW participants not limited to DPWI sourced funding. Assist with completion and verification of training applications from sectors and public bodies across all spheres of government. Present the training applications to the EPWP Approval Training Committee for approval.

Coordinate the logistical meetings in preparation for the training. Support Public Bodies with technical assistance on their training interventions, not limited to DPWI sourced funding. Support Training Providers with compliance to audit requirements and implement resolutions of audits related to the EPWP training in the province. Collect and capture data for reporting training interventions, (not limited to DPWI sourced funding). Collect Portfolio of Evidence required for reporting training. Capture training data on the EPWP Reporting System. Compile training reports. Facilitate as a trainer on EPWP training interventions. Provide support in the process of developing and maintaining training programs. Ensure that venues are conducive for training and ensure that all strategic aids are available. Provide training for EPWP training interventions e.g. EPWP Learning Programme, Financial Sector Conduct Authority and others. Manage the administrative related functions. Facilitate EPWP training related meetings in the province and ensure provision of secretariat function to the meetings. Ensure good record management. Respond to queries with regard to EPWP training. Provide support in the management of the budget for the sub-directorate.

ENQUIRIES : For Pretoria Ms B. Kutumane Tel No: (012) 492 1499
For Mmabatho Ms. X Letsapa Tel No: (018) 386 5390
For Kimberly Ms S Mocumi Tel No: (053) 838 5337

APPLICATIONS : **Pretoria Applications:** The Regional Manager, Department of Public Works Private Bag X229, Pretoria, 0001 or 251 Nana Sita Street AVN Building, Cnr Thabo Sehume and Nana Sita Street Pretoria or email to: RecruitPTA26-21@dpw.gov.za For Attention: Ms M Masubelele
Mmabatho Applications: Mmabatho Regional Office: The Regional Manager, Department of Public Works and Infrastructure, Private Bag X 120, Mmabatho 2735, or hand deliver: 810 Corner Dr Albert Luthuli Drive and Maisantwa Street. Unit 3, Mmabatho or email to: RecruitMBT26-04@dpw.gov.za For Attention: Mr. T. Oagile
Kimberly Applications: Kimberly Regional Office: The Regional Manager, Department of National Public Works and Infrastructure, Private Bag X5002, Kimberley, 8301. Or Hand Deliver at 21 – 23 Market Square Street, Old Magistrate Court, Kimberley or email to: RecruitKIM26-04@dpw.gov.za For Attention: Mr. S Xulu

POST 10/304 : **ASSISTANT DIRECTOR: PROPERTY DISPOSAL (REMS)**

SALARY : R582 444 per annum
CENTRE : Pretoria Regional Office Ref No: 2026/130A (X1 Post)
Bloemfontein Regional Office Ref No: 2026/130B (X1 Post)

REQUIREMENTS : A minimum of three-year tertiary (NQF Level 06) in Real Estate Management or related field of study. Relevant experience in the field. A valid driver's license. Knowledge: Public Finance Management Act. Financial administration. Procurement directives and procedures. Programme and project planning. Reporting procedures. GIAMADISPOSAL ACT. Deeds. Registry Act. Financial Assistance Land Act (FALA) BBBEE. Treasury Regulations. Computer literacy. Skills: Report writing. Accounts and numeric skills. Analytical thinking. Communication skills. Interpersonal skills. Problem solving skills. Organising and planning. Goal and solution orientated. Assertiveness. People and client orientated. Innovative. Ability to work under stressful conditions. Hard working. Ability to communicate at all levels. Must be prepared to travel. Willing to adapt work schedule in accordance with office requirements.

DUTIES : Implement and maintain property management policies, procedures and strategies: Implement and maintain property management policies, procedures and frameworks. Provide guidance on compliance with related prescripts, delegations and procedures. Communicate all property management policies and procedures to relevant stakeholders. Co-ordinate the disposal process of redundant and superfluous residential properties: Provide guidance on the process of identifying redundant and superfluous residential properties to be disposed of. Co-ordinate and facilitate the identification process of redundant and superfluous residential properties. Conduct inspections to determine status/conditions of redundant and superfluous residential properties. Co-ordinate the release process of vacant surplus land parcels to achieve Government Land Reform objectives: (Restitution, Distribution, Human Settlements development) Co-ordinate and facilitate the process of identifying vacant surplus land parcels to be released. Verify ownership status of identified

vacant surplus land parcels to be released. Co-ordinate the release process of vacant surplus land parcels to achieve Government Land Reform objectives: - (Restitution, Distribution, Human Settlements development) Co-ordinate and facilitate the process of identifying vacant surplus land parcels to be released. Verify ownership status of identified vacant surplus land parcels to be released. Contribute towards enhancing effective and efficient state property management: (Conveyancing and disposal from PMIS) Co-ordinate and facilitate gathering of original conveyance and transfer documentation. Ensure delivery of instructions to the Office of the State Attorney. Accept draft Power of Attorney and transfer documents from Office of the State Attorney in preparation for Delegated Authority to sign. Supervise employees to ensure an effective service delivery.

ENQUIRIES : Pretoria Ms D. Seleka, Tel: (012) 310 5055 and
Bloemfontein Ms. S Rathokoa, Tel: (051) 408 7554

APPLICATIONS : **Pretoria Applications:** The Regional Manager, Department of Public Works Private Bag X229, Pretoria, 0001 or 251 Nana Sita Street AVN Building, Cnr Thabo Sehume and Nana Sita Street Pretoria or email to: RecruitPTA26-22@dpw.gov.za For Attention: Ms K. Tlhapane/ Ms C. Lekganyane
Bloemfontein Applications: Bloemfontein Regional Office: The Regional Manager, Department of Public Works, P/Bag X 20605, Bloemfontein, 9300 or Hand Delivered to 18 President Brandt Street Bloemfontein 9300 or email to: RecruitBLOEM26-14@dpw.gov.za For Attention: Mr D Manus

POST 10/305 : **ASSISTANT DIRECTOR: PROPERTY ACQUISTIONS AND LEASING MANAGEMENT**

SALARY : R582 444 per annum
CENTRE : Cape Town Regional Office Ref No: 2026/131A (X1 Post)
Mmabatho Regional Office Ref No: 2026/131B (X1 Post)

REQUIREMENTS : A minimum of three-year tertiary qualification (NQF Level 06) in Real Estate Management, Financial Management, Property Law or related qualifications. Relevant work experience in the property management field. Valid driver's license. Knowledge: Public Finance Management Act, Financial administration, Procurement directives and procedures, Programme and project planning, Market research, Property economics. Skills: Report writing, Accounts and numeric skills, Analytical thinking, Communication skills. Personal attributes: Innovative, Ability to work under stressful conditions, Hardworking, Ability to communicate at all levels. Ability to adapt in accordance to office requirements.

DUTIES : Implement and maintain acquisitions and leasing policies, procedures, frameworks and delegations and ensure compliance thereof: Establish proper property acquisition and leasing internal control measures. Implement impact assessment tools and sustainability protocols for acquisition and lease management. Ensure that economic efficiency in leasehold portfolio are in line with market trends. Facilitate the property acquisition process in line with the approved acquisition framework. Inspect and select suitable accommodation according to the requirements of client departments. Negotiate terms and condition of contracts and leases. Report regularly on procured properties. Facilitate the lease administration process for private and leasehold portfolios. Prepare budget for private leases. Clarify terms and conditions of leases and expedite a lease agreement in order to create lease obligations between the tenant and the landlord so as to minimise contractual disputes at any stage of the contract. Provide support with the termination and renewal of leased accommodation. Conduct regular monitoring of the Property Management Information System (PMIS), Archibus and the database on the leased properties. Supervise employees to ensure an effective service delivery.

ENQUIRIES : For Cape Town: Ms. I Murundwa at (082) 455 7755
For Mmabatho: Ms. J Setlhoke Tel No: (018) 386 5223

APPLICATIONS : **Cape Town Applications**: Cape Town Regional Office Applications: The Regional Manager, Department of Public Works and Infrastructure, Private Bag X9027, Cape Town, 8000 or hand deliver at Ground floor, Customs House, Lower Heerengracht Street, Foreshore, Cape Town or email to: RecruitCPT26-33@dpw.gov.za For Attention: Ms. C Rossouw
Mmabatho Applications: Mmabatho Regional Office: The Regional Manager, Department of Public Works and Infrastructure, Private Bag X120, Mmabatho 2735, or hand deliver: 810 Corner Dr Albert Luthuli Drive and Maisantwa

Street. Unit 3, Mmabatho or email to: RecruitMBT26-05@dpw.gov.za For Attention: Mr. T. Oagile

POST 10/306 : **ASSISTANT DIRECTOR: UTILIZATION AND CONTRACTS ADMINISTRATION**

SALARY : R582 444 per annum
CENTRE : Cape Town Regional Office Ref No: 2026/132A (X1 Post)
Bloemfontein Regional Office Ref No: 2026/132B (X1 Post)
REQUIREMENTS : A minimum of three-year tertiary qualification (NQF level 06) in Real Estate Management Services, Property Development, Town Planning, Finance, Law, or built environment-related qualification and with appropriate experience in property management and/ or fixed asset management environment. A valid driver's license. Knowledge of Government Immovable Asset Management Act (GIAMA); Public Finance Management (ACT), Property Management Information System (PMIS), Broad-Based Black Economic Empowerment (BBBEE), Property Law, Treasury Regulation. High degree of computer literacy, good communication and interpersonal skills, Report writing skills, analytical skills, Accounts and Numerical Skills. Ability to work under stressful conditions.
DUTIES : Conduct physical verification to ensure that state owned properties are utilized efficiently and optimally. Ensure that Property Management Information System can reflect all relevant property related information. Keep track of developments in property management trends. Liaise with all relevant stakeholders and units to ensure that property information is captured correctly and in good time. Ensure State properties are adequately secured to prevent illegal occupation and vandalism and take rectification action where necessary. Identify and ensure properties to be cleared of overgrown vegetation and to clear fire breaks. Liaise with all spheres of Government (s) in respect of property related matters. Negotiate with potential tenants and conclude lease agreements in line with the requirement of PFMA, Treasury Regulations and other prescripts and policies of the Department. Carry out debt management functions. Conduct budget for the unit. Investigate the utilization potential of State properties. Attend relevant committees in the performance of your duties. Undertake site visits and conditions surveys to determine utilization potentials. Participate in the letting-out process of the Department. Facilitate the rezoning of properties Ensure the optimal utilization of State properties. Facilitate cost determinations and verifications. Verify property details and maintain the Property Management Information System and Fixed Asset Register. Take measures against unlawful occupations. Identify superfluous State-owned property for selling and/or disposal. Supervise employees to ensure an effective service delivery. General supervision of employees. Allocate duties and perform quality control on the work delivered by supervisees. Assist in the preparation of reports to top management and all relevant stakeholders. Liaise with client departments to ensure optimal utilization of State-owned properties and to determine their needs and reserve properties to Client departments. Supervision of staff and manage performance. Comply with the requirements of the Public Finance Management Act (PFMA).
ENQUIRIES : For Cape Town: Mr. D Gqibela Tel No: (021) 402 2315
For Bloemfontein: Lyndon Henney Tel No: (051) 408 7540
APPLICATIONS : **Cape Town Applications:** Cape Town Regional Office Applications: The Regional Manager, Department of Public Works and Infrastructure, Private Bag X9027, Cape Town, 8000 or hand deliver at Ground floor, Customs House, Lower Heerengracht Street, Foreshore, Cape Town or email to: RecruitCPT26-34@dpw.gov.za For Attention: Ms. C Rossouw
Bloemfontein Applications: Bloemfontein Regional Office: The Regional Manager, Department of Public Works, P/Bag X20605, Bloemfontein, 9300 or Hand Delivered to 18 President Brandt Street Bloemfontein 9300 or email to: RecruitBLOEM26-15@dpw.gov.za For Attention: Mr D Manus

POST 10/307 : **CONTROL WORKS MANAGER: BUILDING FACILITIES MANAGEMENT REF NO: 2026/133**

SALARY : R582 444 per annum
CENTRE : Cape Town Regional Office
REQUIREMENTS : A minimum National Diploma (T/N/S streams) or equivalent, or N3 and a passed Trade Test in the relevant environment. Registration as an Engineering

Technician and more than six (6) years appropriate experience. A valid driver's license. Willing to adapt work schedule in accordance with office requirements. Knowledge: Occupational Health and Safety Act, National Building Regulations and Building Standards, Procurement process and systems as well as financial Management. Skills: Computer literacy, technical report writing, relationship management, negotiation and financial administration. Personal attributes: People orientated, hard-working, resourceful, self-motivated and creative.

DUTIES : Coordinate and control the implementation of new work, repairs and renovation and maintenance. Ensure accuracy of tender documents, specifications and bills of quantities. Provide technical input in drawing up specifications. Ensure to assign tasks and project for further resolution. Manage day-to-day maintenance activities to ensure effective delivery of services. Develop, implement and maintain an electronic record system for work being done and work that was finalised. Ensure maintenance of records of performed task. Ensure that tools and suppliers organized and clean. Manage the activities of contractors and consultants. Brief contractors and consultants on projects and provide advice in respect of compliance to legislation. Put systems and procedures in place to ensure contractors and consultants adhere to legislation, regulations and procedures. Check and process variation orders and request for the extension of deadlines. Facilitate and resolve problems emanating from projects. Ensure effective contract administration through resolution of disputes. Supervise the performance and conduct of subordinates.

ENQUIRIES : Mr. SP Mthimkhulu Tel No: (021) 402 2322

APPLICATIONS : Cape Town Applications: Cape Town Regional Office Applications: The Regional Manager, Department of Public Works and Infrastructure, Private Bag X9027, Cape Town, 8000 or hand deliver at Ground floor, Customs House, Lower Heerengracht Street, Foreshore, Cape Town or email to: RecruitCPT26-35@dpw.gov.za

FOR ATTENTION : Ms. C Rossouw

POST 10/308 : **ASSISTANT DIRECTOR: SERVER ADMINISTRATION MANAGEMENT (ICT: SYSTEM OPERATIONS) REF NO: 2026/134**

SALARY : R468 459 Per annum

CENTRE : Head Office (Pretoria)

REQUIREMENTS : A minimum three-year tertiary qualification (NQF Level 06) in Information Technology/Information Systems or equivalent ICT qualification. A relevant working experience in ICT technical support and server administration environment. Advanced Microsoft certification (MCSE), Hyper-V and VMware. A good understanding of the built environment business applications and ICT client services. ITIL, A+, and N+ certifications will be advantageous. Knowledge and application of ICT Call Centre services and Change management best practices. Knowledge of Datacentre best practices, Microsoft Windows Server Operating systems 2016 and latest, Linux, System Centre Configuration Management, Exchange and Microsoft Azure. File services and virtualisation infrastructure: design, application and performance. Expert knowledge of Server hardware and network infrastructure performance including basic knowledge of database applications, i.e. SQL and Oracle. Possess strong verbal and written communication skills. Ability to address client complaints at all levels with tact, good ethics and diplomacy. The candidate must have the ability to perform server environment policy implementation and monitoring. Results driven and competency in time management. The candidate must be knowledgeable about various technologies within the ICT industry. A valid driver's license. The candidate should be prepared to work weekends and after hours.

DUTIES : Design, deploy, and administer server infrastructure within the Datacentre environment, including Microsoft Windows Server operating systems. Perform advanced administration of Microsoft Exchange and manage File Server environments at an expert level. Plan, deploy, and maintain virtualised platforms such as VMware, Hyper-V, and Microsoft Azure. Ensure the ongoing stability and health of server and datacentre environments through scheduled system updates and full compliance with established backup and anti-virus policies and procedures. Maintain accurate and up-to-date documentation for all server systems. Provide technical input and architectural guidance for all ICT server-related projects, operations, and infrastructure designs. Manage and resolve third-level end-user support escalations logged through the ICT

call centre. Continuously improve the server environment by monitoring system performance, identifying and resolving issues, responding to action plans, completing system audits and analyses, and driving process improvements and quality assurance initiatives. Install system upgrades and repairs as required. Ensure server capacity planning aligns with and exceeds the needs of DPWI clients.

ENQUIRIES : Ms L Skhosana Tel No: (012) 406 1286
APPLICATIONS : Head Office Applications: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand deliver at CGO Building, Corner Bosman and Madiba Street, Pretoria or email to: Recruitment26-31@dpw.gov.za
FOR ATTENTION : Ms NP Mudau

POST 10/309 : **ASSISTANT DIRECTOR: PROPERTY PAYMENTS REF NO: 2026/135**

SALARY : R468 459 per annum
CENTRE : Gqeberha Regional Office
REQUIREMENTS : A minimum of three-year tertiary qualification (NQF Level 6) in Finance or Accounting. Experience as a reviewing of creditor's reconciliations. Experience in approving of payments within approval limits on Accounting Systems or ERP Environment. A valid driver's license. Relevant number of years supervisory experience within the credit control environment. Report writing and good communication skills, verbal and written. Organising and problem-solving abilities. Good financial, interpersonal, analytical and budgeting skills. Ability to manage stakeholders' i.e. municipalities, client's department, landlords and private individuals. Ability to work under pressure. Computer literate in Microsoft packages such as Microsoft word, Excel, outlook and Power Point. Ability to manage and upskill the team. Ability to review financial statement inputs and to prepare accurate and complete monthly reports within deadlines.
DUTIES : Responsible for reviewing of creditor reconciliations and settling all municipal accounts on properties owned and leased properties. Regular engagements with Provincial Treasury, COGTA, municipalities and landlords in respect of creditor statements and amounts billed to ensure that all creditor accounts are current. Put controls and business processes in place to ensure that all suppliers are paid correctly and on time to avoid interest charges and to maintain stakeholder relationships. Put controls in place to ensure that monthly reconciliations are performed and payment record cards are updated. Regular engagements with internal stakeholders to avoid disconnections of services. Comply with the requirements of the PFMA to avoid irregular expenditure and fruitless and wasteful expenditure. Handling of queries from municipalities. Service providers, property owners and tenants.
ENQUIRIES : Mr. L. Funde Tel No: (041) 408 2017
APPLICATIONS : Gqeberha Applications: The Regional Manager, Department of Public Works, Private Bag X3913, North End, Port Elizabeth, 6056. Hand delivery: Room 430, Corner. Hancock & Robert Street, North End, Port Elizabeth, 6056 or email to: RecruitPE26-14@dpw.gov.za
FOR ATTENTION : MS S Mafanya/ Ms. P Buwa

POST 10/310 : **ASSISTANT DIRECTOR: SCM PROVISIONING AND LOGISTICS REF NO: 2026/136**

SALARY : R468 459 per annum
CENTRE : Kimberly Regional Office
REQUEMENTS : A minimum of three year-tertiary qualification (NQF Level 06) in Supply Chain Management, Procurement or related qualification (NQF level 6) as recognised by SAQA, Finance or Procurement. Relevant supply chain experience and supervisory experience. Thorough knowledge and understanding of government procurement systems and relevant legislation, supply chain management, management of databases, built environment industry, monitoring and evaluation theory and methodology. Monitoring and evaluation systems good verbal and written communication skills, basic numeracy, advanced interpersonal and diplomacy skills, problem solving skills, decision making skills, numeracy, statistical skills. Analytical thinking, innovative, creative, resourceful, ability to work under stressful situations, ability to communicate at all levels, people orientated, able to establish and maintain networks, trustworthy, assertive, hard-working, self-motivated, ability to work independently.

DUTIES : Manage transport and travel related services-: Manage the vehicle fleet in accordance with approved prescripts. Coordinate subsidised transport services. Implement, maintain and monitor related policies and procedures. Verify authorisations for trips. Ensure reservations for hotels and flight are done in line with applicable prescripts. Address any accommodation related problems. Ensure maintenance of relevant forms and registers. Verify all subsistence and travel claims. Process payments for travel agents as per delegation. Coordinate and review the processing of requisitions for goods and Services-: Process the requisitions for goods and services and ensure placement of orders. Ensure safekeeping and distribution of goods. Manage the control of stock. Ensure effective turnaround time of requisition and orders. Monitor and follow up on outstanding orders. Ensuring feedback on progress regarding the submitted applications is provided to the end users. Ensure the processing of monthly invoices on LOGIS. Ensure that all procurement practices are in accordance with SCM prescripts for goods and services. Manage regional registry and telephone services with regard to-: Manage the records, archives and functioning of the registry. Manage switchboard services. Oversee activities to control telephone accounts for employees. Supervise employees to ensure an effective service delivery-:General supervision of employees; Allocate duties and perform quality control on the work delivered by supervisees; Advice and lead supervisees with regard to all aspects of the work; Manage performance, conduct and discipline of supervisees; Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively.

ENQUIRIES : Ms W Khumalo Tel No: (053) 838 5359

APPLICATIONS : Kimberly Applications: The Regional Manager, Department of National Public Works and Infrastructure, Private Bag X5002, Kimberley, 8301. Or Hand Deliver at 21 – 23 Market Square Street, Old Magistrate Court, Kimberley or email to: RecruitKIM26-05@dpw.gov.za

FOR ATTENTION : Mr. S Xulu

POST 10/311 : **ASSISTANT DIRECTOR: PROJECT BUDGET ADMINISTRATION**

SALARY : R468 459 per annum

CENTRE : Kimberley Regional Office Ref No: 2026/137A (X1 Post)
Bloemfontein Regional Office Ref No: 2026/137B (X1 Post)
Johannesburg Regional Office Ref No: 2026/137C (X1 Post)

REQUIREMENTS : A minimum of three-year tertiary qualification (NQF Level 06) in Finance or Financial Management, Relevant experience in Project Budget Administration or Budget Administration, Valid driver's licence Knowledge Works Control System (WCS) Basic Accounting System (BAS)Public Finance Management Act (PFMA)Treasury Regulations Built environment and construction regulations Project management principles Occupational Health and Safety (OHS)Emerging Contractor Development Programme Financial administration and procurement systems Database maintenance Skills Strong numeracy and accounting skills Organising and planning ability Good interpersonal and communication skills Diplomacy and problem-solving ability Computer literacy Proactive and creative approach to work.

DUTIES : Assist with budget control of the infrastructure budgets. Analyse and monitor expenditure levels of infrastructure budgets to ensure optimal expenditure. Approve authorisations on WCS once confirmation of funding is approved by the relevant stakeholders. Determine the availability of funds within the respective allocations. Liaise with Project Budget Administration: Head Office for confirmation of funding/additional funding by the relevant stakeholders. Liaise with Project Managers on budget related matters. Analyse and monitor expenditure levels and engage with Project Managers to establish reasons for underspending; Report shortages or surplus of funds to the D: Finance (Head of Finance: Region) and PBA/PBM Head Office. Monitor the Implementation programmes in terms of expenditure, cash flow projections, forced tender dates and the overall data integrity of WCS and ensure constant updating where applicable to PBA. Compilation and submission of budget inputs to respective managers. Prepare monthly presentations and reports and submit to D: Finance (Head of Finance) before the due dates. Monitor, manage and report on all funding requests submitted via the Funds Tracking System. Attend various meetings as and when required. Manage the human resources of the unit.

ENQUIRIES : Kimberly/Bloemfontein Mr. P Whielers, Tel: (051) 408 7388 and

Johannesburg Mr P PMR Mongwenyana, Tel: (012) 406 1816

APPLICATIONS : **Kimberly Applications**: The Regional Manager, Department of National Public Works and Infrastructure, Private Bag X5002, Kimberley, 8301. Or Hand Deliver at 21 – 23 Market Square Street, Old Magistrate Court, Kimberley or email to: RecruitKIM26-06@dpw.gov.za For Attention: Mr. S Xulu

Bloemfontein Applications: Bloemfontein Regional Office: The Regional Manager, Department of Public Works, P/Bag X 20605, Bloemfontein, 9300 or Hand Delivered to 18 President Brandt Street Bloemfontein 9300 or email to: RecruitBLOEM26-16@dpw.gov.za For Attention: Mr D Manus

: **Johannesburg Applications:** The Regional Manager, Department of Public Works, Private Bag X3, Braamfontein, 2017 or Hand Deliver to No 78 Corner De Beer and Korte, Braamfontein, 2017. Or email to RecruitJHB26-06@dpw.gov.za For Attention: Mr M Mudau

POST 10/312 : **ASSISTANT DIRECTOR: CONTRACT MANAGEMENT (SCM) REF NO: 2026/138**

SALARY : R468 459 per annum

CENTRE : Bloemfontein Regional Office

REQUIREMENTS : A minimum of three-year tertiary qualification (NQF Level 06) in Supply Chain / Procurement/ Logistics / Purchasing or related field. Must be experienced in Public Sector Contract Management. Possession of a valid driver's License. People management and leadership skills. Attention to detail. Good communication skills. Problem solving skills. Analytical skills. Time Management skills. Ability to perform under pressure. Knowledge, understanding and application of relevant applicable acts. Computer Literacy. Essential Knowledge, Skills, And Competencies Required: The successful candidate must have a thorough knowledge of contract management. Knowledge of Supply Chain Management Frameworks such as the Preferential Procurement Policy Framework Act and regulations, Broad-Based Black Economic Empowerment Act (BBBEE), Treasury Practice Notes, and the Constitution of Bid Committees and contracts. Excellent knowledge of Supply Chain Management processes, Government Procurement Systems, policy development, and risk management. Knowledge of policy development and implementation. Knowledge of Organizational and government structures. Knowledge of Government legislation. Knowledge of SCM practice notes, circular and policy frameworks. Knowledge and understanding of the Public Service regulatory framework, e.g., Public Service Act, PFMA, Treasury Regulations, BAS, Public Service Regulations, Labour Relations Act, Occupational Health and Safety Act, Basic Conditions of Employment Act, Skills Development Act, and Service Delivery Frameworks. Understanding of Government budgeting processes. Good working knowledge of SCM administration, Ability to communicate at all levels with relevant stakeholders including Provincial & National Departments, Senior Management, Private Sector Organizations, and Public Entities. Financial and supply chain management skills, Research skills, and knowledge of strategic planning and budgeting. Ability to develop, interpret and apply policies, strategies, and legislation. Planning and organizing skills, Interpersonal skills, Presentation skills, Report-writing skills, Project management. Proficiency in chairing meetings, decision-making skills, and ability to provide leadership Accountability and ethical conduct. Client orientation and customer focus. Problem-solving and analysis. Good working knowledge of contract management processes and techniques.

DUTIES : Demonstrate experience in a contract management or equivalent role in a procurement environment. Ensure compliant contract administrative activities daily. Monitor contract performance and compliance with the contract stipulations, contract management plan, risk management plan and organisational policies and procedures. Effectively manage contract enquiries, issues, disputes, variations and risks. Draft and maintain a Comprehensive Contract Register as prescribed. Develop and monitor the implementation of contract management policy. Ensure customer satisfaction is a high priority, and stakeholders receive responsive and proactive services. High level of interpersonal skills, including the ability to liaise effectively with a range of stakeholders. Providing expert contract management advice to enable achievement of desired outcomes. Provide advice and support to stakeholders. Research and analyse contract related information including supplier contract reporting and provide reports regarding contract activity and performance.

Evaluate applications for variations, amendments and cancelations and develop proposals for approval. Undertake dispute resolution and ensure that all documentation is prepared and available to resolve disputes. Maintain proper relationship with suppliers within the code of ethics to ensure deliver off goods/services. Provide leadership, advise, and support to staff within the team. Manage audit processes and implement effective internal controls.

ENQUIRIES : Ms MD Mabuso Tel No: (051) 408 7444
APPLICATIONS : Bloemfontein Applications: Bloemfontein Regional Office: The Regional Manager, Department of Public Works, P/Bag X20605, Bloemfontein, 9300 or Hand Delivered to 18 President Brandt Street Bloemfontein 9300 or email to: RecruitBLOEM26-17@dpw.gov.za
FOR ATTENTION : Mr D Manus

POST 10/313 : **ENGINEERING TECHNOLOGIST PRODUCTION (GRADE A) (MECHANICAL/ ELECTRICAL / STRUCTURAL / CIVIL) REF NO: 2026/139**

SALARY : R453 576 per annum
CENTRE : Mmabatho Regional Office
REQUIREMENTS : A minimum Bachelor of Technology in Engineering (B-Tech) or relevant qualification. Three years post Qualification Engineering Technologist experience required. Valid Driver's Licence. Compulsory registration with ECSA as Professional Engineering Technologist (Mechanical/ Electrical/ Structural/ Civil). Project management, technical design and analysis knowledge. Research and development. Computer-aided engineering applications. Knowledge of legal compliances. Technical report writing, networking, professional judgement, problem solving and analysis, Decision Making, Team leadership, creativity, Self-Management, Customer focus and responsiveness, communication, computer skills, planning and organizing, People Management.
DUTIES : Provide technological advisory services: Support Engineers, Technicians and associates in field, workshop and office activities, Promote safety standards in line with statutory and regulatory requirements, evaluate existing technical manuals, standards drawings and procedure to incorporate new technology. Solve broadly define technological challenges through applications of proven techniques and procedures. Develop, maintain and manage current technologies and identify and optimize technical solutions by applying engineering principles. Perform administrative and related functions: Compile and submit monthly and quarterly reports. Provide inputs to the operational plan. Develop, implement and maintain databases. Research and development: Keep up with new technologies and procedures, Research/literature studies on technical engineering technology to improve expertise. Liaise with relevant boards/councils on engineering-related matters.
ENQUIRIES : Mr. K Nel Tel No: (018) 386 5291
APPLICATIONS : Mmabatho Applications: Mmabatho Regional Office: The Regional Manager, Department of Public Works and Infrastructure, Private Bag X120, Mmabatho 2735, or hand deliver: 810 Corner Albert Luthuli Drive and Maisantwa Street. Unit 3, Mmabatho or email to: RecruitMBT26-06@dpw.gov.za
FOR ATTENTION : Mr. T. Oagile

POST 10/314 : **SENIOR ADMINISTRATIVE OFFICER: PROPERTY LEASING & ACQUISITION MANAGEMENT**

SALARY : R397 116 per annum
CENTRE : Pretoria Regional Office Ref No: 2026/140A (X1 Post)
Mmabatho Regional Office Ref No: 2026/140B (X1 Post)
Durban Regional Office Ref No: 2026/140C (X2 Posts)
Cape Town Regional Office Ref No: 2026/140D (X1 Post)
Kimberley Regional Office Ref No: 2026/140E (X2 Posts)
Johannesburg Regional Office Ref No: 2026/140F (X3 Posts)
REQUIREMENTS : A minimum of three-year tertiary qualification (NQF Level 06) in Real Estate Management or related qualification. Relevant experience in the field. A valid driver's license. A sound understanding of property legislations. Public Finance Management Act Financial administration. Procurement directives and procedures. Programme and project planning. Market research. Property economics. Reporting procedures. GIAMA. Property Law. BBBEE. Treasury Regulations. The PIE Act. Skills: Computer literacy. Report writing. Accounts and numeric skills. Analytical thinking. Communication skills. Interpersonal

skills. Problem solving skills. Organising and planning. Must be prepared to travel. Willing to adapt work schedule in accordance with office requirements.

DUTIES : Implement and maintain property acquisition policies, procedures and strategies: Compile procurement submissions and ensure compliance with relevant delegations, lease policies, PFMA. Participate in the compilation of policy documents on acquisition of fixed assets. Compile intervention mechanism on property acquisition. Implement property acquisition process in line with the approved acquisition framework-: Conduct client needs assessment and establish availability of funds for client departments. Make findings regarding offices and procured accommodation in line with client requirements. Provide administration and monitoring of procured accommodation: Confirm if the client still needs the premises prior contract expiration. Conduct new procurement processes in cases where a client still needs accommodation. Render general administration support to the Directorate: Arrange meetings or workshops and prepare relevant documentation. Co-ordinate and monitor the attendance of relevant stakeholders at strategic meetings.

ENQUIRIES : Pretoria: Ms P Lekgau Tel No: (012) 310 5100
Mmabatho: Ms. J Setlhoke Tel No: (018) 386 5223
Durban Regional Office: Mr. I. van Rooi at (067) 781 8324
Cape Town Regional Office: Ms Ivy Murundwa, at (082) 455 7755
Kimberly Regional Office: Ms WSE Khumalo Tel No: (053) 838 5359
Johannesburg: Mr L Nelwamondo Tel No: (011) 713 6218

APPLICATIONS : **Pretoria Applications**: The Regional Manager, Department of Public Works Private BagX229, Pretoria, 0001 or 251 Skinner AVN Building, Cnr Andries and Skinner Street Pretoria or email to: RecruitPTA26-23@dpw.gov.za For Attention: Ms M. Masubelele

Mmabatho Applications: Mmabatho Regional Office: The Regional Manager, Department of Public Works and Infrastructure, Private Bag X 120, Mmabatho 2735, or hand deliver: 810 Corner Albert Luthuli Drive and Maisantwa Street. Unit 3, Mmabatho or email to: RecruitMBT26-07@dpw.gov.za For Attention: Mr. T. Oagile

Durban Applications: Durban Regional Office: The Regional Manager, Department of Public Works, Private Bag X54315, Durban, 4000. Hand Deliver at Corner Dr Pixley Kasem and Samora Machel Streets Durban or email to: RecruitDBN26-01@dpw.gov.za For Attention: Ms NS Nxumalo

Cape Town Applications: Cape Town Regional Office Applications: The Regional Manager, Department of Public Works and Infrastructure, Private Bag X9027, Cape Town, 8000 or hand deliver at Ground floor, Customs House, Lower Heerengracht Street, Foreshore, Cape Town or email to: RecruitCPT26-36@dpw.gov.za For Attention: Ms C Rossouw

Kimberly Applications: The Regional Manager, Department of National Public Works and Infrastructure, Private Bag X5002, Kimberley, 8301. Or Hand Deliver at 21 – 23 Market Square Street, Old Magistrate Court, Kimberley or email to: RecruitKIM26-07@dpw.gov.za Register the application in the book. For Attention: Mr. S Xulu

Johannesburg Applications: The Regional Manager, Department of Public Works, Private Bag X3, Braamfontein, 2017 or Hand Deliver to No 78 Corner De Beer and Korte, Braamfontein, 2017. Or email to RecruitJHB26-07@dpw.gov.za For Attention: Mr M Mudau

POST 10/315 : **SENIOR PERSONNEL PRACTITIONER: EMPLOYEE HEALTH AND WELLNESS PRACTITIONER REF NO: 2026/141**

SALARY : R397 116 per annum
CENTRE : Nelspruit Regional Office
REQUIREMENTS : A Degree in Social Science or Industrial Psychology or behavioural related studies. Registration with professional bodies such as SACSSP and HPCSA. Relevant years of experience in field. A valid driver`s license and willingness to travel is essential. Willing to adapt work schedule in accordance with professional requirements Knowledge of Employee health and wellness practices, knowledge and understanding of HIV as a developmental issue, 104 specialised knowledge of counselling, people management and empowerment, client orientation and customer focus, Structure and functioning of the Department and the sector. Language proficiency, effective communication, presentation skills, general management and organisational

skills, interpretation of policies, ability to undertake research/gather information, ability to work independently.

DUTIES : HIV/AIDS and TB management: Mainstream HIV/AIDS and TB into the core functions of the department; Provide education, awareness and prevention programmes. Plan and conduct regular Health screenings. Distribution of wellness information material and articles. Health and Productivity Management Services: Coordinate Disease Management & Chronic illnesses awareness and education sessions, workshops; Support the department with incapacity cases. Organise Mental Health information sessions and distribution of articles on a regular basis. Liaise and make referrals to Mental Health institutions when required. Occupational Health and Safety Management: create awareness on occupational safety behaviour and provide information related to Injury on duty. Wellness management: Promote work life balance for employees. Provide support to Individuals through Wellness intervention (Psychosocial). Provide counselling to individual employees and their immediate family members. Conduct group counselling sessions for e.g. debriefing or trauma. Provide management with feedback through progress reports on referred cases while maintaining confidentiality. Support and advice managers on handling employees experiencing wellness related challenges. Promote individual Physical Wellness by encouraging sports activities. Plan and conduct retirement sessions. Facilitate and assist in the Medical Health Surveillance of employees placed on hazardous environment.

ENQUIRIES : Mr. EK Nguyuza Tel No: (013) 753 6319

APPLICATIONS : Neslpruit Applications: Nelspruit Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X11280, Nelspruit, 1200 or Hand Delivered to 30 Brown Street, Nedbank Building Nelspruit, 1200 or email to: RecruitNEL26-08@dpw.gov.za

FOR ATTENTION : Mr. EK Nguyuza

POST 10/316 : **SENIOR ADMINISTRATIVE OFFICER: PROPERTY DISPOSALS**

SALARY : R397 116 per annum

CENTRE : Mmabatho Regional Office Ref No: 2026/142A (X1 Post)
Johannesburg Regional Office Ref No: 2026/142B (X2 Posts)

REQUIREMENTS : A minimum of three-year tertiary qualification (NQF Level 6) in Real Estate Management, Property Law or related field. Relevant working experience. Knowledge of PFMA, Financial administration, Procurement directives and procedures, Reporting procedures, GIAMA, DISPOSAL ACT, BBBEE, Treasury Regulations, The PIE Act and the Squatter Acts. Skills: Report writing, Accounts and numeric skills, Analytical thinking, Interpersonal skills, Problem solving, Organising and planning skills. A valid driver's license, willingness to travel.

DUTIES : Administer the disposal process of redundant and superfluous residential properties. Conduct research to obtain information for the disposal of property and compile reports, provide admin support in redressing of the property ownership problem through Land Reform, Liaise with Regional Land claims commission to check for claims against property to be disposed. Support the monitoring and evaluation of approved projects in the regional offices. Administer financial processes on the disposal of fixed assets, Facilitate the valuation of properties to be disposed, Compile budget review report on property disposal, Administrate the recovery of state funds, Prepare and present quarterly projections to the Supply Chain Management. Supervise employees to ensure an effective service delivery.

ENQUIRIES : For Mmabatho: Mr. B Ntsonga Tel No: (018) 386 5267
For Johannesburg: Ms T Ngobeni Tel No: (012) 406 1154

APPLICATIONS : **Mmabatho Applications**: Mmabatho Regional Office: The Regional Manager, Department of Public Works and Infrastructure, Private Bag X120, Mmabatho 2735, or hand deliver: 810 Corner Albert Luthuli Drive and Maisantwa Street. Unit 3, Mmabatho or email to: RecruitMBT26-08@dpw.gov.za For Attention: Mr. T Oagile

: **Johannesburg Applications**: The Regional Manager, Department of Public Works, Private Bag X3, Braamfontein, 2017 or Hand Deliver to No 78 Corner De Beer and Korte, Braamfontein, 2017. Or email to RecruitJHB26-08@dpw.gov.za For Attention: Mr M Mudau

POST 10/317	:	**SENIOR STATE ACCOUNTANT: FINANCIAL ACCOUNTING REF NO: 2026/143**
SALARY	:	R397 116.per annum
CENTRE	:	Mmabatho Regional Office
REQUIREMENTS	:	A minimum of three-year tertiary qualification (NQF Level 06) in (Management Accounting, Financial Management or related qualifications. Relevant working experience in the field. Knowledge of PFMA, Treasury Regulations, Financial delegations and applicable financial management legislation, Compiling of report, Financial Systems, Transversal Systems (PMIS and SAGE). Excellent Computer Skills in MS Excel, Power point and MS Words. Data analysis techniques. Numeracy and accounting skills, Good Report Writing Skills. Ability to communicate at all levels. Effective Communication skills (verbal & written). Decision Making Skills. Advanced Interpersonal and diplomacy skills. Ability to work under stressful situations and deadline driven. Willingness to travel and a valid driver's license.
DUTIES	:	Compiling monthly reconciliations of debtors and all claims. Compiling and issuing of claims and statements to debtors. Follow up all outstanding balances due to the department. Allocation of monies received. Clearing of suspense accounts. Ensure effective control and safekeeping of records and documentation related to payments (invoices and receipts). Administrate and institute actions regarding outstanding monies due to the Department. Liaise with state law advisors, legal and tracing agents for the institution of legal actions against debtors for monies outstanding. Provide administrative and supervisory services to support effective functioning of the sub-directorate. Supervise subordinates and ensure performance management and development.
ENQUIRIES	:	Ms. K Gaotime, Tel: (018) 386 5358
APPLICATIONS	:	Mmabatho Applications: Mmabatho Regional Office: The Regional Manager, Department of Public Works and Infrastructure, Private Bag X 120, Mmabatho 2735, or hand deliver: 810 Corner Albert Luthuli Drive and Maisantwa Street. Unit 3, Mmabatho or email to: RecruitMBT26-09@dpw.gov.za
FOR ATTENTION	:	Mr. T Oagile
POST 10/318	:	**CHIEF WORKS MANAGER: ELECTRICAL REF NO: 2026/144**
SALARY	:	R397 116 per annum
CENTRE	:	Cape Town Regional Office
REQUIREMENTS	:	A minimum of three-year tertiary qualification (NQF Level 06) in the Electrical Engineering discipline with relevant extensive technical experience, OR (N3 plus a passed trade test in the relevant environment, and 3-5 years related technical experience). A valid driver's license. Wire man license will be additional advantage. Ability to plan, organize and manage resources. Computer literacy. Knowledge and understanding of the Public Finance Management Act (PFMA), Occupational Health and Safety Act (OHSA), National Building Regulations, Environment Conservation Act as well as the Government Procurement System. Proven knowledge and understanding of estimating and scheduling techniques. Willingness to travel and work irregular hours. Sound analytical and good written and verbal communication skills. Registration with a professional body will serve as an advantage.
DUTIES	:	Manage minor projects, unplanned maintenance, building condition surveys and the asset register with reference to Electrical works, do site inspections and reports on leased buildings, assist in site handovers, first and final deliveries including the close out reports, facilitate negotiations with contractors, compile the scopes of work and prepare specifications estimates, ensure all work executed complies with PW 371 standards and specifications, compile technical reports.
ENQUIRIES	:	Mr. Ailwei Nekhwevha Tel No: (021) 402 2301
APPLICATIONS	:	Cape Town Applications: Cape Town Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Ground floor, Customs House Building, Lower Heerengracht Street, Cape Town or email to: RecruitCPT26-37@dpw.gov.za
FOR ATTENTION	:	Ms. C Rossouw
POST 10/319	:	**SENIOR INTERNAL AUDITOR REF NO: 2026/145**
SALARY	:	R397 116 per annum

CENTRE	:	Cape Town Regional Office
REQUIREMENTS	:	A minimum of three-year tertiary qualification (NQF Level 06) in Internal Auditing/Accounting. Appropriate experience in auditing. Knowledge Of: Internal Audit Charter, Internal Audit Methodology, IIA Global Internal Audit Standards, Treasury Regulations. A completed or study towards an Internal Audit Technician (AT) will be an added advantage. Skills: Proficient in computer literacy, numeracy, advanced communication (verbal and written), advanced report writing, organisation and co-ordination, analytical thinking, ability to assess and analyse information and make relevant findings. Personal attributes: integrity, tenacity, honesty, diligence, avoid conflict of interest in performing duties, exercise prudence with confidential information, innovation. A valid driver's license is a requirement.
DUTIES	:	Provide inputs during the development of Internal Audit Strategic Plans. Identify and analyse critical risks from the Department's Risk Management plan that requires Internal Audit Activity focus and the controls put in place to mitigate them. Conduct audit risk assessments to determine the priorities of the Internal Audit consistent with the organisation's goals. Provide inputs during the development of the Internal Audit Operational plan. Determine focus areas for IA activities. Determine IA scope in relation to the scheduled assignments. Conduct the Internal Audit Activity. Perform activities of the IAA at each level of operation to ensure that they are consistently performed in accordance with the IIA's standards. Conduct reviews as per approved annual plan and/or approved ad-hoc requests. Monitor the implementation of recommendations by management. Report on the internal audit activity's engagement findings and conclusions. Provide secretarial services to the audit team as and when required. Render administrative support services. Administer the co-sourcing activities within the Directorate/Regional Office. Mentor and supervise interns and junior auditors. Ensure the effective flow of information and documents to and from the office. Ensure the safekeeping of all documentation in the office in line with relevant legislation and policies. Obtain inputs, collate and compile reports, e.g. progress reports, monthly reports and management reports. You will be regularly required to travel to conduct site visits.
ENQUIRIES	:	Mr. T Shenxane Tel No: (012) 406 1158
APPLICATIONS	:	Cape Town Applications: Cape Town Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Ground floor, Customs House Building, Lower Heerengracht Street, Cape Town or email to: RecruitCPT26-38@dpw.gov.za
FOR ATTENTION	:	Ms. C Rossouw
POST 10/320	:	**SENIOR ADMIN OFFICER: SCM DEMAND MANAGEMENT REF NO: 2026/146**
SALARY	:	R397 116 per annum
CENTRE	:	Bloemfontein Regional Office
REQUIREMENTS	:	A minimum of three-year tertiary qualification (NQF Level 06) in Supply Chain Management/Public Procurement /Purchasing Management /Public Management /Public Administration /Logistics Management /Financial Management. Relevant experience in Procurement/Supply Chain Management and Supervisory experience. Knowledge of Supply Chain Management Framework, the PFMA and Treasury Regulations, PPPFA, Prescripts on CIDB and understanding of Advertising process, Suppliers Database Management, Scheduling of the Bid Committees and committee secretarial functions and Reporting at Regional level, good communication skills- written and verbal. Knowledge of government procurement systems, Computer literacy (MS Office packages). Strong communication at regional level. People management. Relevant research skills. Organizational management. Performance management. Knowledge and application of relevant procurement legislation \ policies. Valid driver's licence.
DUTIES	:	Conduct a market and industry analysis, consult with relevant stakeholders to determine their challenges, opportunities and risks, review previous procurement and identify the frequency of needs. Analyse the identified needs in line with Supply Chain strategy, collect data commodity analysis and checking for alternatives, contribute to determining and developing products proposals for implementation based on the results of the research. Facilitate the process of developing the Departmental Annual Procurement Plan, Facilitate and advice on the process of drafting specifications/terms of

reference, Provide secretariat support to the relevant Committees. Ensure compliance with prescript requirements to all submissions. Perform quality control on the work delivered by SCM clerks. Provide information on audit queries. Update the relevant database. Supervise and Manage staff work performance. Perform any other assigned duties in relation to the implementation of the supply chain management.

ENQUIRIES : Ms MD Mabuso Tel No: (051) 408 7444

APPLICATIONS : Bloemfontein Applications: The Regional Manager, Department of Public Works, P/Bag X20605, Bloemfontein, 9300 or Hand Delivered to 18 President Brandt Street, Bloemfontein, 9300 or email to: RecruitBLOEM26-18@dpw.gov.za

FOR ATTENTION : Mr D Manus

POST 10/321 : **SUPERVISOR: CLEANING SERVICES REF NO: 2026/147 (X8 POSTS)**
(Re-advertisement for Ref No: 2026/92, PSVC 08 of 2026: People who previously applied must re-apply)

SALARY : R193 359 per annum

CENTRE : Pretoria Regional Office

REQUIREMENTS : A minimum of Grade 09/ ABET level 4. Knowledge of Garden maintenance practices. Office Administration Operating horticultural equipment. Occupational health and safety. Personnel practices. Labour Relations Act.

DUTIES : Manage and control equipment and materials: identify resource requirements and special operational needs. monitor the condition and availability of equipment. Ensure replacement or repair of faulty/outdated equipment. Supervise the provisioning of housekeeping, cleaning, safeguarding & maintenance services: Ensure cleanliness, tidiness, hygiene and safety of all areas allocated for cleaning. Perform administration functions associated to housekeeping & cleaning services. Identify hazards in the buildings/offices related to fire and electricity. Perform physical inspection of cleaned areas-: Ensure the removal of refuse in the offices and around the buildings. Ensure the inspection of logistics and physical environment to ensure clean maintained environment adherence to OHS. Perform general supervision and support the administration of the Section: Identify staff requirements in terms of training and development. Review employees' performance.

ENQUIRIES : Mr S. Kutu Tel No: (012) 310 5993

APPLICATIONS : Pretoria Applications: The Regional Manager, Department of Public Works Private Bag X229, Pretoria, 0001 or 251 Nana Sita AVN Building, Cnr Thabo Sehume and Nana Sita Street Pretoria. Or email to RecruitPTA26-24@dpw.gov.za

FOR ATTENTION : Ms M. Masubelele

POST 10/322 : **SUPERVISOR: GROUNDS SERVICES REF NO: 2026/148**
(Re-advertisement for Ref No: 2026/94, PSVC 08 of 2026: People who previously applied must re-apply)

SALARY : R193 359 per annum

CENTRE : Pretoria Regional Office

REQUIEREMENTS : A minimum ABET level 4. Knowledge of Garden maintenance practices; Office Administration. Operating horticultural equipment; Occupational health and safety; Personnel practices. Labour Relations Act. Effective communication skills.

DUTIES : Manage and control equipment and materials-: Identify resource requirement and special operational needs. Monitor the condition and availability of equipment. Ensure the maintenance/servicing of equipment and other outdoor maintenance tasks-: Prepare, implement and monitor maintenance schedules. Ensure that weeds and grass on bedding are removed. Supervise the fertilisation of soil on flower beds. Perform physical inspection of worked ground areas-: Ensure the removal of garden rubbish/refuse around buildings. Ensure the inspection of logistics and physical environment to ensure clean maintained environment adherence to OHS. Perform general supervision and support the administration of the Section. Identify staff requirements in terms of training and development. Assist with performance reviews of subordinates. Support the administration of human resources.

ENQUIRIES : Mr L. Nel Tel No: (012) 342 2033

APPLICATIONS : Pretoria Applications: The Regional Manager, Department of Public Works Private Bag X229, Pretoria, 0001 or 251 Nana Sita AVN Building, Cnr Thabo

		Sehume and Nana Sita Street Pretoria. Or email to RecruitPTA26-25@dpw.gov.za
FOR ATTENTION	:	Ms M. Masubelele
POST 10/323	:	**SUPERVISOR: GROUNDS SERVICES REF NO: 2026/149** (Re-advertisement for Ref No: 2026/95, PSVC 08 of 2026: People who previously applied must re-apply)
SALARY	:	R193 359 per annum
CENTRE	:	Gqeberha Regional Office
REQUIREMENTS	:	A minimum of Grade 09/ ABET level 4. valid driver's license code B and be prepared for extensive travel; Knowledge on horticulture practices and agricultural remedies; health and safety; personnel practices; operating and maintaining horticultural implements and equipment; office administration and reporting skills; effective communication (written and verbal) adapt work schedule in accordance to office requirements; numeracy and computer literacy; ability to work with various stake holders at varied levels; planning and co-ordination; problem solving and diplomacy. A valid pest control certificate. Chainsaw competency certificate and knowledge of environmental legislation will be added advantage.
DUTIES	:	Support the administration of the section, assess, supervise and co-ordinate horticulture staff in carrying out the service. Ensure the quality of work and adherence to safety requirements, transporting staff, equipment and materials to various sites. Identify resources requirements as per operational needs, replenishment and distribution of materials; monitor the condition of equipment and ensure servicing and repairs. Compile monthly reports. Advantageous: Valid PCO: Chainsaw competency certificate. Display knowledge of Environmental Legislation.
ENQUIRIES	:	Mr. S. Mda Tel No: (041) 408 2357
APPLICATIONS	:	Gqeberha Applications: The Regional Manager, Department of Public Works, Private Bag X3913, Port Elizabeth, 6000 or Hand Deliver at Eben Donges Building Corner Hancock and Robert Street, North End, Port Elizabeth. Or email to: RecruitPE26-15@dpw.gov.za
FOR ATTENTION	:	Ms PT Buwa
POST 10/324	:	**SUPERVISOR: GROUNDS SERVICES: HORTICULTURE: FACILITIES MANAGEMENT REF NO: 2026/150** (Re-advertisement for Ref No: 2026/96, PSVC 08 of 2026: People who previously applied must re-apply)
SALARY	:	R193 359 per annum
CENTRE	:	Cape Town Regional Office (Rondebosch)
REQUIREMENTS	:	A minimum of Grade 09/ ABET level 4. Have exposure in dealing with people of high profile like judges and magistrates. Be able to handle a large staff component. Knowledge: Garden maintenance practices, Occupational Health and Safety, operating horticultural machinery and equipment. Skills: Conflict resolution, effective communication and problem-solving skills. Have a valid driver's license with PDP and be prepared to travel. Willing to adapt work schedule in accordance to office requirements.
DUTIES	:	The Supervision of personnel and horticultural. Manage and control equipment and material. Supervise and ensure maintenance of garden and flower beds and other outdoor maintenance. Special request for long distances and plot clearing and firebreaks. Delegation/ implementation of landscaping duties. Garden Maintenance. Notification of problem areas to supervisors. Oversee /maintain plot and fire break clearing. Site Inspection of vacant state property. Special indications/duties manage plant decorations and flower arrangements as requested. Nursery maintenance. Perform general supervision and support the administration of the section. Supervise of plot clearing and firebreaks.
ENQUIRIES	:	Ms. E. Bessick Tel No: (021) 402 2407
APPLICATIONS	:	Cape Town Applications: Cape Town Regional Office Applications: The Regional Manager, Department of Public Works and Infrastructure, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Ground floor, Customs House, Lower Heerengracht Street, Cape Town. Or email to RecruitCPT26-39@dpw.gov.za
FOR ATTENTION	:	Ms. C Rossouw

POST 10/325	:	**SUPERVISOR: CLEANING SERVICES REF NO: 2026/151 (X4 POSTS)** (Re-advertisement for Ref No: 2026/97, PSVC 08 of 2026: People who previously applied must re-apply)
SALARY	:	R193 359 per annum
CENTRE	:	Johannesburg Regional Office
REQUIREMENTS	:	A minimum of Grade 09/ ABET level 4. Must be prepared to travel, willing to adapt work schedule in accordance with office requirements, exposure to hazardous working conditions. Knowledge of types and purposes of cleaning materials. Cleaning procedures. Operating cleaning equipment. Occupational health and safety, Labour Relations Act. Skills: Effective communication skills; numeracy; computer literacy; observation abilities; Ability to work with consultants, professionals and staff at various levels, ability to work independently.
DUTIES	:	Supervise cleaning services rendered-co-ordinate cleaning services; ensure the inspection of logistics and physical environments to ensure hygiene and cleanliness; supervise cleaning staff; compile cleaning reports. Effectively manage and control equipment and materials-identify resource requirements and special operational needs; monitor the condition and availability of cleaning equipment; ensure the maintenance/servicing of equipment; ensure the replenishment and distribution of cleaning equipment and materials; maintain the material register. Support the administration of the Section-identify staff requirements; support the administration of human resources; assess the performance of supervisors and cleaners; receive and submit leave of supervisors and cleaners.
ENQUIRIES	:	Mr K Muthivheli Tel No: (011) 713 6079
APPLICATIONS	:	Johannesburg Applications: The Regional Manager, Department of Public Works, Private Bag X3, Braamfontein, 2017 or Hand Deliver to No 78 Corner De Beer and Korte, Braamfontein, 2017. Or email to RecruitJHB26-09@dpw.gov.za
FOR ATTENTION	:	Mr M Mudau
POST 10/326	:	**TRADESMAN AID REF NO: 2026/152 (X15 POSTS)** (Re-advertisement for Ref No: 2026/99, PSVC 08 of 2026: People who previously applied must re-apply)
SALARY	:	R163 680 per annum
CENTRE	:	Pretoria Regional Office
REQUIREMENTS	:	A minimum of Grade 10 certificate or equivalent. Operation of equipment, tools and chemicals; Technical maintenance; Occupational health and safety. Operation of machinery Interpersonal skills. Effective communication.
DUTIES	:	Provide assistance in the maintenance of facilities-Assist with checking and reporting of faults. Assist Artisans with obtaining quotations related equipment and materials required. Provide support with testing and basic repairs of equipment and/or facilities as directed. Maintain workshop tools and equipment. Detect and report malfunctioning of workshop equipment and tools. Repair minor defects of equipment and tools. Maintain good housekeeping of the workshop-: Maintain an organised working environment to avoid slip and trip risks. Ensure correct marking, storage of all maintenance material. Ensure adherence and compliance with occupational and heath standards and the occupational health and safety acts. Report challenges encountered on site. Ensure proper usage of protective clothing.
ENQUIRIES	:	Mr S. Kutu Tel No: (012) 310 5993
APPLICATIONS	:	Pretroria Applications: The Regional Manager, Department of Public Works Private Bag X229, Pretoria, 0001 or 251 Nana Sita AVN Building, Cnr Thabo Sehume and Nana Sita Street Pretoria. Or email to RecruitPTA26-26@dpw.gov.za
FOR ATTENTION	:	Ms M. Masubelele
POST 10/327	:	**TRADESMAN AID REF NO: 2026/153 (X2 POSTS)** (Re-advertisement for Ref No: 2026/102, PSVC 08 of 2026: People who previously applied must re-apply)
SALARY	:	R163 680 per annum
CENTRE	:	Polokwane Regional Office (AFB Hoedspruit)
REQUIREMENTS	:	A minimum of Grade 10 certificate or equivalent. (N3/ NCV 4 in Engineering Studies will serve as an advantage). Good interpersonal skills, basic

communication and literacy. Ability to perform routine tasks. (Knowledge of building materials and equipment will be an added advantage).

DUTIES : Assist Artisans with regards to repair and maintenance work, taking care of hand tools, machines and electric tools, perform minor repair and maintenance work, identify repair and maintenance needs, carrying, loading and unloading of tools as well as materials, check faults for repair and maintenance required. Operate water purification and waste water treatment plants. Maintain good housekeeping of the workshop and plant rooms.

ENQUIRIES : Mr. A. Radebe Tel No: (015) 291 6440

APPLICATIONS : Polokwane Applications: The Regional Manager, Department of Public Works and Infrastructure, Private Bag X9469, Polokwane, 0700 or Hand deliver at 77 Hans van Rensburg Street, Sanlam Building, Ground Floor, Polokwane. Or email to RecruitPLK26-07@dpw.gov.za

FOR ATTENTION : Mr. NJ Khotsa

POST 10/328 : **DRIVER OPERATOR: WORKSHOP REF NO: 2026/154 (X4 POSTS)**
(Re-advertisement for Ref No: 2026/103, PSVC 08 of 2026: People who previously applied must re-apply)

SALARY : R163 680 per annum

CENTRE : Pretoria Regional Office

REQUIREMENTS : A minimum Grade 10 or equivalent and a valid Code 08 and/or Code 10 driver's licence. knowledge of Minimum Information Security Standards (MISS) Act, basic literacy; basic numeracy. The National Road Traffic Act Regulations. Effective communication (verbal and written); interpersonal relations; planning of work processes; time management; driving skills.

DUTIES : Transport work teams and materials/equipment to sites- Complete vehicle logbook, trip authorization for the vehicle. Pick-up and drop off workers from various areas as assigned. Verify the types of materials being loaded on vehicle. Perform other driver-related services. Drive departmental officials, clients and visitors as may be requested. Interact with officials in a professional manner. Receive items and documents for transport and ensure that they are safely transported to their destinations. Take proper care of the assigned departmental vehicle. Perform daily inspections on all assigned vehicles, at the beginning of each shift. Ensure that all assigned vehicles are clean and maintained and that any need for repairs is outlined and reported. Safely drive assigned office vehicles by following set rules and regulations. Perform general administrative activities. Ensure schedules are updated. Make copies of relevant documents. Ensure that all the relevant documents are filed.

ENQUIRIES : Mr S. Kutu Tel No: (012) 310 5993

APPLICATIONS : Pretoria Applications: The Regional Manager, Department of Public Works Private Bag X229, Pretoria, 0001 or 251 Nana Sita AVN Building, Cnr Thabo Sehume and Nana Sita Street Pretoria. Or email to RecruitPTA26-27@dpw.gov.za

FOR ATTENTION : Ms M. Masubelele

POST 10/329 : **DRIVER OPERATOR: CLEANING REF NO: 2026/155 (X2 POSTS)**
Re-advertisement for Ref No: 2026/104, PSVC 08 of 2026: People who previously applied must re-apply)

SALARY : R163 680 per annum

CENTRE : Pretoria Regional Office

REQUIREMENTS : A minimum Grade 10 or equivalent and a valid Code 08 and/or Code 10 driver's licence. knowledge of Minimum Information Security Standards (MISS) Act, basic literacy; basic numeracy. The National Road Traffic Act Regulations. Effective communication (verbal and written); interpersonal relations; planning of work processes; time management; driving skills.

DUTIES : Transport work teams and materials/equipment to sites- Complete vehicle logbook, trip authorization for the vehicle. Pick-up and drop off workers from various areas as assigned. Verify the types of materials being loaded on vehicle. Perform other driver-related services. Drive departmental officials, clients and visitors as may be requested. Interact with officials in a professional manner. Receive items and documents for transport and ensure that they are safely transported to their destinations. Take proper care of the assigned departmental vehicle. Perform daily inspections on all assigned vehicles, at the beginning of each shift. Ensure that all assigned vehicles are clean and maintained and that any need for repairs is outlined and reported. Safely drive

assigned office vehicles by following set rules and regulations. Perform general administrative activities. Ensure schedules are updated. Make copies of relevant documents. Ensure that all the relevant documents are filed.

ENQUIRIES : Mr S. Kutu Tel No: (012) 310 5993
APPLICATIONS : Pretoria Applications: The Regional Manager, Department of Public Works Private Bag X229, Pretoria, 0001 or 251 Nana Sita AVN Building, Cnr Thabo Sehume and Nana Sita Street Pretoria. Or email to RecruitPTA26-28@dpw.gov.za
FOR ATTENTION : Ms M. Masubelele

POST 10/330 : **SECURITY OFFICER: SECURITY MANAGEMENT REF NO: 2026/156 (X3 POSTS)**
Re-advertisement for Ref No: 2026/106, PSVC 08 of 2026: People who previously applied must re-apply)

SALARY : R163 680 per annum
CENTRE : Pretoria Regional Office
REQUIEREMENTS : A minimum NQF level 03 plus Grade E, D and C (PSIRA). Basic communication, client liaison, basic security training, utilisation of firefighting equipment, evacuation processes. Knowledge of legislative framework, Control of Access to Public Premises and Vehicles Act 53 of 1985. OHSA & First Aid, Basic literacy, basic communication. Knowledge of personnel movement within the work premises, Being able to receive people and refer them as required, Basic Computer skills, Basic report writing skills, client orientation, Problem solving, Polite and friendly, Being able to present the image of the Department, High tactful and diplomatic, Creativity, ability to work in a team, ability to work under pressure, Hardworking, high standard of integrity, excellent interpersonal skills. Must be prepared to work abnormal working hours/shifts.
DUTIES : To provide physical security services at Pretoria Regional Office buildings. To protect the lives, property assets and interest of department at the Pretoria Regional Office. Implement security services policy and procedures, to safeguard personnel and property/ assets. To provide a client's relationship between security and personnel, visitors and suppliers. To conduct effective and efficient access control, positive identification of individuals, patrols, escorts etc. The provision of support to the administration of physical security services.
ENQUIRIES : Ms M. Shingange Tel No: (012) 492 3137
APPLICATIONS : Pretoria Applications: The Regional Manager, Department of Public Works Private Bag X229, Pretoria, 0001 or 251 Nana Sita AVN Building, Cnr Thabo Sehume and Nana Sita Street Pretoria. Or email to RecruitPTA26-29@dpw.gov.za
FOR ATTENTION : Ms M. Masubelele

POST 10/331 : **DRIVER REF NO: 2026/157**
Re-advertisement for Ref No: 2026/105, PSVC 08 of 2026: People who previously applied must re-apply)

SALARY : R163 680 per annum
CENTRE : Johannesburg Regional Office
REQUIREMENTS : A minimum Grade 10 or equivalent and a valid Code 08 and/or Code 10 driver's licence. Knowledge of Minimum Information Security Standards (MISS) Act, basic literacy, basic numeracy. Skills: Effective communication (verbal and written), interpersonal relations, planning of work processes, time management, driving skills. Personal Attributes: Hard working, trustworthy, punctuality, accuracy, polite, helpful, honesty and flexibility.
DUTIES : Collect cleaning materials, cleaning machines, and documentation and deliver to specified persons/ destinations. Drive departmental officials and visitors as may be requested. Interact with officials in a professional manner. Receive items and documents for transport and ensure that they are safely transported to their destinations. Complete transport schedule regarding trips travelled. Ensure that all assigned vehicles are clean and maintained and that any need for repairs is outlined and reported. Safely drive assigned office vehicles by following set rules and regulations. Report any accidents, injuries, and vehicle damage. Support Facilities Management related activities.
ENQUIRIES : Mr KC Muthivheli Tel No: (011) 713 6097

APPLICATIONS	:	Johannesburg Applications: The Regional Manager, Department of Public Works, Private Bag x3 Braamfontein, 2017 or Hand Deliver to No 78 Corner De Beer and Korte, Braamfontein, 2017. Or email to RecruitJHB26-10@dpw.gov.za
FOR ATTENTION	:	Mr M Mudau
POST 10/332	:	**CLEANER: CLEANING SERVICE REF NO: 2026/158 (X13 POSTS)** Re-advertisement for Ref No: 2026/107, PSVC 08 of 2026: People who previously applied must re-apply)
SALARY	:	R138 486 per annum
CENTRE	:	Nelspruit Regional Office
REQUIREMENTS	:	A minimum Grade 09 /ABET level 4 or equivalent qualifications. No experience required. Good interpersonal skills, basic communication and literacy. Ability to perform cleaning routine tasks. Knowledge of usage of cleaning materials and equipment.
DUTIES	:	Cleaning court and cells, cleaning toilets, basins and wall tiles, empty and wash floors. Sweeping passages, floors, offices and pavements. Scrubbing, moping and polishing floors. Dust and polish furniture. Cleaning windows, doors and walls, vacuuming offices and stripping floors.
ENQUIRIES	:	Ms E Nkwinika Tel No: (013) 753 6396
APPLICATIONS	:	Nelspruit Applications: Nelspruit Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X11280, Nelspruit, 1200 or Hand Deliver to No 30 Brown Street Nedbank Building 9th Floor. Or email to RecruitNEL26-09@dpw.gov.za
FOR ATTENTION	:	Mr EK Nguyuza
POST 10/333	:	**CLEANER: CLEANING SERVICES REF NO: 2026/159 (X23 POSTS)** Re-advertisement for Ref No: 2026/108, PSVC 08 of 2026: People who previously applied must re-apply)
SALARY	:	R138 486 per annum
CENTRE	:	Pretoria Regional Office
REQUIREMENTS	:	A minimum Grade 09 /ABET level 4 or equivalent qualifications. No experience required. Knowledge of cleaning practices. Knowledge of operating cleaning equipment. Occupational health and safety. Operation of machinery. Interpersonal skills. Basic literacy. Technical skills. Planning and organizing. Accuracy. Effective communication.
DUTIES	:	Clean the buildings: Empty dustbins. Dust and polish wood tables and other wooden furniture. Refill water bottles with fresh water. Clean windows and walls. Wash floors and vacuum carpets. Clean toilets: Deep cleaning of toilets. Refill toilets dispensers with toilet papers and hands washing soap. Wash toilet floors. Clean kitchens: Wash kitchen floors. Cleaning of kitchen utensils. Assist with tea and coffee during forums and other meetings. Render assistance regarding the general safety of buildings: Report defects encountered during cleaning. Alert working staff of slippery floors and stairs. Alert supervisor of failed light bulbs and locks not working.
ENQUIRIES	:	Mr S. Kutu Tel No: (012) 310 5993
APPLICATIONS	:	Pretoria Applications: The Regional Manager, Department of Public Works Private Bag X229, Pretoria, 0001 or 251 Nana Sita AVN Building, Cnr Thabo Sehume and Nana Sita Street Pretoria. Or email to RecruitPTA26-30@dpw.gov.za
FOR ATTENTION	:	Ms M. Masubelele
POST 10/334	:	**CLEANER: CLEANING SERVICES REF NO: 2026/160 (X6 POSTS)** (Re-advertisement for Ref No: 2026/109, PSVC 08 of 2026: People who previously applied must re-apply)
SALARY	:	R138 486 per annum
CENTRE	:	Gqeberha Regional Office
REQUIREMENTS	:	A minimum Grade 09 /ABET level 4 or equivalent qualifications. No experience required. Good interpersonal skills, basic communication and literacy. Ability to perform cleaning routine tasks. Knowledge on usage of cleaning materials and equipment.
DUTIES	:	Cleaning court offices and cells. Cleaning toilets, basins and wall tiles, empty and wash dustbins. Sweeping passages, floors, offices and pavements.

