



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 ROADS 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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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
NOTE

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

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 CENTRE

: R1 028 091 per annum, all-inclusive package
: **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 CENTRE REQUIREMENTS** : R1 001 349 per annum, (all-inclusive package)
: Limpopo, Mpumalanga and North West region: Witbank
: 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 CENTRE** : R970 686 per annum, (all-inclusive package)
: **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 CENTRE** : R925 380 per annum, (all-inclusive package)
 : **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 CENTRE** : R925 380 per annum, (all-inclusive package)
: **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 CENTRE** : R925 380 per annum, (all-inclusive package)
: **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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	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.
<u>NOTE</u>	:	Appointment under the Correctional Services Act.
<u>POST 10/12</u>	:	<u>CORRECTIONAL POLICY ADMINISTRATOR: INSPECTORATE (NCB4)</u>
<u>SALARY CENTRE</u>	:	R925 380 per annum, (all-inclusive package)
	:	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
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	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.
<u>NOTE</u>	:	Appointment under the Correctional Services Act.

<u>POST 10/13</u>	<u>DEPUTY DIRECTOR: INCARCERATION AND REMIND DETENTION (NCB4)</u> <u>REF NO: GP 2026/03/212</u>
<u>SALARY</u>	: R925 380 per annum, (all-inclusive package)
<u>CENTRE</u>	: Gauteng region: Regional Office
<u>REQUIREMENTS</u>	: 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.
<u>DUTIES</u>	: 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.
<u>ENQUIRIES</u>	: Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179.
<u>NOTE</u>	: Appointment under the Correctional Services Act.
<u>POST 10/14</u>	<u>DEPUTY DIRECTOR: FACILITIES AND SECURITY (NCB4)</u>
<u>SALARY</u>	: R925 380 per annum, all-inclusive package
<u>CENTRE</u>	: KwaZulu Natal Region: Durban Corrections Ref No: KZN 2026/03/103 Western Cape Region: Pollsmoor Ref No: WC 2026/03/199
<u>REQUIREMENTS</u>	: 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.
<u>DUTIES</u>	: 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 CORRINATOR: CORPORATE SERVICES**
- SALARY CENTRE** : R896 436 per annum, (all-inclusive package)
: **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: PERFORMANCE MANAGEMENT AND MONITORING**
- SALARY** : R896 436 per annum, (all-inclusive package)

<u>CENTRE</u>	:	<p>Limpopo, Mpumalanga and North West Region: Regional Office Ref No: LMN 2026/03/09</p> <p>Western Cape Region: Regional Office Ref No: WC 2026/03/03</p>
<u>REQUIREMENTS</u>	:	<p>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.</p>
<u>DUTIES</u>	:	<p>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.</p>
<u>ENQUIRIES</u>	:	<p>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.</p> <p>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.</p>
<u>NOTE</u>	:	<p>Appointment under the Public Service Act.</p>
<u>POST 10/17</u>	:	<p><u>AREA COORDINATOR: HR ADMINISTRATION</u></p>
<u>SALARY CENTRE</u>	:	<p>R896 436 per annum, (all-inclusive package)</p> <p>Gauteng Region: Johannesburg Ref No: GP 2026/03/05 Kgoši Mampuru II Ref No: GP 2026/03/06</p> <p>Western Cape Region: Pollsmoor Ref No: WC 2026/03/04</p>
<u>REQUIREMENTS</u>	:	<p>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.</p>
<u>DUTIES</u>	:	<p>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.</p>
<u>ENQUIRIES</u>	:	<p>Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP (012) 420 0173/ (012) 420 0179.</p>

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.

<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 10/18</u>	:	<u>REGIONAL COORDINATOR: CARE REF NO: WC 2026/03/05</u>
<u>SALARY</u>	:	R896 436 per annum, (all-inclusive package)
<u>CENTRE</u>	:	Western Cape region: Regional Office
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	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.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 10/19</u>	:	<u>REGIONAL COORDINATOR: FACILITIES</u>
<u>SALARY</u>	:	R896 436 per annum, (all-inclusive package)
<u>CENTRE</u>	:	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
<u>REQUIREMENT</u>	:	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.
<u>DUTIES</u>	:	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 CENTRE REQUIREMENTS** : R896 436 per annum, (all-inclusive package)
: Eastern Cape region: Regional Office
: 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 CENTRE REQUIREMENTS** : R896 436 per annum, (all-inclusive package)
: Eastern Cape region: Office of the Regional Commissioner
: 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.
<u>ENQUIRIES</u>	:	Eastern Cape: Ms Myataza Z Tel No: (043) 706 7866/Ms Mgugudo N Tel No: (043) 706 7882.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 10/22</u>	:	<u>AREA COORDINATOR: FINANCIAL MANAGEMENT AND ACCOUNTING</u>
<u>SALARY CENTRE</u>	:	R896 436 per annum, (all-inclusive package)
	:	Gauteng Region:
		Johannesburg Ref No: GP 2026/03/08
		Kgoši Mampuru II Ref No: GP 2026/03/09
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 10/23</u>	:	<u>REGIONAL COORDINATOR: FINANCIAL PLANNING AND ADMINISTRATION REF NO: FSNC 2026/03/03</u>
<u>SALARY CENTRE</u>	:	R896 436 per annum, (all-inclusive package)
	:	Free State and Northern Cape region: Regional Office
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsoane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027.
<u>NOTE</u>	:	Appointment under the Public Service Act.

<u>POST 10/24</u>	:	<u>AREA COORDINATOR: FINANCE</u>
<u>SALARY CENTRE</u>	:	R896 436 per annum, (all-inclusive package)
	:	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
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	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.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 10/25</u>	:	<u>REGIONAL COORDINATOR: COMMUNICATION REF NO: EC 2026/03/08</u>
<u>SALARY CENTRE</u>	:	R896 436per annum, (all-inclusive package)
	:	Eastern Cape region: Regional Office
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Eastern Cape: Ms Myataza Z Tel No: (043) 706 7866/Ms Mgugudo N Tel No: (043) 706 7882.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 10/26</u>	:	<u>DEPUTY DIRECTOR: SPIRITUAL CARE (CHAPLAIN)</u>
<u>SALARY CENTRE</u>	:	R896 436 per annum, (all-inclusive package)
	:	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
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	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 Molutsokane 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 CENTRE REQUIREMENTS : R896 436 per annum, (all-inclusive package)
: Gauteng region: Regional Office
: 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 CENTRE : R896 436 per annum, (all-inclusive package)
: **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 Molutsokane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027.

<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 10/31</u>	:	<u>REGIONAL COORDINATOR: EMPLOYEE RELATIONS AND PERSONNEL DISCIPLINE</u>
<u>SALARY CENTRE</u>	:	R896 436 per annum, (all-inclusive package)
	:	Free State and Northern Cape Region:
		Regional Office Ref No: FSNC 2026/03/09
		Gauteng Region:
		Regional Office Ref No: GP 2026/03/13
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	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.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 10/32</u>	:	<u>REGIONAL COORDINATOR: HUMAN RESOURCE MANAGEMENT AND SUPPORT</u>
<u>SALARY CENTRE</u>	:	R896 436 per annum, (all-inclusive package)
	:	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
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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

		<p>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.</p>
<u>ENQUIRIES</u>	:	<p>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.</p>
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 10/33</u>	:	<u>REGIONAL COORDINATOR: HEALTH SERVICES REF NO: EC 2026/03/09</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	<p>R896 436 per annum, (all-inclusive package) Eastern Cape Region: Regional Office 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.</p>
<u>DUTIES</u>	:	<p>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.</p>
<u>ENQUIRIES</u>	:	Eastern Cape: Ms Myataza Z Tel No: (043) 706 7866/Ms Mgunudo N Tel No: (043) 706 7882.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 10/34</u>	:	<u>CONSTRUCTION PROJECT MANAGER: GRADE A</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	<p>R879 342 per annum, (all-inclusive package) 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) 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.</p>

- 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 Molutsokane 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 CENTRE** : R872 709 per annum, (all-inclusive package)
: **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.
<u>ENQUIRIES</u>	:	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.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 10/36</u>	:	<u>PHARMACIST GRADE 1 REF NO: FSNC 2026/03/13</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R848 862 per annum, (all-inclusive package) Free State and Northern Cape region: Kimberley 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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsoane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 10/37</u>	:	<u>ASSISTANT MANAGER NURSING GRADE 1 (PN-B4): PRIMARY HEALTH CARE (PHC)</u>
<u>SALARY CENTRE</u>	:	R755 355 per annum
	:	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
<u>REQUIREMENTS</u>	:	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 Molutsokane 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 CENTRE** : R693 096 per annum
: **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 CENTRE

: R637 626 per annum
 : **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 CENTRE** : R586 956 per annum
: **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.

<u>POST 10/41</u>	:	<u>HEAD OF CORRECTIONAL CENTRE (CB5)</u>
<u>SALARY CENTRE</u>	:	R579 738 per annum
	:	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
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsokane 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.
<u>NOTE</u>	:	Appointment under the Correctional Services Act.
<u>POST 10/42</u>	:	<u>CENTRE COORDINATOR: STAFF SUPPORT (CB5) REF NO: FSNC 2026/03/147</u>
<u>SALARY CENTRE</u>	:	R579 738 per annum
<u>REQUIREMENTS</u>	:	Free State and Northern Cape Region: Kimberley
	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsokane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027
<u>NOTE</u>	:	Appointment under the Correctional Services Act.
<u>POST 10/43</u>	:	<u>CENTRE COORDINATOR: OPERATIONAL SUPPORT (CB5)</u>
<u>SALARY CENTRE</u>	:	R579 738 per annum
	:	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 Molutsokane 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 Molutsokane 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.