Scrubbing, moping and polishing floors. Dust and polish furniture cleaning windows, doors and walls, vacuuming offices and stripping floors.

ENQUIRIES : Mr. VR. Maqetuka Tel No: (041) 408 2199

APPLICATIONS : Gqeberha Applications: The Regional Manager, Department of Public Works, Private Bag X3913, Port Elizabeth, 6000 or Hand Deliver at Eben Donges Building Corner Hancock and Robert Street, North End, Port Elizabeth. Or email to: RecruitPE26-16@dpw.gov.za

FOR ATTENTION : Ms PT Buwa

POST 10/335 : **CLEANERS (X9 POSTS)**
(Re-advertisement for Ref No: 2026/110, PSVC 08 of 2026: People who previously applied must re-apply)

SALARY : R138 486 per annum

CENTRE : Polokwane Regional Office
Lephalale Magistrate Court Ref No: 2026/161A (X1 Post)
Mookgophong Magistrate Office Ref No: 2026/161B (X2 Posts)
Moutse Magistrate Court Ref No: 2026/161C (X1 Post)
Bochum Magistrate Court Ref No: 2026/161D (X1 Post)
Sibasa Regional Court Ref No: 2026/161E (X1 Post)
Vuwani Magistrate Court Ref No: 2026/161F (X2 Posts)
Dzanani Magistrate Court Ref No: 2026/161G (X1 Post)

REQUIREMENTS : A minimum Grade 09 /ABET level 4 or equivalent qualifications. No experience required. Good interpersonal skills, basic communication and literacy. Ability to perform routine cleaning tasks. Ability to work physically for long hours. Exposure to cleaning chemicals and hazardous working conditions. Ability to handle cleaning equipment and conduct stock count.

DUTIES : The effective cleaning of buildings-: Empty dustbins, Dust and polish wood tables and other wooden furniture, Refill water bottles with fresh water, Clean windows and walls, Wash floors and vacuum carpets. The effective cleaning of toilets-: Deep cleaning of toilets, Refill toilets dispensers with toilet papers and hands washing soap, Wash toilet floors. The effective cleaning of kitchens- Wash kitchen floors, Cleaning of kitchen utensils, Assist with tea and coffee during forums and other meetings. The rendering of assistance regarding the general safety of buildings- report defects encountered during cleaning, Alert working staff of slippery floors and stairs, Alert supervisor of failed light bulbs and locks not working.

ENQUIRIES : Mr M.P. Morudu, Tel: (015) 291 6386

APPLICATIONS : Polokwane Applications: The Regional Manager, Department of Public Works and Infrastructure, Private Bag X9469, Polokwane, 0700 or Hand deliver at 77 Hans van Rensburg Street, Sanlam Building, Ground Floor, Polokwane. Or email to RecruitPLK26-08@dpw.gov.za

FOR ATTENTION : Mr. NJ Khotsa

POST 10/336 : **GROUNDSMAN REF NO: 2026/162 (X12 POSTS)**
(Re-advertisement for Ref No: 2026/111, PSVC 08 of 2026: People who previously applied must re-apply)

SALARY : R138 486 per annum

CENTRE : Pretoria Regional Office

REQUIREMENTS : A minimum Grade 09 /ABET level 4 or equivalent qualifications. No experience required. Knowledge of Garden maintenance practices. Operating horticultural equipment. Occupational health and safety. Operation of machinery. Interpersonal skills. Basic literacy. Effective communication.

DUTIES : Maintain premises and surroundings: Clean premises and surroundings. Empty dirt bin. Maintain the garden: Water the garden. Prune and trim flowers and trees. Mow the grass. Remove weeds and garden refuse. Apply insecticides. Remove dead flowers and plants. Cultivate the soil for trees and flowers. Maintain gardening equipment and tools: Detect and report malfunctioning of gardening equipment and tools. Repair minor defects of gardening equipment and tools. Clean protective equipment Ensure adherence and compliance with occupational and heath standards and the occupational health and safety acts: Report challenges encountered on site. Ensure proper usage of protective clothing.

ENQUIRIES : Mr. S. Kutu Tel No: (012) 310 5993

APPLICATIONS : Pretoria Applications: The Regional Manager, Department of Public Works Private Bag X229, Pretoria, 0001 or 251 Nana Sita AVN Building, Cnr Thabo

		Sehume and Nana Sita Street Pretoria. Or email to RecruitPTA26-31@dpw.gov.za
FOR ATTENTION	:	Ms M. Masubelele
POST 10/337	:	**GROUNDSMAN REF NO: 2026/163** (Re-advertisement for Ref No: 2026/112, PSVC 08 of 2026: People who previously applied must re-apply)
SALARY	:	R138 486 per annum
CENTRE	:	Nelspruit Regional Office (Wakkersroom)
REQUIREMENTS	:	A minimum Grade 09 /ABET level 4 or equivalent qualifications. No experience required. Good communication, leadership and organizational skills.
DUTIES	:	Maintain premises and surroundings: -Clean premises and surroundings. Empty dirt bin. Maintain the garden: -Water the garden. Prune and trim flowers and trees. Mow the grass. Remove weeds and garden refuse. Apply insecticides. Remove dead flowers and plants. Cultivate the soil for trees and flowers. Maintain gardening equipment and tools: Detect and report malfunctioning of gardening equipment and tools. Repair minor defects of gardening equipment and tools. Clean protective equipment Ensure adherence and compliance with occupational and heath standards and the occupational health and safety acts: Report challenges encountered on site. Ensure proper usage of protective clothing
ENQUIRIES	:	Mr J E Mkhari Tel No: (013) 753 6347
APPLICATIONS	:	Nelspruit Applications: Nelspruit Regional Applications: The Regional Manager, Department of Public Works and Infrastructure, Private Bag X11280, Nelspruit, 1200. Physical Address: 30 Brown Street, Nedbank Building, 9th floor, Nelspruit. Or email to RecruitNEL26-10@dpw.gov.za
FOR ATTENTION	:	Mr EK Nguyuza

ANNEXURE K

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 : 10 April 2026 by 16:30 (Late applications will not be considered)

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

OTHER POSTS

POST 10/338 : **DEPUTY DIRECTOR: TOURIST GUIDING COMPLIANCE REF NO: DT 16/2026**

SALARY : R1 059 105 per annum, (all-inclusive remuneration package consisting of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to the MMS dispensation)

CENTRE : Pretoria

REQUIREMENTS : A recognised NQF 7 qualification in Tourism Management or related field. Five (5) years' relevant work experience in the field of tourism, tourist guiding and/or in the policy, legislative and compliance environment of which three (3) years must be at supervisory/ management (ASD) level. Extensive knowledge of

tourism and management experience. Knowledge of legislation and authorities pertaining to tourist guiding. Knowledge of labour and financial legislations and regulations. Understanding of the PFMA and Public Sector legislation. Sound understanding of government policies. Sound understanding of the NDP, NTSS. Research and analysis skills. Stakeholder engagement skills. People management and empowerment skills. Excellent communication and negotiation skills. A valid driver's licence (Candidates with disabilities that prevent them from driving will be considered).

DUTIES : The successful candidate will provide strategic input and management to strengthen compliance, governance and performance within the tourist guiding sector. This role entails implementing the strategic direction, programmes and frameworks of the component to ensure full alignment with departmental objectives, as well as overseeing the development and execution of operational plans. The incumbent will monitor the implementation of strategic and business plans, align individual and unit performance to departmental priorities, and ensure the achievement and sustainability of agreed performance standards. The post requires driving continuous improvement of legislation, policies, norms and standards regulating the tourist guiding sector. This includes coordinating the review and implementation of legislative and policy frameworks; ensuring alignment between departmental priorities and sector regulations; facilitating integrated planning and implementation across programmes; and strengthening compliance systems. The incumbent will establish and maintain effective partnerships with key stakeholders and oversee coordinated planning, implementation, monitoring and reporting on sector interventions. The Deputy Director will also provide strategic oversight and coordination to the Office of the National Registrar and support Provincial Registrars. This includes ensuring alignment between departmental priorities and the mandate of the National Registrar; strengthening governance, management systems and reporting mechanisms; ensuring compliance with all applicable legislation and regulatory prescripts; and facilitating structured engagement and collaboration with provincial registrars and other stakeholders to advance sector development.

ENQUIRIES : Ms U Pillay Tel No: (012) 444 6386
APPLICATIONS : Recruitment1626@tourism.gov.za
NOTE : EE Requirements: Coloured Male and White Male candidates as well as Youth and People with Disabilities are encouraged to apply. And Short-listed candidates will be subjected to screening and security vetting to determine the suitability of a person for employment

POST 10/339 : **ASSISTANT DIRECTOR: BILATERAL RELATIONS AND COOPERATION REF NO: DT 17/2026**

SALARY : R582 444 per annum (level 10)
CENTRE : Pretoria
REQUIREMENTS : A recognised NQF Level 6 qualification in International Relations/ Development Economics/Economics/ Tourism or related field. 3-5 years' relevant working experience in International Relations/ Tourism or related field of which three (3) years must be at supervisory level. Knowledge of International Relations. Knowledge of tourism management and development. Financial management skills. Strong writing skills. A valid driver's licence (persons with disabilities that prevent them from driving will still be considered).

DUTIES : The successful candidate will be responsible for facilitating the identification and assessment of prioritised areas in terms of national tourism interests, coordinating these national priorities through bilateral relations with prioritised countries, coordinating the implementation strategy and plans for signed international agreements in the field of tourism undertaking desk top research to identify international best practices' regularly engaging with relevant international counterparts, providing regular progress reports, drafting relevant documents such as submissions, letters, briefing notes, etc, supporting relevant stakeholder consultation, facilitating participation in bilateral forums with prioritised countries, facilitating capacity building initiatives, and liaising with Embassies and High Commissions.

ENQUIRIES : Mr D Nyalunga Tel No: (012) 444 6704
APPLICATIONS : Recruitment1726@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 10/340 : **ASSISTANT DIRECTOR: AFRICA AND MIDDLE EAST REF NO: DT 18/2026**

SALARY : R582 444 per annum (Level 10)
CENTRE : Pretoria
REQUIREMENTS : A recognised NQF Level 6 qualification in International Relations, Political Science, Public Administration and Economics. 3-5 years' relevant working experience in International Relations or Tourism or related fields, of which three (3) years must be at supervisory level. Knowledge of International Relations. Knowledge of tourism management and development. Financial management skills. Human resource management skills. Good presentation and communication skills. A valid driver's licence (persons with disabilities that prevent them from driving will still be considered).
DUTIES : The successful candidate will be responsible for facilitating the identification and assessment of prioritised areas in terms of national interests; coordinating national priorities through bilateral relations with prioritised countries; coordinating the implementation strategy; assisting in the alignment of the implementation strategy with national priorities; assisting in coordinating international terms of reference to identify best practices; facilitating the process of identifying a point of interface with prioritised countries; assisting in the continuous reporting in terms of level of agreements reached; enforcing alignment to framework for stakeholder consultation; assisting in engaging stakeholders and identifying areas of analysis; coordinating the process of stakeholder engagements; assisting in making inputs and participation at bilateral forums with prioritised countries; communicating terms of reference for bilateral relations; assisting in identifying the capacity building initiatives to enhance national priorities; assisting in assessing the regional values and interests for proactive integration; facilitating participation from regions to identify areas of development; assisting in coordinating strategic plans for bilateral engagements; assisting in facilitating the alignment of strategic plans with the national priorities; facilitating strategic partnerships with prioritised countries.
ENQUIRIES : Mr S Mukwevho Tel No: (012) 444 6633
APPLICATIONS : Recruitment1826@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 10/341 : **ASSISTANT DIRECTOR: MULTILATERAL RELATIONS AND COOPERATION REF NO: DT 19/2026**

SALARY : R582 444 per annum (Level 10)
CENTRE : Pretoria
REQUIREMENTS : A recognised NQF Level 6 qualification in International Relations/ Politics and/or Tourism. 3-5 years' relevant working experience in International Relations, Politics and/or Tourism of which three (3) years must be at supervisory level. Knowledge of International Relations. Knowledge of tourism management and development. Financial management skills. Human resource management skills. Good presentation and communication skills. A valid driver's licence (persons with disabilities that prevent them from driving will still be considered).
DUTIES : The successful candidate will be responsible for facilitating the development of strategic plans for multilateral engagements; assisting in reviewing the strategic plans in line with the national priorities; coordinating strategic partnerships with prioritised organisations/ countries; facilitating the development of the stakeholder consultation framework; assisting with engagement with stakeholders and identifying areas of analysis; coordinating the process of stakeholder consultation; maintaining of the multilateral engagements database for the Department; updating the database on a continuous basis; retrieving information for the database when required for use; assisting in undertaking research to identify international best practices; facilitating identification of point of interface and regularly engaging with prioritised organisations/ countries; liaising with relevant international organisations and diplomatic missions, drafting relevant documents such as submissions, briefing notes, letters, internal memos, etc, providing regular progress reports.
ENQUIRIES : Mr N Buso Tel No: (012) 444 6632
APPLICATIONS : Recruitment1926@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 10/342	:	**TOURIST GUIDING SUPPORT OFFICER REF NO: DT 20/2026**
SALARY	:	R397 116 per annum (Level 08)
CENTRE	:	Pretoria
REQUIREMENTS	:	A recognised NQF Level 6 qualification in Tourism Management or equivalent. A minimum of 2-3 years' relevant work experience in a relevant environment. Knowledge of the tourism/ tourist guiding sector will be an advantage. Proven administrative experience. Ability to provide administrative support for all projects. Excellent communication skills with the ability to provide comprehensive administrative support to projects and programmes. Sound knowledge of the tourism and tourist guiding environment, as well as applicable legislative and governmental frameworks across all spheres of government. Strong organisational and multitasking abilities with experience and skills in project planning and implementation. Competence in database management and financial administration. Excellent written and verbal communication skills, with ability to engage professionally and effectively with stakeholders and manage challenging situations. Ability to work within a team environment. A valid driver's licence is required (candidates with disabilities that prevent them from driving will be considered).
DUTIES	:	The successful candidate will provide administrative and coordination support for initiatives aimed at the growth and development of the tourist guiding sector. This includes assisting with the planning and coordination of stakeholder workshops on legislation, as well as capacity-building and consultation sessions addressing identified gaps and proposed solutions. The incumbent will support the legislative review process by assisting with the drafting of documents outlining sector challenges, proposed amendments, and implementation plans, and by coordinating related processes in collaboration with the Legal Services unit. The role further involves supporting the development of strategies, policies, norms and standards for the sector; providing ongoing administrative support to Provincial Registrars and Registration Officials; and assisting with conducting needs analysis to identify skills gaps within the sector. The incumbent will also assist in developing and monitoring training programmes for both existing tourist guides and new entrants, ensuring that agreed deliverables and timeframes are met. Responsibilities also include coordinating logistical arrangements for stakeholder engagements; performing secretariat functions, including minute-taking and tracking action items; and assisting with the compilation of draft monthly and quarterly reports based on information received from provinces.
ENQUIRIES	:	Ms U Pillay Tel No: (012) 444 6386
APPLICATIONS	:	Recruitment2026@tourism.gov.za
NOTE	:	EE Requirements: Coloured Male and White Male candidates as well as Youth and People with Disabilities are encouraged to apply.

ANNEXURE L

DEPARTMENT OF TRADITIONAL AFFAIRS

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

APPLICATIONS	:	Applications may be posted to: Human Resource Management, Department of Traditional Affairs, Private Bag X22, Arcadia, 0083 or Hand deliver to: 509 Pretorius Street, Arcadia, 2nd Floor Pencardia 1 Building or e-mail @ DTARecruit202606@cogta.gov.za
FOR ATTENTION	:	Director: Human Resource Management
CLOSING DATE	:	10 April 2026
NOTE	:	The successful candidate's appointment will be subject to a security clearance process and the verification of educational qualification certificates. Applications must quote the relevant reference number and must be completed on the New Z83 form obtainable from any Public Service department and signed when submitted. From 1 January 2021 should an application be received using the incorrect application for employment (Z83), the application will not be considered. Only shortlisted candidates will submit relevant documents. Applicants should submit CV and Z83 only. Shortlisted candidates will be required to submit certified copies a day before the interview date. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Persons with a disability are encouraged to apply. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation only when shortlisted. Incomplete applications or applications received after the closing date will not be considered. It is important to note that it is the applicant's responsibility to ensure that all information and attachments in support of the application are submitted by the due date. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill the advertised position.

OTHER POST

POST 10/343	:	**DEPUTY DIRECTOR: INTERNAL AUDIT REF NO: 2026/06** (12 months contract)
SALARY	:	R896 436 per annum, (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	:	An appropriate Bachelor's degree or equivalent qualification in Internal Auditing plus 5 years' experience in an Internal Auditing environment at ASD level (Junior Management). Supervisory experience. Generic competencies: Service delivery innovation, Problem solving and analysis, People management and empowerment, Client orientation and customer focus, Computer literacy and communication. Technical competencies: Operational performance, compliance and financial audits, Knowledge of Risk management and auditing practices, The Public Finance Management Act, Corporate governance, Development of policies and strategies.
DUTIES	:	The successful candidate will perform the following duties: Manage and implement operational strategic plans, policies and procedures and internal audit methodology, Perform and manage the audits to ensure that professional standards are maintained in the planning, execution, reporting and monitoring, Manage and prepare draft audit reports and discuss value-adding recommendations with relevant management, Review the main audit findings on the Department and effect corrective action, Examine, evaluate and improve the systems of control and risk management process.
ENQUIRIES	:	Mr JJ Appel Tel No: (012) 334 4974

ANNEXURE M

DEPARTMENT OF TRANSPORT

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

APPLICATIONS	:	Department of Transport, Private Bag X193, Pretoria, 0001 or hand deliver at the 159 Forum Building, Cnr Struben and Bosman Street, Pretoria or email to: Recruitment@dot.gov.za. Note: email applications must be sent as one attachment to avoid non-delivery of the email and only quotes the name of the post you are applying for on the Subject Line as directed on the post note.
FOR ATTENTION	:	Recruitment Unit. Room 4034
CLOSING DATE	:	17 April 2026
NOTE	:	Applications must be accompanied by a completed new Z83 form, obtainable from any Public Service Department, (or obtainable at). Applicants must fill in full new Z83 form part A, B, C, and D. A recent updated comprehensive CV (previous experience must be comprehensively detailed, i.e. positions held and dates). Applicants will submit certified copies of all qualifications and ID document on the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process; the logistics will be communicated to candidates prior to the interviews. Recommended candidates will also be required to attend a generic managerial competency assessment after the interviews also take a note that National School of Governance (NGS) has introduce compulsory SMS pre-entry certificate with effect from 01 April 2020 as Minimum Entry Requirements for Senior Management Services (submitted prior to appointment) and can be accessed through the following link: http://www.thensg.gov.za/training-course/sms-pre-entry-programme/. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate must disclose to the Director-General particulars of all registrable financial interests, sign a performance agreement and employment contract with the Director-General within three months from the date of assumption of duty. The successful candidate must be willing to sign an oath of secrecy with the Department. Applicants will be expected to be available for selection interviews and assessments at a time, date and place as determined by the Department. An offer letter will only be issued to the successful candidate once the following has been verified educational qualifications, previous experience, citizenship, reference checks and security vetting. Please note: Correspondence will only be entered into with short-listed candidates.

MANAGEMENT ECHELON

POST 10/344	:	**CHIEF DIRECTOR: DRIVING LICENCE CARD ACCOUNT REF NO: DOT/ HRM/2026/10**
SALARY	:	R1 494 900 per annum, (all-inclusive salary package), of which 30% can be structured according to individual's needs
CENTRE	:	Pretoria
REQUIREMENTS	:	A qualification at NQF level 7 as recognised by SAQA in Accounting / Finance / Risk Management / Auditing / Business Administration / Operations Management / Law / Production / Engineering with 5 years' experience at a senior managerial level. Knowledge And Skill: knowledge of PFMA, Treasury Regulations, and Supply Chain Framework, Deep understanding of smartcard technologies and personalisation process, Knowledge in managing high-security printing and distribution process, Knowledge of ICT systems integration with production environments, Leadership in organisational transformation digitization or automation, Ability to manage vendors, SLA's and public-private partnerships, proven Ethics, integrity and security-conscious leadership, Knowledge of the compilation of management reports.

Communication; Financial Management; Strategic Capability & Leadership; People Management & Empowerment; Project/Programme Management; Client Orientation and Customer Focus; Change Management.

DUTIES : Manage the Driving Licence Account Trading Entity and Expenditure; Develop and manage the annual budget for the DLCA in line with government financial management frameworks, align budget allocations to operational needs, strategic goals, and production forecasts, ensure compliance with PFMA and Treasury Regulations, manage the reconciliation of bank statements between the bank and the entity. Oversee Procurement and Contract Management; manage procurement of goods and services in line with Supply Chain Management (SMC) policies, ensure supplier payments are accurate and timely. Manage the provision of risk management services and compliance to the DLCA; manage the development and implementation of the DLCA's risk management framework, monitor and report on the implementation of risk mitigation strategies, maintain regular updating of risk profile for the department and reporting to the Accounting Officer, Management and Risk Management Committee. Manage the resources of the Chief Directorate; ensure compliance with all administrative requirements, regulations, rules and instructions pertaining to the branch, establish and maintain governance and administrative system's continuity within the work of the branch, prepare and submit implementation plans.

ENQUIRIES : Mr Prasanth Mohan Tel No: (012) 309 3927

ANNEXURE N

NATIONAL TREASURY

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

APPLICATIONS : To apply visit: https://erecruitment.treasury.gov.za/eRecruitment
CLOSING DATE : 10 April 2026 at 12:00 pm (Midday)
NOTE : Effective from 7 April 2021, the National Treasury now utilises an e-Recruitment System which means all applicants must login/register to apply for positions, we only accept hand delivered/posted applications should an applicant prove that he/she tried to apply via e-Recruitment with no success and the National Treasury ICT unit was unable to assist. The applicant's profile on the e-Recruitment is equivalent to the newly approved Z83, and it is the responsibility of applicants to ensure their profiles are fully completed or their applications will not be considered, as per the DPSA Practice Note. Certain documentation will still be required to be uploaded on the system such as copies of all qualifications including National Senior Certificate/Matric certificate, ID, etc., however these documents need not be certified at point of application, however certification will be required prior to attending the interview. Please note: All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. 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.

ERRATUM: Kindly note that the following position of Deputy Director: SCM Governance, Monitoring and Compliance (Re-advertisement) with Ref No: S028/2026 was advertised in the Public Service Vacancy Circular 09 dated 13 March 2026. Those who previously applied are encouraged to reply. The closing date has been extended to 10 April 2026 at 12:00 pm (Midday).

MANAGEMENT ECHELON

POST 10/345 : **CHIEF DIRECTOR: INTERGOVERNMENTAL POLICY AND PLANNING REF NO: S036/2026**
Division: Intergovernmental Relations (IGR)
Purpose: To promote the progressive improvement of the intergovernmental fiscal system based on the principle of co-operative governance.

SALARY : R1 494 900 per annum, (all-inclusive)
CENTRE : Pretoria
REQUIREMENTS : A Grade 12 is required coupled with a minimum Bachelor's degree (equivalent to NQF level 7) in Economics or Finance or Public Administration. A minimum of 5 years' experience at a senior managerial level obtained in budget allocations system, policy analysis, development and implementation. Successful completion of the Nyukela Public Service Senior Management Leadership 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 an appointment.
DUTIES : Intergovernmental Fiscal Policy Coordination: Give technical support to decision-making processes relating to the Division of Revenue between three spheres of government. Policy advice on intergovernmental fiscal and financial matters related to provinces and local government (grants, own revenues, and borrowing). Oversee the enforcement and compliance with the Municipal Fiscal Powers and Functions Act. Oversee and provide secretariat services to intergovernmental forums such as the Budget Council, Budget Forum and Technical Committee for Finance. Provincial Fiscal Framework: Undertake and oversee periodic reviews and annual revisions of the formula and data that inform the equitable share allocations to individual provinces. Undertake and oversee technical analysis necessary for the development, maintenance and implementation of provincial grants' frameworks and allocations. Oversee stakeholder consultation processes related to the provincial fiscal framework. Local government fiscal framework: Oversee policy and technical analysis necessary for the development, review, maintenance and implementation of local government equitable share formula. Undertake and oversee technical analysis necessary for the development, maintenance and implementation of local government grants' frameworks and allocations. Oversee stakeholder consultation processes related to the local government fiscal framework. Undertake and oversee reforms that will enable the innovative financing of municipal infrastructure. Budget documentation: Oversee and prepare relevant part of NT documents (MTBPS, Budget review and IGFR). Oversee and prepare the annual Division of Revenue Act and support annexures to the division of revenue.
ENQUIRIES : enquiries only (No applications): Recruitment.Enquries@treasury.gov.za

POST 10/346 : **CHIEF DIRECTOR: ECONOMIC REFORMS REF NO: S034/2026**
Division: Economic Policy and International Cooperation (EPIC)
Purpose: To analyse and advise on South Africa's economic reform agenda as well as the implementation thereof, including research, analysis and prioritisation of proposed economic reforms, evaluation of economic reform proposals, coordination and implementation of the government's economic reform agenda

SALARY : R1 494 900 per annum, (all-inclusive)
CENTRE : Pretoria
REQUIREMENTS : A Grade 12 is required coupled with a minimum Bachelor's degree (equivalent to NQF level 7) in Economics or Econometrics. A minimum of 5 years' experience at a senior managerial level obtained in an economic policy analysis environment. Knowledge and experience of applied micro-economics. Knowledge of research, and interpretation of economic policy outcomes. Knowledge and experience of performance and project management, Successful completion of the Nyukela Public Service Senior Management Leadership 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 an appointment.
DUTIES : Conceptualise and Conduct Research: Conduct analysis and prioritisation of proposed economic reforms, including detailed technical studies as they pertain to specific reform actions, Identify areas of research for integration in

policy papers on issues linked to the economic reform agenda, Commission research on specific economic reform priorities. Stakeholder Engagement and Coordination: Engage stakeholders on the government's economic reform agenda. Conceptualise outputs and coordinate logistics for events related to the stakeholder engagements on government's economic reform agenda, Coordinate inputs from stakeholders and respond to requests for speeches, briefing notes and parliamentary questions on the government's economic reform agenda. Policy Advice: Contribute to updates on economic reform implementation and related matters for the Budget Review and MTBPS of the budget process, Compile briefing notes, memos and presentations to the Director General, economic, Cluster, Cabinet and President on various issues relating to structural reform agenda, Provide valuable inputs into various National Treasury policy discussions on the government's reform agenda, including into the macroeconomic forecast as well as other committees related to the budget process. People and Project Management: Manage the work program and staff compliment under the economic reforms unit, Develop and implement plans for the implementation of government's economic reforms agenda and obtain approval thereof, Produce progress reports on the implementation of the economic reform agenda, Compile presentations and speaking notes on the economic reform agenda, including for senior executives within the National Treasury, Develop databases of key economic reforms to enable tracking of these economic reform agenda.

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

POST 10/347 : **CHIEF DIRECTOR: MODELLING AND FORECASTING REF NO: S035/2026**
Division: Economic Policy and International Cooperation (EPIC)
Purpose: To develop and maintain micro and macroeconomic models for policy analysis and forecasting in the research and analysis of trends in the domestic and international economies, e.g. monetary policy, exchange rate, trade policy, economic growth, balance of payments, investments and the labour market.

SALARY : R1 494 900 per annum, (all-inclusive)
CENTRE : Pretoria
REQUIREMENTS A Grade 12 is required coupled with a minimum Bachelor's degree (equivalent to NQF level 7) in Economics or Development Economics or Mathematics. A minimum of 5 years' experience at a senior management level obtained in modelling and forecasting policy analysis. Knowledge and experience in research and analysis of economic trends and principles. Thorough understanding of South African economic trends, data dissemination of information. Knowledge and experience of economic principles. Experience of research methodology and policy analysis. Successful completion of the Nyukela Public Service Senior Management Leadership 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 an appointment.

DUTIES : Conceptualise and conduct research on macro-economic and micro-economic policy: Give technical support to decision-making processes relating to the Division of Revenue between three spheres of government. Provide analytical support to National Treasury and other government agencies and stakeholders on macro-economic and micro-economic policy matters Identify areas of research for further exploration and integration into policy and relevant strategic initiatives. Provide comments and analyse cabinet memoranda based on economic models. Analyse Domestic and International Economic Trends: Provide inputs speeches, briefing notes and presentations on macro and micro issues for the Minister of Finance, Deputy Minister and Director-General. Engage foreign and domestic investors, ratings agencies and international organisations on the macroeconomic outlook. Provide a quarterly economic forecast for the economy and provide the way forward regarding the forecasting of tax revenue. Comment and Assess on Research on South Africa Economic Policy: Comment on IMF Article IV reports and policy papers and reports by ratings agencies, OECD economic assessments and relevant academic research. Provide qualitative comments and assessments of research on SA economic issues conducted outside the National Treasury. Provide conceptual outputs of work plan for committees (Stats Sub-committee). Undertake and oversee technical analysis necessary for the development, maintenance and implementation of local government grants' frameworks and allocations. Coordinate all National Treasury views on

Economic Policy in a report format. Share research findings within into committees during meetings. Develop Presentations for requisite Data, Graphs and Research: Arrange for formal presentations to integrate into policy analysis and budget process. Provide an economic outlook in presentations for the utilisation of the Director-General and Minister of Finance. Communicate the views of the Economic Policy and National Treasury to external parties. Develop and Maintain Models on the Management of Databases: Develop and maintain sets of economic models, including the National Treasury forecasting model, CGE models, small macro models and tax forecasting models. Improve existing models and concurrently develop new models in response to policy questions and future challenges. Maintain the security of data models integrity and databases by encrypting information.

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

POST 10/348 : **DIRECTOR: FINANCIAL MARKETS & COMPETITIVENESS REF NO: S038/2026**

Division: Tax And Financial Sector Policy (TFSP)

Purpose: To provide a platform for the formulation and development of assessment instruments, oversight on regulation and the development of policy for capital markets.

SALARY : R1 266 714 per annum, (all-inclusive)

CENTRE : Pretoria

REQUIREMENTS : A Grade 12 is required coupled with a minimum Bachelor's degree (equivalent to NQF level 7) in Economics or Development Economics or Law. A minimum of 5 years' experience at a middle management or senior managerial level obtained in in drafting of financial regulation pertaining to financial capital markets. Experience in the analysis of policy and application in business. Development of financial oversight mechanisms for the market. Successful completion of the Nyukela Public Service Senior Management Leadership 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 an appointment.

DUTIES : Capital Markets Development: Provide oversight on the regulation and developments of capital markets. Formulate policy on the development of capital markets. Coordinate the implementation of policies on capital markets. Financial Markets Clearing and Settlements: Establish and promote policies that enhance the effectiveness and efficiency of the clearing and settlement systems of capital markets. Manage and ensure the implementation of capital markets policies. Create a conducive environment for oversight on the regulation and the development of policy for capital markets. Implement mechanisms to ensure the financial markets clearing and settlements process is carried out efficiently. Co-ordinate the Establishment of a Financial Centre for Africa: Promote South Africa as a financial centre for African countries. Conduct in-depth research on issues around financial markets and benchmark with recognised international best practices. Liaise with various stakeholders in the financial markets to create awareness of financial markets regulations. Administration & Policy Maintenance: Provide commentary on international papers and reports. Provide inputs to Parliamentary Questions. Participate in the appointment of members to various financial regulatory boards. Provide inputs to content of parliamentary speeches.

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

POST 10/349 : **DIRECTOR: PRUDENTIAL REGULATION AND STABILITY REF NO: S039/2026**

Division: Tax and Financial Sector Policy (TFSP)

Purpose: To provide a platform for the formulation and development of assessment instruments, oversight on regulation and the development of policy for prudential regulation of the banks.

SALARY : R1 266 714 per annum, (all-inclusive)

CENTRE : Pretoria

REQUIREMENTS : A Grade 12 is required coupled with a minimum Bachelor's degree (equivalent to NQF level 7) Bachelor of Commerce in Law or LLB or Bachelor of Commerce in Economics or Development Economics. A minimum of 5 years' experience at a middle or senior managerial level obtained in drafting of financial regulation pertaining to financial capital markets, A minimum of 5 years' experience at a

middle/senior managerial level obtained in drafting of financial regulation pertaining to financial capital markets, Development of financial oversight mechanisms, Successful completion of the Nyukela Public Service Senior Management Leadership 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 an appointment.

DUTIES : Prudential regulation: Provide oversight into the regulation and developments of prudential regulation of the financial sector companies and of the general corporates. Formulate policy on the development and advancement of prudential, Coordinate the implementation of policies on prudential regulation. Macroprudential and vulnerabilities assessments: Establish and promote policies that enhance institutional and systemic stability of the financial sector, Manage and ensure the implementation of financial stability policies, Implement mechanisms to ensure the financial markets clearing and settlements process is carried out efficiently. Exchange control applications: Advise on and process exchange control applications, Conduct in-depth research on issues around each application to maintain SA interests Liaise with various the South African Reserve Bank on administrative and policy matters relating to exchange controls Administration & Policy Maintenance: Provide commentary on international papers and reports, Provide inputs and respond to Parliamentary Questions, Participate in the appointment of members to various financial regulatory boards, Draft parliamentary speeches and provide inputs on content of speeches.

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

OTHER POSTS

POST 10/350 : **ASSISTANT DIRECTOR: PFMA REGULATORY ENVIRONMENT REF NO: S032/2026 (X2 POSTS)**
Division: Office of The Accountant-General (OAG)
Purpose: To manage the PFMA regulatory environment (PFMA and its related prescripts).

SALARY : R582 444 per annum, (excluding benefits)
CENTRE : Pretoria
REQUIREMENTS : A Grade 12 is required, coupled with a minimum National Diploma (equivalent to NQF level 6) or Bachelor's. degree (equivalent to NQF level 7) in Accounting, Finance, or Law. A post graduate degree will be an added advantage. A minimum of 3 years of experience obtained in a financial management environment. Knowledge of the operations of national and provincial governments. Knowledge of the PFMA and the broader national and provincial government legislative framework.

DUTIES : Public Finance Management Reforms: Assist with the development of uniform norms and standards to facilitate the implementation of the PFMA. Assist in developing, reviewing and maintaining the PFMA and treasury regulations, toolkits, guidelines for alignment and evolvement of transversal issues to ensure consistent support to PFMA institutions. Assist with conducting research on domestic and international financial management best practices for integration of financial management legislation. Assist with managing the issuing of instructions, circulars and directives pertaining to the PFMA. Enabling State Capacity: Assist with the development of the quarterly governance report reflecting all stakeholder engagements. Assist with drafting responses to PFMA institutions on requests to condone irregular expenditure. Assist with drafting responses to PFMA institutions on interpretation of the PFMA and its prescripts. Assist with drafting responses to PFMA institutions to requests for section 79 deviations and section 92 exemptions. Assist with responding to parliamentary queries. Client and Stakeholder Engagements: Assist with facilitating and responding to queries related to the PFMA legislative framework. Perform secretariat functions for stakeholder meetings. Participate in partnerships with relevant institutions to achieve the outcomes of government. Assist with the development and maintenance of the database of queries related to PFMA. Assist with presentations, facilitation of information sessions, and workshops on the PFMA legislative framework. Organisational Effectiveness: Assist in providing advisories to other divisions within National Treasury on matters related to the PFMA. Assist in responding to PFMA-related queries from other divisions within the National Treasury. Attend meetings from

other units within the National Treasury on matters related to the PFMA. Assist in reviewing letters from other divisions within the National Treasury on matters related to the PFMA. Assist in reviewing Treasury Instructions, Guidelines and Frameworks from other divisions within the National Treasury. Assist with section 79 deviations and section 92 exemptions from other divisions within National Treasury. Assist with dealing with matters of a transversal nature arising from other units within the National Treasury.

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

POST 10/351 : **HELPDESK: RSA RETAIL BONDS REF NO: S033/2026**
Division: Asset And Liability Management (ALM)
Purpose: To enhance and assist with the daily operations of the retail bonds by offering timeous and concise client service support to the RSA Retail Bonds Directorate in the Asset and Liability Management division.

SALARY : R325 101 per annum, (excluding benefits)
CENTRE : Pretoria
REQUIREMENTS : A minimum Grade 12 coupled with National Diploma (equivalent to NQF level 6) in Office Administration or Marketing. A minimum of 1-2 years' work experience in Call Centre or related. Exposure to an Office Administration set-up environment; and Basic knowledge of financial markets.
DUTIES : Client Service Support: Daily operation of RSA Retail Bond helpline. Provision of all operational documents to clients on request. Serve as access point to attend to all queries related to RSA Retail Bond and related issues. Process telephonic application and acknowledge the receipt thereof in writing. Process telephonic roll overs and assign incident number for recording purposes. Guide and assist clients with online registration and application processes. General Office Administration: Scan all incoming documentation for record and compliance purposes and easy electronic access. Assign incoming requests and documents to the back-office team responsible for actioning the request. Marketing and social media: Assist with responding to queries made on social media posts. Participate in expos and marketing events. Correspondence to stakeholders: Prepare tax certificates and send-off by electronic mail to investors. Prepare interest statements of investors and send by electronic mail, Update investors on the status of their investments through electronic mail upon request, Reissue correspondence to investor upon request.
ENQUIRIES : enquiries only (No applications): Recruitment.Enquries@treasury.gov.za

ANNEXURE O

DEPARTMENT OF WATER AND SANITATION

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

CLOSING DATE : 07 April 2026

NOTE : 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.

OTHER POSTS

POST 10/352 : **ENGINEER PRODUCTION GRADE A - C REF NO: 070426/01 (X2 POSTS)**
Branch: Infrastructure Management: Head Office
Dir: Mechanical And Electrical Engineering (MEE)

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

CENTRE : Pretoria Head Office

REQUIREMENTS : An Engineering Degree (BEng/BSc (Eng) in Mechanical and Electrical Engineering. Three (3) years post qualification relevant engineering experience is required. Compulsory registration with Engineering Council of South Africa (ECSA) as a Professional Engineer (Pr Eng). The disclosure of a valid unexpired driver's licence (except for persons with disabilities). Sound knowledge of integrated water resource management and water resource protection. Understanding of programme and project management principles. Knowledge of engineering design and analysis, including pumps and pump stations, dam outlet works, mechanical structural designs, and water resources infrastructure operations. Knowledge of research and development methodologies and computer-aided engineering applications. Understanding of legal compliance, technical report writing, and application of professional judgement. Competencies required include decision-making, analytical thinking, team leadership, financial and people management, conflict management, customer focus, planning and organising, change management, innovation, and problem-solving. Excellent verbal and written communication

skills, including report writing and presentation skills. Sound interpersonal skills and ability to work effectively within multi-disciplinary teams. Proven liaison and networking capability, particularly within a cooperative governance and stakeholder engagement environment. Willingness to travel extensively and work away from the office for extended periods.

DUTIES : Design and develop new mechanical systems to address practical engineering challenges, improve efficiency, enhance reliability, and promote safety. Evaluate and update existing technical manuals, standard drawings, and procedures to incorporate new technologies and best practices. Approve and supervise engineering works in accordance with prescribed norms and standards. Develop tender specifications and contribute to procurement processes. Provide training and mentorship to technicians, technologists, and candidate engineers to promote skills transfer and adherence to sound engineering principles and codes of practice. Provide office administration support and contribute to budget planning processes. Conduct research and literature studies to enhance engineering expertise and promote innovation. Render mechanical engineering support to Operations and Maintenance units, including fault finding, breakdown investigations, and performance optimisation. Develop and maintain Asset Management strategies and systems to optimise the lifecycle of mechanical infrastructure. Conduct regular inspections and condition assessments of mechanical equipment and machinery. Manage CAPEX programmes relating to refurbishment, rehabilitation, upgrades, and emergency works. Oversee and coordinate all aspects of infrastructure project implementation, including technical, environmental, contractual, financial, risk, and social components. Ensure compliance with applicable technical standards, legal requirements, approved budgets, and project timeframes during implementation of water resource infrastructure projects. Coordinate and manage contracts with service providers to ensure effective delivery. Promote transformation, knowledge sharing, innovation, and a high-performance culture within the Department.

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

POST 10/353 : **ENGINEER PRODUCTION GRADE A - C REF NO: 070426/02**
Branch: Water Resource Management Planning
SD: Systems Operation

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

CENTRE : Pretoria Head Office

REQUIREMENTS : An Engineering Degree (B Eng / BSc Eng) Civil or Agricultural. Three (3) years post qualification, Engineering experience required. Compulsory registration with Engineering Council of South Africa (ECSA) as a professional Engineer. The disclosure of a valid unexpired driver's license. Sound knowledge of integrated water resource management and water resource protection. Understanding of programme and project management. Knowledge of engineering design and analysis including but not limited to pumps and pump stations, dam outlet works mechanical structural designs and Water Resources Infrastructure Operations. Knowledge of research and development. Computer-aided engineering applications. Knowledge of legal compliance, technical report writing, creating high performance culture and professional judgement. Decision making, team leadership and analytical skills. Creativity, self-management, financial, conflict- and people management. Customer focus and responsiveness. Willingness to travel country wide. Good communication skills (both verbal and written). Planning and organizing. Problem solving and analysis. Change management and innovation.

DUTIES : Evaluation of systems, water availability, requirements and systems performance of all water use sectors (Mining, Industries, Energy, Agriculture, and Domestic) in the planning and the implementation of water resource systems operations projects. Ensure effective integrated water resource planning. Conceptualise, test and implement water resources modelling Decision Support Systems (DSS). Establish databases and information management systems for the operation of water resource schemes. Update monthly, quarterly and annual systems performance reports as per the Directorate Operational Plan. Manage, supervise and train Engineering and Scientist Candidates and Graduates Interns.

ENQUIRIES : Mrs C Ntuli Tel No: (012) 336 7618

POST 10/354	:	**ENGINEERING PRODUCTION GRADE A-C REF NO: 070426/03 (X2 POSTS)** Branch: Infrastructure Management: Head Office Dir: Infrastructure Capacity Analysis Sd: Gauging Weirs Re-advertisement, applicants who have previously applied must re-apply.
SALARY	:	R879 342 – R1 323 267 per annum, (OSD), (Offer will be based on proven years of experience)
CENTRE	:	Pretoria Head Office
REQUIREMENTS	:	An Engineering Degree (B Eng/BSc Eng) in Civil Engineering. Three (3) years post-qualification engineering experience in water and civil engineering related to gauging structure/weirs design, construction management and safety of hydraulic structures required for a registered professional engineer. Compulsory registration with the Engineering Council of South Africa (ECSA) as a professional engineer. Excellent technical knowledge of current design standards, calibration procedures, and best practices applicable to hydraulic structures such as flood outlets and gauging weirs. Demonstrable experience in hydraulic and hydrological analyses, including the use of relevant engineering software and computer applications (being conversant in HEC-RAS, QGIS and CAD would be an added advantage). Knowledge of hydraulic structure modelling, dam safety principles, environmental legislation, and other applicable legal frameworks. Proven practical experience in the design of hydraulic structures (e.g., canals, dams, gauging weirs, retaining structures, floating/pile foundations) is essential. Strong skills in data management, analysis, and interpretation.
DUTIES	:	Perform engineering design and analysis work related to new and existing gauging weirs within the Directorate, ensuring appropriate, efficient, and cost-effective design solutions in accordance with national and international standards. Conduct quality control, construction monitoring, and on-site problem-solving during project implementation. Assist with the establishment and improvement of flow-gauging sites, including direct and indirect hydraulic calibration and verification of flow-measurement systems. Review, audit, and quality-assure engineering reports produced within the section. Provide professional technical advice and engineering support to internal directorates and external stakeholders. Keep up to date with developments in dam safety, water engineering, hydraulic modelling, flow measurement technologies, and applicable legislation, and contribute to the development or refinement of engineering policies and standards. Participate in inter-directorate engagements and maintain close liaison with hydrological teams at national and provincial levels. Support and perform activities related to high flood line determinations and spillway calibrations. Mentor and train junior engineers, engineering technologists, and technicians. Attend site visits, meetings, and undertake work across the country, which may involve extensive travel and irregular or extended working hours.
ENQUIRIES	:	Mrs AA Coetzee Tel No: (012) 336 6938
POST 10/355	:	**SCIENTIST PRODUCTION GRADE A - C REF NO: 070426/04** Branch: Water Resource Management Dir: Water Information Integration Sd: Information Programmes Management
SALARY	:	R791 157 – R1 144 008 per annum, (all-inclusive OSD salary package), (Offer will be based on proven years of experience)
CENTRE	:	Pretoria Head Office
REQUIREMENTS	:	A Bachelor of Science degree (BSc) (Hons) in Environmental Science or Environmental Management. Three (3) years post-qualification Natural Science experience. Compulsory registration with SACNASP as a Professional Natural Scientist. The disclosure of a valid, unexpired driver's license. Knowledge of water resource monitoring programmes and governance. Experience in water resource data collection, analysis, interpretation, and knowledge dissemination. Knowledge of water resource information systems. Knowledge of the National Water Act, related legislation, and strategies. The ability to apply scientific principles to integrate and interpret water quality or quantity data to draw scientifically sound conclusions. Experience in programme and project management. Technical report writing. Good

communication skills, both verbal and written. Networking and computer literacy. Planning and organising. Problem-solving and analysis.

DUTIES : Co-ordinate and integrate the Water Monitoring Programmes through the Integrated Provincial Water Monitoring Committees in the nine provinces, as well as the National Water Monitoring Committee. Provide leadership in scientific and technical water monitoring programmes and compile reports on the progress of monitoring projects and programmes against set objectives. Support the development and implementation of a National Water Monitoring Plan and Integrated Provincial Water Monitoring Plans. Develop and implement procedures, guidelines, strategies, methodologies, and systems for integrating water monitoring programmes across all levels of government. Provide technical support and project management expertise to Project/Programme Managers within the Chief Directorate: National Water Resource Information Management. Liaise with water sector stakeholders, including other Government Departments and the public, on water-related issues through workshops and other platforms.

ENQUIRIES : Dr Simphiwe Chabalala Tel No: (012) 336 8661

POST 10/356 : **CONTROL ENVIRONMENTAL OFFICER GRADE A REF NO: 070426/05**
Branch: Regulation, Compliance and Enforcement
Dir: compliance monitoring

SALARY : R612 480 per annum, (OSD)
CENTRE : Pretoria Head Office
REQUIREMENTS : 4-year Degree or equivalent in Environmental Management or Natural Sciences field. Six (6) years post qualification work experience in Water Resources/Environmental Management field. Extensive experience in the environmental/water management field, waste management, and water use authorization process. Management and leadership skills. Advanced computer skills. Communication and technical reporting (verbally and written). Analytical and problem-solving skills. Facilitation skills and the ability to interact with key stakeholders in the water sector (national and provincial departments and local government). Knowledge and experience in Project and Programme Management. Financial Management Skills. Understanding of Integrated Water Resource Management, Public Finance Management Act (PFMA), National Water Act, National Environmental Management Act (NEMA) and National Environmental Management: Waste Act and related legislations. Willingness to travel extensively and work irregular hours. A valid driver's license. Designation as an Environmental Management Inspector (EMI) will be an added advantage.

DUTIES : Develop, review, and update standard operating procedures (SOPs) and technical guidelines for compliance monitoring. Provide technical oversight and support to CMAs in planning, executing, and reporting on compliance monitoring within the government sector. Conduct compliance monitoring strategic audits. Participate in compliance monitoring forums, sector working groups, and inter departmental committees. Conduct compliance awareness promotion and training. Performance planning and management. Compile technical and performance reports. Promote and establish partnerships for effective compliance monitoring with other Regulatory Authorities and the regulated community.

ENQUIRIES : Ms TE Nemutudi Tel No: (012) 336 7253

POST 10/357 : **CONTROL SCIENTIFIC TECHNICIAN GRADE A - C REF NO: 070426/06**
Branch: Water Services Management
Dir: Resource Quality Information Services

SALARY : R551 493 per annum, (OSD)
CENTRE : Roodeplaat (RQIS)
REQUIREMENTS : A National Diploma in Science or relevant qualification. Six (6) years post qualification technical scientific experience. Compulsory registration with SACNASP as a certificated Natural Scientist. The disclosure of a valid unexpired driver's license. Experience in standard water related analysis in the field of surface water and ground water. Experience in Water Management System (WMS) and exposure to a Laboratory Information Management System (LIMS), ideally LabWare LIMS. Good sound knowledge of laboratory processes and ISO/IEC 17025:2017standard requirements. Understanding of programme and project management. Understanding of scientific

methodologies and models. Knowledge of computer aided scientific applications. Knowledge of technical report writing. Understanding policy development and scientific representation. Knowledge of strategic capability and leadership. Decision making, team leadership and creativity. Understanding financial management, planning and organising. Conflict, people and change management. Problem solving and analysis. Good communication skills both (verbal and written).

DUTIES : Acquire, manage, and maintain accurate datasets for internal and external clients. Perform electronic import of data into relevant systems. Update datasets on the Water Management System (WMS) with analytical results from Laboratories. Ensure effective and timely data dissemination to stakeholders. Coordinate and respond to specialised requests from internal and external stakeholders. Maintain peripheral information necessary for the effective implementation of operational monitoring programmes on the WMS. Conduct audits on WMS for released results and investigate discrepancies. Correct or remove suspect data records from the database. Apply appropriate Quality Control measures to ensure data accuracy and compliance. Implement and maintain ISO/SANS 17025:2017 accreditation status on the WMS. Compile and generate audit reports for Analytical Services (AS) use. Monitor staff performance in line with organisational objectives. Motivate, and support team members. Mentor employees to enhance professional growth and capacity building.

ENQUIRIES : Ms E Vermaak Tel No: (012) 808 9625

POST 10/358 : **CONTROL ENGINEERING TECHNICIAN GRADE A – C REF NO: 070426/07**
Branch: Water and Sanitation Services Management: GP
CD: Provincial Operations: Gauteng
Sd: Hydrological Services

SALARY : R551 493 per annum, (OSD)
CENTRE : Boskop Hydrological Services Office
REQUIREMENTS : A National Diploma in Civil Engineering. Six (6) years post qualification technical engineering experience. Compulsory registration with Engineering Council of South Africa (ECSA) as a Professional Engineering Technician. The disclosure of a valid unexpired driver's license. Knowledge of Technical design and analysis of hydrological infrastructure and/or water resource infrastructure. Knowledge of hydrological data management. Research and Development. Knowledge and experience in Computer-aided engineering applications. Knowledge of legal compliance and Project management. Technical report writing. Good communication skills (verbal and written), conflict management and negotiation skills. Problem solving and analysis; decision making, teamwork, creativity, financial management, people management, customer focus, responsiveness, planning and organizing.

DUTIES : Manage technical services and support in conjunction with Engineers, Technologist and associates in the field, workshop, and technical hydrological activities. Ensure the promotion of safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings, and procedures to incorporate new technology. Ensure quality control of hydrological time series data. Manage the registration of hydrological data on Hydstra. Ensure performance of control surveys, stream flow gauging and calibration of gauging weirs. Monitor Real time data of gauging sites, perform site evaluations and monitor instrumentation. Handle data requests and dissemination. Manage the Data Quality Control Division within the Sub-Directorate. Attend to Monitoring Committee matters. Manage administrative, human resource and related functions. Provide inputs into the budgeting process, operational plan, procurement plan and related matters. Compile and submit reports as required. Provide technical support Risk and Disaster Management matters. Research and development through continuous professional development to keep up with new technologies and procedures. Provide mentorship and supervision of personnel. Research/literature studies on technical engineering technology to improve expertise. Liaise with relevant bodies/councils on engineering related matters. Must be prepared to work away from the office and travel extensively for extended periods of time.

ENQUIRIES : Mr. KV Moganedi Tel No: (018) 298 9009

POST 10/359	:	**ENGINEERING TECHNICIAN PRODUCTION GRADE A – C REF NO: 070426/08** Branch: Water and Sanitation Services Management: GP CD: Provincial Operations: Gauteng Sub Dir: Infrastructure Development and Maintenance
SALARY	:	R391 671 – R586 665 per annum, (OSD), (Offer will be based on proven years of experience)
CENTRE	:	Gauteng Provincial Office
REQUIREMENTS	:	A National Diploma in Engineering or relevant qualification. Three (3) years post-qualification in Water and Sanitation Engineering experience. Compulsory registration with Engineering Council of South Africa (ECSA) as a Professional Engineering Technician. The disclosure of a valid unexpired driver's license. Experience in water services infrastructure environment. Good computer literacy skills. Good communication skills (verbal and written) and negotiation skills. Knowledge of people management.
DUTIES	:	Support and monitor implementation of RBIG, WSIG, and MIG projects in municipalities across Gauteng Province. Support and assist municipalities with the development of WSDP and IDP. Support and monitor the implementation of USDG projects. Monitor and evaluate project progress. Attend monthly and quarterly meetings. Provide monthly and quarterly project progress reports. Project Management. Assist with water services complaints. Water conservation water demand management advocacy. Represent the department in relevant IGR structures.
ENQUIRIES	:	Mr D Masoga Tel No: (012) 392 1477
POST 10/360	:	**PERSONAL ASSISTANT REF NO: 070426/09** Branch: Provincial and Entity Governance and International Cooperation
SALARY	:	R325 101 per annum (Level 07)
CENTRE	:	Pretoria Head Office
REQUIREMENTS	:	A Secretarial Diploma or equivalent qualification. Three (3) to (5) five years 'experience in rendering a support service to Senior Management. Excellent computer literacy skills. Advanced proficiency in Microsoft Office suite. Good office management skills and knowledge of administrative procedures. Sound organizational skills. Good people 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. People and Diversity management. Problem solving and Analysis. The successful candidate must be highly reliable, self-motivated, flexible, creative, client and customer focused. Remains up to date regarding the prescripts, policies and procedures applicable to her / his work terrain to ensure efficient and effective support to the manager. Excellent communication skills (verbal and written). Good accountability and ethical conduct.
DUTIES	:	Provide a secretarial support service to the manager. Implement administrative procedures for the component. Receive telephone calls and visitors on behalf of the manager. Implement policies and procedures. Engage supplier regarding purchased materials. Develop implementation plan. Ensure that financial procedures are observed in the section. Compile monthly reports and present to the managers. Do early warning systems. Liaise with travel agencies to make travel arrangements for the DDG office. Arrange meetings and events for the manager and staff in the unit. Process all invoices that emanate from the activities of the work of the manager including the travel and subsistence claims for the unit. Draft routine correspondence and reports including records of basic minutes of the meetings of the manager where required. Administer matters like telephone accounts and proper recording filing of documents. Receive, record and distribute all incoming and outgoing documents. Collect all relevant documents to enable the manager to prepare for meetings. Provide feedback on identified administrative gaps. Provide records on goods and services procured and handle all the procurement items for the office.
ENQUIRIES	:	Ms D Mthembu Tel No: (012) 336 7117/8

ANNEXURE P

PROVINCIAL ADMINISTRATION: EASTERN CAPE
DEPARTMENT OF COMMUNITY SAFETY

APPLICATIONS : Online via provincial e-recruitment available at https://erecruitment.ecotp.gov.za. Applicants are encouraged to use e-recruitment system
Applicants are encouraged to use e-Recruitment System. The e-Recruitment System is available 24/7 and closes at 23:59 on the closing date. To report any e-recruitment system challenges send an email with your (i) ID Number, (ii) profile email address, (iii) details of your issue to: erecruitment@safetyec.gov.za. Do not send any applications to this email address; should you do so, your applications/CV will be regarded as lost and will not be considered. Technical support is limited to working hours: (08:00-16:30 Mon-Thursday and 08:00-16:00 on Friday). NB: Direct any enquiries to the relevant enquiries' person as provided under each position.

CLOSING DATE : 10 April 2026. No late applications will be accepted.

NOTE : Applications must be submitted on a duly completed New Z83 form (effective from 01 January 2021), e-Recruitment System automatically generates Z83 immediately you press apply and generate Z83. Applicants are not required to submit copies of qualifications and other relevant documents upon application but must submit a fully completed Z83 form and detailed Curriculum Vitae. NB: Z83 in the e-recruitment system is currently not signable; so, applicants who submitted applications via the e-recruitment system will not be disqualified for an unsigned Z83 instead will be requested to sign on/or before the interview day. View the list of the positions you applied for on "My Job Applications" and do note that the system Z83 does not reflect work experience and qualifications, however, every detail of your information does reflect to the Recruitment team. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents (like a copy of Permanent Resident Permit for Non-RSA Citizens/Permanent Resident Permit Holders). Failure to submit all the requested documents will disqualify the application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/ study verification and previous employment verification). All shortlisted candidates, including the SMS shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements, and the other must be an integrity (ethical conduct) assessment. The Selection Panel will recommend candidates to attend a generic Managerial Competency Assessment in compliance with the DPSA Directive on the implementation of Competency-based Assessment. Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/ knowledge test. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Successful candidates will be appointed on a probation period of twelve 12/24 months. It is the objective to address the Employment Equity Affirmative Action Measures, therefore, in making appointments, preference will be given to the designated groups in pursuit to meet departmental EE Targets although the applications are welcome from all racial groups. The Recruiting Department reserves the right to amend/ review/ withdraw the advertised posts if by so doing, the best interest of the department will be well served. (Females and People with Disabilities are also requested to apply and indicate such in their applications). Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed.

OTHER POST

POST 10/361 : **AUDIT COMMITTEE MEMBERS**

The Eastern Cape Department of Community Safety calls on all independent, suitably qualified and interested persons to serve as members of its Audit Committee for a period of three (3) years with effect from the date of assumption of duty (expected to be 01 August 2026). The Audit Committee will consist of four (4) members, including the Chairperson.

SALARY : The remuneration of the members of the Audit Committee is determined at an hourly rate in terms of Provincial Treasury Instruction Note 6 of 2014/2015 and any amendments thereto.

CENTRE : Head Office -Bhisho

REQUIREMENTS : The Chairperson must have: strong financial management, auditing and risk management background and appropriate experience in the environment. Be independent and have knowledge of the status of the position. Have extensive leadership skills and prior experience of serving on an Audit Committee of a medium to large organization. Not be a political office bearer. Have the interests of the Department of Community Safety at heart and display the highest levels of integrity and objectivity. Must be a member of a recognized professional body with no criminal record. Members must have: Strong experience in finance and auditing. Demonstrate experience in participating in governance structures. Have the ability to dedicate time to the activities of Department of Community Safety's Audit Committee. Have an inquisitive personality within reasonable levels of probing, analytical reasoning abilities and good communication skills, and fair understanding of the regulatory framework within which Provincial departments operate. Knowledge and understanding of the challenges facing the Department is essential.

DUTIES : The roles and responsibilities of the Audit Committee members are clearly outlined in terms of the section 77 of the Public Finance Management Act (PFMA) and applicable Treasury Regulations. Reporting to the Head of Department and the Member of the Executive Council (MEC) for the Department of Community Safety. The Department should hold a minimum of four (4) Audit Committee meetings per financial year.

ENQUIRIES : Ms B Ndindwa/ L Mazwi at 079 284 6709
eRecruitment enquiries: erecruitment@safetyec.gov.za

NOTE : NB: Appointment will be subject to compulsory pre-employment screening in the form of qualifications, references, ITC, criminal checks and compulsory competency assessment (where necessary) as directed by the Department of Public Service and Administration. Candidates may be subjected to security clearance (Vetting). It is the department's intention to promote representivity in terms of race, gender, disability and youth through the filling of these posts and candidates whose appointment will promote representivity will receive preference.

DEPARTMENT OF SPORTS, RECREATION, ARTS AND CULTURE

APPLICATIONS : Applications must be submitted via one of the following options: directing to a specific relevant centre: i)

Head Office: Qonce: Hand deliver to: No. 5 Eales Street, Wilton Zimasile Mkwayi Building, Qonce, 5605.

OR Tambo District: Attention, Mr. S. Stuma / Ms. T. Mngoma Tel No: (047) 495 0853. Hand deliver to: Human Resource Management, 6th Floor, Botha Sigcau Building, corner Leeds and Owen Street, Umtata.

Joe Gqabi District: Attention, Mr P. Masepe / Ms. Ninifie / Ms. Fiki Tel No: (051) 492 4806. Hand deliver to: No. 02 Cole Street, Maletswai.

Amathole District: Hand deliver to: No 16 Commissioner Street, Old Elco Building, East London, 5201.

BCM District: Hand deliver to: No 16 Commissioner Street, Old Elco Building, East London, 5201.

Albany Museum: Makanda: Hand deliver to 40 Somerset Street, Makanda.

East London Museum: Hand deliver to 319 Oxford Street, Belgravia, East London.

Chris Hani District: Attention, Mr. T. Thomas / Ms. A. Phanya Tel No: (045) 492 0030 / 0054, Hand deliver to: Bathandwa Ndondo Building, Komani Hospital.

Nelson Mandela District: Attention, Mr. S. Javu / Ms. T. Bosman / Ms. A. Dyalvane Tel No: (041) 492 1288 / 1232 / 1230. Hand deliver to: 66 Corporate Place, Ring Road, Greenacres, Newton Park, Gqeberha.
Alfred Nzo District: Attention Mr M.B. Gugwana / Ms. T. Ntsevu Tel No: (039) 492 0297. Hand deliver to: No 67 Church Street, Mt Ayliff.
Sarah Baartman District: Attention, Ms. N. Qumza / Ms. N. Sandi Tel No: (046) 492 0223 / 0228. Hand deliver to: Registry, 1st floor, Corner African and Milner Street, Makanda.
Online via provincial erecruitment available at https://erecruitment.ecotp.gov.za. Applicants are encouraged to use e-recruitment system
The e-Recruitment System is available 24/7 and closes at 23:59 on the closing date. To report any e-recruitment system challenges send an email with your (i) ID Number, (ii) profile email address, (iii) details of your issue to: erecruitment@ecsrac.gov.za. Do not send any applications to this email address; should you do so, your applications/CV will be regarded as lost and will not be considered. Technical support is limited to working hours: (08:00-16:30 Mon-Thursday and 08:00-16:00 on Friday). NB: Direct any enquiries to the relevant enquiries' person as provided under each position.

CLOSING DATE : 10 April 2026. No late applications will be accepted.

NOTE : Applications must be submitted on a duly completed New Z83 form (effective from 01 January 2021), e-Recruitment System automatically generates Z83 immediately you press apply and generate Z83. Applicants are not required to submit copies of qualifications and other relevant documents upon application but must submit a fully completed Z83 form and detailed Curriculum Vitae. NB: Z83 in the e-recruitment system is currently not signable; so, applicants who submitted applications via the e-recruitment system will not be disqualified for an unsigned Z83 instead will be requested to sign on/or before the interview day. View the list of the positions you applied for on "My Job Applications" and do note that the system Z83 does not reflect work experience and qualifications, however, every detail of your information does reflect to the Recruitment team. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents (like a copy of Permanent Resident Permit for Non-RSA Citizens/Permanent Resident Permit Holders). Failure to submit all the requested documents will disqualify the application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/ study verification and previous employment verification). All shortlisted candidates, including the SMS shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements, and the other must be an integrity (ethical conduct) assessment. The Selection Panel will recommend candidates to attend a generic Managerial Competency Assessment in compliance with the DPSA Directive on the implementation of Competency-based Assessment. Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/ knowledge test. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Successful candidates will be appointed on a probation period of twelve 12/24 months. It is the objective to address the Employment Equity Affirmative Action Measures, therefore, in making appointments, preference will be given to the designated groups in pursuit to meet departmental EE Targets although the applications are welcome from all racial groups. The Recruiting Department reserves the right to amend/ review/ withdraw the advertised posts if by so doing, the best interest of the department will be well served. (Females and People with Disabilities are also requested to apply and indicate such in their applications). Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed.

OTHER POSTS

POST 10/362 : **SCIENTIST PRODUCTION REF NO: DSRAC 01/03/2026**

SALARY : R761 157 – R816 852 per annum, (an all-inclusive remuneration), (OSD)
CENTRE : Albany Museum (Makanda)
REQUIREMENTS : National Senior Certificate plus a master's degree in Botany or Natural Science or environmental science qualification specialising in plant taxonomy. Compulsory registration with SACNASP as a professional Natural Scientist. A minimum of three (3) years relevant experience in a museum natural science environment. Knowledge of curating herbarium collections, Research and dissection microscopes. Ability to recognise diagnostic characteristics on which classification system are based. Computer knowledge, laboratory protocol, database and word computer packages, Natural science, and financial management. Programme and project management. Communication skills, Report writing skills, People management skills, Customer or client orientated approach. Knowledge of public service regulations, legislations/ policies/ prescripts and procedures. Knowledge of Eastern Cape Museum Act. National Environmental management: Biodiversity Act, Operational standards for natural science museum, South African National Standards for Museums. A valid driving licence.
DUTIES : Identifies, names, and classifies plant species based on morphology, genetics, and evolutionary relationships. Conducting field surveys, performing laboratory analysis (DNA, microscopy), curating herbarium collections, and publishing research to support biodiversity conservation, ecology, and environmental management. Develop and implement methodologies, policies, systems and procedures. Identify and consolidate needs for methodologies, policies, systems and procedures. Identify gaps and develop appropriate interventions. Monitor and evaluate programme performance. Perform scientific functions that require interpretation in the absence of an established framework. Provide scientific support and advice. Develop working relations with client base. Create public awareness of the science system. Provide scientific data, information and advice as requested. Review scientific publications. To perform scientific analysis and regulatory functions. Conduct analysis of scientific data. Gather and interpret data, evaluate results and disseminate information. Apply appropriate scientific models to generate information and knowledge. Formulate proposals and compile reports. Develop and customize models and techniques. Conduct research and development. Continuous professional development to keep up with new technologies and procedures. Conduct basic and applied research. Research/literature studies to improve expertise. Public and present research findings. Liaise with relevant bodies/councils on science-related matters. Management of human capital development Mentor, train and develop candidate scientists and others to promote skills/knowledge transfer and adherence to sound scientific principles and code of practice. Supervise scientific work processes. Manage the performance and development of staff.
ENQUIRIES : Dr. P. Cimi Tel No: (046) 622 2312 – Albany Museum (Makanda)
e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za
NOTE : Persons with disabilities are encouraged to apply.

POST 10/363 : **SCIENTIST PRODUCTION REF NO: DSRAC 02/03/2026**

SALARY : R761 157 – R816 852 per annum, (an all-inclusive remuneration), (OSD)
CENTRE : EL Museum (EL)
REQUIREMENTS : National Senior Certificate plus a M. Sc. Degree in Natural Science with a minimum of three (3) years relevant experience in a museum natural science environment. A PhD will be considered an added advantage. Compulsory registration with the South African Council of Natural Scientific Professionals (SACNASP) as a professional Natural Scientist. Knowledge of public service regulations, legislations/ policies/ prescripts and procedures, and of National Environmental Management: Biodiversity Act. Knowledge of collection management standards for natural science museums. Knowledge of natural science, Ornithology, in particular. Understanding of the scientific method. Computer knowledge including database and MSOffice packages. Programme and project management. Communication skills. Report writing skills. People management skills. Customer and client-orientated approach. A valid driving licence.