<u>NOTE</u>	:	Appointment under the Correctional Services Act.
<u>POST 10/45</u>	:	<u>DIVISIONAL HEAD: EDUCATIONIST</u>
<u>SALARY CENTRE</u>	:	R525 057 per annum
	:	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
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	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.
<u>NOTE</u>	:	Appointment under the Correctional Services Act.
<u>POST 10/46</u>	:	<u>ASSISTANT DIRECTOR: INSPECTORATE (NCB3)</u>
<u>SALARY CENTRE</u>	:	R506 667 per annum
	:	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)
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	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.
<u>NOTE</u>	:	Appointment under the Correctional Services Act.
<u>POST 10/47</u>	:	<u>ASSISTANT DIRECTOR: CORRECTIONS (NCB3)</u>
<u>SALARY CENTRE</u>	:	R506 667 per annum
	:	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
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	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.
<u>NOTE</u>	:	Appointment under the Correctional Services Act.
<u>POST 10/48</u>	:	<u>ASSISTANT DIRECTOR: FACILITIES AND SECURITY (NCB3)</u>
<u>SALARY CENTRE</u>	:	R506 667 per annum
	:	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 CENTRE REQUIREMENTS** : R491 799 per annum
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.
<u>ENQUIRIES</u>	:	Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsoane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027
<u>NOTE</u>	:	Appointment under the Correctional Services Act.
<u>POST 10/50</u>	:	<u>SECURITY MANAGER: AGRICULTURE (ANIMAL PRODUCTION) (CB4)</u>
<u>SALARY CENTRE</u>	:	R491 799 per annum
	:	Western Cape Region:
		Brandvlei Med (Dairy Productions) Ref No: WC 2026/03/215
		Voorberg Med A Ref No: WC 2026/03/216
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	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.
<u>NOTE</u>	:	Appointment under the Correctional Services Act.
<u>POST 10/51</u>	:	<u>SECURITY MANAGER: AGRICULTURE (PLANT PRODUCTION) (CB4)</u>
<u>SALARY CENTRE</u>	:	R491 799 per annum
	:	Western Cape Region:
		Southern Cape (George) Ref No: WC 2026/03/217
		Voorberg Med A Ref No: WC 2026/03/218 (X2 Posts)
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	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.
<u>NOTE</u>	:	Appointment under the Correctional Services Act.

<u>POST 10/52</u>	:	<u>SECURITY MANAGER: AGRICULTURE (CB4) REF NO: EC 2026/03/105</u>
<u>SALARY</u>	:	R491 799 per annum
<u>CENTRE</u>	:	Eastern Cape region: Amathole
<u>REQUIREMENTS</u>	:	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 interpersonal relations and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness. Ability to network and diplomacy.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Eastern Cape: Ms Myataza Z Tel No: (043) 706 7866/Ms Mgugudo N Tel No: (043) 706 7882.
<u>NOTE</u>	:	Appointment under the Correctional Services Act.
<u>POST 10/53</u>	:	<u>SECTION HEAD: PRODUCTION WORKSHOPS (CB4) REF NO: FSNC 2026/03/157</u>
<u>SALARY</u>	:	R491 799 per annum
<u>CENTRE</u>	:	Free State and Northern Cape region: Kimberley
<u>REQUIREMENTS</u>	:	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 interpersonal relations and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness. Ability to network and diplomacy.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsoane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027.
<u>NOTE</u>	:	Appointment under the Correctional Services Act.
<u>POST 10/54</u>	:	<u>SECURITY MANAGER: NUTRITIONAL SERVICES (CB4) REF NO: GP 2026/03/215</u>
<u>SALARY</u>	:	R491 799 per annum
<u>CENTRE</u>	:	Gauteng Region: Johannesburg
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179.
<u>NOTE</u>	:	Appointment under the Correctional Services Act.
<u>POST 10/55</u>	:	<u>UNIT MANAGER: PAROLEES AND PROBATIONERS (CB4)</u>
<u>SALARY CENTRE</u>	:	R491 799 per annum
	:	Western Cape Region: Southern Cape (George ComCor) Ref No: WC 2026/03/219 West Coast (Malmesbury ComCor) Ref No: WC 2026/03/220
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	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.
<u>NOTE</u>	:	Appointment under the Correctional Services Act.
<u>POST 10/56</u>	:	<u>CENTRE COORDINATOR: CORRECTIONS (CB4)</u>
<u>SALARY CENTRE</u>	:	R491 799 per annum
	:	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
<u>REQUIREMENTS</u>	:	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.

<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	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.
<u>NOTE</u>	:	Appointment under the Correctional Services Act.
<u>POST 10/57</u>	:	<u>CENTRE COORDINATOR: STAFF SUPPORT (CB4)</u>
<u>SALARY CENTRE</u>	:	R491 799 per annum 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
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	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.
<u>NOTE</u>	:	Appointment under the Correctional Services Act.
<u>POST 10/58</u>	:	<u>UNIT MANAGER (CB4)</u>
<u>SALARY CENTRE</u>	:	R491 799 per annum 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
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	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.
<u>NOTE</u>	:	Appointment under the Correctional Services Act
<u>POST 10/59</u>	:	<u>DIVISIONAL HEAD: SECURITY (CB4)</u>
<u>SALARY CENTRE</u>	:	R491 799 per annum
	:	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
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	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.
<u>NOTE</u>	:	Appointment under the Correctional Services Act
<u>POST 10/60</u>	:	<u>SECURITY MANAGER: INTERNAL SECURITY (CB4) REF NO: WC 2026/03/232</u>
<u>SALARY CENTRE</u>	:	R491 799 per annum
	:	Western Cape region: Drakenstein Med A
<u>REQUIREMENTS</u>	:	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

<u>DUTIES</u>	:	interpersonal relations and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network and diplomacy.
	:	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.
<u>ENQUIRIES</u>	:	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.
<u>NOTE</u>	:	Appointment under the Correctional Services Act
<u>POST 10/61</u>	:	<u>DIVISIONAL HEAD: CORRECTIONS AND CARE (CB4) REF NO: WC 2026/03/233</u>
<u>SALARY</u>	:	R491 799 per annum
<u>CENTRE</u>	:	Western Cape Region: Drakenstein (Stellenbosch ComCor)
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	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.
<u>NOTE</u>	:	Appointment under the Correctional Services Act
<u>POST 10/62</u>	:	<u>DIVISIONAL HEAD: FINANCE (CB4) REF NO: FSNC 2026/03/168</u>
<u>SALARY</u>	:	R491 799 per annum
<u>CENTRE</u>	:	Free State and Northern Cape Region: Vereeniging
<u>REQUIREMENTS</u>	:	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.

<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsoane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027.
<u>NOTE</u>	:	Appointment under the Correctional Services Act
<u>POST 10/63</u>	:	<u>DIVISIONAL HEAD: HUMAN RESOURCE MANAGEMENT (CB4)</u>
<u>SALARY CENTRE</u>	:	R491 799 per annum
	:	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
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsoane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027.
<u>NOTE</u>	:	Appointment under the Correctional Services Act
<u>POST 10/64</u>	:	<u>DIVISIONAL HEAD: CASE MANAGEMENT ADMINISTRATION (CB4) REF NO: FSNC 2026/03/172</u>
<u>SALARY CENTRE</u>	:	R491 799 per annum
<u>REQUIREMENTS</u>	:	Free State and Northern Cape region: Grootvlei Max
	:	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.
<u>DUTIES</u>	:	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 CENTRE REQUIREMENTS : R491 799 per annum
Free State and Northern Cape region: Grootvlei Max
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 CENTRE : R491 799 per annum
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 CENTRE REQUIREMENTS : R491 799 per annum
Free State and Northern Cape Region: Vereeniging
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 CENTRE** : R480 261 per annum
 : **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.

<u>POST 10/69</u>	:	<u>CHIEF ARTISAN GRADE A: PRODUCTION WORKSHOPS</u>
<u>SALARY CENTRE</u>	:	R480 261 per annum
	:	Gauteng Region: Boksburg Ref No: GP 2026/03/27
	:	Free State and Northern Cape Region: Bizzah Makhate Ref No: FSNC 2026/03/22
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	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.
<u>NOTE</u>	:	Appointment under the Public Service Act
<u>POST 10/70</u>	:	<u>SOCIAL WORK SUPERVISOR GRADE 1</u>
<u>SALARY CENTRE</u>	:	R477 564 per annum
	:	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
<u>REQUIREMENTS</u>	:	BA Degree in Social Work and seven (7) years relevant experience in social work after registration with the South African Council for Social Services Profession (SACSSP). Current registration with the South African Council for Social Services Professions. Computer literate. Valid driver's licence. Competencies and Attributes: Conversant with acts, policies and legislation pertaining to social work practice. Understanding of human behaviour social systems. Social work intervention. Empowerment, confidentiality, time management and listening skills. Interpersonal, client orientation and good communication skills. Empathy, tactfulness, integrity and honesty. Good report writing skills. Adaptability. Conflict management. Ability to co-ordinate and collaborate with internal and external stakeholders.
<u>DUTIES</u>	:	Provide needs-based social work services to offenders through individual attention, group work and community work. Conduct research and social work administration. Conduct individual assessments. Market social work service. Monitor and evaluate social work interventions. Provide guidance to subordinates and ensure that the requirements of the operational plans are complied with. Manage human resources, 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 CENTRE : R476 367 per annum
: **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 Molutsokane 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 CENTRE REQUIREMENTS : R468 459 per annum
: Western Cape region: Regional Office
: 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 CENTRE : R468 459 per annum
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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsokane 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.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 10/74</u>	:	<u>ASSISTANT DIRECTOR: EMPLOYEE RELATIONS</u>
<u>SALARY CENTRE</u>	:	R468 459 per annum
	:	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
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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 CENTRE : R468 459 per annum
: **Gauteng Region:**
Regional Office: Ref No: GP 2026/03/42

REQUIREMENTS : **KwaZulu Natal Region:**
Regional Office Ref No: KZN 2026/03/29
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 CENTRE : R468 459 per annum
: 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 CENTRE : R468 459 per annum
 : **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 CENTRE : R468 459 per annum
 : **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 CENTRE REQUIREMENTS : R468 459 per annum
: Gauteng Region: Johannesburg
: 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 CENTRE : R468 459 per annum
: **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 CENTRE** : R468 459 per annum
: **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.