DUTIES : Develop and implement methodologies, policies, systems and procedures for the Ornithology Collection. Identify gaps and develop appropriate interventions. Monitor and evaluate programme performance. Develop working relations with a diverse client base. Create public awareness of the science system. Provide scientific data, information and advice as requested. Review scientific publications. Gather and interpret data, perform scientific analyses, evaluate results and disseminate information. Apply appropriate scientific models to generate information and knowledge. Formulate proposals and compile reports. Continuous professional development to keep up with new technologies and procedures. Literature studies to improve expertise. Present research findings through exhibitions, educational programmes and publications. Liaise with relevant bodies/councils on science-related matters. Mentor, train and develop candidate scientists and others to promote skills/knowledge transfer and adherence to sound scientific principles and code of practice.

ENQUIRIES : Ms. G. Morcom Tel No: (043) 743 0686 – East London Museum (EL)
e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za

NOTE : Persons with disabilities are encouraged to apply.

POST 10/364 : **SENIOR LEGAL ADMIN OFFICER REF NO: DSRAC 01/03/2026**

SALARY : R586 956 – R1 386 972 per annum (MR6), (an all-inclusive remuneration), (OSD)

CENTRE : Head Office - Qonce

REQUIREMENTS : A National Senior Certificate plus a Degree / Diploma (NQF 7) as recognised by SAQA LLB or a recognised four-year legal degree or (as otherwise determined by the Minister of Justice and Constitutional Development). A post graduate qualification and Public-Sector Experience in Constitutional Law / Administrative Law / Labour Law / Contracts Management / Legislative Drafting will be an added advantage. At least 8 years' appropriate post qualification legal experience advisory / civil high court litigation experience. Proof of admission as an Attorney / Advocate. Computer literacy and proficiency is essential. A valid code 08 driving licence.

DUTIES : To render legal advisory services to the Department of Sport, Recreation, Arts and Culture (Eastern Cape Province) related to public sector legal claims, litigation, labour law practice, drafting and vetting of contracts and agreements and legislative drafting services. Sound professional and ethical liaison must be fostered with various stakeholders including the Office of the State Attorney. The management of Public Sector Civil litigation. The drafting of legal opinions and documents. Conduct, analyse, interpret, advise on research that will provide information and case law relevant to the legal matter at hand. Constitutional compliance. Present and advise on motivation/proposals how specific cases should be approached to obtain a desirable/justifiable outcome. Draft and advise on the drafting of legal documents that provide clear motivation / justification for a particular position pertaining to a case / matter, also proposing the approach to be followed to ensure success in this regard. Provide preliminary opinions and advice on legislative drafting; Prepare draft bills and scrutinize subordinate legislation. Effectively, economically and efficiently manage the monetary, physical and human resources allocated to the unit. Manage financial resources. Manage human resources. Consolidate and submit monthly and quarterly reports. Manage EPMDS and ensure staff development training needs. Manage attendance register, leave records and discipline.

ENQUIRIES : Ms. S. Mpafa Tel No: (043) 492 1405 - Head Office (Qonce)
e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za

NOTE : This post is earmarked for persons with disabilities. Persons with disabilities are encouraged to apply.

POST 10/365 : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: DSRAC 03/03/2026**

SALARY : R468 459 – R551 823 per annum (Level 09), (an all-inclusive remuneration)

CENTRE : Chris Hani District (Komani)

REQUIREMENTS : National Senior Certificate, National Diploma (NQF level 6 as recognised by SAQA) in Supply Chain Management or Public Administration or Public Management or Financial Management coupled with at least 3 years relevant experience at supervisory level or SL 7/8 within a SCM environment. A good

understanding of the relevant government regulatory framework. Good knowledge of PERSAL System. Public Service Act, Employment Equity Act, Labour Relations Act, Skill development Act. Basic Conditions of employment Act, COIDA, IOD, OHS Act, PFMA and Establishment. Proven leadership, strategic management, Conflict Management, financial management, problem -solving, people management skills. Excellent in administrative, coordination and organizational skills. Good written and verbal communication skills. Computer skills. Ability to work under pressure and independently. A valid code 08 driving license.

DUTIES : Monitor the implementation of demand, and acquisition processes: Coordinate the invitation, evaluation and adjudication of quotations. Investigate the availability of the required source in the market. Assess the needs of the end users. Compile Demand Management Plan and Procurement Plan. Promote and ensure compliance with the Broad-Based Black Economic Empowerment Act (BBBEE) and the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000) (PPPFA) in the Department. Ensure that optimal sourcing strategies and techniques are used. Establish and maintain a database of suppliers when obtaining quotations. Co-ordinate and facilitate Procurement Committee meetings Demand and Acquisition Management including overseeing secretariat function of Bid Committees i.e. Bid Specification Committee, Bid Evaluation Committee and Bid Adjudication Committee. Maintenance of up-to-date asset register: Ensure that all assets are recorded in the asset register. Ensure that new acquisitions are recorded in the asset register. Reconcile asset register with BAS. Ensure that asset reconciliation through physical verification is being conducted quarterly. Efficient management of assets: Ensure that assets are marked and bar coded. Manage the movement of assets and the signing of transfer forms. Review asset description. Management of disposal: Championing of disposal of assets to NGOs for districts. Ensure that all assets identified for disposal are bar-coded and listed correctly. Ensure proper keeping of all assets that have been disposed of. Consolidate asset register for all districts. Performance of logistics management: Ensure that stock counting is done quarterly. Produce status report on the findings of stock taking. Monitoring of the ordering, receipt and storing of stationery and printing consumables. Implementation of policies to minimize risk of losses: Ensure that all stock items are reported and follow-up is done. Ensure that all officials are aware of the loss control policies. Manage the allocated resources of the Sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeous development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the Sub directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

ENQUIRIES : Mr. T. Thomas / MS. A. Phanya Tel No: (045) 492 0030 / 0054 – Chris Hani District (Komani)
e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za

NOTE : Persons with disabilities are encouraged to apply.

POST 10/366 : **PROVISIONING ADMIN OFFICER: DEMAND & ACQUISITION (SCM CLERK SUPERVISOR) (X4 POSTS)**

SALARY : R325 101 – R382 959 per annum (Level 07), (an all-inclusive remuneration)

CENTRE : Alfred Nzo District (Mount Ayliff) Ref No: DSRAC 04/03/2026
OR Tambo District (Mthatha) Ref No: DSRAC 05/03/2026
Chris Hani District (Komani) Ref No: DSRAC 06/03/2026
Amathole District (EL) Ref No: DSRAC 07/03/2026

REQUIREMENTS : National Senior Certificate plus National Diploma (NQF level 6 as recognised by SAQA) Supply Chain Management, Public Management, Logistics, Purchasing Management, Financial Management, Public Administration with at least 1 to 2 years relevant experience within a Supply Chain Management environment. A good understanding of the relevant government regulatory framework. Knowledge of public service legislations, prescripts, procedures

and processes. Knowledge and understanding of Supply Chain Management Framework. Knowledge of BAS and LOGIS systems. Basic knowledge of financial management. Computer Literacy. Excellent Communication Skills. Interpersonal Skills. Understanding of prescripts. Presentation Skills Conflict Management, financial management, problem -solving, people management skills. Excellent in administrative, coordination and organizational skills. Ability to work under pressure and independently. A valid driving license is required.

DUTIES : Provide for Procurement of goods and services for the district. Ensure compliance with procurement regulations and prescripts. Ensure suppliers utilized are properly registered with Central Supplier Database and LOGIS. Assist end users in creating requisitions on LOGIS. Ensure requisitions are linked to the procurement memorandums and are accompanied by clear specifications and/or terms of reference. Receive and issue Request for Quotations and ensure correct evaluation process of RFQ's is done in line with the prescripts. Ensure specifications and terms of reference are properly done and aligned with the prescripts. Verify and re-calculate quotations received for completeness and accuracy. Ensure correct validity periods are set according to the nature of procurement. Facilitate the compilation and consolidation of District Demand Management Plan. Assist and ensure the demand plan is implemented. Assist in conducting market analysis of the commodities utilized by the department. Assist in monitoring and reporting on the commitments of the district. Provide support and assistance to end users in clearing the commitments for the district. Ensure manual orders created are timeously converted into LOGIS. Monitor the update of the manual order register. Assist in the compilation of specifications where necessary. Provide secretariat services to the relevant committees where necessary.

ENQUIRIES : Mr. B. Mbangatha Tel No: (043) 492 1839 / 1839 - Amathole District (East London)
Mr. G. Gugwana Tel No: (039) 492 0297 - Alfred Nzo District (Mount Ayliff)
Mr. S. Stuma Tel No: (047) 495 0853 - OR Tambo District (Mthatha)
Mr. T. Thomas Tel No: (045) 492 0040 / 0054 - Chris Hani District (Komani)
e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za

NOTE : Persons with disabilities are encouraged to apply.

POST 10/367 : **ADMIN OFFICER: (ADMIN CLERK SUPERVISOR) REF NO: DSRAC 08/03/2026**

SALARY : R325 101 – R382 959 per annum (Level 07), (an all-inclusive remuneration)
CENTRE : Head Office (Qonce)
REQUIREMENTS : National Senior Certificate plus National Diploma (NQF level 6 as recognised by SAQA) in Supply Chain Management, Public Management, Purchasing Management, Financial Management, Public Administration with at least 1 - 2 years relevant experience within a Supply Chain Management environment. Experience within contracts management will serve as an added advantage. A good understanding of the relevant government regulatory framework. Knowledge of public service legislations, prescripts, procedures and processes. Knowledge and understanding of Supply Chain Management Framework. Knowledge of BAS and LOGIS systems. Basic knowledge of financial management. Computer Literacy. Excellent Communication Skills. Interpersonal Skills. Understanding of prescripts. Presentation Skills Conflict Management, financial management, problem-solving, people management skills. Excellent in administrative, coordination and organizational skills. Ability to work under pressure and independently. A valid driving license is required.

DUTIES : Receive and facilitate contracts management functions in Bid files. Facilitate and ensure award letters and regret letters are processed timeously. Facilitate and administer contracts variations, expansions in contracts. Develop, monitor and maintain contracts register of the department. Facilitate contracts kick-offs on awarded contracts. Maintain and monitor lease contracts registers. Ensure timeous payments of invoices for leases. Ensure performance reports of contracts are updated timeously. Follow up on and report on complaints related to contracted service providers. Provide reports. Request disbursements and payments report on BAS and LOGIS for reconciliation of contracts. Provide and submit reports for Interim and Annual Financial Statements. Assist and provide data in drafting Service Level Agreement.

ENQUIRIES : Mr. M. Cezula Tel No: (043) 492 1400 Head Office – (Qonce)
e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za

NOTE : Persons with disabilities are encouraged to apply.

POST 10/368	:	**LIBRARIAN (X 13 POSTS)**
SALARY	:	R325 101 – R382 959 per annum (Level 07), (an all-inclusive remuneration)
CENTRE	:	Head Office (Qonce) Ref No: DSRAC 09/03/2026 (X3 Posts) OR Tambo District (Mthatha) Gxwalibomvu modular Library Ref No: DSRAC 10/03/2026 (X1 Post) Joe Gqabi District (Maletswai) Barkly East, Lower Tsitsana & Steynsburg Libraries Ref No: DSRAC 11/03/2026 (X3 Posts) BCM District (EL) Mdantsane Public Library Ref No: DSRAC 12/03/2026 (X1 Post) Sarah Baartman District (Makanda) Barthust (Hilda Peddie Public Library) & Moses Mabhida (Lungephi April) Kouga Municipality (Loerie Library) Ref No: DSRAC 13/03/2026 (X3 Posts) Chris Hani District (Komani) Cradock Public Library, Tarkastad Library Ref No: DSRAC 14/03/2026 (X2 Posts)
REQUIREMENTS	:	National Senior Certificate plus a National Diploma or Bibl. Degree/ B Tech (NQF Level 6) in Library and Information Science / Studies or Bachelor of Information Sciences with at least 1 to 2 years working experience in a Library and Information Service field. Knowledge of public service legislation, policies, and prescripts. Basic knowledge of library and information science procedures and processes. Good computer, organising, communication, and report writing skills, excellent human, and interpersonal relations. Sound knowledge of stakeholders. A valid driving license.
DUTIES	:	Implement awareness campaigns, reading programmes and promotion of library use to all communities. Implement stock control of all library material. Manage, receive & reconcile library material from the district office. Attend to user needs. Compilation of monthly user statistics and report writing. Participate in crafting of the business plan. Management of library assets and resources Implement annual recovery of monies. Establish & sustainment of library structures. Management of mini-lib services. Supervision of staff.
ENQUIRIES	:	Ms. R. Swartbooi Tel No: (043) 492 0949 – Head Office & Districts e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za
NOTE	:	Persons with a disability are encouraged to apply.
POST 10/369	:	**ARCHIVIST REF NO: DSRAC 15/03/2026**
SALARY	:	R325 101 – R382 959 per annum (Level 07), (an all-inclusive remuneration)
CENTRE	:	Head Office (Qonce)
REQUIREMENTS	:	National Senior Certificate plus a National Diploma / B. Degree (NQF Level 6) in Archives and Records Management (Postgraduate Diploma) or Bachelor's Degree in Archives and Records Management with 1 to 2 years relevant experience at production level. History as a Major subject will be an added advantage. Knowledge of following: Legislative framework governing the archives and records management. Storage and retrieval of archival records. Procedures in terms of the working environment. Archival Automated Retrieval System and capturing of metadata, Archival systems, policies and procedures3 Competencies: Computer literacy) MS Office), Written and verbal communications, Teamwork, writing reports, good verbal and communication skills, Willingness to work independently, under pressure and as a team. A valid driving licence.
DUTIES	:	Ensure collection, arrangement and description and proper preservation of public and non-public records. Receive transfers of public and non-public records. Manage strongrooms and provision of reading room service. Attend to enquiries and researchers. Digitisation of archival records. Capturing on AtoM. Verification of archival records for disposal.
ENQUIRIES	:	Mr. M. Cezula / Ms. S. Cetywayo Tel No: (043) 492 1400 / 0936 - Head Office (Qonce) e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za
NOTE	:	Persons with a disability are encouraged to apply.
POST 10/370	:	**SPORT PROMOTION OFFICER: SPORT DEVELOPMENT REF NO: DSRAC 16/03/2026**
SALARY	:	R325 101 – R382 959 per annum (Level 07), (an all-inclusive remuneration)
CENTRE	:	Chris Hani District (Komani)

REQUIREMENTS : National Senior Certificate plus a three-year Degree/Diploma (NQF level 6) as recognised by SAQA in Sport Management / Sport Administration / Human Movement studies / Recreation Leisure studies / Sport coaching and Human sciences / Sport and Exercise science / Sport and Exercise technology coupled with 1 to 2 years' relevant experience in Sport and Recreation environment. Competencies: Good communication and organising skills. Knowledge of relevant pre-scrips in sport and recreation. Ability to work under pressure. Knowledge of understanding the departmental policies and procedures. Coaching and mentoring skills. Project and event management skills. Basic computer skills. Basic knowledge of Financial Administration. Report writing skills, Presentation skills will be an added advantage. Knowledge of relevant prescripts. Exposure in several codes or federations. A valid driving license is required.

DUTIES : Coordinate the establishment and provide support to sport and recreation structures in schools, wards and local areas, in conjunction with the stakeholder. Establish and maintain sport and recreation structures and clubs in schools, wards and local areas. Provide support services to federations, clubs and school sport structures. Render support to provincial sport academy and satellites. Implement programmes to increase and improve relations between sport and recreation stakeholders. Establish good governance structures of sport and recreation as dictated by relevant legislation. Facilitate sustainable capacity development programmes in sport within schools, wards, local areas and districts. Facilitate capacity-building programmes. Create an enabling environment for talent identification. Administer coach education in terms of different sporting codes. Monitor and evaluate progress of education and training activities. Promote sports and skills management. Implement sport and recreation programmes in the schools, wards, local areas for the development of sport and recreation. Perform events management / coordination activities. Liaise with hubs, sport federations, sport councils and academy to increase the number of participants in sports and recreation activities. Implement programmes to increase and improve relations between sports and recreation stakeholders. Plan, develop and implement school and community sports, school and community mass participation and high-performance programmes. Formulate and administer league-related sports programmes. Promote health and fitness in communities. Provide an oversight role in the implementation of sports academy and recreation council programmes. Encourage all levels of communities to participate in different codes of sport and recreation activities. Coordinate flagship programmes through sport and recreation activities. Monitor and evaluate the compliance with sport and recreation transformational policies. Monitor the implementation of all transformation policies and programmes. Promote gender mainstream in sport and recreation. Promote integrated programmes of all sector departments and relevant stakeholders. Promote awareness and participation to all ages, gender and capability categories. Render administrative functions in relation to programmes that are implemented. Collect, analyze, compile and update data in all sport and recreational activities. Provide administrative and technical support with regard to sports and recreation facilities and infrastructure. Administer the system for storage, maintenance issue and return of sport and physical recreation equipment. Examine, compile and monitor transfer payments of funded projects.

ENQUIRIES : Mr. T. Thomas / Ms. A. Phanya Tel No: (045) 492 0030 / 0054 – Chris Hani District (Komani)
e-Recruitment Technical Enquiries – recruitment@ecsrac.gov.za

NOTE : Persons with a disability are encouraged to apply.

POST 10/371 : **SPORT PROMOTION OFFICER: SCHOOL SPORT REF NO: DSRAC 17/03/2026**

SALARY : R325 101 – R382 959 per annum (Level 07), (an all-inclusive remuneration)
CENTRE : Joe Gqabi District (Maletswai)
REQUIREMENTS : National Senior Certificate plus a three-year Degree/Diploma (NQF level 6) as recognised by SAQA in Sport Management / Sport Administration / Human Movement studies / Recreation Leisure studies / Sport coaching and Human sciences / Sport and Exercise science / Sport and Exercise technology coupled with 1 to 2 years' relevant experience in Sport and Recreation environment. Competencies: Good communication and organising skills. Knowledge of relevant pre-scrips in sport and recreation. Ability to work under pressure.

Knowledge of understanding the departmental policies and procedures. Coaching and mentoring skills. Project and event management skills. Basic computer skills. Basic knowledge of Financial Administration. Report writing skills, Presentation skills will be an added advantage. Knowledge of relevant prescripts. Exposure in several codes or federations. A valid driving license is required.

DUTIES : Coordinate the establishment and provide support to sport and recreation structures in schools, wards and local areas, in conjunction with the stakeholder. Establish and maintain sport and recreation structures and clubs in schools, wards and local areas. Provide support services to federations, clubs and school sport structures. Render support to provincial sport academy and satellites. Implement programmes to increase and improve relations between sport and recreation stakeholders. Establish good governance structures of sport and recreation as dictated by relevant legislation. Facilitate sustainable capacity development programmes in sport within schools, wards, local areas and districts. Facilitate capacity-building programmes. Create an enabling environment for talent identification. Administer coach education in terms of different sporting codes. Monitor and evaluate progress of education and training activities. Promote sports and skills management. Implement sport and recreation programmes in the schools, wards, local areas for the development of sport and recreation. Perform events management / coordination activities. Liaise with hubs, sport federations, sport councils and academy to increase the number of participants in sports and recreation activities. Implement programmes to increase and improve relations between sports and recreation stakeholders. Plan, develop and implement school and community sports, school and community mass participation and high-performance programmes. Formulate and administer league-related sports programmes. Promote health and fitness in communities. Provide an oversight role in the implementation of sports academy and recreation council programmes. Encourage all levels of communities to participate in different codes of sport and recreation activities. Coordinate flagship programmes through sport and recreation activities. Monitor and evaluate the compliance with sport and recreation transformational policies. Monitor the implementation of all transformation policies and programmes. Promote gender mainstream in sport and recreation. Promote integrated programmes of all sector departments and relevant stakeholders. Promote awareness and participation to all ages, gender and capability categories. Render administrative functions in relation to programmes that are implemented. Collect, analyze, compile and update data in all sport and recreational activities. Provide administrative and technical support with regard to sports and recreation facilities and infrastructure. Administer the system for storage, maintenance issue and return of sport and physical recreation equipment. Examine, compile and monitor transfer payments of funded projects.

ENQUIRIES : Mr. P. Masepe / Ms. N. FIKI Tel No: (051) 492 4806 - Joe Gqabi District (Maletswai)
e-Recruitment Technical Enquiries – recruitment@ecsrac.gov.za

NOTE : Persons with a disability are encouraged to apply.

POST 10/372 : **SPORT PROMOTION OFFICER: SPORT DEVELOPMENT REF NO: DSRAC 18/03/2026**

SALARY : R325 101 – R382 959 per annum (Level 07), (an all-inclusive remuneration)
CENTRE : Joe Gqabi District (Maletswai)
REQUIREMENTS : National Senior Certificate plus a three-year Degree/Diploma (NQF level 6) as recognised by SAQA in Sport Management / Sport Administration / Human Movement studies / Recreation Leisure studies / Sport coaching and Human sciences / Sport and Exercise science / Sport and Exercise technology coupled with 1 to 2 years' relevant experience in Sport and Recreation environment. Competencies: Good communication and organising skills. Knowledge of relevant pre-scrips in sport and recreation. Ability to work under pressure. Knowledge of understanding the departmental policies and procedures. Coaching and mentoring skills. Project and event management skills. Basic computer skills. Basic knowledge of Financial Administration. Report writing skills, Presentation skills will be an added advantage. Knowledge of relevant prescripts. Exposure in several codes or federations. A valid driving license is required.

DUTIES : Coordinate the establishment and provide support to sport and recreation structures in schools, wards and local areas, in conjunction with the stakeholder. Establish and maintain sport and recreation structures and clubs in schools, wards and local areas. Provide support services to federations, clubs and school sport structures. Render support to provincial sport academy and satellites. Implement programmes to increase and improve relations between sport and recreation stakeholders. Establish good governance structures of sport and recreation as dictated by relevant legislation. Facilitate sustainable capacity development programmes in sport within schools, wards, local areas and districts. Facilitate capacity-building programmes. Create an enabling environment for talent identification. Administer coach education in terms of different sporting codes. Monitor and evaluate progress of education and training activities. Promote sports and skills management. Implement sport and recreation programmes in the schools, wards, local areas for the development of sport and recreation. Perform events management / coordination activities. Liaise with hubs, sport federations, sport councils and academy to increase the number of participants in sports and recreation activities. Implement programmes to increase and improve relations between sports and recreation stakeholders. Plan, develop and implement school and community sports, school and community mass participation and high-performance programmes. Formulate and administer league-related sports programmes. Promote health and fitness in communities. Provide an oversight role in the implementation of sports academy and recreation council programmes. Encourage all levels of communities to participate in different codes of sport and recreation activities. Coordinate flagship programmes through sport and recreation activities. Monitor and evaluate the compliance with sport and recreation transformational policies. Monitor the implementation of all transformation policies and programmes. Promote gender mainstream in sport and recreation. Promote integrated programmes of all sector departments and relevant stakeholders. Promote awareness and participation to all ages, gender and capability categories. Render administrative functions in relation to programmes that are implemented. Collect, analyze, compile and update data in all sport and recreational activities. Provide administrative and technical support with regard to sports and recreation facilities and infrastructure. Administer the system for storage, maintenance issue and return of sport and physical recreation equipment. Examine, compile and monitor transfer payments of funded projects.

ENQUIRIES : Mr. P. Masepe / Ms. N. Fiki Tel No: (051) 492 4806 - Joe Gqabi District (Maletswai)
e-Recruitment Technical Enquiries – recruitment@ecsrac.gov.za

NOTE : Persons with a disability are encouraged to apply.

POST 10/373 : **HR OFFICER (HR CLERK PRODUCTION) REF NO: DSRAC 19/03/2026**

SALARY : R228 321 – R268 950 per annum (Level 05), (an all-inclusive remuneration)
CENTRE : Albany Museum – (Makanda)
REQUIREMENTS : National Senior Certificate with no work experience required. A Diploma/Degree (NQF level 6) in Human Resource Management or Public Management or Public Administration or Industrial Psychology will be an added advantage. Exposure in the field will be an added advantage. Knowledge of PERSAL and Pension Case Management (PCM). Sound knowledge of Conditions of Service and other HR-related prescripts. Good written and verbal communication. Computer literacy. Ability to ensure maximum level of confidentiality. A valid driving license.

DUTIES : Monitor leave management in museum and at administration. Control leave books and leave registers. Assist with the implementation of Recruitment and Selection. Assist on confirmation of probationary appointment. Assist to implement services termination and process the benefits. Capture appointments and promotion of employees on PERSAL. Assist in the implementation of HR policies. Assist in implementation of service benefits (Housing and personnel provisioning. Must be able to capture personnel information on PERSAL and on PCM. Provide good administration. Ensure that personnel files meet the required standard. Monitor leaves in the office and at institutions (i.e. libraries and museums). Control leave books and leave registers. Reconcile and capture all leaves.

ENQUIRIES : Dr. P. Cimi Tel No: (046) 622 2312 – Albany Museum (Makanda)
e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za

NOTE	:	This post is earmarked for persons with disabilities. Persons with a disability are encouraged to apply.
POST 10/374	:	**PROVISIONING ADMIN CLERK: (SCM CLERK PRODUCTION) REF NO: DSRAC 20/03/2026**
SALARY	:	R228 321 – R268 950 per annum (Level 05), (an all-inclusive remuneration)
CENTRE	:	Nelson Mandela District (Gqeberha)
REQUIREMENTS	:	National Senior Certificate with no work experience required. A Diploma/Degree (NQF level 6) in Supply Chain Management/ Public Management/ Public Administration/ inventory Management/stores/logistics will be an added advantage. Exposure in the field will be an added advantage. Knowledge of registry duties, practices as well as the ability to capture data, and operate computer will be an added advantage. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in Good written and verbal communication. Acceptable report writing skills. Computer literacy. Ability to ensure maximum level of confidentiality. A valid driving license will be an added advantage.
DUTIES	:	Facilitate receipt of goods and services. Receive, check and record the goods and invoice received from supplier. Compare goods received with requisition forms. Endorse signature on receipt of goods. Record goods received. Keep goods in a correct and safe place. Facilitate storage, issuing and distributing stores item/inventory. Enter goods in a correct bin allocation. Update bin cards and item records. Liaise with the end user for collection of goods received. Issue and facilitate signing of goods receipt voucher by the end user. Facilitate capturing and submission of payment voucher documents. Compare and check invoice against the order and the goods received. Check validity of the invoice (stamp, signature and banking details). Receive and capture submission on the system. Record outgoing submission. Forward the submission to payments. Stock control and stocktaking.
ENQUIRIES	:	Mr. S. Javu / Ms. T. Bosman Tel No: (041) 492 1230 / 1232 / 1292 - Nelson Mandela District (Gqeberha) e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za
NOTE	:	This post is earmarked for persons with disabilities. Persons with a disability are encouraged to apply.
POST 10/375	:	**STORES CLERK: (SCM CLERK PRODUCTION) REF NO: DSRAC 21/03/2026**
SALARY	:	R228 321 – R268 950 per annum (Level 05), (an all-inclusive remuneration)
CENTRE	:	Joe Gqabi District (Maletswai)
REQUIREMENTS	:	National Senior Certificate with no work experience required. A Diploma/Degree (NQF level 6) in Records Management or Public Management will be an added advantage. Exposure in the field will be an added advantage. Knowledge of SCM procedures and processes, registry duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in Good written and verbal communication. Acceptable report writing skills. Computer literacy. Ability to ensure maximum level of confidentiality. A valid driving license will be an added advantage.
DUTIES	:	Provide registry counter services. Attend to clients. Handle telephonic and other enquiries received. Receive and register hand delivered mail / files. Handle incoming and outgoing correspondence. Receive all mail. Sort, register and dispatch mail. Distribute notices on registry issues. Render an effective filing and record management services. Opening and close files according to record classification system. Filing / storage, tracing (electronically/manually) and retrieval of documents and files. Complete index cards for all files. Operate office machines in relation to the registry function. Open and maintain franking machine register. Frank post, record money and update register daily. Undertake spot checks on post to ensure no private post is included. Lock post in postbag for messengers to deliver to Post Office. Open and maintain remittance register. Record all valuable articles as prescribed in the remittance register. Hand delivers and signs over remittances to finance. Send wrong

remittances back to sender via registered post and record reference number in register. Keep daily record of number of letters franked. Process documents for archiving and / disposal. Electronic scanning files. Sort and packages files for archives and distribution. Compile list of all documents to be archived and submit to the supervisor. Keep records for archived documents.

ENQUIRIES : Mr. P. Masepe / Ms. N. Fiki Tel No: (051) 492 4806 - Joe Gqabi District (Maletswai)
e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za

NOTE : This post is earmarked for persons with disabilities. Persons with a disability are encouraged to apply.

POST 10/376 : **REGISTRY CLERK: OFFICE OF THE MEC REF NO: DSRAC 22/03/2026**

SALARY : R228 321 – R268 950 per annum (Level 05), (an all-inclusive remuneration)
CENTRE : Head Office (Qonce)
REQUIREMENTS : National Senior Certificate with no work experience required. A National Diploma / B. Degree (NQF Level 6) in Archives and Records Management (Postgraduate Diploma) or Bachelor's Degree in Archives and Records Management will be an added advantage. Exposure in the field will be an added advantage. Knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in Good written and verbal communication. Acceptable report writing skills. Computer literacy. Ability to ensure maximum level of confidentiality. A valid driving license will be an added advantage.

DUTIES : Provide registry counter services. Attend to clients. Handle telephonic and other enquiries received. Receive and register hand delivered mail / files. Handle incoming and outgoing correspondence. Receive all mail. Sort, register and dispatch mail. Distribute notices on registry issues. Render an effective filing and record management services. Opening and close files according to record classification system. Filing / storage, tracing (electronically/manually) and retrieval of documents and files. Complete index cards for all files. Operate office machines in relation to the registry function. Open and maintain franking machine register. Frank post, record money and update register daily. Undertake spot checks on post to ensure no private post is included. Lock post in postbag for messengers to deliver to Post Office. Open and maintain remittance register. Record all valuable articles as prescribed in the remittance register. Hand delivers and signs over remittances to finance. Send wrong remittances back to sender via registered post and record reference number in register. Keep daily record of number of letters franked. Process documents for archiving and / disposal. Electronic scanning files. Sort and packages files for archives and distribution. Compile list of all documents to be archived and submit to the supervisor. Keep records for archived documents.

ENQUIRIES : Mr. M. Cezula / Ms. S. Cetywayo Tel No: (043) 492 1400 / 0936 - Head Office (Qonce)
e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za

NOTE : Persons with a disability are encouraged to apply.

POST 10/377 : **HR OFFICER (HR CLERK PRODUCTION) REF NO: DSRAC 23/03/2026**

SALARY : R228 321 – R268 950 per annum (Level 05), (an all-inclusive remuneration)
CENTRE : Joe Gqabi District – (Maletswai)
REQUIREMENTS : National Senior Certificate with no work experience required. A Diploma/Degree (NQF level 6) in Human Resource Management or Public Management or Public Administration or Industrial Psychology will be an added advantage. Exposure in the field will be an added advantage. Knowledge of PERSAL and Pension Case Management (PCM) will be an added advantage. Sound knowledge of Conditions of Service and other HR-related prescripts. Good written and verbal communication. Computer literacy. Ability to ensure maximum level of confidentiality. A valid driving license will be an added advantage.

DUTIES : Monitor leave management in districts and at administration. Control leave books and leave registers. Assist with the implementation of Recruitment and Selection. Assist on confirmation of probationary appointment. Assist to implement services termination and process the benefits. Capture appointments and promotion of employees on PERSAL. Assist in the

		implementation of HR policies. Assist in implementation of service benefits (Housing and personnel provisioning. Must be able to capture personnel information on PERSAL and on PCM. Provide good administration. Ensure that personnel files meet the required standard. Monitor leaves in the office and at institutions (i.e. libraries and museums). Control leave books and leave registers. Reconcile and capture all leaves.
ENQUIRIES	:	Mr. P. Masepe / MS. N. Fiki Tel No: (051) 492 4806 - Joe Gqabi District (Maletswai) e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za
NOTE	:	Persons with a disability are encouraged to apply.
POST 10/378	:	**SCHOOL SPORT COORDINATOR (X3 POSTS)** Conditional Grant Contract as of 01 April 2025 to 31 March 2028
SALARY	:	R142 701 – R168 093 per annum (Level 5/8), (an all-inclusive remuneration), (plus 37% in lieu of benefits)
CENTRE	:	Chris Hani District (Komani) Ref No: DSRAC 24/03/2026 OR Tambo District (Mthatha) Ref No: DSRAC 25/03/2026 Sarah Baartman District (Makanda) Ref No: DSRAC 26/03/2026
REQUIREMENTS	:	National Senior Certificate, (NQF Level 4) with no work experience required. A Degree / Diploma in Sport Management or Human Movement Science or Sport Administration or Recreation and Leisure Studies will be an added advantage. A fair understanding of the MPP Conditional Grant framework. Exposure within a sport and recreation environment with a focus on school sport will be an added advantage. Good presentation, verbal and writing skills. Willingness to work under pressure. Computer skills. A valid driver's licence is required.
DUTIES	:	Assist in the organising and coordination of school sport. Liaise between DSRAC and DoE. Compile reports register learners and schools participating in school sport events. Compiles need analysis and capture data.
ENQUIRIES	:	Mr. T. Thomas Tel No: (045) 492 0030 / 0054 – Chris Hani District (Komani) Mr. S. Stuma Tel No: (047) 495 0853 - OR Tambo District (Mthatha) Ms. N. Qumza / MS. N. Sandi Tel No: (046) 492 0228 / 0223 - Sarah Baartman District (Makanda) e-Recruitment Technical Enquiries – recruitment@ecsrac.gov.za
NOTE	:	Persons with a disability are encouraged to apply.

ANNEXURE Q

PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF e-GOVERNMENT

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

APPLICATIONS : Manual applications should be delivered to: Gauteng Department of e-Government, Imbumba House, 75 Fox Street, Marshalltown, or Applicants can apply online at: jobs.gauteng.gov.za

CLOSING DATE : 10 April 2026

NOTE : Applications must be submitted on the recent Z83 form (obtainable from any Public Service department or on the internet at www.dpsa.gov.za/documents). Only an updated comprehensive CV (with detailed personal information, duties, experience, and references) and a completed and signed new Z83 application form is required for both online and manual applications. The Z83 form must be completed in full, and page 2 duly signed. An accurate position and reference number must be indicated on the Z83 form. All fields of Section A, B, C and D of the Z83 must be completed in full. Section E, F, G (Due to the limited space on the Z83 it is acceptable for applicants to indicate refer to CV or see attached. However, the question related to conditions that prevent re-appointment under Part "F" must be answered and declaration signed. Applicants are not required to submit copies of qualifications. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents. Non-RSA Citizens/Permanent Resident Permit holders in possession of foreign qualifications must be accompanied by an evaluation report issued by the South African Qualification Authority (SAQA) (only when shortlisted). Failure to submit the requested information will result in the application not being considered and deemed a regret. Shortlisted candidates must be available for interviews at a date and time determined by the Gauteng Department of e-Government. The appointment is subject to positive outcomes on employment suitability checks, which include but are not limited to security clearance, security vetting, qualification/study verification, citizenship verification, financial/asset record check, previous employment verification, and criminal record. Successful candidates must obtain a positive security clearance. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. 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 posts technical and generic requirements. 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. Please note that all applicants for Senior Management positions are required to complete the SMS Pre-Entry Programme administered by the National School of Government (NSG). No appointment will take place without the successful completion of the pre-entry certificate and submission of proof thereof. The Course is available at 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/trainingcourse/smspre-entry-programme/. For more information regarding the course please visit the NSG website: www.thensg.gov.za. Following the interview process, recommended candidate (s) will be required to attend to generic SMS competency assessment as mandated by DPSA. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful. The Department reserves the right not to make any appointment(s) to the below advertised post(s).

MANAGEMENT ECHELON

POST 10/379 : **DEPUTY DIRECTOR-GENERAL: INFORMATION COMMUNICATION TECHNOLOGY REF NO: REFS/035619**
Branch: Information Communication Technology

SALARY : R1 813 182 per annum, (all-inclusive remuneration package)

CENTRE : Johannesburg

REQUIREMENTS : Qualification in Information Technology at NQF level 8 as recognised by the SAQA. A master's degree in business administration or information technology field would be advantageous. 8 years' experience at a senior managerial level in the ICT environment. Large scale project management experience. Extensive experience in a volume driven processing centre environment will be an advantage. Driver's license. Nyukela certificate must be submitted prior to appointment.

DUTIES : Oversee the provision of comprehensive programming and applications support to the GPG, Activities: Ensure the development and implementation of ICT programs and applications to support the GPG departments. Ensure the provision of integrated information support to the GPG. Ensure the implementation of ERP solutions support to the GPG. Ensure that GPG departments use all forms of ICT to enhance operations and accelerated service delivery. Provide technical expertise within the Department and GPG department. Oversee the overall planning and operations management of transversal technology. Support services: Ensure that the information security governance and compliance is maintained within GPG. Ensure the management of ICT infrastructure and operations. Ensure maintenance of ICT infrastructure and operations within GPG to prevent disruption. Ensure that the GPG department's ICT systems are supported. Ensure the transformation of GPG by seeking efficiencies in operational routines with the aid of IT, the redesign, non-innovative bureaucratic systems, and processes, to enable a modernised public service. Monitor and ensure compliance with relevant legislation and prescripts in respect of adequate and appropriate record keeping of the activities of the Business unit, and of the resources employed by it. Provide guidelines on technology standards and norms set. Ensure guidelines on technology standards are approved, implemented, and maintained. Ensure that the ICT infrastructure architecture is designed and implemented. Ensure the appropriate upgrade of infrastructure architecture design. Manage resources (human/finance/equipment/assets). Evaluate the performance of the business unit on a continuing basis against pre-determined key measurable objectives and standards. Oversee and ensure provision of coaching, disciplining, and mentoring of staff to improve performance. Oversee the management, maintenance, and safekeeping of the business unit's assets. Manage leave in the business unit. Prepare Annual and adjustment budgets for the business unit. Ensure efficient, economic, and effective control and management of the business unit's budget and expenditure. Oversee control of business unit's budgeting and expenditure process in-line with strategic objectives and relevant legislation.

ENQUIRIES : Oscar Baloyi at 066 486 5508

POST 10/380 : **CHIEF DIRECTOR: FINANCIAL MANAGEMENT REF NO: REFS/035620**
Chief Directorate: CFO

SALARY : R1 494 900 per annum, (all-inclusive remuneration package)
CENTRE : Johannesburg
REQUIREMENTS : Qualification in Accounting/Finance/Supply Chain/Audit at NQF level 7 as recognized by SAQA. Post graduate qualification would be an added advantage. 5 years of experience at a senior managerial level in the financial management field. Proven management skills. Track record in preparation and management of strategic plans, business plans and budgeting. Ability to implement and internal systems and controls to ensure sound financial management. Well versed in the PFMA and knowledge of all legislation, policies and regulations pertaining to the public sector. Nyukela SMS Certificate must be submitted prior to appointment.

DUTIES : To oversee the management and provision of financial management within the Department. Oversee the Financial Accounting: Ensure accurate compilation of departmental annual budget, MTEF budget, and maintaining effective standard chart of accounts for the department. Prepare Annual and Adjustment Budgets for the Department. Ensure efficient, economic, and effective control and management of budget and expenditure. Prepare reports to the Head of Department on all aspects of the departments' finances. Ensure that full and proper records of the financial affairs of the Department are kept in accordance with any prescribed norms and standards. Oversee Financial Reporting. Oversee Revenue Management. Oversee management accounting. Oversee the establishment and implementation of sound, effective and efficient Management Accounting systems in line with PFMA, Treasury Regulations and

other regulatory frameworks. Oversee the management of Departmental Budget and budgeting systems and cycles in line with Departmental Strategic Plan, Annual Performance Plans and Operational Plans. Oversee the virements, rollovers and adjustments to Departmental annual budgets. Oversee the management of cash flows and budget forecasting based on Departmental Programmes: goals and objectives. Oversee the preparation, analysis and submission of Departmental monthly and quarterly expenditure reports and annual Financial Statements. Oversee the preparation and submission of Departmental Oversight Financial Reports to Provincial Legislature, Provincial Treasury. Oversee the establishment and implementation of sound, effective and efficient Tender, Contract, Procurement and Asset Management Systems and processes in line with PFMA: Treasury Regulations and other regulatory frameworks. Oversee the establishment and implementation of sound, effective and efficient Tender, Contract, Procurement and Asset Management Systems and processes in line with PFMA: Treasury Regulations and other regulatory frameworks. Oversee the alignment of Departmental Tender and Contract, Procurement and Asset Management Plan to Strategic Plan. Allocate budget on Departmental Tender and Contract, Procurement end Asset Management Plans. Ensure management, maintenance, and safekeeping of the Department's assets. Ensure that the correct tender and procurement procedures are adhered to. Manage and provide internal control services. Coordinate the implementation of audit recommendations. Provide financial systems and support services. Establish an integrated internal control system (including policies). Establish a delegation's framework. Facilitate assurance services. Retain financial information. Manage and facilitate monitoring and evaluation of departmental budget. Ensure compliance to accounting standards, regulations, and internal control. Provide strategic direction support the HOD and other senior managers in the execution of their functions in terms of the Public Finance Management Act, 1999 and the Treasury Regulations. Advise the HOD pertaining to matters that have strategic and financial implications. Formulate creative solutions to enhance cost effectiveness and efficiency in the delivery of the services and the administration of the Department. Provide additional information on activities, processes, procedures, and requirements to comply with the determinations of the PFMA is set out in Appendix B. Facilitate the implementation of national norms and standards where applicable. Review and approve policies, standards, and guidelines for the E-GOV's Business Continuity Teams to follow, enterprise-wide, in the development/ enhancement of business continuity plans. Provide direction to the Business Continuity, infrastructure, and support teams. Manage resources (human, financial, equipment/assets). Evaluate the performance of the Business Unit on a continuing basis against pre-determined key measurable objectives and standards. Manage performance of staff and ensure assessment of their performance. Consolidate and manage budget of the chief directorate. Authorise, control, and monitor budget and expenditure. Ensure leave management in the chief directorate. Build and lead a high-performing team by ensuring provision of mentorship, coaching, and discipline of staff. Set clear goals and performance expectations for the team, ensuring alignment with organizational objectives.

ENQUIRIES : Oscar Baloyi at 066 486 5508

DEPARTMENT OF ROADS AND TRANSPORT

APPLICATIONS : To apply for the below positions, please apply online at http://jobs.gauteng.gov.za. For general enquiries please contact Human Resource Tel No: (011) 355-7082/7043. Only online applications will be considered.

CLOSING DATE : 10 April 2026

NOTE : Applicants must utilise the most recent Z83 application form for employment, issued by the Minister for the Public Service and Administration in line with Regulation 10 of the Public Service Regulations, 2016. All fields in the New Z83 form must be completed, initialled and signed. Furthermore, a comprehensive Curriculum Vitae (CV) must also be attached. Failure to attach the completed Z83 and Comprehensive Curriculum Vitae (CV) will result in disqualification. The New Z83 form is obtainable from any Public Service Department or the DPSA website www.dpsa.gov.za/documents. Only shortlisted candidates who meet all the requirements of the post will be

requested to submit certified copies of qualifications, identity document and valid driver's license (where driving/travelling is an inherent requirement of the job) not older than six (06) months. 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. It is our intention to promote representation (race, gender and disability) in the Public Service through the filling of posts and candidates whose transfer/promotion/appointment will promote representation will receive preference. It is the Department's intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). The Department reserves the right not to appoint. If you do not receive any response from us within 3 months, please accept your application was unsuccessful. In line with the Department's employments Equity Plan, preference will be given to Coloured Females, Indian Females, White Females candidates.

OTHER POSTS

POST 10/381 : **ENGINEER PRODUCTION GRADE A – C REF NO: REFS/042679**
Branch: Roads Infrastructure
Directorate: Construction Capital Projects

SALARY : R879 342 – R 1 323 267 per annum, all-inclusive package. The offer is based on recognition of experience after obtaining registration. (Proof of recognized experience will be requested only to the shortlisted candidates)

CENTRE : Heidelburg Construction unit

REQUIRMENTS : Engineering Degree [B Eng/ Bsc (Eng) in Civil Engineering. Registration with ECSA as a professional Engineer with a minimum of 3 years' post qualification engineering experience. Must have a valid driver's license. Knowledge and Skills: Relevant legislation and Public Service, Regulations, Understanding of customers, Knowledge of GPG political and executive structures, Engineering Profession Act 46 of 2000, Gauteng infrastructure, Act 2001, National Land Transport Act 5 of 2009, Programme and project management, Engineering design and analysis knowledge, Research and development, Computer aided engineering applications, Knowledge of legal compliance, Technical report writing, Creating high performance culture, Professional judgement Networking. Decisive, Teamwork, Diversity focused, Customer focused, Proactive and resourceful, Flexible/change oriented, Cost conscious, Quality oriented, Responsive, Innovative, Credible, User-friendly telephone voice, Problem solving ability.

DUTIES : Render Technical services, Review and approve all new contract documents based on the GCC and COTO, Ensure standards, specification, strategy on all projects is in line with departmental objectives in terms of GCC (including Supply Chain), Ensure proper contract management and on all projects (including contract administration and project management), Identify, compile and manage risk on projects in line with risk management best practice and departmental objectives, Ensure proper planning, programming, and budgeting (financial management) on new projects including reporting on current projects in line with legislation, Apply sound construction management principles on all in – house departmental projects to minimize risk, timeous completion, within cost and specification, Ensure proper Integration management with all stakeholders (internal and external). Ensure training and development of technicians, technologist, and candidate engineers to promote skill/knowledge transfer and adherence to sound engineering principles and code of practice, Supervise the engineering work and process, Administer performance and development. Manage resources, prepare, and consolidate inputs for facilitation of resource utilization. Ensure adherence to regulations and procedures of procurement and personnel administration, Monitor and control expenditure, Report on expenditure and service delivery. Continuous professional development to keep up with new technologies and procedures, Research/literature studies to improve expertise. Liaise with relevant bodies/councils on engineering- related matters.

ENQUIRIES : Mr Leon Saunders at 069 002 4649

POST 10/382	:	**TRADESMAN AIDS REF NO: REFS/042678 (X2 POSTS)** Branch: Roads Maintenance: Maintenance Technical Auxiliary Services
SALARY	:	R163 680.per annum (Level 03), (plus benefits)
CENTRE	:	Koedoespoort (Pretoria)
REQUIRMENTS	:	NQF Level 2 (Grade 10 certificate or equivalent). 6 months of trade related experience.
DUTIES	:	Cleaning tools and parts before and after use. Ensuring that the workshop is always kept clean and that warning signs are placed in the correct locations. Assisting with in-house stock-taking services, as well as loading and offloading of stock. Providing support with stock verification process.
ENQUIRIES	:	Ms. M. Mashele Tel No: (011) 355 7082/Mr. S. Ngcobo Tel No: (011) 355 7498 or Ms. M. Ratsheku Tel No: (011) 355 9026

ANNEXURE R

PROVINCIAL ADMINISTRATION: KWAZULU-NATAL
DEPARTMENT OF COMMUNITY SAFETY AND LIAISON

APPLICATIONS : With the implementation of the online recruitment system, applicants for any vacant post within the Province of KwaZulu-Natal may apply for a post in the following ways:
a) via the S'thesha Waya Waya - KZN Online recruitment portal at (https://www.eservices.gov.za
or b) by submitting by post their Z83 and CV directly to the department to The Head: Community Safety and Liaison, Human Resource Management, Private Bag X9143, Pietermaritzburg, 3200, or hand delivered to 179 Jabu Ndlovu Street, Pietermaritzburg.

FOR ATTENTION : Ms. Z.R Bekwa

CLOSING DATE : 07 April 2026

NOTE : 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, all non-SA citizens must submit a copy of proof of permanent residence in South Africa on or before the day of the interviews). Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). All shortlisted candidates will be subjected to (1) a technical exercise; (2) integrity assessment and (3) personnel suitability checks on criminal records, citizen verification, financial records, qualification verification and applicants could be required to provide consent for access to their social media accounts. All personal data on applications will be dealt with in terms of the provisions of the Protection of Personal Information Act, 2013. The Department reserves the right not to fill and/or make an appointment to any of the advertised posts and to use other recruitment processes to fill these posts should it choose to do so.

MANAGEMENT ECHELON

POST 10/383 : **DIRECTOR: SAFETY RESEARCH AND INFORMATION MANAGEMENT REF NO: CSL02/2026**
This is a re-advertisement of post number CSL01/2025. Applicants who previously applied for this post are welcome to re-apply as previous applications will not be considered.

SALARY : R1 266 714 per annum, (an all-inclusive remuneration package) is payable to the successful candidate. The package includes a basic salary (70 % of package) and a flexible portion (30% of package) that may be structured in terms of the applicable rules. The successful candidate will be subject to security clearance and the signing of a performance agreement within three months of appointment.

CENTRE : Pietermaritzburg

REQUIREMENTS : The ideal candidate must be in possession of 3-year degree (NQF level 7) or higher in Human Sciences / Police Science or relevant equivalent qualification, together with a minimum of 5 years appropriate experience at a middle/senior managerial level in Safety Research and Information Management environment. A valid driver's license. Successful completion of the Nyukela Public Service SMS Pre-entry Programme as endorsed by the National School of Government (NSG) prior to appointment. Applicants must be prepared to work extended hours. The successful candidate must have knowledge of the Constitution of RSA, 1996, Knowledge of public service Act and regulations, PFMA, South African Police Act,1995, National Crime Prevention Strategy, 1996, KZN Commissions Act,1999, Domestic Violence Act,1998, Criminal Procedure Act,1977, Employment Equity Act,1998, Skills Development Act,1998, Promotion of Administrative Justice Act,2000, Promotions of Access to Information Act,2000, Civilian Secretariat for Police Service Act,2011, Communication skills, Project management skills in crime prevention, Report writing skills, Financial Management skills, Research skills, Analytical skills, Statistical analysis skills.

DUTIES : The successful candidate will be required to manage the provision of research, information analysis and conceptualization services to the Provincial Secretariat. Manage the review of police practices, methodologies,

performance and make recommendations in respect thereof. Direct research into the policing needs of the province and make recommendations. Manage the conceptualization and analysis of information. Develop, evaluate and review community safety models, initiatives and monitoring tools. Ensure efficient and effective management of resources for the Directorate.

ENQUIRIES Mr. N.D Mchunu Tel No: (033) 341 9300

DEPARTMENT OF HEALTH

"We strive to create an environment that brings the power of diversity to life and as such, this Department is an equal opportunity, affirmative action employer, whose aim is to promote inclusiveness in all occupational levels in the Department".

APPLICATIONS : Interested applicants can visit the following website at www.kznonline.gov.za/kznjobs for full posts details."Applicants are encouraged to apply for posts through the online e-Recruitment system at www.kznonline.gov.za/kznjobs or submit their Z83 and CV directly to the following email address HeadOffice.JobApplication@kznhealth.gov.za
Applicants may also visit any one of our Designated Online Application Centres (DOACS) where our friendly staff will assist you with applying online or receiving your hardcopy application. You can find the list of Designated Online Application Centres (DOACS) at www.kznonline.gov.za/kznjobs
All applications should be forwarded to: The Chief Director: Human Resource Management Services KZN Department of Health Private Bag X9051 Pietermaritzburg, 3200 OR Hand Deliver to: 330 Langalibalele Street, Natalia Building, Registry, Minus 1:1 North Tower

FOR ATTENTION : Mr. A Memela

CLOSING DATE : 07 April 2026

NOTE : Applications must be submitted on the new prescribed Application for Employment form (Z83) which must be originally signed, initialled and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV (with detailed experience). Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation only when shortlisted. Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, submit separate applications for each post that you apply for. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be 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.

OTHER POSTS

POST 10/384 : **DEPUTY DIRECTOR: HIV/AIDS, STI, TB CARE AND OTHER CONDITIONS TREATMENT ADHERENCE SUPPORT REF NO: G21/2026**
Cluster: Strategic Health Programmes

SALARY : R896 436 per annum (Level 11), (an all-inclusive salary package)

CENTRE : Head Office: Pietermaritzburg

REQUIREMENTS : Matric Certificate; plus A National Qualification, Diploma/Degree in Health or Social Sciences or in related/relevant field as recognized by SAQA; plus, Registration SANC, HPCSA or equivalent body. 3-5 years' experience as a Clinical Programme coordinator or manager in HAST services; Postgraduate Qualification in Management or Public Health and experience in psycho-social

support will be an added advantage. applicants are submitting Z83 and CV only NB: All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s prior to the date of the interview. Knowledge, Skills, Training and Competencies Required: Technical and Strategic Leadership: Serve as the technical advisor for the KZN DoH HIV/AIDS, STTB and NCDs adherence, care and support. Provide expert-level guidance to the KZN DoH in HIV and TB programmes, serving as key advisor for strategic and policy programme issues relating to adherence, care and support. Work closely with other Units within the Provincial Health Office to optimize opportunities for integration and leveraging of resources across the different program components for adherence, care and support. Identify opportunities for integrated approaches, provide technical assessments and recommended strategies to test new innovations and interventions for HAST programme adherence, care and support. Provide expert oversight and guidance to Developmental Partners in the province on new approaches to HAST programme adherence, care and support. In collaboration with the other members of the Health Office, advise on the development of tools (such as dash boards) that support continuous learning and adapting to further improvement and evolve the knowledge base and data management capability related to HAST adherence, care and support activities. Project Planning, Management, Monitoring and Evaluation Review routine data for HAST programme adherence, care and support indicators to ensure that district performance is aligned with 95-95-95 targets, and ensure that provincial policies and guidance documents are adhered to. Using routine patient retention HAST programme data, identify poor performing districts and facilities and work with districts and development partners to identify bottlenecks and develop improvement plans to rapidly improve performance in key indicators. Input into provincial nerve center meetings and make sure that development partners and districts follow up and resolve bottlenecks identified in adherence, care and support. Analytically assess the HAST programme treatment retention performance, the available budget, the need for additional activities or ending activities, and input in the design of new projects or activities necessary to achieve strategic objectives. Participate in the design for new activities, including drafting, getting approval for concept papers, writing scopes of work, evaluating applications/proposals, and starting up new projects on adherence, care, and support. Lead routine meetings with implementing partners and district care and support coordinators to discuss technical and programmatic direction of the project. Conduct field visits supported activities to meet with implementing partners and government health officials as appropriate for technical, programmatic, and administrative guidance as necessary. Support reviews and approval for work plans, budgets, quarterly and annual reports, performance monitoring plans and monitoring activities. Identify opportunities and strengthen existing opportunities for integration of HAST programme with health, economic growth and governance activities, and other areas of the department as appropriate. Establish strategic working relationships with senior government officials at the national and district levels, donor agencies, civil society organizations, private sector health counterparts and medical associations, to enhance regular and timely sharing of information on TB and HIV interventions in the country, including changes in key policies, legal and regulatory environments that could affect the implementation of TB and HIV programs. Prepare reports and responses to Departments Senior Management and the funder.

DUTIES : Coordinate activities that promote clients' advocate advocacy, explain the available options to the clients, keep records of the services offered and work closely with the District HAST Coordinator. Monitor coordination of community mobilization for linkage and retention in care activities. Champion eLABS and Results for Action where applicable as well as viral load management in general as the province struggles with viral load completion at 12 months. Monitor implementation of adherence activities whether from department or from social development partners. Promote the delivery of services offered to different groups with the aim of enhancing quality, efficiency and client satisfaction. The goal is to place the recipient of care at the center of service delivery while maximizing health system efficiency. Coordinate and manage the communication of end customer deliveries, including scheduling, transportation, delivery equipment for the HAST programme adherence, care and support. Ensure that the districts support health care facilities, develop tracking and tracing clients who do not attend their club meetings and follow

up within seven - fourteen days to determine whether they have collected their medication. Develop a stakeholder directory of adherence care and support service agencies and providers for referral processes, Ensure development of the district adherence communication plan, which will guide health talks and health education in the facility's waiting room, informing patients of available options for Differentiated Care are conducted. Monitor that the club schedule is made available to the facility, and that club venues and dates are shared with decanting Clinicians for cohort purposes Ensure continuous utilization of an adherence plan for the individuals and support groups. Monitor implementation of the AGL and SOPs, identify gaps for districts to intervene. Evaluate the quality of all adherence process care and support services and identify areas that need improvements. Compile report to inform the coverage and uptake of patients (HIV, TB and NCDs) decanted to Facility Pick Up Points (Fac PuPs), Adherence Clubs and External Pick-up Points (Ext PuPs).

ENQUIRIES : Mrs. J.N Ngozo Tel No: (033) 395 2586

POST 10/385 : **DEPUTY DIRECTOR: PAEDIATRIC/ADOLESCENT HIV/AIDS AND TB MANAGEMENT REF NO: G22/2026**
Cluster: Strategic Health Programmes

SALARY : R896 436 per annum (Level 11), (an all-inclusive salary package)
CENTRE : Head Office: Pietermaritzburg
REQUIREMENTS : Matric Certificate; PLUS, An undergraduate qualification (NQF Level 7 or Diploma (NQF6) in Nursing, Medicine (MBChB) PLUS Registration SANC, HPCSA or equivalent body. 3-5 years' experience as a HAST or Child health Clinical Programme coordinator or manager; Three to Five (3 to 5) years' experience after registration with professional body in Maternal, Child and Women's Health Programme/ Clinical Programme coordinator. Postgraduate Qualification in Management or Public Health and will be an added advantage. applicants are submitting Z83 and CV only NB: All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s prior to the date of the interview. Knowledge, Skills, Training and Competencies Required: Provide leadership and technical expertise in conducting advanced analytics to better inform pediatric/adolescent HIV/AIDS and TB and childhood illness management. Monitor and track progress on pediatric/adolescent HIV/AIDS and TB programmes, projects and activity budgets. Routinely analyze and interrogate data relating to the pediatric/adolescent HIV/AIDS, TB and Strategic Health programs, including related/linked data. Provide leadership and effective, accurate and timely monitoring, evaluation and reporting of all pediatric/adolescent HIV/AIDS, TB and other SHP and projects activities. Provide guidance and develop support materials to enable sustained utilisation of data analytics by relevant health system stakeholders. This includes capacity building on pediatric/adolescent HIV/AIDS and TB management. Ensure high-quality implementation, consistent with NDoH and KZN Provincial monitoring and evaluation guidelines, protocols, information and reporting systems for pediatric/adolescent HIV/AIDS and TB management. Lead efforts to monitor and evaluate pediatric/adolescent HIV/AIDS and TB as well as other SHP program and project interventions, especially the documentation of results and provision of feedback to stakeholders to guide decision-making and support Continuous Quality Improvement interventions. Support and conduct targeted evaluations and operations research, including design, data collection, management and analysis in pediatric/adolescent HIV/AIDS and TB management. Support the preparation of key annual and mid-term planning and reporting documents including the Operational Plan, Provincial Budget Justifications, Technical Notifications, Quarterly, Semi-Annual and Annual Progress Reports. In collaboration with other Health Office staff, initiate and coordinate targeted analyses of HIV/AIDS and TB programmes data to generate trends and patterns that inform planning and programming.

DUTIES : Develop & review policies for child survival covering HIV/TB, pneumonia, diarrhea, EPI & IMCI. Facilitate programs and implement WHO guidelines for pediatric HIV/TB, management of pneumonia, diarrhea, EPI immunizations & IMCI protocols. Identify gaps and challenges in the implementation of the programmes, develop the necessary remedial actions; provide specialist knowledge are necessary and facilitate research to address the technical aspect relating to child health. Interpret National policy and legislative requirements related to pediatric/adolescent HIV/AIDS and TB management

and facilitate effective policy implementation through district guidance, efficient and integrated implementation in Kwa Zulu Natal Province. Develop norms and standards and treatment protocols which allow institutions to as far as possible, manage the impact of HIV&AIDS pandemic through provision of ARVs and TB treatment to eligible patients, especially in children and adolescents. Input on the development, updating, and implementation of HIV&AIDS care, treatment, and support services, policies, and standards that are sensitive to quality of care and equity of service throughout the province. Monitoring and Evaluations: monitor indicators for HIV/TB, pneumonia, diarrhea & EPI to child mortality audits, registers (CHIP, DHIS). Develop appropriate tools with the required indicators to monitor the progress in the implementation of the policy framework viz. Child mortality audit meetings, and facility monitoring and evaluation tools e.g. add register, chip, DHIS. Monitor HIV vertical transmission rates; TB co-infection rates in pregnant teens. Ensure all pregnant teens (10-19yrs) screened for TB at clinics (report quarterly). Provide expert technical assistance and capacity building including support for the design, implementation, and monitoring and evaluation of HIV interventions to ensure implementation of DMOC for children and adolescents. Facilitate processes to secure additional resources to effectively meet the impact of the pandemic for pediatric/adolescent HIV/AIDS and TB management. Develop guidance, tools, case studies, models, and other materials related to pediatric/adolescent HIV/AIDS and TB programming to promote learning across the province, and to share Department of Health`s expertise with external stakeholders. Coordinate and facilitate provincial training and mentoring of the department and its counterparts on all the Paediatric and Adolescent HIV/AIDS and TB management related subjects. Monitor uptake of Differentiated Model of Care (DMOC) by stable patients across the province (age disaggregates for children and adolescents). Provide technical guidance to stakeholders to strengthen capacity of local health systems, partners and communities to deliver quality care, treatment and support health services in pediatric/adolescent HIV/AIDS and TB management. Liaise with research institutions with a view to influence research programmes being conducted in support of departmental initiatives to manage pediatric/adolescent HIV/AIDS and TB. Planning, coordinating, and monitoring HIV Care and Treatment work to meet targets aimed at closing the gaps along the 95-95-95 HIV care cascade with the aim to contribute to achieving control of the HIV epidemic. Provide technical support to health workers on pediatric HIV/TB, pneumonia, diarrhea, EPI & IMCI training. Identify gaps assess service challenges in HIV/TB, pneumonia, diarrhea, EPI & IMCI; develop remedial actions & research. Develop human resources and provide district technical support to health workers in health districts and health facilities regarding child health issues. Develop teen-friendly HIV/TB services (e.g., mobile clinics, peer educators). Provide technical assistance to district and facility management team. Conduct outreach support visits (on site or virtual to all districts) with priority given to districts with poorest performance. Facilitate training in all key areas of women's health and adolescent health Programme. Oversee PrEP rollout for high-risk adolescents (track uptake).

ENQUIRIES : Mrs. J.N Ngozo Tel No: (033) 395 2586

POST 10/386 : **DEPUTY DIRECTOR: TUBERCULOSIS/ DRUG RESISTANT TB CONTROL PROGRAMME REF NO: G23/2026**
Cluster: Strategic Health Programmes

SALARY : R896 436 per annum (Level 11), (an all-inclusive salary package)
CENTRE : Head Office: Pietermaritzburg
REQUIREMENTS : Matric Certificate; PLUS, An appropriate Health Science Degree or Diploma (NQF 7) as recognized by SAQA. Registration SANC, HPCSA or equivalent body. 3-5 years' experience as a Clinical Programme coordinator; Postgraduate Qualification in Management or Public Health and will be an added advantage. applicants are submitting Z83 and CV only. Knowledge, Skills, Training and Competencies Required: Specialized knowledge and skills related to the clinical management of TB/HIV. Specialized knowledge and skills of Multi and X-Treme-Drug Resistance TB. Integrated policy development within a complex multi-disciplinary environment. Extensive knowledge and experience in the Coordination of Tuberculosis and HIV services.
DUTIES : Monitor implementation of finding missing TB cases strategy by Analysing performance against set target. Provide feedback on identified gap and coordinate support to Districts with gaps. Coordinates linkage to care of all TB

positives patients including RR monthly and quarterly by ensuring that all districts receive NHLS alerts, analyses NHLS results against registered patients and follow up. Review district performance on outcomes (interim and final TB/HIV integration, against the set target by conducting Desktop data analysis, identify gaps and coordinate support visits and training to bridge the Gap. Give feedback reports to Districts on strength and challenges identified. Develop standardized tool for monitoring and reporting on vacant, filling and allocating of TB Grant HR resources. Develop a detailed SOP/ Guide on compilation of Quarterly National TB Control Program (NTCP) Report. Revise and finalize Drug Resistant Mortality Audit Tool. Facilitate updating of referral pathways per District according to new Decentralization plan. Facilitate and conduct Clinical reviews to ensure adherence to protocols. Coordinates DRTB and DSTB Clinical trainings and updates according to identified training needs. Coordinates community management of DRTB clinicians and Outreach Teams. Coordinates Electronic Drug-Resistant TB WEB (EDRWEB) training and updates. Assist with the coordination of quarterly TB/DR stakeholders and Provincial Technical advisory meetings. Identify together with Districts policy barriers. Link Districts with relevant stakeholders to find innovation solutions. Liaise with Districts to assist with the linking of community-based services in the TBCB. Monitor implementation of the resolutions. Monitor correct implementation of suspect register during facility visits. Convene TBCP quarterly meetings to monitor and provide feedback on programme management. Compile and submit Quarterly and annual Performance Progress and Dora reports timeously. Compile and submit Quarterly NTCP report to NDOH on set submission dates.

ENQUIRIES : Mrs. J.N Ngozo Tel No: (033) 395 2586

POST 10/387 : **DEPUTY DIRECTOR: ANTIRETROVIRAL THERAPY REF NO: G24/2026**
Cluster: Strategic Health Programmes

SALARY : R896 436 per annum (Level 11), (an all-inclusive salary package)
CENTRE : Head Office: Pietermaritzburg
REQUIREMENTS : An appropriate Health Science Degree or Diploma (NQF 7) as recognized by SAQA. Registration SANC, HPCSA or equivalent body. 3-5 years' experience in Clinical ART Programme coordination or management; HIV/AIDS short course programme management and project management will be an added advantage. applicants are submitting Z83 and CV only. Knowledge, Skills, Training and Competencies Required: Knowledge of the treatment of HIV and AIDS, particularly with regard to the use of ARV's is essential. An innovative approach to service delivery processes is required. Ability to interpret legislation and national policy and translate it into a practical framework for the province. Competencies: strategic Capability and Leadership, Client Orientation and Customer Focus, Service Delivery Innovation, Change Management, Problem Solving and Analysis, Knowledge Management, Communication, people management and Empowerment, Programme and Project Management, Financial Knowledge, Honesty and Integrity.

DUTIES : Analyse national policy imperatives and facilitate implementation of the ARV programme/protocols with a view to develop/formulate integrated departmental policies to enable institutions to effectively and efficiently implement the Programme in the management of patients with HIV and AIDS prioritizing population and geographic gaps. Develop a comprehensive set of norms and standards that will enable the Department to monitor and evaluate the impact of the ARV Programme on the health status of the population. Determine the specific resource needs for Institutions regarding ARV treatment protocols and facilitate processes to enable the MEC and the HOD to unblock such barriers as well as to mobilize additional support. Mobilize expertise and support to participate in departmental initiatives to strengthen the ARV roll-out and program sustainability. Monitor implementation of all related program policies especially community-based program and ART treatment adherence guidelines. Facilitate implementation models of quality improvement at all management levels to address identified gaps in policy and practice. Ensure efficient utilization of all resources allocated in the ART program at all management levels.

ENQUIRIES : Mrs. J.N Ngozo Tel No: (033) 395 2586

ANNEXURE S

PROVINCIAL ADMINISTRATION: MPUMALANGA
DEPARTMENT OF HEALTH

The Department of Health is an equal opportunity, affirmative action employer. It is our intention to promote representivity in respect of race, gender and disability through the filling of these positions. Candidates whose transfer / promotion / appointment will promote representivity will receive preference.