<u>POST 10/82</u>	:	<u>ASSISTANT DIRECTOR: HR UTILIZATION</u>
<u>SALARY CENTRE</u>	:	R468 459 per annum
	:	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
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	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
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 10/83</u>	:	<u>ASSISTANT DIRECTOR: SPECIAL PROGRAMMES</u>
<u>SALARY CENTRE</u>	:	R468 459 per annum
	:	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
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsokane 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
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 10/84</u>	:	<u>ASSISTANT DIRECTOR: SPECIAL CATEGORIES REF NO: FSNC 2026/03/58</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 per annum Free State and Northern Cape region: Regional Office 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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsokane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 10/85</u>	:	<u>ASSISTANT DIRECTOR: FINANCIAL AND MANAGEMENT ACCOUNTING</u>
<u>SALARY CENTRE</u>	:	R468 459 per annum
	:	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 Molutsokane 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 CENTRE

: R468 459 per annum
: **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

<u>DUTIES</u>	:	delivery and client orientation. Integrity and honest. Assertiveness. Ability to network. Influence and impact. Applied strategic thinking. Willingness to travel. 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.
<u>ENQUIRIES</u>	:	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
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 10/87</u>	:	<u>ASSISTANT DIRECTOR: USER ASSET MANAGEMENT PLAN</u>
<u>SALARY CENTRE</u>	:	R468 459 per annum
	:	Eastern Cape Region: Regional Office Ref No: EC 2026/03/31
	:	Gauteng Region: Regional Office Ref No: GP 2026/03/55
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	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.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 10/88</u>	:	<u>ASSISTANT DIRECTOR: TECHNICIAN: FACILITIES REF NO: LMN 2026/03/51</u>
<u>SALARY CENTRE</u>	:	R468 459 per annum
<u>REQUIREMENTS</u>	:	Limpopo, Mpumalanga and North West region: Regional Office 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

<u>DUTIES</u>	: thinking. Willingness to travel. Knowledge of Property Management Act and Building Act. Knowledge of Constitution of the Republic of South Africa.
<u>ENQUIRIES</u>	: 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.
<u>NOTE</u>	: 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.
<u>POST 10/89</u>	: Appointment under the Public Service Act.
<u>SALARY CENTRE</u>	: <u>ASSISTANT DIRECTOR: INFORMATION TECHNOLOGY</u>
<u>REQUIREMENTS</u>	: R468 459 per annum 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
<u>DUTIES</u>	: 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.
<u>ENQUIRIES</u>	: 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.
<u>DUTIES</u>	: 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 Molutsokane 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 CENTRE** : R438 585 per annum
: **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 CENTRE** : R438 585 per annum
: **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 CENTRE : R429 285 per annum
: **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 CENTRE : R429 285 per annum
: **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

<u>REQUIREMENTS</u>	:	Voorberg Ref No: WC 2026/03/243 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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	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.
<u>NOTE</u>	:	Appointment under the Correctional Services Act.
<u>POST 10/96</u>	:	<u>SENIOR CORRECTIONAL POLICY ADMINISTRATOR: AFTER CARE (SOCIAL REINTEGRATION) (NCB2)</u>
<u>SALARY CENTRE</u>	:	R429 285 per annum 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
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	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 CENTRE** : R429 285 per annum
: **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 CENTRE** : R429 285 per annum
: **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

		<p>matters. Ensure service levels for the accommodation of offenders. Manage human resources, finances and assets. Manage performance information.</p>
<u>ENQUIRIES</u>	:	<p>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.</p>
<u>NOTE</u>	:	<p>Appointment under the Correctional Services Act.</p>
<u>POST 10/99</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER</u>
<u>SALARY CENTRE</u>	:	<p>R397 116 per annum</p> <p>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</p>
<u>REQUIREMENTS</u>	:	<p>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.</p>
<u>DUTIES</u>	:	<p>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.</p>
<u>ENQUIRIES</u>	:	<p>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</p>
<u>NOTE</u>	:	<p>Appointment under the Public Service Act.</p>
<u>POST 10/100</u>	:	<u>INTERNAL AUDITOR</u>
<u>SALARY CENTRE</u>	:	<p>R397 116 per annum</p> <p>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</p>
<u>REQUIREMENTS</u>	:	<p>Recognized Degree/National Diploma in Internal Auditing or equivalent qualification and 2-3 years' experience working in a comparable auditing</p>

		environment. Computer literate. Valid driver's licence. Competencies And Attributes: Knowledge of 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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsokane 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.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 10/101</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: HR ADMINISTRATION</u>
<u>SALARY CENTRE</u>	:	R397 116 per annum
	:	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
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	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 CENTRE : R397 116 per annum
: **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 CENTRE : R397 116 per annum
: **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.

<u>POST 10/106</u>	:	<u>SENIOR PERSONNEL OFFICER: HUMAN RESOURCE ADMINISTRATION</u>
<u>SALARY CENTRE</u>	:	R397 116 per annum
	:	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
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	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.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 10/107</u>	:	<u>ADMINISTRATION OFFICER: HR ADMINISTRATION (PERSAL)</u>
<u>SALARY CENTRE</u>	:	R397 116 per annum
	:	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
<u>REQUIREMENTS</u>	:	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 CENTRE REQUIREMENTS : R397 116 per annum
: Limpopo, Mpumalanga and North West Region: Regional Office
: 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. Collaborate 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.

<u>POST 10/109</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: COMMUNICATIONS</u>
<u>SALARY CENTRE</u>	:	R397 116 per annum
	:	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
<u>REQUIREMENT</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	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.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 10/110</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: INVESTIGATIONS</u>
<u>SALARY CENTRE</u>	:	R397 116 per annum
	:	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

<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	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.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 10/111</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: HR ADMINISTRATION (REGISTRATION) REF NO: EC 2026/03/36</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R397 116 per annum Eastern Cape region: St Albans
<u>DUTIES</u>	:	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. 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.
<u>ENQUIRIES</u>	:	Eastern Cape: Ms Myataza Z Tel No: (043) 706 7866/Ms Mgugudo N Tel No: (043) 706 7882.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 10/112</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: CLUBS</u>
<u>SALARY CENTRE</u>	:	R397 116 per annum 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 CENTRE : R397 116 per annum

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.
<u>ENQUIRIES</u>	:	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.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 10/114</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: LOGISTICS</u>
<u>SALARY CENTRE</u>	:	R397 116 per annum
	:	Free State and Northern Cape Region: Kimberley Ref No: FSNC 2026/03/77
	:	Gauteng Region: Johannesburg Ref No: GP 2026/03/67
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	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.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 10/115</u>	:	<u>SENIOR STATE ACCOUNTANT: FINANCIAL ACCOUNTING</u>
<u>SALARY CENTRE</u>	:	R397 116 per annum
	:	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
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	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.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 10/116</u>	:	<u>SENIOR STATE ACCOUNTANT: MANAGEMENT ACCOUNTING REF NO: GP 2026/03/69</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R397 116 per annum Gauteng Region: Zonderwater 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.
<u>DUTIES</u>	:	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 CENTRE REQUIREMENTS : R397 116 per annum
: Gauteng Region: Regional Office
: 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 CENTRE : R397 116 per annum
: **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 Molutsokane 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.

<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 10/120</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: GENERAL STOCK PROCUREMENT</u>
<u>SALARY CENTRE</u>	:	R397 116 per annum
	:	Free State and Northern Cape region: Regional 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
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	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.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 10/121</u>	:	<u>PROCUREMENT ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT</u>
<u>SALARY CENTRE</u>	:	R397 116 per annum
	:	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
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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 Molutsokane 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 CENTRE REQUIREMENTS : R397 116 per annum
: KwaZulu Natal region: Regional Office
: 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 CENTRE : R397 116 per annum
: **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
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	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.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 10/124</u>	:	<u>ARTISAN FOREMAN GRADE A</u>
<u>SALARY CENTRE</u>	:	R382 047 per annum
	:	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 CENTRE** : R360 837 per annum
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 CENTRE** : R360 837 per annum
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 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. 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 Molutsokane 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 CENTRE REQUIREMENTS** : R360 837 per annum
: Free State and Northern Cape region: Kuruman
: 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 Molutsokane 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 CENTRE REQUIREMENTS** : R360 837 per annum
: Free State and Northern Cape region: Goedemoed Med A
: 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 Molutsokane 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 CENTRE REQUIREMENTS : R360 837 per annum
Limpopo, Mpumalanga and North West Region: Rustenburg Juvenile
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 CENTRE REQUIREMENTS : R360 837 per annum
Eastern Cape region: Sada: Cradock
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 CENTRE REQUIREMENTS : R360 837 per annum
Eastern Cape region: St Albans
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 Molutsokane 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 CENTRE REQUIREMENTS : R360 837 per annum
: Gauteng region: Leeuwkop Med B (Youth)
: 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 CENTRE REQUIREMENTS : R360 837 per annum
: Gauteng region: Johannesburg Med B
: 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 CENTRE REQUIREMENTS : R360 837 per annum
: Gauteng region: Johannesburg Med C
: 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.