APPLICATIONS : Departmental Online Application System: www.mpuhealth.gov.za.
CLOSING DATE : 09 April 2026
NOTE : N.B: Applicants are advised to apply as early as possible to avoid disappointments. 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. In order to alleviate administration burden on HR Sections as well as considering the cost for applicants, Departments are encouraged to request certified copies of qualifications and other relevant documents from shortlisted candidates only which may be submitted to HR on or before the day of the interview following communication from the relevant HR section of the Department. All posts health/engineering posts that are advertised within the Department professional registration will be required from various statutory council for shortlisted candidates. A complete set of application documents should be submitted separately for every post that you wish to apply for. Please ensure that you clearly state the full post description and the relevant Post Reference Number on your application. No fax applications will be considered. Applicants must ensure that they fully complete and sign form Z83, even if they are attaching a CV. Incomplete and/or unsigned applications will not be considered. If you are currently in service, please indicate your PERSAL number at the top of form Z83. Due to ongoing internal processes, the Department reserves the right to withdraw any post at any time. The Department reserves the right to verify the qualifications of every recommended candidate prior to the issuing of an offer of appointment. All short listed candidates will be subject to a vetting process prior to appointment. If no response is received from Mpumalanga Department of Health within 90 days after the closing date of the advertisement, applicants must assume that their application was not successful. Please quote the correct references when applying and where possible the station / centre where the post is. www.mpuhealth.gov.za Only Online Applications will be accepted. NB: Candidates who are not contacted within 90 days after the closing date must consider their applications as having been unsuccessful. Please note the department reserves the right to amend / review / withdraw the advertised posts if by so doing, the best interest of the department will be well served. (People with disabilities are also requested to apply and indicate such in their applications). All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment.

OTHER POSTS

POST 10/388 : **OPERATIONAL MANAGER NURSING (PN-B3): NEUROSURGICAL REF NO: MPDOH/MAR/26/1236**

SALARY : R693 096 – R789 861 per annum
CENTRE : Rob Ferreira Hospital (Ehlanzeni District)
REQUIREMENTS : Senior Certificate / Grade 12 plus Basic R425 qualification (i.e. Diploma/ Degree in Nursing) that allows registration with the 'South African Nursing Council' (SANC) as a Professional Nurse (2026). A post basic nursing qualification, with duration of at least one (01) year accredited with the SANC in Neurosurgical Nursing Science. Diploma/Degree in nursing management. Minimum of ten (09) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with South African Nursing Council (SANC) in General Nursing At least six (05) years of period referred to above must be appropriate/recognizable in the specific specialty after obtaining the one (01) year post basic qualification in Neurosurgical Nursing Science. At least three (03) years of the period referred to above must be appropriate/recognizable experience at Management Level Skills: Knowledge of nursing care processes and procedures, nursing statutes and other relevant

legal frameworks such as Nursing Act, Health Act, Occupational Health and Safety Act Patient's Rights Charter, Batho-Pele Principles. Sound knowledge and skills in implementing disciplinary code and procedure, grievance procedure Leadership, organizational, decision making and problem-solving abilities within the limit of the public sector and institutional policy framework Good interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Knowledge of financial and budgetary prescripts and processes pertaining to the relevant resources under management Insight into public health sector strategies and priorities including the nursing strategy, standards procedures and policies pertaining to nursing care, computer skills in basic programs.

DUTIES : Provide effective management and professional leadership in the specialized units of Neurosurgical. Demonstrate effective communication with patients, supervisors, other health professional and junior colleagues including more complex report writing when required Effective management, utilization and supervision of all resources Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensure that the unit adheres to the principles of Batho Pele Maintain clinical competence by ensuring that scientific principles of nursing and clinical governance are implemented. Implement maternal guidelines, demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practice. Exercise control of discipline, grievance and any labour related issues in terms of laid down procedures. Provide supportive supervision and comply with PMDS evaluation of staff, formulate training programs and participate in training and development of staff and nursing students. Monitor implementation Disaster management, monitor implementation of NCS and Ideal Hospital Realization Framework and interpret its impact on service delivery thereof. Co-ordinate and participate in health promotion activities and monitor and evaluation of data Demonstrate basic computer literacy as a support tool to enhance service delivery. Support Nursing Services Management by working weekend and night duty when required.

ENQUIRIES : Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 10/389 : **OPERATIONAL MANAGER NURSING (PN-B3): TRAUMA & EMERGENCY REF NO: MPDOH/MAR/26/1237**

SALARY : R693 096 – R789 861 per annum
CENTRE : Rob Ferreira Hospital (Ehlanzeni District)
REQUIREMENTS : Senior Certificate / Grade 12 plus Basic R425 qualification (i.e. Diploma/ Degree in Nursing) that allows registration with the 'South African Nursing Council' (SANC) as a Professional Nurse (2026). A post basic nursing qualification, with duration of at least one (01) year accredited with the SANC in Trauma & Emergency Nursing Science. Diploma/Degree in nursing management. Minimum of ten (09) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with South African Nursing Council (SANC) in General Nursing At least six (05) years of period referred to above must be appropriate/recognizable in the specific specialty after obtaining the one (01) year post basic qualification in Trauma & Emergency Nursing Science. At least three (03) years of the period referred to above must be appropriate/recognizable experience at Management Level Skills: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks such as Nursing Act, Health Act, Occupational Health and Safety Act Patient's Rights Charter, Batho-Pele Principles. Sound knowledge and skills in implementing disciplinary code and procedure, grievance procedure Leadership, organizational, decision making and problem-solving abilities within the limit of the public sector and institutional policy framework Good interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Knowledge of financial and budgetary prescripts and processes pertaining to the relevant resources under management Insight into public health sector strategies and priorities including the nursing strategy, standards procedures and policies pertaining to nursing care, computer skills in basic programs.

DUTIES : Provide effective management and professional leadership in the specialized units of Trauma & Emergency. Demonstrate effective communication with patients, supervisors, other health professional and junior colleagues including more complex report writing when required Effective management, utilization and supervision of all resources Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensure that the unit adheres to the principles of Batho Pele Maintain clinical competence by ensuring that scientific principles of nursing and clinical governance are implemented. Implement maternal guidelines, demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practice. Exercise control of discipline, grievance and any labour related issues in terms of laid down procedures. Provide supportive supervision and comply with PMDS evaluation of staff, formulate training programs and participate in training and development of staff and nursing students. Monitor implementation Disaster management, monitor implementation of NCS and Ideal Hospital Realization Framework and interpret its impact on service delivery thereof. Co-ordinate and participate in health promotion activities and monitor and evaluation of data Demonstrate basic computer literacy as a support tool to enhance service delivery. Support Nursing Services Management by working weekend and night duty when required.

ENQUIRIES : Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 10/390 : **ASSISTANT DIRECTOR: ENVIRONMENTAL HEALTH GRADE 1 REF NO: MPDOH/MAR/26/1238**

SALARY : R638 856 – R6707 625 per annum
CENTRE : Bushbuckridge Sub-District (Malaria Control Programme)
REQUIREMENTS : Senior Certificate / Grade 12 or equivalent qualification plus appropriate qualification that allows for the required registration with the Health Professional Council of South Africa (HPCSA) in the relevant profession (2026). A minimum of three (3) appropriate experiences in the relevant profession after registration with the (HPCSA) as independent practice of which five (5) years must be appropriate experience in supervisory / management level. Knowledge in strategic planning, financial management and budgeting, monitoring and evaluation. The individual must be able to work under pressure. Possess a valid driver's license. Understanding Environmental Health Services related policies. Strategic leadership qualities and programme management abilities. Good communication and human relation skills. Problem solving and decision is making skills. Report writing skills. Computer literacy. Valid driver's licence.

DUTIES : Develop and implement environmental health related policies, guidelines, plans, norms and standards and procedures. Provide capacity to the sub-districts and municipalities on existing and newly promulgated legislation and norms and standards. Ensure the implementation of Chapter 3 of the National Environmental Management Act, 1988 (Act 108 of 1998), Assist in the development and compilation of Environmental Management Plan for the National Department of Health and ensure annual compliance reporting in compliance to NEMA 1998. Facilitate the implementation of health impact assessment of the development in South Africa. Ensure the integration of health impact assessment within environmental impact assessment processes in the country. Coordinate and support the implementation of water quality monitoring and sanitation programmes by the sub-districts and municipalities. Capacitate Environmental Health Practitioners in the sub-districts and municipalities on norms and standards for health water quality monitoring for protection of public health. Coordinate the implementation of hygiene promotion programmes in the country towards the implementation of sustainable development goals. Build capacity of community health workers, health promoters and environmental health workers on hygiene behaviour chance promotion. Execute any related activities as directed by the immediate supervisory / management level.

ENQUIRIES : Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766

3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 10/391 : **PROFESSIONAL NURSE GRADE 1 (PN-B1): PAEDIATRIC REF NO: MPDOH/MAR/26/1239**

SALARY : R476 367 – R559 548 per annum
CENTRE : Witbank Hospital (Nkangala District)
REQUIREMENTS : Senior Certificate / Grade 12 plus Basic R425 qualification (i.e. Degree/ Diploma in Nursing or equivalent qualification that allows registration with SANC as a Professional Nurse (2026). A post basic nursing qualification with of at least 1year, accredited with the SANC in terms Government Notice R212 in Paediatric / Child Health Nursing Science. A minimum of four (4) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision-making skills. Good supervisory and teaching skills. Demonstrate an understanding of legislation and related legal and ethical nursing practices.
DUTIES : Perform clinical nursing practice in accordance with the scope of practice of Paediatric Ward. Ensure effective and efficient management of resources. Provide quality patient care, follow norms and standards. Participate in quality improvement programs. Supervise and implement patient care standards. Implement and practice nursing health care in accordance with the statutory laws governing the nursing profession, labour and health care. Implement constructive working relations with nurses and other stakeholders. Ensure compliance of Infection Prevention and Control policies. Ensure that equipment is functional and ready all the time. Ability to prioritize, coordinate activities of patient management according to protocols. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Participate in staff development and performance management. Report patient safety incidence, challenges and deficiencies within the unit. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Ensure adherence to Batho - Pele Principles and Patient's Right Charter.
ENQUIRIES : Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 10/392 : **PROFESSIONAL NURSE GRADE 1 (PN-B1): OPERATING THEATRE REF NO: MPDOH/MAR/26/1240**

SALARY : R476 367 – R559 548 per annum
CENTRE : Rob Ferreira Hospital (Ehlanzeni District)
REQUIREMENTS : Senior Certificate / Grade 12 plus Basic R425 qualification (i.e. Degree/ Diploma in Nursing or equivalent qualification that allows registration with SANC as a Professional Nurse (2026). A post basic nursing qualification with of at least 1year, accredited with the SANC in terms Government Notice R212 in Operating Theatre Nursing Science. A minimum of four (4) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision-making skills. Good supervisory and teaching skills. Demonstrate an understanding of legislation and related legal and ethical nursing practices.
DUTIES : Perform clinical nursing practice in accordance with the scope of practice of Operating Theatre Unit. Ensure effective and efficient management of resources. Provide quality patient care, follow norms and standards. Participate in quality improvement programs. Supervise and implement patient care standards. Implement and practice nursing health care in accordance with the statutory laws governing the nursing profession, labour and health care. Implement constructive working relations with nurses and other stakeholders. Ensure compliance of Infection Prevention and Control policies. Ensure that equipment is functional and ready all the time. Ability to prioritize, coordinate activities of patient management according to protocols. Able to plan and

organize own work and that of support personnel to ensure proper nursing care. Participate in staff development and performance management. Report patient safety incidence, challenges and deficiencies within the unit. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Ensure adherence to Batho - Pele Principles and Patient's Right Charter.

ENQUIRIES : Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 10/393 : **PROFESSIONAL NURSE GRADE 1 (PN-B1): ICU REF. NO: MPDOH/MAR/26/1241**

SALARY : R476 367 – R559 548 per annum
CENTRE : Rob Ferreira Hospital (Ehlanzeni District)
REQUIREMENTS : Senior Certificate / Grade 12 plus Basic R425 qualification (i.e. Degree/ Diploma in Nursing or equivalent qualification that allows registration with SANC as a Professional Nurse (2026). A post basic nursing qualification with of at least 1year, accredited with the SANC in terms Government Notice R212 in Intensive Care Unit Nursing Science. A minimum of four (4) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision-making skills. Good supervisory and teaching skills. Demonstrate an understanding of legislation and related legal and ethical nursing practices.

DUTIES : Perform clinical nursing practice in accordance with the scope of practice of Intensive Care Unit. Ensure effective and efficient management of resources. Provide quality patient care, follow norms and standards. Participate in quality improvement programs. Supervise and implement patient care standards. Implement and practice nursing health care in accordance with the statutory laws governing the nursing profession, labour and health care. Implement constructive working relations with nurses and other stakeholders. Ensure compliance of Infection Prevention and Control policies. Ensure that equipment is functional and ready all the time. Ability to prioritize, coordinate activities of patient management according to protocols. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Participate in staff development and performance management. Report patient safety incidence, challenges and deficiencies within the unit. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Ensure adherence to Batho - Pele Principles and Patient's Right Charter.

ENQUIRIES : Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 10/394 : **PROFESSIONAL NURSE GRADE 1 (PN-B1): TRAUMA & EMERGENCY REF NO: MPDOH/MAR/26/1242**

SALARY : R476 367 – R559 548 per annum
CENTRE : Rob Ferreira Hospital (Ehlanzeni District)
REQUIREMENTS : Senior Certificate / Grade 12 plus Basic R425 qualification (i.e. Degree/ Diploma in Nursing or equivalent qualification that allows registration with SANC as a Professional Nurse (2026). A post basic nursing qualification with of at least 1year, accredited with the SANC in terms Government Notice R212 in Trauma & Emergency Nursing Science. A minimum of four (4) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision-making skills. Good supervisory and teaching skills. Demonstrate an understanding of legislation and related legal and ethical nursing practices.

DUTIES : Perform clinical nursing practice in accordance with the scope of practice of Trauma & Emergency Unit. Ensure effective and efficient management of resources. Provide quality patient care, follow norms and standards. Participate in quality improvement programs. Supervise and implement patient care standards. Implement and practice nursing health care in accordance with the statutory laws governing the nursing profession, labour and health care. Implement constructive working relations with nurses and other stakeholders. Ensure compliance of Infection Prevention and Control policies. Ensure that equipment is functional and ready all the time. Ability to prioritize, coordinate activities of patient management according to protocols. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Participate in staff development and performance management. Report patient safety incidence, challenges and deficiencies within the unit. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Ensure adherence to Batho - Pele Principles and Patient's Right Charter.

ENQUIRIES : Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 10/395 : **PROFESSIONAL NURSE GRADE 1 (PN-B1): PAEDIATRIC REF NO: MPDOH/MAR/26/1243**

SALARY : R476 367 – R559 548 per annum
CENTRE : Rob Ferreira Hospital (Ehlanzeni District)
REQUIREMENTS : Senior Certificate / Grade 12 plus Basic R425 qualification (i.e. Degree/ Diploma in Nursing or equivalent qualification that allows registration with SANC as a Professional Nurse (2026). A post basic nursing qualification with of at least 1year, accredited with the SANC in terms Government Notice R212 in Paediatric / Child Health Nursing Science. A minimum of four (4) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision-making skills. Good supervisory and teaching skills. Demonstrate an understanding of legislation and related legal and ethical nursing practices.

DUTIES : Perform clinical nursing practice in accordance with the scope of practice of Paediatric Ward. Ensure effective and efficient management of resources. Provide quality patient care, follow norms and standards. Participate in quality improvement programs. Supervise and implement patient care standards. Implement and practice nursing health care in accordance with the statutory laws governing the nursing profession, labour and health care. Implement constructive working relations with nurses and other stakeholders. Ensure compliance of Infection Prevention and Control policies. Ensure that equipment is functional and ready all the time. Ability to prioritize, coordinate activities of patient management according to protocols. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Participate in staff development and performance management. Report patient safety incidence, challenges and deficiencies within the unit. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Ensure adherence to Batho - Pele Principles and Patient's Right Charter.

ENQUIRIES : Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 10/396 : **ASSISTANT DIRECTOR: LEARNERSHIP AND INTERNSHIP PROGRAMMES REF NO: MPDOH/MAR/26/1244**

SALARY : R468 459 per annum (Level 09), (plus service benefits)
CENTRE : Provincial Office, Mbombela (Nelspruit)
REQUIREMENTS : Senior Certificate / Grade 12 plus Diploma / Degree (NQF Level 6/7) in Human Resource Management / Human Resource Development / Public

Administration / Public Management as recognized by SAQA. At least a minimum of three (3) years' experience in Human Resource Development at supervisory / management (Level 7/8). Valid driver's licence. Knowledge: Knowledge of relevant legislation (e.g. Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, Labour Relations Act, PSCBC Resolutions, Public Finance Management Act (PFMA), Treasury Regulations, Basic Accounting System (BAS) Reporting procedure, Customer Care, Access to information Act, Report Requesting, etc. Skills: Basic interpersonal relationships, Problem Solving, Planning and Organising, Ability to interpret directives, Conflict Management, Project Management, Formulating and editing, Policy Analyst, Analytical thinking, Report writing, Facilitating, Mentoring, Communication at both high and lower levels, Accounting, Computer literacy, Networking, Human Resource Management, Human Resource Planning, Staffing Needs Analysis, Financial Management, Formal presentation, Training, Research, Risk Management / Control, Data validation, Data interpretation and Data modelling. Personal Attributes: Commitment, Self Confidence, Loyalty, Trustworthy, Enthusiastic, Integrity, Responsibility, Persuasive and Hardworking.

DUTIES : Coordinating implementation of learnership and internship programs. Implementing the professional development programme. Facilitating the identification of mentors and creating a nurturing environment for interns and learners. Conducting induction program for interns and learners. Development of Workplace Skills Plan (WSP) and Annual Training Report (ATR). Managing allocated resources for the sub-directorate.

ENQUIRIES : Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

NOTE : NB: The post is targeted for a persons with a disability.

POST 10/397 : **DIETICIAN GRADE 1 REF NO: MPDOH/MAR/26/1245**

SALARY : R397 233 - R454 191 per annum
CENTRE : Amajuba Memorial Hospital (Gert Sibande District)
REQUIREMENTS : Senior Certificate / Grade 12 plus BSc Dietetics Degree. Registration with the HPCSA as a Dietician (2026). Grade 1: SA qualified employees: none experience after registration with the HPCSA in the relevant profession (where applicable) in respect of employees who performed Community Service as required in SA. Foreign qualified employees: one (1) year relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of employees who performed Community Service as required in South Africa. Hospital experience and extensive knowledge in Occupational Health and Safety will be an added advantage. Good interpersonal Skills, written, verbal and presentation Skills. Accuracy and attention to detail. Ability to work under pressure. Ability and willingness to travel. Good interpersonal relationship, Leadership skill. Valid drivers' licence.

DUTIES : Render preventative Nutrition Services (including growth monitoring, education, etc) in the surrounding clinics. Diet prescriptions for patients. Help with food management of the hospital. Participate in quality Improvement Programmes. Rendering of nutritional counselling services. Prescription and authorization of special diet products. Implementation of guidelines for the maintenance of healthy nutritional practices. Compilation and implementation of information pamphlets on nutrition. Plan and implement a suitable programme for an individual or group.

ENQUIRIES : Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 10/398 : **OCCUPATIONAL THERAPIST GRADE 1: MENTAL HEALTH NHI REF. NO: MPDOH/MAR/26/1246**

SALARY : R397 233 - R454 191 per annum
CENTRE : Provincial Office, Mbombela, (Nelspruit)

REQUIREMENTS : Senior Certificate / Grade 12 plus appropriate qualification that allows for the registration with the HPCSA in the relevant profession (where applicable). Current registration with the HPCSA as an Occupational Therapist (2026) (Independent Practice). A valid work permit will be required from non-South Africans. Grade 1: No experience required after registration with the HPCSA as an Occupational Therapist (Independent Practice). Minimum of 1-year relevant experience after registration with a recognised Foreign Health Professions and / or the HPCSA as an Occupational Therapist (Independent Practice) for foreign qualified employees. Clinical experience in general adult and pediatric assessment and treatment is required. Knowledge in the fields of mental health, vocational rehabilitation, neurology, hand injuries, burns, amputations, developmental delays, etc. is expected. Clinical experience in these fields will be beneficial.

DUTIES : To provide optimal and evidence-based occupational therapy in individual and group settings for patients in, out and clinics. To administer standardized and clinical assessments to patients requiring FCEs and other clinical reports. To perform and complete administrative functions including record keeping, statistics, participate in various meetings and awareness campaigns. To plan for and participate in internal and external audits and ensure departmental standards and effective service delivery. To participate in the performance management and training and development programs within the department. To supervise junior level staff. To supervise allocated students and learners.

ENQUIRIES : Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 10/399 : **SENIOR ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT MPDOH/MAR/25/1247**

SALARY : R397 116 per annum (Level 08), (plus service benefits)

CENTRE : Provincial Office, Mbombela (Nelspruit)

REQUIREMENTS : Senior Certificate / Grade 12 or equivalent qualification plus six (6) years relevant experience in Supply Chain Management or Diploma / Degree (NQF Level 6/7) in Finance / Logistics / Procurement / Supply Chain Management / Financial / Accounting Management as recognized by SAQA plus three (3) years relevant experience in Supply Chain Management. At least three (3) years' experience in the post of Chief Administration Clerk / Administrative Officer (Level 7). Knowledge and experience of provisioning administration, main focus in the following areas: LOGIS, Preferential Procurement Policy Framework (PPPFA), Public Finance Management Act (PFMA) and Treasury Regulations and general knowledge of Basic Accounting System (BAS). Computer literacy. Sound interpersonal and communication skills (written and verbal). Good management and supervisory skills. Ability to work independently and tight deadlines. Valid driver's licence will be an added advantage. Knowledge of BAS and LOGIS financial systems. Ability to work under pressure.

DUTIES : Supervise and facilitate logistical services. Supervise and control the work of sub-ordinates (including in-service training) in the supply chain management unit. Deal with more advanced and complicated matters pertaining to provisioning administration. Manage all aspects of orders such as processing of requisitions, authorization of procurement advice, creation of purchase orders and guidance to all clients, chief user clerks and responsibility managers. Maintain the Central Supplier Database (CSD) and other procurement and provisioning systems. Ensure proper record keeping and manage all open orders. Ensure that procurement processes comply with the PFMA, PPPFA, Treasury Regulations and Departmental SCM policies and procedures. Evaluate and test compliance with all purchasing transactions. Ensure management and monitoring of commitments. Deal with Human resources matters such as leave management and performance development system of quarterly evaluation reports. Adhere to regulations and legislation pertaining to supply chain management unit. Implement internal procurement policies, regulations systems and procedures. Provide documentation, information and reports required during internal and external audits. Supervision of the subordinates. Attend and respond to audit queries.

ENQUIRIES : Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 10/400 : **LEGAL ADMINISTRATION OFFICER (MR-4): LEGISLATION AND CONTRACT DRAFTING REF NO: MPDOH/MAR/26/1248**

SALARY : R388 392 - R444 075 per annum
CENTRE : Provincial Office, Mbombela (Nelspruit)
REQUIREMENTS : Senior Certificate / Grade 12 plus LLB Degree with a minimum of five (5) years post graduate legal experience in the capacity of an in-house legal advisor and legislative drafting. Specialized knowledge of the legislation drafting process and legislation administered by the Department, knowledge of government procurement systems and South African Legal System, knowledge of the Constitution of Republic of South Africa, Public Finance Management Act (PFMA), Treasury Regulation, PPPFA, PAJA, PAIA. Knowledge of the litigation process and drafting / reviewing of contracts. Skills and competencies: Interpersonal skills, strategic capability and leadership skills, Legal research and drafting skills, problem solving and dispute resolution skills. Communication skills (written and verbal), report writing skill, ability to work under pressure, Computer literacy. Valid driver's licence.
DUTIES : Draft and or amend legislation administered by the Department and pilot it though legislature. Comment on draft legislation of other Departments on behalf of the Department, Scrutinize legislation which requires amendment for which the Department is affected. To render legal advice, guidance and opinions to MEC, Top Management and Department at large in respect to matters relating to legislation drafting and other legal matters. To provide legal opinions in other matters pertaining to the Department. Handle litigations on behalf of the Department. Draft, review contracts for the department. Drafting of contract. Prepare monthly reports for and on behalf of the Director.
ENQUIRIES : Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 10/401 : **STATE ACCOUNTANT: SUPPLY CHAIN MANAGEMENT REF. NO: MPDOH/MAR/26/1249**

SALARY : R325 101 per annum (Level 07), (plus service benefits)
CENTRE : Mapulaneng Hospital (Ehlanzeni District)
REQUIREMENTS : Senior Certificate / Grade 12 or equivalent qualification plus three (3) years relevant experience in Supply Chain Management or Diploma / Degree (NQF Level 6/7) in Finance / Logistics / Procurement / Supply Chain Management / Financial / Accounting Management as recognized by SAQA. Knowledge and experience of provisioning administration, main focus in the following areas: LOGIS, Preferential Procurement Policy Framework (PPPFA), Public Finance Management Act (PFMA) and Treasury Regulations and general knowledge of Basic accounting system (BAS). Computer literacy. Sound interpersonal and communication skills (written and verbal). Good management and supervisory skills. Ability to work independently and tight deadlines. Valid driver's licence will be an added advantage. Knowledge of BAS and LOGIS financial systems. Ability to work under pressure.
DUTIES : Supervise and render demand and acquisition services. Supervise and undertake logistical services. Supervise and control the work of sub-ordinate (including training) in the supply chain management unit. Deal with more advanced and complicated matters pertaining to provisioning administration. Manage all aspects of orders such as quotations, purchase and processing of requisitions, authorization of procurement advice and guidance to all clients, chief user clerks and responsibility managers. Ensure compliance with departmental and Treasury Regulations. Evaluate and test compliance of all purchasing transactions. Manage all open orders. Deal with Human resources matters such as leave and perform development system of quarterly evaluation reports. Adhere to regulations and legislation pertaining supply chain management unit. Facilitate and administer requisitions for good and services.

Implement internal procurement policies, regulations systems and procedures. Maintain procurement and provisioning systems and processes. Administer payment processes. Supervision of the subordinates. Attend and respond to audit queries.

ENQUIRIES : Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

DEPARTMENT OF PUBLIC WORKS, ROADS AND TRANSPORT

APPLICATIONS : Applications must be submitted online through the link erecruitment.mpg.gov.za, A recent comprehensive CV, and contactable references (telephone numbers and email addresses must be indicated).

CLOSING DATE : 07 April 2026 at 12H00

NOTE : (Only shortlisted candidates will be required to submit certified documents; all non-SA citizens must attach a copy of proof of permanent residence in South Africa on or before the day of the interviews). Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). 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 first two recommended candidates for Senior Management Service and Deputy Directors posts will be subjected to competency assessment. Correspondence will be limited to shortlisted candidates only. 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 disclosure interests' declaration form within one month of appointment and annually thereafter. Faxed or emailed applications will not be considered. Failure to comply with the above instructions will result in your application being disqualified. The Department is committed to providing equal opportunities and practices affirmative action employment. It is our intention to promote representability in terms of race, gender, and disability when filling the vacant positions. Women and people with disabilities are encouraged to apply. The Department reserves the right to fill or not to fill any advertised posts. Career opportunities, combined with experience and knowledge to build a future together: Suitable qualified candidates are invited to apply for the under mentioned posts. The appointment will be made in terms of the Public Service Act. The Department is committed to providing equal opportunities and adheres to the affirmative action policy in line with Employment Equity Act, the SMS Handbook and all relevant legislation applicable in the Public Service.

MANAGEMENT ECHELON

POST 10/402 : **CHIEF DIRECTOR: PROVINCIAL REGULATING ENTITY (PRE) REF NO: CD/PRE/HO/136**

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

CENTRE : Head Office

REQUIREMENTS : Grade 12 Certificate plus a 3-year B Degree Transport Management/ Fleet Management/ Public administration/Management at (NQF Level 7 as recognised by SAQA) plus extensive work experience in the related field of which 5 years' of experience at Senior Managerial level (Transport). A valid driver's license. Appointment is subject to the signing of a performance agreement and financial disclosure. Successful completion of the Nyukela Public Service Senior Management Leadership 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 an appointment. Knowledge, Skills and Competencies: National Road Traffic Act, National Land Transport Act (NLTA) and Regulations, Transport Appeals Tribunal Act, Promotion of Administrative Justice Act (PAJA, Promotion of Access to Information Act, Protecting of Personal Information, Constitution of The Republic of South Africa, guidelines. Good communication skills and presentation skills. Must be computer literature with excellent knowledge of MS Word, PowerPoint, Outlook and Excel. Good writing and

verbal communication skills. Knowledge of legislative prescript governing the Public Service.eg Public Financial Management Act (PFMA). Good written and verbal communication skills, high sense of responsibility, Computer literacy, conflict management and analytical skills. Interpersonal Relations Report writing.

DUTIES : Provide strategic direction and leadership to Provincial Regulatory Entity. Manage and coordinate directorates to ensure efficient delivery service. Ensure compliance with laws, regulations and policies. Foster collaboration and effective communication among directorates. Develop and implement policies to enhance regulatory frameworks. Monitor and evaluate performance of directorates. Oversee promoting and improving safety on public transport systems, Manage the process of regulating public transport, manage public transport related conflicts, monitoring compliance by operators and associations. Manage operator licenses services. Manage Adjudication processes. Provide advice on people management issues.

ENQUIRIES : Ms. PN Mokhotla Tel No: (013) 766 6780

POST 10/403 : **CHIEF DIRECTOR: TRANSPORT INFRASTRUCTURE MAINTENANCE AND PORTFOLIO (ROADS) REF NO: CDTIMP/HO/137**

SALARY : R1 494 900 per annum, (all-inclusive package)
CENTRE : Head Office
REQUIREMENTS : Grade 12 plus a 3-year B Degree in Civil/ Structural Engineering (NQF Level 7 as recognised by SAQA), plus extensive work experience in the related field of which 5 years of experience at Senior Managerial level (Roads). A valid driver's license. Appointment is subject to the signing of a performance agreement and financial disclosure. Successful completion of the Nyukela Public Service Senior Management Leadership 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 an appointment Knowledge, Skills and Competencies: Road Act, Ribbon Act, General condition of construction contact (GCC), Public Financial Management Act (PFMA). Project Management. Preferential Procurement Policy Framework Act (PPPFA). Occupational Health & Safety Act (OHSA). Understanding. Analytical thinking. Problem Solving. Presentation. Planning and organising. Communication (verbal and written). Report Writing. Good written and verbal communication skills, high sense of responsibility, Computer literacy, conflict management and analytical skills. Interpersonal Relations Report writing.

DUTIES : Manage Transport Infrastructure planning services. Manage the design of roads, bridges and material infrastructure. Manage transport Infrastructure construction services. Manage the maintenance of transport Infrastructure. Oversee programme management services. Management of risks, budget, expenditure, human resources, strategic planning, audit issues.

ENQUIRIES : Ms. PN Mokhotla Tel No: (013) 766 6780

POST 10/404 : **CHIEF DIRECTOR: GOVERNMENT MOTORS TRANSPORT REF NO: CD/GMT/HO/138**

SALARY : R1 494 900 per annum, (all-inclusive package)
CENTRE : Head Office
REQUIREMENTS : Grade 12 plus a 3-year B Degree in Fleet Management, Transport Management /Public administration/Management (NQF Level 7 as recognised by SAQA), plus extensive work experience in the related field of which 5 years of experience at Senior Managerial level (Transport). A valid driver's license. Appointment is subject to the signing of a performance agreement and financial disclosure. Successful completion of the Nyukela Public Service Senior Management Leadership 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 an appointment Knowledge, Skills and Competencies:), Public Financial Management Act (PFMA). Project Management. Preferential Procurement Policy Framework Act (PPPFA). Occupational Health & Safety Act (OHSA). Understanding. Analytical thinking. Problem Solving. Presentation. Planning and organising. Communication (verbal and written). Report Writing. Good written and verbal communication skills, high sense of responsibility, Computer

literacy, conflict management and analytical skills. Interpersonal Relations Report writing.

DUTIES : Providing strategic leadership in the management of Government vehicle fleets. Overseeing the management maintenance and safe keeping of Government's motor fleet assets. Effective management of Government contracts. Ensuring compliance with relevant Public Service legislation, including the Public Finance Management Act (PFMA) and Treasury Regulations. Developing transport management policies, guidelines and best practices. Establish and maintain Governance and Administrative system for the Chief Directorate. Management of risks, budget, expenditure, human resources, strategic planning and audit issues. Manage workshop services. Manage the maintenance and repairs of vehicles.

ENQUIRIES : Ms. PN Mokhotla Tel No: (013) 766 6780

POST 10/405 : **DIRECTOR: COMMUNITY DEVELOPMENT (EPWP) REF NO: D/NYS/02**

SALARY : R1 266 714 per annum, (all-inclusive package)
CENTRE : Head Office
REQUIREMENTS : Grade 12 Certificate plus a 3-year B Degree / B-tech in Public Management / Administration (NQF Level 7 as recognised by SAQA) plus extensive work experience in the related field of which 5 years of experience at Middle/Senior Managerial level (EPWP). A valid driver's licence. Appointment is subject to the signing of a performance agreement and financial disclosure. Successful completion of the Nyukela Public Service Senior Management Leadership 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 an appointment. A valid driver's licence. Knowledge, Skills and Competencies: EPWP policy, EPWP recruitment guidelines, EPWP Reporting Systems, NYS guidelines, Knowledge on Microsoft office (excel, word, PowerPoint). Good communication skills and presentation skills. Must be computer literature with excellent knowledge of MS Word, PowerPoint, Outlook and Excel. Good writing and verbal communication skills. Knowledge of legislative prescript governing the Public Service.eg Public Financial Management Act (PFMA). Good written and verbal communication skills, high sense of responsibility, Computer literacy, conflict management and analytical skills. Financial management. Interpersonal Relations Report writing.

DUTIES : Create work opportunities by implementing EPWP flagship including National Youth Service Programmes at the same time creating assets and delivering services at community level that contribute towards poverty alleviation. Provide support in terms of social facilitation and compliance with EPWP norms and standards. Provide advice on people management issues.

ENQUIRIES : Ms. PN Mokhotla Tel No: (013) 766 6780

POST 10/406 : **DIRECTOR: LAND TRANSPORT PLANNING REF NO: DLTP/HO/139**

SALARY : R1 266 714 per annum, (all-inclusive package)
CENTRE : Head Office
REQUIREMENTS : Grade 12 Certificate plus a B Degree / B-tech in Transport Management/ Fleet Management (NQF Level 7 as recognised by SAQA) plus extensive work experience in the related field of which 5 years of experience at Middle/Senior Managerial level (Transport). A valid driver's license. Appointment is subject to the signing of a performance agreement and financial disclosure. Successful completion of the Nyukela Public Service Senior Management Leadership 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 an appointment Knowledge, Skills and Competencies: A good understanding of National Land Transport Act 5 of 2009,Decision making, mobilization of stakeholders, Communication and Presentation, Report writing, Conflict management, interviewing skills, negotiation skills, creativity, problem solving and listening skills, team work and coordination, Logical and Analytical thinking, Ability to maintain good relationships, Must be computer literature with excellent knowledge of MS Word, PowerPoint, Outlook and Excel, Understanding of the prescripts such as Public Finance Management Act, Public Service Regulations, Protection of Personal Information Act, Treasury Regulations.

DUTIES : Develop and update provincial land transport policies, strategies and plans in terms of the National Land Transport Act 5 of 2009 Develop norms and

standards related to the operationalisation of the ITPs and its sector plans to ensure uniformity, consistency and the quantification of performance. Manage and co-ordinate public transport stakeholders and forums. Ensure integrated transport planning. Managing the assessment of land use development applications in relation to the impact on transport, traffic and related services. Coordinate aviation, rail and inland waterways services. Coordinate freight and corridor development services. Management of risks, budget, expenditure, human resources, strategic planning, audit issues.

ENQUIRIES : Ms. PN Mokhotla Tel No: (013) 766 6780

POST 10/407 : **DIRECTOR: SCHOLAR TRANSPORT REF NO: DST/HO/140**

SALARY : R1 266 714 per annum, (all-inclusive package)
CENTRE : Head Office
REQUIREMENTS : Grade 12 Certificate plus a 3 year B Degree / B-tech in Transport Management/ Public Management/ administration at (NQF Level 7 as recognised by SAQA) plus extensive work experience in the related field of which 5 years of experience at Middle/Senior Managerial level (Transport). A valid driver's license. Appointment is subject to the signing of a performance agreement and financial disclosure. Successful completion of the Nyukela Public Service Senior Management Leadership 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 an appointment. Knowledge, Skills and Competencies: A good understanding of National Land Transport Act 5 of 2009,Decision making, mobilization of stakeholders, Communication and Presentation, Report writing, Conflict management, interviewing skills, negotiation skills, creativity, problem solving and listening skills, team work and coordination, Logical and Analytical thinking, Ability to maintain good relationships, Must be computer literature with excellent knowledge of MS Word, PowerPoint, Outlook and Excel, Understanding of the prescripts such as Public Finance Management Act, Public Service Regulations, Protection of Personal Information Act, Treasury Regulations.

DUTIES : Oversee the administration of subsidization of scholar transport services. Planning and budgeting of scholar transport services. Manage payment of scholar transport services. Manage, review and implement scholar transport policy. Manage development of scholar transport subsidy management. Manage of scholar transport contracts. Monitor the implementation of scholar transport contracts. Manage scholar transport meetings and forum. Liaison with scholar transport operators. Develop and implement scholar transport monitoring system. Management of risks, budget, expenditure, human resources, strategic planning, audit issues.

ENQUIRIES : Ms. PN Mokhotla Tel No: (013) 766 6780

POST 10/408 : **DIRECTOR: REGISTRATION REF NO: D/R/HO/141**

SALARY : R1 266 714 per annum, (all-inclusive package)
CENTRE : Head Office
REQUIREMENTS : Grade 12 Certificate plus B Degree B Degree / B-tech in Transport Management/ Economics (NQF Level 7 as recognised by SAQA) plus extensive work experience in the related field of which 5 years of experience at Middle/Senior Managerial level (Transport). A valid driver's license. Appointment is subject to the signing of a performance agreement and financial disclosure. Successful completion of the Nyukela Public Service Senior Management Leadership 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 an appointment Knowledge, Skills and Competencies: A good understanding of National Land Transport Act 5 of 2009, Decision making, mobilization of stakeholders, Communication and Presentation, Report writing, Conflict management, interviewing skills, negotiation skills, creativity, problem solving and listening skills, team work and coordination, Logical and Analytical thinking, Ability to maintain good relationships, Must be computer literature with excellent knowledge of MS Word, PowerPoint, Outlook and Excel, Understanding of the prescripts such as Public Finance Management Act, Public Service Regulations, Protection of Personal Information Act, Treasury Regulations.

DUTIES : Manage the Registration of Public Transport Operators. Manage NLTIS. Manage route assessment or verification. Render conflict resolution services. Indirect management of processing the applications for Operating Licensing. Manage human and financial resources. Management of risk within the division. Manage conflict resolution in the Taxi industry. Liaise with conflicted Associations or parties, Municipalities, Traditional authorities, Government Departments and other transport stakeholders during route disputes. Manage assessment of route and operations. Manage Registration Administration System (RAS). Monitor whether taxi associations have fully functional offices and full executive committee in place, Monitor Annual General Meetings of all the taxi Associations. Monitor elections for the executive committees of all taxi associations. Monitor compliance of the taxi association with the standard constitution. Management of risks, budget, expenditure, human resources, strategic planning, audit issues.

ENQUIRIES : Ms. PN Mokhotla Tel No: (013) 766 6780

POST 10/409 : **DIRECTOR: RISK MANAGEMENT REF NO: DRM/HO/142**

SALARY : R1266 714 per annum, (all-inclusive package)
CENTRE : Head Office
REQUIREMENTS : Grade 12 Certificate plus / B Degree B Degree / B-tech in Public Administration/Management/ Risk Management/ Auditing / Forensic Investigation (NQF Level 7 as recognised by SAQA), work experience in the related field of which 5 years of experience at Middle/Senior Managerial level (Risk Management / Forensic Investigation). A valid driver's license. Appointment is subject to the signing of a performance agreement and financial disclosure. Successful completion of the Nyukela Public Service Senior Management Leadership 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 an appointment Knowledge, skills and Competencies: Internal control measures. Protected Disclosure Act. Good communication skills and presentation skills. Must be computer literature with excellent knowledge of MS Word, PowerPoint, Outlook and Excel. Good writing and verbal communication skills. Knowledge of legislative prescript governing the Public Service. Good written and verbal communication skills, high sense of responsibility, Computer literacy, conflict management and analytical skills. Financial management. Interpersonal Relations Report writing.

DUTIES : Manage of risk services. Develop the Risk Policy, Risk Implementation Plan and Risk Management Strategy. Provide enterprise risk management services. Develop of risk registers. Conduct risk assessments. Monitor the Implementation of risk mitigation strategies. Manage risk education awareness services. Conduct workshops on fraud and corruption. Manage development of Awareness program schedule. Develop awareness programme and presentation. Coordinate risk management committee Manage ethics management and fraud preventions. Conduct verification of the financial disclosures. Report of any unethical fraud flatulent. Develop and monitor internal anti-corruption systems and plans. Manage and coordinate fraud management committees. Management of risks, budget, expenditure, human resources, strategic planning, audit issues.

ENQUIRIES : Ms. PN Mokhotla Tel No: (013) 766 6780

POST 10/410 : **DIRECTOR: INTERNAL AUDIT REF NO: D/IA/HO/143**

SALARY : R1266 714 per annum, (all-inclusive package)
CENTRE : Head Office
REQUIREMENTS : Grade 12 Certificate plus a B Degree / B-tech in Commence / Auditing/ Financial Management at (NQF Level 7 as recognised by SAQA) plus extensive work experience in the related field of which 5 years of experience at Middle/Senior Managerial level (Auditing). A valid driver's license. Appointment is subject to the signing of a performance agreement and financial disclosure. Successful completion of the Nyukela Public Service Senior Management Leadership 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 an appointment Knowledge, Skills and Competencies: Internal Audit Framework, Global IIA Standards. Good communication skills and presentation

skills. Must be computer literature with excellent knowledge of MS Word, PowerPoint, Outlook and Excel. Good writing and verbal communication skills. Knowledge of legislative prescript governing the Public Service. Good written and verbal communication skills, high sense of responsibility, Computer literacy, conflict management and analytical skills. Financial management. Interpersonal Relations Report writing.

DUTIES : Provide internal audit assurance services. Review the compliance with laws, regulations, policies, plans, procedures and contracts. Provide performance audit services. Review safeguarding of assets. Review the achievement of strategic goals and objectives. Review the reliability and integrity of information. Management of risks, budget, expenditure, human resources, strategic planning, audit issues.

ENQUIRIES : Ms. PN Mokhotla Tel No: (013) 766 6780

POST 10/411 : **DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: DSCM/HO/144**

SALARY : R1 266 714 per annum, (all-inclusive package)
CENTRE : Head Office
REQUIREMENTS : Grade 12 Certificate plus a 3-year B Degree / B-tech in Public Administration / Management / Financial Management/Supply Chain at (NQF Level 7 as recognised by SAQA) plus extensive work experience in the related field of which 5 years of experience at Middle/Senior Managerial level (Supply Chain). A valid driver's license. Appointment is subject to the signing of a performance agreement and financial disclosure. Successful completion of the Nyukela Public Service Senior Management Leadership 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 an appointment Knowledge, Skills and Competencies: Understanding of the PFMA AND Treasury Regulations, Public Service Act, Public Service Regulation, Protection of Personal Information Act, PAIA. Communication, presentation and report writing. Planning and organizing, Decision making, mobilization of stakeholders, Communication and Presentation, writing of reports and letters, Handling of Conflict and breaking down of resistance to change, negotiation skills, creativity, problem solving and listening skills, teamwork and coordination, compilation of business plans, computer literacy.

DUTIES : Manage demand planning services. Monitor future and frequency of the demand. Monitor expenditure, commodity and industry. Manage the link of demand requirements to the budget. Manage acquisition services. Manage the operation of the finance committee and the bid committees. Monitor compliance with the departmental supply chain management policy. Monitor that supply chain objectives are consistent with government procurement policies. Quality assure bid specifications for compliance to norms and standards. Monitor cost efficiency of procurement process Manage logistical and disposal services. Monitor compliance with supply chain management policies. Management of risks, budget, expenditure, human resources, strategic planning, audit issues.

ENQUIRIES : Ms. PN Mokhotla Tel No: (013) 766 6780

POST 10/412 : **DIRECTOR: COMMUNICATION REF NO: D/C/HO/145**

SALARY : R1266 714 per annum, (all-inclusive package)
CENTRE : Head Office
REQUIREMENTS : Grade 12 Certificate plus B Degree/ B-tech in Public Relations, Media Liaison, Journalism, at (NQF Level 7 as recognised by SAQA) plus extensive work experience in the related field of which 5 years of experience at Middle/Senior Managerial level (Communication). A valid driver's license. Appointment is subject to the signing of a performance agreement and financial disclosure. Successful completion of the Nyukela Public Service Senior Management Leadership 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 an appointment. Knowledge, Skills and Competencies: Excellent communication skills, advance writing, Editing, and verbal skills for various platforms and audiences. understanding of Government communication systems media management and Public Relation. PFMA, Labour Relations Act, Basic Conditions of Employment Act, Public Service Act, Employment Equity Act, Public Service

Regulations, Public Service Interpretation of legislation / policies, Policy/ guideline formulation. Communication (verbal and written), Computer literacy, Organising, Analytical, Problem solving, Budgeting /Financial skills, Innovative, Leadership, Presentation, Innovative.

DUTIES : Manage media liaison and monitoring services Coordinate & monitor radio talk-shows. Coordinate live streaming event. Manage community liaison and event management services. Manage the branding of the department. Manage internal communication, production and Publication services. Manage and coordinate the provision of printing services. Manage and Coordinate the publication of internal newsletters. Management of risks, budget, expenditure, human resources, strategic planning, audit issues.

ENQUIRIES : Ms. PN Mokhotla Tel No: (013) 766 6780

POST 10/413 : **DIRECTOR: OFFICE OF THE HOD REF NO: D/C/HO/146**

SALARY : R1266 714 per annum, (all-inclusive package)
CENTRE : Head Office
REQUIREMENTS : Grade 12 Certificate plus B Degree B-tech/ in Public Management/ Administration at (NQF Level 7 as recognised by SAQA) plus extensive work experience in the related field of which 5 years of experience at Middle/Senior Management level (Administration). A valid driver's license. Appointment is subject to the signing of a performance agreement and financial disclosure. Successful completion of the Nyukela Public Service Senior Management Leadership 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 an appointment Knowledge, Skills and Competencies: Advance writing report able to handle confidential information. PFMA, Labour Relations Act, Basic Conditions of Employment Act, Public Service Act, Employment Equity Act, Public Service Regulations, Public Service Interpretation of legislation / policies, Policy/ guideline formulation. Excellent Communication (verbal and written), Computer literacy, Organising, Analytical, Problem solving, Budgeting /Financial skills, Innovative, Leadership, Presentation, Innovative.

DUTIES : Manage and coordinate matters emanating from Head of the Department. Manage the administrative activities in the office of the HOD. Provide direct secretarial support to the HOD. Manage diary of the HOD. Management of risks, budget, expenditure, human resources, strategic planning, audit issues.

ENQUIRIES : Ms. PN Mokhotla Tel No: (013) 766 6780

POST 10/414 : **DIRECTOR COORDINATION (EPWP) REF NO: D/CEPWP/HO/147**

SALARY : R1 266 714 per annum, (all-inclusive package)
CENTRE : Head Office
REQUIREMENTS : Grade 12 Certificate plus minimum of 3-year Degree / B-tech in Public Management / Administration at (NQF Level 7 as recognised by SAQA) plus extensive work experience in the related field of which 5 years of experience at Middle/Senior Managerial level (EPWP). A valid driver's license. Appointment is subject to the signing of a performance agreement and financial disclosure. Successful completion of the Nyukela Public Service Senior Management Leadership 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 an appointment Knowledge, Skills and Competencies: EPWP policy, EPWP recruitment guidelines, EPWP Reporting System, Knowledge on Microsoft office (excel, word, PowerPoint) and Interpersonal relations. Good understanding in interpreting and applying relevant legislative and regulatory frameworks, including the PFMA, Treasury Regulations, MS Office Suite (Word, Excel, PowerPoint, MS Project). Excellent interpersonal, analytical, report-writing, negotiation, and communication skills.

DUTIES : Manage the coordination and consolidate EPWP business plans. Manage the functional steering committees and district forums in accordance with EPWP norms and standards Provide support to lead sector departments and municipalities to undertake coordination. Facilitate engagement with public bodies in the province across all sectors in accordance with EPWP norms and standards. Promote and visibility of EPWP through marketing, branding and project profiling, manage stakeholder relations and provide technical support

to EPWP stakeholders and public bodies. Management of risks, budget, expenditure, human resources, strategic planning, audit issues.

ENQUIRIES : Ms. PN Mokhotla Tel No: (013) 766 6780

POST 10/415 : **DIRECTOR: FLEET MANAGEMENT (GMT) REF NO: DFM/HO/148**

SALARY : R1 266 714 per annum, (all-inclusive package)
CENTRE : Head Office
REQUIREMENTS : Grade 12 Certificate plus a 3-year Degree/ B-tech in Transport Management / Fleet Management / Logistic Management/ Transport Economics/Public Management/ Administration or related field (NQF Level 7 as recognised by SAQA) plus work experience in the related field of which 5 years of experience at Middle/Senior Managerial level (Transport). A valid driver's license. Appointment is subject to the signing of a performance agreement and financial disclosure. Successful completion of the Nyukela Public Service Senior Management Leadership 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 an appointment Knowledge, Skills and Competencies: Good communication skills and presentation skills. Must be computer literature with excellent knowledge of MS Word, PowerPoint, Outlook and Excel. Good writing and verbal communication skills. Knowledge of legislative prescript governing the Public Service. Good written and verbal communication skills, high sense of responsibility, Computer literacy, conflict management and analytical skills. Financial management. Interpersonal Relations, MS Office Suite (Word, Excel, PowerPoint). Excellent interpersonal and analytical, report-writing.

DUTIES : Manage the administration of the provision of provincial government motor transport. Develop and monitor the implementation of provincial government motor transport policies and guidelines. Facilitate procurement of fleet. Administer the registration and licensing of the fleet. Monitor the compliance with subsidized motor transport policy and the implementation of transversal contract. Co-ordinate auction services. Maintain provincial fleet register. Conduct investigation on fleet related matters. Manage accidents and losses (Includes claims, liaise with State Attorneys, risk etc). Monitor utilization of provincial fleet, compliance with transversal contract and policies. Management of risks, budget, expenditure, human resources, strategic planning, audit issues.

ENQUIRIES : Ms. PN Mokhotla Tel No: (013) 766 6780

POST 10/416 : **DIRECTOR: POLICY DEVELOPMENT & RESEARCH REF NO: DPDR//HO/149**

SALARY : R1 266 714 per annum (Level 13), (all-inclusive package)
CENTRE : Head Office
REQUIREMENTS : Grade 12 Certificate plus B Degree / B-tech in Research, Social Science, Public policy, Economic/ Public administration and Development studies at (NQF Level 7 as recognized by SAQA) plus work experience in the related field of which 5 years of experience at Middle/Senior Managerial level (Transport). A valid driver's license. Appointment is subject to the signing of a performance agreement and financial disclosure. Successful completion of the Nyukela Public Service Senior Management Leadership 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 an appointment. Knowledge, Skills and Competencies: Proven experience in designing, managing& implementing research projects and programmes, Policy frameworks, policy legislative instruments. Conducting qualitative and quantitative research and applying methods and approach, Managing policy research and consultative processes. Advanced proficiency in MS Office (Word, Excel, PowerPoint). Strong written and verbal communication, negotiation, planning, and organisational skills. Stakeholder engagement, Strategic thinking and ability to translate policy into actionable programmes, project and people management capabilities.

DUTIES : Manage and guide the department on policy development processes and ensure its alignment with the national, provincial legislative frameworks. Coordinate the development of departmental policies. Provide advisory services on policy development Review of existing departmental policy. Provide secretariat function to the policy committee. Manage the development

of departmental research strategy and research agenda as well as oversee the implementation of research studies of the department. Manage research round table discussions to improve policy discussions, policy options as well as development for the research agenda for the department. Facilitate customer and stakeholder's feedback processes focused on continuous improving the level of service delivery. Coordinate and undertake commissioned research related to the department problems Collect and manage statistical data. Advice the department on research findings and recommendations. Management of risks, budget, expenditure, human resources, strategic planning, audit issues.

ENQUIRIES : Ms. PN Mokhotla Tel No: (013) 766 6780

POST 10/417 : **DIRECTOR: STRATEGIC PLANNING REF NO: D/SP/HO/150**

SALARY : R1 266 714 per annum (Level 13), (all-inclusive package)
CENTRE : Head Office
REQUIREMENTS : Grade 12 Certificate plus B Degree / B-tech in Public Policy, Economic/ Public Administration and Development Studies at (NQF Level 7 as recognised by SAQA) plus work experience in the related field of which 5 years of experience at Middle/Senior Managerial level (Administration). A valid driver's license. Appointment is subject to the signing of a performance agreement and financial disclosure. Successful completion of the Nyukela Public Service Senior Management Leadership 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 an appointment. Knowledge, Skills and Competencies: Proven experience in editing, managing& implementing programmes, Policy frameworks, policy legislative instruments and consultative processes. Advanced proficiency in MS Office (Word, Excel, PowerPoint). Strong written and verbal communication, negotiation, planning, and organisational skills. Stakeholder engagement, Strategic thinking and ability to translate policy into actionable programmes and people management capabilities. knowledge of relevant prescripts applicable to the section. Good communication skills both verbal and written. Advanced proficiency in MS Office (Word, Excel, PowerPoint). Computer literacy especially. Sound Presentation Skills, Problem Solving, Planning and Organising, Strong Analytical Skills.

DUTIES : Manage the compilation and generation of relevant quality business plans. Manage the alignment of the departmental medium strategic framework to local, provincial and national strategies. Develop and implement the strategic performance plans [Annual Performance Plans (APP) and Operational Plans (OP)] for the Department. Manage the alignment of the departmental medium strategic framework to Local, Provincial and National. Management of risks, budget, expenditure, human resources, strategic planning, audit issues.

ENQUIRIES : Ms. PN Mokhotla Tel No: (013) 766 6780

POST 10/418 : **DIRECTOR: PROPERTY DEVELOPMENT REF NO: D/PD/HO/151**

SALARY : R1 266 714 per annum (Level 13), (all-inclusive package)
CENTRE : Head Office
REQUIREMENTS : Grade 12 Certificate B Degree/ B-tech in Property Management / Real Estate / Property Studies (NQF Level 7 as recognised by SAQA) plus work experience in the related field of which 5 years of experience at Middle/Senior Managerial level (Property). A valid driver's license. Appointment is subject to the signing of a performance agreement and financial disclosure. Successful completion of the Nyukela Public Service Senior Management Leadership 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 an appointment Knowledge, Skills and Competencies Good communication skills and presentation skills. Must be computer literature with excellent knowledge of MS Word, PowerPoint, Outlook and Excel. Good writing and verbal communication skills. Knowledge of legislative prescript governing the Public Service. Good written and verbal communication skills, high sense of responsibility, Computer literacy, conflict management and analytical skills. Public Finance Management Act. Interpersonal Relations Report writing. Promotion of Access to Information Act, Protecting of Personal Information Act, Problem-Solving Planning and organizing, Decision making, mobilization of stakeholders, communication and presentation, Writing of reports, Conflict management.

DUTIES : Oversee and manage the Mpumalanga Provincial Asset Register Portfolio. Manage assets performance in terms of operational, utilization of space and statutory compliance. Ensure correctness of records/data captured in the Asset Register System as per asset register minimum requirements. Identify un-surveyed state land for surveying services. Manage the vesting process and ensure that assets are registered under Mpumalanga Provincial Government. Ensure legislative compliance with GIAMA, PFMA, NT regulations and MCS. Prepare the audit processes and mitigate AG findings for the directorate. Prepare and submit of monthly, quarterly and annual reports. Preparation of Annual Financial Statements (AFS) disclosure. Liaison with external and internal stakeholders. Interpret conditions assessment, SG diagrams, Title Deeds, Municipal valuation roll. Asset Values and updating of Immovable Asset Register. Management of Risk and Human Resource. Attend Provincial GIAMA and meetings and National IAR and vesting task team.

ENQUIRIES : Ms. PN Mokhotla Tel No: (013) 766 6780

OTHER POSTS

POST 10/419 : **CHIEF ENGINEER ELECTRICAL GRADE A (HEALTH, PUBLIC WORKS, OTHER DEPARTMENT INFRASTRUCTURE IMPLEMENTATION) REF NO: CEE/B/HO/10**

SALARY : R1 266 450 per annum, (all-inclusive package), (OSD)
CENTRE : Head Office
REQUIREMENTS : Grade 12 Certificate plus minimum of 3-year B Degree / B-tech Degree in BSC / BEng Degree / Electrical Engineering. (NQF Level 7 as recognised by SAQA) Compulsory Registration with Engineering Council of South Africa as Engineer (ECSA) as a Professional: Electrical Engineer / Technologist plus 5 years relevant working experience at as Engineer/Technologist Valid drivers' licence and computer literacy are essential. Knowledge, Skills and Competencies: Good understanding in interpreting and applying relevant legislative and regulatory frameworks, including the PFMA, Treasury Regulations, CIDB Act, Construction Regulations, and the National Building Regulations (NBR). Knowledge of infrastructure procurement, contract documentation, and administration (JBCC, GCC, FIDIC). Ability to provide technical guidance on lifecycle costing, building standards, value engineering and sustainable infrastructure design. Strong project and programme management capabilities, including performance monitoring and reporting. Proficiency in engineering design software and MS Office Suite (Word, Excel, PowerPoint, MS Project). Excellent interpersonal, analytical, report-writing, negotiation, and communication skills.

DUTIES : Lead and coordinate implementation of public building infrastructure projects in line with national norms and standards. Develop, review, and monitor Infrastructure Programme Management Plans (IPMP) and Infrastructure Programme Implementation Plans (IPIP) for client departments for procurement schedules. Manage implementation and close out of projects including contract management in line with budgets, timeframes and quality standards. Prepare and present progress reports. Coordinate infrastructure implementation in the districts. Provide strategic and technical input into project scoping and feasibility assessments of infrastructure projects. Provide mentorship and professional guidance to junior engineers, technologists, and project managers within the department.

ENQUIRIES Ms. PN Mokhotla Tel No: (013) 766 6780

POST 10/420 : **CHIEF ENGINEER MECHANICAL ENGINEERING GRADE A REF NO: CEPA BM/HO/11**
Building Infrastructure Design

SALARY : R1 266 450 per annum, (all-inclusive package), (OSD)
CENTRE : Head Office
REQUIREMENTS : Grade 12 Certificate plus minimum of 3-year B Degree / B-tech Degree in BSC / BEng Degree / Mechanical Engineering. (NQF Level 7 as recognised by SAQA), Compulsory Registration with Engineering Council of South Africa as Engineer (ECSA) as a Professional: Mechanical Engineer / Technologist plus 5 years relevant working experience at as Engineer/Technologist in Mechanical Engineering Valid drivers' licence. Knowledge, Skills and Competencies: Experience in planning, of building infrastructure projects. Understanding and

interpreting, applying relevant legislative and regulatory frameworks, including the PFMA, Treasury Regulations, CIDB Act, Construction Regulations, and the National Building Regulations (NBR). Knowledge of infrastructure procurement, contract documentation, and administration (JBCC, GCC, FIDIC). Ability to provide technical guidance on lifecycle costing, building standards, value engineering and sustainable infrastructure design. Strong project and programme management capabilities, including performance monitoring and reporting. Proficiency in engineering design software and MS Office Suite (Word, Excel, PowerPoint, MS Project). Excellent interpersonal, analytical, report-writing, negotiation, and communication skills.

DUTIES : Lead and coordinate the Design of infrastructure projects in line with national norms and standards. Develop, review, and monitor Infrastructure Programme Management Plans (IPMP) and Infrastructure Programme Implementation Plans (IPIP) for client departments, allocate projects and finalise procurement schedules. Develop and enforce standard design. Manage design of infrastructure programmes/ projects for client departments. Undertake projects, feasibility studies and obtain planning approval. Compile and prepare report project performance. Manage structural designs, technical support and general office drawing services. Provide standards and specifications for structures. Manage procurement of service providers in close collaboration with Departmental SCM. Provide mentorship and professional guidance to junior engineers, technologists, and project managers within the department.

ENQUIRIES Ms. PN Mokhotla Tel No: (013) 766 6780

POST 10/421 : **CHIEF ENGINEER GRADE A (ROAD MAINTENANCE) REF NO: CEE/GER/161**

SALARY : R1 266 450 per annum, (all-inclusive package), (OSD)
CENTRE : Gert Sibande
REQUIREMENTS : Grade 12 Certificate plus 3-year Degree B-tech degree/ Civil/ Structural Engineering. (NQF Level 7 as recognised by SAQA) Compulsory Registration with Engineering Council of South Africa as Engineer (ECSA) as a Professional: Engineer/Technologist plus 5 years relevant working experience at as Engineer/Technologist Valid drivers' licence and computer literacy are essential. Knowledge, Skills and Competencies: Good understanding in interpreting and applying relevant legislative and regulatory frameworks, including the PFMA, Treasury Regulations, CIDB Act, Construction Regulations. Good knowledge of infrastructure procurement, contract documentation, and administration (JBCC, GCC, FIDIC). Ability to provide technical guidance on lifecycle costing, Roads standards, value engineering and sustainable infrastructure design. Strong project and programme management capabilities, including performance monitoring and reporting. Proficiency in engineering design software and MS Office Suite (Word, Excel, PowerPoint, MS Project). Excellent interpersonal, analytical, report-writing, negotiation, and communication skills.

DUTIES : Manage roads special maintenance services at the district. Manage and execute the maintenance of roads and street monitor and control roads maintenance projects at the district. Monitor and control the quality of work done by contractors at the district. Manage material design. Enforce road ordinance, protection Acts and administer maintenance contracts. Ensure effective maintenance of roads at the district. Maintain roads systems and provide training services. Develop and maintain bridge management system. Develop and maintain maintenance management system. Develop and maintain pavement management system. Co-ordinate training services to officials for operating heavy equipment's. Management of risks, budget, expenditure, human resources, strategic planning, audit issues. Write of reports.

ENQUIRIES Ms. PN Mokhotla Tel No: (013) 766 6780

POST 10/422 : **DEPUTY DIRECTOR: PROPERTY MANAGEMENT REF NO: DDPD/HO/03**
Prestige Accommodation Services

SALARY : R1 059 105 per annum (Level 12), (all-inclusive package)
CENTRE : Head Office
REQUIREMENTS : Grade 12 plus a 3-year B Degree / B-tech in Property Management / Real Estate/ Property Studies / Immovable Asset Management (NQF Level 7 as recognised by SAQA), plus 3 years relevant working experience at an Assistant

Director level. Experience in field of Immovable asset Management. Valid drivers' licence and computer literacy are essential. Knowledge, Skills and Competencies: Public Financial Management Act (PFMA). Project Management. Immovable Asset Management. Government-Wide Immovable Asset Management Act (GIAMA). Preferential Procurement Policy Framework Act (PPPFA). Occupational Health & Safety Act (OHSA), Hiring and Letting. Analytical thinking. Problem Solving. Project Management. Presentation. Planning and organising. Communication (verbal and written). Report Writing.

DUTIES : Manage hiring and letting of VIP/ Prestige and other residential accommodation. Manage and maintain all VIP/ Prestige and other residential accommodation. Manage and maintain the Parliamentary Village. Manage the provision of furniture and appliances for the VIP/ Prestige accommodation. Manage routine inspections on all VIP/Prestige and other residential accommodation. Manage the VIP/ Prestige and other residential accommodation register. Monitor the compliance with the Member's handbook. Manage municipal accounts. Manage resources of the section (human, financial, assets. Lease of immovable assets. Manage municipal account.

ENQUIRIES : Mr. SI Mazibuko Tel No: (013) 766 6961

POST 10/423 : **DEPUTY DIRECTOR: PROPERTY VALUATION REF NO: DDPW/HO/04**

SALARY : R1 059 105 per annum (Level 12), (all-inclusive package)
CENTRE : Head Office
REQUIREMENTS : Grade 12 Certificate plus a 3-year B Degree / B-tech Degree in Real Estate / Property Valuation (NQF Level 7 as recognised by SAQA). Registered as a Professional Valuer with the South African Council of Property Valuers (SACPV), plus 3 years working experience at an Assistant Director level. Experience in the related field of property valuation. A valid driver's licence. Knowledge, Skills and Competencies: Decision making, mobilization of stakeholders. Communication and Presentation. Report writing. Conflict management. Interviewing skills. Negotiation skills. Problem solving. Logical and Analytical thinking. Ability to maintain good relationships. Ability to judge results and circumstances objectively. Ability to work in a team. Self-control. Sense of Responsibility. Ability to produce accurate work. Reliability and tactful work under pressure and meet deadlines. Understanding of the prescripts such as Public Finance Management Act, Public Service Regulations, Municipal Property Rates Acts, Government Immovable Assets Management Act (GIAMA), Protection of Personal Information Act, Treasury Regulations, PPPFA and SCM processes.

DUTIES : Develop, review and maintain valuation services, policies and procedures. Undertake research on current best practices in relation to property valuation services. Develop, implement and maintain property valuations policies, procedures and frameworks in line with applicable prescripts. Ensure compliance with related prescripts, delegations and procedures. Communicate all property valuations policies and procedures to relevant stakeholders. Establish proper property valuations governance processes and internal control measures. Execute property valuation services in line with applicable standards. Carry out valuations for acquisition or disposal of property, Property market related values for Immovable Asset Register. Compile detailed valuation reports to clients. Review and object to Municipal General Valuation Rolls and relevant Municipal Supplementary valuations, Draft evaluation reports for submission to the Land Affairs Board, certify correctness of valuations reports to the Department. Indicate any changes in the properties and ensure maintenance of records. Represent the Department in valuation disputes. Appoint and coordinate external valuations processes and relationships. Review and assess private evaluators' reports and services. Collaborating with external and internal stakeholders.

ENQUIRIES : Mr. SI Mazibuko Tel No: (013) 766 6961

POST 10/424 : **DEPUTY DIRECTOR: PROPERTY MANAGEMENT (X2 POSTS)**

SALARY : R896 436 per annum (Level 11), (all-inclusive package)
CENTRE : Thulamahashe Ref No: DDPM/THU/05, Re -advert)
Nkangala Ref No: DDPM/NKA/156
REQUIREMENTS : Grade 12 Certificate plus a 3-year B Degree / B-tech in Property Management / Real Estate / Property Studies (NQF Level 7 as recognised by SAQA). plus 3 years working experience at an Assistant Director level. Experience in the

related field of Property Management. A valid driver's licence Knowledge, Skills and Competencies: Thorough knowledge of prescripts applicable in the Public Service and Property & Facilities Management Environment. Good communication skills both verbal and written at all levels. Computer literacy with excellent knowledge of MS Word, PowerPoint, Outlook and Excel. Sound presentation, problem solving and report writing abilities. Financial management, asset management, people management, conflict management and good interpersonal relations. Strong negotiation skills, ability to work under pressure and willingness to work long hours.

DUTIES : Facilitate payment of property rates and taxes in the districts. Ensure payments, collection of rental and user charges. Accurate reconciliation of payments, rental collection and user charges. Rendering of property administrative support services. Management of districts' asset registers. Effective management of shared services (water, electricity, telephones, etc.). Ensure compliance with Occupational Health and Safety and other related prescripts. Management of personnel and financial resources. Coordination of reports.