<u>POST 10/152</u>	:	<u>EDUCATIONIST (M+4): ENGLISH AND HISTORY REF NO: KZN 2026/03/111</u>
<u>SALARY</u>	:	R360 837 per annum
<u>CENTRE</u>	:	KwaZulu Natal region: Durban Juvenile
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	KwaZulu Natal region: Mr Singh M Tel No: (033) 355 7380/Ms Zuma NI Tel No: (033) 355 7367.
<u>NOTE</u>	:	Appointment under the Correctional Services Act
<u>POST 10/153</u>	:	<u>EDUCATIONIST (M+4): ENGLISH AND MATHS REF NO: KZN 2026/03/112</u>
<u>SALARY</u>	:	R360 837 per annum
<u>CENTRE</u>	:	KwaZulu Natal region: Durban Juvenile
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	KwaZulu Natal region: Mr Singh M Tel No: (033) 355 7380/Ms Zuma NI Tel No: (033) 355 7367.
<u>NOTE</u>	:	Appointment under the Correctional Services Act
<u>POST 10/154</u>	:	<u>EDUCATIONIST (M+4): LIFE ORIENTATION AND ISIZULU REF NO: KZN 2026/03/113</u>
<u>SALARY</u>	:	R360 837 per annum
<u>CENTRE</u>	:	KwaZulu Natal Region: Durban Juvenile
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.

<u>POST 10/160</u>	:	<u>EDUCATIONIST (M+4): ABET REF NO: EC 2026/03/113</u>
<u>SALARY</u>	:	R360 837 per annum
<u>CENTRE</u>	:	Eastern Cape region: Sada: Cradock
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Eastern Cape: Ms Myataza Z Tel No: (043) 706 7866/Ms Mguqudo N Tel No: (043) 706 7882.
<u>NOTE</u>	:	Appointment under the Correctional Services Act.
<u>POST 10/161</u>	:	<u>EDUCATIONIST (M+4): BUSINESS STUDIES, ACCOUNTING AND ECONOMICS REF NO: FSNC 2026/03/190</u>
<u>SALARY</u>	:	R360 837 per annum
<u>CENTRE</u>	:	Free State and Northern Cape region: Groenpunt Youth
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsokane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027.
<u>NOTE</u>	:	Appointment under the Correctional Services Act
<u>POST 10/162</u>	:	<u>SOCIAL WORKER GRADE 1</u>
<u>SALARY</u>	:	R325 200 per annum
<u>CENTRE</u>	:	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

<u>REQUIREMENTS</u>	:	BA degree in Social Work. Registration with the South African Council for Social Service Professions. Computer literate. Valid driver's licence. Competencies And Attributes: Problem solving and decision making, facilitation, plan, organize, lead and control, project management, presentation and counselling skills. Ability to interpret policy/legislation. Conflict management, coaching and mentoring. Understanding of Public service 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.
<u>DUTIES</u>	:	Provide needs-based social work services to offenders through individual attention, group work, community work, research and social work administration. Conduct individual assessments. Market social work services. Monitor and evaluate social work, intervention work, community work, research and social work administration.
<u>ENQUIRIES</u>	:	Eastern Cape: Ms Myataza Z Tel No: (043) 706 7866/Ms Mgunudo 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.
<u>NOTE</u>	:	Appointment under the Public Service Act
<u>POST 10/163</u>	:	<u>HUMAN RESOURCE PRACTITIONER: RECRUITMENT REF NO: LMN 2026/03/81 (X2 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 per annum Limpopo, Mpumalanga and North West Region: Regional Office 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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	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.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 10/164</u>	:	<u>HUMAN RESOURCE PRACTITIONER: RECRUITMENT AND PLACEMENT</u>
<u>SALARY CENTRE</u>	:	R325 101 per annum
	:	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
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	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.
<u>NOTE</u>	:	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.

<u>ENQUIRIES</u>	:	Administer Injury-on-Duty claims. Management of resources. Management of performance information. 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.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 10/167</u>	:	<u>HUMAN RESOURCE PRACTITIONER: CAREER MANAGEMENT</u>
<u>SALARY CENTRE</u>	:	R325 101 per annum
<u>SALARY CENTRE</u>	:	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
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	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.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 10/168</u>	:	<u>INVESTIGATOR: EMPLOYEE RELATIONS</u>
<u>SALARY CENTRE</u>	:	R325 101 per annum
<u>SALARY CENTRE</u>	:	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
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	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.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 10/169</u>	:	<u>PROCUMENT ADMINISTRATIVE OFFICER: SUPPLY CHAIN</u>
<u>SALARY CENTRE</u>	:	R325 101 per annum
	:	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
<u>REQUIREMENTS</u>	:	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.

<u>DUTIES</u>	:	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. 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.
<u>ENQUIRIES</u>	:	Eastern Cape: Ms Myataza Z Tel No: (043) 706 7866/Ms Mgunudo 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.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 10/170</u>	:	<u>ADMINISTRATIVE OFFICER: CARE SERVICES REF NO: LMN 2026/03/96</u>
<u>SALARY CENTRE</u>	:	R325 101 per annum Limpopo, Mpumalanga and North West Region: Regional Office: Regional Commissioner's Office
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	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.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 10/171</u>	:	<u>ADMINISTRATIVE OFFICER: SPORTS AND RECREATION REF NO: GP 2026/03/115</u>
<u>SALARY CENTRE</u>	:	R325 101 per annum Gauteng Region: Baviaanspoort
<u>REQUIREMENTS</u>	:	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 CENTRE REQUIREMENTS : R325 101 per annum
 : Limpopo, Mpumalanga and North West Region: Regional Office
 : 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 CENTRE : R325 101 per annum
 : 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

<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	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.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 10/175</u>	:	<u>STATE ACCOUNTANT: BASIC ACCOUNTING SYSTEM (FINANCIAL ACCOUNTING)</u>
<u>SALARY CENTRE</u>	:	R325 101 per annum
	:	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)
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	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.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 10/178</u>	:	<u>STATE ACCOUNTANT: LEDGER DEBT AND ACTIVITY (FINANCIAL ACCOUNTING)</u>
<u>SALARY CENTRE</u>	:	R325 101 per annum
	:	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
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	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.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 10/179</u>	:	<u>STATE ACCOUNTANT: BUDGET (MANAGEMENT ACCOUNTING)</u>
<u>SALARY CENTRE</u>	:	R325 101 per annum
	:	Gauteng Region: Boksburg Ref No: GP 2026/03/123 Johannesburg Ref No: GP 2026/03/124 Leeuwkop Ref No: GP 2026/03/125
<u>REQUIREMENTS</u>	:	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

<u>DUTIES</u>	:	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. 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.
<u>ENQUIRIES</u>	:	Gauteng region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 10/180</u>	:	<u>PROVISIONING ADMINISTRATIVE OFFICER: TRANSIT AND WAREHOUSE (LOGISTICS)</u>
<u>SALARY CENTRE</u>	:	R325 101 per annum
	:	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
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	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 Molutsokane 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.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 10/181</u>	:	<u>STAFF SHOPKEEPER: SPECIAL PROGRAMS</u>
<u>SALARY</u>	:	R325 101 per annum

<u>CENTRE</u>	:	Eastern Cape Region: Kirkwood Ref No: EC 2026/03/65 St Albans Ref No: EC 2026/03/66
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Eastern Cape: Ms Myataza Z Tel No: (043) 706 7866/Ms Mgugudo N Tel No: (043) 706 7882.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 10/182</u>	:	<u>TRANSPORT OFFICER: LOGISTICS</u>
<u>SALARY CENTRE</u>	:	R325 101 per annum 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
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	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.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 10/183</u>	:	<u>ADMINISTRATIVE OFFICER: REGISTRATION (HR ADMINISTRATION)</u>
<u>SALARY CENTRE</u>	:	R325 101 per annum 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 CENTRE** : R325 101 per annum
- REQUIREMENTS** : **Gauteng Region:**
Baviaanspoort Ref No: GP 2026/03/131
Zonderwater Ref No: GP 2026/03/132
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.

<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 10/185</u>	:	<u>ADMINISTRATIVE OFFICER: PERSONNEL ADMINISTRATION</u>
<u>SALARY CENTRE</u>	:	R325 101 per annum
	:	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
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	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.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 10/186</u>	:	<u>ADMINISTRATIVE OFFICER: PERFORMANCE MANAGEMENT (HR SUPPORT)</u>
<u>SALARY CENTRE</u>	:	R325 101 per annum
	:	Gauteng Region: Baviaanspoort Ref No: GP 2026/03/133 Western Cape Region: Allandale Ref No: WC 2026/03/129
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	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.