ENQUIRIES : Mr. SI Mazibuko Tel No: (013) 766 6961

POST 10/425 : **DEPUTY DIRECTOR: PROVINCIAL WORKSHOP REF NO: DDPW/HO/06**
(Re-advert)

SALARY : R896 436 per annum (Level 11), (all-inclusive package)
CENTRE : Head Office
REQUIREMENTS : Grade 12 Certificate plus a 3-year B Degree Requirements: (minimum of 3-year Degree (NQF level 7 as recognised by SAQA) in Mechanical Engineering, studies plus work experience at an Assistant Director level in Mechanical. Experience in the related field of Mechanical Engineering A valid driver's licence Knowledge, skills and Competencies: Good communication skills both written and verbal and presentation skills. Must be computer literature with excellent knowledge of MS Word, PowerPoint, Outlook and Excel. Knowledge of legislative prescript governing the Public Service. High sense of responsibility. Conflict management and analytical skills. Financial management. Interpersonal relations. Report writing.

DUTIES : Management of maintenance and repairs to Government owned vehicle fleet. Manage breakdown services to Government owned fleet. Manage accident repairs. Manage technical personnel at Government Garage. Advice on the withdrawal of motor vehicles and board yards. Facilitate maintenance and repairs to government owned fleet. Provide advice to provincial Departments regarding maintenance, repairs and withdrawal of government owned vehicles. Manage the implementation and compliance of all national contracts, policies and other related government owned vehicle prescripts. Facilitate breakdown services and board yards. Respond to audit queries. Supervise and manage the section.

ENQUIRIES : Mr. SI Mazibuko Tel No: (013) 766 6961

POST 10/426 : **DEPUTY DIRECTOR: EPWP (COORDINATION) REF NO: DDPW/HO/07**

SALARY : R896 436 per annum (Level 11), (all-inclusive package)
CENTRE : Head Office
REQUIREMENTS : Grade 12 Certificate plus a 3-year B Degree / B-tech in Public Management /Administration (NQF level 7 as recognised by SAQA), plus 3 years relevant working experience at an Assistant Director level. Experience in the related field of EPWP. A valid driver's licence. Knowledge, Skills and Competencies: EPWP policy. EPWP recruitment guidelines. EPWP Reporting System. Knowledge on Microsoft office (excel, word, PowerPoint) and Interpersonal relations.

DUTIES : Manage the coordination and consolidate EPWP business plans. Manage the functional steering committees and district forums in accordance with EPWP norms and standards. Provide support to lead sector departments and municipalities to undertake coordination. Facilitate engagement with public bodies in the province across all sectors in accordance with EPWP norms and standards. Promote and visibility of EPWP through marketing, branding and project profiling. Manage stakeholder relations and provide technical support to EPWP stakeholders and public bodies. Manage Resources (human, financial, assets/ equipment).

ENQUIRIES : Mr. SI Mazibuko Tel No: (013) 766 6961

POST 10/427	:	**DEPUTY DIRECTOR: RECORDS MANAGEMENT REF NO: DDRM/HO/08**
SALARY	:	R896 436 per annum (Level 11), (all-inclusive package)
CENTRE	:	Head Office
REQUIREMENTS	:	Grade 12 Certificate plus a 3-year B Degree / B-tech in Library and Information Science / Archives and Records Management (NQF level 7 as recognised by SAQA), plus 3 years relevant working experience at an Assistant Director level. Experience in the related field of Records Management. A valid driver's licence. Knowledge, Skills and Competencies: Understanding of Mpumalanga Archives and Records Service Act. Understanding of the PFMA. Public Service Act. Public Service Regulation. Protection of Personal Information Act. PAIA. Communication skills both verbal and writing. Presentation and report writing skills.
DUTIES	:	Provide registry and records / data management services. Monitor and review records management policies. Develop and implement Knowledge management strategy. Promote and ensure overall compliance with Promotion of Access to Information Act (PAIA) & Protection of Personal Information Act (POPIA).
ENQUIRIES	:	Mr. SI Mazibuko Tel No: (013) 766 6961
POST 10/428	:	**DEPUTY DIRECTOR: LABOUR RELATIONS REF NO: DDLR/HO/09**
SALARY	:	R896 436 per annum (Level 11), (all-inclusive package)
CENTRE	:	Head Office
REQUIREMENTS	:	Grade 12 Certificate plus 3 years B Degree / B-tech in Labour Law / Labour Relations / Employee Relations (NQF Level 7 as recognised by SAQA), plus 3 years relevant working experience at an Assistant Director level. Experience in the related field of Employee relations. A valid driver's licence. Knowledge, Skills and Competencies: PFMA. Labour Relations Act. Basic Conditions of Employment Act. Public Service Act. Employment Equity Act. Public Service Regulations. Public Service Commission's rules for dealing with complaints and grievances. Public Service Coordinating Bargaining Council's Resolutions. Interpretation of legislation / policies. Policy/ guideline formulation. Communication (verbal and written). Computer literacy. Organising, Analytical. Problem solving. Budgeting / Financial skills. Innovative. Leadership skills. Negotiating skills. Presentation skills. Innovative.
DUTIES	:	Development and implementation of Labour Relation Policies. Management and implementation of discipline in the Department and the Code of Conduct. Implementation of Code of Conduct. Advance sound labour relations through the addressing of grievances, conflicts and disputes. Provision of Labour Relations support to the Department on Labour Relation matters. Facilitation of Capacity programmes in the Labour Relations field. Create and maintain labour relations database.
ENQUIRIES	:	Mr. SI Mazibuko Tel No: (013) 766 6961
POST 10/429	:	**DEPUTY DIRECTOR: POLICY DEVELOPMENT REF NO: D/DPD/HO/152**
SALARY	:	R896 436 per annum (Level 11), (all-inclusive package)
CENTRE	:	Head Office
REQUIREMENTS	:	Grade 12 Certificate plus a / B-tech B Degree in, Business administration, Public Policy, / Public Administration / Management and Development studies (NQF Level 7 as recognised by SAQA), plus 3 years' work experience as an Assistant Director level in Policy Research and Experience in the field of policy development, Strategic planning and policy& research. A valid driver's licence Knowledge, Skills and Competencies: Proven experience in developing, reviewing & implementing policies projects and strategic frameworks, conducting policy research and analysis to support evidence-based decision making, drafting policy proposal. Managing policy research and consultative processes. Advanced proficiency in MS Office (Word, Excel, PowerPoint). Strong written and verbal communication, negotiation, planning, and organisational skills. Stakeholder engagement, Strategic thinking and ability to translate policy into actionable programmes, project and people management capabilities. Internal control measures, Public Service Act, planning, Report writing, computer skills, interpersonal skills, communication.
DUTIES	:	Manage and guide the department on policy development processes and ensure its alignment with the national, provincial legislative frameworks.

Coordinate the development of departmental policies. Provide advisory services on policy development Review of existing departmental policy. Provide secretariat function to the policy committee. Management of risks, budget, expenditure, human resources, strategic planning, audit issues.

ENQUIRIES : Mr. SI Mazibuko Tel No: (013) 766 6961

POST 10/430 : **DEPUTY DIRECTOR: MONITORING & EVALUATION (EPWP) REF NO: DD/ME/EPWP/HO/154 (X2 POSTS)**

SALARY : R896 436 per annum (Level 11), (all-inclusive package)
CENTRE : Head Office
REQUIREMENTS : Grade 12 Certificate plus a B-tech /B Degree in Public Management / Administration (NQF Level 7 as recognised by SAQA), plus 3 years' work experience as an Assistant director level. Experience in the field of EPWP. A valid driver's licence. Knowledge, Skills and Competencies: Knowledge of the Public Service Regulations, Public Service Act, Promotion of Access to Information Act, Protecting of Personal Information Act, Act Public Finance Management Act, Treasury Regulations, Advanced proficiency in MS Office (Word, Excel, PowerPoint). Strong written and verbal communication, negotiation, planning, and organisational skills. Stakeholder engagement, Decision making, mobilization of stakeholders, presentation, Report writing, Conflict Management, teamwork and coordination, and computer literacy.

DUTIES : Manage EPWP data and reporting. Monitor creation of work opportunities in respect to the targets if the different public bodies across the different sectors. Monitor projects for compliance to EPWP norms by the different public bodies. Evaluate the impact of projects/programmes implemented. Provide capacity building of stakeholders and public bodies in terms of reporting EPWP reporting system. Management of risks, budget, expenditure, human resources, strategic planning, audit issues. Assess progress against sector specific EPWP Targets. Report progress outputs in all EPWP Performance Indicators. Verify accuracy and consistency of reported data against project records. Establish and maintain data base on captured projects in the EPWP Reporting System Perform qualitative and quantitative assessments on EPWP data. Evaluate compliance with programme standards and policy imperatives. Determine socio economic impact of EPWP Initiatives across spheres of Government. Provide capacity building support to all Municipalities and Provincial Departments.

ENQUIRIES : Mr. SI Mazibuko Tel No: (013) 766 6961

POST 10/431 : **DEPUTY DIRECTOR: LABOUR RELATIONS REF NO: DDLR/HO/155**

SALARY : R896 436 per annum (Level 11), (all-inclusive package)
CENTRE : Head Office
REQUIREMENTS : Grade 12 Certificate plus 3 years B-tech /Degree in Labour Law / Labour Relations / Employee Relations (NQF Level 7 as recognised by SAQA), plus 3 years relevant working experience at an Assistant Director level. Experience in the related field of Employee relations. A valid driver's licence. Knowledge, Skills and Competencies: PFMA, Labour Relations Act, Basic Conditions of Employment Act, Public Service Act, Employment Equity Act, Public Service Regulations, Public Service Commission's rules for dealing with complaints and grievances, Public Service Coordinating Bargaining Council's Resolutions, Interpretation of legislation / policies, Policy/ guideline formulation. Communication (verbal and written), Computer literacy, Organising, Analytical, Problem solving, Budgeting /Financial skills, Innovative, Leadership, Negotiating, Presentation, Innovative.

DUTIES : Promote and administer collective bargaining including leading of negotiations with trade unions at Department, Provincial, or National levels (PSCBC/GPSSBC). Manage and represent the Department in disputes, conciliations, and arbitration hearings at CCMA or Bargaining Councils. Develop and implement Labour Relations policies, strategies, and procedures regarding employee relations, disciplinary action, and grievances. Interpret labour legislation (LAA, BCEA, EEA) and apply public service regulations to ensure compliance. Coordinate and monitoring of implementation of labour policies and agreements. Minimize strikes and labour unrest.

ENQUIRIES Mr. SI Mazibuko Tel No: (013) 766 6961

POST 10/432 : **DEPUTY DIRECTOR: HRU& CD REF NO: DD/HRU &CD/EHL/157**

SALARY : R896 436 per annum (Level 11), (all-inclusive package)
CENTRE : Ehlanzeni
REQUIREMENTS : Grade 12 Certificate plus a B-tech / B Degree in Human Resource Management/Development/Public Management/Administration (NQF Level 7 as recognized by SAQA), plus 3 years' work experience as an Assistant level. Experience in the field of Human Resource Management. Valid drivers' licence, PERSAL and computer literacy are essential. Knowledge, Skills and Competencies: Knowledge of Public Service Act, PFMA and other related legislations. Public Finance Management Act, Treasury Regulations, Good communication (verbal, written and presentation) skills. Strong leadership and management skills and the ability to develop a strong working team, Good interpersonal relations, financial management skills. Change management Analytical thinking. Presentation. Planning and organising. Report Writing. People management and empowerment. Client orientation and customer focus will be an added advantage.
DUTIES : Manage induction Programmes i.e. (BB2E, Orientation, re-orientation Compulsory Induction Programmes). Manage leaner ships, internship and apprenticeship programmes. Co-ordinate training and development of employees. Implement performance management system. Co-ordinate and development of the district workplace skills Programmes. Conduct skills audit in the districts. Management of risks, budget, expenditure, human resources, strategic planning, audit issues.
ENQUIRIES : Mr. SI Mazibuko Tel No: (013) 766 6961

POST 10/433 : **DEPUTY DIRECTOR: HRU& CD LEARNERSHIP & INTERNSHIP REF NO: DD LI/HRU&CD/HO/158**

SALARY : R896 436 per annum (Level 11), (all-inclusive package)
CENTRE : Head Office
REQUIREMENTS : Grade 12 Certificate plus a B-tech / B Degree in Human Resource Management/Development/Public Management/Administration (NQF Level 7 as recognized by SAQA), plus 3 years' work experience as an Assistant level. Experience in the field of Human Resource Management. Valid drivers' licence, PERSAL and computer literacy are essential. Knowledge, Skills and Competencies: Knowledge of Public Service Act, PFMA and other related legislations. Public Finance Management Act, Treasury Regulations, Good communication (verbal, written and presentation) skills. Strong leadership and management skills and the ability to develop a strong working team, Good interpersonal relations, financial management skills. Change management Analytical thinking. Presentation. Planning and organising. Report Writing. People management and empowerment. Client orientation and customer focus will be an added advantage.
DUTIES : Establish, Facilitate and implement learnership programmes. Develop learnership guidelines and curriculum. Coordinate internship programmes. Market Internship and Learnership programmes. Facilitate mentorship programmes. Implement / Facilitate the induction on the BB2 Manage induction Programmes i.e. (BB2E, Orientation, re-orientation Compulsory Induction Programmes). Manage leaner ships, internship and apprenticeship programmes. Co-ordinate training and development of employees. Implement performance management system. Co-ordinate and development of the district workplace skills Programmes. Conduct skills audit in the districts. Management of risks, budget, expenditure, human resources, strategic planning, audit issues.
ENQUIRIES : Mr. SI Mazibuko Tel No: (013) 766 6961

POST 10/434 : **CONTROL TRANSPORT INSPECTOR (X2 POSTS)**

SALARY : R896 436 per annum (Level 11)
CENTRE : Nkangala Ref No: CTI/NKA/159
Bohlabela Ref No: CTI/BOH/160
REQUIREMENTS : Grade 12 Certificate plus Traffic Officers Diploma plus National Diploma in Transport Management (NQF level 6 as recognized by SAQA) plus 3 years' work experience as Chief Transport Inspector. Experience in the related field of Inspectorate A valid driver's license. No criminal record and willingness to undergo the process of security clearance. Knowledge, Skills and

Competencies: Thorough knowledge of prescripts applicable in the Public Service and Traffic or Road Transport Management Environment. Good communication skills both verbal and written at all levels. Computer literacy with excellent knowledge of MS Word, PowerPoint, Outlook and Excel. Sound presentation, problem solving and report writing abilities. Project management, people management, crowd management, conflict management and good interpersonal relations. The ability to work under pressure and willingness to work long hours.

DUTIES : Coordinate law enforcement management in the district. Coordinate stakeholder relations with municipalities and Law Enforcement Agencies (LEAs). Manage the implementation of public law operations and gathering of statistics. Develop a monitoring mechanism for law enforcement operations. Develop new strategies and models to improve service delivery Management of risks, budget, expenditure, human resources, strategic planning, audit issues. Write of reports.

ENQUIRIES Mr. SI Mazibuko Tel No: (013) 766 6961

POST 10/435 : **ENGINEER TECHNICIAN CONTROL A (DESIGN AND MATERIAL) REF NO: ETCA//HO/12**

SALARY : R551 493 per annum, (all-inclusive package), (OSD)
CENTRE : Head Office
REQUIREMENTS : Grade 12 plus 3-year National Diploma in Engineering (NQF Level 6 as recognized by SAQA). Six years post qualification technical engineering experience. Compulsory registration with the Engineering Council of South Africa (ECSA) minimum as a Professional Engineering Technician. Valid drivers' licence and proficiency in computer applications are essential. A relevant work experience in the design and material environment, with at least 2 years being post-registration. Knowledge, Skills and Competencies: Sound knowledge of the planning, implementation, and management of Roads maintenance and refurbishment projects in the public sector. Familiarity with relevant legislation, policies, and regulations including the PFMA, CIDB Act, Occupational Health and Safety Act Experience in contract documentation, procurement processes, and administration (JBCC, GCC, or similar). Understanding of Roads Maintenance Environment, life cycle costing, and facilities maintenance management systems. Good knowledge of engineering and maintenance planning software (e.g., Civil Designer, Prokon, AutoCAD). Advanced proficiency in MS Office (Word, Excel, PowerPoint) and project tracking tools. Strong written and verbal communication, negotiation, planning, and organisational skills. Ability to manage contractors and service providers on site and coordinate multiple maintenance teams.

DUTIES : Manage design of materials, pavements and methods of treatment. Provide standards and specification for materials and treatment of materials. Prescribe testing methods and execute quality control on materials and processes. Manage technical measurements. Prepare technical and performance reports, assist in budgeting processes, and contribute to infrastructure reporting to oversight bodies

ENQUIRIES Mr. SI Mazibuko Tel No: (013) 766 6961

POST 10/436 : **PROJECT COORDINATOR: EPWP NKANGALA DISTRICT REF NO: PCEPWP/NK/162**

SALARY : R582 444 per annum (Level 10)
CENTRE : Nkangala District
REQUIREMENTS : Grade 12 Certificate plus a 3-year National diploma/ B Degree in Public Management / Administration (NQF Level 6 as recognised by SAQA), plus 3 years' work experience as an administrative officer level. Experience in the field of EPWP. A valid driver's license. Knowledge, Skills and Competencies: Knowledge of EPWP Environment the Public Service Regulations, Public Service Act, Promotion of Access to Information Act, Protecting of Personal Information Act, Act Public Finance Management Act, Treasury Regulations, Advanced proficiency in MS Office (Word, Excel, PowerPoint). Strong written and verbal communication, negotiation, planning, and organisational skills. Stakeholder engagement, Decision making, mobilization of stakeholders, presentation, Report writing, Conflict Management, teamwork and coordination, and computer literacy.

DUTIES : Coordinate the provision of Expanded Public Works Programmes. Render EPWP monitoring services at the districts. Contribute to the training of artisans and labour-intensive practitioner. Implement youth services and contractor development programmers. Provide support to municipalities. Management of law enforcement officials and financial resources. Coordination of reports.

ENQUIRIES Mr. SI Mazibuko Tel No: (013) 766 6961

POST 10/437 : **ASSISTANT DIRECTOR: SECURITY MANAGEMENT (X2 POSTS)**

SALARY : R582 444 per annum (Level 10)
CENTRE : Ehlanzeni Ref No: ADSM/EHL/13
Bohlabela Ref No: ADSM/THU/14

REQUIREMENTS : Grade 12 Certificate plus a 3-year National Diploma in Security Management / Security Risk Management / Policing (NQF Level 6 as recognised by SAQA). Professional registration with PSIRA Grade A, plus a 3-years work experience as a Security Officer. No criminal record. Valid drivers' licence and computer literacy. Knowledge, Skills and Competencies: knowledge of relevant prescripts applicable to the section. Good communication skills both verbal and written. Computer literacy especially Microsoft Excel. Sound Presentation Skills. Problem Solving. Planning organising, leading and control. Strong Analytical Skills and Facilitation Skills. Records Management and Security Management. Knowledge in security organisation and administration, physical, personnel, information and ICT security. Knowledge of investigation processes.

DUTIES : Manage the coordination of all security aspects (administration, physical, information, personnel and ICT) in line with MISS and MPSS. Develop security policies, frameworks, security plan and standard operating procedures. Develop a departmental vetting strategy and investigations for security clearance. Liaise with SAPS and SSA regarding all incidents or suspected incidents of security breaches and information leakages and recommend mitigating strategies/actions against identified security threats. Develop and implement departmental events management procedures. Liaise with SAPS on issues involving criminal activities for staff and advice management on security matters. Oversee the monitoring and evaluation of security compliance, performance of outsourced security service providers and adherence to SLAs. Management of personnel and financial resources. Coordination of reports. Ensure the availability and existence of proper security systems. Conduct security assessment / appraisal and give advice on security systems and general security measures. Ensure safety of departmental documentation, personnel and assets. Coordinate vetting and screening of officials. Conduct investigations on security related matters. Manage Resources (human, financial, assets/ equipment).

ENQUIRIES Mr. SI Mazibuko Tel No: (013) 766 6961

POST 10/438 : **ASSISTANT DIRECTOR: SCHOLAR TRANSPORT CONTRACT MANAGEMENT AND MONITORING REF NO: ADSTCMM/HO/19**

SALARY : R582 444 per annum (Level 10)
CENTRE : Head Office

REQUIREMENTS : Grade 12 Certificate plus a 3-year National Diploma in Transport Management /Public Management / Administration (NQF Level 6 as recognised by SAQA), plus 3 years' work experience as an administrative officer. Experience in the field of Transport Management. A valid driver's licence Knowledge, Skills and Competencies: Knowledge of National Land Transport Act Legislation governing Transport Management within Public Service. Knowledge of the Public Service Regulations, National Road Traffic Act, Promotion of Administrative Justice Act (PAJA), Promotion of Access to Information Act, Protecting of Personal Information Act, Public Finance Management Act, Treasury Regulations. Planning and organizing, Decision making, Communication and Presentation, Report writing, Conflict Management, Problem solving, computer literacy.

DUTIES : Monitor the implementation of scholar transport contracts. Coordinate scholar transport forum. Liaison with scholar transport operators. Develop and implement effective monitoring system. Manage resources (human, financial, assets/ equipment).

ENQUIRIES Mr. SI Mazibuko Tel No: (013) 766 6961

POST 10/439 : **ASSISTANT DIRECTOR: TRANSPORT FREIGHT AND CORRIDOR DEVELOPMENT REF NO: ADTFCD/HO/15**

SALARY : R582 444 per annum (Level 10)
CENTRE : Head Office
REQUIREMENTS : Grade 12 Certificate plus a 3-year National Diploma in Transport Management / Economics / Public Management / Administration (NQF Level 6 as recognised by SAQA) plus 3 years' relevant working experience as Administrative Officer. Experience in the related field of Transport Management. A valid driver's licence. No criminal record. Valid drivers' licence and computer literacy are essential. Knowledge, Skills and Competencies: Knowledge of National Land Transport Act Legislation governing Transport Management within Public Service. Knowledge of the Public Service Regulations, Public Service Act, National Road Traffic Act Promotion of Administrative Justice Act (PAJA). Promotion of Access to Information Act. Protecting of Personal Information Act. Public Finance Management Act. Problem-Solving. Planning, organizing, leading and controlling. Decision making. Mobilization of stakeholders, communication and presentation. Writing of reports, Conflict management.
DUTIES : Establish and sustain freight forums and working groups. Establish and maintain freight database. Coordinate research on freight infrastructure development systems. Manage resources (human, financial, assets / equipment).
ENQUIRIES Mr. SI Mazibuko Tel No: (013) 766 6961

POST 10/440 : **ASSISTANT DIRECTOR: HRM INFORMATION SYSTEM REF NO: ADIS/HO/21**

SALARY : R582 444 per annum (Level 10)
CENTRE : Head Office
REQUIREMENTS : Grade 12 plus a 3-year National Diploma in Human Resource Management / Public Management/ Administration (NQF Level 6 as recognised by SAQA), plus 3 years' work experience as a Human resource practitioner. Experience in the field of Human resource management. PERSAL Introduction and PERSAL establishment courses are compulsory. A valid driver's licence. Knowledge, Skills and Competencies: Public Service Act (PSA) and Regulation, (PSR). Public Financial Management Act (PFMA). Project Management. Employment Equity Act (EEA). Basic Conditions of Employment (BCEA). Occupational Health & Safety Act (OHSA). Skills: Financial Management, Analytical thinking. Problem Solving. Project Management. Presentation. Planning and organising. Communication (verbal and written). Computer literacy. Report Writing.
DUTIES : Ensure maintenance of PERSAL system. Identify and coordinate PERSAL training. Maintain and update PERSAL users' profile. Evaluate / recommend to the PERSAL Management changes to the system in terms of the SCC. Ensure that prerequisites and procedures of PERSAL are well executed. Execute control and audit measures by making use of PERSAL exception reports. Create departmental codes on PERSAL. Draw and analyse PERSAL reports as per stakeholders' request. Protection of Information Act (POPIA) and Promotion of Access to Information Act (PAIA).
ENQUIRIES : Mr. SI Mazibuko Tel No: (013) 766 6961

POST 10/441 : **ASSISTANT DIRECTOR: PROPERTY DEVELOPMENT (ASSET SYSTEM) REF NO: ADIT/HO/22**

SALARY : R582 444 per annum (Level 10)
CENTRE : Head Office
REQUIREMENTS : Grade 12 Certificate plus a 3-year National Diploma in Software Developer/ Immovable Asset Management/ (NQF Level 6 as recognized by SAQA), plus 3 years' work experience as technician, administrator. in the field of private/public sector and Immovable Asset Management. Valid drivers' licence and computer literacy are essential Knowledge, Skills and Competencies: Knowledge of ICT Technical and Governance, Public Service Act, Public Financial Management Act and other related legislations, Project Management, Government Immovable Asset Management, Employment Equity, Basic Conditions of Employment, Ethics in government. Occupational Health and Safety Act, Treasury Regulations. Skills, Good communication (verbal, written and presentation) skills. Strong leadership and management skills, ability to develop a strong working team, Good interpersonal relations, Analytical

thinking, problem solving, financial management skills. Change management, understanding of deeds searches, municipal valuation roles, and asset values. Computer Literacy, Report Writing. Planning, Organising. Leading and controlling principles. Knowledge of basic minimum requirement of IAR.

DUTIES : Manage and maintain the Immovable Asset Management System. To provide technical support to Immovable Asset Management officials from Head office and Districts and end users. To monitor the system usage and prevent unauthorised access to data. To monitor the completeness of asset life cycle information. To analyse property information in the system. To integrate the Immovable Asset Register System with LOGIS, GIS and GIAMA. To analyse data integrity and quality assurance. To provide the users access and security management of the Immovable Asset Register. Mitigation of Risk and Audit findings. Manage resources (human, financial, assets / equipment).

ENQUIRIES : Mr. SI Mazibuko Tel No: (013) 766 6961

POST 10/442 : **ASSISTANT DIRECTOR: ACCOMMODATION REF NO: ADA/PR/23**
Re-advert

SALARY : R582 444 per annum (Level 10)
CENTRE : Pilgrim's Rest
REQUIREMENTS : Grade 12 Certificate plus a 3-year National Diploma in Public Administration/ Tourism or Hospitality. (NQF level 6 as recognized by SAQA) plus 3 years work-relevant experience as Administrative Officer Accommodation in the relevant field. Experience in the field in Tourism and Hospitality. A valid driver's licence. Knowledge, Skills and Competencies: Knowledge of prescripts applicable in the Public Service and Tourism and Hospitality Environment. Computer literacy, communication skills, report writing skills and good interpersonal relations.

DUTIES : Handle reservations and bookings of state-owned guest houses and halls. Monitor cleaning of houses, guest houses and halls. Manage laundry services. Asset management, supervision of staff and compilations of reports.

ENQUIRIES : Mr. SI Mazibuko Tel No: (013) 766 6961

POST 10/443 : **ASSISTANT DIRECTOR: HR UTILISATION AND CAPACITY DEVELOPMENT REF NO: ADHRUCD/THU/24**
Re-advert

SALARY : R582 444 per annum (Level 10)
CENTRE : Thulamahashe
REQUIREMENTS : Grade 12 plus a 3-year National Diploma in Human Resources Management / Human resource Development / Public Administration / Management (NQF level 6 as recognized by SAQA) plus 3- years' work experience. Experience in the field of Human Resource Development. A valid driver's licence. Knowledge, Skills and Competencies: Knowledge of prescripts applicable in the Public Service and Human Resource Utilisation & Capacity Development Environment. Computer literacy, communication skills, report writing skills and good interpersonal relations.

DUTIES : Coordinate skills audit and identification of staff training needs. Facilitate training and development of employees in line with the Workplace Skills Plan (WSP). Coordinate learnership and internships programmes. Coordinate the implementation of legislation that supports skills development. Monitor implementation of the Performance Management and Development System (PMDS). Coordinate orientation and induction programmes. Supervision of staff, sectional records keeping and compilation of reports.

ENQUIRIES : Mr. SI Mazibuko Tel No: (013) 766 6961

POST 10/444 : **ASSISTANT DIRECTOR: LICENSING (X2 POSTS)**

SALARY : R582 444 per annum (Level 10)
CENTRE : Thumahashe Ref No: ADL/THU/25, Re-advert
Middelburg Steve Tshwete Ref No: ASD /MST/163
REQUIREMENTS : Grade 12 plus a 3-year National Diploma in Transport Management / Fleet Management / Public Administration / Management/Logistics. (NQF level 6 Degree as recognized by SAQA) plus 3- years' work experience. Experience in the field of Transport. A valid driver's license. Knowledge, Skills and Competencies: Knowledge of prescripts applicable in the Public Service, National Land Transport Act. NALTIS System, National Road Traffic Act,

transport Appeals Tribunal Act 39 Of 1998, Promotion of Administrative Justice Act (PAJA), Public Service Regulation Act, Protection if Personal Information Act, Promotion of Access to Information Act. Public Transport Environment. Computer literacy, communication skills, report writing skills and good interpersonal relations.

DUTIES : Administer operating licensing applications. Receive, and verify applications before capturing. Prepare spreadsheet for publication application for Gazetting. Printing of operating licence and uplifted Capturing of applicants into Land Transport Permit System (LTPS). Issue/uplift operating licenses. Provide administration related duties. Prepare spreadsheet of gazette applications to secretary for the PRE Adjudication committee for consideration. Facilitate the call-inns to operators for Adjudication committee hearings. Implement the decisions made by the Adjudication Committee. Consolidate the stats of all applications adjudicated by the committee and uplifted Prepare monthly reports and keep records.

ENQUIRIES : Mr. SI Mazibuko Tel No: (013) 766 6961

POST 10/445 : **ASSISTANT DIRECTOR: PROPERTY DEVELOPMENT REF NO: ADIT/HO/171**

SALARY : R582 444 per annum (Level 10)
CENTRE : Head Office
REQUIREMENTS : Grade 12 Certificate plus a 3-year National Diploma in Property Law / Real Estate / Town & Regional Planning / Financial Management / Immovable Asset Management (NQF Level 6 as recognized by SAQA), plus 3 years' work experience as a Property Administrator. Experience in the field Property Law / Real Estate / Town & Regional Planning / Immovable Asset Management. Valid drivers' licence and computer literacy are essential Knowledge, Skills and Competencies: Knowledge of Public Service Act, PFMA and other related legislations. Skills in GIAMA. Public Finance Management Act, Treasury Regulations, Good communication (verbal, written and presentation) skills. Strong leadership and management skills and the ability to develop a strong working team, Good interpersonal relations, financial management skills. Change management diagrams, title deeds, deeds office searches, Land ownership, Vesting of Land, Section 42 transfers Municipal Valuation roles, and asset values. Analytical thinking, Project Management. Presentation. Planning and organising. Report Writing. People management and empowerment. Client orientation and customer focus will be an added advantage.

DUTIES : Facilitate asset register. Monitor asset performance. Provide vesting and surveying services. Interpret condition assessment findings and update the asset register. Manage resources (human, financial, assets/ equipment).

ENQUIRIES : Mr. SI Mazibuko Tel No: (013) 766 6961

POST 10/446 : **CHIEF TRANSPORT INSPECTOR: NKANGALA REF NO: CTI /NK/172**

SALARY : R582 444 per annum (Level 10)
CENTRE : Nkangala
REQUIREMENTS : Grade 12 Certificate plus Traffic Officers Diploma / National Diploma (NQF level 6 as recognized by SAQA) in Transport Management with relevant extensive experience in the related field of which 3 years' experience should be at Chief Transport Inspector level. A valid driver's license. No criminal record and willingness to undergo the process of security clearance. Knowledge, Skills and Competencies: Thorough knowledge of prescripts applicable in the Public Service and Traffic or Road Transport Management Environment. Good communication skills both verbal and written at all levels. Computer literacy with excellent knowledge of MS Word, PowerPoint, Outlook and Excel. Sound presentation, problem solving and report writing abilities. Project management, people management, crowd management, conflict management and good interpersonal relations. The ability to work under pressure and willingness to work long hours.

DUTIES : Coordinate law enforcement management in the district. Facilitate stakeholder relations with municipalities and Law Enforcement Agencies (LEAs). Coordinate the implementation of public law operations and gathering of statistics. Develop and monitoring mechanism for law enforcement operations. Provide new strategies and models to improve service delivery. Management of law enforcement officials and financial resources. Coordination of reports.

ENQUIRIES : Mr. SI Mazibuko Tel No: (013) 766 6961

POST 10/447	:	**ASSISTANT DIRECTOR: SERVICE CONDITION & REMUNERATION REF NO: ADSCR/HO/164**
SALARY	:	R582 444 per annum (Level 10)
CENTRE	:	Head Office
REQUIREMENTS	:	Grade 12 Certificate plus a 3-year / National Diploma in Human Resource Management/ Public Management / Administration (NQF Level 6 as recognised by SAQA), plus 3 years' work experience as a personnel Practitioner. Experience in the field of Human resource management, PERSAL Introduction is compulsory. A valid driver's licence Knowledge, Skills and Competencies: Knowledge of Human resource management within Public Service. Knowledge of the Public Service Regulations, Promotion of Administrative, Promotion of Access to Information Act, Protecting of Personal Information Act, Public Finance Management Act, Treasury Regulations. Understanding of pension processes Planning and organizing, Decision making, Communication and Presentation, Report writing, Conflict Management, Problem solving, computer literacy.
DUTIES	:	Capture and process employee benefit, administer remuneration matters (Leave, housing, medical, injury on duty, long service recognition, overtime pension allowances, terminations, PILIR etc.) Manage resources (human, assets / equipment).
ENQUIRIES	:	Mr. SI Mazibuko Tel No: (013) 766 6961
POST 10/448	:	**CHIEF ARTISAN GRADE A REF NO: CAG/EHL/46**
SALARY	:	R480 261 per annum, (OSD)
CENTRE	:	Ehlanzeni
REQUIREMENTS	:	Grade 12 Certificate plus 3-year National Diploma in Built Environment (NQF level 6 as recognized by SAQA) plus 3year experience as an Artisan Foreman. Drivers licence' Knowledge, skills & competencies: Knowledge of government prescripts governing the Public Service. Managerial skills, communication skills, problem solving, planning, leading, organizing, decision making and computer literacy.
DUTIES	:	Maintenance of building, manage of minor projects, and manage the supply of steam in hospitals within the district. Manage technical services and support in conjunction with Artisan 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 manuals, standards drawing and procedures to incorporate new technology and ensure Quality assurance in line with specification. Compile and submit report as required. Liaise with relevant Bodies on technical and related matters. Monitor expenditure according to budget to ensure efficient cash flow. Manage Human resource/assets.
ENQUIRIES	:	Ms. PI Komanisi Tel No: (013) 766 6828
POST 10/449	:	**CHIEF ARTISAN GRADE A PLANT AND EQUIPMENT REF NO: CAG/PE/NKA/47**
SALARY	:	R480 261 per annum, (OSD)
CENTRE	:	Nkangala
REQUIREMENTS	:	Grade 12 Certificate plus 3-year National Diploma in Civil/ Mechanical (NQF level 6 as recognized by SAQA) plus 3year experience as an Artisan Foreman. Drivers licence' Knowledge, skills & competencies: Knowledge of government prescripts governing the Public Service. Managerial skills, communication skills, problem solving, planning, leading, organizing, decision making and computer literacy.
DUTIES	:	Administer the maintenance and repairs of roads construction equipment. Render administration services. Render lowbed Services. Manage districts plant and equipment workshops. Ensure the promotion of safety in line with statutory and Regulatory requirements. Provide inputs into existing manuals, standards drawing and procedures to incorporate new technology and ensure Quality assurance in line with specification. Compile and submit report as required. Monitor expenditure according to budget to ensure efficient cash flow management. Liaise with relevant Bodies on technical and related matters.
ENQUIRIES	:	Ms. PI Komanisi Tel No: (013) 766 6828

POST 10/450 : **ASSISTANT DIRECTOR: RISK MANAGEMENT REF NO: ADRM/HO/16**

SALARY : R468 459 per annum (Level 09)
CENTRE : Head Office
REQUIREMENTS : Grade 12 Certificate plus a 3-year National Diploma / B Degree in Public Management / Administration/ Risk Management / Auditing / Forensic Investigation (NQF Level 6 as recognised by SAQA), plus 3 years work experience as a Risk officer/Auditor. Experience in the field of Risk Management / Auditing / Forensic Investigation. A Valid drivers' licence Knowledge, Skills and Competencies: Knowledge of Public Finance Management Act. Internal control measures. Protected Disclosure Act. Public Service Act. Report writing. Computer skills. Interpersonal skills. Good communication skills both verbal and writing.
DUTIES : Facilitate enterprise risk management services. Coordinate risk management committee meetings. Coordination of financial disclosure, assist in developing Risk Management Policies and other Risk Management documents. Facilitate the identification and evaluation of Departmental risks. Monitoring and implementing the fraud and anti-corruption prevention plan. Assist in developing and implementing mitigation techniques to minimize the impact of potential risks. Promoting ethical culture. Conducting Risk Management Awareness programme. Compile quarterly risk reports to the Departmental and Risk Committee. Assists in facilitating and evaluation of the implementation of internal and external audit recommendations. Manage resources (human, financial, assets/ equipment).
ENQUIRIES : Mr. SI Mazibuko Tel No: (013) 766 6961

POST 10/451 : **ASSISTANT DIRECTOR: NON-MOTORIZED TRANSPORT REF NO: ADNMT/HO/17**

SALARY : R468 459 per annum (Level 09)
CENTRE : Head Office
REQUIREMENTS : Grade 12 Certificate plus a 3-year National Diploma in Transport Management / Economics / Public Management / Administration (NQF Level 6 as recognised by SAQA), plus 3 years' work experience as an administrative officer. Experience in the field of Transport Management. A valid driver's licence. Knowledge, Skills and Competencies: Knowledge of National Land Transport Act, Legislation governing Transport Management within Public Service. Knowledge of the Public Service Regulations, Public Service Act, National Road Traffic Act, Promotion of Administrative Justice Act (PAJA), Promotion of Access to Information Act, Protecting of Personal Information Act, Act Public Finance Management Act, Treasury Regulations, Decision making, mobilization of stakeholders. Good communication both verbal and writing. Presentation skills. Report writing. Conflict Management. Teamwork and coordination, and computer literacy.
DUTIES : Promote the development of non-motorised transport. Liaise with relevant stakeholders. Manage the funding of non-motorised projects. Manage resources (human, financial, assets / equipment).
ENQUIRIES Mr. SI Mazibuko Tel No: (013) 766 6961

POST 10/452 : **ASSISTANT DIRECTOR: PROPERTY MANAGEMENT REF NO: ADPM/HO/18**

SALARY : R468 459 per annum (Level 09)
CENTRE : Head Office
REQUIREMENTS : Grade 12 Certificate plus a 3-year National Diploma in Property Management / Real Estate / Immovable Asset Management (NQF Level 6 as recognized by SAQA), plus 3 years' work experience as a Property Administrator. Experience in the field Property Management / Real Estate / Immovable Asset Management. Valid drivers' licence and computer literacy are essential Knowledge, Skills and Competencies: Knowledge of Public Service Act, PFMA and other related legislations. Skills in GIAMA. Public Finance Management Act, Treasury Regulations, Good communication (verbal, written and presentation) skills. Strong leadership and management skills and the ability to develop a strong working team, Good interpersonal relations, financial management skills. Change management diagrams, title deeds, deeds office searches, Land ownership, Vesting of Land, Section 42 transfers Municipal Valuation roles, and asset values. Analytical thinking, Project Management.

Presentation. Planning and organising. Report Writing. People management and empowerment. Client orientation and customer focus will be an added advantage.

DUTIES : Render residential accommodation services. Render office accommodation services. Render prestige accommodation services. Lease of immovable assets. Manage municipal account. Manage resources (human, financial, assets/ equipment).

ENQUIRIES : Mr. SI Mazibuko Tel No: (013) 766 6961

POST 10/453 : **ASSISTANT DIRECTOR: FLEET CONTROL (GMT) REF NO: ADFC/HO/20**

SALARY : R468 459 per annum (Level 09)
CENTRE : Head Office
REQUIREMENTS : Grade 12 Certificate plus a 3-year National Diploma in Transport Management / Fleet Management /Fleet Logistic / Public Administration (NQF level 6 as recognised by SAQA), plus 3 years relevant working experience as an Administrative officer. Experience in the field of Transport Management / Fleet Management and Logistic Management. Valid drivers' licence and computer literacy are essential. Knowledge, Skills and competencies: Constitution of The Republic of South Africa, Knowledge of National Land Transport Act, Legislation governing Transport Management within Public Service. Knowledge of the Public Service Regulations, Public Service Act, National Road Traffic Act, Promotion of Administrative Justice Act (PAJA), Promotion of Access to Information Act, Protecting of Personal Information Act, Public Finance Management Act, Treasury Regulations, Problem-Solving Planning and organizing, Decision making, mobilization of stakeholders, Communication and Presentation, Report writing, Conflict management, team work and coordination.

DUTIES : Identify vehicle needs. Facilitate procurement of fleet. Administer the registration and licensing of fleet. Maintain assets register. Monitor compliance with fleet, subsidy and maintenance policy and contract. Manage resources (human, financial, assets / equipment)

ENQUIRIES : Mr. SI Mazibuko Tel No: (013) 766 6961

POST 10/454 : **ASSISTANT DIRECTOR FLEET LOGISTIC REF NO: AOFP/NKA/134**

SALARY : R468 459 per annum (Level 09)
CENTRE : Nkangala District
REQUIREMENTS : Grade 12 Certificate plus a 3-year National Diploma in Transport Management / Fleet Management / Logistic Management / Public Administration / Management (NQF level 6 as recognised by SAQA), plus 3 years' working experience. Experience in the field of Transport Management / Fleet Management and Logistic Management. Valid drivers' licence and computer literacy are essential. Knowledge, Skills and Competencies: Good communication skills and presentation skills. Computer literature with excellent knowledge of MS Word, PowerPoint, Outlook and Excel. Good writing and verbal communication skills. Knowledge of legislative prescript governing the Public Service. Good written and verbal communication skills, high sense of responsibility, Computer literacy, conflict management and analytical skills. Financial management. Interpersonal Relations Report writing.

DUTIES : Manage the provisioning of Government owned and Subsidized fleet. Control the utilization of government transport Disposal of Government owned fleet. Administer the procurement of government fleet. Administer the registration and licensing of fleet. Administer the disposal of old and redundant motor vehicles. Provide advice to provincial Departments regarding subsidized motor scheme, policies and transversal contracts. Manage the implementation and compliance of all national contracts, policies and other related subsidized prescripts. Respond to audit queries. Supervise and manage the section.

ENQUIRIES : Mr. SI Mazibuko Tel No: (013) 766 6961

POST 10/455 : **ASSISTANT DIRECTOR: PROPERTY VALUATION REF NO: DAPW/HO/135**

SALARY : R468 459 per annum (Level 09)
CENTRE : Head Office
REQUIREMENTS : Grade 12 Certificate plus a 3-year National Diploma in Real Estate / Property Valuation (NQF Level 7 as recognised by SAQA). Registered as a Professional Associate Valuer with the South African Council of Property Valuers (SACPV),

plus 3 years working experience at a Property Administrator. Experience in the related field of property valuation. A valid driver's licence. Knowledge, Skills and Competencies: Decision making, mobilization of stakeholders. Communication and Presentation. Report writing. Conflict management. Interviewing skills. Negotiation skills. Problem solving. Logical and Analytical thinking. Ability to maintain good relationships. Ability to judge results and circumstances objectively. Ability to work in a team. Self-control. Sense of Responsibility. Ability to produce accurate work. Reliability and tactful work under pressure and meet deadlines. Understanding of the prescripts such as Public Finance Management Act, Public Service Regulations, Municipal Property Rates Acts, Government Immovable Assets Management Act (GIAMA), Protection of Personal Information Act, Treasury Regulations, PPPFA and SCM processes.

DUTIES : Coordinate, review and maintain valuation services, policies and procedures. Undertake research on current best practices in relation to property valuation services. Facilitate in, implement and maintain property valuations policies, procedures and frameworks in line with applicable prescripts. Ensure compliance with related prescripts, delegations and procedures. Communicate all property valuations policies and procedures to relevant stakeholders. Establish proper property valuations governance processes and internal control measures. Execute property valuation services in line with applicable standards. Carry out valuations for acquisition or disposal of property, Property market related values for Immovable Asset Register. Compile detailed valuation reports to clients. Review and object to Municipal General Valuation Rolls and relevant Municipal Supplementary valuations, Draft evaluation reports for submission to the Land Affairs Board, certify correctness of valuations reports to the Department. Indicate any changes in the properties and ensure maintenance of records. Represent the Department in valuation disputes. Assist in Appointing and coordinating external valuations processes and relationships. Assist in assessing private evaluators' reports and services. Collaborating with external and internal stakeholders.

ENQUIRIES : Mr. SI Mazibuko Tel No: (013) 766 6961

POST 10/456 : **ASSISTANT DIRECTOR: HRP&A: REF NO: ADHRP&A/NK/165**

SALARY : R468 459 per annum (Level 09)
CENTRE : Nkangala District
REQUIREMENTS : Grade 12 Certificate plus a 3-year National Diploma in Human Resource Management/ Public Management / Administration (NQF Level 6 as recognised by SAQA), plus 3 years' work experience as a personnel Practitioner. Experience in the field of Human resource management, PERSAL Introduction is compulsory. A valid driver's licence Knowledge, Skills and Competencies: Knowledge of Human resource management within Public Service. Knowledge of the Public Service Regulations, Promotion of Administrative, Promotion of Access to Information Act, Protecting of Personal Information Act, Public Finance Management Act, Treasury Regulations. Understanding of pension processes Planning and organizing, Decision making, Communication and Presentation, Report writing, Conflict Management, Problem solving, computer literacy.

DUTIES : Facilitate recruitment, selection and appointment of staff. Maintain the district establishment. Handle promotions, change of rank, transfers, relocation and resettlement etc. Manage resources (human, financial, assets/ equipment).

ENQUIRIES : Mr. SI Mazibuko Tel No: (013) 766 6961

POST 10/457 : **ASSISTANT DIRECTOR: ASSETS MANAGEMENT REF NO: ADAM/GS/166**

SALARY : R468 459 per annum (Level 09)
CENTRE : Gert Sibande Districts
REQUIREMENTS : Grade 12 Certificate plus a 3-year National Diploma in Financial management or Finance related (NQF Level 6 as recognised by SAQA), plus 3 years' work experience as a State Accountant. Experience in the field of Financial management A valid driver's licence Knowledge, Skills and Competencies: Knowledge of BAS/LOGIS system, policies and analytical skills. Strong problem-solving skills. Technical Skills Checking the Correctness and Accuracy of Invoices Payment Certificates from Contractors and Consultant. Well-developed financial management skills as well as written and verbal. Ensure compliance with requirements of the PFMA and Treasury Regulations.

Effective oral and writing skills and strong analytical skills; Conversant with Basic Accounting Systems (BAS) and Vulindlela; Proficiency in Microsoft Office (Word, Excel, PowerPoint). Decision making, Communication and Presentation, Report writing, Conflict Management, Problem solving, computer literacy.

DUTIES : Render movable asset management services. Render immovable asset management services. Render inspection of movable assets. Manage resources. Maintain and manage movable assets database and compile reports. (human, financial, assets/ equipment)

ENQUIRIES : Mr. SI Mazibuko Tel No: (013) 766 6961

POST 10/458 : **ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING REF NO: ADFC/EHL/167**

SALARY : R468 459 per annum (Level 09)
CENTRE : Ehlanzeni District
REQUIREMENTS : Grade 12 Certificate plus a 3-year National Diploma in Financial Management/ Accounting/ Public Management (NQF Level 6 as recognised by SAQA), plus 3 years' work experience as a State Accountant. Experience in the field of Financial management, BAS/LOGIS system PERSAL courses are compulsory. A valid driver's licence Knowledge, Skills and Competencies: Knowledge of BAS/LOGIS system, policies and analytical skills. Strong problem-solving skills. Technical Skills Checking the Correctness and Accuracy of Invoices Payment Certificates from Contractors and Consultant. Well-developed financial management skills as well as written and verbal. Ensure compliance with requirements of the PFMA and Treasury Regulations. Effective oral and writing skills and strong analytical skills; Conversant with Basic Accounting Systems (BAS) and Vulindlela; Proficiency in Microsoft Office (Word, Excel, PowerPoint). Decision making, Communication and Presentation, Report writing, Conflict Management, Problem solving, computer literacy.

DUTIES : Render financial accounting services. Manage control over District expenditure. Manage payroll and salary related matters. Monitor processing of payments and claims. Manage credit control. Ensure the compilation of IYM reports. Safe keeping of financial records. Render financial management services. Manage financial systems controls at the district. Manage control over District expenditure. Manage payroll and salary related matters. Monitor processing of payments and claims. Manage credit control. Ensure the compilation of IYM reports. Safe keeping of financial records.

ENQUIRIES : Mr. SI Mazibuko Tel No: (013) 766 6961

POST 10/459 : **ASSISTANT DIRECTOR: MANAGEMENT ACCOUNTING REF NO: ADMA/EHL/168**

SALARY : R468 459 per annum (Level 09)
CENTRE : Ehlanzeni District
REQUIREMENTS : Grade 12 Certificate plus a 3-year National Diploma in Financial Management / Accounting (NQF Level 6 as recognised by SAQA), plus 3 years' work experience as a State Accountant. Experience in the field of Management Accounting budgeting BAS/LOGIS system PERSAL courses are compulsory. A valid driver's licence Knowledge, Skills and Competencies: Knowledge of BAS/LOGIS system, policies and analytical skills. Strong problem-solving skills. Technical Skills Checking the Correctness and Accuracy of Invoices Payment Certificates from Contractors and Consultant. Well-developed financial management skills as well as written and verbal. Ensure compliance with requirements of the PFMA and Treasury Regulations. Effective oral and writing skills and strong analytical skills; Conversant with Basic Accounting Systems (BAS) and Vulindlela; Proficiency in Microsoft Office (Word, Excel, PowerPoint). Decision making, Communication and Presentation, Report writing, Conflict Management, Problem solving, computer literacy.

DUTIES : Manage the departmental budget. Verify budget availability and allocation, audit invoice and other supporting documents before processing in financial system. Administer the collection of revenue and debtor's management. Capture payment in LOGIS and BAS. Attach payment stubs to paid vouchers. Handle payment queries and answer audit queries. Safe keeping of financial records. Manage staff. Manage resources (human, financial, assets/ equipment).

ENQUIRIES : Mr. SI Mazibuko Tel No: (013) 766 6961

POST 10/460	:	**ASSISTANT DIRECTOR: OFFICE OF THE DDG REF NO: ADODDGTM/HO/169**
SALARY	:	R468 459 per annum (Level 09)
CENTRE	:	Head Office
REQUIREMENTS	:	Grade 12 Certificate plus a 3-year National Diploma in Public Administration / Management (NQF level 6 as recognised by SAQA), plus 3 years relevant working experience as an Admitrative officer. Experience in the field of Administration handling confidential documents. Valid drivers' licence and computer literacy are essential. Knowledge, Skills and competencies: Knowledge of Public Service. Knowledge of the Public Service Regulations, Public Service Act, Promotion of Access to Information Act, Protecting of Personal Information Act, Public Finance Management Act, Treasury Regulations, Problem-Solving Planning and organizing, Decision making, mobilization of stakeholders, Communication and Presentation, Report writing, Conflict management, teamwork and coordination.
DUTIES	:	Manage the dairy of the DDG. Attend and write minutes during the DDG meeting. Opening correspondence, answering phone calls. Overseeing the office budget, including processing invoices Scheduling meeting and ordering furniture and equipment necessary for seamless operations. Completing administrative tasks, like filing document and updating records. Assisting other employees, such as helping or ensuring workers have the necessary resources. Planning DDG meeting, making travel arrangements for office. Regularly updating the DDG with the event or meeting ahead. Manage resources (human, financial, assets/ equipment).
ENQUIRIES	:	Mr. SI Mazibuko Tel No: (013) 766 6961
POST 10/461	:	**ASSISTANT DIRECTOR: MANAGEMENT INFORMATION SYSTEM (MIS) REF NO: ADMIS/HO/170**
SALARY	:	R468 459 per annum (Level 09)
CENTRE	:	Head Office
REQUIREMENTS	:	Grade 12 plus a 3-year National Diploma in Computer Science/ Information Technology (NQF Level 6 as recognised by SAQA), plus 3 years' work experience as an IT Special list. Experience in the field extensive experience in IT support services, level. Knowledge of Corporate governance of ICT policy framework (CGICTPF) and other IT governance frameworks and standards Management of Information System. A valid driver's licence. Knowledge, Skills and Competencies: Extensive evaluation and analytical skills. Knowledge of Information security and Cybercrime. Technical knowledge of Government transversal systems (Bas, PERSAL, Logis, and Novel Groupwise/ Outlook) will be an added advantage. Knowledge and experience in IT Project Management, ICT Systems Support Management and IT Risk Management. Innovative and strategic skills as well as self-driven and team leading skills. Good administration and time management as well as report writing skills will serve as strong recommendation. Public Financial Management Act (PFMA). Project Management.). Problem. Presentation. Planning and organising. Communication (verbal and written). Computer literacy. Report Writing.
DUTIES	:	Develop, implement and monitor IT governance plans. Ensure high adherence to IT regulations, policies and procedures. Evaluate, recommend, and provide guidelines on new trends in IT developments and solutions. Ensure that Departmental IT systems are safe from Cyberattacks and other information security vulnerabilities. Conduct awareness of the IT security policy. Monitor the implementation of the IT risk register. Ensure implementation of resolutions of the IT governance structures and report progress. Ensure availability of IT systems/applications. Manage IT projects, budgets and Assets. Consolidate the IT systems performance/evaluation reports. Evaluate new trends on information technology developments. Render Geographic Information Systems (GIS). Provide applications development throughout their lifecycle (design, test, development). Provide business applications management.
ENQUIRIES	:	Mr. SI Mazibuko Tel No: (013) 766 6961
POST 10/462	:	**COMMUNICATION OFFICER: PRODUCTION AND PUBLICATION REF NO: COPP/HO/26**
SALARY	:	R397 116 per annum (Level 08)

CENTRE	:	Head Office
REQUIREMENTS	:	Grade 12 Certificate plus a 3-year National Diploma in Media Studies / Communication Science / Graphic Design / Marketing / Advertising / Audiovisual Production (NQF level 6 as recognized by SAQA) plus 3 years' work experience. Experience in the field Production and Publication. Valid drivers' licence. Knowledge, Skills and Competencies: Knowledge of prescripts applicable in the Public Service and Production & Publication Environment. Computer literacy especially application of latest software technologies. Camera operation, video editing and archiving procedures. Good communication (verbal and written) skills, project management, creativeness and sound interpersonal relations. The ability to work under pressure and willingness to work long hours.
DUTIES	:	Give creative direction on supplied briefs. Source and write material to support internal communications. Render proof reading and editing services for documents and publications. Multimedia design and production. Provide high quality videos for broadcasting in digital platforms. Provide audiovisual services to departmental events. Archiving of pictures, footage and videos on audio-visual library. Marketing and brand management. Social media engagement and management. Web content development and management
ENQUIRIES	:	Mr. SI Mazibuko Tel No: (013) 766 6961
POST 10/463	:	**ARTISAN FOREMAN (X9 POSTS)**
SALARY	:	R382 047 per annum, (OSD)
CENTRE	:	Mmamethlake Hospital Ref No: AF/MH/41 (X1 Post) Lekwa Cost centre Ref No: AF/L/43 (X1 Post) Embhuleni Hospital Ref No: AF/EMB/48 (X1 Post) Vaalbank Cost centre Ref No: AF/Vaal/49 (X1 Post) Watervalboven Ref No: AF/Wat//50 (X1 Post) Middelburg Ref No: AF/Mid/51 (X1 Post) Witbank Ref No: AF/Wit/52 (X1 Post) Victor Khanye Ref No: AF/VK/53 (X1 Post) Mpungwe Hospital Ref No: AF/MH/54 (X1 Post)
REQUIREMENTS	:	Grade 12 Certificate plus relevant Trade Test certificate with 3 years as an Artisan. A valid driver's license. The candidates must have a and willing to work overtime and standby. Knowledge, Skills and Competencies: Technical analysis knowledge. Computer literacy. Knowledge of legal compliance and Technical Reports. Problem solving and analysis. Decision making. Planning and organizing. Project Management. Change. Teamwork. Listening and communication skills, good interpersonal relations. Candidates must be willing to work hard and under pressure.
DUTIES	:	Supervise and produce designs according to client specification and within limits of production capability. Produce objects with material and equipment according to job specification and recognized standards. Inspect equipment and facilities for technical faults. Repair equipment and facilities according to standards. Text repair equipment and facilities according to standards. Quality assurance. Serviced and maintained equipment and or facilities. Ensure adherence to safety standards. Requirements and regulation. Supervise and mentor Artisan.
ENQUIRIES	:	Ms. PI Komanisi Tel No: (013) 766 6828
POST 10/464	:	**TRAINING OFFICER: HRU & CD REF NO: TO/HRU&CD/NK/27 (X1 POST)**
SALARY	:	R325 101 per annum (Level 07)
CENTRE	:	Nkangala District
REQUIREMENTS	:	Grade 12 Certificate plus a 3-year National Diploma in Human Resources Management / Development / Public Management / Administration (NQF Level 6 as recognized by SAQA), plus 3 years' work experience. Experience in the field of human resource development. Valid drivers' licence. Knowledge Skills and Competencies: Thorough knowledge of relevant prescripts applicable to public service. Good communication skills both verbal and written. Computer literacy especially Microsoft Excel. Report writing. Presentation Skills, Problem Solving, Planning and Organising, Strong Analytical Skills and Facilitation Skills. Records Management.
DUTIES	:	Responsibilities: To administer assessment process (PMDS). Consolidate all programme performance reports. Coordinate and monitor learnership and internship. Attend to all queries pertaining (PMDS).

ENQUIRIES	:	Ms. PI Komanisi Tel No: (013) 766 6828
POST 10/465	:	**PERSONNEL PRACTITIONER: SERVICE CONDITION & REMUNERATION. REF NO: PPSC&R/HRU&CD/EHL/38**
SALARY	:	R325 101 per annum (Level 07)
CENTRE	:	Ehlanzeni District
REQUIREMENTS	:	Grade 12 Certificate plus a 3-year / National Diploma in Human Resource Management/ Public Management/Administration (NQF Level 6 as recognised by SAQA), plus 3 years' work experience as a Personnel Office. Experience in the field of Human resource management (Service Condition), PERSAL Introduction and PERSAL establishment courses are compulsory. A valid driver's licence Knowledge, Skills and Competencies: Knowledge of Human resource management within Public Service. Knowledge of the Public Service Regulations, Promotion of Administrative, Promotion of Access to Information Act, Protecting of Personal Information Act, Public Finance Management Act, Treasury Regulations. Understanding of pension processes Planning and organizing, Decision making, Communication and Presentation, Report writing, Conflict Management, Problem solving, computer literacy.
DUTIES	:	Capture and process employee benefit, administer remuneration matters (Leave, housing, medical, injury on duty, long service recognition, overtime pension allowances, terminations, PILIR etc.). Manage resources (human, assets / equipment)
ENQUIRIES	:	Ms. PI Komanisi Tel No: (013) 766 6828
POST 10/466	:	**ADMIN OFFICER: FLEET PROVISIONING REF NO: AOFP/HO/28**
SALARY	:	R325 101 per annum (Level 07)
CENTRE	:	Nkangala District
REQUIREMENTS	:	Grade 12 Certificate plus a 3-year National Diploma in Transport Management / Fleet Management/Logistic Management / Public Administration / Management (NQF level 6 as recognised by SAQA), plus 3 years' working experience. Experience in the field of Transport Management / Fleet Management and Logistic Management. Valid drivers' licence and computer literacy are essential. Knowledge, Skills and Competencies: Good communication skills and presentation skills. Computer literature with excellent knowledge of MS Word, PowerPoint, Outlook and Excel. Good writing and verbal communication skills. Knowledge of legislative prescript governing the Public Service. Good written and verbal communication skills, high sense of responsibility, Computer literacy, conflict management and analytical skills. Financial management. Interpersonal Relations Report writing.
DUTIES	:	Provisioning of Government owned and Subsidized fleet. Disposal of Government owned fleet. Administer the procurement of government fleet. Administer the registration and licensing of fleet. Administer the disposal of old and redundant motor vehicles. Provide advice to provincial Departments regarding subsidized motor scheme, policies and transversal contracts. Manage the implementation and compliance of all national contracts, policies and other related subsidized prescripts. Respond to audit queries. Supervise and manage the section
ENQUIRIES	:	Ms. PI Komanisi Tel No: (013) 766 6828
POST 10/467	:	**STATE ACCOUNTANT: MANAGEMENT ACCOUNTING REF NO: SAS/ST/29**
SALARY	:	R325 101 per annum (Level 07)
CENTRE	:	Steve Tshwete
REQUIREMENTS	:	Grade 12 plus 3-year National Diploma in Financial Management / Financial Accounting (NQF Level 6 as recognized by SAQA), plus 3 years' experience. Experience in the field of Salaries. Valid drivers' licence. Knowledge, Skills and Competencies: Knowledge of PFMA, Treasury Regulations, BAS, LOGIS, and PERSAL, communication skills, financial management skills and good interpersonal relations. The ability to work under pressure and willingness to work long hours.
DUTIES	:	Collect Revenue, reconcile revenue collected Invoice client Department, Administer petty cash float.
ENQUIRIES	:	Ms. PI Komanisi Tel No: (013) 766 6828

POST 10/468	:	**PROVISIONING ADMINISTRATIVE OFFICER: (SUPPLY CHAIN MANAGEMENT) REF NO: PAOSCM/HO/30**
SALARY	:	R325 101 per annum (Level 07)
CENTRE	:	Head Office
REQUIREMENTS	:	Grade 12 Certificate plus a 3-year National Diploma in Supply Chain / Procurement / Public Management / Administration (NQF Level 6 as recognized by SAQA), plus 3 years' work experience. Experience in the field of Supply Chain / Procurement. Valid drivers' licence. Knowledge, skills and Competencies: Understanding of the Preferential Procurement Policy Framework Act, No 5 of 2000 and its associated regulations and applicable financial management legislations and prescripts (i.e.) PFMA, Treasury Regulations, BBBEEA etc.) Understanding of LOGIS and BAS system. Verbal and written communication skills. Computer Literacy.
DUTIES	:	Compile and capture requisitions on LOGIS. Check the accuracy of transactions information on requisitions prior approval. Approve requisitions and authorize orders on LOGIS. Manage vendor performance. Expediting of orders. Manage Labour saving devices and Supervision of staff.
ENQUIRIES	:	Ms. PI Komanisi Tel No: (013) 766 6828
POST 10/469	:	**ADMIN OFFICER: MOVABLE ASSET REF NO: ADMA/BO/31**
SALARY	:	R325 101 per annum (Level 07)
CENTRE	:	Bohlabela
REQUIREMENTS	:	Grade 12 Certificate plus a 3-year National Diploma in Finance / Assets Management / Logistic Management (NQF Level 6 as recognized by SAQA), plus 3 years' work experience. Experience in the field of Assets Management. Valid driver's license. Knowledge, Skills and Competencies: Knowledge of prescripts and systems applicable in the Public Service and Asset Management Environment. Computer literacy, communication skills, financial management skills and good interpersonal relations. The ability to work under pressure and willingness to work long hours.
DUTIES	:	Oversee and review the monitoring of assets in accordance with asset management policies and procedures. Monitor and review the capturing of moveable assets. Allocation of inventory and bar code to assets. Capturing of asset information in the relevant registers. Asset verification according to prescribed time frames. Assist with the development of asset management policies and guidelines. Supervise staff to ensure sound moveable asset management. Monitor expenditure patterns of all units. Liaise with suppliers of goods. Compile and reconcile relevant reports.
ENQUIRIES	:	Ms. PI Komanisi Tel No: (013) 766 6828
POST 10/470	:	**ADMINISTRATIVE OFFICER: RECORDS MANAGEMENT REF NO: AOHRP&A/TH/39**
SALARY	:	R325 101 per annum (Level 07)
CENTRE	:	Head Office
REQUIREMENTS	:	Grade 12 Certificate plus a 3-year National Diploma in Archive/Public Management / Administration (NQF Level 6 as recognized by SAQA), plus 3 years' work experience. Experience in the field of human resource development. the Public Service Archives. Computer literacy especially record management. Valid drivers' licence. Knowledge Skills and Competencies: Thorough knowledge of relevant prescripts applicable to public service. Good communication skills both verbal and written. Computer literacy especially Microsoft Excel. Report writing. Presentation Skills, Problem Solving, Planning and Organising, Strong Analytical Skills and Facilitation Skills. Records Management.
DUTIES	:	Provide registry and records/ data management services. Monitor and review records management policies. Monitor compliance with Promotion of Access to Information Act (PAIA) & Protection of Personal Information Act (POPIA).
ENQUIRIES	:	Ms. PI Komanisi Tel No: (013) 766 6828
POST 10/471	:	**ADMINISTRATIVE OFFICER: HRP&A NKANGALA REF NO: AOHRP&A/TH/40**
SALARY	:	R325 101 per annum (Level 07)
CENTRE	:	Thembisile Hani

REQUIREMENTS : Grade 12 Certificate plus a 3-year National Diploma in Human Resources Management / Development / Public Management / Administration (NQF Level 6 as recognized by SAQA), plus 3 years' work experience. Experience in the field of human resource development. the Public Service Human resource management Environment. Computer literacy especially PERSAL system. Valid drivers' licence. Knowledge Skills and Competencies: Thorough knowledge of relevant prescripts applicable to public service. Good communication skills both verbal and written. Computer literacy especially Microsoft Excel. Report writing. Presentation Skills, Problem Solving, Planning and Organising, Strong Analytical Skills and Facilitation Skills. Records Management.

DUTIES : Administer service conditions and benefits. Render human resource utilisation and capacity building. Co-ordinate labour relations services. Co-ordinate employee health and wellness programme services. Co-ordinate security management services. Co-ordinate property administration support services. Render financial management support services.

ENQUIRIES : Ms. PI Komanisi Tel No: (013) 766 6828

POST 10/472 : **ADMIN OFFICER: FLEET MANAGEMENT STEVE TSHWETE REF NO: AOFP/NK/41**

SALARY : R325 101 per annum (Level 07)

CENTRE : Steve Tshwete

REQUIREMENTS : Grade 12 Certificate plus a 3-year National Diploma in Fleet Management / Logistic Management / Public Administration / Management (NQF level 6 as recognised by SAQA), plus 3 years' working experience. Experience in the field of Fleet Management and Logistic Management. Valid drivers' licence and computer literacy are essential. Knowledge, Skills and Competencies: Good communication skills and presentation skills. Computer literature with excellent knowledge of MS Word, PowerPoint, Outlook and Excel. Good writing and verbal communication skills. Knowledge of legislative prescript governing the Public Service. Good written and verbal communication skills, high sense of responsibility, Computer literacy, conflict management and analytical skills. Financial management. Interpersonal Relations Report writing.

DUTIES : Provisioning of Government owned and Subsidized fleet. Disposal of Government owned fleet. Administer the procurement of government fleet. Administer the registration and licensing of fleet. Administer the disposal of old and redundant motor vehicles. Provide advice to provincial Departments regarding subsidized motor scheme, policies and transversal contracts. Manage the implementation and compliance of all national contracts, policies and other related subsidized prescripts. Respond to audit queries. Supervise and manage the section.