<u>POST 10/189</u>	:	<u>HUMAN RESOURCE PRACTITIONER: SERVICE TERMINATIONS</u>
<u>SALARY CENTRE</u>	:	R325 101 per annum 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
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	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.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 10/190</u>	:	<u>ADMINISTRATIVE OFFICER: HR ADMINISTRATION (PERSAL)</u>
<u>SALARY CENTRE</u>	:	R325 101 per annum 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
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	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.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 10/191</u>	:	<u>ADMINISTRATIVE OFFICER: HEALTH ADMINISTRATION REF NO: KZN 2026/03/70</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 per annum KwaZulu Natal Region: Regional Office 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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	KwaZulu Natal Region: Mr Singh M Tel No: (033) 355 7380/Ms Zuma NI Tel No: (033) 355 7367.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 10/192</u>	:	<u>STATE ACCOUNTANT: VOUCHER CONTROL</u>
<u>SALARY CENTRE</u>	:	R325 101 per annum
	:	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
<u>REQUIREMENTS</u>	:	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 honest. 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 CENTRE** : R325 101 per annum
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 CENTRE** : R325 101 per annum
: **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 CENTRE** : R325 101 per annum
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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	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.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 10/196</u>	:	<u>PROVISIONING ADMINISTRATIVE OFFICER: SECRETARIATE (TENDER COMMITTEE)</u>
<u>SALARY CENTRE</u>	:	R325 101 per annum
	:	Gauteng Region: Regional Office Ref No: GP 2026/03/144
	:	Western Cape Region: Regional Office Ref No: WC 2026/03/149
<u>REQUIREMENTS</u>		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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	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.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 10/197</u>	:	<u>PROFESSIONAL NURSE GRADE 1 (GENERAL NURSING) (PN-A2)</u>
<u>SALARY CENTRE</u>	:	R324 384 per annum
	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179.
<u>NOTE</u>	:	Appointment under the Correctional Services Act.
<u>POST 10/199</u>	:	<u>SENIOR HUMAN RESOURCE CLERK: RECRUITMENT AND PLACEMENT</u>
<u>SALARY CENTRE</u>	:	R269 499 per annum
	:	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
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	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.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 10/200</u>	:	<u>SENIOR PROCUREMENT CLERK: PROCUREMENT ADMINISTRATION</u>
<u>SALARY CENTRE</u>	:	R269 499 per annum
	:	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
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	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.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 10/201</u>	:	<u>SENIOR LOGISTICK CLERK: LOGISTICS</u>
<u>SALARY CENTRE</u>	:	R269 499 per annum
	:	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
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	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.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 10/202</u>	:	<u>SENIOR HR CLERK: TERMINATION REF NO: LMN 2026/03/127</u>
<u>SALARY CENTRE</u>	:	R269 499 per annum
	:	Limpopo, Mpumalanga and North West Region: Barberton
<u>REQUIREMENTS</u>	:	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

		<p>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.</p>
<u>DUTIES</u>	:	<p>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.</p>
<u>ENQUIRIES</u>	:	<p>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.</p>
<u>NOTE</u>	:	<p>Appointment under the Public Service Act.</p>
<u>POST 10/203</u>	:	<p><u>SENIOR PROVISIONING ADMINISTRATION CLERK: GENERAL STOCK PROCUREMENT REF NO: GP 2026/03/161</u></p>
<u>SALARY CENTRE REQUIREMENTS</u>	:	<p>R269 499 per annum Gauteng Region: Regional Office 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.</p>
<u>DUTIES</u>	:	<p>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.</p>
<u>ENQUIRIES</u>	:	<p>Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179.</p>
<u>NOTE</u>	:	<p>Appointment under the Public Service Act.</p>
<u>POST 10/204</u>	:	<p><u>SENIOR HR CLERK: PERSONNEL</u></p>
<u>SALARY CENTRE</u>	:	<p>R269 499 per annum 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</p>
<u>REQUIREMENTS</u>	:	<p>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.</p>
<u>DUTIES</u>	:	<p>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,</p>

		official accommodation, transfers, medical boards, appointments, termination of service and disciplinary matters. Management of resources.
<u>ENQUIRIES</u>	:	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.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 10/205</u>	:	<u>SENIOR ACCOUNTING CLERK: EXPENDITURE CONTROL (FINANCIAL ACCOUNTING) REF NO: EC 2026/03/84</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R269 499 per annum Eastern Cape Region: Kirkwood 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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Eastern Cape: Ms Myataza Z Tel No: (043) 706 7866/Ms Mgugudo N Tel No: (043) 706 7882.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 10/206</u>	:	<u>SENIOR ACCOUNTING CLERK: EXPENDITURE CONTROL (FINANCIAL ACCOUNTING) REF NO: EC 2026/03/85</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R269 499 per annum Eastern Cape region: Kirkwood 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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Eastern Cape: Ms Myataza Z Tel No: (043) 706 7866/Ms Mgugudo N Tel No: (043) 706 7882.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 10/207</u>	:	<u>ASSISTANT PHARMACIST (POST BASIC) GRADE 1 REF NO: GP 2026/03/162 (X2 POSTS)</u>
<u>SALARY</u>	:	R264 750 per annum

<u>CENTRE REQUIREMENTS</u>	:	Gauteng Region: Johannesburg
	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 10/208</u>	:	<u>LEGAL ADMINISTRATIVE OFFICER (MR1-5)</u>
<u>SALARY</u>	:	R252 855 – R659 436 per annum, (Grade and salary notch will be determined in accordance with the OSD appointment requirements and years of experience)
<u>CENTRE</u>	:	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
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	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.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 10/209</u>	:	<u>ARTISAN PRODUCTION GRADE A: WELDER</u>
<u>SALARY CENTRE</u>	:	R243 597 per annum
	:	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
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	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.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 10/210</u>	:	<u>ARTISAN PRODUCTION GRADE A: PLUMBER</u>
<u>SALARY CENTRE</u>	:	R243 597 per annum
	:	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
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	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.
<u>NOTE</u>	:	Appointment under the Public Service Act.

<u>POST 10/211</u>	:	<u>ARTISAN PRODUCTION GRADE A: CARPENTER</u>
<u>SALARY CENTRE</u>	:	R243 597 per annum 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
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	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.
<u>NOTE</u>	:	Appointment under the Public Service Act
<u>POST 10/212</u>	:	<u>ARTISAN PRODUCTION GRADE A: CABINET MAKER</u>
<u>SALARY CENTRE</u>	:	R243 597 per annum Gauteng Region: Boksburg Ref No: GP 2026/03/170 (X3 Posts) Zonderwater Medium B Ref No: GP 2026/03/171
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 10/213</u>	:	<u>ARTISAN PRODUCTION GRADE A: BRICKLAYER</u>
<u>SALARY CENTRE</u>	:	R243 597 per annum 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
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	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.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 10/214</u>	:	<u>ARTISAN PRODUCTION GRADE A: WOOD MACHINIST</u>
<u>SALARY CENTRE</u>	:	R243 597 per annum Gauteng Region: Boksburg Ref No: GP 2026/03/174 Zonderwater Ref No: GP 2026/03/175
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Gauteng region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 10/215</u>	:	<u>ARTISAN PRODUCTION GRADE A: PAINTER REF NO: GP 2026/03/176</u>
<u>SALARY CENTRE</u>	:	R243 597 per annum Gauteng Region: Boksburg
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Gauteng region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 10/216</u>	:	<u>ARTISAN PRODUCTION GRADE A: AIR CONDITIONING AND REFRIGERATION REF NO: GP 2026/03/176</u>
<u>SALARY CENTRE</u>	:	R243 597 per annum Gauteng Region: Zonderwater

<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Gauteng region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 10/217</u>	:	<u>ARTISAN PRODUCTION GRADE A: ASSET MAINTENANCE REF NO: KZN 2026/03/84</u>
<u>SALARY CENTRE</u>	:	R243 597 per annum KwaZulu Natal Region: Durban Limpopo, Mpumalanga and Northwest region Witbank (Ref: LMN 2026/03/135)
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	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.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 10/218</u>	:	<u>ARTISAN PRODUCTION GRADE A: ELECTRICIAN</u>
<u>SALARY CENTRE</u>	:	R243 597 per annum 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
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsokane 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

<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	Design, production, maintenance, performance administrative and related function. Maintain and advance expertise. Manage resources.
<u>ENQUIRIES</u>	:	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.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 10/222</u>	:	<u>ARTISAN PRODUCTION GRADE A: BUILDER</u>
<u>SALARY CENTRE</u>	:	R243 597 per annum
<u>REQUIREMENTS</u>	:	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
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	Design, production, maintenance, performance administrative and related function. Maintain and advance expertise. Manage resources.
<u>ENQUIRIES</u>	:	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.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 10/223</u>	:	<u>ADMINISTRATION CLERK: TRANSIT/ WAREHOUSE (LOGISTICS)</u>
<u>SALARY CENTRE</u>	:	R228 321 per annum
<u>REQUIREMENTS</u>	:	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
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	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.

<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 10/224</u>	:	<u>PERSONNEL CLERK: HR ADMINISTRATION</u>
<u>SALARY CENTRE</u>	:	R228 321 per annum
	:	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
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	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 Molutsokane 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.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 10/225</u>	:	<u>ADMINISTRATION CLERK: LEGAL SERVICES</u>
<u>SALARY CENTRE</u>	:	R228 321 per annum
	:	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
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsokane 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.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 10/226</u>	:	<u>ADMINISTRATION CLERK: LOGISTICS</u>
<u>SALARY CENTRE</u>	:	R228 321 per annum Eastern Cape Region: Mthatha Ref No: EC 2026/03/90 Limpopo, Mpumalanga and North West Region: Witbank Ref No: LMN 2026/03/141
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	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.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 10/227</u>	:	<u>ACCOUNTING CLERK: VOUCHER CONTROL REF NO: EC 2026/03/91</u>
<u>SALARY CENTRE</u>	:	R228 321 per annum Eastern Cape Region: Mthatha
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Eastern Cape: Ms Myataza Z Tel No: (043) 706 7866/Ms Mgugudo N Tel No: (043) 706 7882.
<u>NOTE</u>	:	Appointment under the Public Service Act.

<u>POST 10/228</u>	:	<u>ADMINISTRATION CLERK: CLUBS</u>
<u>SALARY CENTRE</u>	:	R228 321 per annum
	:	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
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	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.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 10/229</u>	:	<u>ADMINISTRATION CLERK: CLUB TREASURER</u>
<u>SALARY CENTRE</u>	:	R228 321 per annum
	:	Gauteng Region: Krugersdorp Ref No: GP 2026/03/181 Modderbee Ref No: GP 2026/03/182
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 10/230</u>	:	<u>ADMINISTRATION CLERK: REGISTRATION (HR ADMINISTRATION)</u>
<u>SALARY CENTRE</u>	:	R228 321 per annum
	:	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
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	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.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 10/231</u>	:	<u>ADMINISTRATION CLERK: PRODUCTION WORKSHOP AND AGRICULTURE REF NO: FSNC 2026/03/132</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 per annum Free State and Northern Cape region: Regional Office 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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsoane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 10/232</u>	:	<u>HUMAN RESOURCE CLERK: RECRUITMENT AND APPOINTMENT REF NO: FSNC 2026/03/133</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 per annum Free State and Northern Cape Region: Regional Office 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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsoane N/Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 10/233</u>	:	<u>ADMINISTRATION CLERK</u>
<u>SALARY CENTRE</u>	:	R228 321 per annum 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
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Free State and Northern Cape Region: Ms Mkuni NJ /Ms Molutsokane 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.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 10/234</u>	:	<u>ADMINISTRATION CLERK: CORRECTIONS ADMINISTRATION REF NO: GP 2026/03/184</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 per annum Gauteng Region: Regional Office
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	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.
<u>NOTE</u>	:	Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179. Appointment under the Public Service Act.
<u>POST 10/235</u>	:	<u>HUMAN RESOURCE CLERK: RECRUITMENT AND SELECTION</u>
<u>SALARY CENTRE</u>	:	R228 321 per annum Eastern Cape Region: Mthatha Ref No: EC 2026/03/93 Gauteng Region: Regional Office Ref No: GP 2026/03/185
<u>REQUIREMENTS</u>	:	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 CENTRE REQUIREMENTS** : R228 321 per annum
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 CENTRE REQUIREMENTS** : R228 321 per annum
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.
<u>ENQUIRIES</u>	:	Eastern Cape: Ms Myataza Z Tel No: (043) 706 7866/Ms Mgugudo N Tel No: (043) 706 7882.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 10/241</u>	:	<u>SECRETARY</u>
<u>SALARY CENTRE</u>	:	R228 321 per annum
	:	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
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	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 CENTRE** : R193 359 per annum
: **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 CENTRE** : R193 359 per annum
: **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

<u>POST 10/244</u>	:	<u>SWITCHBOARD OPERATOR</u>
<u>SALARY CENTRE</u>	:	R193 359 per annum
	:	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
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	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.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 10/245</u>	:	<u>SOCIAL AUXILIARY WORKER GRADE 1</u> (12 Months Contract)
<u>SALARY CENTRE</u>	:	R192 972 per annum, (plus 37% in lieu of benefits)
	:	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
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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

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 CENTRE REQUIREMENTS** : R896 436 – R1 055 958 per annum (Level 11)
: Armscor Building, Erasmuskloof, Pretoria
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. Advise 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 APPLICATIONS** : Mr C.S. Maseko Tel No: (012) 355 5077
: 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 CENTRE REQUIREMENTS** : R193 359 - R227 766 per annum (Level 04)
: Joint Support Base (JSB) Garrison, Thaba Tshwane
: 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 staff on food safety. Ensure that cutlery, serviettes condiments, butter and assorted jams are available on the tables. Maintain cleanliness and safety standards. Assist in preparing and serving food. Report all losses, damages and theft observed. Ensure food quality and presentation meet standards.
- ENQUIRIES APPLICATIONS** : Lt Col A. Zombe Tel No: (012) 684 2198 / Ms M.T.P. Lekgetho Tel No: (012) 684 2029
: 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 CENTRE REQUIREMENTS** : R193 359 – R227 766 per annum (Level 04)
: Joint Support Base (JSB) Garrison, Thaba Tshwane
: 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 CENTRE REQUIREMENTS** : R138 486 – R163 131 per annum (Level 02)
: Joint Support Base (JSB) Garrison, Thaba Tshwane
: 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 CENTRE REQUIREMENTS** : R138 486 – R163 131 per annum (Level 02)
: Joint Support Base (JSB) Garrison, Thaba Tshwane
: 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 CENTRE REQUIREMENTS** : R138 486 – R163 131 per annum (Level 02)
: Joint Support Base (JSB) Garrison, Thaba Tshwane
: 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 refuse from the terrain. Load refuse on the truck for transportation to refuse dumps or burn refuse. 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 possession of foreign qualifications must be accompanied by an evaluation report issued by the South African Qualification Authority (SAQA) (only when shortlisted). The Department does not accept applications via fax. Applicants who do not comply with the abovementioned instructions/ requirements, as well as applications received late will not be considered. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Please note by responding to the advertisement, you consent to the collection, processing, and storing of your Personal Information in accordance with the Protection of Personal Information Act (POPIA). Your information will be used solely for the purpose of this promotion and will not be shared with third parties without prior consent unless required by law. The Department reserves the right not to make any appointment(s) to the below advertised post(s). The successful candidate will be expected to sign a performance agreement. The Department is an equal opportunity affirmative action employer. The Employment Equity Plan of the Department shall inform the employment decision. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s).
- ERRATUM:** Please be advised that the position of Deputy Director: Management Support Services (HR & Finance) with Ref No: HR4/26/02/02HO, has been withdrawn. 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-apply 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 CENTRE** : R1 059 105 per annum, (all inclusive)
 : 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 APPLICATIONS** : Dr N Kahla Tel No: (031) 3662116
 : 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 CENTRE** : R896 436 per annum, (all-inclusive)
 : 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 APPLICATIONS : Ms Pumla Duma Tel No: (012) 337 1767
email: Jobs-UIF18@labour.gov.za

POST 10/254 : **ASSISTANT DIRECTOR: FINANCIAL MANAGEMENT REF NO: HR4/4/03/37**

SALARY CENTRE REQUIREMENTS : R582 444 per annum
: Provincial Office: Durban
: 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 APPLICATIONS : Mr S Mchunu Tel No: (031) 366 2000
: 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 CENTRE REQUIREMENTS : R468 459 per annum, plus 37% in lieu of benefits
: Unemployment Insurance Fund, Pretoria
: 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 APPLICATIONS : Ms PP Duma Tel No: (012) 337 1767
: email: Jobs-UIF19@labour.gov.za

<u>POST 10/256</u>	:	<u>ASSISTANT DIRECTOR: LABOUR ACTIVATION PROGRAMMES REF NO: HR4/4/3/2ASDLAP/UIF (X70 POSTS)</u> (3-Year Contract)
<u>SALARY CENTRE</u>	:	R468 459 per annum, plus 37% in lieu of benefits 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)
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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 Programme 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).
<u>ENQUIRIES</u>	:	Ms PP Duma Tel No: (012) 337 1767 Ms H Rampou at 082 758 7855 Mr SV Dlodla 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
<u>APPLICATIONS</u>	:	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 CENTRE REQUIREMENTS

: R397 116 per annum
: Provincial Office: Durban
: 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 APPLICATIONS

: Mr S Mchunu Tel No: (031) 366 2000
: 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 CENTRE

: R397 116 per annum, plus 37% in lieu of benefits
: 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 REQUIREMENTS : Estcourt Labour Centre
 : 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 APPLICATIONS : Ms AJ Fakazi Tel No: (036) 352 7767
 : 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 CENTRE REQUIREMENTS : R228 321 per annum
 : Provincial Office: Durban
 : 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 APPLICATIONS : Mr SA Mchunu Tel No: (031) 366 2000
 : 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

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 CENTRE REQUIREMENTS** : R1 059 105 - R1 247 574 per annum (Level 12), (all-inclusive package)
: Pretoria
: 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@qtac.gov.za

DEPARTMENT OF HIGHER EDUCATION AND TRAINING
(Ingwe TVET College)
(Maluti TVET College)
(Western TVET College)

OTHER POSTS

<u>POST 10/265</u>	:	<u>ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING</u> Nature of appointment (Fixed - Term Contract)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459.per annum (Level 09), plus 37% in lieu of benefits
	:	Corporate Office
	:	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.
<u>DUTIES</u>	:	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 APPLICATIONS : Ms M Hlatshwayo/Mr P Motai Tel No: (011) 692 4004 Ext. 1010/1061/1062.
: 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 APPLICATION : Ms T Mathipe Tel No: (058) 303 1732
: 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 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 10/271 : **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 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 suitability 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.
<u>ENQUIRIES</u>	:	Ms NA Damoyi Tel No: (039) 940 2142
<u>APPLICATIONS</u>	:	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.
<u>NOTE</u>	:	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.
<u>CLOSING DATE</u>	:	07 April 2026 at 16:00
<u>POST 10/273</u>	:	<u>CLEANERS (X2 POSTS)</u> Permanent
<u>SALARY</u>	:	R138 486 per annum (Level 02)
<u>CENTRE</u>	:	Siteto Campus Ref No: 2026/03/08 Ngqungqushe Campus Ref No: 2026/03/09
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Ms NA Damoyi Tel No: (039) 940 2142
<u>APPLICATIONS</u>	:	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.
<u>NOTE</u>	:	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 suitability 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

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.