ENQUIRIES : Ms. PI Komanisi Tel No: (013) 766 6828

POST 10/473 : **PERSONNEL PRACTITIONER: RECRUITMENT AND SELECTION REF NO: PPRS/HO/42**

SALARY : R325 101 per annum

CENTRE : Head Office

REQUIREMENTS : Grade 12 Certificate plus a 3-year National Diploma Human Resource Management /Public Management/ Administration (NQF level 6 as recognized by SAQA). plus 3 years' work experience. Experience in the field PERSAL Introduction and PERSAL establishment courses are compulsory. Valid drivers' licence. Knowledge, Skills and Competencies: Knowledge of prescripts applicable in the Public Service Human resource management environment. Computer literacy especially PERSAL system. Public Service Act (PSA) and Regulation, (PSR). Public Financial Management Act (PFMA). Project Management. Employment Equity Act (EEA). Basic Conditions of Employment (BCEA). Occupational Health & Safety Act (OHSA). Skills: Analytical thinking. Problem Solving. Presentation. Planning and organising. Communication (verbal and written). Computer literacy. Report Writing. Good communication (verbal and written) skills, creativeness and sound interpersonal relations. The ability to work under pressure and willingness to work long hours.

DUTIES : Facilitate recruitment, selection and appointment of staff. Handle promotions, change of rank, transfers, relocation and resettlement etc. Administer personnel files. Provide messenger services.

ENQUIRIES : Ms. PI Komanisi Tel No: (013) 766 6828

POST 10/474	:	**ARTISAN PRODUCTION GRADE A: PAINTER (X2 POSTS)**
SALARY	:	R243 597 per annum, (OSD)
CENTRE	:	Shongwe Ehlanzeni Ref No: AP/SE/44 Thembisile Hani Nkangala Ref No: AP/TH/45
REQUIREMENTS	:	Grade 12 Certificate plus appropriate Trade Test certificate (Painter) plus experience as a Tradesman Aid. A valid driver's license will be an added advantage. The candidate must be willing to work overtime and be on standby. Knowledge, Skills and Competencies: Technical analysis knowledge. Computer aided technical applications. Knowledge of legal compliance. Technical Reports. Problem solving and analysis. Decision making. Planning and organizing. communication skills, good interpersonal relations Candidates must be healthy.
DUTIES	:	Execute and manage painting services of department infrastructure. Produce objects with material and equipment according to the job specification and recognized standards. Quality Assurance of production objects. Inspect equipment and facilities for technical faults. Repair equipment and facilities according to standard. Service equipment and facilities according to schedules. Compile and submit reports. Provide inputs to the operation plan. Keep and Maintain job record and supervise and mentor staff.
ENQUIRIES	:	Ms. PI Komanisi Tel No: (013) 766 6828
POST 10/475	:	**ARTISAN PRODUCTION GRADE A: ELECTRICAL (X2 POSTS)**
SALARY	:	R243 597 per annum, (OSD)
CENTRE	:	Victor Kanye Ref No: APE/VK/46 Vaal bank Ref No: APE/VB/55
REQUIREMENTS	:	Grade 12 Certificate plus appropriate Trade Test certificate (Electrical) plus experience as a Tradesman Aid. A valid driver's license. The candidate must be willing to work overtime and be on standby. Knowledge, Skills and Competencies: Technical analysis knowledge. Computer aided technical applications. Knowledge of legal compliance. Technical Reports. Problem solving and analysis. Decision making. Planning and organizing. Communication skills. Good interpersonal relations.
DUTIES	:	Execute and manage Electrical maintenance of the Department. Inspect equipment and facilities for technical faults. Repair equipment and facilities according to standard. Service equipment and facilities according to schedules. Compile and submit reports. Provide inputs to the operation plan. Keep and maintain job record and supervise and mentor staff.
ENQUIRIES	:	Ms. PI Komanisi Tel No: (013) 766 6828
POST 10/476	:	**ARTISAN PRODUCTION GRADE A: WELDER REF NO: APW/ST/47**
SALARY	:	R243 597 per annum, (OSD)
CENTRE	:	Steve Tshwete Cost Centre
REQUIREMENTS	:	Grade 12 Certificate plus relevant Trade Test certificate plus extensive relevant experience. A valid driver's license. The candidate must be willing to work overtime and be on standby. Knowledge, Skills and Competencies: Technical analysis knowledge. Computer aided technical applications. Knowledge of legal Compliance. Technical Reports. Problem solving and analysis. Decision making. Planning and organizing. Listening and communication skills. Good interpersonal relations.
DUTIES	:	Plan and execute maintenance at cost centre. Carryout welding maintenance and compile maintenance report. Manage staff.
ENQUIRIES	:	Ms. PI Komanisi Tel No: (013) 766 6828
POST 10/477	:	**WORKS INSPECTOR ELECTRICAL REF NO: WIE\NK/32**
SALARY	:	R269 499 per annum (Level 06)
CENTRE	:	Nkangala District
REQUIREMENTS	:	Grade 12 Certficate and a recognized 3-year National Diploma in Electrical Engineering (NQF level 6 recognized by SAQA). No work experience required. A valid driver's license. Knowledge, Skills and Competencies: Knowledge of the legislative prescripts governing the Public Service and Built Environment. Computer literacy, communication skills, records management skills, and good

interpersonal relations. The ability to work under pressure and willingness to work long hours.

DUTIES : Check if new and/or maintenance work undertaken on project sites are in compliance with all relevant regulations and legislation. Conduct inspections on work done, or to be done, to check that proper quality control is maintained. Compile an estimate of repairs and costs for minor new work and maintenance work to be undertaken. Develop progress reports on outstanding and finalized work. Development and interpretation of plans and sketches. Draw-up quotation documents and compile specifications. Advice and guide contractors in respect of the relevant legislation and regulations. Compile payment documents.

ENQUIRIES : Ms. PI Komanisi Tel No: (013) 766 6828

POST 10/478 : **ADMIN CLERK: HRP & A (X5 POSTS)**

SALARY : R228 321 per annum (Level 05)

CENTRE : Godide C/C Ref No: PO/GCC/34
Gert Sibande Ref No: AC/HRP&A/35
Steve Tshwete Ref No: AC/HRP&A/ST/36
Emalahleni Cost Center Ref No: AC/HRP&A/E/37
S Moroka Ref No: JS/NK/38

REQUIREMENTS : Grade 12 plus Higher Certificate in Public Administration / Human Resource Management (NQF level 5 as recognised by SAQA). No work experience required. A valid driver's license. Knowledge, Skills and Competencies: Thorough knowledge of relevant prescripts applicable to public service. Good communication skills both verbal and written at all levels. Computer literacy especially Microsoft Excel. Sound Presentation Skills, Problem Solving, Planning and Organising, Strong Analytical Skills, Facilitation Skills and Records Management.

DUTIES : Render all administrative related activities within the cost centre. Assist in coordinating other line functions activities within the cost centre. Coordinate property administration support services Keep sectional records. Advice staff. Advice staff on HR related matters.

ENQUIRIES : Ms. PI Komanisi Tel No: (013) 766 6828

POST 10/479 : **ACCOUNTING CLERK: FINANCIAL ACCOUNTING (X2 POSTS)**

SALARY : R228 321 per annum (Level 05)

CENTRE : Bohlabela District Ref No: AC/BOH/39
Nkangala District Ref No: AC/NK/40

REQUIREMENTS : Grade 12 plus Higher Certificate in Public Administration / Financial Management / Accounting / Management Accounting (NQF level 5 as recognised by SAQA). No work experience required. A valid driver's license. Knowledge Skills and Competencies: Knowledge of PFMA, Treasury regulations, BAS, LOGIS, Computer literacy: Microsoft Word, Excel and BAS system and comprehensive knowledge of all administrative aspects. Be prepared to work under pressure. Good communication skills both verbal and written.

DUTIES : Payroll administration. Administer Claims (S&T, overtime, cell phone) Verify and authorize claims on PERSAL. Administer commitment register for the district. Process payments of goods and services. Sound record keeping.

ENQUIRIES : Ms. PI Komanisi Tel No: (013) 766 6828

POST 10/480 : **SECRETARY REF NO: S/GS/43**

SALARY : R228 321 per annum (Level 05)

CENTRE : Gert Sibande

REQUIREMENTS : Grade 12 plus Higher Certificate in Secretariat / Public Administration (NQF Level 5 as recognized by SAQA), No work experience required. A valid driver's license. Knowledge, Skills and Competencies: Knowledge of legislative prescripts governing public service, computer literacy. Planning, organizing and solving skills. Good interpersonal relations. Computer skills (Ms Word, Ms Excel, Ms PowerPoint, Ms Outlook), Verbal and written communication skills, good telephone etiquette, sound organizational skills, good interpersonal skills and people management skills. Proven ability to be innovative, working under pressure and meeting deadline will be required. Knowledge of LOGIS will be

an added advantage. Shortlisted candidates will be subjected to a typing test. The ability to work under pressure and willingness to work long hours.

DUTIES : Serve as an entrance in the office of the Director. Manage the office and personnel in the Director's office. Effectively manage the budget of the Director's office. Attend, monitor, distribute and coordinate the flow of correspondence. Coordinate and render secretarial services to meetings chaired by the Director. Ensure that all reports, returns, notices and other required information are submitted to the relevant stakeholders.

ENQUIRIES : Ms. PI Komanisi Tel No: (013) 766 6828

POST 10/481 : **SIYATENTELA: COORDINATOR REF NO: SC/EMA/44**

SALARY : R228 321 per annum (Level 05)
CENTRE : Emalahleni
REQUIREMENTS : Grade 12 plus 2-year Diploma in Secretariat / Public Administration (NQF Level 5 as recognized by SAQA), plus no' experience. Experience in the field of secretariat. Knowledge, Skills and Competencies: Knowledge of legislative prescripts governing public service, computer literacy. Planning, organizing and solving skills. Good interpersonal relations. Computer skills, Verbal and written communication skills, Basic Knowledge road safety environment OHS.

DUTIES : Conduct proper administration thereof Screening of all household identified. Monitor the renewal of contracts for the beneficiaries. Maintenance of database for beneficiaries for EPWP. Compile a list of all termination and replacements of beneficiaries. Monitor the maintenance of road projects Do site inspection. Supply working tools and uniform to the beneficiaries. Supervise the maintenance of road projects (cleaning, patching etc) Collect attendance registers in all cost centres. Deliver salary advise to beneficiaries. Signing of payroll and send back to district. Provider transport for the beneficiaries to the site. Write monthly absenteeism. Report and submit to the district. Compliance with the relevant prescripts e.g OHS

ENQUIRIES : Ms. PI Komanisi Tel No: (013) 766 6828

POST 10/482 : **ROAD WORKS FOREMAN (X6 POSTS)**

SALARY : R228 321 per annum (Level 05)
CENTRE : Umjindi Cost Centre Ref No: RWF/UMJ/48 (X1 Post)
Mbombela Cost Centre Ref No: RWF/MB0/49 (X1 Post)
Govan Mbeki Cost Centre Ref No: RWF/GM/ 50 (X1 Post)
Thembisile Cost Centre Ref No: RWF/THANI/58 (X3 Posts)
REQUIREMENTS : Grade 12 certificate and successful completion of Road Work Course plus road worker experience. A valid driver's licence. Knowledge Skill and Competencies: Knowledge of legislative prescripts governing public service, computer literacy, organizing and solving skills. Good interpersonal relations.

DUTIES : Supervise maintenance projects. Execute equipment supervision. Execute safety procedures and control. Oversee onsite training. Ensure compliance with legislations. Oversee staff utilization and staff management. Maintain workers performance management.

ENQUIRIES : Ms. PI Komanisi Tel No: (013) 766 6828

POST 10/483 : **TELECOM OPERATOR: ALBERT LUTHULI & GOVERN MBEKI (X2 POSTS)**

SALARY : R193 359 per annum (Level 04)
CENTRE : Albert Luthuli 1 Cost Centre Ref No: TO/AL/41
Govern Mbeki Ref No: TO/GM/42
REQUIREMENTS : Grade 12 with no experience Knowledge, Skills and Competencies: Knowledge of prescripts governing the Public Service. Verbal and written communication skills and good interpersonal skills.

DUTIES : To handle incoming and outgoing calls. Act as a Receptionist and manage District telephones. Take and forward messages to officials. Make print out of telephones bills for respective extensions. Keeps records. Promote good image about the Department as required by Batho Pele Principles.

ENQUIRIES : Ms. PI Komanisi Tel No: (013) 766 6828

POST 10/484 : **RECEPTIONIST: FACILITY MANAGEMENT REF NO: R/HO/45**

SALARY : R193 359 per annum (Level 04)
CENTRE : Head Office

REQUIREMENTS : Grade 12 Certificate plus a Certificate Public Management / Administration/ business management (NQF Level 5 as recognized by SAQA), with no experience. Knowledge, skills and Competencies: Knowledge of prescripts governing the Public Service. Verbal and written communication skills and good interpersonal skills. Computer Literacy.

DUTIES : To handle/ direct incoming and outgoing calls. Welcome visitors and direct then to relevant office. Take and forward messages to officials. Make print out of telephones bills for respective extensions. Keeps records. Promote good image about the Department as required by Batho Pele Principles.

ENQUIRIES : Ms. PI Komanisi Tel No: (013) 766 6828

POST 10/485 : **DRIVER / MESSENGER (X2 POSTS)**

SALARY : R193 359 per annum (Level 04)

CENTRE : HRP&A: Nkangala District Ref No: DM/HRPA/NK/51 (X1 Post)
Fleet Management: Head Office Ref No: DM/FM/HO/52 (X1 Post)

REQUIREMENTS : Grade 10 certificate with no experience. A driver's licence Code 8 (Code B). Knowledge, Skill and Competencies: Knowledge of legislative / prescripts governing the Public service. Good Interpersonal relations. Good communication skills both verbal and written.

DUTIES : Collect and deliver correspondence to different offices / departments in the District and Head Office. Render driving services. Ensure cleanliness of Government vehicles.

ENQUIRIES : Ms. PI Komanisi Tel No: (013) 766 6828

POST 10/486 : **BOILER OPERATOR (X2 POSTS)**

SALARY : R193 359 per annum (Level 04)

CENTRE : Middelburg Hospital Ref No: BO/MH/53 (X1 Post)
Robs Ferrera Ref No: BO/EHL/54 (X1 Post)

REQUIREMENTS : Grade 12 certificate recognised National Steam Certificate and Experience as Boiler Assistant. Knowledge, Skills and Competencies: Knowledge of Occupational and Safety Act (OHS). Skills- planning, organising, verbal and written communication skills. Candidate must be willing to work overtime and be on standby.

DUTIES : Ensure Safe Boiler operation in the hospital. Supervise Boiler Assistant. Maintain safe incinerator operation. Consistency in reporting and recording in the boiler operation logbook. Timing of coal and ash removal from grift arrester. Cleaning of the boiler. Regular maintenance of the ash trolleys. Proper usage of protective clothing. Cleaning the brine tank and water fitter. Apply chemicals and salt to brine tank as prescribed.

ENQUIRIES : Ms. PI Komanisi Tel No: (013) 766 6828

POST 10/487 : **ROAD WORKERS (X63 POSTS)**

SALARY : R163 680 per annum (Level 03)

CENTRE : Thembisile Hani Cost Centre Ref No: RW/THANI/57 (1 Post)
Dr. JS Moroka Cost Centre Ref No: RW/DM/59 (X4 Posts)
Steve Tshwete Cost Centre Ref No: RW/ST/61 (X2 Posts)
Victor Khanye Cost Centre Ref No: RW/VK/63 (X2 Posts)
Emakhazeni Cost Centre Ref No: RW/EM/64 (X1 Post)
Msukaligwa Cost Centre Ref No: RW/MSU/65 (X1 Post)
Dipaliseng Cost Centre Ref No: RW/D/67 (X2 Posts)
Albert Lithuli II Cost Centre Ref No: AS/69 (X2 Posts)
Pixley Ka-Seme Cost Centre Ref No: RW/PK/70 (X1 Post)
Mbombela Cost Centre Ref No: RW/MCC/EHL/ 71 (X1 Post)
Malekutu Cost Centre Ref No: RW/M/EHL/74 (X3 Posts)
Malamule Cost Centre Ref No: RW/MCC/BOH/79 (X5 Posts)
Mashishing Cost Centre Ref No: RW/M/ 110 (X31 Posts)
Godide Cost Centre Ref No: RW/G/113 (X3 Posts)
Chochocho Cost Centre Ref No: RW/114 (X1 Post)
Sabie Cost Centre Ref No: RW/116 (X2 Posts)
Mjindi Cost Centre Ref No: RW/M/MJ/117 (X1 Post)

REQUIREMENTS : Grade 10 certificate with no work experience. Knowledge, Skills and Competencies: Knowledge of occupational health and safety. Listening and communication skills. Good interpersonal relations.

DUTIES	:	Render patch work, bush clearing, erect road signs, clean drainage and remove rubbish on the road. Execute any activities that will relate to any road maintenance as and when required.
ENQUIRIES	:	Ms. PI Komanisi Tel No: (013) 766 6828
POST 10/488	:	**ROAD OPERATOR (X10 POSTS)**
SALARY	:	R163 680 per annum (Level 03)
CENTRE	:	Dr. JS Moroka Cost Centre Ref No: RWO/JMCC/121 (X2 Posts) Victor Khanye Cost Centre Ref No: RWO/VK/ 122 (X1 Post) Emakhazeni Cost Centre Ref No: RWO/EMA/123 (X1 Post) Mkhondo Cost Centre Ref No: RWO/MKH/125 (X2 Posts) Umjindi Cost Centre Ref No: RWO/UMJ/126 (X1 Post) Mashishing Cost Centre Ref No: RWO/M/BOH/127 (X1 Post) Godide Cost Centre Ref No: RWO/G/128 (X1 Post) Chochocho Cost Centre Ref No: RWO/CHO/129 (X1 Post)
REQUIREMENTS	:	Grade 10 Certificate. A valid driver's license Code EC. Operating certificate Knowledge, Skills and Competencies: Knowledge of occupational health and safety. Listening and communication skills. Good interpersonal relations. Experience in operating specialised equipment.
DUTIES	:	Operate specialized equipment. Load and off load goods/equipment. Inspection and maintenance of equipment and report defects. Keep log sheets of vehicles machineries, Application of safety and precaution measures. Cleaning and lubrication of machinery equipment. Grading of gravel roads and re-raveling /shoulder maintenance
ENQUIRIES	:	Ms. PI Komanisi Tel No: (013) 766 6828
POST 10/489	:	**TRADESMAN AID (X5 POSTS)**
SALARY	:	R163 680 per annum
CENTRE	:	Pilgrim Rest Ref No: TA/PR/131 (X1 Post) Middelburg Hospital Ref No: TA/M/132 (X1 Post) Victor Khanye Ref No: TA/VK/ 133 (X1 Post) Malekutu Cost Centre Ref No: TA/M/EHL/135 (X2 Posts)
REQUIREMENTS	:	Grade 10 with no experience. Knowledge, skills and Competencies: Knowledge of occupational health and Safety. Listening and communication skills, Good interpersonal relations.
DUTIES	:	Carry out instructions from supervisor. Safely keeping of tools. Report minor fault detected to the artisan.
ENQUIRIES	:	Ms. PI Komanisi Tel No: (013) 766 6828
POST 10/490	:	**CLEANER REF NO: C/M/EHL/ 136**
SALARY	:	R138 486 per annum (Level 02)
CENTRE	:	Malekutu Cost Centre
REQUIREMENTS	:	Grade 10 with no experience. Knowledge Skill and Competencies: Knowledge in cleaning with detergents, knowledge of Occupational Health and Safety. Ability to read and write and how to operation cleaning machinery. Listening and communication skills. Good interpersonal relations.
DUTIES	:	Clean and maintain floors, offices, toilets, and kitchen areas. Sweep, dust, vacuum, and disinfect surfaces. Empty bins and remove waste. Keep cleaning materials and equipment in good condition. Report broken machines and request cleaning supplies as needed.
ENQUIRIES	:	Ms. PI Komanisi Tel No: (013) 766 6828

ANNEXURE T

PROVINCIAL ADMINISTRATION: NORTH WEST
DEPARTMENT OF COMMUNITY SAFETY AND TRANSPORT MANAGEMENT
This Department 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 and candidates whose transfer/promotion/appointment will promote representivity will receive preference. An indication in this regard will facilitate the processing of applications.

APPLICATIONS	:	The Head of Department, Department of Community Safety and Transport Management, Private Bag X19, Mmabatho, 2735 Office No. 105, 1st Floor, Tirelo Building, Cnr Albert Luthuli Drive and Dr. James Moroka Drive, OR email to the relevant e-mail address associated with the post applied for.
FOR ATTENTION	:	Kegomoditswe Makaota Tel No: (018) 200 8258
CLOSING DATE	:	08 April 2026 (Posted, Handed and E-mailed Applications must have reached the Department by 15h30 pm Walk-in and 00h00 Mid-night online).
NOTE	:	Please Note: On the subject line of your e-mail, indicate the correct job title and the Reference number of the post. All applications must be emailed to the correct indicated email address. All attachments for online submission must include Only Z83 Form and an updated Curriculum Vitae in PDF Format and be emailed to the correct email address, as one document. Failure to do so, your application will be disqualified. Compliance Note: Applications must be submitted on the improved Z83, approved to be utilized with effect 01 January 2021, which must be completed in such a manner that provides sufficient information about your candidature and the post applied for by completing all relevant fields. The declaration must be signed and initials on the second page are not mandatory. Should the applicant/s use incorrect application form for employment (Z83), or not compliant to the notes, the application/s will not be considered for selection purposes (disqualified). The Z83 must be accompanied by detailed Curriculum Vitae with at least three (3) names of referees with current contact details. Subjects of relevant qualification/s should be mentioned in the CV. Completion of the Z83 form: Part A: All fields must be fully completed. Part B: Date of birth and ID number are compulsory and other fields may be left blank, marked as not relevant, and use dashes or N/A if they do not apply to you or the position applied for and as long as the CV has been attached and provides the required information. Part C, D, E, F and G may be left blank, marked as not relevant, and use dashes or N/A if they do not apply to you or the position applied for and as long as the CV has been attached and provides the required information, however question related to conditions that prevent re-appointment under Part F is compulsory for applicants seeking re-employment into the Public Service. Applicants do not have to submit copies / proof / certificates / attachments / drivers licence / qualifications on application. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interviews. The employment application form (Z83) is obtainable at any National or Provincial Department, and it is accessible on the DPSA web-site, www.dpsa.gov.za Failure to submit or comply with the requested documents will result in the application not being considered. Should the applicant fail to submit or not comply with the requested documents, or not meet minimum requirements of the job as per the post advertised, this will result in the employment application not being considered. Qualifications of shortlisted candidates will be verified with SAQA. Persons in possession of a foreign qualification must furnish this Department with an evaluation certificate from the South African Qualification Authority (SAQA). Positions requiring tertiary qualification/s must be accompanied by copies of academic record/transcript(s) only when shortlisted. Candidates must indicate the number of the post/reference number in their applications. Candidates requiring additional information regarding an advertised post must direct their queries to the person reflected as enquiries below the post applied for. Applications should be forwarded in time to the department since applications received after the closing date indicated below will as a rule not be accepted. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. The Department reserves the right not to make appointments, and correspondence will be limited to shortlisted candidates only. Personnel suitability check records will be conducted. Applicants must disclose if she/he is not a Director/Shareholder of a company or conducting any business with organ of State. They must also disclose or inform whether he/she is performing any additional remunerative

work outside his /her normal duties. All appointments are subjected to a positive qualification's verification as well as security clearance. SMS appointments are also subjected to SMS competency assessment as a DPSA requirement. 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. Applicants who do not possess SMS Pre-Entry Certificate shall be considered for shortlisting and interviews but cannot be appointed before they successfully obtain the certificate. (SMS Pre-Entry Programme) is offered by the National School of government, information can be accessed via this link: https://www.thensg.gov.za. The appointee to SMS post must be in possession of such, prior to taking up the post. The successful candidate will be required to enter into an employment contract and a performance agreement.

MANAGEMENT ECHELON

POST 10/491 : **DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: 71/2025/26**
Directorate: Supply Chain Management
Re-advertisement; candidates who previously applied are encouraged to re-apply.

SALARY : R1 266 741 per annum. The inclusive remuneration package consists of a basic salary, contribution to the Government Employee Pension Fund, medical fund and a flexible portion in terms of applicable rules. The successful candidate must enter into a performance agreement and sign employee contract.

CENTRE : Head Office- Mahikeng

REQUIREMENTS : Grade 12 Certificate. A relevant (NQF level 7) qualification in Supply Chain Management/ Finance/ Financial Management/ Economics/Auditing as recognised by SAQA coupled with five (5) years' experience at middle/senior managerial level within the Supply Chain Management Environment. A valid driver's license. Computer Literacy. The requirements for appointment at SMS level include the successful completion of the Senior Management Pre-entry Programme as endorsed by NSG submitted prior to appointment. Knowledge: In-depth knowledge of legislative framework that governs the Public Service. Customer Service Principles (Batho Pele Principles). Risk Management. Understanding of Supply Chain Management policies and procedures. Understanding of the white paper on the transformation of public service. Public Service Regulations (PSR). Public Service Act. COIDA. BBBEE and BBBEE codes. Protection of personal Information Act (POPI). Legislative Requirement: PPPFMA (Preferential Procurement Policy Framework. Public Finance Management Act (PFMA). Treasury regulations, Treasury/Practice Notes, Treasury and DPSA Circulars, Guidelines and Framework, understanding of budgeting and Financial Management best practices. Financial Management best practices. Financial Management Systems (PERSAL, BAS & LOGIS). Competencies: Strategic Capability 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, Customer Focus and Communication. Skills: Technical Proficiency. Business Report Writing Skills. Communication (verbal and written). Problem solving and decision making. People management and Empowerment. Customer Focus and responsiveness. Managing inter-personal conflict. Financial management. Decision making and problem solving. Programme management. Environment awareness.

DUTIES : Ensure the development and implementation of relevant policies, procedures and transversal contracts with respect to Supply Chain and Asset Management. Develop and manage the demand and acquisition processes. Manage Assets, Logistics, Contract Management, Demand as well as Acquisition management sub-directorates. Develop, manage and maintain logistical information and supply chain management performance. Development of adequate risk management measures. Manage all resources of the Directorate. Manage the performance of the unit to ensure quality service delivery and achievement of key strategic objectives. Ensure effective financial and human resources management.

ENQUIRIES : Ms. K Phatudi Tel No: (018) 200 8024/25

APPLICATIONS	:	E-Mail address: CSTMrecruitment03@nwpg.gov.za
POST 10/492	:	**DIRECTOR: LEGAL SERVICES REF NO: 72/2025/26** Directorate: Legal Services This is a re-advertisement Candidates who previously applied are encouraged to re-apply.
SALARY	:	R1 266 741 per annum. The inclusive remuneration package consists of a basic salary, contribution to the Government Employee Pension Fund, medical fund and a flexible portion in terms of applicable rules. The successful candidate must enter into a performance agreement and sign employee contract.
CENTRE	:	Head Office- Mahikeng
REQUIREMENTS	:	Grade 12 Certificate An LLB Degree (NQF level 7) as recognised by SAQA. Five (5) years' experience at middle/senior managerial level in Legal Services. Computer Literacy. A valid driver's license. Knowledge: Sound and in-depth knowledge of relevant prescripts, application of Human Resources prescripts as well as understanding of the legislative framework governing Public Service such as Employment Equity Act, Skills Development Act, Basic Conditions of Employment Act, Labour Relations Act, Public Service Act, Promotion of Administrative Justice Act, Promotion of Access to Information Act, Public Service Regulations and various Bargaining Council resolutions. Skills: Negotiation skills, Planning and Organizing, Time Management, Policy Analysis and Development, Good Communication skills, Group Dynamics, Diversity Management, Facilitation skills, Coordination skills, Knowledge Management skills. Competencies: Strategic Capability 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, Customer Focus and Communication.
DUTIES	:	Offer legal opinions and advices by advising MEC on appeals lodged against administrative decisions taken in terms of legislation guiding the department, studying and researching the case at hand to give an informed opinion, analysing and checking prospects of success, giving advice to proceed or not, liaising with experts on the relevant fields of law and advising on settlement to avoid unnecessary legal costs. Monitor Legal Contracts by scrutinizing agreements and comply with prescribed procedure for the conclusion of binding documents, identifying the intention of the contract and provide legal advice during conceptualization of the contract, conducting risk assessment to avoid unnecessary financial loss and litigation, consulting with staff and external parties involved in the contract, liaising with State Law Advisors on contracts and rendering regular workshops on contracts. Communicate with State Attorney on litigation matters involving the department by managing the investigation and compiling relevant documents to State Attorney, dealing with litigation on behalf of the department through the State Attorney, conducting research on case at hand to establish state liabilities, giving instructions to State Attorney during court proceedings, managing the investigation and compilation of evidence from Staff and Management, managing the cases referred to the State Attorney with regards to dates and ensuring court appearance by officials and avoid prescription, assisting State Attorney to prepare briefs to advocates where necessary and verifying correctness of the invoices for payment of the State Attorney. Ensure that there is sound labour stability and by providing support to Legal Services directorate and Corporate Management Services. Management of the directorate budget in accordance with the financial management prescripts.
ENQUIRIES	:	Mr. MA Morule Tel No: (018) 200 8001/09
APPLICATIONS	:	E-Mail address: CSTMrecruitment04@nwpg.gov.za

ANNEXURE U

PROVINCIAL ADMINISTRATION: WESTERN CAPE
DEPARTMENT OF AGRICULTURE

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

CLOSING DATE : 13 April 2026

NOTE : Shortlisted candidates will be required to attend interviews on a date and time determined by the department and submit documentation for verification purposes and criminal record vetting. 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 must be an integrity (ethical conduct) assessment. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 10/493 : **SENIOR AGRICULTURAL ADVISOR: (BREDASDORP) REF NO: AGR 09/2025 R1**

SALARY : R468 459 - R561 894 per annum (Level 09)

CENTRE : Department of Agriculture, Western Cape Government

REQUIREMENTS : An appropriate 4-year BSc Agric degree majoring in Agricultural Economics or BAgric Honours degree majoring in Agricultural Economics on NQF level 8 or equivalent; Registered with SACNASP or any other recognised professional body (Proof to be submitted); A minimum of 3 years' experience in agricultural extension; A valid code B driving licence. Competencies: Knowledge of the following: Agricultural production economics and agricultural economics; Production of crops and livestock produced in the specific area, also markets and value adding; Project management practices; Good research skills; Excellent written and verbal communication and report; Sound organizational and leadership abilities; Good understanding of the land reform, programme and project implementation; Excellent communication (written and verbal skills); Proven computer literacy in MS Office; (MS Word, MS Excel, MS Outlook, MS Power Point).

DUTIES : Compilation of enterprise budgets and cashflow statements within fruit, livestock and grain commodities; Conduct relevant project evaluation within the monitoring and evaluation framework; Deliver continuous support to all farmers, especially developing farmers across all functions, which include land reform, infrastructure development, extension and support on production and economic principles, institutional support as well as capacity building and food security; Assist with research and demonstration trials; Provide information on markets; Facilitate workshops and planning sessions to determine needs and progress; Promote sustainable production systems; Write reports regarding economical progress; Facilitate the development of organisational skills of the developing agricultural sector; Facilitate relevant recordkeeping and economical training as well as support to projects; Participate as a member of the project team by giving economical input and for the compilation of business plans; General office administration; Ensure the implementation of Agricultural Information Management System (AIMS); Facilitate, engage and provide inputs to Implementing Agencies and relevant Commodity Project Allocation Committees in the delivery and implementation of projects lead, guide and provide support to lower level extension staff.

ENQUIRIES : Mr. Hennis Germishuys at (082) 907 2805

DEPARTMENT OF CULTURAL AFFAIRS AND SPORT

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

CLOSING DATE : 13 April 2026

NOTE : Shortlisted candidates will be required to attend interviews on a date and time determined by the department and submit documentation for verification purposes and criminal record vetting. 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 must be an integrity (ethical conduct) assessment. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 10/494 : **DEPUTY DIRECTOR: LEGAL SUPPORT REF NO: CAS 03/2026**

SALARY : R1 059 105 per annum (Level 12), (all-inclusive salary package)

CENTRE : Department of Cultural Affairs and Sport, Western Cape Government

REQUIREMENTS : An appropriate LLB qualification with Admission as attorney or Advocate; A minimum of 8 years middle management experience; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Working experience with the legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Policy development, and operational management, monitoring and review processes; Public service procedures, processes and systems; Regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Constitutional, legal and institutional arrangements governing the South African public sector; Functioning of the province and the activities of sister departments/related functional areas. Skills needed: Numeracy; Literacy; Computer Literacy; Written and verbal communication; Project Management; Accounting, Finance and Audit; Legal Administration.

DUTIES : Manage the preparation of comments on behalf of HWC on draft legislation; Provide legal advice to Heritage Western Cape; Provide legal services on governance matters; Provide training and input to educational initiatives of Heritage Resource Management Unit and Heritage Western Cape; Plan and manage the work of and account for the overall performance of the Sub directorate; People Management; Financial Management.

ENQUIRIES : Dr HM Janse van Rensburg Tel No: (021) 483 9598

POST 10/495 : **ASSISTANT DIRECTOR: HERITAGE WESTERN CAPE LEGAL SUPPORT REF NO: CAS 04/2024**

SALARY : R468 459 - R561 894 per annum (Level 09)

CENTRE : Department of Cultural Affairs and Sport, Western Cape Government

REQUIREMENTS : An appropriate 4 year relevant post school qualification LLB with 2 years articles; A minimum of 3 years' experience in the legal environment. Competencies: Knowledge of the following: Human Resource Management; Legal; Management of Finances in line with PFMA; Project Management; Skills: Communication (written and verbal); Computer Literacy; Planning & Organising; Analytical thinking; Conflict resolution; Experience in the following: Administrative law; Working in government; Training in heritage related disciplines.

DUTIES : Conduct assessments of competency of local authorities with regards to the facilitation of devolution of powers and functions in terms of the National

Heritage Resources Act(Act 25 of 1999) to capacitate local authorities; Provide legal support to Heritage Western Cape management, council, committees and staff; Conduct training and capacity building exercises and raise awareness; Financial Management; People Management.

ENQUIRIES : Ms P Meyer Tel No: (021) 483 9691

POST 10/496 : **CFO SUPPORT OFFICER: FINANCIAL MANAGEMENT REF NO: CAS 05/2026**

SALARY : R468 459 - R561 894 per annum (Level 09)
CENTRE : Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS : An appropriate 3-year B-Degree (equivalent or higher qualification) in a Financial Management or Public Management/Administration environment/ field; A minimum of 3 years relevant experience. Competencies: Knowledge in the following: Information systems (LOGIS and BAS); Reporting procedures; Financial management and SCM; Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements; Information systems that aid in the management of knowledge and information pertaining to the financial management; Operational management practices; Procurement and tendering processes; public service procedures, processes and systems. Skills needed: Numeracy; Literacy; Computer Literacy; Written and verbal communication; Project Management; Accounting, Finance and audit; Formulation and evaluation; Conflict management; Interpersonal relations; Problem-solving; Budgeting; Presentation; Service-oriented; Ability to interpret regulations.
DUTIES : Render strategic support to the Chief Financial Officer (CFO); Render operational support to the CFO; General management and administration of the office of the CFO; Manage the implementation and maintenance of the information management system (Knowledge management).
ENQUIRIES : Ms B Rutgers Tel No: (021) 483 9525/6/7

POST 10/497 : **ADMINISTRATIVE SUPPORT OFFICER: STRATEGIC AND OPERATIONAL MANAGEMENT SUPPORT REF NO: CAS 06/2026**

SALARY : R325 101 - R382 959 per annum (Level 07)
CENTRE : Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS : A 3-year National Diploma/B- degree (equivalent or higher qualification); A minimum of 1-year relevant experience. Competencies: Knowledge of the following: Provide a support function to the My Content/ Enterprise Content Management (ECM) within the department; Understanding of information systems that aid in the management of knowledge and information pertaining to the line function; Project management; Operational management practices; Understanding of procurement and tendering processes; Understanding of policy development, and operational management, monitoring and review processes; Understanding of modern systems of governance and administration; Understanding of public service procedures, processes and systems; Understanding of the regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Understanding of Constitutional, legal and institutional arrangements governing the South African public sector; Public finance, human resources and discourse management processes; Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements; Understanding of the functioning of the Province and the activities of sister departments/related functional areas; Understanding of the policies of the government of the day; Labour Relations legislation and regulations; Understanding of performance management in general; My Content/ECM. Skills needed: Numeracy; Literacy; Computer Literacy; Written and verbal communication skills.
DUTIES : Provide administrative and secretariat support to Departmental Information Technology Committee (ITS teer com); Assist with the rollout, review and implementation of ICT Policies; Support the ICT process including compilation of Strategic ICT plan, Operational Plan and Implementation Plan; Facilitate and coordinate document monitoring and tracking; Provide a support function to the My Content/Enterprise Content Management (ECM) within the department.
ENQUIRIES : Mr S Julie Tel No: (021) 483 3134

POST 10/498 : **LIBRARIAN: SALDANHA REGION REF NO: CAS 08/2026**

SALARY : R325 101 - R82 959 per annum (Level 07)
CENTRE : Department of Cultural Affairs and Sport, Western Cape Government.
REQUIREMENTS : An appropriate 3-year B-Degree (equivalent or higher qualification) in Library Science, Information Sciences or equivalent qualification; A minimum of 1-year relevant experience; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Supervision; Collection Development; Computers. Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint etc); Good interpersonal relations; Communication skill (written and verbal); Numeracy and Literacy; Problem solving; Planning and organising; People management; Conflict management; Ability to work under pressure; Supervisory; Creative thinking; Presentation; Proficient reader; Analytical thinking.
DUTIES : Collection development and stock control in affiliated public libraries; Administrative functions; Human resources functions; Supportive management and professional functions.
ENQUIRIES : Mr S Booysen Tel No: (021) 483 2332

DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
CLOSING DATE : 13 April 2026
NOTE : Shortlisted candidates will be required to attend interviews on a date and time determined by the department and submit documentation for verification purposes and criminal record vetting. 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 must be an integrity (ethical conduct) assessment. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 10/499 : **DEPUTY DIRECTOR: ENTERPRISE DEVELOPMENT REF NO: DEDAT 02/2026**

SALARY : R896 436 per annum (Level 11), (all-inclusive salary package)
CENTRE : Department of Economic Development and Tourism, Western Cape Government.
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years middle management experience. Competencies: Knowledge of the following: Economics; Enterprise development; Research applications in economics; Financial management; Stakeholder management; Management principles; Project management; Public service procedure; Applicable policies and procedures; Relationship management. Skills in the following: Computer literacy in MS Office package (Word, Excel, PowerPoint); Analytical skills; Policy analysis; Financial management; Problem solving; Planning and organising; Influencing; Presentation; Conflict management; Communication (written and verbal); Relationship management; Networking and linking; People management; Motivational skills.
DUTIES : Develop, implement and monitor programmatic initiatives to facilitate MSME access to nonfinancial and financial support; Promote entrepreneurship to contribute towards an entrepreneurial culture; Develop and implement strategies, policies, plans and programmatic initiatives for micro, small, and

medium enterprise development; Facilitate micro, small, and medium enterprise ecosystem collaboration and partnership; Provide strategic support to provincial and municipal enterprise initiatives; Administration (Financial Management and People Management).

ENQUIRIES : Mr J. Wolmarans Tel No: (021) 483 8110/ 2628

POST 10/500 : **STATE ACCOUNTANT: FINANCIAL ACCOUNTING REF NO: DEDAT 41/2025 R1 (X2 POSTS)**

SALARY : R397 116 - R467 790 per annum (Level 08)
CENTRE : Department of Economic Development and Tourism, Western Cape Government.
REQUIREMENTS : An appropriate 3-year National Diploma/ B-Degree (or equivalent qualification) with Financial Accounting or Economics as a major; A minimum of 1-year relevant experience in a Financial Accounting or similar working environment. Competencies: Knowledge of the following: Financial background (Public Sector Finance recommended; Accounting principles; Public Finance Management Act (PFMA); National Treasury Regulations (NTR); Division of Revenue Act; Departmental instructions and delegations; Basic Accounting Systems; Compilation of Annual Financial Statements; Financial background in Public Sector Finance; Prescripts / circulars, legislation and guidelines issued by National / Provincial Treasury. Skills needed: Analytical thinking; Strategic thinking; Communication (written and verbal); Computer literacy; Ability to analyse, conceptualise and implement policy; Presentation; Problem solving; Conflict resolution; People management; Ability to work under pressure and meet strict deadlines; Ability to work independently and as part of a team.
DUTIES : Control and management of miscellaneous and transfer payments; Preparation of financial statements and reporting; Collection and recording of revenue and petty cash control; Management of journals; People management.
ENQUIRIES : Mr N Kagee Tel No: (021) 483 0160

DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
CLOSING DATE : 13 April 2026
NOTE : Shortlisted candidates will be required to attend interviews on a date and time determined by the department and submit documentation for verification purposes and criminal record vetting. 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 must be an integrity (ethical conduct) assessment. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POST

POST 10/501 : **ENVIRONMENTAL SUPPORT OFFICER: AIR QUALITY MANAGEMENT REF NO: EADP 04/2026**

SALARY : R397 116 - R467 790 per annum (Level 08)
CENTRE : Department of Environmental Affairs and Development Planning, Western Cape Government.
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years relevant administrative experience; A valid code B (or higher) driving license. Note: People with disabilities that restrict

driving abilities but have reasonable access to transport may also apply. Competencies: Knowledge of the following: Financial and administrative prescripts governing the public sector, the Western Cape Government and the Department; Legislation, regulations, policies and prescripts that are relevant to the Department and the component; General office administration processes; Database and information management processes; Project administration processes; Record-keeping legislation, regulations, policies, prescripts and processes; People management prescripts, policies and processes; Supply Chain Management. Skills needed: Numeracy; Literacy; Computer Literacy (MS Office: Word, Excel, PowerPoint etc.); Accounting, Finance and Audit; Project Management; Excellent research; Ability to meet strict deadlines; Communication (written and verbal) and report writing skills, including the ability to analyse, interpret and respond to scientific and technical reports; Demonstrate the ability to use the following IT Software: MS Office suite, databases and Internet; Supervisory skills; Experience in meeting skills and taking of minutes; Ability to work independently and as part of a team; Must be able to meet strict deadlines; Character must be beyond reproach.

DUTIES : Facilitate procedural and administrative functions aligned with operational compliance: Drafting of technical documents, correspondence and liaison; Administrative processes, Project/Regulatory administration; Record-keeping; People Management Administration; Coordinate and maintain environmental data systems to support policy implementation and regulatory reporting; Provide logistics and secretariat services to relevant stakeholders within the component; Administer financial processes to support environmentally aligned procurement, budgeting and reporting functions; Perform supervisory functions.

ENQUIRIES : Mr E Roux at Etienne.Roux@westerncape.gov.za

DEPARTMENT OF HEALTH AND WELLNESS

In line with the Employment Equity Plan of the Department of Health, it is our intention with this advertisement to achieve equity in the workplace by promoting equal opportunities and fair treatment in employment through the elimination of unfair discrimination.

NOTE : It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. Kindly note that excess personnel will receive preference. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment.

MANAGEMENT ECHELON

POST 10/502 : **DIRECTOR: INFRASTRUCTURE PLANNING**
Chief Directorate: Facilities and Infrastructure Management

SALARY : R1 266 714 per annum, (A portion of the package can be structured according to individual needs)

CENTRE : Head Office, Cape Town

REQUIREMENTS : Minimum educational qualification: An appropriate qualification at NQF level 7 in Engineering, Architecture, Urban and Regional Planning, or Quantity Surveying recognised by SAQA, with a minimum of five years' experience in a middle or senior managerial level. A postgraduate management qualification and registration as a Built Environment Professional with the relevant Council are desirable. Pre-entry Certificate for the Senior Management Services is not a requirement to apply but will be required for appointments. Candidates who do not possess this certificate may still apply but are advised to register and complete the course, as no appointment can be made without it. The course is offered at the National School of Governance (NSG) under the title "Certificate for entry into the SMS", and full details are available at: https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme/. All associated costs must be covered by the applicant. Experience: Experience in public and/or private sector management or related fields involving planning and delivering infrastructure programmes, preferably within the health sector. Inherent requirements of the job: Valid driver's licence. Competencies (knowledge/skills): Knowledge of management and administrative processes in the Public Service. Proven knowledge and management experience in the

planning and delivery of infrastructure programmes. Knowledge of the built environment professions. Strong leadership, communication, stakeholder engagement, programme and project management abilities.

DUTIES : Lead the strategic planning and alignment of infrastructure with integrated service delivery models. Develop, review, and manage infrastructure planning frameworks, norms and standards. Oversee the preparation of the User Asset Management Plan (U-AMP), Business Cases, and Project Briefs. Strengthen interdepartmental and intergovernmental collaboration. Lead infrastructure modelling and spatial planning for the health sector. Coordinate infrastructure inputs to the Department's Strategic Plan, Annual Performance Plan, and Infrastructure Programme Management Plan. Manage policy development and technical inputs to infrastructure prioritisation models. Implement systems for monitoring, evaluation, and post-occupancy assessments. Build internal capacity, lead high-performing teams, and foster stakeholder trust and engagement. Contribute to ethical governance by implementing risk management, aligning spending with PFMA/DORA, and fostering performance-based grant strategies.

ENQUIRIES : Dr L Angeletti-Du Toit at (071) 7947771

APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post.

CLOSING DATE : 10 April 2026, 17:00 PM

OTHER POSTS

POST 10/503 : **MEDICAL SPECIALIST GRADE 1 TO 3 (SUB-SPECIALTY: PAEDIATRIC INFECTIOUS DISEASES)**
(3-Year Contract)

SALARY : Grade 1: R1 553 670 per annum
Grade 2: R1 773 222 per annum
Grade 3: R1 936 806 per annum
(A portion of the package can be structured according to the individual's personal needs.)

CENTRE : Tygerberg Hospital, Parow Valley

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Paediatric Infectious Diseases. Registration with a professional council: Registration with the HPCSA as Medical Specialist in Paediatric Infectious Diseases. Experience: **Grade 1**: None after registration with the HPCSA as a Medical Specialist in Paediatric Infectious Diseases. **Grade 2:** A minimum of 5 years' appropriate experience as a Medical Specialist Paediatric Infectious Diseases after registration with the HPCSA (or recognized foreign Health Professional Council in respect of foreign qualified employees) as a Medical Specialist in Paediatric Infectious Diseases. **Grade 3:** A minimum of 10 years' appropriate experience as a Medical Subspecialist in Paediatric Infectious Diseases after registration with the HPCSA (or recognized foreign Health Professional Council in respect of foreign qualified employee) as a Medical Specialist in Paediatric Infectious Diseases. Inherent requirement of the job: After hours call cover. Valid driver's license. Competencies (knowledge/skills): FCPaed, MMed (Paed) and Certificate in Paediatric Infectious Diseases Appropriate experience working in Paediatrics and Paediatric Infectious Diseases. Ability to function independently as a Subspecialist in Paediatric Infectious Diseases. Excellent communication skills, team leadership and experience working with multi-disciplinary teams. Ability to manage and co-ordinate a busy paediatric emergency service. Appropriate skills or a willingness to develop the skills needed in an emergency paediatric service e.g. simulation, APLS/APLS instructor, point-of-care ultrasound training. Demonstrated interest in research of acute paediatric care/related infectious diseases.

DUTIES : This position is embedded in the General Paediatric service. To contribute to leadership and clinical governance in the General Paediatric service, including clinical care, teaching and learning and research. To render comprehensive clinical services in General Paediatrics, including emergency, ambulatory and outpatient care (based in the paediatric emergency ward), and provide ecosystem support to Paediatric EC's and CHCs in Metro East. To provide undergraduate and postgraduate clinical teaching and curriculum development

in General Paediatrics and Paediatric Emergency Medicine. To produce research output in acute paediatric care and related infectious diseases. To provide leadership, clinical guidance and training in infection prevention and control, antimicrobial stewardship, and other related infectious diseases priorities in General Paediatrics wards. To engage in after hours on call cover (overtime) in general and sub-specialist paediatrics.

ENQUIRIES : Prof A Dramowski Tel No: (021) 938-9938

APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council is submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration as Medical Specialist in Paediatric Infectious Diseases with the relevant council (including individuals who must apply for change in registration status).

CLOSING DATE : 09 April 2026, 17:00 PM

POST 10/504 : **MEDICAL SUB-SPECIALIST GRADE 1 TO 3 (CRITICAL CARE)**

SALARY : Grade 1: R1 553 670 per annum
Grade 2: R1 773 222 per annum
Grade 3: R1 936 806 per annum
A portion of the package can be structured according to the individual's personal needs.

CENTRE : Groote Schuur Hospital, Observatory

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Sub-Specialist in Adult Critical Care. Registration with a professional council: Registration with the HPCSA as Medical Sub-Specialist in Adult Critical Care. Experience: **Grade 1**: None after registration with the HPCSA as Medical Sub-Specialist in Adult Critical Care. **Grade 2**: A minimum of 5 years appropriate experience as Medical Sub-Specialist in Critical Care after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Sub-Specialist in Adult Critical Care. **Grade 3:** A minimum of 10 years appropriate experience as Medical Sub-Specialist in Critical Care after registration with the HPCSA or recognised foreign Health Professional Council in respect of foreign qualified employees as a Medical Sub-Specialist in Adult Critical Care. Inherent requirement of the job: Commuted overtime is compulsory. Competencies (knowledge/skills): Proven experience of dealing with patients in a multidisciplinary intensive care unit where management by a critical care sub specialist is essential. Experience to include medical/surgical/transplant (heart/lung/liver)/cardiothoracics and neurosurgery as well as the provision of extra corporeal membrane oxygenation (ECMO). A background that compliments and strengthens the current expertise within the Division of Critical Care.

DUTIES : Fulltime clinical service provision within all units falling under the Division of Critical Care. Patient care and supervision of junior medical staff. Supervision and training of medical staff in Critical Care Including the use of ultrasound and extra corporeal support modalities. Participation in management and resource allocation within Critical Care. Participation in clinical audit and outreach programmes in Critical Care. Development and implementation of research pertinent to Critical Care.

ENQUIRIES : Prof I Joubert Tel No: (021) 404 3279 or Dr S Peters Tel No: (021) 404 5195

APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. The pool of applications will be considered for vacancies within Groote Schuur Hospital, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post. Please ensure that you attach an updated CV. Groote Schuur Hospital has adopted the department's ecosystem framing of its training platform. Accordingly, all medical specialist appointments may be called upon to work across this platform and may include rotations at Metro

West and Rural East hospitals. This includes Red Cross War Memorial Children's Hospital, New Somerset Hospital, Mitchells Plein District Hospital, Victoria Hospital and George Provincial Hospital. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).

CLOSING DATE : 09 April 2026, 17:00 PM

POST 10/505 : **MANAGER: DENTAL SERVICES GRADE 1**
Chief Directorate: Metro Health Services

SALARY : R1 422 810 per annum, (A portion of the package can be structured according to the individual's personal needs.)

CENTRE : Oral Health Centre, Tygerberg/Mitchell's

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Dentist. Registration with a professional council: Appropriate qualification that allows registration with the HPCSA as a Dentist (Independent Practice). Experience: A minimum of 3-year appropriate experience as a Dentist after registration with the HPCSA as a Dentist. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Appropriate experience of managing clinical dental services. Good interpersonal and problem-solving skills. Strong business orientation with proven skills and abilities in the clinical management of a dental service. Computer literacy (MS Word, Excel, PowerPoint, Internet and Email.

DUTIES : Comprehensive strategic and operational management of all service areas and support services of the institution in terms of relevant acts and delegations. Provide strategic management and leadership. Effective, efficient and sustainable Human Resource Management and planning. Assist with delivery of clinical services within scope of clinical knowledge and skills. Liaison/collaboration with the Academic Dean of the UWC Faculty of Dentistry. Ensure the seamless integration and service delivery activities on the clinical dentistry platform.

ENQUIRIES : Ms C Dean Tel No: (021) 833-9482

APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : Short listed candidates will be subjected to a written and oral assessment. No payment of any kind is required when applying for this post. The pool of applications will be considered for vacancies within Chief Directorate: Metro Health Services, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.

CLOSING DATE : 09 April 2026, 17:00 PM

POST 10/506 : **MEDICAL SPECIALIST GRADE 1 TO 3 (INTERNAL MEDICINE)**
Chief Directorate: Rural Health Services

SALARY : Grade 1: R1 341 855 per annum
Grade 2: R1 531 032 per annum
Grade 1: R1 773 222 per annum
(A portion of the package can be structured according to the individual's personal needs).

CENTRE : George Regional Hospital

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Internal Medicine. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Internal Medicine. Experience: **Grade 1:** None after registration with the HPCSA as Medical Specialist in Internal Medicine. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in Internal Medicine. **Grade 3**: A

minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in Internal Medicine. Inherent requirements of the job: It will be expected of the successful candidate to participate in a system of remunerated commuted overtime and in the after-hours call system. A valid (Code B/EB) driver's license as well as willingness to travel. Competencies (knowledge/skills): Good work etiquette; excellent communication skills; conflict management; cost conscious care provision. Good technology and computer skills; problem-solving experience; leadership and mentoring experience. Performance of audits, research and publications. Experience in teaching, conducting and supervising research. Proven knowledge of public health policies, guidelines and related prescript to manage resources effectively.

DUTIES : Render an efficient, cost-effective high quality Internal Medicine service to patients managed by the hospital and district as the Rural East Ecosystem, by balancing throughput with quality. Always deliver service with professional and ethical behaviour. Assist with effective and efficient administration of the Internal Medicine Department. Assist the Head of Department with specific projects relating to Antibiotic Stewardship, PPTC, Critical Care and Clinical Governance. -The desired candidate will be required to set an appropriate example of an exemplary medical practitioner and serve as a role model and clinical mentor to junior doctors and associated clinical staff. Assist with unit training commitments. Ensure the rational use of resources, participate in audits and Clinical Governance activities. Participate in Outreach and Support services, as needed, to the greater Rural East Ecosystem. Ensure good relations with patients, nursing staff, colleagues and referral services at tertiary and district hospital level. Adhere to requirements for all HR matters. Do appropriate clinical audits and research within the department to stay abreast of clinical development.

ENQUIRIES : Dr A Vermeulen Tel No: (044) 802-4436

APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Candidates are subjects to a practical. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).

CLOSING DATE : 09 April 2026, 17:00 PM

POST 10/507 : **SENIOR REGISTRAR (GASTROENTEROLOGY)**
(3-Year Contract)

SALARY : R1 341 855 per annum, A portion of the package can be structured according to the individual's personal needs.

CENTRE : Groote Schuur Hospital, Observatory

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Medicine. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Medicine (Independent Practice). Inherent requirement of the job: Commuted overtime is compulsory. Competencies (knowledge/skills): Clinical Skills required of a Medical Specialist Physician (e.g. Assessment, diagnosis and treatment in inpatient, outpatient, and emergency contexts). Effective and efficient administration. Communication including report generation, letter writing, consultation. Experience in research. Knowledge appropriate for approach to investigations of common medical disorders. MMED and FCP (SA) qualifications.

DUTIES : Clinical Governance and Administration. Clinical Service Provision. Teaching and Training/Supervision of Junior Staff. Research.

ENQUIRIES : Dr D Levin Tel No: (021) 404 6422 or dion.levin@uct.ac.za

APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Please ensure that you attached an updated CV. Groote Schuur Hospital has adopted the department's ecosystem framing of its training platform. Accordingly, all Senior Registrar appointments may be called upon to work across this platform and may include rotations at Metro West and Rural East hospitals. This includes Red Cross War Memorial Children's Hospital, New Somerset Hospital, Mitchells Plein District Hospital, Victoria Hospital and George Provincial Hospital. The pool of applicants will be considered for other similar posts within Groote Schuur Hospital, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post. Employees in service who opt to continue with their pension benefits as Senior Registrar, will be required to resign after completion of their registrarship should they not be successful for advertised Medical Sub-Specialist positions. The Department of Health is guided by the principles of Employment Equity. Candidates with disability are encouraged to apply and an indication in this regard will be appreciated. Specific Senior Registrar posts within the Department will be identified as part of the Affirmative Action programme to create a representative Specialist cadre in line with applicable procedures. Preference will be given to SA citizens/permanent residents with a valid identity document. Senior Registrars will be required to register as post-graduates with University of Cape Town according to the yearbook and guidelines. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration with the relevant council (including individuals who must apply for change in registration status)". Appointment as Senior Registrar will be for a maximum contract period of 3 years. Senior Registrars will function across health facilities, as per an agreed programme. Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personal. As such they are entitled to receive pay progression. Appointment as Senior Registrar will be on contract.

CLOSING DATE : 09 April 2026, 17:00 PM

POST 10/508 : **REGISTRAR (MEDICAL)**
Chief Directorate: Emergency, Clinical and Support Services
(4-Year Contract)

SALARY : R1 001 349 per annum, (A portion of the package can be structured according to the individual's personal needs.)

CENTRE : Forensic Medicine and Toxicology, Observatory Forensic Pathology Institute; Forensic Pathology Services

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as an Independent Medical Practitioner. Registration with a professional council: Registration with the HPCSA as an Independent Medical Practitioner. Inherent requirement of the job: Valid Code B/EB driver's license. Competencies (knowledge/skills): Display knowledge and all other prescripts that concerns the functioning of a Forensic Medicine Department and continuous learning and improvement of knowledge and skills. Willingness to complete the Diploma in Forensic Pathology with the CMSA within 12 months of employment of this post. Ability to adhere to health and safety standards. Ability to adhere to requests, follow advice and instructions from consultants and conform to divisional protocols and professional ethical behaviour and behavioural code. Problem solving abilities, as can be expected from a Registrar in FPS. Continuous academic input and contribution, including case and topic presentations, conference participation, research and participation in all academic activities in the Division. Ability to successfully complete at least one research project and submit such research manuscript for publication in a peer-reviewed journal. Above-average ability to communicate clearly and discreetly in witing. Ability to travel to peripheral FPS facilities should it be required to render a supportive function at other facilities in terms of service delivery requirements. Ability to work well within a group at all levels of authority. Ability to consult with the responsible consultant, HCU or HOD when unsure of how

to proceed with a case or related problem and inform a consultant whenever any work-related complication arises. Ability to work under pressure. Organizational skills and ability to plan. Rendering effective and efficient service under consultant supervision. Above-average computer and software literacy. Medical Research capabilities. Ability to contribute to the Division's teaching program by assisting in the instruction of Medical, Biomedical Science and Law students, Forensic Pathology Officers and Medical staff. Ability to perform medicolegal autopsies in the examination of unnatural death admissions. Exposure to post-mortems, autopsy work and dissection. Willingness to perform work outside normal working hours and away from base of employment according to an afterhours duty roster. Good interpersonal skills including effective service delivery within a group situation at all levels of authority.

DUTIES : To render effective and efficient service delivery to all stakeholders as per the standard of the Division. To compile reports as per the standards of the UCT Forensic Medicine and Toxicology - OFPI Division and Courts. -Learning, Teaching and Training. To provide after- hour Forensic Medicine Service.

ENQUIRIES : Dr TL Cook, email: Tracy.Cook@uct.ac.za

APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”).

NOTE : No payment of any kind is required when applying for this post. The candidate will be subjected to an interview and competency test. Candidates will be subjected to security clearance prior to appointment. Shortlisted candidates may be subjected to a psychometric evaluation. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. Candidates who deemed "registrable" may also apply. The appointment of successful applicants will only be effected once proof of application for registration or the proof of registration is provided. The pool of applicants will be considered for vacancies within Forensic Pathology Service, Observatory Forensic Pathology Institute for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements and salary level are the same a those of the advertised post.. Other: Registrars will be required to register as post-graduate students with the University of Cape Town of the Western Cape as applicable according to the requirements for the discipline in the yearbook and guidelines. All applicants must be South African citizens or permanent residents. It will be expected of the successful candidate to participate in a system of Remunerated Commuted Overtime. Employees in service who opt to continue with their pension benefits as Registrar, will be required to resign after completion of their Registrarship should they not be successful for advertised Specialist positions. Appointment conditions and rotation: Appointment of Registrars will be for a maximum contract period of 4 years (or 5 years dependent on the minimum requirements of the post). It may become necessary to second/ transfer staff to another hospital/ institution during their period of training, in which case affected staff will be consulted prior to any decision being implemented. Registrars will function across at health facilities, as per an agreed programme. Should registration with the HEI as a student be discontinued for any reason, the appointment as a Registrar also discontinues. Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personal. As such they are entitled to receive pay progression.

CLOSING DATE : 09 April 2026, 17:00 PM

POST 10/509 : **REGISTRAR (MEDICAL) (ORTORHINOLARYNGOLOGY)**
(5-Year Contract)

SALARY : R1 001 349 per annum, (A portion of the package can be structured according to the individual's personal needs.)

CENTRE : Tygerberg Hospital, Parow Valley

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council (HPCSA) as Medical Practitioner. Registration with a professional council: Registration with the HPCSA as Medical Practitioner (Independent Practice). Inherent requirement of the job: A valid (code B/EB) driver’s licence. Commuted overtime is

compulsory. Emergency and after hour call cover. Each Registrar will be appointed in a specific training complex but could be required to work across the platform on request. FCS part 1 as well as appropriate clinical experience in General and/or ENT Surgery. A current certificate of ATLS and Basic Surgical Skills course completed. Competencies (knowledge/skills): FCS part 1 and experience in research/publications. Effective leadership and interpersonal skills.

DUTIES : Provision of safe surgical care to patients. Peri-operative care of surgical patients. Participation in Intensive Care management. Learn the art and science of ENT Surgery. Attend tutorials and assist with the training of interns, medical students, nursing staff and paramedics. On-site after-hours duties relating to care of newly arriving acute patients as well as inpatients. Involvement in research/audits relating to ENT.

ENQUIRIES : Dr K. Moodley, email: kitesh.moodley@westerncape.gov.za

APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”).

NOTE : No payment of any kind is required when applying for this post. Appointment as Registrar will be for a maximum contract period of 5 years. It may become necessary to second/transfer staff to another hospital/institution during their period of training, in which case affected staff will be consulted prior to any decision being implemented. Registrars will function across health facilities, as per an agreed programme. Should registration with the HEI as a student be discontinued for any reason the appointment as a Registrar also discontinues. Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personal. As such they are entitled to receive pay progression. Appointment as Registrar will be on contract. Employees in service who opt to continue with their pension benefits as Registrar, will be required to resign after completion of their registrarship should they not be successful for advertised Specialist positions. The Department of Health is guided by the principles of Employment Equity. Candidates with disability are encouraged to apply and an indication in this regard will be appreciated. Specific Registrar posts within the Department will be identified as part of the Affirmative Action programme to create a representative Specialist cadre in line with applicable procedures. Preference will be given to SA citizens/permanent residents with a valid identity document. Registrars will be required to register as post-graduates with Stellenbosch University according to the yearbook and guidelines. “Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status)”.

CLOSING DATE : 09 April 2026 17:00 PM

POST 10/510 : **REGISTRAR (OBSTETRICS AND GYNECOLOGY)**
(5 Year Contract)

SALARY : R1 001 349 per annum, A portion of the package can be structured according to the individual's personal needs.

CENTRE : Groote Schuur Hospital, Observatory

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner (Independent Practice). Inherent requirement of the job: Commuted overtime is compulsory. Competencies (knowledge/skills): Ability to communicate effectively (verbal and written). Ability to work in integrated multi-disciplinary teams across platforms. Computer literacy in MS Office. Experience in essential gynaecological emergency care. Experience in labour ward management, including operative and assisted deliveries. Completion of FCOG part 1a.

DUTIES : Participation in the academic activities of with Department. In and after hour care to women accessing obstetric and gynaecological health services on our service platform.

ENQUIRIES : Prof N Mbatani or Dr A Osman Tel No: (021) 404 6020 or email: nomonde.mbatani@uct.ac.za/ ayesha.osman@uct.ac.za or marilyn.kok@uct.ac.za

APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Please ensure that you attach an updated CV. Groote Schuur Hospital has adopted the department's ecosystem framing of its training platform. Accordingly, all registrar appointments may be called upon to work across this platform and may include rotations at Metro West and Rural East hospitals. This includes Red Cross War Memorial Children's Hospital, New Somerset Hospital, Mitchells Plein District Hospital, Victoria Hospital and George Provincial Hospital. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personal. As such they are entitled to receive pay progression. Appointment as a Registrar will be for a maximum contract period of 5 years. Employees in service who opt to continue with their pension benefits as Registrar, will be required to resign after completion of their registrarship should they not be successful for advertised Specialist positions. Should registration with the HEI as a student be discontinued for any reason the appointment of Registrar also discontinues. Applicants must indicate whether they have bursary obligations. The Department of Health is guided by the principles of Employment Equity. Candidates with disability are encouraged to apply and an indication in this regard will be appreciated. Specific Registrar posts within the Department will be identified as part of the Affirmative Action programme to create a representative Specialist cadre in line with applicable procedures. Preference will be given to SA citizens/permanent residents with a valid identity document. Registrars will be required to register as post-graduates with University of the Western Cape according to the yearbook and guidelines. The pool of applications will be considered for vacancies within Groote Schuur Hospital, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.

CLOSING DATE : 09 April 2026, 17:00 PM

POST 10/511 : **MEDICAL OFFICER: GRADE 1 TO 3 (OBSTETRICS & GYNAECOLOGY)**
(1-Year Contract)

SALARY : Grade 1: R1 001 349 per annum
Grade 2: R1 142 553 per annum
Grade 3: R1 322 352 per annum
(A portion of the package can be structured according to the individual's personal needs.)

CENTRE : Groote Schuur Hospital, Observatory

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner. Experience: **Grade 1**: None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa**. Grade 2**: A minimum of 5 years' appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** A minimum of 10 years' appropriate

experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirement of the job: Commuted overtime is compulsory. Emergency and after-hours call cover. Competencies (knowledge/skills): Experience in labour ward management, including operative and assisted deliveries. Experience in essential gynaecological emergency care. Ability to communicate effectively (verbal and written). Ability to work in integrated multi-disciplinary teams across platforms. Computer literacy in MS Office.

DUTIES : Innovation and Research. Teaching. Leadership. Clinical Service Provision: Patient Care: in and after hours provision of care. Clinical Governance and Administration.

ENQUIRIES : Dr A Osman or Dr L Schoeman Tel No: (021) 404 6020 or email: ayesha.osman@uct.ac.za/ leanne.schoeman@uct.ac.za or marilyn.koks@uct.ac.za

APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Groote Schuur Hospital has adopted the department's ecosystem framing of its training platform. Accordingly, all medical officer appointments may be called upon to work across this platform and may include rotations at Metro West and Rural East hospitals. This includes Red Cross War Memorial Children's Hospital, New Somerset Hospital, Mitchells Plein District Hospital, Victoria Hospital and George Provincial Hospital. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)". Please ensure that you attach an updated CV.

CLOSING DATE : 09 April 2026, 17:00 PM

POST 10/512 : **MEDICAL OFFICER GRADE 1 TO 3 (PAEDIATRICS AND NEONATOLOGY)**
Chief Directorate: Rural Health Services

SALARY : Grade 1: R1 001 349 per annum
Grade 2: R1 142 553 per annum
Grade 3: R1 322 352 per annum
(A portion of the package can be structured according to the individual's personal needs.)