<u>CLOSING DATE</u>	:	10 April 2026
<u>NOTE</u>	:	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

<u>POST 10/274</u>	:	<u>DIRECTOR: FAMILY ADVOCATE REF NO: 26/14/KZN</u>
<u>SALARY</u>	:	R1 266 714 – R1 492 122 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Office of The Family Advocate– Durban
<u>REQUIREMENTS</u>	:	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 APPLICATIONS : Mr J.N. Mdaka Tel No: (031) 3723000
: 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 APPLICATIONS : Ms M.P Khoza Tel No: (031) 3723000
: 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>

<u>POST 10/279</u>	:	<u>CHIEF ADMINISTRATION CLERK REF NO: 26/19/KZN</u>
<u>SALARY</u>	:	R325 101 – R382 959 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Family Advocate Office: Durban
	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms V.T Mlandeliso Tel No: (031) 372 3000
	:	Quoting the relevant reference number and courier your application to: Physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban or drop-off on the above address OR https://forms.office.com/r/X2XaVPasWu
<u>POST 10/280</u>	:	<u>OCCUPATIONAL HEALTH AND SAFETY PRACTITIONER REF NO: 26/VA06/NW</u>
<u>SALARY</u>	:	R325 101 – R382 959 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Provincial Office - NW
	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. L Shoai Tel No: (018) 397 7088
	:	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

<u>POST 10/281</u>	:	<u>MAINTENANCE INVESTIGATOR REF NO: 26/20/KZN</u>
<u>SALARY</u>	:	R325 101 – R382 959 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Magistrate Office: Durban 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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms V Mlandiso Tel No: (031) 3723000 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
<u>POST 10/282</u>	:	<u>MAINTENANCE OFFICER (MR1 - MR5) REF NO: 26/21/KZN</u>
<u>SALARY</u>	:	R252 855 – R1 111 323 per annum (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Magistrate Office: KwaDukuza 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.
<u>DUTIES</u>	:	Key Performance Areas: Perform the powers, duties or functions of a Maintenance Officer in terms of the Maintenance Act; Obtain financial information for 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.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms V Mlandiso Tel No: (031) 372 3000 Quoting the relevant reference number and courier your application to: Physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban or drop-off on the above address OR https://forms.office.com/r/X2XaVPasWu
<u>POST 10/283</u>	:	<u>ESTATE CONTROLLER (EC1 – EC4) REF NO: 2026/06/GP (X2 POSTS)</u>
<u>SALARY</u>	:	R252 855 – R586 956 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Master of The High Court: Johannesburg An LLB Degree or recognized four years legal qualification. Knowledge of Administration of Estates Act, Compliance, Mental Health, Insolvency Act and other related Act, Registration of trusts Act, Curatorship's Act; knowledge of all local and international Legislation that regulates protection of children, South African legal system, legal practices and related spheres with specific reference to civil litigation and the law of contract. Knowledge of the Constitution, the Institution of Legal Proceedings Against Certain Organs of State Act, State Attorney Act, the Public Finance Management Act, Treasury Regulations and the State Liability Act. Skills and Competencies: Legal research and drafting; Case flow management; Estate duties; Trust; Dispute resolution; Communication skills (verbal and written); Problem solving; Customer focus; Attention to detail; Computer literacy.
<u>DUTIES</u>	:	Key Performance Areas: Administer deceased and Insolvent Estates, Curatorship, Trusts and all aspects related to the administration thereof; Determine and assess estate duties in terms of the Estate Duties Act; Conduct

		research and draft legal documents; Render administrative function of the office.
<u>ENQUIRIES</u>	:	Ms. T Maphoto Tel No: (011) 332 9000
<u>APPLICATIONS</u>	:	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
<u>POST 10/284</u>	:	<u>ADMINISTRATION CLERK (X9 POSTS)</u>
<u>SALARY</u>	:	R228 321 – R268 950 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate Office: 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)
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	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
<u>APPLICATIONS</u>	:	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
<u>NOTE</u>	:	Separate application must be made quoting the relevant reference number.
<u>POST 10/285</u>	:	<u>DRIVER REF NO: 26/VA07/NW</u>
<u>SALARY</u>	:	R193 359 – R227 766 per annum. The successful candidate will be required to sign a performance agreement
<u>CENTRE</u>	:	Magistrate's Office Schweizer - Reneke
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Ms. L Shoai Tel No: (018) 397 7088/7106
<u>APPLICATIONS</u>	:	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

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
REQUIREMENTS**

: Pretoria
: 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

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

<u>POST 10/287</u>	:	<u>CHIEF ENGINEER: CIVIL (PROFESSIONAL SERVICES) (GRADE A) REF NO: 2026/113</u>
<u>SALARY</u>	:	R1 266 450 per annum, (all-inclusive salary package), (total package to be structured in accordance with the rules of the OSD)
<u>CENTRE</u>	:	Pretoria Regional Office
<u>REQUIREMENTS</u>	:	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).
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Mr L Ngobeni Tel No: (012) 492 3470/Mr T Masina Tel No: (012) 310 5254
<u>APPLICATIONS</u>	:	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
<u>FOR ATTENTION</u>	:	Ms K. Tihapane/ Ms MC. Lekganyane
<u>POST 10/288</u>	:	<u>CHIEF ENGINEER: STRUCTURAL (PROFESSIONAL SERVICES) (GRADE A)</u>
<u>SALARY</u>	:	R1 266 450 per annum, (all-inclusive salary package), (Total package to be structured in accordance with the rules of the OSD)
<u>CENTRE</u>	:	Pretoria Regional Office Ref No: 2026/114A (X1 Post) Cape Town Regional Office Ref No: 2026/114B (X1 Post)
<u>REQUIREMENTS</u>	:	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 REQUIREMENTS

: Cape Town Regional Office
 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
APPLICATIONS**

: Ms. T Kolele Tel No: (021) 402 2063
 : 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
REQUIREMENTS**

: Cape Town Regional Office
 : 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

<u>POST 10/293</u>	:	<u>DEPUTY DIRECTOR: EPWP ENVIRONMENT & CULTURE SECTOR (X2 POSTS)</u>
<u>SALARY</u>	:	R1 059 105 per annum, (all-inclusive salary package), (Total package to be structured in accordance with the rules of the Middle Management Service)
<u>CENTRE</u>	:	Pretoria Regional Office Ref No: 2026/119A Nelspruit Regional Office Ref No: 2026/119B
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Pretoria: Ms B Kutumane Tel No: (012) 492 1499 Nelspruit: Mr IS Mothapo Tel No: (013) 753 6300
<u>APPLICATIONS</u>	:	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
<u>POST 10/294</u>	:	<u>DEPUTY DIRECTOR: IMMOVABLE ASSET REGISTER REF NO: 2026/120</u>
<u>SALARY</u>	:	R1 059 105 per annum (all-inclusive salary package), (Total package to be structured in accordance with the rules of the Middle Management Service)
<u>CENTRE</u>	:	Mthatha Regional Office
<u>REQUIREMENTS</u>	:	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 APPLICATIONS** : Mr. S Sokhela Tel No: (012) 406 2043
- FOR ATTENTION** : 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
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 REQUIREMENTS** : Kimberley Regional Office
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 APPLICATIONS** : Dorothy Steenkamp Tel No: (053) 838 5327
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 REQUIREMENTS** : Head Office (Pretoria)
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 : Bolefontein 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
Ms. C Rossouw

FOR ATTENTION :

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 Khotso
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 CENTRE REQUIREMENTS** : R582 444.per annum
: Head Office (Pretoria)
: 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 APPLICATIONS : Mr T Marageni Tel No: (012) 406 1632
 : 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 CENTRE REQUIREMENTS : R582 444.per annum
 : Pretoria Regional Office
 : 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. BBEE. 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 APPLICATIONS : Ms P. Sethwana Tel No: (012) 310 5118
 : 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 CENTRE REQUIREMENTS : R582 444 per annum
 : 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)
 : 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 CENTRE

: R582 444 per annum
 : 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 ACQUISITIONS AND LEASING MANAGEMENT**
- SALARY CENTRE** : R582 444 per annum
 : 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 CENTRE : R582 444 per annum
: 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 CENTRE : R582 444 per annum
: 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.

<u>DUTIES</u>	:	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.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms W Khumalo Tel No: (053) 838 5359
<u>FOR ATTENTION</u>	:	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 Mr. S Xulu
<u>POST 10/311</u>	:	<u>ASSISTANT DIRECTOR: PROJECT BUDGET ADMINISTRATION</u>
<u>SALARY CENTRE</u>	:	R468 459 per annum
<u>REQUIREMENTS</u>	:	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) 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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Kimberly/Bloemfontein Mr. P Whielers, Tel: (051) 408 7388 and

<u>APPLICATIONS</u>	: Johannesburg Mr P PMR Mongwenyana, Tel: (012) 406 1816 : 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
<u>POST 10/312</u>	: <u>ASSISTANT DIRECTOR: CONTRACT MANAGEMENT (SCM) REF NO: 2026/138</u>
<u>SALARY CENTRE REQUIREMENTS</u>	: R468 459 per annum : Bloemfontein Regional Office : 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.
<u>DUTIES</u>	: 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.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms MD Mabuso Tel No: (051) 408 7444
	:	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
<u>FOR ATTENTION</u>	:	Mr D Manus
<u>POST 10/313</u>	:	<u>ENGINEERING TECHNOLOGIST PRODUCTION (GRADE A) (MECHANICAL/ ELECTRICAL / STRUCTURAL / CIVIL) REF NO: 2026/139</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R453 576 per annum Mmabatho Regional Office 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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. K Nel Tel No: (018) 386 5291
	:	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
<u>FOR ATTENTION</u>	:	Mr. T. Oagile
<u>POST 10/314</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: PROPERTY LEASING & ACQUISITION MANAGEMENT</u>
<u>SALARY CENTRE</u>	:	R397 116 per annum 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)
<u>REQUIREMENTS</u>	:	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

<u>DUTIES</u>	: skills. Problem solving skills. Organising and planning. Must be prepared to travel. Willing to adapt work schedule in accordance with office requirements. 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.
<u>ENQUIRIES</u>	: Pretoria: Ms P Lekgau Tel No: (012) 310 5100 Mmabatho: Ms. J Sethoke 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
<u>APPLICATIONS</u>	: Pretoria Applications: The Regional Manager, Department of Public Works Private Bag X229, 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. Masubebele 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
<u>POST 10/315</u>	: <u>SENIOR PERSONNEL PRACTITIONER: EMPLOYEE HEALTH AND WELLNESS PRACTITIONER REF NO: 2026/141</u>
<u>SALARY CENTRE REQUIREMENTS</u>	: R397 116 per annum : Nelspruit Regional Office : 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

<u>DUTIES</u>	:	skills, interpretation of policies, ability to undertake research/gather information, ability to work independently.
	:	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.
<u>ENQUIRIES</u>	:	Mr. EK Nguyuza Tel No: (013) 753 6319
<u>APPLICATIONS</u>	:	Nelspruit 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
<u>FOR ATTENTION</u>	:	Mr. EK Nguyuza
<u>POST 10/316</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: PROPERTY DISPOSALS</u>
<u>SALARY CENTRE</u>	:	R397 116 per annum
	:	Mmabatho Regional Office Ref No: 2026/142A (X1 Post)
	:	Johannesburg Regional Office Ref No: 2026/142B (X2 Posts)
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	For Mmabatho: Mr. B Ntsonga Tel No: (018) 386 5267 For Johannesburg: Ms T Ngobeni Tel No: (012) 406 1154
<u>APPLICATIONS</u>	:	<u>Mmabatho Applications:</u> 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
	:	<u>Johannesburg Applications:</u> 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

<u>CENTRE REQUIREMENTS</u>	:	Cape Town Regional Office
	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. T Shenxane Tel No: (012) 406 1158
	:	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
<u>FOR ATTENTION</u>	:	Ms. C Rossouw
<u>POST 10/320</u>	:	<u>SENIOR ADMIN OFFICER: SCM DEMAND MANAGEMENT REF NO: 2026/146</u>
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE REQUIREMENTS</u>	:	Bloemfontein Regional Office
	:	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.
<u>DUTIES</u>	:	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 APPLICATIONS : Ms MD Mabuso Tel No: (051) 408 7444
: 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 CENTRE REQUIREMENTS : R193 359 per annum
: Pretoria Regional Office
: 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 APPLICATIONS : Mr S. Kutu Tel No: (012) 310 5993
: 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 CENTRE REQUIREMENTS : R193 359 per annum
: Pretoria Regional Office
: 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 APPLICATIONS : Mr L. Nel Tel No: (012) 342 2033
: 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 health 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 RecruitPTA26-26@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. OHS&A & 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 CENTRE REQUIREMENTS : R138 486 per annum
: Nelspruit Regional Office
: 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 APPLICATIONS : Ms E Nkwini Tel No: (013) 753 6396
: 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 Nguyuzza

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 CENTRE REQUIREMENTS : R138 486 per annum
: Pretoria Regional Office
: 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 APPLICATIONS : Mr S. Kutu Tel No: (012) 310 5993
: 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 CENTRE REQUIREMENTS : R138 486 per annum
: Gqeberha Regional Office
: 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 APPLICATIONS : Mr. VR. Maqetuka Tel No: (041) 408 2199

: 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 CENTRE : R138 486 per annum
: 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 APPLICATIONS : Mr M.P. Morudu, Tel: (015) 291 6386
: 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 CENTRE : R138 486 per annum
: 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 health standards and the occupational health and safety acts: Report challenges encountered on site. Ensure proper usage of protective clothing.

ENQUIRIES APPLICATIONS : Mr. S. Kutu Tel No: (012) 310 5993
: 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 health 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 Nguyuzza

DEPARTMENT OF TOURISM

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

<u>APPLICATIONS</u>	:	Applications, quoting the relevant reference number, must be forwarded to the attention of Chief Director: HR Management and Development at Department of Tourism, Private Bag X424, Pretoria, 0001, or hand delivered at Tourism House, 17 Trevenna Road, Sunnyside, Pretoria, or by email as provided.
<u>CLOSING DATE</u>	:	10 April 2026 by 16:30 (Late applications will not be considered)
<u>NOTE</u>	:	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

<u>POST 10/338</u>	:	<u>DEPUTY DIRECTOR: TOURIST GUIDING COMPLIANCE REF NO: DT 16/2026</u>
<u>SALARY</u>	:	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)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	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.

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@coqta.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 REQUIREMENTS** : Pretoria
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

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 introduced compulsory SMS pre-entry certificate with effect from 01 April 2020 as Minimum Entry Requirements for Senior Management Services (submitted prior to appointment) and can be accessed through the following link: <http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate must disclose to the Director-General particulars of all registrable financial interests, sign a performance agreement and employment contract with the Director-General within three months from the date of assumption of duty. The successful candidate must be willing to sign an oath of secrecy with the Department. Applicants will be expected to be available for selection interviews and assessments at a time, date and place as determined by the Department. An offer letter will only be issued to the successful candidate once the following has been verified educational qualifications, previous experience, citizenship, reference checks and security vetting. Please note: Correspondence will only be entered into with short-listed candidates.

MANAGEMENT ECHELON

- POST 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.

DUTIES

Communication; Financial Management; Strategic Capability & Leadership; People Management & Empowerment; Project/Programme Management; Client Orientation and Customer Focus; Change Management.

: 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

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

<u>POST 10/345</u>	:	<u>CHIEF DIRECTOR: INTERGOVERNMENTAL POLICY AND PLANNING REF NO: S036/2026</u> Division: Intergovernmental Relations (IGR) Purpose: To promote the progressive improvement of the intergovernmental fiscal system based on the principle of co-operative governance.
<u>SALARY</u>	:	R1 494 900 per annum, (all-inclusive)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	enquiries only (No applications): Recruitment.Enquiries@treasury.gov.za
<u>POST 10/346</u>	:	<u>CHIEF DIRECTOR: ECONOMIC REFORMS REF NO: S034/2026</u> 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
<u>SALARY</u>	:	R1 494 900 per annum, (all-inclusive)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.Enquiries@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 CENTRE REQUIREMENTS** : R1 494 900 per annum, (all-inclusive)
 : Pretoria
 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.Enquiries@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.Enquiries@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.Enquiries@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.Enquiries@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 CENTRE REQUIREMENTS : R325 101 per annum, (excluding benefits)
: Pretoria
: 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.Enquiries@treasury.gov.za

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 DPSSA 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 REQUIREMENTS** : Pretoria Head Office
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 REQUIREMENTS** : Pretoria Head Office
 : 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 REQUIREMENTS** : Pretoria Head Office
 : 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

<u>DUTIES</u>	:	communication skills, both verbal and written. Networking and computer literacy. Planning and organising. Problem-solving and analysis.
	:	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.
<u>ENQUIRIES</u>	:	Dr Simphiwe Chabalala Tel No: (012) 336 8661
<u>POST 10/356</u>	:	<u>CONTROL ENVIRONMENTAL OFFICER GRADE A REF NO: 070426/05</u> Branch: Regulation, Compliance and Enforcement Dir: compliance monitoring
<u>SALARY CENTRE REQUIREMENTS</u>	:	R612 480 per annum, (OSD) Pretoria Head Office
	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Ms TE Nemutudi Tel No: (012) 336 7253
<u>POST 10/357</u>	:	<u>CONTROL SCIENTIFIC TECHNICIAN GRADE A - C REF NO: 070426/06</u> Branch: Water Services Management Dir: Resource Quality Information Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R551 493 per annum, (OSD) Roodeplaat (RQIS)
	:	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 17025:2017 standard 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).
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Ms E Vermaak Tel No: (012) 808 9625
<u>POST 10/358</u>	:	<u>CONTROL ENGINEERING TECHNICIAN GRADE A – C REF NO: 070426/07</u> Branch: Water and Sanitation Services Management: GP CD: Provincial Operations: Gauteng Sd: Hydrological Services
<u>SALARY</u>	:	R551 493 per annum, (OSD)
<u>CENTRE</u>	:	Boskop Hydrological Services Office
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Mr. KV Moganedi Tel No: (018) 298 9009

<u>POST 10/359</u>	:	<u>ENGINEERING TECHNICIAN PRODUCTION GRADE A – C REF NO: 070426/08</u> Branch: Water and Sanitation Services Management: GP CD: Provincial Operations: Gauteng Sub Dir: Infrastructure Development and Maintenance
<u>SALARY</u>	:	R391 671 – R586 665 per annum, (OSD), (Offer will be based on proven years of experience)
<u>CENTRE</u>	:	Gauteng Provincial Office
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Mr D Masoga Tel No: (012) 392 1477
<u>POST 10/360</u>	:	<u>PERSONAL ASSISTANT REF NO: 070426/09</u> Branch: Provincial and Entity Governance and International Cooperation
<u>SALARY</u>	:	R325 101 per annum (Level 07)
<u>CENTRE</u>	:	Pretoria Head Office
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Ms D Mthembu Tel No: (012) 336 7117/8