CENTRE : George Regional Hospital, Rural Health Services

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as Medical Officer. Registration with a professional council: Registration with the HPCSA as Medical Officer. Experience: **Grade 1**: None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of who is not required to perform Community Service as required in South Africa. **Grade 2**: A minimum of 5 years appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years relevant experience after registration as Medical Practitioner with a recognised foreign Health Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3**: A minimum of 10 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirement of the job: Participate in the after-hours call system. A valid (Code B/EB) driver's

license. Completion of Paediatric Advance Life support (PALS) or Advance Paediatric Life Support (APLS) course. Completion of Post Graduate Diploma in Child Health (DCH). Competencies (knowledge/skills): Proven experience in principles of planning, organizing and implementation. Proven knowledge of public health policies, clinical guidelines, and related prescripts to manage resources effectively. Good communication skills (written and verbal). Performances of audits and mortality and morbility (M&M) meetings. Proven ability to manage paediatric and neonatology emergencies independently. Proven ability to manage children with long term health conditions. Proven ability to perform basic paediatric and neonatal procedures. Appropriate experience in working in a paediatrics and neonatology unit. Completion of Primary College of Medicine (paediatrics). Completion of Neonatal advanced Life support. Completion of Basic ICU course.

DUTIES : Ensure a safe, efficient, and cost-effective clinical service of high quality with a patient centered focus and addressing the burden of disease in the George Health Ecosystem: Performing basic paediatric and neonatal procedures. Managing children with long term health conditions in an outpatient basis. Death audits and use of Child Health Identification Program (CHIP). Ensure compliance by means of maintaining high quality and comprehensive clinical records. Comply with all the relevant administrative policies and prescripts of the Western Cape Department of Health and Wellness. Financial management by effective and efficient use of resources. Participate and clinical teaching and training activities. Participate in continuous professional development and improvement activities. Be able to do Outreach clinics.

ENQUIRIES : Dr WJJ Breytenbach Tel No: (044) 802-4390

APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”).

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. -The pool of applicants will be considered for similar vacant posts within George Regional Hospital for a period of 3 months from date of advert provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.

CLOSING DATE : 09 April 2026, 17:00 PM

POST 10/513 : **MEDICAL OFFICER GRADE 1 TO 3**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R1 001 349 per annum
Grade 2: R1 142 553 per annum
Grade 3: R1 322 352 per annum
(A portion of the package can be structured according to the individual's personal needs.)

CENTRE : Gugulethu Community Health Centre

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the HPCSA as Medical Practitioner. Experience: **Grade 1:** None after registration as a Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. -**Grade 2**: A minimum of 5 years’ appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years’ relevant experience after registration as a Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** A minimum of 10 years’ appropriate experience as a Medical Practitioner after registration with the HPCSA as Medical Practitioner in respect of SA qualified employees. A minimum of 11 years’ relevant experience after registration as Medical

Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirement of the job: Valid Code B/EB driver's license and willingness to travel. Competencies (knowledge/skills): Knowledge of general medical and surgical conditions on PHC level and knowledge applicable to South African TB and HIV care guidelines (including drug resistant TB and HIV in children). Comprehensive evidence-based, direct patient-centered Clinical Service Provision in the District Health Service and computer literacy (MS Excel, Word, Outlook etc.) and good interpersonal, organizational and teamwork skills. Ability and willingness to do outreach services to clinics throughout the Klipfontein Sub-district, guiding health care colleagues in managing difficult PHC cases.

DUTIES : Provide quality outpatient care to patients in Klipfontein Sub-district Primary Health Care facilities. Provide an outreach and support service to PHC facilities in the Klipfontein Sub-district. Actively participate in skills transfer, training, and academic opportunities relevant to the post. Active involvement in the clinical governance of Klipfontein Sub-district facilities as required.

ENQUIRIES : Dr W Langenhoven Tel No: (021) 816-8631

APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applications will be considered for vacancies within the Chief Directorate: Metro Health Services, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post. Candidates will be subjected to a written/practical and oral assessment.

CLOSING DATE : 09 April 2026, 17:00 PM

POST 10/514 : **MEDICAL OFFICER: GRADE 1 TO 3 EMERGENCY MEDICINE (X2 POSTS)**
(1-Year Contract)

SALARY : Grade 1: R1 001 349 per annum
Grade 2: R1 142 553 per annum
Grade 3: R1 322 352 per annum
A portion of the package can be structured according to the individual's personal needs.

CENTRE : Groote Schuur Hospital, Observatory

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with the Professional Council Registration with the HPCSA as a Medical Practitioner. Experience: **Grade 1:** None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required n South Africa. **Grade 3**: A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirement of the job: Commuted overtime is compulsory. Advanced Trauma Life Support (ATLS) certified.

Advanced Cardiac Life Support (ACLS) certified. Competencies (knowledge/skills): Ability to communicate effectively (verbal and written). Ability to work as part of a multidisciplinary team. Additional course, ultrasound. Appropriate and sufficient clinical experience in the emergency environment seeing trauma and non-trauma patients. Desire to conduct research. Completion of Community Service and prior Emergency Centre experience.

DUTIES : Contribute to the teaching sessions for the department. Involvement in innovation projects and research activities within the department. Partake in the clinical governance for the department including medicolegal matters. Provision of quality clinical and non-clinical patient care in the trauma and non-trauma environment.

ENQUIRIES : Ms S Ndwebe Tel No: (021) 404 4157 or email: sinazo.ndwebe@westerncape.gov.za

APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”).

NOTE : No payment of any kind is required when applying for this post. Please ensure that you attached an updated CV. The pool of applicants will be considered for other similar posts within Groote Schuur Hospital, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post. Groote Schuur Hospital has adopted the department’s ecosystem framing of its training platform. Accordingly, all Medical Officer appointments may be called upon to work across this platform and may include rotations at Metro West and Rural East hospitals. This includes Red Cross War Memorial Children's Hospital, New Somerset Hospital, Mitchells Plein District Hospital, Victoria Hospital and George Provincial Hospital. Candidates will be subjected to a practical test. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).

CLOSING DATE : 09 April 2026, 17:00 PM

POST 10/515 : **MEDICAL OFFICER GRADE 1 TO 3 (INTERNAL MEDICINE)**
Chief Directorate: Rural Health Services

SALARY : Grade 1: R1 001 349 per annum
Grade 2: R1 142 553 per annum
Grade 3: R1 322 352 per annum
A portion of the package can be structured according to the individual's personal needs.

CENTRE : Worcester Regional Hospital

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Profession Council of South Africa (HPCSA) as a Medical Practitioner. Registration with the Professional Council: Registration with the HPCSA as a Medical Practitioner. Experience: **Grade 1**: None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of who is not required to perform Community Service as required in South Africa. **Grade 2:** A minimum of 5 years appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years relevant experience after registration as Medical Practitioner with a recognised foreign Health Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** A minimum of 10 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirement of the job: Participate in the after-hours call system.

Competencies (knowledge/skills): Proven experience in principles of planning, organizing and implementation. Proven knowledge of public health policies, guidelines and related prescript to manage resources effectively. Competent and willing to work across disciplines if required.

DUTIES : Ensure an efficient and cost-effective clinical service of high quality with a patient centered focus and addressing the burden of disease in the Worcester healthcare ecosystem. Ensure compliance by means of maintaining high quality clinical records. Financial management by effective and efficient use of resources. Adhere to requirements for all HR matters and Code of Conduct.

ENQUIRIES : Dr K Klusmann Tel No: (023) 348-6472 / Ms N Johaar (secretary) Tel No: (023) 348-1435

APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”).

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).

CLOSING DATE : 09 April 2026, 17:00 PM

POST 10/516 : **MEDICAL OFFICER GRADE 1 TO 3 (X3 POSTS)**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R1 001 349 per annum
Grade 2: R1 142 553 per annum
Grade 3: R1 322 352 per annum
A portion of the package can be structured according to the individual's personal needs.

CENTRE : Greenpoint CDC (X1 Post)
Retreat CHC (X1 Post)
Du Noon CHC (X1 Post)

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with a professional council: Registration with the HPCSA as Medical Practitioner. Experience: **Grade 1**: None after registration as Medical Practitioner with the HPCSA in respect of SA-qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign-qualified employees, of whom it is not required to perform community service as required in South Africa. **Grade 2**: A minimum of 5 years’ appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA- qualified employees. A minimum of 6 years’ relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign-qualified employees, of whom it is not required to perform community service as required in South Africa. **Grade 3:** A minimum of 10 years’ appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA-qualified employees. A minimum of 11 years’ relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign- qualified employees, of whom it is not required to perform community service as required in South Africa. Inherent requirement of the job: A Valid driver’s licence. Willingness to work within the Geographical area at various facilities. Willingness to perform Commuted overtime at the geographical 24-hour facilities as well as ability to work after-hours. Competencies (knowledge/skills): Knowledge and management of general medical and surgical conditions as well as emergency conditions at a PHC level. Experience working at a Primary Care level after community service. Knowledge applicable to South African TB and HIV care guidelines, mental health care and other chronic diseases, woman and child health care and management of emergencies and acute presentations. Comprehensive, evidence based, direct patient-centered clinical service provision at a primary care level. Computer

literacy (MS Excel, Word, Outlook etc.) and good interpersonal, organizational and teamwork skills. Ability and willingness to perform outreach services within the Southern Western substructure and to provide support and guidance to junior colleagues and nurses.

DUTIES : Provide quality clinical care to outpatients and emergency clients presenting at primary care facilities in Southern Western Substructure. This includes chronic care, HIV and TB, woman and child health, undifferentiated clients and emergencies. Participate in skills transfer and training and development activities. Active involvement in clinical governance activities at the facility and in the substructure. Leadership and management at facility level.

ENQUIRIES : Dr K Murie Tel No: (021) 797 8451 – Southern Western Substructure Office

APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”).

NOTE : No payment of any kind is required when applying for this post. The pool of applicants will be considered for other vacant Medical Officer posts within the Chief Director: Metro Health Services, for a period of 3 months from date of advert. Candidates will be subjected to a practical/written or oral assessment. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)”. Bring along recent certified copies of required documents- not older than 3 months.

CLOSING DATE : 09 April 2026, 17:00 PM

POST 10/517 : **PHARMACIST GRADE 1 TO 3 (X2 POSTS)**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R848 862 per annum
Grade 2: R917 634 per annum
Grade 3: R1 001 349 per annum

CENTRE : Ravensmead and Scottsdene CDC

REQUIREMENTS : Minimum educational qualification: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC. Registration with a professional council: Registration with the SAPC as a Pharmacist. Experience: **Grade 1:** None after registration as a Pharmacist with the SAPC in respect of SA qualified employees.1-year relevant experience after registration as pharmacist with a recognised foreign Health Professional council in respect of foreign qualified employees, of whom it is not required to perform Community service as required in South Africa. **Grade 2**: A minimum of 5 years’ appropriate experience after registration as a Pharmacist with the SAPC in respect of SA qualified employees. 6 years’ relevant experience after registration as a pharmacist with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform community service as required in South Africa. **Grade 3**: A minimum of 13 years’ relevant experience after registration as Pharmacist with the SAPC in respect of SA qualified employees. 14 years' relevant experience after registration as Pharmacist with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform community service as required in South African. Inherent requirements of the job: Valid driver's license Willingness to perform relief and after-hour duties when required. Willingness to work in the geographical PHC facilities within the Northern Tygerberg substructure, when operationally required. Competencies (knowledge/skills): Knowledge of the Acts pertaining to the practice of pharmacy and national and provincial health policies. Knowledge, insight and previous similar experience in Departmental Hospital or Primary Health Care Setting. Ability to cope under pressure and maintain high standard of professionalism.

DUTIES : Effectively manage pharmaceutical stock through effective ordering, receipt, control and provision of stock including its safe disposal. Ensure quality provision of pharmaceutical care by adhering to policies and guidelines outlined by the South African Pharmacy Council, National Drug Policy and national and provincial treatment guidelines. Effectively manage human resources, finances and administrative aspects relating to clinic pharmacy.

Effectively promote rational drug use and antibiotic stewardship. Ensure the compliance of the clinic pharmacy with relevant legislation and adherence to Good Pharmacy Practice.

ENQUIRIES : Ms. A Sonday Tel No: (021) 812 1890 and Ms. N Mukadam Tel No: (021) 987-0080

APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview." This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status)". The appointment will be subject to a 12-month probationary period. Should the employee not meet the conditions of their appointment within the agreed timeframes, the probationary period may be extended, or the employee may be dismissed. "The pool of applications will be considered for vacancies within Metro Health Services, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post." Candidates will be subjected to a practical/oral assessment.

CLOSING DATE : 09 April 2026, 17:00 PM

POST 10/518 : **OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)**
Chief Directorate: Metro Health Services

SALARY : R693 096 per annum

CENTRE : Mitchells Plain Community Health Centre

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. 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 one year in Curative Skills in Primary Health Care accredited with the SANC (R48). Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the one-year post basic qualification in Curative skills in Primary Health Care (R48). Inherent requirement of the job: A valid driver's licence (Code B/EB). Competencies (knowledge/skills): Demonstrate in-depth knowledge of Nursing and public service legislation. Knowledge of Human Resource and Financial policies. Computer literacy (MS Word and Excel).

DUTIES : Manage, control and act in facets of health, support, security, cleaning, infection control and ground services. Personnel matters including supervision and Performance Management, Finances and Procurement, as well as implementing policies, prescripts and protocols regarding the mentioned facets. Manage planning to practice a holistic Health Service on a short-/medium-/long-term basis. Render Clinical services and organise a cost-effective service on a daily basis. Ensure that all personnel undergo training according their Individual Development and Performance Plan. Participate in community involvement. Collect and verify submission of accurate statistics timeously and give continuous positive support to the Facility Manager.

ENQUIRIES : Ms Y Samuels Tel No: (021) 391-5820

APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. The pool of applications will be considered for vacancies within the Chief Directorate: Metro Health Services, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post. Candidates will be subjected to a written/practical and oral assessment.

CLOSING DATE : 09 April 2026, 17:00 PM

POST 10/519 : **ASSISTANT MANAGER NURSING: AREA**
Chief Directorate: Metro Health Services

SALARY : R693 096 per annum
CENTRE : Helderberg Hospital
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. degree/diploma in nursing and midwifery) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Registration with a professional council: Registration with SANC as Professional Nurse and Midwife. Experience: At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. A minimum of 8 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. Inherent requirement of the job: A valid (code B/EB) driver's licence. Deputising for the Deputy Manager Nursing: Head of nursing and willingness to act for another member of the nursing management team. Willingness to assist with shift work, public holidays, after-hours, standby and weekend cover for nursing and travel to attend official meetings and/or trainings. Competencies (knowledge/skills): Computer literacy (Word, Excel and Power Point). Knowledge about relevant legislation pertaining to labour relations, nursing legislation, related legal and ethical nursing practices, relevant public sector policies and protocols. Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practices. Demonstrates a clear understanding of infection prevention control, occupational health and safety and risk management Including ideal hospital framework and the office of health standard compliance. Managerial and leadership skills and values: Integrity, innovative visionary, catalyst for change, self-awareness and confidence, delegation, accountability, problem solving & decision making, conflict resolution, interpersonal and communication skills. Demonstrates a good understanding of financial policies and practices. Very knowledgeable and demonstrates a good understanding of people management (Human Resource Management).
DUTIES : Management of information through the collection and analysis of data, report writing and development and implementation of relevant interventions. Ensure that clinical nursing practice are rendered by the nursing team and promote quality of nursing care as directed by scope of practice and standards. Overall coordination, implementation and monitoring of strategic objective of nursing, the hospital and department of health. Effective management and coordination of quality nursing care within set standards and within legal and professional frameworks. Manage and facilitate both human resources and financial aspects related to the hospital. Policy development and implementation.
ENQUIRIES : Mr M Photo Tel No: (021) 850-4774
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
NOTE : No payment of any kind is required when applying for this post. The pool of applicants will be considered for other vacant Assistant Manager Nursing post within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post. Candidates will be subjected to a practical/written assessment. Candidates may be subjected to conduct a Competency Assessment.
CLOSING DATE : 09 April 2026, 17:00 PM

POST 10/520 : **CLIINICAL PROGRAMME CO-ORDINATOR GRADE 1 (COMPREHENSIVE HEALTH)**
West Coast District

SALARY : R549 192 per annum
CENTRE : Matzikama Sub-District Office, Vredendal
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse and Midwife. (This dispensation is only applicable for posts of Clinical Programme Co-Ordinator where it is an inherent requirement for the post incumbent to maintain registration with SANC). Registration with a professional council: Registration with the SANC as a Professional Nurse and Midwife. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as

Professional Nurse with the SANC in General Nursing. Inherent requirement of the job: Valid (Code B/EB/C1) driver's license. Willingness to work overtime and travel when required. Competencies (knowledge/skills): Ability to think strategically and analytically, work independently, as well as the ability to interpret and implement policies and guidelines. Computer literacy (MS Word, Excel and PowerPoint).

DUTIES : Coordination and implementation of the Sub-district integrated comprehensive health services i.e. HIV/AIDS/STI/TB services and establishing service linkages with integrated management of chronic conditions, 1st 1000 day's strategy, adolescent, women's and men's health services and establishing health services linkages on all service platforms at Subdistrict level. Provide oversight, supervision and support to health facilities with regards to the implementation quality assurance policies, guidelines, protocols, norms and standards. Involvement with People Development component in skills development and training to support integrated health services provision. Responsible for the strengthening and coordination of internal and external interface management with stakeholders, including NPOs, to enhance implementation of the COPC principles. Monitoring and Evaluation of Integrated Health services performance as well as the effective implementation of appropriate projects to improve the integrated Primary Health care services and outcomes in the Sub-district.

ENQUIRIES : Dr JE Eygelaar Tel No: (027) 213-4070

APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Candidates will be subjected to a practical test/assessment. The pool of applications will be considered for vacancies within the Matzikama Sub-district, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.

CLOSING DATE : 09 April 2026, 17:00 PM

POST 10/521 : **OPERATIONAL MANAGER NURSING (GENERAL)**
West Coast District

SALARY : R549 192 per annum

CENTRE : Citrusdal Hospital, Cederberg Sub-district

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwife. Registration with a professional council: Registration with the SANC as a Professional Nurse and Midwife. Experience: A minimum of 7 years appropriate/recognisable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing. Inherent requirement of the job: Ability and willingness to assist with shifts and after-hour hospital cover including weekends, public holidays, night duty relief and overtime as the need arises. Valid code B/EB driver's licence. Ability to travel to attend meetings, outreach, or operational activities. Competencies (knowledge/skills): Ability to promote quality patient care through the setting, implementation and monitoring of standards. Knowledge and insight of relevant legislation and policies related to nursing within the public sector. Good organisational, inter-personal, leadership, decision-making and conflict resolution skills. Basic computer literacy. Ability to work in a high-pressure healthcare environment with frequent interruptions and competing priorities. Ability to supervise, support, and manage staff across various categories.

DUTIES : Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care. Coordinate and monitor the implementation of nursing care plan and evaluation thereof. Maintain constructive working relationships with nursing and other stakeholders. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage and monitor proper utilization of human, financial and physical resources.

ENQUIRIES : Ms L van Geems-Wolmarans Tel No: (022) 921-2153

APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post.

CLOSING DATE : 09 April 2026, 17:00 PM

POST 10/522 : **CHIEF ARTISAN GRADE A: ELECTRICAL/MECHANICAL MAINTENANCE (X2 POSTS)**
Directorate: Engineering and Technical Services

SALARY : Grade A: R480 261 per annum
CENTRE : Metro East Hub, Highlands Drive Lentegeur (X1 Post)
Metro West Hub, Station Road Retreat (X1 Post)
REQUIREMENTS : Minimum educational qualification: Appropriate Trade Test Certificate in one of the following trades: Electrical, Air-Conditioning/Refrigeration, Millwright, Fitter and Turner, Boilermaker, Welder. Experience: 10 years post qualification experience of which at least 5 years shall be as an Artisan Foreman or similar management role. Appropriate supervisory/managerial experience of a multidiscipline workshop (Electrical, Air-Conditioning, Mechanical). Appropriate experience in the procurement of goods and services and contracted maintenance. Inherent requirements of the job: Overtime and standby should the need arise, day or night. Emergency response to urgent and emergency maintenance needs. Willing to travel anywhere within the Western Cape province and overnight if required. Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Computer literacy. Conversant with the requirements of the Machinery and Occupational Health and Safety Act. Sound knowledge of HRM. Sound SCM and Finance experience. Maintenance specifications and basic contract management.
DUTIES : Supervision of workshop staff. Control over workshop, equipment, tools, plant and spares. Supervision and assistance with the execution of engineering projects/repairs at various Health Facilities. Updating and managing electronic job card management system. Liaise with engineering management and private sector. Planning/scheduling of staff, project plants, repairs and equipment. Budgeting and expenditure control in respect of workshop. Drafting of monthly reports.
ENQUIRIES : Mr SA Reichert Tel No: (021) 830-3768
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 09 April 2026, 17:00 PM

POST 10/523 : **CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PRIMARY HEALTH CARE)**
Central Karoo District

SALARY : Grade 1: R476 367 per annum
Grade 2: R583 989 per annum
CENTRE : Laingsburg CC
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year diploma in Clinical Nursing Science: Health Assessment, Treatment and Care, accredited with the SANC (R48). or A 4 year Bachelor Degree in Nursing (R174) or equivalent qualification (R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post graduate diploma (R635) accredited with the SANC in Primary Care Nursing. Registration with a professional council: Registration with SANC as a Professional Nurse and Midwife. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification in the specific speciality. Inherent requirements of the job: Valid (Code B/EB) driver's licence and willingness to drive. Willingness to work overtime when necessary and to work at other clinics and mobiles in the Sub-district. Competencies (knowledge/skills): NIMART training or experience. Good communication skills verbal and written. Problem solving, report writing, liaison and facilitation skills. Basic computer skills in (i.e. MS Word, Excel, Outlook).

DUTIES : Assist with the management of the Burden of disease according to the comprehensive health programmes. Quality of service Plan and implement Health Promotion and Prevention activities in facility and Community. Link to the community structures and NPO's. Collect data and submit reports. Provide PHC services to the surrounding communities. Assist with the managing of Human Resources, Finance, SCM, Strategy and Health support, Infrastructure and equipment management.

ENQUIRIES : Mr G Samuels Tel No: (023) 814-2023

APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Candidates will be subjected to a practical/ oral assessment. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification in: Curative Skills in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (R48) or post graduate diploma in Primary Care Nursing accredited with the SANC (R635).

CLOSING DATE : 09 April 2026, 17:00 PM

POST 10/524 : **CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PHC)**
Cape Winelands Health District

SALARY : Grade 1: R476 367 per annum
Grade 2: R583 989 per annum

CENTRE : Nkqubela PHC Clinic, Langeberg Sub-district

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse and Midwife. Post – basic qualification, with duration of at least 1-year, in Curative Skills and Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC. Registration with a professional council: Registration with the South African Nursing Council as Professional Nurse and Midwife Experience: **Grade 1:** A minimum of 4 years appropriate/recognizable nursing experience after registration with the SANC as Professional Nurse in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable nursing experience after registration with the SANC as Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1 year post basic qualification in the relevant specialty. Inherent requirement of the job: Valid (code B/EB) driver's licence. Prepared to work at different facilities within the Sub District inclusive a Mobile, hospital and when needed within the community (COPC concept). Competencies (knowledge/skills): Demonstrate in-depth knowledge of Nursing and public service legislation Computer literacy (MS Word, Excel and Outlook) to be able to communicate Ability to promote quality patient care through the implementation of protocols, guidelines, and standards.

DUTIES : Assist with the management of the burden of disease in accordance with the guidelines and protocols of the western cape. Provide and maintain quality of care to all patients and health services. Maintain accurate clinical records, statistics registers, and referral records. Effective utilization of Resources/Stock within the limited budget constraints. Participation in Community events and initiating awareness with regards to health-related issues. Maintain and participate in inter-professional and multi-disciplinary teamwork but able to work independently. Supervise and mentor lower categories of staff. Maintain professional growth/ethical standards and self-development.

ENQUIRIES : Ms MP Williams Tel No: (023) 626-8547

APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and

proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of interview. The concession is only applicable to candidates who apply for the first time for registration in the post basic qualification: Diploma in Clinical Nursing Science, Health Assessment, Treatment Care. The pool of applications will be considered for vacancies within Langeberg Sub District for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements and salary level are the same as those of the advertised post.

CLOSING DATE : 09 April 2026, 17:00 PM

POST 10/525 : **CLINICAL NURSE PRACTITIONER (PRIMARY HEALTH CARE) (X2 POSTS)**
West Coast District

SALARY : Grade 1: R476 367 per annum
Grade 2: R583 989 per annum

CENTRE : Piketberg CDC (X1 Post)
Bergriver Sub-District (X1 Post)

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife/Accoucheur. A post basic nursing qualification with duration of at least 1-year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care (R48) accredited with SANC. Registration with a professional council: Registration with the SANC as Professional Nurse and Midwife/Accoucheur. Experience: **Grade 1**: A minimum of 4 years' appropriate/recognisable nursing experience after registration with the SANC as Professional Nurse in General Nursing. **Grade 2:** A minimum of 14 years' appropriate/recognisable nursing experience after registration with the SANC as Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the one-year post-basic qualification in the relevant specialty. Inherent requirement of the job: Valid (Code B/EB) driver's licence and willingness to travel. Willingness to travel between PHC facilities within the Bergrivier SD and provide relief as Clinical Nurse Practitioner. Competencies (knowledge/skills): Computer literacy (MS Office: Word, Excel, PowerPoint and Outlook). Good interpersonal, communication skills. Ability to work independently and in a multi-disciplinary team. Knowledge of Community Oriented Primary care.

DUTIES : The effective execution and assist with the management of relevant Curative Programs within the scope of practice and to be an advocate for the patient to ensure the provision of necessary health care. The effective execution and assist with the management of relevant Child Health within the scope of practice and to be an advocate for the patient to ensure the provision of necessary health care. The effective execution and assist with the management of relevant Women's Health within the scope of practice and to be an advocate for the patient to ensure the provision of necessary health care. The effective execution and assist with the management of relevant HAST programs within the scope of practice and to be an advocate for the patient to ensure the provision of necessary health care. The effective provision of high-quality services measured by outcomes of all of the quality assurance activities.

ENQUIRIES : Ms M.E Ramokgadi Tel No: (022) 913-3062

APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification: Diploma in Clinical Nursing Science, Health Assessment, Treatment Care with the South African Nursing Council. The pool of applicants will be considered for other similar vacant posts within the Bergriver Sub-district, for a period of three months from date of advert.

CLOSING DATE : 09 April 2026, 17:00 PM

POST 10/526 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: IPC, QA AND OHS)**
Garden Route District

SALARY : Grade 1: R476 367 per annum
Grade 2: R583 989 per annum

CENTRE : Knysna Hospital

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year in Occupational Health Nursing Science. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: **Grade 1**: A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2**: A minimum of 14 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Valid (Code B/EB) driver's licence and willingness to travel. Competencies (knowledge/skills): Ability to analyse and interpret Health systems information, compile reports and present the data to direct planning. Knowledge of Project and Financial management. Good organisational, interpersonal, creative problem solving and research skills. Computer literacy in (Ms Word, Excel and PowerPoint). Good communicate skills (written and verbal).

DUTIES : Support the Health Establishments (HE) staff meet the Ideal Clinic Realization and Maintenance (ICRM) and Ideal Hospital Realization and Maintenance (IHRM). Ensure the maintenance of the Infection Prevention and Control (IPC) standards. Establish measures that will ensure health and safety of staff and users. Support the addressing of healthcare risks. Help build the competency of staff by identifying, planning and addressing Quality Improvement (QI), Infection Prevention & Control (IPC) and Occupational Health and Safety (OHS) training needs and maintaining and updating the Health Establishment training database. Monitor data quality in the Health Establishment.

ENQUIRIES : Ms CG Wagener Tel No: (044) 302 8400

APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment. Candidates who are not in possession of the required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period of time. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification in: Occupational Health Nursing Science with the South African Nursing Council. The pool of applications will be considered for vacancies within Garden Route District, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.

CLOSING DATE : 09 April 2026, 17:00 PM

POST 10/527 : **ASSISTANT DIRECTOR: HRD (BURSARIES)**
Directorate: People Development

SALARY : R468 459 per annum

CENTRE : Head Office, Cape Town

REQUIREMENTS : Minimum educational qualification: An appropriate 3-year diploma/degree (or equivalent qualification) in Human Resource Development or a related field. Experience: Appropriate experience in Human Resource Development, including bursary or training administration. Inherent requirement of the job: Valid Code (B/EB) driver's licence. Willingness to travel. Competencies (knowledge/skills): Human Resource Development and bursary management within legislative frameworks. Skills Development legislation and People

Development strategy. Financial policies, PFMA requirements and project management principles. Departmental structures and HRD procedures. Planning, organising, problem solving and analytical thinking. Facilitation, stakeholder engagement, presentation and report writing. Conflict management, interpersonal communication and data interpretation. Work independently and under pressure. Lead teams effectively and introduce improvements to existing systems. Adapt to changing operational environments.

DUTIES : Bursary Planning, Development & Implementation. Monitoring, Evaluation & Reporting. Marketing & Stakeholder Coordination. Bursary Administration & Financial Management. Staff Management & Support to Supervisor.

ENQUIRIES : Mr A Thorne Tel No: (021) 483-5917

APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”).

NOTE : No payment of any kind is required when applying for this post.

CLOSING DATE : 09 April 2026, 17:00 PM

POST 10/528 : **ASSISTANT DIRECTOR: QUALITY IMPROVEMENT AND GOVERNANCE**
Chief Directorate: Metro Health Services

SALARY : R468 459 per annum

CENTRE : Victoria Hospital

REQUIREMENTS : Minimum educational qualification: Appropriate 3-year National Diploma/ Degree in a health-related field registrable with any South African Health Professional Body. Experience: Appropriate experience of utilising recognised quality improvement methodology in a healthcare environment. Evidence of delivering training in Quality Improvement methodology to groups and individuals. Inherent requirement of the job: Valid (Code B/EB) Drivers Licence. Competencies (knowledge/skills): Advanced coaching experience to admin and clinical personnel in a healthcare ecosystem. Extensive working experience utilising recognised improvement methodology in a healthcare setting. Experience in translating strategic goals of health care services using quality improvement methodology to maximise efficiency and achieve good health outcomes. Experience of utilising advanced data analysis to make recommendations to management on process improvement in a health care setting. Advanced computer skills in Microsoft 365 packages.

DUTIES : Work within a healthcare ecosystem to support health care facilities and services along the patient pathway. Work with internal and external stakeholders to facilitate process improvement to the healthcare ecosystem. Lead and direct process improvement projects that delivers measurable operational performance improvement. Coaching of all levels of healthcare personnel in recognised quality improvement methodology to improve operational performance. Create an empowering culture within teams to translate strategic direction into meaningful sustainable objectives. Develop a training program, based on an established service improvement framework that can sustain improvement thinking and application, and assist with the development and training material to different staff categories.

ENQUIRIES : Mr Jonathan Vaughan Tel No: (021) 799-1201, or email: Jonathan.Vaughan@westerncape.gov.za

APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”).

NOTE : No payment of any kind is required when applying for this post. Candidates must comply with the advertised appointment requirements of the post by the closing date and time of the advert. Candidates may be subjected to a competency test.

CLOSING DATE : 09 April 2026, 17:00 PM

POST 10/529 : **ASSISTANT DIRECTOR: LABOUR RELATIONS**
Chief Directorate: People Management
Directorate: Labour Relations

SALARY : R468 459 per annum

CENTRE : Head Office, Cape Town

REQUIREMENTS : Minimum educational qualification: An appropriate 3-year National Diploma or Degree in Human Resource Management or Labour Law. Experience: Appropriate experience in Labour Relations in the Public or Private Sector. Inherent requirement of the job: Valid Code (B/EB) driver’s licence and

willingness to travel. Competencies (knowledge/skills): Strong interpersonal, planning, conflict handling and organising skills. Ability to think analytically and the ability to resolve problems. Understanding collective bargaining and dispute resolution in the essential services. Investigative and presiding skills in respect of disciplinary matters/hearings.

DUTIES : Give expert advice and support regarding variety of labour relations issues such as misconduct, grievances, and disputes. Act as employer's representative at misconduct disciplinary hearings, conciliations and arbitrations. Facilitate Labour Relations trainings. Investigate and management of grievances. Monitoring and Evaluation of relevant employment relations practices and activities. Management of ER database, draft learning outcomes reports, relevant standard operating procedures and policies. Ensure optimal supervision of staff.

ENQUIRIES : Ms Z Rikwe / Mr M Ngqame Tel No: (021) 831-5864

APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post.

CLOSING DATE : 09 April 2026, 17:00 PM

POST 10/530 : **CLINICAL TECHNOLOGIST GRADE 1 TO 3 (CARDIOLOGY)**

SALARY : Grade 1: R397 233 per annum
Grade 2: R463 941 per annum
Grade 3: R543 099 per annum

CENTRE : Tygerberg Hospital, Parow Valley

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as a Clinical Technologist in Cardiology. Registration with a professional council: Registration with the HPCSA as Clinical Technologist: Cardiology. Experience: **Grade 1**: None after registration with the HPCSA as a Clinical Technologist: Cardiology in respect of RSA qualified employees. 1-year relevant experience after registration with the HPCSA as a Clinical Technologist: Cardiology in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2**: A minimum of 10 years' relevant experience after registration with the HPCSA as a Clinical Technologist: Cardiology in respect of SA qualified employees. A Minimum of 11 years' relevant experience after registration with the HPCSA as a Clinical Technologist: Cardiology in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3**: A minimum of 20 years' relevant experience after registration with the HPCSA as a Clinical Technologist: Cardiology in respect of SA qualified employees. A minimum of 21 years' relevant experience after registration with the HPCSA as a Clinical Technologist: Cardiology in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirements of the job: After-hours' service is compulsory. Valid driver's license. Also necessary to do outreach clinics. Competencies (knowledge/skills): Advanced knowledge of Echocardiography, Hemodynamics and Cath lab work including IVUS and OCT and IABP therapy and hemodynamic analysis. Importantly you need to be very skilled in pacemaker implant testing and follow up of pacemaker, ICD'S and CRT devices. Need to do ECG Holter ECG, stress ECG and Dobutamine stress Echo. Relevant experience in all aspects of Cardiac Physiology. Emergency procedures and ACLS competency required.

DUTIES : Perform electrocardiograms (ECGs) on patients in laboratory, ward, and intensive care unit (ICU) settings to monitor and assess rhythm abnormalities. Conduct stress tests and exercise tolerance tests in laboratory settings to evaluate cardiac performance under physical exertion. Perform echocardiography (including transthoracic and transoesophageal echocardiograms) on patients in Echo unit, ward, and ICU settings to assess heart structure and function. Carry out Holter monitoring and ambulatory blood pressure monitoring to evaluate cardiac rhythm and blood pressure over extended periods. Perform advanced cardiac diagnostic procedures, such as tilt table testing and cardiac event monitoring, in laboratory and clinical settings. Assist in cardiac catheterization procedures and other interventional cardiology procedures in the catheterization laboratory with regards to hemodynamics and emergency procedures. Participate in intraoperative monitoring during pacemaker surgeries to ensure patient safety. Participate in research projects

related to cardiology, contributing to advancements in cardiac care and technology. Engage in ongoing quality control and infection control measures to maintain high standards of patient care and safety. Train and mentor Clinical Technology students in cardiology, sharing expertise and practical knowledge. Perform administrative duties as assigned, including maintaining patient records, managing equipment, and ensuring compliance with clinical protocols.

ENQUIRIES : Mr. J Steyn Tel No: (021) 938-4099 or email: Jan.Steyn@westerncape.gov.za

APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration as Clinical Technologist: Cardiology with the relevant council (including individuals who must apply for change in registration status).

CLOSING DATE : 09 April 2026, 17:00 PM

POST 10/531 : **MEDICAL TECHNOLOGIST GRADE 1 TO 3 (MEDICINE: HAEMATOLOGY)**

SALARY : Grade 1: R397 233 per annum
Grade 2: R463 941 per annum
Grade 3: R543 099 per annum

CENTRE : Groote Schuur Hospital, Observatory

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Technologist (Haemotology or Clinical Pathology). Registration with a professional council: Registration with the HPCSA as a Medical Technologist (Clinical Pathology or Haematology). Experience: **Grade 1**: None after registration with the HPCSA as a Medical Technologist in respect of South African qualified employees. 1-year relevant experience after registration with the HPCSA as a Medical Technologist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** A minimum of 10 years' relevant experience after registration with the HPCSA as a Medical Technologist in respect of South African qualified employees. A minimum of 11 years' relevant experience after registration with the HPCSA asa Medical Technologist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** A minimum of 20 years' relevant experience after registration with the HPCSA as a Medical Technologist in respect of South African qualified employees. A minimum of 21 years' relevant experience after registration with the HPCSA as a Medical Technologist in in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirement of the job: Perform after hours, weekend and public holidays as required. Proven immunity to Hepatitis B or willingness to be vaccinated and tested before commencement. Competencies (knowledge/skills): Strong knowledge of laboratory techniques, contamination prevention and ISO 15189 standards. Ability to work independently and self-manage. Excellent communication (verbal and written) and interpersonal skills. Relevant laboratory experience in stem cell handling, haematology, or related biomedical field.

DUTIES : Transporting stem cells and donor lymphocytes to Groote Schuur Hospital wards and Red Cross Children's Hospital. Supplying transplant data to the Information Management Unit and E5 medical staff. Administration and ordering of consumables to prevent delays. Assistance with Core Needle Lymph Node Biopsy sessions (scheduled and ad hoc). Maintenance and servicing laboratory instrumentation. Weekly checks and replenishment of liquid nitrogen in storage vessels. Cryopreservation of haematopoietic stem cells using controlled freezing and liquid nitrogen storage systems. Experience in cellular therapy: Graft manipulation, storage, and issue of stem cells and donor lymphocytes.

ENQUIRIES : Prof E Verburgh Tel No: (021) 404 3070 or email: estelle.verburgh@uct.ac.za

APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. The pool of applicants will be considered for other similar posts within Groote Schuur

Hospital, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)".

CLOSING DATE : 09 April 2026, 17:00 PM

POST 10/532 : **SENIOR ADMINISTRATIVE OFFICER: FINANCE**
Chief Directorate: Metro Health Services

SALARY : R397 116 per annum
CENTRE : Klipfontein / Mitchells Plain Sub-structure Office
REQUIREMENTS : Minimum educational qualification: Appropriate three-year National Diploma/Degree. Experience: Appropriate experience in Finance that focuses on the key performance areas of the post. Inherent requirement of the job: A valid (code B/EB) driver's licence. Competencies (knowledge/skills): Relevant knowledge, skills and experience of financial systems, processes, procedures, prescripts and legislative framework (PFMA, NTRs, etc.). Knowledge of BAS and PERSAL, Advanced computer literacy in MS Office (Word, Excel, PowerPoint). Knowledge of Annual Financial Statements. Knowledge of budget, expenditure and suspense accounts. Ability to analyze and provide solutions to problems. In-depth knowledge of SCOA codes and reports on BAS. Good leadership and managerial skills. Ability to work under pressure and independently. Supervisory experience.
DUTIES : Effective and efficient finance management and Support to supervisor & component Effectively manage the Finance section to achieve its goals and targets. To ensure the effective account and budget management, Expenditure Control of Payment and Journals. Manage and authorises processes over Sundry Payments on the Basic Accounting System (BAS). Administer transfer payments. Manage contracts of funded NPO's within the Klipfontein / Mitchells Plain Sub-structure area, quarterly m&e' s and the entire contract processes. Revenue Function and ensure effective and efficient Debt management. Ensure timeous and accurate reporting regarding the Annual Financial Statements. Interpret, apply and ensure compliance with financial policies, regulations and instructions as practiced in the Public Sector. Do quarterly evaluations, give training to personnel and manage the performance and development of staff. Reporting to Head Office.
ENQUIRIES : Ms A Mdewu Tel No: (021) 370-5029
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
NOTE : No payment of any kind is required when applying for this post. The pool of applications will be considered for vacancies within the Chief Directorate: Metro Health Services, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post. Candidates will be subjected to a written/practical and oral assessment.
CLOSING DATE : 09 April 2026, 17:00 PM

POST 10/533 : **SOCIAL WORKER GRADE 1 TO 4 (SOCIAL SERVICES AND CHILD AND ADOLESCENT) (X2 POSTS)**
Chief Directorate: Metro Health Service

SALARY : Grade 1: R325 200 per annum
Grade 2: R397 119 per annum
Grade 3: R477 564 per annum
Grade 4: R585 441 per annum
CENTRE : Lentegeur Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate qualification as a Social Worker that allows for registration with the South African Council for Social Service Professionals (SACSSP). Registration with a professional council: Registration with the South African Council for Social Service Professions (SACSSP) as a Social Worker. Experience: **Grade 1:** None after registration. **Grade 2**: A

minimum of 10 years appropriate experience in social work after registration as a Social Worker with the SACSSP. **Grade 3**: A minimum of 20 years appropriate experience in social work after registration as a Social Worker with the SACSSP. **Grade 4:** A minimum of 30 years appropriate experience in social work after registration as a social worker with the SACSSP. Inherent requirement of the job: Valid (Code B/EB) driver licence. Competencies (knowledge/skills): Computer literacy (Microsoft Office, Clinicom). Appropriate social work experience in psychiatry, Intellectual Disability, inpatient and outpatient social work services.

DUTIES : Conduct psycho-social assessments of mental health care users. Provide users and family members with psycho-educational services with regards to mental health diagnosis, recovery principles, addiction and dual diagnosis. Address social issues that might impede the user's ability to recover timeously with the MDT. Contribute to well-developed exit plans for users. Linking of high-risk users and families to relevant support structures in the community. Recording of user information in accordance with relevant professional, and legal guidelines. Information management: Collecting statistical and operational data. Quality service outputs through participation in continued professional development.

ENQUIRIES : Ms N Mfiki Tel No: (021) 370-1403

APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical assessment. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status". The pool of applicants will be considered for vacancies within the Chief Directorate: Metro Health Services, for a period of 3 months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.

CLOSING DATE : 09 April 2026, 17:00 PM

POST 10/534 : **SOCIAL WORKER GRADE 1 TO 4**
Garden Route District

SALARY : Grade 1: R325 200 per annum
Grade 2: R397 119 per annum
Grade 3: R477 564 per annum
Grade 4: R585 441 per annum

CENTRE : Harry Comay Hospital

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the South African Council for Social Services Professions (SACSSP) as Social Worker. Registration with a professional council: Registration with SACSSP as a Social Worker. Experience: **Grade 1**: None. **Grade 2:** A minimum of 10 years' appropriate experience in social work after registration as Social Worker with the SACSSP. **Grade 3**: A minimum of 20 years' appropriate experience in social work after registration as Social Worker with the SACSSP. **Grade 4:** A minimum of 30 years' appropriate experience in social work after registration as Social Worker with the SACSSP. Inherent requirement of the job: A valid driver's licence (Code B/EB). Competencies (knowledge/skills): Social worker supervision framework; human behaviour and social systems; and the ability to intervene at the points where individuals interact with their surroundings to foster social well-being; social work interventions and theories; Knowledge and Information Management; Professional ethics and protocol; relevant legislation, policies, and prescripts (standards and norms); social dynamics, work values, and principles; and empowering and developing others. Good communication (written and verbal) and report-writing skills. Self-management and motivation, good planning, organizing, problem solving and analytical skills. Computer literacy (MS Word, Excel and Outlook). Presentation and facilitation skills. Client orientation and customer focus. Challenge structural sources of poverty, inequality, oppression, discrimination and exclusion. Ability and competence to ensure

that one assists, advocates and empowers individuals, families, groups, organizations and communities to enhance their social functioning and their problem-solving capacities, prevent and alleviate distress and use resources effectively and efficiently. Understanding and ability to ensure that one provides social services towards protecting people who are vulnerable, at-risk and unable to protect themselves.

DUTIES : Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programs (Case work, group work and Community work). Perform all the administrative functions required of the job including Clinicom monthly stats Conduct initial psychosocial assessments of patients to identify social needs, background and develop intervention plan. Support patients and families in navigating financial and social challenges, such as employer communication, insurance claims, UIF applications and SASSA disability grant applications.

ENQUIRIES : Dr TS Ackerman Tel No: (044) 814 - 1124

APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”).

NOTE : No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. -This concession is only applicable to candidates who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applications will be considered for vacancies within Garden Route District, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.

CLOSING DATE : 09 April 2026, 17:00 PM

POST 10/535 : **SOCIAL WORKER GRADE 1 TO 4**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R325 200 per annum
Grade 2: R397 119 per annum
Grade 3: R477 564 per annum
Grade 4: R585 441 per annum

CENTRE : Western Cape Rehabilitation Centre

REQUIREMENTS : Minimum educational qualification: An Appropriate qualification as a Social Worker that allows for registration with the South African Council for Social Service Professionals (SACSSP). Registration with a professional council: Registration with the South African Council for Social Service Professions (SACSSP) as Social Worker. Experience: **Grade 1:** None after registration. **Grade 2**: A minimum of 10 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. **Grade 3**: A minimum of 20 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions **Grade 4**: A minimum of 30 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Inherent requirement of the job: Valid driver’s Licence. Competencies (knowledge/skills): Computer literacy in Microsoft Office package (MS word, Excel, and Power point) and e-mail (Outlook). Knowledge and insight of relevant legislation and policy related to social work service in the public sector. Good report writing, interpersonal, leadership and planning skills. Ability to work independently and within an interdisciplinary team to achieve functional outcomes of the clients. Knowledge and understanding of illness and disease, human behaviour, and social systems within a hospital setting. Appropriate experience in a Health environment.

DUTIES : Provision of comprehensive, client centered specialized social work services in the field of Rehabilitation and Intermediate care. Utilize and manage resources (Finance, Estate, and IT) with the focus on cost containment. Participate in training and development of staff in research activities. Assist with

the achievement of the departmental and organizational goals. Liaison with Macro- and Micro- environment.

ENQUIRIES : Ms R. Gabriels Tel No: (021) 370- 2337

APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”).

NOTE : No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment. “Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview.” This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status)”. The pool of applications will be considered for vacancies within the Chief Directorate: Metro Health Services, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.

CLOSING DATE : 09 April 2026, 17:00 PM

POST 10/536 : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL) (X2 POSTS)**
Central Karoo District

SALARY : Grade 1: R324 384 per annum
Grade 2: R396 132 per annum
Grade 3: R476 367 per annum
(Plus a 8% rural allowance of your annual basic salary)

CENTRE : Laingsburg Hospital

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. OR A 4 year Bachelor Degree in Nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with SANC as a Professional Nurse. Experience: **Grade 1**: None after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 3**: A minimum of 20 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Willingness to work shifts, night duty, overtime, public holidays and weekends. Willingness to rotate to other wards in the hospital and to work at the clinics in the Sub-district when needed. Competencies (knowledge/skills): Basic Computer literacy (MS Office). Ability to function independently, as well as in a multi-disciplinary team to ensure good patient care. Excellent communication skills (both written and verbal).

DUTIES : Provide direction and supervision for the implementation of the nursing plan (clinical practice or patient care). Implement standards, practices, criteria, and indicators for quality nursing (quality of practice). Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain constructive working relationship with nursing and other stakeholders. Utilize human, material, and physical resources efficiently and effectively.

ENQUIRIES : Mr G Samuels Tel No: (023) 814-2015

APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”).

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be

considered for vacancies within the Central Karoo District, for a period of 3 months from date of advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.

CLOSING DATE : 09 April 2026, 17:00 PM

POST 10/537 : **PROFESSIONAL NURSE (GENERAL) GRADE 1 TO 3 (RELIEF)**
Overberg District
(Contract until 31 March 2026)

SALARY : Grade 1: R324 384 per annum
Grade 2: R396 132 per annum
Grade 3: R476 367 per annum

CENTRE : Otto Du Plessis Hospital, Cape Agulhas Sub-district

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Registration with a professional council: Registration with the SANC as Professional Nurse and Midwife. Experience: **Grade 1**: None. **Grade 2:** A minimum of 10 years appropriate/recognizable experience in nursing after registration at SANC as a Professional Nurse in General Nursing. **Grade 3:** A minimum of 20 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Inherent requirement of the job: A valid (Code B/EB/C1) driver's license. Must be prepared to rotate in all departments according to operational requirements. Willingness to work day/night shifts and overtime when needed. Competencies (knowledge/skills): Ability to function/make decisions independently and as part of a multi-disciplinary team. Good communication, interpersonal relationships, exceptional leadership and conflict resolution skills. Basic computer skills in MS Word, Excel, Outlook. Knowledge of relevant legislation and policies of the Department of Health Western Cape.

DUTIES : Provide direction and supervision for the implementation of quality comprehensive nursing care within the Hospital context. Maintain ethical practice within legal and regulatory frameworks. Maintain a constructive working relationship with all relevant stakeholders of the Hospital Team. Utilize human, material and physical resources efficiently and effectively. Participate in training programmes and research activities. Maintain workplace disciplinary of sub-ordinates.

ENQUIRIES : Ms A Ludik Tel No: (028) 214-5851

APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applications will be considered for vacancies within Overberg District, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.

CLOSING DATE : 09 April 2026, 17:00 PM

POST 10/538 : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL) (PRIMARY HEALTH CARE) (RELIEF) (X2 POSTS)**
Overberg District
(Contract until 31 December 2026)

SALARY : Grade 1: R324 384 per annum
Grade 2: R396 132 per annum
Grade 3: R476 367 per annum
(Annual salary plus 37% in lieu of service benefits.)

CENTRE : Bredasdorp Clinic, Cape Agulhas Sub-district and Grabouw CHC, Theewaterskloof Sub-district

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) that allows registration with the South African

Nursing Council (SANC) as a Professional Nurse and Midwife. Registration with a professional council: Registration with the SANC as Professional Nurse and Midwife. Experience: **Grade 1**: None. **Grade 2**: A minimum of 10 years appropriate/recognizable experience in nursing after registration at SANC as a Professional Nurse in General Nursing. **Grade 3:** A minimum of 20 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Inherent requirement of the job: A valid (Code B/EB/C1) driver's license. Willing to assist in all other PHC facilities in the Sub-district, when operational need arises, e.g. Community Day Centres, Clinics, Satellite clinics and on Mobile Clinics. Willing to work overtime when needed. Competencies (knowledge/skills): Ability to function/make decisions independently and as part of a multi-disciplinary team. Good communication, interpersonal relationships, exceptional leadership and conflict resolution skills. Basic computer skills in MS Word, Excel, Outlook. Knowledge of relevant legislation and policies of the Department of Health Western Cape.

DUTIES : Provide direction and supervision for the implementation of quality comprehensive nursing care within the Primary Health Care context. Maintain ethical practice within legal and regulatory frameworks. Maintain a constructive working relationship with all relevant stakeholders of the Primary Health Care Team. Utilize human, material and physical resources efficiently and effectively. Participate in training programmes and research activities. Maintain workplace disciplinary of sub-ordinates.

ENQUIRIES : Ms A Ludik Tel No: (028) 214-5851

APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applications will be considered for vacancies within Overberg District, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.

CLOSING DATE : 09 April 2026, 17:00 PM

POST 10/539 : **PARAMEDIC GRADE 1 TO 4 (X2 POSTS)**
Chief Directorate: Emergency and Clinical Support Services

SALARY : Grade 1: R321 372 per annum
Grade 2: R397 308 per annum
Grade 3: R487 014 per annum
Grade 4: R570 267 per annum

CENTRE : Metropole and Rural Districts; Emergency Medical Services

REQUIREMENTS : Minimum educational qualification: **Grade 1**: Successful completion of the Critical Care Assistant (CCA) programmes that allows registration with the Health Professions Council of South Africa (HPCSA) as Paramedic. **Grade 2:** Successful completion of the Critical Care Assistant programme or a Recognized National Diploma that allows registration with the HPCSA as Paramedic. **Grade 3:** Successful completion of the Critical Care Assistant (CCA) programme or a Recognized National Diploma that allows registration with the HPCSA as Paramedic or B Tech Degree that allows registration with the HPCSA as Emergency Care Practitioner. **Grade 4**: Successful completion of the Critical Care Assistant (CCA) programme or a Recognized National Diploma that allows registration with the HPCSA as Paramedic or B Tech Degree that allows registration with the HPCSA as Emergency Care Practitioner. Registration with a professional council: **Grade 1**: Registration with the HPCSA as Paramedic (CCA). **Grade 2:** Registration with the HPCSA as Paramedic with CCA or National Diploma. **Grade 3**: Registration with the HPCSA as Paramedic with CCA or National Diploma or ECP. **Grade 4:** Registration with the HPCSA as Paramedic with CCA or National Diploma or ECP. Experience: **Grade 1:** None after registration with the HPCSA as Paramedic (CCA). **Grade 2:** 7 years after registration with the HPCSA as Paramedic (CCA). None after registration with the HPCSA as Paramedic with

National Diploma. **Grade 3:** Registered Paramedic (CCA) - 14 years after registration with the HPCSA as Paramedic. Registered Paramedic (NDip) - 7 years after registration with the HPCSA as a Paramedic. Registered ECP– None. **Grade 4:** Registered Paramedic (CCA) - 24 years after registration with the HPCSA as Paramedic. Registered Paramedic (NDip) - 17 years after registration with the HPCSA as Paramedic. Registered ECP's -10 years after registration with the HPCSA as an ECP. Inherent requirements of the job: Valid code C1 driver's license. Physical and mental fitness. Valid professional driver's permit (PrDP). Competencies (knowledge/skills): Good communication and interpersonal skills. Excellent knowledge of all levels of emergency care protocols within the scope of registration category. Computer literacy and skills.

DUTIES : Provide quality and efficient roadside to bedside definitive emergency care within defined emergency time frames within and across geographic and clinical service platforms. Make use of all communication tools as provided by the Employer to facilitate safe communication in relation to patient care protocols. Effectively maintaining Admin Function: complete manual and electronic patient care reports and trip authority log sheets. Maintenance of Emergency Vehicles and Equipment. Ensure effective communication with regards to patients, colleagues, other services and members of the Public. Provide effective support to the supervisor and participate in own wellbeing.

ENQUIRIES : EMS Northern District Office – Mr A Hickey Tel No: (021) 830-1150 /Mr. M Solomons Tel No: (021) 830-1149
EMS Western District Office – Mr A Lund Tel No: (021) 508-4508 / Mr J Calvert, Tel No: (021) 508-4507
EMS Southern District Office – Mr M Mdzeke Tel No: (021) 374-2316/ Mr K Ndiki Tel No: (021) 374-2316/7
EMS Eastern District Office – Mr M Petersen Tel No: (021) 361-6568 / Ms N Mlatsha Tel No: (021) 816-8807
EMS West Coast District Office – Mr E Pedro Tel No: (022) 433-8853 / Ms S Andrew Tel No: (022) 433-8853
EMS Winelands District Office - Mr I Naidoo Tel No: (023) 346-6000 / Ms A Botha Tel No: (023) 346-6022
EMS Overberg District Office – Ms Y Avontuur Tel No: (028) 312-3219/ Mr M Jacobs Tel No: (028) 284-9100
EMS Garden Route District Office - Mr J Jansen Tel No: (044) 802-2517 / Ms L Jacobs Tel No: (044) 802-2521
EMS Central Karoo District Office – Mr J Jansen Tel No: (023) 449-8202 / Ms L Fortuin Tel No: (023) 449-8209

APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Candidates are subjects to a practical. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applications will be considered for vacancies within Emergency Medical Services, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post."

CLOSING DATE : 09 April 2026, 17:00 PM

POST 10/540 : **ADMINISTRATION CLERK: SUPPORT (NURSING: X10 POSTS; PHARMACY: X1 POST)**

SALARY : R228 321 per annum
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in the provision of administrative services. Appropriate experience to work on Clinicom and NIMS. Inherent requirement of the job: Willingness to work shifts, day & night duty, weekends and public holidays to meet operational requirements. Competencies (knowledge/skills): Good interpersonal and communication skills. Good organisational skills and the ability to function under pressure and as part of a team. Computer literacy

in MS Word and Excel. Knowledge of human resource management, labour legislation and the nursing agency tender process.

DUTIES : Patient service and ward admin support: The candidate will be responsible for providing an effective administrative service in the ward and nursing support. Financial resources: Participate in monitoring and counting of assets, checking of equipment. Patient file Management: Prepare folders and x-ray of booked patients. Effective utilization of Human and Financial Resources to assist in achieving the objectives of the unit. Delivering effective support to the unit as well as to other departments / modules on a relief basis.

ENQUIRIES : Ms V Dubase Tel No: (021) 938-4000

APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”).

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical assessment.

CLOSING DATE : 09 April 2026, 17:00 PM

POST 10/541 : **ADMINISTRATION CLERK: FINANCE/ADMIN**
Chief Directorate: Metro Health Services

SALARY : R228 321 per annum

CENTRE : Victoria Hospital

REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics or Accountancy as a passed subject. Experience: Appropriate experience in Finance Department. Appropriate working experience in LOGIS and BAS. Inherent requirements of the job: Willingness to rotate with the Finance Section and relieve colleagues. Willingness to work overtime when required. Strong sense of confidentiality and trustworthiness. Competencies (knowledge/skills): Computer literacy (MS Office: Word, Excel, PowerPoint, email) relevant knowledge, skills, and experience in processes, procedures, prescripts and legislative framework, PFMA, NTTR and PTI, and the Accounting Officer’s System of the Department of Health, including delegations. Knowledge and experience of LOGIS and BAS. In-depth knowledge of SCOA codes and reports on LOGIS and BAS. Knowledge and experience in Supplier Reconciliation. Working knowledge of ledger accounts and debt. Ability to analyse and provide solutions to problems. Good interpersonal and organisational skills.

DUTIES : Provide a financial administrative service& overall management of activities within the office. Render an effective and efficient Sundry Creditors and Logis payment function. Ensure that invoices are paid within 30 days. Effective reconciliation of monthly supplier statements. Rendering an effective and efficient verifying and pre-authorisation function. Maintain and clear Assets and Liabilities accounts. Manage and maintain debtor accounts. Effective handling of computer systems such as Logis and/ or Bas. Capturing and Approving of Log 1’s. Filling and safekeeping of documents.

ENQUIRIES : Ms A Delcarme Tel No: (021) 799 1289 or email: Andrea.Delcarme@westerncape.gov.za

APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”).

NOTE : No payment of any kind is required when applying for this post.

CLOSING DATE : 09 April 2026, 17:00 PM

POST 10/542 : **ADMINISTRATION CLERK: WARDS**
Chief Directorate: Rural Health Services

SALARY : R228 321 per annum

CENTRE : George Regional Hospital

REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate clerical experience in an acute Hospital environment. Inherent requirements of the job: Willingness to work flexitime/shifts. Relieve other ward clerks, Competencies (knowledge/skills): Computer literacy (MS Word, Excel, Outlook, PowerPoint). Electronic processing of operational statistics. Procurement experience to facilitate and maintain adequate stock and equipment levels. Knowledge of LOGIS. Knowledge of Clinicom. Knowledge of HealthNet.

DUTIES : The provision of an administrative system to manage the activities of the operational nursing unit. Providing operational support to the nursing unit. Maintain code of ethics and core values to ensure effective interpersonal

communication. Facilitate the feedback to the Manager re patients, stock and equipment procurement and maintenance thereof. Maintain Clinicom process to record patient movement and complete files and UPFS & other electronic documentation. Perform such administrative tasks and relief as may be delegated by the staff and Health team, also in other departments.

ENQUIRIES : Ms MA Van der Linde Tel No: (044) 802-4461
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”).
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical. The pool of applicants will be considered for vacancies within George Regional Hospital for a period of 3 months from date of advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
CLOSING DATE : 09 April 2026, 17:00 PM

POST 10/543 : **ADMINISTRATION CLERK: HUMAN RESOURCE MANAGEMENT (PERSONNEL ADMIISTRATION) (X3 POSTS)**

SALARY : R228 321 per annum
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: Senior (or equivalent) Certificate. Experience: Appropriate administration experience. Appropriate experience regarding the PERSAL salary system. Competencies (knowledge/skills): Good communication (written and verbal) skills. Computer literacy (MS Word and Excel). Good numeracy or mathematical skills. Comprehensive and sound knowledge regarding all human resource management, salary administration and related matters.
DUTIES : Effective handling of all personnel matters, such as salaries, pension, appointments, resignations, transfers, leave and other allowances on PERSAL system. Auditing of personnel, pension and leave files. Perform a variety of clerical duties including filing. Assist staff, colleagues, supervisors, management and members of public with regard to human resource and personnel matters. Handle a variety of personnel, written and telephonic enquiries. Assist with other administrative functions in the personnel component when necessary. Handle all aspects pertaining to Human Resource Management.
ENQUIRIES : Ms P Samson Tel No: (021) 938-5033
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”).
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical assessment.
CLOSING DATE : 09 April 2026, 17:00 PM

POST 10/544 : **ADMINISTRATION CLERK: WARDS (X2 POSTS)**
Chief Directorate: Metro Health Services

SALARY : R228 321 per annum
CENTRE : Mowbray Maternity Hospital
REQUIREMENTS : Minimum educational qualification: Senior (or equivalent) Certificate. Experience: Appropriate experience in a Hospital and/or Community Health Centre environment that focuses on the Key Performance Areas (duties) of the post. Inherent requirement of the job: Willingness to work overtime, work shifts which include night duty, weekends and public holidays. Willingness to rotate between departments as needed. Competencies (knowledge/skills): Computer literacy.
DUTIES : Accurate patient assessments and patient admissions on Clinicom system. Complete patient discharge documentation and system discharges. Ensure timeous and accurate collection and submission of statistics. Accurate collection and safekeeping of state money and patient valuables. File patient clinical notes and laboratory results in folders. Monitoring and ordering of inventory. Attend to patient queries (verbal and written).
ENQUIRIES : Ms. G Falck Tel No: (021) 659 5576
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”).
NOTE : No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment. The pool of applications will be considered for vacancies within the Chief Directorate: Metro

Health Services, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.

CLOSING DATE : 09 April 2026, 17:00 PM

POST 10/545 : **ADMINISTRATION CLERK: INFORMATION MANAGEMENT**
Cape Winelands Health District

SALARY : R228 321 per annum
CENTRE : Montagu PHC Clinic, Langeberg Sub-district
REQUIREMENTS : Minimum educational qualification: Senior Certificate or equivalent. Experience: Appropriate experience in PHC Facility. Experience in PHCIS, NHLS, Sinjani, Ideal Clinic and IPWIS. Experience in filing system. Inherent requirement of the job: Willingness to work on mobile clinic and overtime when needed. Valid (Code B / EB) driver's licence. Competencies (knowledge/skills): Computer literacy (MS Word and Excel). The ability to accept accountability and responsibility with good interpersonal skills, the ability to maintain confidentiality and excellent communication skills (verbal and written).
DUTIES : General administrative support for fixed PHC Clinic and 3 Mobile clinics. Compile and capture headcounts, HIV and TB data and statistics daily, weekly, and monthly on relevant systems. Appointment folders drawn and prepared according to appointment lists at least one workday before the time. All folders drawn checked for complete personal details, completed or updated if needed and enough stickers in folder. Facility folder is to be opened for all new clients, correct stationery is placed in the folders, personal details of client completed and stickers to be printed. Registry maintenance – correct refiling of active folders as received back in registry within two days and removal, archiving and disposal of inactive files according to policy. Answering the phone and dealing with enquiries, making appointments for the services in the facility and for the mobiles.
ENQUIRIES : Ms MP Williams Tel No: (023) 626-8548
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
NOTE : No payment of any kind is required when applying for this post. Shortlisting candidates may be subjected to a practical and competency test as part of the interview process. The pool of applications will be considered for vacancies within the Langeberg Sub District, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post."
CLOSING DATE : 09 April 2026, 17:00 PM

POST 10/546 : **ADMINISTRATION CLERK: REGISTRY (X2 POSTS)**

SALARY : R228 321 per annum
CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualification: Senior certificate (Grade 12 or equivalent). Experience: Appropriate experience in the duties and key responsibility areas of this post. Inherent requirement of the job: Compelled to work irregular hours (i.e. 12 hour shifts/nights/weekends/public holidays) independently with no supervision when required. Be physically fit with an ability to lift loads, be on your feet and climb ladders all day. Competencies (knowledge/skills): Compelled to work irregular hours (i.e. 12 hour shifts/nights/weekends/public holidays) independently with no supervision when required. Be physically fit with an ability to lift loads, be on your feet and climb ladders all day. An in-depth knowledge of the HIS Clinicom Tracking system, proven knowledge of medical records processes and procedures. An ability to work independently with minimum supervision and effectively within a team. An ability to work under pressure with a high degree of accuracy and care for long periods. Proficiency in at least two of the three official languages of the Western Cape. Computer literacy High ethical standards as incumbent will have access to confidential files. High degree of accuracy and concentration for long periods.
DUTIES : Render an effective and efficient after hour medical records service and folder management. Complete relevant Clinicom Case Note Tracking system transactions and enquiries. Provide folder management support to ECM GSH health records digitalization. Create and maintain an effective filing system. Accurately and timeously file and retrieve all requested patient folders or case notes. Maintenance of filing system banks and patient folder covers.

ENQUIRIES	:	Mr NR Weeder Tel No: (021) 404-4056
APPLICATIONS	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”).
NOTE	:	No payment of any kind is required when applying for this post.
CLOSING DATE	:	09 April 2026, 17:00 PM
POST 10/547	:	**ADMINISTRATION CLERK: LABOUR RELATIONS**
SALARY	:	R228 321 per annum
CENTRE	:	Groote Schuur Hospital, Observatory
REQUIREMENTS	:	Minimum educational qualification: National Senior Certificate (or equivalent). Experience: Appropriate administrative experience. Appropriate experience in Labour Relations. Competencies (knowledge/skills): Computer literacy (MS Word, Excel, PowerPoint, Outlook). Ability to function under stressful environment and cope with heavy workload. Ability to function independently and as part of a team. Good verbal and communication skills.
DUTIES	:	Provide Effective assistance in the co-ordination of training. Facilitation of Formal Disciplinary Hearings. Maintain effective discipline, grievance and training database. General secretarial and administrative duties. Effective assistance with co-ordination of meetings.
ENQUIRIES	:	Ms B Gxasheka Tel No: (021) 404-2079
APPLICATIONS	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”).
NOTE	:	No payment of any kind is required when applying for this post.
CLOSING DATE	:	09 April 2026, 17:00 PM
POST 10/548	:	**ADMINISTRATION CLERK: SUPPORT** Directorate: Employee Relations
SALARY	:	R228 321 per annum
CENTRE	:	Head Office, Cape Town
REQUIREMENTS	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in labour relations. Inherent requirement of the job: Valid Code (B/EB) driver’s licence and willingness to travel. Competencies (knowledge/skills): Basic knowledge in administrative support services within the Public or Private Sector. Knowledge of Labour Relations with specific reference to rendering administrative support services. Knowledge of legislative framework governing labour law. Computer Literacy in MS Office Skills.
DUTIES	:	Effective administrative support to the Deputy Director and specific sub-directorates by assisting with diary management, responding to both internal and external stakeholders and filing of documentation both electronically and in hard cover files. Effective administrative support to specific sub-directorates with regards submission management and maintenance of relevant databases thereof. Provide administrative support regarding meetings, workshops and training activities Assist with accommodation and traveling arrangements. Assist with LOGIS capturing.
ENQUIRIES	:	Mr M Ngqame Tel No: (021) 831-5864, Ms A Solomon Tel No: (021) 831-5860
APPLICATIONS	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”).
NOTE	:	No payment of any kind is required when applying for this post.
CLOSING DATE	:	09 April 2026, 17:00 PM
POST 10/549	:	**STAFF NURSE GRADE 1 TO 2 (72 HOURS PSYCH WARD AND CARNATION WARD) (X2 POSTS)** Chief Directorate: Metro Health Services
SALARY	:	Grade 1: R220 614 per annum Grade 2: R262 287 per annum
CENTRE	:	Mitchells Plain District Hospital
REQUIREMENTS	:	Minimum educational qualification: Qualification that allows registration with SANC as a Staff Nurse. Registration with a professional council: Registration with the South African Nursing Council as a Staff Nurse. Experience: **Grade1:** None **Grade 2:** A minimum of 10 years recognisable nursing experience as a Staff nurse after registration with the SANC. Inherent requirements of the job: Willingness to work shifts, night duty, weekends and public holidays as well as overtime. Willingness to rotate within the facilities will be required.

Competencies (knowledge/skills): Ability to interpret basic clinical signs and symptoms. Knowledge of Nursing Practices and IPC, control measures and practices. Ability to lift and turn patients, stand long hours and lift heavy equipment. Willingness to rotate between departments. Good communication skills. Basic Computer Literacy. Self-discipline.

DUTIES : Develop and implementation of basic patient care plans. Provide basic clinical nursing care. Effective health promotion and information to patient/client and community. Effective utilization of physical and financial resources. Maintain professional growth/ethical standards and self-development.

ENQUIRIES : Mr R Geswindt Tel No: (021) 377-4410

APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : Shortlisted candidates will be subjected to a practical test. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applications will be considered for vacancies within the Chief Directorate Metro Health Services for a period of three months from the date of the adverts, provided that the job title, core functions, inherent requirements and salary level are the same as those of the advertisement post.

CLOSING DATE : 09 April 2026, 17:00 PM

POST 10/550 : **STAFF NURSE GRADE 1 TO 3 (GENERAL INPATIENTS)**
Central Karoo District

SALARY : Grade 1: R220 614 per annum
Grade 2: R262 287 per annum
Grade 3: R306 798 per annum

CENTRE : Beaufort West Hospital

REQUIREMENTS : Minimum educational qualification: Qualification that allows registration with the SANC as a Staff Nurse. Registration with a professional council: Registration with the SANC as a Staff Nurse. Experience: **Grade 1**: None. **Grade 2**: A minimum of 10 years' appropriate/recognisable experience in nursing after registration as Staff Nurse with the SANC. **Grade 3**: A minimum of 20 years appropriate/recognisable experience in nursing after registration as Staff Nurse with the SANC. Inherent requirement of the job: Willingness to work shifts, night duty, including weekends, public holidays as well as overtime. Willingness to rotate to other wards in the facility and to work at the clinics in the Sub-district when needed. Competencies (knowledge/skills): Good communication and interpersonal relationships. Self- discipline and motivation. Ability to work in a team across the service platforms.

DUTIES : Development and implementation of basic patient care plans. Provide basic clinical nursing care. Effective utilization of resources. Maintain professional growth/ethical standards and self- development. Take actions to improve quality of nursing care. Participate in infection prevention and control.

ENQUIRIES : Ms N Tsengiwe Tel No: (023) 414 - 8200

APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Candidates will be required to undergo a practical assessment. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applications will be considered for vacancies within Central Karoo District, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.

CLOSING DATE : 09 April 2026, 17:00 PM

POST 10/551 : **STAFF NURSE GRADE 1 TO 3 (FAMILY MEDICINE)**
Chief Directorate: Rural Health Services

SALARY : Grade 1: R220 614 per annum
Grade 2: R262 287 per annum
Grade 3: R306 798 per annum

CENTRE : George Regional Hospital

REQUIREMENTS : Minimum educational qualification: Qualification that allows registration with the SANC as a Staff Nurse. Registration with a professional council: Registration with the SANC as Staff Nurse. Experience: **Grade 1**: None. **Grade 2**: A minimum of 10 years' appropriate/recognisable experience in nursing after registration with the SANC as Staff Nurse. **Grade 3**: A minimum of 20 years appropriate/recognisable experience in nursing after registration with the SANC as Staff Nurse. Inherent requirement of the job: Will be required to work shifts, night duty, weekends, public holidays as well as overtime. It will be expected of the incumbent to rotate within the hospital. Competencies (knowledge/skills): Knowledge nursing processes & procedures as outlined in Nursing Act and SANC regulations. Training competencies include: Aseptic technique, Wound dressing. Basic pharmacology and mathematical skills to do calculation re dosages in medication. Basic principles of Health education. -Knowledge of the nursing Care Process. Knowledge of medical legal hazards. Professionalism, good Interpersonal communication skills. Responsive, pro-active, flexible, assertive and supportive. Leadership skills.

DUTIES : Development and implementation of basic patient care. Provide basic clinical nursing care. Effective utilization of physical and financial resources. Maintain professional growth/ethical standards and self-development.

ENQUIRIES : Ms D Williams Tel No: (044) 802-4538

APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Candidates may be subject to a practical. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. -This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar vacant posts within George Regional Hospital for a period of 3 months from date of advert, provided that that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.

CLOSING DATE : 09 April 2026, 17:00 PM

POST 10/552 : **FORENSIC PATHOLOGY OFFICER GRADE 1 TO 2**
Chief Directorate: Emergency and Clinical Support Services

SALARY : Grade 1: R217 092 per annum
Grade 2: R252 840 per annum

CENTRE : Tygerberg Forensic Pathology Laboratory; Forensic Pathology Services

REQUIREMENTS : Minimum educational qualification: Senior Certificate with having achieved Mathematics, Life Science and/ or Biology as passed subjects. Experience: **Grade 1**: None. **Grade 2:** 10 year's appropriate experience. Inherent requirement of the job: Valid Code B/EB driver's license. Ability to interpret and apply policies. Ability to work under pressure. Ability to work with and lift corpses, (mutilated, decomposed, infectious viruses, obese). Be willing to work shifts and overtime. Competencies (knowledge/skills): Ability to communicate clearly and discreetly in person and in writing. Ability to be trained in photography. Ability to be trained in 4X4 vehicle handling. Willingness to assist with duties in an X-ray room. Willingness to be trained in Forensic Investigation and Dissection. Willingness to be trained in Forensic Pathology Business Processes. Ability to achieve and maintain good interpersonal and working relations with staff and clients. Computer and software literacy. Will be required to deliver testimony in court proceedings.

DUTIES : Effective and efficient recovery, storage and processing of deceased. An effective Forensic autopsy process rendered in accordance with set standards and guidelines. Optimal control of reports and statements during and after the Forensic Mortuary process. An effective and efficient Management of Unknown corpses. An efficient support service to the Manager with regard to Corporate and Clinical Governance functions of the Forensic Pathology Laboatory.

ENQUIRIES : Ms A Campbell, email: Arnolene.Campbell@westerncape.gov.za

APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying for this post.

CLOSING DATE : 09 April 2026, 17:00 PM

POST 10/553 : **HOUSEKEEPING SUPERVISOR**
Chief Directorate: Metro Health Services

SALARY : R193 359 per annum

CENTRE : Hanover Park Community Health Centre

REQUIREMENTS : Minimum educational qualification: General Education and Training Certificate (GETC) /Grade 9 (STD7). Experience: Appropriate housekeeping experience in a health facility. Appropriate supervisory experience. Inherent requirements of the job: Willing to work shifts, including weekends and public holidays. Competencies (knowledge/skills): Ability to adhere to safety and hygienic standards. Knowledge of stock and infection control. Supervisory skills.

DUTIES : Effective and efficient planning and supervision of activities of sub-ordinates. Perform household and supervisory functions to ensure the maintenance of a clean, hygienic and safe environment. Ensure the effective use and maintenance of supplies and equipment. Manage human resources/household aids.

ENQUIRIES : Ms M James Tel No: (021) 684-1302

APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. The pool of applications will be considered for vacancies within the Chief Directorate: Metro Health Services, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post. Candidates will be subjected to a written/practical, and oral assessment.

CLOSING DATE : 09 April 2026, 17:00 PM

POST 10/554 : **SOCIAL AUXILIARY GRADE 1 TO 3 (SOCIAL SERVICES)**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R192 972 per annum
Grade 2: R227 292 per annum
Grade 3: R270 009 per annum

CENTRE : Valkenberg Hospital

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the South African Council for Social Services Professions (SACSSP) as Social Auxiliary Worker. Registration with a professional council: Registration with the SACSSP as Social Auxiliary Worker. Experience: **Grade 1:** None. **Grade 2**: A minimum of 10 years appropriate experience as Social Auxiliary Worker after registration with the SACSSP or No experience as Social Auxiliary Worker after registration with the SACSSP and successful completion of 2nd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP. **Grade 3**: A minimum of 20 years appropriate experience as Social Auxiliary Worker after registration with the SACSSP or 10 years' experience after registration as Social Auxiliary Worker with SACSSP and successful completion of 2nd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP or No experience after registration as Social Auxiliary Worker with the SACSSP and successful completion of 3rd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP. Inherent requirements of the job: Willingness to work in all clinical Units across the hospital. Willingness to conduct community visits to stakeholders and other partners in the community. A valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Knowledge and basic understanding of human behaviour, relationship systems and social issues

South African Social Welfare context, policy and practice of developmental social welfare services. Good communication skills (written and verbal). Proven computer literacy (MS Word, Excel and PowerPoint). Information and knowledge management (keeping precise records and compiling accurate reports). Organising and planning skills. Problem solving and analytical skills. Presentation and facilitation skills. Client orientation and customer focus.

DUTIES : Assist and support social workers in providing social work services for the care, support and protection and development of vulnerable individuals, groups, families and communities through developmental programs. Provide support in clinical social work functions which includes assessments, interventions, referral services, discharges and group work programs. Assist Social workers to address matters resulting from social instability. Engage in continuous professional development. Perform administrative support functions to assist Social Workers.

ENQUIRIES : Ms S Mdunyelwa Tel No: (021) 826-5838

APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”).

NOTE : No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)”. The pool of applicants will be considered for vacancies within the Chief Directorate: Metro Health Services, for a period of 3 months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.

CLOSING DATE : 09 April 2026, 17:00 PM

POST 10/555 : **EMERGENCY CARE OFFICER GRADE 1 TO 3 (X6 POSTS)**
Chief Directorate: Emergency, Clinical and Support Services

SALARY : Grade 1: R187 488 per annum
Grade 3: R217 983 per annum

CENTRE : Emergency Medical Services, Metropole and Rural Districts

REQUIREMENTS : Minimum educational qualification: **Grade 3:** Successful completion of the Intermediate Life Support (ILS) that allows registration with the HPCSA as Ambulance Emergency Assistant (AEA). **Grade 1:** Successful completion of an appropriate Basic Life Support (BLS) course that allows registration with the HPCSA as Basic Ambulance Assistant (BAA). Registration with a professional council: **Grade 1:** Registration with the Health Professions Council of South Africa as an BAA. **Grade 3:** Registration with the Health Professions Council of South Africa as an AEA. Experience: None after registration with the Health Professions Council of South Africa (HPCSA) as a BAA or AEA. Inherent requirement of the job: Valid code C1 driver’s license. Valid professional driver’s permit (PrDP). Physical and mental fitness. Competencies (knowledge/skills): Excellent knowledge of all levels of emergency care protocols. Good communication and interpersonal skills.

DUTIES : Make use of all communication tools as provided by the Employer to facilitate safe communication in relation to patient care protocols. Effectively maintaining Admin Function: complete manual and electronic patient care reports and trip authority log sheets. Maintenance of Emergency Vehicles and Equipment. Ensure effective communication with regards to patients, colleagues, other services and members of the Public. Provide effective support to the supervisor and participate in own wellbeing. Provide quality and efficient roadside to bedside definitive emergency care within defined emergency time frames within and across geographic and clinical service platforms.

ENQUIRIES : EMS Northern District Office – Mr A Hickey Tel No: (021) 830-1150 /Mr. M Solomons Tel No: (021) 830-1149
EMS Western District Office – Mr A Lund Tel No: (021) 508-4508 / Mr J Calvert Tel No: (021) 508-4507
EMS Southern District Office – Mr M Mdzeke Tel No: (021) 374-2316/ Mr K Ndiki Tel No: (021) 374-2316/7

EMS Eastern District Office – Mr M Petersen Tel No: (021) 361-6568 / Ms N Mlatsha Tel No: (021) 816-8807
EMS West Coast District Office – Mr E Pedro Tel No: (022) 433-8853 / Ms S Andrew Tel No: (022) 433-8853
EMS Winelands District Office - Mr I Naidoo Tel No: (023) 346-6000 / Ms A Botha Tel No: (023) 346-6022
EMS Overberg District Office – Ms Y Avontuur Tel No: (028) 312-3219/ Mr M Jacobs Tel No: (028) 284-9100
EMS Garden Route District Office - Mr J Jansen Tel No: (044) 802-2517 / Ms L Jacobs Tel No: (044) 802-2521
EMS Central Karoo District Office – Mr J Jansen Tel No: (023) 449-8202 / Ms L Fortuin Tel No: (023) 449-8209

APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status. Shortlisted candidates will be expected to undergo a practical assessment. The pool of applicants will be considered for other similar vacant posts within Emergency Medical Services for a period of 3 months from the date of advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.

CLOSING DATE : 09 April 2026, 17:00 PM

POST 10/556 : **NURSING ASSISTANT GRADE 1 TO 3 (INTERNAL MEDICINE)**
Chief Directorate: Rural Health Services

SALARY : Grade 1: R174 261 per annum
Grade 2: R203 271 per annum
Grade 3: R239 559 per annum

CENTRE : George Regional Hospital

REQUIREMENTS : Minimum educational qualification: Qualification that allows registration with the SANC as a Nursing Assistant. Registration with a professional council: Registration with the SANC as a Nursing Assistant. Experience: **Grade 1**: None. **Grade 2**: A minimum of 10 years' appropriate/recognisable experience in nursing after registration with the SANC as a Nursing Assistant. **Grade 3**: A minimum of 20 years appropriate/recognisable experience in nursing after registration with the SANC as a Nursing Assistant. Inherent requirement of the job: Will be required to work shifts, night duty, weekends, public holidays as well as overtime. Willingness to rotate within the hospital. Competencies (knowledge/skills): Ability to function/make decisions independently and as part of a multi-disciplinary team. Good communication and interpersonal relationships. Knowledge to relevant nursing legislation, policies and protocols of the Department of Health, Western Cape.

DUTIES : Assist patients with activities of daily living (physical care). To provide elementary clinical nursing care. Effective utilization of physical and financial resources. Maintain professional growth/ ethical standards and self-development.

ENQUIRIES : Ms J Ehlers Tel No: (044) 802-4536

APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. -This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be

considered for similar vacant posts within George Regional Hospital for a period of 3 months from date of advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.

CLOSING DATE : 09 April 2026, 17:00 PM

POST 10/557 : **NURSING ASSISTANT GRADE 1 TO 3 (X3 POSTS)**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R174 261 per annum
Grade 2: R203 271 per annum
Grade 3: R239 559 per annum

CENTRE : Elsies River CHC, Kraaifontein CHC, Symphony Way CDC

REQUIREMENTS : Minimum educational qualification: Qualification that allows registration with the South African Nursing Council (SANC) as a Nursing Assistant. Registration with a professional council: Registration with the SANC as a Nursing Assistant. Experience: **Grade 1**: None after registration with SANC as a Nursing Assistant. **Grade 2**: A Minimum of 10 years appropriate/recognisable experience in nursing after registration as a Nursing Assistant with SANC. **Grade 3**: A Minimum of 20 years appropriate/recognisable experience in nursing after registration as a Nursing Assistant with SANC. Inherent requirements of the job: Willingness to work overtime when necessary. Will be required to work shifts, public holidays, night duty, after hours and weekends. Willingness to assist in all departments according to operational needs. Willingness to work in the geographical PHC facilities within the Northern Tygerberg substructure, when operationally required Ability to work under pressure. Competencies (knowledge/skills): Good communication skills and ability to communicate (written and verbal). Ability to work in the multi-disciplinary team. Enhance patient care through the implementation of SOP's, policies and guidelines.

DUTIES : Provide elementary clinical nursing care. Assist patients with activities of daily living which includes patient hygiene, provide nutrition, assist with mobility and elimination processes. Monitor patient vital signs and report any abnormal findings. Reporting on patient safety and adverse incidents. Effective utilization of resources. Maintain professional growth/ethical standards and self-development. Actively participating in in-service training interventions.

ENQUIRIES : Ms. JJ Heunis Tel No: (021) 931-0211/ Ms. G Naude Tel No: (021) 204-2400/ Ms. S Dixon Tel No: (021) 987-0080

APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status). "The pool of applications will be considered for vacancies within Metro Health Services, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post." Candidates will be subjected to a practical/oral assessment.

CLOSING DATE : 09 April 2026, 17:00 PM

POST 10/558 : **PHARMACIST ASSISTANT (POST-BASIC) GRADE 1 TO 3**
Garden Route District

SALARY : Grade 1: R264 750 per annum
Grade 2: R306 411 per annum
Grade 3: R330 540 per annum

CENTRE : Harry Comay Hospital

REQUIREMENTS : Minimum educational qualification: As required by the training facility and the South African Pharmacy Council (SAPC) plus Post-Basic Pharmacist Assistant qualification that allows registration with SAPC as a Pharmacist Assistant (Post-Basic) or Pharmacist Assistant (Post-Basic) Institutional. Registration with a professional council: Registration with the South African Pharmacy

Council as Pharmacist's Assistant (Post- Basic) (Institutional) or Pharmacist Assistant (Post-Basic). Experience: **Grade 1**: None after registration with the SAPC as Pharmacist Assistant (Post-Basic). **Grade 2:** A minimum of 5 years' appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post-Basic) with the SAPC. **Grade 3:** A minimum of 13 years' appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post-Basic) with the SAPC. Inherent requirement of the job: Valid driver's license (Code B/EB) and willingness to travel in the Sub District. Willingness to work at other clinics in the Sub-District. Willingness to work overtime and after hours as needed. Competencies (knowledge/skills): Good knowledge of institutional pharmacy practices and procedures. Good numeric skills. Knowledge and/or experience in handling pharmaceutical supplies particularly in clinic environment, including appropriate cold chain practices. Knowledge of Drug Supply Management Principles. Knowledge of Good Pharmacy Practice Regulations. Meticulous and attention to detail.

DUTIES : Working under both direct and indirect supervision of a pharmacist. Manage drug supply within the facilities, including but not limited to correct ordering of stock, receiving and checking of stock, appropriate stock control and storage, rotation of stock to prevent expiry, accurate handling of expired stock, and appropriate temperature control. Dispensing and issuing of acute and chronic scripts according to Standard Treatment Guidelines and the WCGHW Pharmaceutical Code List. Issuing medication prepared by Tertiary Institutions and CDU (Chronic Dispensing Unit) and the management thereof. Collection of all pharmacy related data, ensuring accurate compilation of monthly pharmaceutical statistics return and pricing of expired stock. Support to supervisor and colleagues within the George Sub-district, within scope of practice. Ensure the provision of high-quality services measured by outcomes of quality assurance activities.

ENQUIRIES : Mr S Honeyborne Tel No: (044) 814 - 1143

APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applications will be considered for vacancies within Garden Route District, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.

CLOSING DATE : 09 April 2026, 17:00 PM

POST 10/559 : **PORTER**
Chief Directorate: Metro Health Services

SALARY : R138 486 per annum

CENTRE : Helderberg Hospital

REQUIREMENTS : Minimum requirement: Basic reading, writing and numerical skills. Experience: Appropriate porter experience. Inherent requirement of the job: Willingness to work shifts including nightshift, weekends and on public holidays. Willingness to work overtime when required. Ability to perform tasks such as lifting patients from/onto beds trolleys and wheelchairs. Must be of sober habits. Competencies (knowledge/skills): Good interpersonal and communication skills. Ability to work under pressure. Willing to work in a team.

DUTIES : Accompany/assist and transport of patients via beds/trolley/wheelchairs between treatment areas. Assist with the loading of patients in/out of ambulances/vehicles. Carry medical and other documentation (patient files, reports, etc.) to wards/ treatment areas. Check, report and replace gas cylinders in wards/treatment areas and assist with shifting of medical equipment to and from rooms. Responsible for the maintenance of trolleys and wheelchairs (this includes cleaning and repairs). Assist with the transportation of corpses from wards and complete mortuary registers.

ENQUIRIES : Mr D Brecht Tel No: (021) 850-4750

APPLICATIONS	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”).
NOTE	:	No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment. The pool of applicants will be considered for similar vacant posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.
CLOSING DATE	:	09 April 2026, 17:00 PM
POST 10/560	:	**CLEANER** Garden Route District
SALARY	:	R138 486 per annum
CENTRE	:	Riversdale Clinic, Hessequa Sub-district
REQUIREMENTS	:	Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate cleaning experience. Inherent requirements of the job: Valid (Code B/EB) driver’s licence. Must be physically able to lift heavy objects and stay on your feet for long hours. Willingness to rotate between clinics in the Sub-district according to operational needs and requirements. Competencies (knowledge/skills): Good communication (written and verbal) and interpersonal skills. Appropriate knowledge of correct methods of handling and disposal of refuse/waste products and adherence to policy and cleaning practices. Ability to do physical tasks and operate heavy duty cleaning equipment. Ability to work under pressure and perform physically demanding tasks.
DUTIES	:	Maintain a high standard of neatness and hygiene in the facility. Implement infection control policy standards. Effective cleaning and maintenance of equipment. Cost-effective use of cleaning consumables. Provision of cleaning support services to nursing management. Effective waste management. Adhere to the ethics and code of conduct.
ENQUIRIES	:	Ms E. Braaf Tel No: (028) 713 - 8644
APPLICATIONS	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”).
NOTE	:	No payment of any kind is required when applying for this post. Candidates will be subjected to a practical/written assessment. The pool of applications will be considered for vacancies within Garden Route District, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
CLOSING DATE	:	09 April 2026, 17:00 PM
POST 10/561	:	**GENERAL WORKER (GROUNDSMAN)** West Coast District
SALARY	:	R138 486 per annum
CENTRE	:	Lapa Munnik Hospital, Bergriver Sub-District
REQUIREMENTS	:	Minimum requirement: Basic Numeracy and Literacy. Experience: Appropriate experience. Inherent requirements of the job: Ability to perform hard physical work. Ability to handle machines Willingness to work overtime, over weekends, and public holidays. Competencies (knowledge/skills): Ability to comply with safety standards. Effective communication skills.
DUTIES	:	Effective cleaning / maintenance of the hospital grounds. Responsible for waste management. Support to other supervisors and colleagues. Maintenance of basic tools and equipment.
ENQUIRIES	:	Mr. M. Julius Tel No: (022) 913-1337
APPLICATIONS	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”).
NOTE	:	No payment of any kind is required when applying for this post.
CLOSING DATE	:	09 April 2026, 17:00 PM
POST 10/562	:	**MEDICAL SPECIALIST GRADE 1 TO 3 (OBSTETRICS AND GYNAECOLOGY) (20 SESSIONS PER WEEK)** (3-Year Contract)
SALARY	:	Grade 1: R646 per hour Grade 2: R737 per hour Grade 3: R853 per hour
CENTRE	:	Tygerberg Hospital, Parow Valley

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa as Medical Specialist in Obstetrics and Gynaecology. Registration with a professional council: Registration with the HPCSA as Medical Specialist in Obstetrics and Gynaecology. Experience: **Grade 1**: None after registration with the HPCSA as a Medical Specialist in Obstetrics and Gynaecology. **Grade 2**: A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or a recognized foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Obstetrics and Gynaecology. **Grade 3:** A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or a recognized foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Obstetrics and Gynaecology. Competencies (knowledge/skills): Clinical experience with high-risk obstetrics, general gynaecology and basic ultrasound. Ability to achieve and maintain good interpersonal relations with staff, patients, and their families. Excellent clinical notes and referral writing skills. Sound verbal and written communication skills as well as analytical and problem-solving skills. The candidate must have sufficient clinical and academic skills to handle a large clinical workload.

DUTIES : Outpatient clinics (high risk obstetrics, diabetic clinic, special care clinic, general gynaecology clinic, oncology follow up clinics) and labour ward. General gynaecology theatre lists and emergency and elective caesarean section lists. Teaching and training of under-and postgraduate students, Reports to the Head of General O&G services for service delivery and governance.

ENQUIRIES : Prof S Gebhardt Tel No: (021) 938-4638 or email gsgeb@sun.ac.za

APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration as Medical Specialist in Obstetrics and Gynaecology with the relevant council (including individuals who must apply for change in registration status).

CLOSING DATE : 09 April 2026, 17:00 PM

POST 10/563 : **SESSIONAL MEDICAL SPECIALIST: GRADE 1 TO 3 (UROLOGY) (2 HOURS PER WEEK)**
(Contract until 31 March 2027)

SALARY : Grade 1: R646 per hour
Grade 2: R737 per hour
Grade 3: R853 per hour

CENTRE : Groote Schuur Hospital, Observatory

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Urology. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Urology. Experience: **Grade 1:** None after registration with HPCSA as a Medical Specialist in Urology. **Grade 2:** A minimum of 5 years' appropriate experience after registration with the HPCSA (or recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Urology. **Grade 3:** A minimum of 10 years' appropriate experience after registration with the HPCSA (Or as recognised foreign Health Professional council in respect of a foreign qualified employee) as a Medical Specialist in Urology. Competencies (knowledge/skills): Experience in Adult and Paediatric Urology, renal transplantation, laparoscopic surgery, trauma, endourological and oncological surgery. Ability to perform urologic surgery at a tertiary level. Research experience in Urology.

DUTIES : The management of specialist urological patients within the Division of Urology and at related hospitals to Groote Schuur Hospital. To provide services (operative and OPD consulting) at Eerste River and Western Cape Rehabilitation Hospitals. Supervision and performance of major Urology surgery, Laparoscopic surgery, laparoscopic surgery, trauma, endourological

and oncological surgery. Oversee day surgery, surgical clinics and surgical emergencies. Organise and contribute to the surgical skills training courses. Contribute to the under and post grad training and research agenda of the Division.

ENQUIRIES : Mrs R Alexander Tel No: (021) 406-6415 or rabia.alexander@uct.ac.za
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). Please ensure that you attach an updated CV.
CLOSING DATE : 09 April 2026, 17:00 PM

POST 10/564 : **MEDICAL SPECIALIST GRADE 1 TO 3 (SURGERY: NEURO-ONCOLOGY) (SESSIONAL) (1.5 HOURS PER WEEK)**
(Contract until 31 March 2027)

SALARY : Grade 1: R646 per hour
Grade 2: R737 per hour
Grade 3: R853 per hour
CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Neurosurgery. Registration with a professional council: Registration with the HPCSA as Medical Specialist in Neurosurgery. Experience: **Grade 1**: None after registration with the HPCSA as Medical Specialist in Neurosurgery. **Grade 2**: A minimum of 5 years appropriate experience as a Medical Specialist after registration with the HPCSA (or recognised foreign Health Professions Council in respect to foreign qualified employee) as Medical Specialist in Neurosurgery. **Grade 3:** A minimum of 10 years appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professions Council with respect to foreign qualified employee) as Medical Specialist in Neurosurgery. Competencies (knowledge/skills): Proven experience of dealing with patients with neurosurgical disorders of the spine.
DUTIES : Provide support for the Neurosurgical Oncology Firm at Groote Schuur Hospital, responsible for clinical service provision and registrar training in Neuro-oncology. Participate in integrated care of patients with brain and pituitary tumours. Supervise and train medical staff in neurosurgery. Participate in Divisional under-graduate and post graduate activities.
ENQUIRIES : Prof G Fieggen Tel No: (021) 406 6213 or email: Vuyiwe.bathaka@uct.ac.za
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
NOTE : Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). Please ensure that you attach an updated CV.
CLOSING DATE : 09 April 2026, 17:00 PM

POST 10/565 : **SESSIONAL MEDICAL SPECIALIST: GRADE 1 TO 3 NEUROSURGERY (NEUROSPINE) (10 HOURS PER WEEK)**

SALARY : Grade 1: R646 per hour
Grade 2: R737 per hour
Grade 3: R853 per hour
CENTRE : Groote Schuur Hospital, Observatory

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Neurosurgery. Registration with a professional council: Registration with the HPCSA as Medical Specialist in Neurosurgery. Experience: **Grade 1:** None after registration with the HPCSA as Medical Specialist in Neurosurgery**. Grade 2:** A minimum of 5 years appropriate experience as a Medical Specialist after registration with the HPCSA (or recognised foreign Health Professions Council in respect to foreign qualified employee) as Medical Specialist in Neurosurgery**. Grade 3:** A minimum of 10 years appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professions Council with respect to foreign qualified employee) as Medical Specialist in Neurosurgery. Competencies (knowledge/skills): Proven experience of dealing with patients that has neurosurgical disorders of the spine.

DUTIES : Participate in Divisional under-graduate and post graduate activities. Supervise and train medical staff in neurosurgery with particular responsibility for spinal surgery. Participate in integrated care of patients in the Acute Spinal Cord Injury (ASCI) Unit with the Division of Orthopaedic Surgery. Provide support for the Neurosurgical spine Firm at Groote Schuur Hospital, responsible for clinical service provision and registrar training in Spinal Surgery.

ENQUIRIES : Prof G Fieggen Tel No: (021) 406 6213 or Vuyiwe.bathaka@uct.ac.za

APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”).

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). Please ensure that you attach an updated CV.

CLOSING DATE : 09 April 2026, 17:00 PM

POST 10/566 : **MEDICAL OFFICER GRADE 1 TO 3 (SESSIONAL) (15 HOURS PER WEEK)**
Chief Directorate: Metro Health Services
(3-Year Contract)

SALARY : Grade 1: R482 per hour
Grade 2: R550 per hour
Grade 3: R636 per hour

CENTRE : Valkenberg Hospital

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner. Experience: **Grade 1**: None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 2**: A minimum of 5 years’ appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3**: A minimum of 10 years’ appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirement of the job: Ability to be on call and availability for Emergency situations. Willing and able to work shifts when required. Willing and able to participate in after-hours duties when required. Willing and able to work with patients with infectious diseases. A valid (code

B/EB) driver's license. Competencies (knowledge/skills): Appropriate experience in Psychiatry. Excellent clinical assessment and management procedures. Excellent clinical skills in terms of consultation. Good professional attitude. Communication skills.

DUTIES : Provide comprehensive medical care to patients by diagnosing and treating illnesses, injuries, and other health conditions. Prescribe and manage treatment plans, including medication and therapies. Maintain accurate and detailed patient records. Refer patients to Medical Specialist or other healthcare providers when necessary. Complete the required CPD activities to maintain registration with the HPCSA. Participate in training and educational programs for healthcare professionals. Complete and submit required medical reports and documentation for legal and administrative purposes. Uphold the reputation and integrity of the medical profession.

ENQUIRIES : Dr R Ori Tel No: (021) 826 5863

APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a written/practical and oral assessment. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status)". The pool of applicants will be considered for vacancies within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.

CLOSING DATE : 09 April 2026, 17:00 PM

POST 10/567 : **SESSIONAL MEDICAL OFFICER: GRADE 1 TO 3 (OBSTETRICS AND GYNAECOLOGY) (20 HOURS PER WEEK)**
(Contract until 31 March 2027)

SALARY : Grade 1: R482 per hour
Grade 2: R550 per hour
Grade 3: R636 per hour

CENTRE : Groote Schuur Hospital, Observatory

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner. Experience: **Grade 1:** None after registration as Medical Practitioner with the HPCSA in respect of SA-qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign-qualified employees, of whom it is not required to perform community service as required in South Africa. **Grade 2**: A minimum of 5 years' appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA- qualified employees. A minimum of 6 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign-qualified employees, of whom it is not required to perform community service as required in South Africa. **Grade 3:** A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA-qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign-qualified employees, of whom it is not required to perform community service as required in South Africa. Competencies (knowledge/skills): Ability to perform emergency and elective gynaecological procedures and gynaecological outpatient consultations. Possess surgical competency in terms of operative hysteroscopy, ectopic pregnancy, gynaecological laparotomy, including cystectomy and hysterectomy. Ability to provide a family planning service for patients attending a tertiary level family planning clinic. Ability to perform basic early pregnancy and gynaecology ultrasound scans. Ability to work in

integrated multi-disciplinary teams across platforms. Good communication skills (written and verbal).

DUTIES : Run a tertiary level family planning clinic independently, including but not limited to counselling, placement and removal of long-acting reversable contraceptive devises (LARCS). Run an outpatient interventional hysteroscopy clinic. Perform Gynaecology surgery. Provide clinical care to Gynae emergency and elective patients. Participation in the academic activities of our department.

ENQUIRIES : Dr K Brouard or Dr M Patel Tel No: (021) 404 6020 or email: kendall.brouard@uct.ac.za, malika.patel@uct.ac.za or marilyn.koks@uct.ac.za

APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a written/practical and oral assessment. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)". Please ensure that you attach an updated CV.

CLOSING DATE : 09 April 2026, 17:00 PM

POST 10/568 : **SESSIONAL MEDICAL OFFICER: GRADE 1 TO 3 (MEDICO-LEGAL) (8 HOURS PER WEEK)**
(Contract until 31 March 2027)

SALARY : Grade 1: R482 per hour
Grade 2: R550 per hour
Grade 3: R636 per hour

CENTRE : Groote Schuur Hospital, Observatory

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner. Experience: **Grade 1:** None after registration as Medical Practitioner with the HPCSA in respect of SA-qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign-qualified employees, of whom it is not required to perform community service as required in South Africa. **Grade 3**: A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA-qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign-qualified employees, of whom it is not required to perform community service as required in South Africa. **Grade 2**: A minimum of 5 years' appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA- qualified employees. A minimum of 6 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign-qualified employees, of whom it is not required to perform community service as required in South Africa. Competencies (knowledge/skills): Appropriate experience after Community Service. Good communication skills (verbal and written). Able to interpret/understand and summarise the clinical reports. Work timeously and have a good grasp of excel/computer skills.

DUTIES : Support the Medico-Legal team. Managing, reporting and processing the Road Accident Medical Forms (RAF1). Coordinating with the internal staff and attorneys and assisting with the preparation of medico-legal reports and related correspondence. Completion of all insurance forms / cases for patient admissions and treatment. Completion of all WCA forms for the department of labor. Compilation of monthly statistics for Medical Manager.

ENQUIRIES : Dr T Numanoglu Tel No: (021) 404 3175 or tunc.numanoglu@westerncape.gov.za

APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a written/practical and oral assessment. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)". Please ensure that you attach an updated CV.

CLOSING DATE : 09 April 2026, 17:00 PM

POST 10/569 : **PHYSIOTHERAPIST GRADE 1 TO 3 (SESSIONAL)**
(Contract Until 31 March 2029)
Cape Winelands Health District

SALARY : Grade 1: R262 per hour
Grade 2: R306 per hour
Grade 3: R358 per hour

CENTRE : Witzenberg Sub-district

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows for the registration with the Health Professions Council of South Africa (HPCSA) as Physiotherapist. Registration with a professional council: Registration with the Health Professions Council of South Africa (HPCSA) as a Physiotherapist. Experience: **Grade 1**: Grade 1: None after registration with the HPCSA as Physiotherapist in respect of RSA-qualified employees. 1-year relevant experience after registration with the HPCSA as Physiotherapist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2**: A minimum of 10 years relevant experience after registration with the HPCSA as Physiotherapist in respect of RSA-qualified employees. A Minimum of 11 years relevant experience after registration with the HPCSA as Physiotherapist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** A minimum of 20 years relevant experience after registration with the HPCSA as Physiotherapist in respect of RSA-qualified employees. A minimum of 21 years relevant experience after registration with the HPCSA as Physiotherapist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirement of the job: Valid driver's licence. Competencies (knowledge/skills): Adhere to all departmental requirements and protocols. Provide a holistic physiotherapy service independently and as part of a multidisciplinary team in a hospital and primary healthcare setting. Excellent report writing, clinical documentation, recording keeping and referral writing skills. Sound verbal and written communication skills. Good computer skills (MS Word, Excel and PowerPoint.) Comply with National Core Standards and or ideal facility/clinic requirements as applicable. Knowledge and skills of prescription and issuing of assistive devices including mobility assistive devices. Clinical therapeutic skills including assessment techniques, treatment, discharge planning and follow up as needed and good time management. Ability to be flexible and innovative in response to differing client need and in line with the BOD within that area. Basic to intermediate wheelchair seating skills, assessments, prescription, fitting and issuing of other relevant assistive devices. Applicable therapeutic knowledge and skills within the field of physiotherapy and rehabilitation.

DUTIES : Provide clinical physiotherapy service delivery to inpatients and outpatients at hospital or acute level as applicable to the designated work areas. Provide clinical physiotherapy service delivery to patients at a primary healthcare level, including transitional care facilities/ intermediate care facilities, and relevant NGO's applicable to the designated work areas. Mentor physiotherapy students and support their learning in designated clinical areas. Clinical facilitation, and mentorship of placed students. Participate in ward rounds, multidisciplinary meetings, and support to specialist outreaches as applicable to the designated work area. Participate in personal, district, sub district and hospital in-service and training programs as applicable to the designated work area including transitional care facilities/intermediate care facilities, and relevant NGOs. Daily collection and monthly submission of data as per

departmental protocols. Effective, efficient and optimal use of resources including facilitating the repair and maintenance of assistive devices, stock taking and ordering of consumables and assistive devices as required within departmental norms. Relevant in-service training and skills transfer. Provide relevant relief duty in absence of a peer colleague within the ecosystem.

ENQUIRIES : Ms R Felix Tel No: (023) 348-8105
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates may be subject to a practical test. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). "The pool of applications will be considered for vacancies within Witzenberg Sub-district, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post."
CLOSING DATE : 09 April 2026, 17:00 PM

DEPARTMENT OF INFRASTRUCTURE

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
CLOSING DATE : 13 April 2026
NOTE : Shortlisted candidates will be required to attend interviews on a date and time determined by the department and submit documentation for verification purposes and criminal record vetting. 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 must be an integrity (ethical conduct) assessment. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 10/570 : **PROFESSIONAL ELECTRICAL ENGINEER (PRODUCTION LEVEL): EDUCATION INFRASTRUCTURE REF NO: DOI 32/2026**

SALARY : Grade A: R879 342 - R938 061 per annum, (OSD as prescribed)
Grade B: R990 669 - R1 067 235 per annum, (OSD as prescribed)
Grade C: R1 127 100 - R1 323 267 per annum, (OSD as prescribed)
CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : An appropriate Electrical Engineering Degree [B Eng/BSc (Eng)] or relevant qualification; Three years post qualification engineering experience required; Compulsory registration with ECSA as a professional engineer; A valid code B driving licence. Competencies: Knowledge of the following: Programme and project management; Engineering design and analysis; Research and development; Computer-aided engineering applications; Knowledge of legal compliance and formulation of policies in a multi-disciplinary professional environment; Technical report writing; Creating high performance culture; Professional judgement; Networking. Skills in the following: Decision making; Team leadership; Analytical skills; Creativity; Self-management; Financial management; Customer focus and responsiveness; Communication;

Computer literacy (MS Office); Planning and organising; Conflict management; Problem solving and analysis; People Management; Change Management; Innovation; Willingness to travel on a regular basis; Experience of contract documentation and administration, act/regulations of Occupation Health & Safety (OHS-Act), National Building Regulations and all relevant built environment legislation; knowledge of public sector procurement; Ability to work under pressure.

DUTIES : Design new systems to solve practical engineering challenges and improve efficiency and enhance safety: Plan, design, operate and maintain engineering projects; Develop cost effective solutions according to standards; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology; Develop tender specifications; Ensure through evaluation that planning and design by others is done according to sound engineering principles and according to norms and standards and code of practice; and Approve engineering works according to prescribed norms and standards ; Human capital development: Ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice; Supervise the engineering work and processes; and Administer performance management and development; Office administration and budget planning: Manage resources and prepare and consolidate inputs for the facilitation of resource utilisation; Ensure adherence to regulations and procedures for procurement and personnel administration; Monitor and control expenditure; and Report on expenditure and service delivery; Research and development: Continuous professional development to keep up with new technologies and procedures; Research/literature studies on engineering technology to improve expertise; and Liaise with relevant bodies/councils on engineering-related matters.

ENQUIRIES : Ms T Potgieter Tel No: (021) 483 4881

POST 10/571 : **DEPUTY DIRECTOR: SUPPLY CHAIN ANALYTICS AND STATISTICS REF NO: DOI 25/2026**

SALARY : R896 436 per annum (Level 11), (all-inclusive salary package)
CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : An appropriate 3 year B-Degree (equivalent or higher qualification) in Supply Chain Management / Data Science /Statistics / Business Administration / Information Systems or related field; A minimum of 3 years management experience; 3 years relevant experience in roles related to data governance and analysis, statistical methods, within a Supply Chain Management environment. Competencies: Working knowledge and understanding of the following: Legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Information systems that aid in the management of knowledge and information pertaining to the line function; Project management; Operational management practices; Procurement and tendering processes; Policy development, and operational management, monitoring and review processes; Modern systems of governance and administration; Public service procedures, processes and systems; Regional and local, political, economic and social affairs impacting on the provincial government of the Western Cape; Constitutional, legal and institutional arrangements governing the South African public sector; Public finance, human resources and discourse management processes; Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements; Functioning of the province and the activities of sister departments/related functional areas; Policies of the government of the day; Labour Relations legislation and regulations; Performance management in general; Supply chain processes and technologies; Statistical analysis and forecasting techniques and software; Proficiency in data analysis and data management tools and data analytics; Data Integrity and Quality Management; Data Collection Methodologies; Data Analysis Tools; Data Governance Regulatory Compliance Knowledge; Supply chain management software; Familiarity with data governance frameworks and tools; Proficiency in analysing system performance data; Skills in integrating data from various SCM systems, ensuring; Data consistency and accuracy for performance analysis; SCM Performance Metrics and KPIs; SCM IT and Systems; Quality Assurance; Strong analytical and statistical skills; Proficiency in data visualization tools (e.g. Tableau, Power BI); Familiarity with data

governance frameworks and quality assurance practices; Excellent communication and stakeholder engagement abilities; Numeracy; Computer Literacy ;Language skills; Project Management; Accounting, Finance and Audit; Economic, Financial and Statistical Analysis.

DUTIES : Ensure data governance and quality assurance; Collect and analyse data to integrate SCM system performance, improve capacity, and strengthen governance linkages, statistics and reporting, and provide input for training plans and compliance assessment; Engage and collaborate with internal and external stakeholders to understand their SCM reporting needs, ensuring that analytical outputs are relevant and actionable, and present findings clearly while integrating all data for cohesive reporting; Foster innovation and continuous improvement in SCM by exploring new technologies and data analytics solutions, staying updated on industry trends, and integrating best practices to enhance analytical capabilities and promote a culture of learning and adaptability; Plan and manage the work of and account for the overall performance of the Sub-directorate; People Management; Financial Management.

ENQUIRIES : Ms P van der Merwe Tel No: (021) 483 6915

POST 10/572 : **ADMINISTRATIVE OFFICER: MASAKHISISWE BURSARY PROGRAMME REF NO: DOI 30/2026**

SALARY : R325 101 - R382 959 per annum (Level 07)
CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 1-year relevant experience. Competencies: Knowledge of the following: Relevant legislation regarding Public Transport and Public Service administration; Skills Development Legislative and framework; Public Services, Provincial and Departmental strategies/policies/prescripts and other documents that address Public Transport Development; Provincial Growth and Development Strategy; Strategic Infrastructure Plan Knowledge of relevant software packages and sound application of relevant computer programmes; Human capital administration; Financial administration. Skills needed: Computer Literacy; Communication and negotiation skills (written and verbal); Report writing & formulation skills; Ability to interpret and apply policy; Ability to conduct basic research.

DUTIES : To enhance the business processes and procedures of the Masakh'iSizwe Bursary Programme by participating in the planning of the Masakh'iSizwe Bursary Programme and projects to ensure the programme services are aligned to the strategic objectives and operational needs of the Department; Conduct research on matters that impact and inform the Masakh'iSizwe Bursary Programme in respect of support services required and/or rendered to Masakh'iSizwe bursars; Maximize the effective use of support services by creating awareness in respect of support services among role-players; Co-ordinate and facilitate the mentoring programme to assist the bursar to acquire the required development objective(s); Evaluate, review and monitor the support services programme to determine whether the predetermined objectives and required outcomes are achieved in line with the stipulated time frame; Co-ordinate administrative management control measures pertaining to Support Services Programme; Ensure sustainable partnership with internal and external stakeholders; Manage project related resources.

ENQUIRIES : Ms C September Tel No: (021) 483 9841

POST 10/573 : **ADMINISTRATIVE OFFICER: HUMAN SETTLEMENT PLANNING REF NO DOI 31/2026**

SALARY : R325 101 - R382 959 per annum (Level 07)
CENTRE : Department of Infrastructure, Western Cape Government.
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 1 year relevant experience. Competencies: Knowledge of the following: Relevant legislation/ policies/prescripts and procedures; Basic financial administration; Ability to run and maintain a record management system; Procurement of goods and services; Ability to properly record minutes and decisions at meetings; Ability to capture data and filter records appropriately, to guide reporting requirement. Skills in the following: Communication skills (written and verbal); Planning and organising; Analytical;

Administrative; Database management; Report writing; Interpersonal and problem-solving skills.

DUTIES : Render line administrative support services; Co-ordinate Monitoring and Evaluation activities and maintain the relevant systems; Provide support to the Chief Directorate for supply chain management; Render advice and liaise w.r.t administrative matters.

ENQUIRIES : Ms L White Tel No: (021) 483 2581

POST 10/574 : **SUPPLY CHAIN MANAGEMENT CLERK: SCM AND FLEET ADMINISTRATION (BELLVILLE) REF NO: DOI 26/2026**

SALARY : R228 321 - R268 950 per annum (Level 05)

CENTRE : Department of Infrastructure, Western Cape Government

REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification). Competencies: Working knowledge and understanding of the following: Supply chain duties, practices as well as the ability to capture data, operate a computer and collecting statistics; Legislative framework governing the Public Service; Work procedures in terms of the working environment. Skills in the following: Computer literacy; Good verbal & written communication; Planning and organising; Teamwork; Interpersonal relations.

DUTIES : Render administrative functions; Render Asset Management clerical support; Render demand and acquisition clerical support; Render Logistical support services.

ENQUIRIES : Ms H Kleinhans Tel No: (021) 959 7700

POST 10/575 : **ACCOUNTING CLERK (COSTING): MANAGEMENT AND FINANCIAL ACCOUNTING (BELLVILLE) REF NO: DOI 29/2026**

SALARY : R228 321 - R268 950 per annum (Level 05)

CENTRE : Department of Infrastructure, Western Cape Government

REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification). Competencies: Working knowledge of the following: National, provincial and departmental prescripts and practices; Costing, Financial, Supply Chain and Personnel Administration Systems; Skills needed: Communication (written and verbal); Computer literacy in MS Excel and MS Word; Interpersonal; Problem-solving; Creative thinking; Ability to work under pressure and meet deadline; Able to work independently and as part of a team.

DUTIES : Request reports and printouts on a monthly basis in respect to Basic Accounting System (BAS), Personnel and Salary Administration System (PERSAL) and Logistical Information System (LOGIS); Review of all workshop Logs captured on IMMS system; Perform financial calculations; Recons on all reports (IMMS, BAS and LOGIS); Monthly journalising of all claimable PR50 accounts for fuel supplied and jobs done at the Road Sign Factory Shop.

ENQUIRIES : Mr R Hendricks Tel No: (021) 959 7700

DEPARTMENT OF LOCAL GOVERNMENT

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

CLOSING DATE : 13 April 2026

NOTE : Shortlisted candidates will be required to attend interviews on a date and time determined by the department and submit documentation for verification purposes and criminal record vetting. 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 must be an integrity (ethical conduct) assessment. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POST

POST 10/576 : **DEPUTY DIRECTOR: DISTRICT AND LOCAL PERFORMANCE MONITORING (LG-HR) REF NO: LG 06/2026 (X2 POSTS)**

SALARY : R896 436 per annum (Level 11), (all-inclusive salary package)
CENTRE : Department of Local Government, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Legal/HR or related field; A minimum of 3 years middle management experience. Competencies: Knowledge of the following: Organisation design and performance management in a local government context; Municipal Staff Regulations for staff below S56 and related legislation; Public sector reporting procedures; Human Resource Management; Research and analysing; Skills in the following: Communication (written and verbal); Proven computer literacy in MS Office packages; Presentation skills; Policy analysis and development; Project management; Leadership; Report writing; Ability to interpret and apply policies.
DUTIES : Develop and regulate a framework for monitoring all aspects of the Municipal Staff Regulation implementation in Metro and Municipalities; Collect, collate and validate data and information relating to monitoring outcomes; Monitor and evaluate implementation of relevant legislation; Assess and analyse data from Municipalities to conduct diagnostic evaluations and provide support; Provide input to National and Provincial policy and legislative processes of Municipalities; Administer the provincial statutory responsibilities with regard to the Municipal Staff Regulations (MSR) and related legislation; Have the capability to analyse organisational structures aligned to MSR and provide comments; Monitor whether municipalities comply with the provisions of the Municipal Staff Regulations and related legislation; Support municipalities with the implementation of the Municipal Staff Regulations; Deal with complaints, queries and requests from municipalities, ministerial and departments; To manage internal human resources and performance management; To provide the financial management and strategic inputs of the Sub-directorate.
ENQUIRIES : Ms S Greyling Tel No: (021) 483 6126.

WESTERN CAPE MOBILITY DEPARTMENT

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
CLOSING DATE : 13 April 2026
NOTE : Shortlisted candidates will be required to attend interviews on a date and time determined by the department and submit documentation for verification purposes and criminal record vetting. 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 must be an integrity (ethical conduct) assessment. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 10/577 : **ASSISTANT DIRECTOR: FINANCIAL REPORTING REF NO: WCMD 04/2026**

SALARY : R468 459 - R561 894 per annum (Level 09)
CENTRE : Western Cape Mobility Department, Western Cape Government
REQUIREMENTS : An appropriate 3-year B-degree (equivalent or higher qualification) in Financial Accounting or related qualification; A minimum of 3 years' experience in

financial reporting environment; A valid (Code B or higher) driving licence .NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Operation of a Trading Entity, GMT policies and SOP's, National Treasury Regulations, Provincial Treasury Instructions, Public Finance management Act (Act 1 of 1999); Financial Procedures, Financial Delegations, Financial Instructions, Disciplinary and Grievance Procedures; Fleet Man system, MS Office, Outlook, Oracle EBS, GRAP. Skills needed: Proven computer literacy; Organisational; Financial reporting; Supervisory skills; Good problem solving; Conflict resolution; Analytical thinking; Ability to interpret relevant directives and policies; Communication (Verbal and writing) skills; Numerical; self-motivated; Work under pressure; Systematic approach; Innovative thinking; Leadership.

DUTIES : Manage and control the following: Asset registers and Standard Chart of Accounts (SCOA); All aspects regarding unspent conditional grants; Input, processing and reporting of PPE, intangible- and heritage assets; All aspects regarding finance leases; All aspects regarding operating leases; Maintain programmes for the preparation of financial statements and in-year monitoring.

ENQUIRIES : Mr Y Gqamlana Tel No: (021) 467 4792

POST 10/578 : **LOGISTICS OFFICER: LOGISTICS AND ASSET MANAGEMENT REF NO: WCMD 98/2025 R1**

SALARY : R325 101 - R382 959 per annum (Level 07)
CENTRE : Western Cape Mobility Department, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Supply Chain Management or Finance; A minimum of 3 years relevant experience in supply chain management or finance; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Asset management duties, practices as well as the ability to capture data, operate computer and collect statistics; Legislative framework governing the Public Service; Procedures in terms of the working environment; Public Service financial legislations, processes and procedures, National Treasury Regulations, Provincial Treasury Instructions; Basic operating systems such as PERSAL, BAS, LOGIS. Skills needed: Numeracy; Literacy; Computer Literacy; Project Management; Accounting, Finance and Audit; Economic, Financial and Statistical Analysis; Legal Administration; Planning; Organising; Customer Care; Reporting; Problem-solving; Good Verbal and Written Communication; Creative Thinking; Decision Making; Ability to work under pressure; Willingness to work irregular hours and meet tight deadlines.

DUTIES : Administer Requisitions; Administer Purchases; Administer Payments; Perform Office Administration; Supervisory functions; Logistics and asset management or finance working environment.

ENQUIRIES : Ms CL Gelderbloem Tel No: (021) 483 2167

DEPARTMENT OF THE PREMIER

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

CLOSING DATE : 13 April 2026
NOTE : Shortlisted candidates will be required to attend interviews on a date and time determined by the department and submit documentation for verification purposes and criminal record vetting. 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 must be an integrity (ethical conduct) assessment. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert.

Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 10/579 : **ASSISTANT DIRECTOR: TALENT SOURCING REF NO: DOTP 10/2026**
(12 Month Contract)

SALARY : R468 459 - R561 894 per annum (Level 09), plus 37% in lieu of service benefits
CENTRE : Department of the Premier, Western Cape Government.
REQUIREMENTS : Appropriate 3-year National Diploma majoring in HRM or a B- Degree in Industrial Psychology with a minimum of 3-years' supervisory experience in a Recruitment and Selection environment at an administrator/recruiter level. A valid code B driving licence. Competencies: General knowledge of various employment laws and practices; In-depth knowledge Recruitment prescripts (legislation and policy documents); The following skills: Excellent interpersonal and coaching; Database development management and reporting; Supervisory; Consultative and effective Problem solving; Effective oral and written communication. Ability to gather and analyse information; Ability to work under pressure and meet deadlines.
DUTIES : Quality control of all operational work; Project Management control and allocation of tasks; Ensure the publication of advertisements in various media; Facilitate the compilation of advertisements and pre-selection questionnaires and provide training/workshops on Talent Sourcing, e-recruit and reporting; Ensure that bulletins are published as per schedule; Ensure that advertisements are published in DPSA, media and e-recruit platform; Communicate with service providers regarding advertising standards, response handling enquiries, and participate in the creation of specifications; Handling complex inquiries from clients and applicants; Facilitate and provide professional advice on the sourcing of talent across various professions, competency-based recruitment practices, inclusive of shortlisting, interviewing and verification's (personnel suitability checks) and the appointment decisions, as well as the issuing of employment offers; Facilitate audit processes; Ensure recruitment and selection data integrity and report on any irregularities; Manage staff and report on the unit's performance; Experience with technical recruiting which includes e-Recruit support, competency based recruitment processes and the administrative processes which is associated with these tasks; Advising senior and executive management on the recruitment and selection process and best talent. Proven candidate sourcing skills; Proven experience in complex data management; Direct liaison with media and recruitment agenciesw.r.t advertising of vacancies; Supervision of staff; Willingness to work longer hours in line with print media publication times. Consulting with various stakeholders on different management levels.
ENQUIRIES : Mr F Gerber Tel No: (021) 483 6028

POST 10/580 : **LABOUR RELATIONS OFFICER: MISCONDUCT DISPUTES AND GRIEVANCES REF NO: DOTP 01/2026**

SALARY : R397 116 - R467 790 per annum (Level 08)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Labour Relations, Human Resource Management or Law; A minimum of 1-year experience within employee relations; A valid (Code B or higher) driving licence .NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Public Service Act, Public Service Regulations, Labour Relations, Human Resource Management and Conflict Management; Appropriate labour legislation; Relevant discipline, grievance and dispute procedures. Skills needed: Proven computer literacy in MS Office Package (Word, Excel, PowerPoint etc); Ability to work independently and as part of a team; Written and verbal communication skills.
DUTIES : Handle misconduct matters; Handle grievances matter; Handle disputes; Render advice on misconduct and grievance matters; Implement measures in order prevent labour unrest; Render a support service; Conduct investigations (misconduct, grievances and disputes); Draft submissions for mandates; Represent the employer in dispute (conciliation and arbitration) matters and disciplinary hearings.

ENQUIRIES	:	Ms Ilse Sinclair atIlse.Sinclair@westerncape.gov.za/ Tel No: (021) 483 3520
POST 10/581	:	**LABOUR RELATIONS OFFICER: RESEARCH AND CAPACITY BUILDING REF NO: DOTP 11/2026**
SALARY	:	R397 116 - R467 790 per annum (Level 08)
CENTRE	:	Department of the Premier, Western Cape Government
REQUIREMENTS	:	An appropriate 3-year National Diploma/B- Degree (equivalent or higher qualification) in Labour Relations, Human Resource Management or Law; A minimum of 1-yearrelevant experience; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Public Service Act; Public Service Regulations; Labour Relations Act; Applicable legislations and Bargaining Council Resolutions. Skills needed: Computer literacy in MS Office Package (Word, Excel, PowerPoint etc); Ability to work independently and as part of a team; Communication skill (excellent written and verbal); Good Training/facilitating skills; Conflict Management skills; Following instructions and coping with pressure; Good planning and organising skills.
DUTIES	:	Manage enquiries, coordinate and facilitate training initiatives related to employee relations programmes; Draft appeal submissions and prepare applications for reinstatement; Develop guidelines and documentation on key Employee Relations topics; Provide expert advice on Employee Relations processes and procedures; Provide administrative support (update databases) to ensure the optimal performance of the business and operational functions within the Research and Capacity Building Unit; Do research and keep abreast with labour relations trends.
ENQUIRIES	:	Lerato Mojelele Tel No: (021) 483 3323 /Lerato.Mojelele@westerncape.gov.za/Shireen Hans Tel No: (021) 483 3533/Shireen.Hans@westerncape.gov.za
POST 10/582	:	**TALENT SOURCING OFFICER: TALENT SOURCING, REF NO: DOTP 12/2026 (VARIOUS POSTS AVAILABLE)**
SALARY	:	R325 101 - R382 959 per annum (Level 07).
CENTRE	:	Department of the Premier, Western Cape Government
REQUIREMENTS	:	Appropriate 3-year National Diploma majoring in HRM or a B-Degree in Industrial Psychology; A minimum of 1 year experience in a Recruitment and Selection environment; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Competency based recruitment processes, inclusive of head hunting processes; Shortlisting and interview processes; Public service / government policies; Online recruitment; Experience in the following: Drafting of vacancy advertisements which includes application questionnaires in consultation with client departments; Liaising with various service providers (Media/e-Recruit and Response Handling); Technical recruiting which includes e-Recruit support, competency-based recruitment and selection and the administrative processes which is associated with these tasks; Candidate sourcing across various professions and platforms and consultative skills; Data management. Skills needed: Excellent communication (verbal and written) skills; Consultative skills and effective Problem solving; Networking working with people and ability to meet customer expectations.
DUTIES	:	Response handling of applications; Identify, address and resolve recruitment selection delays; Facilitate and advise on the compiling of shortlists; Create competency-based interview questions; Responsible for logistical arrangements for interviews; Finalize interview processes through competency assessments/proficiency tests and nominations; Maintenance of the recruitment and selection database; Execute high standard of quality in all operational work; Dealing with inquiries from clients and applicants; Facilitate and provide professional advice on the sourcing of talent across various professions, inclusive of shortlisting, interview processes and verification's (personnel suitability checks) and the appointment decision, as well as the issuing of employment offers; Ensure recruitment and selection data integrity and report on any irregularities; Communication across various levels regarding e-recruit processes; Advising Senior and Executive management on the recruitment and selection process and best talent.

ENQUIRIES : Mr F Gerber Tel No: (021) 483 6028

DEPARTMENT OF SOCIAL DEVELOPMENT

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

CLOSING DATE : 13 April 2026

NOTE : Shortlisted candidates will be required to attend interviews on a date and time determined by the department and submit documentation for verification purposes and criminal record vetting. 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 must be an integrity (ethical conduct) assessment. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 10/583 : **SOCIAL WORK POLICY MANAGER: CHILD PROTECTION REF NO: DSD 10/2026**

SALARY : Grade 1: R970 686 – R1 109 877 per annum, (OSD as prescribed)
Grade 2: R1 154 706 – R1 360 185 per annum, (OSD as prescribed)

CENTRE : Department of Social Development, Western Cape Government

REQUIREMENTS : Formal Tertiary Qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions; Compulsory registration with SACSSP as a Social Worker; A minimum of 10 years appropriate/recognisable experience in social work after registration as Social Worker with the SACSSP of which 5 years must be appropriate experience in social work policy development; A valid (Code B or higher) driving licence. Competencies: Knowledge of the following: Analytic, diagnostic, assessment tools, evaluation methods and processes (Social Work); People Management; Supervision Framework for Social Work profession; Social Welfare and Community Development legislation related to programs; Social Welfare and Community Development theory and interventions; Information and Knowledge Management; Protocol and professional ethics. Skills needed: Organising and planning; Project planning; Networking; Psycho social intervention; Written and verbal communication skills; People management practices; Conflict management; Interpersonal; Ability to compile complex reports (Report-writing); Computer literacy; Presentation and facilitation; Problem solving and analytical; Client orientation and customer focus; Professional counselling; Policy Analysis and development; Financial management; Monitoring and evaluation skills.

DUTIES : Develop / facilitate the development of policies for rendering a social work service in departments; Uniform Funding Cycle (UFC) Process; Suspending of UFC funding; Appeal process regarding UFC; To manage quality assurance and/monitoring framework processes of funded and / or unfunded NPO's (inclusive of cluster foster care schemes); Manage the registration process of facilities in terms of the relevant legislation; Manage the Accreditation/registration of Programme Specific Programmes Processes; Manage the monitoring of service activation in relation to a victim of crime as per relevant legislation; Information Management System(s); Stakeholder Management / Relationship Management (International / National / Provincial / Local / Regional); Manage a social work policy and/or M&E unit to ensure that the required legislating policies and procedures are developed through the efficient and effective utilization of human resources; Keep up to date with new developments in the social welfare-, and the community development management fields; Research; Plan and ensure that social work policy

research and development are undertaken. Undertake complex social work research; Supervise all the administrative functions required in the programme/unit and undertake the higher-level administrative functions.

ENQUIRIES : Ms L Goosen Tel No: (021) 483 9394

POST 10/584 : **SOCIAL WORKER: SOCIAL WORK SERVICES (VARIOUS LOCATIONS), REF NO. DSD 12/2026**

SALARY : Grade 1: R325 200 – R382 374per annum, (OSD as prescribed)
Grade 2: R397 119 – R459 996 per annum, (OSD as prescribed)
Grade 3: R477 564 – R561 378 per annum, (OSD as prescribed)
Grade 4: R585 441 – R725 754 per annum, (OSD as prescribed)

CENTRE : Department of Social Development, Western Cape Government

REQUIREMENTS : A relevant tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; **Grade 1**: No experience; **Grade 2**: A minimum of 10 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 3:** A minimum of 20 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 4**: A minimum of 30 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Competencies: Knowledge of the following: Supervision Framework for Social Workers; Human behaviour and social systems and skills to intervene at the points where people interact with their environments in order to promote social well-being; Social work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Relevant legislations, policies and prescripts (norms and standards); Social dynamics, work values and principles; Developing and empowering others. Skills in the following: Challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; Written and verbal communication; Report-writing; Self-management; Motivation ;Good planning and organizing; Problem solving and analytical; Computer literacy; Presentation and facilitation; Client orientation and customer focus; Ability and competence to assist, develop, advocate for, and empower individuals, families, groups, organisations and communities to enhance their social functioning and their problem-solving capabilities; Ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities by enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves; Ability to mentor and coach Social Workers Grade 1.

DUTIES : Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes (Case work, groupwork and Community work).Attend to any other matters that could result in, or stem from, social instability in any form; Supervise and Support Social Auxiliary Workers; Continuous Professional Development. Keep up to date with new developments in the social work and social welfare fields; Perform all the administrative functions required of the job.

ENQUIRIES : Ms C Lesch Tel No: (021) 812 0940

POST 10/585 : **PERSONAL ASSISTANT: SOCIAL WELFARE AND RESTORATIVE SERVICES REF NO: DSD 11/2026**

SALARY : R325 101 - R382 959 per annum (Level 07)

CENTRE : Department of Social Development, Western Cape Government.

REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification) plus an accredited secretarial diploma and/or administrative qualification on the level of NQF level 5 or relevant higher tertiary qualification; A minimum of 3 years' experience in rendering a support service to senior management. Competencies: Knowledge of relevant legislation, policies, prescripts and procedures; Financial administration. Skills needed: Written and verbal Communication; Good telephone etiquette; Computer literacy; Sound organisational; Good people skills; High level of reliability; Good grooming and presentation; Ability to act

with tact and discretion; Ability to do research and analyse documents and situations.

DUTIES : Provides a secretarial /receptionist support service to the manager; Renders administrative support services; Provides support to manager regarding meetings; Supports the manager with the administration of the manager's budget; Studies the relevant Public Service and departmental prescripts / policies and other documents and ensures that the application thereof is understood.

ENQUIRIES : Ms L Goosen Tel No: (021) 483 9394

POST 10/586 : **PERSONAL ASSISTANT: CHILDREN AND FAMILIES REF NO: DSD 13/2026**

SALARY : R325 101 - R382 959 per annum (Level 07)

CENTRE : Department of Social Development, Western Cape Government

REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification) plus an accredited secretarial diploma and/or administrative qualification on the level of NQF level 5 or relevant higher tertiary qualification; A minimum of 3 years' experience in rendering a support service to management/ senior management. Competencies: Knowledge of relevant legislation / policies / prescripts and procedures; Financial administration; Written and verbal communication skills and the ability to communicate well with people at different levels and from different backgrounds; Good telephone etiquette; Computer literacy; Sound organisational skills; Good people skills; High level of reliability; Ability to act with tact and discretion; Ability to do research and analyse documents and situations; Good grooming and presentation.

DUTIES : Provides a secretarial /receptionist support service to the manager; Renders administrative support services; Provides support to manager regarding meetings; Supports the manager with the administration of the manager's budget; Studies the relevant Public Service and departmental prescripts /policies and other documents and ensure that the application.

ENQUIRIES : Mr T Kwakwini Tel No: (021) 483 4115

POST 10/587 : **COMMUNITY DEVELOPMENT PRACTITIONER: COMMUNITY DEVELOPMENT SERVICES (BERGRIVER) REF NO: DSD 46/2025R1**

SALARY : Grade 1: R278 169- R321 960 per annum, (OSD as prescribed)
Grade 2: R334 419 - R393 933 per annum, (OSD as prescribed)
Grade 3: R404 826 - R543 120 per annum, (OSD as prescribed)

CENTRE : Department of Social Development, Western Cape Government

REQUIREMENTS : **Grade 1:** An appropriate 3-yeartertiary qualification (National Diploma/B-Degree or higher); No experience required. **Grade 2**: An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 10 years appropriate experience in Community Development work after obtaining the required tertiary qualification. **Grade 3:** An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 20 years appropriate experience in Community Development work after obtaining the required tertiary qualification. Competencies: Knowledge of the following: Community development work, skills, attitudes and values of communities; Human behaviour and social systems and legislation to assist with interventions at the points where people interact with their environments in order to promote self-empowerment; The ability and competence toco-ordinate community development structures and ability to manage projects; The ability to influence individuals and group to participate in their own self-empowerment ventures; The understanding of social dynamics of communities; Skills needed: Presentation; Proven computer literacy; Written and verbal communication; Facilitation; Research; Knowledge and understanding of basic Financial Management.

DUTIES : Identify and facilitate the implementation of integrated community development interventions in partnership with the community and other relevant stakeholders; Liaise and co-ordinate with all relevant role players, internal and external and stakeholders (e.g. in departments/provinces, NGOs, local community structures and faith-based organisations) to facilitate collaboration and to establish partnerships to ensure the sustainability of development actions within the community; Support communities and perform administrative support on community development and related activities; Keep up to date with

new developments in the community development field to enhance service delivery.

ENQUIRIES : Ms I Koen Tel No: (021) 840 3500